



भारतीय प्रबंध संस्थान रायपुर
Indian Institute of Management Raipur

भारतीय प्रबंध संस्थान रायपुर
INDIAN INSTITUTE OF MANAGEMENT RAIPUR
10 अप्रैल, 2024 को 13वें वार्षिक दीक्षांत समारोह-
2024 के लिए तम्बू और सजावट व्यवस्था के
लिए प्रस्ताव का अनुरोध
REQUEST FOR PRAPOSAL
For
Tent & Decoration Arrangement for 13th Annual
Convocation-2024 on 10th April 2024

(सी.पी.पी.पी (<https://eprocure.gov.in/cppp/>) के माध्यम से ऑनलाइन निविदा
Online tendering through CPPP (<https://eprocure.gov.in/cppp/>))

भारतीय प्रबंधन संस्थान रायपुर
अटल नगर, पी ओ - कुरु (अभनपुर),
रायपुर - 4 9 66 661, छत्तीसगढ़
वेबसाइट: <http://www.iimraipur.ac.in/>

Indian Institute of Management Raipur
Atal Nagar, P. O. - Kurru (Abhanpur),
Raipur – 493 661, Chhattisgarh
Website: <http://www.iimraipur.ac.in/>



निविदा आमंत्रित सूचना

NOTICE INVITING TENDER

IIM Raipur invites e-tender (online tender through CPP Portal) from reputed and experienced agencies under two bid system Technical Bid (Part-I) & Financial Bid (Part-II) for providing 'Tent & Decoration Arrangement for the 13th Annual Convocation-2024' on 10th April 2024.

अनुसूची और निविदा के अन्य विवरण निम्नानुसार हैं:

The schedule and other details of Tender are as under:

Tender Name	Tent & Decoration Arrangement for 13th Annual Convocation-2024 on 10th April 2024
Tender No.	IIMR/Tender/2024/22 dt.13.03.2024 (Retender on 29.03.2024)
Estimated cost	Rs.28,00,000/- including all.
Date of Convocation	10th April 2024 Note : Mobilization of resources & manpower may commence forthwith in order to ensure readiness of the required infrastructure by 09 th April 2024 at 03:00 pm.
Period of Contract	The contract will be valid for the period of two years, which may be extended up to two years (one-year extension + one year extension) basis subject to satisfactory performance of the service provider. The performance of the vendor will be reviewed each year.
Publish Date / Re-tender date	retender date 29.03.2024
Bid Opening Date	After date 04.04.2024 @ 01:35 pm
Bid Document Download Start Date	29.03.2024
Bid Document Download End Date	03.04.2024 till 01:30 pm
Bid Submission Start Date	29.03.2024 from 01:00 pm
Bid Submission End Date	03.04.2024 till 01:30 pm
Date of site visit- Pre bid meeting- <i>Note: Site visit is mandatory for participate of this tender</i>	From 13th March 2024 to 19th March'2024 19th March'2024 at 03:30 pm (Conference room #205) <i>Note: Site visit All days except Sunday</i>
Tender Fee	Rs.1770/- including 18 % GST (Rupees one thousand seven hundred seventy only including GST)
EMD (Earnest Money Deposit)	Rs.1,65,000/- (Rupees One Lakh Sixty Five Thousand Only)
Location of the service	IIM Raipur, Atal Nagar, P. O. – Kurru (Abhanpur), Raipur – 493 661, Chhattisgarh
Commencement of work	Within 7 days from date of work order
Contact Person	Shri. Ashwani Bhardwaj (Sr. SPO)-0771-2474-705 <i>Tender related queries</i> Shri. Mohd. Tariq 90456-36120 (Civil Engg.) Shri.DK Sinha 96441-64555 (Junior Engg, Sr) Shri Shakib Ahmed 90746-7961 (Asst.Sys Mgr.)



Regarding Site visit

Bidders are requested to send their pre-bid queries on or before 18.03.2024 at email id mtariq@iimraipur.ac.in duly mentioning the subject name, pre bid query & tender no. IIMR/Tender/2024/22 dt.13.03.2024. After the due date no queries will be entertained. Replies to the queries will be made on pre-bid meeting date on 19th March, 2024.

This tender document containing eligibility criteria, scope of work, terms and conditions, specification and other documents, can be seen/downloaded at/from the Central Public Procurement (CPP) Portal <https://eprocure.gov.in> or Indian Institute of Management Raipur website: www.iimraipur.ac.in.

This tender is required to be uploaded on the website <https://eprocure.gov.in> and nowhere else as it will be opened online at this site only.

The contract will be valid initially for two years, which may be extended subject to satisfactory performance at the sole discretion of IIMR on an annual basis for a further period of up to two years. The tenderer shall deposit Earnest Money of 1,65,000/- (Rupees One Lakh Sixty Five Thousand Only) through Demand Draft drawn in favour of “**Indian Institute of Management Raipur**” payable at Raipur through a scheduled bank only.

The tenderer shall sign and stamp each page of this tender document as taken of having read, understood and comply with tender, the terms and conditions contained herein.

Manual bid/tender will not be accepted under any circumstances. Incomplete bid/documents shall be rejected without giving any reason.

SITE PARTICULARS

- INDIAN INSTITUTE OF MANAGEMENT RAIPUR is situated at Atal Nagar, PO Kurru (Abhanpur), Naya Raipur 493661. The tenderer is advised to visit and examine the site of the 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 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.

Chief Administrative Officer



भाग -1: तकनीकी बोली
PART-I: TECHNICAL BID

Eligibility Criteria (Part-I)

Only those agencies which will meet the following minimum criteria will be eligible for the financial bid round: -

1. The bidder must be a registered Firm/ Company/Partnership/Sole proprietorship. The bidder should have been in the business of providing 'Tentage & Allied Service or Event Management Services' to the **IIMs/ IITs/ NITs/ CFIS/ CFTIs/ CUs or PSUs/ CENTRAL Govt./ State Govt. Organisations / National or International /Private Institute of repute** for at least 3 years as on due date for submission of RFP-(Valid PAN, GST Registration, and the firm establishment / Company incorporation certificate as on the date of submission of the bid (**Self-certified scanned PDF files to be uploaded online along with the Annexure-I given in this tender document**).
2. Details of Tender Fees and Earnest Money Deposit (EMD), with a self-declaration for accepting the Tender Terms & Conditions mentioned in the tender documents (**As per the Annexure-II given in this tender document**).
3. Bidders should be neither blacklisted by any Government Dept. or any organisations, nor is any criminal case registered / pending against the firm/ company or its owner/ partner(s)/ Director(s) anywhere in India. A duly completed self-declaration certificate for the Clean Track Record to this effect is to be submitted as per the **Annexure-III** given in this tender document.
4. The bidder/ firm should have been incorporated/ established at least for a period of **three** years or more and currently should be in the same business. The time period of three years shall be reckoned as on 31.12.2023 (Copy of incorporation/ establishment is to be provided along with the **Annexure-IV** given in this tender document).
5. The agency should have experience of minimum period of three years for providing '**Tentage & Allied Service or Event Management Services**' (or similar line of business related to tentage or event management services) in educational institutions such as IIMs/ IITs/ NITs/ CFIS/ CFTIs/ CUs or PSUs/ Central Govt./ State Govt./ Reputed Private Organizations / Institutions as detailed below:-
 - a) Three similar works (each) of 40% of the estimated cost OR
 - b) Two similar works (each) of 60% of the estimated cost OR
 - c) One similar works of 80 % of the estimated cost.

Note:

- i. Estimated cost of tender is Rs.28,00,000/-
- ii. Only those experience certificate issued by said organization will be considered, whose contract / work validity period has after 31.12.2015.
- iii. A **satisfactory / feedback / experience cum satisfactory report/completion report** of the said organisations must be submitted along with the work order. In absence of satisfactory / feedback / experience cum satisfactory report/completion report, **the bid will not be considered.**
- iv. A copy of the work orders and the work execution / completion certificate from the client end pertaining to the above-mentioned works are to be submitted as per the **Annexure-V** given in this tender document).



भारतीय प्रबंध संस्थान रायपुर
Indian Institute of Management Raipur

6. ~~The bidder should have on their wage rolls minimum **20 employees** as on March or Dec' 31, 2023 (Supporting documents/records such as PF, ESI, etc. are submitted to be as per the **Annexure-VI** given in this tender document). (This clause is deleted).~~
7. The bidders average annual turnover during the last three consecutive financial years i.e. 2020-21, 2021-22 and 2022-23 should not be less than Rs. 1.00 Crores (Rupees one crores only) in tentage or similar services only. (Certificate issued by a Chartered Accountant with UDIN should be enclosed along with the **Annexure-VII**).
8. The agency should have self-sufficiency and adequate stocking in a store /go down located within the municipal limits of Raipur / Durg Bhilai /nearby area at Raipur (C.G.) or the agency must have a registered /branch/ Local office/ dealer/franchise office at Raipur / Durg Bhilai /nearby area at Raipur (C.G.) (The proof along with photos should be submitted as per **Annexure-VIII**).
9. The bidder should have ISO certification / Award Certificate / Customer Service Awards, or any other certificate related to performance of the company, as on the date of submission of the bid (A copy of certificate is to be provided along with the **Annexure-IX** given in this tender document)

(Signature of the bidder with seal)



Bid Evaluation

PART I : Technical Bid Evaluation

For the purpose of selection of the bidder, a two bid system evaluation process will be followed. The response to the tender should be submitted in two parts viz. Technical Bid & Financial Bid. Evaluation will be done strictly on 'Eligibility Criteria and Technical Specification' as mentioned in this tender.

