



IIM SIRMAUR
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INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

Rampur Ghat Road, Paonta Sahib, District Sirmaur, Himachal Pradesh - 173025

SHORT NOTICE OPEN TENDER ENQUIRY

For

Installation of German Hanger Tent, Providing of other items and Catering Services for the Convocation 2023 Function at IIM Sirmaur.

No. IIMS/PUR/OTE/25/2022-23 dated 01.04.2023

Indian Institute of Management Sirmaur
Rampurghat Road, Paonta Sahib, Distt. Sirmaur,
Himachal Pradesh-173025

Email: purchaseoffice@iimsirmaur.ac.in Website: www.iimsirmaur.ac.in

BRIEF DESCRIPTION OF PROPOSAL

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 for **Installation of German Hanger Tent, providing of other items and Catering Services for the 7th Convocation 2023 Function** under which the competent bidder shall supply/install/commission and maintain the ordered/contracted items/ services at the designated venue of IIM Sirmaur, Rampur Ghat Road, Paonta Sahib, District Sirmaur, Himachal Pradesh - 173025. **Tenders of those firms which qualify the technical bid shall only be considered for opening of the Financial bid.** Please mention the tender number in the subject line of e-mail.

1. SUMMARY OF IMPORTANT DATES AND DETAILS

Sl. No.	Information	Important Dates
1	Date of Publishing/Hosting of Tender on Institute website.	April 01, 2023 (Saturday)
2.	Date/Time of closing of Tender	April 10, 2023, 03:00 PM (Monday)
3.	Date/Time of Opening of Bids	April 10, 2023, 04:00 PM (Monday)
4.	E.M.D.(Earnest Money Deposit)	Rs. 20,000/- (Rs. Twenty Thousand Only) for Installation of German hanger tent along with other items at IIM Sirmaur. Rs. 20,000/- (Rs. Twenty Thousand Only) for providing Catering Services at IIM Sirmaur. Rs. 40,000/- (Rs. Forty Thousand Only) for Part –A & Part –B for both of the services as per the tender documents.
5.	Performance Security Deposit	3% of the total amount of the work order of each tender.
6.	Period of validity of Tender	30 Days from the of closing date.
7.	Place of opening the Bid	Conference Hall, Admin Block of IIM Sirmaur, Rampur Ghat Road, Paonta Sahib, District Sirmaur, Himachal Pradesh
8.	Pre-Bid Site Inspection	Bidders are advised to visit the site for pre-bid inspection under intimation to Senior Consultant (Admin) and Purchase Office email id as given below, up to 05.04.2023 at 01:00 PM.

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9.	Pre-bid meeting	05.04.2023 at 03:00 PM in the Conference Hall, Admin Block of IIM Sirmaur, Rampur Ghat Road, Paonta Sahib, District Sirmaur, Himachal Pradesh.
10.	Date & Time of Convocation Function	April 20, 2023 (Thursday)

2. The address and contact numbers for seeking clarifications regarding submission or on any of the clauses of open tender and e-mail format for online submission is detailed below:
a) Name/designation of the contact personnel: Dr. K Selvanathan, **Senior Consultant (Admin.)- AND** Mr. Ajay Kumar, Assistant.

b) Telephone numbers of the contact personnel: 01704277321 ,01704277312.

c) E-mail ID of contact personnel: sc@iimsirmaur.ac.in, purchaseoffice@iimsirmaur.ac.in

3. **Submission of tender format**

(E-Mail Format)
(Subject Line:) Open Tender Enquiry (OTE) for “Installation of German Hanger Tent, providing of other items and Catering Services for the Convocation 2023 Function at IIM Sirmaur, Paonta Sahib” .
(To:) purchaseoffice@iimsirmaur.ac.in
(Cc:) sc@iimsirmaur.ac.in , cao@iimsirmaur.ac.in , pgpchair@iimsirmaur.ac.in
(BODY OF E-MAIL:)
Note: The bidder should submit the online bid in Password protected format of attachments (Technical Bid and Financial bid) otherwise the bid would be summarily rejected. The bidders should not submit their password while submitting the bid documents on e-mail.
Kindly zip the file.
Password for opening of Bids shall be provided by the bidder only after the last date and time of submission of bids is over (i.e. they should submit the password between 03.05 PM to 04:00 PM on April 10, 2023) to Purchase Office E-mail Id: purchaseoffice@iimsirmaur.ac.in.
The Bids shall be opened at 04:00 PM on April 10, 2023.
For any doubts on submission of bids through e-mail, the bidders may contact through email: purchaseoffice@iimsirmaur.ac.in.

4. This OTE is being **issued with no financial commitment** and IIM Sirmaur (the buyer hereafter) reserves the right to change or vary any part thereof at any stage. **The Institute reserves the right to withdraw** the RFP, should it become necessary at any stage.
5. This short notice open tender consists of the following:
- i. Part – A contains bids for” Installation of German Hanger Tent and Providing of other items for Convocation at IIM Sirmaur”.
 - ii. Part – B contains bids for “Providing Catering Services for Convocation at IIM Sirmaur”.
 - iii. The bidder can submit the bids for Part –A (Installation of German Hanger Tent and Providing of other items for Convocation at IIM Sirmaur) or for Part-B (Providing Catering Services for Convocation at IIM Sirmaur).
 - iv. The bidder can also submit the bids for Part-A and Part-B separately.

EVALUATION OF BIDS:

1. The bids received for Part-A (Installation of German Hanger Tent and Providing of other items for Convocation at IIM Sirmaur) will be evaluated separately.
2. The bids received for Part-B (Providing Catering Services for Convocation at IIM Sirmaur) will be evaluated separately.
3. The lowest bidder for Part-A and Part-B will be considered for assigning the work/supply order.

PART –A

Regarding Installation of German Hanger Tent along with other Items.

SCOPE OF WORK:

Sl. 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: 48 feet	1	2500 sq.ft
			Depth: 32 feet		
			Height: 3 feet		
		Ramp for PWD persons with carpet	1:12 ratio	2	2 ramps
		Stage 2 (Attaching in right side of Stage1)	LxWxH = 12x12x2 feet	1	144
		For Six 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	40	40
VIP Chairs (Moderate height)	BoG Members	6	6		

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2	Real Flower decoration	For stage, LED side backdrop, Dias, podium & main entrance of convocation Pandal (on Truss) with Real Flowers		1	1
3	Two-Seater Sofa	White Colour (For VIP & VVIP guests in main Tent)	4 feet x 2.5 feet	12 Two seater	12
4	Chairs	White Colour (For students & Parents and others in the Convocation Tent)	In theatre style	600	600
5	German Hanger	German Hanger Tent (For main event)	80 feet x 150 feet (850 Gsm , High Tensile PVC Fire retardant Fabric On top, Fully water proof)	1	12000 sq ft
6	Tent	Food Tent -Shamiyana Kanath	80 feet x 100 feet (Sides will be covered by the shamiyana kanath and left the middle position open) Colour should be white and maroon)	2	16000 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 (8+4)	12	
		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	
8	LED walls	Led wall (12 H*14 L)	left & right side of the stage	2	
		Led wall (12 H*10 L)	convocation ground (L+R)	2	
		Risers with carpets for LED walls	12 ft x 4 ft x 3 ft	2	
9	Carpets	carpets as per colour and sizes	5 ft x 100 ft green	2	
			50 ft x 40 ft for main stage	1	
			10 ft x 32 ft for stage- 2	1	
10	Red Carpet	From Main Gate to Convocation Tent and inside the lobby	10 feet X 200 meters	1	
11	Photography and Videography	Three still & two video coverage along with drone camera of the whole event	Videography and photographs of the whole event (duration about 2.5 to 3 hrs.)	1	
12	Platforms for photography	platforms for various cameraman	Official Cameraman: 1'H x 8'W x 4'D	1	32

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	& videography		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	Youtube and Facebook Live Streaming	Live Streaming Feed		1	
15	Silent Generator with Diesel	65 KV for sound & LED walls with Diesel		1	
		125 KV for Power backup with Diesel		1	
16	LED Lights	For German hanger		32	
		For Pandal - food arena	200-250 Watts	16	
17	Branding	Backdrops for main stage	40 x 12 feet on wooden frame	1	
		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 48 ft on wooden frame	1	
		Photo booth with platform	10 x 10 ft with carpet	1	
		vinyl on sun boards for podiums	2.5 ft x 5 ft	2	
18	Banner	Center Stage Banner	4 X 8 sqft for Convocation Pandal	1	
		Main Gate Banner Main Road Entrance Banner	4 X 6 for Main Entrance & Gate	2	
19	ACs	Standing AC (2 tons)		8	
20	Standing Toofan Fans			12	

Note:

- i. The above-mentioned scope of work is not all inclusive and it is only indicative. Additional work, if required shall have to be provided by the selected bidder at short notice and at the lowest negotiated rates. Similarly, items not required, may be deleted or reduce from the scope specified.
- ii. The stage setup work should be completed by 02:00 PM on April 19, 2023, for rehearsals of the pre convocation programme. All other arrangements are to be completed before 10:00 PM on April 19, 2023.
- iii. Indicative sketch of stage and seating arrangements is attached at Annexure-III for reference. the reference.
- iv. German Hanger tent should be erected for a capacity of 600 seats and for main stage.
- v. Printing and fixing of banners should be undertaken only after prior approval of the design. Sample should be made and shown for approval by the concerned committee.
- vi. Podium for the dais will be provided by IIM Sirmaur.

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- vii. Penalty for defaulting in providing of all requisitioned arrangements, standard of arrangements, quality of materials, timing of completion will be imposed at the discretion of the Director, IIM Sirmaur or his nominated committee.

TECHNICAL BID ELIGIBILITY CONDITIONS AND EVALUATION FOR PART-A

(Installation of German Hanger Tent and Providing of other items for Convocation at IIM Sirmaur)

First Bid entitled as "Technical Bid" should contain the Self-attested scanned copies of following with consecutive Sr. No.: -

1. Bidder should have a minimum of five years' experience in the field of Event Management. (Copies of registration certificates of the companies, work orders testimonials must be attached).
2. Bidder should have a minimum turnover of Rs. 30 lakhs per year from similar natures of the receipts of event management services, in any of the three out of last five financial years i.e. from 2017-22. The proper certificate of the same from Chartered Accountant along with relevant proof or ITRs shall be submitted.
3. The bidder should have satisfactorily completed at least three similar nature of events of value not less than Rs. 10 lakhs each and which must include German hanger setup (as per stipulated scope of work) for IITs/IIMs/ISBs/Government funded Education Institutions/Organizations in the last five years (2017-18 to 2021-22). Bidder must submit the certified copies of the Supply Orders issued by the Organization/Institution in the name of the participating firm. No third party PO shall be accepted Bidders should submit the certificates of satisfactory performance of the same.
4. Earnest money deposit as mentioned in Point 4 of Part I, Page 2 of this tender document. The photocopy/transaction receipt copy of the EMD is to attached along other tender documents and original EMD should be submitted or should reach on or 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-IV.
5. The Bidder should submit the Pledge of Compliance as per Annexure-V.
6. Copy of PAN number and GST number.
7. Details of the firm, Name of the firm & address, Contact person name and telephone/ Mobile No/email id on the letter pad of the company/firm.

TECHNICAL EVALUATION

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

PART –B**(Providing Catering Services at IIM Sirmaur, Paonta Sahib)****SCOPE OF WORK**

- 1) Lunch for 500 persons
- 2) Dinner for 250 persons
- 3) Crockery and dress of waiters and other staff should be neat and clean.
- 4) The staff for serving food should wear hand gloves & cap and proper hygiene should be maintained.
- 5) Food as per the menu. Minor variations in the final menu shall be at the discretion of Institute.
- 6) Proper distilled Drinking water has to be provided.
- 7) All utensils, fuels and any other items required for the cooking should be brought by the vendor. Institute will only provide with the necessary space for cooking and electricity.
- 8) Presentation should be good.
- 9) The cutlery necessary for serving and eating have to be provided by the bidders in sufficient quantities. The cutlery should be of good quality.
- 10) There should be proper display of names of dishes, green for vegetarian and brown for non-vegetarian dishes.
- 11) There should be separate counters for vegetarian and non-vegetarian dishes and all counters should be adequately staffed.
- 12) In the serving area, a minimum of four counters for the main course and four desert counters are to be set up.
- 13) Seating arrangements for 200 persons with round tables.
- 14) There should be sign boards for Guests, Students, Faculty, Media etc.
- 15) The quality of the food will be checked by the concerned committee.

A. High Tea Menu on 20.04.2023 at 10:00 AM (approximately) for 50 persons

Sr. No.	Food Items
1	Assorted Tea (Green, Black, Lemon, Ginger), Coffee, Canned Juices
2	Vegetable sandwich, Assorted nuts, Pea samosa, Muffins

B. Dinner Menu on 19.04.2023 at from 07:30 PM onwards for 250 pax.

Sr. No.	Food Items
I	Starters
	Cold drink, Veg/Non-veg Soup
	Veg rolls, Chicken tikka, Cheese Chilly

II	Main Course :
	1 seasonal vegetable
	1 Kadai Paneer gravy
	1 Non-veg gravy (mutton)
	1 Non-veg dry (fish)
	1 Dal fry
	Plain roti/ Tandoori roti/ Naan/ Butter Naan
	Jeera rice
	Papad, salad, raita, pickle
III	Dessert:
	Moong Dal/ Gajar Halwa
	Ice Cream

C. Lunch Menu start from 01:00 PM afternoon on 20.04.2023 for 500 pax.

Sr. No.	Food Items
I	Starters
	Amul/ Verka - Chaach/ Jaljeera, Veg Soup
	Paneer rolls, Chicken kebab, fish finger
II	Main Course :
	1 Mixed vegetable
	1 Paneer Handi
	1 Non-veg gravy (Chicken)
	1 Non-veg dry (fish)
	1 Dal makhni
	1 Himachali special dish

	Plain roti/ Tandoori roti/ Naan/ Butter Naan
	Jeera rice/ Pulao
	Papad, salad, raita, pickle
III	Dessert:
	Gulab Jamun
	Ice Cream
	Cut Fresh fruits

TECHNICAL BID AND EVALUATION FOR PART-B
(Providing Catering Services for Convocation at IIM Sirmaur)

Second Bid entitled as “Technical Bid for Catering Services” should contain the Self-attested scanned copies of following with consecutive Sr. No.: -

1. The Bidder (s) should be registered with FSSAI and Goods and Services Tax council for the purpose of Goods & Service Tax (GST). A copy of the FSSAI, GST registration certificate has to be submitted with the tender document. A copy of the GST Registration Certificate, PAN and Bank account details should be submitted along with the Technical Bid. The names appearing on all these documents and the tender document should be the same or linked (copy of the documents should be attached).
2. Experience in Lunch / Dinner Outdoor Catering (500 Pax. minimum) for at least three years. **Attach appropriate documentary proof. Attach copies of previous work orders.**
3. Bidder should have a minimum turnover of Rs. 10 lakhs per year from similar nature of the receipts of providing food services, in any of the three out of last five financial years i.e. from 2017-22. The proper certificate of the same from Chartered Accountant along with relevant proof or ITRs shall be submitted.
4. **Performance Certificate** from past clients of equivalent order size (Issued in last three years should be attached)
5. Earnest money deposit as mentioned in Point 4 of Part I of this tender document. The photocopy of the EMD is to attached along other tender documents and original EMD should be submitted or should reach on or before the date of opening of tender at IIM Sirmaur.
6. The Bidder should submit the Pledge of Compliance as per Annexure-V.
7. Copy of PAN number and GST number.
8. Detail of the firm, Name of the firm & address, Contact person name and telephone/ Mobile No/email id on the letter pad of the company/firm.

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TECHNICAL EVALUATION

Such of the bidders who meets the above mentioned all the technical conditions in Technical Bid of Part-B will be considered as technically qualified for further consideration of their financial bid.

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 is given below and Bidders are required to fill this up correctly with full details for all mentioned items: -

Price bid for Installation of German Hanger Tent along with other Items							
S. No.	Item	Description	Dimension	Qty.	Total size/Qty.	@Rate	Amt.
1	Stage: Including tables & Chairs	Stage -1 along with 2 stairs for the stage with carpet	Length: 48 feet Depth: 32 feet Height: 3 feet	1	2500 sq.ft.		
		Ramp for PWD persons with carpet	1:12 ratio	2	2 ramps		
		Stage 2 (Attaching in right side of Stage1)	LxWxH = 12x12x2 feet	1	144		
		For Six 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	40	40		
		VIP Chairs (Moderate height)	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	Two-Seater Sofa	White Colour (For VIP & VVIP guests in main Tent)	4 feet x 2.5 feet	12 Two seater	12		
4	Chairs	White Colour (For students, Parents and others in the Convocation Tent)	In theatre style	600	600		
5	German Hanger	German Hanger Tent (For main event)	80 feet x 150 feet (850 Gsm , High Tensile PVC Fire retardant Fabric On top, Fully water proof)	1	12000 sq ft		
6	Tent	Food tent -Shamiyana Kanath	80 feet x 100 feet (Sides will be covered by the shamiyana kanath and left the middle position open)	2	16000 sq ft		

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			Colour should be white and maroon)				
7	Sound System & Lights	Stand Mic	Sarasvati Vandana	4			
		Stand Mic Small	(convocation ground)	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 (8+4)	12			
		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			
8	LED walls	Led wall (12 H*14 L)	left & right side of the stage	2			
		Led wall (12 H*10 L)	convocation ground (L+R)	2			
		Risers with carpets for LED walls	12 ft x 4 ft x 3 ft	2	96		
9	Carpets	Carpets as per colour and sizes	5 ft x 100 ft green	2			
			50 ft x 40 ft for main stage	1			
			10 ft x 32 ft for stage- 2	1			
10	Red Carpet	From Main Gate to Convocation Tent and inside the lobby	10 feet X 200 meters	1			
11	Photography and Videography	Three still & two video coverage along with drone camera of the whole event	Videography and photographs of the whole event (duration about 2.5 to 3 hrs.)	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	1	108		

			(16x 8 ft)				
			Videographer: 1'H x 18'W x 6'D (16 x 8 ft)	1	108		
13	Confidence Monitor	Tele prompters (42")		2			
14	Youtube and Facebook Live Streaming	Live Streaming Feed		1			
15	Silent Generator with Diesel	65 KV for sound & LED walls with Diesel		1			
		125 KV for Power backup with Diesel		1			
16	LED Lights	for German hanger		32			
		For Pandal - food arena	200-250 Watts	16			
17	Branding	Backdrops for main stage	40 x 12 feet on wooden frame	1			
		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 48 ft on wooden frame	1			
		Photo booth with platform	10 x 10 ft with carpet	1			
		vinyl on sun boards for podiums	2.5 ft x 5 ft	2			
		Photo frames (vinyl on sun boards)	2.5 ft x 3.5 ft to be used at photo booths	6			
18	Banner	Center Stage Banner, Main Gate Banner, Main Road Entrance Banner.	4 X 8 sqft. In Convocation Pandal	1			
			4 X 6 for Main Entrance & Gate	2			
19	ACs	Standing AC (2 tons)		8			
20	Standing Toofan Fans			12			
Grand Total (Incl. all charges/taxes/GST)							

Note- Rates quoted must be in Indian rupees only, Bids will be considered further for placement of contract/Supply cum work Order after complete clarification. The bidder who quotes lowest Grand Total will be considered for awarding of the contract.

The bidders should quote price for all these 20 items. If the bidder fails to quote price for all these 20 items, his bid will be summarily rejected.

I/we undertake that the stage setup work will be completed by 02:00 PM on April 19, 2023, for rehearsals of the pre convocation programme. All other arrangements will be completed before 10:00 PM on April 19, 2023.

