

Reference no: IIMN/Convocation/09/2018-19 dated 27/03/2018



INDIAN INSTITUTE OF MANAGEMENT NAGPUR

VNIT CAMPUS SOUTH AMABAZARI ROAD, NAGPUR-440010

Indian Institute of Management Nagpur invites proposals for the work mentioned below

**Providing and setting up pre convocation and convocation venue for 2nd
convocation of IIM Nagpur
NOTICE INVITING TENDER (NIT)**

Client

CAO

Indian Institute of Management Nagpur – 440010

Email:procure@iimnagpur.ac.in

Phone no:07127102358/2360

Notice inviting Tender and Schedule of Events

Sealed tenders are invited from bonafide, experienced & reputed contractors of financial standing for the job given below:

Clause No	Title	Description
101	Name of work	Providing and setting up pre convocation and convocation venue for 2nd convocation of IIM Nagpur
102	Tender no.	IIMN/Convocation/09/2018-19 dated 27/03/2018
103	Details of bidder	Annexure- A is to be filled, duly signed and stamped and submitted along with the tender.
104	Tender submission cost	Rs. 2,000/+ 18 % GST =Rs:2360 (Rupees -Two Thousand Three hundred and sixty only) in form of Demand draft. In favour of " IIM Nagpur" payable at Nagpur.
105	Earnest Money Deposit (EMD)	Not applicable.
106	Contract Period	The work contract must be executed in all respects as mentioned in the price bid latest by 16 th April, 2018 so that any modification/alteration can be made in time. Convocation is scheduled on 18 th April, 2018. Failure to complete within the said time may result in levying heavy fine, as decided by the Institute
107	Liquidated Damage	Not applicable
108	Security Deposit (SD)	Not applicable
109	Running Security Deposit (RSD)	Not applicable
110	Interest on Security Deposit	No interest will be paid on any deposit
111	Release of SD	Not applicable.
112	Issue of the bid Document	To be issued from IIMN office, from 9.30 A.M on 27/03/2018 to 05/04/2018 upto 5.00 P.M The tender documents can also be downloaded by the bidder. Downloaded version can also be submitted by the bidders. However if any of the dispute arises concerning the text of the tender document in the downloaded version the hard copy available at IIMN office would be treated as the authentic one and shall prevail for all purposes. Any change in the tender document and important notifications will be notified in the website. So the bidder are requested to keep a close watch on the website on regular basis till the award of the work.

113	Pre - Bid meeting followed by site visit	Prebid meeting on 02/04/2018 on 11.00 A.M at IIMN, VNIT Campus, South Ambazari Road Nagpur-440010
114	Submission of Bid Documents	Last submission By 1.00 pm on 06/04/2018 Estate office IIMN, VNIT Campus, South Ambazari Road Nagpur-440010
115	Opening of bid	<p>PART- I i.e. Technical Qualification bid shall be opened on 06/04/2018 at 3.00 P.M (Admin office). Bidders may send authorized representatives to witness the opening of Bid.</p> <p>Part-II Price Bid of only technically qualified bidders shall be opened at later date in presence of authorized representatives of bidders & IIMN Officers. Technically qualified bidders shall be intimated through email. The date, time and location of opening the price bid shall be communicated to the eligible bidders through e-mail & web-notification</p>
116	Mandatory Bid Documents	<p>The following documents duly signed and stamped by the tenderer are to be furnished along with Technical Bid as per the tender document:</p> <ol style="list-style-type: none"> 1. Particulars of bidders (Annexure A) 2. Copy of PAN 3. Copy of GSTIN registration
116.1	Essential Technical Requirement	<p>The bidders having experience of successfully completed works during the last 3 years One similar completed work of aggregate cost not less than Rs. 20 lakh value. Important Note: Similar work shall mean any Pandal /AC dome/ Event furniture setting up works.</p> <p>Annual Financial Turnover: Should have had average annual financial turnover at least Rs. 20 Lakh during last three years ending March 31, 2017. (copy of certificate from chartered accountant to be attached)</p> <p>Performance / Work Experience: Certificates of work experience and other documents as specified in the tender document shall be attached</p> <p>Should have executed the works of similar type and magnitude in a government institute /government controlled autonomous Institute of repute like IIMs, IITs, IIITs, NIT, Central Universities, State Govt. Universities and highly ranked reputed private Institution only.</p> <p>Bidder should submit documentary evidences in support of above condition along with their bid</p>

117	Conditional Bids	Conditional bids or Bids based on the process / basic schemes other than mentioned and / or not conforming to the technical specifications / requirements of the Bidding documents will not be considered.
118	Contract Agreement	IF REQUIRED BY Indian Institute of Management Nagpur (hereinafter to be referred as IIMN), the successful Bidder has to execute a contract Agreement with IIMN on the non-judicial stamp paper of Rs. 100/- (Rupees One hundred only). The cost of stamp paper shall be borne by successful Bidder. IIMN reserves the right to amend the terms & conditions of contract after Mutual discussions and shall only be in writing.
119	Insurance	The bidders have to take the responsibility of its manpower, material & workmen. For any incidental loss IIMN will not be held responsible. The successful bidder has to indemnify IIMN for any consequential loss arising out of the negligent act.
120	Work and risk cost	IIMN reserves the right to get the whole or part of the work executed by some other agency at the risk and cost of the contractor if it is found that the quality and/or the progress in respect of whole or part of the work is not satisfactory
121	Compliance with owners rules and regulations	The Contractor shall comply with all norms stipulated by the Owner such as Gate Passes, Checking, Maintenance of Cleanliness, Discipline & Decency at and Around the work site, Safety Precautions and Safety Regulations
122	Arbitration	All disputes regarding quality, specifications and rates shall be tried to be settled mutually by making references to conditions of contract documents or prevailing local practices, etc., but if not settled mutually, shall be referred to arbitration subject to relevant Arbitration and Conciliation Act 1996. and its amendments, modifications to-date. Arbitration cost to be shared equally by the IIMN and the contractor.
123	Safety and Security	Contractor shall abide by the safety code provisions as per safety code framed from time to time by the government.
124	Prices, Taxes & Duties	The Bidder should quote firm prices/ rates inclusive of all Taxes like, Vat, Duties, Levies, Personal Tax, Corporate Tax, worker welfare cess, etc. and all other expenditure required to be incurred by him/her for providing required electrification work etc. during the contract period as indicated under his contract

		and afterwards no variation on any account unless otherwise specifically mentioned will be allowed. GST component to be shown separately & will be paid extra if applicable. (The contractor will indemnify IIMN against violation of all statutory liabilities present and future, arising out this contract.)
125	Bid Validity	The bid submitted by the bidder shall remain valid for a period of THREE Months from the date of opening of Price Bid. Bidder shall not be entitled during this period to revoke or vary the content of Bid or any term thereof. In such case of making any variation subsequent to submission of the bid on their own, the offer shall be treated as "REJECTED."
126	Award of similar type of work on same rates	Upon mutual consent, the client may award another similar type of work in campus based on this rates to the contractor, for which the rates may be valid up to ONE year from the date of issue of WORK ORDER.
127	Access to site	The Contractor shall allow unhindered access to IIMN and/or any other party or person, engaged by the IIMN to work at the same site and/or to check/regulate / watch /guard/ measure/inspect, solely or jointly with the Contractor.
128	Rejection of bid(s)	IIMN reserves the right to reject any or all the tenders relating to the work under this Tender Document without assigning any reason whatsoever.
129	Quantom of work	This contract is basically an item rate contract. The quantities/Area given in the "BILL OF QUANTITIES" (Part-2, Price Bid) are approximate only and may vary in the actual course of execution. The Contractor is therefore, advised to quote very carefully. No claim for compensation from the Contractor shall be entertained due to any variation in quantities (irrespective of the quantum of variation) OR deletion of any item. The rates fixed for a particular year shall remain same through the year. Actual executed quantities shall be measured and paid.
130	Assignment and sub-contracting	The Contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of on unavoidable circumstances, the contractor shall be able to do it with the approval of the owner of premises. However, the job shall be sublet only to the party approved by the owner.
131	Misconduct	The Contractor shall keep the Owner indemnified from and against all personal and third-party claims whatsoever arising out of any commission or

		omission by Contractor or his employees, or representatives as the case may be
132	Inspection and testing by IIMN	The Owner shall be entitled to inspect and / or test by itself or through any of its representative or an independent agency.
133	Interpretation	The Special conditions of Contract if any will be read in conjecture with all other documents forming part of this contract. Notwithstanding the sub-divisions of the documents into these separate sections, every part of each shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.
134	Payment of Bills	Payments will be made by crossed account payee cheques only OR e - payment.
135	Advance against material on site	Not Applicable
136	Payment Terms	Payment will be made based on the certification of the executive in charge of IIMN on full completion of work. Payments will be made within 30 days of submission of bills provided the bills are complete and duly authenticated by the specified Officer(s) of IIMN after completion of the work in all respect and successful report received from the concerned Officer.
137	Escalation / De-escalation of rates	Prices/Rates quoted will be firm during the entire duration of contract
138	Basic Rates	Basic rates mentioned (if any) in the tender are FOR IIMN Campus. Difference will be paid OR deducted for the payment to the contractor upon submission of documentary proof if otherwise
139	Non tender items/ Extra Items	In case of items which the contractor has to execute which are not covered in the tender, the rates shall be paid based on rate analysis duly certified by engineer in charge and the profit margin would be 15% inclusive of all taxes EXCEPT GST as applicable.
140	Bid format	The bid shall be submitted in order as follows.
140.1	Sealed Envelope - 1	Legible copies of documents mentioned in 116 & 116.1 duly self-attested by bidder to be submitted along with the P Q BID documents
140.2		Tender documents as issued from IIMN office or download from IIMN website to be submitted and must be stamp with bidder seal & signature
140.3		Relevant experience certifications as per criteria
140.4	Sealed Envelope - 2	Price bid documents issued from IIMN office or download from IIMN website to be filled and signed with bidder stamp

141	Force Majeure	If the whole of any part of the performance by the Parties of any part of their respective obligations hereunder is prevented or delayed by causes, circumstances or events beyond the control of the Parties including delays due to floods, fires, accidents, earthquakes, riots, explosions, wars, hostilities, acts of government, custom barriers, or other causes of like character beyond the control of the Parties, then to the extent the Parties shall be prevented or delayed from performing all or any part of its obligations hereunder by reason thereof despite due diligence and reasonable efforts to do so notwithstanding such causes, circumstances or events, the Parties shall be excused from performance hereunder for so long as such causes, circumstances or events shall continue to prevent or delay such performance.
142	Taxes, Labour laws and Other regulations	<p>The Contractor will be exclusively responsible to meet and comply with all legal requirements related to the work.</p> <p>The Contractor shall accept and bear full and exclusive liability for the payment of any and all existing taxes of the Central or State Government or of any other authority with respect to the contract or any item sold or supplied pursuant thereto or anything done or service rendered pursuant thereto</p> <p>Any legal matter or issues and all court matters that arise for this contract are subjected in Nagpur courts jurisdictions only.</p>
143	Precedence Clause:	In the case of any ambiguity in interpretation, the Price bid will supersede the Technical Qualification bid and decision by Asst. Manager (A&C), IIMN on the interpretation of the entire contract terms and conditions will be final and binding to all.
144	Mathematical error	During the opening of price bids the total quoted amount will be declared. However, during calculation verification if there is any error found in total amount, the agency will be called for clarifications. The rates quoted by the agency will be considered firm and hence the amount will be worked out by multiplying the rate with quantity. The rate will not be allowed to be changed in any case. However, decision by Asst. Manager (A&C), IIMN on the interpretation of the entire contract terms and conditions will be final and binding to all.

Bid Evaluation Scheme

Technical bid score, out of 100, will be arrived based on the following Parameters / Attributes / Dimensions:

Sr.	Description	Maximum Marks
1	Extent and Quality of Experience in providing/managing Shamiana /Event.	20
2	Design Proposed- Dome stage, colour scheme, flower décor (soft/Hard copy)	20
3	Size of current business (turnover)	10
4	Client list	10
5	Client satisfaction certificates (Completed and assignments on hand)	20
6	Type of Office set up in Nagpur-please attach company profile	10
7	Client site visit (if required) /feedback from clients.	10

Step -1: Bidders getting less than 50% in the technical bid will not be considered for the price bid. Among the Bidders scoring 50% or more marks, only Top FIVE scorers/bidders will be considered for opening of price bids. Director IIMN reserves the right to increase the number of scores/ bidders for opening of the price bid. Which means the number of top scorers/ bidders can be higher than five or lower than five.

