



IIM KASHIPUR (FIED)
FOUNDATION FOR INNOVATION
AND ENTREPRENEURSHIP DEVELOPMENT



REQUEST FOR QUOTATION FOR HIRING AND FIXING OF
TENTAGE MATERIALS AT IIM KASHIPUR (FIED)

REQUEST FOR QUOTATION (RFQ) NO.
IIMKASHPUR/FIED/RFQ/01/2023-24 DATED 05 JANUARY 2023

1. IIM Kashipur (FIED) invites quotation from reputed experienced and financially sound service providers of Tentage Materials to the Institute requirement for “**Utishtha Programme**”.
2. Bids in sealed cover are invited for Hiring and Fixing of Tentage Materials at IIM Kashipur (FIED) from reputed experienced and financially sound parties. Please super scribe the outer cover of the sealed bid as “**HIRING AND FIXING OF TENTAGE MATERIALS AT IIM KASHIPUR (FIED)**”, **IIMKPVFIED/RFQ/01/2023-24 (dated 05 January 2023)** to avoid the Bid being declared invalid. Bids not super scribed with the details mentioned above may be declared invalid.
3. The Financial bids of only eligible and qualified bidders will be evaluated, after the same has been ascertained by RFQ Evaluation Committee. Considering the urgency of the work, no requests for extending the deadline shall be considered.
4. The address, contact numbers, date of issue of quotation document, last date of submission of bids, date and time of opening of bids are given below:–

Postal address for sending the Bids	FIED INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR KUNDESHWARI, KASHIPUR, DIST. UDHAM SINGH NAGAR, UTTARAKHAND (INDIA) PIN – 244713 Website: www.iimkashipur.ac.in
Name/Designation of the contact personnel	Director, FIED
Telephone numbers of the contact personnel	91-7088280882,7900444090 / 336
e-mail ids of contact personnel	fied@iimkashipur.ac.in
Last date and time of submission of bid	16 January 2023 at 1100hrs.
Date and time of opening of Bid	16 January 2023 at 1130hrs onwards. If the date is holiday, the next working day will be the opening date of the RFQ. Financial Bids of only those firms will be considered, whose Bids are found compliant/suitable after evaluation is done by the duly constituted Committee.

5. **Manner of depositing the Bids:** Sealed Bids should be either dropped in the Tender Box placed at Main Gate of IIM Kashipur (FIED) or should be sent by registered post/courier at the address given above to reach by the due date and time. Late RFQs will not be considered. No responsibility will be taken for postal/courier delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or e- mail will not be considered.
6. The RFQ is to be signed on all the pages by the bidder. This RFQ is being issued with no financial commitment. IIM Kashipur (FIED) also reserves the right to withdraw the RFQ, should it become necessary at any stage for withdrawing the RFQ.
7. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. This event will not be postponed due to non-presence of your representative.



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8. Rejection of Bids: Canvassing by the Bidder in any form, unsolicited letter and post-RFQ correction may invoke summary rejection with forfeiture of EMD.
9. Validity of Bids: The Bids should remain valid till 90 days from the last date of submission of the Bids.
10. Earnest Money Deposit (EMD): Bidders are required to submit (EMD) of amount Rs. 20,000/- (Rupees Twenty Thousand only) along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft from any of the public sector banks or a private sector bank authorized to conduct government business payable in favour of “Indian Institute of Management, Kashipur” payable at Kashipur. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Security Deposit from them as called for in the contract. The EMD will be forfeited if the bidder withdraws, or amends impairs or derogates from the RFQ in any respect within the validity period of their RFQ.
- Security Deposit: The Bidder will be required to furnish a Security Deposit by way of Demand Draft through a public sector bank or a private sector bank authorized to conduct government business for an amount equal to Rs. 20,000/- (Rupees Twenty Thousand only) amount within 05 days of receipt of the confirmed order. EMD shall be release after receiving Security deposit from the successful bidder. The Security Deposit shall be released after the completion of the work pursuant to this Contract based on the “Completion Certificate” issued by IIM KASHIPUR (FIED) stating that the Bidder has completed the work in all respects, satisfactorily.
11. Payment Terms - Payments will be made through ECS/ NEFT on regular basis after submission of the bills for the completed services. Taxes like GST etc. will be paid as per Govt. norms. No advance payment(s) will be made.
12. Non-disclosure of Contract documents: Except with the written consent of IIM Kashipur (FIED), other party shall not disclose or share any contract/ provision, specification, plan, design, pattern, sample or information about the institute thereof to any third party.
13. Termination of Contract: IIM Kashipur (FIED) shall have the right to terminate this Contract in part or in full in any of the following cases:-
- (i) The agreement may be terminated in whole or in part, by either party in the event of a material breach by a party that is not cured within thirty (30) days of notice from the non-breaching party.
 - (ii) This Agreement may be terminated in whole or in part, by a Party for convenience, on ninety (90) days prior written notice to the other Party.
 - (iii) In addition to the above, either Party may terminate this Agreement if the other Party (a) admits in writing its inability to pay its debts generally as they become due, or (b) makes an assignment for the benefit of its creditors, or (c) institutes or consents to the filing of a petition in bankruptcy, whether for reorganization or liquidation, under federal or similar applicable state laws, or (d) is adjudged bankrupt or insolvent by a court having jurisdiction, then in any of such events, the other Party may, by written notice, immediately terminate this Agreement, without further liability to the other Party, except to produce or pay all accrued payments.



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14. **Amendments:** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

15. **Notices:** All notices, requests, demands or communications required hereunder shall be in writing inclusive of electronic means as recognized by IT Act 2000 (including any statutory modifications thereof) and shall be deemed to have been given or made (a) if by mail when deposited in the mail by certified mail, postage prepaid return receipt, requested at its address set forth on the signature pages hereto (b) if by telecopy when sent by used telecopy to the telecopy number set forth on the signature page hereto provided. Either Party may change its address or telecopy number for notice, by providing notice to the other Party of such change in the manner and within such time as provided herein.

16. **Intellectual Property Rights (IPR):-** The Bidder undertakes not to, in any manner, claim all or any part of the IPR or commercially exploit all or any of the proprietary rights generated and developed by IIM KASHIPUR (FIED) as vested whether trademarked, copyrighted or not. The Bidder acknowledges that all IPR relating to the entire content of the existing IIM KASHIPUR (FIED) website, and all the output relating to the service belongs to and vests exclusively with IIM KASHIPUR (FIED) and under no circumstances whatsoever the Bidder shall claim all or any rights proprietary or otherwise over all or any portion of the IPR belonging to IIM KASHIPUR (FIED).

17. **Work made for hire:** The Bidder expressly acknowledges that the material contributed by it hereunder, and its services hereunder, are being specially ordered and commissioned by IIM KASHIPUR (FIED) for use in connection with the service. The work contributed by the Bidder hereunder shall be considered a "work made for hire" as defined by the copyright laws. IIM KASHIPUR (FIED) shall be the sole and exclusive owner and copyright proprietor of all rights and title in and to the results and proceeds of the Bidder's services hereunder in whatever stage of completion. If for any reason the results and proceeds of the Bidder's services hereunder are determined at any time not to be a "work made for hire", the Bidder hereby agrees to irrevocably transfer and assign to IIM KASHIPUR (FIED) all right, title and interest therein, including all copyrights, as well as all renewals and extensions thereto.

18. **Data Security:** The Bidder shall use inputs provided by IIM KASHIPUR (FIED) solely for performing its obligations under this Contract, and will not, at any time, transfer, save, download, print, disclose, or in any other way use the inputs other than as directly required for the provision of the services under this Contract or as directed by IIM KASHIPUR (FIED) in writing.

19. **Force Majeure:** Neither Party shall be liable for damages for any delay or failure to perform its obligations hereunder, if such delay or failure is due to causes beyond its control or without its fault or negligence, including, without limitation, riots, wars, fires, epidemics, lack of human or material resources, quarantine restrictions, unusually severe weather, earthquakes, explosions, acts of god or state or any public enemy, or acts mandated by any applicable laws, regulation or order (whether valid or invalid) of any governmental body. If a force majeure event occurs the affected Party shall inform the other Party promptly and will use reasonable efforts to mitigate adverse effects and to resume performance as soon as practicable. Should the force majeure event extend beyond fifteen (15) days either Party shall have the right to terminate the Contract upon immediate written notice without any penalty or liability. However, the existing liabilities of the



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Parties and the IIM Kashipur (FIED)'s payment obligations for services successfully performed, provided the same is not affected by a force Majeure event, shall remain and not be affected by the force majeure event.

20. **Confidentiality:** Both the Parties hereby undertake that under no circumstances whatsoever they shall disclose any of the Terms of this Contract and all or any Confidential Information belonging to the other party like financial plans, business plans, and others, declared confidential to which they might have access during the association with one another in terms of this Contract, except to the extent that is already in public knowledge/ domain. The Confidential Information as hereinabove detailed shall not be disclosed during the subsistence of this Contract and thereafter for a period of five years from the date of termination of this Contract for whatever reason.

21. **Indemnification:** The Agency, irrevocably, and unconditionally here by indemnifies and undertakes to keep the Institute and /or its Directors, officers, employees, agents, and representatives, for all times from and against all charges, cost, losses, claims, demands, and liabilities, obligations, suits, judgments, penalties, proceedings, precautions, litigations, or actions, financial or otherwise, at law or equity, including the expenses of defending any claim of liability by any third party, and from and against all actual damages sustained, whatsoever, whether past, or current suffered or incurred by the Institute and/ or its Directors, officers, employees, agents, and representatives due to reasons of:

- (a) Breach, misconduct, omissions, misrepresentation or
- (b) Negligence on the part of Agency and or its directors, employees, in the performance of the services including but not limited to any claim/third party claim arising out of improper or illegal use or adoption or invasion or infringement of the copyright or intellect property right and violation of confidentiality obligations.
- (c) Act detrimental to the interest and reputation of the Institute.

22. **Arbitration:** In event of any dispute or difference arising out of or in connection with the Contract including the interpretation of its clauses or any other matter arising out of the Contract between the Parties, the same shall be resolved by mutual discussion and if any dispute or difference arising out of this Contract or interpretation of the Contract or any other matter related to it. If the contract still remains unresolved; it shall be then referred to the Sole Arbitrator who shall be appointed by the Director, IIM Kashipur (FIED) alone. And the arbitral proceedings shall be conducted strictly in accordance with the Arbitration and Conciliation Act, 1996, as amended up-to-date (including the statutory modifications thereof). The place of conducting Arbitration / seat of Arbitration shall be Kashipur, Uttarakhand and the arbitral proceedings shall be conducted in English language only. The cost of arbitration shall be shared equally by both the parties and the decision/ interim orders passed by the Sole Arbitrator shall be final and binding on both the Parties.



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23. SCOPE OF WORK:

<p><u>Tentage, lighting, decoration, Music and DJ sound system work.</u></p> <p><u>Scope of work in details:</u></p> <p>A. 80 stalls for startup preferably 3*3 meters partition with roof covering (white/ blue), carpet throat, Two table with cover, 2 chairs and electricity supply point (16amps/ 6amps at each stall) with 3 pointer extension, 15 watt led bulbs at each stall. Water Dispenser 20 and water jar 200 (20 Ltr. Each), use & throw paper Disposable glass on 27th and 28th Jan 2024. Venue: Football Ground, IIM Kashipur</p> <p>B. 20 Food Stalls (15x15 feet) with canopy with essential space for cooking/ arrangement in the backyard of food stalls in the eating area. 100 plastics chairs near food stalls.</p> <p>C. Decoration in Amphitheatre New/neat and clean carpet on stage in Amphitheatre. No. 20 executive Chairs with white color cover and 4 tables with table cover for stage in Amphitheatre. 24 No. Sofa (3 rows) in front of stage in Amphitheatre. 100 No. Cushion chairs with white cover in front of stage in Amphitheatre. 400 No. Plastic chairs with cushion in Amphitheatre</p> <p>Mic, speakers, amplifiers, music mixer DJ sound system in Amphitheatre. 02 No. LED Wi-fi enable for stage on 27th and 28th Jan 2024 in Amphitheatre.</p> <p>Flower decoration of the stage/table in Amphitheatre 27th and 28th Jan 2024.</p> <p>Water Bottles 200 ml each as per requirement on 27th and 28th Jan 2024.</p> <p>D. 06 Nos. Portable Bio-Toilets (27th and 28th Jan 2024)</p> <p>E. 01 Gate completely metallic frame with light and flower decoration at main gate 2.5x8x10 feet. (Gate NO.1)</p> <p>F. Generator 63 KVA and Fuel as per requirement.</p> <p>G. Two water tankers each 4000-5000 Ltr Dustbins required as per need.</p> <p>H. Electricity work/connection Light arrangement for the stage, in front of stage, Amphitheatre, start-up stalls, food stalls and gala dinner venue. Decorative lights for Academic building walls and start with Gate no.1 to Gate no.2 small decorative light both side of the road.</p> <p>I. Gala Dinner Venue at IIM Kashipur -Electricity work/connection Light arrangement for the venue, 40 tables with cover and 20 round table with 120 chair with cushion & cover for dinning. round tables and chairs with cushion seating arrangement and internal decorations in the scope of work of vendor.</p>	01 job
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Note:

(a) Wiring is to be done as per standard safety norms and follow the instructions of Fire & Safety Officer of IIM Kashipur (FIED). The Fire safety norms to be strictly followed as per the “Fire Precautioning Measures IS 8758 : 2013” Gol guidelines.



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- (b) The site for the work is located at the premises of IIM Kashipur, Kundeshwari, Kashipur, District Udham Singh Nagar, Uttarakhand. The bidders are advised to visit the site of work, at their own cost, and examine it and its surroundings by themselves, collect all information that he considers necessary for proper assessment of the prospective assignment.
- (c) Any extra work / items required other than mentioned above at the actual site of work shall be paid as per the actuals rent rates of the items. The CEO FIED shall certify that the extra work / items have been done/given by the vendor. The CEO FIED shall also certify the actual rates of the extra items / work done by the vendor. The vendor must get the approval from the CEO FIED before commencing any extra work / item.
- (d) Post Cleaning of the site premises at IIM Kashipur (FIED) is to be done by the contractor. A penalty of Rs. 10,000/- or actual cost of the cleaning of the site premises (whichever is higher) shall be charged from the contractor's final bill.

24. **Eligibility Criteria for the bidders:**

- (a) The agency should have valid GST registration (documentary evidence to be submitted).
- (b) Average Turn over in last 03 (three) financial years (2020-21, 2021-22 & 2022-23) shall not be less than Twenty lakhs. (A self-attested copy of certificate issued by a Chartered Accountant with UDIN number is to be enclosed).
- (c) Minimum three (03) years of experience in carrying out or rendering similar services for Government / State Govt. /Public Sector Undertakings / Autonomous Body and CFTI's. (Documentary evidence, work orders/certificates, to this effect should be enclosed)
- (d) EMD is not required to be submitted by those MSE Bidders who are registered as Micro and Small Enterprises (**MSEs**) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase organization or the concerned Ministry or Department. Exemptions, if any, must be supported with legitimate documents and they shall have to enclose valid self-attested registration certificate(s) along with the RFQ to this effect.
- (e) There should be no criminal case pending with the police against the Proprietor/ Firm/ Partner or the Company (Contractor) and the firm should not be blacklisted by Central Government/ State Government/ PSU/any other Institutes. The declaration to such state as incorporated will be assumed for this purpose.



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25. FINANCIAL BID

Required Date: 27th January 2024 and 28th January 2024

DESCRIPTION	Job	Total Price (incl. of all taxes) and Freight
<p><u>TENTAGE, LIGHTING, DECORATION, MUSIC AND DJ SOUND SYSTEM WORK</u></p> <p>(A) 80 stalls for startup preferably 3*3 meters partition with roof covering (white/ blue), carpet throat, Two table with cover, 2 chairs and electricity supply point (16amps/ 6amps at each stall) with 3 pointer extension,15 watt led bulbs at each stall. Water Dispenser - 20 and Water jar 200 (20 Ltr. Each), Use & Throw paper Disposable glass on 27th and 28th Jan 2024. Venue: Football Ground, IIM Kashipur</p> <p>(B) 20 Food Stalls (15x15 feet) with canopy with essential space for cooking/ arrangement in the backyard of food stalls in the eating area.100 plastics chairs near food stalls.</p> <p>(C) Decoration in Amphitheatre New/neat and clean carpet on stage in Amphitheatre. 20 No. executive Chairs with White color cover and 4 tables with table cover for stage in Amphitheatre. 24 No. Sofa (3 rows) in front of stage in Amphitheatre. 100 No. Cushion chairs with white cover in front of stage in Amphitheatre. 400 No. Plastic chairs with cushion in Amphitheatre</p> <p>Mic, speakers, amplifiers, music mixer DJ sound system in Amphitheatre. 02 No. LED Wi-fi enable for stage on 27th and 28th Jan 2024 in Amphitheatre.</p> <p>Flower decoration of the stage/table in Amphitheatre 27th and 28th January 2024.</p> <p>Water Bottles 200 ml each as per requirement on 27th and 28th January 2024.</p> <p>(D) 06 Nos. Portable Bio-Toilets (27th and 28th January 2024) (E) 01 Gate completely metallic frame with light and flower decoration at main gate 2.5x8x10 feet. (Gate NO.1) (F) Generator 63 KVA and Fuel as per requirement. (G) Two water tankers each 4000-5000 Ltrs. Dustbins required as per need. (H) Electricity work/connection Light arrangement for the stage, in front of stage, Amphitheatre, start-up stalls, food stalls and gala dinner venue. Decorative lights for Academic building walls and start with Gate no.1 to Gate no.2 small decorative light both side of the road.</p> <p>(I) Gala Dinner Venue at IIM Kashipur -Electricity work/connection Light arrangement for the venue, 40 tables with cover and 20 round table with 120 chair with cushion & cover for dinning. round tables and chairs with cushion seating arrangement and internal decorations in the scope of work of vendor.</p>	01 Job	

In Words: