



INDIAN INSTITUTE OF MANAGEMENT NAGPUR

(Tender Reference NO.: IIMN/CAO/17/2018-19 dated 21/01/2019)

Prepared & Issued by:

Cost of Tender document: 2360 INR. /- inclusive GST (Non-refundable)

Last date of Submission: 01/02/2019 up to 3.00 PM

Name of Bidder: _____

INDIAN INSTITUTE OF MANAGEMENT NAGPUR
Tender No. IIMN/CAO/17/2018-19 dated 21/01/2019

A. NOTICE INVITING TENDERS

Sealed bids are invited under Single stage (TWO bid system) professional agencies for the work mentioned below:

Name of Work: Decoration work & event management services for launching ceremony of IIM Nagpur at MIHAN Permanent campus.

Bid Downloading Schedule: Tender documents can be downloaded from IIMN web site **www.iimn.ac.in**

CRITICAL DATE SHEET

Issue of the bid Document	To be issued from IIM Nagpur office, from 22/01/2019 to 01/02/2019 up to 3.00 P.M The tender documents shall also can be downloaded by the bidder www.iimn.ac.in
Pre - Bid meeting followed by site visit	28/01/2019 on 3.00 PM Estate office IIM Nagpur
Last date of submission of Bid Documents	By 3.00 pm on 01/02/2019 Estate office IIM Nagpur, VNIT Campus, South Ambazari Road Nagpur-440010
Opening of Bids	PART-I i.e. Pre-Qualification bid shall be opened on 01/02/2018 at 3.30 P.M in the presence of authorized attending representatives of contractors.
Financial Bid Opening	Price Bid of only technically qualified bidders shall be opened on same day or at later date in presence of authorized representatives of bidders & IIMN Officers.

1. Bid Submission:

Bids shall be submitted at IIMN Nagpur Estate office VNIT Campus, South Ambazari Road Nagpur-10

Not more than one tender shall be submitted by one bidder or bidders having business relationship. Under no circumstance will father and his son(s) or other close relations who have 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.

Tenderer who has downloaded the tender from the IIMN website **www.iimn.ac.in** **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 tenderer is liable to be banned from doing business with IIMN.

Intending tenderers are **advised to visit again** IIMN website **www.iimn.ac.in** **regularly till closing date of submission** of tender for any corrigendum / addendum/ amendment.

The tender shall be submitted as follows:

- Pre-qualification documents
- Price bid as per Price Bid format

The offers submitted by Fax/email shall not be considered. No correspondence will be entertained in this matter.

Part I: Pre-qualification Bid

The following documents are to be furnished by the tenderer along with **Pre-Qualification Bid** as per the tender document

Eligibility conditions:

Sr.	Description	Remarks (Documents to be submitted)
1	The bidder should be in Event management / Decoration work for a minimum period of Three years as on 31.03.2018. The right to accept contracting business of the vendor will rest with IIMN.	Please attached relevant document as a proof that the firm is in business for the period mentioned
2	The bidders having experience of successfully completed works during the last 3 years One similar completed work of aggregate cost not less than Rs. 20 lakh value. Two similar completed work of aggregate not less than 10 lakh value Important Note: Similar work shall mean any Pandal /AC dome/ Event furniture setting up works.	Please attached work done / completion certificates
3	Annual Financial Turnover: Should have had average annual financial turnover at least Rs. 20 Lakh during last three years ending March 31, 2018.	(copy of certificate from chartered accountant to be attached)
4	Other documents required to clear PQ criteria	Please attached copies of: 1. PAN, 2. GST (GST Registration), 3. DD for Tender document
	Desirable conditions	
a	Design Proposed- stage, colour scheme, flower décor (soft/Hard copy)	
b	Client site visit (if required) /feedback from clients. Type of office setup in Nagpur	

Note: Only those bids who meet the above mentioned minimum criteria will be considered for price bid

Part II: Price Bid

Price Bid of only technically qualified bidders shall be opened on same day or at later date in presence of Institute's Officials. Technically qualified bidders shall be intimated by web notification or email. The date and time of opening the price bid shall be communicated to the eligible bidders through web-notification or email.

The bidders have to submit the price bid only as per the price schedule format/template available on IIMN portal. Any other format for submission of price bid shall be out rightly rejected without any further reference to the bidders.

In case if the price bid is found to be tempered/modified in any manner, tender will be completely rejected and bidder is liable to be banned from doing business with IIMN.

Do not quote price in the Pre-Qualification, Technical bid or elsewhere it would lead to your bid getting disqualified without any further reference to the bidders.

The prices must include all the applicable taxes and duties, fees and any other charges except GST. GST component if applicable to be shown separately and will be paid extra, if applicable

IIMN reserves the right to negotiate the quoted price with the successful bidder

The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason

Sealed tenders are invited from bonafide, experienced & reputed contractors of financial standing for the job given below:

Clause No	Title	Description
101	Name of work	Decoration work & event management services for launching ceremony of IIM Nagpur at MIHAN Permanent campus
102	Tender no.	IIMN/CAO/17/2018-19 dated 21-01-2019
103	Details of bidder	Annexure- A is to be filled, duly signed and stamped and submitted along with the tender.
104	Tender submission cost	Rs. 2360/- payable through DD/Pay Order from Scheduled /Commercial banks payable at Nagpur in favor of IIM Nagpur . Tender fee is not refundable. If the tender is cancelled or recalled on any ground, the Tender document fees (Tender Fees) will not be refunded to the bidders.
105	Earnest Money Deposit (EMD)	Not applicable
106	Contract Period	The work contract must be executed in all respects as mentioned in the price bid one day before the launching ceremony any modification/alteration can be made in time. Failure to complete within the said time may result in levying heavy fine, as decided by the Institute
107	Liquidated Damage	Failure to complete the work in time the security deposit is forfeited and the agency is liable to be banned from doing business with IIMN.
108	Initial Security Deposit (SD)	10 % of the contract value to be paid on award of contract but before commencement of work. By DD/pay order from Scheduled /Commercial banks payable at Nagpur in favor of IIM Nagpur .
109	Running Security Deposit (RSD)	Not applicable
110	Interest on Security Deposit	No interest will be paid on any deposit
111	Release of ISD	ISD amount will be released after three months of completion of work.
117	Conditional Bids	Conditional bids or Bids based on the process / basic schemes other than mentioned and / or not conforming to the technical specifications / requirements of the Bidding documents will not be considered.
118	Contract Agreement	IF REQUIRED BY Indian Institute of Management Nagpur (hereinafter to be referred as IIMN), the successful Bidder has to execute a contract

		Agreement with IIMN on the non-judicial stamp paper of Rs. 100/- (Rupees One hundred only). The cost of stamp paper shall be borne by successful Bidder. IIMN reserves the right to amend the terms & conditions of contract after Mutual discussions and shall only be in writing.
119	Insurance	The bidders have to take the responsibility of its manpower, material & workmen. For any incidental loss IIMN will not be held responsible. The successful bidder has to indemnify IIMN for any consequential loss arising out of the negligent act.
120	Work and risk cost	IIMN reserves the right to get the whole or part of the work executed by some other agency at the risk and cost of the contractor if it is found that the quality and/or the progress in respect of whole or part of the work is not satisfactory
121	Compliance with owners rules and regulations	The Contractor shall comply with all norms stipulated by the Owner such as Gate Passes, Checking, Maintenance of Cleanliness, Discipline & Decency at and Around the work site, Safety Precautions and Safety Regulations
122	Arbitration	All disputes regarding quality, specifications and rates shall be tried to be settled mutually by making references to conditions of contract documents or prevailing local practices, etc., but if not settled mutually, shall be referred to arbitration subject to relevant Arbitration and Conciliation Act 1996. and its amendments, modifications to-date. Arbitration cost to be shared equally by the IIMN and the contractor.
123	Safety and Security	Contractor shall abide by the safety code provisions as per safety code framed from time to time by the government.
124	Prices, Taxes & Duties	The Bidder should quote firm prices/ rates inclusive of all Taxes like, Vat, Duties, Levies, Personal Tax, Corporate Tax, worker welfare cess, etc. and all other expenditure required to be incurred by him/her for providing required electrification work etc. during the contract period as indicated under his contract and afterwards no variation on any account unless otherwise specifically mentioned will be allowed. GST component to be shown separately & will be paid extra if applicable. (The contractor will indemnify IIMN against violation of all statutory liabilities present and future, arising out this contract.)

