

To,

M/s.....

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**TENDER FOR PROVIDING TENTAGE ARRANGEMENT, LIGHT, SOUND SYSTEM AND BANNERS
FOR CONVOCATION 2019**

Dear Sir,

The Indian Institute of Management, Lucknow hereby invited quotation for Providing Tentage arrangement, light, sound system and banners for Convocation 2019 to be held on 16th March 2019, Prabandh Nagar, IIM road, Lucknow as per details given below:

Tender should be submitted along with their quotation, Tender fee of Rs. 500/- (Rupees Five Hundred only) through Demand Draft (Nationalized Bank) in favor of Indian Institute of Management, Lucknow. Tender Quotation shall be submitted on the Company Letter Head as per format given in Annexure –“A”. Submitting quotation in deviating format, will not be accepted. Please mention rate of each item separately. Clubbed rate and conditional tender, will not be accepted. The tender document should be signed on each page. Submit the Tender Quotation in sealed envelope addressed to the “Office of Officer on Special Duty (OSD)” Indian Institute of Management, Prabandh Nagar, IIM Road, Lucknow-226 013 latest by 12:30 PM of (Thursday) 28th February 2019.

The contractor/tenderer/bidder are advised to physically check the site (place) and see the terms & conditions of work before quoting. A pre bid meeting is also schedule at IIM Lucknow campus on 26/02/2019 (Tuesday) at 11:00 AM.

Quality used for Tentage arrangement, light, sound system and banners and LED screen etc should be excellent. They are specifically advised to see the approachability of material and working conditions at the working site. The work for supply and fixing/installation of Tentage arrangement, light, sound system, banners, and LED screen etc. shall be fully completed by Friday, 15 March 2019.

The envelope shall be subscribed with quotation for “Providing Tentage arrangement, light, sound system and banners and LED screen etc. for Convocation 2019” for two days at IIML Campus. Tenders received after the specified time may not be considered. The tenders will be opened on the same day (Thursday) 28th February 2019 at 3:30 PM by the tender opening committee in the presence of the representatives of the bidders, present at that time. An authority letter is must if any person other than who signed the tender document, attends the event.

The Director, Indian Institute of Management, Lucknow or his representative reserves the right to reject one or all the tenders without assigning any reason. No claim, whatsoever, shall be entertained on this account. The Quotation validity of this tender shall be at least 30 days from the date of opening of tenders. Tenderers incorporating additional conditions are liable to be rejected.

Contractors/tenderer/bidder will make his/her own security arrangements for Tentage arrangement, light, sound system and banners and LED screen till the 16th March 2019. Payment regarding loss or damage of the contractor items will not be made. Any ignorance on part of contractor/tenderer/bidder will not be accepted.

Thanking you,

Yours faithfully,


 Convocation Site Committee
 22/2/2019

GENERAL TERMS AND CONDITIONS

1. **NAME OF WORK**

Providing Tentage arrangement, light, sound system & banners for Convocation 2019 for two days (15th and 16th March 2019) at IIML Campus, Prabandh Nagar, IIM Road, Lucknow.

2. **SCOPE OF WORK**

The scope of work as mentioned in the enclosed bill of quantity (**annexure-A**).

3. **OWNER**

Indian Institute of Management, Prabandh Nagar, IIM Road, Lucknow-226 013.

4. **Tender Fee/ Application Fee:**

Quotation must be sent along with Demand Draft of Rs. 500/- (Rupees Five Hundred only) from any nationalized bank in favour of "Indian Institute of Management, Lucknow" payable at Lucknow.

5. **SECURITY DEPOSIT:**

Successful bidder has to deposit the 10% of contract value as security deposit for a period of one month. The Security deposit shall be deposited within two days after accepting the work order through Demand Draft of any nationalized bank in favour of "Indian Institute of Management, Lucknow" payable at Lucknow.

6. **COMMENCEMENT DATE**

The contractor shall have to start the execution of work within 3 days from the date of issue of Work Order/LOI failing which Institute may reject the award of work and get the work done by engaging other agency.

7. **PERIOD OF COMPLETION**

The period of fully completion shall be 15 March 2019. Subletting the tender to other party is not allowed. If found, subletting appropriate action will be taken against the successful bidder.

8. **RUNNING ACCOUNT BILL**

100% payment shall be released after the successful commissioning of the event.

9. **TAX/DUTIES**

GST or any other taxes or levies etc. payable to any authorities whatsoever shall be borne by the contractor. IIM Lucknow has no responsibilities or liability whatsoever on this account. The rates shall remain firm and no enhancement/escalation on account of any statutory/other increases by Local Authorities, State/Central Government shall be entertained.

10. **SUB-STANDARD MATERIALS**

Any material rejected by the authorize representative of IIM Lucknow shall be removed from the site within 48 hours of issue of instructions to this effect by the owner. Failing this, the IIM Lucknow have to rights to get these removed at the cost of other contractor and the contractor shall have no claim whatsoever in this regard.

11. **JURISDICTION**

The contractor shall be subject to the jurisdiction of courts of Lucknow only.

Date

Name & Signature of bidder with stamp



SPECIAL CONDITIONS

1. All signature in tender documents shall be dated as well as all the pages of all sections of tender document shall be initiated at the lower right hand corner and signed wherever required in the tender papers by the tenderer or by a person holding power of attorney authorizing him to sign on behalf of the tenderer before submission of tender.
2. No Transportation charges/ mobilization advance will be paid to the contractor.
3. The rates quoted by the contractor and accepted by the Institute shall be firm and fix for the above work and no escalation shall be paid to the contractor in this account.
4. In case Institute is not satisfied with the performance of contractor, the Institute is empowered to get the work completed by other agency and debit the expenditure on contractor's account. No objection or claim, what so ever on this account will be entertained.
5. Rates Given should be mentioned clearly EXCLUDING GST (should be mentioned separately) on works contract.
6. Rates shall be deemed, inclusive of payments of dues by the contractor to the labour in accordance with the prevailing labour laws.
7. IIML, reserves the right to curtail or enhance the scope of work either by deletion of certain items entirely or by reducing/increasing the quantities of certain items as required reviewed by the Institute from time to time and therefore, the final value of the work shall be worked out and paid to the extent of work actually carried out.
8. In case of defective works the same shall be rectified by the Contractor at his cost.
9. IIM, Lucknow reserves the right to terminate the agreement even without giving notice in the event performance of the contractor is not found satisfactory.
10. The dispute, if any, will be referred to the Director, IIM and his decision will be final and binding.
11. All disputes arising out of the order will fall under jurisdiction of Lucknow Court.
12. Before commencement of work prior intimation shall be given to the Engineer In-charge/AE
13. The terms & conditions given in quotation Inviting Notice are also the part of the General terms & condition.

Date

Name & Signature of bidder with stamp





भारतीय प्रबन्ध संस्थान, लखनऊ
INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW

RFQ No. IIML/ CONVOCATION/40/2018-19

Dated: 22/02/2019

Information to be furnished by the Bidder on Letter Head of the company

Sr. No.	PARTICULARS	INFORMATION TO BE FILLED BY BIDDER/TENDERER
1.	GSTIN	
2.	Name of the Organization /Agency/Firm/Supplier.	
3.	Address of the Organization /Agency/Firm/Supplier	
4.	Name of the Organization /Agency/Firm/Supplier Contact Phone number/s: Mobile Email ID	
5.	Year of Establishment of the Organization /Agency/Firm/Supplier	
6.	Total Experience in providing Tentage, Light and sound System (in months)	
7.	Total Experience in providing Tentage, Light and sound System in IIM/IIT/Govt. Institutions or Universities (in months)	

This is to certify that I have read all the terms & conditions mentioned in this tender document carefully and understood the provisions of tender document and all the information given by us in tender document is true to the best of my knowledge. I will abide by all the terms & conditions of this tender document and fully support in this event.

Date



Name & Signature of bidder with stamp

Bill of Quantity
(To be filled on Letter Head of the company)
Providing Tentage arrangement, Light, sound system & banners for
Convocation 2019 on 16-3-2019.

S.No.	Description of Item	Qty.	Rate (in Rs.)	GST ... %	Total Amount in Rs.
1	90'x54' Open Tentage Arrangement 12 feet height, Stage Covered with Dari and Chandani	1 Job			
2	72'x200' Open Tentage Arrangement 12 feet height	1 Job			
3	Making provision of 3 steps all alongwith existing steps at photo session area.	1 Job			
4	Large (2'x4') Mirror	15			
5	High class Flower Decoration on the Stage and Tentage Arrangement, Main Entrance, Exhibition Gate	1 Job			
6	Velvet (Cushion) Chair with white Cover	2500			
7	Full Convocation ground covered with Green/Red Carpet	1 Job			
8	Providing & Installation of 250 W LED light temporarily on wall in Convocation & Car parking area upto student mess	60 nos.			
9	Providing colored Jhalar light on tree in Convocation area	1000 meter			
10	Providing extension board having 1 no. 16 amp. Switch/socket and 4 nos. 6 amp switch/socket	20 nos.			
11	Providing and laying temporarily of following size of cable.				
	a) 16 sqm single core cable	450 meter			
	b) 10 sqm single core cable	250 meter			
12	a. Providing Pedestal fan soundless	16 Nos.			
	b. Providing Ferrate Pedestal fan	20 Nos.			
13	Providing PA system complete having with battery backup including big stand 3 nos. Podium Flexible Mike 2 Nos. & Table Mike 3 Nos.	3 (Three)			
14	Backdrop 20'x10' Banner and T-Type Gate 12'x4'x12'x3'	3 (Three)			
15	LED Wall Display (size: 8'x12') with Video Camera for Live Display	2 (two)			
GRAND TOTAL					

This is to certify that I have read all the terms & conditions mentioned in this tender document carefully and understood the provisions of tender document and all the information given by us in tender document is true to the best of my knowledge. I will abide by all the terms & conditions of this tender document and fully support in this event.

Date

PURCHASE SECTION RECEIVED
22 FEB 2019
PRRR No.....
Process Date.....
RR Date.....

Name & Signature of bidder with stamp