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FINANCIAL BID**(Providing Catering Services for Convocation at IIM Sirmaur)**

To be printed on firm's letterhead

Price Bid Format: The Price Bid Format is given below and Bidders are required to fill this up correctly with full details for all mentioned items: -**A. High Tea Menu on 20.04.2023 at 10:00 AM (approximately) for 50 pax.**

Sr. No.	Food Items (Details per plate menu as per given below)	Qty. (In Plates)	Rate per Pax	Total Amount (Rs.)
1	Assorted Tea (Green, Black, Lemon, Ginger), Coffee, Canned Juices	50 Pax		
2	Vegetable sandwich, Assorted nuts, Pea samosa, Muffins			
A	SUB TOTAL (Incl. all taxes & GST)			

B. Dinner Menu on 19.04.2023 at 07:30 PM for 250 pax.

Sr. No.	Food Items (Details of per plate menu as per given below)	Qty. (In Plates)	Rate per Pax	Total Amount (Rs.)
I	Starters	250 Pax		
	Cold drink, Veg/Non-veg Soup			
	Veg rolls, Chicken tikka, Cheese Chilli			
II	Main Course :	250 Pax		
	1 seasonal vegetable			
	1 Kadai Paneer gravy			
	1 Non-veg gravy (mutton)			
	1 Non-veg dry (fish)			
	1 Dal fry			
	Plain roti/ Tandoori roti/ Naan/ Butter Naan			
	Jeera rice			
	Papad, salad, raita, pickle			

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III	Dessert:			
	Moong Dal/ Gajar Halwa			
	Ice Cream			
B	SUB TOTAL (Incl. all taxes & GST)			

C. Lunch Menu start from 01:00 PM afternoon on 20.04.2023 for 500 pax.

Sr. No.	Food Items	Qty.	Rate per Pax	Total Amount (Rs.)
I	Starters	500 Pax		
	Amul/ Verka - Chaach/ Jaljeera, Veg Soup			
	Paneer rolls, Chicken kebab, fish finger			
II	Main Course :			
	1 Mixed vegetable			
	1 Paneer Handi			
	1 Non-veg gravy (Chicken)			
	1 Non-veg dry (fish)			
	1 Dal makhni			
	1 Himachali special dish			
	Plain roti/ Tandoori roti/ Naan/ Butter Naan			
	Jeera rice/ Pulao			
	Papad, salad, raita, pickle			
III	Dessert:			
	Gulab Jamun			
	Ice Cream			
	Cut Fresh fruits			
C	SUB TOTAL (Incl. all taxes & GST)			
	GRAND TOTAL A+B+C (Incl. taxes & GST)			

Seal and Sign of Proprietor / Auth. Signatory/Bidder

Note:

- a. Rates quoted must be in Indian rupees only, Bids will be considered further for placement of contract/Supply cum work Order after complete clarification. The bidder who quotes lowest Grand Total amount for A+B+C will be considered for awarding of the contract.
- b. Rates quoted by the bidders should be inclusive of all packaging, transportation and other taxes etc.
- c. In case, the pax increases from the number mentioned above, the bidder should arrange & supply with the same rate per pax.
- d. I/we undertake to arrange and supply quality food items as per mentioned dates & timings.

Seal and Sign of Proprietor / Auth. Signatory/Bidder

Seal and Sign of Proprietor / Auth. Signatory/Bidder

GENERAL TERMS & CONDITIONS

1. **Last date and time for submitting the Bids is 10.04.2023 by 1500 Hrs.**
2. The sealed Bids should be emailed by the due date and time. The responsibility to ensure this lies with the Bidder.
3. **Bids should be sent by E-mail with password protected attachment.**
4. **Time and date for opening of Bids is 10.04.2023 by 1600 hrs.** (If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other Day/time, as intimated by the Buyer).
5. **Place of opening of the Bids:** Conference Room, Indian Institute of Management Sirmaur, Rampur Ghat Road, Paonta Sahib, District Sirmaur, Himachal Pradesh –173025. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of technical Bids and financials on the due date and time. Rates and important commercial/technical clauses quoted by all bidders will be read out in the presence of the representatives of all the Bidders. The opening of bids will not be postponed due to non-presence of any bidder or its representative.
6. **Two-Bid system: Technical & financial Bid**
7. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD if applicable.
8. Conditional tenders will be summarily rejected.
9. **Unwillingness to quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.
10. **Validity of Bids:** The Bids should remain valid for **minimum of 30 days** from the lastdate of submission of the Bids.
11. The EMD should be submitted in the form of an Account Payee Demand Draft in favour of Indian Institute of Management Sirmaur payable at Paonta Sahib and through NEFT/RTGS from any of the public sector banks or a private sector bank authorized to conduct government business. EMD is to remain valid/deposited for a period of sixty days beyond the final bid validity period of the tender. The Bidders may deposit the EMD by account transfer mode on below mentioned account:

Beneficiary Name: - Indian Institute of Management Sirmaur

Name of the Bank: - ICICI Bank

Paonta Sahib, Sirmaur Himachal Pradesh 173025.

Account Number: - 140701000266 **IFSC** – ICIC0001407

EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation (NSIC)/MSME or any Department of MHRD or MHRD itself. The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender.

12. Not more than one bid should be submitted by one bidder or bidders having business relationships. Under no circumstances will father and his son or other close relations who have business relationships with one another (i.e.: when one or more partners/ Directors

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are common) be allowed to tender for the same contracts as separate competitor. A breach of this condition will render the tender of both parties are liable to rejection. Not more than one tender shall be submitted by any license/ Trust or society/ Trust having kinship relationships.

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 19.04.2023 by 10:00 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, Himachal Pradesh India PIN-173025.
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 5% of the contract/invoice value.

Standard Conditions of the Tender

1. The Bidder is required to give confirmation of their **acceptance of the Standard Conditions** of the Request for Proposal mentioned below **on their original letter head** which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller/Service provider in the Contract) as selected by the Buyer. **Failure to do so may result in rejection of the Bid submitted by the Bidder.**
2. **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.
3. **Effective delivery, commissioning and installation period: As per mentioned in scope of work for both tenders.**
4. 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.
5. **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.

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- 6. Penalty for use of Undue influence:** The contractor 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 offenses 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/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.
- 7. 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/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 same will lead to termination of order/contract.
 - 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
- 8. Notices:** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/ airmail, addressed to the last known address of the party to whom it is sent.
- 9. Amendments:** No provision of present proposal/Contract shall be changed or modified 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.

10. Taxes and Duties

- a) If Bidder desires to ask for GST, statutory compliances, duties etc., the same must be specifically stated. 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.
- b) If reimbursement of any Duty/Tax is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entertained after the opening of tenders.
- c) If a Bidder chooses to quote a price inclusive of any duty/tax and does not confirm inclusive of such duty/tax so included is firm and final, he should clearly indicate the rate of such duty/tax and quantum of such duty/tax included in the price. Failure to do so may result in ignoring of such offers summarily.
- d) 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.
- e) 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.

11. Pre-Integrity Pact: An "Integrity Pact" would be signed between the IIM Sirmaur and the Bidder for purchases (If required). This is a binding agreement between the Buyer and Bidders for specific contracts in which the Buyer promises that it will not accept bribes during the procurement process and Bidders promise that they will not offer bribes. Under this Pact, the Bidders for specific item/services or contracts agree with the Buyer to carry out the procurement in a specified manner. The Format of Pre-Integrity Clause will be as per the prescribed format of Gol (will be provided on request). The essential elements of the Pact are as follows:

- a. A pact (contract) between the IIM Sirmaur, Government of India (MHRD) (the authority or the "principal") and those companies submitting a tender for this specific activity (the "Bidder");
- b. An undertaking by the Principal that its officials will not demand or accept any bribes, gifts etc., with appropriate disciplinary or criminal sanctions in case of violation.

12. 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

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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.

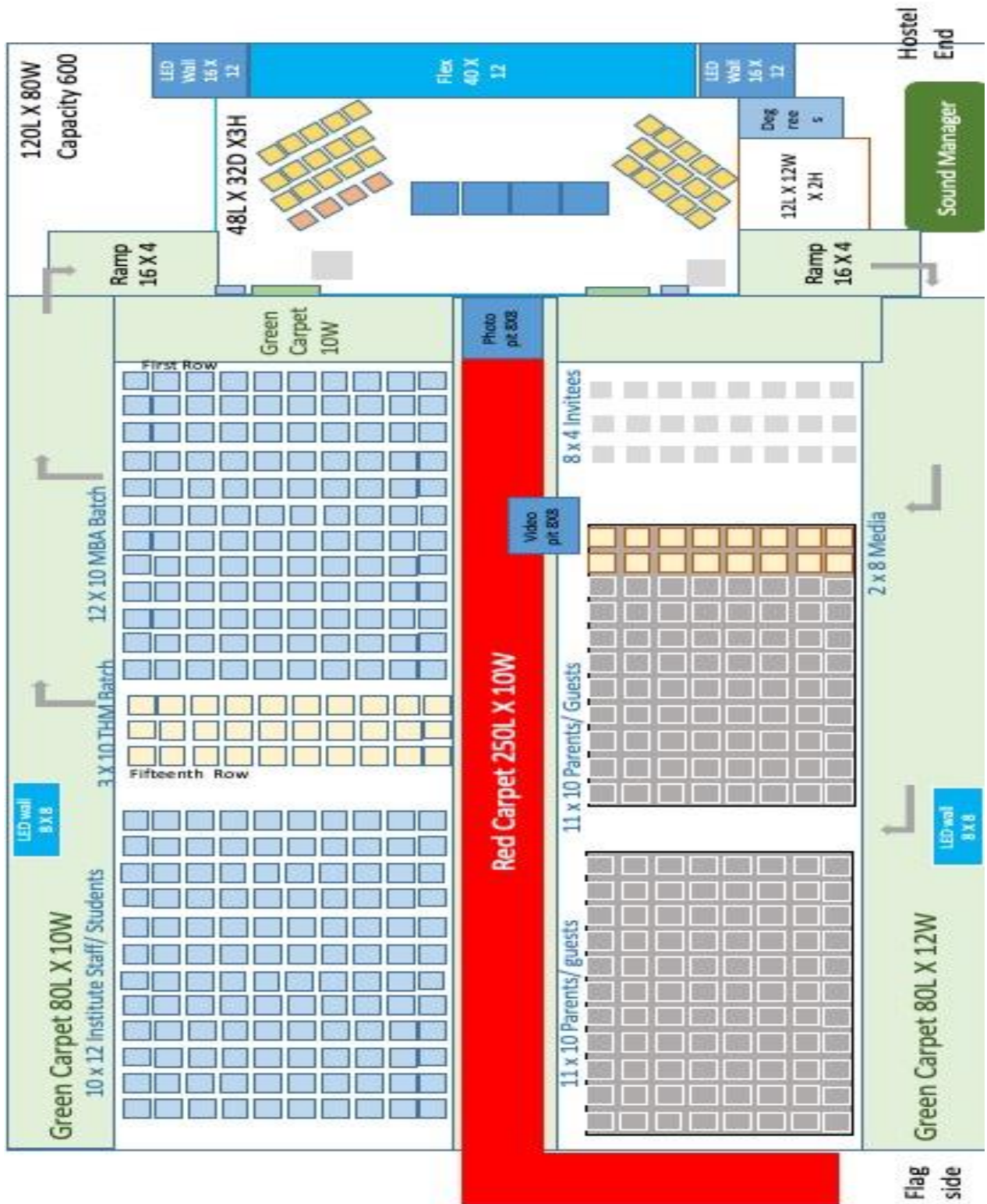
The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their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

- 13. Transportation/delivery of items/services: At contractor's expense on site i.e. at Indian Institute of Management Sirmaur, Paonta Sahib, Himachal Pradesh.**
- 14. Packing, Marking, Insurance and forwarding:** At supplier expense (All inclusive).
- 15. 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 confirms that the item/services to be supplied under this Contract shall be genuine.
- 16. Inspection Authority:** The Inspection will be carried out by notified inspecting agency of IIM Sirmaur. The mode of Inspection will be Departmental Inspection.

INDICATIVE SKETCH OF THE VENUE



[In letter Head of the Firm]

BID DECLARATION CUM DECLARATION FORM

Tender No. _____ Dt. _____

To,
 Indian Institute of Management Sirmaur
 Rampur Ghat, Paonta Sahib District 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 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 me/us and the IIMS 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 IIMS 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 become 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)

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PLEDGE OF COMPLIANCE

(To be given on original letter head 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/OTE/25/2022-23 dated **01.04.2023** 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 Nos.....

E-mail ID.....

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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 (Refer Part-A and Part-B above). **(To be attached with technical bid)**
3. EMD as mentioned above.
4. Technical bid and Financial bid along with desired documents should be in two separate password protected files with clear marking of Tender Number and date of opening.
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---