	<b>Government eProcurement System</b>	<b>eProcurement System Government of India</b>
	<b>Tender Details</b>	Date : 21-Mar-2025 05:42 PM

 Print

**Basic Details**

<b>Organisation Chain</b>	Indian Institute of Management Sirmaur		
<b>Tender Reference Number</b>	IIMS/PUR/Tent services for Convocation 2025/36/2024-25		
<b>Tender ID</b>	2025_IIMS_851448_1	<b>Withdrawal Allowed</b>	Yes
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Works
<b>Tender Category</b>	Services	<b>No. of Covers</b>	2
<b>General Technical Evaluation Allowed</b>	No	<b>ItemWise Technical Evaluation Allowed</b>	No
<b>Payment Mode</b>	Offline	<b>Is Multi Currency Allowed For BOQ</b>	No
<b>Is Multi Currency Allowed For Fee</b>	No	<b>Allow Two Stage Bidding</b>	No

**Payment Instruments**

Offline	S.No	Instrument Type
	1	Demand Draft
	2	R-T-G-S
	3	NEFT

**Cover Details, No. Of Covers - 2**

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Duly signed and stamped each page of tender document and all other relevant documents.
		.pdf	EMD, Certificate of MSME/NSIC, Valid Incorporation Certificate, PAN registration, GST registration
		.pdf	Declaration/affidavit about nonblacklisting, complete details as per Annexure-III and IV.
		.pdf	Average Annual Turnover statements of last 3 years duly certified by CA to be submitted
		.pdf	Relevant experience of minimum three years. work order and completion certificates to be attached.
2	Finance	.xls	Financial Bid BoQ

**Tender Fee Details, [Total Fee in ₹ \* - 0.00]**

<b>Tender Fee in ₹</b>	0.00		
<b>Fee Payable To</b>	Nil	<b>Fee Payable At</b>	Nil
<b>Tender Fee Exemption Allowed</b>	No		

**EMD Fee Details**

<b>EMD Amount in ₹</b>	36,000	<b>EMD Exemption Allowed</b>	Yes
<b>EMD Fee Type</b>	fixed	<b>EMD Percentage</b>	NA
<b>EMD Payable To</b>	The Director,	<b>EMD Payable At</b>	Paonta Sahib,



IIM  
SirmaurDistrict  
Sirmaur,  
H.P.[Click to view modification history](#)

<b>Work /Item(s)</b>					
<b>Title</b>	Notice Inviting Tender for Installation of German Hanger Tent, providing of other items for the Convocation 2025 at IIM Sirmaur				
<b>Work Description</b>	Notice Inviting Tender for Installation of German Hanger Tent, providing of other items for the Convocation 2025 at IIM Sirmaur.				
<b>Pre Qualification Details</b>	As per tender document				
<b>Independent External Monitor/Remarks</b>	Tender value less than 1CR. Not under the purview of IEMs				
<b>Show Tender Value in Public Domain</b>	No				
<b>Tender Value in ₹</b>	18,00,000	<b>Product Category</b>	Miscellaneous Services	<b>Sub category</b>	German Hanger Tent, providing other items
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	180	<b>Period Of Work (Days)</b>	30
<b>Location</b>	IIM Sirmaur (Permanent Campus)	<b>Pincode</b>	173031	<b>Pre Bid Meeting Place</b>	Conference Hall, IIM Sirmaur
<b>Pre Bid Meeting Address</b>	Virtually at Conference hall, IIM Sirmaur	<b>Pre Bid Meeting Date</b>	28-Mar-2025 03:00 PM	<b>Bid Opening Place</b>	IIM Sirmaur
<b>Should Allow NDA Tender</b>	No	<b>Allow Preferential Bidder</b>	No		

<b>Critical Dates</b>			
<b>Publish Date</b>	21-Mar-2025 06:00 PM	<b>Bid Opening Date</b>	02-Apr-2025 03:30 PM
<b>Document Download / Sale Start Date</b>	21-Mar-2025 06:00 PM	<b>Document Download / Sale End Date</b>	01-Apr-2025 03:00 PM
<b>Clarification Start Date</b>	NA	<b>Clarification End Date</b>	NA
<b>Bid Submission Start Date</b>	21-Mar-2025 06:00 PM	<b>Bid Submission End Date</b>	01-Apr-2025 03:00 PM

<b>Tender Documents</b>					
<b>NIT Document</b>	<b>S.No</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>	
	1	Tendernotice_1.pdf	Short-term Notice Inviting Tender for Installation of German Hanger Tent, providing of other items for the Convocation 2025 at IIM Sirmaur.	1261.16	
<b>Work Item Documents</b>	<b>S.No</b>	<b>Document Type</b>	<b>Document Name</b>	<b>Description</b>	<b>Document Size (in KB)</b>
	1	Tender Documents	NITTentMarch2025.pdf	Short-term Notice Inviting Tender for Installation of German Hanger Tent, providing of other items for the Convocation 2025 at IIM Sirmaur.	1244.70
	2	BOQ	BOQ_896359.xls	Financial Bid BoQ	338.00

<b>Bid Openers List</b>			
<b>S.No</b>	<b>Bid Opener Login Id</b>	<b>Bid Opener Name</b>	<b>Certificate Name</b>
1.	ao_purchase.store@iimsirmaur.ac.in	HARPREET SINGH	HARPREET SINGH



2.	lao_purchase@iimsirmaur.ac.in	Sharad Prakash Bhosale	Sharad Prakash Bhosale
3.	ao_personnel@iimsirmaur.ac.in	HUKAM CHAND	Hukam Chand

**GeMARPTS Details**

<b>GeMARPTS ID</b>	9T6FUZODCDFP
<b>Description</b>	German Hanger Tent Services
<b>Report Initiated On</b>	10-Mar-2025
<b>Valid Until</b>	09-Apr-2025

**Tender Properties**

<b>Auto Tendering Process allowed</b>	No	<b>Show Technical bid status</b>	Yes
<b>Show Finance bid status</b>	Yes	<b>Stage to disclose Bid Details in Public Domain</b>	Technical Bid Opening
<b>BoQ Comparative Chart model</b>	Normal	<b>BoQ Comparative chart decimal places</b>	2
<b>BoQ Comparative Chart Rank Type</b>	L	<b>Form Based BoQ</b>	No

**TIA Undertaking**

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	<a href="#">PPP-MII Order 2017</a>	Agree	
2	<a href="#">MSEs Order 2012</a>	Agree	

**Tender Inviting Authority**

<b>Name</b>	Senior Consultant (Administration)
<b>Address</b>	Senior Consultant (Administration), Dhaula Kuan, District Sirmaur, HP 173031

**Tender Creator Details**

<b>Created By</b>	HUKAM CHAND
<b>Designation</b>	Administrative Officer
<b>Created Date</b>	10-Mar-2025 03:24 PM





## **INDIAN INSTITUTE OF MANAGEMENT SIRMAUR**

**(An Autonomous body under the aegis of Ministry of Education, Govt. of India)**

**NIT No. IIMS/PUR/Tent services for Convocation 2025/36/2024-25 Dated 21.03.2025**

**Short-term Notice Inviting Tender for Installation of German Hanger Tent,  
Providing of other items for the Convocation 2025 at IIM Sirmaur.**

Online tendering through CPPP (<https://eprocure.gov.in/eprocure/app>)

Purchase Office  
Indian Institute of Management Sirmaur  
Dhaura Kuan, Distt. Sirmaur,  
Himachal Pradesh-173031  
Email: [purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in) Website: [www.iimsirmaur.ac.in](http://www.iimsirmaur.ac.in)



**INDIAN INSTITUTE OF MANAGEMENT SIRMAUR**  
**Dhaura Kuan, Distt. Sirmaur,**  
**Himachal Pradesh-173031**

NIT No. IIMS/PUR/Convocation 2025/36/2024-25 Dated 21.03.2025.

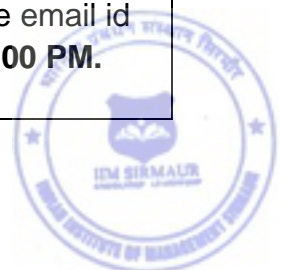
The Indian Institute of Management Sirmaur (IIMS) is an Institute of National importance, an Autonomous Institution of Ministry of Education, Government of India to provide management education of high quality and to promote allied areas of knowledge and inter-disciplinary studies.

Online Bids in two bid system i.e. Technical Bid and Financial Bid are invited from the reputed and experienced Event Management Companies, registered/empaneled under **Event Management Category** with any of the concerned Government Organizations/reputed educational institutes/firms/companies for the **Installation of German Hanger Tent, providing of other items for the 9th Convocation 2025 Function** under which the competent bidder shall supply/install/commission and maintain the ordered/contracted items/services at the designated venue, i.e. Permanent Campus of IIM Sirmaur, located at Dhaurakuan, District Sirmaur, Himachal Pradesh -173031. **Tenders of technically qualified firms shall only shall be considered for opening of the financial bid.**

**1. THE SCHEDULE AND OTHER DETAILS OF TENDER ARE AS UNDER:**

Description of Tender	<b>Installation of German Hanger Tent, Providing of other items and Catering Services for the Convocation 2025 at IIM Sirmaur</b>	
Date of Event	<b>26.04.2025</b>	
EMD Value (Rs.)	<b>Rs. 36,000/- (Rs. Thirty Six Thousand Only)</b>	
Tender Publish Date & Time	21.03.2025	06:00 PM
Tender Download Date & Time	21.03.2025	06:00 PM
Bid Submission Start Date & Time	21.03.2025	06:00 PM
Bid Submission Close Date & Time	01.04.2025	03:00 PM
Opening of e-Technical bid	02.04.2025	03:30 PM
Opening of e-Financial bid	Will be intimated later via email.	
Performance Security	5% of the total work order.	
Contact Person	Senior Consultant (Administration), Indian Institute of Management Sirmaur, Dhaura Kuan, Distt. Sirmaur, H.P. 173025. Email Id: - <a href="mailto:sc@iimsirmaur.ac.in">sc@iimsirmaur.ac.in</a> , <a href="mailto:purchaseoffice@iimsirmaur.ac.in">purchaseoffice@iimsirmaur.ac.in</a> Contact No. 01704-277321/312	
<b>Pre-Bid Site Inspection</b>	Bidders are advised to visit the site for pre-bid inspection under intimation to the Senior Consultant (Admin) and Purchase Office email id as given below, up to 28.03.2025 <b>at 01:00 PM.</b>	

Seal and Sign of Proprietor / Auth. Signatory/Bidder



<b>Pre-bid meeting</b>	Pre-bid meeting would be held online on <b>28.03.2025 at 03:00 PM</b> . The prospective bidder may submit their request for pre-bid meeting through email to <a href="mailto:purchaseoffice@iimsirmaur.ac.in">purchaseoffice@iimsirmaur.ac.in</a> with subject line: "Pre-Bid Meeting for providing German Hanger tent and other services for Convocation 2025 at IIM Sirmaur" <b>by 27.03.2025 up to 01:00 PM</b> . Any query received after this date & time will not be entertained further. After the pre-bid meeting a corrigendum will be uploaded in case of any change in any of the clauses in the tender. All concerned are requested to keep regularly visit the website <a href="http://www.iimsirmaur.ac.in">www.iimsirmaur.ac.in</a> .
<b>Date &amp; Time of Convocation Function</b>	<b>April 26, 2025 (Saturday)</b>

**Note: Bidders are requested to sign and stamp on each page. The duly filled in signed & stamped bid should be submitted by the bidders in an appropriate mode as prescribed in this tender document.**

The tender document may be downloaded from the Institute's website [www.iimsirmaur.ac.in](http://www.iimsirmaur.ac.in) & <https://eprocure.gov.in/eprocure/app>. The bidders shall submit this tender document in Technical Bid cover duly signed & stamped as per the above schedule on CPP Portal. All the bidders should submit a Demand Draft of Rs. 36,000/- (Rs. Thirty Six Thousand Only) in favour of "**Indian Institute of Management Sirmaur**" payable at Paonta Sahib, Distt. Sirmaur, as the Earnest Money Deposit (EMD). The EMD of unsuccessful bidders shall be refunded within 30 days after finalization of the contract. The bidders/firms registered under MSMEs and NSICs are exempted from submission of EMD.

Institute's Account Details are provided below:

Beneficiary Name: Indian Institute of Management Sirmaur

Bank Name: ICICI Bank Ltd.

Account Number: 140701000266

IFSC Code: ICIC0001407

Bank Address: Near Y Point Main Market, Paonta Sahib, Distt. Sirmaur, H.P. 173025

Seal and Sign of Proprietor / Auth. Signatory/Bidder



## **1. GENERAL TERMS AND CONDITIONS:**

- 1.1 Please read all terms and conditions carefully before submitting the bids. Incomplete bids and documents will be rejected.
  - 1.2 Before submitting the tender bids, ensure that all self-attested documents are attached/uploaded in the technical bid.
  - 1.3 All pages of the tender document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as a token of having accepted all the terms and conditions of this tender.
  - 1.4 Tender shall be submitted in official tender form i.e. through Central Public Procurement Portal only. Tender Bids submitted in any other form Postal/Courier/Emails, shall summarily be rejected.
  - 1.5 The bidders are requested to enclose all the requisite documents along with the Technical Bid as per Checklist at Annexure-I.
  - 1.6 The name and address of the bidder shall clearly be written in the space provided and no overwriting, correction, insertion shall be permitted in any part of the tender unless duly countersigned by the bidder. The tender should be filled in and submitted in strict compliance with the instructions laid down therein; otherwise, the tender is liable to be rejected.
  - 1.7 The person signing the bid or other documents connected with the tender must clearly write his/her name and also specify the capacity in which signing.
  - 1.8 The Institute reserves the right to reject any or all the bids without assigning any reason.
  - 1.9 Before submitting the filled-in tender bids on the Procurement Portal, the bidders may seek clarifications, if any, from Purchase office on Email Id: [purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in) or in person by visiting the Institute during working hours by taking prior appointment of the authorities.
  - 1.10 The Institute reserves the right to change any condition of the tender before opening of the bids.
2. This Tender Enquiry consists of the following:
- i. Technical and Financial bids for” Installation of German Hanger Tent and providing of other items for Convocation 2025 at IIM Sirmaur”.
  - ii. The bidder should submit the bids for Installation of German Hanger Tent and providing of other items for Convocation 2025 at IIM Sirmaur as per the prescribed format only.

Seal and Sign of Proprietor / Auth. Signatory/Bidder



**SCOPE OF WORK**

S. No.	Item	Description	Dimension	Qty.	Total Size/Qty.
1	Stage: Including tables & Chairs	Stage -1 along with 2 stairs for the stage with carpet	Length: 55 feet	1	1870 sq ft
			Depth: 34 feet		
			Height: 3 feet		
		Ramp for PWD persons with carpet	1:12 ratio	2	2
		Stage2 (Attached to the right side of Stage1)	LxWxH = 12x17x3 feet	1	144
		For four people on the main stage	Best Quality (Sample has to be approved by IIM Sirmaur) Tables (LxW = 5 x 2.5 feet) & Executive class chairs	3 Table & 6 Chairs	9
		Chairs (non-revolving)	Faculty Members	50	50
VIP Chairs	BoG Members	6	6		
2	Real Flower decoration	For stage, LED side backdrop, Dias, podium & main entrance of convocation Pandal (on Truss) with Real Flowers		1	1
3	02-Seater Sofa	White Colour (For VIP & VVIP guests in main Tent)	4 feet x 2.5 feet (two-seater)	25	25
4	Chairs	White Colour (For students & Parents and others in the Convocation Tent)	In theatre style	800	800
5	German Hanger	German Hanger Tent (For main event)	90 feet x 170 feet (850 GSM , High Tensile PVC Fire retardant Fabric On top, Fully water proof)	1	15300 sq ft
6	Tent	Tent: Shamiyana Kanath	90 feet x 170 feet (To cover the german hanger tent from Inside-top/sides) Colour should be white and maroon/blue)	1	15300 sq ft
7	Sound System & Lights	Stand Mic	Sarasvati Vandana (convocation ground)	4	
		Stand Mic Small		2	
		Table Stand Mic small	Stage Table (convocation ground)	4	
		Podium Stand Mic Small	Stage Podium (convocation ground)	2	
		Cordless wireless Hand Mic	Public Addressing (convocation ground)	4	
		Heavy Sound Speakers	Convocation ground (16+4)	20	
		Stage monitors		2	
		<b>Audio Video mixing devices for live feed</b>	<b>Convocation venue</b>	<b>1</b>	

Seal and Sign of Proprietor / Auth. Signatory/Bidder





		Podium Stand Light	Podium stand light (convocation Stage)	1	
		Podium Stand Light		2	
		Led Par Lights	for main stage (on Truss stands)	16	
		Led Par Lights	at bottom of backdrop & side wings on stage	16	
8	LED walls	Led wall (12 H*14 L)	left & right side of the stage	2	
		Led wall (12 H*10 L)	Mid of convocation ground (L+R)	2	
		Risers with carpets for LED walls	12 ft x 4 ft x 3 ft	2	144sq. ft.
9	Carpets	carpets as per colour and sizes	90 ft x 70 ft green (to cover the whole convocation ground)	1	
			56 ft x 40 ft, main stage, grey	1	
			15 ft x 32 ft for stage- 2, grey	1	
10	Red Carpet	From Main Gate to Convocation Tent and inside the lobby	10 feet X 200 meters	1	
11	Photography and Videography	<b>Three still cameras &amp; three video cameras coverage along with two drone cameras with additional battery backup for two hours of the whole event</b>  <b>One Photographer be available for 2 days (one day before + on the day of event)</b>	Videography and photographs of the whole event	1	
12	Platforms for photography & videography	platforms for various camera men	Official Cameraman: 1'H x 8'W x 4'D	1	32
			Media Cameraman : 1'H x 18'Wx 6'D (16x 8 ft)	1	108
			Videographer: 1'H x 18'W x 6'D (16 x 8 ft)	1	108
13	Confidence Monitor	Tele prompters (42")		2	
14	Live Streaming	<b>Live Streaming Feed</b> <b>Video streaming device</b> <b>One good configuration laptop on hire during the event for video streaming</b>		1	
15	Silent Generator	65 KV for sound & LED walls		1	
		125 KV for Power backup with diesel		1	
16	LED Lights	for German hanger		35	35

Seal and Sign of Proprietor / Auth. Signatory/Bidder



		tent			
		For Pandal - food arena	200-250 Watts	16	16
17	Branding	Backdrops for main stage	45 x 12 feet on wooden frame (plus, additional 3 ft white space at bottom of flex)	1	675 sq. ft.
		Side wings of stage	10ft x 12 ft on wooden frame	2	
		Backdrops (various points)	10 x 10 feet on wooden frame	6	
		Standeeds (passage & entrance etc)	4 x 8 feet on wooden frame	10	
		Runner in front of stage	3.5 ft x 56 ft on wooden frame	1	
		Photo booth with platform	10 x 10 ft with carpet	1	
		vinyl on sunboard for podiums	2.5 ft x 5 ft	2	
		Photo frames (vinyl on sunboards)	2.5 ft x 3.5 ft to be used at photo booths	6	
18	AC	Standing AC (2 tons)	2 Tons	20	
		Standing AC (5 tons)	5 Tons	4	
19	Toofan Fans	Standing Toofan Fans	16 Nos.	16	
20	Pagoda Tents	Pagoda Tents	20 x 20 ft.	25	
21	Food Tent	Accommodate 500 pax	170 X 80 ft		
	Serving station	Serving stations inside the food tent.	5 serving stations inside the food tent.		
	Round table + Chair	300 Seating Capacity			
	Toofan Fans		20		
22	Banner	Center Stage Banner	4 X 8 sq ft for Convocation	1	
		Main Gate Banner Main Road Entrance Banner	Pandal 4 X 6 for Main Entrance & Gate	2	

**Note: The above projected quantities are approximate and may vary as per the Institute's requirements.**

Seal and Sign of Proprietor / Auth. Signatory/Bidder



## **TECHNICAL BID ELIGIBILITY CONDITIONS AND EVALUATION**

**(Installation of German Hanger Tent and providing of other items for Convocation'25 at IIM Sirmaur)**

The Bid entitled, as "Technical Bid for Installation of German Hanger Tent and providing of other items" should contain the Self-attested scanned copies of the following with consecutive Sr. No.: -

1. Bidder should have a minimum of three years' experience in the field of Event Management. (work orders testimonials must be attached).
2. Bidders should have a minimum average annual turnover of Rs. 14.40 lakhs during the last three financial years i.e. from 2021 - 2024 in similar natures of the receipts of event management services. The proper certificate of the same, duly signed and stamped by the Chartered Accountant should be submitted.
3. The prescribed Earnest Money Deposit (EMD) i.e. Rs. 36,000/- shall be deposited with the bid documents either through Demand Draft (DD) drawn in favor of "**Indian Institute of Management Sirmaur**", payable at Paonta Sahib, Distt. Sirmaur, H.P. 173025 or through NEFT in the Institute's Account (Details are provided below).

Beneficiary Name: Indian Institute of Management Sirmaur

Bank Name: ICICI Bank Ltd.

Account Number: 140701000266

IFSC Code: ICIC0001407

Bank Address: Near Y Point Main Market, Paonta Sahib, Distt. Sirmaur, H.P. 173025

The photocopy/transaction receipt copy of the EMD is to be attached along with other tender documents and original EMD should be submitted before the date of opening of tender at IIM Sirmaur. The Bidder should submit the Bid Security Declaration cum Declaration form as per the format given in the Annexure-III and the Pledge of Compliance as per Annexure-IV.

4. Copy of PAN number and GST number.
5. Details of the firm, Name of the firm & address, Contact person name and telephone/ Mobile No/email id on the letter head of the company/firm.
6. Self- Declaration of Non-Blacklisting by any department of the Govt. of India or any State and Private Organization.

### **TECHNICAL EVALUATION**

**Bidders who meet all the above mentioned conditions in Technical Bid shall be considered as technically qualified for further consideration and opening of their financial bid. If some of the above mentioned conditions are not met, their technical bid will be rejected.**

Seal and Sign of Proprietor / Auth. Signatory/Bidder



ANNEXURE-I**CHECKLIST TOWARDS TECHNICAL ELIGIBILITY CRITERIA**

Name of the Bidder:

Address:

Contact No:

Email Id:

(Self-attested copies of all supporting document must be uploaded with the tender document to be filled by the Bidder)

Sl. No.	Particular	Enclosed/Uploaded (Yes/No)	Mention page no. (Mandatory)	Remark
1.	Each Page of Tender Document & all requisite documents are to be signed & stamped.			
2.	EMD of Rs. 36,000/- (Rs. Thirty Six Thousand Only) <b>OR</b> Certificate of MSME/NSIC for exemption from submission of EMD.			
3.	Furnish complete details as per Annexure-III.			
4.	Furnish complete details as per Annexure-IV.			
5.	Minimum three years' experience in the field of Event Management. (Copies of registration certificates of the companies, work orders testimonials must be attached).			
6.	Minimum average annual turnover of Rs. 14.40 lakhs during the last three financial years i.e. from 2021 - 2024 in similar natures of the receipts of event management services. The proper certificate of the same, duly signed and stamped by the Chartered Accountant should be submitted.			
7.	Valid GST Registration Certificate			
8.	Valid PAN Certificate			
9.	Self-Declaration of non-blacklisting by any department of the Govt. of India or any State and Private Organization.			

**Note: It is mandatory to fill up all the points of the checklist.**

Seal and Sign of Proprietor / Auth. Signatory/Bidder



I/We undertake that documents are genuine/authentic and nothing has been cancelled and that I/We are not debarred by any govt. organization and competent are to contract. I/We understand that the contract is liable to be cancelled, if found to be having obtained through fraudulent means/concealment of information.

**(Authorized Signatory with Seal)**

Seal and Sign of Proprietor / Auth. Signatory/Bidder



ANNEXURE-II**FINANCIAL BID****(Installation of German Hanger Tent along with other Items)**

(To be printed on firm's letterhead)

**Price Bid Format:** The Price Bid Format given below is for reference only.

Bidders should quote for all the items/requirements as per the financial BoQ format only.

S. No.	Item	Description	Dimension	Qty.	Total Size/Qty.
1	Stage: Including tables & Chairs	Stage -1 along with 2 stairs for the stage with carpet	Length: 55 feet	1	1870 sq ft
			Depth: 34 feet		
			Height: 3 feet		
		Ramp for PWD persons with carpet	1:12 ratio	2	2
		Stage2 (Attached to the right side of Stage1)	LxWxH = 12x17x3 feet	1	144
		For four people on the main stage	Best Quality (Sample has to be approved by IIM Sirmaur) 2 Tables (LxW = 5 x 2.5 feet) & 4 chairs	3 Table & 6 Chairs	9
		Chairs (non-revolving)	Faculty Members	50	50
VIP Chairs	BoG Members	6	6		
2	Real Flower decoration	For stage, LED side backdrop, Dias, podium & main entrance of convocation Pandal (on Truss) with Real Flowers		1	1
3	02-Seater Sofa	White Colour (For VIP & VVIP guests in main Tent)	4 feet x 2.5 feet (two-seater)	25	25
4	Chairs	White Colour (For students & Parents and others in the Convocation Tent)	In theatre style	800	800
5	German Hanger	German Hanger Tent (For main event)	90 feet x 170 feet (850 GSM , High Tensile PVC Fire retardant Fabric On top, Fully water proof)	1	15300 sq ft
6	Tent	Tent: Shamiyana Kanath	90 feet x 170 feet (To cover the german hanger tent from Inside-top/sides) Colour should be white and maroon/blue)	2	15300 sq ft
7	Sound System & Lights	Stand Mic	Sarasvati Vandana	4	
		Stand Mic Small	(convocation ground)	2	
		Table Stand Mic	Stage Table (convocation	4	

Seal and Sign of Proprietor / Auth. Signatory/Bidder



		small	ground)		
		Podium Stand Mic Small	Stage Podium (convocation ground)	2	
		Cordless wireless Hand Mic	Public Addressing (convocation ground)	4	
		Heavy Sound Speakers	Convocation ground (16+4)	20	
		Stage monitors		2	
		Podium Stand Light	Podium stand light (convocation Stage)	1	
		Podium Stand Light		2	
		Led Par Lights	for main stage (on Truss stands)	16	
		Led Par Lights	at bottom of backdrop & side wings on stage	16	
		<b>Audio Video mixing devices for live feed</b>	Convocation venue	1	
8	LED walls	Led wall (12 H*14 L)	left & right side of the stage	2	
		Led wall (12 H*10 L)	Mid of convocation ground (L+R)	2	
		Risers with carpets for LED walls	12 ft x 4 ft x 3 ft	2	144sq. ft.
9	Carpets	carpets as per colour and sizes	90 ft x 70 ft green (to cover the whole convocation ground)	1	
			56 ft x 40 ft, main stage, grey	1	
			15 ft x 32 ft for stage- 2, grey	1	
10	Red Carpet	From Main Gate to Convocation Tent and inside the lobby	10 feet X 200 meters	1	
11	Photography and Videography	<b>Three still cameras &amp; three video cameras coverage along with two drone cameras with additional battery backup for two hours of the whole event</b>  <b>One Photographer be available for 2 days (one day before + on the day of event)</b>	Videography and photographs of the whole event	1	
12	Platforms for photography & videography	platforms for various camera men	Official Cameraman: 1'H x 8'W x 4'D	1	32
			Media Cameraman : 1'H x 18'Wx 6'D (16x 8 ft)	1	108
			Videographer: 1'H x 18'W x 6'D (16 x 8 ft)	1	108
13	Confidence Monitor	Tele prompters (42")		2	
14	Live Streaming	Live Streaming Feed <b>Video streaming device</b>		1	

Seal and Sign of Proprietor / Auth. Signatory/Bidder



		<b>One good configuration laptop on hire during the event for video streaming.</b>			
15	Silent Generator	65 KV for sound & LED walls		1	
		125 KV for Power backup with diesel		1	
16	LED Lights	for German hanger tent		35	35
		For Pandal - food arena	200-250 Watts	16	16
17	Branding	Backdrops for main stage	45 x 12 feet on wooden frame (plus, additional 3 ft white space at bottom of flex)	1	675 sq. ft.
		Side wings of stage	10ft x 12 ft on wooden frame	2	
		Backdrops (various points)	10 x 10 feet on wooden frame	6	
		Standeers (passage & entrance etc)	4 x 8 feet on wooden frame	10	
		Runner in front of stage	3.5 ft x 56 ft on wooden frame	1	
		Photo booth with platform	10 x 10 ft with carpet	1	
		vinyl on sunboard for podiums	2.5 ft x 5 ft	2	
		Photo frames (vinyl on sunboards)	2.5 ft x 3.5 ft to be used at photo booths	6	
18	AC	Standing AC (2 tons)	2 Tons	20	
		Standing AC (5 tons)	5 Tons	4	
19	Toofan Fans	Standing Toofan Fans	16 Nos.	16	
20	Pagoda Tents	Pagoda Tents	20 x 20 ft.	25	
21	Food Tent	Accommodate 500 pax	170 X 80 ft		
	Serving station	Serving stations inside the food tent.	5 serving stations inside the food tent.		
	Round table + Chair	300 Seating Capacity			
	Toofan Fans		20		
22	Banner	Center Stage Banner	4 X 8 sq ft for Convocation	1	
		Main Gate Banner Main Road Entrance Banner	Pandal 4 X 6 for Main Entrance & Gate	2	

**Note:** Rates quoted must be in Indian rupees only.

**The bidders should quote price for all the above items as per the BOQ/Financial Bid format only given in CPP portal, otherwise the bid will be summarily rejected.**

Seal and Sign of Proprietor / Auth. Signatory/Bidder





## UNDERTAKING

I/we undertake that the stage setup work will be completed by 02:00 PM on April 25, 2025, for rehearsals of the pre-convocation programme. All other arrangements will be completed before 04:00 PM on April 25, 2025.

I/We also undertake that all the photos and videos will be provided by us to the concerned department/committee in a pen drive immediately after the convocation is over. Also, the camera setup will be completed before 04:00 PM on the previous evening i.e., 25-04-2025. Moreover, the camera person present during the rehearsal and the main convocation event will be the same.

Seal and Sign of Proprietor / Auth.  
Signatory/Bidder

## Essential Details of Items/Services required

1. **Schedule of Requirements** – List of items; schedule of quantity as mentioned in this tender document.
2. **Delivery and Installation period** – Complete in all respect on the 25.04.2025 by 05:00 PM.
3. **Delivery/Maintenance/fitment/installation and Transportation** – At Supplier/ Service provider's expense. No advance payment will be made for any item/service.
4. **Consignee details** – Senior Consultant, Indian Institute of Management Sirmaur, Dhaula Kuan, Distt. Sirmaur, Himachal Pradesh - 173031, India.
5. **Liquidated Damages:** In the event of the Seller's/service provider's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of equipment, training, etc. as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract/supply. The Institute may also deduct from the contractor as agreed, **liquidated damages to the sum of 2% of the contract/invoice value** for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the contract/invoice value.

## Standard Conditions of the Tender

1. **Law:** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
2. **Effective delivery, commissioning and installation period: As mentioned in the scope of work for both tenders.**
3. The award of purchase/work order shall remain valid until the complete obligations by both the parties under the purchase order/agreement/contract. The deliveries, supplies, installation and performance of the items/services shall commence from the effective date of the purchase/work order issue date.

Seal and Sign of Proprietor / Auth. Signatory/Bidder



4. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the contract or relating to work or performance, which cannot be settled amicably, may be resolved through arbitration subject to HP Jurisdiction.
5. **Penalty for use of Undue influence:** The contractor/service provider undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the contractor or otherwise in procuring the order/contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present order/contract or any other Contract with the Government of India for showing or forbearing to show favor or disfavor to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the contractor provider or any one employed by him or acting on his behalf (whether with or without the knowledge of the seller/Seller/Service provider) or the commission of any offers by the seller/Seller /Service provider or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the seller/Seller/Service provider and recover from the seller/Seller/Service provider the amount of any loss arising from such cancellation. A decision of the Buyer's/Competent Financial Authority (CFA) or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the seller/Seller/Service provider. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller/Service provider towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favor in relation to this or any other contract, shall render the seller/Seller/Service provider to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.
6. **Termination of Contract:** The institute shall have the right to terminate this Contract in part or in full in any of the following cases: -
- a) The Agency shall be fully responsible for faithful compliance of the provisions of the Purchase Order/Work Order/Agreement. Any breach or failure to perform the same may result in termination of the Purchase Order/Work Order/Agreement and forfeiture of the security deposit as well as other legal recourse.
  - b) The Company providing items/services is declared bankrupt or becomes insolvent.
  - c) Any misconduct/misbehavior on the part of Employees etc. deployed by the seller/agency will not be tolerated and the same must be replaced with suitable and equivalent immediately, failing to comply with the same will lead to termination of the order/contract and due penalty shall be imposed as decided by IIM Sirmaur.
  - d). The Director, IIM Sirmaur reserves the right to reject any or all tenders in whole or in part without assigning any reason thereof and decision of the Director, IIM Sirmaur shall be final and binding on the sellers/agencies in respect of any clause covered under the contract
7. **Amendments:** No provision of present proposal/contract shall be changed or modified

Seal and Sign of Proprietor / Auth. Signatory/Bidder



in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of order/contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

## 8. Taxes and Duties

- a) If the Bidder is charging GST or other taxes/duties, etc., the same must be specifically stated in the financial bid. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained later.
- b) If a Bidder is exempted from payment of any duty/tax up to any value of supplies from them, he should clearly state that no such duty/tax will be charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate/quantum of any Duty/tax, it should be brought out clearly. Stipulations like, the said duty/tax was presently not applicable but the same will be charged if it becomes livable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that such duty/tax will not be charged by him even if the same becomes applicable later on. In respect of the Bidders, who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of such duty/tax which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.
- c) Any change in any duty/tax upward/downward as a result of any statutory variation in excise taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the supplier. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the Buyer by the Seller/Service provider. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Seller/Service provider.

## 9. Force Majeure clause

Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

In such circumstances, the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.

Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

If the impossibility of complete or partial performance of an obligation lasts for more than One (01) month, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 15 (Fifteen) days to the other party of the intention to terminate without any liability other than reimbursement on the terms

Seal and Sign of Proprietor / Auth. Signatory/Bidder



provided in the agreement for the goods received.

**10. Transportation/delivery of items/services: At contractor's expense on site i.e. the permanent campus of Indian Institute of Management Sirmaur, located at Dhaula Kuan, District Sirmaur, Himachal Pradesh.**

**11. Packing, Marking, Insurance and forwarding:** At supplier expense (All inclusive).

**12. Quality:** The quality of the item/services must be delivered according to the present order/BoQ corresponding to the technical specifications/conditions and standards in the price bid, subject to the quality approval of IIM Sirmaur. Modifications, if any, will be mutually agreed to. The Seller should confirm that the item/services to be supplied under this Contract should be genuine.

**13. Inspection Authority:** The Inspection will be carried out by the Stage Committee/ Inspecting Authority of IIM Sirmaur. The mode of Inspection will be Departmental Inspection.

#### **14. INSTRUCTION FOR PREPARATION & SUBMISSION OF ONLINE BIDS:**

- 14.1 This tender document will be published & available on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.
- 14.2 Technical bid should be submitted in PDF format & Financial bid should be submitted in format mentioned in the Financial part.
- 14.3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and in general the documents are to be uploaded in the PDF formats. Bid documents may be scanned with 100 dpi with colour/black and white option.
- 14.4 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 14.5 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 14.6 Kindly upload scanned PDFs of all relevant documents in a single PDF file as per Technical Bid Cover requirement.
- 14.7 Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid No. and the date & time of submission of the bid with all other relevant details.
- 14.8 Bidder should log into the portal well in advance for bid submission so that he/she

Seal and Sign of Proprietor / Auth. Signatory/Bidder



upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for non-submission of bids in time or any delay due to other issues.

