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INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

An Institute of National Importance, Ministry of Education, Government of India

LTE No. IIMS/PUR/Event Management Service/11/2023-24 Dated 16.08.2023

**Short Notice Limited Tender Enquiry
for**

**Event Management Service for Business Conclave at IIM Sirmaur, Paonta
Sahib, H.P. 173025**



Purchase Office

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

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

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

(An Institute of National Importance, Ministry of Education, Government of India)

Rampur Ghat Road, Paonta Sahib, Distt. Sirmaur, H.P. -173025

Short Notice Limited Tender Enquiry for Event Management Service for Business Conclave at IIM Sirmaur, Paonta Sahib, H.P. 173025

Indian Institute of Management Sirmaur invites interested firms to submit their technical & financial bids for different requirements in connection with the Business Conclave Programme as stated below: -

Sl. No.	Name of the Programme	Deadlines for Completion of work
01.	Event Management Service for Business Conclave event to be held at Hotel "Fairfield by Marriott" at Dehradun	18.08.2023

Interested firms may submit their password protected tender bids by email to purchaseoffice@iimsirmaur.ac.in, so as the same will reach latest by 03:00 P.M. on 17th August, 2023. Both technical bid and financial bid should be sent in separate Pdfs (Password protected format). The email subject should be containing the line: - "**Technical and Financial Bids for the Tender of Event Management Services for Business Conclave at IIM Sirmaur**" The tender bids has to be sent by email only, other form of forwarding the tender bids by Post shall not be considered and liable to rejected straightway.

The technical bids will be opened at 04:00 P.M. on 17th August, 2023 and financial bids will be opened on the same day i.e. 17th August, 2023.



Senior Consultant (Administration)
Indian Institute of Management Sirmaur
Rampur Ghat, Paonta Sahib, District
Sirmaur, H.P. 173025



TERMS & CONDITIONS

TECHNICAL BID

1. The Technical bid must be submitted in the Proforma mentioned at Annexure-II.
2. The place where the actual service has to be executed is located at Dehradun (Fairfield by Marriott). The exact location shall be shared to the successful bidder.
5. The team from IIM Sirmaur may visit hotel (s), if considered necessary and view the arrangement of requisite services.
6. The Bidder should be registered for GST & Income Tax;
 1. GST Registration
 2. Income Tax/PAN number
7. **Earnest Money Deposit (EMD)**:- Bidder shall submit Earnest Money of Rs. 12,000/- (Rs. Twelve Thousand only) along with tender in the form of a Demand Draft in favour of Indian Institute of Management Sirmaur payable at Paonta Sahib, or directly into the Institute's bank account No. 140701000266, IFSC- ICIC0001407, Bank address- Near Bye Point, Main Market, Poanta Sahib, Distt. Sirmaur 173025, together with technical bid. The acknowledgement of EMD amount should be attached with technical bid in scanned form. In case of the Demand Draft, the bidder may post the original copy to the address of IIM Sirmaur. Technical bid not accompanied with the requisite amount of earnest money shall be rejected.
The EMD shall be returned without interest: -
 - a To the unsuccessful bidders after completion of the tendering process.
 - b To the successful bidder after receipt performance security tender amount in the form of Bank Guarantee.
 - c In case bidding process is terminated by IIM Sirmaur for any reason.

FINANCIAL BID

1. The financial bid will be opened only of those firms which are found eligible under of the technical bid. Any firm not qualifying on these parameters will not be considered for the opening of financial bid. The financial bid must be submitted in the proforma mentioned at Annexure-III.
2. The successful bidder will be responsible for ensuring standard arrangement of services as stated in the scope of work at Annexure-I.
3. Any kind of complaint from the participants will invite cancellation of the work-order.
4. Payment will be released through NEFT only after satisfaction of the services extended by the firm to the Business Conclave event.
5. The IIM Sirmaur, at its discretion, reserves the right to reject or accept any or all the tenders without assigning any reasons thereof.

OTHER CONDITIONS

1. The number of items are indicative which may increase or decrease at the actual destination or while arrangement, the service provider has to arrange the exceeded items on the negotiable rates with IIM Sirmaur. The payment of such items shall be made as per actual consumption basis.



2. There will be committee visit during the arrangement by the service provider to check whether the services are going as per the requirement.
3. The Service provider has to ensure that the quality set up for smooth functioning of the event, failing which an appropriate penalty would be imposed.
4. The bidders before quoting their rates may thoroughly go through the requirement/ scope of work for better clarification and clarity, any kind ambiguity found after quoting rates shall not be considered for change in price.
5. **Both Technical and Financial bids should be sent in separate PDFs in password protected format on or before 03:00 PM on 17th August 2023 by email to purchaseoffice@iimsirmaur.ac.in with subject line "Technical & Financial Bids for Event Management Services for Business Conclave to be held at Dehradun for IIM Sirmaur, Paonta Sahib, H.P. 173025".**
6. **The password of the both PDFs should be sent on the same date i.e. 17th August 2023 in between 03:15 PM to 03:45 PM on the above email.**
7. **Both Technical & Financial bids received without password protected format and after due date & time shall not be considered for evaluation.**
8. The bidders make sure that all requisite documents irrespective to the technical eligibility must be enclosed, failing which the bids shall not be considered for further evaluation.
9. The bidders have to create single separate pdf for Technical bid along with requisite documents (in password protected format) such as: -
 - a Copy of GST Certificate
 - b Copy of PAN Certificate
10. A single Separate pdf for Financial Bid in password protected format has to be sent.
11. The bids sent in single pdf comprises of technical & financial bids will not be considered for evaluating.
12. The IIM Sirmaur reserves the right to accept/reject the tender bids without stating any reason thereof.
13. The decision of IIM Sirmaur will prevail in case of any dispute arising out of the conditions.
14. The IIM Sirmaur also reserves rights to cancel tender at any time without any prior notice to the firms. In case, tender is cancelled in between the period mentioned for arrangement, the payment will be released to the firm on pro-rata / actual basis toward the service availed by the Institute.
15. The details of requirements/scope of work have been annexed at Annexure-I.
16. The firm has to quote all-inclusive rates.
17. Each page of this tender document should be signed and stamp by the authorized person.
18. For any technical query, may contact by email to purchaseoffice@iimsirmaur.ac.in (01704-277312).



Details of requirement for Event Management Services

Sl. No.	Description of Services	Qty.	Dimension
1	LED wall panels - (8x4)	2	64
2	Backdrop on Wooden Frame - (16 X8)	1	128
3	Stage (24x12) height 2.5 feet with grey carpet	1	288
4	Sound System 2 base 2 top, Monitor, mixer, 10 Cordless mics, 1 Podium Mic	1	
5	Stage lights and entry lights (Led parcen & warm white light) for stage, selfie corner and entrance		
6	Single Seater Sofas for Stage	5	1 Seater
7	Corner tables	4	
8	Sofas for Front Row 2-seater	5	2 Seater
9	Centre Tables for front rows	5	
10	Selfie Corner with riser, Lights, Red Carpet & 8x8 Backdrop	1	64
11	Welcome Desk backdrop (8 X 8)	1	64
12	Wooden standee (6' x3)	4	72
13	Bouquet (20 Standard)	20	
14	Bouquet (2 special)	2	
15	Flower Table tops	20	
16	Genset with 12 hours Diesel	1	62 KVA
17	Lamp Lighting Setup		
18	Podium with venyl Branding (4 x 2) with white Podium	1	
19	Audio Video Console masking		
20	Miscellaneous (Name Plates, etc.)		
21	Labour & Transport		
22	Pamphlets	200	
23	Big IIM Sirmaur Logo with lighting at photo booth		

TECHNICAL BID FORMAT

Name of the Bidder with Address:

Please provide following Information by Company

SI. No.	Information Particular	Response
1.	Copy of Registration	Copy of 1. GST Registration 2. Income Tax/PAN number
2.	Earnest Money Deposit	Rs. 12,000/- (Rupees twelve thousand only)

We confirm that, all the details mentioned above are true and correct and if IIM Sirmaur observes any misrepresentation of facts on any matter at any stage of evaluation, IIM Sirmaur has the right to reject the proposal and disqualify us from the process.

We hereby acknowledge and unconditionally accept the IIM Sirmaur can at its absolute discretion apply whatever criteria it deems appropriate, not just limiting to those criteria set out in the tender document, in short listing of vendors for providing the service.

Signature of vendor with seal Name of the Authorized Signatory

FINANCIAL BID FORMAT

Sl. No.	Description	Qty.	Dimension	Unit Rate	Amount (In Rs.)
1	LED wall panels - (8x4)	2	64		
2	Backdrop on Wooden Frame - (16 X8)	1	128		
3	Stage (24x12) ht 2.5 ft with grey carpet	1	288		
4	Sound System 2 base 2 top, Monitor, mixer, 10 Cordless mics, 1 Podium Mic	1			
5	Stage lights and entry lights (Led parcen & warm white light) for stage, selfie corner and entrance				
6	Single Seater Sofas for Stage	5	1 Seater		
7	Corner tables	4			
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15	Flower Table tops	20			
16	Genset with 12 hrs Diesel	1	62 KVA		
17	Lamp Lighting Setup				
18	Podium with venyl Branding (4 x 2) with white Podium	1			
19	Audio Video Console masking				
20	Miscellaneous (Name Plates, etc.)				
21	Labour & Transport				
22	Pamphlets	200			
23	Big IIM Sirmaur Logo with lighting at photo booth				
Grand Total Amount (Incl. GST & all other charges)					

The bids will be evaluated based on the Grand Total figure. The bidder quoting the lowest will be declared the L-1 bidder.

Note: -

1. The bidders have to quote the rates inclusive of all service charges and taxes.
2. The bidders have to quote the rates as per given financial bid format and based on the requirement of the Institute.
3. The bidders may go through the entire tender for get the full scenario of the requirement and quote according to the Annexure-I.
4. The bidder who quote lowest in total shall declare the L-1 and would be considered for awarding the work order.

5. The bidders have to stick to quote rates as per given format, any changes made in above financial bid shall not be considered.
 6. The billing will be done on actual basis, if exceeds.
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Signature of vendor with seal Name of the Authorized Signatory

