

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA

NOTICE INVITING TENDER

FOR PROCUREMENT OF “New TATA STAR Bus (ULTRA 50+D LPO 10.2/54 BS-VI DIESEL) including Buy Back of Existing Bus”

Tender Enquiry No.: NIT/IIMC/Bus/42/21-22

Date: 20/12/2021

E-tenders are invited by Indian Institute of Management Calcutta (IIMC) under two-bid system i.e. Technical Bid and Financial Bid from Manufacturer or Authorized Dealer/Distributors of TATA Motors for supply of “**New TATA STAR Bus (ULTRA 50+D LPO 10.2/54 BS-VI DIESEL) including Buy Back of Existing Bus**” on the terms and conditions enumerated in details in tender document. The tender can be downloaded from the website <http://eprocure.gov.in/cppp/app> or www.iimcal.ac.in and bid to be submitted online through the CPP Portal up to the last date and time of submission of tender.

Brief Details of Tender:

Item Description	Tender Fee (Rs.)
New TATA STAR Bus (ULTRA 50+D LPO 10.2/54 BS-VI DIESEL) including Buy Back of Existing Bus	1000/- + 18% GST in the form of DD in favour of “Indian Institute of Management Calcutta” payable at Kolkata

Time Schedule of tender activities

SL No.	Particulars	Date	Time
1	Date & Time of online publication of tender	20/12/2021	16:30 Hrs.
2	Bid submission start Date & Time	20/12/2021	17:00 Hrs.
3	Bid Submission close Date & Time	10/1/2022	14:00 Hrs.
4	Closing Date & Time for submission of Tender Fee	10/1/2022	14:00 Hrs.
5	Opening of technical Bid	11/1/2022	14:15 Hrs.
6	Opening of financial Bid	To be intimated in due course	

1. BACKGROUND

Indian Institute of Management Calcutta (IIMC) was established by Government of India in the year 1961 as one of the first Indian Institute of Management. IIM Calcutta is an Institute of National Importance declared under Indian Institute of Management Act, 2017.

It is the first institution in India to earn a “Triple Crown” in accreditation. The Institute is now accredited by the Association to Advance Collegiate Schools of Business (AACSB), European Quality Improvement System (EQUIS) & Association of MBA’s (AMBA) which have assessed and ratified the quality of the programs by external (of International standard) peer review processes.

2. TECHNICAL SPECIFICATIONS (Schedule of Requirement):

SL No.	Item Name	Item Specification	Quantity
1	TATA STAR BUS	Starbus ULTRA 50+D LPO 10.2/54 BS-VI DIESEL. Seating Capacity - 50 + 1 ; Colour - White ;	1 No.
2	Buy Back Bus	Bus Details: Registration No. WB19D-6590 ; Model Make : Ashoke Layland (Chita)	1 No.

3. TENDER FEE:

Tender fee must be submitted in the form of Demand Draft (DD) in favor of INDIAN INSTITUTE OF MANAGEMENT CALCUTTA payable at Kolkata.

4. ELIGIBILITY CRITERIA:

The bidders must submit the following details to qualify the Technical Bid:

Sl. No.	Description	Remarks
1	Trade License	Relevant Valid current document needs to be submitted
2	PAN Details	Valid document needs to be submitted
3	GST Details	Valid document needs to be submitted
4	Document as proof of Registered Office/Branch Office at Kolkata	Valid document needs to be submitted
5	Document as a proof of Authorised Dealer/Distributors of TATA Motors.	Valid document needs to be submitted
7	The Annual Turnover during each of the previous three financial years from 2018-2019, 2019-2020 & 2020-2021 should be submitted	Valid document needs to be submitted
8	IT Return of last 3 consecutive years	Valid document needs to be submitted
9	The firm should neither blacklisted by any Central/State/Autonomous Bodies or Institute/Public Undertaking nor any criminal case registered/pending against the firm or its owner /partners anywhere in India.	A duly completed certificate to this effect is to be submitted as per Annexure I

INSTRUCTION TO BIDDER

- a) Bidders are required to enroll on the e-procurement module of the Central Public Procurement Portal (CPPP) (URL: <https://eprocure.gov.in/eprocure/app>) by clicking the link "Online Bidder Enrolment" on the CPPP Portal.
- b) Possession of a valid class II/III DSC in the form of smart card/e-token is a prerequisite for registration and participating in the bid submission activities. DSC's can be obtained from the authorized certifying agencies recognized by CCA India. (E.g. Sify/TCS/nCode/eMudra etc.)

- c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- e) The bidders are required to log in to the site through the secured log-in by entering their respective user ID/Password and the password of the DSC.
- f) The CPP Portal also has user manuals with detailed guidelines on enrollment and participation in online bidding process. The user manuals can be downloaded for reference.
- g) Any queries related to process of online bid submission or queries related to CPP Portal in the general may be directed to the 24 X 7 CPP Portal Helpdesk. The **Toll Free** Contact numbers for the helpdesk are 1800 3070 2232.

ONLINE BID SUBMISSION PROCEDURE

- (i) Help for bidders, FAQ, Information about DSC and Bidders Manual Kit containing the detailed guidelines for e-Procurement system are also available on Central Public procurement Portal. [<https://eprocure.gov.in/eprocure/app>]
- (ii) It is mandatory for all the bidders to have a valid Digital Signature Certificate (in the name of person having power of attorney to sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA's from the link www.cca.gov.in) to participate in e-Procurement of IIM CALCUTTA.
- (iii) It is mandatory for the bidders to get their firm /company registered with e-procurement portal <https://eprocure.gov.in/eprocure/app> to have user ID and Password.
- (iv) Tender documents will be available online on website <https://eprocure.gov.in/eprocure/app> which can be downloaded.
- (v) Bidders may download and refer the "Instructions for Online Bid Submission" from (<https://eprocure.gov.in/eprocure/app>).
- (vi) The tender documents shall be submitted online in the prescribed format given on the websites and technical bids received online 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".
- (vii) Bill of Quantities 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 Earnest Money and Tender document fee. Deposit in the form of Demand Draft as per provision given in NIT.

- (viii) Representative of the bidder, who chooses to attend, may attend the online opening of the technical bids on the scheduled date and time of Bid opening. However, such representatives shall be allowed to attend the opening of the Technical Bids, only, if such person presents the signed letter of authority issued in his name by the bidder on his letter head.
- (ix) Bidders cannot submit the tender after the due date and time of e-bid submission. Time being displayed on Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> ("Server System Clock Time") shall be final and binding on the bidder. E-Bids are required to be submitted by bidders, only as per the Indian Standard Time (IST) and not the time as per their location/country.
- (x) The bidders are advised to submit their e-bids well before the e-bid due date. IIM CALCUTTA shall not be responsible for any delay in submission of e-bids for any reason including server and technical problems.
- (xi) The Technical and Price Bid shall be digitally signed by the Authorized Signatory of the bidder & submitted "on-line". The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally signed bid. Scanned copies of various documents can be prepared in .pdf file format.
- (xii) Any tender received without original Earnest Money and Tender document fee in the form as specified in NIT shall not be accepted/considered and shall be summarily rejected.
- (xiii) Physical submission of the documents is to be as per the following in one envelop only in the Drop Box at the Office of Senior Administrative Officer(Purchase), Administrative Building, Ground Floor, East Side, IIMC Campus, Joka, Kolkata – 700104.
 - a) Original Demand Draft for the cost of the tender

5. FINANCIAL BID DETAILS

Financial bid i.e. BOQ given in the tender to be uploaded after filling all relevant information. The priced BOQ should be uploaded strictly as per Annexure V, failing which the offer is liable for rejection. Kindly quote your offer for IIM Calcutta excluding GST.

Vendor should quote prices in BOQ only, offers indicating rates anywhere else shall be liable for rejection.

6. BID VALIDITY PERIOD

The bid will remain valid for 90 (Ninety) days from the date of opening as prescribed by IIM Calcutta. A bid valid for shorter period shall be rejected, being non-responsive.

7. BID OPENING

- a) Technical bids will be opened on **11/01/2022 at 14:15 HRS.**
- b) Financial Bids of the eligible bidders will be opened on a later date. The date and time for opening of financial bids will be announced later.

- c) **Bids should be summarily rejected, if tender is submitted other than through online or original tender fee in DD form in favour of Indian Institute of Management Calcutta and payable at Kolkata are not submitted within stipulated date/time.**

8. BID EVALUATION

Based on result of the Technical Evaluation IIM Calcutta evaluates the Financial Bid of those Bidders who qualify in the Technical Evaluation. The Financial Bid with the lowest price (L1) will be selected

9. WARRANTY OF QUALITY AND QUANTITY

- a) The awardee shall give minimum 4 years/4 lakhs kms warranty on supplied items.
- b) The awardee shall give warranty that all items as per specification(s), conforming to the specified design and there are no defects in the process of manufacturing, packaging, transportation and delivery.
- c) Upon receipt of notice from IIM Calcutta for defective items/materials, the firm shall within 15 (fifteen) Days of receipt of the notice, replace the defective material, free of cost at the destinations. The firm shall take over the defective material at the time of their replacement. No claim whatsoever shall lie on IIM Calcutta for the replaced goods thereafter. If the firm fails to replace the defective goods within reasonable period, IIM Calcutta may proceed to take such remedial action as may be necessary, at the company's risk and expense.

10. DELIVERY SCHEDULE

The successful bidder should execute the order within **30 (thirty) days** at IIM Calcutta, Diamond Harbour Road, Joka, Kolkata -700104 from the issue of Purchase Order. In case of any damage found, the item(s) should be replaced within 15 (fifteen) days at IIM Calcutta.

11. TERMS AND CONDITIONS

11.1. Termination for Insolvency

- a) The IIM Calcutta may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm becomes bankrupt or otherwise insolvent as declared by the Competent Court, provided that such termination will not be prejudice or affect any rights of action ore remedy, which has accrued or will accrued thereafter to the department.

- b) The High Court of Calcutta alone will have the jurisdiction to try any matter, disputes or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Calcutta Court shall have jurisdiction in the matter.

11.2. Force Majeure

- a) IIMC have to the right to foreclose the Contract at any time during the tenure of the contract without assigning any reason whatsoever by giving notice of at least thirty days to you of its intension to do so, without any claim of damages by you.
- b) In the event of unsatisfactory service or failure on your part, deadline or if you neglect to execute the work without due diligence or expedition or refuse or neglect to comply with any reasonable order given to you by IIMC shall have the option to declare the contract as cancelled and any get the work execute by any alternate sources at your risk and cost. In such event you will have no claims whatsoever against IIMC in consequence of such termination of the contract. The decision of IIMC Authority in terminating the contract will be final and binding on you. In the event of Termination Contract, the remaining payment shall be forfeited and you will not have any claim in this regard.

11.3. Conciliation and Arbitration

Any dispute, if arises, in connection with the work, shall be tried to be settled mutually by asking references to conditions of tender documents or prevailing local practices etc., but if not settled mutually, shall be referred to arbitration. Such arbitration shall be governed by the provisions of the Indian Arbitration and Conciliation Act, 1996 or as amended from time to time. The Venue for such arbitration will be in Kolkata. The award of the Arbitrator shall be final, conclusive and binding on all parties.

11.4. Others Conditions

- a) The bidder has to upload the relevant and readable files only as indicated in the tender documents. In case of any irrelevant or non-readable files, the bid may be rejected.
- b) The branding of IIM Calcutta on the bus (as per existing sample) should be done by the Selected Bidder.
- c) The Bidder must have Registered Office/Branch Office along with Service Centre at Kolkata.
- d) IIM Calcutta reserves the right to accept or reject any or all the tenders in part of full or may cancel the tender without any assigning any reason thereof.
- e) IIM Calcutta reserves the right of relax/amend/withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any inquiry after the submission of the quotation will not be entertained.

- f) IIM Calcutta reserves the right of modify/change/delete/add any further terms and conditions prior to issue of Purchase Order.
- g) False declaration/documents will be in breach of the code of integrity under the Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151(iii) of the General Financial Rules along with such other actions as may be permissible by law.
- h) Conditional tenders will not be considered in any case.
- i) In case of doubt of material, the expenditure of testing of equipment's will be borne by the tenderer.
- j) IIM Calcutta may issue amendment/corrigendum to the tender documents before due date of submission of bid. Any amendment/corrigendum to the tender document, if any, issued by IIM Calcutta will be posted on CPP Portal. For the bidders, submitting bids on downloaded tender documents, it is bidder's responsibility to check for any amendment/corrigendum on the website of IIM Calcutta or check for the same in CPP portal before submitting their duly completed bids.

Senior Administrative Officer (Purchase)

(On the Firm Letter Head)

CERTIFICATE

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

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

Authorized Signatory with Seal
Contact No.:
Name: Designation

Annual Turnover Details

Evaluation Criteria		
Bidder's Annual Turnover for last three financial years	Financial Year	Turnover (in Rs.)
	2018-19	
	2019-20	
	2020-21	

Note: Supporting Documents (Copies of duly signed trading and profit & loss accounts Certificate) are to be attached along with the Annexure-IV.

Authorized Signatory with Seal
Contact No.:
Name: Designation

COMPANY DETAILS

Name of the Party		
Date of Incorporation /		
PAN Number		
GST Registration Number		
Bank Details	Account Number	
	IFS Code	
	Bank Name	
	Branch Name	
Office Address for Postal Communication		
Authorized Service Station Address with nearest Landmark		
Authorized Signatory Details	Name	
	Designation	
	Email	
	Phone	
Details of Contact other than Authorized Signatory	Name	
	Designation	
	Email	
	Phone	

Signature and Seal of Tenderer:

Name in Block Letters:

Designation:

Contact No.: