

#### **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 and providing of other services for the Convocation 2025 function at IIM Udaipur



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



#### **TABLE OF CONTENTS**

S NO	ITEMS	PAGE NO
1	Notice Inviting Tender (NIT)	3
2	Appendix to NIT: Tender Information Summary (TIS)	5
3	Annexure I- Scope of Work and Other Conditions	6
6	Annexure II: General Terms and Conditions of the contract	7
7	Annexure III: Agency details	22
8	Annexure IV: Eligibility criteria	24
9	Annexure V: Instructions for online bid submission	27
10	Annexure VI: Tender acceptance letter	30
11	Annexure VII: Performa for performance bank guarantee	31



#### **NOTICE INVITING TENDER (NIT)**

# INSTALLATION OF GERMAN HANGER TENT AND PROVIDING OF OTHER SERVICES FOR THE CONVOCATION 2025 FUNCTION AT IIM UDAIPUR

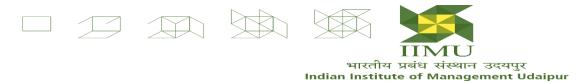
Bid (Part-I) & Financial Bid (Part-II) from reputed and experienced Event Management Companies, registered/empaneled under the appropriate Category with any of the concerned Government Organizations for the Installation of German Hanger Tent and providing of other items for the Convocation 2025 function 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.

- 1. <u>Bidders must read the complete Tender Documents:</u> 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.
- 2. 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.
- **Submission of Bids, EMD.** Bids shall be submitted through online on GeM portal. No manual Bids shall be made available or accepted for submission.
- 4. 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.
- 5. The tenders without the Earnest Money shall be summarily rejected.
- 6. The tender security (EMD) may be forfeited:

Signature of Bidder Page 3 of 47 Signature of HOD



- (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

#### 7. <u>Disclaimers and Rights of Procuring Entity</u>

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
- 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** 

Signature of Bidder Page 4 of 47 Signature of HOD

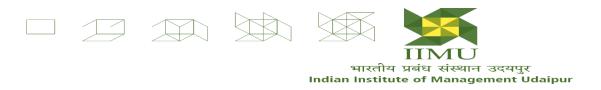


## **APPENDIX TO NIT: TENDER INFORMATION SUMMARY**

	TENDER INFORMATION SUMMARY (TIS)				
1.0 Basic Tend	der Details				
Installation of German Hanger Tent and providing of other services for the Convocation 2025 function at IIM Udaipur					
Estimated cost of tender	Re 38 00 000/-				
Tender Type	Open				
Tender Category	Services	No. of C	Covers	Two	
Tender Inviting Authority (TIA)		Address	S	IIM Udaipur, Balicha, Udaipur 313001	
Office/ Contact Person for clarifications Phone – 02942477212					

2.0 Documents relating to Tender Fee, Bid Security and Performance Security				
Performance Security 10% of the contract value.				
	EMD Rs. 76000.00 (Rupees Seventy Six Thousand only)			
5.0 Date of convocation	4 <sup>th</sup> Week of March and 1 <sup>st</sup> Week of April 2025			

Signature of Bidder Page 5 of 47 Signature of HOD



#### PART-I: TECHNICAL BID

Annexure – I

# SCOPE OF WORK OTHER CONDITIONS FOR INSTALLATION OF GERMAN HANGER TENT AND PROVIDING OF OTHER ITEMS FOR THE CONVOCATION 2025 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, for rehearsals of the preconvocation program. All other arrangements are to be completed before 11:00 AM on
iii.	An indicative photographs 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 530 people shall be provided by the bidder. The detailed specifications are mentioned in the BOQ.



Annexure - II

#### **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) 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.
- (3) Earnest Money Deposit (EMD): The tenderer shall deposit Earnest Money of Rs.76,000/(Rupees Seventy Six 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.
- (4) 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.
- (5) 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 (H1) declines the offer of contract, for whatsoever reason(s) his EMD will be forfeited.
- (6) 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.
- (7) 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.
- (8) In the case of multiple agency with the same highest score, then it would be at the Signature of Bidder Page 7 of 47 Signature of HOD

discretion of the Institute to decide the H1.

- (9) Sub-Contracting: The agency shall not assign, sub-contract or sub-let the whole or any part of the contract without the specific approval of IIMU.
- (10) 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.
- (11) **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.
- (12) 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.
- (13) 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.
- (14) The personnel employed by the agency should not form any union.
- (15) 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.
- (16) 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.
- (17) 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.
- (18) The agency must have their registered office/ branch office located at Udaipur location.
- (19) 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 Signature of Bidder

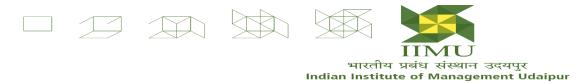
  Page 8 of 47

  Signature of HOD

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.
- (20) 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.
- (21) 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.

Signature of Bidder Page 9 of 47 Signature of HOD



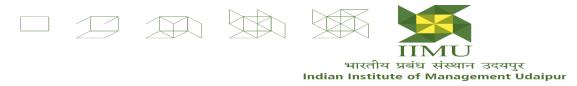
- (22) In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.
- (23) 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.
- (24) 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.
- (25) 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.
- (26) Safety and Security: The agency shall abide by the provisions of the safety code framed by the Institute/Government.
- (27) Payment of Bills: The payment for services under this agreement shall be made on satisfactory completion of job contract services, through 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.

#### (28) 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

Signature of Bidder Page 10 of 47 Signature of HOD



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.

#### (29) 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.

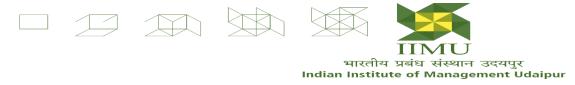
#### (30) **PENALTY:-**

- 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.

#### (31) Warranty of Quality: -

<u>a)</u> 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

Signature of Bidder Page 11 of 47 Signature of HOD



the recoverable amount exceeds the amount of Performance Security.

- <u>b)</u> 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.
- (32) IIMU reserves the right to reject the tender in whole, or in part, without assigning any reasons thereof.
- (33) 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.
- (34) All exhibits/certificates/statements/supporting documents should be indexed serially page numbered.
- (35) The decision of the Director of IIMU will be final in all respects and will be acceptable to all the tenderers.
- (36) **Jurisdiction:** All matters and disputes arising out of this agreement will be subject to the jurisdiction of the courts located at Udaipur only.
- (37) TENDER OPENING PROCEDURE The tender will be opened online on the GeM Portal.
- (38) 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.

#### (39) 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.

#### 5. LETTER OF ACCEPTANCE

5.1 After determining the successfully evaluated Tenderer, the Client shall issue a Letter of

Signature of Bidder Page 12 of 47 Signature of HOD

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:**

SI. No.	ltem	Description	Dimension	Qty.	Total Size/Qty.
	Ctoro 1 alaba vith 2 ataira 🗕		Length: 60 feet		
		for the stage with new	Depth: 50 feet Height: 4 feet	1	3000 sq.ft
		carpet Ramp for DAP persons with carpet	1:12 ratio	2	2 ramps
1	Stage: Including tables & Chairs	Stage 2 (Adjoining to right side of Stage1) with step	LxWxH = 15x15x4 feet	1	225
		Executive Chairs (non- revolving) Sample will be approved by IIMU	Faculty Members	70	70
2	Real Flower Decoration	For stage, Dias, podium & main entrance of the convocation area (on Truss) with Real Flowers		1	1
3	Two-Seater Sofa	White/Off 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)		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	1	4000 sq ft

Signature of Bidder Page 14 of 47 Signature of HOD



भारतीय प्रबंध संस्थान उदयपुर Indian Institute of Management Udaipur

shamiyar	na tent) and green	
net/used	carpet on floor	
complete	as required and as	
per appro	oval of IIMU	

Signature of Bidder Page 15 of 47 Signature of HOD







#### भारतीय प्रबंध संस्थान उदयपुर Indian Institute of Management Udaipur

	T		·		Ī
	_	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	J (	1	
7	Sound System &	Podium Stand Light	Podium stand light (convocation stage)	1	
	Lights	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)	4	
		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.	10000 SqFt	1	
9	Single Used Carpet	From Main Gate to Convocation Tent and inside the lobby	25000 Sqft	1	
10	and	Two still & one video coverage of the whole event	Videography and photographs of the whole event.	1	
11		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	Group	530 (Chief Guest, Director, BOG Members, Students &Faculty)	16 ft wide and 80 ft length Ground + (8-10 Steps) Front Row with 50 Chairs	1	
14	Confidence Monitor	LED Screen (43")		1	
15	You tube Live Streaming	Live Streaming Feed		1	
	Silent	125 KV for sound & LED walls with Diesel		1	
16	Generator with Diesel	125 KV for Light and Cooler, Tower AC and Mist fans with Diesel		2	
		For German hanger		64	
17	LED Lights	For Pandal - food arena or other area	200-250 Watts	50	
		Dias	As per BOQ	10	
18	ACs	Tower AC (4 tons)		4	

Signature of Bidder Page 16 of 47 Signature of HOD







#### भारतीय प्रबंध संस्थान उदयपुर Indian Institute of Management Udaipur

19	Desert Cooler/ Mist Fan/ Farrata fan	As per requirement		20/16/ 10	
20		LED Jhalar light, LED Metal Lights, Decorative light Patta, Uplighter (colorful spotlight)	As per BOQ	1 job	
21	SS Barricades	For crowd management	500 feet Length with 4 Feet height	1 job	
	HIO-TOUGTS	tank handwash nankins	For VIPs	3	
22			For Guests	10	
23	Green Net	Green Net outside Sports Complex	Approx – 40000 sqft	1	
24	Food Counter	Food counter table with aesthetic decoration with neat and clean table cover and frills.	2.5×6 Feet (W × L) (10 Food Counters, 5 Stalls Counter)	60	

#### Note:

- 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

Signature of Bidder Page 17 of 47 Signature of HOD

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 and adequate steps if required. 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. 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.
- xvii. 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.
- xviii. 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.

Signature of Bidder Page 18 of 47 Signature of HOD



#### IT/AV Requirement for the Convocation

#### 1. PA (Sound) System

- Sound systems including Podium Mic, Mic Stand, 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 Photography, videography, Live LED display and live streaming.
- 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.
- LED video Wall and Confidence monitor as per BOQ.

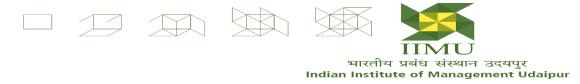
#### 3. Live Streaming Vendor

- 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.

Signature of Bidder Page 19 of 47 Signature of HOD



#### **Electrical Work** Agency has to provide sound proof Generator adequate to run the entire load of the tent, along with required fuel including on (Full Rehearsal Day) and (Convocation Day) The entire tent loads will be run on Generators. 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. 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. 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. 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... 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. 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. 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. 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 10 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. Generator sources are also to be provided for the Pedestal fans/mist fan just outside the tent. The agency is to provide the mobile numbers of all their persons having responsibility 12 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.



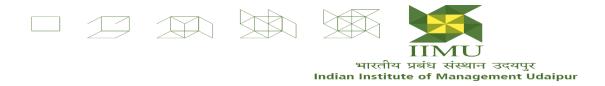


Annexure - III

## **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)	



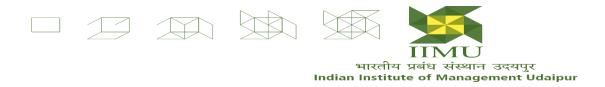
# II Registration & Other Statutory requirement details: The agency should possess the following statutory requirements:

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 selfattested 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	e information's are co	rrect to the best	of my/our infori	mation, knowledge,
and belief. All the attac	ched relevant docume	ents are duly sign	ied, sealed, and	I 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 having experience of similar work. Appropriate documents/certificates issued from appropriate authorities should be enclosed to support this along with the format given below.

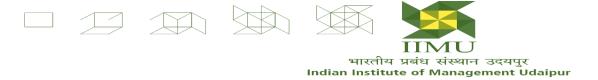
SL No	Registratio n/ License Number	_	Registration/Licen se Validity From (DD/MM/YYYY)	Registration/Licen se Validity To (DD/MM/YYYY)	Page No. of Copy of license attached

2. The agency shall submit the original EMD 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 should be enclosed to support this along with the format given below.

S No.	Type of Fee		Details
1	Earnest Money Deposit (EMD)	DD Noof Re Thousand only) of Dated Bank	s. <b>76,000.00/- (Rupees Seventy Six</b> drawn on 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 One (1) year out of the last five (5) years ended on 31 Dec 2024 in reputed Organizations.
  - 3 Similar works of value not less than 40 % each i.e., 15.20 Lacs.

Or

2 Similar works value not less than 60 % each i.e., 22.80 Lacs.

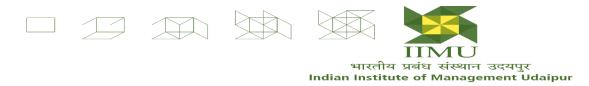
Or

1 Similar works of the value of not less than 80 % each i.e., 30.40 Lacs.

Years	Name of Organisati on	Description/ nature of multi- specialty work	Amount of work executed	Page no of the attached copy	Date of Completion
FY 2020-21					
FY 2021-22					
FY 2022-23					
FY 2023-24					
FY 2024-25					

5. Turnover (Minimum Turnover of Rs 19 Lakhs) during last three (3) financial years ended on 31 Mar 2024. 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.

	Total Turnover in similar services (in words and figures)	Page no of the attached copy
FY 2021-22		
FY 2022-23		
FY 2023-24		



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:

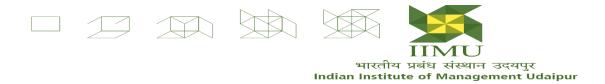
- 7. The agency should have visited the site and its surroundings and satisfied themselves before submitting the tender. A self-undertaking to this effect on firm letterhead should be attached.
- 8. The agency should possess all mandatory statutory requirements mentioned in **Annexure-III (Agency Details)** 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)



Annexure - V

#### **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

- 1. The bids will be submitted on the GeM portal.
- 2. 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.



#### **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 x FM/FO

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

TSO (Total Score Obtained) = 60% of the Technical Weightage + 40% 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.

Signature of Bidder Page 28 of 47 Signature of HOD



## **Technical Weightage Calculation Chart**

SI. No.	Description	Distribution of M	arks	Total Marks	Page no. of attached document
		Up to 5 years	5		
1	Bidder's Company/ Firm's work experience in years.	Above 5 years to 10 years	10	20	
	experience in years.	Above 10 years	20		
	Firms/agencies having past	IIT/IIM/NIT/CFTI's	30		
2	experience for 3 years for making arrangements of convocation/ similar events.	University/ Govt. Organization	20	30	
		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		10	- 20	
			15		
		71%-80%	20		
5	Experience in Aesthetically constructed German Hanger of minimum 1000 sitting capacity.			20	
6	Past experience of arrangement of A (Photography, Live Streaming, Soun			10	



**Annexure - VI** 

#### TENDER ACCEPTANCE LETTER

(To be given on Agency Letter Head)

To,	Date:
Balid	Director, IIM Udaipur cha, Udaipur, esthan-313001.
	Sub.: Acceptance of Terms & Conditions of Tender.
Tender	Reference No.:
	of Tender/Work: Installation of German Hanger Tent and providing of other services Convocation 2025 function at IIM Udaipur
Dear Si	ir,
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 Noto(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)

Signature of Bidder Page 30 of 47 Signature of HOD











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
3	We, the said Bank, further undertake to pay to the IIM, UDAIPUR any money so demanded not withstanding 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
5	Wefurther 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 Guarantee will not be discharged due to the change in the constitution of the Bank or the agency(s).

this provision, have effect of so relieving us.

	Indian Institute of Management Udaipur भारतीय प्रबंधन संस्थान उदयपुर		
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.		
Notwiths	standing anything contained hereinabove:		
a)	our liability under this Guarantee shall not exceed Rs(RupeesOnly);		
<ul> <li>this Bank Guarantee shall be valid up to</li></ul>			
	yours rights under the said guarantee be forfeited and we shall be relieved and discharged from all liabilities thereunder.		
Dated th	ne day of for		
(Indicate	e the name of the Bank)		



#### **CERTIFICATE OF SITE INSPECTION**

[On the letterhead of the Bidder]

THIS IS TO CERTIFY that: I, (name of bidder or his representative) of the (name of the firm) visited the site in connection with the Bid No ....... for the work of (Name Of Work)

Having examined the bid documents, I certify that I have acquainted with the nature, geographical and exact location of the works; the general conditions of execution; the neighboring area and other work that might affect the construction methods; the physical conditions specific to the sites; the climatic conditions; local conditions; means of communication and transport; the possibility of supplying electricity; the availability of labor sufficient in number and quantity; all constraints and obligations resulting from social, tax; and all conditions and circumstances which might influence the execution or price of the works.

I further certify that I am satisfied with the description of the works and that I understand perfectly the works to be undertaken as specified and implied in the execution of the Contract.

\*Note: All the bidders are advised to visit the site before bidding. In case the bidder is not making a site visit he will be solely responsible for all or any discrepancy.

Signature of Bidder with seal: Name and title of

Signatory: Stamp of Address of Company



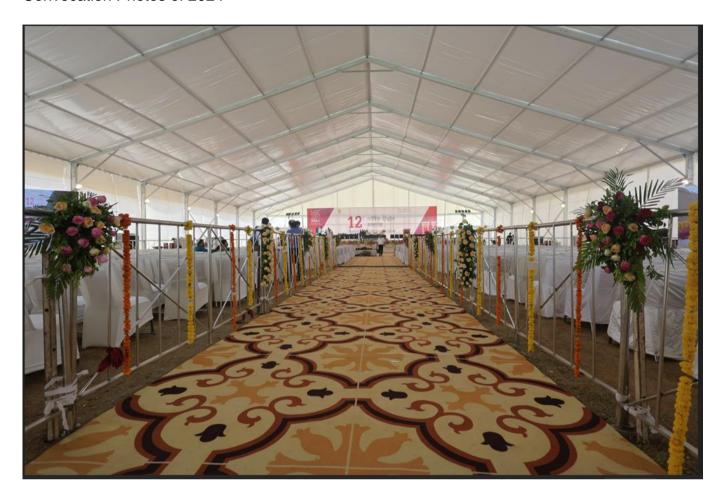








#### Convocation Photos of 2024

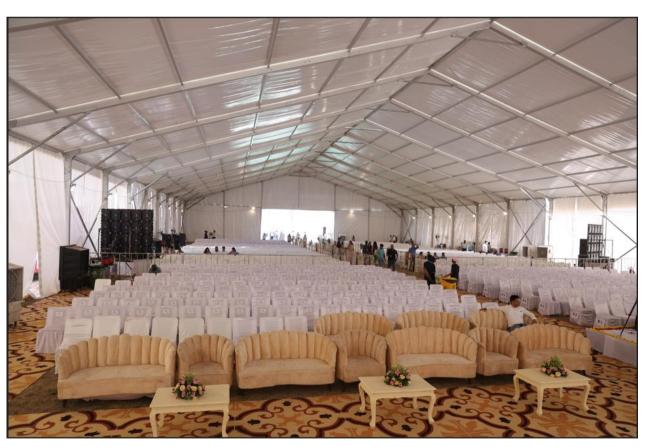


























Signature of Bidder Page 36 of 47 Signature of HOD











# Group Photo Platform :

































Welcome Gate:













Security Check Post























## Facilities:





















# Lighting in the Campus

