

Indian Institute of Management Lucknow

Prabandh Nagar, IIM Road, Lucknow-226 013 (U.P.) India

भारतीय प्रबन्ध संस्थान लखनऊ

प्रबन्ध नगर, आई आई एम रोड, लखनऊ-226 013 (उ.प्र.) भारत

RFQ No. IIML/ Convo/45/2019-20

Dated: 27.02.2020

SHORT NOTICE TENDER FOR PROVIDING COMPLETE PANDAL ARRANGEMENT, LIGHT, SOUND SYSTEM AND BANNERS FOR CONVOCATION-2020

Dear Sir,

On behalf of the Director of Indian Institute of Management, Lucknow, the shortlisted vendors are hereby invited to quote your rates for providing complete Pandal arrangement, light, sound system and banners for 2 days for the Convocation 2020 at Indian Institute of Management Lucknow, Prabandh Nagar, IIM road, Lucknow as per details given below:

The bidder are requested to submit their quotation along with EMD of Rs. 20,000/- (Rupees Twenty Thousand only) in sealed cover so as to reach the Office of the **Officer on Special Duty, Indian Institute of Management, Prabandh Nagar, off Sitapur Road, Lucknow-226013 upto 2:30 p.m. on 5th March 2020.**

The quotation for **providing complete Pandal arrangement, light, sound system and banners and LED screen etc. as per BoQ for Convocation 2020 for 2 days i.e. on 20th & 21st March 2020 at IIML Campus** should be written on the envelope. Tenders received after the specified time will not be considered. The bids will be opened on the same day at 3:30 PM by the tender opening committee in the presence of the representatives of the bidders, present at that time. An authority letter is must, if any person other than who signed the tender document, attends the event.

The work shall have to be completed and ready for use on or before 20th March 2020 (11:00 am) and the all items shall be removed on 22nd March 2020 (early morning). The tender document should be signed in ink on each page of the tender and any cutting or over writing should accordingly be signed. All the papers should be submitted duly signed by the tenderer.

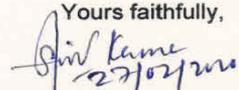
The condition of this notice and that mentioned in General Conditions, Special Conditions and BOQ enclosed will be binding on the tenderer. The Director, Indian Institute of Management, Lucknow reserves the right to reject one or all the tenders without assigning any reason. No claim, whatsoever, shall be entertained on this account.

The validity of the tender shall be at least 30 days from the date of opening of tenderers. Tenderers incorporating additional conditions, discount, and rebate are liable to be rejected.

The bidders are advised to physically see the conditions of work and the place, where the before quoting. No deviation of rates or conditions of contract will be accepted on account of ignorance of the work place conditions after the award of the work. They are specifically advised to see the approachability of material and working conditions at the working site.

Contractors will make their own security arrangements till the work is taken over by IIML.

Thanking you,

Yours faithfully,

Administrative Officer
Purchase & Stores

Encls. Bill of Quantity

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Tel : (+91-522) 2734101, 2734111-20, Tata Indicom : (0522) 6696001 (30 Lines), Fax : (+91-0522) 2734025

