



INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

TENDER FOR

**HIRING VENDOR FOR SETTING-UP AND FUNCTIONING OF SOUVENIR STORE FOR MDP
CENTRE AT IIM LUCKNOW**

NIT No. IIML/PURCHASE/SOUVENIRSTORE/24/2018-19 dated 22/11/2018

INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

Prabandh Nagar, IIM Road

Lucknow, Uttar Pradesh – 226 013

Phone: 0522-6696285, 6696282, 6696283

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INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

IIML/PURCHASE/SOUVENIRSTORE/24/2018-19 dated 22/11/2018

1.	Name of the work	Setting-up and functioning of Souvenir Store at MDP Centre.
2.	Bid Advertisement No & Date	IIML/PURCHASE/SOUVENIRSTORE/24/2018-19 dated 22/11/2018
3.	Availability of Bid forms on www.eprocure.gov.in and Notification on IIM LUCKNOW official website www.IIM Lucknow.ac.in (tender & notices)	From 27 th November, 2018 to 19 th December, 2018 upto 02:00 PM
4.	EMD	INR 1,00,000/- (Rupees One Lakhs Only) by way of Demand Draft drawn in favour of Indian Institute of Management Lucknow payable at Lucknow should be submitted along with the technical bid.
5.	Deadline for submission of Technical Bid and Commercial Bid	19 th December, 2018 upto 02:00 PM
6.	Date of Opening Technical Bid	21 st December, 2018 at 03:30 PM, IIM LUCKNOW Campus, Lucknow
7.	Technical Discussion, Presentation & Demo Date.	Will be informed later.
8.	Mode of Submission of Technical Bid and Commercial Bid	Online mode only i.e. on www.eprocure.gov.in and EMD along with technical bid should be sent through Speed Post / Registered Post/ Courier only.
9.	Address to which EMD, Technical & Commercial Bid is to be sent	Officer on Special Duty Indian Institute of Management Lucknow Prabandh Nagar, IIM Road, Lucknow – 226 013 Tel : 0522-6696287, 6696282, 6696283 Fax: 0522-2734026/25
10.	Contact Person	Senior Administrative Officer (Academic Services) Indian Institute of Management Lucknow Prabandh Nagar, IIM Road, Lucknow – 226 013 Tel : 0522-6696282, 6696285, 6696283

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Notice Inviting Tenders
FOR
HIRING VENDOR FOR SETTING-UP AND FUNCTIONING OF SOUVENIR STORE
FOR MDP CENTRE AT IIM LUCKNOW.

1.0 Introduction:

The Indian Institute of Management Lucknow is the fourth in the prestigious management schools established in India after IIM Calcutta, IIM Ahmedabad, and IIM Bangalore. The establishment of IIMs was envisioned and initiated by the first Prime Minister of India – Pandit Jawaharlal Nehru.

The Institute was established in the year 1984. Since then IIM LUCKNOW has touched a million lives directly or indirectly through its faculty, alumni and support staff. IIM LUCKNOW moulds its students into value-driven leaders, managers, and global players. The institute undertakes a diverse range of academic activities aimed at creation, dissemination, and application of management knowledge and practice.

Situated in a city known for its cultural heritage, the campus is spread over more than 190 acres of beautifully landscaped area. With its foundation in the city of “Tehzeeb,” IIM Lucknow as well inculcates human values and professional ethics in the students to help them make a positive impact not just on the nation but a global platform. IIM Lucknow is an ideal setup conducive to learning, accessibility, and excellence.

The Executive Education (EE) is a milestone in IIM Lucknow’s path towards becoming an integrated institute with a global presence and MDP Centre located at “Manthan” building conducts all Executive/Management Development Programmes. The Objective of the Executive Education is to help improve management systems by providing relevant training to executives of all levels in corporate, non-corporate and public sectors to take on a leadership role in their position individually and collectively. In essence, the Executive Education epitomizes the quest for knowledge that ties together the people at IIM Lucknow. MDP Centre conducts 150 plus programmes round the year with approx 3000-4000 participants. They are generally executives/high-ranking officials from Government organizations, PSU’s, Corporate, etc. They like to take souvenirs back home to preserve and commemorate their experience and learning at IIM Lucknow. The souvenir forms the integral part of experience as well as representation of brand IIM before the public. Considering the present trend, most of the premier institutes like IITs, IIMs, and other academic institutes have **Souvenir Store** to promote and permeate their brand through souvenirs/ merchandise. IIM Lucknow also intends to set-up a Souvenir Store at MDP Centre.

IIM LUCKNOW invites bid for hiring vendor for setting-up and operations/functioning of Souvenir Store at MDP Centre at IIM Lucknow. To maintain the highest quality standards to match institute’s brand and standard, merchandise items and quality control will be approved by internal MDP sub-Committee on quarterly basis. The selected vendor will bear investment of capital and other expenditure. The space for store/display will be provided by IIM LUCKNOW on rental basis. IIM Lucknow represents not just a great institution but a way of life but a culture and a brand in itself. Therefore quality and standards of merchandise has to commemorate with the brand IIM Lucknow.

The technical bid and commercial bids are to be submitted separate as detailed in the following pages (**Point 2.0**). Apart from the technical bid, the bidder may be requested to demonstrate the quality and range of merchandise at IIM LUCKNOW premises, at the bidder's cost on pre-decided dates. A separate communication in this regard will be sent indicating dates. The bids should contain all necessary documents supporting the claims mentioned against each category in **Annexure -1**. The EMD along with details should be sent to:

**THE OFFICER ON SPECIAL DUTY
INDIAN INSTITUTE OF MANAGEMENT
LUCKNOW
PRABANDH NAGAR, IIM ROAD,
LUCKNOW – 226 013
UTTAR PRADESH**

2.0 Required Services/ Scope of Work:

IIM LUCKNOW invites bids for Hiring Vendor for Setting-up and Operations/Functioning of Souvenir Store at MDP Centre, IIM Lucknow.

The Scope of work and services enumerated below are indicative and may not be exhaustive.

The parties are expected to undertake the following:

2.1 Setting-up state-of-art Souvenire Store with display units with consent of MDP office. Designing, setting up and furnishing of the store shall be the vendor responsibility at his own cost, after obtaining prior approval of IIM Lucknow in the allotted space. The bare space for store as well as display will be provided by IIM LUCKNOW at Manthan Building on rental basis and any other expenses for establishing and functioning of services shall be incurred by vendor. However provisions of electricity, water, as the case may be, if so required, for the smooth operation of the services shall be provided by IIM LUCKNOW.

2.2 Maintenance and day-to-day operations of the souvenir store at IIM Lucknow campus.

2.3 Adequate number of staff to be deputed at IIM Lucknow campus for handling operations of merchandise/ store.

2.4 The merchandise items, design, quality and prices will be on prior approval of MDP sub-Committee, the same will be reviewed on quarterly basis.

2.5 The availability of merchandise for sale will be vendor's responsibility. In addition vendor will be required to provide souvenir items to MDP office as per requirement with prior notice (on payment basis).

2.6 Regular Up-gradation/ maintenance of store and display as and when required will be undertaken by vendor.

2.7 It shall be the responsibility of the bidder to obtain proper fire insurance coverage including theft and burglary in respect of all the movable and immovable assets stored or used in the premises and

authority shall not be responsible for any loss or damage caused to the vendor on any accounts whatsoever.

2.8 That vendor shall operate the subject facility by charging the rate from users, as approved in advance by the Authority. Vendor shall exhibit the said approved charges at a conspicuous place inside the store premises.

2.9 Revenue model can be worked on the **percentage sharing basis** of revenue generated from the merchandise. Vendor is required to propose percentage share of Total revenue he will offer to IIM Lucknow commercial bid. The percentage share is charged for brand IIM Lucknow.

3.0 Submission of Bids:

3.1 The competitive bidding shall be in two parts viz. **Technical Bid** and **Commercial Bid** in online mode (www.eprocure.gov.in) and bidder may submit their bid in hardcopies along with Earnest Money Deposit in separate sealed covers.

3.1.1 The Technical Bid shall contain only the technical solution to the requirement of IIM Lucknow as specified in this document and also in explicit compliance to other conditions in the bid document. No indications of any commercial terms, either explicit or implicit, should appear in the Technical Bid.

