

e-Notice Inviting Tender

Indian Institute of Management (Amritsar), an autonomous body under the Ministry of Education, Govt of India invites e-quotation for the "**Hiring of AV setup for the Inauguration Ceremony for the upcoming batches of various MBA programs (2026-28)**" Tender Documents may be downloaded from the Central Public Procurement Portal. (<http://eprocure.gov.in/eprocure/app>). Bidders are advised to submit duly filled bids as per the following schedule.

| | |
|--|---|
| Invitation for Bids (IFB) No & date | IIMASR/SP/2026-27/023/614 Dated: 08-05-2026 |
| Place of Supply etc. | Within Amritsar, Punjab Note: The venue of the event shall be communicated in the WO/PO. |
| Mode of submission of bids | Online mode in https://eprocure.gov.in/eprocure/app |
| Tender Type | Open Tender Enquiry (Single Stage Single Envelope System) |
| Bid Submission Start date & time | 08-05-2026 @ 1600 Hrs. |
| Last Date of Submission of Bids & time | 22-05-2026 @ 1600 Hrs. |
| Date of Opening of Technical Bids & time | 25-05-2026 @ 1630 Hrs. |
| Place of Opening of Technical Bids | Online |
| Contact information (Tender Inviting Authority) | The Dean Administration Indian Institute of Management Village Manawala, PO Jandiala Guru SO Amritsar, Punjab – 143 115 Email: purchase@iimamritsar.ac.in |

a. INSTRUCTION TO BIDDER:

- Vendors 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.
- Possession of a valid class III DSC in the form of a smart card/e-token is a prerequisite for registration and participating in the document's submission activities. DSC's can be obtained from the authorised certifying agencies recognised by CCA India. (E.g. Sify/TCS/nCode/eMudra etc.)
- Vendors are advised to register their valid email addresses and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible for ensuring that they do not lend their DSC's to others which may lead to misuse.
- The Vendors 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.

- 6) The CPP Portal also has user manuals with detailed guidelines on enrollment and participation in the online document process. The user manuals can be downloaded for reference.
- 7) Any queries related to the process of online document submission or queries related to CPP Portal in general may be directed to the 24 X 7 CPP Portal Helpdesk. The Toll-Free Contact numbers for the helpdesk are 1800 3070 2232.

b. ONLINE DOCUMENT SUBMISSION PROCEDURE:

- 1) Help for vendors, FAQ, Information about DSC and Bidders Manual Kit containing the detailed guidelines for the e-Procurement system are also available on the Central Public Procurement Portal. [<https://eprocure.gov.in/eprocure/app>]
- 2) It is mandatory for all the vendors to have a valid Digital Signature Certificate (in the name of the 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.
- 3) It is mandatory for the vendors to get their firm /company registered with the e-procurement portal <https://eprocure.gov.in/eprocure/app> to have user ID and Password.
- 4) Documents will be available online on the website <https://eprocure.gov.in/eprocure/app> which can be downloaded.
- 5) Vendors may download and refer to the "Instructions for Online Bid Submission" from (<https://eprocure.gov.in/eprocure/app>).
- 6) The documents shall be submitted online in the prescribed format given on the websites and documents 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.
- 7) Vendors cannot submit the document after the due date and time of online 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 vendor.

1. Pre-eligibility criteria:

- a) The bidder should submit the copy of Goods and Services Tax Registration Certificate.
- b) The bidder should have executed atleast Two (02) Similar Work (s), during the preceding Three (03) FY ie. 2023-24,2024-25 & 2025-26 reckoned as on the date of bid opening. The word “Similar Works” means “Hiring of AV Equipment for events in any Central / State Govt Organization / PSU / Public Listed Company.” The copy of Work Orders along with Completion Certificate should be submit.
- c) The bidder should submit the compliance sheet as per the Schedule of Requirement duly filed, sign and seal by the authorized person in Format -1
- d) The bidder should submit the Declaration/Acceptance of Terms & Conditions and Non-blacklisting form duly seal and signed (Format 2)
- e) The bidder should submit the Bank Mandate form duly seal and signed (Format 3)

2. Evaluation method:

Items will be evaluated on a composite basis (in totality) for selecting the L1 price, and L1 Bidder of will be awarded the Purchase/Work Order.

3. General Terms and Conditions:

- i. Bidders should fulfil and comply with the given specifications.
- ii. **All bidders should quote prices in Indian rupees, including all taxes and duties, and prices should be quoted at within Amritsar.**
- iii. Your bid must be valid for **90** days from the date of quotation opening.
- iv. GST should be quoted according to government norms. In case, due to any error/ oversight, the GST quoted by the bidder is less than the actual rate as per tariff, the bidder will not be permitted to rectify the error/oversight. The orders/ contract will be placed for the total amount, including the (lower) rate/s quoted by the bidder, with the reduced basic amount to the extent of difference in tax amount, so that the total amount (basic + actual rate as per tariff), remains same (quoted basic + quoted rate). The bidder shall bear the difference in the amount payable, if any, between the quoted rate and the actual rate as per tariff.
- v. **Payment term:** No Advance payment is admissible. Payment shall be made as per actuals, within 30 days after completions of event/services, subject to submission of original tax invoice.
- vi. **Delivery Schedule:** The event is scheduled on **13th July 2026 (Monday)**. The exact place of service will be intimate at the time of issuance of Work Order/Purchase Order.
- vii. In case the unscheduled holiday in Amritsar is declared on the tender’s prescribed closing/ opening day, the next working day will be treated as the scheduled prescribed day of closing/ opening of the tender.
- viii. Liquidated Damages: If any delay in Service, 10% of bill value will be deducted pro-data basis.
- ix. For any other information you may like to obtain, you are free to contact IIM Amritsar through mail at purchase@iimamritsar.ac.in before submitting the quote.
- x. IIM Amritsar reserves the right, at its discretion, to increase or decrease the quantity (upto 25%) or remove certain items mentioned in NIQ during Techno-Commercial Evaluation.

- xi. Arbitration Clause: In the event of any dispute or difference(s) between the vendee Institute (IIM Amritsar) and the vendor(s) arising out of non-supply of material/service or supplies not found according to specifications or any other cause whatsoever relating to the work or purchase order before or after the service has been executed, shall be referred to "The Director, IIM Amritsar," who may decide the matter himself or may appoint the arbitrator(s) under the Arbitration and Conciliation Act,1996. The arbitrator's decision shall be final and binding on both parties.
 - a) The venue of the arbitration shall be the place from where the order is issued.
 - b) The arbitrator shall decide the place of arbitration and the language to be used in arbitral proceedings.
 - c) Further, any legal dispute arising out of any breach of Contract shall be settled in the court of competent jurisdiction located within the local limits of Amritsar, Punjab.
- xii. The GFR-2017 and amendments issued thereafter and the manual for procurement of Goods/Services/Works issued by DOE under MOF apply to this tender.
- xiii. IIM Amritsar reserves the right to reject any or all bids, amend/ withdraw any terms and conditions in the document or cancel the NIQ at any stage without assigning any reason.

IIM Amritsar

Technical Cover
Checklist

(to be submitted on letterhead)

Hiring of AV setup for the Inauguration Ceremony for the upcoming batches of various MBA programs (2026-28) is scheduled on 13th July 2026.

| Sl. No. | Particulars | Attached (Yes/No) | Page No. |
|---------|--|-------------------|----------|
| 1. | Goods & Service Tax Registration Certificate | | |
| 2. | Experience Criteria as per Point 1(b) (Copy of Work Orders along with Completion Certificate) | | |
| 3. | Compliance Sheet/Schedule of Requirement (Format 1) | | |
| 4. | Declaration/Acceptance of Terms & Conditions and Non-Blacklisting (Format 2) | | |
| 5. | Bank Mandate Form (Format 3) | | |

Note: All formats & Certificates mentioned above should be duly signed and Sealed by the bidder.

Signature of the Bidder/Authorized Persons

Name:

Designation:

Contact No.:

Mail ID:

Technical Compliance Sheet/Schedule of Requirement*(to be submitted on Letterhead)*

Hiring of AV setup for the Inauguration Ceremony for the upcoming batches of various MBA programs (2026-28) is scheduled on 13th July 2026.

| Sr. No. | Particulars | UOM | Qty | Compliance (Yes/No) | Remarks |
|----------------|--|------------|------------|----------------------------|----------------|
| 1. | Photograph Backdrop with flex (40'x6') 1 No =240 Sqft (to be placed at a height of 5 ft from the top stair's height) | Sqft | 240 | | |
| 2. | Six level steps for group photograph for 440 persons | LS | 1 | | |
| 3. | LED Walls (6 ft h*6 ft) with riser | No. | 2 | | |
| 4. | Stage Backdrop with Flex (20'*10') 1 No =200 Sqft | Sqft | 200 | | |
| 5. | Stage with Carpet (36'*16') 1 No =576 Sqft | Sqft | 576 | | |
| 6. | Podium with Branding/flex | No. | 1 | | |
| 7. | Stage Table Branding | No. | 1 | | |
| 8. | Executive Chairs | No. | 8 | | |
| 9. | 2 Seater Sofa for Audience 1 st Row | No. | 8 | | |
| 10. | Flower Decoration on Stage | LS | 1 | | |
| 11. | Top for the sound system | No. | 4 | | |
| 12. | Head table mic | No. | 1 | | |
| 13. | Podium mic | No. | 1 | | |
| 14. | Sound mixer | No. | 1 | | |
| 15. | Light for backdrop | No. | 6 | | |
| 16. | Light on stage | No. | 5 | | |
| 17. | Genset | No. | 1 | | |
| 18. | Genset running cost per hour (Diesel) | Hour | 5 | | |
| 19. | Signages | No. | 2 | | |
| 20. | Transportation Cost | LS | 1 | | |

Signature of the bidder

Declaration/Acceptance of Terms & Conditions

(To be given on Company Letter Head)

Date:

To,
Indian Institute of Management Amritsar,
Village Manawala, PO Jandiala Guru SO,
Amaritsar, Punjab – 143 115.

Sub: Declaration/Acceptance of Terms and Conditions of Tender & Price bid undertaking.

Tender Reference No:

I, _____ Son/ Daughter/ Wife of Sh.
_____ Proprietor/ Director, authorised signatory
of the Agency/Firm, mentioned above, is competent to sign this declaration and execute this Bid:

1. I/We have carefully read and understood all the terms and conditions and other instructions of the tender and undertake to abide by them.
2. I/We do hereby declare that our company/agency has not been blacklisted/debarred by any of the Govt. Department/Govt. Autonomous/Public sector undertaking.
3. I/We do hereby declare that our company/agency has not abandoned any works/services/supply order in the last three financial years.
4. I/We certify that all information furnished by our company/agency is true & correct. In the event, that the information is found to be incorrect/untrue or found violated, then your department/ organization shall, without giving any notice or reason, therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the fully said earnest money deposit absolutely.
5. The Information/documents furnished along with the above tender are true and authentic to the best of my knowledge and belief. I/We are well aware that furnishing any false information/fabricated document would lead to rejection of my tender, besides liabilities towards prosecution under appropriate law.
6. The corrigendum(s) issued from time to time by your department/organization has also been considered while submitting this acceptance letter.
7. We also clarify that the rates quoted are not higher than those quoted by us against enquiries received from Educational Institutes and other Government Department/ Institutions.

Yours Faithfully,
(Signature of the Bidder, with Official Seal)

**MANDATE FORM FOR ELECTRONIC FUND
TRANSFER/RTGS TRANSFER**

(To be submitted on the letterhead of the Agency/ Firm)

To,
Indian Institute of Management Amritsar,
Village Manawala, PO Jandiala Guru SO,
Amaritsar, Punjab – 143 115.

Sub: Authorization for release of payment/dues from Indian Institute of Management Amritsar through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Firm/Company/Agency:

2. Address of the Firm/Company/ Agency:

City _____ Pin _____ Code _____ E-Mail

ID _____

Mob No: _____ PAN _____

3. Particulars of Bank:

| | | | |
|--|--------|-------------|-------------|
| Bank Name | | Branch Name | |
| Branch | | Branch City | |
| PIN Code | | Branch Code | |
| MICR No | | | |
| (9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque to ensure the accuracy of the bank name, branch name and code) | | | |
| IFS Code:(11 digit alphanumeric code) | | | |
| Account | Saving | Current | Cash Credit |
| Account Number: | | | |

DECLARATION:

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed and not effected for reasons of incomplete or incorrect information I shall not hold Indian Institute of Management Amritsar responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for the purpose of credit of the amount through NEFT/RTGS Transfer.

Signature & Seal of the Authorized Signatory of the Firm/Company/Agency:

Date: _____ Place: _____

(Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.)