Step - 2 (for techno-commercial evaluation): Bidders getting highest technical score will be considered as 70 and others will be adjusted on pro rata rate basis. This will become technical score = X

Price bid score “Y shall be out of 30

Price quoted by lowest bidder = f

$Y = \text{Score of Price bid} = \{30 * (f)\} / (\text{Price quoted by the bidder who is being scored})$

Formula to calculate total score of an agency:

Total Score out of 100 = X + Y

The bidder getting highest score may be considered for award of the contract but at the sole discretion of Director IIMN

TERMS & CONDITIONS

1. Sufficient personnel should be available for proper erection of AC Shamiana. Technical personnel should also be provided to ensure safety of erected pandal etc. and proper electrical connections to be made so as to avoid any hazard due to the work entrusted with the contractor. All electrical joints must be properly insulated so as to avoid any short circuiting and fire.
2. The contractor will be responsible for transportation of all materials related to them and no extra payment will be made by the IIM Nagpur on this account.
3. The contractor himself will be responsible for safety and security of his material and IIM Nagpur will not be responsible for any damage/theft of material of the contractor
4. For any emergency situation, the contractor will provide solution related to his/her work at no extra cost.
5. All material used should be of very high quality. For the material used, which is not of good quality, appropriate deductions will be made from the bill. In case, it is found at some stage that the quality supplied/to be supplied is inferior, the contract will be cancelled and firm/agency black listed.
6. The structures should be strong enough to withstand thunderstorm, cyclone and rain.
7. All structures materials are to be dismantled and fully removed within 3(Three) days after the programme and the ground to be cleaned up to satisfaction of IIM Nagpur
8. Necessary cleaning, dressing and levelling of ground and approach roads to the pandals are to be carried out without extra cost.
9. As the convocation is an important function of the Institute, timely completion of work and high quality material would be the deciding factor in award of work. A Committee in this regard may inspect material to be used before award of work.
10. Before quoting the rates, the agency/firm shall be advised to inspect the site and working conditions thereof.
11. The successful bidder shall be responsible for full execution of the contract and shall not in any case assign or sublet ordered items or part thereof to any other party. Failure to do so will attract cancellation of the order.
12. Any defect found in the work carried out by the contractor will have to be rectified free-of-cost by the contractor.
13. All precautionary/safety measures as necessary should be adopted by the agency/firm in erecting hangers, tents, fixing lights etc. The Institute shall not be held responsible for any mishappening and loss caused due to the agency's negligence.
14. The contractor shall take all necessary precautions to ensure safety and security of their workmen and shall be responsible for any injury that might occur to person/s and bear all cost towards insurance/treatment/compensation of them. Necessary insurance cover shall be made by the contractor. Further, the contractor shall have to comply with the provisions of all prevailing Labour Laws relating to the work assignment.
15. The contractor shall take all necessary precautions to prevent any damage that may cause towards any Institute's property during the course of execution of the contract and they will be liable to make good the same at their cost.
16. The Institute is not bound to accept the lowest tender and reject any tender without assigning any reason.

Annexure-I

Assignment completed in last five years as on March 31,2017 contracts/assignments

Sr.no	Name of Institute/ firm	Date start work	of of	Date completion work	of of	Cost of Work

Please attach separate sheet if required

Annexure-II

The firm must be a profit making organization for last three consecutive years as on 31.03.2017

Sr.no	Year	Annual turnover	Profit & loss
1	2014-15		
2	2015-16		
3	2016-17		

PARTICULARS OF BIDDER

SR.NO	DEACRIPTION	
1	Name of the bidder/firm	
A	Trade Name (in Block letters)	
B	Status of the Bidder (Proprietorship/Partnership/LLP/Limited Co.) In Block letters)	
C	Name of Proprietor/Partners/CEO/Directors(In Block letters)	
2	Postal Address	
3	Telephone No.	
4	E-mail / Website address (if available)	
5	payment details and amount (if applicable)/MSME or NSIC Regn. No.	
	a)Tender Fees	
	b)MSME/NSIC Regn. No. (If applicable) (Enclose self-attested photocopy)	
6	Name of the Banker, Branch Name & address (In Block letters) (For e-payment purpose)	
7	PAN (Enclose self-attested photocopy)	
8	GSTIN (GST Registration No.) (If applicable) (Enclose self-attested photocopy)	
9	Any other Relevant Information e.g. Number of Years of Experience in similar line of business	

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/quotation/NIT as stipulated in the tender notice No. IIMN/convocation /09/2018-19 dated 27-03.2018 Accordingly, I/ we accept the terms and conditions and hereby offer the rates for "Providing and setting up pre convocation and convocation venue for 2nd convocation of IIM Nagpur as per Price Bid

Signature _____

Name of the bidder _____

Date _____

Official seal of bidder _____

NOTE: Please submit all the above mentioned supporting documents with seal and signature for verification.