3.1.2 Commercial Bids of bidders who have qualified in the scrutiny of Technical Bids only shall be opened.

3.1.3 Both Technical and Commercial Bids shall be submitted in online mode i.e. www.eprocure.gov.in and EMD (compulsory) and Technical bid should be sent in separate sealed envelopes, super scribing “**Technical bid for Hiring Vendor for Setting-up and Operations/Functioning of Souvenir Store at MDP Centre, IIM Lucknow**” on the top of the cover of Technical Bid and “**Earnest Money Deposit for Hiring Vendor for Setting-up and Operations/Functioning of Souvenir Store at MDP Centre, IIM Lucknow**” on the top of the cover of Commercial Bid. **AGAINST TENDER NO. IIML/PURCHASE/SOUVENIRSTORE/24/2018-19** dated 22/11/2018 includes separately sealed Technical Bid and Earnest Money Deposit on the top of the cover.

3.2 Deadline for submission of the Bids shall be **19th December, 2018 up to 02:00 PM**. The Technical Bids will be opened on 21st December, 2018 at 03:30 PM, in the presence of those Bidders who choose to be present. The bids received after the above-mentioned date and time shall be rejected. The Bids, which are not sealed as indicated above, shall also be rejected. No request for an extension of the last date of submission shall be entertained. IIM LUCKNOW will not be liable for Postal/Courier delay, non-receipt/non-delivery of documents, loss of documents in transit, etc.

The Bids shall be addressed to:

**THE OFFICER ON SPECIAL DUTY
INDIAN INSTITUTE OF MANAGEMENT
LUCKNOW
PRABANDH NAGAR, IIM ROAD,
LUCKNOW – 226 013, UTTAR PRADESH**

3.3 Each of the technical bids should be accompanied by a Demand Draft from any Nationalized Bank for Rs. 1 lakhs for Bid drawn in favor of Indian Institute of Management Lucknow and payable at Lucknow, towards the refundable **Earnest Money Deposit**. This will be returned to unsuccessful Bidders within three months of the opening of the commercial bid or within 30 days of acceptance of any of the bids, whichever is earlier.

4.0 General Conditions:

- 4.1** The Bidder shall explicitly indicate the relevant supporting documents stipulated in this document. IIM LUCKNOW reserves its rights to amend/modify any of the terms and conditions.
- 4.2** All details provided by the Bidder should be specific to the requirements mentioned. Detailed clarification may be provided in case of necessity only.
- 4.3** The Bidder shall specify the responsibilities of the Bidder and IIM Lucknow separately.
- 4.4** All pages of the bid including brochures are to be serially numbered as indicated in the Page number 19 of this document.
- 4.5** The Bidder shall submit the latest Annual Report, the latest audited Balance Sheet and the latest Income Tax Clearance Certificate as an evidence of financial stability and status to meet the financial obligations under the scope of work. If the Bidder is working on a joint venture/collaboration, the details of the same along with the responsibilities of the partners shall be mentioned. However, the Bidder shall furnish an undertaking on behalf of collaborator/associate/franchisee for the satisfactory performance of the project along with the Bid.
- 4.6** The Bidder should give an explicit undertaking that the name of IIM Lucknow will not be used by any other, or by the Bidder, in any of the promotional material, nor display the IIM LUCKNOW name on its premises, in ways detrimental to the brand image of IIM LUCKNOW. Any promotional material/displays in connection with this contract must be explicitly approved by IIM Lucknow in writing before use.
- 4.7** The Bidder shall certify that change in ownership is not anticipated in the proposed period of the contract. If such a change is anticipated, the scope and effect thereof shall be defined. In the event of such a change and if the future owner/assignee unilaterally repudiates the contract, the facilities provided by the Bidder will become the exclusive property of IIM LUCKNOW, and no rights, whatsoever, will accrue to such assignee of the Bidder.
- 4.8** Bids with erasures/over-writings/cuttings are likely to be rejected unless authenticated with authorized signatures duly numbered and totaled. The Bidder shall authenticate by putting the signature and seal on each page of the Bid including brochures/pamphlet/write-up, etc.
- 4.9** The valid Bids received will be evaluated by IIM LUCKNOW to ascertain the best and highest performance bid in the interest of IIM LUCKNOW. However, this does not bind IIM LUCKNOW to accept any Bid and reserves the right to reject any or all bids at any point of time before the issue of acceptance order without assigning any reasons.
- 4.10** IIM LUCKNOW reserves the right to appoint any consultant or consultants for evaluation of the bid.
- 4.11** The Bids, which are prima-facie found technically acceptable, will be further analyzed for system operational evaluation at IIM LUCKNOW. The Bidder should arrange for this site demonstration free of cost. IIM LUCKNOW reserves the right to evaluate operational part of any or all the bids found technically acceptable.
- 4.12** The Bidder shall arrange, at their own expense at IIM LUCKNOW, to give a presentation/demonstration on their product after submitting their Bid. The date and time of

presentation/demonstration shall be communicated to the Bidders separately by IIM LUCKNOW.

- 4.13 The Bidder shall carefully examine and understand the specifications/conditions in this document and seek clarifications, if required, to ensure that they have understood all specifications/conditions of tender. Such clarifications should be sought before submission of bids.
- 4.14 The incomplete bids, conditional bids, bid-non-conforming to the terms and conditions and bids not submitted in the prescribed format are liable for rejection.
- 4.15 Within four weeks from the date of acceptance of the order by the selected Bidder, the Bidder shall execute a "Contract Agreement" on stamp paper with IIM LUCKNOW at Lucknow in a format to be mutually agreed between IIM LUCKNOW and the selected Bidder.
- 4.16 At any time before the last date of receipt of bids, Institute may for any reason, whether at its initiative or in response to a clarification requested by a prospective bidder, modify the bid document by an amendment.

5.0 Bid Evaluation

5.1 Technical Bid

- 5.1.1 The Bidder shall submit the Technical Bid as per the details are given in **Annexure-I**.
- 5.1.2 Evaluation of the technical bid would be based on the five criteria specified in **Annexure-I**.
- 5.1.3 Each item specified under the five criteria (total 08 items) for technical evaluation would be rated on a 10 point scale (10-Excellent, 0-Poor) by the technical evaluation committee.
- 5.1.4 To score the bidders on these criteria members of Technical Evaluation Committee of IIM LUCKNOW would examine the supporting documents submitted as part of the technical bid, presentation and demonstration of the solution/services offered and physical examination of infrastructure.
- 5.1.5 Minimum qualifying score at this stage would be 50% of the maximum score possible.

5.2 Commercial Bid

- 5.2.1 The commercial terms shall be submitted in separately sealed Commercial Bid envelope only.
- 5.2.2 The bidder should indicate the **% share** of the shareable revenues as a key element of the commercial bid.
- 5.2.3 The bidder should provide commercial in template provided in **(Annexure VI)**
- 5.2.4 Evaluation of commercial bid would be based on the Institute (IIM LUCKNOW) share quoted by the bidders and IIM LUCKNOW appointed committee would provide scores based on how much favourable are the shares (keeping the conditions specified by the bidder, if any, in mind) in favour of IIM LUCKNOW on a 50 point scale (50- most favourable rate, 0-Least favourable rate).

5.3 Final Evaluation:

- 5.3.1 The final decision for awarding the contract would be based on the combined score of Technical and Commercial bids. Maximum possible score is 130 (80 technical + 50 Commercial).
- 5.3.2 Bidder with the highest combined score may be considered for awarding the contract.

6.0 Commercial Terms and General Conditions:

6.1 Terms of Contract/Payment

1.1.1. All expenditure towards setting up store/display units and day-to-day running of store has to be borne by Vendor. The agreed revenue share will be shared by selected vendor to IIM LUCKNOW on a monthly/quarterly basis, based on the invoice provided by selected bidder. The payment towards the rental of store space will be made by selected bidder on monthly basis. The contract will be for initial three years (extendable to further two year based on the performance of selected vendor). IIM LUCKNOW on its own can also conduct an independent assessment of the facilities provided by the bidder. The contract between IIM LUCKNOW and selected vendor would be valid only if the bidder meets the minimum criteria stipulated by IIM LUCKNOW.

6.2 Installation and commissioning

The store and display facility need to be installed at IIM LUCKNOW premises & commissioned within 60 days of award of the contract. The rent, electricity charges and water charges will be as per the existing policy of institute, any change pertaining to rent, electricity charges and water charges in institute's policy will be applicable to the vendor also. The approved merchandise items in adequate quantity commensurate to the requirement of MDP programmes needs to be made available within 30 days of approval on merchandise item by MDP Committee. Any delay will invite penal charges. Vendor is responsible for all statutory regulations/registrations under tax laws.

6.2.1 Liquidated Damages for Installation Delay: Time is the essence of the contract. If the Bidder fails to complete the installation and commissioning within 60 days, IIM LUCKNOW shall impose Liquidated Damages, a sum of ₹10 Thousand (₹ Ten Thousand only) for each calendar week of delay or part thereof. This will be charged against the Performance Bank Guarantee submitted by the Bidder at the time of the signing of the contract.

6.2.2 Liquidated Damages for Installation/ Commissioning Non-performance: If the specifications of this Bid document are not met by the Bidder during installation/ operations, the Bidder shall rectify the same to comply with the specifications, failing which IIM LUCKNOW has the sole right either to reject or to accept it finally by recovering the amount as deemed reasonable by IIM LUCKNOW. Under such circumstances, the Bidder should bear all cost incurred by IIM LUCKNOW in this regard.

Both the above deductions are independent of each other and applicable separately and concurrently.

6.3 Performance Guarantee:

The EMD amount of the successful bidder will be converted into Performance Guarantee on request at the time of the signing of the contract. In the event of either delay in the execution of the contract or non-performance/infringement of IPR of IIM LUCKNOW during the period of the contract, the penalty will be levied against the same at the sole discretion of IIM LUCKNOW.

6.5 Validity:

The Bidder shall keep valid the offer for **three calendar months** from the last date of submission of bids.

6.8 Force Majeure:

Force majeure is herein defined as any cause which is beyond the control of the contracted Bidder or IIM LUCKNOW as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as: Natural phenomena, including but not limited to floods, draughts, earthquakes, epidemics, acts of any Government, including but not limited to war, declared or undeclared, priorities, quarantines, embargoes; provided either party shall within fifteen (15) days from the occurrence of such a cause notify the other in writing of such causes. Bidder to note that rain and monsoon is not part of force majeure and bidder is required to provide all its facility as per minimum requirement. The Bidder or IIM LUCKNOW shall not be liable for delays in performing his obligations resulting from any force majeure cause as referred to and defined above.

6.9 Indemnity:

The Bidder shall indemnify the IIM LUCKNOW that any loss due to operational malfunctioning or degradation of quality of merchandise/ products supplied by the vendor. Any financial loss in the venture will be borne by the vendor.

6.10 Dispute and Arbitration:

All disputes or differences whatsoever arising between the parties out of or relating to the construction meaning and operation or effect of this contract or subject thereof 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 mutually referring the dispute to a sole Arbitrator and the award passed by him shall be binding. The cost of arbitration shall be divided equally. The proceedings will be governed by the provisions of the Arbitration & Conciliation Act, 1966. The place of arbitral proceedings will be Lucknow. The language of the arbitral proceedings shall be English. Any further disputes will be settled under the jurisdiction of Court of Lucknow.

6.11 Agreement / Termination:

6.11.1 The agreement will be entered with selected vendor and will be valid for 3 years. The contract can be further extended to 2 years on the basis of satisfactory performance.

6.11.2 Both the parties can extend the contract after the expiry of the term of the contract on same or modified terms on mutual consent.

6.11.3 Termination for Convenience: Either party may terminate the contract for convenience at any time during its valid term by issuing a notice of the termination

of the contract. If the contract is terminated for reason of Bidder's convenience, the bidder would give a notice of 180 days and ensure the provision of all the facilities till a period of 180 days. If the bidder does not comply with a satisfactory performance of the facilities during this period, the performance guarantee may be forfeited by IIM LUCKNOW. Moreover, the merchandise and other facilities provided by Bidder within the geographic premises of IIM LUCKNOW will be removed by Bidder at its own cost in case the termination is effective before the completion of the period mentioned in the commercial bid. However, if Bidder is terminating the contract as per clause 4.7, the facilities will be transferred to IIM LUCKNOW at no cost.

If the contract is terminated for reason of IIM LUCKNOW's convenience, then in such event as promptly as practicable, IIM LUCKNOW can terminate the contract after 180 days of the termination notice.

Annexure-I.

Supporting Requirements for the Technical Bid to be provided as against the categories mentioned below

(There is no specified format provided & the supporting documents wherever applicable as per the programme requirement may be provided. The Technical evaluation would be broadly based on the following category as stipulated below.)