NOIDA Campus : B-1 Institutional Area, Sector 62, Noida-201307 (U.P.) India

www.iiml.ac.in

GENERAL TERMS AND CONDITIONS

- 1. NAME OF WORK:** Providing complete Pandal arrangement, light, sound system & banners for Convocation 2020 for two days at Indian Institute of Management Lucknow Campus, Prabandh Nagar, IIM Road, Lucknow-226013 (The Institute).
- 2. SCOPE OF WORK:** The scope of work as mentioned in the enclosed bill of quantity.
- 3. EARNEST MONEY DEPOSIT:** Quotation must be sent along with Demand Draft of Rs. 20,000/- (Rupees Twenty Thousand only) from any scheduled bank in favour of "Indian Institute of Management, Lucknow" payable at Lucknow.
- 4. SECURITY DEPOSIT:** The successful bidder is required to deposit an amount equal to 10% of contract value in form of Demand Draft issued by any scheduled bank in favour of 'Indian Institute of Management Lucknow' payable at Lucknow. This security deposit will be refunded/ returned after successful completion of the work.
- 5. COMMENCEMENT DATE:** The date of commencement of work shall be the date of issue of the Letter of Intent. The contractor shall have to start the execution of work within 3 days from the date of issue of Work Order/LOI failing which Institute may reject the award of work and get the work done by engaging other agency.
- 6. PERIOD FOR COMPLETION:** The successful bidder will be required to make all arrangements (as per bill of quantity and as per the requirement of the site) and complete the work within 3 days from date of issue of work order i.e. the tent arrangement shall be ready on 20th March 2020 (night)
- 7. SUBLETTING:** Subletting the awarded work to other party is not allow. If found, appropriate action will be taken against successful bidder.
- 8. PAYMENT:** Full payment shall be released after the successful completion of the awarded work.
- 9. TAX / DUTIES:** GST on the quoted rate will be payable by the Institute. The rates quoted shall remain firm and no enhancement / escalation on account of any other statutory / other increases by Local Authorities, State / Central Government shall be entertained.
- 10. SUB-STANDARD MATERIALS:** Any material rejected by the Institute, shall be removed from the site immediately. 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.
- 11. FIRE SAFETY AND OTHER SAFETY MEASURES:** The successful bidder / contractor will be required to make all pre-cautionary measures to avoid any kind of fire / accident in and around the pandal. The responsibility for any loss due to fire or accident due to ignorance of any safety measure by the contractor, the contractor shall be held liable for indemnifying/compensating the loss caused.
- 12. DISPUTE AND JURISDICTION:** In the event of any dispute or difference regarding the interpretation of these conditions or any condition contained in the release order, the decision of the Director of the Institute shall be final and binding on the agencies. All disputes will be subject to the jurisdiction of courts in Lucknow only.
- 13. NON-ACCEPTANCE WORK ORDER OR NON-COMPLETION OF AWARDED WORK:** The EMD/Security Deposit submitted by bidder will be forfeited/retained by the Institute and the bidder will be blacklisted for participation in future tendering process of the Institute.

SPECIAL CONDITIONS

1. All the pages of all sections of tender document shall be signed by the bidder at the lower right hand corner. Further, wherever marked signature of the bidder, the bidder must sign with date. In case the tender is being submitted by a person other than the owner of the firm, the owner must issue an authorization letter in this regard for submission of tender.
2. No mobilization advance will be paid to the contractor.
3. The rates quoted by the contractor 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.
4. 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, whatsoever on this account will be entertained.
5. Rates shall be deemed, inclusive of payments of dues by the contractor to the labour in accordance with the prevailing labour laws.
6. IIML, reserves the right to curtail or enhance the scope of work either by removing of certain items entirely or by reducing/increasing the quantities of certain items as required 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.
7. In case of defective works the same shall be rectified by the Contractor at his cost.
8. IIM, Lucknow reserves the right to terminate the agreement even without giving notice in the event performance of the contractor is not found satisfactory.
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. Prevailing Turnover Tax, if applicable, will be recovered as per Government rules.
11. The dispute, if any, will be referred to the Director, IIM and her decision will be final and binding.
12. All disputes arising out of the order will fall under jurisdiction of Lucknow Court.
13. Prior intimation will have to be given to Engineer In-charge/AE by the contractor if he proposes to work on Sundays or any other holidays. The additional cost of wages and any other cost by overtime or shift work shall be borne in full by the contractor.
14. The terms & conditions given in quotation Inviting Notice are also the part of the General terms & condition.

INFORMATION TO BE FURNISHED BY THE BIDDER

The bidder are required to provide the following details in the prescribed format and also enclose self attested copy in support of the information provided, wherever applicable:

1.	Name of the Bidder (Firm)	:	
2.	Address of the Bidder/ Firm	:	
3.	Contact Phone number(s) of the bidder: Email ID:	: : :	
4.	Year of Establishment	:	
5.	GSTIN No. (Enclose certificate)	:	
6.	Authorisation letter from the owner of the firm, if bidder is other than the owner of the firm.	:	

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.

Further, I have visited the actual cite, where the services need to be provided, and submitted my quotation based on the same.

Signature of the Bidder _____

Date: _____

Bill of Quantity**(To be filled on Letter Head of the company)****Providing complete Pandal arrangement, Light, sound system & banners for Convocation 2020 for on 21.03.2020**

S.No.	Description	Qty.	Rate for mentioned quantities for 2 days (Rs.)	Rate of GST (%)	Total amount (Rate+GST) including all taxes (Rs.)
A.	1	90'x54' Open Pandal 12 feet height, Stage Covered with Dari and Chandani	NA		
	2	72'x200' Open Pandal 12 feet height			
	3	Making provision of 3 steps all alongwith existing steps at photo session area.			
	4	15 Large (2'x4') Mirror			
	5	High class Flower Decoration on the Stage and Pandal, Main Entrance, Exhibition Gate			
	6	Velvet (Cushion) Chair with Covered 2500 numbers			
	7	Full Convocation ground covered with Green/Red Carpet			
B.	1	Providing & Installation of 250 W LED light temporarily on wall in Convocation & Car parking area	60 nos.		
	2	Providing colored Jhalar light on tree in Convocation area	1000 meter		
	3	Providing extension board having 1 no. 16 amp. Switch/socket and 4 nos. 6 amp switch/socket	20 nos.		
	4	Providing and laying temporarily of following size of cable.	450 meter		
		a) 16 sqm single core aluminum cable b) 10 sqm single core aluminum cable	250 meter		
	5.	a. Providing Pedestal fan soundless b. Providing Ferrate Pedestal fan	16. 20		
C	Providing PA system complete having with battery backup including big stand 3 nos. Podium Flexible Mike 2 Nos. & Table Mike 3 Nos.	1 set			
D	Backdrop 20'x10' Banner and T-Type Gate 12'x4'x12'x3'	3			
E	LED Wall Display (size: 8'x12") with Video Camera for Live Display	2			
F	Pandal and other Requirements for Dinner site				
	1. Food Court Pandal (Size: 200 x 12 ft each)	01			
	2. VIP Pandal (Size: 20 x 60 ft each)	02			
	3. Desert & Beverages Counters - Tents / huts Structure (Size 9x9 ft)	12			
	4. Entrance Gate – Cloth Jhallar white (Size 20 x 20 ft each)	01			
	5. Wall boundary – Cloth (320x12 ft each)				
	6. Kitchen Pandal (Water Proof fully covered ceiling with tripal) – Size: 72x36 ft each	01			
	7. Rectangular Table with cover & frills (Size: 2.5x4 ft - each)	100			
	8. Rectangular Takhal for kitchen (Size: 2.5x4 ft each)	25			
	9. Durries (Kitchen) – as per requirement				
	10. Drum (Kitchen requirement)	10			
	11. Dustbins	100			
	12. Chair (High back – Covered with frills)	100			
	13. Round Tables (Covered with frill) – Size:4x4 ft each	10			

S.No.	Description	Qty.	Rate for mentioned quantities for 2 days (Rs.)	Rate of GST (%)	Total amount (Rate+GST) including all taxes (Rs.)
G.	Lighting for Dinner Site				
14	Carpet (36x 6 ft)	04			
15	Drop Light (Decoration trees)	40			
16	Lantern Lights	50			
17	Decorative Lights (pinjra) for trees	100			
18	Jhallar light (LED) – 15 meters each	300			
19	Meta Light (LED)	100			
20	Para Light (LED)	150			
21	Jhoomar	50			
22	Halogen (yellow)	75			
23	Switch boards & extensions as per requirements				
H	Flower Decoration for Dinner Site				
24	Flower Panel of 12x24 ft each	03			
25	Flower Gallary of 20 x 20 ft each	01			
26	VIP Pandal to be decorated with flowers side panels	02			
Grand Total: Total amount (Rate + GST) including all taxes (A+B+C+D+E+F+G+H)					

Note: Lowest bidder will be decided based on the amount mentioned in Grand Total.

DATE:

SIGNATURE OF BIDDER WITH STAMP: