



INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW

Prabandh Nagar, IIM Road, Lucknow – 226013

Website: www.iiml.ac.in

Email id: purchase@iiml.ac.in

NOTICE INVITING TENDER

NIT NO. IIML/PUR/CONVO/32/2020-21
DATED – 7TH APRIL 2021

Indian Institute of Management, Lucknow, an autonomous body, under the Ministry of Human Resources Development, Government of India invites online E-tenders in Two-Bid Systems (i.e. Technical Bid & Financial Bid) from eligible Vendors/Firms/Agencies for making necessary arrangements & providing (on rental basis) required functionalities to hold the convocation in a virtual mode.

A free view of NIT is available on Govt. E-Procurement portal i.e. <https://www.eprocure.gov.in> and on Institute website www.iiml.ac.in. Interested Firm/agencies are requested to sign-in (new user sign-in only with DSC) online to obtain user-ID and password using Digital Signature. The tender documents comprise of Technical bid and Financial bid. The interested parties / bidders may download the tender document from the above website (s). The technical bid and Financial bid duly filled have to be uploaded on e-Procurement Portal i.e. <https://eprocure.gov.in> using Digital Signature before the last date & time for submission as mentioned in the tender notice. The Financial bid must not be disclosed in technical bid. Corrigendum / Addendum, if any, will be available on <https://eprocure.gov.in>. The credentials as mentioned in the tender document shall be uploaded online.

A. BID INFORMATION SHEET

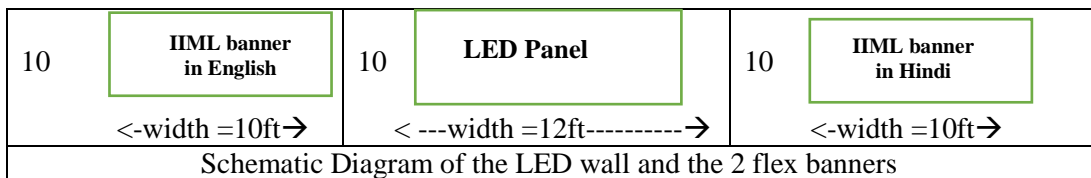
Document Description	Tender Document for making necessary arrangements & providing (on rental basis) required functionalities to hold the IIM Lucknow Convocation-2021 in a virtual mode. Scheduled date of Convocation: 28.04.2021
Last date & Time of Submission of Response to Tender Document	14th April 2021 (03:00 PM)
Bid Opening (Venue, Date & Time)	15 th April 2021 (03:00 PM) Meeting Room (1 st Floor), Samadhan Building, IIM Lucknow, Prabandh Nagar, IIM Road, Lucknow - 226013 at 03:00 PM. Interested bidders may attend the bid opening through google meet. For meeting link, the participating bidders may send an email to purchase@iiml.ac.in on last date (up to 2:00 pm) for submission of bids.
Bid Validity	30 days from the date of opening of bids.
Name, Designation, Address and other details	Chief Administrative Officer Indian Institute of Management Lucknow Prabandh Nagar, IIM Road , Lucknow -226013 , Phone :0522 -6696917/6929

-s/d-
Chief Administrative Officer
Indian Institute of Manager Lucknow

Tender Document for making necessary arrangements & providing (on rental basis) required functionalities to hold the IIM Lucknow Convocation-2021 in a virtual mode. Scheduled date of Convocation: 28.04.2021"

A. SCOPE OF WORK:

1. Graduating students, Director and Faculty members will gather at the Convocation ground (which is an open area), Chairman and the Members of BOG, Chief Guest will be joining from various parts of the country through a VC app such as Teams, Meet, Zoom etc. The parents of the graduating student will watch the event through the Live stream capability.
2. The proposed solution should enable the Director, Chairman, Chief Guest and faculty members (Programme Chairs) to address the graduating students in such a manner that they can simultaneously hear all the speakers. As well as speakers should be able to hear each other too.
3. Specifically, we need the following:
 - i) A LED Video Wall - P3, Wall Size: width=12ft x height=10ft (minimum) - Along with Video Processor Data and signal cables. The wall will be placed as the same location where the banner is placed in the following photograph.
 - ii) A flex banner of 10 X 10 (minimum to match with the dimensions of the LED) needs to be added to each side of the LED panel. One flex banner should be in English and the other one should be in Hindi. Contents will be provided by IIML, and it will be similar to as in the image.



- iii) 4K Video Camera - 2 Nos. with Digital Studio Mixing console along with Cameramen and mixing operator
- iv) Two monitor (minimum 50"), on either side of the stage so that faculty member seated on the stage can comfortably see the entire event as projected on the LED screen.
- v) Professional Sound System with minimum 6 speakers with stand complete with Audio Mixer, Sound Processor, Amplifier, 2 Cordless Hand mike, 2 Podium and 3 Table Microphone with operator.
- vi) The system has to setup one day in advance. For necessary testing for the required and changes if any.

- vii) Sound and image mixers (the Name of the speaker/presenter should appear on real time). IIML will share the program schedule.
4. The bidder may also note the following:
- i) IIM Lucknow will only provide connectivity to its Internet. Other requirements such as **Uninterrupted Power Supply during the event/Power Generator/UPS, Manpower etc. to be provided by the bidder. However, for testing (one day prior to the scheduled convocation), power supply will be provided by the Institute.**
 - ii) Vendors are expected to use to IIM Lucknow's VC applications such as Meet, Zoom and Teams. This condition is not mandatory. The vendors are expected to get in touch with IIM Lucknow's Computer Centre understand the feasibility of the use of the VC apps. However, in case the vendor chooses to bring his own software, same should be included in his bid.
 - iii) The necessary lighting and other equipment to meet the objective has to be brought in the by the vendor and installed in the venue.
 - iv) The duration of the event would be approximately 5 hours (4:30 pm to 9:30 pm), which may vary as per requirement of the Institute.

B. ELIGIBILITY CRITERIA

The eligible bidders must fulfill the following criteria / conditions and submit documentary evidence in support of the same:

1. GST Registration Number of the bidder firm and the PAN number allotted by the concerned authorities. (upload copy of GST & PAN)
2. The bidder should executed one similar work in last 3 years costing not less than Rs.4,00,000/- or two works not costing less than Rs.2,40,000/- OR three works not costing less than Rs.2,00,000/-. (Documentary evidence of works/projects of similar nature executed in last three years with clear mention of value of work).
3. Declaration by bidder for non-blacklisting of the his/her firm in last 3 years and acceptance to the terms & conditions of tender document in the prescribed format (**Annexure-A**)
4. Bid Security Declaration: The Bidder must enclose Bid Security Declaration in the prescribed format (**Annexure-B**)

C. SPECIAL CONDITIONS

1. **Security Deposit:** The successful bidder will be required to submit security deposit equivalent to 10% of the quoted amount (including GST) in form of Demand Draft in favour of 'Indian Institute of Lucknow' payable at Lucknow, within 3 days from date of issue of work order. The demand draft/ security will be returned/ refunded after successful completion of the event. In case of non-completion of the work and/or poor quality of work, the security deposit in full or part may be forfeited.
2. All signature in tender documents shall be dated as well as all the pages of all sections of tender document shall be initiated at the lower right hand corner and signed wherever required in the tender papers by the tenderer or by a person holding power of attorney authorizing him to sign on behalf of the tenderer before submission of tender.
3. No mobilization advance will be paid to the contractor.
4. The rates quoted by the bidder and accepted by the Institute shall be firm and fix for the above work and no escalation shall be paid to the contractor in this account.

5. In case Institute is not satisfied with the performance of contractor, the Institute is empowered to get the work completed by other agency and debit the expenditure on contractor's account. No objection or claim, what so ever on this account will be entertained.
6. Rates shall be deemed, inclusive of payments of dues by the contractor to the labour in accordance with the prevailing labour laws. The contractor will be responsible for labour laws & other related legislations for manpower hired by the bidder for execution of the awarded work.
7. IIML, reserves the right to curtail or enhance the scope of work either by deletion of certain items entirely or by reducing/increasing the quantities of certain items as required reviewed by the Institute from time to time and therefore, the final value of the work shall be worked out and paid to the extent of work actually carried out.
8. In case of defective works the same shall be rectified by the Contractor at his cost. If such defect are not rectified immediately, appropriate penalty will be imposed by IIM Lucknow.
9. Income Tax as per the rules will be deducted from the bill and the amount so deducted will be credited to the Income Tax authorities and a certificate of the amount credited will be issued by the account section of IIM, Lucknow.
10. The dispute, if any, will be referred to the Director, IIM and her decision will be final and binding. All disputes arising out of the order will fall under jurisdiction of Lucknow Court.
11. The terms & conditions given in quotation Inviting Notice are also the part of the General terms & condition.
12. The work order to the successful bidder (the bidder quoting the lowest rate among the technically qualified bidders) will be issued 7 days prior to the scheduled Convocation.
13. 100% payment shall be released after the successful completion of the event.
14. After completion of the event, the material shall be removed from the site within 24 hours of issue of instructions to this effect by the Institute. Failing this, the Institute shall have to rights to get these removed at the cost of the contractor and the contractor shall have no claim whatsoever in this regard
15. **DISQUALIFICATION:** The proposal is liable to be disqualified in the following cases:
 - i. Proposal not submitted in accordance with this document
 - ii. During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices.
 - iii. Proposal is received in incomplete format.
 - iv. Proposal is received after due date and time.
 - v. Proposal is not accompanied by all requisite documents.
 - vi. 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 (no matter at what stage) or during the tenure of the contract including the extension period if any.
 - vii. The rates quoted by the must not be disclosed / mentioned in the technical bid. The format of the financial bid is only for information of bidders. A separate excel file (format for BoQ/ financial bid) is available on CPP portal along with tender document. The rates shall be quoted in that format only and the same shall be uploaded on CPP port under BoQ/ financial bid option. **Disclosure of rates in Technical bid will result in technical disqualification.**

16. **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 30 days of the commencement of negotiations shall be settled by referring the dispute to the Director, IIM Lucknow, who may either herself 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. The venue of Arbitration proceedings shall be Lucknow and the language of the Arbitration shall be English.
- For any dispute, which is not resolved by the Arbitrator, the courts at Lucknow alone shall have jurisdiction.

TECHNICAL BID

S. No.	PARTICULARS	TO BE FILLED BY THE BIDDER
1	Name of Tendering Company/ Firm (Attach certificate of Registration)	
2	Name of proprietor/ Director of company/ Firm/ Contractor	
3	Full Address of Reg. Office	
4	Contact No.	
5	E-mail Address	
6	GST No. (attach self-attested copy)	
7	PAN No. (attach self-attested copy)	
9	Does the bidder has executed at least one of the following: a) One project of similar nature costing not less than Rs. 4,00,000/- b) Two projects of similar nature costing not less than Rs. 2,40,000/- each. c) Three projects of similar nature costing not less than Rs.2,00,000/- each.	Yes / No If Yes, please provide details below at para-16 and enclose work orders/ completion certificate
10	Has the bidder filled & enclosed Annexure-A.	Yes / No
11	Has the bidder enclosed Acceptance & non-black-listing declaration (Annexure-B)	Yes / No

This is to certify that I have understood the terms & condition of the tender document and all the information provided above & enclosed is true to the best of my knowledge and belief.

Signature & stamp of the Bidder _____

Date: _____

<on the Letterhead of the company>

To,
The Chief Administrative Officer (CAO),
Indian Institute of Management Lucknow

<Date>

Dear Sir,

With reference to your NIT No. _____ dated _____, I/We declare the following:

1. I/ We _____ (Designation) _____ of (Name of the company) _____ I hereby accept the Terms & Conditions mentioned in the tender document along with annexure(s).
2. Further it is certified that we have never been black-listed by any Government / PSU / Autonomous Body in Past.
3. We also certify that all the information provided by the is true and correct and we understand that in case any information provided by the us, is found to be incorrect or misleading, our contract can be terminated and EMD/Security Deposited may be forfeited and we may be blacklisted.

Signature of the bidder with stamp & date _____

<on the Letterhead of the company>

To,
The Chief Administrative Officer (CAO),
Indian Institute of Management Lucknow

<Date>

Dear Sir,

With reference to NIT No. _____ dated _____, I/We. The undersigned declare that:
I/We understand that bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with IIML for a period of two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity or its extended period, if any; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity:
 - (i) fail or reuse to execute the contract, if required, or
 - (ii) fail or refuse to furnish the Performance Bank Guarantee, in accordance with the Instructions to Bidders.
- c) If the bidder is found indulging in any corrupt, fraudulent or other malpractice in respect of the bid;

I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of

- (i) the receipt of your notification of the name of the successful Bidder; or
- (ii) thirty days after the expiration of the validity of my/our Bid.

Signature of the bidder with stamp & date _____

FINANCIAL BID

(Please do not fill this format. This format is only for reference. The format to be filled & uploaded is available on CPP portal)

S.No.	Description of the items/ work	Offered Rental including GST in Rupees for unit(s) / work(s) mentioned in Description
1.	A LED Video Wall - P3, Wall Size: width=12ft x height=10ft (minimum) - Along with Video Processor Data and signal cables.	
2.	A flex banner of 10 X 10 (minimum to match with the dimensions of the LED) needs to be added to each side of the LED panel. One flex banner should be in English and the other one should be in Hindi. Contents will be provided by IIML, and it will be similar to as in the image.	
3.	4K Video Camera - 2 Nos. with Digital Studio Mixing console along with Cameramen and mixing operator	
4.	Two monitor (minimum 50"), on either side of the stage so that faculty member seated on the stage can comfortably see the entire event as projected on the LED screen.	
5.	Professional Sound System with minimum 6 speakers with stand complete with Audio Mixer, Sound Processor, Amplifier, 2 Cordless Hand mike, 2 Podium and 3 Table Microphone with operator. Sound and image mixers (the Name of the speaker/presenter should appear on real time).	
6.	Power Generator/UPS of sufficient capacity to provide power supply for the event for one day (On Convocation Day) to be provided by the bidder. For testing (one day prior to the scheduled convocation), power supply will be provided by the Institute.	
7.	Any other requirements for execution of the work as per the tender document.	
8.	The system has to setup one day in advance for necessary testing for the required and changes if any	
<u>Total Amount</u>		