The Technical Evaluation Committee constituted by the IIM Raipur shall verify the particulars furnished by the bidder independently and shall examine the bids to confirm that all documents pertaining to the 'Eligibility Criteria and Technical Criteria' have been provided and shall ascertain the completeness of each document submitted. If any of these documents or information is missing, IIM Raipur reserves the right to call upon the missing documents/ Clarification on the submitted documents from the Bidders or reject the bid on account of unresponsive bid and the rejected bids will be ignored for the further evaluation purpose.

Only those bidders who fulfil the minimum eligibility criteria to participate in this bid will be considered for the further evaluation purpose i.e., in financial bid opening.

PART II: Financial Bid Evaluation

The Institute will open the financial bids of technically qualified bidder.

Part III- Successful Tenderer will be the one who has Lowest in PART II Evaluation.



Annexure-I: BIDDER'S PROFILE

(On Company/ Firm's Letterhead)

Profile		
Registered Name		
Date of Incorporation / Establishment		
Permanent Account Number (PAN)		
GST Registration Number		
Registered Address		
Address of self-sufficiency and adequate stocking in a store /go down located within the municipal limits of Raipur / Durg Bhilai /nearby area at Raipur (C.G.) or the agency must have a registered /branch/ Local office/ dealer/franchise office at Raipur / Durg Bhilai /nearby area at Raipur (C.G.)		
Authorized Signatory Details	Name	
	Designation	
	Email	
	Phone	
	Other detail	

Authorized Signatory

Name:

Designation:

Date:

Place:



Annexure-II

(Duly sealed and signed certificate on Company/ Firm's Letterhead)

To,
Director
Indian Institute of Management Raipur

Subject: DETAILS OF TENDER FEES & EMD DEPOSITED, WITH A SELF-DECLARATION FOR ACCEPTING ALL TENDER TERMS AND CONDITIONS

Dear Sir,
I/we hereby submit our tender for 'Tent and Allied Service' at IIM Raipur along with other required documents.

I / we are enclosing herewith the following towards Tender Fee and Earnest Money Deposit.

Particular	Amount	Demand Draft No & Date	Bank Name	Remarks
Tender fee (Including GST)	1,770.00			
EMD	1,65,000.00			
Exemption in tender fee and EMD are allowed for MSME vendor (Original service provider)	Tender Fee and EMD will be exempted for the MSME Agency/Vendor. Exemption in fees will be allowed only for those MSME/NSIC vendor which will come under the similar category of services. Only certificate will be considered for the exemption in tender fee & EMD in which name of the service /activities or definition of activity/ service are to be co- related with the 'Tent / Event Management Services. Exemption will not be allowed for other category MSME/NSIC vendors or traders.			

I/We have gone through all terms and conditions of the tender document also I/We have gone through the corrigendum/ addendum issued (if any) till the Bid Submission close time and date for this tender.

I/We agree to accept all the terms and conditions of the tender document and assure you that I/We will comply with the above referred tender document including instructions, terms & conditions, technical specification stated therein.

Authorized Signatory

Name:

Designation:

Date:

Place:



Annexure-III

SELF-DECLARATION CERTIFICATE FOR THE CLEAN TRACK RECORD

(Duly sealed and signed certificate on Company/ Firm's Letterhead)

I hereby certify that the above firm/ company is neither blacklisted by any Central/State Government/Public Undertaking/Institute/ any organisation nor is any criminal case registered / pending against the firm/company or its owner/ partner(s)/ director(s) anywhere in India as on date of submission of this self-declaration.

I also certify that the above information is true and correct in all respects and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm/company may be summarily terminated and the firm will be debarred/blacklisted as decided by the competent authority of IIM RAIPUR, also the EMD/ Performance Security Deposit (if any) shall be forfeited.

In addition to the above, IIM RAIPUR, will not be responsible to pay the bills for any Partial/ Full supply of the items/ services.

Authorized Signatory

Name:

Designation:

Date:

Place:



Annexure-IV

NUMBER OF YEARS FROM ESTABLISHMENT

The bidder/ firm should have been incorporated/ established at least for a period of three years or more and currently should be in the same business.

Name of firm	Date of Establishment/ Incorporation	Number of Years as on 31.12.2023	Remarks	Remarks

Currently the firm is in the same business (Yes/No): _____

Authorized Signatory

Name:

Designation:

Date:

Place:



Annexure-V

WORK EXPERIENCE

The agency should have experience of minimum period of three years for providing 'Tentage & Allied Service or Event Management Services' (or similar line of business related to tentage or event management services) in educational institutions such as IIMs/ IITs/ NITs/ CFIS/ CFTIs/ CUs or PSUs/ CENTRAL Govt./ State Govt. Organisations / National or International /Private Institute of repute.

Sn no	Name of the Client	Order No./agreement date	AMOUNT	Performance rating (Excellent/ Good/Satisfactory)	Remarks
1.					Copy of the work orders and the work execution / completion certificate from the client end pertaining to the mentioned. works are to be submitted
2.					
3.					

Authorized Signatory

Name:

Designation:

Date:

Place:



Deleted
Annexure-VI

~~NUMBER OF EMPLOYEES ON WAGE ROLL~~

~~The bidder/ firm should have on their wage rolls minimum 20 employees as on March 31, 2023~~

Number of Employees	As on Date	Remarks
		Supporting documents such as PF, ESI, etc. are to be provided along with this Annexure

~~Authorized Signatory~~

Name: _____ Designation: _____

Date: _____ Place: _____



Annexure-VII

AVERAGE ANNUAL TURNOVER

The bidders average annual turnover during the last three consecutive financial years 2020-21, 2021-22 and 2022-23 should not be less than Rs. 1 Crores (Rupees one crores only) from 'Tent and Allied or Event Management Services' only.

Financial Year	CA Certificate with UDIN (Yes/No)	Annual Turnover (Figure in Rs.)	Remarks
2020-21			Certificate issued by a Practitioner Chartered Accountant with UDIN should be submitted with this Annexure
2021-22			
2022-23			
AVERAGE ANNUAL TURNOVER:			

Authorized Signatory

Name:

Designation:

Date:

Place:



Annexure-VIII

The agency should have self-sufficiency and adequate stocking in a store /go down located within the municipal limits of Raipur / Durg Bhilai /nearby area at Raipur (C.G.) or the agency must have a registered /branch/ Local office/ dealer/franchise office at Raipur / Durg Bhilai /nearby area at Raipur (C.G.)

Sl. No	Type (Go down , store, Local office etc.nearby Raipur / Durg bhilai or nearby area at Raipur C.G.)	Address	Copy of photographs of the same attached (Yes/No)

Authorized Signatory

Name:

Designation:

Date:

Place:



Annexure-IX

CERTIFICATE / AWARD etc

Sr.no	Type of certificate	Remark

Authorized Signatory

Name:

Designation:

Date:

Place:



General Terms and Conditions of Contract

1. ***Preparation and submission of Tender:*** The tender should be submitted in two parts i.e. Technical Bid and Financial Bid. For submission of bids, all interest bidders have to register online on e-procurement portal. After registration, bidders shall submit their Technical Bid and Financial Bid documents online on <http://eprocure.gov.in> duly signed and sealed on each page of Tender. For details, Kindly see Annex-IV of the tender: Instructions of Online Bid Submission.
2. ***Period of Contract:*** Contract period will be initially for two year. This period may be extended by two years on satisfactory performance on yearly basis. In case of performance of the agency in one part or the entire contract is not found to be satisfactory as per operational parameters setout of the contract or not in conformity with the terms & conditions of the tender, then that part or the entire contract shall be terminated even before the scheduled time by giving advance notice of one month to this effect. In the event of premature closure of contract for reasons mentioned herein above, the Bank Guarantee shall be absolutely forfeited.
3. ***Rate escalation Clause:*** A rate escalation of **5%** each year will be applicable after the completion of one year, contingent upon the satisfactory completion of work during the initial year.
4. ***Exit Clause:*** The contract can be terminated by giving one-month notice period by the Institute and three-month notice by the contractor. However, in any instant contract will be terminated if service of the vendor will not be found satisfactory.
5. ***Contract Agreement:*** The successful bidder shall be bound to execute an agreement on non-judicial stamp paper of Rs. 100/- (One hundred only). IIMR reserves the right to amend the terms & conditions of contract by mutual discussions and shall be in writing. The amended terms and condition will form part of the agreement.
6. ***Earnest Money Deposit (EMD):*** The tenderer shall deposit Earnest Money of Rs.1,65,000/- (Rupees One Lakh Sixty Five Thousand Only) through Demand Draft drawn in favour of “Indian Institute of Management Raipur” payable at Raipur”. The Earnest money deposit will be refunded to the tenderers whose offers have not been accepted. Earnest Money Deposit of the tenderer whose offer is accepted will be kept uptill the time, the Bank Guarantee is not received.
7. In the event of bidder backing out before actual award or execution of agreement, IIMR will have right to forfeit the EMD. In case the successful tenderer declines the offer of contract, for whatsoever reason(s) his EMD will be forfeited



8. Intending tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders to the nature of the site on the day of the pre-bid meeting or before submitting bid. The nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstance which may influence or effect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a tenderer implies that he has read this notice and all other contract documents has made himself aware of the scope and specifications of the work do be done.
9. The IIMR will not provide any residential space for accommodation to the Agency. The agency has to make its own arrangement for the residential accommodation to the deployed staff.
10. The IIMR is not bound to award contract at the lowest price received in the Tender and reserves the right to decide on fair and reasonable price of the services tendered for any counter offer the same to the bidders. All other terms and conditions of the tender shall remain operative even if a counter offer rate is offered to the bidders. IIMR reserves the right to negotiate with first lowest bidder to arrive at the fair and reasonable price. In case of first lowest is more than one, then it would be at the discretion of the IIMR.
11. **Sub-Contracting:** The contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of an unavoidable circumstance, the contractor shall be able to do it with the approval of the Institute. However, the job shall be sublet only to the party approved by the Institute.
12. The contractor and his employees shall comply with all norms stipulated by the Institute such as Gate Passes, Checking, Maintenance of Cleanliness, Discipline & Decency at and around the work site, Safety Precautions and Safety Regulations.
13. **Misconduct:** The conduct/characters/antecedents and proper bonafide of the workers shall be the sole responsibility of the contractor. However, the contractor should provide the necessary details of all its employees to the Institute. All the employees should be police verified.
14. The persons employed by the contractor will be the employees of the contractor and the IIMR shall have nothing to do with their employment or non-employment. Under no circumstances any liability in respect of matters connected with their employment shall be held against the IIMR and the personnel employed by the contractor shall have no right whatsoever to claim employment or other rights from the IIMR.



15. There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Agency) and the firm should not be blacklisted. An undertaking to this effect on firm letterhead should be attached.
16. None of the employees of the contractor shall enter into any kind of private work within the campus of the IIMR Non-compliance with this provision will be deemed to be violative of the contract inviting penal action/cancellation of contract.
17. The staff employed by the contractor will not join any union of the IIMR nor shall they make any claim on service or other matter. They shall also not form any union associated with the IIMR and shall have absolutely no claim to subscribe or for election in any of the unions of the IIMR.
18. The contractor shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the IIMR / Govt. of India / any State or any Union Territory.
19. The staff (not below the age of 18 years) employed by the contractor shall have to be medically fit and kept neat and clean. The contractor shall not employ young children as prohibited under the law/rules/regulations. A record of this will be maintained by the Contractor.
20. The contractor shall maintain record of major/minor incidents on daily basis and report the same to the IIMR administration in this regard. The Agency will also enquire about any incidents, like theft, indiscipline, disobedience or any unauthorized activities/criminal activities happening in the campus. The contractor shall also be responsible to lodge complaints with police authorities in such instances and take follow-up action for recovery of lost material/equipment.
21. The contractor will have to register all his employees who will be working in the hostel premises along with a copy of their photographs, residential details for clearance by the IIMR Security along with police verification certificate.
22. The contractor shall take at his own cost, if required, necessary insurance cover in respect of staff and other personnel to be employed or engaged by him in connection with the afore mentioned services to IIMR and shall indemnify IIMR against all acts of omissions, fault, breaches and or any claim or demand, loss injury and expenses to which IIMR may party or involved as a result of the contractor failure to comply and of the obligation under the relevant act law which the contractor is to follow.



23. Taxes, Labor Laws and Other Regulations:

- 23.1. The contractor shall be liable to comply with all the rules and regulations in respect of all statutory obligations applicable to the workmen including safety regulations.
- 23.2. The contractor is liable for the payment of any and all existing taxes of the Central or State Government or of any other authority with respect to the contract or any item sold or supplied pursuant thereto or anything done or services rendered pursuant thereto.
- 23.3. The contractor shall fully comply with all applicable laws, and regulations relating to P.F. Act, ESI Act, Bonus Act, Central Minimum Wages Act, Contract Labour Act, Workmen's Compensation Act, Casual Labour (R & A) Act, Migrant Labour Act, Essential Commodities Act and/or such other Acts or Laws, regulations passed by the Food Safety and Standards Authority of India (FSSAI), central, states, Municipal and local governmental agency or authority.
- 23.4. The contractor shall be responsible and liable for all the claims of his employees.
- 23.5. The contractor shall obtain the license under the Contract Labour (R&A) Act from the office of the Central Labour Commissioner and produce the same preferably along with the first monthly bill. The first bill be cleared only on the submission of the said license. The contractor would be required to maintain all books and registers like Employment Register, Wages Register, Bonus Register, Overtime register, First Aid Box, Display of Notice, etc. as required under CLR&A, 1970 for inspection by visiting Labour Enforcement Officers.
- 23.6. The contractor shall obtain adequate insurance policy in respect of his workmen engaged by it towards meeting the liability of compensation arising out of injury/disablement at work.
- 23.7. The contractor shall indemnify and keep indemnified to the Institute against all losses and claims for injuries and or damages to any person or property. The contractor shall abide by and observe all statutory laws and regulations in matters of Labour Law, Factory Act, Explosive Act, Workmen compensation Act, Sales Tax, Royalty, Excise duty, Octroi, Works contract etc. and shall keep the Institute indemnified against all penalties and liabilities of kind of breach of any such statute ordinance or law / regulations or Bylaws. The contractor shall not employ child labor. Payment to workers must be according to the Minimum Wages Act.

24. **Interpretation:** All the terms and conditions of the contract shall be read in conjunction with all other documents forming part of this contract. Notwithstanding the subdivisions of the documents into these separate sections, every part of which shall be deemed to be supplementary to and complementary to every part and shall be read with and into the contract.



भारतीय प्रबंध संस्थान रायपुर
Indian Institute of Management Raipur

25. In addition to the prescribed manpower, whenever required, contractor has to provide additional manpower and/or equipment at the rates quoted in the tender.
26. **Validity:** The quoted rates must be valid for a period of 365 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.
27. In case the tenderer withdraws, modifies, or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.
28. In exceptional circumstances, the IIMR may request the bidders's consent for an extension of the period of bid validity. A bidder may however be at liberty to refuse the request without risking forfeiture of his earnest money. A bidder agreeing to extend the validity of bid will not be allowed to modify his bid.
29. Anyone or more the following action / commission / omission are likely to cause summary rejection of tender: Any BID/EMD received late without conclusive proof that it was delivered before the specified closing time. Any conditional bid or bid offering rebate. Any bid in which rates have not been quoted in accordance with specified formats / details as specified in the Bid Documents. Any effort by a bidder to influence the IIMR in the bid evaluation, bid comparison or contract award decision.
30. **Authority of person signing document:** A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty, that he has authority to bind such other and if, on enquiry, it appears that the person so, signing had no authority to do so, IIMR may without prejudice to other civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.
31. **Access to SITE:** The contractor shall allow unhindered access to the Institute and/or any other party or person, engaged by the Institute to work at the same site and/or to check/regulate/watch/guard/measure/inspect, solely or jointly with the contractor.
32. **Safety and Security:** Contractor shall abide by the safety code provisions as per safety code framed from time to time by the government.
33. **Work at Risk and Cost:** The institute reserves the right to get the whole or part of the work executed by some other agency at the risk and cost of the contractor if it is found that the quality and/or the progress in respect of whole or part of the work is not satisfactory.
34. **Payment of Bills:** 100 % payment will be made after successful completion of work. The final payment shall, however, be made only after adjusting all the dues / claims of the IIMR. Income Tax (TDS) as applicable at current prevailing rate will be deducted at source.



35. **FORCE MAJURE:** If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restriction or act of God (hereinafter referred to as events), provided notice of happenings of any such eventuality is given by either party to the other within 7 days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance. The operation of contract shall be resumed as soon as practicable after such event may come to an end or cease to exist and the decision of the IIMR as to whether the operation have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under his contract is prevented or delayed by reason of any such event for a period exceeding 90 days either party may at his option terminate the contract. Provided, also that if the contract is terminated under this clause, the IIMR shall be at liberty to take over from the Security Agency, the security personnel, vehicles & equipment deployed in the campus until a new security agency is appointed and commences the operation.
36. **PENALTY:**
- For Complaint, non-adherence of terms & condition specified in tender document, indiscipline and unsatisfactory operation of any of the services, a penalty of (10 % of total order value) will be levied.
37. IIMR reserves the right to reject all or any tender in whole, or in part, without assigning any reasons thereof.
38. IIMR reserves the right to withdraw/relax/modify any of the terms and conditions mentioned in the tender document if it felt necessary in the benefit of the Institute.
39. The decision of the Director of IIMR will be final in all respect and will be acceptable to all the tenderers.
40. **Jurisdiction:** All matters and disputes arising out of this agreement will be subject to the jurisdiction of the courts located at Raipur only.
41. Tender will be submitted online mode through CPP portal. The original **Demand Draft** towards **EMD and the tender fees** are to be submitted in a sealed envelope to be super scribed this tender name & the name with address of your firm and must reach at the below address before the last date & time for the submission of Bid document.

The CAO -
Indian Institute of Management Raipur
IIM Raipur Campus
Atal Nagar, PO Kurru (Abhanpur), Pin code – 493661

Chief Administrative Officer



INSTRUCTIONS OF ONLINE BID SUBMISSION

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>

1. Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
2. Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractor/bidders through email id provided.
3. Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
5. The DSC that is registered only should be used by the bidder and should ensure safety of the same.
6. Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
7. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
8. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
9. Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
10. Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
11. From my tender folder, he selects the tender to view all the details indicated.
12. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.



13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
14. If there are any clarifications, this may be obtained through the site. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
15. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
16. Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
17. While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
18. The bidder has to select the payment option as offline to pay the Tender Fee/EMD as applicable and enter details of the instruments.
19. The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
20. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
21. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
22. If the price bid format is provided in a spread sheet file like BoQ_XXXX.xls, the rates offered should be entered in the allotted space only and uploaded after filling



the relevant columns. The Price-bid BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.

23. The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The **TIA will not** be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
24. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
25. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
23. All the data being entered by the bidders would be encrypted using PK! encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
27. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
28. The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
29. The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
30. For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone: 180030702232 or send a mail over to cphp-nic@nic.in.



FINANCIAL BID (FORMAT)
To be filled online

Indian Institute of Management Raipur				
<u>Bill of Quantity for German Tent with draping , Lighting , Air-conditioner , Power backup , Carpeting work , Furniture work, Flex, etc.</u>				
Detailed BOQ Component Wise:		Details	Unit	Qty
S.No.	Particulars			
1	German Aluminium Hanger with draping for Hanger Capacity (1200 Pax) and stage, Carpet etc,			
1.a	German Aluminium Hanger with draping -, High Tensile PVC Fire retardant Fabric On top, Fully water proof. (30M X 60M) for capacity of 1200 PAX	Side Height: 5.3 M, Central Height: 13 M and 20 M Geodesic Dome/ For Photography Hanger area (150 feet X 40 Feet) .as per the direction of the Engineer in charge of IIM Raipur. The stability of dome structure shall be duly wetting from valid registered structural Consultant/Engineer is mandatory for each structure before handover of the site, and also duly valid certification from the registered, A-Class Electrical Contractor is mandatory for electrical works before handover of the site.	JOB	01
1.b	Photography Hanger Area (20 M x 15 M) .	Air-cooled hanger for photography purpose of 400 PAX capacity	JOB	01
1.c	Green Room in front of the Dome with the size of 15 M(W) X 5 M (D) X4 M (H) (in side the Hanger /Geo Desic Dome) along with two number Chemical Toilets	.as per the direction of the engineer in charge of IIM Raipur	JOB	01
1.d	PVC Green Outdoor Ground Covering Net Carpet, Matt for entire Hanger/dome area floor	The PVC green matt shall be provided for entire hanger floor area /dome as per the direction of Engineer in -charge of IIM Raipur.	JOB	01
1.e	Brand New Red Carpet for the entire aisle area of the Hanger/Dome area	The brand new red carpet shall be provided for entire aisle area as per the direction of Engineer in -charge of IIM Raipur.	JOB	01



1.f	Stage 60 '(W) X 35'(D)X 4'(H) along with Brand New Red Carpet	The Stage shall be 60 '(W) X 35'(D)X 4'(H) (height using MS framed,18-mm marine plywood panels on MS pipe or angle support with cross bracings, and the bottom (three sides) also should be covered with neat plain satin cloth with the matching color). This shall be accommodated at least 70 to 80 guest on the stage OR as per the direction of the engineer in charge of IIM Raipur. This shall be duly wetting from the registered structural consultant/Engineer for stage stability purpose.	JOB	01
1.g	06 step photography Stage for 400 PAX	Stage 60 '(W) X15'(D) and the height of each step shall be 8 inches (height using MS-framed, 18-mm marine plywood panels on MS pipe or angle support with cross bracings, and the bottom (three sides) also shall be covered with neat plain satin cloth with the matching colour). as per the direction of the engineer in charge of IIM Raipur. A duly wetting from a registered structural Consultant/Engineer is mandatory for the 6-step photographic stage of 400 PAX.	JOB	01
1.h	Providing and fixing of 6 feet wide staircases and ramp on left and right side of the main stage. along with Brand New Red Carpet	Steps an Ramp shall be provided on both sides of the main stage made up of MS angle framed & marine plywood panels on MS pipe/angle support with cross bracing, painted, hand rail and, carpet covering as per direction of Engineer in -charge of IIM Raipur.	JOB	01
1.i	Lighting 400 Watt	100 Nos for external lighting, 60 Nos for hanger and as per the actual LUX requirement/ and as per the direction of the Engineer in-charge of IIM Raipur.	JOB	01
1.j	Co-ordinator (D)	for front of stage area and VIP area D , as per direction of the Engineer in-charge of IIM Raipur.	JOB	01
2	Furniture			



2.a	VVIP chairs	VVIP chairs with raised back and footrests for Chief guests and directors (Type of Chairs shall be finalized by IIM Raipur Engineer In-charge)No damaged/broken chairs and faded colour are permitted. The rate shall be including supplying, fixing, transportation and the arrangement of chairs at the required locations as per the approved seating layout plan etc., complete as directed by the Engineer-in-charge of IIM Raipur.	JOB	10
2.b	Special chairs with cover and raised	Special chairs with cover and raised back for delegates on stage (Type of Chairs shall be finalized by IIM Raipur)	JOB	100
2.c	Sofa	03 seater /02 seater/01 seater with total qty will be 50 seater (in all combination) and (Type of Sofa will be finalized by IIM Raipur)	JOB	60
2.d	Armless chairs with a white satin cloth cover with ribbons	Providing and fixing Armless chairs with a white satin cloth cover with ribbons. Chairs shall be of the same colour as approved, and no damaged/broken chairs and faded in colour is permitted. The rate shall be including the arrangement of chairs at the required locations as per the approved seating layout etc complete as directed by the Engineer-in-charge.	JOB	1000
2.e	Table with White Sidding 30 feet (W) X 2.5 feet (D)	as per direction of the Engineer in-charge of IIM Raipur.	JOB	01
2.f	Platform with New Red carpet 60 feet (W) X 6 Feet (D) in the Main Stage	As per direction of the Engineer in-charge of IIM Raipur.	SQF	360
3	Air-Conditioning	300 TR for hanger (towards AC6 side ODU should be placed in the open area to avoid short cycling of hot air) /to be maintained minimum temperature 24 degree inside the dome / Green room area .	JOB	1
4	DG sets with HSD			
4.a	1 x 60 KVA DGs for lighting inside the hanger	1 x 60 kVA DGs for lighting inside the hanger	JOB	1
4.b	2 x 60 KVA DG for AV (one stand by)(silent DG)	2 x 60 kVA DG for AV (one stand by)	JOB	1
4.c	1 x 62.5 KVA DG for LED	1 x 62.5 kVA DG for LED	JOB	1
4.e	DG Set for Set up & Dry run with diesel	DG Set for Set up & Dry run with diesel	JOB	1



5	Cabling (LT Cabling) and Electrical Earthing works	All required LT cabling (a) from the main LT panel to the dome and stage area; b) all distribution LT cable for internal and external areas; as well as for all decorative lighting jobs with the required security and protection measures (MMCB, MCCB, RCCB, SPD). as per the direction of the engineer in charge of IIM Raipur. A valid certification from the A-Class Electrical Contractor is mandatory for electrical works before handover of the site.	JOB	1
6	Campus Decoration Tent Work	As per the direction of the engineer in charge of IIM Raipur		
6.b	Flage with GI pipe silver colour painted with minimum height of 20 feet and flag size will be 8feet (W) X 5 feet(H)		NOS	100
6.c	New Branded Red Carpet		SQM	50
6.d	Chunni Decoration work		RFT	200
7	Campus Decoration Light wrok			
7.a	PAR Flood light		NOS	100
7.b	Normal LED light		NOS	130
7.c	ROPE Light		MTR	250
7.d	Fairy Light		NOS	3000
7.e	Green Light		NOS	100
7.f	Standy Light (with set of 06 LED flood Light)		NOS	15
8	Campus Decoration Flex and Branding work			
8.a	Printing & fixing Branding for podium of size 3' x 2'	3'X2'	Sq.ft	12
8.b	Design & Printing of flex two Side Wings on stage 4'X10'	4'X10'	Sq.ft	80
8.c	Internal Signage on vinyl foam sheet of size (2'x 1') with 3' ht. stand for marking , VIP area, Guest area, Parents area, Staff area, Students area, Media , etc.	2'X1'	No's	30
8.d	Printing and fixing of Photography backdrop at the MAIN STAGE (60' X 10) in MS frame, including necessary pipe support, and the entire back side should be covered. (IIM Raipur will provide design)	60'X10'	sq.ft	600



भारतीय प्रबंध संस्थान रायपुर
Indian Institute of Management Raipur

8.e	Printing and fixing of Backdrop from photography stage level (60' X 15') with Flex in MS frame including necessary pipe support and entire back side should be covered. (IIM Raipur will provide design)	60' X15'	Sq.ft	900
8.f	Printing and fixing Large signage of required sizes with good quality flex and M.S frame on significant locations of required size, including fixing with necessary pipe support	The flex shall be in various sizes (maximum size shall be 16 feet X 10 feet) per dicrection of the Engineer in-charge of IIM Raipur.	Sq.ft	600
9	Hard MS Barricading	MS Hard barricading for VIP, Students , Parents and Staff area as per direction of the Engineer in-charge of IIM Raipur.	JOB	1
10	Platforms			
11.a	Official Cameraman platform	1'Hx8Wx 4'D	NOS	1
11.b	Media Cameraman platform	1'Hx60'Wx4'D	NOS	1
11.c	Videographer platform	1'Hx8'Wx4'D	NOS	1
12	Logistics: Transportation, Labour etc.	L.S	NOS	1
13	Planters - 3loads (300 qty)	As per direction of the Engineer in-charge of IIM Raipur.	NOS	1
14	Installing, commissioning, and managing an audio system for a convocation including Technical Manpower Support with a capacity of around 2000 attendees: -	a) High-end Speakers (Minimum 6nos or as required) b) Stage Monitor Speakers (Minimum 2nos or as required) c) Amplifier / DSP (Minimum 1nos or as required) d) Gooseneck Microphone (Minimum 4nos or as required) e) Handheld Microphone (Minimum 4nos or as required) f) Lapel Microphone (Minimum 4nos or as required) g) Audio Mixer (Minimum 1nos or as required) h) LED Screen 12*8 for Indoor and Outdoor (Minimum 4nos or as required) i) 2nos of Podium j) Accessories and Cables for interconnecting all the Audio and Video components including labour charges. Video Mixer output along with synchronized audio should be provided for live streaming according to the requirement of the vendor who performs the live webcast of the event. k) All the Audio-Visual equipment should be installed one day before from the day of event (before rehearsal). l) Power extension cables and	JOB	1



भारतीय प्रबंध संस्थान रायपुर
Indian Institute of Management Raipur

		necessary electrical connectors should be arranged by the vendor according to the site condition. m) Audio files will be provided in pen drive and the same should be played during the event. n) The vendor is responsible for addressing any exigencies or unforeseen requirements.		
--	--	---	--	--

Notes:

1. The GST will be included in the total cost.
2. Successful Tenderer will be the one who has quoted L-1 in total value.

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.

Place :

(Signature of the bidder with seal)

Date

-----END-----