



INDIAN INSTITUTE OF MANAGEMENT CALCUTTA

NOTICE INVITING TENDER

“(A) Temporary Construction of Aesthetically Designed AC Shamiana on turn-key basis for Convocation – 2022 and (B) Temporary construction of Lunch & Dinner (Combined) Pandal for Annual Convocation - 2022”

Tender Enquiry No.: **NIT/IIMC/Convocation/53/21-22**

Date: **04/03/2022**

E-tenders are invited by Indian Institute of Management Calcutta (IIMC) under two-bid system i.e. Technical Bid and Financial Bid from eligible and reputed Firm/Agencies/Event Organizers on the terms and conditions enumerated in detail in tender document. The tender can be downloaded from the website <http://eprocure.gov.in/cppp/app> or www.iimcal.ac.in and bid to be submitted online only through the CPP Portal up to the last date and time of submission of tender.

Brief Details of Tender:

Description	Estimated Cost
“(A) Temporary Construction of Aesthetically Designed AC Shamiana on turn-key basis Convocation – 2022.” And, “(B) Temporary construction of Lunch & Dinner (Combined) pandal for Annual Convocation – 2022.”	Rs. 34,05,000/- (Approximately)

Time Schedule of tender activities

SL No.	Particulars	Date	Time
1	Date & Time of online publication of tender	04/03/2022	16:00 Hrs.
2	Bid submission start Date & Time	04/03/2022	17:00 Hrs.
3	Bid Submission close Date & Time	24/03/2022	14:00 Hrs.
4	Closing Date & Time for submission of Tender Fee	24/03/2022	14:00 Hrs.
5	Opening of technical Bid	25/03/2022	14:15 Hrs.
6	Opening of financial Bid	To be intimated in due course	

Tender documents comprising the following:

Volume –I:

- a) Notice Inviting Tender

Volume –II:

- a) Price Bid with Bill of Quantity

IIM Calcutta reserves the right to reject any or all tenders without assigning any reason thereof.

Contact Person:

Senior Administrative Officer (Purchase)
 Indian Institute of Management Calcutta
 Diamond Harbour Road, Kolkata – 700104
 Contact: 033 7121 1060

BACKGROUND

Indian Institute of Management Calcutta (IIMC) was established by Government of India in the year 1961 as one of the first Indian Institute of Management. IIM Calcutta is an Institute of National Importance declared under Indian Institute of Management Act, 2017.

It is the first institution in India to earn a “Triple Crown” in accreditation. The Institute is now accredited by the Association to Advance Collegiate Schools of Business (AACSB), European Quality Improvement System (EQUIS) & Association of MBA’s (AMBA) which have assessed and ratified the quality of the programs by external (of International standard) peer review processes.

ELIGIBILITY CRITERIA**Minimum Criteria for Qualifying:**

Sl. No.	Description	Remarks
1	Updated Trade License	Valid document needs to be submitted
2	PAN Card	Valid document needs to be submitted
3	GST Registration Certificate	Valid document needs to be submitted
4	3 years’ (i.e. 2017-18, 2018-19 and 2019-20) audited financial statements (a) P&L account statement and (b) balance sheet.	Valid document needs to be submitted
5	Should have a sound financial background with a minimum average annual turnover of 50% of the estimated cost during previous 3 years (i.e. 2017-18, 2018-19 and 2019-20)	Valid document needs to be submitted
6	IT Return for 3 financial years i.e. 2017-18, 2018-19 and 2019-20	Valid document needs to be submitted
7	Firms/agencies having past experience for 3 years of making arrangement for convocation/similar events	Valid document needs to be submitted
8	One similar nature of work minimum 80% of the estimated cost as mentioned in the Tender Document. OR Two similar nature of work minimum 60% of the estimated cost as mentioned in the Tender Document. OR Three similar nature of work minimum 40% of the estimated cost as mentioned in the Tender Document.	Valid document needs to be submitted
9	The Firm should neither blacklisted by any Centre/ State/Autonomous Bodies or Institute/Public Undertaking nor any criminal case registered/pending against the firm or its owner/partners anywhere in India.	Declaration in the firm’s Letterhead needs to be submitted.

Other Terms & Conditions

1. The work contract must be executed in all respects as mentioned in the scope of works latest by **26th April, 2022** so that any modification/alteration can be made in time. Convocation is scheduled on 29th April, 2022. Failure to complete within the said time may result in levying heavy fine, as decided by the Institute.
2. Sufficient personnel should be available for proper erection of (A) AC Shamiana & (B) Lunch & Dinner Pandal (Combined). Technical personnel should also be provided to ensure safety of erected pandals etc. and proper electrical connections to be made so as to avoid any hazard due to the work entrusted with the Successful Bidder. All electrical joints must be properly insulated so as to avoid any short circuiting and fire.
3. The successful bidder will be responsible for transportation of all materials related to them and no extra payment will be made by the IIM Calcutta on this account.
4. The successful bidder himself will be responsible for safety and security of his material and IIM Calcutta will not be responsible for any damage/theft of material of the Successful Bidder.
5. For any emergency situation, the Successful Bidder will provide solution related to his/her work at no extra cost.
6. 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 Successful Bidder black listed.
7. The structures must be strong enough to withstand thunderstorm, cyclone and rain which are normal phenomenon during that time in West Bengal.
8. All structures materials are to be dismantled and fully removed within 7(seven) days after the programme and the ground to be cleaned up to satisfaction of IIM Calcutta.
9. Necessary cleaning, dressing and levelling of ground and approach roads to the pandals are to be carried out without extra cost.
10. 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.
11. Before quoting the rates, the agency/firm shall be advised to inspect the site and working conditions thereof. The structure should be similar to the last year's Convocation venue/design.
12. 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.
13. All works related to this tender should be completed to entire satisfaction of the IIM Calcutta, failing which the IIM Calcutta will have right to cancel the work order and no payment will be made in that case.

14. Any defect found in the work carried out by the successful bidder will have to be rectified free-of-cost by the Successful Bidder.
15. 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 miss happening and loss caused due to the agency's negligence.
16. The successful bidder 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 Successful Bidder. Further, the Successful Bidder shall have to comply with the provisions of all prevailing Labour Laws relating to the work assignment.
17. The Successful Bidder 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.
18. The representatives of the Successful Bidder should be available on telephone and also on mobile to enable this Institute to call them in emergency situation. Therefore, telephone as well as mobile number(s) and address will also be provided to IIM Calcutta.
19. Each page of the quotation is to be signed by the tenderer and duly stamped.
20. All disputes arising out of this contract shall be referred to the sole arbitration of the Director, IIM Calcutta. The venue of arbitration shall be in Kolkata only.
21. IIM Calcutta reserves the right to reject any or all tender(s) without assigning any reason. The decision of IIM Calcutta in this regard shall be final. No enquiries in this regard shall be entertained. Correspondence during tendering process may invite disqualification.
22. The quoted rate will remain valid for a period of 90 days from the date of opening of price bid. Work should be completed within the specified date from the date of issue of the Letter of Intent /Work Order.
23. The quoted rate should be comprehensive one inclusive of supply of material labour charges, hire charges of tools & tackles, scaffolding, plant & machinery etc., to execute the total Scope of Work as per Annexure-I & Annexure - II.
24. The rate quoted by the Successful Bidder shall also be inclusive of all taxes, duties, transportation charges and other statutory payments and will not subject to any fluctuation due to any increase in any effect.
25. Proper GST Invoice needs to be submitted after successful completion of the said works along with the Job done certification obtained from the Convocation Committee - 2022.
26. Tender/quotation received within the stipulated deadline containing cost of Tender Document only will be taken for consideration.
27. This Work Contract may be considered for similar work in future for the successful bidder with same terms and conditions subject to satisfactory service and performance of Convocation -2022 and based on requirement of the Institute in future for another one year.

28. The detailed Scope of Work is enclosed in **Annexure- I for (A)** Temporary Construction of Aesthetically Designed AC Shamiana on turn-key basis and, **Annexure -II for (B)** Temporary construction of Lunch & Dinner(Combined) pandal for Annual Convocation – 2022.
29. Special discount/rebate admissible to Educational Institute like IIMs/IITs may be specifically indicated in the quotation.
30. A tenderer who proposes any alteration of the conditions laid down or proposes any other condition of any description whatsoever is liable for rejection.
31. The Institute is not bound to accept the lowest tender and reject any tender without assigning any reason.

INSTRUCTION TO BIDDER

- a) Bidders are required to enroll on the e-procurement module of the Central Public Procurement Portal (CPPP) (**URL: <https://eprocure.gov.in/eprocure/app>**) by clicking the link “**Online Bidder Enrolment**” on the CPPP Portal.
- b) Possession of a valid class II/III DSC in the form of smart card/e-token is a prerequisite for registration and participating in the bid submission activities. DSC’s can be obtained from the authorized certifying agencies recognized by CCA India. (E.g. Sify/TCS/nCode/eMudra etc.)
- c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- e) The bidders are required to log in to the site through the secured log-in by entering their respective user ID/Password and the password of the DSC.
- f) The CPP Portal also has user manuals with detailed guidelines on enrollment and participation in online bidding process. The user manuals can be downloaded for reference.
- g) Any queries related to process of online bid submission or queries related to CPP Portal in the general may be directed to the 24 X 7 CPP Portal Helpdesk. The **Toll Free** Contact numbers for the helpdesk are 1800 3070 2232.

ONLINE BID SUBMISSION PROCEDURE

- (i) Help for bidders, FAQ, Information about DSC and Bidders Manual Kit containing the detailed guidelines for e-Procurement system are also available on Central Public procurement Portal. [<https://eprocure.gov.in/eprocure/app>]
- (ii) It is mandatory for all the bidders to have a valid Digital Signature Certificate (in the name of person having power of attorney to sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA’s from the link www.cca.gov.in) to participate in e-Procurement of IIM CALCUTTA.

- (iii) It is mandatory for the bidders to get their firm /company registered with e-procurement portal <https://eprocure.gov.in/eprocure/app> to have user ID and Password.
- (iv) Tender documents will be available online on website <https://eprocure.gov.in/eprocure/app> which can be downloaded.
- (v) Bidders may download and refer the “Instructions for Online Bid Submission” from (<https://eprocure.gov.in/eprocure/app>).
- (vi) The tender documents shall be submitted online in the prescribed format given on the websites and technical bids received online shall be opened as per NIT or Corrigendum thereof. No other mode of submission is acceptable. Detailed credentials as per the requirement of eligibility criteria and all tender papers except Bill of Quantities are to be submitted in “Technical Bid”.
- (vii) Bill of Quantities with rates duly filled in is to be submitted in the format provided online in the name of “Price Bid”. Hence, physical submission of the documents is limited to submission of original Earnest Money and Tender document fee. Deposit in the form of Demand Draft as per provision given in NIT.
- (viii) Representative of the bidder, who chooses to attend, may attend the online opening of the technical bids on the scheduled date and time of Bid opening. However, such representatives shall be allowed to attend the opening of the Technical Bids, only, if such person presents the signed letter of authority issued in his name by the bidder on his letter head.
- (ix) Bidders cannot submit the tender after the due date and time of e-bid submission. Time being displayed on Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> (“Server System Clock Time”) shall be final and binding on the bidder. E-Bids are required to be submitted by bidders, only as per the Indian Standard Time (IST) and not the time as per their location/country.
- (x) The bidders are advised to submit their e-bids well before the e-bid due date. IIM CALCUTTA shall not be responsible for any delay in submission of e-bids for any reason including server and technical problems.
- (xi) The Technical and Price Bid shall be digitally signed by the Authorized Signatory of the bidder & submitted “on-line”. The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally signed bid. Scanned copies of various documents can be prepared in .pdf file format.

FINANCIAL BID DETAILS

Financial bid i.e. BOQ given in the tender to be uploaded after filling all relevant information. The priced BOQ should be uploaded strictly as per published BOQ in the Tender document, failing which the offer is liable for rejection.

Vendor should quote prices in BOQ only, offers indicating rates anywhere else shall be liable for rejection.

BID VAILIDITY PERIOD

The bid will remain valid for 90 (Ninety) days from the date of opening as prescribed by IIM Calcutta. A bid valid for shorter period shall be rejected, being non-responsive.

BID OPENING

- a) Technical bids will be opened on 25/03/2022 at 14:15 HRS
- b) Financial Bids of the eligible bidders will be opened on a later date. The date and time for opening of financial bids will be announced later.
- c) **Bids should be summarily rejected, if tender is submitted other than through online through CPP Portal.**

BID EVALUATION

Technical Bid:

Only those bidders who score a minimum of 60% (sixty percent) marks in aggregate as per technical evaluation table, will be qualified in Financial Bid.

Financial Score:

The lowest financial bid (FM) will be given a Financial Score (FS) of 100 points. The Financial Score (FS) of other financial bids given by bidders will be computed as per following formula:

$$FS=100 \times FM/FO$$

Where, FM = Lowest Financial Bid,

FO = Financial Bids of the bidder, FS=Financial Score.

TSO (Total Score Obtained) = 30% of the Technical Weightage + 70% of the Financial Score

- A. On the basis of the combined weighted score for Technical Bid and Financial Bid, the qualified Bidders shall be ranked in terms of the total score obtained (TSO). The proposal obtaining the highest total combined score in evaluation of Technical Bid and Financial Bid will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiation, if required and shall be recommended for Award of Contract.
- B. In case more than 1(one) Bidder has identical highest marks in the overall evaluation, then the Bidder scoring highest marks in Financial Bid will be recommended for Award of work.

Payment Terms: In consideration of this service provided under this contract, IIMC agrees to pay the successful Bidder at each instance, as per the stipulation contained in the work order issued by IIMC. The Bidder shall be responsible for payment of all applicable Taxes on the contract.

- IIMC shall pay such bills within thirty (30) working days from the date of receipt of the undisputed bill.
- On receipt of the Final payments, the Bidder shall furnish a “**No Claim Certificate**” to IIMC.

Penalties: In the event of the supplier failing, declining, neglecting or delaying the supply or in the event of any damage occurring or being caused by the supplier, IIM Calcutta shall without prejudice to any other party remedy available to it under the law for the time being in force in the state of West Bengal.

- Terminate the work order at the risk and cost of the bidder whose quotation has been accepted and
- Recover the amount of loss caused by the damage, failure or default (including the consequential damage).
- Impose a penalty up to 10% of the total value of the order and confiscate earnest money.
- The delay in the supply and imposition of penalty shall be subject to “Force Majeure” and “Arbitration” clauses of the contract.

Force Majeure: No Party shall be in default under this Contract by reason of its failure or delay in the performance of its obligation, if such failure or delay is caused by acts of God, Government Laws and Regulations, Strikes/lock-outs, war, natural calamities or any other cause beyond its control and without its fault or negligence.

The Party claiming the relief under force majeure shall notify the other Party thereof without undue delay and if the impediment continues for more than three (3) months due to such causes as mentioned above, either party shall be entitled to terminate the Contract by written notice to the other party without incurring any liability for breach of contract.

SECURITY DEPOSIT DETAILS

- a) The successful bidder will have to submit the Performance Security Deposit valid for 12 months in the form of DD @ 3% of the approved value of order at the earliest from the date of issue of the Award Letter but not later than 7(seven) days. No interest will be paid by IIM Calcutta on the security deposit.
- b) Security deposit will be refunded to the selected bidder without any interest, after it duly performs and completes the work in all respect.
- c) Security deposit will be forfeited, if the firm fails to perform/abide by any terms or conditions of the contract.

Others Conditions

- a) The bidder has to upload the relevant and readable files only as indicated in the tender documents. In case of any irrelevant or non-readable files, the bid may be rejected.
- b) IIM Calcutta reserves the right to accept or reject any or all the tenders in part of full or may cancel the tender without any assigning any reason thereof.
- c) IIM Calcutta reserves the right of relax/amend/withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any inquiry after the submission of the quotation will not be entertained.
- d) IIM Calcutta reserves the right of modify/change/delete/add any further terms and conditions prior to issue of Work Order.
- e) In case of successful bidders are found in breach of any condition(s) at any stage of the assigned work, Security Deposit shall be forfeited.

- f) Conditional tenders will not be considered in any case.
- g) IIM Calcutta shall not be responsible for any transaction delay i.e. non-receipt of the Performance Security Deposit.
- h) IIM Calcutta may issue amendment/corrigendum to the tender documents before due date of submission of bid. Any amendment/corrigendum to the tender document, if any, issued by IIM Calcutta will be posted on CPP Portal. For the bidders, submitting bids on downloaded tender documents, it is bidder's responsibility to check for any amendment/corrigendum on the website of IIM Calcutta or check for the same in CPP portal before submitting their duly completed bids.

Senior Administrative Officer (Purchase)
Indian Institute of Management Calcutta

Scope of work for Construction of Aesthetically Designed AC Shamiana/Tent on 'turn-key basis' including below mentioned specifications for 57th Annual Convocation 2022	
Civil / Constructional Work	
Dais and inside the Shamiana	
1	Erection of aesthetically designed AC Shamiana/Tent with metallic structure with suitable roofing, side covering and carpeting on the floor. The Shamiana /Tent should have supporting pole/pillar at the extreme side positions and there must not be any supporting pole/pillar inside the Shamiana / Tent. The construction should be able to resist the maximum wind speed during northwester and should be sufficiently strong to withstand any sort of cyclone.
2	The size should be sufficient for sitting capacity of around 2000 persons with supply of around 2000 nos. of good quality chairs without arm, with white cover and ribbons.
3	AC Shamiana Size should be as per following: Length : 240 ft ; Width : 100 ft
4	Fire Safety - Standard protocol and equipment are to be maintained
5	Suitable good quality sofas with white cover (around 40 nos.) are to be provided on the front two rows of the hall for the VIPs/guests.
6	There will be one raised wooden stage of suitable size (approx. 90 ft x 42 ft) (similar to the stage in the Institute Auditorium), to be constructed with good aesthetics. There will be special VIP chairs of around 25 nos. for Chief Guest and other dignitaries, along with around 80 nos. of VIP chairs with arm for use on the stage for sitting arrangement of Faculty members.
7	Erection of two/three decorated approach gates with suitable nos. of fire exit.
8	Arrangement/ development of an eco-friendly toilet block with illumination arrangement. Also an washroom/green room arrangement (approx. of 7 ft x 10 ft) for dignitaries sitting on dais at a suitable place at the side of the stage.
9	Construction of suitable ramp along with the stairs at both sides of the dais for easy and comfortable movement of the normal and physically challenged students.
10	Construction of two temporary rooms of size 42 ft x 18 ft (approx), one at each side of the dais, with suitable door arrangement, for storage of certificates, awards etc. and for sitting arrangement of singers, musical hands, technical persons for Web casting, Projectors & IT Helpdesk. Supply of around 8 nos. tables and around 30 chairs are to be made. The rooms would be aesthetically designed and the persons sitting inside should not be visible to the outside guests.
11	Arrangement of a suitable decent looking separator behind the dignitaries on the dais, of around 5 ft. height, to facilitate easy movement of persons from one room to the other, without being visible to the guests.
12	Arrangement of suitable iron structure / wooden of 35 ft (length) x 5 ft (width) for LED projection screens each on front & rear sides of the AC Shamiana.
13	Preparation and Erection of Banners of appropriate size inside the AC Shamiana. The matter for the banner will be provided by MBA office in due course. Also the vendor has to fix some signage/banners which will be provided by MBA office.
14	Arrangement of aesthetically prepared decoration at the outside part of the AC Shamiana.
15	For arranging the above, the entrusted vendor should discuss and take approval of the designed items from MBA office and Engg. Dvn.
16	Supply and laying of Red Coloured synthetic matting on metal road from back side of NTB Bldg. to AC-Tent & VIP Lounge.
17	Any other civil and constructional works required for completion of the AC Shamiana in all respects. There should be some flexibility in the arrangement for modification of any work as will be decided by MBA office and Engg. Dvn.

18	Flower Decoration: Flower Decoration will also be arranged on the Dais/Foyer, in and around the Convocation Venue. The flower will be fresh and of good quality (original flowers, Orchid, Jinia and carnation flower etc.) Location are Entrance Gate (2 nos), Emergency Gate (South Side) and other places (Medical / Help Desk etc).
Erection of a canopy for students Full Rehearsal/Convocation procession	
20	Erection of a canopy of length 400 ft and height of at least 14ft (keeping in view the width of the road) with suitable nos. of road dividers and around 15 nos. sleek tables (approx. 5 ft x 2 ft) to be placed along the road near the New Teaching Block (NTB) of the Institute over the metaled road to facilitate the movement of students participating in the Convocation procession. Erection of a well decorated approach gate is to be made at the entry point, along with preparation and fixing of a flex banner. The matter for the banner will be provided by MBA office in due course.
Camera Stations	
21	Arrangement of proper Camera Stations (3 nos.) for Web Casting, one each at two sides of the wings and third one at centre position at suitable height.
22	If Necessary (Optional): construction of a proper Camera Station at suitable height in between the students' & parents' sitting areas (around 5 ft), to be used for Electronic Media.
23	Note: the entrusted vendor needs to coordinate with the vendor of Web Casting for actual measurements & requirements.
Station for Sound System	
24	Suitable arrangement of proper Sound System station to be made near/on the dais. <u>No disturbance in the sound will be allowed</u> which might be caused from stray signals from auxiliary systems like AC. Please note that in last year's Convocation there were repeated disturbances in Audio systems due to stray signals from AC units.
Medical Unit/Facilities	
25	Making AC room adjacent to AC Tent for arrangement of doctor's chamber with suitable table with white cover and 6/7 chairs with cover. Size : 25" x 16" with AC facilities
Help Desk	
26	Making AC room adjacent to AC Tent for arrangement of Help Desk with suitable tables (2) with white cover and 4 chairs with cover. Size : 20" x 10" with AC facilities
Food Stall	
27	Making decent looking food stall in front of the AC Shamiana, approx. size 15 ft x 10 ft. There should be provision of lighting and fan at the Food stall.
Green Toilet	
28	2 numbers Green Toilets to be arranged
Electrical Work	
1	Agency has to provide sound proof Generator adequate to run the entire load of the tent, along with required fuel including on April 27, 2022 (Full Rehearsal Day) and April 29, 2022 (Convocation Day)
2	The entire tent loads will be run on Generators.
3	There should be a dedicated generator exclusively for the sound system and the main stage lights. No other loads will be run through this Generator. The dedicated panel for this load zone is to have changeover switch.
4	Full details, specification, rating of the AC tent loads ie. AC's , lighting system complete with layout drawing is to be furnished in the initial stages.

5	The Generator Power distribution system inside tent should be such that every consecutive AC's (installed side by side) is to run through different Generator source. As for Example- If AC no.1 and AC No. 2 are installed side by side , then the power to the two AC's should not be from the same Generator. The connection to the lighting system also has to be made on this basis (consecutiveness preferably to be treated both for side by side and front to back or as per convenience depending on site condition)
6	There should be sufficient number of AC units to be installed inside the AC Shamiana/Tent so that adequate cooling is maintained. During inspection by Institute's higher authority if it is found that more cooling is required then additional AC units as will be necessary need to be arranged by Vendor at his cost.
7	The operation of the stage light is to be done by the agency. Accordingly the agency will have to arrange a dedicated individual who will be present althrough from the start till the end of the program. The individual should be someone having full expertise in the field of stage light operation, illumination and someone who will be fully conversant about the actual lighting distribution made inside the tent. The mobile no. of the person should be informed to MBA office & Engg. Dvn.
8	The agency has to plan for sitting arrangements for operators of stage light and sound system. The sitting arrangement should be such that both operators have a clear face to face view of the main stage.
9	The agency should arrange for another 2 Electricians with mobile phones who would be responsible for the illumination, electrical connection in areas immediate outside the tent. The mobile nos. are to be informed to MBA office & Engg. Dvn.
10	The agency should arrange for sufficient extension boards required inside the Shamiana and dais for connectivity of Camera device, Projectors, Mixers, Sound system, Televisions, LED Display etc.
11	The power distribution from Generator is to be done through Distribution panels. Each of the distribution panels should have adequate capacity change over switch, SFU, Voltmeter, Ampere meter, Phase indication lamp etc. All accessories are to be in OK condition complying electrical standards and general safety. Each circuit should go through individual MCB's. The electrical cables should be continuous in length without any jointing. No burnt out or damaged cables / wires would be allowed. Connection at ends (cable/wire) are to be done through proper socketing. No live ends are to be kept open. PVC Insulation taping are to be done in all areas wherever applicable.
12	Generator sources are also to be provided for the Pedestal fans just outside the tent.
13	The agency is to provide the mobile numbers of all their persons having responsibility of specific areas to MBA office and Engg. Dvn.
14	AC Mechanics/Technician should be available althrough the program to take care of any online breakdown. Prior to the program all check-ups, gas filling, pressure test etc. are to be completed to make the AC's ready in all respects and to be checked by Institute's Electrical Deptt.
15	The agency is to make arrangement for proper Earthing system.
16	The agency will have to provide light, fan & AC facility at Reception / Help Desk , Medical Unit and other counters (as applicable). They will also provide lighting and fan at the Food stall counter.
17	In case of requirement of temporary line at the initial stages, the agency will have to arrange for their own cables, distribution panels to draw the power from the temporary source.
18	If any of the Generators fail to function, it is the responsibility of the agency to arrange for reserve Generator set(s).
19	All inside and outside electrical works to be done pertaining to illuminations with necessary electrical fittings and fixtures with safety measures.
20	Providing AC facility with all necessary electrical works.

21	Any other electrical works required for completion of the AC Shamiana in all respects. There should be some flexibility in the arrangement for modification of any work as will be decided by Electrical Deptt.
22	LED Lights to be incorporated in all areas inside AC Shamiana and outside wherever necessary
23	All electrical wirings are to be made under proper covering/conduit conforming appropriate size and specifications.
24	All the above terms and conditions are to be checked by the Institute's Electrical Department and clearance to be obtained from them for clearance of payment.

Some Photograph of designs of AC Shamiana



AC Shamiana Side Wall



AC Shamiana Side Wall - 2



Inside Side Wall Design - 1



Inside Side Wall Design - 2



Inside Design- 1



Inside Design- 2



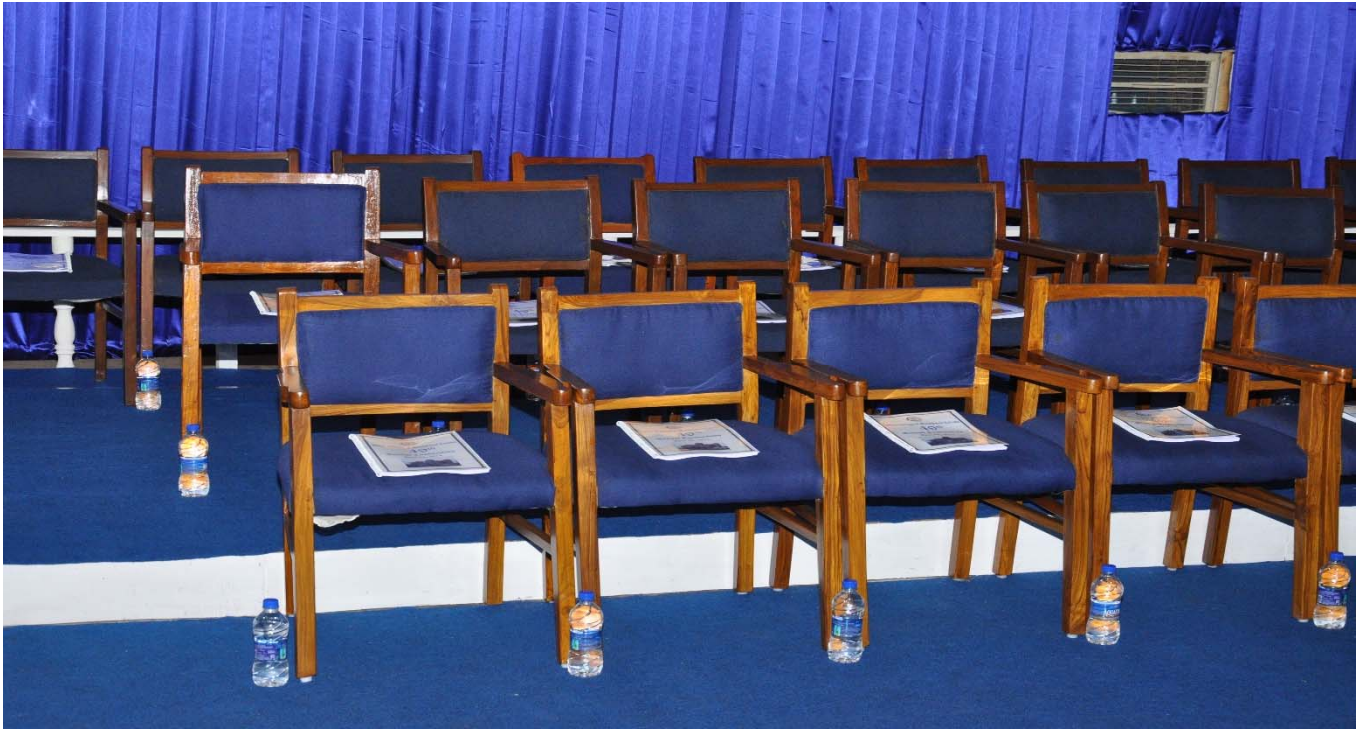
Inside Design- 3



Inside Design- 4



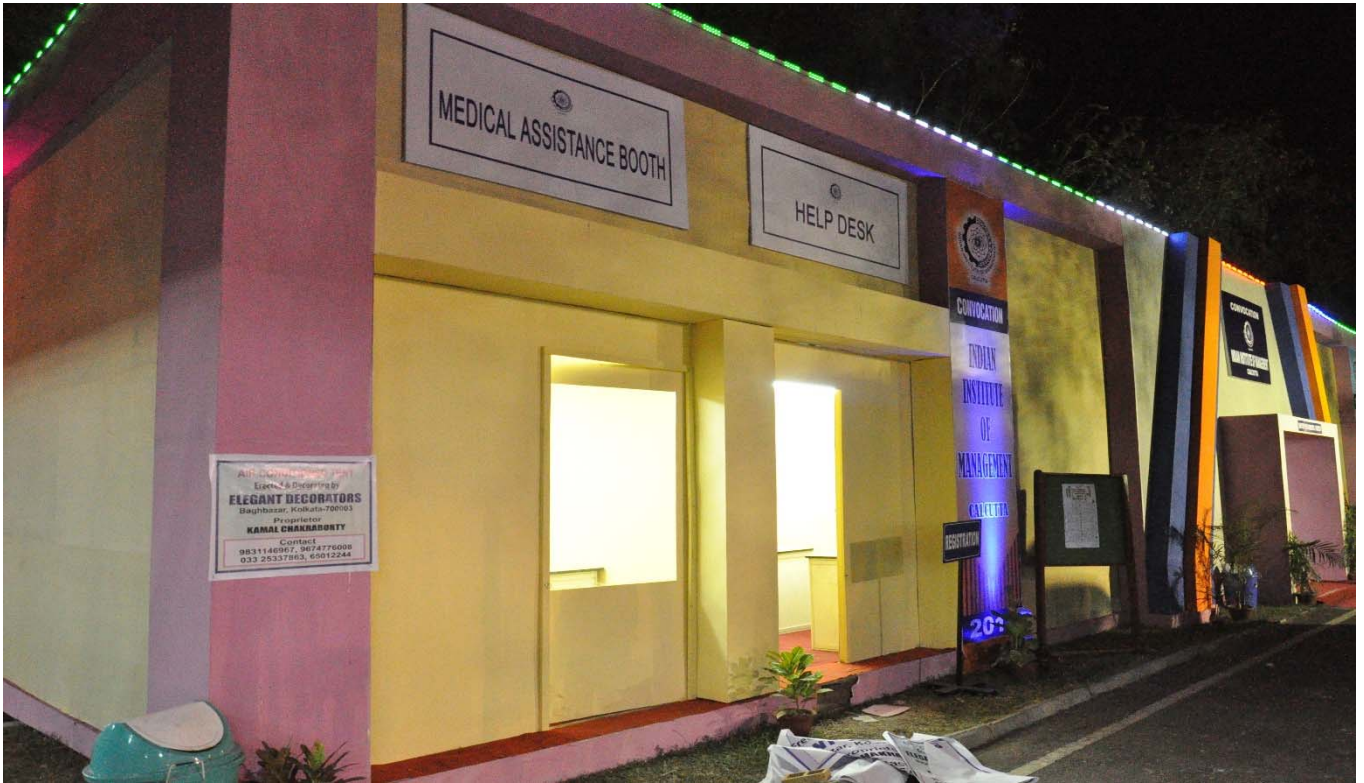
Canopy Front Gate Design



Dias Chairs



Dias Desing including staircase



Medical Unit Design



Road Mat sample

**Scope of work for Construction of Dinner Pandal/Tent on turn-key basis
for 57th Annual Convocation 2022**

The details / specification of the Dinner Pandal

Erection of a Shamiana / Tent with iron/bamboo structure with suitable roofing, side covering and carpeting on the floor. The construction should be able to resist the maximum wind speed during northwester and should be sufficiently strong to withstand any sort of cyclone. The vendor should decorate front side of dinner pandal similar to AC Shamiana.

1. Pandal Size : Length – front side 189 ft. and back side 290 ft. width 75 ft. Ceiling height with water and fire proof tripal cover by New Cloth Ceiling including guard wall of 6 ft. 6 inch (tarpolin cover) and slanting tarpolin cover of all side of the pandal.
2. Kitchen & Store Room Size : Length 80 ft. /59 ft. and Tables (20 nos.) One room
3. Plastic Chairs with Cover 350 nos.
4. Dining Table (5ft./3ft.) with White cover 60 nos.
5. Frill by Stain Cloth (Table side cover) as applicable
6. Flower Decoration at the upper portion and front side of the Dinner Tables as applicable
7. Ceiling Fan single colour 80 nos.
8. LED Light / Tube Light (good quality) 100 nos.
9. Jute Mat As applicable
10. Guard Wall 630 ft. / 7ft. (approx)
11. Buffet Challi Counter with Flower decoration over 60 nos. tables (12 Counters) Sample photo attached
12. A flower gate (Box type of good quality) on the road approaching the Dinner Pandal Sample photo attached
13. Dustbin 12 pcs.
14. Basin 12 pcs.
15. Round Table with frill and roof cover 15 nos.
16. Pedestal Fan 20 Pcs
17. Arrangement of decent looking decoration in front of the Pandal and at centre position 1 No
18. Transparent Plastic 65 Pcs
19. Carrying cost up/down as applicable

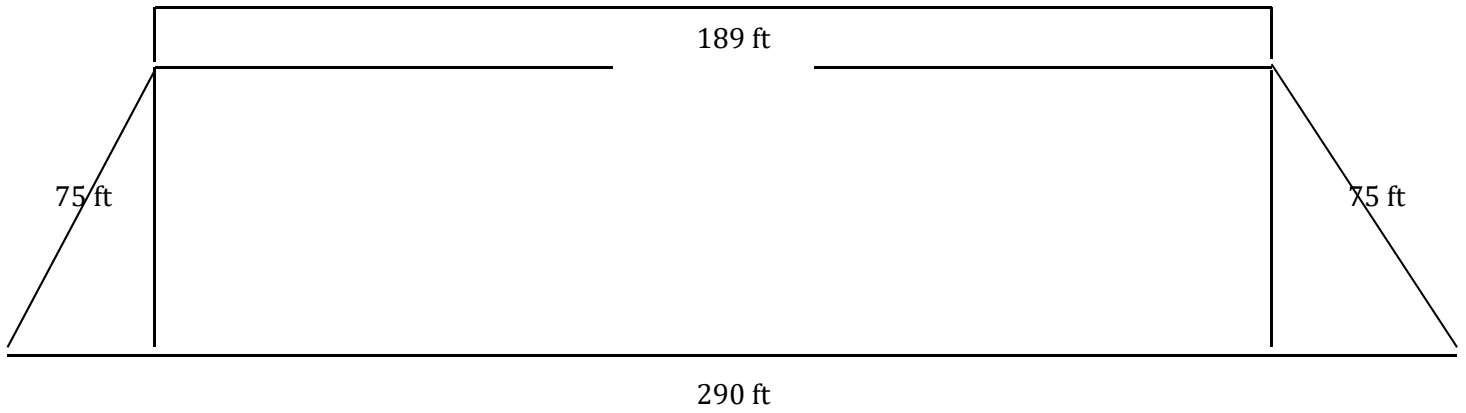
20. Mirror (to be placed at NTB robing rooms)

10 pcs.

N. B. : 1. The concerned vendor will provide the Banner which should be erected by the Pandal vendor at the entrance gate during decoration.

DESIGN

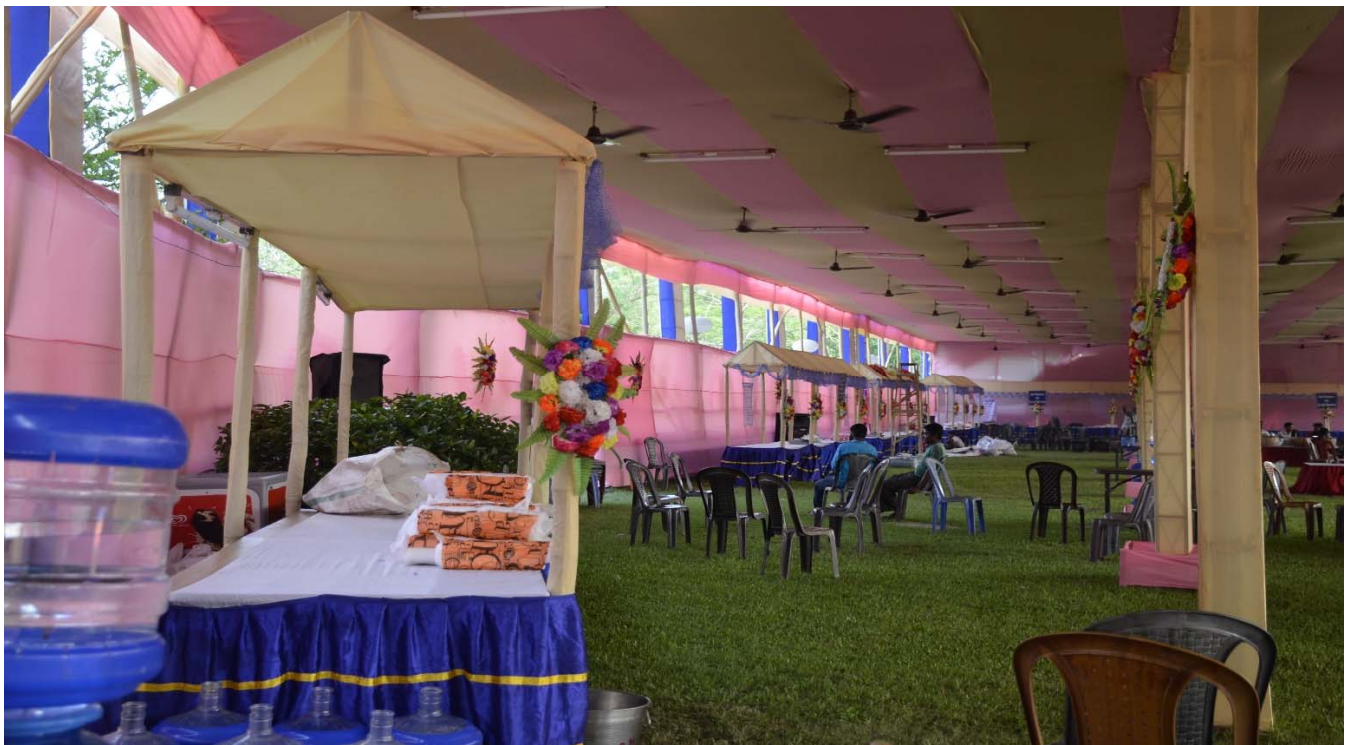
Front side design similar to AC Shamiana



Ponds side barricade with LED lighting (as applicable)



Buffet Challi Counter Design - 1













Designs of Lunch & Dinner Pandal (Combined)

(On the Vendor's Letter Head)

CERTIFICATE

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Authorized Signatory with Seal

Contact No.:

Name:

Designation:

BIDDER'S DETAIL FORM

Sl. No.	Description	Details
1	Name of the Agency/ Organization	
2	Complete Address	
3	Name of the Contact Person	
4	Contact Numbers E-mail id	
5	Savings /Current account number	
6	Name of the Bank	
7	Name of the Branch Complete Address & Branch Code	
8	IFSC Code	
9	PAN Number (photocopy of PAN card to be attached)	
10	GST Registration No. (Enclose the copy of certificate issued by the Authorities)	

Technical Weightage Calculation Chart

Sl. No.	Description	Distribution of Marks		Total Marks
1	Bidder's Company/ Firm's work experience in years.	Upto 5 years	10	20
		Above 5 years to 10 years	15	
		Above 10 years	20	
2	Firms/agencies having past experience for 3 years for making arrangement of convocation/ similar events.	IIT/IIM/NIT/IISER	30	30
		University/ Govt. Organization	20	
3	Should have a sound financial background with a minimum average annual turnover of 50% of the estimated cost during the last 3 years	50%-60%	10	20
		61%-70%	15	
		71%-80%	20	
5	Appreciation /Commendable certification for preparing Aesthetically constructed Shamiana	Outstanding	15	15
		Satisfactory	10	
		Average	5	
6	One similar nature of work minimum 80% of the estimated cost as mentioned in the Tender Document.		15	15
	Two similar nature of work minimum 60% of the estimated cost as mentioned in the Tender Document.		10	
	Three similar nature of work minimum 40% of the estimated cost as mentioned in the Tender Document.		5	

**Senior Administrative Officer (Purchase)
Indian Institute of Management Calcutta**