



INDIAN INSTITUTE OF MANAGEMENT INDORE

NIT/IIMI/PROJECT/07/2015/19

TENDER DOCUMENT

VOLUME-I

(Technical Bid - ENVELOPE-II)

LIMITED TENDER

Name of work: Supply, Installation, testing and commissioning of various spare parts/ consumable for D- Check (Preventive Maintenance) 1x 500 KVA,415 Volt,50Hz, DG set of Cummins Make engine model No. KTA-19-09 installed at utility-II, IIM Indore.

Indian Institute of Management Indore

Ref: NIT No. IIMI/PROJECT/07/2015/19

Supply, Installation, testing and commissioning of various spare parts/ consumable for D- Check (Preventive Maintenance) 1x 500 KVA,415 Volt,50Hz, DG set of Cummins Make engine model No. KTA-19-09 installed at utility-II, IIM Indore.

The Chief Engineer, IIM Indore on behalf of the Director, IIM Indore invites sealed Item rate limited tender from reputed & eligible contractors provided he/they meet the eligibility criteria as stipulated in the NIT fulfilling the pre-qualification criteria enumerated below for the following work and will be received at the office of "The Chief Engineer, Indian Institute of Management Indore, Prabandh Shikhar, Rau – Pithampur Road, Indore 453556 (M.P.)" up to 03.00 P.M. on October 29, 2015. Tender will be opened at 3:30 PM on the same day.

Name of Work	Amount of Estimate (Rs)	Amount of Earnest Money Deposit (Rs.)	Time Allowed for Completion
Supply, