

Tender no: IIMN/CAO/07/2017-18 dated 26/12/2017



**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 DOCUMENT**

**Providing and Fixing Aluminium Partitions for faculty offices in faculty interaction area at IIM Nagpur.**

Client

Chief Administrative officer

Indian Institute of Management Nagpur – 440010

Email:procure@iimnagpur.ac.in

Phone no:07127102349/2360

**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	Providing and Fixing Aluminium Partitions for faculty offices in faculty interaction area at IIM Nagpur.
102	Reference no.	IIMN/CAO/07/2017-18 dated 26/12/2017
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 completion of defect liability period.
113	Defect Liability Period	12 months from the date of completion of the work certified by IIMN Engineer- in -charge.
114	Issue of the bid Document	To be issued from IIM Nagpur office, from 26/12/2017 to 05/01/2018 up to 5.00 P.M It can be uploaded on the website also. 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 te website on regular basis till the award of the work.
115	Pre - Bid meeting followed by site visit	Not Applicable
116	Submission of Bid Documents	Last submission By 3.00 pm on 08/01/2017 at Estate 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 08/01/2017 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.
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 Annexure B
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 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	Free of Cost at one point by IIM-Nagpur

140	Electricity	Free of Cost at one point by IIM-Nagpur
141	Payment of Bills	Payments will be made by crossed account payee cheques 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 Architect 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	Method of Measurement	Not applicable
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		
148.2		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.
148.3		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		The applicant should be in good quality furniture/ Aluminium/ construction business for a minimum period of THREE years as on 31.03.2017.(Please attached company incorporation or Relevant documentary evidences).The right to accept the contracting business of the vendor will rest with IIMN.
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
	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 Asst. 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 “**Shri. Lt. col. M.V Alur (Retd), CAO, 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. Providing and Fixing Aluminium Partitions for faculty offices in faculty interaction area at IIM Nagpur**”
  - **Part - II:** Comprising of Price Bid and the envelope should be super scribed as “**Price Bid for. Providing and Fixing Aluminium Partitions for faculty offices in faculty interaction area at IIM Nagpur**”

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 “**Providing and Fixing Aluminium Partitions for faculty offices in faculty interaction area at IIM 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. However, statutory levies and taxes, duties, packing, forwarding & transportations charges shall be indicated separately.
- 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.

**PARTICULARS OF BIDDER**

“Tender for Providing and Fixing Aluminium Partitions for faculty offices in faculty interaction area at IIM Nagpur.

IIMN/CAO/07/2017-18 dated 26/12/2017

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. Name of the Banker, Branch Name & address  
(in Block letters) (for e-payment purpose) \_\_\_\_\_

6. PAN (Enclose self-attested photocopy) \_\_\_\_\_

7. GST No. (if applicable) (Enclose self-attested photocopy) \_\_\_\_\_

8. Trade License/Business License/CIN (if applicable)  
(Enclose self-attested photocopy) \_\_\_\_\_

9. Lab. Licence/EPF/ESIC Reg. No. (if applicable)  
(Enclose self-attested photocopy) \_\_\_\_\_

10. Any other Relevant Information  
(e.g. Number of Years of Experience in similar line of business / Turnover for last Financial year) \_\_\_\_\_

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/CAO/07/2017-18 dated 26/12/2017 Accordingly, I/ we accept the terms and conditions and hereby offer the rates for “Providing and Fixing Aluminium Partitions for faculty offices in faculty interaction area at IIM Nagpur. as per Price bid

**Signature** \_\_\_\_\_

**Name of the BIDDER** \_\_\_\_\_

**Date** \_\_\_\_\_

**Official seal of BIDDER** \_\_\_\_\_