

TENDER

**UPGRADATION OF AUDITORIUM -
SUPPLY, INSTALLATION, TESTING AND
COMMISSIONING OF AUDIO VIDEO EQUIPMENT,
LIGHT AND STAGE CRAFT**

**INDIA INTERNATIONAL CENTRE
40, MAX MUELLER MARG
LODHI ESTATE NEW DELHI**

TENDER NO. – IIC/2023-24 – AUDITORIUM AV

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(1) SCOPE OF TENDER

**UPGRADATION OF AUDITORIUM – SUPPLY, INSTALLATION,
TESTING & COMMISSIONING OF AUDIO VIDEO EQUIPMENT,
LIGHT AND STAGE CRAFT**

AT INDIA INTERNATIONAL CENTRE

40, MAX MULLER MARG, LODHI ESTATE, NEW DELHI

(2) NOTICE INVITING TENDER

M/s _____

1.1 Sealed item rate tenders in the prescribed form are hereby invited by the undersigned for the work as detailed below:

- | | | | |
|------|----------------------------------|---|---|
| i) | Name of work | : | Upgradation of Auditorium – Supply, Installation, Testing & Commissioning Audio Video Equipment, light and Stage Craft |
| ii) | Owner | : | M/s. India International Centre, 40, Lodhi Estate, Max Mueller Marg, New Delhi |
| iii) | Issue of Tender | : | 30/08/2023 |
| iv) | Earnest Money | : | Rs. 50,000.00 in DD |
| v) | Receipt of tender documents | : | On or before 15/09/2023 up to 1500 Hrs. |
| vi) | Completion Period | : | 30 DAYS from award of work |
| vi) | Address for Issue of Tender | : | M/s India International Centre
40, Max Muller Marg
Lodhi Estate
New Delhi 110003 |
| vii) | Address for submission of Tender | : | PURCHASE DEPARTMENT
India International Centre, 40, Lodhi Estate Max Mueller Marg, New Delhi 110003 |
- Sealed Tenders will be deposited in the Tender Box kept at ADMIN. OFFICE.

1.2 PRINTED FORMS OF TENDERS consisting of the complete specifications, the schedule of quantities of work to be done and set of 'Conditions of Contract' to be complied with, by the person whose tenders may be accepted, can be obtained of tender document at address as detailed in para 1.1 above.

1.3 The site for the work is available.

1.4 The acceptance of tender, will rest with M/s IIC who does not bind itself to accept the lowest tender, and reserves to itself the right and authority to reject any or all the tender

received without assigning any reason thereof. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. IIC reserves the right to change quantities mentioned in the BoQ.

- 1.5 Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
- 1.6 On acceptance of the tender, the name of the accredited representatives of the contractor who would be responsible for taking instructions from the Engineer-in-charge shall be communicated to the Engineer-in-charge within 10 days after the date of written order to commence work.
- 1.7 Sales Tax, Turnover tax, GST or any other tax on materials, if any, in respect of this contract shall be payable by the contractor and IIC, will not entertain any claim whatsoever in this respect. In the event of non-payment/defaulting in payment of any octroi, royalty, cess, sales tax, custom excise or any other levy/tax including labour dues and C.P.F. etc. by the contractor, IIC, reserves the right to withhold the dues / payment and make payments to the Local /State /Central Govt. Authorities or to labourers as may be applicable and same shall be adjusted from the amounts due to contractor.
- 1.8 **VALIDITY OF OFFER**
The tender for the work shall remain open for acceptance for a period of 90 days (Ninety days) from the date of opening of tenders. If any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to Employer then Employer shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely.
- 1.9 The tender for the work shall not be witnessed by a Contractor who himself/themselves has /have tendered or who may tender for the same work. Failure to observe this condition would render tenders of the contractor tendering as well as witnessing the tender liable to summarily rejection.
- 2.0 If it is found that the tender is not submitted in proper manner or contain too many corrections or absurd rates of amounts, it would be open for IIC, to take suitable action against the Contractor.
- 2.1 The Contractor shall comply with the provisions of the Apprentices Act, 1961, and the rules and order issued there from time to time. If he fails to do so, his failure will be a breach of the contract and the IIC, may in his discretion cancel the contract. The contractor shall also be liable for any pecuniary liability arising on account of any violation by him of the provisions of the Act.
- 2.2 Unsealed tenders will be summarily rejected.
- 2.3 Before tendering, the Contractor shall inspect the site to fully acquaint himself about the condition in regard to accessibility of site, nature and extent of grounds working conditions including space for stacking of materials, installations of T&P etc. conditions affecting accommodations and movements of labour etc. required for the satisfactory execution of the contract. No claim whatsoever on such account shall be entertained by IIC, in any circumstances.

