



INDIAN INSTITUTE OF MANAGEMENT CALCUTTA

**Diamond Harbour Road, Joka,
Kolkata - 700104**

TENDER DOCUMENT

**TENDER REFERENCE NO
IIMC/PUR/SS/IV/2022-23
DATE: 24 FEBRUARY 2023**

FOR

**SELECTION OF VENDOR FOR PROVIDING VARIOUS
SOUND SYSTEM EQUIPMENT FOR A PERIOD OF TWO YEARS
AT IIMC, KOLKATA**

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA
Diamond Harbour Road, Joka,
Kolkata – 700104

TENDER REFERENCE NO: IIMC/PUR/SS/IV/2022-23

DATE: 24 FEBRUARY 2023

REQUEST FOR PROPOSAL (RFP) FOR SELECTION OF VENDOR FOR PROVIDING VARIOUS SOUND SYSTEM EQUIPMENTS AT IIMC

Sir,

1. On behalf of the Director, Indian Institute of Management Kolkata, ONLINE bids are invited from bidders for ***PROVIDING VARIOUS SOUND SYSTEM EQUIPMENTS AT IIMC, KOLKATA for a PERIOD OF TWO YEARS FROM THE DATE OF AWARD OF CONTRACT.***

2. **Availability of the Tender Document.** The Tender Document will be published on the Central Public Procurement Portal (CPPP) (www.eprocure.gov.in). It shall be available for download after the date and time of the start of availability till the deadline for availability as mentioned in tender documents. Unless otherwise stipulated in this tender document, the downloaded Tender Document is free of cost. If the Procuring Entity happens to be closed on the deadline for submitting the bids as specified above, this deadline shall *not* be extended. Any query/ clarification regarding downloading Tender Documents and uploading Bids on the e-Procurement portal may be addressed to *Senior Administrative Officer (Purchase) of the IIMC, Kolkata.*

3. This RFP is to be submitted for Technical Bid duly signed & stamped on every page by the vendor as token of acceptance of terms and conditions mentioned in the RFP.

4. The address and contact numbers for sending Bids or seeking clarification regarding this RFP are given below:-

(a) **Bids/queries to be addressed to.** Senior Administrative Officer (Purchase), Indian Institute of Management Calcutta.

(b) **Name/designation of the contact personnel.** Senior Administrative Officer Purchase, Indian Institute of Management Calcutta

(c) **Telephone numbers of the contact personnel.** +91-33-7121 1000 Extn 1070/1061/1063 and +91-33-7121 1070, +91-33-7121 1061 and +91-33-7121 1063 (Direct)

(d) **E-mail id.** sao_purchase@iimcal.ac.in

5. This RFP is divided into five parts as follows:

(a) **Part I** - Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.

(b) **Part II** – Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.

(c) **Part III** – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.

(d) **Part IV** – Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.

(e) **Part V** – Contains Evaluation Criteria and Format for Price Bids.

6. This RFP contains the following FORMS:-

- (a) Appendix 'A' – Schedule of Requirement/ Scope of Work.
- (b) Appendix 'B' – Bidder's Information.
- (c) Appendix 'C' – Terms and Conditions Compliance Certificate.
- (d) Appendix 'D' – Bank Guarantee Format of Performance Security.
- (e) Appendix 'E' – No Claim Certificate.
- (f) Appendix 'F' – Technical Specification and Vendor Eligibility Criteria.
- (g) Appendix 'G' – Bid Security Declaration Certificate.
- (h) Appendix 'H' – Price Bid Format.

7. Nominal/ merely typographic error may be overlooked or to be dealt as per the discretion of PROCURING ENTITY.

8. This RFP is being issued with no financial commitment and the BUYER reserves the right to change or vary any part thereof at any stage. The BUYER also reserves the right to withdraw the RFP AND REJECT ANY TENDER, should it become necessary at any stage.

9. Please return this letter along with the complete RFP duly signed as attached.

Yours faithfully,
Sd/-x-x-x-x-x-x-x
(Zulfquar Hasan)
Senior Administrative Officer

10. I/We am/are in possession of a complete set of RFP issued by you, and have understood and agree to abide by the above instructions as well as those contained in the RFP and contract forms. The attached RFP forms duly completed and signed are submitted herewith.

Date: 2023

Signature of Tenderer

(Name in Block letter)

(Capacity i.e. Proprietor/Partner with stamp)

PART I – GENERAL INFORMATION

1. **Last Date and Time for Submission of Bids.** ***16 March 2023 at 1100 hours.***

2. **Manner of Submission of Bid.**

(a) The tender documents shall be submitted online in the prescribed format given on the websites and technical bids received online (Central Public Procurement Portal) 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 and all tender papers except Bill of Quantities are to be submitted in “Technical Bid”.

(b) Bill of Quantities (BOQ) with rates duly filled in is to be submitted in the format provided online in the name of “Price Bid”. Hence, physical submission of the documents is limited to submission of original Bid Security/Earnest Money Deposit (EMD). Bid Security/ EMD or Bid Security Declaration (for those who are exempted to submit Bid Security/ EMD should be deposited physically in the Tender Box located in Administrative Building, Indian Institute of Management Calcutta on or before the last date and time for submission of bids.

(c) Any tender received without original Bid Security/ EMD [except those who are registered with the National Small Industries Corporation (NSIC) and Ministry of Micro, Small & Medium Enterprises (MSME)] and BID SECURITY DECLARATION CERTIFICATE (Attached as **Appendix ‘G’** to this RFP) (Bidders who are registered with NSIC and MSME), will be summarily rejected.

3. **Schedule of Bids Opening.**

(a) **Time and date for opening of Technical Bids.** ***17 March 2023 at 1000 hrs.***

(b) **Time and date for opening of Commercial Bids.** ***After opening of Technical Bid.***

(If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the BUYER).

4. **Location of the Tender Box.** Tender box will be located at Administrative Block, Indian Institute of Management Kolkata, Diamond Harbour Road, Joka, Kolkata – 700104.

5. **Two Stage Bidding System.** Two-Bid system has been adopted and only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the BUYER.

6. **Modification, Resubmission and Withdrawal of Bids.** Once submitted in e-Procurement, Bidder cannot view or modify his bid since it is locked by encryption. However, resubmission of the bid by the bidders for any number of times superseding earlier bid(s) before the date and time of submission is allowed. Resubmission of a bid shall require uploading of all documents, including financial bid afresh. The system shall consider only the last bid submitted as the valid bid. The bidder may withdraw his bid before the bid submission deadline, and it shall be marked as withdrawn. No bid should be withdrawn after the deadline for the bid submission and before the expiry of the bid validity period. If a Bidder withdraws the bid during this period, the Procuring Entity shall be within its right to enforce Bid Securing Declaration (in lieu of forfeiture of the Bid Security), in addition to other punitive actions provided in the Tender Document for such misdemeanor.

7. **Rejection of Bids.**

(a) Conditional bids will be rejected.

(b) Prices quoted unreasonably HIGH or LOW from LPP (Last Purchase Price)/prevailing market rates may be considered for rejection at the discretion of BUYER.

8. **Validity of Bids.** The Bids should remain valid till **SEVENTY FIVE (75) DAYS** from the last date of submission of the Bids.

9. **Earnest Money Deposit (EMD)/ Bid Security.** Bidders are required to submit EMD in favour of the "INDIAN INSTITUTE OF MANAGEMENT CALCUTTA" for an amount of **Rs 1,32,000/- (RUPEES ONE LAKH THIRTY TWO THOUSAND ONLY)** along with their bids in the form of an Account Payee Demand Draft/ Fixed Deposit Receipt/ Banker's Cheque/Bank Guarantee/E-Bank Guarantee from any Commercial Bank or Private Bank authorized to conduct government business. EMD is to remain valid for a period of FORTY FIVE (45) DAYS beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them after expiry of the FINAL BID VALIDITY PERIOD and LATEST BY THE THIRTIETH (30TH) DAY after the award of contract. EMD is not required to be submitted by those Bidders who are registered with the National Small Industries Corporation (NSIC) and Ministry of Micro, Small & Medium Enterprises (MSME). However, the Bidders who are registered with NSIC and MSME, they need to furnish BID SECURITY DECLARATION CERTIFICATE (Attached as **Appendix 'G'** to this RFP). The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender. EMD should be kept separately inside the envelope along with quotation in main envelope. Bids shall not be considered, in case, the EMD is not submitted along with the Technical Bid.

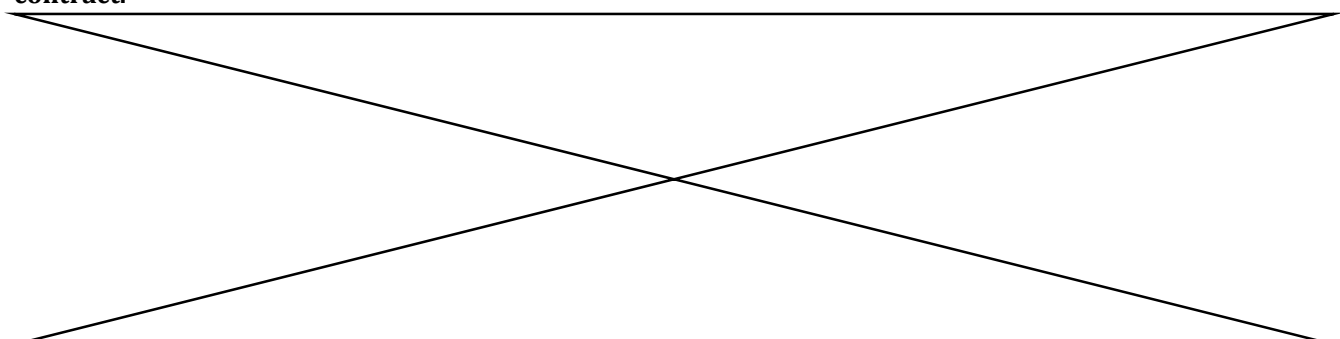
10. **Performance Security Deposit.** To ensure due performance of the contract, Performance Bank Guarantee (hereinafter called as PBG) is to be deposited by the successful bidder after awarding of the contract in the form of Insurance Surety Bond, an Account Payee Demand Draft/ Fixed Deposit Receipt/ Banker's Cheque/Bank Guarantee/E-Bank Guarantee from any Commercial Bank or Private Bank authorized to conduct government business. PBG will be for an amount of **THREE PERCENT (3%)** of the value of the contract as specified in the bid document and it will be refundable without interest after successful completion of the contract and no liabilities from the Service Provider or its employees. In case of any complaint, the PBG shall be discharged only after adjusting all dues, liabilities of the worker etc. PBG should be remain valid for a period of **SIXTY (60) DAYS** beyond completion of all contractual obligations including warranty obligations (if any). In case of any change of constitution of the Service Provider, the rights of *IIM Calcutta* should not suffer. It should be clearly understood that the difference between the Performance Security deposit and the EMD will be deposited by the Service Provider/Bidder. Performance Security Deposit will be released by IIMC after completion of the contract and it will be forfeited (partly/fully as decided by the Competent Authority of IIMC) in case ESI, EPF or any other statutory compliance is not made depending upon the cause. Proforma of Performance Bank Guarantee is enclosed at **Appendix 'D'** to this RFP.

11. Price must be quoted on Freight On Road (F.O.R.) (where applicable) at IIMC, destination basis by road inclusive of Packing, Forwarding, Freight Charge, Transit Insurance and any other charges as applicable. The consignee for the contract is "Administrative Officer (Purchase), Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata- 700104 (West Bengal)".

12. The approval or rejection to tenders(s) rests with Competent Authority (CA) as applicable, who reserves to himself the right of rejecting any tender in whole or in part of any item in whole or in part in respect of any or all the delivery points shown in the schedule of requirements in Part II or RFP without cause assigned.

13. These instructions on "Invitation of Bid" are to be signed by you and returned along with your bids.

14. **Other than the terms and conditions mentioned in this RFP (Tender Document), the Rules and Provisions of "General Financial Regulations 2017 and Manual for Procurement of Goods Updated in June 2022 (amended from time to time)" will be in vogue in case of any disputes arise during the period of contract.**



PART II – ESSENTIAL DETAILS OF EQUIPMENTS/SERVICES REQUIRED

1. **Schedule of Requirements/ Scope of Work** As per **Appendix ‘A’** to this RFP.
2. **Eligibility Criteria**. The minimum eligibility criteria are as under:-

Sl. No.	Description	Remarks
(a)	Should have valid Permanent Account Number of Income Tax Department in the name of the Company or in the name of Proprietor.	Relevant Valid current document needs to be submitted
(b)	Should have valid GST Registration Certificate	
(c)	Relevant document for availability of Registered Office/Branch Office/ Operational Office at Kolkata area	
(d)	Photocopy or Work Order or completion report relating to the similar nature of work in any Central/State Govt Organizations or PSU or Autonomous Body or in reputed Private Sector.	
(e)	Annual turnover of Company of any three financial years with effect from 2017-18 to 2021-22 should not be less than Rs 11 Lakh	Profit and Loss Statement of Company duly audited by any CA (Chartered Accountant)
(f)	The firm should have not been debarred by any Central/State/Autonomous Bodies or Institute/Public Sector Undertaking	Self-declaration is required in the letter head of firm

3. **Terms and Conditions of Contract:-**

- (a) The successful bidder will be responsible for transportation and loading/ off-loading of all materials related to them and no extra payment will be made by the IIM Calcutta on this account.
- (b) The successful bidder himself will be responsible for safety and security of his material and IIM Calcutta will not be responsible for any damage/theft of material of the Successful Bidder.
- (c) For any emergency situation, the Successful Bidder will provide solution related to his/her work at no extra cost.
- (d) All materials used should be of as per required quality (**as mentioned Schedule of Requirement/ Scope of Work and strictly as per Technical Specification**). 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 services in question will be rejected or the contract will be cancelled and the bidder will be black listed.
- (e) The structures should be strong enough to withstand thunderstorm, cyclone and rain which are normal phenomenon in West Bengal.
- (f) Successful bidder shall provide all the Experts/ Technicians/ Operators/ Labours to handle Musical Equipment in each event and will remain in the site till the completion of each event. Bidders will be fully responsible for Installations/ Electrical Fittings of all Musical/ Sound System equipment.
- (g) Successful bidder shall be responsible for full execution of the contract and **shall not in any case assign or sublet ordered EQUIPMENTS or part thereof to any other party**. Failure to do so will attract cancellation of the order.
- (h) All works related to this tender should be completed to entire satisfaction of the IIM Calcutta, failing which the **IIM Calcutta will have right to cancel the work order** and no payment will be made in that case.

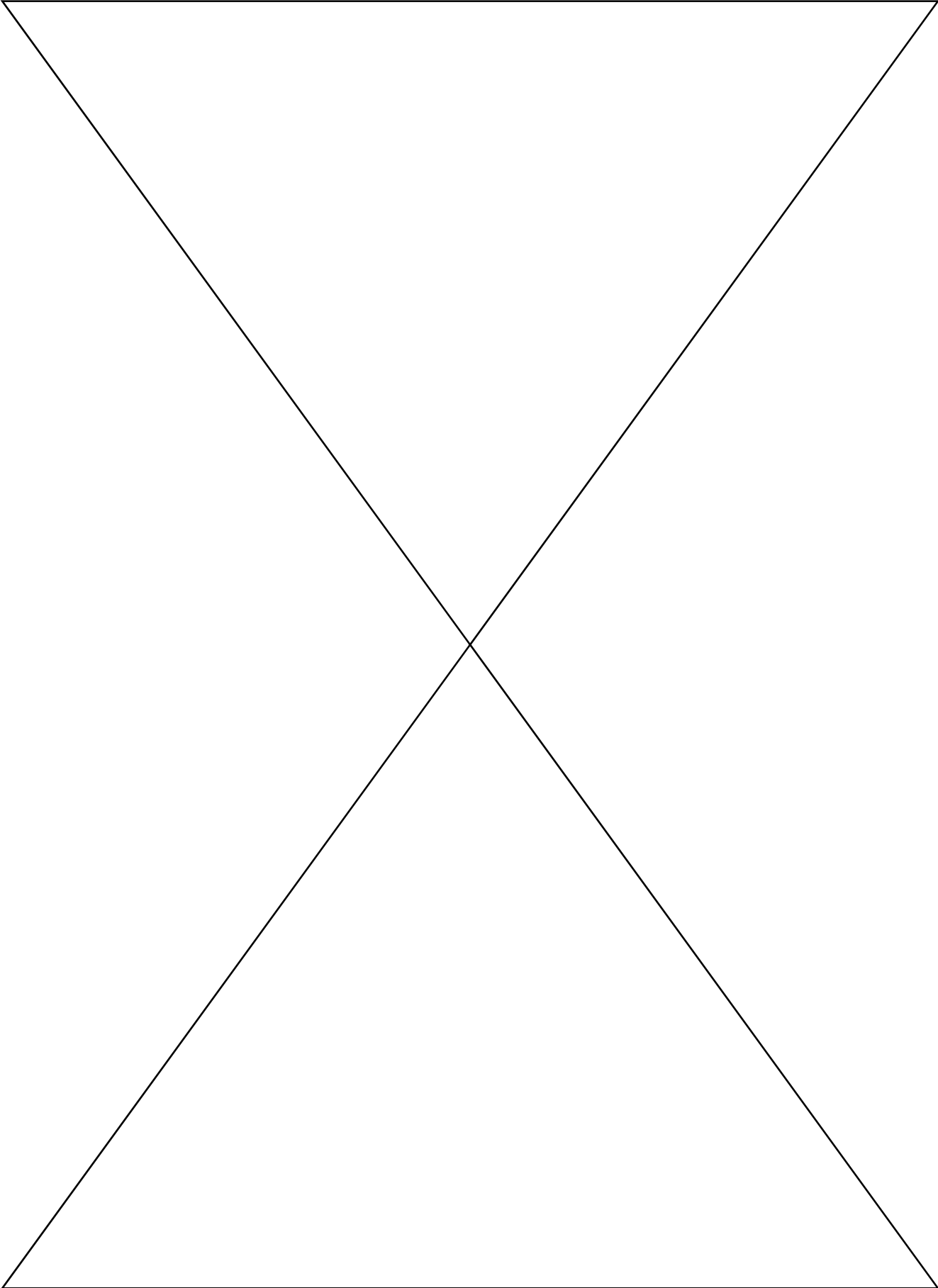
- (j) Any defect found in the work carried out by the successful bidder will have to be **rectified free-of-cost** by the Successful Bidder.
- (k) All precautionary/safety measures as necessary should be adopted by the agency/firm while executing the work to avoid any miss happening and loss caused due to the agency's negligence.
- (l) Successful bidder 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 Successful Bidder. Further, the Successful Bidder shall have to comply with the provisions of all prevailing Labour Laws relating to the work assignment.
- (m) The Successful Bidder 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.
- (n) The representatives of the Successful Bidder 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 Calcutta.
- (o) Each page of the quotation is to be signed by the tenderer and duly stamped.
- (p) All disputes arising out of this contract shall be referred to the sole arbitration of the Director, IIM Calcutta. The venue of arbitration shall be in Kolkata only.
- (q) IIM Calcutta reserves the right to reject any or all tender(s) without assigning any reason. The decision of IIM Calcutta in this regard shall be final. No enquiries in this regard shall be entertained. Correspondence during tendering process may invite disqualification.
- (r) The **quoted rate will remain valid for a period of SEVENTY FIVE (75) 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.
- (s) 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 **Appendix 'A'** to this RFP.
- (t) The rate quoted by the Successful Bidder 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.**
- (u) A tenderer who proposes any alteration of the conditions laid down or proposes any other condition of any description whatsoever is liable for rejection.

4. **Bidders Information.** Vendors are required to submit essential details in respect of their firms/company as per **Appendix 'B'** to this RFP as a part of technical evaluation.

5. **Delivery Period.** SERVICES/EQUIPMENTS are required to be delivered at Indian Institute of Management Calcutta, in full quantity on the day(s) as mentioned in Supply/Work Order.

6. **Pre-bid Conference/ Meeting.** Pre-Bid Conference/ Meeting **06 March 2023 at 1430 hours** as stipulated in NIT, prospective bidders interested in participating in this tender may attend a Pre-bid conference to clarify Techno-Commercial conditions of the Tenders at the venue, date and time specified therein. Participation in the Pre-bid conference is restricted to prospective bidders who have downloaded the Tender Document. Participation is not mandatory. However, if a bidder chooses not to (or fails to) participate in the Pre-bid conference or does not submit a written query, it shall be assumed that they have no issues regarding the techno/commercial conditions. The date and time by which the written queries for the Pre-bid must reach the authority and the last date for registration for participation in the Pre-Bid Conference/ Meeting are also mentioned in the NIT. The pre-bid conference may also be held online at the discretion of the SELLER. After the Pre-bid conference,

Minutes of the Pre-Bid Conference shall be published on the SELLER's portal within SEVEN (07) days from the Pre-Bid Conference. If required, a clarification letter and corrigendum to Tender Document shall be issued, containing amendments of various provisions of the Tender Document, which shall form part of the Tender Document.



PART III - STANDARD CONDITIONS OF RFP

1. Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned in succeeding paragraphs which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Contractor in the Contract) as selected by the Customer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

2. **Law.** The Contract shall be governed and construed in accordance with the Indian Laws and subject to the exclusive jurisdiction of the competent Court of Laws at Kolkata, West Bengal.

3. **Effective Date of the Contract.** The contract will be in effect from the day of issue of work order.

4. **Arbitration.** That in the event of any dispute or differences arising under the contract so executed and which could not be resolved through mutual discussions. In such circumstances, the customer and contractor may agree for arbitration. Director, IIMC will appoint arbitrator or a cell of arbitration on his behalf to resolve the disputes. The decision of arbitrator taken after due consideration of factors brought out by both parties shall be final and binding. The venue of the arbitration shall be at the discretion of the arbitrator, Subject as aforesaid, the Arbitration Act and the rules there-under, the statutory modification thereof, for the time being in force, shall be deemed to apply to the arbitration proceedings under this condition.

5. **Penalty for use of Undue influence.** The Contractor undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the BUYER or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Contractor or any one employed by him or acting on his behalf (*whether with or without the knowledge of the Contractor*) or the commission of any offers by the Contractor or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Customer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Customer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Customer or to any other person in a position to influence any officer/employee of the Customer for showing any favour in relation to this or any other contract, shall render the Contractor to such liability/penalty as the Customer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the BUYER.

6. **Non-Disclosure of Contract Documents.** Except with the written consent of the Customer/Contractor, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

7. **Termination of Contract.** The BUYER shall have the right to terminate this Contract in part or in full in any of the following cases:-

(a) The delivery of the SERVICES/ EQUIPMENT is delayed for causes not attributable to Force Majeure for more than TWO (02) HOURS beyond stipulated time.

(b) The SELLER is declared bankrupt or becomes insolvent.

(c) The delivery of SERVICES/ EQUIPMENT is delayed due to causes of Force Majeure for more than THREE (03) HOURS after the schedule time of delivery.

(d) The BUYER has noticed that the Contractor has utilized the services/any Indian/ Foreign agent in getting this contract and paid any commission to such individual/ company etc.

(e) As per decision of the Arbitration Tribunal.

(f) The contractor fails to provide supply the desired standard of EQUIPMENT even after three written reminders.

(g) If the Contractor fails to deliver the EQUIPMENTS as per approved specification/ quality and tries to supply substitute/substandard EQUIPMENTS.

(h) The Contractor uses illegal means to influence or bribe the staff dealing with the contractor.

8. **Notices.** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX/e-mail or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

9. **Transfer and Sub-letting.** The Contractor has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

10. **Amendments.** No provision of present Contract shall be changed or Modified in any way (including this provision) either in whole or in part except Present Contract 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.

11. **Taxes and Duties:-**

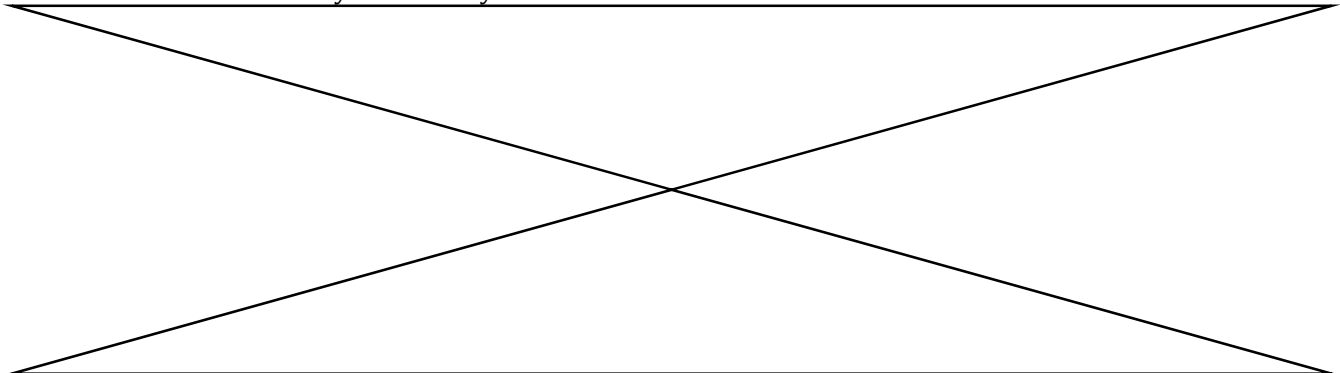
(a) If Bidder desires to ask for GST extra, the same must be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.

(b) If reimbursement of GST is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entreated after the opening of tenders.

(c) If a Bidder chooses to quote a price inclusive of GST and does not confirm inclusive of GST so included is firm and final, he should clearly indicate the rate of GST and quantum of GST included in the price. Failure to do so may result ignoring of such offers summarily.

(d) If a Bidder is exempted from payment of GST up to any value of supplies from them, he should clearly state that no GST will be charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate/quantum of GST, it should be brought out clearly. Stipulations like, the said GST was presently not applicable but the same will be charged if it becomes leviabale later on, will not be accepted unless in such cases it is clearly stated by a Bidder that GST will not be charged by him even if the same becomes applicable later on. In respect of the Bidders, who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of GST which is normally applicable on the EQUIPMENT in question for the purpose of comparing their prices with other Bidders.

(e) Any change in GST upward/downward as a result of any statutory variation in excise taking place within contract terms shall be allowed to the extent of actual quantum of GST paid by the SUPPLIER. Similarly, in case of downward revision in GST, the actual quantum of reduction of GST shall be reimbursed to the Customer by the Contractor. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Seller.



PART IV – SPECIAL CONDITIONS OF RFP

1. The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned in succeeding paras which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Contractor in the Contract) as selected by the Customer. Failure to do so may result in rejection of Bid submitted by the Bidder. A certificate for compliance of all the Terms and Conditions of this RFP be submitted as per **Appendix 'C'** to this RFP

2. **Option Clause.** The contract shall have an option Clause, wherein the BUYER can exercise an option to procure an additional TWENTY FIVE PERCENT (25%) of the original contracted quantity in accordance with the same terms & conditions of the present contract. This will be applicable within the currency of contract. The bidder is to confirm the acceptance of the same for inclusion in the contract. It will be entirely the discretion of the BUYER to exercise the option.

3. **Repeat Order Clause.** The contract shall have an option of Repeat Order Clause, wherein the BUYER can exercise an option to procure an additional FIFTY PERCENT (50%) of the original contracted quantity in accordance with the same terms & conditions of the present contract. This will be applicable up to SIX (06) months beyond the completion of contract. The bidder is to confirm the acceptance of the same for inclusion in the contract. It will be entirely the discretion of the BUYER to exercise the option.

4. **Tolerance Clause.** To take care of any change in the requirement during the period starting from issue of RFP till placement of the contract, BUYER reserves the right to TWENTY FIVE PERCENT (25%) plus/minus increase or decrease the quantity of the required goods up to that limit without any change in the terms & conditions and prices quoted by the BIDDER/ SERVICE PROVIDER. While awarding the contract, the quantity ordered can be increased or decreased by the BUYER within this tolerance limit.

5. **Payment Terms.** The Service Provider shall submit the bills along with the attendance sheet and the job done certificate at office of concerned Competent Authority for the executed work complete in all respects. The bills will be submitted in the manner and form that may be prescribed by the Competent Authority. Account payee cheque/DD/RTGS for amounts passed in the bill will be issued only after the Service Provider gives stamped receipts for the amount unless the bills are Pre-receipted. Payments will be made only by Account payee cheque/DD/RTGS. The Competent Authority will have the right to recover liquidated damages for delay or slow progress of the work, penalty etc. from the bills submitted for payment. Income Tax and such other Tax applicable from time to time will be deducted from the bill. However, if any new legislation comes into effect for deduction of tax at source, the deduction will be made under that legislature. The final Settlement of the bills and refund/adjustment/appropriation of any amount retained from the bills of the Service Provider shall be made fully after the Competent Authority is satisfied that all the contractual obligations have been fully met and no amount remains due for recovery from the Service Provider on any account. The successful bidder shall submit necessary bank details for bill payment at the time of entering into contract. It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made through RTGS/NEFT mechanism instead of payment through cheques wherever feasible. On receipt of final payment, SERVICE PROVIDER should furnish a 'NO CLAIM CERTIFICATE' as per **Appendix 'E'** attached to this RFP.

6. **Advance Payment.** NO Advance payments will be made.

7. **Paying Authority.** The process of bills of successful tender will be made by the IIMC and payment will be made by Accounts Department of IIMC. Bills to be submitted by the vendor within FIFTEEN (15) days of completion of work/supply.

8. **Risk & Expense Clause.** Should the stores thereof not be delivered/carried out within the time or times specified in the contract documents, or if defective delivery is made in respect of the stores, the BUYER shall after granting the BIDDER/ SERVICE PROVIDER FORTY EIGHT (48) HOURS to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.

(a) Should the stores thereof not perform in accordance with the specifications / parameters provided by the BIDDER/ SERVICE PROVIDER during the check proof tests to be done in the BUYER's premises, the BUYER shall be at liberty, without prejudice to any other remedies for breach of contract, to cancel the contract wholly or to the extent of such default.

(b) In case of a contract breach that was not remedied within TWENTY FOUR (24) HOURS, the BUYER shall, having given the right of first refusal to the BIDDER/ SERVICE PROVIDER be at liberty to purchase or procure from any other source as he thinks fit, other services of the same or similar description to make good:-

(i) Such default.

(ii) In the event of the contract being wholly determined the balance of the stores remaining to be delivered there under.

(c) Any excess of the purchase price or value of any goods/ services procured from any other SUPPLIER as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the BIDDER/ SERVICE PROVIDER. 100% recovery will be made from BIDDER/ SERVICE PROVIDER.

9. **Liquidated Damage (LD).** If the SERVICE PROVIDER fails to deliver/ provide any OR all of the Goods/ Services OR fails to perform the incidental Works/ Services within the date and time frame(s) incorporated in the contract (OR within the date and time mutually agreed by both the parties), the Procuring Entity (IIMC) shall, without prejudice to other rights and remedies available to the Procuring Entity under the contract, deduct from the contract price, as agreed Liquidated Damages, but not as a penalty, a sum equivalent to the HALF PERCENT (½%) (or any other percentage if prescribed in the contract) of the delivered price (including elements of GST & freight) of the delayed Goods and/ or incidental Works/ Services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the TEN PERCENT (10%) (or any other percentage if prescribed in the contract) of the delayed Goods' or incidental Works/ Services' contract price(s). Besides LD during such a delay, Denial Clause as mentioned in this Tender Document shall also apply.

10. **Extension of Delivery Period.**

(a) **General.** If at any time during the currency of the contract, the contractor encounters conditions hindering timely delivery of the Goods and performance of incidental Works/ Services, he/she shall promptly inform the Procuring Entity in writing about the same and its likely duration. He must make a request to the Procuring Entity for an extension of the delivery schedule. On receiving the contractor's communication, the Procuring Entity shall examine the situation and, at its discretion, may agree to extend the delivery schedule, WITH OR WITHOUT LIQUIDATED DAMAGES and WITH AND WITHOUT DENIAL CLAUSE by issuing an amendment to the contract.

(b) **Conditions for Extension of Delivery Period.** When the period of delivery is extended due to unexcused delay by the contractor, the amendment extending the delivery period shall, inter alia, be subject to the following conditions:-

(i) **Liquidated Damages (LD).** The Procuring Entity shall recover from the contractor, under the provisions of this clause, liquidated damages on the Goods and incidental Works/ Services, which the contractor has failed to deliver within the delivery period stipulated in the contract.

(ii) **Denial Clause.** No increases in price on account of any statutory increase in or fresh Imposition of GST, customs duty or on account of any other taxes/ duty/ cess/ levy), leviable in respect of the Goods and incidental Works/ Services stipulated in the said contract which takes place after the original delivery date, shall be admissible on such of the said Goods/ Services, as are delivered after the said date; and notwithstanding any stipulation in the contract for an increase in price on any other ground, including price variation clause or foreign exchange rate variation, or any other variation clause, no such increase after the original delivery date shall be admissible on such goods delivered after the said date. Nevertheless, the Procuring Entity shall be entitled to the benefit of any decrease in price on account of reduction in or remission of GST, customs duty or on account of any other Tax or duty or any other ground as stipulated in the price variation clause or foreign exchange rate variation or any other variation clause which takes place after the expiry of the original delivery date.

11. **Force Majeure.** Neither party shall be in breach of any obligation under this contract if it is unable to perform that obligation in whole or part by reason of Force Majeure. If either party seeks to rely on this clause, it shall immediately give notice to the other with full particulars of the matter claimed as a Force Majeure event. The parties so affected shall take all reasonable steps to remedy the failure to perform and to keep the other party informed of the steps being taken to mitigate the effects of Force Majeure. In the event of Force Majeure lasting for more than three months, either party may, following consultation with the other give a notice of termination.

12. **Specification.** The SELLER guarantees to meet the specifications as per **Appendix 'F'** to this RFP.

13. **Transportation.** The SELLER is responsible for transportation for the delivery of EQUIPMENT to the Consignee's premises as mentioned in Part II under their own arrangement. The term Contract means acquiring all types of EQUIPMENT, such as stores as well as all types of services including packing, unpacking, preservation, transportation, loading, unloading, insurance, delivery, special services if any, consultancy and systems. Any claims arising out the accident of transport, damage to public or private property or any injury or death shall be the responsibility of the SUPPLIER and the IIMC as such shall not be a party to it.

14. **Quality Assurance.** The EQUIPMENT supplied under the contract should conform to the standards, quality and specifications as mentioned in **Appendix 'F'** to this RFP. The EQUIPMENT should be conforming to the current production standard and having 100% defined life at the time of delivery.

15. **Inspection Authority.** The Inspection will be carried out by the authorised representative of IIMC. The mode of Inspection will be User Inspection.

16. **Claim.** The following claims clause will form part of the contract placed on successful bidder:-

(a) The claims may be presented either on quantity of the stores, where the quantity does not correspond to the quantity shown in the Packing List/Insufficiency in packing, or on quality of the stores, where quality does not correspond to the quality mentioned in the contract.

(b) The quantity claims for deficiency of quantity (if any), shall be delivered at consignee premises within TWO (02) HOURS under own arrangement of the contractor.

(c) The quality claims for defects/damages or deficiencies in quality noticed during inspection shall be presented within TWO (02) HOURS of completion of inspection and acceptance of EQUIPMENT and will be submitted to the Contractor.

(d) The Contractor is to settle the claims for defected/damaged quantity and deficiency in quality of the stores within TWO (02) HOURS.

(e) The Contractor shall collect the defective/damaged or rejected EQUIPMENTS from the location nominated by the BUYER and deliver the replaced EQUIPMENT at the same location under Contractor's own arrangement.

(f) The quality claims will be raised solely by the BUYER and without any certification/countersignature by the Contractor's representative stationed in India.

(g) Any claims arising out the accident of transport, damage to public or private property or any injury or death shall be the responsibility of the SUPPLIER and IIMC as such shall not be a party to it.

17. **Warranty/ Guarantee/ Defect Liability Clause.**

(a) The SELLER should covenant that, it is a condition of the contract that all EQUIPMENT supplied to the BUYER under this contract shall be free of all defects and faults arising from design, materials (except when the design adopted and/ or the material used are as per the SELLER's specifications) or workmanship or from any act or omission of the contractor, that may develop under regular use of the supplied EQUIPMENT under the conditions prevailing in India.

(b) Obligations of the SELLER under the warranty clause shall survive even though:-

(i) The EQUIPMENT may have been inspected, accepted, installed/ commissioned and paid for by the BUYER.

(ii) The contract is terminated for any reason whatsoever.

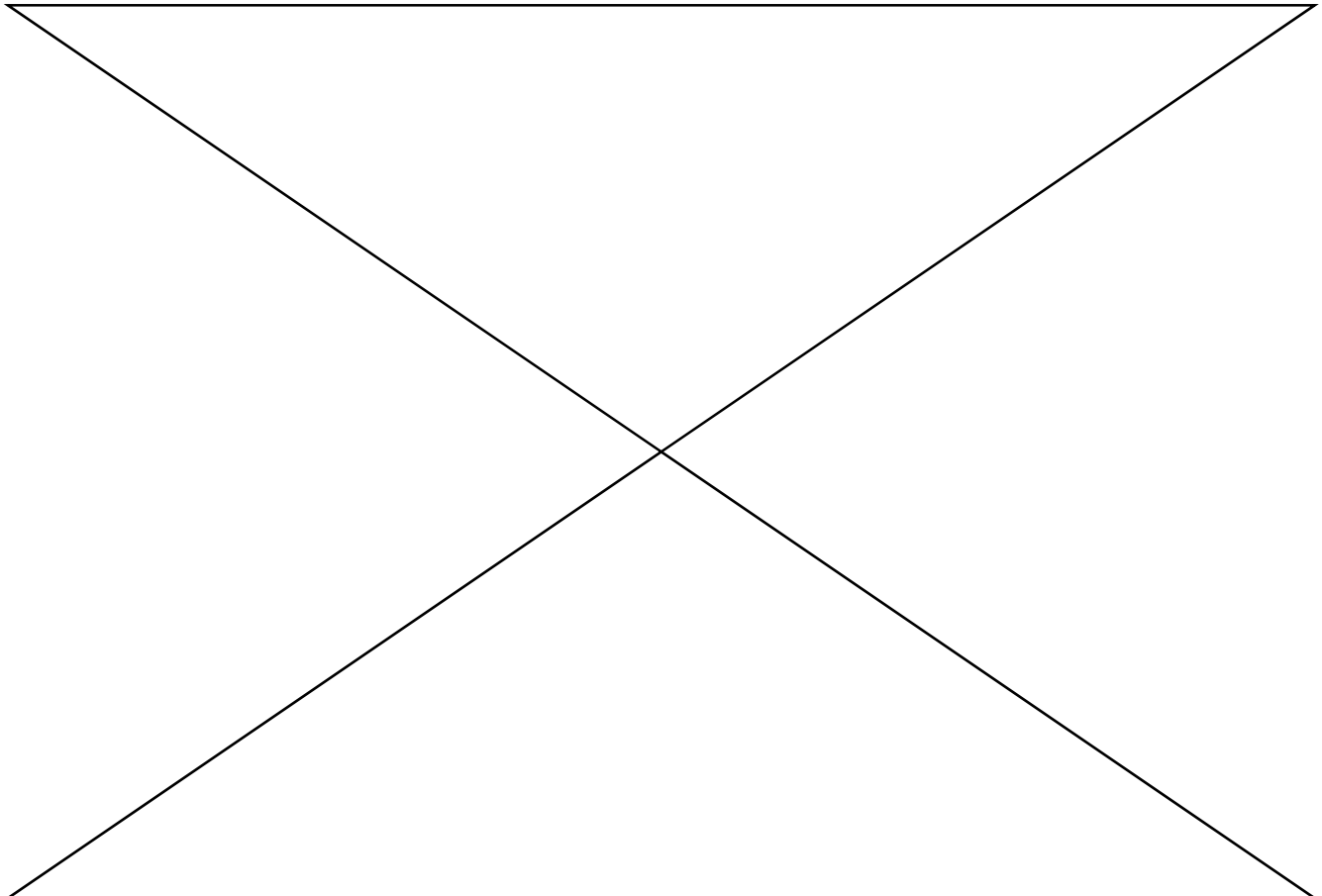
(a) The BUYER shall promptly notify in writing to the SELLER, if during the period above, the supplied EQUIPMENT/ stores/ articles are discovered not to conform to the description and quality or have deteriorated, otherwise than by fair wear and tear (the decision of the BUYER in that behalf being final and conclusive).

(b) Upon receipt of such notice, the SELLER shall, within TWO (02) HOURS (or within any other period, if stipulated in the contract), expeditiously repair or replace the defective EQUIPMENT or parts thereof, free of cost, at the ultimate destination. The Contractor shall take over the replaced parts/ EQUIPMENT after providing their replacements, and no claim shall lie on the Procuring Entity for such replaced parts/ EQUIPMENT after that.

(c) A penalty of 0.5% (HALF PER CENT) of the contract value for the delay in response time beyond specified time as detailed above shall be recoverable from the Performance Warranty/Guarantee. The maximum penalty for warranty failure will be 5% (Five percent) of the contract value during the whole warranty period. If there is further such delay after reaching this limit, BUYER shall be entitled to encashment of whole of Performance/ Warrantee Guarantee Bonds. In such an event, action for inordinate delays would also be taken as per the Rules and Regulations of Govt of India.

(d) In case of any rectification of a defect or replacement of any defective EQUIPMENT during the warranty period, the warranty for the rectified/ replaced EQUIPMENT shall remain till the original warranty period.

(g) If the SELLER, having been notified, fails to rectify/ replace the defect(s) within TWO (02) HOURS (or within any other period, if stipulated in the contract), it shall amount to breach of Contract for default, and the BUYER shall avail any or all remedial action(s) thereunder.



PART V – EVALUATION CRITERIA & PRICE BID ISSUES

1. **Evaluation Criteria.** Only those bids, which has successfully qualified in Technical Evaluation will be considered for Financial Bid.

(a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP.

(b) The BIDDER who will emerge as LOWEST ONE (L-1) in overall lowest rates of total required quantity as mentioned in **Appendix 'A'** of this RFP will be considered for award of contract as per the Bid Price as per BID PRICE FORMAT.

(c) The BIDDERS are required to spell out the rates of GST etc in unambiguous terms only while submission of bills at the time of delivery. If a Bidder is exempted from payment of GST duty up to any value of supplies from them, they should clearly state that no excise duty will be charged by them up to the limit of exemption which they may have. If any concession is available in regard to rate/quantum of GST, it should be brought out clearly.

(d) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.

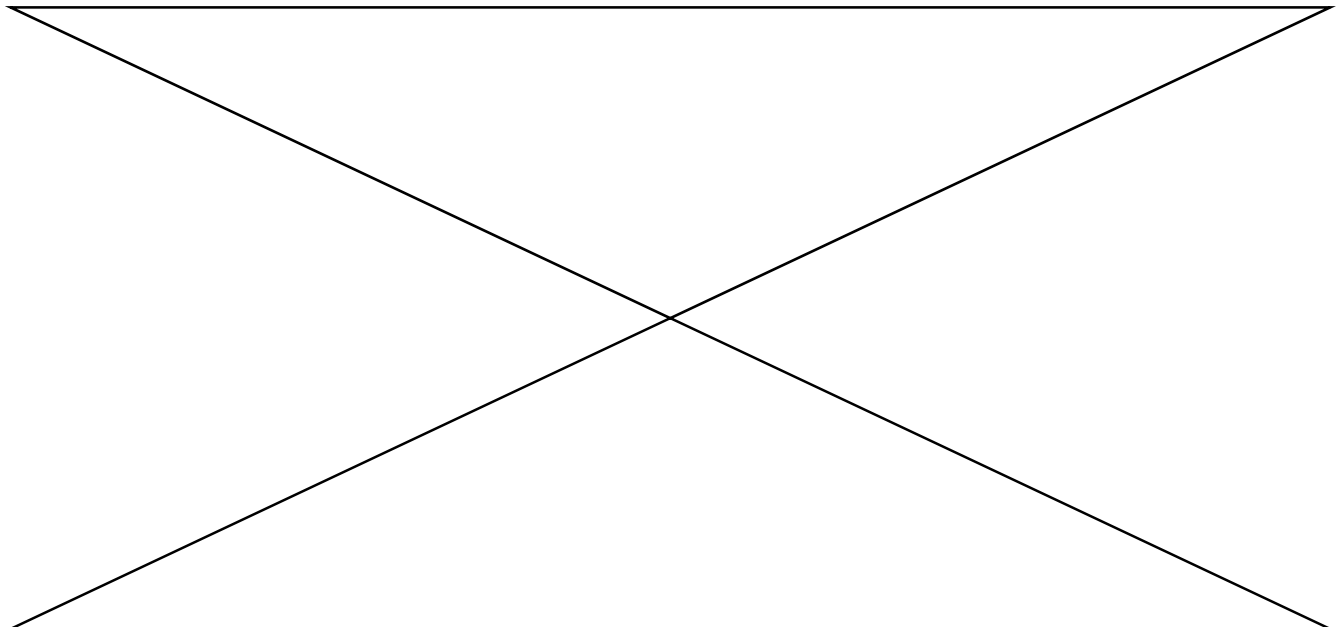
(e) The Lowest Acceptable Bid will be considered further for placement of Contract/ Supply Order after complete clarification and price negotiations as decided by the BUYER. The BUYER also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Bidder is not in a position to supply full quantity in stipulated time.

2. **Price Bid Format.** Unless otherwise mentioned in this RFP, the Price Bid Format is as per BOQ (Bill of Quantities) Bidders are required to fill Price Bid Format as per **Appendix 'G'** to this RFP correctly with full details, sign with firms stamp on all pages of commercial bid.

Note 1: Incompletely filled form will be rejected out rightly.

Note 2: Vendors are requested to carry out calculations in commercial bid form carefully. The IIMC reserves the right to amend/correct any wrongly calculated totals.

Note 3: **It is mandatory to fill the cost of each and every EQUIPMENT in price bid format. If the rates of any EQUIPMENT remain unfilled then the price bid may be rejected or assumed as inability to supply the said EQUIPMENT.**



SCHEDULE OF REQUIREMENT (SOR)/ SCOPE OF WORK**1. Sound System for Class Rooms.**

(a) Indian Institute of Management Calcutta has the following classrooms and all the Class Rooms need to be equipped with proper sound system, so that sound can travel seamlessly up to the last audience in room. The timbre of sound in terms with pitch, beat, tone, cadence etc should be flawless and absolute. The detail requirement in each classroom are as under:-

Ser No	Name of Building	Class Room	Approx Area in Sq Ft	Requirement (Items required with complete specification, quantity, setup and layout)	
(i)	Management Development Center	Class Room No EDR 1	1303.398	ONE (01) Hand Microphone, ONE (01) Collar Microphone and required numbers of Amplifier, Sound Speaker(s), Audio Jack, Wires, Mixer(s) etc to cover up the entire area of the room with a loud and clear voice quality. Quality of Equipment : Bose/ Sony/ Karmer/ Yamaha/Behringeher/Shure/ JBL or Likewise	
(ii)		Class Room No M-1	1667.800		
(iii)		Class Room No M-2	973.907		
(iv)		Class Room No M-3	614.383		
(v)		Class Room No M-4	614.383		
(vi)		Class Room No M-5	614.383		
(vii)		Class Room No M-6	614.383		
(viii)		Meeting Room 1	614.383		ONE (01) Hand Microphone, ONE (01) Collar Microphone and required numbers of Amplifier, Sound Speaker(s), Audio Jack, Wires, Mixer(s) etc to cover up the entire area of the room with a loud and clear voice quality. Quality of Equipment : Bose/ Sony/ Karmer/ Yamaha/Behringeher/Shure/ JBL or Likewise
(ix)		Meeting Room C-1	614.377		ONE (01) Hand Microphone, ONE (01) Collar Microphone, ONE (01) Podium Microphone and required numbers of Amplifier, Sound Speaker(s), Audio Jack, Wires, Mixer(s) etc to cover up the entire area of the room with a loud and clear voice quality. Quality of Equipment : Bose/ Sony/ Karmer/ Yamaha/Behringeher/Shure/ JBL or Likewise
(x)	TATA Hall	Conference Hall E	2414.544	ONE (01) Hand Microphone, ONE (01) Collar Microphone, ONE (01) Podium Microphone and required numbers of Amplifier, Sound Speaker(s), Audio Jack, Wires, Mixer(s) etc to cover up the entire area of the room with a loud and clear voice quality. Quality of Equipment : Bose/ Sony/ Karmer/ Yamaha/Behringeher/Shure/ JBL or Likewise	
(xi)		Conference Hall W	825.221		

(b) Apart from the requirement of Microphone (for which quantity has already been mentioned), requirement/ quantity of remaining ancillary equipment [Amplifier, Sound Speaker(s), Audio Jack, Wires, Mixer(s) etc] will be decided by the Service Provider. However, quality of services will be checked by the representative of IIMC.

(c) All the items will be fitted on round the year basis. No extra/ additional fitment cost will be paid by the Procuring Entity. In case of any defect/ damage/ loss to any property/ structure/ fixture etc (whether Movable or Immovable) of IIMC found at any point of time during the period of contract or empanelment, due to fitment of above mentioned equipment, Bidder will liable to make the loss good.

(d) In case of any discrepancies or inferior quality of sound at any point of time during entire period of Contract/ Empanelment, due to use of inferior quality equipment, lesser numbers of equipment, Bidder must rectify the problem within the scheduled timeframe given by the User/ representative of IIMC. Under NO circumstances, extra amount, at later stage will be paid by the Procuring Entity for any type of rectification or remedial measures as mentioned above.

2. **Sound System for General Purpose.** Indian Institute of Management Calcutta is in requirement of various sound system round the year for various open house and in-house programmes. The details of requirement are as under:-

Ser No	Description of EQUIPMENTS	Brand	Accounting Unit	Quantity Required	Remarks
(a)	Amplifier with Catcher (120 Watt)	BOSE/ SONY/ BEYERDYNAMIC/ SHURE or likewise	Nos	03 (THREE)	From Ser No (a) to (e) all Equipment are required as ONE set
(b)	Microphone with Stand		Nos	02 (TWO)	
(c)	Sound Box with 8" Transformer		Nos	12 (TWELVE)	
(d)	Collar Microphone		Nos	03 (THREE)	
(e)	Hand Microphone Cordless		Nos	02 (TWO)	
(f)	Amplifier with Catcher (120 Watt)	BOSE/ SONY/ KARMER/ YAMAHA/BEHRINGEHER/ TOA or likewise	Nos	01 (ONE)	From Ser No (f) to (i) all Equipment are required as ONE set
(g)	Microphone with Stand		Nos	01 (ONE)	
(h)	Sound Box with 8" Transformer		Nos	02 (TWO)	
(i)	Hand Microphone Cordless		Nos	01 (ONE)	
(j)	Microphone Collar	BOSE/ SONY/ KARMER/ YAMAHA/BEHRINGEHER/ SHURE/TOA or likewise	Nos	02 (TWO)	From Ser No (j) to (o) all Equipment are required as ONE set
(k)	Microphone Hand		Nos	01 (ONE)	
(l)	Amplifier with Catcher (120 Watt)		Nos	01 (ONE)	
(m)	Sound Box with 8" Transformer		Nos	04 (FOUR)	
(n)	Mixer		Nos	01 (ONE)	
(o)	Audio Jack	Nos	01 (ONE)		
(p)	Microphone Collar	BOSE/ SONY/ KARMER/ YAMAHA/BEHRINGEHER/ SHURE/TOA or likewise	Nos	01 (ONE)	From Ser No (p) to (u) all Equipment are required as ONE set
(q)	Microphone Hand		Nos	01 (ONE)	
(r)	Amplifier with Catcher (120 Watt)		Nos	01 (ONE)	
(s)	Sound Box with 8" Transformer		Nos	02 (TWO)	
(t)	Mixer		Nos	01 (ONE)	
(u)	Audio Jack		Nos	01 (ONE)	
(v)	Microphone with Stand	BOSE/ SONY or likewise	Nos	01 (ONE)	
(w)	Sound Box with 8" Transformer	BOSE/ SONY or likewise	Nos	01 (ONE)	
(x)	Collar Microphone	BOSE/ SONY or likewise	Nos	01 (ONE)	
(y)	Hand Microphone Cordless	BOSE/ SONY or likewise	Nos	01 (ONE)	
(z)	Mixer Heavy Duty	BOSE/ SONY/ YAMAHA/ BEHRINGEHER/SENNHEISER or likewise	Nos	01 (ONE)	
(aa)	Mixer Medium Duty	BOSE/ SONY or likewise	Nos	01 (ONE)	

BIDDER'S INFORMATION

(To be submitted as part of Technical bid on Company Letter-head, along with supporting documents, if any)

Bidder's Name and Complete Address : _____

1. Bidder/ Contractor particulars:

- (i) Name of the Company:.....
- (ii) Corporate Identity No. (CIN):
- (iii) Registration, if any, with The Procuring Entity:
- (iv) GeM Supplier ID (if registered with GeM, it is mandatory at the time of placement of Contract)
- (v) Place of Registration/ Principal place of business"
- (vi) Complete Postal Address:
- (vii) Pin code/ ZIP code:
- (viii) Telephone nos. (with country/ area codes):
- (ix) Mobile Nos.: (with country/ area codes):
- (x) Contact persons/ Designation:
- (xi) Email IDs:

2. Taxation Registrations:

- a) PAN number:
- b) Type of GST Registration as per the Act (Normal Taxpayer, Composition, Casual Taxable Person, SEZ, etc.):
- c) GSTIN number: in Contractor and Service Site States
- d) Registered/ Certified Offices from where the Services would be supported and Place of Service Site for GST Purpose:
- e) Contact Names, Nos. & email IDs for GST matters (Please mention primary and secondary contacts):
.....

Documents to be submitted: Self-attested Copies of PAN card and GSTIN Registration.

3. Certificate to be Submitted by Bidder. A certificate to be submitted by the bidder on the Letter Head of their Firm/Company as under:-

“This is to certify that _____ is my official mobile number and _____ is my official e-mail id. Any communication done by the buyer on these above said mobile number /e-mail through buyer official mobile/e-mail will be treated as an official communication. Buyer reserves the rights to produce these communications during legal proceedings as a form of legal communication from buyer”.

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of

[Name & address of Bidder and seal of company]

TERMS AND CONDITIONS - COMPLIANCE

(To be submitted as part of Technical bid on Company Letter-head)

Bidder's Name and Complete Address _____

Tender Document No. _____; Tender Title: _____

Note to Bidders: Fill up this Form regarding Terms and Conditions in the Tender Document, maintaining the same numbering and structure. Add additional details not covered elsewhere in your bid in this regard.

Sl. No.	Ref of Tender Document Section, Clause		Subject	Confirmation/ Deviation/ Exception/ reservation	Justification/ Reason
	Section/Para	Clause/ Sub-Clause/Sub Para			

We shall comply with, abide by, and accept without variation, deviation, or reservation all terms and conditions of the Tender Document, except those mentioned above. If mentioned elsewhere in our bid, contrary terms and conditions shall not be recognised and shall be null and void.

.....
(Signature with date)

.....
(Name and designation)
Duly authorized to sign bid for and on behalf of

.....
.....
[name & address of Bidder and seal of company]
DA: If any, at the option of the Bidder.

BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To
The Director
Indian Institute of Management Calcutta
Diamond Harbour Road, Joka
Kolkata – 700104, West Bengal

Whereas..... (name and address of the contractor) (hereinafter called “the contractor”) has undertaken, in pursuance of contract no date..... to delivery (description of Services) (hereinafter called “the contract”).

And Whereas you have stipulated it in the said contract that the contractor shall furnish you with a bank guarantee by a Commercial bank for the sum specified therein as security for compliance with its obligations as per the contract;

And Whereas we have agreed to give the contractor such a bank guarantee.

Now Therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the contractor, up to a total of(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the contractor to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall be valid until theday of20.....

Our.....branch at.....*(Name & Address of the*(branch) is liable to pay the guaranteed amount depending on the filing of a claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our* branch a written claim or demand and received by us at our* branch on or before Dt..... otherwise, the bank shall be discharged of all liabilities under this guarantee after that.

(Signature of the authorized officer of the Bank)

.....

.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of Branch

*Preferably at the headquarters of the authority competent to sanction the expenditure for procurement of EQUIPMENT/ service or at the concerned district headquarters or the state headquarters.

NO CLAIM CERTIFICATE
(On company Letter-head)

Contractor's Name and Complete Address _____
[Address and Contact Details]
Contractor's Reference No. _____ Date.....

To
The Director
Indian Institute of Management Calcutta
DH Road, Joka, Kolkata - 700104

No Claim Certificate

Sub: Contract Agreement no. ----- dated -----for the supply of -----

We have received the sum of Rs. (Rupees _____ only) as final settlement due to us for the supply of _____ under the above mentioned contract agreement.

We have received all the amounts payable to us with this payment and have no outstanding dispute of any description whatsoever regarding the amounts worked out as payable to us and received by us.

We hereby unconditionally and without any reservation whatsoever, certify that we shall have no further claim whatsoever, of any description, on any account, against the Procuring Entity, under contract above. We shall continue to be bound by the terms and conditions of the contract agreement regarding its performance.

Yours faithfully,

Signatures of contractor or
officer authorised to sign the contract documents.
on behalf of the contractor

(company Seal)

Date:

Place:

TECHNICAL SPECIFICATION OF EQUIPMENT AND VENDOR ELIGIBILITY CRITERIA**1. Specification of Sound System for Class Rooms.**

Ser No	Name of Building	Class Room	Requirement and Specification
(a)	Management Development Center	Class Room No EDR 1	ONE (01) Hand Microphone, ONE (01) Collar Microphone and required numbers of Amplifier, Sound Speaker(s), Audio Jack, Wires, Mixer(s) etc to cover up the entire area of the room with a loud and clear voice quality. Quality of Equipment : Bose/ Sony/ Karmer/ Yamaha/ Behringeher/Shure/ JBL or Likewise
(b)		Class Room No M-1	
(c)		Class Room No M-2	
(d)		Class Room No M-3	
(e)		Class Room No M-4	
(f)		Class Room No M-5	
(g)		Class Room No M-6	
(h)		Meeting Room 1	ONE (01) Hand Microphone, ONE (01) Collar Microphone and required numbers of Amplifier, Sound Speaker(s), Audio Jack, Wires, Mixer(s) etc to cover up the entire area of the room with a loud and clear voice quality. Quality of Equipment : Bose/ Sony/ Karmer/ Yamaha/ Behringeher/Shure/ JBL or Likewise
(i)		Meeting Room C-1	ONE (01) Hand Microphone, ONE (01) Collar Microphone, ONE (01) Podium Microphone and required numbers of Amplifier, Sound Speaker(s), Audio Jack, Wires, Mixer(s) etc to cover up the entire area of the room with a loud and clear voice quality. Quality of Equipment : Bose/ Sony/ Karmer/ Yamaha/ Behringeher/Shure/ JBL or Likewise
(j)	TATA Hall	Conference Hall E	ONE (01) Hand Microphone, ONE (01) Collar Microphone, ONE (01) Podium Microphone and required numbers of Amplifier, Sound Speaker(s), Audio Jack, Wires, Mixer(s) etc to cover up the entire area of the room with a loud and clear voice quality. Quality of Equipment : Bose/ Sony/ Karmer/ Yamaha/ Behringeher/Shure/ JBL or Likewise
(k)		Conference Hall W	

2. Specification of Sound System for General Purpose.

Ser No	Description of EQUIPMENTS	Brand	Accounting Unit	Quantity Required	Remarks
(a)	Amplifier with Catcher (120 Watt)	BOSE/ SONY/ BEYERDYNAMIC/ SHURE or likewise	Nos	03 (THREE)	From Ser No (a) to (e) all Equipment are required as ONE set
(b)	Microphone with Stand		Nos	02 (TWO)	
(c)	Sound Box with 8" Transformer		Nos	12 (TWELVE)	
(d)	Collar Microphone		Nos	03 (THREE)	
(e)	Hand Microphone Cordless		Nos	02 (TWO)	
(f)	Amplifier with Catcher (120 Watt)	BOSE/ SONY/ KARMER/ YAMAHA/BEHRINGEHER/ TOA or likewise	Nos	01 (ONE)	From Ser No (f) to (i) all Equipment are required as ONE set
(g)	Microphone with Stand		Nos	01 (ONE)	
(h)	Sound Box with 8" Transformer		Nos	02 (TWO)	
(i)	Hand Microphone Cordless		Nos	01 (ONE)	

(j)	Microphone Collar	BOSE/ SONY/ KARMER/ YAMAHA/BEHRINGEHER/ SHURE/TOA or likewise	Nos	02 (TWO)	From Ser No (j) to (o) all Equipment are required as ONE set
(k)	Microphone Hand		Nos	01 (ONE)	
(l)	Amplifier with Catcher (120 Watt)		Nos	01 (ONE)	
(m)	Sound Box with 8" Transformer		Nos	04 (FOUR)	
(n)	Mixer		Nos	01 (ONE)	
(o)	Audio Jack		Nos	01 (ONE)	
(p)	Microphone Collar	BOSE/ SONY/ KARMER/ YAMAHA/BEHRINGEHER/ SHURE/TOA or likewise	Nos	01 (ONE)	From Ser No (p) to (u) all Equipment are required as ONE set
(q)	Microphone Hand		Nos	01 (ONE)	
(r)	Amplifier with Catcher (120 Watt)		Nos	01 (ONE)	
(s)	Sound Box with 8" Transformer		Nos	02 (TWO)	
(t)	Mixer		Nos	01 (ONE)	
(u)	Audio Jack		Nos	01 (ONE)	
(v)	Microphone with Stand	BOSE/ SONY or likewise	Nos	01 (ONE)	
(w)	Sound Box with 8" Transformer	BOSE/ SONY or likewise	Nos	01 (ONE)	
(x)	Collar Microphone	BOSE/ SONY or likewise	Nos	01 (ONE)	
(y)	Hand Microphone Cordless	BOSE/ SONY or likewise	Nos	01 (ONE)	
(z)	Mixer Heavy Duty	BOSE/ SONY/ YAMAHA/ BEHRINGEHER/SENNHEISER or likewise	Nos	01 (ONE)	
(aa)	Mixer Medium Duty	BOSE/ SONY or likewise	Nos	01 (ONE)	

VENDOR ELIGIBILITY CRITERIA

Sl. No.	Description	Remarks
01.	Should have valid Permanent Account Number of Income Tax Department in the name of the Company or in the name of Proprietor.	Relevant Valid current document needs to be submitted
02.	Should have valid GST Registration Certificate	
03.	Relevant document for availability of Registered Office/Branch Office/ Operational Office at Kolkata area	
04.	Photocopy or Work Order or completion report relating to the similar nature of work in any Central/State Govt Organizations or PSU or Autonomous Body or in reputed Private Sector.	
05.	Annual turnover of Company of any three financial years with effect from 2017-18 to 2021-22 should not be less than Rs 11 Lakh	Profit and Loss Statement of Company duly audited by any CA (Chartered Accountant)
06.	The firm should have not been debarred by any Central/State/Autonomous Bodies or Institute/Public Sector Undertaking	Self-declaration is required in the letter head of firm

BID PRICE FORMAT**1. Sound System for Class Rooms.**

Ser No	Name of Building	Class Room	Approx Area in Sq Ft	Requirement	Rate
(a)	Management Development Center	Class Room No EDR 1	1303.398	ONE (01) Hand Microphone, ONE (01) Collar Microphone and required numbers of Amplifier, Sound Speaker(s), Audio Jack, Wires, Mixer(s) etc to cover up the entire area of the room with a loud and clear voice quality. Quality of Equipment : Bose/ Sony/ Karmer/ Yamaha/ Behringeher/Shure/ JBL or Likewise	Rate should be quoted on PER MONTH BASIS
(b)		Class Room No M-1	1667.800		Rate should be quoted on PER MONTH BASIS
(c)		Class Room No M-2	973.907		Rate should be quoted on PER MONTH BASIS
(d)		Class Room No M-3	614.383		Rate should be quoted on PER MONTH BASIS
(e)		Class Room No M-4	614.383		Rate should be quoted on PER MONTH BASIS
(f)		Class Room No M-5	614.383		Rate should be quoted on PER MONTH BASIS
(g)		Class Room No M-6	614.383		Rate should be quoted on PER MONTH BASIS
(h)		Meeting Room 1	614.383		ONE (01) Hand Microphone, ONE (01) Collar Microphone and required numbers of Amplifier, Sound Speaker(s), Audio Jack, Wires, Mixer(s) etc to cover up the entire area of the room with a loud and clear voice quality. Quality of Equipment : Bose/ Sony/ Karmer/ Yamaha/ Behringeher/ Shure / JBL or Likewise
(i)	Meeting Room C-1	614.377	ONE (01) Hand Microphone, ONE (01) Collar Microphone, ONE (01) Podium Microphone and required numbers of Amplifier, Sound Speaker(s), Audio Jack, Wires, Mixer(s) etc to cover up the entire area of the room with a loud and clear voice quality. Quality of Equipment : Bose/ Sony/ Karmer/ Yamaha/Behringeher/ Shure/ JBL or Likewise	Rate should be quoted on PER MONTH BASIS	
(j)	TATA Hall	Conference Hall E	2414.544	ONE (01) Hand Microphone, ONE (01) Collar Microphone, ONE (01) Podium Microphone and required numbers of Amplifier, Sound Speaker(s), Audio Jack, Wires, Mixer(s) etc to cover up the entire area of the room with a loud and clear voice quality. Quality of Equipment : Bose/ Sony/ Karmer/ Yamaha/Behringeher/ Shure/ JBL or Likewise	Rate should be quoted on PER MONTH BASIS
(k)		Conference Hall W	825.221		Rate should be quoted on PER MONTH BASIS

BID PRICE FORMAT2. **Sound System for General Purpose.**

Ser No	Description of EQUIPMENTS	Brand	UoM	Quantity Required	Cost
(a)	Amplifier with Catcher (120 Watt)	BOSE/ SONY/ BEYERDYNAMIC/ SHURE or likewise	Nos	03 (THREE)	From Ser No (a) to (e) all Equipment are required as ONE set Rate should be quoted on PER MONTH BASIS
(b)	Microphone with Stand		Nos	02 (TWO)	
(c)	Sound Box with 8" Transformer		Nos	12 (TWELVE)	
(d)	Collar Microphone		Nos	03 (THREE)	
(e)	Hand Microphone Cordless		Nos	02 (TWO)	
(f)	Amplifier with Catcher (120 Watt)	BOSE/ SONY/ KARMER/ YAMAHA/BEHRINGEHE R/ TOA or likewise	Nos	01 (ONE)	From Ser No (f) to (i) all Equipment are required as ONE set Rate should be quoted on PER MONTH BASIS
(g)	Microphone with Stand		Nos	01 (ONE)	
(h)	Sound Box with 8" Transformer		Nos	02 (TWO)	
(i)	Hand Microphone Cordless		Nos	01 (ONE)	
(j)	Microphone Collar	BOSE/ SONY/ KARMER/ YAMAHA/BEHRINGEHE R/ SHURE/TOA or likewise	Nos	02 (TWO)	From Ser No (j) to (o) all Equipment are required as ONE set Rate should be quoted on PER MONTH BASIS
(k)	Microphone Hand		Nos	01 (ONE)	
(l)	Amplifier with Catcher (120 Watt)		Nos	01 (ONE)	
(m)	Sound Box with 8" Transformer		Nos	04 (FOUR)	
(n)	Mixer		Nos	01 (ONE)	
(o)	Audio Jack	Nos	01 (ONE)		
(p)	Microphone Collar	BOSE/ SONY/ KARMER/ YAMAHA/ BEHRINGEHER/ SHURE/TOA or likewise	Nos	01 (ONE)	From Ser No (p) to (u) all Equipment are required as ONE set Rate should be quoted on PER MONTH BASIS
(q)	Microphone Hand		Nos	01 (ONE)	
(r)	Amplifier with Catcher (120 Watt)		Nos	01 (ONE)	
(s)	Sound Box with 8" Transformer		Nos	02 (TWO)	
(t)	Mixer		Nos	01 (ONE)	
(u)	Audio Jack	Nos	01 (ONE)		
(v)	Microphone with Stand	BOSE/ SONY or likewise	Nos	01 (ONE)	Rate should be quoted on PER MONTH BASIS
(w)	Sound Box with 8" Transformer	BOSE/ SONY or likewise	Nos	01 (ONE)	Rate should be quoted on PER MONTH BASIS
(x)	Collar Microphone	BOSE/ SONY or likewise	Nos	01 (ONE)	Rate should be quoted on PER MONTH BASIS
(y)	Hand Microphone Cordless	BOSE/ SONY or likewise	Nos	01 (ONE)	Rate should be quoted on PER MONTH BASIS
(z)	Mixer Heavy Duty	BOSE/ SONY/ YAMAHA/ BEHRINGEHER/SENNHEISER or likewise	Nos	01 (ONE)	Rate should be quoted on PER MONTH BASIS
(aa)	Mixer Medium Duty	BOSE/ SONY or likewise	Nos	01 (ONE)	Rate should be quoted on PER MONTH BASIS

Note:-

- (i) Rates/Cost of all equipment in Ser No 1 (a) to 1 (k) be quoted PER ROOM WISE.
- (ii) Rates/Cost of all equipment from Ser No 2(a) to 2(e) be quoted as ONE set.
- (iii) Rates/Cost of all equipment from Ser No 2(f) to 2(i) be quoted as ONE set.
- (iv) Rates/Cost of all equipment from Ser No 2(j) to 2(o) be quoted as ONE set.
- (v) Rates/Cost of all equipment from Ser No 2(p) to 2(u) be quoted as ONE set.
- (vi) Rates/Cost of all equipment from Ser No 2(v) to 2(aa) be quoted PER ITEM BASIS.
- (vii) No payment will be made in case equipment are not in use.