



भारतीय प्रबंध संस्थान अमृतसर
INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

पीआईटी बिल्डिंग, सरकारी पॉलिटेक्निक परिसर; पॉलिटेक्निक रोड; छेहरता, जी.टी. रोड अमृतसर- 143105

वेबसाइट :www.iimamritsar.ac.in, दूरभाष 0183-2820040

PIT Building, Inside Govt. Polytechnic Campus; Polytechnic Road; Chheharta, G.T. Road Amritsar – 143105,
Website: www.iimamritsar.ac.in, Ph. No. 0183-2820040

Ref No. IIMASR/NIT/2022/288

Date: - 26.08.2022

Sub: - E tender is invited for booking of venue for Vyakriti Conclave held on 18th Sep 2022.

Sir,

E tender(limited) is invited on the e tender portal for “**Booking of venue for Vyakriti Conclave held on 18th Sep 2022**” on or before 05.09. 2022.at 12:00 PM It should be addressed to the Dean Administration, IIM Amritsar-143105. The tender shall be opened on the same day, i.e. 05.09.2022 at 12.30 PM. The specification of requirements are mentioned in **Annexure A**, the same format should be used for the financial bid.

TERMS & CONDITIONS

1. Offer must be legible, clear and free from overwriting and cutting. The bid should be in the prescribed format, failing which proposal will be treated as incomplete and incomplete submissions are liable to be rejected.
2. The proposal received after the time limit will not be considered for further scrutiny and will be rejected.
3. The sealed proposal sent through post, courier, and in person will only be considered.
4. This office reserves the right not to accept the lowest quotation without assigning any reason for the rejection.
5. The Invitation is open to all registered suppliers with PAN/GST numbers and Bank A/c Number in their firm/Co. name.
6. The bidder shall provide the complete correspondence address, contact number, alternate number, and email id.
7. The venue/banquet/hotel must be situated in the Amritsar location only.
8. **IIM Amritsar reserves the right:**
 - a. to accept or reject any or all quotations either in whole or in part or to invite revised price bids or to annul the bidding process or to postpone and/or extend the date of receipt/opening of quotation or to withdraw the same at any time before finalization without incurring any liability to the affected Tenderer / Bidder. The Director, IIM Amritsar does not bind himself to accept the lowest or any quotation and reserves to himself the right of accepting the whole or any part of the quotation. And, the Tenderer/Bidder shall be bound to perform the same at the rates quoted.
 - b. to postpone and/or extend the date of receipt/opening of quotation or to withdraw the same, without assigning any reason thereof.
 - c. to obtain feedback from the previous/ present clients of the vendor by contacting them or by visiting their site to get first-hand information regarding the services (being) provided by the vendor.
 - d. This office reserves the right not to accept the lowest quotation without assigning any reason for the rejection.
9. If the date of opening of the quotation is declared a holiday, it will be opened on the next working day at the same time.
10. **Financial Evaluation:** The Financial Bid (Tender) should be submitted strictly in the prescribed ‘**Annexure A**’ and should remain valid for a minimum of three months.
 - a. Financial bids, which are incomplete and are not submitted in the prescribed format, will be summarily rejected.
 - b. The Financial Bid should clearly contain the details (without erasers/overwriting etc.) as mentioned in the form.



भारतीय प्रबंध संस्थान अमृतसर

INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

पीआईटी बिल्डिंग, सरकारी पॉलिटेक्निक परिसर, पॉलिटेक्निक रोड, छेहरता, जी.टी. रोड अमृतसर- 143105

वेबसाइट : www.iimamritsar.ac.in, दूरभाष 0183-2820040

PIT Building, Inside Govt. Polytechnic Campus; Polytechnic Road; Chheharta, G.T. Road Amritsar – 143105,
Website: www.iimamritsar.ac.in, Ph. No. 0183-2820040

c. The payments shall be made on completion of the event and upon submission of the detailed invoices.

11. SUMMARY OF REJECTION OR DISQUALIFICATION OF BIDS

- Applications received after the stipulated deadline
- Any bid in which rates have not been quoted in accordance with the specified formats/ details as specified in the bid document.
- If any bidder has filled more than one bid.
- If unclear, poorly scanned copies are uploaded and received.
- Conditional proposal/bid will not be accepted and will be rejected outright.
- Canvassing in any form will make the quotation liable to rejection.
- Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the qualification document.
- If any additions/ alternations are made in tender forms.
- Bids are submitted through any other mode other than the E-Tendering portal on IIM Amritsar's website (<https://iimamritsar.ac.in/>).
- Missing any supporting document(s) with the Bids.
- False or misleading information is submitted.
- Unhealthy participation Record of poor performance such as, abandoning work, not properly completing the contract, or financial failures /weakness etc.

12. QUERIES & RESPONSES

Queries related to the stated above should be submitted at purchase@iimamritsar.ac.in only till 30.08.2022, 05:00 pm. Queries submitted after due date and time, and on any other email id will not be entertained. The response to the queries will be given within 1-2 days by email after the last date of submission of queries.


Dean Administration

भारतीय प्रबन्ध संस्थान अमृतसर
Indian Institute of Management Amritsar
पी.आई.टी. भवन/P.I.T. Building
सरकारी पोलिटेकनिक परिसर, अमृतसर-143105
Govt. Polytechnic Compound, Amritsar-143105



भारतीय प्रबंध संस्थान अमृतसर
INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

पीआईटी बिल्डिंग, सरकारी पॉलिटेक्निक परिसर; पॉलिटेक्निक रोड; छेहरता, जी.टी. रोड अमृतसर- 143105

वेबसाइट :www.iimamritsar.ac.in, दूरभाष 0183-2820040

PIT Building, Inside Govt. Polytechnic Campus; Polytechnic Road; Chheharta, G.T. Road Amritsar – 143105,
Website: www.iimamritsar.ac.in, Ph. No. 0183-2820040

Annexure A

| Sr. No | Name & Description of the requirement | Total |
|--------|--|-------|
| 1 | <ul style="list-style-type: none">• Booking of Banquet Hall with seating arrangement and stage seating arrangement for 525-550 persons on 18th Sep 2022 from 08:00 AM to 02:00 PM,• Lunch and high tea arrangements for 525-550 persons.• Uninterrupted power supply. | |
| 2. | <ul style="list-style-type: none">• Rate for Single occupancy room with breakfast, lunch and Dinner.• Rate for Double occupancy room with breakfast, lunch and Dinner• Dinner arrangements for 20 persons on 6th August 2022. | |
| | Total | |
| | GST @ | |
| | Grand Total | |

*Food timings and menu will be communicated later

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

Supplier Signature, Name, mobile number and Stamp