



**INDIAN INSTITUTE OF MANAGEMENT NAGPUR  
VNIT CAMPUS SOUTH AMABAZARI ROAD, NAGPUR-440010**

**Indian Institute of Management Nagpur invites proposals for the work mentioned below**

**Tender Notice No: IIMN/Projects/2018-19/02 dated 12-06-2018**

**TENDER DOCUMENT**

**To carry out topographic, contour and demarcation survey of land allotted to IIM Nagpur at Plot No-01, Sector-20, MIHAN notified area Khapri, Nagpur. (Area 132 Acres approx.)**

Client

Chief Administrative officer  
Indian Institute of Management Nagpur – 440010  
Email:procure@iimnagpur.ac.in  
Phone no:07127102381/2360

## **GENERAL**

This specification covers the technical requirements for carrying out “**Topographical Survey**” for the entire area/areas indicated for locating the IIMN campus. The work shall be executed in accordance with the specification and good standard of practice necessary to fulfill the objectives of the survey work strictly in accordance with the instruction and satisfaction of the Engineer-in-charge.

**Site location: Plot no-01, Sector -20, Notified area of MIHAN, at Dahegaon Nagpur-441108**

## **SCOPE**

The scope of work includes the following.

- Carrying out topographical survey and preparation of plans (maps) and report of the entire area/areas indicated in price bid
- Carrying out detailed topographic survey of the entire area to map all surface features like roads, existing buildings, telephone poles, electric poles, high tension lines, trees (having girth more than 0.3m), structures, huts, wells , dence plantation etc. within the site boundary.
- Carrying out bench mark (GTS / any other reference bench mark approved by the engineer-in-charge) to site/sites under survey by parallel levelling, establishing and constructing bench mark, grid and reference pillars in the field.
- Spot level survey of the entire area/areas at specified intervals and development of contours.
- Carrying out detailed contour survey with 1” accuracy to get the levels of various points for generating contours of the area at 0.5 m interval. Instruments to be used Differential Global Positioning System (DGPS) and Electronic Total Stations or drown shall be used for carrying out the survey work. Contractor has to submit the survey methodology and accuracy, if any, clarified at site only. ISO 9001-20
- Carrying out cross-section of canal/nallah as specified in the schedule of quantities by taking spot levels at the 5m interval or less depending upon the site conditions and instructions of the engineer-in-charge.
- Providing survey instruments, construction equipment, tools & plants, materials, labours, qualified surveyors, clearance of jungles, cutting of trees, earthwork, scaffoldings, transport, supervision by competent engineers/surveyors, full insurance and all other incidental items as may be necessary for successful completion of the surveying, mapping and construction works etc.

- Furnishing all field data and drawings on CD apart from hard copies
- Furnishing survey report as described in details in the succeeding paragraphs is also included in the scope of work

**Qualification of the Bidder The qualifying criteria is as under:**

- Topographic Survey with contour & mapping using Electronic Total station and /High Definition Survey (HDS) and experience of having successfully completed similar works during last 3(Three) years. Attach- Copy of Proprietorship OR Partnership Deed **OR** Memorandum of the Articles of Association or company incorporation/surveyor license/PWD registration
- Please attached PAN & GST No.
- One similar completed work is costing not less than 80% of the present estimated cost i.e. Rs. 5.00 lakhs. The bidder has to furnish necessary documentary evidence in support of this.
- The bidder shall submit the successful completion certificate from the owner of land /organization for which the bidder has done the work. Attach-Work Order Copy / Work Completion Report.
- Financial Stability of Bidder - The firm must be a profit making organization for last three consecutive years as on 31.03.2017. Signed copies of audited and duly certified by the Chartered Accountant balance sheet and profit & loss account of last three consecutive years ended 31.03.2017. (Simply undertaking by the bidder or CA certificate in lieu of the balance sheet and profit and loss statement will not suffice the purpose)
- The bidder should have sufficient number of skilled and competent manpower. The bidder should submit the qualification of the manpower to be used for survey

## **TENDER DRAWING**

The enclosed ANNEXURE-B indicate the tentative location of the area/areas to be surveyed for locating the project. The work shall be carried out as per the instructions of the engineer-in-charge.

The bidder must visit the site prior to submitting his quotations to acquaint himself fully with the nature, type, scope of work and involvement therein. The rates quoted shall remain firm during the entire period of execution till completion of the work and any additional claim for lack of knowledge shall not be entertained

## **SPECIFICATION**

The work shall be executed according to the specification and good standard of practice necessary to fulfil the objectives of the survey work strictly in accordance with the instruction and satisfaction of the engineering- charge.

The specification shall be read in conjunction with the description of items in the schedule of quantities. The bidder shall refer to the employer for any discrepancy which may exist between the drawings, specification and corresponding items of the schedule for clarification before submission of quotation and the employer's decision as to the clarity of the point raised shall be final and binding on the bidder

The work at site shall be carried out under the full-time supervision by a qualified engineer or a senior surveyor. The engineer or senior surveyor shall be responsible for and capable of coordinating the work of the surveying teams, setting out the work accurately, identifying immediately and positively the type of instruments to be deployed and the methodology of surveying to achieve speed and accuracy in the work and shall be fully conversant with the theory and techniques of traversing, triangulation, spot levelling survey work etc. covered by this contract

## **TOPOGRAPHICAL SURVEY AND MAPPING**

Positions both in plan and elevation of all natural and artificial features of the area like waterways, railway tracks, trees, cultivation, houses/any structure, fences, pucca and kutcha roads including culverts and crossings, foot tracks, other permanent objects like telephone posts and transmission towers etc. are to be established and subsequently be shown on survey maps by means of conventional symbols (preferably symbols of Survey of India maps). All earth deposits, depressions, hills and valleys within the area/areas are to be surveyed and plotted on maps by contours. Necessary that levelling work of the entire area/ areas are to be surveyed and plotted on maps by establishing horizontal location so location and sketching of contours for the area/ areas can be done at specified intervals and in specified scales on maps. In case of

steep slopes and dense jungle etc. where gridding is not possible, the method of survey, contour intervals etc. shall be decided by the Engineer-in-charge at site. Any unusual condition or formations on the ground, location of rock outcrops and springs/falls etc. shall also be noted and plotted on the maps.

The field work shall be done with total station equipment in the following steps.

1. Establishing horizontal and vertical controls and locating reference grids and benchmark in the area.
2. Surveying for establishing spot levels and plotting contours. grids and bench mark in the area.
3. The grids for the survey work shall be established in N-S & E-W direction corresponding to magnetic north or the plant north as directed by the Engineer-in-charge.

### **PREPARATION & SUBMISSION OF SURVEY MAPS**

The contractor shall submit survey maps of the site in 1:1000 scale indicating grid lines and contour lines, demarcating all permanent features like roads, railways, waterways, buildings, power lines, natural streams, trees etc. Project area should have two originals, one showing spot levels and contours (with contour line interval of 1m) with grid lines and other with grid lines, contour lines and permanent features.

The contractor shall submit three copies of all the maps for review and approval of the engineer-in-charge. After approval, 6(six) prints of all the final maps along with a set of the originals on polyester base film and a CD shall be submitted. Copies of the maps shall be submitted in proper flappers and original polyester base drawings should be handed over in proper cardboard covers indicating index of drawings.

Payment shall be made on the area actually surveyed as covered by the plan

### **SUBMISSION OF FIELD DATA AND REPORT**

Contractor shall submit all data pertaining to the survey in original to the Engineer-in-charge.

All field data shall be submitted to the engineer-in-charge from time to time as per progress of the work.

Three copies of draft report shall be submitted on the completion of the field work for review and approval of the engineer-in-charge. The report should give the introduction of the site, methodology adopted for surveying the areas, calculation of errors, transfer of bench mark and any other calculation required for surveying and preparation of the survey maps

Details of trees with their name, numbers and girths shall also form part of the survey report.

The survey report should also cover the following.

- General site observation such as location of access roads, river, pond and nallah courses, irrigation canals etc.
- Presence of any well and /or tube well in the site and water level in them shall also be indicated.
- Whether there are any rock outcrops in the site.
- Existing drainage pattern of the site, possibility of waterlogging and high flood level of the area.
- Final survey report shall be submitted in 2 copies of standard A4 size sheets properly bound and printed using good quality paper and material.

**RESPONSIBILITY FOR ACCURACY OF PROJECT PROPOSALS:**

The Survey Agency shall be responsible for the accuracy of the data collected, and the drawings prepared by him as a part of the project. He shall indemnify the client against any inaccuracies in the work, which might surface out at the time of implementation of the project. In such cases Survey Agency will be responsible to correct the drawings including resurvey, investigations as required at his own cost.

**CLEARANCE OF JUNGLES AND CUTTING OF TREES**

Clearance of jungles and cutting of trees as required to facilitate the survey work also form part of the contract. Necessary permission of concerned public bodies shall be secured by the owner. The contractor shall ensure that minimum amount of jungles is cleared and trees are properly cut under the direction of public bodies. The trees and jungles as cleared shall be stacked and handed over to the engineer-in-charge/ owner. No extra payment is admissible under this account

**Water & Electricity:**

The agency shall make his own arrangement for water & electricity on site.

**INSPECTION**

The contractor shall make all arrangements of men, material, instruments, surveyors, necessary records and field data etc at the work site for checking of the work to the satisfaction of the engineer-in-charge or his authorized representative during the progress and on successful authorized representative during the progress and on successful completion of the work. The contractor shall intimate well in advance before final decamping from work site so that the final work can be inspected by the engineer-in-charge. This will form a part of acceptance of the work for release of payments.

**Notice inviting Tender and schedule of Events**  
**Part - 1 Pre-Qualification**

Sealed tenders are invited from bonafide, experienced & reputed contractors of financial standing for the job given below:		
Clause No.	Title	Description
101	Name of work	<b>To carry out topographic, contour and demarcation survey of land allotted to IIM Nagpur at Plot No-01, Sector-20, MIHAN notified area Khapri, Nagpur. (Area 132 Acres approx.)</b>
102	Reference No.	IIMN/Project/2018-19/02 dated 12-06-2018
103	Details of bidder	Annexure- A is to be filled, duly signed and stamped and submitted along with the tender.
104	Tender submission cost	Not applicable
105	Earnest Money Deposit (EMD)	Not applicable
106	Contract Period	45 days from the date of issue of work order OR date of approval by Engineer in charge (Whichever is later). Extendable for the reasons beyond contractor's control and upon Engineer's recommendation.
107	Liquidated Damage	Delivery shall be considered complete when full quantities of all items are in fully functional condition at designated delivery location as per the instruction of the representative of IIMN for late delivery (LD) the liquidity damage shall be @1% of the contract amount per week delay. Maximum up to 5%. Beyond 5 weeks of delay order will be deemed cancelled
108	Initial Security Deposit (ISD)	Security deposit (SD) @ 5% should be deducted from final bill.
109	Running Security Deposit (RSD)	Not Applicable
110	Interest on Security Deposit	No interest will be paid on any deposit
111	Release of RSD	Not Applicable
112	Release of ISD	After six months form submission of final report.
113	Defect Liability Period	Not Applicable.
114	Issue of the bid Document	To be issued from IIM Nagpur office, from 13/06/2018 to 25/06/2018 up to 5.00 P.M The tender documents shall also can be downloaded by the bidder. Downloaded version

		can also be submitted by the bidders. However if any of the dispute arises concerning the text of the tender document in the download version the hard copy available at IIM Nagpur office would be treated as the authentic one and shall prevail for all purposes. <b>Any change in the tender document and important notifications will be notified in the website.</b> So the bidder are requested to keep a close watch on the website on regular basis till the award of the work.
115	Pre - Bid meeting venue followed by site visit	20/06/2018 at 3.30 PM,IIM, Nagpur ,VNIT Campus South Ambazari Road Nagpur-440010
116	Submission of Bid Documents	Last date of submission of bid By 3.00 pm on 27/06/2018 at Project Manager office IIM Nagpur, VNIT Campus, South Ambazari Road Nagpur-440010
117	Opening of Bids	<b>PART-I</b> i.e. Technical bid shall be opened on 27/06/2018 at 3.30 P.M in the presence of authorized attending representatives of contractors. <b>Part-II</b> (Price Bid) of the Pre-qualified bidders shall be opened at the same day or later date. Information to the bidders will be provided through website and email to the prequalified bidders
118	Essential Technical Requirement	Particulars of bidders (Annexure A) Copy of PAN Copy of GSTIN registration PF, ESIC, etc. if applicable. Please attached company incorporation or Relevant documentary evidences).The right to accept the contracting business of the vendor will rest with IIMN
119	Conditional Bids	Conditional bids or Bids based on the process / basic schemes other than mentioned and / or not conforming to the technical specifications / requirements of the Bidding documents will not be considered.
120	Contract Agreement	IF REQUIRED BY IIM-Nagpur, the successful Bidder has to execute a contract Agreement with IIM-Nagpur on the non-judicial stamp paper of Rs. 100/- (Rupees One hundred only). The cost of stamp paper shall be borne by successful Bidder. IIM-Nagpur reserves the right to amend the terms & conditions of contract after Mutual discussions and shall only be in writing. Contract Agreement format enclosed as per



121	Insurance	The bidders have to take the responsibility of its manpower, material & workmen. For any incidental loss IIM Nagpur will not be held responsible. The successful bidder has to indemnify IIMN for any consequential loss arising out of the negligent act.
122	Work and risk cost	The Institute reserves the right to get the whole or part of the work executed by some other agency at the risk and cost of the contractor if it is found that the quality and/or the progress in respect of whole or part of the work is not satisfactory.
123	Indemnity	The Contractor shall indemnify and keep indemnified the Institute against all losses and claims for injuries and or damages to any person or property. The contractor shall abide by and observe all statutory laws and regulations in matters of Labour Law, Factory Act, Explosive Act, Workmen Compensation Act, Sales Tax, Royalty, Excise Duty, Octroi, Works Contract, etc. and shall keep the Institute indemnified against all penalties and liabilities of every kind for breach of any such statute ordinance or law/regulations or Bylaws. <u>The Contractor shall not employ child labour.</u> Payment to workers must be according to Minimum wages act.
124	Compliance with owners rules and regulations	The Contractor shall comply with all norms stipulated by the Owner such as Gate Passes, Checking, Maintenance of Cleanliness, Discipline & Decency at and Around the work site, Safety Precautions and Safety Regulations.
125	Arbitration	All disputes regarding quality, specifications and rates shall be tried to be settled mutually by making references to conditions of contract documents or prevailing local practices, etc., but if not settled mutually, shall be referred to arbitration subject to relevant Arbitration and Conciliation Act 1996. and its amendments, modifications to-date. Arbitration cost to be shared equally by the owner and the contractor.
126	Authorization	The Contractor shall submit to the Institute the names and reason and specimen signatures of the persons authorized by him to draw materials, sign joint measurements, bills, receive payments, receive instructions/notices, etc. on behalf of the Contractor.
127	Safety and Security	Contractor shall abide by the safety code provisions as per safety code framed from time to time by the government.

128	Prices, Taxes & Duties	The Bidder should quote firm prices/ rates inclusive of all Taxes like Duties, Levies, Personal Tax, Corporate Tax, worker welfare cess, etc. and all other expenditure required to be incurred by him/her for providing required construction work etc. during the contract period as indicated under his contract and afterwards no variation on any account unless otherwise specifically mentioned will be allowed. (The contractor will indemnify IIM-Nagpur against all statutory liabilities present and future, arising out this contract.)
129	Bid Validity	The bid submitted by bidder shall remain valid for a period of THREE (3) Months from the date of opening of offer. Bidder shall not be entitled during this period to revoke or vary the content of Bid or any term thereof. In such case of making any variation subsequent to submission of bid at their own, the offer shall be treated as "REJECTED."
130	Award of similar type of work on same rates	Upon mutual consent, the client may award another similar type of work in campus based on this rates to the contractor, for which the rates may be valid up to ONE year from the date of issue of WORK ORDER.
131	Access to site	The Contractor shall allow unhindered access to the Institute and/or any other party or person, engaged by the Institute to work at the same site and/or to check/ regulate / watch /guard/ measure/inspect, solely or jointly with the Contractor.
132	Rejection of bid(s)	The Owner reserves the right to reject any or all the tenders relating to the work under this Tender Document without assigning any reason whatsoever.
133	Quantom of work	This contract is basically an item rate contract. The quantities given in the "BILL OF QUANTITIES" (Part-2, Price Bid) are approximate only and may vary in actual course of execution in a range of +/- 5% to +/- 10 %. as the case may be. The Contractor is therefore, advised to quote very carefully. No claim for compensation from the Contractor shall be entertained due to any variation in quantities (irrespective of the quantum of variation) OR deletion of any item. The rates fixed for a particular year shall remain same through the year. Actual executed quantities shall be measured and paid.

134	Assignment and sub-contracting	The Contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of on unavoidable circumstances, the contractor shall be able to do it with approval of the owner of premises. However, the job shall be sublet only to the party approved by the owner.
135	Misconduct	The Contractor shall keep the Owner indemnified from and against all personal and third party claims whatsoever arising out of any commission or omission by Contractor or his employees, or representatives as the case may be.
136	Inspection and testing by IIM-Nagpur	The Owner shall be entitled to inspect and / or test by itself or through any of its representative or an independent agency any premises of the Contractor and materials stored therein for use pursuant to the Contract and/or any ingredient to be used. If any material, item or component intended to be used for the work is found to be unsatisfactory (in which matter the decision of the Owner or his authorized representative shall be final), the Contractor shall not use such material and shall keep the Owner indemnified from and against any claim.
137	Interpretation	The Special conditions of Contract shall be read in conjunction all other documents forming of this contract. Notwithstanding the sub-divisions of the documents into these separate sections, every part of each shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.
138	Vacation of the premises	The Contractor shall give vacant possession of the facilities/premises made available to the Contractor by IIM-Nagpur and return all furniture, fixture, equipment, and other items made available by IIM Nagpur in good condition after the contractual period is over or if the contract is earlier terminated. Handing over of the vacant possession of the premises and equipment etc. shall be effected within 15 days of the completion of the period of contract or termination of the contract. If the Contractor fails to do so, the Owner shall be free to take possession of the premises by opening lock(s), if necessary, and make out an inventory of all furniture material and equipment and shall be free to deduct from the Contractor's bill(s) or security deposit, any item found to be missing at the replacement cost of the material/equipment, furniture etc. given to the Contractor by the Owner.
139	Water	Not Applicable

140	Electricity	Not Applicable
141	Payment of Bills	Payments will be made by crossed account payee cheque only OR e - payment.
141.1	Advance against material on site	Not Applicable
141.2	Running Account Bills	Not Applicable
141.3	Final Bill	Payments will be made within 30 days of submission of bills provided the bills are complete and duly authenticated by the specified Officer(s) of the Owner or Project Manager after completion of the work in all respect.
142	Escalation / De-escalation of rates	Prices/Rates quoted will be firm during the entire duration of contract
143	Basic Rates	Basic rates mentioned (if any) in the tender are FOR IIM Nagpur Campus. Difference will be paid OR deducted for the payment to the contractor upon submission of documentary proof if otherwise
144	Non tender items/ Extra Items	In case of items which the contractor has to execute which are not covered in the tender, the rates shall be paid based on rate analysis duly certified by engineer in charge and the profit margin would be 15% inclusive of all taxes EXCEPT GST as applicable
145	Scope of Work	1. Demarcation of the land as per the coordinates given by the client. 2. Carrying out detailed topographic survey of the entire area to map all surface features like roads, existing buildings, telephone poles, electric poles, high tension lines, trees (having girth more than 0.3m), structures, huts, wells etc. within the site boundary. 3. Carrying out detailed contour survey with Total Station of 1" accuracy to get the levels of various points for generating contours of the area at 1.0 m interval. 4. Preparing computerized drawings and submitting five set of color prints and one soft copy complete. 5. Demarcating and verifying the plot boundary as per co-ordinates given by IIMN/MADC. Instruments to be used: Differential Global Positioning System (DGPS) and Electronic Total Stations or drown shall be used for carrying out the survey work. Contractor has to submit the survey methodology and accuracy, if any, clarified at site only. ISO 9001-20

146	Exit Clause	The vendor has to complete the works within the time schedule mentioned at clause No.106, and on failing to do so, the vendor shall be notified on expiry of such delivery schedule. Even after such notice, if the vendor fails to complete its work to its entirety and hand over the same to IIMN for its use within two weeks form the date of issue of such notice, the order/contract shall deemed to be cancelled without any further notice to the vendor. Notwithstanding anything in this clause, IIMN shall be at its liberty to impose LD/penalty as mentioned in clause no.107 on the vendor as it deemed fit. The vendor shall not be allowed to remove any material pertaining to incomplete work, and IIMN shall not be liable to make any payment for the incomplete work."
147	Force Majeure	If the whole of any part of the performance by the Parties of any part of their respective obligations hereunder is prevented or delayed by causes, circumstances or events beyond the control of the Parties including delays due to floods, fires, accidents, earthquakes, riots, explosions, wars, hostilities, acts of government, custom barriers, or other causes of like character beyond the control of the Parties, then to the extent the Parties shall be prevented or delayed from performing all or any part of its obligations hereunder by reason thereof despite due diligence and reasonable efforts to do so notwithstanding such causes, circumstances or events, the Parties shall be excused from performance hereunder for so long as such causes, circumstances or events shall continue to prevent or delay such performance.
148	Taxes, Labour laws and Other regulations	The Contractor will be exclusively responsible to meet and comply with all legal requirements related to the work.
148.1		The Contractor shall accept and bear full and exclusive liability for the payment of any and all existing taxes of the Central or State Government or of any other authority with respect to the contract or any item sold or supplied pursuant thereto or anything done or service rendered pursuant thereto.
148.2		
148.3		Any legal matter or issues arise, and all court matters if arise for this contract are subjected in Nagpur courts jurisdictions only.

149	Pre-qualification requirements	Agency to submit the documentary proof in support for the eligibility criteria mentioned below. A simple undertaking by the agency for any of the above points shall not be considered for evaluation
149.1		Not applicable
149.2		The applicant must have GST registration and PAN No as applicable to this contract from time to time(Please submit self-attested copies of relevant documents)
150	Bid format	The bid shall be submitted in order as follows.
	Sealed Envelope - 1	Legible copies of documents mentioned in 149.1 & 149.2 duly self-attested by bidder to be submitted along with the P Q BID documents
		PQ documents as issued from IIMN office or download from IIMN website to be submitted and must be stamp with bidder seal & signature
		Relevant experience certifications as per PQ criteria
		Copy of GST registration and PAN no.
		Any other information bidder would like to attach.
	Sealed Envelope - 2	Price bid documents issued from IIMN office or download from IIMN website to be filled and signed with bidder stamp
151	System of Bid Evaluation	Price BID of only those bidders who qualify in Pre-qualification process will be opened at a subsequent date.
152	Precedence Clause:	In the case of any ambiguity in interpretation, the Price bid will supersede the Pre-Qualification bid and decision by Project Manager (A&C), IIMN on the interpretation of the entire contract terms and conditions will be final and binding to all.
153	Mathematical error	During the opening of price bids the total quoted amount will be declared. However, during calculation verification if there is any error found in total amount, the agency will be called for clarifications. The rates quoted by the agency will be considered firm and hence the amount will be worked out by multiplying the rate with quantity. The rate will not be allowed to be changed in any case. However, decision by Asst. Manager (A&C ), IIMN on the interpretation of the entire contract terms and conditions will be final and binding to all.

## INSTRUCTIONS TO THE BIDDERS

- The rate should be including of all taxes, duties, levies, etc. Accordingly fill up “**part II – price bid**” quoting price and submit duly signed and sealed.
- Bids shall be valid for a period of 90 days from the date of opening of bids.
  
- The Tenders should be addressed to **The Project Manager”, INDIAN INSTITUTE OF MANAGEMENT NAGPUR (IIMN), VNIT Campus, south ambazari road, Nagpur 440010”** should be enclosed in **two (02) separate envelopes**:
  - **Part – I:** Tender document with all relevant papers duly signed. The envelope should be super scribed as “**Technical Bid for: To carry out topographic, Contour and demarcation Survey of land allotted to IIM, Nagpur on Plot No-01, Sector-20, notified area of MIHAN Khapri, Nagpur “**
  - **Part - II:** Comprising of Price Bid and the envelope should be super scribed as “**Price Bid for “To carry out topographic, Contour and demarcation Survey of land allotted to IIM, Nagpur on Plot No-01, Sector-20, notified area of MIHAN Khapri, Nagpur “**
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- Any other condition laid etc. by the bidder in price bid will make the tender liable to be rejected.
- Tender documents complete in all respect in a big envelope superscribed as “**Price Bid for: To carry out topographic, Contour and demarcation Survey of land allotted to IIM, Nagpur on Plot No-01, Sector-20, notified area of MIHAN Khapri, Nagpur “**along with the above mentioned two envelopes should be submitted at **INDIAN INSTITUTE OF MANAGEMENT NAGPUR (IIMN), VNIT Campus, south ambazari road, Nagpur 440010”**. Bids will be opened on due date and time as indicated in the presence of the available bidders or their representatives.
- The successful bidder may visit site before submission of the tender. The successful bidder should submit tender documents / credentials – PAN, GST registration no. etc. along with the tender.
- Payment will be released against proof of supply of material, successful installation and commissioning certified by engineer-in-charge of IIMN and on submission of Invoice along with Challan etc. after successful completion of the job with full satisfaction of the Engineer-in-Charge. The quoted rate should be firm throughout the period till the handover of the total job completed in full.
- In the case of any dispute, Director, IIMN shall be the sole arbitrator and his decision shall be final & binding on both the parties.
- Director, IIMN reserves the right to reject or to accept any tender as whole or in part without assigning any reason thereof. It will also not be obligatory on IIMN to accept the

lowest quotation and no explanation shall be given with regard to reason for rejection of quotation of any bidders.

- All the documents submitted (whether original or photocopy) with the bid must be legible and signed by the bidders, otherwise the bid is likely to be rejected.
- Prices indicated on the Price Schedule shall be entered in the following manner: -
  - i) The price of respective items shall be quoted as total price (inclusive of all taxes and levies, freight, installation etc what so ever for complete work).
  - ii) The bidder shall quote only one price for each item and if more than one price is quoted under different options the bid shall be liable to be rejected.
- Any bid received by IIMN, after the deadline for submission of bids prescribed by the IIMN, shall be rejected and returned unopened to the bidder.
- The person signing the tender form or any other documents forming part of the contract on behalf of the Bidders shall be deemed to warranty that he has authority to bind the Bidders. If subsequently comes to light that the person so signed had no authority to do so, the Director, IIMN may without prejudice to any other civil & criminal remedies cancel the tender and hold the Bidders liable for all costs, charges and damages.
- All the columns of the tender shall be duly, properly and exhaustively filled in. Any cutting/overwriting etc. in the tender must be signed by the person who is signing the tender. The rates and units shall not be overwritten. The financial part in the bid shall always be both in figures and words. In case of discrepancy in words or figures, the amount least between the figure and word will be treated as final.
- No extra payment shall be paid on account of any discrepancy in nomenclature of items. The Bidders shall seek clarifications if any before submitting the tender.

While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any Bidders stipulates any condition of his own, such conditional tender is liable to be rejected.

Bidders shall take into account all costs including installation, commissioning, cartage etc. for giving delivery of material at site i.e. INDIAN INSTITUTE OF MANAGEMENT NAGPUR (IIMN), VNIT campus, south ambazari road, NAGPUR – 440010 before quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.
- The rate quoted above should be inclusive of basic price, statutory levies and taxes, duties, packing, forwarding & transportations etc. up to the site i.e. IIMN, NAGPUR.
- Rates should only be quoted in the accounting units (A/U) mentioned in above format. Rates must be quoted clearly on free delivery basis at IIMN, Nagpur.
- Any exemption of duties/taxes required should be indicated.



**Terms & conditions**

Rate shall be inclusive of all taxes ,transportation of plant and machinery at MIHAN site, etc
Actual quantity of survey work can be measured as per the co-ordinates submitted by IIM/MADC and plot boundary measured and paid. (No extra payment to be made other than survey work or as per price bid sheet)
Contractor shall calibrate the survey instruments and submit the copy of calibration report to IIM, Nagpur like Total station, DGPS/Drown ,etc
Contractor shall provide detailed survey report mentioning existing plot boundaries, roads, electrical poles, HT line/ electric line and their alignment, water bodies, Nallah, existing trees poles and soft copies of drawings in Auto cad format as well as 5 Nos coloured hard copy set in A0 size print.
IIMN will not provide any supporting items like Survey instrument, plant & equipment which contractor needs to bring at the site and keep at safe place.

## Annexure A

**PARTICULARS OF BIDDER**

SR.NO	DEACRIPTION	
1	Name of the bidder	
A	Trade Name (in Block letters)	
B	Status of the Bidder (Proprietorship/Partnership/LLP/Limited Co.) In Block letters)	
C	Name of Proprietor/Partners/CEO/Directors ( In Block letters)	
2	Postal Address	
3	Telephone No.	
4	E-mail / Website address (if available)	
5	payment details and amount (if applicable)/MSME or NSIC Regn. No.	
	a)Tender Fees	
	b)EMD	
	c)MSME/NSIC Regn. No. (If applicable) (Enclose self-attested photocopy)	
6	Name of the Banker, Branch Name & address (In Block letters) (For e-payment purpose)	
7	PAN (Enclose self-attested photocopy)	
8	GSTIN (GST Registration No.) (If applicable) (Enclose self-attested photocopy)	

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/quotation/NIT as stipulated in the tender notice No IIMN/Project/2018-19/02 dated 12/06/2018 accordingly, I/ we accept the terms and conditions and hereby offer the rates for **“To carry out topographic, contour and demarcation survey of land allotted to IIM, Nagpur on Plot No-01, Sector-20, notified area of MIHAN Khapri, Nagpur “** as per Price Bid

Signature \_\_\_\_\_

Date \_\_\_\_\_

Official seal of bidder \_\_\_\_\_

