



Indian Institute of Management Kashipur

TENDER DOCUMENT

No. 14/IIMK/Tender/2017-18

Date: 01.02.2018

Tenders are invited for Hiring and Fixing of tentage materials (Pandal for Convocation Ceremony at IIM Kashipur) on 19th March' 2018 including the Pre-convocation event on 18th March'2018. The last date for receipt of tender bid is 21.02.2018 upto 3.00 PM . The quotations will be opened on the same day at 3.30 PM.

SI No.	Description of Items	Qty	Amount
I	Hiring and Fixing of superior quality material for Convocation at IIM Kashipur, Kundeshwari on 18 th Mar 2018 as per the direction of the Convener, Convocation Site Committee including all transportation, loading, unloading, dismantling, labour & material etc. for proper completion of work in all respect with the following requirement	one job	
1	Pandal for guests & Water proof Pandal for stage (Dimensions for pandal erection - Pandal for guest - 40 Mtr Diameter, Pandal for Stage- 25 Mtr x 10 Mtr, and Side walls)		
2	700 Cushion Chair Single type with cover for Pandal		
3	Carpet for entire Pandal Area		
4	Complete PA System with Mixer Liner, cordless mike-2nos, Podium with fixed mikes-2nos.		
5	50 Executive Chairs and 4 Tables for stage		
7	One Gate complete with flex printed Banner in metallic frame at Main Gate		
10	5 Chemical/ Mobile Toilet		
13	Pedestal fan for entire Pandal (Silent Type)		
16	Carpet on Procession pathway (from Academic Vihara to Pandal=125 M & from Pandal to Dinning Hall =175 M)		
17	Supply and fixing of indicators/ boards with flex printing for seating plan inside pandal & banners/signboard for parking, directions etc. outside pandal. As per the directives of the Convener, site committee.		

19	Printing, supplying and fixing of background banner/screen for stage as per the size of existing frame.		
	Printing, supplying and fixing of background banner for photography at Dining Hall.		
20	Ramp or steps for procession to enter inside pandal		
II	Fixing of necessary Tentage at Football Ground for Pre Convocation High Tea and convocation lunch.		
1	Pandal with half roof cover (100 ft x 80 ft)		
2	Food Counter with Canopy – 7 sets (one set for Dining Hall)		
3	25 Round Table with apron cloth Complete and 200 Chair (5 tables & 25 chairs for Dining Hall)		
5	20 Pedestal fan (Silent Type)		

Terms and Conditions of Quotation

1. Each quotation is to be sent in an envelope which should be SEALED, super-scribed “Quotation for Tentage Works at IIM Kashipur” with Reference No.and date.....addressed to the Director, Indian Institute of Management, Kundeshwari, Kashipur, District- Udham Singh Nagar, Uttarakhand -244713.
2. The bidder have to deposit Earnest Money (EMD) for Rs 15,000/- along with quotation in the form of bank draft in favour of Indian Institute of Management Kashipur payable at Kashipur. EMD will be refunded after satisfactory completion of the job.
3. The bidder finally selected have to deposit a Performance Gurantee of 10% of amount of work allotted within three days of receiving the work order in the form of bank draft in favour of Indian Institute of Management Kashipur payable at Kashipur.
4. The Quotations should either be sent by post or may be dropped in tender box at Project Office, IIM Campus, Kashipur.
5. The quotations must be submitted with a covering letter, quoting rates in words & figures separately.
6. All the works mentioned above must be completed by 11:00 AM, 17th March’2018
7. Quotation received after the due date shall not be entertained.
8. The contractor must have the PAN, TIN.
9. The rates quoted by the contractor should be based on site inspection.
10. Payment will be made after satisfactory completion of job. If the work is not completed satisfactory, IIM will impose a penalty of 10 % or forfeit the Performance Guarantee.

11. All the taxes will be deducted/paid as per prevailing rules of Government of India.
12. There is no provision of advance payment.
13. The Bidder shall have satisfactorily completed following works (any one option out of three options given hereunder) during last three years commencing from 1st January' 2015 to 31st December' 2017.

Options	Eligibility Criteria
Option-1	Three similar works each costing not less than Rs 6.40 Lakhs
Option-2	Two similar works each costing not less than Rs 9.60 Lakhs
Option-3	One similar work costing not less than Rs. 12.80 Lakhs

14. The cost of tender document is Rs 1000/-. The tender document can be purchased from Project Department or vendor may download the tender document from the IIM Kashipur web site at URL <http://www.iimkashipur.ac.in/en/tenders>. In this case tender document shall be accompanied with the tender cost in the form of bank demand draft for Rs 1000/- in favour of Indian Institute of Management Kashipur payable at Kashipur.
15. All disputes arising out of the quotation will fall under jurisdiction of Kashipur court.

Authorized Signatory
IIM Kashipur