

D.H.ROAD, P.O. JOKA, KOLKATA - 700104

Tender No. ED/IIMC/NIT/1/21-22/163

Date: 13/01/2022

NOTICE INVITING TENDER

1. Tender for “**Annual maintenance of ceiling fan / pedestal / wall mounted/stand / exhaust fan etc. at IIMC Campus**”.

Sealed tender in two bid system are invited by Indian Institute of Management Calcutta (i.e. IIMC) for the works “**Annual maintenance of ceiling fan / pedestal / wall mounted/stand / exhaust fan etc. at IIMC Campus**.”

The two bid system of tender shall consist of Technical Bid (Envelope-I) duly sealed and superscribed with the words “Technical Bid” and “Price Bid” (Envelope-II) superscribed with the words “Price-Bid”. Both the envelopes shall be kept in third envelope duly superscribed with the words “**Annual maintenance of ceiling fan / pedestal / wall mounted/stand / exhaust fan etc. at IIMC Campus**”. The works for which tender is invited are as follows:

Sl. No.	Name of Work	Estimated Cost (in Rs.)	Earnest Money (in Rs.)	Cost of Tender document (inRs)	Duration
A.	Annual maintenance of ceiling fan / pedestal / wall mounted/stand / exhaust fan etc. at IIMC Campus in IIMC campus in the state of West Bengal.	1198700/-	23974/-	1,000/-	1 year

The brief scope of work in this tender shall include (but not limited to) providing all labour, materials, tools and plant, transportation to site, storage and safe custody of the materials, erection testing and commissioning/operational all complete such as **Annual maintenance of ceiling fan / pedestal / wall mounted/stand / exhaust fan etc. at IIMC Campus** of the already executed works including their rectification, repair etc. during defect liability period etc.

Apart from above, any other service further required for completeness of the assigned works and as per direction of IIMC is deemed to be included in the scope of work. The total work is to be carried out on Percentage (%) basis as per bill of quantities and tender terms and conditions.

The detailed scope of work is given in the tender documents.

Time schedule of tender activities:

- i) Date & Time for submission of Tender Documents: to **02/02/2022** upto**14.00**hrs.
- ii) Pre-bid Meeting: At **20/01/2022** at **14.30**hrs.
- iii) Date & Time of Opening of Technical Bid: On **03/02/2022** at**14:30**Hrs.
- iv) Date & Time of Opening of Price Bid: To be Communicated to the qualifying tenderer later by notice.

3.0 Contractors who fulfill the following basic qualifying requirements are eligible to participate in this tender.

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a) Bidder should have successfully completed /substantially completed during last 7 (Seven) years from the last date of submission of the bid for the following "similar works".

Three similar works, each of costing minimum **40%** of the estimated cost put to this tender.

OR

Two similar works each of costing minimum **60%** of the estimated cost put to this tender.

OR

One similar work costing minimum **80%** of the estimated cost put to this tender.

The substantially completed works shall be the works where at least 80% billing of total awarded value has been achieved. The certificates issued by client with billed value of work shall form the basis of evaluation.

b) For evaluation purpose, the completion cost of works mentioned in the completion certificate shall be enhanced by 7% per annum till the end of month prior to date of NIT.

c) Should have had Average Annual Financial Turnover of at least 50% of the estimated cost of the work in the last three consecutive years ending 31.03.2021 duly certified by a Chartered Accountant.

d) Should not have incurred any loss in more than two years during the immediate last five consecutive financial years ending 31.03.2021. Copies of balance sheet / certificate from Chartered Accountant are to be submitted in support thereof.

e) Should have a Solvency of 40% of the estimated cost issued by a Bank. The Solvency certificate should not have been issued earlier than 6 (Six) months of last date of submission of tender.

f) Should have valid Permanent Account Number of Income Tax and valid regional trade license issued by competent authority of W. Bengal. Copies of documentary evidence are to be submitted.

g) Should have valid GST Registration number in the state of West Bengal. In case the bidder do not have GST Registration number in the state of West Bengal, the same shall be obtained by the successful bidder within one month from the date of LOI or before release of 1st RA Bill whichever is earlier. An undertaking shall be submitted by the bidder for the submission of GST in the State of West Bengal required in the line with the above.

h) The experience certificates issued by Government Organizations / Semi Government Organizations / State Government Public Works Department / Central Government / Public Sector Undertakings / Autonomous Bodies/ Municipal Bodies eligibility of the Public Limited Companies / Non-government organizations shall be accepted for assessing the eligibility of tender.

However, the certificates issued by a Public Limited Company / Non-governmental Organization must be supported by TDS certificates in support of value of work done by the tenderer.

i) Even though an applicant may satisfy the eligibility criteria, IIMC reserves the right for not issuing the tender document if the applicant has record of poor performance such as abandoning work, not properly completing the work, delay in completion of work, poor quality of work, financial failure / weakness etc.

j) Site visit for the subject tender is mandatory. The bidders shall visit the site to Study/assess the tendered work and also acquaint themselves of the prevailing local conditions before submitting their bid. **Prospective bidders have to attend the Pre-Bid meeting compulsory, otherwise they will not be eligible for submitting tender for the scheduled work.**

The pre-bid meeting has to be attended by the agency Proprietor/Firm-Head/Company-Head /Authorized representative. In case the pre-bid meeting is attended by an authorized representative, the person concerned has to provide relevant letter of authorization from agency Proprietor/Firm-Head/Company-Head /Competent authority to attend the meeting on behalf of the Agency/Firm/Company.

k) All corrigendum and addendum issued by IIMC shall be part of tender documents and are to be submitted duly signed and stamped by the tenderer. Even if tenderer fails to submit corrigendum and addendum duly signed by him, he will be deemed to have gone through such addendums/ corrigendum if any, and no claim shall be entertained by IIMC on account of any omission /error on his part.

l)The contractor has to obtain labour license within one month from the date of issuance of work order or submission of 1st R/A Bill, whichever is earlier.

4.0 Tender documents comprising of the following:

a) Volume –I:

- a. Notice Inviting Tender
- b. General conditions of the contract.
- c. Checklist of Documents to be submitted
- d. Special terms and condition of the contract.
- e. Letter of undertaking

b) Volume –II: Price Bid with Bill of Quantity

5.0 Relevant experience certificates and other documents shall be self-attested by the tendered. Completion Certificates from clients shall be in the name of the Company who is submitting the tender. The bidder has to produce original documents for verification at the time of opening of tender or as and when demanded. The Tender of any tenderer shall be rejected if on detailed scrutiny, documents submitted along with the tender are found to be unsatisfactory/ forged and the EMD submitted by him shall stand forfeited by IIMC. The decision of IIMC in this regard shall be final and binding on the tenderer.

6.0 All Tenders shall be valid upto 90 days from the due date of submission including any extension thereof and must be accompanied by Earnest Money Deposit payable favouring, “**IIMC Construction Works Accounts**”, payable at Kolkata in form of DD. The EMD shall be valid for a minimum period of 90 days (Ninety Days) from the date of publication of Tender. Tenders submitted without EMD or with inadequate amount of EMD shall not be accepted and deemed to be rejected. However, exemption will be granted for submission of EMD to applicable firms/agencies as per Govt. of India norms.

7.0 All Tenders must be accompanied by Tender document cost payable favouring, “**IIMC Construction Works Accounts**”, payable at Kolkata in form of DD. It shall be valid for a minimum period of 90 days (Ninety Days) from the date of publication of Tender. Tenders submitted without this or with inadequate amount of EMD shall be rejected not be accepted and deemed to be rejected.

The duly signed scanned copies of the Demand Drafts along with the relevant documents need to upload on the CPPP as well as hard copies of the relevant Documents along with the original Demand Drafts need to submit in the drop down box at Engineering Division, IIMC, Kolkata.

8.0 The Terms & Conditions contained in this NIT and tender documents shall be applicable. In case of any unscheduled holiday taking place on the last day of issue of tender/submission of tender, the next working day will be treated as scheduled day and time for issue/submission of Tender.

9.0 IIMC reserves its right to take appropriate action including disqualification of tenderer(s) as may be

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deemed fit and proper by IIMC at any time without giving any notice to the tenderer in this regard. The decision of IIMC in the matter of disqualification shall be final and binding on the Tenderers.

10.0 IIMC reserves the right to accept any tender or reject any or all tenders or annul this tendering process without assigning any reason and liability whatsoever and to re-invite tender at its sole discretion. The corrigendum or addendum, extension, cancellation of this NIT, if any, shall be hosted on the IIMC website. The bidders are required to check IIMC's website regularly for this purpose, to take into account before submission of tender. All Corrigendum and addendum are to be submitted duly signed & stamped.

11.0 The price bid of those bidders whose bids have been found to be prima-face technically accepted on the basis of documents submitted along with the bid (Technical Bid) shall be opened with prior intimation to them. Hence, the participating tenderers must furnish their e-mail id and contact phone numbers on the Technical Bid.

12.0 In case of tie-tender, where two firms are bidding lowest, IIMC reserves the right to split the work among these bidders and / or IIMC will reserve the right to award the tender to any one of such bidder as deemed fit . Further IIMC does not bind itself to accept the lowest tender. The decision of IIMC in this regard shall be final and binding on the tenderers.

13.0 Tender is uploaded in CPP portal and IIMC website dated **13.01.2022**.

14.0 SUBMISSION OF TENDER

- A. 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>]
- B. 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.
- C. 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 & password.
- D. Tender documents will be available online on website <https://eprocure.gov.in/eprocure/app> which can be downloaded.
- E. Bidders may download and refer the "Instructions for Online Bid Submission" from (<https://eprocure.gov.in/eprocure/app>).
- F. 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".
- G. 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.
- H. 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.
- I. 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.

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- J. 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.
- K. 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.
- L. 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.
- M. Physical submission of the documents is to be as per the following pattern maintaining the serial mentioned herein in one envelop only (The documents may be spirally binded to avoid loss of document with page numbering. The Demand draft may be pinned up):
- i. Duly filled up self-attested Checklist issued with NIT.
 - ii. Letter of Undertaking for acceptance of tender conditions
 - iii. Original Demand Draft for Earnest Money
 - iv. Original Demand Draft for Tender document fee.
 - v. The self-attested copy of Notice Inviting Tender.
 - vi. Photocopy of Valid Trade License
 - vii. Photocopy of GST Registration Certificate and latest return (GSTR 1)
 - viii. Photocopy of Permanent Account Number
 - ix. Photocopy of Income Tax Return (Acknowledgement) for last three assessment years.
 - x. Photocopy of Audited Balance sheet of the bidder as per ITCC or Profit & loss statement for last 3 year.
 - xi. Photocopy of Solvency Certificate.
 - xii. Photocopy of ESIC Registration.
 - xiii. The self-attested copy of General Rules and Directions for the guidance of Contractors.
 - xiv. The self-attested copy of General Conditions Of Contract.
- N. IIM CALCUTTA reserves the right to cancel the tenders before submission/opening of tenders, postpone the tender submission/opening date and to accept/reject any or all tenders without assigning any reasons thereof. IIM CALCUTTA's assessment of suitability as per eligibility criteria shall be final and binding.

15.0 Contact details for site related Queries /Visit:

- a. Shri Jagannath Pati
- b. Shri Sudipta Saha

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D.H.Road, Kolkata – 700104.
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