

Indian Institute of Management Amritsar

Punjab Institute of Technology, Inside Government Polytechnic Compound, Chheharta, GT Road Amritsar-143105, Phone: 0183-2820034

Ref No. IIMASR/NIQ/230/2021

Date: 29/04/2021

Sub: - Notice inviting quotations (NIQ) for designing, recording, editing, VFX, and Secure live webcasting of virtual convocation of IIM Amritsar on the e-Tender portal.

Sir / Madam,

Quotations are invited on IIM Amritsar e-Tender portal for providing online solution to conduct Virtual Convocation for IIM Amritsar. The quotations should be uploaded on the IIM Amritsar e-Tender portal by **12.00 PM on or before 05-05-2021** and will be opened on the e-Tender portal on the same day, i.e., **05-05-2021 at 12.30 PM**.

1.1. GENERAL GUIDELINES

- 1.1.1.** Please read the Terms & Conditions carefully before filling up the document. Incomplete Tender will be rejected. All pages of the Tender Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as a token of having accepted all the Terms and Conditions of this Tender.
- 1.1.2. IIM Amritsar reserves the right:**
 - a. to accept or reject any or all tenders either in whole or in part or to invite revised price bids or to annul the bidding process or to postpone and/or extend the date of receipt/opening of tenders or to withdraw the same at any time before finalization without incurring any liability to the affected Tenderer / Bidder. The Director, IIM Amritsar does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the Tenderer/Bidder shall be bound to perform the same at the rates quoted.
 - b. to postpone and/or extend the date of receipt/opening of tenders or to withdraw the same, without assigning any reason thereof.
 - c. to obtain feedback from the previous/ present clients of the tenderer by contacting them or by visiting their site to get first-hand information regarding the services (being) provided by the tenderer.
- 1.1.3.** Before submitting the Tender Document to the IIM Amritsar, the bidders may seek clarification(s), if any, during the pre-bid meeting/inspection/through an email.
- 1.1.4.** The successful bidder shall have to submit an undertaking as per Form-1, which will become part of the agreement as per Form-2.
- 1.1.5.** The bidders' performance, as per format at Form-3, for each work completed in the last three years and in progress, should be certified by an authorized person from the concerned organization. Feedback received from the previous/present clients and on the spot assessment/enquiry of/by the IIM designated team will also be evaluated for technical qualification.

1.1.6. If the date of opening of the NIQ is declared a holiday, the tender will be opened on the next working day at the same time.

1.1.7. Submission of Bids: The NIQ should be submitted in two parts, **Part – I (Technical Bid) & Part – II (Financial Bid)**. The file for Part – I should be super-scribed as "Part – I Technical Bid", and the file for Part – II should be super-scribed as "Part – II Financial Bid". The technical bid and financial bid, along with all the necessary documents as stipulated, is to be submitted online through the eTender Portal on IIM Amritsar's official website (www.iimamritsar.ac.in) only. Bids submitted through any other mode will not be accepted under any circumstances.

1.1.8. Quotation Fee & Earnest Money Deposit (EMD): The Tenderers/ Bidders shall be required to submit a non-refundable tender fee of an amount of **Rs. 1120/-** (Rupees Eleven Hundred Twenty only) and a refundable EMD of an amount of **Rs.15,000/-** (Rs. Fifteen Thousand only) along with the Quotation.

- a) Tender fee and EMD should be deposited online using the payment link (<https://iimamritsar.ac.in/payment/>).
- b) The EMD will be returned to the unsuccessful Tenderers/Bidders by 30th day after the award of the contract.
- c) The EMD will be returned to the successful tenderers/bidders only on furnishing the Performance Guarantee/Bank Guarantee.
- d) The EMD shall not bear any interest for the bidder.
- e) MSME/NSIC firm will get EMD/tender fee exemption as per Govt. of India notification subject to the submission of valid registration certificate towards the same. However, MSME will have to submit a Bid Security Declaration (Form -4).

1.1.9. Authorized signatory: If the Bid is made by or on behalf of a company, incorporated under the Companies Act of 1956, it shall be signed by the Managing Director or one of the Directors duly authorized on that behalf.

1.2. PROCESSING OF NIQ

1.2.1. Stage : I Technical Bid - (70% Weightage)

Technical Evaluation: Part I (Pre-Qualification criteria of the bidder, maximum 30 Marks).

The bidders must meet the following pre-qualifying requirements to qualify for the Part II (Presentation of the technical evaluation):

S. No.	Particulars	Eligibility Criteria	Proof / Documents Required	Maximum Marks 30
1.	Experience	<p>The bidders should have successfully completed, minimum three contracts of providing similar service in the last three years.</p> <p>A bidder with experience of providing similar service (virtual events) to an educational institute will be given additional 10 Marks for each completed service subject to maximum of 30 Marks.</p>	<p>Enclose a list of clients and their testimonials/ experience certificates having client's seal and signature.</p>	<p>4 - 6 contracts - 10 Marks 7 - 10 contracts - 20 Marks Above 10 contracts - 30 Marks</p>

		Should be operational in same business for the last three year and should not be blacklited during last two financial years.	Form - 5	
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Note: The bidders who qualify in this stage will be called for an online presentation. Other bidders who have been found technically unqualified will not be considered for further process.

1.2.2. Technical Evaluation: Part II (Presentation and demonstration 70 Marks)

The shortlisted bidders will be called for a presentation and demonstration of their design templates. The technical committee will evaluate the same and give the marks out of 70.

The bidders who qualify in this stage will be considered for the financial bid; other bidders who have been found technically unqualified will not be considered for further process.

1.2.3. Stage:II- Financial Evaluation (Financial bid): The Financial Bid should be submitted strictly in the prescribed Form-6 "FINANCIAL BID" and should remain **valid for a minimum of three months.**

- a. Financial bids, which are incomplete and are not submitted in the prescribed form, will be summarily rejected.
- b. The Financial Bid should clearly contain the details (without erasers/overwriting etc.) as mentioned in the form.

The Financial Bid (Tender) of the applicants who have not been qualified in the Technical Bid shall not be considered. Financial bids of only technically qualified tenders will be opened on the date and time to be intimated, in the presence of the technically qualified tenderers or their authorized representatives (with authority letter), who may be present. The decision of the Director of IIM Amritsar in this regard will be final and no requests etc. will be entertained from the bidders.

1.3. SUMMARY OF REJECTION OR DISQUALIFICATION OF BIDS/TENDER

1.3.1. Applications received after the stipulated deadline

1.3.2. Any bid not accompanied by required EMD, Tender fee, tender document, other required documents.

1.3.3. Any bid in which rates have not been quoted in accordance with the specified formats/ details as specified in the bid document.

1.3.4. If any bidder has filled more than one bid.

1.3.5. If unclear, poorly scanned copies are uploaded and received.

1.3.6. Conditional proposal/bid will not be accepted and will be rejected outright.

1.3.7. Canvassing in any form will make the tender liable to rejection.

1.3.8. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the qualification document

1.3.9. Record of poor performance such as, abandoning work, not properly

completing the contract, or financial failures /weakness etc.

1.4. SELECTION CRITERIA FOR AWARD OF CONTRACT:

The award of contract will be based on Quality and cost-based selection (**QCBS**). The evaluation of Technical and Financial bids will be made as mentioned below. Out of 100 marks, the technical bid will be allotted a weightage of 70% technical score (TS), while the financial proposal will be allotted a weightage of 30% financial score (FS). The technical scores (TS) and financial scores (FS) secured by each bidder will be added with weightages of 70 % and 30%, respectively, and a composite score (CS) will be calculated using the formula:

$$\text{CS} = \text{TS} * 0.70 + \text{FS} * 0.30$$

Bidders will be ranked according to their CS (H1, H2, H3, and so on). Bidder ranked as H1 would be the successful bidder and eligible for the award of work.

However, in the event of a tie at the top position between two or more bidders, the preferred bidder shall be selected on the basis of more technical competence, i.e. bidder with more technical score (TS).

After opening the price bids of the short-listed bidders, if there is a discrepancy between words and figures, the amount indicated in words will prevail. However, the Institute reserves the right to accept or reject any offer without assigning any particular reason whatsoever, and no communication will be entertained in this regard. IIM Amritsar also reserves the right to accept or reject any or all NIQs either in whole or in part or to invite revised price bids or to annul the bidding process at any time before finalization without incurring any liability to the affected bidder. IIM Amritsar does not bind itself to accept the lowest price bid or any NIQ and reserves the right of accepting the whole or any part of the NIQ, and the bidder shall be bound to perform the same at the rates quoted. The decision of Director IIM Amritsar shall be final and binding.

1.5. SCHEDULE OF REQUIREMENTS (SOR):

IIM Amritsar is inviting online quotations for designing, recording, editing, VFX, and secure live webcasting of virtual convocation of IIM Amritsar. It involves end to end services to design a virtual environment in a video with VFX, background, sound effects etc. to create a virtual convocation video that will be webcasted on IIM Amritsar's official website and social media platforms (Facebook, Youtube, Etc,) at specified date and time.

1.5.1. The proposed virtual convocation include following aspect:

- a) Design/creation of virtual stage and show
- b) Awards and degree show case
- c) Convocation address by Chairman, Director, Chief Guest, Guest of Honor.
- d) The virtual convocation would provide the best in class engagement with the latest tools and technologies.

1.5.2. Layout: Layout of virtual convocation should be equipped with following :

- a) Stage Show

- b) Entry and Exit effect
 - c) Speakers speech
 - d) Pre-recorded content play
 - e) Webcast of programs
 - f) Speakers and guest connection using video conferenced cloud
 - g) Interviews or individual's focus
 - h) Other video/audio and mp3/mp4
- 1.5.3. Further details, it may vary as per actual:
- a) Duration of video: 90mins
 - b) Graduating students (including gold medalists): 256
 - c) Video shooting (of total speakers): 07 (03 external speakers)
 - d) Secured Video Live/webcasting: Institute's social media accounts like Facebook, YouTube and website etc.

The proposed virtual convocation should have its own digital and cloud based platform with support of unlimited concurrent viewers and guests.

The virtual convocation should capable to attract viewers using video/audio content and layout. Chat box and other related features also available on web portal. Web portal should support all smart phone also.

1.6. QUERIES & RESPONSES

Queries related to the stated above should be submitted at purchase@iimamritsar.ac.in only till **03-05-2021, 12:00 pm**. Queries submitted after due date and time, and on any other email id will not be entertained. The response to the queries will be given within 1-2 days by email after the last date of submission of queries.

UNDERTAKING

(To be submitted along with un-priced bid)

To

The Director,
Indian Institute of Management, Amritsar
Punjab Institute of Technology Building,
Inside Government Polytechnic Campus,
Polytechnic Road, PO: Chheharta, G.T. Road
Amritsar - 143105

Sub: Providing for IIM Amritsar.

Sir,

Having examined the details given in notice inviting quotation for the above work, I / we hereby submit the qualification application documents (Technical Bid) and the NIQ (Financial Bid) for the work duly filed.

1. I / we hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I / we have furnished all information and details necessary for deciding our eligibility to be qualified for taking part in the tendering process for the work. We have no further information to supply.
3. I / we also authorize the Director, IIM Amritsar or his representative to approach individuals, firms and corporations to verify our competence and general reputation.
4. I / we submit the following certificates in support of our suitability, technical knowhow and capability for having successfully completed following works.
5. I/We hereby undertake that I/We have completely understood the terms & conditions of the NIQ.
6. I/We hereby undertake that no changes/modifications have been made in the downloaded quotation document from IIM Amritsar's website.
7. I/We further undertake to ensure all compliances of the NIQ conditions. Any non-compliance may be construed as deficiency in the performance of the contract. If such non-compliance is noticed IIM Amritsar/owner is at liberty to take action in line with the NIQ conditions including penalty/termination of the contract.

I am / we are aware that the NIQ documents (Financial bid) will not be opened if I am / we are not qualified to take part in the tendering process.

Your faithfully,

Signature(s) of the applicant(s)

Name :

Designation:

Date of submission:

Seal:

(on Rs.100 stamp paper)

FORM-2

AGREEMENT

This agreement made on this between the Indian Institute of Management Amritsar through their Director on one part (hereinafter refer to as IIM Amritsar).

And

..... (Hereinafter referred to as the Contractor which expression shall include his heir, executors, administrators and assigns) of the other part. Whereas the IIM Amritsar is desirous of giving a contract for providing the in the Institute and whereas have offered to provide the same on the terms and conditions stated in the NIQ document and hereafter stated.

Now it is hereby agreed by and between the parties.

1. The following documents shall be deemed to form part of the agreement and the contractor agrees to the terms and conditions given in these documents and ensure full compliance to them.
 - a. Undertaking(Form-1) submitted by the Contractor
 - b. The Work order issued by IIM Amritsar bearing No.....Dated
 - c. NIQ Number.....dated.....
 - d. And, Subsequent letter(s) issued to contractor.

2. Terms and Conditions

- 2.1. The Contractor hereby agrees with the client to render service in conformity to the provisions of this agreement.
- 2.2. That under the circumstances given below, the Institute shall have the right to terminate the contract without notice, in addition to other remedies as available under the law.
 - 2.2.1. For committing a breach of any of the terms and conditions of this agreement by the Contractor, he will further be liable to pay the damages as assessed by the arbitrator.
 - 2.2.2. Contractor shall in no case lease, transfer, sublet, assign/pledge or sub-contract its rights and liabilities under this contract to any other agency.
 - 2.2.3. The Contractor being declared insolvent by a competent court of law.

3. **Arbitration:** In the event of any question or dispute or difference arising under this agreement or in connection therewith, the same **would be referred to the Arbitrator whose decision shall be final and shall not be called in question. The Director of IIM Amritsar will appoint an Arbitrator with the mutual consent of both the parties (Contractor and IIM Amritsar).**
 - a. The arbitrator may from time to time with the consent of all the parties extend the time for giving and publishing the award.
 - b. Subject to the aforesaid provisions, the Arbitration and Conciliation Act, 1996 and

the rules made thereunder and any modification/amendments (2015,2019) thereof from the time being in force shall be deemed to apply to the arbitration proceedings. All disputes and arbitration under this agreement shall be subject to the jurisdiction of the Court of Law (Amritsar, Punjab)

IN WITNESS WHEREOF we set our hands on

FOR & ON BEHALF OF THE PROPRIETOR

FOR & ON BEHALF OF THE INDIAN
INSTITUTE MANAGEMENT,
AMRITSAR

(CONTRACTOR)

(Authorized Signatory)

Witness

Witness

1.

1.

2.

2.

Address:

Performance Report by the clients for contracts completed

1. Name of the work & Location
2. Scope of work
3. Agreement No.
4. Tendered Cost
5. Value of work done
6. Date of Start
7. Date of completion
 - a. Stipulated date of completion
 - b. Actual date of completion
8. Amount of compensation levied for delayed completion, if any
9. Name and address with telephone no of Officer to whom reference may be made
10. Remarks (indicate whether any show cause notice issued or Arbitration initiated during the progress of work)
11. Performance report based on quality of work, time management and resourcefulness:

Very Good / Good / Fair

Sign & seal of Authorized official of the organization

Mobile No.

BID SECURITY DECLARATION

I/We hereby declare that

1. I/We will not withdraw or modify our bid during period of validity
2. I/We will deposit performance security, if applicable.
3. I/We will sign the agreement as per the specified schedule

If above is not abide by me/us, IIM Amritsar may suspend/blacklist us for three years to participate in their tendering/bidding/registration processes.

Name, Signature and seal of the authorized bidder

CERTIFICATE

(To be provided on the letterhead of the firm)

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

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

Authorized Signatory Date:

Name: Place: Designation: Contact No.:

Seal

FINANCIAL BID (30% WEIGHTAGE)**FORMAT TO QUOTE THE PRICE**

S.NO:	Item	Amount in INR
1	Designing, recording, editing, VFX, and secure live webcasting of virtual convocation of IIM Amritsar.	
	Total	
	GST @ __%	
	Grand Total	

The formula for Bid Calculation:

Note: Bid/Offer Rates must be valid for three months beyond the date of opening of bids.

Supplier Signature, Name and Stamp