



भारतीय प्रबंध संस्थान, लखनऊ
INDIAN INSTITUTE OF MANAGEMENT LUCKNOW
 Prabandh Nagar, IIM Road, Lucknow – 226013

TENDER FOR “EMPANELMENT FOR PROVIDING TENTAGE SERVICES (TENT, LIGHT & SOUNDS) ON RENTAL & REQUIREMENT BASIS AT ANNUAL RATE CONTRACT”

TENDER No. IIML/PUR/ESTATE/04/2022-23	Date: 10/05/2022
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An TENDER is floated for inviting quotations from the prominent bidders for “EMPANELMENT FOR PROVIDING TENTAGE SERVICES (TENT, LIGHT & SOUNDS) ON RENTAL & REQUIREMENT BASIS AT ANNUAL RATE CONTRACT” at IIM Lucknow.

BID INFORMATION:

Document Description	Tender for “ EMPANELMENT FOR PROVIDING TENTAGE SERVICES (TENT, LIGHT & SOUNDS) ON RENTAL & REQUIREMENT BASIS AT ANNUAL RATE CONTRACT”
Estimated Annual tender value	Approx. Rs.4,00,000/- (Rupees Five Lakh only)
EMD	Rs.20,000/- (Rupees Twenty Thousand only)
Starting date for Bid submission	11 th May 2022 from 09:00 AM
Last date & Time of Submission of Response to Tender Document	31st May 2022 upto 02:00 PM
Bid Opening (Venue, Date & Time)	Meeting Room (1 st Floor), Samadhan Building, IIM Lucknow, Prabandh Nagar, IIM Road, Lucknow – 226013 Date: 01 st June 2022 Time: 03:00 PM
Bid Validity	120 days from the date of opening of bids.
Name, Designation, Address and other details (For Submission of Response to Tender Document)	Chief Administrative Officer Indian Institute of Management, Prabandh Nagar, IIM Road , Lucknow –226013 , Phone :0522 –6696917/6929

A free view of Tender is available on the website of the Institute (<http://iiml.ac.in>) and CPPP E-Publish (<https://eprocure.gov.in/epublish/app>). Interested vendor/agencies are requested to download the Tender and submit the duly filled bid with the required enclosures.

1. **Bid Submission method:** The bidder has to submit his bid, containing technical & financial bids in two different envelopes super scribed "Technical Bid" and "Financial bid". These two (Technical bid & Financial bid) should be in a big envelop super scribed at the top of the envelope "Quotation for Tentage Services with enquiry no and date through Speed post/Registered post/Courier services/by hand on or before aforesaid date and time. Enquiry should be addressed to **Chief Administrative Officer, IIM Road, Prabandh Nagar, Lucknow-226013.**

Please do not disclosed rate in technical bid.

2. **Evaluation of bids:** Technical bids will be evaluated as per the eligibility criteria mentioned in this tender document. The bidders fulfilling the eligibility criterial will be declared as Technically qualified. The financial bids of only technically qualified bidders will be opened in presence of the Tender Evaluation Committee (TEC) and technically qualified bidders, interested to attend the opening. **Two bidders i.e. one for tentage items (A) and another for Light & Sound Service items (B) will be declared as lowest bidder in the respective category and will be empaneled. The bidder will have option ever to quote for one category or both category.**

3. **SCOPE OF WORK**

The Vendor has to deliver and install ordered items for given period and provide complete support during whole event as per institute requirement during various events. The empaneled vendor will have to provide the Tentage items (Tent items+ Light & Sounds items) to the institute on the rents & the requirement basis. The list of items is given below:

Sr. No.	Description of items
A.	<u>Tentage items</u>
1.	Four partition with white curtains on iron pipe in the Gallery
2.	8'x56' ceiling gallery on iron pipe
3.	8"x8" ceiling gallery on iron pipe
4.	Water proof Pandal (size: 30'x30')
5.	Dari
6.	Open Pandal 12 feet height
7.	Green / Red Matting
8.	Mattress (3'x6')
9.	Folding Iron Bed (3x6 ft)
10.	Bed sheet (standard)
11.	Bedsheet (White) Size : 3 ½ ft x 6 ft
12.	Blanket (Quilt)
13.	Standard Pillow with cover
14.	Table with table cloth and linen
15.	Velvet (Cushion) Chair with Cover
16.	Plastic Chair
17.	Canopy (10'x10')
18.	Parda (10'x10')
19.	Frill

20.	Stainless Dustbin (Large)
21.	Dustbin (Plastic Tub)
22.	Water Cool cage with 15 ltrs of cold RO water
23.	Water Dispensers
24.	Water Bottle (RO 20 ltrs)
25.	SOFA (three seater)
26.	SOFA (Two seater)
27.	Center table with frill (2ft x 4 ft)
28.	Waiter / Serving boy
B.	<u>Light & Sounds items</u>
1.	Tube Light
2.	Metal Halide 250W
3.	Halogen LED Light 500 W
4.	Halogen LED Light 1000 W
5.	Electric Extension board (05 amp)
6.	Electric Extension board (15 amp)
7.	Border Light (Patta) for decoration per running metres
8.	Jhallar Light with Color Lamp
9.	Pedestal Fan (Soundless)
10.	Pedestal Fan (Ferrate)
11.	Pedestal Fan (with Water Spray option)
12.	PA system complete Speakers, big stand, small stand, color mike, ordinary mike and amplifiers complete in all respect
13.	JBL Sound System
14.	Projector
15.	LED Flood Light 45W
16.	LED Flood Light 90W
17.	15 amp Plug
18.	LED Bulb (7 watt)
19.	Jumbo Air Cooler

The interested bidders may note that the empanelled bidders will be asked to provide any of the above items on rental as and when requirement/need arises. Further, this empanelment does not guarantee any minimum business/ billing and the Institute (IIM Lucknow) is free to get the work done from open market through other prescribed procedures.

4. ELIGIBILITY CRITERIA: The bidder must submit:

- a) Registration Number of the bidder's firm along with the GSTIN and the PAN number allotted by the concerned authorities. Please submit the copy of GSTIN and PAN Certificates.
- b) Experience of Three (03) years for providing tentage services to the any of Government /Autonomous/PSU Government Organization. Please submit the work orders or work completion certificates for the proof i.e. any work order issued between 01.04.2018 and 31.03.2019 and at least one work order issued after 01.04.2019 (till last date of submission of bids).

- c) Average Annual Turnover of Rs. 2.0 Lakh in three years (2018-19, 2019-20 and 2020-21). Please submit the CA certificate/balance sheet of the firm or ITR of the proprietor for the proof.

5. **(I) Earnest Deposit Money:** Bidders are required to deposit an amount of Rs. 20,000/- (Twenty Thousand only) towards Earnest Money Deposit (EMD) with Technical bid to below mentioned bank account of Institute on or before the last date & time mentioned above. EMD through any other form will not be accepted. UTR number / Transaction ID and date of Deposit/Transfer of EMD shall be mentioned in Technical Bid at appropriate place. NSIC /MSME registered firms are exempted from submission of EMD on uploading of valid MSME certificate.

Bank Account No.	07231450000294
Name of Bank & Type of Account	HDFC/Savings
IFSC Code	HDFC0000723

EMD of all unsuccessful bidders will be returned after finalization of the tender. EMD of the successful bidder will be returned only after receipt of Security Deposit towards Performance Security Deposit. In case, the bidders provide false or misleading information or make changes in the downloaded document or provide forged document or hide facts relevant to tender / bidder or refused to accept the award of contract, EMD of such bidder may be forfeited. Such action can be taken at any stage of the bidding process i.e. during or after process. The Earnest Deposit shall not carry any interest.

The EMD of unsuccessful bidders will be returned without any interest.

(II) PERFORMANCE SECURITY DEPOSIT:

The EMD of successful bidder will be retained and converted to Performance Security Deposit. This Security Deposit may, at the option of the IIM Lucknow be forfeited in the event of the contractor's failure to fulfil any of the obligations under the contract / agreement. The security deposit shall be refunded by IIM Lucknow to the contractor after 60 days of the expiry or termination of the contract. The security deposit shall not carry any interest. It is distinctly understood that the IIM Lucknow shall be entitled to appropriate all dues and/or expenses that will be due and payable by the contractor to IIM Lucknow under the items hereof, and/or result of IIM Lucknow suffering or incurring any damages and/or extra expenses by employing any services to IIM Lucknow consequent to the failure of the contractor to discharge the said services and/or any part or parts thereof to the satisfaction of IIM Lucknow without prejudice to its right against the contractor for damages under the Law, and that shall be recovered from contractor's monthly bill and/or security deposits.

6. **Contract Period:** The empanelment shall be initially for a period of one year which can be extended for two more years (on year to year basis) on mutual consent and satisfactory performance of the successful bidder/vendor.

GENERAL TERMS & CONDITIONS

7. **Disqualification:** The proposal is liable to be disqualified in the following cases
- Proposal not submitted in accordance with this document
 - During validity of the period, or its extended period, if any, the bidder increases his quoted prices.
 - Proposal is received incomplete form.
 - Proposal is received after due date and time
 - 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. If Quotation is received without EMD/MSME certificate/Bid Security Declaration.
- viii. If the bidder has been black listed by any Government/PSU/Autonomous organization

8. Pricing

- a) Quote price for each of the components and also the total amount as per the tender document.
- b) The prices are to be quoted on individual item rather than the total package.
- c) Where there is difference between rates in figures and the rates, quoted in words shall be considered as correct.
- d) Where the rate quoted by the tenderer in figures and in words tally, but the amount is not worked out correctly, the rates quoted by the tenderer shall be considered as correct and amount shall be corrected accordingly.
- e) If any bidder quotes NIL charges in price bid, the bid shall be treated as unresponsive and will not be considered.

- 9. Risk Purchase:** In case of the successful bidder fails to provide satisfactory service toward the scope of work, IIM Lucknow reserves the right to go for Tentage service from other sources and in that event additional cost incurred by IIM Lucknow for actual final executing the job if any, will be recovered from the tenderer.

10. Termination Clause:

Either party hereto may terminate the Agreement without cause at any time, upon at least three months' written notice. However, in case the performance of the vendor/ successful bidder is not up to the mark, the Institute will be free to terminate the contract without any notice. If any loss of property occurs due to negligence of the vendor/successful bidder during the tenure of the contract, the amount of loss of property decided by IIM Lucknow would be deducted from the running bill / security deposit.

11. Penalty Clause:

- I. In case failure in the providing of the any required item (listed), a penalty of Rs.500/- per non-acceptable item would be deducted from the running bills or Performance Security. For example, if the one of the mats is not clean or is damaged, charges for that mat will not be paid and penalty of Rs.500/- will be imposed.
- II. If the bidder fails to provide items as per work order or fails to fulfill any of the obligations during any event. The same will be carried out by the other vendor at the cost of the successful bidder. Further, a penalty of Rs.1000/- per event would be deducted from the running bills or Performance Security
- III. In case of any damage/discrepancy/complaint from user department during any event and not resolved within stipulated period. A penalty of Rs.5000/- per day per event will be deducted from the running bills or Performance Security. Such more than five incidents

may lead to the cancellation of the contract and even Performance Security may be forfeited.

IV. Any of the above penalties may be waived off by the competent authority on the valid & genuine grounds requested by the bidder.

12. 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 Tender 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.

13. 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. The place of arbitral proceedings will be Lucknow.

14. Force Majeure : Force majeure is hereby defined as any cause which is beyond the control of the contracted bidder or IIML as the case may, which they could not foresee with a reasonable amount of diligence and which could substantially affect the performance of the contract, such as natural phenomena (including but not limited to floods, droughts, earthquakes, epidemics, etc.), acts / directions of any Government (including but not limited to war, declared or undeclared, priorities quarantines, embargos, etc.); provided that either party shall within 15 days from the occurrence of such a cause notify the other party in writing of such causes. Bidder to note that rains, droughts and monsoons are not part of force majeure and bidder is required to provide all its facility as per the stipulated minimum requirements. The bidder or IIML shall not be liable for delays in performing their obligations resulting from any force majeure cause as referred to the defined above. Hence during the period of force majeure, as indicated and covered above, during which the services are not provided by the contracted bidder or not availed by IIML, both parties will not be liable for their obligations under the contract. Thus the Force Majeure will free both parties from contractual obligations / liability when prevented by such events from fulfilling obligations as the same will be suspended for the period of Force Majeure.

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



Annexure-I

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

EMPANELMENT OF AGENCY FOR PROVIDING TANTAGE SERVICES AT IIM LUCKNOW

(To be filled by bidders with supporting documents)

S. No.	Descriptions of the Firm	
1.	Name of Tendering Company/ Firm	
2.	PAN/ GIR No. of the Firm (attach attested copy)	
3.	GST No. of the Firm (attach attested copy)	
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	
7.	Details of EMD / MSME Certificate	UTR/MSME Cert. No. _____ dated: _____
8.	Experience of three years (Enclose work orders)	YES/NO
9.	Average Annual Turnover of Rs. 2 Lakhs in three years (FY 2018-19 to 2020-2021)	YES/NO
10.	Submit duly signed and stamped tender copy as token of acceptance of tender terms.	YES/NO
11.	Submit signed & stamped Undertaking (Annexure-III)	Yes/No

I/we hereby declare that the information provided above are true and complete and the documents enclosed with this Technical Bid / against this NIT are genuine and as per requirement of this NIT. I /We understand that in case any information provided against this NIT or any document enclosed as supporting document is found to be false (partly or fully) or any document.

Date:

Name & Signature with Seal of the Bidder

Annexure-II

FINANCIAL BIDS (TO BE FILLED BY THE BIDDER)

FINANCIAL BID WILL BE OPENED OF ONLY TECHNICALLY QUALIFIED BIDDERS. THIS SHOULD BE SUBMITTED IN SEPARATE ENVLOOPE (OTHER THAN TECHNICAL BID)
DONOT DISCLOSE RATE IN TECHNICAL BID

Sr. No.	Description of items	UNITS	Rate per day per item to be quoted by the bidder	
A	<u>Tentage items</u>		In Figure	In Words
1.	Four partition with white curtains on iron pipe in the Gallery	Per Sq.ft		
2.	8'x56' ceiling gallery on iron pipe	Each		
3.	8"x8" ceiling gallery on iron pipe	Each		
4.	Water proof Pandal (size: 30'x30')	Each		
5.	Dari	Per Sq.ft		
6.	Open Pandal 12 feet height	Per Sq.ft		
7.	Green / Red Matting	Per Sq.ft		
8.	Mattress (3'x6')	Each		
9.	Folding Iron Bed (3x6 ft)	Each		
10.	Bed sheet (standard)	Each		
11.	Bedsheet (White) Size : 3½ ft x 6 ft	Each		
12.	Blanket (Quilt)	Each		
13.	Standard Pillow with cover	Each		
14.	Table with table cloth and linen	Each		

15.	Velvet (Cushion) Chair with Cover	Each		
16.	Plastic Chair	Each		
17.	Canopy (10'x10')	Each		
18.	Parda (10'x10')	Each		
19.	Frill	Per Sq.ft		
20.	Stainless Dustbin (Large)	Each		
21.	Dustbin (Plastic Tub)	Each		
22.	Water Cool cage with 15 ltrs of cold RO water	Each		
23.	Water Dispensers	Each		
24.	Water Bottle (RO 20 ltrs)	Each		
25.	SOFA (three seater)	Each		
26.	SOFA (Two seater)	Each		
27.	Center table with frill (2ft x 4 ft)	Each		
28.	Waiter / Serving boy	Each		
B	Light & Sound Service Items			
1.	Tube Light			
2.	Metal Halide 250W			
3.	Halogen LED Light 500 W			
4.	Halogen LED Light 1000 W			

5.	Electric Extension board (05 amp)			
6.	Electric Extension board (15 amp)			
7.	Border Light (Patta) for decoration per running metres			
8.	Jhallar Light with Color Lamp			
9.	Pedestal Fan (Soundless)			
10.	Pedestal Fan (Ferrate)			
11.	Pedestal Fan (with Water Spray option)			
12.	PA system complete Speakers, big stand, small stand, color mike, ordinary mike and amplifiers complete in all respect			
13.	JBL Sound System			
14.	Projector			
15.	LED Flood Light 45W			
16.	LED Flood Light 90W			
17.	15 amp Plug			
18.	LED Bulb (7 watt)			
19.	Jumbo Air Cooler			
	Total amount			

Note:

1. GST shall be extra as applicable. No other charges towards carriage / transportation/ labour etc. will be payable by the Institute.
2. L1 bidder shall be decided per the evaluation mentioned in the tender.

I hereby declare that the above rates have been quoted after thorough understanding of the requirement of the work and terms & conditions of the tender document. Further, I understand that withdrawal of bids after submission or inability to execute the awarded work will result in forfeiture of EMD/Security Deposit.

Date:

Name & Signature with Seal of the Bidder

Annexure-III
(ON LETTER HEAD OF THE BIDDER)

UNDERTAKING

With respect my/our bid submitted against tender No. _____
dated _____, I / We _____ Partner / Sole Proprietor (Strike
out which is not applicable) of (Name & Address of Firm) _____ to hereby declare
and solemnly affirm:-

- a) That the individual/ firm/ Agency is /are not debarred or black-listed by any department of the Union Govt./State Government or any Autonomous Institute.
- b) That no partner or shareholder, directly or indirectly connected with the applicant has been debarred or blacklisted by any department of Union Govt./State Govt. or Autonomous Institute.
- d) That the terms and conditions for “Empanelment for providing Tentage Services on ARC” at IIML is acceptable to me/ us. I/We will abide by them in Letter and spirit.
- e) That I/ We will provide “Empanelment for providing Tentage Services on ARC” in the stipulated period.
- f) That no partner or shareholder, directly or indirectly is connected/related to any employee working in the IIM Lucknow.

I/ We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein. We understand that in case the information provided by us found to be false/ incomplete at any stage, our bid / empanelment will be liable to be cancelled / terminated and attract appropriate action.

Date: _____

Place: _____

STAMP & SIGNATURE OF THE BIDDER