



भारतीय प्रबन्धन संस्थान राँची

(शिक्षा मंत्रालय, भारत सरकार के अधीन)

प्रबन्धन नगर, नयासराए मार्ग, राँची, झारखण्ड, पिन- ८३५ ३०३

**INDIAN INSTITUTE OF MANAGEMENT RANCHI**

(Under Ministry of Education, Govt. of India)

Prabandhan Nagar, Nayasarai Road,

Ranchi, Jharkhand, PIN - 835303

URL: [www.iimranchi.ac.in](http://www.iimranchi.ac.in)

Email: [purchase@iimranchi.ac.in](mailto:purchase@iimranchi.ac.in)

**VERY SHORT TENDER NOTICE**

**Engagement of Event Management agency for 13<sup>th</sup> Convocation.**

**Tender No. : IIM Ranchi/NIT/Convocation/2023-24/16**

**Dated: 27.03.2024**

Issued by:  
Administrative Officer - Purchase  
Indian Institute of Management, Ranchi  
(for & on behalf of the Director, IIM Ranchi)

## NOTICE INVITING TENDER AND SCHEDULE OF EVENTS

Open Tender is invited from eligible service providers under two bid systems (Technical Bid and Financial Bid) for the following service at Indian Institute of Management Ranchi, Prabandhan Nagar, Nayasarai Road, Ranchi 835303, Jharkhand:

Name of the services	Engagement of Event Management agency for 13th Convocation
Tender No. & Date	IIM Ranchi/NIT/Convocation/2023-24/16 dt. 27.03.2024
EMD	Rs. 18,000/- (Rupees Eighteen Thousand Only) by demand draft/FDR in favour of Indian Institute of Management Ranchi payable at Ranchi and validity shall be two months beyond the last date of submission of bid. Exemption as per GoI rules.
Pre-Bid Meeting	Pre-Bid is scheduled on 01.04.24 at 11:00 AM at IIM Ranchi Campus.
Last Date of Submission/ Receipt of Bid documents	Can be submitted up to 03:00 PM on 03.04.2024
Opening of Technical bid	Technical bids will be opened on 03.04.2024 at 04:00 PM
Opening of Financial bid	Financial Bid of the technically qualified bidders shall be opened soon after the evaluation.
Contact Person (for any clarification during the tendering process)	Administrative Officer, Stores & Purchase Department, Indian Institute of Management Ranchi, Prabandhan Nagar, Nayasarai Road, Ranchi, Jharkhand, PIN-835303, Email ID: <a href="mailto:purchase@iimranchi.ac.in">purchase @iimranchi.ac.in</a>

## **1.0 Important Instructions**

The services envisaged is meant for providing event management services to IIM Ranchi towards celebration of 13<sup>th</sup> Convocation scheduled on 06.04.2024. The services includes Tentage, Lighting, flower decorations, Sound systems, Photo and videography, Standees and banners for the event etc. The event is scheduled on 6<sup>th</sup> April and the rehearsal of the event is scheduled on 05<sup>th</sup> April. As such, ONLY professionally competent event management agencies shall participate in this bidding process.

1.1 Read the tender documents carefully before filling.

### **1.2 PART 'A' is the Technical bid and it should contain:**

Technical Bid with all relevant documents, as mentioned in Terms and Conditions of the bid document /validated (b) EMD/ Exemption document as per GOI norms (c) All other details, documents and records as asked for in the bid document.

### **1.3 PART 'B' is the Financial Bid.**

Financial Bid should mention only the price (rate) in the stipulated format. The prices shall be filled up both in figures and in words. Any Bid offered in percentage; bid offered with any additional discount or any conditional bid will be rejected.

- a) Bid Validity: Bid submitted by bidder shall remain valid for a period of 30 days from the last date of submission of offer. Bidder shall not be entitled during this period to withdraw or vary the content of Bid or any term thereof. In such case of making any variation subsequent to submission of bid at their own, the offer shall be treated as "REJECTED" and EMD, if any, shall be forfeited without any reference to the bidder.
- b) The Institute reserves the right to modify the conditions of the tender, at any time, without assigning any reasons for the same.
- c) IIM Ranchi reserves the right to accept/reject any bid without assigning any reason whatsoever.
- d) If the last date of opening of the bid coincides with a holiday, then the next working day shall be the opening.
- e) The Bidder shall submit the technical Bid in a sealed envelope marked Part 'A'. The Financial bid as per format in a separate sealed envelope and marked as Part 'B'. Envelope Part 'A' and Part 'B' shall be sealed in a third envelope.
- f) Bidders can submit the complete bid only by hand at IIM Ranchi reception counter or through registered post or courier service at the prescribed address and time mentioned in the tender document.

## **2 Eligibility Criteria**

The bidder should meet the following minimum eligibility criteria, relocked as on the date of publication of the bid document:-

- 2.1 Event Management agency/firm/companies must have been registered on or before 01.04.2020.
- 2.2 Past Experience of Similar Services (Estimated Cost Rs. 09 Lakhs): The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt. Organization / PSU / Public Listed Company/ CFTIs. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be enclosed with the bid for verification by the Buyer.
- 2.3 Copies of Work Order, Work Completion Order and latest copy of Performance certificate from such prescribed Institutions issued in the name of the bidder (mentioned at 2.2 above) where they have been providing similar services should be submitted as the proof.
- 2.4 Copy of last three years i.e. 2020-21, 2021-22 & 2022-23 P&L Accounts and Balance Sheet certified by a chartered accountant with a minimum annual turnover of Rs. 36 Lakh in event management services should be enclosed as the proof of their financial capability.
- 2.5 Copy of last three year's Income Tax Returns i.e. 2020-21, 2021-22 & 2022-23.
- 2.6 Should possess statutory requirements such as labour license under Contract Labour Act 1970 and Power of Attorney, EPF, ESIC, GST registration, Shop and Establishment Registration Certificate and PAN Card for their existing businesses.
- 2.7 Joint Ventures are not permitted to bid.
- 2.8 The agency having any kind of litigation with IIM Ranchi are not eligible to participate.

## **3. Evaluation of Technical Bids:**

- 3.1 During this stage, the Technical bid which is declared responsive will be evaluated by the Committee for the purpose to ascertain the credentials of the bidder on the basis of the Eligibility Criteria as mentioned in the tender document.
- 3.2 If the technical bid of any bidder is not substantially responsive, the bid of such bidder will be rejected and the bidder will not subsequently be allowed to make its bid responsive by correction or modification or withdrawal of the non-conforming deviation or reservation.
- 3.3 The Institute reserves the right to seek clarifications or additional information/ documents from any bidder regarding its Technical Proposal. Such clarification(s) or additional information / document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the bidder does not furnish the clarification(s) or additional information/ document(s) within the prescribed time, the proposal shall be liable to be rejected. In the case proposal is not rejected, the Institute may proceed to evaluate the technical proposal by construing the particulars requiring the clarification to the best of its understanding, and the bidder shall be

debarred from subsequently questioning such interpretation of the Institute.

#### **4 Opening & Evaluation of Financial Bids:**

4.1 If any discrepancy is found between the figure and in words in the financial bid, the words shall prevail. The committee shall correct error, if any.

4.2 Then all the financial bids shall then be ranked according to the financial bid in increasing order. The bidder quoted the least Rs “Y” shall be ranked as L-1, bidder quoted next higher price shall be as L-2 and so on.

#### **5 Selection of successful bidder:**

5.1 Bidder quoted the least Rs “Y” will be ranked as L-1 will be declared as the Successful Bidder and his offer will be processed further.

5.2 In the event of receiving more than one financial bid quoting the same price, the final selection of successful bidder shall be made in the following manner:

- i. The one with the highest turnover during the last 3 years put together;
- ii. If more than one bid having the same total turnover, then the earliest one registered with the Registrar of Companies/ Partnership Firms/ date of license under the Shops & Establishment Act;
- iii. If more than one bidder had been registered on the same day, then by “draw of lots”.

#### **6 Award of Contract:**

6.1 After the selection of the successful bidder, a Letter of Award (“LOA”) shall be issued in by the Institute to the Successful Bidder and the Successful Bidder shall within 2 (Two) working days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.

6.2 Within two days of receiving the LoA the agency need to submit the Bank Guarantee of Rs. 45000/- in the form of DD/NEFT/FDR.

6.3 Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds or the annulment of the award and forfeiture of EMD.

#### **7 Scope of Services: -**

The table appended below gives some useful information for the prospective Tenderers. While the information given will be reasonably sufficient to access the quantum and types of requirement by the Institute.

Sl No.	Requirement	Work Scope	Details
1.	Tentage  (to be ready by 05 <sup>th</sup> April 12 PM)	Main Stage	(a) Iron Stage dimension 60ft x 30ft with 4ft height b.) Stair both side of stage (8ft wide) with hand railing c.) Carpeting on Stage d.) Backdrop 16ft x 60ft. e.) Masking all side of the stage

		Masking & Carpeting	<p>a.) Half circle of the ground approx. 200ft masking</p> <p>b.) Iron truss masking with neat &amp; clean cloth with curtain</p> <p>d.) Single carpet from stage to the end of the food court (10ftx 200ft)</p>
		Food Court	<p>a.) Truss food court with dimension (10ft x 20ft) four pcs.</p> <p>b.) Long table in the food court with jhalar &amp; Napkin(30pcs)</p> <p>c.) Carpeting one line in front of the food court area</p> <p>d.) Food court area will be covered with ceiling.</p> <p>e.) Chafing dish – 65nos.</p>
		Chair & Table	<p>a.) 1000 pcs chair cover only</p> <p>b.) 20 pcs approx. round table napkin &amp; jhalar</p> <p>c.) 30 pcs long table for the LED screen, sound system and other work with jhalar.</p>
		Photo Ramp	<p>a.) Dimension of photo ramp 50ft wide with 2ft distance and 8 inch height</p> <p>b.) Carpeting on the photo ramp</p> <p>c.) Backdrop of iron truss to support the photo ramp</p>
		LED Screen	<p>a) 60'x 10' as stage backdrop</p> <p>b) 8ft x 12ft size two led screen will be placed on both side of the stage</p>
2.	Lighting (to be ready by 05 <sup>th</sup> April 06 PM)	Main gate & Front garden decor	<p>a.) Rice light for front gate</p> <p>b.) Rice light in front circle and on fencing</p> <p>c.) Rice light on IIM written plant and trees nearby with par light &amp; flood light</p> <p>d). Rice Light for trees in green patch area between Sidhu-Kanhu block and main gate.</p>
		Parking area decoration	<p>a.) Travelers palm tree will be decorated with par light</p> <p>b.) All the trees in the parking area will be decorated with rice light</p> <p>c.) Pole in the parking area will be decorated with strip light (35 pole aprx.)</p>
		Building & Bridge Decoration	<p>a.) All the four bridges will be decorated with rice light</p> <p>b.) Auditorium building and the buildings facing the main ground area will be highlighted with par light on stand &amp; rice light.</p> <p>c.) Side plant of the ground will be decorated with rice light</p> <p>d) Stairs area between Nilamber-Pitamber Block to be decorated with rice light</p>

			(e) courtyard area between academic and admin block to be decorated with rice light
		Audi Lawn area decoration	a.) Two pole light with 200w led metal light b.) LED metal light on food stall for the ground lighting c.) LED bulb in the food stall d.) All plants in the ground will be decorated with rice light e.) Other white light as required
		Audi Lawn Round circle decoration	a.) Decoration with rice light & par light in the circle and other materials. b.) Thermocol written 13th <b>CONVOCATION-IIMR</b> to be placed and lighting to be done on the same.
		Stage Lighting	a.L- shape truss with height of 12' and 6' wide on both side b.12 pcs face lights – On truss c.24 pcs par lights – on truss d.06 pcs par 64 lights – on truss e.06 pcs sharp lights – on stage
3.	Sound System (to be ready by 05 <sup>th</sup> April 12 PM)		a.) Six monitor on the stage for the feedback b.)Eight pair Top & Base for the front output c.) Podium mic two pcs d) Cordless mic four pcs. e) Amplifier f.) Other required accessories
4.	Flower Decoration (to be ready by 06 <sup>th</sup> April 03 PM)		a) Front side 60ft natural flower garden (Star, Gerbera , Baby & other flower) b.)Natural flower bookey garden on podium c.) Flower work on food court (Boo-key) d) Natural Flower garden on main gate e) Natural flower decoration - Stage backdrop f) Natural flower decoration – Photo ramp
5.	Banner & Standees (to be ready by 06 <sup>th</sup> April 12 PM)		a) Welcome Banner at Main Gate with framing 46'x4' – 01 no. b) Standees (6'x3') – 15 nos. c) Banner for group photography (50'x12') d) Photo Booth Flex With Frame and installation (8'x8') e) Stage front flex – 60'x 4'
6.	Photography and Videography (to be ready by 06 <sup>th</sup> April 12 PM)		Still Photography - Group photography of faculty & Students batch wise – 15 Individual photography of student receiving his/her degree – 350 Convocation Procession -20 Various other photographs covering entire ceremony-75 Videography - Videography of the entire convocation ceremony starting from procession to declaration of closure of the ceremony including videography in open area using a drone. Live streaming of the event.

**BID FORWARDING LETTER**

(To be submitted on the letterhead of the bidder)

Date: \_\_\_\_\_

To  
The Administrative Officer - Purchase & Stores  
Indian Institute of Management Ranchi  
Prabandhan Nagar, Nayasarai Road  
Ranchi - 835303

Subject: Bid Forwarding Letter.

Ref: IIM Ranchi/NIT/Convocation/2023-24/16 dt. 27.03.2024.

Sir,

I/ We hereby confirm and declare that I/We have carefully studied the tender document therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the tender.

I/ We also keep the offer open for 30 (Thirty) days from the end date of tender or any amendment thereon.

Yours faithfully,

(Name & signature with stamp of the bidder)



**Self-Declaration about Non-Blacklisting**

(To be submitted on the letterhead of the bidder)

Date: \_\_\_\_\_

To  
The Administrative Officer - Purchase & Stores  
Indian Institute of Management Ranchi  
Prabandhan Nagar, Nayasarai Road  
Ranchi - 835303

Subject: Self-Declaration about Non-Blacklisting.  
Ref: IIM Ranchi/NIT/Convocation/2023-24/16 dt. 27.03.2024.

Sir,

In response to your tender under reference, I/We hereby declare that presently our agency is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Central/ State Universities, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our agency is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Central/ State Universities, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in past five years from the last date of submission of proposal.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our performance security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Yours faithfully,

(Name & signature with stamp of the bidder)

**Technical Proposal Checklist**

(To be submitted on the letterhead of the bidder)

Ref: Ref: IIM Ranchi/NIT/Convocation/2023-24/16 dt. 27.03.2024

Sl. No.	Particulars	Supporting Documents Submitted (Y/N)	Remarks, if any
1	EMD		
2	Details of all works of similar nature completed during last three years		
3	Copy of last three year's Income Tax Returns i.e. 2020-21, 2021-22 & 2022-23		
4	The bidder must possess a valid PAN & GST issued by the appropriate authority.		
5	Bid Forwarding Letter as per the format in Annexure - I		
6	Self-Declaration about Non-Blacklisting as per the format in Annexure-II		
7	Power of Attorney/ Authorization Letter, if tender is submitted by the authorized partner/ representative of the firm (on the letterhead of the bidder).		
8	Duly signed and stamped of the entire tender document along with its addendum/ corrigendum, if any		
9	Duly signed and stamped format for undertaking for site inspection as per Annexure-V		

**Declaration**

I/We..... (Name of the Partner/s or Authorized Representative of Bidder) of ..... (Name of the firm) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in the tender document.

Place: (Name &amp; signature with stamp of the bidder)

Date:

**FINANCIAL BID**

(To be submitted on the letterhead of the bidder)

Date of Submission of Financial Bid : _____	
Ref: Tender for Engagement of Event Management agency for 13th Convocation Tender No.: IIM Ranchi/NIT/Convocation/2023-24/16 dt. 27.03.2024	
Name of the Bidder:	
Correspondence Address:	
Tel/ Mob No.:	
Email:	

*(Amount in INR)*

Sl. No.	Particulars	Amount (in Figures)	Amount (in Words)
1.	Total Quoted price (Including all the taxes)		
<b>Total</b>			

- i. The bidder offers the Lowest Rate (L1), will be declared as the successful bidder.
- ii. Quoted price should include the Labour Charges, Transportation, All taxes/GST. No Extra amount shall be paid above the quoted price.
- iii. Selection Method: Lowest cost proposal (L1) of technical responsive bidder will be considered for award of contract.

**Declaration**

I/We..... (Name of the Partner/s or Authorized Representative of Bidder) of ..... (Name of the vendor/ firm/ agency) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place: (Name &amp; signature with stamp of the bidder)

Date: