



INDIAN INSTITUTE OF MANAGEMENT BODH GAYA
Uruvela, Prabandh Vihar
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NOTICE INVITING TENDER

Tender Enquiry No. NIT/IIMBG/2019-20/Shamiana/7

Date: February 15, 2020

Subject: Construction of Aesthetically Designed Shamiana with Metallic Structure, Airconditioned Stage, Food Court Enclosure, Welcome Gate, AC VIP Lounge and Side Walling (One Side) on turn-key basis for 3rd Annual Convocation – 2020 of IIM Bodhgaya.

Sealed quotations are invited from firms/contractors/vendors having appropriate experience for execution of similar nature of work/job for Annual Convocation of Academic Institutes/Universities for erection/construction of **Shamiana** with Airconditioned Stage, food court enclosure, welcome gate, Airconditioned VIP Lounge and Side walling for Convocation Ceremony of IIM Bodhgaya, scheduled on March 21, 2020. It is desirable that firm/vendor/Contractors participating may visit IIM Bodhgaya to visualize actual requirement on ground. The estimated cost for the work is Rs.8 Lacs. The quotation is required to be send through post/Courier/by hand in a sealed cover addressed to the **Chief Administrative Officer, IIM Bodhgaya** duly super-scribing “**Tender/Quotation for Construction of Aesthetically Designed Shamiana with Metallic Structure, Airconditioned Stage, Food Court Enclosure, Welcome Gate, AC VIP Lounge and Side Walling (One Side) on turn-key basis for Convocation – 2020 of IIM Bodhgaya**” on the top cover.

Pre-Bid Meeting : February 20, 2020 at 2:00 p.m

Venue : Indian Institute of Management Bodh Gaya, Uruvela, Prabandh Vihar, Bodh Gaya – 824234, India

Last Date of Submission of Tender/quotation: February 24, 2020 by 2:00 p.m.

Date of Opening of Tender/quotation: February 24, 2020 at 2:30 p.m.

The quotation should reach the Office of the Chief Administrative Officer, Indian Institute of Management Bodhgaya, Magadh University Campus, Bodhgaya, PIN-824234 on or before February 24, 2020 by 2.00 pm by post/courier/hand. Tenderers should read the tender document carefully as enclosed and comply with the instructions strictly while sending their tenders/Quotations. The doubts/clarification, if any should be cleared from Administrative Office, IIM Bodhgaya which can be contacted on 0631-2200238 , 7000116247 & 9313159741 and ao@iimbg.ac.in.

TERMS & CONDITIONS OF THE CONTRACT

1. The contracted work must be executed in all respects as mentioned in the scope of work **(Annexure-I)** latest by March 19, 2020 (Evening) so that any modification/alteration can be done in time. Annual Convocation is scheduled on March 21, 2020. Failure to complete the work 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 Shamiana with Airconditioned Stage & allied facilities, as required. Technical personnel should also be provided to ensure safety of erected Shamiana etc., and proper electrical connections to be made so as to avoid any hazard at any time during conduct of function. All electrical joints must be properly insulated and under conduit so as to avoid any short circuiting and fire.
3. Firms/agencies/vendor/contractors having past experience of making arrangement for convocation/similar events at Academic Institution/Universities will be given preference (supporting documents i.e., copy of work order, photos of stage etc., should be furnished).
4. Firms/agencies/vendor/contractors having local office in Gaya will be given preference for better liaison/coordination and to cater for last minute contingencies.
5. The contractor will be responsible for transportation of all materials related to them and no extra payment will be made by the IIM Bodhgaya on this account.
6. The contractor himself will be responsible for safety and security of his material and IIM Bodhgaya will not be responsible for any damage/theft of material of the contractor.
7. For any emergency situation, the contractor will provide solution related to his/her work at no extra cost.
8. All material used should be of very high quality (preferably New). 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. It is also to be noted that no extra pillar or support can be used in the middle or any other portion of the Shamiana which creates any obstacle for the viewers.
9. The structures should be strong enough to withstand thunderstorm, cyclone and rain/any natural calamities.
10. All structures materials are to be dismantled and fully removed within 7(seven) working days after the programme and the ground to be cleaned up to satisfaction of IIM Bodhgaya.
11. Necessary cleaning, dressing and levelling of ground and approach roads to the pandals are to be carried out without extra cost.
12. 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.
13. Before quoting the rates, the agency/firm shall be advised to inspect the site and working conditions thereof.
14. 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.
15. All works related to this tender should be completed to entire satisfaction of the IIM Bodhgaya, failing which the IIM Bodhgaya will have right to cancel the work order and no payment will be made in that case.

16. Any defect found in the work carried out by the contractor will have to be rectified free-of-cost by the contractor and non-compliance of work will result in form of proportionate penalty.
17. 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 mis happening and loss caused due to the agency's negligence.
18. The contractor 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 contractor. Further, the contractor shall have to comply with the provisions of all prevailing Labour Laws relating to the work assignment.
19. The contractor 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.
20. **Penalty:** 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 Bodhgaya shall without prejudice reserve the right under the law in force in the state of Bihar to:-
 - a. Terminate the work order at the risk and cost of the bidder whose quotation has been accepted.
 - b. Recover the amount of loss caused by the damage, failure or default (including the consequential damage).
 - c. Impose a penalty up to 10% of the total value of the order and confiscate earnest money.
 - d. The delay in the supply and imposition of penalty shall be subject to "Force Majeure" and "Arbitration" clauses of the contract.
21. **Earnest Money Deposit (EMD) @ 2.5%** of estimated cost in the form of Demand Draft drawn in favour of 'Indian Institute of Management Bodhgaya' payable at Bodhgaya shall also be enclosed with the quotation/tender. EMD of the successful bidder will be kept as Security Deposit and will be returned without any interest within 30 working days after completion of the work. EMD of the unsuccessful bidders will be returned within 15 days after issuance of the work order.
22. The representatives of the firm/agency 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 Bodhgaya.
23. Each page of the quotation is to be signed by the tenderer and duly stamped.
24. All disputes arising out of this contract shall be referred to the sole arbitration of the Director, IIM Bodhgaya. The venue of arbitration shall be in Gaya jurisdiction only.
25. IIM Bodhgaya reserves the right to reject any or all tender(s) without assigning any reason. The decision of IIM Bodhgaya in this regard shall be final. No enquiries in this regard shall be entertained. Correspondence during tendering process may invite disqualification.
26. The agency/firm should have Trade License, GST registration Certificate, PAN, etc., copies of which must be enclosed along with the bid.
27. 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.

28. 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.
29. The rate quoted by the contractor 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.
30. Income tax deduction will be made at source from all payment as per laid down rules of Ministry of Finance. The PAN number of the contractor should be clearly mentioned in the bills.
31. Tender/quotation received within the stipulated deadline containing EMD, cost of Tender Document only will be taken for consideration.
32. 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 - 2020 and based on requirement of the Institute in future.
33. The detailed Scope of Work is enclosed in **Annexure- I**.
34. Special discount/rebate admissible to Educational Institute like IIMs/IITs may be specifically indicated in the quotation.
35. A tenderer who proposes any alteration of the conditions laid down or proposes any other condition of any description whatsoever is liable for rejection.
36. The Institute is not bound to accept the lowest tender and can reject any tender without assigning any reason.

Scope of work for Construction of Aesthetically Designed Shamiana with Metallic structure, Airconditioned Stage, VIP Lounge, Food Court Enclosure, Side Walling and Welcome Gates on 'turn-key basis' for 3rd Annual Convocation 2020 of IIM Bodhgaya

Scope of work

Shamiana

1	Erection of aesthetically designed Shamiana with metallic structure with suitable roofing, side covering and carpeting on the floor. The Shamiana should have supporting pole/pillar at the extreme side positions and there must not be any supporting pole/pillar inside the Shamiana. The Shamiana should have adequate number of silent coolers & fans. 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 more than 350 persons with supply of good quality chairs without arm, with white cover.
3	Suitable good quality sofas with white cover (2 seaters) for around 100 persons are to be provided on the front two rows of the Shamiana hall for the VIPs/guests.
4	There will be one raised wooden stage of suitable size (approx. 40 ft x 32 ft), to be constructed with good aesthetics. Stage shall be fully air-conditioned. There will be special VIP chairs of around 3 nos. for Chief Guest and other dignitaries, along with around 28 nos. of VIP chairs with arm for use on the stage for sitting arrangement of Faculty members.
5	Erection of two/three approach/Exit gates with suitable nos. of fire exit.
6	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.
7	Preparation and Erection of Banners/Backdrop of appropriate size inside the stage. The matter for the banner will be provided by Administration in due course. Also the vendor has to Print & fix some signages/banners for which matter will be provided by Administration.
8	Arrangement of aesthetically prepared decoration at the outside part of the Shamiana. Arrangement of brass pots for floating flowers/Diyas and multicolour flags with pole (pole height should be of at least 12 ft with proportionate flag size) for the decoration along with the boundary wall.
9	Erection of aesthetically designed Airconditioned VIP Lounge of capacity 25-30 with high-end sitting arrangement with red carpeting and space for the provision of high-tea arrangements by caterer.
10	For arranging the above, the entrusted vendor should discuss and take approval of the designed items from Administration.
11	Supply and laying of Red Coloured synthetic matting on approach road from the entrance of Academic Bldg. to Stage, Dining Area & VIP Lounge
12	Any other civil and constructional works required for completion of the stage in all respects. There should be some flexibility in the arrangement for modification of any work as will be decided by Administration.

Flower Decoration	
13	The multi-type flowers for decoration of stage, Shamiana, VIP Lounge & Welcome Gate to be arranged and supplied by the vendor/contractor. The type of flowers will be intimated in due course of time.
Side Walling	
14	Errect/Construct side walling (One Side) of the approach road to stage and dining area from welcome gate of height around 12 ft. The décor will be white with the sky blue. Approximate lengthe would be 150 mtrs (may vary).
Welcome Gate	
15	Construction & erection of 4 welcome gates (box style) of size 12X12 (may vary) with Flex & its frame (décor white).
Food Court Enclosure	
16	Making decent looking food court in the nearby area with sitting arrangemnet on Good quality round table and chair for atleast 50 person at a time, with enclosure seperated by side walling. The agency will also provide lighting and fan at the Food stall area. Beside the food stall an Kitchen area will also to be made by covering it from all the 4 side upto standard height and covering it on top through good quality Tripal.,seperately for the caterars. Also need to cater for food distribution points.
Stand For Group Photography	
17	Making arrangements for strong & sturdy stand, at least in two steps for Group Photography of strength approximately 80, at the place indicated on ground.
Camera Stations	
18	Arrangement of proper Camera Stations (1 nos.) for Web Casting, at centre position at suitable height.
19	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.
20	Note: the entrusted vendor needs to coordinate with the IT Department for Web Casting for actual measurements & requirements.
Station for Sound System	
21	Suitable arrangement of proper Sound System station to be made near/on the dais. <u>No distrubance in the sound will be allowed</u> which might be caused from stray signals from auxiliary systems like AC.
Green Toilet	
22	2 numbers of Green Toilets to be arranged (For Gents & Ladies seperately)

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 March 20, 2020 (Full Rehearsal Day) and March 21, 2020 (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	There should be sufficient number of silent coolers units to be installed inside the 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 cooling units as will be necessary need to be arranged by Vendor at his cost.
5	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 Administration.
6	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.
7	The lighting decoration with yellowish white colour LED string lights of the Academic building.
8	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 Administration.
9	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.
10	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.
11	Generator sources are also to be provided for the Pedestal fans just outside the tent.
12	The agency is to provide the mobile numbers of all their persons having responsibility of specific areas to Administration.
13	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 Administration
14	The agency is to make arrangement for proper Earthing system.
15	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.
16	If any of the Generators fail to function, it is the responsibility of the agency to arrange for reserve Generator set(s).

17	All inside and outside electrical works to be done pertaining to illuminations with necessary electrical fittings and fixtures with safety measures.
18	Providing AC facility with all necessary electrical works.
19	Any other electrical works required for completion of the AC stage in all respects. There should be some flexibility in the arrangement for modification of any work as will be decided by Administration.
20	LED Lights to be incorporated in all areas inside AC Stage and outside wherever necessary including the food court enclosure & VIP Lounge.
21	All electrical wirings are to be made under proper covering/conduit conforming appropriate size and specifications.
22	All the above terms and conditions are to be checked by the Institute's Administration and clearance to be obtained from them for clearance of payment.

Fire Fighting Arrangements

23	Suitable arrangement of proper Fire Fighting be catered for as required. Keeping in mind the weather & season conditions.
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