



**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 for Engagement of an Event Management firm for**

**‘10TH PAN IIM WORLD MANAGEMENT CONFERENCE’.**

**Tender No. : IIM Ranchi/NIT/PAN-IIM/2025-26/35**

**Dated: 03.11.2025**

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 an Event Management firm for 10th PAN IIM World Management Conference'
Event Date	27, 28 and 29 November 2025
Tender No. & Date	IIM Ranchi/NIT/PAN-IIM/2025-26/35 Dated: 03.11.2025
Performance Security	Rs. 10,000/- (Rupees Ten 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 06.11.2025 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 10.11.2025
Opening of Technical bid	Technical bids will be opened on 10.11.2025 at 04:00 PM
Opening of Financial bid	Financial Bid of the technically qualified bidders shall be opened.
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 are meant to provide event management services to IIM Ranchi towards the '10th PAN IIM WORLD MANAGEMENT CONFERENCE' scheduled on 27<sup>th</sup> · 28<sup>th</sup> & 29<sup>th</sup> Nov 2025. The services include Tentage, Lighting and flower decorations, Sound systems, Photo and videography, Standees and banners for the event, etc. 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 the Terms and Conditions of the bid document /validated
- 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 180 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 01.04.2022.

2.2 Past Experience of Similar Services (Estimated Cost Rs. 4.9 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 3.2 above) where they have been providing similar services should be submitted as the proof.

2.4 Copy of last three year's Income Tax Returns/P&L i.e. 2022-23, 2023-24 & 2024-25.

2.5 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.

2.6 Joint Ventures are not permitted to bid.

2.7 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 the 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")/WO shall be issued by the Institute to the Successful Bidder and the Successful Bidder shall within 3 (Three) working days of the receipt of the LOA, sign and return the duplicate copy of the LOA/WO in acknowledgement thereof.

6.2 The Successful Bidder shall submit a security deposit of Rs. 10,000 (Rupees Ten Thousand only) having validity of two months beyond the date of completion of the agreement in the form of FDR/Bank Guarantee within the 07 days from the date of issue of Letter of Award/Work Order.

6.3 Within the date of issue of the Letter of Award/WO, the successful bidder shall be required to execute the work as per the tender on the instruction of Institute Officials.

6.4 Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds or the annulment of the award, the amount shall be deducted from the invoice payment as a penalty or as decided by the Competent Authority.

## 7 Scope of Services: -

7.1 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.

**Table:**

Sl No	Requirement	Work Scope
1	<p><b>Tentage</b> (to be ready by 26th Nov 25, upto 04:00 PM)</p>	<ul style="list-style-type: none"> <li>• Food court (20'x10') – 06 Pcs.</li> <li>• Gazebo (10'x10') – 02 Set</li> <li>• LED Display counter (Mocktail &amp; Bar) – 01 Set</li> <li>• Long Table with frill &amp; roll paper (Size 5x2)- 80pcs</li> <li>• Round Table with frill &amp; napkin- 50pcs</li> <li>• VIP chair with cover &amp; ribbon- 270pcs</li> <li>• Chaffing Dish -75pcs</li> <li>• Full plates (Bone China) - 500pcs</li> <li>• Quarter Plates (Bone China) -500pcs Spoon- 500pcs</li> <li>• Small spoon (Desert)- 500pcs</li> <li>• Chowki -10pcs</li> <li>• Buffet Spoon -75pcs</li> <li>• Chunni Pandal (60ft x60ft) -01</li> </ul>
2	<p><b>Lighting</b></p>	<ul style="list-style-type: none"> <li>• Ferry light décor on main gate - 30pcs Ferry light décor on Front circle of main gate - 50 pcs</li> <li>• Décor with lighting on parking area with ferry light - 200pcs</li> <li>• Ferry light décor on Auditorium railing &amp; nearby -80pcs</li> <li>• All the 5-bridge décor with ferry light -200pcs</li> <li>• Academic building front facing décor with Ferry light - 100 pcs</li> <li>• Metal light facing front the food court area - 50pcs</li> <li>• Ferry light work on the chunni pandal - 100pcs</li> <li>• CFL LED bulb inside the food court - 18pcs Sound system for music - 01set</li> </ul>
3	<p><b>Banner &amp; Standees</b></p>	<ul style="list-style-type: none"> <li>• Main gate flex with frame (22ft x 04ft )- 01pcs</li> <li>• (12ft x 04ft)- 02pcs</li> <li>• Standees printing only (6ftx3ft) - 25pcs Selfie Booth without frame (Size to be confirmed from the institute)</li> </ul>
4	<p><b>Decoration</b></p>	<ul style="list-style-type: none"> <li>• Natural+Artificial flower décor on auditorium, main gate, Audi railing , Reception counter, Audi gate and Food court tent area</li> </ul>

**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/PAN-IIM/2025-26/35 Dated: 03.11.2025.

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/PAN-IIM/2025-26/35 Dated: 03.11.2025.

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. No.: IIM Ranchi/NIT/PAN-IIM/2025-26/35 Dated: 03.11.2025

Sl. No.	Particulars	Supporting Documents Submitted (Y/N)	Remarks, if any
1	Details of all works of similar nature completed during last three years		
2	Copy of last three year's Income Tax Returns/P&L i.e. 2022-23, 2023-24 & 2024-25		
3	The bidder must possess a valid PAN & GST issued by the appropriate authority.		
4	Bid Forwarding Letter as per the format in Annexure - I		
5	Self-Declaration about Non-Blacklisting as per the format in Annexure-II		
6	Power of Attorney/ Authorization Letter, if tender is submitted by the authorized partner/ representative of the firm (on the letterhead of the bidder).		
7	Duly signed and stamped of the entire tender document along with its addendum/ corrigendum, if any		
8	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:

**ANNEXURE - IV**

**FINANCIAL BID**

(To be submitted on the letterhead of the bidder)

Date of Submission of Financial Bid : _____	
Ref: Tender for Engagement of an Event Management firm for 10th PAN IIM World Management Conference Tender No.: IIM Ranchi/NIT/PAN-IIM/2025-26/35 Dated: 03.11.2025	
Name of the Bidder:	
Correspondence Address:	
Tel/ Mob No.:	
Email:	

*(Amount in INR)*

<b>Sl. No.</b>	<b>Particulars</b>	<b>Amount (in Figures)</b>	<b>Amount (in Words)</b>
1.	Total Quoted price for the work as per scope of work (Including all the taxes)		
<b>Total (inclusive of all taxes)</b>			

- i. The total quoted price should include all costs (i.e. Transportation, manpower, GST or any other taxes). No amount shall paid extra.
  
- ii. Selection Method: Lowest cost proposal (L1) of the technically responsive bidder will be considered for the award of the contract.

**Declaration**

I/We..... (Name of the Partner/s or Authorised 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 the tender document.

Place:  
Date

(Name & signature with stamp of the bidder)