



भारतीय प्रबन्ध संस्थान, लखनऊ
INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW

To, M/s	RFQ No: IIML/PURCHASE/ TENTAGE SERVICES/39/2019-20 Date: 25/11/2019
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REQUEST FOR QUOTATION FOR FOLLOWING:

- a) **HIRING OF TENTAGE SERVICES FOR SPECIFIC ACTIVITY AT IIM, LUCKNOW.**
b) **HIRING OF DJ SERVICES FOR SPECIFIC ACTIVITY AT IIM, LUCKNOW**

Dear Sirs,

IIM Lucknow intend to hire the following services:

- a) Tentage for Nostalgia 2019 for a period of 04 days (19/12/2019 to 22/12/2019). Please quote your lowest rates as per the following specifications:

Sl No	Description of items	Qty (Nos)
1	Bed Set consist of a. Iron Bed with wooden ply b. Mattress (Gadda) c. Bed sheet d. Quilt with cover e. Pillow with cover	Estimated required quantity of set is 70 nos. It may increase or decrease as per institute requirement.

- b) DJ for Nostalgia 2019 for a period of 02 days (20/12/2018 and 21/12/2019). The number of days may increase or decrease. Please quote your lowest rates as per the following specifications:

Sl No	Description of items
1	JBL Sound System – 04 Speakers and amplifier with a jack to connect phone or laptop with LED Para lights- 10 and Sharphy lights - 4 with installation

Kindly send us your quotation along with the most competitive rates, delivery period, validity of rates etc. as per Annexure – A within the date mentioned below in a sealed envelope addressed to **Officer on Special Duty, Indian Institute of Management, Prabandh Nagar, IIM Road, Lucknow – 226 013** with Enquiry No. and date super scribed before **1400 hours** on **06/12/2019** the due date. The quotations should be sent by Registered/Speed post or Courier services only. Quotations received after the due date/time shall not be considered for further processing.

Disclaimer Clause:

IIM Lucknow has the discretion and right at any stage to cancel/add or amend the information, terms, procedure and protocol set out in the RFQ and the bidder has no claims against such right. The Institute has unfettered right hereunder to terminate the arrangements at any time without assigning any reason whatsoever. The jurisdiction **for dispute (s), if any, shall be Lucknow**

Thanking you,

Yours faithfully,

Administrative Officer
Purchase & Stores

Enclosure: 1. General Terms & Conditions
2. Annexure- A

General terms and conditions

Eligibility Criteria

The bidder must submit:

- Registration Number of the bidder's firm along with the GSTIN and the PAN number allotted by the concerned authorities.
- Details regarding the provision of support during event.

Terms and Conditions

The bidder must ensure:

A) Pricing:

- Quote price for each of the components and also the total amount as per the tender document.
- The prices are to be quoted on individual item Exclusive of taxes rather than the total package.
- Quote only for the items specified in the tender. No changes in the configuration or deviation from the tender document will be permitted.
- Need not suggest any alternative product or different configuration in the same product.

B) Payment Terms:

- Payments will be made on after successful completion of event.

C) Procurement Rights: IIML Reserves the right to conclude the quantity with entire or partial as mentioned in the RFQ.

D) Validity of rates should be of minimum 90 days.

E) Please indicate the rate (s) of GST/ any other Tax (as may be applicable) explicitly.

Scope of Work

Tentage Services: Vendor has to install ordered items on rental basis for given period and provide complete support during whole event.

DJ Services: Vendor has to install and operate the ordered items on rental basis for given period and provide complete support during whole event.

The quantity as mentioned on 1st page of RFQ may increase or decrease as per institute requirement.

Penalty Clause:

- (a)** In case of non-supply of items or delay in supply or supply of inferior quality may result in appropriate deduction from the bill amount.

Disqualification

The proposal is liable to be disqualified in the following cases:

- 1) Proposal not submitted in accordance with this document
- 2) During validity of the period, or its extended period, if any, the bidder increases his quoted prices.
- 3) Proposal is received in incomplete form.
- 4) Proposal is received after due date and time.
- 5) Information submitted in the tender proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract.
- 6) If quotation is sent by not super scribing enquiry no. and date.
- 7) If quotation is not addressed to Officer on Special Duty (OSD).

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DISPUTE SETTLEMENT & APPOINTMENT OF ARBITRATOR:

"All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of the Tender and the resulting agreement or the breach thereof that cannot be settled by good faith and negotiations between the parties within 60 days of the commencement of negotiations shall be settled by referring the dispute to the Director, IIM Lucknow, who may either himself decide the dispute as Arbitrator or appoint some other person as Arbitrator to adjudicate the same, who shall be unconnected with IIM Lucknow. The proceedings will be governed by the provisions of the Arbitration & Conciliation Act 1996. By consent of parties the jurisdiction of all other courts are excluded and the courts at Lucknow alone shall have jurisdiction. The language of the Arbitration shall be English.

The venue of Arbitration proceedings shall be Lucknow”.

भारतीय प्रबन्ध संस्थान, लखनऊ
INDIAN INSTITUTE OF MANAGEMENT LUCKNOW
Prabandh Nagar, IIM Road,
Lucknow – 226 013

Website: www.iiml.ac.in; E-mail:- purchase@iiml.ac.in

S. No.	Descriptions of the Firm	
1	GST No. of the Firm (attach attested copy)	
2	PAN/ GIR No. of the Firm (attach attested copy)	
3.	Name of Tendering Company/ Firm	
4.	Name and Contact No. proprietor/Director of company/Firm/ Contractor	
5.	Address of Tendering Company/ Firm/ Contractor	
6.	E-mail Address of proprietor/Director	

Certified that all above information's are correct to the best of my/ our information, knowledge and belief.

The offered rates are as follows:

a) Tentage Services:

SI No	Descriptions of item	Qty (Nos)	Rate per set per day (Rs.)
1	Bed Set consist of a. Iron Bed with wooden ply b. Mattress (Gadda) c. Bed sheet d. Quilt with cover e. Pillow with cover	1 set	

SI No	Descriptions of item	Qty (Nos)	Rate per set per day (Rs.)
1	JBL Sound System – 04 Speaker and amplifier with a jack to connect phone or laptop with Installation	1 set	
2	LED Para lights- 10 Nos With Installation	1 set	
3	Sharphy lights - 4 Nos With Installation	1 set	
	Total Amount for one day		

● GST WIL BE EXTRA AS APPLICABLE.

Cartage Charges (if any):

Delivery Period (in days).

Dated

Name & Signature with Seal of the Bidder