



IIM NAGPUR

INDIAN INSTITUTE OF MANAGEMENT NAGPUR

भारतीय प्रबंधन संस्थान नागपुर

(Tender Reference NO.: IIMN/EMES/06/2024-25 dated 16-05-2024)

निविदा संदर्भ सं.: IIMN/EMES/06/2024-25 दिनांक 16-05-2024

Website: [www.iimnagpur.ac.in](http://www.iimnagpur.ac.in)

**NOTICE INVITING TENDERS /निविदाएं आमंत्रित करने हेतु सूचना**

Bids are invited under Single stage (TWO bid system) professional agencies for the work mentioned below:

**Name of Work/ कार्य का नाम:** Empanelment of contractor for annual rates of civil maintenance work at IIM Nagpur MIHAN Campus.

Issue by

INDIAN INSTITUTE OF MANAGEMENT NAGPUR  
Plot No-01, Sector-20, MIHAN Notified area, Dahegaon  
Khapri (Rly), Nagpur.441108

भारतीय प्रबंधन संस्थान नागपुर  
प्लॉट नंबर-01, सेक्टर-20, मिहान अधिसूचित क्षेत्र, दहेगांव खापरी (रेलवे), नागपुर.441108  
फ़ोन नंबर: 07122870354/07122870331  
Email: [adminoffice@iimnagpur.ac.in](mailto:adminoffice@iimnagpur.ac.in)

**Last Date of Submission: 03-06-2024 up to 300 PM**

### Notice Inviting Tenders and Schedule of Events

Tender No. IIMN/EMES/06/ 2024-25 dated 16-05-2024

Sealed bids are invited under Single stage (TWO bid system) professional agencies for the work mentioned below

Tender for Empanelment of contractor for annual rates of civil maintenance work at IIM Nagpur MIHAN Campus. (hereinafter to be referred as "IIMN").

Bid Downloading Schedule: Tender documents can be downloaded from the IIMN website [www.iimnagpur.ac.in/tenders](http://www.iimnagpur.ac.in/tenders) as per the schedule given in the CRITICAL DATE SHEET under:

#### CRITICAL DATE SHEET

Bid Publishing Date	16-05-2024
Pre-bid meeting	<b>24-05-2024 On 11.00 A.M at IIM Nagpur</b> (Plot No-01, Sector-20, MIHAN Notified area, Dahegaon Khapri (Rly), Nagpur.441108)
Re-Tendering/Corrigendum (If any)	25-05-2024
Bid Submission End Date	<b>03-06-2024 up to 3.00 P.M at Estate Maintenance IIM Nagpur</b> (Plot No-01, Sector-20, MIHAN Notified area, Dahegaon Khapri (Rly), Nagpur.441108)
Pre-qualification Bid Opening Date	<b>03-06-2024 on 3.30 P.M at Estate Maintenance IIM Nagpur</b>
Financial Bid Opening Date	Price Bids of only technically qualified bidders shall be opened later date in the presence of authorized representatives of bidders & IIMN Officers.

#### Submission:

The tenderer who has downloaded the tender from the IIMN website [www.iimnagpur.ac.in/tender](http://www.iimnagpur.ac.in/tender) shall not tamper/modify the tender form, including the downloaded price bid template, in any manner. In case the same is found to be tempered/modified in any manner, the tender will be completely rejected, and the tenderer is liable to be banned from doing business with IIMN.

Intending tenderers are advised to visit the IIMN website, [www.iimnagpur.ac.in](http://www.iimnagpur.ac.in), regularly till the closing date of submission of tender for any corrigendum/addendum/ amendment.

**EMD Payment:** 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 uploaded with the Technical Bid.

#### Submission of Tender

The tender shall be submitted as follows:

- Pre-qualification documents
- Technical Bid
- 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

**Part I: A) Pre-qualification Bid**

The following documents copies duly signed and stamped by the tenderer are to be furnished along with the **Pre-qualification Bid** as per the tender document:

**Mandatory Bid Documents**

- Particulars of bidders (**Annexure A**)
- Copy of PAN
- Copy of GSTIN registration
- Annexure -B
- Annexure-C

**Please attached the Annexure with all supporting documents.**

**Eligibility conditions: Pre-qualification Bid**

Sr.	Description	Remarks (Documents to be attached)
1	The firm should be in civil and allied repair maintenance works/construction works/fabrication works/ interior works/ site development works /waterproofing works/ OR similar type business for at least THREE years as of 31-03-2024. The right to accept the contracting business of the vendor will rest with IIMN.	Please attach the relevant documents as proof that the firm is in business for the period mentioned. (Please upload company incorporation or Relevant documentary evidence). The right to accept the contracting business of the vendor will rest with IIMN.
2	The average annual turnover of the firm in the last three consecutive financial years as on 31.03.2023(For FY 2020-21, 2021-22 & 2022-23) shall be minimum Rs. 50.0 lakh	Please attached the Chartered Accountant's certificate with valid UDIN / Audited balance sheet
3	The bidder must be a profit-making organization in any three financial years out of previous FYs as on 31.03.2023(For FY2019-20, 2020-21, 2021-22 & 2022-23)	Please attach the Chartered Accountant's certificate for profit with a valid UDIN/ Audited balance sheet
3	The firm should have its office set up in Nagpur.	Please attach relevant documentary proof

A technical bid shall be opened as per the Tender Critical Date Sheet. The decision, IIMN, will be final and binding to all for interpretation of any ambiguity

### Part-I: B) Technical Bid

The bidders are requested to prepare their own technical write-up/proposal. The technical bid shall contain all the relevant information which forms part of the technical bid. All the above information should be organized in logically structured form and submitted as technical bid with an index. Bidder is free to add any information that can help in assessing the technical quality of the solutions proposed and which touches upon the parameters/attributes for technical assessment.

**This technical bid is for assessing the experience, willingness and preparedness of the bidder maintenance works.** Please refer to the indicative Format for developing the technical bid on page no. 18

Technical evaluation will depend on the information provided herein. Technical bid score, out of 100, will be arrived based on the following Parameters/Attributes/Dimensions.

Sr.	Parameters/Attributes/Dimensions	Maximum Score
1	Financial strength of the firm: (i) Turnover figures for the last three years as on 31.03.2023 (For FY 2020-21, 2021-22 & 2022-23) (ii) Net profit figures for any three financial years out of previous FYs as on 31.03.2023 (For FY 2019-20, 2020-21, 2021-22 & 2022-23)	20
2	Past experience of the firm with similar requirement (Vendor to attach relevant Purchase Order & Experience certificate of the works executed)	30
3	Overall assessment of the firm from the perspective of experience, willingness, and preparedness for maintenance works. (Ability-Job fit perspective) (Prospective bidders shall be invited for Personal interaction – Offline/ Online)	50
	Total Score	100

Bidders getting 60 and above marks will be considered for Empanelment and opening of their Part-II-Price Bid. The decision of IIMN will be final and binding to all for interpretation of any ambiguity.

## Part II: Price Bid

### To be submitted in separate sealed envelope

Price Bid of only technically qualified bidders shall be opened at later date in presence of authorized representatives of bidders & IIMN Officers. Technically qualified bidders shall be intimated by web notification/mail. The date, time, and location of opening the price bid shall be communicated to the eligible bidders through web notification at [iimnagpur.ac.in/mail](http://iimnagpur.ac.in/mail)

The bidders have to submit the price bid only as per the price schedule format/template available on the IIMN portal. Any other format for submission of price bid shall be out rightly rejected without any further reference to the bidders.

- In case the price bid is found to be tempered/modified in any manner, the tender will be completely rejected, and the bidder is liable to be banned from doing business with IIMN.
- Do not quote a price in the Technical Bid, i.e., in Part I or elsewhere, which would lead to the bid getting disqualified without any further reference to the bidders.
- The prices must include all the applicable taxes and duties, fees, and any other charges except GST. GST component, if applicable, is to be shown separately and will be paid extra if applicable.
- IIMN reserves the right to negotiate the quoted price with the successful bidder.
- The quoted rates shall remain firm for 1<sup>st</sup> year of the contract, and no revision is permissible for any reason.
- Work may come up any time during the year as per requirement. The rates shall be treated as annual rates for any quantity to be executed on the campus.
- The bidder can quote for any section of the price bid. It is not mandatory to quote for all items mentioned in the price bid.
- If IIMN is required to execute any extra items, the rates from all empanelment contractors will be called, and the work will be allotted to the lowest bidder.

### General Terms & Conditions

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	Empanelment of contractor for annual rates of civil maintenance work at IIM Nagpur MIHAN Campus
102	Reference no.	IIMN/EMES/06/ 2024-25 dated 16-05-2024
103	Details of bidder	Annexure- A is to be filled, duly signed, stamped, and attached along with the tender.
104	Tender submission cost	Not Applicable
105	Earnest Money Deposit (EMD)	Annexure- B
106	Contract Period	The period of the contract will be one year from the date of empanelment. Then, it will be renewed for two years on year to year basis upon mutual consent
107	Liquidated Damage	works shall be considered complete when full quantities of all items are in fully functional condition at the designated work 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 five weeks of delay, the order will be deemed cancelled.
108	Initial Security Deposit (ISD)	Not Applicable
109	Performance Security Deposit	The empanelment bidder has to submit a Performance Security Deposit (PSD) of Rs 50,000. It should be deposited within two weeks from the date of award of the Empanelment letter in the form of a DD/pay order from a scheduled commercial bank in favour of " <b>Indian Institute of Management Nagpur</b> "/NEFT. If any amount remains liable to be recovered by IIMN from the bidder or in the event of termination of the contract by IIMN on account of breach of any terms and conditions of the contract by the bidder, the PSD shall be invoked by IIMN. <b>PSD amount will be released after on completion of the contract. INTEREST WILL NOT BE APPLICABLE TO PSD AMOUNT.</b>
110	Interest on Security Deposit	Not Applicable
111	Release of RSD	Not Applicable



112	Release of PSD	On completion of the defect liability period or on Completion of Contract
113	Defect Liability Period	Twelve months from the work's completion date certified by the IIMN Engineer- in charge.
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 Indian Institute of Management Nagpur (hereinafter to be referred to as IIMN), the successful Bidder has to execute a contract Agreement with IIMN on the non-judicial stamp paper of Rs. 100/- (Rupees One hundred only). The successful Bidder shall bear the cost of stamp paper. IIMN reserves the right to amend the terms & conditions of the contract after Mutual discussions and shall only be in writing.
121	Insurance	The bidders have to take responsibility for their 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 the 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	<p>If any dispute, difference, controversies, or claims of any kind whatsoever shall arise between IIMN and the successful bidder, they shall seek to resolve any such dispute or difference by amicable mutual consultation and deliberation in good faith within 21 days from the date of intimation of such dispute, difference, controversies or claims by referring it to the Director of IIMN by the successful bidder. If IIMN and the successful bidder fail to resolve such dispute or difference, controversy, or claim by mutual consultation, then either Party may give the other, a formal notice in writing that the dispute, difference, controversy or claim exist specifying its nature, the point(s) in issue and its intention to refer such disputes, differences, controversies, or claims to arbitration under the Arbitration and Conciliation Act, 1996. The sole arbitrator shall be appointed by Director IIMN having requisite technical expertise to adjudicate such nature of disputes. The decision of sole arbitrator shall be binding on both the parties. Arbitration shall be held in Nagpur, India and the arbitration proceedings shall be conducted in the English language. The arbitrator will be requested to give their award in 60 days' time. The award shall be a reasoned award and the same shall be final and binding on the Parties. The award shall be entered in the courts at Nagpur and such courts may order enforcement of the award against the Parties and their respective successors and permitted assignees. The costs and expenses of the arbitration shall be borne equally by both the parties. The courts in Nagpur shall have exclusive jurisdiction.</p>
126	Authorization	<p>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.</p>
127	Safety and Security	<p>The contractor shall abide by the safety code provisions as per the safety code framed from time to time by the government.</p>





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 expenditures required to be incurred by him/her for providing required construction work, etc., during the contract period as indicated under his contract and afterward 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 of this contract.) <b>Only GST as applicable shall be paid extra over and above the quoted rates</b>
129	Bid Validity	The bid submitted by a bidder shall remain valid for a period of SIX Months from the date of opening of the 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 a bid at their own, the offer shall be treated as "REJECTED."
130	Award of similar types of work at the same rates	Upon mutual consent, the client may award another similar type of work on campus based on this rate 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)	<p>IIMN reserves the right to, at any time and at its absolute discretion, the following</p> <ul style="list-style-type: none"> <li>i) Accept or reject any or all bids</li> <li>ii) To permit any bidder to resubmit its shortfall documents</li> <li>iii) To negotiate the price with L-1</li> <li>iv) To suspend, discontinue, modify, and/or terminate the Tendering process at any time without assigning any reason whatsoever</li> </ul>



133	Quantom of work	This contract is for Empanelment of contractor. The quantities given in the “SCHEDULE OF QUANTITIES” (Part-2, Price Bid) are for quote rate. The quantities executed in the actual course of execution will be measured and paid. The BIDDER is, therefore, advised to quote very carefully. No claim for compensation from the Contractor shall be entertained due to any variation OR deletion of any item. The rates fixed for the contract shall remain the same throughout the contract period. Actual executed quantities shall be measured and paid. The rates will be applicable to other similar works on the campus as and when required by IIMN.
134	Assignment and sub-contracting	The Contractor shall not assign, sub-contract, or sublet the whole or any part of the contract in any manner. In case of unavoidable circumstances, the contractor shall be able to do it with the approval of the owner of the 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 the Contractor or his employees or representatives, as the case may be.
136	Inspection, testing & quality check by IIM-Nagpur	The Owner shall be entitled to inspect and / or test by itself or through any of its representative or a third-party independent agency as directed by an engineer in charge, 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. The quality should be as be IIM quality standard.
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	The Contractor shall give vacant possession of the



	premises	facilities/premises made available to the Contractor by IIM-Nagpur and return all furniture, fixture, equipment, and other items made available of 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 the 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 an 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	Running bills will be released upon certification by the Engineer in charge (curtesy check) within 15 days of the submission of the bill.
141.3	Final Bill	Payments will be made within 21 days after the submission of bills by the agency, provided the bills are complete in all respect and duly authenticated by the specified Officer(s) of the Owner after completion of the work in all respect.
142	Escalation / De-escalation of rates	The rates shall be firm for one year from the date of empanelment. Then, the rates will be reviewed by IIMN for FY 2025-26. Director IIMN's decision will be final and binding to all
143	Basic Rates	Basic rates mentioned (if any) in the tender are FOR IIM Nagpur Campus. The 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 that the contractor has to execute which are not covered in the tender, the rates shall be paid based on rate analysis duly certified by an engineer in charge, and the profit margin would be 15% inclusive of all taxes EXCEPT GST as applicable



145	Method of Measurement	Priority -1 = Actual Nos. /length/area/volume/weight to be measured and paid. Priority - 2 = As per relevant code of measurement for works unless specified otherwise in respective item.
146	Termination	
146.1	Termination due to Contractor's Default	<p>If the contractor is in default under any of the provisions of this Contract, including but not limited to:</p> <ul style="list-style-type: none"><li>a. failure to proceed with all or any part of the Contract or Contract Work with due diligence,</li><li>b. failure to execute all or any part of the Contract or to perform any other obligations in accordance with the Contract.</li><li>c. refusal or neglect to make good defective Work or after being instructed to do so by IIMN.</li><li>d. going into liquidation (other than a voluntary liquidation for the purpose of reconstruction) or having a receiver appointed for all or part of its undertaking.</li><li>e. delay in executing the Contract</li><li>f. abandoning the Contract</li><li>g. assigning or subletting any part of the Contract Scope of Work without the prior written approval of IIMN;</li><li>h. failure to comply with any Applicable Law;</li></ul> <p>then, and in any such event and without prejudice to any other rights or remedies that IIMN may have, IIMN may issue the contractor written notice describing the default. If contractor does not commence remedy of the default within (10) Ten days after receipt of the notice, IIMN may terminate all or any part of the Contract Work under this Contract and may then complete or have others complete all such terminated Work at the contractor's sole risk and cost.</p> <p>In case of such termination, the contractor shall not be entitled to receive further payment until the terminated Work is completed and accepted by IIMN. If the costs incurred by IIMN, including costs incurred in performing additional services to complete the Contract Scope of Work and IIMN's overheads in this regard, exceed the unpaid balance of the Contract Price, the contractor shall reimburse IIMN such excess within (10) ten days after receipt of an invoice thereof.</p> <p>The rights and remedies provided in this Article are in addition to the rights and remedies provided to IIMN by</p>

		law, equity, or under any other Article in this Contract. Such termination will not relieve the contractor of its responsibility to its labourers, suppliers or any other creditors, including IIMN.
		In the event of termination under the above Article, IIMN may use all or part of the contractor's drawings, documents, and facilities at the Site, in the performance of the Contract Scope of Work, without payment to the contractor otherwise than by the extent such use of contractor's items causes a reduction of cost of completing the Contract Scope of Work.
	Termination for Convenience	IIMN may, in its opinion, terminate for convenience the Contract Scope of Work in whole or in part at any time by written notice to the contractor. Such notice shall specify the extent to which the performance of Work is terminated and the effective date of such termination. Upon receipt of such notice, the contractor shall:
		a) Immediately discontinue the Contract Scope of Work on the effective date or date of receipt of notice from IIMN, whichever is the latest and to the extent specified in the notice, and place no further orders or sub-Contracts for services, other than as may be required for completion of such portion of the Contract Scope of Work that is not terminated;
		b) Promptly obtain cancellation upon terms satisfactory to IIMN of all purchase orders, sub-Contracts, rentals, or any other agreements existing for the performance of the terminated Work or assign those agreements to IIMN as instructed;
		c) Assist IIMN in the maintenance, protection, and disposition of Work in progress, plant, tools, equipment, property, and Goods acquired by the contractor or furnished by the contractor under this Contract.
		d) Complete performance of the Contract Scope of Work that is not terminated
		Upon any such termination for convenience, IIMN shall have no liability towards the contractor for any damages, including loss of anticipated profits. As its sole right and remedy, contractor shall be paid for
		a) The Work, which has been satisfactorily performed till date of such termination. contractor shall have the responsibility to submit the Scope of Work that had carried



		out prior to the termination date with sufficient documentation within 7 days from the date of the receipt of the termination notice. All such Scope of Work shall be properly protected and handed over to IIMN.
		b) All amounts due and not previously paid to the contractor for Contract Scope of Work completed in accordance with the Contract prior to such notice of termination and for Work thereafter completed as specified in such notice.
		The termination of the Contract shall not relieve the Contractor of any continuing rights, obligations, and liabilities under the Contract.
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 the 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 from 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	The Contractor will be exclusively responsible to meet and



148.1	laws and Other regulations	comply with all legal requirements related to the work.
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.
151	System of Bid Evaluation	Price BID of only those bidders who qualify in Technical bid will be opened at a subsequent date.
152	Precedence Clause:	In the case of any ambiguity in interpretation, the Price bid will supersede the Technical 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 the total amount, the agency will be called for clarification. 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, the decision by Asst. Manager (A&C), IIMN, on the interpretation of the entire contract terms and conditions, will be final and binding to all.
	Bid Format	The bid shall be submitted in order as follows.
	Sealed Envelope - 1	Legible copies of documents mentioned duly self-attested by the bidder are to be submitted along with the P Q BID documents Tender documents, as downloaded from the IIMN website, are to be submitted and must be stamped with the bidder's seal and signature
	Sealed Envelope - 2	Technical evaluation bid
	Sealed Envelope - 3	Price bid document download from IIMN website to be filled and signed with bidder stamp. <b>In separate sealed envelope</b>

**Special Terms & conditions**

Rate shall be inclusive of all wastages of materials, erection, and fixing to the best workmanship manner.
The actual size installed at the site is to be measured and paid. <b>(No extra payment to be made for wastage of material, lead, and lift of material to any floor, and working in add hours)</b>
The rates shall be for all heights & levels and be inclusive of necessary consumables. The rate shall include the necessary scaffolding required for this work.
Rates to be inclusive of moving existing furniture where required, placing it again, removing debris, cleaning all finished surfaces of unwanted paint/polish smudges, adhering foreign material, sharp edges, etc.
IIMN will not provide any supporting items like ladders, necessary tools/tackles, or equipment that the contractor needs to bring to the site and keep in a safe place.

**Scope of work**

The firm has to work under the guidelines of the Maintenance Department. The scope includes providing repair maintenance works as and when required. The scope may increase or decrease depending upon IIMN's requirement from time to time. **The bidder needs to visit the site before bidding and carefully acquaint himself with the condition under which this work needs to be carried out. (at own cost).**

Important points to be noted while quoting a price in the Price bid

<b>Item Code</b>	<b>Description</b>
LEAD	The contractor shall consider all conditions of lead for transporting material because in the campus buildings, the trucks/vehicles cannot reach beyond a limit. Hence, the contractor shall understand the building layouts and road network well before quoting the rates.
LIFT –	Though it is written in BOQ that the works are for all floor heights and level- it shall be considered as G+1 floor and G+3 height structure like housing area. All Institutional building G+2 and Hostel are G+5.
Waterproofing works	Terms and conditions:
	The entire treatment shall be checked using a pond test for seven days. The pond test should be carried out in two stages.
	The contractor can suggest extra treatment like grouting work also for which separate payment would be made upon mutually agreed rates.



	The payment to the contractor shall be released as per following schedule: 90% - after satisfactory completion of the work and upon successful pond tests 10% - after first rainy season
Carpentry works	The rates shall be inclusive of necessary consumables like fevicol, screws, nails magnet, hardware, fixtures etc. complete.
	Laminate: CENTURY / GREEN LAM / SUNMICA / SUNDEK or equivalents approved make. Thickness=1mm
Painting works	The rates shall be inclusive of the following: Cost of labour for shifting of HEAVY furniture and other things from as directed IIMN. Cleaning and moping of the floor on daily basis. Cleaning of stains from the floor, door, windows & ventilators completely with removing any crust outside the campus.

Sr.	List of Materials with approved Vendor / Mfg. names - CIVIL and allied works	
	Ordinary Portland Cement	L&T, Ambuja, or equivalent
	Ceramic tiles	Somany, Kajaria
	Kota Stone	As Approved by the Engineer
	Synthetic Enamel paint	ASIAN, NAROLAC or as approved by the Engineer
	Plastic emulsion paint	ASIAN, BERGER, NAROLAC or as approved by the Engineer
	Glass	Saint Gobin, Modi guard
	Flush Door	Greenply, Kitply, Century
	Varnish -	ASIAN, NAROLAC or equivalent approved make
	Waterproofing chemical	FAIRMATE, FOSROC, CICO Perma, Sika, Conbond, pidilite or as approved by the Engineer
	Sheet	Tata, Jindal or equivalent

**The sample and materials of approved make, shade, size is available at IIMN campus. The bidder has to visit the site for inspection of existing materials used at IIMN before quoting the rate. The materials used for maintenance work will be as per existing quality, make, shade and size.**

### **BID EVALUATION SYSTEM**

Stage-1: Those who qualify in Part-I - PQ will be eligible for Technical Evaluation

Stage 2: Opening the Part-II - Price bids will be opened for the bidders who qualify in Part-I – Technical Qualification.

Recommended Rate:

Common/recommended rates will be declared for various items mentioned in BOQ based on the rates quoted by bidders.

Empanelment of agencies:

The Recommended rate shall be offered to all qualifying bidders for their acceptance. The bidder accepting the recommended rate shall be empaneled as the service providers. IIMN reserves the right to empanel more agencies (competent) during tenure of the contract.

The bidders who qualify in stage 1- Pre-qualification bid will be declared as empaneled agencies with IIMN. (IIM Nagpur reserves the right to negotiate the rates with the selected vendors prior to final empanelment).

Award of contract/distribution of work

The distribution of the work shall also be based on the agency's relevant expertise and subsequent performance.

The decision of IIMN Officials will be final and binding to all for interpretation of any ambiguity.

#### INDICATIVE FORMAT FOR DEVELOPING TECHNICAL BID

Sr.	Description	Supporting Documents
1	Name of the firm	Company/firm Incorporation certificate by the relevant authority
2	Year of establishment	
3	Status of the firm (Proprietorship/Partnership/LLP/Limited Co.)	
4	Full address with email & Telephone numbers	
5	MSME/NSIC Registration No. (If applicable)	Registration document
6	Financial strength of the firm: (i) Turnover figures for the last three years as on 31.03.2023(For FY 2020-21, 2021-22 & 2022-23) (ii) Net profit figures for any three financial years out of previous FYs as on 31.03.2023(For FY2019-20, 2020-21, 2021-22 & 2022-23)	CA certificate
7	Past experience of the firm with similar requirement	Clients certificates/work orders/ Purchase orders

**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)	
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)	
A	Account no	
B	IFSC code	
6	PAN (Attached self-attested photocopy)	
7	GSTIN (GST Registration No.) (Attached 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/EMES/06/2024-25 Dated 16-05-2024. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for Empanelment of contractor for annual rates of civil maintenance work at IIM Nagpur MIHAN Campus “as per Price Bid”

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

**Annexure B**

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD

(On Bidder's Letterhead)

I / We, the authorized signatory of M/s .....,  
participating in tender No. IIMN/EMES/06/2024-25 Dated 16-05-2024 for  
"Empanelment of contractor for annual rates of civil maintenance work at IIM  
Nagpur MIHAN Campus , 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 a 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 suchbreach.

Signature of Authorized Signatory of bidder .....

Name of Authorized Signatory .....

Company Name .....



**Annexure - C**  
**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

Date:

To,  
IIM Nagpur,  
Plot no1 Sector  
MIHAN Non- Sez  
Nagpur-441108

Sub: Acceptance of Terms & Conditions of Tender & Price bid undertaking

Tender Reference No: \_\_\_\_\_

Dear Sir,

1. I / We have downloaded/obtained the tender document(s) for the above-mentioned 'Tender/Work' from the website (s), namely [www.iimnagpur.ac.in](http://www.iimnagpur.ac.in).

Name of Tender / Work: \_\_\_\_\_

As per your advertisement, given in the above-mentioned website(s).

I / We hereby certify that.

2. I/we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement, and I/we shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization have also been taken into consideration while submitting this acceptance letter.
4. We have not tampered/modified the downloaded price bid template from the [iimnagpur.ac.in](http://iimnagpur.ac.in) in any manner
5. We offer to work at the rates as indicated in the Price Bid, inclusive of all applicable taxes except the GST component, and GST, if applicable, will be paid extra as mentioned in a separate column of the Price bid format
6. I / We unconditionally accept the tender conditions of the abovementioned tender document(s) / corrigendum(s) in its totality/entirety
7. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking, and there has been no litigation with any Government department on account of these services.
8. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**Annexure-I**

The average annual turnover of the firm in the last Three consecutive financial years as of 31.03.2023

Sr.no	Financial Year	Annual turnover In INR	Profit -Loss In INR
1	2019-20	-	
2	2020-21		
3	2021-22		
4	2022-23		

**Annexure-II**

**List of Work orders and Work Completion Certificates**

Sr. No.	Department Name	Name of Work /Description	Contract Value (Rs.)	Contract Start Date	Contract Completion Date	Value of work done (Rs)	Work order attached YES or NO	Completion Certificate attached YES or NO
1								
2								
3								

SIGNATURE OF BIDDER: \_\_\_\_\_

NAME OF COMPANY/ BIDDER: \_\_\_\_\_

COMPANY SEAL

**Annexure-III**

**BIDDER'S QUERIES**

SL. NO.	BIDDING DOCUMENT			SUBJECT	BIDDER'S QUERY	OWNER'S REPLY
	PART / VOL.	PAGE NO.	CLAUSE NO.			

**NOTE:**

Bidder's Queries may be sent by e-mail to [sr\\_officertech@iimnagpur.ac.in](mailto:sr_officertech@iimnagpur.ac.in) / [adminoffice@iimnagpur.ac.in](mailto:adminoffice@iimnagpur.ac.in)

**SIGNATURE OF BIDDER** : \_\_\_\_\_  
**NAME OF BIDDER** : \_\_\_\_\_  
**COMPANY SEAL** : \_\_\_\_\_