

Expression of Interest (EOI)

**Event Management Services for the
Convocation Ceremony of IIM Mumbai**



INDIAN INSTITUTE OF MANAGEMENT MUMBAI

INVITATION FOR EXPRESSION OF INTEREST

Indian Institute of Management Mumbai invites sealed Expression of Interest (EOI) from Indian Event Management agencies for undertaking Convocation Ceremony. The EOI Document contains the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. Further details, if any, may be obtained from Chief Administrative Officers' Office, Indian Institute of Management Mumbai, Vihar Lake Rd, Mumbai -400087 during working hours.

Last date for submission of EOI is 15th January, 2024 upto 1400 hrs. Sealed envelope marked to the captioned address

“Chief Administrative Officer
Indian Institute of Management Mumbai
Vihar Lake Rd, P.O. IIM Mumbai, Mumbai, 400087”

Applicants meeting the qualification criteria may be invited for presentation / proposal before the Competent Authority of Indian Institute of Management Mumbai. Bid Document will be subsequently issued to the shortlisted applicants only.

Chief Administrative Officer,
Indian Institute of Management Mumbai
Vihar Lake Rd, P.O. IIM Mumbai,
Mumbai, 400087

Note: Indian Institute of Management Mumbai reserves the right to cancel this request for EOI and/or invite afresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and Indian Institute of Management Mumbai reserves the right to amend/add further details in the EOI.

Timelines for the Submission of Expression of Interest (EOI)

Sr. No.	Item	Date	Time
1.	Date of Announcement	09.01.2024	1100 hrs
2.	Starting Date of Submission of EOI	09.01.2024	1100 hrs
3.	Last date of submission	15.01.2024	1400 hrs.

Note : (i) The above mentioned time-line are tentative. IIM Mumbai reserves the right to modify the time lines on the grounds of administrative exigencies. If any changes made by IIM Mumbai in the time-line, the same will be uploaded accordingly on IIM Mumbai website/ CPP Portal.

1. INTRODUCTION.

Indian Institute of Management Mumbai (IIM Mumbai), a premier institution recognized for its commitment to excellence in management education, welcomes qualified and experienced vendors to participate in this Expression of Interest (EOI). IIM Mumbai is dedicated to providing transformative educational experiences and is seeking a dynamic and proficient vendor to collaborate on a significant initiative.

2. OBJECTIVE.

This EOI is designed to identify and engage a competent vendor to partner with IIM Mumbai on a specific project "Event Management Services for 27th Convocation". We are seeking a vendor who can align with our values, bring innovative solutions, and contribute to the success of this initiative.

3. SCOPE OF WORK.

SN	Description	Approx. Size	QTY (4)	Unit
	Convocation			
1	Provide a stage of size 60'x40' & 5' height using MS framed, plywood panels on MS pipe /angle support with cross bracing, and the bottom (three sides) also should be covered with neat plain satin cloth with the matching colour.	60'X40'	2400	Sq.ft
2	Approved Colour brand new Carpet synthetic/acrylic carpet all over the stage 52'X30' with joints secured with best quality approved colour adhesive tape complete.	60'X40'	2401	Sq.ft
3	Providing & Making 9" riser of size 60'X15' on stage for Faculty & BOG Member seating	60' X 15'	900	Sq.ft
4	Steps to be provided on both side of the stage made in MS angle framed & plywood panels on MS pipe/angle support with cross bracing, painted, hand rail and, carpet covering (Approx width 3 to 4 feet)	3 to 4 feet width	3	NO'S
5	Stage table of size 15' x 3' , all side & top covered with new cloth	15' X 3'	75	Sq.ft
6	VVIP chairs with raised back and footrests for Chief guests and directors (Type of Chairs will be finalized by IIM Mumbai)No damaged/broken chairs and faded colour are permitted. The rate shall be including the arrangement of chairs at the required locations as per the approved seating layout etc., complete as directed by the Engineer-in-charge.		5	No's

7	Providing Armless plastic chairs with a white satin cloth cover with ribbons. Chairs shall be of the same colour as approved, and no damaged/broken chairs and faded in colour is permitted. The rate shall be including the arrangement of chairs at the required locations as per the approved seating layout etc complete as directed by the Engineer-in-charge.		1200	Nos
8	Special chairs with cover and raised back for delegates on stage (Type of Chairs will be finalized by IIM, Mumbai)		40	Nos
9	Providing of Good quality Podium on the stage as approved by IIM, Mumbai		2	No's
10	Printing & fixing Branding for podium of size 3' x 2'	3'X2'	12	Sq.ft
11	Design & Printing of flex two Side Wings on stage 4'X10'	4'X10'	80	Sq.ft
12	Internal Sinages on vinyl foam sheet of size (2'x 1') with 3' ht. stand for marking , VIP area, Guest area, Parents area, Staff area, Students area, Media , etc.	2'X1'	5	No's
13	Printing and fixing of Photography backdrop	60'X10'	400	sq.ft
14	Printing and fixing of LED Screen of 40'X16'	40' X16'	640	Sq.ft
15	Providing & fixing carpet of approved colour & of required size on outer corridor for procession	1500' X 6'	9000	sq.ft
16	Provision of green room on stage side with masking & covered table and one opening of approx. Size 5'X8'	5'X8'	40	Sq.ft
17	Console Riser for Videographer & photographer.	6'X6	72	Sq.ft
18	Providing & designing of Entry box gate with name facia on entrance gate with flex pasted on it. 12X10 feet of Ms pillar 1 feet X 1 feet	12'X10'	120	Sq.ft
19	Providing Green matt on open court	100'X20	2000	sq.ft
20	Queue manager		100	Rft
21	Full Height Mirror in Robing area		5	No's
22	Siding (Kanaat) nearby open area of the Convocation area with white cloth of required height	200 '	200	Rft
23	Flag posts of satin cloth 3' X4' (MS/GI Pipe post, 10'/12' ht.) with new flags of a different colour.		100	No's
24	Flower bouquets on the Entrance box gate & backdrop		15	No's
25	Floral decoration with good quality fresh original flowers on the head table of length 15' feet covering entire height of the table from front		1	No
26	Flower decoration with good quality fresh original flowers on the stage Bottom railing of length 60' feet		1	No
27	Planters of required height		40	No's
28	Flower decoration on the podium of approved flowers or as per IIM, Mumbai colour theme		2	No
29	Floral decoration in the lengthwise (20 feet)of M.S beam of Pathway of 3 feet height (06 M.S beam)		1	Lumsum

30	LED Metal Lights 200 Watt/LED Par lights with necessary wiring arrangements, stands and accessories and any other lighting arrangement for event area & surrounding as required		20	Nos
31	Regular par can for stage		4	Nos
32	Hiring, Providing and fixing of Tower Air Conditioner (AC) of 02 Ton each with a high flow on stage for BoG & Other dignitaries with necessary wiring arrangements and accessories and any other arrangements for event area & surrounding as required.		6	Nos
33	High Power Air Cooler with power arrangement (The cooler should not be old more than two years)		60	Nos
34	Aluminum box truss of size 40' x 60' (All four side)		1	Nos
35	Tree Highlights		1	Nos
36	Requirement of PA setup & videography for pre-convocation & convocation and webcast for convocation as a service at IIM Mumbai		1	Nos
37	Top JBL		6	Nos.
38	Sub Single 18		2	Nos.
39	Amplifier LabGruppen FPnbn+10000Q or equivalent/better		2	Nos.
40	Stage Monitor JBL Prx 512		4	Nos.
41	Speaker Management System XTA DP 448		1	Nos.
42	Multi-Channel Sound Console Allen n health or equivalent/better		1	Nos.
43	CD-DVD and Pendrive Player Denon/Pioneer or equivalent/better		1	Nos.
44	Cordless Handheld Microphones Sennheiser ew 300or equivalent/better		4	Nos.
45	Cordless Guseneck Microphones Sennheiser or equivalent/better		2	Nos.
46	HD Camera		3	Nos.
47	Online edit setup		1	Nos.
48	Webcast of convocation		1	Job

4. ELIGIBILITY CRITERIA.

- 4.1 The bidder must be a legal entity (Company/Partnership firm/ LLP/Proprietorship firm) registered as an exclusive event management agency (i.e main business should be event management) for last eight years.
- 4.2 The Bidder must be financially sound with a positive net worth and must have an average annual financial turnover of a minimum of Rs. 3 Crores or above in any of the previous three financial years i.e (2020-21, 2021-22, 2022-23). Certificate from CA must be submitted.
- 4.3 The Bidder should have, in the last eight years ending on tender issue date, successfully completed the event management for similar events for Central/ State government organizations/ Tourism Departments/ PSU. such work done/ services rendered should be as under:
 - (i) One workorders of 4 crore or above, or
 - (ii) Two workorders (each) of 1.50 crore or above, or
 - (iii) Three workorders (each) of 1.00 Crore or above.
- 4.4 Bidder must submit work order and work completion certificate duly signed by the competent authority in support of eligibility and qualification otherwise, it will lead to disqualification.
- 4.5 Bidder must submit the copies of GST Challans for the financial year i.e., from 01.04.2022 till 31.03.2023.
- 4.6 The bidder must be empaneled with DGIPR, Maharashtra in the Event Management Category.
- 4.7 The bidder must submit PTEC No Dues certificate till 2023.
- 4.8 The bidder must be registered with the provident fund having staff strength of 10 employees or more on the date of bidding.

Note: Relaxation/Exemption to MSMEs/Startups/SHGs regarding turnover and experience will be granted as per Ministry of Micro, Small & Medium Enterprises (MSMEs) Policy Circular No. 1(2)(1)2016-MA dated 10th March, 2016 subject to meeting of quality and technical specifications in accordance with the relevant provisions of General Financial Rules, 2023.

5. TECHNICAL AND FINANCIAL BID.

The terms of Contract will be, as per provisions indicated in the succeeding paragraphs, on the basis of two-tier tender process consisting of Technical Bids and Financial Bids. Eligible Bidding Companies are invited to submit detailed Technical and Financial bids for organizing convocation in accordance with EOI. The terms and conditions of the bidding documents are given below:

5.1 TECHNICAL BID DOCUMENTS.

- 5.1.1 Certificate of Registration/ Incorporation.
- 5.1.2 Memorandum Tender Fee/Bid security NEFT/RTGS or payment gateway mode. (Through Bidder's Ac. only)
- 5.1.3 Digitally signed Tender document
- 5.1.4 Copy of Affidavits in prescribed format from competent authority
- 5.1.5 Scanned from original of Registration documents of firm (Firm, Proprietorship firm/ Partnership firm /Registration of Private limited company / Registration of Public limited company or any other company or any other Company as the case may be. Joint venture is not allowed.
- 5.1.6 Scanned original copy of GST Registration Certificate and GST challans for the last financial year i.e. 2022-23
- 5.1.7 Scanned from original copy of PAN Card
- 5.1.8 Average annual turnover of the company should be equal to or more than Rs. 3cr. in the last three financial years i.e. 2020-21, 2021-22, 2022-23. Turnover certificate from a chartered accountant should be attached along with balance sheets and P&L statement.
- 5.1.9 The event management company should have at least one active empanelment with any of the Maharashtra Govt. departments. Attach a relevant document in support of the empanelment.
- 5.1.10 Self-declaration of non-blacklisting on the company letterhead
- 5.1.11 The Event Management Agency must have a minimum of 15 professional workforce having relevant experience in organizing large-scale events. Scanned copy of the Valid Provident Fund certificate and latest challan for the last month should be uploaded with the list of employees and their role in the organisation.
- 5.1.12 List of at least 7 events done for central Govt. / State Govt. / PSU in the last 5 years should be uploaded as per the format fulfilling following minimum

eligibility criteria as below:-

Scanned copy of work order or original certificate of successfully completed **three** similar work, each work costing at least 1 cr. or above in the last three financial years.

Or

Scanned copy of work order or original certificate of successfully completed **two** similar works, each work costing at least 1.5 crores or above in the last three financial years.

Or

Scanned copy of work order or original certificate of successfully completed **one** similar work, each work costing at least 4 cr. or above in the last three financial i.e. 2020-21, 2021-22, 2022-23.

5.2 FINANCIAL BID DOCUMENT.

5.2.1 Bidders are advised to quote their rates against the required services in the Financial Bid document (BOQ file).

5.2.2 Payment for additional services will be intimated in the subsequent RFP.

6. EARNEST MONEY DEPOSIT (EMD)/BID SECURITY.

Bidders are required to submit EMD as per extant rate while called for the ONLY Techno-Financial Bid and not at the stage of EOI submission. The bid security shall be submitted in the form of Accounts Payee Demand Draft, Insurance Surety Bonds, Fixed Deposit Receipt, Banker's Cheque or Irrevocable Bank Guarantee (including e-bank guarantee) from any of the commercial banks or payment online in an acceptable form in favour of Indian Institute of Management Mumbai. The bid security is normally to remain valid for a period of 45 days beyond the final bid validity period. Bid security of the unsuccessful bidders would be returned within 30 **days of** finalization of Technical Evaluation Report, **whereas no interest shall be payable on the returned bid security.** MSMEs/Startups/SHGs will be exempted from submission of EMD as per extant government guidelines. They will be required to submit a Bid Security Declaration as per format attached (Annexure-I).

Note: Relaxation/Exemption to MSMEs/Startups/SHGs regarding turnover and experience will be granted as per Ministry of Micro, Small & Medium Enterprises (MSMEs) Policy Circular No. 1(2)(1)2016-MA dated 10th March, 2016 subject to meeting of quality and technical specifications in accordance with the relevant provisions of General Financial Rules, 2005.

7. SUBMISSION OF BIDS.

- 7.1 The EOI/ proposal/ offers/ bids may be submitted via caoffice@iimmumbai.ac.in.
- 7.2 Any wrong/false information given in this regard may lead to the cancellation of the claim/eligibility of the prospective Event Manager.
- 7.3 No conditional bid shall be allowed/accepted.
- 7.4 The last date of submission of proposal is **Monday , 15 Jan 2024 at 1400 hrs.**

8. PRE-BID MEETING.

A pre-bid meeting will be held on post receipt of Techno-Financial Bid from the invitees.

9. OPENING OF BID.

The Techno-Financial bids shall be opened at IIM Mumbai premises in the presence of the members of Tender / Selection Committee will be constituted in this regard and bidders or their authorized representatives who choose to attend the opening of bids. Authorized representative with authority letter on the letter head of bidding company duly signed by the bidder only will be allowed to attend. The bids would be opened on at Mini Conference Room, IIM Mumbai. In case the above dates of opening of tender is declared a holiday for unexpected reasons, the tender shall be opened same time on the next working day.

10. EVALUATION OF BIDS.

Ser	Particulars	Max Marks	Allocation of Marks	Remarks
(i)	Firm registered as an exclusive Event Management Agency (i.e., main business should be event management)			
	8 Years	20	5 Marks	
	9-15 Years	Marks	10 Marks	
	Above 15 Years		20 Marks	
(ii)	Average Annual Turnover of Last 3 Years			
	3 Crores	20	10 Marks	
	3-5 Crores	Marks	15 Marks	
	Above 5 Crores		20 Marks	
(iii)	Experience of organizing Event of similar nature by the Event Management Agency in any Central Govt. / State Govt., Autonomous Bodies and PSUs during last five years (Work Order with completion certificate must be attached for each qualifying event).			
	Single Work of Rs. 4 Crores or above, or Two Jobs (each) of Rs.1.50 Crores or above, or Three Jobs (each) of Rs. 1.00 Crores or above	20		
		Marks	20 Marks	

(iv)	Active empanelment with any of the State Govt. Departments for event management. (This should be apart from DGIPR Empanelment)			
	Min. one department		10 marks	
	More than 1 Departments		20 marks	
(v)	The Event Management Agency must have a minimum of 15 professional workforce having relevant experience in organizing large-scale events. Provide PF registration certificate and latest challan as a proof for the same.			
	10-15 Professionals	20 Marks	10 Marks	
	More than 15 Professionals		20 Marks	

10.1 Bids will be evaluated by the following marks-based system based on parameters given in the eligibility criteria:

10.2 At the end of this stage, each bidder will have a technical score (out of 100). The bidder will be shortlisted based on the minimum score 70 or above for technical bid. Highest scorer (TM) of the Technical Proposal Evaluation round will be given a technical score (ST) of 100 points. The technical scores of other proposals will be computed as follows:

$$ST = 100 \times T/TM \text{ (T = Technical Score of the applicant)}$$

10.3 **Financial Evaluation.** Financial Proposal Evaluation Parameter:

10.4 The financial bid will be opened only of the shortlisted bidder who scores 70 marks and above in the technical bid evaluation. The financial bid will carry a Financial Score of 30 marks.

10.5 In this stage, the financial evaluation will be carried out. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the bidder to be compensated and the liability to fulfill its obligations as per the Terms & Conditions within the total quoted price shall be that of the bidder.

10.6 The lowest Financial Proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows:

$$SF = 100 \times FM/F$$

(F=Amount of Financial Proposal) Combined and Final Evaluation:

Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:

$$S = ST \times Tw + SF \times Fw$$

Where, Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.70 and 0.30 respectively.

10.7 The Selected bidder shall be the bidder having the highest combined score. The second highest bidder shall be kept in reserve and may be invited in its discretion for negotiations in case the first- ranked bidder withdraws or fails to comply with the requirements as per the BID DOCUMENT.

11. PERFORMANCE SECURITY.

Performance security is also required to be submitted by the successful bidder awarded

with the contract irrespective of its registration status etc. Performance Security will be about 3% of the contract value. Performance security may be furnished in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt from a commercial bank, Bank Guarantee (including e-bank guarantee) from any of the commercial bank or payment online in an acceptable form in favour of Indian Institute of Management Mumbai . Performance security should remain valid for a period of 60 days, beyond the date of completion of all contractual obligations of the successful bidder including warranty obligations.

12. MODE OF PAYMENT.

- 12.1 Payment against bill/Invoice shall be released only after execution of the order and the quality of the services are found to the satisfaction of IIM Mumbai.
- 12.2 Payment will be made direct to the supplier through NEFT/RTGS or through A/c payee cheque. No request for other mode of payment will be entertained. payment will be made to the Bidder on a pro rata basis, wherever applicable.
- 12.3 No advance payment will be made in any case.

13. PENALTY CLAUSE AND FORCE MAJEURE.

- 13.1 Refusal or inability or delay or any false statement by the successful bidder to supply all deliverables as per scope of work at the contracted rate may result in termination of the contract and forfeiting of EMD/PS/revoking of Bank Guarantee as well as disqualification of the bidder from participating in future tenders. The penalty for non-completion of work/unsatisfactory works will not exceed 10% of the contract value of such works and the total value of the penalty imposed will not exceed 20% of the Contract Value in addition to forfeiture of Performance Security.
- 13.2 IIM Mumbai may consider relaxing the penalty and delivery requirements, as specified in this tender Document, if and to the extent the delay in performance or failure to perform its obligations under the contract is the result of a Force Majeure.
- 13.3 Force Majeure is defined as an event or effect that cannot reasonably be anticipated such as natural disasters, act of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful bidders' premise, etc.

14. CORRUPT OR FRAUDULENT PRACTICES

- 14.1 It is expected that the bidders who wish to bid for this tender have the highest standards of ethics.
- 14.2 IIM Mumbai shall reject bid if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this

contract.

- 14.3 IIM Mumbai may declare a bidder ineligible, either indefinitely or for a stated duration, if it at any time determines that the bidder has engaged in corrupt and fraudulent practices during the execution of contract.

15. SETTLEMENT OF DISPUTES AND ARBITRATION.

- 15.1 All disputes, differences and questions arising out of or in any way touching or concerning this Expression of Interest (EOI) or subject matter thereof or the representative rights, duties or liability of the parties shall first be resolved through consultation. If the issues raised remain unresolved even after 30 days, either party may refer the matter to arbitration.
- 15.2 The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with the consent of the parties.
- 15.3 No part of the Expression of Interest (EOI) shall be suspended on the ground of pending arbitration proceedings.
- 15.4 The decision of the arbitrator shall be final and binding on the parties.
- 15.5 **The place of arbitration shall be in Mumbai and language of arbitration shall be English.**

16. GOVERNING LAW

This shall be construed and governed by the Laws of the India and the parties hereby submit to the exclusive jurisdiction of the Mumbai Courts of Law for any interim reliefs.

17. GENERAL TERMS AND CONDITIONS

- 17.1 Mere submission of bid, shall not confer any right whatsoever on the submitting entity.
- 17.2 The Bid Validity shall remain for a period of 3 months from the date of publication of EOI.
- 17.3 It shall be obligatory on part of the submitting entity to furnish any further information as may be sought by IIM Mumbai.
- 17.4 Incomplete proposals are liable to be rejected.
- 17.5 IIM Mumbai, may in its discretion extend the last date for submission of the bids and such extension shall be binding on all the Bidders. Addendum/Corrigendum, if any in this regard, will be published on the IIM Mumbai website and Central Public Procurement (CPP) Portal.
- 17.6 IIM Mumbai reserves the right to reject any bid without assigning any reasons. The decision of the Competent Authority in this regard shall be final and binding on the parties concerned.

- 17.7 The Service Provider should be directly involved in providing services in organizing convocations and should not outsource this responsibility to another company or partner on a royalty or commission basis or any other such arrangement. If such an arrangement is noticed, the IIM Mumbai has the right to terminate the Contract, en-cash the bank guarantee for premature termination of contract and impose a future ban against taking part in the tender process.
- 17.8 The number of events and participants are not binding upon the IIM Mumbai and there is no guarantee of minimum order to be placed on the bidder.
- 17.9 The Techno- Commercial Bid shall only be invited from the applicants shortlisted by the Competent Authority of Indian Institute of Management Mumbai.
- 17.10 Indian Institute of Management Mumbai reserves the right to empanel the shortlisted applicants for future Event Management Services.

(Chief Administrative Officer)
Indian Institute of Management Mumbai