- 14.9 The technical and financial bids should be submitted online through CPP portal <http://eprocure.gov.in/eprocure/app> in original. The financial bid should include all the cost and other taxes (As per Central govt. norms) mentioned in the Financial Bid. If there is any separate cost, then that will be not acceptable.

## **15. REGISTRATION:**

- 15.1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll" on CPP Portal is free of charge.
- 15.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 15.3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 15.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sift' / TCS/ nCode/ eMudhra etc.), with their profile.
- 15.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 15.6 Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

## **16. SEARCHING FOR TENDER DOCUMENT:**

- 16.1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID Organization name, location, date, value, etc. There is also an option of advanced search for tenders wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 16.2 Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 16.3 The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

Seal and Sign of Proprietor / Auth. Signatory/Bidder



**Annexure-III**

[In letter Head of the Firm]

**BID SECURITY DECLARATION CUM DECLARATION FORM**

Tender No. \_\_\_\_\_ Dt. \_\_\_\_\_

To,

Senior Consultant (Administration)  
 Indian Institute of Management Sirmaur  
 Dhaula Kuan, Distt. Sirmaur,  
 Himachal Pradesh 173025

1. I/We have gone through the terms and conditions of the tender as given above and have fully understood the significance of the same.
2. I/We have visited the Institute and obtained all necessary clarifications from the concerned officials of the Institute on the work and services to be provided to the Institute.
3. I/We hereby accept all the terms and conditions and undertake to abide by the same if the contract is awarded to me/us.
4. It is clearly understood that, the persons deployed by us for the work/service in the Indian Institute of Management Sirmaur permanent campus will not be treated as employees of the Institute and I/We will be solely responsible for making all statutory payments to the persons so deployed and no employer-employee relationship will exist between the IIMS and the persons so deployed.
5. The only relationship that exists between the IIM Sirmaur and me/us is that of a Service Provider and Principal.
6. I/We hereby agree that in case the Institute is made to suffer any loss/damage on account of any negligence or act on the part of any person or persons deployed by me/us in the IIM Sirmaur campus, such loss/damage shall be made good by me/us and in case we fail to make good the same, the amount can be recovered from the Security Deposit kept by me/us with the Institute and in case the Security Deposit becomes insufficient to meet such sum, the Institute can proceed against me/us for recovery of the sum, in whatever manner it deems fit.
7. I/We understand that according to your conditions, bids must be supported by a Bid Security Declaration and I have deposited the Bid Security/EMD as per this tender document.

Place:  
 Date:

For and on behalf of the -----  
 (Official Seal) (Authorized Signatory)

Seal and Sign of Proprietor / Auth. Signatory/Bidder



**Annexure-IV**

**PLEDGE OF COMPLIANCE**

(To be given on original letterhead of the company/firm by the legal owner /authorized signatory of the company/firm)

I,.....full name, designation....., acting on behalf of M/s....., Company/Agency name & Registered Office's full address.....

which is an applicant for "**Hiring of German Hanger Tent, Other Items and Catering Services for Convocation Function at IIM Sirmaur**" vide Tender no. **IIMS/PUR/Tent services for Convocation 2025/36/2024-25 Dated 2021.03.2025** to the **Indian Institute of Management Sirmaur (Sirmaur, Himachal Pradesh)** hereby undertake that I/We have no criminal antecedents, never declared bankrupt, never black listed by any Govt./PSU/Autonomous dept./agency/body and we shall abide by all terms and conditions mentioned in this tender document and subsequently issued work order/Agreement against the said tender enquiry. In the event of any breach of terms and conditions of this tender and subsequently issued work order/agreement against the said tender enquiry during the entire period of contract, we shall take the full responsibilities of any loss incurred by my agency/company employees/representatives by their negligence to IIM Sirmaur including financial, time and reputation as assessed by competent authority of IIM Sirmaur and my company/agency will fully compensate to IIM Sirmaur for all such losses without ensuing any legal process.

Company's official seal.....

Place: .....

Date: .....

Signature: .....

Full Name: .....

Address: .....

.....

.....

Contact No.....

E-mail ID.....

Seal and Sign of Proprietor / Auth. Signatory/Bidder



**LAYOUT PLAN**

The layout plan of the tent is as follows:



The dimensions mentioned in the above image are a tentative representation of the actual site layout.

Seal and Sign of Proprietor / Auth. Signatory/Bidder





**IMPORTANT NOTES:**

1. Bid document, all brochures of respective items/accessories with sign & seal on each page and authorization letter/certificate from respective company.
2. Self-attested copy of all relevant supporting documents (**To be attached with technical bid**)
3. EMD as mentioned above.
4. Technical bid and Financial bid along with desired documents should be **submitted separately and as per the prescribed format only.**
5. Covering/Forwarding letter of the bid shall be on original letter head of the company duly ink signed and stamped with company seal, to be attached.

---END---

Seal and Sign of Proprietor / Auth. Signatory/Bidder

