



INDIAN INSTITUTE OF MANAGEMENT INDORE

Prabandh Shikhar, Rau-Pithampur Road, Indore-453556 (M.P.), India
Ph. 0731-2439620

NIT / IIMI/Project/03/2016/27

Name of work: “Providing & setting up convocation venue - Pandal, stage and other associated facilities for the 17th Convocation at IIM Indore campus to be held on March 26, 2016.”

BID ISSUE DATE	March 5, 2016
LAST DATE OF BID SUBMISSION	March 10, 2016 upto 03.00 PM
DATE OF BID OPENING	March 10, 2016 at 03.30 PM
EARNEST MONEY DEPOSIT (EMD) - CUM - PERFORMANCE GUARANTEE	Rs. 100,000/- (Rupees One Lakh only)

Indian Institute of Management Indore

Notice Inviting Quotation

NIT / IIMI/Project/03/2016/27

The Chief Engineer, IIM Indore on behalf of the Director, IIM Indore invites sealed quotation from reputed & eligible event management service providers/ firms fulfilling the pre-qualification criteria enumerated below for the following work and will be received at the office of “The Chief Engineer, Project Department, 2nd floor, Administration Block, Indian Institute of Management Indore, Prabandh Shikhar, Rau - Pithampur Road, Indore 453556 (M.P.)” up to 03.00 P.M. on March 10, 2016. The bids will be opened at 3:30 PM on the same day.

1	Name of Work	Providing & setting up convocation venue - Pandal, stage and other associated facilities for the 17 th Convocation at IIM Indore campus to be held on March 26, 2016.
2	Earnest money deposit (EMD)-cum- Performance Guarantee	Rs. 100,000/- (Rupees One Lakh Only) shall be payable in the form of Banker's cheque / Demand Draft / Fixed Deposit Receipt (FDR) of any Nationalized or Scheduled Commercial Bank issued in the favour of 'Indian Institute of Management, Indore' payable at Indore. Bids received without EMD will be rejected. EMD cum performance guarantee of unsuccessful bidders will be returned after the event.
3	Site visit if required	During the Office hours upto 1:00 PM on March 10, 2016.
4	Last date of the Submission	March 10,2016 upto 03:00PM
5	Date & time of opening of the quotation	March 10,2016 at 03:30PM
6	Mode of Submission	Can be dropped in the Box kept at the Office of the Project Department, Indian Institute of Management Indore, Prabandh Shikhar, Rau - Pithampur Road, Indore 453556 (M.P.) or sent by post at their own risk. Late receipt of bid will not be accepted.
7	Address to which Quotation to be sent & place of tender opening	The Chief Engineer, Project Department, 2nd floor, Administration Block, Indian Institute of Management Indore, Prabandh Shikhar, Rau - Pithampur Road, Indore 453556 (M.P.)
8	Contact Number	0731-2439620

9	Qualifying Criteria	<p>1) The bidder shall have the Experience of having successfully completed similar works during the last 5 years ending upto February 29, 2016.</p> <p>One similar completed work of aggregate cost not less than the amount equal to Rs. 13.6 Lakhs.</p> <p>2) The documentary evidence in support of the above like experience certificate/Bill/Payment/TDS Certificate issued by client should be submitted.</p>
---	---------------------	--

Evaluation of Quotations

IIM Indore will determine the substantial responsive of each proposal with reference to terms & conditions. For this purpose a substantial proposal is one which confirms to all the requirements scheduled without material deviations. The evaluation shall normally but not necessarily be based on lowest quoted tenders basis for the entire scope of work.

The scope besides cost will include the profile of the tenderer and past record, value of similar work done and their extent, proven capability evidenced by testimonials from relevant authorities. IIM Indore does not bind itself to accept lowest quotations or any quotation and reserves the right to itself the right of accepting the whole or any part or portion or reject all bids without assigning any reason.

IIM Indore reserve the right to check the quality of each and every items brought for the arrangement and if found substandard, the same will be rejected and the tenderer / agency is bound to remove it from site. The material may be inspected outside the main gate and if found of inferior quality, the vehicle will be asked to go back or unload it there itself till the functions are over.

Other information:

1. Quotation once accepted cannot be altered by the bidder. However IIM Indore reserves the right to modify certain items or call for additional items whatever found essential for such functions.
2. Bidders can attend a pre-bid meeting March 08, 2016 at 03.00 PM at Project Department, Administration Block, IIM Indore campus for site visit, inspection and discussion on any technical and commercial aspects.
3. Interested bidders are requested to go through the terms and conditions of the tender. Queries for the Prebid meeting, if any may be forwarded by E.Mail to (projectdept@iimidr.ac.in) well in advance i.e. latest by March 07, 2016 -04.00pm so that those points can be discussed during the Prebid meeting on March 08, 2016.
4. Bidders can take measurements of the site/building etc. for collection of first hand information on size and dimension of the items to be supplied and assembled. No further details can be furnished individually.

Note: Tender document can be downloaded from official website of IIM Indore under URL: <http://www.iimidr.ac.in/iimi/index.php/tenders> OR from <http://eprocure.gov.in/epublish/app>.

Instructions to Bidder (ITB) and other Terms & Conditions:

Bidders are requested to kindly go through the detailed Terms & Conditions mentioned below and submit most competitive bid:

1. Please mention the name of the work, ref. no. & due date of the quotation on the top of the Bid envelop.
2. Please submit copy of your Income Tax Number and copies of PAN with your offer.
3. Please submit copy of your registration no. for this Service being rendered with your offer.
4. The offer must be submitted in Single bid system in sealed envelope within the stipulated date and Time.
5. No Tender/bid is to be handed over to any of our staff/ any other person.
6. All tenders/quotations should be sent or deposited in the tender box at the following address: Chief Engineer, Project Department, Second Floor, Administration Block, IIM Indore, Prabandh Shikhar, Rau-Pithampur Road, Indore- 453556, M.P. only
7. Tenders/Quotations must be sent sufficiently in advance so that it reaches us on or before the due date and time. Quotation received after the due date & time cannot be considered.
8. The firm quoting for above mentioned items should be the authorized dealer/distributor for carrying out the SERVICES. The institute will not be responsible for any statutory compliance in respect of items and Services provided by the firm.
9. The Bank/RTGS detail must be submitted along with the quotations /Tenders on the letter head.
10. Agencies Black listed and Suspended from carrying out business by any Government offices, Autonomous bodies, Educational and/or research institutes, PSUs etc need not submit their quote. Suppression of information in this regard will be taken seriously.
11. The successful completion certificate of similar Services in Educational, Academic and Research institutes will be given weightage. IIM Indore also reserves the right to amend the eligibility criteria, terms and conditions in the interest of the event.
12. Price Bid form at Annexure -I should be used for bid submission.
13. The Earnest Money Deposit (EMD) cum performance Guarantee of Rs. 100,000/- (Rupees One Lakh Only) shall be payable in the form of Banker's cheque / Demand Draft / Fixed Deposit Receipt (FDR) of any Nationalized or Scheduled Commercial Bank issued in the favour of 'Indian Institute of Management, Indore' payable at Indore. Bids received without EMD cum performance guarantee will be rejected.

14. No interest will be payable by IIM Indore on the Earnest Money Deposit cum performance guarantee. The earnest money deposit cum performance guarantee of all the unsuccessful tenderers will be returned to them after the completion of event. If the successful bidder fails to execute the job as per Work Order's terms and conditions within stipulated period, the earnest money cum performance guarantee will be forfeited by IIM Indore
15. Overhead Charges: The quoted price (final offer) must be F.O.R. - IIM Indore, Indore including all overheads such as Packing, Forwarding, Loading/Unloading, Transporting, Postage/Courier, Octroi, Freight, Insurance etc.
16. Additional Charges if any, for Installation, Packing-Unpacking, Loading/Unloading, erection, Commissioning, Inspection, Certification, Extended Warranty any other charge(s) must be included in the quoted amount.
17. Discounts: The bidder need to mention clearly the exact figure/Percentage of discount offered, if any.
18. Validity of the Quote: The validity period of the offer should be clearly specified. It should be at least for 30 (Thirty) days from the last date of submission of quotations.
19. Completion Schedule: The event is scheduled on March 26, 2016. The final testing of the complete setup will be done on March 25, 2016. In view of the Holi festival on March 24, 2016, the setup should be ready by March 23, 2016 in all respect.
20. Place of Event: IIM Indore Campus, Prabandh Shikhar, Rau-Pithampur Road, Indore- 453556, M.P.
21. Receipt of Goods: The items mentioned in the schedule should be delivered at appropriate place in Good condition and as per required specification. The Items would be weighed, counted and measured, if required to confirm the accuracy.
22. Terms of Acceptance: The items will be treated Accepted only after Inspection for Features and Functions. This includes delivery, installation & commissioning, Inspection, demonstration, schedule etc.
23. Specification and Make: Quotation should confirm the exact specification and make, Model, if any shown in the enquiry against Sl. No. of the item. In the view of the supplier there is any other alternative item which can serve out purpose, quotation may also be given for the same separately client list along with the order copy of similar equipment supplied to any IIMs / any Govt. Organization including detail of price & all charges must be attached.
24. Deviation statement: In the case of items quoted having specifications different than those mentioned in the enclosed Tender format, kindly submit the information and the prices in the same format but on additional Sheet as Deviation statement.
25. Insurance: The date of delivery should be strictly adhered to failing which the work / Service order is liable to be cancelled. Penalty may be imposed as per work order terms & conditions. Goods should be securely, safely and adequately packed & dispatched and delivered at the risk of supplier. In case of damage consignment the same should be replaced without any cost to the Buyer and the supplier can collect the damaged consignment only after satisfactory replacement.

26. Payment: Full payment within 30 working days from the date of final satisfactory completion of the event and submission of the bills.
27. Guarantee/ Warranty: The equipment should be guaranteed on site (in situ) against any defect for a period of event.
28. In case any part or whole of the item is found to be defective and any Service is found to be not upto mark during the event, then the same will have to be replaced/repaired free of cost at our premises immediately at the own cost and risk of the supplier.
29. Liquidated Damages: As Time is the essence of this order, the date of delivery should be strictly adhered to, otherwise the delivery in full or in part will not be accepted and penalty for late delivery will be imposed @ 10% of the total value of supply order & beyond 10% subject to approval of Director IIMI. In case of delay in erection, Installation, commission, demonstration, dismantling, Inspection, Certification etc also the same rate of penalty shall be leviable.
30. Cancellation: IIM- Indore reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof.
31. In case of cancellation of order due to Non-compliance of the Terms and Conditions and Breach of the Contract, No compensation will be paid towards progress of order/procurement.
32. For any dispute, the place of jurisdiction shall be Indore, India only & decision of Director, IIM Indore will be final.

**Sd/-
Chief Engineer,
IIM Indore**

Price Bid

For “Providing & setting up convocation venue - Pandal, stage and other associated facilities for the 17th Convocation at IIM Indore campus to be held on March 26, 2016.”

S. No.	Item particular	Unit	Qty	Total Amount (In Rs.) for complete items enlisted under the head ‘A’ ,’B’, ‘C’ & ‘D’. (Both in figures & words)
A	STAGE & BRANDING			
1	Stage size 48 x 28 x 4 feet with required Black Masking, Carpet and Ramp of 10 feet width having slope 1:12, steps on either side of stage (M.S. Structure with Double ply of 18 mm thickness each)	Job	1	
2	Backdrop With Flex Frame & Black Masking (48x12 feet)	No.	1	
3	Left & Right Wall With Black Masking (12x28 feet)	No.	2	
4	Side Wings With Flex & Black Masking (12x4 feet)	No.	2	
5	Side Wings With Flex & Black Masking (12x3 feet)	No.	2	
6	Screen Wall Left & Right (16x12 feet)	No.	2	
7	Square welcome Gate For Welcoming 20x15 feet with entry & exit path way Carpet upto dome entrance. Additional pathway carpet from Pavilion to Dome entrance.	Job	2	
B	DOME & TENT			
1	Waterproof Dome & Tent structural truss on steel tubular/angle to generate 36000 sq. ft. area covered with water proof canvas/tarpaulin /aluminum roofing sheets with carpet (flat structure of 30 feet wide on either side of central dome with a single span of 84 feet width). Ceiling with white fabrics, side frills,4 feet height white masking from bottom, entire inside floor with green carpet and passages with red-carpet as per the drawing. Additional carpet for pathway/passage to be given.	Job	1	
2	Two seater Sofa (for VIPs)	Nos.	80	
3	Cushion Chair With Cover and ribbon of required color as per batch	Nos.	3200	
4	Glass center table with cover	Nos.	10	
5	White Tent For Stalls With Carpet (15ft. X 105ft.) (It will additionally be used on March 25, 2016 also)	Job	1	
6	Octonum Stalls (10 x 10 feet) With one table, two chairs & five power Point and lights as required (It will additionally be used on March 25, 2016 also)	Nos.	10	
C	LIGHT & SOUND			
1	Operation & integration of Audio-Visual and Lighting system for following	Job	1	

2	JBL Sound system with Podium mic-4 nos., Cordless Mic-4 nos., Corded mic-4 nos., collar mic-2 nos. complete with Digital Audio Mixer for sound control, stage-monitors with high wattage with separate control-3 nos, DVD Player and audio cassette recording with cassette for 6 Hrs recording, and suitable numbers of speakers complete setup as required.	Job	1
3	Metal Lights 250 Watt-40 nos, LED Par lights -20 nos., Spot follow light-1 no., Video halogen light of 500Watt-10 nos. with stands and accessories and any other lighting arrangement as required.	Job	1
4	LED Plasma 52" size complete with accessories and stands as required	Nos.	2
5	Full HD Video camera complete with all required accessories, cable connections, provision to connect laptop and recording (Minimum 6 Hrs with operators)	Job	1
6	Celing Fan of 1200mm size at appropriate locations	Nos.	100
7	LED Screen (10x8 feet) complete with accessories and stands as required	Nos.	6
8	Silent DG Set of 415Volt, 50Hz, 125 KVA, vehicle mounted trolley with 4Cx50/70 Sqmm Al.Ar.cable of required length complete with change-over switch, panel board, with sufficient fuel for minimum 6 hours run and operator as required.	Nos.	5
9	One number of 20 KVA Online UPS 3 phase IN, 3 phase OUT with battery backup of minimum 1 Hr for emergency backup for emergency lighting on stage and Pandal and sound complete with 6 nos of 80 watt CFL.	Job	1
10	Air-conditioner-Tower AC -8TR	Nos.	12
11	Mist fan	Nos.	35
12	Pedestal Fan	Nos.	35
D	OTHERS		
1	Fire Tender	Nos.	1
2	Fire Extinguisher (ABC Type not less than 4.5 kg) along with dedicated operator	Nos.	10
3	Dustbins (Big size) as required	Nos.	35
4	Required number of Drinking water dispenser / jar with respective stand along with minimum 100 bottles of 20 litre (Bisleri/kinley/aquasafe etc), minimum 6000 numbers of disposable paper glass.	Job	1
5	Chemical Toilet (complete in all respect)	Nos.	4
6	Original flowers for stage, decorative flowers for pandal, balloon arching at entry / welcome gates and dome edges, flower pots etc as required on stage. Direction Standees and signage's (minimum 10 nos.)	Job	1

Undertaking:

I/We agree to undertake above work at our quoted amount of Rs. _____/- inclusive of all charges i.e Supply, Installation, testing, commissioning, transportation, labour, levies, applicable taxes, VAT, Service Tax, swatch Bharat Tax and all other applicable taxes not mentioned herein.

Name
Signature & Seal

Indicative Plan