125	Bid Validity	The bid submitted by the bidder shall remain valid for a period of THREE Months from the date of opening of Price Bid. Bidder shall not be entitled during this period to revoke or vary the content of Bid or any term thereof. In such case of making any variation subsequent to submission of the bid on their own, the offer shall be treated as “REJECTED.”
126	Award of similar type of work on same rates	Upon mutual consent, the client may award another similar type of work in campus based on this rates to the contractor, for which the rates may be valid up to ONE year from the date of issue of WORK ORDER.
127	Access to site	The Contractor shall allow unhindered access to IIMN and/or any other party or person, engaged by the IIMN to work at the same site and/or to check/ regulate / watch /guard/ measure/inspect, solely or jointly with the Contractor.
128	Rejection of bid(s)	IIMN reserves the right to reject any or all the tenders relating to the work under this Tender Document without assigning any reason whatsoever.
129	Quantum of work	This contract is basically an item rate contract. The quantities/Area given in the “BILL OF QUANTITIES” (Part-2, Price Bid) are approximate only and may vary in the actual course of execution. The Contractor is therefore, advised to quote very carefully. No claim for compensation from the Contractor shall be entertained due to any variation in quantities (irrespective of the quantum of variation) OR deletion of any item. The rates fixed for a particular year shall remain same through the year. Actual executed quantities shall be measured and paid.
130	Assignment and sub-contracting	The Contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of on unavoidable circumstances, the contractor shall be able to do it with the approval of the owner of premises. However, the job shall be sublet only to the party approved by the owner.
131	Misconduct	The Contractor shall keep the Owner indemnified from and against all personal and third-party claims whatsoever arising out of any commission or omission by Contractor or his employees, or representatives as the case may be
132	Inspection and testing by IIMN	The Owner shall be entitled to inspect and / or test by itself or through any of its representative or an independent agency.

133	Interpretation	The Special conditions of Contract if any will be read in conjecture with all other documents forming part of this contract. Notwithstanding the sub-divisions of the documents into these separate sections, every part of each shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.
134	Payment of Bills	Payments will be made by crossed account payee cheques only OR e - payment.
135	Advance against material on site	Not Applicable
136	Payment Terms	Payment will be made based on the certification of the executive in charge of IIMN on full completion of work. Payments will be made within 30 days of submission of bills provided the bills are complete and duly authenticated by the specified Officer(s) of IIMN after completion of the work in all respect and successful report received from the concerned Officer.
137	Escalation / De-escalation of rates	Prices/Rates quoted will be firm during the entire duration of contract
138	Basic Rates	Basic rates mentioned (if any) in the tender are FOR IIMN Campus. Difference will be paid OR deducted for the payment to the contractor upon submission of documentary proof if otherwise
139	Non tender items/ Extra Items	In case of items which the contractor has to execute which are not covered in the tender, the rates shall be paid based on rate analysis duly certified by engineer in charge and the profit margin would be 15% inclusive of all taxes EXCEPT GST as applicable.
140	Bid format	The bid shall be submitted in order as follows.
140.1	Sealed Envelope - 1	Legible copies of documents mentioned in duly self-attested by bidder to be submitted along with the P Q BID documents
140.2		Tender documents as issued from IIMN office or download from IIMN website to be submitted and must be stamp with bidder seal & signature
140.3		Relevant experience certifications as per criteria
140.4	Sealed Envelope - 2	Price bid documents issued from IIMN office or download from IIMN website to be filled and signed with bidder stamp
141	Force Majeure	If the whole of any part of the performance by the Parties of any part of their respective obligations hereunder is prevented or delayed by causes, circumstances or events beyond the control of the Parties including delays due to floods, fires, accidents, earthquakes, riots, explosions,

		wars, hostilities, acts of government, custom barriers, or other causes of like character beyond the control of the Parties, then to the extent the Parties shall be prevented or delayed from performing all or any part of its obligations hereunder by reason thereof despite due diligence and reasonable efforts to do so notwithstanding such causes, circumstances or events, the Parties shall be excused from performance hereunder for so long as such causes, circumstances or events shall continue to prevent or delay such performance.
142	Taxes, Labour laws and Other regulations	<p>The Contractor will be exclusively responsible to meet and comply with all legal requirements related to the work.</p> <p>The Contractor shall accept and bear full and exclusive liability for the payment of any and all existing taxes of the Central or State Government or of any other authority with respect to the contract or any item sold or supplied pursuant thereto or anything done or service rendered pursuant thereto</p> <p>Any legal matter or issues and all court matters that arise for this contract are subjected in Nagpur courts jurisdictions only.</p>
143	Precedence Clause:	In the case of any ambiguity in interpretation, the Price bid will supersede the Technical Qualification bid and decision by Asst. Manager (A&C), IIMN on the interpretation of the entire contract terms and conditions will be final and binding to all.
144	Mathematical error	During the opening of price bids the total quoted amount will be declared. However, during calculation verification if there is any error found in total amount, the agency will be called for clarifications. The rates quoted by the agency will be considered firm and hence the amount will be worked out by multiplying the rate with quantity. The rate will not be allowed to be changed in any case. However, decision by Asst. Manager (A&C), IIMN on the interpretation of the entire contract terms and conditions will be final and binding to all.

TERMS & CONDITIONS

1. Sufficient personnel should be available for proper erection of Shamiana. Technical personnel should also be provided to ensure safety of erected pandal etc. and proper electrical connections to be made so as to avoid any hazard due to the work entrusted with the contractor. All electrical joints must be properly insulated so as to avoid any short circuiting and fire.
2. The contractor will be responsible for transportation of all materials related to them and no extra payment will be made by the IIM Nagpur on this account.
3. The contractor himself will be responsible for safety and security of his material and IIM Nagpur will not be responsible for any damage/theft of material of the contractor
4. For any emergency situation, the contractor will provide solution related to his/her work at no extra cost.
5. All material used should be of very high quality. For the material used, which is not of good quality, appropriate deductions will be made from the bill. In case, it is found at some stage that the quality supplied/to be supplied is inferior, the contract will be cancelled and firm/agency black listed.
6. The structures should be strong enough to withstand thunderstorm, cyclone and rain.
7. All structures materials are to be dismantled and fully removed within 3(Three) days after the programme and the ground to be cleaned up to satisfaction of IIM Nagpur
8. Necessary cleaning, dressing and levelling of ground and approach roads to the pandals are to be carried out without extra cost.
9. This is an important function of the Institute, timely completion of work and high quality material would be the deciding factor in award of work. A Committee in this regard may inspect material to be used before award of work.
10. Before quoting the rates, the agency/firm shall be advised to inspect the site and working conditions thereof.
11. The successful bidder shall be responsible for full execution of the contract and shall not in any case assign or sublet ordered items or part thereof to any other party. Failure to do so will attract cancellation of the order.
12. Any defect found in the work carried out by the contractor will have to be rectified free-of-cost by the contractor.
13. All precautionary/safety measures as necessary should be adopted by the agency/firm in erecting hangers, tents, fixing lights etc. The Institute shall not be held responsible for any mishappening and loss caused due to the agency's negligence.
14. The contractor shall take all necessary precautions to ensure safety and security of their workmen and shall be responsible for any injury that might occur to person/s and bear all cost towards insurance/treatment/compensation of them. Necessary insurance cover shall be made by the contractor. Further, the contractor shall have to comply with the provisions of all prevailing Labour Laws relating to the work assignment.
15. The contractor shall take all necessary precautions to prevent any damage that may cause towards any Institute's property during the course of execution of the contract and they will be liable to make good the same at their cost.
16. The Institute is not bound to accept the lowest tender and reject any tender without assigning any reason.

Annexure-I

Assignment completed in last three years as on March 31,2018 contracts/assignments

Sr.no	Name of Institute/ firm	Date of start of work	Date of completion of work	Cost of Work

Please attach separate sheet if required

Annexure-II

The firm must be a profit making organization for last three consecutive years as on 31.03.2017

Sr.no	Year	Annual turnover	Profit & loss
1	2015-16		
2	2016-17		
3	2017-18		

Annexure A
PARTICULARS OF BIDDER

SR.NO	DEACRIPTION	
1	Name of the bidder	
A	Trade Name (in Block letters)	
B	Status of the Bidder (Proprietorship/Partnership/LLP/Limited Co.) In Block letters)	
C	Name of Proprietor/Partners/CEO/Directors (In Block letters)	
2	Postal Address	
3	Telephone No.	
4	E-mail / Website address (if available)	
5	Payment details and amount	
	a)Tender Fees	
	b)EMD	
6	Name of the Banker, Branch Name & address (In Block letters) (For e-payment purpose)	
7	PAN (Enclose self-attested photocopy)	
8	GSTIN (GST Registration No.) (Enclose self-attested photocopy)	

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/quotation/NIT as stipulated in the tender notice No IIMN/CAO/17/2018-19 dated 21/01/2019 Accordingly, I/ we accept the terms and conditions and hereby offer the rates for **Decoration work & event management services for launching ceremony of IIM Nagpur at MIHAN Permanent campus** “as per Price Bid

Signature _____

Date_____

Official seal of bidder _____

CHECK LIST OF DOCUMENTS TO BE SUBMITTED

Bidder is required to fill-up this checklist which is as follows:

Sr.no	Item Description	Details of Certification Enclosed YES/NO	Remark
1	Tender Fee		
2	PAN		
3	GST Registration		
4	Particulars of bidders (Annexure A)		
5	The bidder should be in event management / Decoration work for a minimum period of Three years as on 31.03.2018. The right to accept contracting business of the vendor will rest with IIMN.		
6	<p>The bidders having experience of successfully completed works during the last 3 years</p> <p>One similar completed work of aggregate cost not less than Rs. 20 lakh value.</p> <p>Two similar completed work of aggregate not less than 10 lakh value</p> <p>Important Note: Similar work shall mean any Pandal /AC dome/ Event furniture setting up works.</p>		
7	Annual Financial Turnover: Should have had average annual financial turnover at least Rs. 20 Lakh during last three years ending March 31, 2018.		