Category	Sub Factor
Range/Variety of merchandise/product	1. How many different varieties of souvenir/products/merchandise can be provided? (Give approximate number)
	2. Whether the products manufactured by firm or outsourced. (Please specify)
Infrastructure development	3. Details of the <u>development/ structural construction for display units and store interiors</u> at IIM LUCKNOW premises (Tentative plan)
	4. Model design/interiors for display units and store displays.
Operational Support Services	5. How will the routine operations of store handled after onetime set-up.
	6. Number of manpower deputed for routine functioning/operations of Store on-site
Partnership Fit	7. How does the organization/firm <u>match up to IIM LUCKNOW image</u> as a delivery partner?
	8. How sound is the bidder <i>financially</i> ?
Documents as per checklist	9. All documents are mandatory

Bid No _____

Name of The Bidder :

PROFORMA OF ANNUAL TURNOVER STATEMENT

Bidder shall indicate herein his annual turnover during the following three years based on the audited balance sheet/profit and loss account statement:

Financial	Annual Turnover (₹)
2015-2016	
2016-2017	
2017-2018	

Average Annual Turnover during the above three financial years: Rs.....

NOTE: Minimum turnover should be 10 lac per annum.

1. Copies of audited balance sheets with Profit & Loss account statement for last three years shall be submitted along with the bid.
2. Bidder shall indicate herein his Net Worth details during the following three years based on the audited balance sheet/profit and loss account statement on the following basis.

Financial Year	Reserve (₹)	Capital (₹)	Accumulated Loss (₹)	Net Worth (₹)
2015-16				
2016-17				
2017-18				

(Stamp & Signature of Bidder)

ANNEXURE - III

BID No:

NAME OF THE BIDDER:

PROFORMA OF CONCURRENT COMMITMENT OF THE BIDDER

Sl. No	Full address of the client and Name of the Officer-in-Charge	Description of the work	Value of Contract (₹)	Type of contract	Year of commencement	Remarks

(Stamp & Signature of Bidder)

ANNEXURE - IV

BID NO:

NAME OF THE BIDDER:

PROFORMA OF COMPLIANCE TO BID REQUIREMENT

We confirm that our Bid complies with the broad scope of work defined in Annexure – 1 without any exceptions.

(Stamp & Signature of Bidder)

PART – II
COMMERCIAL BID

ANNEXURE - V

From:

To:

The Officer on Special Duty
Indian Institute of Management Lucknow
Prabandh Nagar
IIM Road
Lucknow 226 013

Dear Sir,

Ref: Your tender enquiry No: IIML/PURCHASE/SOUVENIRSTORE/24/2018-19 dated 22/11/2018 for Setting-up and functioning of Souvenir Store at MDP Centre, IIM Lucknow

We received your enquiry cited, and we are pleased to submit the following as our commercial bid for your kind consideration.

PROFORMA OF COMMERCIAL BID

Sl. No	Description	Sharing percentage breakup offered to IIM Lucknow	Remarks, Clarifications, Conditions, if any
1	% Share of Gross revenue Collected, from sale of souvenir sale at IIM Lucknow		

***Note:**

1. Revenue from the merchandise would be calculated monthly.
2. % Share of revenue to IIM LUCKNOW is for brand IIM LUCKNOW.
3. The successful bidder will be entitled to his share as per the accepted bid on the purchase of merchandise after setting off a provision towards GST if any and any other statutory levies at the rates applicable to sale.
4. Vendor will be responsible for all statutory levies under tax law.

(Stamp & Signature of the Bidder)

ANNEXURE - VII

CHECKLIST FOR DOCUMENTS TO BE ENCLOSED WITH THE TECHNICAL BID

1. Original Bid Document and Addendum issued, if any, stamped and signed by the authorized signatory.
2. Detailed technical proposal covering all components as mentioned in Annexure -I.
3. Copies of required licenses with permanent address.
4. Annual Turnover Statement as per Proforma in Annexure – II. (CA Certified)
5. Details of Bidder's Concurrent Commitments as per Proforma in Annexure - III.
6. Compliance to Bid Requirement as per Pro forma in Annexure – IV.
8. Earnest Money Deposit as mentioned in Page 2 (Sl. No. 4) by way of DD in favor of Indian Institute of Management Lucknow payable at Lucknow.
9. Copy of company GST Certificate.
10. Copy of PAN.
11. Self Certification – Non blacklisted firm.
12. Five latest purchase order of any Govt/Autonomous bodies/ state Govt/ Company.
13. Five organisation where you supplied Souvenir within a year.

CHECKLIST FOR DOCUMENTS TO BE ENCLOSED WITH THE COMMERCIAL BID

1. Commercial Bid as per Proforma in Annexure -VI.