- 2.4 **Bidders are advised to study this Tender document carefully before submitting their proposals in response to this notice.** Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions, and implications. Failure to furnish all information required as mentioned in the TENDER documents or submission of a proposal not substantially responsive to the TENDER documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.
- 2.5 The Contractor's responsibility for the contract shall commence from the date of issue of orders of acceptance of tender.
- 2.6 The Contractor should verify all plans, elevations and schematic drawings and in case of doubt about required particulars which may in any way influence his tender, same may be got clarified from the issuing authority of tender before submitting the tender. No allowance whatsoever will be made beyond the contract for any alleged ignorance thereof.
- 2.7 The site for execution of the work will be made available, as soon as the work is awarded.
- 2.8 The tender documents has the specific terms and conditions on which tenders are required. Hence, all tender should be in strict conformity with the tender documents and should be filled in where ever necessary and initialed. Incomplete tenders are liable to be rejected. The terms and conditions of the tender documents are firm as such conditional tenders are liable to be rejected.
- 2.9 **RATES:**
- 2.9.1 The Contractor/s should quote in figures as well as in words the rate, and amount tendered by them. The amount for each item should be worked out and the requisite totals given.
- 2.9.2 Special care should be taken to write the rates in figures as well as in words and the amounts in figures only in such a way that interpolation is not possible. The total amount should be written both in figures and in words. In case of figures, the word "Rs" should be written before the figures of rupees and word Ps. After the decimal figures, e.g. Rs. 2.15 Ps and in case of words, the word 'Rupees' should precede and the word 'Paise' should be written at the end. Unless the rate is in whole rupees and followed by the words 'only', it should invariably be upto two decimal places. While quoting the rate in schedule of quantities, the word 'only' should be written closely following the amount and it should not be written in the next line.
- 2.9.3 Rates quoted by the Contractor in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words. If on check there are differences between the rates quoted by the Contractor in words and in figures or on the amount worked out by him, the following procedure shall be followed:
- 2.9.4 When there is difference between the rates in figures and in words, the rates which correspond with the amount worked out by the Contractor shall be taken as correct.

- 2.9.5 When the amount of an item is not worked out by the Contractor or it does not correspond with the rate written either in figures or in words then the rate quoted by the Contractor in words shall be taken as correct.
- 2.9.6 When the rates quoted by the Contractor in figures and in words tally but the amount is not worked out correctly, the rate quoted by the Contractor will be taken as correct and not the amount.
- 2..9.7 The rates quoted by the Contractor shall cover the cost of all loading, transporting to site, unloading, storing under covers as required, assembling or joining the several parts together s necessary and incorporating or fixing materials in the work including all preparatory work or whatsoever description as may be required and of closing, preparing, loading, returning empty case of containers to the place of issue.
- 2.9.8. The Contractor is bound by the rates he quotes for the various items irrespective of quantities mentioned in the tender. No extra amount will be paid due to variation, alteration, omissions, modifications of the quantities put to tender, unless it has been specifically agreed by Owner/Architect.
- 3.0 The Bidders are requested to give a presentation to IIC Core Committee between 10-09-2023 and 12-09-2023 The dates will be intimated to each bidder individually

PURCHASE DEPARTMENT
For INDIA INTERNATIONAL CENTRE
40, LODHI ESTATE, MAX MUELLER MARG, NEW DELHI
CONTRACTOR'S SIGNATURE

(3) GENERAL INSTRUCTIONS TO TENDERERS

Scope of Work

1. **Name of the Work:** **UPGRADATION OF AUDITORIUM – SUPPLY, INSTALLATION, TESTING & COMMISSIONING AUDIO VIDEO EQUIPMENT, LGHT AND STAGE CRAFT**, at Main Centre at, India International Centre, 40, Max Mueller Marg, New Delhi 110003

2. **Execution of Work:** The proposed work has to be executed in such a way that there is minimum inconvenience to the Guest / inmates / Member and work is to be completed in time bound manner.

