

IIMU
भारतीय प्रबंध संस्थान उदयपुर
Indian Institute of Management Udaipur

INDIAN INSTITUTE OF MANAGEMENT UDAIPUR

(An Autonomous Institute under the Ministry of Education, Govt. of India)

E-TENDER DOCUMENT FOR

For

**Installation of German Hanger Tent, providing of other services, and Catering Services
for the Convocation 2024 function at IIM Udaipur**



Tender reference No. - IIMU/Tender/Convocation/2024 dated 22 Feb 2024

Indian Institute of Management Udaipur Balicha, Udaipur-313001,
Rajasthan Website: www.iimu.ac.in

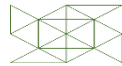
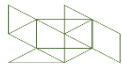


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NOTICE INVITING TENDER (NIT)

INSTALLATION OF GERMAN HANGER TENT, PROVIDING OF OTHER ITEMS, AND CATERING SERVICES FOR THE CONVOCATION 2024 FUNCTION AT IIM UDAIPUR

1. Bid (Part-I) & Financial Bid (Part-II) from reputed and experienced Event Management Companies, registered/empaneled under the **Event Management Category** with any of the concerned Government Organizations for the **Installation of German Hanger Tent, providing of other items, and Catering Services for the Convocation 2024 function at IIM Udaipur** under which the competent bidder shall supply/install/commission and maintain the ordered/contracted items/ services at the designated venue of IIM Udaipur. **Tenders of those firms that qualify for the technical bid shall only be considered for opening the financial bid.**
2. **Bidders must read the complete Tender Documents:** This NIT is an integral part of the Tender Document and serves a limited purpose of invitation and does not purport to contain all relevant details for submission of bids. 'Tender Information Summary' (TIS) appended to this notice gives a salient summary of the tender information. The Bidders must go through the complete Tender Document for details before submission of their Bids.
3. **The Bidders shall sign and stamp each page of this tender document as a token of having read, understood, and complied with the tender, the terms and conditions contained herein. Only online bids/tenders will be accepted. Incomplete bids/documents shall be rejected without giving any reason.**
4. **Availability of the Tender Document** -This tender document containing eligibility criteria, scope of work, terms, and conditions, specifications, and other documents, can be downloaded at/from the Central Public Procurement (CPP) Portal <https://eprocure.gov.in/cppp/> or Indian Institute of Management Udaipur website: www.iimu.ac.in .
5. **Clarifications** – A Bidder requiring any clarification regarding the Tender Document may ask questions in writing/ electronically from the Office/ Contact Person as mentioned in TIS, provided the questions are raised before the clarification end date mentioned in TIS. This deadline shall not be extended.
6. **Pre-bid Conference:** - The Bidders are requested to attend a Pre-bid conference for clarification on the Tenders' technical specifications and commercial conditions, on the time, date, and place mentioned in the TIS. Participation in such a Pre-bid Conference is not mandatory. If a bidder does not participate or submit any query, then no subsequent representations from them regarding the Technical/ commercial specifications/ conditions shall be entertained. **The procuring entity reserves the right to have multiple pre-bid meetings.**
7. **Submission of Bids, EMD, and Tender document fee:** - Bids shall be submitted through online mode under the e-procurement system. No manual Bids shall be made available or accepted for submission. The bidders have to apply online through the E-Procurement portal <https://eprocure.gov.in/cppp/> only. The original EMD and tender fee are to be submitted in a sealed envelope to be superscribed to this tender name & the name of their organization and

must reach the below address before the last date & time for submission of the bid.

**The Chief of Administration
IIM Udaipur,
Balicha, Udaipur-313001, Rajasthan**

8. **Cost of EMD & Tender Cost is exempted for bidders (Micro, Small & Medium Enterprises) registered with the District Industries Centre or any other bodies specified by the Ministry of Micro, Small & Medium Enterprises for the relevant category (as indicated in scope of work) and having valid registration certificate as on date of tender submission. The MSMEs would not be eligible for exemption of Tender Cost and EMD if;**

(a) They are not registered for providing services in the relevant category.

OR

(b) They do not have valid registration as on the date of tender submission for subject works.

The tenderers seeking exemption from “EMD”, being MSMEs, shall ensure their eligibility w.r.t. above and submit a registration certificate issued by the body under which they are registered which clearly mentions the relevant category (as per the scope of work) and Terminal Validity of registration. In the absence of any of the above requirements no exemption for “Cost of EMD” will be allowed and tenderer eligibility shall be dealt with as if they are not registered Centre or any other body(s) specified by the Ministry of MSME.

9. The tenders without the Earnest Money shall be summarily rejected.

10. The tender security (EMD) may be forfeited:

(i) If the Tenderer withdraws his tender during the period of tender validity specified by the Tenderer in the tender form; or

(ii) In the case of a successful Tenderer, if the Tenderer

(a) Fails to sign the contract in accordance with the terms of the tender document.

(b) Fails to furnish required performance security in accordance with the terms of the Tender document within the time frame specified by the client.

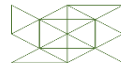
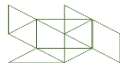
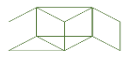
(c) Fails or refuses to honor his own quoted prices for the services or part thereof

11. **Bid Opening-** Bids received shall be opened online at the specified date and time given in TIS. If the office is closed on the specified date of opening of the bids, the openings shall be done on the next working day at the same time.

12. **Disclaimers and Rights of Procuring Entity**

The issue of the Tender Document does not imply that the Procuring Entity is bound to select bid(s), and it reserves the right without assigning any reason to:

a. reject any or all of the Bids, or



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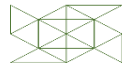
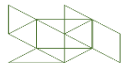
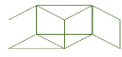
- b. cancel the tender process, or
- c. abandon the procurement of the Services; or
- d. issue another tender for identical or similar services.

Note: For further details, please refer to the appended TIS and the complete Tender Document.

Chief of Administration

APPENDIX TO NIT: TENDER INFORMATION SUMMARY

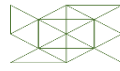
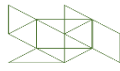
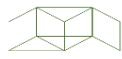
TENDER INFORMATION SUMMARY (TIS)			
1.0 Basic Tender Details			
Tender Title	Installation of German Hanger Tent, providing of other services, and Catering Services for the Convocation 2024 function at IIM Udaipur		
Tender Reference Number	<u>IIMU/Tender/Convocation/2024</u>		
Estimated cost of tender	Rs. 40,00,000/-		
Tender Type	Open		
Tender Category	Services	No. of Covers	Two
Tender Inviting Authority (TIA)	IIM Udaipur	Address	IIM Udaipur, Balicha, Udaipur 313001
2.0 Critical Dates			
Published Date	22 Feb 2024 at 1200 hrs	Bid Validity (Days from the date of Tender Opening)	90 days
Document Download Start Date & Time	22 Feb 2024 at 1200 hrs	Document Download End Date & Time	14 Mar 2024 at 1200 hrs
bid Submission Start Date & Time	22 Feb 2024 at 1200 hrs	Bid Submission Closing Date & Time	14 Mar 2024 at 1200 hrs
Tender Opening Date & Time	14 Mar 2024 at 1300 hrs	Tender Opening (Financial bid) Date & Time	Will be intimated later
3.0 Obtaining the Tender Document and clarifications.			
eProcurement Portal and helpdesk for Document availability and submission		https://eprocure.gov.in/eprocure/app www.iimu.ac.in	
Office/ Contact Person/ email for clarifications		Phone – 02942477254 Email - procurement@iimu.ac.in	
4.0 Pre-bid Conference			
Place, time, and date of the Pre-bid Conference	28 Feb 2024		
Place, time, and date before which Written queries for the Pre-bid conference must be received	IIM Udaipur by 1800 hrs. on 27 Feb 2024 Queries may be shared to the following email - procurement@iimu.ac.in		
Place, time, and date before which registration of participants for the Pre-bid conference must be received.	IIM Udaipur by 1800 hrs. on 27 Feb 2024 nomination may be shared to the following email - procurement@iimu.ac.in		
5.0 Submission and Opening of Bids			



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Submission of Bids	The bid shall be submitted online on CPP Portal
Instructions for Online bid Submission	As per the annexure attached to the tender. Documents.
Tender Opening Place	On e-procurement portal
6.0 Documents relating to Tender Fee, Bid Security and Performance Security	
Tender Fee	Rs. 1500.00 (Rupees One Thousand Five Hundred only)
Performance Security	10% of the contract value.
EMD	EMD Rs. 80000.00 (Rupees Eighty Thousand only)
5.0 Date of convocation	01 Apr 2024



PART-I: TECHNICAL BID

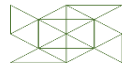
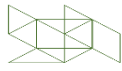
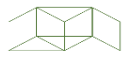
Annexure – I

**SCOPE OF WORK OTHER CONDITIONS FOR
INSTALLATION OF GERMAN HANGER TENT, PROVIDING OF OTHER ITEMS AND
CATERING SERVICES FOR THE CONVOCATION 2024 FUNCTION AT IIM UDAIPUR**

- i. The above-mentioned scope of work is not all-inclusive, and it is only indicative. Additional work, if required, shall have to be provided to the selected bidder at short notice and at the lowest negotiated rates. Similarly, items not required may be deleted or reduced from the scope specified.
- ii. The stage setup work for convocation within the German hanger and group photograph stage should be completed by 11:00 AM on 31 Mar 2024, for rehearsals of the pre-convocation program. All other arrangements are to be completed before 11:00 AM on 01 April 2023.
- iii. An indicative sketch of stage and seating arrangements is attached at Annexure-I for reference.
- iv. German Hanger tent should be erected for a capacity of 1800 seats and main stage as per BOQ.
- v. Fixing of banners should be undertaken only after prior approval of the design by IIMU. A sample should be made and shown for approval by the concerned committee.
- vi. The podium for the dais will be provided by IIM Udaipur.
- vii. The penalty for defaulting in providing of all requisitioned arrangements, standard of arrangements, quality of materials, timing of completion will be imposed at the discretion of the Director, IIM Udaipur or his nominated committee.
- viii. A separate covered elevated (stairs) stage/ stand for group photograph of 500 people shall be provided by the bidder. The detailed specifications are mentioned in the BOQ.

**SCOPE OF WORK FOR CATERING SERVICES FOR THE CONVOCATION 2024
FUNCTION AT IIM UDAIPUR**

- 1) Dinner for 1800 persons
- 2) The crockery and uniform of waiters and other staff should be neat and clean.
- 3) The staff serving food should wear hand gloves & caps and proper hygiene should be maintained.
- 4) Food as per the menu. Minor variations in the final menu shall be at the discretion of the Institute.
- 5) Proper drinking water (RO/Filter) with glasses has to be provided.
- 6) All utensils, fuels, and any other items required for the cooking should be brought by the vendor. The institute will only provide the necessary space for cooking and lighting.
- 7) The presentation should be good.
- 8) The cutlery necessary for serving and eating have to be provided by the bidders in sufficient quantities. The cutlery should be of good quality.
- 9) There should be a proper display of names of dishes (Bilingual), green for vegetarian and brown for non-vegetarian dishes.
- 10) The quality of the food will be checked by the concerned committee of the Institute. The ingredients used must be of reputed brands any deviation will lead to a levy of penalty at the sole discretion of IIMU.
- 11) All food wastage should be removed from the venue by the vendor himself.
- 12) The food must be prepared in clean, hygienic, and safe conditions as per the menu.
- 13) The menu as given above is to be served in unlimited quantity.
- 14) The food shall be cooked, stored, and served under hygienic conditions. The agency shall ensure that only freshly cooked food is served, and the stale is not recycled.
- 15) The agency shall ensure that only hot food is served to the students/employees.
- 16) The agency or sub vendor should be valid FSSAI license to operate catering services.



Dinner Menu on 01 April 2024 from 7:30 pm onwards for 1800 pax.

Sr. No.	Starters
I	Cold drink, Hot & Sour Soup
	Hara Bhara Kabab or Veg Roll, Paneer Tikka
	Chicken tikka or chicken 65, Fish Finger or Fish Amritsari Tikka
II	Stalls
	Paneer Chila
	Hakka Noodles
	Manchurian (Semi gravy)
	Papdi Chaat or Samosa Chaat or Dahi Bhalla Papdi
III	Main Course :
	Mixed vegetable or Tawa Sabji
	Paneer Butter Masala or Paneer Lababdaar
	Dal makhni or Dal Fry
	Malai Kofta or Amritsari Chole
	Kadhai Chicken or Tawa Chicken
	Fish Curry
	Tawa roti, Tandoori roti, Butter Naan, Missi Roti, Laccha Paratha, Palak Puri
	Jeera Rice or Veg Pulav
	Papad, Salad, Raita, Pickle, Frymes, Chutney
IV	Dessert:
	Gulab Jamun or Rajbhog or Rasogulla
	Ice Cream or Kulfi
	Sweet Paan

Note: The pax of 1800 person is indicative, there will be chances of 10% increase/decrease of Pax count.

GENERAL TERMS AND CONDITIONS OF CONTRACT

(1) This OTE is being **issued with no financial commitment** and IIM Udaipur (the buyer hereafter) reserves the right to change or vary any part thereof at any stage. **The Institute reserves the right to withdraw** the RFP, should it become necessary at any stage.

(2) **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 interested bidders have to register online on the e-procurement portal. After registration, bidders shall submit their Technical Bid and Financial Bid documents online at <https://eprocure.gov.in/cppp/> duly signed and sealed on each page of the Tender. For details, kindly see the annexure of this tender: Instructions for Online Bid Submission.

(3) **Contract Agreement:** The successful bidder shall be bound to execute an agreement on non-judicial stamp paper of Rs. 500/- (Rupees Five Hundred only). IIMU reserves the right to amend the terms & conditions of the contract by mutual discussions and such amendments shall be in writing. The amended terms and conditions will form part of the agreement.

(4) **Tender Fee:** The tenderer shall deposit a Non-refundable Tender fee of Rs. **1500/- (Rupees One Thousand Five Hundred only)** through Demand Draft drawn in favour of “Indian Institute of Management Udaipur” payable at Udaipur.

(5) **Earnest Money Deposit (EMD):** The tenderer shall deposit Earnest Money of **Rs.80,000/- (Rupees Eighty Thousand only)** through Demand Draft drawn in favour of “Indian Institute of Management Udaipur” payable at Udaipur. 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 until such time that the Performance Bank Guarantee is received.

(6) **Performance Bank Guarantee:** The successful tenderer will have to deposit a Bank Guarantee for an amount of 10% of the contracted value in favour of “**Indian Institute of Management Udaipur**” payable at Udaipur drawn on any scheduled Bank before signing of the contract and valid for 60 days beyond the expiry period of contract. In case the tenderer fails to deposit the requisite performance guarantee the EMD furnished by the tenderer shall be forfeited without any further notice to the tenderer.

(7) In the event of bidder backing out before actual award or execution of agreement, IIMU will have right to forfeit the EMD. In case the successful tenderer (L1) declines the offer of contract, for whatsoever reason(s) his EMD will be forfeited.

(8) Intending tenderers are advised to inspect and examine at their own cost, the site and its surroundings and satisfy themselves before submitting their tenders. The nature of the site, the means of access to the site they may require, and in general shall themselves obtain all necessary information as to risks, contingencies, and other circumstances which may influence or affect 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/she/other has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done.

(9) The Institute will not provide any residential space for accommodation to the agency. The agency has to make arrangements for residential accommodation for the deployed staff at its own cost.

(10) In the case of the first lowest is more than one, then it would be at the discretion of the Institute to decide the L1.

(11) **Sub-Contracting:** The agency shall not assign, sub-contract or sub-let the whole or any part of the contract **except Catering services with the specific approval of IIMU.**

(12) The agency and its personnel shall comply with all norms stipulated by the Institute such as Gate Passes, Checking, Maintenance, Cleanliness, Discipline & courteous behavior at and around the work site, Safety Precautions and Regulations.

(13) **Misconduct:** The conduct/characters/antecedents and proper bonafide of the personnel deputed by the agency shall be the sole responsibility of the agency. However, the agency should provide the necessary details of all its personnel to the Institute. All the personnel deputed by the agency should have police verified.

(14) Under no circumstances, the Institute shall not have any liability in respect of matters connected with the employment of personnel deputed by the agency. The personnel deputed by the agency shall have no right whatsoever to claim employment or other rights from the Institute.

(15) None of the personnel of the agency shall enter into/practice/engage in any kind of private work within the campus of the Institute. Non-compliance with this condition will be deemed to be a violation of the terms/conditions of the contract by inviting penalty/cancellation of the contract.

(16) The personnel employed by the agency should not form any union.

(17) The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the Institute / Govt. of India / any State or any Union Territory.

(18) The agency will have to submit and update the details of all personnel deputed by the agency at the Institute mandatorily along with a copy of their valid identity proofs etc as required by IIMU.

(19) The agency shall take at his own cost, if required, necessary insurance coverage in respect of personnel deputed by it in connection with the aforementioned services to Institute and shall indemnify Institute against all acts of omissions, fault, breaches and or any claim or demand, loss injury and expenses to which Institute may have party as a result of the agency's

failure to comply and of the obligation under the relevant Act / Law which the agency is required to follow.

(20) The agency must have their registered office/ branch office located at Udaipur location.

(21) Taxes, Labour Laws and Other Statutory Compliances:

21.1 The agency shall comply with all statutory requirements existing as well as those promulgate from time to time viz. Motor Vehicle Act, P.F. Act, ESI Act, Bonus Act, Central Minimum Wages Act, Contract Labour Act, Workmen's Compensation Act, Casual Labour (R & A) Act, Payment of Wages Act, Migrant Labour Act and/or such other Acts or Laws of Central, State, Municipal and local governmental agency or authority etc whichever is/are applicable to the agency and shall be held responsible, accountable, answerable, explainable & liable, as the case may be, for the lapses committed by them in this regard.

21.2 The agency shall be responsible and liable for all the claims of its personnel deputed at the Institute.

21.3 The agency shall obtain the license under the Contract Labour (R&A) Act from the agency of the Central Labour Commissioner and produce the same preferably along with the first monthly bill. The first bill will be cleared only on the submission of the said license. The agency would be required to maintain all books and registers like the Employment Register (Form A, Form B , Form C, Form D of Labour Act), 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

21.4 The agency shall obtain adequate insurance / personal accidental policy in respect of his workmen engaged by it towards meeting the liability of compensation arising out of injury/disablement at work as per the Employee Compensation Act.

21.5 Further, the agency shall not involve the matters of IIMU in any way whatsoever in any dispute about compliance of statutory provisions, and in case of any violation of any law; the agency shall be solely responsible.

21.6 The agency shall indemnify and keep IIMU indemnified against all losses and claims for injuries and or damages to any person or property. The agency shall abide by and observe all applicable statutory laws and regulations in matters of Labour Law like P.F. Act, ESI Act, Bonus Act, Central Minimum Wages Act, Contract Labour Act, Workmen's Compensation Act, Casual Labour (R & A) Act, Payment of Wages Act, Factory Act, Explosive Act, Workmen Compensation Act, Goods & Service Tax (GST), Royalty, Works Contract etc. and shall keep the IIMU indemnified against all penalties and liabilities of kind of breach of any such statute ordinance or law/regulations or Bylaws.

21.7 The personnel employed by the agency shall not be below the age of 18 years. They shall be medically fit and keep themselves neat and clean.

(22) The personnel deployed by the Agency in the IIMU shall be removed immediately if the IIMU considers such removal necessary on administrative grounds. The Agency shall also immediately remove any personnel who is found not to be discharging his duties correctly or is

of doubtful character or had any sort of intoxicating item on duty and shall replace him with substitute personnel either on its own or on the demand of the IIMU.

(23) 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 of every part and shall be read with and into the contract.

(24) 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.

(25) In exceptional circumstances, the IIMU may request the bidder's consent for an extension of the period of bid validity. A bidder shall 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.

(26) Anyone or more of the following actions / commissions / omissions are liable 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 IIMU in the bid evaluation, bid comparison or contract award decision.

(27) 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 warrant, 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, the IIMU may without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all cost and damages.

(28) Safety and Security: The agency shall abide by the provisions of the safety code framed by the Institute/Government.

(29) Payment of Bills: The payment for services under this agreement shall be made on satisfactory completion of job contract services, through crossed cheque, drawn in favour of the agency payable at Udaipur or NEFT/RTGS/IMPS (online transfer). The final payment shall, however, be made only after adjusting all the dues/claims of the IIMU. Income Tax (TDS) as applicable at current prevailing rate will be deducted at source.

(30) ARBITRATION:

Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement or matter whatsoever, shall, before/after completion or abandonment of work or during the extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred

to a Sole Arbitrator to be appointed by IIMU.

If the arbitrator to whom the matter is originally referred dies or refuses to act or resigns/withdraws for any reason from the position of arbitration, it shall be lawful for the IIMU to appoint another person to act as Arbitrator in the manner aforesaid. Such person shall be entitled to proceed with the reference from the stage at which his predecessor left it, if both the parties consent to this effect, failing which the Arbitrator shall be entitled to precede denovo.

It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to the Arbitrator at the time of invocation of arbitration under this clause. It is also the term of the contract that the cost of arbitration shall be borne by the parties themselves.

The venue of arbitration shall invariably be at Udaipur.

Subject as aforesaid, the provisions of the Arbitration and Conciliation Act 1996 and any statutory modifications or re-enactment thereof or rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

(31) 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 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 IIMU as to whether the operation has 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.

(32) PENALTY:-

a) Deficiency/delay in supply/work will be construed as lapses on the part of the service provider. Such lapses due to the service provider will be viewed seriously and penalties will be imposed on the service provider in case of any delay in providing the required services as covered by this Tender within the stipulated date and timings. IIM Udaipur reserves the right to impose the penalty and the quantum of the penalty will be decided in individual cases and the decision of the competent authority at IIM Udaipur, shall be final and binding.

b) In case of failure to carry out the services to the satisfaction of IIM Udaipur as per the terms and conditions, the Institute will be free to get services done by any other agency at the cost and risk of the service provider.

(33) **Warranty of Quality: -**

a) In case, the firm fails to complete the work within the specified period, the same services will be obtained from the open market and the difference of cost, if any, will be recovered from Performance Security or from the pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.

b) If it is observed at any stage that the quality of the Work is not satisfactory, the Contract/ Work Order as a whole may be terminated, and the Security deposit forfeited. Applicable penalties would be levied from all the monies payable to the Service Provider on such termination and the balance amount, if any, would be paid. The decision of the competent authority in the matter of penalties would be final and binding.

(34) IIMU reserves the right to reject the tender in whole, or in part, without assigning any reasons thereof.

(35) IIMU reserves the right to withdraw/relax/modify any of the terms and conditions mentioned in the tender document if it is felt necessary in the benefit of the IIMU.

(36) All exhibits/certificates/statements/supporting documents should be indexed serially page numbered.

(37) The decision of the Director of IIMU will be final in all respects and will be acceptable to all the tenderers.

(38) **Jurisdiction:** All matters and disputes arising out of this agreement will be subject to the jurisdiction of the courts located at Udaipur only.

(39) **TENDER OPENING PROCEDURE -** The tender will be opened online on the Central Public Procurement Portal (CPP Portal).

(40) **CLARIFICATION ON TENDER EVALUATION -** The Tender shall be evaluated based on the available documents submitted by the tenderer. The Client also reserves the right to seek confirmation/ clarification on the supporting documents submitted by the tenderer.

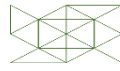
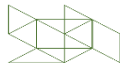
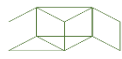
(41) **RIGHT OF ACCEPTANCE**

(a) Office of Director, IIM Udaipur, Rajasthan reserves all rights to reject any tender including of those tenderer's who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the Competent Authority in this regard shall be final and binding.

(b) Any failure on the part of the Tenderer to observe the prescribed procedure and any attempt to canvass shall render the Tenderer liable for rejection.

(c) The Competent Authority reserves the right to award any part or full contract to any successful tenderers at its discretion and this will be binding on the Tenderer's.

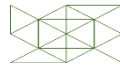
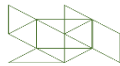
(d) The Office of Director, IIM Udaipur, may terminate the contract if it is found at any stage that the Contractor is blacklisted on a previous occasion by any institution.



(e) If more than one bidder is ranked L-1 or multiple L-1 bidders have quoted the same price, the selection criteria for awarding the Works will be work experience, Average Turnover of last 3 years, Turnover of similar work, number of work in last 5 (five) years' experience (Quantum of Works) in event management services out of which two years' experience at State Govt./Central Govt./PSUs/Autonomous institutions. In such case the decision of the Director, IIMU, will be final and binding to all the bidders.

5. LETTER OF ACCEPTANCE

5.1 After determining the successfully evaluated Tenderer, the Client shall issue a Letter of Acceptance (LoA) in duplicate to the selected bidder, who will return one copy to the client duly acknowledged, accepted, and signed by the authorized signatory. The issuance of the Letter of Acceptance to the Tenderer shall constitute an integral part of the contract and it will be binding on the contractor.

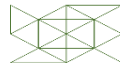
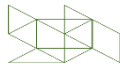


PART -A

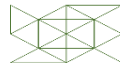
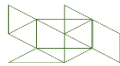
Regarding the Installation of a German Hanger Tent along with other Items.

SCOPE OF WORK:

Sl. No.	Item	Description	Dimension	Qty.	Total Size/Qty.
1	Stage: Including tables & Chairs	Stage -1 along with 2 stairs for the stage with new carpet	Length: 60 feet Depth: 50 feet Height: 4 feet	1	3000 sq.ft
		Ramp for DAP persons with carpet	1:12 ratio	2	2 ramps
		Stage 2 (Adjoining to right side of Stage1) with step	LxWxH = 12x12x4 feet	1	144
		Chairs (non-revolving) Sample will be approved by IIMU	Faculty Members	60	60
		Real Flower Decoration	For stage, Dias, podium & main entrance of the convocation area (on Truss) with Real Flowers		1
3	Two-Seater Sofa	White Colour (For VIP & VVIP guests in the main Tent)	4 feet x 2.5 feet	14	14
4	Chairs	SS Cushion chair with the satin fabric of white color (For students & Parents and others in the Convocation Tent)	In theatre style	1800	1800
5	German Hanger	German Hanger Tent (For main event)	250 feet x 100 feet (LxW) (850 Gsm , High Tensile PVC Fire retardant Fabric On top, Fully water proof)	1	25000 sq ft
6	Tent	Food preparation tent - Shamiyana Kanath (Adjacent to dome structure)	80 feet x 50 feet (Three Sides will be covered by the waterproof shamiyana kanath. The whole area should be made rainproof. Colour should be white and maroon. The used matt/carpet shall be placed over the floor inside the shamiyana tent)	1	4000 sq ft



7	Sound System & Lights	Cordless Mic with 2 stands	(At Stage for Invocation)	5	
		Podium Stand Mic (Gooseneck)	Stage Podium(convocation ground)	1	
		Heavy Sound Speakers	Convocation ground (8+4)	12	
		Stage monitors		1	
		Podium Stand Light	Podium stand light (convocation stage)	1	
		Led Par Lights	for main stage (on Truss stands)	16	
		Led Par Lights	at bottom of backdrop & side wings on stage	16	
		Led wall (8 H* 6 L) foot	convocation ground (L+R)	2	
		Risers with carpets for LED walls	6 ft x 4 ft x 3 ft	2	
8	New Carpets	Carpets colour and sizes as approved by IIMU.	10 ft x 300 ft	1	
			60 ft x 50 ft for main stage	1	
			5 ft x 200 ft	2	
9	Single Used Carpet	From Main Gate to Convocation Tent and inside the lobby	10 ft X 200 ft (outside Complex)	1	
			5 ft x 150 ft (outside Complex)	1	
			150 ft x 80 ft (inside Sports Complex)	1	
10	Photography and Videography	Two still & one video coverage of the whole event	Videography and photographs of the whole event.	1	
11	Platforms for photography/videography	platforms for various cameramen/videographers	for Cameraman: 3'H x 6'W x 6'D	1	
12	Platforms for Group Photograph	platforms for various cameramen/videographers	4'H x 5'W x 5'D	1	
13	Stage for Group Photography	500 (Chief Guest, Director, BOG Members, Students & Faculty)	16 ft wide and 80 ft length Ground + (8 Steps) Front Row with 50 Chairs	1	
14	Confidence Monitor	LED Screen (43")		1	
15	You tube Live Streaming	Live Streaming Feed		1	
16	Silent Generator with Diesel	125 KV for sound & LED walls with Diesel		1	
		125 KV for Light and Cooler, Tower AC and Mist fans with Diesel		2	
17	LED Lights	For German hanger		64	
		For Pandal - food arena	200-250 Watts	20	
18	ACs	Tower AC (4 tons)		4	



19	Desert Cooler/ Mist Fan/ Farrata fan	As per requirement		20/15/10	
20	Decorative lights for convocation area	LED Jhalar light, LED Metal Lights, Decorative light Patta, Uplighter (colorful spotlight)		1 job	
21	Q Manager			100	
22	Bio-toilets	With provision of water tank, handwash, napkins	For VIPs	3	
			For Guests	10	
23	Placards and Signages of the convocation area	As per requirement of IIMU.		1	

Note:

i. The above-mentioned scope of work is not all-inclusive, and it is only indicative. Additional work, if required, shall have to be provided by the selected bidder at short notice and at the lowest negotiated rates. Similarly, items not required may be deleted or reduced from the scope specified.

ii. Erection of aesthetically designed German Hanger/Tent with metallic structure with suitable roofing, side covering, and carpeting on the floor. The Shamiana /Tent should have supported pole/pillar at the extreme side positions and there must not be any supporting pole/pillar inside the Shamiana / Tent. The construction should be able to resist the maximum wind speed and should be sufficiently strong to withstand any sort of high windstorm.

iii. Fire Safety - Standard protocol and equipment are to be maintained.

iv. Erection of two/three decorated approach gates with suitable nos. of fire exit.

v. Erection of Banners of appropriate size inside the German Hanger. The matter for the banner will be provided by IIMU in due course. Also, the vendor has to fix some signage/banners which will be provided by IIMU.

vi. For arranging the above, the entrusted vendor should discuss and take approval of the designed items from IIMU.

vii. Any other civil and constructional works required for completion of the German Hanger in all respects. There should be some flexibility in the arrangement for modification of any work as will be decided by IIMU.

viii. Flower Decoration: Flower Decoration will also be arranged on the Dais/Foyer, in and around the Convocation Venue. The flower will be fresh and of good quality and prior approval of IIMU will be required before placing the order.

ix. Suitable arrangement of proper Sound System station to be made near/on the dais. No disturbance in the sound will be allowed which might be caused from stray signals from auxiliary systems like AC.

x. Stage for Group Photography should be prepared keeping in mind of synthetic flooring of sports complex, necessary protection must be provided over the floor to protect the synthetic flooring.

- xi. 5 no's of Green room shall be provided with view cutter festoon with multicolor cloth along with synthetic carpet. Size of Green room would be 20 ft x20 ft.
- xii. The penalty for defaulting in providing of all requisitioned arrangements, standard of arrangements, quality of materials, timing of completion will be imposed at the discretion of the Director, IIM Udaipur or his nominated committee.
- xiii. There should be separate counters for vegetarian and non-vegetarian dishes and all counters should be adequately staffed.
- xiv. In the serving area, a minimum of four counters for starters, six for main course and dessert four counters are to be set up.
- xv. Seating arrangements for 500 people with round tables and plastic chairs.
- xvi. Provision of drinking water (RO/Filter) 20 litres Jar with dispenser and paper disposable glass on the day of rehearsal (500 persons) and the final day event (2000 persons)
- xvii. Arrangement of adequate big size dustbins with garbage bags during the event will be the responsibility of the bidder. The area should be made neat and clean post event.
- xviii. Works Site Cleanliness: During the work, the contractor shall always keep the working area and store free from waste or rubbish. On completion of work, he shall remove all debris and additional materials and leave the premises clean to the full satisfaction of the Institute.
- xix. Safety of Men: The contractor/vendor is to ensure adequate safeguards for personnel when employed on work where human risk of health/injury is involved.
- xx. The persons to be deputed by the service provider, being their own employees or otherwise, shall be their sole employees and IIM Udaipur shall not have any relation whatsoever with the employees of the service provider. He / She will be fully responsible for their acts, conduct and any other liability. No right whatsoever, much less a legal right shall vest in the Service Provider's employee to claim/have employment or otherwise seek absorption in the Institute nor the Service Provider's employee shall have any right whatsoever to claim the benefits and for emoluments that may be permissible or paid to the employees of the Institute. The employee of Service Provider will remain the employee of the Service Provider and this shall be solely the responsibility of the Service Provider to make it clear to their employees.

IT/AV Requirement for the Convocation

1. PA (Sound) System

- Sound systems including Podium Mic, Wireless Mic, Speaker, Audio Mixer, Audio Amplifier etc as per requirement.
- Additional mic will be placed as redundant arrangement and should be connected to the redundant mixer.
- The placing of all speakers should be such that it covers the entire sector with balanced sound at each audience.
- The looping of all speakers (powered line array, box speakers, monitor speakers and horn speakers) to be done in such a way that failure of amplifier should not affect the sound of that complete sector.
- The number of monitor speakers placed at dais should be according to dais size and number of dignitaries seating on the dais.
- All the laptops, all the cable, converter, switcher & accessories will be carried by the vendor.
- All the sound systems should be of good quality.

2. LED Video Wall with Video Camera for Live Display

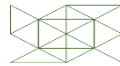
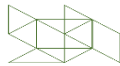
Videographer – 01

Photographer - 02

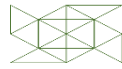
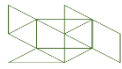
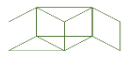
- Still Camera, Video Camera, Battery, Charger, studio lights, Laptop, all the cable, converter, switcher & accessories will be carried by the vendor for the Live display from Video camera or Live Streaming vendor.
- Vendor will provide video output of the programme through HDMI cable to the Live Streaming vendor. HDMI cable length depends on the position of the video camera and Live streaming vendor; therefore, vendor will carry the HDMI cable length accordingly.

3. Live Streaming Vendor

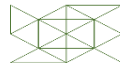
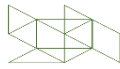
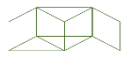
- Live Streaming of the programme will be telecast on the Institute YouTube channel.
- Internet through LAN cable will be provided by the Institute.
- Laptop, all the cable, converter, switcher & accessories will be carried by the vendor to take the video output from the Video Camera.
- Vendors will also carry HDMI cable to take the video output from Video Camera. HDMI cable length depends on the position of the video camera and Live streaming vendor, therefore, vendor will carry the HDMI cable length accordingly.



Electrical Work	
1	Agency has to provide sound proof Generator adequate to run the entire load of the tent, along with required fuel including on April 27, 2022 (Full Rehearsal Day) and April 29, 2022 (Convocation Day)
2	The entire tent loads will be run on Generators.
3	There should be a dedicated generator exclusively for the sound system and the main stage lights. No other loads will be run through this Generator. The dedicated panel for this load zone is to have changeover switch.
4	Full details, specification, rating of the AC tent loads ie. AC's, lighting system complete with layout drawing is to be furnished by the vendor at the initial stages.
5	There should be enough AC units/ cooler to be installed inside the German Hanger/Tent so that adequate cooling is maintained. During inspection by Institute's higher authority if it is found that more cooling is required then additional AC units as will be necessarily need to be arranged by Vendor at his cost.
6	The operation of the stage light is to be done by the agency. Accordingly, the agency will have to arrange a dedicated individual who will be present although from the start till the end of the program. The individual should be someone having full expertise in the field of stage light operation, illumination and someone who will be fully conversant about the actual lighting distribution made inside the tent. The mobile no. of the person should be informed to MBA office & Estate dept..
7	The agency has to plan for sitting arrangements for operators of stage light and sound system. The sitting arrangement should be such that both operators have a clear face to face view of the main stage.
8	The agency should arrange for another 2 Electricians with mobile phones who would be responsible for the illumination, electrical connection in areas immediately outside the tent. The mobile nos. are to be informed to MBA office & Estate dept.
9	The agency should arrange for sufficient extension boards required inside the Shamiana and dais for connectivity of Camera device, Projectors, Mixers, Sound system, Televisions, LED Display etc.
10	The power distribution from Generator is to be done through Distribution panels. Each of the distribution panels should have adequate capacity changeover switch, SFU, Voltmeter, Ampere meter, Phase indication lamp etc. All accessories are to be in OK condition complying with electrical standards and general safety. Each circuit should go through individual MCB's. The electrical cables should be continuous in length without any jointing. No burnt or damaged cables / wires would be allowed. Connection at ends (cable/wire) are to be done through proper socketing. No live ends are to be kept open. PVC Insulation taping are to be done in all areas wherever applicable.
11	Generator sources are also to be provided for the Pedestal fans/mist fan just outside the tent.
12	The agency is to provide the mobile numbers of all their persons having responsibility of specific areas to MBA office and Estate dept..



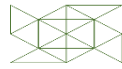
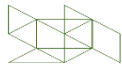
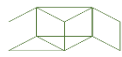
13	AC Mechanics/Technician should be available although the program to take care of any online breakdown. Prior to the program all check-ups, gas filling, pressure test etc. are to be completed to make the AC's ready in all respects and to be checked by Institute's Electrical Dept.
14	The agency is to make arrangement for proper Earthing system.
16	The agency will have to provide light, fan & AC facility at dining area and sport complex along with adjoining area of convocation. They will also provide lighting and fan at the Food stall counter.
17	In case of requirement of temporary line at the initial stages, the agency will have to arrange for their own cables, distribution panels to draw the power from the temporary source.
18	If any of the Generators fail to function, it is the responsibility of the agency to arrange for reserve Generator set(s).
19	All inside and outside electrical works to be done pertaining to illuminations with necessary electrical fittings and fixtures with safety measures.
20	Providing AC/lighting facility with all necessary electrical works.



Agency Details

I Details of Tenderer

SI No.	Particulars	Details
1	Name of Tendering Agency	
2	Name of the Proprietor / Director / Partner	
3	Full Address of registered office with pin code, Telephone Number	
4	E-mail ID of the agency	
5	Website of the agency, if any	
6	Telephone No. (Office) of five top officials with name, designation and E-mail ID	
7	Name and designation of authorized person with telephone/mobile number. (authorization letter to be enclosed)	



II Registration & Other Statutory requirement details:

The agency should possess the following statutory requirements:

SL. No.	Particulars	Number / Other Details	Page No. of Supporting Documents Enclosed
1	Registration of Security Agency with Govt. of India/ Rajasthan		
2	Registration as firm / proprietary firm/ Partnership firm/ Limited Company/ Corporate body/ Others (Please specify) Please provide the registration number along with the copy of registration certificate.		
3	Total number of employees employed on the payroll of the agency as on tender submission date		
4	Permanent Account Number (attach self-attested copy)		
5	GST Registration No. (Attach self-attested copy)		
6	EPFO Registration No. (Attach self-attested copy)		
7	ESIC Registration No. (attach self-attested copy)		
8	Labour License No., if any (attach self-attested copy)		
9	Any other registration which is mandatory for such agencies stipulated by concerned public. Authorities (Attach self-attested copy)		
10	ISO or equivalent certified Company (Attach self-attested copy)		

Certified that all above information's are correct to the best of my/our information, knowledge, and belief. All the attached relevant documents are duly signed, sealed, and serially numbered.

Place:

Date:

(Signature of the bidder with seal)

Annexure – IV

Eligibility Criteria

Only those agencies that meet the following minimum criteria will be considered for the opening of the financial bid. Supporting documents/annexures should be attached with this and must be serially numbered. An Index must be made for this to facilitate quick reference to the relevant page number.

1. The agency should be a registered and also licensed vendor in a similar line of business in Event Management covered under this tender. Appropriate documents/certificates issued from appropriate authorities should be enclosed to support this along with the format given below.

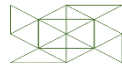
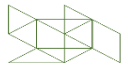
SL No	Registration/ License Number	Registration / License Issued By	Registration/License Validity From (DD/MM/YYYY)	Registration/License Validity To (DD/MM/YYYY)	Page No. of Copy of license attached

2. The agency shall submit the original EMD and tender fee in a sealed envelope super scribing this tender name & the name of the agency and must reach at IIMU before the last date & time for receipt of Bid. DD will be made in favour of “Indian Institute of Management Udaipur” payable at Udaipur. A photocopy of the same EMD and tender fee should be enclosed to support this along with the format given below.

S No.	Type of Fee	Details
1	Tender Fee	DD No. _____ of Rs. 1500/- (Rupees One Thousand Five Thousand only) of Dated _____ drawn on Bank _____ Branch _____
2	Earnest Money Deposit (EMD)	DD No. _____ of Rs. 80,000.00/- (Rupees Eighty Thousand only) of Dated _____ drawn on Bank _____ Branch _____

3. The service provider should have a valid Indian Permanent Account (PAN) & GST No. as per the details given below: -

SI No	Name	PAN No./GST no	Copy attached	Remarks



4. The Bidder should have experience of executing successfully (completed similar works) in any Three (3) years out of the last five (5) years ended on 31 Mar 2023 in reputed Organizations.

3. Similar works of value not less than **40 % each** i.e., 16 Lacs.

Or

2 Similar works value not less than **60 % each** i.e., 24 Lacs.

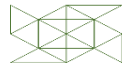
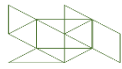
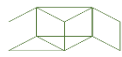
Or

1 Similar works of the value of not less than **80 % each** i.e., 32 Lacs.

Years	Name of Organisation	Description/ nature of multi-specialty work	Amount of work executed	Page no of the attached copy	Date of Completion
FY 2018-19					
FY 2019-20					
FY 2020-21					
FY 2021-22					
FY 2022-23					

5. Turnover (Minimum Turnover of Rs 20 Lakhs) during last three (3) financial years ended on 31 Mar 2023. The documentary evidence duly certified by CA, indicating yearly total turnover and turnover from similar services-related work, should be attached in the following format.

Financial Year	Total Turnover in similar services (in words and figures)	Page no of the attached copy
FY 2020-21		
FY 2021-22		
FY 2022-23		



6. There should be no case pending with the police against the Proprietor/Firm /Partner or the Company (agency) and should not be blacklisted by any Govt agency. A self-undertaking to this effect on the agency's letterhead should be attached.

(to be provided on letterhead of the Firm/LLP)

Declaration regarding Blacklisting

To, Director,
IIM Udaipur,
Balicha, Udaipur 313001

Tender Reference No.

Name of Work: -

I hereby certify that our firm (name) has never been blacklisted or debarred or disqualified in the past by any Central/State Government/Public Undertaking/Autonomous Institute/ any International/National agency from taking part in tenders or for corrupt or fraudulent practices nor any criminal case is pending against the firm/LLP or its owner/partners anywhere in India.

I also certify that the above information is true and correct in every respect, and in any case, at a later date, it is found that any details provided above are incorrect, any contract given to our firm/LLP (name) may be summarily terminated, and the firm/LLP blacklisted.

Date :

Firm Name:

Place:

Name of the authorized person:

7. **The agency should have visited the site and its surroundings and satisfied themselves before submitting the tender. A self-undertaking to this effect on firm letterhead should be attached.**

8. The agency should possess all mandatory statutory requirements mentioned in **Annexure-III (Agency Details)** in this tender document.

9. No price should be specified in the technical bid, including such information will entail rejection of the bid.

Certified that all above information is correct to the best of my/our information, knowledge, and belief. All the attached relevant documents are duly signed, sealed, and serially numbered.

Place:

Date:

(Signature of the bidder with seal)

INSTRUCTIONS FOR 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. SUBMISSION OF TENDER

- 1) Bidders should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder must digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) **Bidders are requested to note that they should submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white-colored (unprotected) cells with their respective financial quotes and other details (such as the name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.**
- 4) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. 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 opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 8) The bid summary must be printed and kept as an acknowledgment of the submission of the bid. This acknowledgment may be used as an entry pass for any bid opening meetings.
- 9) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 10) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

11) The Agencies 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 Agencies at the eleventh hour.

12) Not more than one tender shall be submitted by one Agency or Agencies having a business relationship. Under no circumstance will the father and his son(s) or other close relations who have a business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

13) Bidder who has downloaded the tender from the IIMU website www.iimu.ac.in and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> **shall not alter/modify the tender form including downloaded price bid template in any manner.** In case if the same is found to be altered/ modified in any manner, tender will be completely rejected and EMD would be forfeited, and Bidder is liable to be banned from doing business with IIMU.

BID EVALUATION

Technical Bid: Only those bidders who score a minimum of 60% (sixty percent) marks in aggregate as per technical evaluation table, will be qualified in Financial Bid.

Financial Score: The lowest financial bid (FM) will be given a Financial Score (FS) of 100 points.

The Financial Score (FS) of other financial bids given by bidders will be computed as per the following formula:

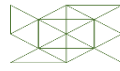
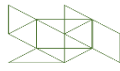
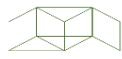
$$FS=100 \times FM/FO$$

Where, FM = Lowest Financial Bid, FO = Financial Bids of the bidder, FS=Financial Score.

TSO (Total Score Obtained) = 30% of the Technical Weightage + 70% of the Financial Score

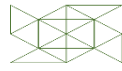
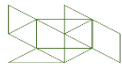
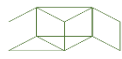
A. On the basis of the combined weighted score for Technical Bid and Financial Bid, the qualified Bidders shall be ranked in terms of the total score obtained (TSO). The proposal obtaining the highest total combined score in evaluation of Technical Bid and Financial Bid will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiation, if required and shall be recommended for Award of Contract.

B. In case more than 1(one) Bidder has identical highest marks in the overall evaluation, then the Bidder scoring highest marks in Financial Bid will be recommended for Award of work.



Technical Weightage Calculation Chart

Sl. No.	Description	Distribution of Marks		Total Marks	Page no. of attached document
1	Bidder's Company/ Firm's work experience in years.	Up to 5 years	5	20	
		Above 5 years to 10 years	10		
		Above 10 years	20		
2	Firms/agencies having past experience for 3 years for making arrangements of convocation/ similar events.	IIT/IIM/NIT	30	30	
		University/ Govt. Organization	20		
		Others	10		
3	Should have a sound financial background with a minimum average annual turnover of 50% of the estimated cost during the last 3 years	50%-60%	10	20	
		61%-70%	15		
		71%-80%	20		
5	Experience in Aesthetically constructed German Hanger of minimum 1000 sitting capacity.			20	
6	Past experience of arrangement of Tent and Catering services both and having valid FSSAI license.		10	10	



Annexure - VI

TENDER ACCEPTANCE LETTER
(To be given on Agency Letter Head)

Date:

To,

The Director, IIM Udaipur
Balicha, Udaipur,
Rajasthan-313001.

Sub.: Acceptance of Terms & Conditions of Tender.

Tender Reference No.: IIMU/Tender/Convocation/2024

Name of Tender/Work: Installation of German Hanger Tent, providing of other items, and Catering Services for the Convocation 2024 function at IIM Udaipur

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above-mentioned 'Tender/Work' from the website(s) namely: _____ as per your advertisement, given in the above-mentioned website(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. ___ to ___ (including all documents like annexure(s), schedule(s), etc.) which form part of the contract agreement and I/we shall abide by with the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality/entirety.
5. In case any provisions of this tender are found to be violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)



Annexure – VII

PROFORMA OF PERFORMANCE BANK GUARANTEE

1 In consideration of the Director IIM Udaipur (hereinafter called "IIM UDAIPUR") having offered to accept the terms and conditions of the proposed agreement between IIM, UDAIPUR and... (Hereinafter called "the said agency(s) for the work of "Event Management Services at IIM Udaipur" (hereinafter called "the said agreement") having agreed to production of an irrevocable Bank Guarantee for Rupees... only) as a security/ guarantee from the agency(s) for compliance of his obligations in accordance with the terms & conditions in the said agreement.

2 We (hereinafter referred to as the "Bank") do hereby undertake to pay amounts due and payable (indicate the name of the Bank) under this Guarantee without any demur, merely on a demand from the IIM, UDAIPUR stating that the amount claimed is required to meet the recoveries due or likely to be due from the said agency(s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this Guarantee we shall be restricted to an amount not exceeding Rs..... (Rupees...)

3 We, the said Bank, further undertake to pay to the IIM, UDAIPUR any money so demanded notwithstanding any dispute or disputes raised by the agency(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under bond shall be a valid discharge of our liability for payment thereunder, and the agency(s) shall have no claim against us for making such payment.

4 We..... further agree that the Guarantee herein contained shall (indicate the name of the Bank) remain in full force and effect during the period that would be taken for the performance of the said agreement, and it shall continue to be enforceable till all the dues of the IIM UDAIPUR under or by virtue of the said agreement have been fully paid, and its claims satisfied or discharged, or till the Chief Administrative Officer, IIM Udaipur on behalf of the IIM UDAIPUR, certifies that the terms & conditions of the said agency(s), and accordingly discharges this guarantee.

5 We.....further agree with the IIM UDAIPUR that the IIM UDAIPUR (indicate the name of the Bank) shall have the fullest liberty without our consent , and without effecting in any manner our obligations hereunder, to vary any of the terms & conditions of the said agreement or to extend time of performance by the said agency(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the IIM UDAIPUR against the said agency(s) and to forbear or enforce any of the terms and conditions relating to the said agreement, and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said agency(s) or for any forbearance, act of omission on the part of the IIM UDAIPUR or any indulgence by the IIM UDAIPUR to the said agency(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6 This Guarantee will not be discharged due to the change in the constitution of the Bank or the agency(s).

7 We..... lastly undertake not to revoke this Guarantee



except with (indicate the name of the Bank) the previous consent of the IIM UDAIPUR in writing.
 8 This guarantee shall be valid up to..... unless extended on demand by the IIM UDAIPUR.

Notwithstanding anything contained hereinabove:

- a) our liability under this Guarantee shall not exceed Rs..... (Rupees. Only);
- b) This Bank Guarantee shall be valid up to and
- c) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before All yours rights under the said guarantee be forfeited and we shall be relieved and discharged from all liabilities thereunder.

Dated the day of for

(Indicate the name of the Bank)



Annexure – VIII

PRE-BID CONFERENCE

1. A Pre-bid conference is stipulated in the Tender Information Summary (TIS), prospective bidders interested in participating in this tender may attend the Pre-bid conference to clarify the techno- commercial conditions of the Tenders at the venue, date and time specified therein.
2. Participation is not mandatory. However, if a bidder chooses not to (or fails to) participate in the Pre-bid conference or does not submit a written query, it shall be assumed that they have no issues regarding the techno-commercial conditions.
3. The date and time by which the written queries for the Pre-bid must reach the authority and the last date for registration for participation in the Pre-bid conference are also mentioned in the TIS.
4. Delegates participating in the Pre-bid conference must provide a photo identity and an authorization letter from their organization/ Hospital/ principals; else, they shall not be allowed to participate. **The pre-bid conference may also be held online at the discretion of the Procuring Entity.**
5. After the Pre-bid conference, Minutes of the Pre-bid conference shall be published on the Procuring Entity's portal within seven days from the Pre-bid conference. If required, a clarification letter and corrigendum to Tender Document shall be issued, containing amendments of various provisions of the Tender Document, which shall form part of the Tender Document.