

भारतीय प्रबंध संस्थान रायपुर
Indian Institute of Management Raipur
GEC Campus, Sejbahar, Raipur – 492015, Chhattisgarh
Phone: 0771- 2474705/702 /703, Fax: 0771 – 2474700
Website: www.iimraipur.ac.in

REQUEST FOR PRAPOSAL
For

**“Tent & Decoration Arrangement for
6th Annual Covocation-2017”**

| | |
|--|---|
| RFP No | IIMR/ Tent and Decoration/Convocation/2016/14, Date-23.03.2017 |
| Last Date for Submission / Receipt of completed RFP | Up to 15:00 hrs. on <u>14th April</u> , 2017 in office of “The Chief Administrative Officer, IIM Raipur, GEC Campus, Sejbahar, Raipur– 492 015 |
| Date of Pre-Bid | 10:00 hrs on <u>03rd April</u> , 2017 for clarifications of queries, if any at above mentioned address. For site visit : The bidders can visit the site on any day Monday- Friday within working hours 09:30 AM to 06:00 PM (Contact Person for Site Visit: Mr.D.K.Sinha/Mr. Chitaranjan Sahu / Mr.Ashwani Bhardwaj or any authorised person. |
| Date for Opening of RFP | 14 th April 2017 @ 4:00PM, Board Room, IIM Raipur |
| Estimated Value of Tender | Rs.10,50,000/- (Rs. Ten Lakh Fifty Thousand Only /-) |
| Processing Fees | Rs 1,000 /- (Rupees One Thousand Only) |
| EMD | Rs 50,000/-(Rupees Fifty Thousand Only) |
| Contact Person Name (Tender) | Mr.Ashwani Kumar Bhardwaj (SPO)-0771-2474705 |
| Contact Person Name(Site Visit) | Mr.DK Sinha (09644164555)/ Mr.C.Sahu (08964081757) |
| Date for Annual Convocation | 05th May 2017 |

Cmdr Pankaj K Jha (Retd.)
(Chief Administrative Officer)

Date:

Signature of the Tenderer with Seal

Bids are invited in two bid system from intending service providers up to 03:00 PM on or before 14th April, 2017 for making the following arrangement:

| SI No. | Particulars | Quantity Required* | EMD |
|--------|---|---------------------------|-------------|
| 1 | Tent & Decoration arrangements for 6 th Annual Convocation- 2017 to be held on 5 th of May '2017 at GEC Campus, IIM Raipur. | As per Annexure- I below. | Rs 50,000/- |

IMPORTANT INSTRUCTIONS

1. Read the tender documents carefully before filling.
2. Sign each page with seal.
3. PART 'A' should contain –
 - a. Technical Bid with all relevant signed documents as mentioned in Terms and Conditions
 - b. EMD
 - c. Tender Processing Cost.
 - d. Sealed envelope with superscription "RFP for Tent & Decoration arrangements for 6th Annual Convocation 2017" - PART 'A'
4. PART 'B' should contain only Financial Bid
Sealed envelope with superscription FINANCIAL BID "RFP for Tent & Decoration arrangements for 6th Annual Convocation 2017 " PART 'B'.
5. Put PART 'A' and PART 'B' in separate sealed envelope and put both the sealed envelope in one cover addressed to Chief Administrative Officer, IIM Raipur, GEC Campus, Sejbahar, Raipur–492 015, Phone : 0771- 2474705 with superscription on the cover as " RFP for Tent & Decoration arrangements for 6th Annual Convocation 2017" and send it to us. It should reach us **on or before 15:00 hrs. 14th on April 2017 in the office of Chief Administrative Officer, IIM Raipur.**
6. Application forms can be downloaded from the Institute website www.iimraipur.ac.in.
Please keep visiting our website for any corrigendum /amendments and submit the bid documents accordingly. Completed application should be accompanied by Demand Draft for **Rs. 1000/-**, drawn in favour of 'Indian Institute of Management Raipur', towards the cost of the Tender Documents. This amount is non-refundable. Application without the prescribed fee and EMD will not be considered.
7. IIM Raipur will not be any responsibility for any loss/delay/non-receipt of offers not submitted in person. Offers received late/incomplete will be summarily rejected.
8. The technical bid will be opened at 16:00 hrs. on 14th April, 2017 in the presence of the representatives of the Tenderers if present.

Date:

Signature of the Tenderer with Seal

9. During the opening of the two-bid Tender the name of Tenderers who have submitted their offers along with details of Earnest Money Deposit will only be read out and no other information/details whatsoever, will be shared at this stage.
10. In deciding upon the selection of contractors for the work, great emphasis will be put on the ability and competence of contractors to provide high quality services according to the time schedule and in close co-ordination with other agencies.
11. The Tender should be complete in all respects and should be duly signed. Late and delayed tenders due to any reason including postal delays shall not be considered at all. Offers sent through fax/ e-mail will not be accepted.
12. **Hypothetical / Conditional, Incomplete bid will not be entertained & will be summarily rejected.** Please note that the bidder must quote for all the categories mentioned in the tender.
13. Please keep visiting our website for any corrigendum / amendments and submit the bid documents accordingly. Separate advertisement will NOT be published in Newspaper for any corrigendum/extension/clarification etc.
14. The Institute reserves the right to modify the conditions of the tender, at any time, without assigning any reasons for the same.
15. IIM Raipur reserves the right to accept/reject any Tender in part or full, without assigning any reason whatsoever.
16. If the last date of receiving/opening of the Tenders coincides with a holiday, then the next working day shall be the receiving/opening date.
17. **SITE PARTICULARS**
 - INDIAN INSTITUTE OF MANAGEMENT RAIPUR is situated at GEC Campus; Sejbahar, Raipur. The tenderer is advised to visit and examine the site of works and its surroundings and obtain for himself all information that may be necessary for preparing the tender and entering into a contract for execution of the works. The cost of visiting the site shall be Tenderer's own.
 - It is understood and agreed that the above factors have properly been investigated and considered by the Tenderer while submitting the Tender.
 - No claim for financial or any other adjustments to contract price, on account of lack of clarity of such factors shall be entertained.
 - The facilities available at sites mentioned above as and where it is can be examined by the tenderers before submitting their tenders. If any additional equipment's and refurbishing of the existing ones are required, the same shall be done by the tenderer who is awarded the contract.

Date:

Signature of the Tenderer with Seal

Eligibility Criteria:

The Vendor must meet the following criteria:

- Last three years' duly audited balance sheet or CA Certified Turn over detail with a minimum turnover of **Rupees One Crore per annum** in Tent and Decoration arrangement **along with Profit Loss Statement.**
- Copy of last three years Income Tax Returns.
- Valid Shop registration proof, Service Tax Registration Proof and PAN Number.
- Past experience of at least last three years in executing similar kind of work.
- Should have executed at least two works of similar type and magnitude in a government institute /government controlled autonomous Institute of repute like IIMs, IITs, IIITs, Central Universities, State Govt. Universities and highly ranked reputed private Institution only.
- Performance certificate or recommendation from at least two reputed educational institutions like IIMs, IITs, IIITs, Central Universities, State Govt. Universities and highly ranked reputed private Institution where they have been providing similar services.
- Should have self-sufficiency and adequate stocking in a store /go down located within the municipal limits of Raipur/Bhilai –Durg/Bilaspur. The resourcefulness of the bidder will be assessed by a committee of IIM Raipur officials at site whose decision in the matter will be final.
- **Self-declaration letter regarding concerned firm has not been black listed from any organizations.**

Envelope –I should contain the documents related to bidders qualification and EMD details & should be marked as Envelope-I (Technical Information) & should contain:

- I. Tender fee in the form of DD of Rs 1000/-.
- II. Demand Draft of EMD for Rs 50,000/-, in the name of Indian Institute of Management Raipur, payable at Raipur.
- III. Valid registration certificate of the firm participating in the tender issued by appropriate Government authority.
- IV. Income tax return for the last three years.
- V. Income and Expenditure Statement of the firm for the last three years .The turnover of the firm should not be less than Rs. 1 crores every year.
- VI. Sales Tax / TIN/PAN/Service tax Number registration certificate whichever is applicable.
- VII. Work Experience and Client satisfaction report as per above eligibility criteria.
- VIII. Self- declaration letter regarding concerned firm has not been black listed from any gorganizations.

Date:

Signature of the Tenderer with Seal

Envelop-II – Financial Bid

- i. Must contain the sealed envelope of Financial Bid (Written as "Financial Bid" on the top of the envelope). It must contain following details:
- ii. The financial bid must be submitted as per the Annexure-I.
- iii. The financial bid should include the rate, taxes and other charges like labor requirement for fixing, arrangement, etc with other terms and conditions if any.

Price-The quoted rates should be without applicable taxes, duties and other charges. All taxes as applicable need to be shown separately. Comparison of rates will be made for rates without taxes. Applicable taxes being uniform for all will be added separately at the time of payment.

NOTE:-Vendor should quote rates for individual items separately. For comparison purpose total rates for all the items will be considered as one package. It is compulsory to submit rates for all items separately.

The tenders received late or without Earnest Money (EMD) or submitted on wrong address or incomplete in any respect will not be considered.

The tenders will be opened by a Committee of the Officers of IIM Raipur. The tenderers or their authorized representatives may remain present at the time of opening of the tenders.

The Institute also reserves the right to increase or decrease the scope of work by any margin depending on the requirement. For any dispute, the Institute shall be the final authority and its decision shall be final and binding on both the parties. The Institute reserves all rights to accept or reject or cancel any or all tenders in part or full without assigning any reason thereof.

Date:

Signature of the Tenderer with Seal

Technical Bid -(PART-A)

| | | |
|----|--|-------------------------------|
| 1 | Name of the firm (In capital letter) | |
| 2 | Complete Postal Address | |
| 3 | Telephone No Fax E-mail | No |
| 4 | Is the firm proprietary / Partnership/Public Ltd./Pvt. Ltd./Others (specify) | |
| 5 | Names of Proprietor or Partners / Directors Mobile No Email | |
| 6 | Brief description of work carried out by the firm in last Five years with name of clients, nature and value of work done for each. (Please attach extra sheet if necessary). 1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ | |
| 7 | Registration number of the firm | |
| 8 | Turn Over Detail | 2013-14 2014-15 2015-16 |
| 9 | Has the firm been black listed by any Organizations, if so attach the details of the same. | |
| 10 | PAN number | |
| 11 | Service Tax Registration/Tin No | |

I hereby certify that the above-mentioned particulars are true and correct.

Date:

Signature of the Tenderer with Seal

Financial Bid (PART-B)

Annexure-I

| Sr. No. | Item | Approx. Qty | Rate (In Rs.) | Total Value (In Rs.) |
|---|--|--------------------|----------------------|-----------------------------|
| 1 | Entry Gate/Welcome Gate on Wooden / Bamboo Frame with Brand New Blue and White Cloth combination. | 02 | Per Gate | |
| 2 | Flags at a distance of 15'-20' with 2" Die GI Pipe, Silver Colour painted, with min height of 18' on both sides of the road starting from Sejbahar Chowk to IIM Raipur Campus. Flags will be of Satin or any light weight brand new cloth only (Tri Color / Any Other). | 150 | Per No | |
| 3 | Brand New Carpet (Wherever Required) Colors Red/Blue/Green | 10500 | Per Sq ft | |
| 4 | Seating arrangement with Head Tables for V-VIP on stage (Type of Head Table will be finalized by IIM Raipur) on inspection at showroom by committee | 06 | Per Table | |
| 5 | Seating arrangement with Chairs for V-VIP on stage (Type of Chairs will be finalized by IIM Raipur). | 06 | Per Chair | |
| 6 | Inside IIM Raipur building decoration with Blue and White theme (Cloth/Chunnat) | 01 Lot | Lump sum | |
| 7 | VVIP Tent arrangement with provision of VIP Toilet and AC / AC Gajibo /Green Room including furniture (Sofa / Centre Table / Dressing Table / Coat Hanger / Wooden Platform) along with Generators for AC & Light. | 02 | Gajibo or Green room | |
| Tent Arrangement for High Tea / Dinner | | | | |
| 1 | Tent Arrangement for 300 persons approx. (8,000 Sq.ft) with Sides of White and Blue theme. (Tent material should be Brand New) with White Ceiling and with two separate entry and exit gate for students & guest and VIP along with proper partition and carpeting at the dining area. | 8000 | Sq.ft | |
| 2 | A separate Shamiyana for kitchen area of approx. 1500 Sqft. | 1500 | Sq.ft | |

Date:

Signature of the Tenderer with Seal

| | | | | |
|---|--|--------|----------|--|
| 3 | A separate Shamiyana for Police 500 Sq.ft | 500 | Sq.ft | |
| 4 | High power coolers | 12 | No | |
| 5 | Mist Fans | 10 | No | |
| 6 | Serving Tables with New covers inside the tent area with New Table Cover Topping | 100 | No | |
| 7 | Arrangement of Round Tables with New Chairs (SS Leg) with Brand New White Covers. | 60 | No | |
| 8 | Lighting arrangement inside and outside the tent area | 01 Lot | Lump Sum | |

Other Requirements

| | | | | |
|---|--|--------|----------|--|
| 1 | Silent/Soundless Generator 125 KVA with diesel and operator | 02 | No | |
| 2 | Lighting on front buildings of GEC including IIM Raipur campus in Blue & White Theme (Halogen / Series / Focus Light / All three). | 02 Lot | Building | |
| 3 | Metal lights for Proper Highlighting of the buildings. (Dull lighting system will not be accepted). | 12 | No | |

| | | | | |
|---|---|-----|-------|--|
| 4 | Water Dispensers with 20 -25 litres Water Bottles | 25 | No | |
| 5 | Signage boards 1'x 0.5'with minimum height of 5' inside auditorium / outside (Wooden) | 10 | No | |
| 6 | Stage (Steps) for Photography (10 'x 30') Sq ft with Highly Secured proper balance | 300 | Sq.Ft | |
| 7 | Arrangement for installing backdrop (Back side of photograph session). | 300 | Sq.Ft | |
| 8 | Q-Manager Barrication Inside Auditorium (SS Barricate 6Pcs set) | 01 | Set | |

Total Value in (Rs.) _____

1. The rates of taxes, if chargeable, should be clearly mentioned. Otherwise, it will be presumed that the rates quoted are inclusive of all taxes.
2. 30 % Advance Payment may be released to vendor before execution of contract as per request of vendor.
3. If extra quantity / material will be required during arrangement of Tent decoration same will be paid to vendor extra as per actual.

Date:

Signature of the Tenderer with Seal

Terms and Conditions for Supply and installation of Goods:

1. The supply of material should be of standard specification. No compromise on quality would be made. In case, it is found at some stage that the quality supplied is inferior, the contract will be cancelled and firm will be black listed.
2. ***The bidders can visit the site on any day Monday-Friday within working hours 09:30 AM to 06:00 PM***
3. Rates should be quoted item wise for the articles and rate of the items will be valid till one year from date of award of the contract. Repeat order may be awarded to contract if satisfactory performance rendered by the vendor on approval by the competent authority of the Institute.
4. The rates of taxes, if chargeable, should be clearly mentioned. Otherwise, it will be presumed that the rates quoted are inclusive of all taxes.
5. The bill must contain the item number of the order against the title supplied.
6. **Delivery:** The supplier will be responsible for delivery supply and installation of the material in good condition at IIM Raipur at their own cost.
7. The supplier has to supply and install the items **well before 3rd May' 2017** i.e. two day in advance of the ceremony being conducted on 5th May' 2017.
8. **Right Reserved by the Institute:** The Institute reserves the right to accept or reject any tender or part thereof without assigning any reasons
9. **Payment:** Payment will be made in Indian rupees only through account payee Demand Draft or through RTGS within reasonable time i.e. 15 days from the date of the function, if the items are in good condition and there are no discrepancies of any nature.
10. **Sub-letting of the Contract:** The successful applicants shall be responsible for full execution of the contract and shall not in any case assign or sublet ordered items or part thereof to any other party. Failure to do so will attract cancellation of the order or severe penalty.
11. **Penalties:** In the event of the supplier failing, declining, neglecting or delaying the supply or in the event of any damage occurring or being caused by supplier, the Institute shall without prejudice to any other party remedy available to it under the law for the time being in force in the Chhattisgarh state.
 - a. Terminate the supply order at the risk and cost of the bidder whose quotation has been accepted and
 - b. Recover the amount of loss caused by the damage, failure or default (including the consequential damage).
 - c. Impose a penalty up-to 50% of the total value of the order and confiscate earnest money.
 - d. The delay in the supply and imposition of penalty shall be subject to "Force Majeure" and "Arbitration" clauses of the contract.

Date:

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12. The Institute reserves the right to accept or reject any bid fully or partly at any time prior to the award of the contract.

13. Arbitration

In the event of any question, dispute or difference arising under this NIT or in connection there with except as to matter the decision of which is specifically provided under this Tender, the same shall be referred to an arbitrator appointed by the Director, Indian Institute of Management Raipur and the decision of the Arbitration will be binding on both parties of this Tender.

Other Terms and Conditions

1. The EMD deposited of successful applicant will be treated as Security Deposit and remain with the institute during the contract period. This security deposit will be refunded after successful completion of the contract as per the institute norms. The EMD amount will not carry any interest.
2. All the items supplied should be as per standard specification supplied, if the items are not found satisfactory, the same will be sent back and the expenditure will be borne by the supplier.
3. The institute has right to accept or refuse the supply in parts or full or cancel the order without assigning any reason.
4. Contract can be terminated at any time in case the services are not found satisfactory.
5. In case you are unable to meet the supplies of our ordered items, the bidder will be blacklisted.
6. Transit Insurance if any, will be borne by supplier.
7. Any legal disputes that may arise out of the contract shall be subject to the jurisdiction of a court in Raipur (CG), India

I agree to all the terms and conditions mentioned in the bid document of the Institute.

IMPORTANT NOTICE

Bidders responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the successful bidders. Conditional quotations are liable to be rejected. The institute will process the tender as per the Indian Institute of Management Raipur standard procedures. The Director of the Institute reserves the right to reject any or all or part of bid without assigning any reason and shall also not to be bound to given any clarifications to the agencies whose bids are rejected.

Date:

Signature of the Tenderer with Seal