



INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

Prabandh Nagar, IIM Road,

Lucknow – 226 013

Website: www.iiml.ac.in; E-mail:- purchase@iiml.ac.in, Contact No. 0522-6696929

To, M/s	ENQUIRY No: IIML/PUR/HIRING OF TENTAGE SERVICES/34/2018-19 Date: 28/01/2019
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REQUEST FOR QUOTATION : HIRING OF TENTAGE, LIGHT & SOUND SERVICES FOR INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW ON ANNUAL RATE CONTRACT BASIS.

Dear Sirs,

IIM Lucknow intend to hire services of tentage, light and sound etc. on day to day requirement basis for IIM Lucknow Campus for a period of one year on Annual Rate Contract basis.

Kindly send us your quotation along with Demand Draft of Rs. 500/- (Rupees Five Hundred only) as application fee duly filled in annexure A with the most competitive rates delivery period, validity of rates etc. within the date mentioned below in a sealed envelope addressed to the **Officer on Special Duty, Indian Institute of Management, Prabandh Nagar, IIM Road, Lucknow – 226 013** before 1400 hours on 21/02/2019. The quotations should be sent titled by **“ENQUIRY No: IIML/ PUR / HIRING OF TENTAGE SERVICES/34/2018-19 Date: 28/01/2019 - REQUEST FOR QUOTATION : HIRING OF TENTAGE, LIGHT & SOUND SERVICES FOR INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW ON ANNUAL RATE CONTRACT BASIS”** through Registered/Speed post or Courier services only. Quotations received after the due date/time i.e. 21/02/2019 after 1400 hrs shall not be considered for further processing.

Thanking you,

Yours faithfully,

Administrative Officer
Purchase & Stores

- Enclosure :
1. General Terms & Conditions
 2. Annexure- A

General terms and conditions

Eligibility Criteria

The bidder must submit:

- Registration Number of the bidder's firm along with the GSTIN and the PAN number allotted by the concerned authorities.

Terms and Conditions

The bidder must ensure:

A) Pricing:

- Quote price for each of the components and also the total amount as per the tender document.
- The prices are to be quoted on individual item Exclusive of taxes rather than the total package.
- Quote only for the items specified in the tender. No changes in the description of items from the tender document will be permitted.
- Need not suggest any alternative product or different configuration in the same product.

B) Payment Terms:

- Payments will be made on after successful completion and satisfactory report from user department of each event.

C) Procurement Rights: IIML Reserves the right to conclude the quantity with entire or partial as mentioned in the RFQ.

D) Security Deposit: Successful bidder has to deposit a security money of Rs. 10,000/- (Rupees Ten Thousand only) for annual rate contract period, which will be returned after successful completion of contract period.

E) Agreement: Successful bidder has to sign a MoU/Agreement with the institute.

D) Validity of rates should be of minimum 90 days.

E) Please indicate the rate (s) of GST/ any other Tax (as may be applicable) explicitly.

Scope of Work: Vendor has to deliver and install ordered items for given period and provide complete support during each event.

Penalty Clause: In case of any damage/discrepancy/ complaint from user department during any event and not resolved within stipulated period. A penalty of Rs. 500/- per day per event will be charged and duly deducted from Security Money/ running bill.

Disqualification

The proposal is liable to be disqualified in the following cases:

- 7) Proposal not submitted in accordance with this document
- 8) During validity of the period, or its extended period, if any, the bidder increases his quoted prices.
- 9) Proposal is received in incomplete form and after due date and time.
- 10) Information submitted in the tender proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract.
- 11) If quotation is sent by not super scribing enquiry no. and date.
- 12) If quotation is not addressed to Officer on Special Duty (OSD).

Disclaimer Clause:

IIM Lucknow has the discretion and right at any stage to cancel/add or amend the information, terms, procedure and protocol set out in the RFQ and the bidder has no claims against such right. The Institute has unfettered right hereunder to terminate the arrangements at any time without assigning any reason whatsoever. The jurisdiction for dispute (s), if any, shall be Lucknow

DISPUTE SETTLEMENT & APPOINTMENT OF ARBITRATOR:

"All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of the Tender and the resulting agreement or the breach thereof that cannot be settled by good faith and negotiations between the parties within 60 days of the commencement of negotiations shall be settled by referring the dispute to the Director, IIM Lucknow, who may either himself decide the dispute as Arbitrator or appoint some other person as Arbitrator to adjudicate the same, who shall be unconnected with IIM Lucknow. The proceedings will be governed by the provisions of the Arbitration & Conciliation Act 1996.

By consent of parties, the jurisdiction of all other courts are excluded and the courts at Lucknow alone shall have jurisdiction. The language of the Arbitration shall be English.

The venue of Arbitration proceedings shall be Lucknow".



भारतीय प्रबन्ध संस्थान, लखनऊ

INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

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Lucknow – 226 013

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S. No.	Descriptions of the Firm	
1	GST No. of the Firm (attach attested copy)	
2	PAN/ GIR No. of the Firm (attach attested copy)	
3.	Registration No. of the Firm	
4.	Name of Tendering Company/ Firm	
5.	Name and Contact No. proprietor/Director of company/Firm/ Contractor	
6.	Address of Tendering Company/ Firm/ Contractor	
7.	E-mail Address of proprietor/Director	

Certified that all above information's are correct to the best of my/ our information, knowledge and belief.

Dated

Name & Signature with Seal of the Bidder

Annexure-A

Please quote lowest rates in prescribed format:

Tentage:

SI No	Description of items	Qty (Nos)	Offered rate per day	GST @ %	Total Amount
1.	Four partition with white curtains on iron pipe in the gallery	Per Sqr Foot			
2.	8'x56' ceiling gallery on iron pipe	Per Sqr Foot			
3.	8"x8" ceiling gallery on iron pipe	Per Sqr Foot			
4.	Water proof pandal (size: 30'x30')	Per Sqr Foot			
5.	Green Matting	Per Sqr Foot			
6.	Mattress (3'x6')	Each			
7.	Blanket (Quilt)	Each			
8.	Table with table cloth and linen	Each			
9.	Cushion Chair	Each			
10.	Plastic Chair	Each			
11.	Canopy (10' x 10')	Per Sqr Foot			
12.	Parda (10' x 10')	Per Sqr Foot			
13.	Frill	Per Sqr Foot			
14.	Dustbin (Plastic Tub)	Each			
15.	LED Screen with complete set up	Each			

Light System:

SI No	Description of items	Qty (Nos)	Offered rate per day	GST @ %	Total Amount
1	Tube Light	Each			
2	Metal Halide 250 W	Each			
3	Halogen Light 500W	Each			
4.	Halogen Light 1000W	Each			
5.	Electric Extension board (05 amp)	Each			
6.	Electric Extension board (15 amp)	Each			
7.	Border Light (Patta) for decoration per running metres	Mtr.			
8.	Jhallar Light with color lamp	Mtr.			
9.	Pedestal Fan	Each			
10.	PA System complete Speakers, big stand, small stand, color mike, ordinary mike and amplifiers complete in all respect	Set			
11.	JBL Sound System	Set			
12.	Projector	Set			
13.	LED Flood Light 45 W	Each			
14.	LED Flood Light 90 W	Each			
15.	15 amp Plug	Each			
16.	LED Bulb (7 watt)	Each			
15.	Pedestal Fan	Each			

Other Charges (if any) :.....

Cartage Charges (if any) :.....

Delivery Period (in days):

Dated

Name & Signature with Seal of the Bidder