

**INVITING TENDER FOR PROVIDING INFRASTRUCTURE ARRANGEMENTS
FOR INSTITUTE'S EIGHTH ANNUAL CONVOCATION**

Tender No. IIMT/CONV - Infra/2020 dated 09/01/2020

Details	Date	Time	Venue
Date of issue of Tender Document	09/01/2020 (Thursday)	16.00 Hrs. onwards	-
Pre-bid Meeting	20/01/2020 (Monday)	14.30 Hrs.	Dean's Office Meeting Room, IIM Tiruchirappalli
Last date for receipt of Tenders at IIM Tiruchirappalli	30/01/2020 (Thursday)	Up to 16:00 Hrs.	-
Opening of Master Envelope and Technical Bid (Cover 1)	31/01/2020 (Friday)	10.00 Hrs.	Dean's Office Meeting Room, IIM Tiruchirappalli
Presentation by the Eligible Vendors for Technical Evaluation	31/01/2020 (Friday)	10.30 Hrs.	Dean's Office Meeting Room, IIM Tiruchirappalli
Opening of Price Bids of Eligible Vendors (Cover 2)	05/02/2019 (Wednesday)	10.00 Hrs.	Dean's Office Meeting Room, IIM Tiruchirappalli
Tender Document	The tender document can be downloaded from the IIMT website www.iimtrichy.ac.in/tender		
Cost of Tender Document (Non refundable)	Rs. 1,180/- (including GST) has to be paid through a Demand Draft (DD) in favor of "Indian Institute of Management Tiruchirappalli". The DD has to be attached with the application form, without which the bid would not be considered valid.		
EMD Amount (Refundable to unsuccessful Bidder)	Rs. 10,000/- has to be paid through a Demand Draft in favor of "Indian Institute of Management Tiruchirappalli". The DD has to be attached with the application form, without which the bid would not be considered valid.		
Security Deposit (SD) (Refundable after completion of work)	5% of work order value. The SD amount, less the EMD amount already paid, has to be paid by the successful bidder through a Demand Draft in favor of "Indian Institute of Management Tiruchirappalli. SD has to be paid along with the letter of acceptance within 7 days from the date of receipt of the work order, failing which the work order will stand cancelled.		
Address for submission of Tender	The Chief Administrative Officer (i/c), Indian Institute of Management Tiruchirappalli, Pudukkottai Main Road, Chinna Sooriyur Village, Tiruchirappalli - 620 024.		
Mode of Submission of Tender	Speed Post/Registered Post/Courier OR Hand delivery – during office hours only (To be submitted to Dispatch Section of IIMT @ Administrative Wing – II Floor and obtain acknowledgement)		



Tender Notice

Indian Institute of Management Tiruchirappalli (IIMT) invites tenders for Infrastructure Arrangements for Convocation Ceremony (*scheduled on 21st March 2020*).

Terms and Conditions:

1. The bidders should submit a Non- Refundable Tender Cost of Rs.1,180/- (including GST; Rupees One Thousand One Hundred and Eighty Only) in the form of DD (Demand Drafts) drawn in favor of '**Indian Institute of Management Tiruchirappalli**'. Those Bidders, who have not submitted the tender DD, will not be considered for the bidding process.
2. The bidders should submit an Earnest Money Deposit (EMD) for an amount of Rs.10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft (DD) drawn in favor of '**Indian Institute of Management Tiruchirappalli**'. The Bidders without EMDs will not be considered for the bidding process. The EMD DD would be returned to the unsuccessful vendors upon issuance of the work order to the successful vendor.
3. The successful bidder has to remit a Security Deposit (SD) of 5% of the value of the work order. The SD amount, minus the EMD amount already paid, should be paid in the form of a DD drawn in favor of 'Indian Institute of Management Tiruchirappalli' along with the Letter of Acceptance of the work order. In case of non-receipt of the SD within 7 days, the work order shall stand cancelled.
4. The bidders should be registered with the Goods and Services Tax council for the purpose of Goods & Service Tax (GST). A copy of the GST registration certificate has to be submitted with the tender document.
5. Bidders should be regular in filing Income-Tax returns. A copy of Income tax returns for last three consecutive financial years should be submitted.
6. The bidders should have executed a similar job with a minimum value of **Rs. 5 lakhs** (Rupees Five Lakhs only) in the last three years. The bidders should be able to provide supporting evidence such as copy of work order and testimonials/completion certificate from clients. **Performance Certificate** from past clients of equivalent order sized (issued in the last three years) need to be attached with the Tender document.
7. The bidders should not be blacklisted by any department of the Government of India in the past. There should not be any criminal case registered against the bidding firm or its owners/partners anywhere in India. An undertaking to this effect is to be submitted with the tender document as an enclosure as per **Annexure VI**.
8. The bidder shall furnish an undertaking that he/she accepts all the terms and conditions of this tender as per **Annexure V**. The bidder should also submit the tender document duly signed and stamped in all the pages.

Amendment to bid document

9. At any time prior to the date of submission of bids, IIMT may modify the bid document with amendments either on its own or in response to a clarification required by a prospective bidder during pre-bid meeting.

10. Such amendments shall be notified on IIMT's website only and these amendments will be binding on all prospective bidders.

Procedure for submission of Tender

11. The tender document should be downloaded from the IIMT website www.iimtrichy.ac.in/tender
12. The bidders shall not make any changes or amendment in the tender document as published in the IIMT website.
13. All correspondence and documents related to the tender shall be written in English.
14. No paper / page shall be detached from the tender document. No addition or alteration should be made in the tender document.
- 15. The tender document should be filled in legible handwriting/printing/typing without any ambiguity. If any correction is necessary, the same should be made after scoring out the old entry. All the corrections should be attested with full signature of the bidder with date.**
16. The tender shall be submitted as per the procedures and requirements stipulated herein. This tender is based on two bid system. Hence **TWO SEPARATE SEALED ENVELOPES** as explained below need to be prepared:
- a. **Envelope A** – Technical Bid: Demand Drafts (DD) for the payment made towards Tender Fees and EMD amount & filled Application form (Annexure - I). The **Technical Bid** Cover with the required enclosures should be in a sealed condition and **SUPERSCRIBED** with the following text: ***“Technical Bid for providing infrastructural arrangements for Eighth Annual Convocation”***
- b. **Envelope B:** Duly filled **Price Bid** of itemized list, as in Annexure-II titled “Itemized Schedule of Requirements” should be put in a separate cover and the cover should be in a sealed condition. As part of the Price Bid, the bidders have to fill the rates for each item in column number 4 of Annexure-II (attached herewith). These rates will be valid for a period of 90 days from the date of tender. As part of the Price Bid, the bidders have to enter the total amount in column number 5 of Annexure-II. The item rates quoted by vendors in column number 4 and 5 of Annexure-II should be exclusive of taxes. The GST applicable on the total amount should be filled in Row marked D of Annexure-II. This envelope should be **SUPERSCRIBED** with the following text: ***“Price Bid for providing infrastructural arrangements for Eighth Annual Convocation”***

Both these sealed envelopes should carry the name and address of the bidder and be placed/kept within a LARGER Size Master Envelope with the following text **SUPERSCRIBED** on the master envelope:

“Tender for Providing Infrastructure Arrangements for Convocation – Tender No. IIMT/CONV - Infra/2020 dated 09/01/2020

This master envelope containing the two envelopes should reach **“The Chief Administrative Officer i/c, Indian Institute of Management Tiruchirappalli, Pudukkottai Main Road, Chinna Sooriyur Village, Tiruchirappalli – 620024 on or before 30/01/2020 by 16.00 hrs.**



17. If the two inner envelopes and the one outer envelope (i.e., larger envelope) are not sealed and marked as instructed, IIMT will assume no responsibility for the misplacement or premature opening of any of the envelopes. The bid whose envelope is opened prematurely before the scheduled date will be rejected from contention.
- 18. The bidders are cautioned that furnishing of incomplete/ambiguous information, suppression of facts and any alteration of the prescribed tender format will entail outright rejection of the bid application.**
19. The tender should be submitted either through Registered Post/Speed Post/Courier or Hand delivery during office hours only (To be submitted to Dispatch Section of IIMT @ Administrative Wing – II Floor and obtain acknowledgement). The vendor will be given an acknowledgement receipt if the tender document is delivered to IIMT in person. IIMT will not accept any responsibility or grant any relaxation of time for any Postal delay in submission of tender.

Relationship Certificate

20. The bidder should attach a certificate (See Annexure IV) with the application form certifying that none of his/her near relative (as defined below) is employed with IIMT.
21. In case the bidder is a proprietorship firm, the relationship certificate is to be given by the proprietor. For a partnership firm involved in the bidding process, the certificate has to be given by the authorized partners. In case of limited company, the certificate has to be issued by the MD/Chairman/CEO of the company excluding Government of India/Financial institution nominees and independent non-Official part time Directors appointed by Govt. of India or the Governor of the state. If a breach in these conditions is noticed at any stage of the tendering process, the tender will automatically be cancelled and the security deposit forfeited. IIMT is not liable to pay any damage to the bidder in such a case. The bidder will also be debarred from further participation in any tendering activity at IIMT.
22. The near relatives for this purpose are defined as follows: -
 - a. Members of a Hindu undivided family,
 - b. Spouse,
 - c. The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).
23. The Relationship Certificate (Annexure-IV) should be placed in **Envelope A**.

Pre-Bid Meeting

24. The bidders are advised to inspect the convocation venue by fixing prior appointments with Chief Administrative Office (i/c), IIM Tiruchirappalli before the pre-bid meeting. A Pre-bid meeting will be conducted on **20/01/2020 at 14.30 Hrs.** in the Dean's Office Meeting Room, Indian Institute of Management Tiruchirappalli, Pudukkottai Main Road, Chinna Sooriyur Village, Tiruchirappalli-620 024 to clarify doubts that may arise before submission of the bids. Bidders/Representatives are invited to participate in this pre-bid meeting. Such attendees have to produce a letter of authorization from their firm (or firms they are representing) for attending the Pre-bid meeting as per format enclosed vide Annexure III. Bidders are requested to mail (cao@iimtrichy.ac.in) the doubts prior to the pre-bid meeting if possible, to enable us to clarify the doubts in the pre-bid meeting itself.

Opening of Technical and Price Bids

25. The Master Envelope will be opened at **10.00 Hrs on 31.01.2020** in the presence of bidders or their authorized representatives. A maximum of two representatives per bidder shall be permitted to attend the bid opening. Next, the Technical Bid covers of the eligible vendors meeting the requirements will be opened. The eligible vendors after opening the Technical Bid will be asked to make a presentation immediately following the opening of bids and ensuring the validity on **31.01.2020 at 10.30 Hrs.**

Presentation

26. The bidders can use the presentation to present their credentials, their experience of providing infrastructural events in the past, photos of sample design/material that would be used for the event. This presentation will be evaluated by a panel of IIM Trichy members as part of technical bid evaluation (see next section). The presentation will be evaluated based on the following parameters: (i) Bidder's understanding of the convocation ceremony and its requirements; (ii) Technical and financial capabilities of the bidder to execute the contract; (iii) Photos of arrangements made by the vendor for previous clients (For instance photos of items that the contractor will use for various items listed in itemized list in Annexure-II can be provided as part of the presentation)

Technical Bid Evaluation

27. Based on the information provided in Technical Bid and the presentation, marks will be provided for each bidder as per the weightages given below.

Items	Maximum Marks
I. Financial Soundness/Turn over (Average turnover in the last three years, as reported in the audited financial statements will be considered. less than Rs. 1.99 lakh = 0 marks; Rs.2 to 5 lakh = 4 marks; Rs.5.01 to 10 lakh = 6 marks; Rs.10.01 to 15 lakh = 8 marks; Rs.15.01 to 25 lakh = 9 marks; above Rs.25.01 lakh=10 marks.)	10
II. No. of similar works of value equal to greater than Rs. 5 lakh executed by the bidder in the last three years (copy of the work order and completion certificate issued by the previous clients should be enclosed) (Each completed work order worth above Rs. 5 lakh will be given 5 marks each; If the order worth is below Rs. 5 lakh, no marks will be awarded)	10
III. Quality of testimonials provided by previous clients (copy of testimonials should be enclosed) (Work order copy with Testimonials in letter head with verifiable contact details: Govt organizations – 4 marks; Private organizations – 2 marks each; Any testimonial without work order copy, contact details and not in letter head would not be considered)	10
IV. Evaluation of the presentation (The presentation will be evaluated by IIM Trichy panel members. The presentation will be evaluated based on the following parameters: (i) Bidder's understanding of the convocation ceremony and its requirements; (ii) Technical capabilities of the bidder to execute the contract; (iii) Photos of arrangements made by the vendor for previous clients - for instance, photos of items that the vendor will use for various items listed in Annexure-II can be provided as part of the presentation).	20
Total Marks	50

Selection process:

28. A minimum of 25 marks out of 50 marks in technical bid evaluation is required to be eligible for the selection process. The price bids of all bidders who have scored 25 or more marks in the Technical Bid Evaluation will be opened on **05.02.2020 at 10.00 Hrs**, in the presence of eligible bidders or their authorized representatives. The eligible bidder who has quoted the lowest in the financial bid will be awarded the work.

Work order issue and work commencement:

29. Work order would be awarded to the selected vendor as per the process mentioned above within 10 days of opening of the price bid.

30. IIMT will hand over the site for execution of work.

31. The date of convocation is **21.03.2020**. The ceremony would be between 6.00 p.m. and 9.00 p.m. There will be an inspection at 10 a.m. on the previous day of the convocation (20.03.2020) and a rehearsal at 5 p.m. on the same day (20.03.2020). The following schedule has to be strictly adhered to in delivery of the site with all work completed:

Schedule of work	Reference to Annexure-II	Delivery Date and Time
Photo gallery with all work to be completed including backdrop and carpeting	Item 5	20.03.2020 (Day before the event), 10.00 A.M.
Stage fully erected with side ramps, backdrop and carpeting (Flower work can be done later on the day of the convocation) with head table, chairs and microphone arrangements.	Item 1 except f, Item 4 of Part B	
All lighting including focus lights and serial lights	Items 7, 8, 9	
Welcome Board	Item 4	
Convocation arena to be completed with at least 250 chairs out of the required 750 chairs	Items 2 and 3	
Elevated platform for photo and videographer	Item 10	
Printed flex banners	Item 11	
Air conditioners in working condition	Item 12	
All other items except flower work		21.03.2020 (Day of event) 12 NOON. Flower decoration should be ready by 4 p.m.
Flower decoration on stage		

WEB LINK FOR INDICATIVE PHOTOGRAPHS OF THE REQUIRED ARRANGEMENTS

Indicative photographs pertaining to previous convocation infrastructure arrangements are available in the below mentioned google link;

https://drive.google.com/drive/folders/1Vwglfb3HSQHixjul_wKJ3aTJUfyXyvma?usp=sharing



32. The contractor should complete the job in all respects within the stipulated time. Appropriate penalty will be levied if the work is not done as per the schedule or is executed in poor quality. The extent of penalty will be decided solely by IIMT.
33. The contractor or his authorized representative should be available at the venue right from commencement of work till the completion of the dismantling activities after the convocation ceremony.
34. The contractor should utilize only good/first quality materials for the convocation function.
35. The contractor should verify the design of printed flex banners for quality with IIMT before printing the full requested quantity.
36. The contractor should be equipped with all safety equipment on site (portable fire extinguisher, safety gloves, etc) for the infrastructure erected and electrical arrangements.
37. If any item apart from those mentioned in the list are required during execution of the convocation work, its procurement should be done with the concurrence of IIMT. The payment will only be made for the additional items, if approved by IIMT.
38. If any item mentioned in the list is not required during execution, the item should not be used/operated and deductions will be made to the final payment accordingly.
39. The contractor shall not engage any child labour for carrying out the proposed work.

Earnest Money:

40. The earnest money of all the unsuccessful bidders will be returned as early as possible after the expiry of the period of the bid validity and after issue of the work order to the successful bidder. The unsuccessful bidders are required to give their bank details for refund of the earnest money. No interest will be payable by IIMT on the Earnest Money Deposit.
41. **Forfeiture of Earnest Money:** The earnest money will be forfeited in the following cases:
 - Earnest Money is liable to be forfeited and the bid is liable to be rejected, if a bidder withdraws or amends or impairs or derogates from the tender in any respect within the period of validity and/or after opening the tender. Such bidders will also be blacklisted.
 - When information/certificate/document furnished is found to be false at any stage.
 - When the bid documents have been manipulated or altered after they are downloaded from the website.
42. The bidder will have to give a written undertaking that he/she accepts all the terms and conditions of this tender. The bidder should also submit the tender document duly signed and stamped in all the pages.
43. IIMT reserves the right to cancel the submitted bids without assigning any reason thereof.
44. The bid shall remain valid for **90 days** after the date of opening of bids.

Terms of Payment

45. Payment will be made to the contractor on successful completion of the work assigned, after deducting all applicable taxes, within 15 working days after submission of the Invoice. No advance or part payment will be made by IIM Tiruchirappalli.



Termination of Contract

46. IIMT may, without prejudice to any other remedy for breach of contract, terminate the contract in whole or in parts if the bidder fails to perform any of the obligation(s) under the contract.

Submission of Documents

The following documents are required to be submitted with the tender application for establishing Bidder Eligibility and Qualification:

- a. Registration certificate for Goods and Service Tax.
- b. Registered Partnership Deed or Articles/Memorandum of Association in the case of partnership firm or Private Limited Company respectively.
- c. Experience certificate from appropriate authority.
- d. Proof of Annual Turnover.
- e. Photo copy of PAN Card (self-attested)

Jurisdiction

47. Disputes arising out of this contract shall be subject to the jurisdiction of Madurai Bench of Madras High Court.

Declaration

48. I have gone through all the terms and conditions above and have understood them.
49. All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/ terminated.
50. I understand that the decisions taken by the Indian Institute of Management Tiruchirappalli are final and binding in all matters.

Date:

Signature of the Bidder with Seal

Place :



Annexure – I

**APPLICATION FORM FOR PROVIDING INFRASTRUCTURE
ARRANGEMENTS FOR EIGHTH ANNUAL CONVOCATION**

- 1 Name of the Bidder/Agency: _____
- 2 Complete Address _____

- 3 Telephone Number(s) _____
- 4 E-mail address _____
- 5 Payment Details
- Earnest Money:
Amount:
DD No. & Date:

Bank & Branch
- Application Fee:
Amount:
DD No. & Date:

Bank & Branch
6. Goods & Services Tax Registration number issued by the GST : _____
Council. in favour of the bidder/agency
7. PAN Number issued by the IT Dept. in favour of the : _____
bidder/agency
8. Any Other Details : _____
9. Enclosures:
- a. Demand Drafts for tender and EMD Fees
 - b. GST Registration number
 - c. Copy of PAN Card
 - d. Copy of Income Tax Return for last three years (2016-17,2017-18, 2018-19)
 - e. Turnover certificate for last three years (2016-17,2017-18, 2018-19) issued by CA.
 - f. All pages of this tender document – Terms and Conditions and all Annexures - duly signed with seal on all pages.
 - g. Copy of work orders for completed works.
 - h. Testimonials of previous work done on letterhead and verifiable contacts.

Date:

Signature of the Bidder with Seal

Place :

Annexure II

Price Bid

Itemized Schedule of Requirements

S. No	Description	Qty.	Rate	Amount
1	2	3	4	5
1	<p>Stage arrangements</p> <p>a) Providing stage of size 50'x40'x4'height using with MS angle framed plywood panels on MS pipe /angle support with cross bracing and top covered with good quality red colour carpet and bottom (three sides) also should be covered with neat plain satin cloth with matching colour.</p> <p>b) Ramp to be provided on both side of the stage made in MS angle framed plywood panels on MS pipe/ angle support with cross bracing, painted hand rail and carpet covering.</p> <p>c) Printing and fixing of Backdrop (50'x 16') in steel frame including necessary pipe support and entire back side should be covered with neat cloth upto ground level..</p> <p>d) Tables of total 30' length and at least 2.5' width with new clear white colour table cover on all the sides (to be set on the stage).</p> <p>e) Premium quality VIP class Chairs (45 Nos) (to be set on the stage). (Refer previous convocation photos)</p> <p>f) Flower decoration on the front side of the stage.</p> <p>g) Signage (2'x 1') on a board with 3' ht. stand for marking, Faculty, Chief Guest, VIP area, Guest area, Parents area, Staff area, Students area, Rest Rooms etc. (approx. 25 nos).</p> <p>h) Provision of focus lights (halogen) with stand (3 nos of 400 W in each) for stage both(two) sides.</p> <p>i) Provision of table/reading lamp for podium</p> <p>j) Provision of safety rail on two side of stage for 3' ht (both sides up to ramp approximately 70 feet in total)</p> <p><i>*Text/content to be printed for backdrop will be provided by IIMT.</i></p>	1 single job		
2	Providing Good quality plastic armless chairs with white satin cloth cover for audience and students seating etc. complete.	750 Nos		
3	Providing good quality floor red colour carpet over earth surface of convocation venue. (The requirement for this item will be confirmed five days before the event. Hence, there is a possibility that none of this item would be required or only partial quantity would be required)	27000 sq. ft.		

Date:

Place :

S. No	Description	Qty.	Rate	Amount
1	2	3	4	5
4	‘Welcome’ board and ‘Thank You’ board at main gate with two pillars of 2’width and 16’ ht and for 26’ opening made with steel frame and covered with printed flex sheet including two focus lights (200w) with necessary wires. The matter to be printed on the board will be provided by IIMT. <i>#Sample print should be presented to IIMT for approval (of flex and print quality).</i>	2 Whole Job		
5	Photo Gallery (70’ width) a. With stepped (6 steps) stage for 200 persons with steel frames with steel pipe supports with cross bracing, steel framed plywood platforms. b. Velvet mat finishing red colour carpet for steps. c. with a flex banner of (size 60’x 5’) as backdrop to be affixed. d. 40 Plastic Chairs with white satin cloth cover fully covering the chairs are to be provided for the photo gallery. e. Provision of focus lights (white halogen) with stand (3 nos of 400 W in each) on both sides f. Floor red carpet in front of gallery (70’x20’) <i>* Matter/text for flex banner will be provided by IIMT</i>	1 Whole Job		
6	Flag posts (50 mm dia. MS/GI Pipe post, 20’ ht.) with new satin flags of different colours.	30 nos		
7	Outdoor floodlights for venue and procession pathway with 400W fittings with 20’ height poles (2-6 lights in a pole based on the requirement at the site) using MS/GI pipe including necessary wires, feeder pillar box and DB boxes. The post should be painted and erected properly.	120 nos.		
8	Providing serial lights of different colours for Admin block and Main Gate	2000 nos.		
9	Providing IIM Tiruchirappalli name board in LED digital light (moving) with the size of atleast 10’x2’ (to be placed above the Main gate)	1 no.		
10	Provision of elevated platform (size 8’ x 8’ x 1.5’ht) top covered with carpet floor for photo & videographers in front of stage	2 nos.		
12	Printed flex banners fixed in a steel frame in different size according to the specified requirements for name boards etc. to be fixed around the venue. <i># Matter/text for flex banner will be provided by IIMT</i>	3000 sq. ft.		
13	Providing Tower Air conditioners of each 4.00TR on stage including necessary copper pipes, wires etc. The out-door unit should be placed in the ground in side of the stage	6 nos.		
14	Providing Dressing mirror of size 6’x1.5’for robing area	5 nos		
	Sub Total (A) =			

Date:

Signature of the Bidder with Seal



S. No	Description	Qty.	Rate	Amount
1	2	3	4	5
(B) AV arrangements				
1	Professional full HD Camera along with Videographer for one day. Sufficient cables should be arranged by the vendor for capturing the entire audience and procession. The vendor should visit the site atleast 1 week before the event to study the arrangements and procedure in consultation with the ICT department of IIM Tiruchirappalli.	2 nos.		
2	Full HD Video Mixer with required inputs and outputs – 1 no Professional Video Editor (Manpower)- 1 no Video Editing and Recording (DVD has to be made) -1 no Output of the mixer should be provided for live streaming	Whole job		
3	Provision of LED video wall of size 12’x 10’ along with Floor Stand, necessary Cables and connectors should be installed for the audience. The full HD video output of the mixer should be connected with these LED video walls. Display brightness (Lumens) should be suitable for outdoor installation. The name of the speakers should be displayed on the monitors through the mixer during the event. All these equipment should be delivered and tested on the previous day during rehearsal.	2 nos.		
4	Audio system requirement:- a. Two channel Amplifier 1500 Watts or above-8 nos b. 18 Channel or 22 channel Audio mixer (Stereo) with required inputs.-1 No c. Stage monitor speakers-2 Nos d. Goose neck microphone for podium-2 Nos. e. Wireless handheld mic along with required batteries-2 Nos. f. Speakers – 800 W (Min.)- 14 Nos, which should be compatible with the amplifiers mentioned above. g. Accessories and Cables for interconnecting all the Audio and Video components including labor charges. Video Mixer output along with synchronized audio should be provided for live streaming according to the requirement of the vendor who performs the live webcast of the event. i. All the Audio Visual equipments should be delivered and tested on the previous day of the event (during rehearsal). j. Power extension cables and necessary electrical connectors should be arranged by the vendor according to the site condition.	Whole job		
	Sub Total (B) =			
	Net Total C (A+B) = (This total will be considered to decide the lowest price bid).			
	GST amount on Net Total (C) will be paid as per approved applicable rates (D) .			

Date:

Signature of the Bidder with Seal Page 12 of 17



Annexure – III

LETTER OF AUTHORISATION FOR ATTENDING PRE-BID MEETING / BID OPENING

To
The Chief Administrative Officer (i/c)
Indian Institute of Management Tiruchirappalli
Pudukottai Main Road, Chinna Sooriyur Village,
Tiruchirappalli 620024.

Subject: Authorization for attending Pre Bid Meeting / Bid Opening on(date) in
the tender of

Following persons are hereby authorized to attend the Pre Bid Meeting / Bid Opening for the tender mentioned above on behalf of.(Bidder) in order of preference given below.

<u>Order of preference</u>	<u>Name</u>	<u>Specimen Signatures</u>
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Signatures of bidder or
Officer authorized to sign the bid
Documents on behalf of the bidder.

Note:

1. Maximum of two representatives per bidder will be permitted to attend Pre Bid Meeting / bid opening. In cases where the number of representatives is restricted to one, the first person from the company will be allowed. Alternate representatives will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received from the bidders/representatives.

Date:
Place :

Signature of the Bidder with Seal



Annexure - IV

NEAR RELATIVE CERTIFICATE
(To be given by all Directors)

I _____ S/o Shri _____ r/o _____

_____ hereby certify that none of my relative (s) as defined in the tender document is / are employed in IIMT unit as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, IIMT shall have the absolute right to take any action as deemed fit / without any prior intimation to me.

Dated:

Signature

Name in block letters of the signatory In capacity of

NOTE:

- In case of Company / Institution/ Body corporate, a list of all Board of Directors may be submitted along with the bid.
- In case of Company / Institution/ Body corporate, “Near Relative Certificate” are required by all the Directors of Company / Institution/ Body corporate excluding Government of India / Financial Institution nominees and Independent non-official part time Directors appointed by Government of India or the Governor of State.
- In case of Proprietorship firm, certificate will be given by the proprietor.
- For Partnership firm, certificate will be given by all the partners.
- The ‘Near Relative Certificate’ to be submitted as per clause 8.

Signature:

Name :

Designation:

Date:

Office Seal

Place :



Annexure V

DECLARATION

I, _____ (name of the person)

hereby declare that I am authorized to sign this document and that:

1. All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/ terminated.
2. I understand that the decisions taken by the Indian Institute of Management Tiruchirappalli are final and binding in all matters.
3. I hereby agree to work as per the terms and conditions stipulated by Indian Institute of Management Tiruchirappalli
4. I understand that the Indian Institute of Management Tiruchirappalli reserves the right to accept or reject and to cancel the candidature and rejects all expression of interests at any time prior to the award of the contract, without detailing any specified reasons whatsoever.

Name:

Place:

Designation:

Date:

Signature:

Office Seal



Annexure VI

UNDERTAKING CERTIFICATE

It is certified that

I, _____ (name of the person) S/o

Shri _____ r/o _____

hereby certify that I am authorized to sign this document and that:

Our firm / company has never been blacklisted by any of the Government Organization / Agencies in the past and there is no criminal case registered against our firm / company or its owner / partners anywhere in India.

Name:

Place:

Designation:

Date:

Signature:

Office Seal



CHECK LIST

1. All pages of this tender document – including Terms and Conditions and all Annexures – duly signed with seal.
2. Application Form (Price Bid) as per Annexure II.
3. Letter of Authorization as per Annexure III.
4. Near Relative Certificate as per Annexure IV.
5. DD for Rs. 10,000/- towards Earnest Money Deposit.
7. DD for Rs. 1180/- towards Tender Application Fee.
8. GST number and copy of GST certificate.
9. Written undertaking regarding accepting all the terms and conditions of the tender document. Tender document signed in all the pages with seal of the bidder.
10. PAN (Enclose copy of the Certificate).
11. Annual Turnover for the last three consecutive financial years. Audited financial statements or financial statement showing turnover duly certified by a Chartered Accountant to be enclosed.
12. Income-Tax returns for last three consecutive financial years.
13. Certificates / Undertaking to the effect that the bidder had never been blacklisted by any of the Government Organization / Agencies, as per **Annexure VI**.
14. Copy of work orders for the completed works.
15. Copy of testimonials on letterhead with verifiable contact details.
16. **Performance Certificate** from a past clients of equivalent order size (issued in the last three years).

Place :

Date

Signature of the Bidders with Office Seal