3. **Dismantling**

Before any dismantling work is commenced and also during the process of the work: All corridor and open area adjacent to the work site shall either be closed or suitably protected.

All practical steps shall be taken to prevent danger to persons employed from risk of fire or explosion, or flooding. No floor, roof or other part of a building shall be so overloaded with debris or materials as to render it unsafe.

4. **Safety**

All necessary personal safety equipment such as helmets protective footwear goggles/ eye shields, life jackets, gas masks, safety belts etc. as considered adequate by the Engineer-in-Charge shall be available for use of persons employed on the site and maintained in conditions suitable for immediate use; and the contractor shall take adequate steps to ensure proper use of equipment by those concerned. Safe means of access shall be provided to all working platforms and other working places. Every ladder shall be securely fixed. Adequate precautions shall be taken to prevent danger from electrical equipment. No materials on any of the sites shall be so stacked or placed as to cause danger or inconveniences to any person or the public. The contractor shall provide all necessary fencing and lights to protect public from accidents and shall be bound to bear expenses of defense of every suit, action or other proceedings at law that may be brought by any person for injury sustained owing to neglect of the above precautions and to pay any damage and costs which may be awarded in any such suit, action or proceedings to any such person or which may with the consent of the contractor be paid to compromise any claim by any such person.

7. **Avoidance of Nuisance**

The contractor shall take all precautions to avoid any nuisance arising from his operations. This shall be accomplished, wherever possible by suppression of nuisance at source rather than abatement of the nuisance once generated.

8. **Noise & Disturbance / Pollution**

All works shall be carried out without unreasonable noise and disturbance. The contractor shall indemnify and keep indemnified the employer from and against any

liability for damages on account of noise or other disturbance created while carrying out or in carrying out the work. The contractor shall take all reasonable precautions.

9. **Cleaning of Site:** The work of the contractor will not be treated as complete unless he removes all the debris of the work from the site complete with in the 50 meter lead. The contractor shall have to remove, dust and dirt from floors, wood work and colour splashes from floors, walls, door windows, glass-panes etc.

10. **Payment:**

The Payment terms for the project will be as follows.

- All prices should be exclusive of GST. GST Should be quoted separately.
- A 5% retention of the final cost for 1 year against Defect Liability Period.or equivalent amount as well as period as BG to be provided.
- Hardware warranty from OEMs shall be via System Integrator
- Payment will be on milestone basis as per the following table (tentatively):

Sl. No.	Milestone Completed	Payment %
1	Advance Payment after the contract is signed upon receipt of Bank Guarantee of equivalent amount and validity	
2	Supply of Auditorium AV Equipment – pro-rate basis	
3	Supply of Auditorium Lighting and Stagecraft Equipment	
4	Installation of Auditorium AV System	
5	Installation of Auditorium Lighting and Stagecraft Equipment	
6	Installation, commissioning, and testing of the system, synchronizing it with the existing systems, training of staff and creating templates.	

- Upon submission of the invoice post each milestone, IIC will process the payment. The maximum 4 Nos RA bills will be considered all invoices shall be submitted along with e-way bill/deliver challans. TDS and any other applicable taxes shall be deducted at applicable rates. The GST shall be as per the rate applicable on the date of invoicing.
- No escalation of price will be considered neither in materials nor in labour nor due to any account of current exchange rates and Freight. Any change in the cost will be borne by the Tenderer.

11. **Completion Time**

The below table gives the list of milestones which needs to be completed during the project. The indicative timeline and priority definition on the deliverables of Auditorium AV installation for C. D. Deshmukh Auditorium and can be mutually discussed and agreed during the pre-bid discovery phase.

Activity		Estimated Completion Date
Site survey and planning		Before submission of Tender
Final design, configuration, and layout of system with drawings after approval by IIC		After pre-bid
Supply of AV equipment		
Supply of Auditorium Lighting and Stagecraft Equipment		
Installation of AV Equipment		
Installation of Auditorium Lighting and Stagecraft Equipment		
Configuration, programming, and commissioning of the system,		
Testing, debugging, and piloting the system. Training the IIC staff in operations, creating templates for IIC use.		
Handover of system to IIC with documentation, drawings, configuration code etc.		45 Days from the Date of awarding work Order

12. **Deduction:** As applicable
13. If the Contractor, by the terms of this W.O, is required to perform any work in the IIC premises, the Contractor shall be responsible for any damages or injuries to persons or property including IIC's employees and property, caused as a result of fault or negligence or for any reasons whatsoever, including omission or commission in doing or complying with certain requisites, statutory or otherwise by the contractor and /or his agents.
14. Notwithstanding anything contained anywhere in this terms and condition along with annexures, WO, etc., in the event that the input tax credit of the GST charged by seller is denied by the tax authorities to Buyer, Buyer shall be entitled to recover such amount from the seller by way of adjustment from the next invoice .In addition to the amount of GST, Buyer shall also be entitled t recover interest at the applicable rate and penalty , in case any penalty is imposed by the tax authorities on Buyer.
15. Event of Default Clause: In the event that the seller does not deposit the GST charged on the invoice issued to Buyer or such GST charged on the invoice and paid by Buyer is not reflected in either the GSTR-2 A available on the common GST portal as eligible input tax credit for any reason whatsoever, this Agreement shall be liable to be terminated with immediate effect and seller shall be liable to pay such damaged as may be reasonably estimated by Buyer. In the event that the compliance rating prescribed under the GST Act, 2017 read with GST Rules, 2017 of Seller falls below prescribed level for any reason whatsoever , this agreement shall be liable to be terminated with

immediate effect and seller shall be liable to pay such damages as may be reasonably estimated by Buyer.

16. TDS i.e (Tax Deducted at Source) under both, the income Tax Act, 1961 and the GST Act, if applicable shall be deducted by the Company at the time of payment for the services rendered as per the government regulations. TDS certificates will be issued to the vendor for the amount deducted.
17. **Labour:** The Contractor shall, in respect of labour employed by him either directly or indirectly will comply with all the labour regulations. The contractor shall not employ in connection with the works any person who is below 18 years of age.
18. The estimated quantities as mentioned in the Annexure are indicative. The final payment shall be released as per the actual site measurement jointly carried out the representatives of IIC and the contractor.
19. **Defective work:**

The Employer shall, during the progress of the works, have power to order in writing from time to time the removal and proper re-execution of any work executed with materials or workmanship not in accordance with the drawings and specifications or instructions, and Contractor shall forthwith carry out such order at his own cost. In case of defaults on the part of the Contractor to carry out the same and all expense consequent thereon or incidental thereof as certified by the Employer shall be born by the Contractor or may be deducted by the Employer from any money due or that may become due to the Contractor against this Contractor or any other contract with the Employer.

20. **Liquidity damages:**

Now completion of work beyond the stipulated date of completion and unauthorized extension of time shall attract liquidated damages on the Contractor. In such cases liquidated damages shall be levied at 0.1% of the value of Contract per day subject to a maximum of 5 % of the total value of Contract.

4. BASIC ELIGIBILITY CRITERIA

Basic eligibility criteria for the selection of the Auditorium AV design and system integration firm are as follows:

- IIC invites services of professional reputed Auditorium AV design and system integration firms/companies either as a single entity or in collaboration with an associate, thereby forming a consortium, having adequate experience and qualified people to facilitate the required services. The firm/company should have successfully executed and concluded Auditorium AV design and construction for an educational/commercial/industrial facility in the past three financial years.
- Specific experience of system integrator (technical criteria to be provided in detail + providing past references of at least two customers for implementation of similar project(s)).
- Adequacy for proposed work (Write-up)
- Qualification & competence (technical criteria to be provided in detail)

- Reference assignments done in last two years along with testimonials, if any.
- Financial, Legal and Operational Criteria:
 - a. Complete details (name, address, registration number, Charter documents) of responding firm/ company as well as associate, where applicable, with supporting documents.
 - b. The bidder must have a valid Permanent Account Number (PAN) and should have filed Income Tax returns regularly for each financial year.
 - c. The bidder must have Goods and Services Tax (GST) registration and should have filed returns regularly.
 - d. The bidder should provide a Bank issued Solvency Certificate.
 - e. In case firm/company is bidding along with associate(s) as a consortium, details of the nature of such association with supporting documents.
 - f. The Firm/Company should be in the business of Auditorium AV design, supply and system integration for at least five years as of 31st March 2023.
 - g. The responding firm/company should not be under a declaration of ineligibility for corrupt or fraudulent practices.
 - h. The Net Worth of the responding firm/company must be positive as per the last three financial years.
 - i. The responding firm/company must have a minimum number of 10 Staff of technically qualified personnel in the domain of system integration of Auditorium AV systems, as on 31st March 2023, on its rolls.
 - j. Where the responding firm/company is bidding along with an associate as a consortium, similar requirements to be fulfilled by such associate/consortium members as well.

4 – SCHEDULE OF BIDDING PROCESS

IIC shall endeavor to adhere to the following estimated schedule. However, IIC may, in its own discretion, revise or extend any of the timelines set out in this schedule.

The selected bidder may be required to provide additional documents to carry out Due Diligence process internally prior to signing of the contract. The signing of the contract would be contingent upon the bidder clearing the internal Due Diligence process.

Acknowledgement by the Bidder

It shall be deemed that by submitting the bid application, the Bidder has:

- Made a complete and careful examination of the requirements herein
- Satisfied itself about all matters, things and information, including matters referred herein, necessary and required for submitting the Application and performance of all of its obligations thereunder.
- Acknowledged that it does not have a Conflict of Interest
- Acknowledged that all the information / documents submitted are true and does not include any false information, which when found to be false shall be liable to be rejected.

Clarification and Amendment to Tender Documents

- Bidders may request clarification of any of the TENDER documents before 03-09-2023 at IIC Lodhi Road, New Delhi.
- At any time before the submission of Proposals, IIC may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm/company, modify the Tender documents by amendment. Any amendment shall be issued in writing through email as addenda simultaneously to all the Bidders and will be binding on them. IIC may at its discretion extend the deadline for the submission of proposals.

5. PREPARATION OF PROPOSAL

Bidders are requested to submit a Proposal written in the Language(s) specified in the Data Sheet.

Technical & Financial Proposal

5.1 In preparing the Technical & Financial Proposal, Bidders are expected to examine the documents comprising this TENDER in detail. Material deficiencies in providing the information requested below may result in rejection of a Proposal.

5.2 The technical proposal should provide the following information using the attached Standard Forms or Annexures:

- 5.2.1 Technical Proposal Submission Form (Letterhead of the company/firm)
- 5.2.2 A brief description of the firm's/ company's structure and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate inter-alia, the profiles and names of the staff provided, duration of the assignment, contract amount and firm's involvement
- 5.2.3 Description of the methodology and work plan for performing the assignment.
- 5.2.4 The list of the proposed staff team by specialty, the leader of the team, the tasks that would be assigned to each staff team member, and their timing .
- 5.2.5 An escalation matrix up to the Directors/ Promoter(s)
- 5.2.6 Activity (work) schedule.

- 5.2.6 A brief description of the associates, if any, the specialization of the Associates, their experience in this field and their relevance to the Assignment are to be submitted.
 - 5.2.7 The competence of the Associates in this particular field to be also specified by the Bidder.
- 5.3 Documentary evidence in support of all the above, is to be submitted by the Bidder.
- 5.4 In preparing the Financial Proposal, Bidders are expected to consider the requirements and conditions of the TENDER specified herein. The Financial Proposal should follow Standard Forms.
- 5.5 Bidders shall quote/ state the price of their services in Indian Rupees.
- 5.6 The proposals shall remain valid for at least 90 (ninety) days from the date of opening of the Price Bid. During this period, the Bidder is expected to ensure availability of the professional staff proposed for the assignment. IIC will make its best effort to complete negotiations, if any, and to take a decision within this period. If the IIC wishes to extend the duration of the proposals, the Bidders who do not agree have the right not to extend the validity of their proposals.
- Submission, Receipt and Opening of Proposals**
- 5.7 Any authorized representative of the firm/company should initial all pages of the Proposal. The authorized representative's authorization is to be confirmed by a written power of attorney from the Board/ Proprietor/Partners, etc. accompanying the Proposal.
- 5.8 The original and all copies of the Proposal shall be placed in a sealed envelope clearly marked "Technical & Financial Proposal". The envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the TENDER number, submission address and other information indicated in the TENDER and clearly marked, "TENDER for Auditorium Upgrade IIC C. D. Deshmukh Auditorium". Proposals can also be sent by email and the financial proposal must be password protected and the password shall be supplied, only when asked for by IIC. If the password is shared with the bid, the bid will get disqualified.
- 5.9 The completed Technical and Financial Proposal as stated above, must be delivered at the submission address/email ID on or before the time and date stated in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be rejected/returned unopened.

After the deadline for submission of proposals, the Technical Proposal and the Financial Proposal shall be opened, as per the procedure specified, by the competent authority of IIC in a confidential manner and the evaluation of the same will be done as per the IIC process.

6. Proposal Evaluation

Evaluation of Technical Proposals

The competent authority of IIC will evaluate the proposals based on their responsiveness to the Terms of Reference, applying the evaluation criteria. Each responsive proposal will be given a technical score. A proposal shall be rejected at this stage if it does not respond to or comply with important aspects of the Terms of Reference (ToR).

Opening and Evaluation of Financial Proposals; Ranking

After the evaluation of the technical bid, IIC shall notify those firms/companies whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the Tender and Terms of Reference, indicating that their Financial Proposals will not be

evaluated. IIC shall thereafter open the Financial Proposals of the tenderers that have qualified the technical evaluation and evaluate the same as per the IIC process.

Negotiations

- Negotiations will be held at the address indicated in the Tender for the Technical and Financial proposal. The aim is to reach agreement on all points and sign a contract.
- Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm/entity to improve the Terms of Reference. IIC and firm/company will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, time frame etc. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the work order/ contract.
- In the above negotiation, IIC's decisions will be final and binding on the Bidder/Tenderer.
- Having selected the firm/company based on, among other things, an evaluation of the proposed key professional staff, IIC expects to negotiate a contract as above based on the experts named in the Proposal. Before contract negotiations, IIC will require a written undertaking providing assurances that the experts will be available. IIC will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meeting the objectives of the assignment.
- If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm/company may be disqualified.
- The negotiations will conclude with a review of the draft form of the contract. To complete negotiations IIC and the firm/company will initiate and execute the agreed contract. If negotiations fail, IIC reserves the right to invite firm/company whose proposal received the second highest score to negotiate a contract suitably, and so on and so forth.

Awarding of Contract

- The contract will be awarded based on the IIC's evaluation. IIC will notify other Bidders on the shortlist that they were unsuccessful.
- The firm/company is expected to commence the Assignment on the date and at the location specified in the Data Sheet.

Confidentiality

- Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the Bidders who submitted the proposals or to other persons not officially concerned with the proposal, until the winning firm/entity has been notified that it has been awarded the contract. IIC retains the right to withhold disclosure of information it may deem confidential. Further, IIC is not required to reveal the technical scores at the time of opening of the Financial Proposals.
- It is the policy of IIC to require that tenderers, suppliers, contractors and their agents, sub- contractors, sub-consultants, suppliers or service providers, and any personnel thereof, observe the highest standard of ethics during the execution of the tender process and contracts.

No Parties or any of their personnel, or its agents, or its sub-consultants, sub-contractors, suppliers, service providers and/or their employees, shall, whether directly or indirectly, engage in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question.

SECTION 7 - FORMS

Technical Proposal – Standard Forms

This section contains the following forms for submission as part of the bid:

- Technical Proposal Submission Form (Letterhead of the company/frim)
- Firm's/Company's references.
- Description of the methodology and work plan for performing the assignment.
- Team composition and task assignments.
- Format of Curriculum Vitae of proposed professional staff.
- Activity (work) schedule.

7A. Technical Proposal Submission Form (Letter head of the Firm/Company)

(Name and address of IIC)

[Location, Date]

REF: TENDER NO. _____

BID SUBMISSION DATE _____

Dear Sir,

Sub: Auditorium AV Expansion at C. D. Deshmukh Auditorium

We, the undersigned, offer to provide Design, Supply Installation and Commissioning Services for Auditorium AV Expansion at C. D. Deshmukh Auditorium, above in accordance with your Request for Proposal dated [date], and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff.

We understand you are not bound to accept any Proposal you receive and that you reserve the right to reject any or all the proposal(s) without assigning any reason. We abide by all the Terms and Conditions of this tender.

Yours sincerely,

Authorized Signature:

Name and Title of

Signatory: Name of the

Firm/Company: Seal of the

Firm/Company: Address:

7B. Firm's/ Company's References

Relevant Services Carried out in the Last five years that Best Illustrate Qualifications

Using the format below, provide information on each reference assignment for which your firm/company, either individually as a corporate entity or as one of the major companies within an association, was legally contracted. Provide the reference assignments done in the last five years (minimum 5 years).

Table 1: Reference Sheet

Assignment:	Country:
Professional Staff Company/Firm Location within Country):	Provided by your (Profiles):
Name of Client:	No. of Staff: No. of Staff-Months, duration of assignment
Address:	
Start Date (Month/Year):	Completion Date (Month/Year): Approx. Value of Services (in Current INR): No. of Months:
Name of Associated Consultants, if any:	
Name of Senior Staff (Director/Coordinator, Team Leader) involved, and functions performed:	

(Separate sheet may be added, if needed)

7C. Descriptions of Methodology and Work Plan for performing the Assignment

Firm's/Entity's Name:

Company Seal:

Signature:

Designatio

n:

N.B.: To be descriptive along with flow chart, PERT – CPM, bar diagram, Pie Chart etc. and additional pages may be attached.

7D. Team Composition and Task Assignments

Technical/Managerial Staff:

Sl. No.	Name	Position	Task
1			
2			
3			
4			

Support Staff:

Sl. No.	Name	Position	Task
1			
2			
3			
4			

7E. Format of Curriculum Vitae (CV) for Team Leader of Proposed Professional Staff

Proposed Position:

Name of Firm/Entity:

Name of Staff:

Profession:

Date of Birth:

Years with Firm/Entity/Entry:

Nationality:

Membership in Professional Societies:

Detailed Task Assigned:

Key Qualification:

[Give an outline of staff member's in-depth and successful experience and training most pertinent to tasks on assignment]

Education:

[Summarize college/university and other specialisation/ management/ professional education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page]

Employment

Record: _____

[Starting with present position, list in reverse order every employment held/ by a staff member since graduation, giving dates, names of employing organisations, titles of positions held and locations of assignments. For experience in last ten years, also given types of activities performed and client references, where appropriate. [Use about three quarters of a page]

Languages: _____

[For each language indicate proficiency: Excellent, good, fair, or poor; in speaking, reading and writing]

Certification: _____

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date: _____

[Signature of staff member and authorized representative of the Firm/Entity]
Day/Month/Year

Full name of the staff member: _____

Full name of the authorised representative: _____

7 F Activity/Work Schedule

Activity Schedule:

Figure 1: Activity Schedule Gantt Chart

Delivery Stage:

Sl. No.	Stage	Programme	Completion Date
1			
2			
3			
4			

8. Financial Proposal – Standard Forms

(Letterhead of the firm/Entity)

[Location, Date]

REF: Tender. _____

BID SUBMISSION DATE: _____

Dear Sir,

Sub: 'Auditorium AV Expansion at C. D. Deshmukh Auditorium'.

We, the undersigned, offer to provide the consulting services for the above in accordance with your Request for Proposal and our Proposal (Technical and Financial Proposals). Our financial proposal is for the sum of Rs. [Amount in words and figures]. This includes our fees, all expenses excluding GST, as applicable or such taxes as may be notified later by the Government.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorised Signature:

Name and Title of

Signatory: Name of

the Firm/Entity: Seal

of the Firm/Entity:

Address: