

NDIAN INSTITUTE OF MANAGEMENT, NAGPUR

Estate Maintenances and Engineering Services, IIM Nagpur, VNIT campus,
South Ambazari Road, Nagpur – 440010

Ph. No. – 07127102360 Email: adminoffice@iimnagpur.ac.in Website: www.iimnagpur.ac.in



Invitation to Offer

Name of bidder & Address: Ph. No.: Email id:	Inquiry Ref. No. IIMN/CAO/ELEC/05/2020-21 dated 24-06-2020	Date of Issue/upload: 29-06-2020
	Submission of quotation: on 13-07-2020 ; by 3.00PM at IIM Nagpur Estate Office.	Offer Valid up to 120 days
	Date & time of opening of Quotation/Bid: 13-07-2020 by 3.30PM at IIM Nagpur Estate Office.	Issued by: Estate and Maintenance Dept.

Sealed quotation are invited from reputed manufacturer of RO Water Purifier/Authorized service (Kent make) provider by manufacturer, those who are authorize/ capable to supply Genuine Spare Parts of RO Water Purifier only to submit their tender to quote your minimum rates on enclosed bill of quantity. The terms & conditions of service contract are also enclosed which has to be duly signed indicating acceptance by the tenderer. **Comprehensive Annual Maintenance Contract of RO System**

Sr. no	Description of Item	Qty.	Unit	Unit Rate per month (Rs)	Total Amount per months (Rs)
1	RO System 50LPH (make- Livpure)	01	No		
2	RO System 25LPH (make- Livpure)	03	Nos		
3	RO System 25 LPH (make- Kent)	09	Nos		
4	RO System 50 LPH (make- Kent)	01	No		
		Amount			
		GST % (as applicable)			
Total Amount including Freight/Transit Insurance/Installation and all Taxes:					

Total Amount in Words: (_____)

Note: IIM Nagpur reserves the right to accept the quotation or to reject any or all quotations at any time without assigning any reasons thereof.

Sign & Stamp of Bidder / Supplier

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1. Bid Submission:

The firms participating should submit their bid in a sealed envelope super scribing tender for **Comprehensive Annual Maintenance Contract of RO System'** and send by **Speed Post/ Courier OR** drop the sealed quotation at IIM Nagpur. The quotation can be issue from IIM Nagpur estate office or downloaded from www.iimnagpur.ac.in/tender

Bids shall be submitted at IIMN Nagpur Estate office VNIT Campus, South Ambazari Road Nagpur-10

Tenderer who has downloaded the tender from the IIMN website www.iimn.ac.in/tenders **shall not alter/modify the tender form including downloaded price bid template in any manner.** In case if the same is found to be altered/ modified in any manner, tender will be completely rejected and tenderer is liable to be banned from doing business with IIMN.

Intending tenderers are **advised to visit again** IIMN website www.iimn.ac.in **regularly till closing date of submission** of tender for any corrigendum / addendum/ amendment.

The tender shall be submitted as follows:

- Pre-qualification documents
- Price bid as per Price Bid format

The offers submitted by Fax/email shall not be considered. No correspondence will be entertained in this matter.

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The terms & conditions of service contract:

PERIOD OF CONTRACT: The initial period of contract will be Six (06) months with a provision to extend the contract for further period of one years on EVERY Six (06) months basis subject to satisfactory performance, on the same terms and conditions at the absolute discretion of IIMN

However, both the Institute and the contractor shall have the right to end the contract by serving notice to the other party, three months in advance. In addition, if the contractor is found to be grossly negligent or inadequate in execution of the work, the Institute shall have full right to notify the contractor of the gross defects and to terminate the contract at any time during the contract period without any prior notice.

This is an ALL-INCLUSIVE CONTRACT i.e. including all materials labour and equipment's required for proper maintenance of RO Water Purifiers. Major activities are:

- To attend any break down calls free of charges within 24 hours of the complaint.
- The preventive maintenance service of RO's on monthly basis is mandatory by qualified/experienced technicians and record shall be maintained.
- You will replace the following in the event of break down at your own cost:
 - Their periodical servicing visits per year during the period of contract mentioned above when the R.O. water purifier will be thoroughly checked, cleaned, serviced and adjusted
 - Any additional visit during the contract period, as and when required in event of any break down of the equipment, on the limitation in this regard by the customer.
 - **Free replacement of membrane inside, sediment filter, activated carbon, post carbon/UF etc. during AMC period.**
 - **Candle should be replaced twice in year during AMC period.**

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- **Free replacement of worn-out/exhausted parts, including ultra-Violet lamp with new/rectified spares, SMPS and water pump etc. during the periodical servicing or breakdown visits during the breakdown visits during the service contract period.**
- No support of any manpower, material and cartage etc. will be provided by IIMN. All of these have to be arranged by bidder.
- **Payment will be made on monthly basis after satisfactory completion of service on presentation of bill and service report of actual work done. No advance payment will be made.**
- The variation of taxes shall be incorporated as and when such variation in taxes taken place.
- All tools, materials and plants will be arranged by the Contractor himself.
- IIM reserves the right to curtail or enhance the scope of work either by deletion of certain items entirely or by reducing/increasing the quantities of certain items as required reviewed by the Institute from time to time and therefore, the final value of the work shall be worked out and paid to the extent of work actually carried out.
- IIM, Nagpur reserves the right to terminate the agreement event without giving notice in the event performance of the contractor is not found satisfactory
- Income Tax as per the rules will be deducted from the bill and the amount so deducted will be credited to the Income Tax authority and a certificate of the amount credited will be issued by the Accounts Section of IIM, Nagpur.
- All statutory levies/charges and overheads payable to any Government authority what so ever shall be borne by the contractor. Institute accept no responsibility what so ever on this account.
- Bid with any condition including that of the conditional/unconditional rebates shall be rejected forthwith.
- No correspondence/change in commercial terms shall be entertained after opening of bids.
- All disputes arising out of the order will fall under the jurisdiction of Nagpur Court. Director, IIM, Nagpur would be the sole Arbitrator for resolving all disputes and his decision would be binding on both the parties

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- Variation in Quantities: The quantities given in the bill of quantities are subjected to variation to any extent. No claim shall be entertained on this account whatsoever it may be.
- Tender received without required supported document as per tender notice may be rejected.
- If the tenderer fails to start the work within 10 days of receipt of letter of acceptance, the work shall be withdrawn.
- The validity of the tender shall be at least 120 days from the date of opening of tenders.
- **Tenderer are advised to physically see the volume of work at work place before quoting the rates. No deviation of rates or new conditions of contract will be accepted after award of the work.**
- The tenderer shall be entirely responsible for the safety of the worker during execution of work and will provide necessary safety devices to their workers
- The tenderer shall be fully responsible in respect of any damages or compensation in respect or in consequence of any accident/injury/death to any workman without involvement of IIM, Nagpur.
- Conditional tenders including that of the conditional/unconditional rebates shall be rejected forthwith.
- Cost of all components and spares shall be borne by the contractor during the AMC period.
- Supply of all spares parts and materials which are necessary for running the units will be provided by the contractor.
- All needed repairs, servicing and replacement of the parts assemblies or any other item in the system as may be needed from time to time at total expense of contractor.

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Technical Details

The tenderer should provide the following details;

- Manufacturer of RO Water Purifier/Authorized service (Kent make) provider by manufacturer, those who are authorize.
- PAN Card
- GST Number.
- Registration of the firm
- Details of Work experience and past performance.
- Any other technical information the tenderer wishes to furnish.

Sign & Stamp of Bidder / Supplier

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Annexure'A'

PARTICULARS OF BIDDER

1	Name of the Bidder	
	a. Trade name	
	b. Status of the bidder (Proprietorship/Partnership/LLP/Limited Co.)	
2	Postal address for communication	
3.	Telephone numbers	
4	Email address	
5	PAN No. (Enclose self-attested copy)	
6	GST No. (Enclose self-attested copy)	
7	Registration of the firm (Enclose self-attested copy)	

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this enquiry/ as stipulated in the enquiry no. IIMN/CAO/ELEC/05/2020-21 dated 24-06-2020. Accordingly, I/ we have visited and inspected the sample available with institute and accept the terms and conditions and hereby offer the rates for **Comprehensive Annual Maintenance Contract of RO System.**

Name of the BIDDER _____
Signature of authorized person _____

Official seal of BIDDER