

IIMN/108/2021-22/11 dated 20.12.2021



IIM NAGPUR
भारतीय प्रबंध संस्थान नागपुर
Indian Institute of Management Nagpur

INDIAN INSTITUTE OF MANAGEMENT NAGPUR



TENDER DOCUMENT

Supply and installation of Electrical Equipment at IIM Nagpur

Part-1 Technical bid

Client

CAO

Indian Institute of Management Nagpur – 440010

Email : purchase@iimnagpur.ac.in

Phone no. 0712-7102358/7030937782, 0712-7102396/7875832307



NOTICE INVITING TENDER (Offline mode)

Tender no: Ref. No. IIMN/108/2021-22/11 dated 20/12/2021

1. Bids are invited under two bid system for **Supply and installation of Electrical Equipment at IIM Nagpur** for Indian Institute of Management Nagpur (hereinafter to be referred as "IIMN") at MIHAN Campus, MIHAN, Nagpur. The bids are to be submitted in a sealed envelope as per the timelines below. Tender Document is available on IIMN Website- www.iimnagpur.ac.in

Bid Publishing Date	20/12/2021
Last date of Bid Submission	03.01.2022; by 11.00 AM
Technical Bid Opening Date	03.01.2022; at 11.30 AM
Financial Bid Opening Date – PriceBids of only those bidders whose Technical Bids are complete in all respects will be opened.	03.01.2022 at 03.00 PM (May be changed if technical bid evaluation is delayed)

Sealed Bids (with the Tender No. clearly written on the envelope) should reach at the below address before the last date:

IIM Nagpur
VNIT Campus
South Ambazari Road
Nagpur 440010

Chief Administrative officer
Indian Institute of Management Nagpur
Ph. No 0712-710-2358/2396/2374



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Chapter 1
PART 1 – Technical Bid

Sealed bids are invited from bonafide, experienced & reputed dealers of financial standing for the job given below:

101	Name of work	Supply of Electrical Equipment at IIM Nagpur, MIHAN campus.
102	Reference no.	Tender no: IIMN/108/2021-22/11 dated 20/12/2021
103	Details of bidder	Annexure A to be filled, signed and stamped and submitted with the bid.
104	Tender fees	Nil
105	Tender processing fees	Nil
106	Earnest Money Deposit (EMD)	A Bid Security Declaration is to be submitted by the bidder in lieu of EMD. The format (Attached as Annexure B) shall be printed on the bidder's letterhead, signed and stamped by the authorized signatory and submitted with the PQ & Technical Bid.
107	Contract Period	30 days from the date of issue of Purchase order OR date of approval by Institute authority (Whichever is later). Extendable for the reasons beyond contractor's control and upon institute's recommendation.
108	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 in delivery, the order will be deemed cancelled.
109	Initial Security Deposit (ISD)	Initial security deposit (ISD) @ 3% of the Contract Value to be paid within 14 days of award of contract.
110	Interest on Security Deposit	No interest will be paid on any deposit
111	Release of ISD	On completion of defect liability period
112	Defect Liability Period	12 months from the date of installation of all the items of the contract and certified by IIMN authorities.



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113	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.
114	Insurance	The bidders have to take the responsibility of its manpower & material. 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 any negligent act.
115	Work and risk cost	The Institute reserves the right to get the whole or part of the order 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 supply is not satisfactory.
116	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 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.
117	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.
118	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.
119	Prices, Taxes & Duties	The Bidder should quote firm prices/ rates inclusive of all charges and expenditure required to be incurred by him/her for supply and installation of items as per the bid document. Please mention GST % and Rates including GST in the Price bid. Price Bids are to be filled in the given format only.
120	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."
121	Award of similar type of work on same rates	Upon mutual consent, the client may award Purchase order for the items in this tender based on these rates, for which the rates may be valid up to 1 year from the date of issue of Purchase Order.



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122	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.
123	Quantum of work	The quantities given in the "SCHEDULE OF QUANTITIES" (Part-2, Price Bid) are approximate only and may vary at the time of issue of Purchase Order. The BIDDER 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 the contract shall remain same throughout the contract period. Actual executed quantities shall be measured and paid.
124	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.
125	Interpretation	The Special conditions of Contract shall be read in conjunction with all other documents forming this contract. Notwithstanding the subdivisions 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 the complete contract document.
126	Delivery	The delivery will be considered complete when all the items as per Purchase Order are supplied and installed at the Institute's premises and inspected by the institute authority.
127	Payment of Bills	Payments will be made within 21 days of submission of invoice provided the invoice is complete and duly authenticated by the institute authority after completion of the work in all respect.
128	Escalation / De-escalation of rates	Prices/Rates quoted will be firm during the entire duration of contract.
129	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.



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130	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.
131	Award of Contract	The Overall lowest bidder will be awarded the contract.
132	Undertaking	The bidder has to attach an undertaking on the letterhead of the company that they have not been blacklisted by any organization.



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Indian Institute of Management Nagpur**Chapter 2****Eligibility Criteria for Bidders:**

Sr.	Description	Remarks (Documents to be attached)
1	Bidder must be authorized enlisted supplier/distributor of designated brands.	Please attach proof of authorized dealership.
2	Bidder must be in the business of supply of equipment and appliances as per the items in Scope of work for at least five years.	Please attach proof of establishment of business and dealership.
3	The annual turnover of the bidder in last three consecutive financial years as on 31.03.2020 (For FY 2018-19, 2019-20 & 2020-21) shall be minimum Rs: 25 lakh	Please attached Chartered Accountant's certificate / Signed copies of audited accounts (Balance sheet & Profit and loss accounts) duly certified by the Chartered Accountant. Fill in Annexure C
4	Bidder should not have been blacklisted to supply from any government organization.	An undertaking on the Bidder's letterhead to that effect should be attached with the Technical Bid.

Desirable Conditions –

1. The bidder should have a dealership / business office in Nagpur



Chapter 3 Scope of Work

Quantities and Technical specifications of items to be supplied and installed at IIM Nagpur, MIHAN campus.

Item.No.	Item	Specifications	Qty
1	Washing Machine	Fully automatic washing machines with 5 star energy rating ; Capacity - 7 kg ; Top loading with electronic wash program selection and tub clean features. All required accessories and user manual. Warranty - 2 years on product 10 years on motor Brands : Samsung, Whirlpool, LG, Bosch, IFB	13
2	Watercoolers 1	Free Standing unit Storage Capacity - 80 litres Fully Stainless-steel construction Cooling capacity - 40 Litres/hour Minimum two faucets (Push type, chrome plated) and drip tray. Reciprocating compressor. Warranty – Minimum 1 year Brands: Blue Star, Usha, Voltas	49
3	Watercoolers 2	Free Standing unit Storage capacity - 120 litres. Cooling capacity - 80 litres per hour Fully Stainless-steel construction. Three [3] water faucets (Push type, chrome plated) and drip tray. Reciprocating compressor. Warranty – Minimum 1 year Brands: Blue Star, Usha, Voltas	6
4	Induction cooktop	Wattage -1200 W. Micro glass plate ; Cool to touch surface Overheat and high voltage protection Power indicator and Auto shut off facility Should support steel pans One-year warranty	9



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5	Microwave Oven	21 ltrs. Convection type, Touch keypad controls, Auto switch off mechanism, Warranty - 1 year on product and 5 yrs on Magnetron Brands: LG, Samsung	11
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The selected vendor will be responsible for Supply, installation & testing of the equipment at IIM Nagpur MIHAN campus.

The delivery will take place in phases as per the priorities of the institute but will be completed within 30 days of the issue of order.

The vendor will plan the installation of the equipment with the institute authorities and deploy sufficient manpower for the same. The vendor will be responsible for coordinating with after-sales installation team of the product manufacturers. The user manual and warranty certificates will be handed over to IIM Nagpur authority after installation and testing. The vendor will support IIM Nagpur for any after sales service requirements.



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Annexure A

PARTICULARS OF BIDDER

SR.NO	DESCRIPTION	
1	Name of the bidder	
A	Trade Name (in Block letters)	
B	Status of the Bidder (Proprietorship/Partnership/LLP/Limited Co.) In Block letters)	
2	Postal Address for communication	
3	Telephone No.	
4	E-mail / Website address (if available)	
5	PAN (Enclose self-attested photocopy)	
6	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/108/2021-22/11 dated 20/12/2021 Accordingly, I/ we accept the terms and conditions and hereby offer the rates for “Supply of Electrical Equipment at IIM Nagpur, MIHAN campus” as per Price Bid

Signature _____

Date_____

Official seal of bidder_____



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Annexure B

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD
(On Bidder's Letter head)

I / We, the authorized signatory of M/s..... , participating in the tender No . IIMN/108/2021-22/11 for **Supply and installation of Electrical equipment at IIM Nagpur**, do hereby declare :

(i) That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD is being deposited for the said tender.

(ii) That in the event we withdraw / modify our bid during the period of bid validity Or I/we fail to execute formal contract agreement within the given timeline OR I/we fail to submit a Performance Security within the given timeline Or I/we commit any breach of Tender Conditions / Contract which attracts penal action of forfeiture of EMD

Then I/we will be suspended from being eligible for bidding / award of all future contract(s) of Indian Institute of Management Nagpur for a period of one year from the date of committing such breach.

Signature of Authorised Signatory of bidder

Name of Authorized Signatory

Company Name



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Annexure-C

Sr.no	Year	Annual turnover	Profit & loss
1	2018-19		
2	2019-20		
3	2020-21		

Signature _____

Date_____

Official seal of bidder_____



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Please fill in the proposed products brands and models with specifications (as per scope of work Chapter 3) for which the rates are quoted in the Price Bid. Please **DO NOT** quote rates here.

Item.No.	Item	Brand & Model	Specifications
1	Washing Machine		
2	Watercoolers 1		
3	Watercoolers 2		
4	Induction cooktop		
5	Microwave Oven		

I/We hereby declare and affirm that I/we have read and understood the scope of work as per Chapter 3 of the tender notice No IIMN/108/2021-22/11 dated 20/12/2021. Accordingly, I/ we hereby offer the above products and the rates for the same are quoted in the Price Bid.

Signature _____

Date _____

Official seal of bidder _____



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Indian Institute of Management Nagpur**CHECK LIST OF DOCUMENTS TO BE SUBMITTED****Bidder is required to fill-up this checklist and upload with the PQ and Technical bid:**

Sr.no	Description	Compliance YES/NO / Document attached	Bid document Reference
1	Particulars of bidders (Annexure A)		
2	Bid security declaration (Annexure B)		
3	PAN		
4	GST Registration		
5	Proof of authorized dealership		
6	Proof of bidder as per Eligibility criteria Chapter 2		
7	The annual turnover of the firm in last three consecutive financial years as on 31.03.2020 (For FY 2017-18, 2018-19 & 2019-20) shall be minimum Rs: 25 lakh Annexure C		
8	Annexure D Technical Bid		
9	Undertaking – Not blacklisted from any government organization		



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NAME OF WORK: Tender for Supply and installation of Electrical equipment at IIM Nagpur, MIHAN campus.

Enter the Bidder's Name						
Sr.no	Item Name	Brand, Model & Specifications	Quantity	GST %	Rate Including GST (in figures)	Amount (Rate x Quantity)
1	Washing Machine	As quoted by the bidder in Technical Bid Annexure D & Scope of work	13			
2	Watercoolers 1	As quoted by the bidder in Technical Bid Annexure D & Scope of work	49			
3	Watercoolers 2	As quoted by the bidder in Technical Bid Annexure D & Scope of work	6			
4	Induction cooktop	As quoted by the bidder in Technical Bid Annexure D & Scope of work	9			
5	Microwave Oven	As quoted by the bidder in Technical Bid Annexure D & Scope of work	11			
Total Amount including Freight/Transit Insurance/Installation and all Taxes:						

Total Amount in words (including GST) - _____

Name of Bidder -

Signature -

Seal -