

INDIAN INSTITUTE OF MANAGEMENT SHILLONG
Umsawli, Shillong-793018

Website: www.iimshillong.ac.in

Tender No: K1-1301/1/2025-ENGG/2679

Dated: 03/02/2025



Notice Inviting e-TENDER (NIeT)
For
**Construction of Temporary Pandal, Floral decorations and other associated
arrangements for the 16th Convocation of Indian Institute of Management, Shillong.**

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DETAILED NOTICE INVITING e-TENDER

Online tenders, in two bid system are invited on behalf of Director, IIM Shillong from eligible, experienced agencies /vendors having their registered office at Shillong for **Construction of Temporary Pandal, Floral decorations and other associated arrangements for the 16th Convocation of Indian Institute of Management Shillong.**

NIT No	
Name and Location of Work	Construction of Temporary Pandal, Floral decorations and other associated arrangements for the 16th Convocation of Indian Institute of Management Shillong at Umsawli Campus.
Estimated Cost:	Rs.23.00 Lakhs
EMD (Ernest Money Deposit) Refundable	Rs.46,000/- to be paid via following Payment link Online:- https://erp.iimshillong.ac.in/fee/PaymentPortal/GeneralPayment.aspx?p=unPpDMmNMgyLM9LLfrXUhXoSTjyLVw6DxTjCWVtMbdUcKbkE3r0UFBVgMJIBecLY1W80MJDHV/Ce2o9hcKxVqp5JWYV%2b6Vc3ZhRNgmYJ8JaNfUwzhFg%2fN%2bOwodzDfkoVtn4v%2f4kfYxqAzCJnPEfOlf1%2fXL%2b0BS6bidARvCxdkWCX15z05TbiKQ%3d%3d
Date of Completion of the Work	Within 25 days from the date of issue of Lol/ Work Order.
Date of Issue/e-Publishing at CPPP website https://eprocure.gov.in/eprocure/app	03.02.2025 at 17:00 hrs
Document Download Start Date and time at CPPP website https://eprocure.gov.in/eprocure/app	03.02.2025 at 17:00 hrs
Document Download End Date and Time at CPPP website https://eprocure.gov.in/eprocure/app	22.02.2025 at 15:00 hrs
Tender Queries should reach by	Latest by 17.02.2025 till 17:00 Hrs. Tender queries received later than the date and time as mentioned above shall not be entertained. Pre-Bid queries should only be emailed to spo@iimshillong.ac.in

Pre Bid Meeting	17.02.2025 at 15.00 Hrs
Last Date and Time for receipts of Tender online at CPPP website https://eprocure.gov.in/eprocure/app	22.02.2025 at 15:00 hrs
Date and Time for opening of Tender at CPPP website https://eprocure.gov.in/eprocure/app	24.02.2025 at 15:00 hrs
Date and Time for Financial Evaluation at CPPP website https://eprocure.gov.in/eprocure/app	To be declared after successful evaluation of technical bid documents.
No. of Bids	02 (Two bids) {Technical and Financial}
Bid Validity days	90 days (From the date of opening of financial bid)
Address for correspondence	Store and Purchase Office, IIM Shillong, Umsawli, East Khasi Hills, Shillong-793018, Meghalaya Office Contact No : 0364-2308012/2308070 Email: spo@iimshillong.ac.in

Chief Administrative Officer
IIM Shillong

1.0 INSTRUCTIONS FOR ONLINE BID SUBMISSION :

- 1.1 Bidders would be required to register on the Central Public Procurement Portal at <https://eprocure.gov.in/eprocure/app> using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.
- 1.2 Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Center (NIC) in India.
- 1.3 Bidders can download the bid document from Central Public Procurement Portal website at <https://eprocure.gov.in/eprocure/app> and required to submit the bid online by scanning and uploading all the relevant documents through the online Portal only.
- 1.4 Tender information is also available in the Institute's website at <https://www.iimshillong.ac.in/tender-notices/>. Any further detail regarding Amendment /Addendum /Extension/ Corrigendum (if any) will be upload online only at both the given websites.
- 1.5 Earnest Money Deposit (EMD)(Refundable) as mentioned at **Detailed Notice Inviting e-Tender** above, has to be deposited as per online link provided. Bidders are required to upload the transaction receipts. A copy of the same has to be mailed spo@iimshillong.ac.in and accountsofficer@iimshillong.ac.in clearly mentioning the firm's name and Tender ID no. along with tender description, **No other mode of EMD payment will be accepted.**
- 1.6 The bid submitted shall become invalid if-
 - i The bidder doesn't pay EMD to the Institute on or before the last date and time of online submission of the tender document.
 - ii The bidder doesn't upload all the relevant testimonials as mentioned in this tender document.
 - iii The Bidders will be required to produce the original copies of the eligibility criteria documents along with other document mentioned in the tender whenever needed at the various stages of tendering {if required}. Any discrepancy is noticed in the uploaded documents with reference to the original documents, the bid will be treated as invalid.
- 1.7 The tender document shall be uploaded in two parts as follows:
 - 1.7.1 **"TECHNICAL BID"**: This stage shall contain the Techno-Commercial Bids comprising along with list of the documents.
 - 1.7.2 **"FINANCIAL BID"**: This stage shall contain only the Price Bids
- 1.8 Payment to the vendor for supply of items/services at IIM SHILLONG shall be made through E-payment.

Chief Administrative Officer
IIM Shillong

2.0 GENERAL TERMS & CONDITIONS:

2.1 INSTRUCTIONS TO BIDDERS

General Conditions of Tendering

2.1.1 **Tender document:** One set of tender documents along with one set of BOQ are uploaded in the CPPP portal along with the drawings/ specifications/brochures etc (if any). Bidder shall download the tender documents and are advised to read the instructions carefully to ensure that his response complies fully before participating in the CPPP portal along with their offer letter.

2.1.2 **Tender validity:** Tender shall remain valid for a period of **90 days** from the date of opening of the financial bid. The bidder shall not be entitled during the said period to revoke or cancel his tender or to vary the tender given. In case of bidder revoking or cancelling his tender, the Institute will forfeit the earnest money paid by him along with the tender. Bids shall be revalidated for extended period as required by Institute and will be published in CPP Portal and Institute's website.

2.1.3 Tender submission:

1. Bidders must upload their documents by the time and date mentioned in the Notice Inviting e-Tender in the CPP Portal (www.eprocure.gov.in), within stipulated time. Bidder may go through the given special instruction before participation in e-Tendering.
2. The tender and all details submitted subsequent to the tender shall be e- signed by any one, legally authorised to enter into commitment on behalf of the bidder.
3. If bidder have a relative or relatives or in the case of a firm or a company, one or more of its shareholders or a relative or relatives of the shareholder(s) employed in IIM SHILLONG, the authority inviting tenders shall be informed of the fact at the time of submission of the tender, failing which the tender may be disqualified or, if such fact subsequently comes to light, the Institute reserves the right to take any other action as it deems fit in accordance with any applicable law, rules, regulations or the like in force for the time being.

2.2 Bidder's responsibility for bid & Clarification:

2.2.1 The details presented in this tender document consisting of conditions of works/ supply/ service contract, scope of work, technical specifications/ requirements have been compiled with due understanding of the requirement, it is also the bidder's responsibility to ensure that the information provided are clearly understood.

2.2.2 The bidder shall be deemed to have inspected, examined and understood the site of / supply/ service and including surroundings and other information in connection therewith and to have satisfied himself before submitting his/her tender as to all the prevailing conditions and deemed to have obtained all necessary information as to the risks, contingencies and other circumstances which may influence or effect his/her tender. Bidder's quote is the responsibility of bidder and no relief or consideration can be given for errors and omissions.

2.2.3 Bidder may request clarification at any time up to the mentioned last date of seeking Clarification. Such clarification requests shall be addressed to the **Store & Purchase Officer, IIM Shillong (Email: spo@iimshillong.ac.in)**

2.3 **Pre-Bid meeting: Techno**-commercial discussion with the Bidders will be arranged {if required}. The bidder shall depute his representative(s) with authority for attending the discussion.

2.4 **Amendments.**

Institute may issue clarifications/ amendments in the form of addendum/ corrigendum during the tendering period. For the addendum/ corrigendum issued during the tendering period, bidders are required to check CPP Portal (<https://eprocure.gov.in/eprocure/app>) and the Institute's website (www.iimshillong.ac.in) for details. No other mode of notice will be given.

2.5 **Scope of Tender**

The complete scope of works/ supply/ service has been defined in the tender document. Only those Bidders who undertake total responsibility for the complete scope of works/ supply/ service in line with basic scheme and scope as defined in the tender document shall be considered.

2.6 **Deviations in terms and condition**

Bidders are required to submit offers strictly as per the terms and conditions and specifications given in the tender document and not to stipulate any deviations/ exceptions. **Conditional tenders are liable to be summarily rejected.**

2.7 **Institute's right**

Institute reserves the right to accept a tender other than the lowest and to accept or reject any tender in whole or in part, or to reject all tenders with or without notice or reasons. Such decisions by Institute will bear no liability whatsoever consequent upon such decisions.

2.8 **Earnest money**

2.8.1 The tender is to be accompanied by Earnest Money (interest free) for the amount indicated in NIT. EMD is 2% of Tender Value/ Estimated Value.

2.8.2 **The intending bidder registered with the competent government authorities as a Micro or Small Enterprises under MSME Scheme (having Valid Registration) shall be exempted from payment of EMD as per the existing government policies.** Such intending bidder shall furnish valid registration certificate issued by the competent government authorities and the registration certificate must cover the item/work/service tendered to get EMD exemptions. If the bidder fails to submit valid registration certificate his claim for EMD exemptions shall not be entertained.

2.8.3 If the bidder, after submitting his/her tender, revokes his/her offer or modifies the terms and conditions thereof during the validity of his/her offer except where the Institute has given opportunity to do so, the earnest money shall be liable to be forfeited.

2.8.4 After placement of Work Order/ Supply Order on successful bidder, the earnest money will be refunded to the unsuccessful Bidders. For successful bidder, the EMD will be converted to Security Deposit without any interest and will be refunded after one month of successful completion of Work or Defect Liability Period whichever is applicable.

- 2.8.5 In case of cancellation/ withdrawal of this 'NleT' i.e. Notice Invitation to e-Tender by the Institute, which it shall have the right to do at any time, the earnest money paid with the tender will be refunded to Bidders without any interest.

2.9 Tender requirement

2.9.1 Technical and Price Bid

- 2.9.1.1 The technical bids will be opened online by a committee duly constituted for the purpose at the time and date as specified in the tender document. All required documents against Notice Inviting e-Tendering documents need to be uploaded at CPP Portal as per checklist at Annexure III by the bidders and verified by the Digital Signature Certificate (DSC). The same will be downloaded for technical evaluation and the result of technical bid evaluation will be displayed on <https://eprocure.gov.in/eprocure/app> in which can be seen by all bidders who participated in the tender.
- 2.9.1.2 It is important that bidder clearly demonstrates his ability, giving to Institute a high level of confidence that the bidder will be able to perform the works/ supply/ service within the schedule and meeting the other requirements listed in the tender document. Failure to do so may result in disqualification of the tender.
- 2.9.1.3 Priced bid of Technically qualified bidders will be opened on designated date.

2.10 PERFORMANCE GUARANTEE:

An amount equal to 4% of Work Order/ Contract Value requires to furnish within 2 weeks of receipt of Work Order as Performance Security. The Performance Security & EMD of the successful bidder shall be retained by the Institute as a Performance Guarantee. At the successful completion of contract & its Defect liability period if applicable, the Performance Guarantee will be refunded to the bidder after one month. For Performance Security, MSME registered firms who have sought exemption for submission of EMD will also requires to furnish a Performance Bank Guarantee (PBG) to the amount of 3% of the contract / Work Order value within 2 weeks of receipt of Work Order.

2.11 Completion Certificate:

Upon satisfactory completion of contact/supply/work, a Completion Certificate will be issued by the Institute.

2.12 Liquidated Damages for delayed completion/ supply:

If the successful bidder fails to perform within the stipulated time and quality of works then penalty at the rate of 0.5% per week or part thereof subject to a maximum of 10% of the Work/ contract/ supply order value will be levied and deducted from the payment due to the firm. The penalty @ 4% will be informed if the quality of work is not as per Tender and as desired by the Institute

2.13 Clearing of Site:

The Venue should be cleared within 4 working days after completion of the event. A penalty @ 5% per day delay in clearing the site will be levied and deducted from the total bill value.

2.14. Work/ Purchase at Risk and Cost

The institute reserves the right to get the whole or part of the work/ purchase executed by some other agency at the risk and cost of the bidder to whom the contract has been awarded if it is found that the quality and/or the progress in respect of whole or part of the Work/ contract/ supply is not satisfactory.

2.15 Insurance

The bidder shall take insurance to cover any accident or accidents of nature, for an amount as required for the type of Work/ contract/ supply against damage /loss/ injury to property or person or loss of life during the complete period of the supply/ contract.

2.16 Indemnity

The bidder shall indemnify and keep indemnified the institute against all losses and claims for injuries and or damages to any person or property.

2.17 Jurisdiction

Any dispute or difference which may arise shall be referred to the Director IIM Shillong for settlement whose decision shall be final and binding. Any dispute is subject to Shillong court's jurisdiction only.

3. ELIGIBILITY CRITERIA:

Bidders who fulfill the following requirements shall only be eligible to apply (joint ventures are not allowed):

3.1 Criteria of eligibility for submission of bid documents:

i) The bidders having experience of successfully completed similar works during the last 5 years ending December 2024.

The bidder must have done at least 1 (ONE) similar work of value of 80% of the estimated cost or 2 (TWO) similar works for projects each of value 60% of the estimated cost or 3 (THREE) similar work for projects each of value 40% of the estimated cost with Government/ Semi-government/ PSU/ Academic Institute & Govt. Autonomous bodies (IIM/IIT/AIIMS/ Central Universities).

Important Note: Similar work shall mean setting up of pandal for convocation .

3.2 Performance / Work Experience: Certificates of work experience and other documents as specified in the tender document shall be countersigned scanned and uploaded to the e-Tendering website.

3.3 Certificates: (scanned copy of original certificates to be uploaded)

3.3.1 Relevant work experience certificate which includes-

- a) Copies of Work Order
- b) Copies of Work Completion Certificate.

3.4. Proof of having Registered office at Shillong

Other terms & Conditions:

1. The intending bidder must read the terms and conditions carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
2. Concern Information and instructions for bidders posted on Institute's & CPPP website shall form part of bid document.
3. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from CPPP website **www.eprocure.gov.in**
4. Joint ventures are not accepted.

List of Documents to be submitted online: The tenderer shall arrange his valid documents and **upload the scanned** copies in the CPPP portal www.eprocure.gov.in in the following order after self-attestation with appropriate seal or digitally signed:

1. Offer letter in the bidder's letter head duly sealed & signed (as per given Proforma in Annex-I)
2. Cost of Tender (Receipt of Payment made through payment link to be uploaded)
2. Earnest Money Deposit and its details (as per instruction given in the Notice Inviting e-Tender)
3. Email attaching Receipt for Deposition of EMD.
4. Valid GST registration certificate.
5. Valid Trading licenses for the Non-Tribal Contractor.
6. PAN Card.
7. ANNEXURE I to ANNEXURE-IV (duly filled in and signed).
8. Certificates of experience for the value already mentioned in the Tender.
10. Proof of having Registered Office at Shillong.
11. Valid registration with Labour Deptt
12. Any other relevant documents, tenderer desires to submit.
13. Electrical Contractor's License

Chief Administrative Officer
IIM Shillong

4. SCOPE OF WORK/ SUPPLY/ SERVICE & TECHNICAL SPECIFICATIONS/ EQUIREMENTS

Scope of Work cum Schedule of Quantities

Construction of Temporary Pandal, Floral decorations and other associated arrangements for the 16th Convocation of Indian Institute of Management Shillong at Umsawli campus.

SI No	Description of Works	Quantity	Unit
A	Pandal and Decoration		
1	<u>CONVOCAION PANDAL</u>		
a	Dome Pandal with metallic structure (German Hanger) & water proof roofing with special quality tarpaulin (Black) & cloth ceiling underneath with Side cover complete in all respect. (Main Pandal)	35000	Sqft
b	Side Screen of 15 ft high of approved shade	8000	Sq.Ft
c	Main stage of size around 4000 Sqft and minimum height of 6 ft from the ground, Including 2 nos. of staircase/ ramp made with wood structure with 19mm wooden board on top made with wooden posts, bracings, ties and runner and finally with wooden railing on stage including Academic office, Webcast Office and Sound System room.	1000	Sq.Ft
d	Making of ramp made with wood structure to be covered with 19mm wooden board on top including provision of wooden posts, bracings, ties and runner and finally with wooden railing on both sides of the ramp.	2500	sft.
e	Facia on all sides of Pandal with double layered cloth on wooden structure	30000	sft.
f	Good quality carpet of approved color over 19 MM thick Plywood on entire area of the Pandal fixed with florescent tape.	20000	sft.
2	<u>GROUP PHOTOGRAPHY & PHOTO BOOTHS</u>		
a	Platform for group photography for 330 people near the Convocation Pandal (PGP Batch) including provision of carpet	3000	Sq.Ft
b	Platform for Group Photography near the Convocation Pandal (PGP Ex Batch)) including provision of carpet	500	Sqft
c	Photo booth near the Convocation Pandal	500	Sqft
3	<u>DINNER AND LUNCH PANDAL</u>		
a	Bamboo Pandal for Pre-convocation dinner and Lunch with Lighting & Decorations with all associated facilities such as hand wash area etc. In the Dining hall area	4000	Sq.Ft
4	<u>FLEXES AND SIGNAGES</u>		
a	Bi-lingual Name Plates on Dais	4	Nos.
b	Flag with flag pole and Bi- lingual Danglers in selected locations	100	Nos
c	Back drop for the stage on printed flex for the Excellence Award Programme on the _____ - (24'x12')	1	Nos

d	Supply of printed Flex fitted on the iron frame structure at the entrance of the lunch pandal (Entrance) Date _____ (Infront of Dining Hall) - 7'x3'	1	Nos
e	Supply of printed Flex fitted on the wooden structure at the Main gate - 25'x3'	1	Nos
f	Supply of printed Flex fitted on the iron frame structure for the pillar gate at the Main gate - 3'x 18'	2	Nos
g	Supply of printed Flex fitted on the iron frame structure at the Entrance of the Convocation Hall - 16'x12'	1	Nos
h	Supply of printed Flex fitted on cubicle iron structure Printed on four (4) sides - 2'x2'x6'- Nos of standies - 25 nos & Flex Size : 2'x6' each	80	Nos
i	Supply of printed Flex fitted on plain iron frame structure (within the campus) - 4'x6'	25	Nos
j	Supply of directional printed Flex fitted on the iron steel structure in Bi-lingual Signage for specific locations (with arrow indications) - TOWARDS IIM SHILLONG (outside campus) From Itshirwat to Main Gate -4'x2'	4	Nos
k	Supply of indicator printed Flex fitted on the steel framed structure for in specific locations (with arrows indications) - TOWARDS CONVOCATION HALL (within campus) From Main gate to Convocation hall - 4'x2'	4	Nos
l	Supply of printed Flex fitted on the wooden structure for Gate , (4 lane road towards IIM Shillong) - 2'x7"	2	Nos
m	Supply of printed Flex fitted on the steel framed structure for Photo booth Flex - 24'x8'	1	Nos
n	Supply of printed Flex fitted on the steel framed structure for Photo Group Platform - 3'x10'	6	Nos
o	Supply of printed Flex fitted on the steel framed structure for the pillar gate infront of the Football Ground Entrance - 3'x 18'	2	Nos
5	<u>ENTRANCE GATE</u>		
a	Main gate and Main entrance decorations with bamboo/salballah frame (Khasi Traditional look) and printed Flex at 3 locations	3	Nos.
b	Pillar with bamboo frame and Printed Flex - 12'x2' high	50	Nos.
6	<u>FLORAL DECORATIONS</u>		
1	Supply of Foam-based floral decoration on the dais inside the Convocation Hall with fresh orchids and anthuriums.		
a)	Location 1: Front of the stage end to end (Size: 1ft wide x 40ft length)	1	Set
b)	Location 2: Along the staircase / ramp railing of the dais (2 sides x 2 Rails x 8 ft length)	1	Set
2	Arrangement of Foam-based vertical flower bouquets with Fresh roses and gerberas on the entrance arch.		
a)	Location 1: Main Entrance of the convocation Pandal.	10	No
b)	Location 2: Main Entrance gate towards to the convocation Pandal.	10	No
c)	Location 3: VVIP Room	10	No

3	Foam Based Flower bouquet with multiple colour roses and lilies on the tea tables. (Auditorium and Convocation Hall)	20	No
4	Supply of pots (bright red/white) with 5 ft tall foliage and flowering plants (e.g., Areca Palm, Syzygium, Rhaphis, Aglaonema) from Main Entrance gate towards to the convocation Pandal to the Dias inside the Convocation Hall. .	150	No
7	<u>ROBING ROOM</u>		
a	Canopy (10 X10)	3	No
b	Canopy (20 X20) side Cover	3	No
c	Platform in robing room	1000	Sq.ft
8	<u>FURNITURES</u>		
a	Table on stage for 4 people with cloth cover and frill of approved size	4	Each
b	Table on Academic Office on stage, sound system office and web cast office without frills	12	Nos
c	Ceremonial Chairs for 4 people	4	Nos.
d	Moulded good quality chairs with hand rest (Make – Supreme/ Nilkamal)	40	Nos.
e	Good quality Moulded chairs with covers	1000	Nos.
f	Round Table with frills for lunch.	50	Nos
g	Long Table for food counter	25	Nos
h	Chairs with cover for Lunch	500	Nos
i	Table with cover	100	Nos.
j	Folding Chairs	200	Nos
k	Sofa for 50 people at the Main Pandal area	30	Nos
9	<u>WOODEN WALKING PLATFORM WITH CARPET</u>		
a	Outside Platform 60' X 10' X 2 nos	1200	Sqft
b	Outside Platform 24' X 10' X 2 nos	480	Sqft
c	Outside Platform 110' X 10'	1100	Sqft
d	Outside Platform 20' X 20' X 2	800	Sqft
e	Outside Platform 20' X 5'	100	Sqft
f	Outside Platform 20' X 40'	800	Sqft
g	Outside Platform 20' X 60'	1200	Sqft
h	Outside Platform 5' X 34'	170	Sqft
10	<u>CARPETTING</u>		
a	Carpeting for item no 9 (a to h) above	5850	Sqft
b	LED Platform 20' X 4' X 2 nos	1000	Sqft
c	Pandal for Kitchen 40' X 20'	800	Sqft
11	<u>MISCELLANEOUS WORKS</u>		
a	12' high Cloth barrier in bamboo frame at the outer side of the pandal	3000	Sqft
b	Curtains of approved shade at the entrance on stage.	6	sets

c	Providing of Fire Extinguisher for electrical and general fire.	5	Nos.
d	CGI covering towards the Construction Area where required.	1	Lumpsum
e	Small portable wooden platform of 3ft (ht) x 3ft (w) x 3ft (w) including covering with cloth for the Photographer.	4	Each
f	Small portable wooden platform of 4ft (ht) x 4ft (w) x 5ft (w) including covering with cloth for the Video cameraman	4	Each
g	VIP Toilet	2	Set
h	Side Wall Cloth Cover		
i	120' X 10' X 2	2400	Sqft
j	150' X 10'	1500	Sqft
k	350' X 10'	3500	Sqft
l	Water Sintex 1000 ltr	2	Nos.
m	Cloth Barricade (300' X 3)	900	Sqft
n	Portable toilet	8	Nos
o	Platform in dining area 8 inch high with carpet	216	Sq.ft
12	<u>PASSAGE FROM MAIN ENTRANCE OF THE CONVOCAATION HALL</u>		
a	Main convocation pandal	2000	Sq.ft
b	Group photo booth	1600	Sq.ft
c	Photo booth	500	Sq.ft
d	Robing room	400	Sq.ft
B	ELECTRICAL AND OTHER RELATED WORKS		
1	Hiring of 63 KVA , 3Ph sound & weather proof (CPCB Norms: SPL < 75dBA, at 1m) diesel generator for two days including Fuel, Lubricants, Coolant etc. & 24x7 operator .	2	Set
2	Hiring charges for 4-Pole 100A Module changeover Panel (for selection of DG incoming & Main incoming) including 3-Ph, 4 wire input & output supply by Aluminum armored cable of appropriate length & size with complete fittings, fixing, testing and dismantling as per direction of EIC. (The Program will run on DG & Main Supply will be in standby)	2	Set
3	Hiring charges including fixing, testing & dismantling of 6+18-way TPN DB with appropriate size of 4P Isolator & 1P MCBs segregating different circuit according to required installations for circuit distributions.	2	Set
4	Copper FRLS PVC Multistrand wiring of appropriate sizes as per IS codes for the complete lighting, Power Socket & other utilities such as Heavy Kitchen Equipment etc including fixing, testing & dismantling.	1	Lumpsum
5	Hiring charges for 5/15 A combined power plug socket & switch including fixing, testing and dismantling.	30	Set
6	Hiring charges for IP-65 200 Watt LED Flood Light fittings complete including fixing, testing and dismantling as per direction of EIC.	25	Each
7	Hiring charges for LED Chandelier fittings complete including fixing, testing and dismantling as per direction of EIC.	15	Each

8	Hiring charges for Pendent/ Ceiling Light (20W, 6500K, LED) complete with decorative diffuser with fittings including fixing, testing and dismantling as per direction of EIC.	160	Each
9	Hiring charges for 20W or more LED multicolor (provision of constant single colour) focus for decoration fittings complete including fixing, testing and dismantling as per direction of EIC.	50	Each
10	Maintenance, Operation and guarding the above installation with licensed electrician for round the clock (for two days)	2	Each
11	Hiring charges for LED Strip /Rope decoration Lights & fittings complete including fixing, testing and dismantling as per direction of EIC	9500	feet
12	Hiring charges for 20W or more PAR LED multicolor Focus for Decoration complete fittings including fixing, testing and dismantling as per direction of EIC.	150	Each
13	Hiring charges for 50W or more LED decoration flood Light complete fittings including fixing, testing and dismantling as per direction of EIC.	50	Each
14	Main & Distribution FRLS PVC Copper wiring of appropriate sizes for the above lighting including fixing, testing and dismantling.	1	L/s
15	Hiring charges including fixing, testing & dismantling of 4+12-way TPN DB with appropriate size of 4P Isolator & MCBs for the above installations.	4	Set
16	Maintenance, Operation and guarding the above installation with licensed electrician for round the clock for two days.	3	Each
17	Hiring charges of LED rice decorations lights including fitting, fixing complete and removing of the same	9600	Feet
18	Transportation	1	L/s

Signature of the tenderer

Note:

1. The quantity shown above are indicative only and may vary as per requirement.
2. The Flex Material should be of eco-friendly material.
3. The Main Pandal should be fixed properly to withstand strong wind, cyclone etc.

5. SPECIAL TERMS & CONDITIONS:

5.1 Insurance: The successful bidder will have to take the suitable insurance on the name of IIM Shillong for the entire setup having value not less than the awarded cost and the same to be submitted within two working days after issue of letter of Acceptance. Failing which the EMD/ SD will be forfeited.

5.2 Certification: After completion of the erection of structure / setting –up, the contractor will have to get the structure assessed by the registered structural engineer / firm for its structural stability & will have to get the certificate from the same and has to submit the certificate to the Institute. Also, Electrical Safety Certificate for Electrical installation & wirings need to be acquired from competent authority by the day of completion of the Set-up.

If the same are not made available by stipulated date /time a L.S. of Rs. 1.0 Lakh will be levied as a penalty.

5.3 Special Condition: If any power failure happens even for a moment due to failure of DG due to insufficient diesel/operator or for the reason not mentioned here, then a penalty of Rs. 50,000/- would be levied and if the failure prolonged beyond a minute then the competent authority of IIM Shillong will fix a penalty deemed fit to them & the same would be binding on the contractor.

6. CHECKLIST FOR SUBMITTED DOCUMENTS AS PER ELIGIBILITY CRITERIA & TECHNICAL SPECIFICATIONS

As mentioned in Annexure-III.

7. FINANCIAL BID

1. The bidders should download the BOQ.xls from CPP Portal and fill in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BOQ template or replace it with any other copy of same BOQ in .xls format. The Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.
2. A sample BOQ is placed herewith in excel sheet format.
3. If any column is not applicable, keep the sheet as it is or quote '0'. The BOQ is in excel sheet, as such only number will be taken calculable.
(This is a sample for reference only, the BOQ.xls to be filled online in CPPP portal, which will be treated as PRICE BID for the Tender)

Sample

Tender Inviting Authority: The Director, IIM Shillong

Name of Work: Construction of Temporary Pandal, Floral decorations and other associated arrangements for the 16th Convocation of Indian Institute of Management Shillong at Umsawli campus.

Contract No: K1 1301/1/2025-ENGG/

Name of the Bidder/ Bidding Firm / Company :						
PRICE SCHEDULE (Item Rate)						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)						
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	RATE (inclusive all taxes) In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	7	8	10
1.01	For detailed List of Items Please refer the Scope of the works from page no 11- 15 of the Tender Documents)	1.000			0.00	INR Zero Only

**PROFORMA FOR SUBMISSION OF OFFER LETTER OF E -TENDER DOCUMENT,
DECLARATION AND BIDDER DETAILS**

(THIS "OFFER LETTER" TO BE SUBMITTED IN BIDDER'S LETTER HEAD)

Ref no.

Date:

To
The Chief Administrative Officer
IIM SHILLONG
Umsawli, Shillong – 793 018.

Sub:

“ _____
_____.” against Tender No: _____ Dated _____ / _____ / _____

1. In reference to above, I/We are enclosing our irrevocable tender for execution of the work “ _____.” as per tender document within the time schedule mentioned therein and accepted by me/us, at the value quoted by me/us for the whole works/ supply/ service in accordance with terms and conditions, specifications as detailed in the tender document. Having examined the detail given in Tender Notice and Bid Document for the above works/supply/service, I/We hereby submit the relevant information.
2. I/We had paid the EMD or I/ We are exempted being MSME registered firm. A valid certificate is enclosed.
3. I/ We had read entire tender documents and unconditionally accept all the terms and conditions laid down in the Tender document.
4. I/We enclose herewith documentary evidence of my/our experience of execution of work/ supply/ service of similar nature and magnitude carried out by me/us as per the eligibility criteria along with the other documents mentioned in the tender document.
5. I/ We confirm and declare that we are not blacklisted/ debarred/ de-registered by any Government department/ Public Sector Undertaking/ Autonomous bodies or any other agency for which we have executed/ undertaken the works/ supply /services during the last 5 years.
6. It is certified that all the information given hereby as well as in the enclosed eligibility bid documents are correct to the best of my knowledge and believe. It is also understood that I/We shall be liable to be debarred, disqualified in case any information furnished by me/us found to be incorrect.

Date.....day of.....2025

Name of the Bidder with Address:

Name:

Address:

Signature of Bidder(s), with the seal of Firm

BIDDER's DETAILS

1.	Name of the Firm/Agency	
2.	Full address with Pin code, Telephone No/Mobile No. E-mail. Address Telephone/ Mobile no.: Email id:	
3.	Name & Designation of Contact Persons Name Designation Telephone/ Mobile no.: Email id:	
4	Registration Details for Constitution of the Firm/ Agency (if any) (Attached copy)	
5	Nature of Business:	
6	a. GSTIN: b. PAN:	
7	Bank Account Particulars: Name of the Beneficiary Bank Account Number Bank's Branch IFS code: Account type (SB/ CA) Name of the Bank Branch name & Address (Please attached a copy of cancelled cheque)	
8	Details of EMD paid: EMD Amount: Rs. Receipt No.	

Signature of the bidder with seal

(Annexure-III)

LIST OF MANDATORY DOCUMENTS TO BE SUBMITTED: (Documents to be uploaded as per the following sequence)

(FOR TECHNICAL BID EVALUATION)

Sl. no.	Documents required	REMARKS	On page no. (compulsory)
1	Offer letter in the bidder's letter head duly sealed & signed (as per given Proforma in Annex-I)	YES/NO:	
2	Earnest Money Deposit and its details (as per instruction given in the Notice Inviting e-Tender)	YES/NO:	
3	Email Receipt for Deposition of Original EMD.	YES/NO:	
4	Valid GST registration certificate.	YES/NO:	
5	Valid Trading licenses for the Non-Tribal Contractor.	YES/NO:	
6	PAN Card in the name of firm/proprietor. (Details)	YES/NO:	
7	ANNEXURE I to ANNEXURE-III (duly filled in and signed).	YES/NO:	
8	The schedule of Price Bid in the form of BOQ.xls (to be uploaded with technical bid only).	YES/NO:	
9	Certificate of experience (Work Order & Completion Certificate) for the value already mentioned in the Tender.	YES/NO:	
10	EPF/ESI registration certificates.	YES/NO:	
11	Registration certificate of firm (If any)	YES/NO:	
12	The Contractor/Agency must have a valid registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the current labour license (Copy to be enclosed with page no.)	YES/NO:	
13	Whether on site visit has been done to assess the requirement.	YES/NO:	
14	Whether any other applicable Certificate (MSME etc).	YES/NO:	
15	Electrical Contractor's License	YES/NO:	

Signature of the tenderer

ANNEXURE-IV

Representative image of Convocation Pandal:

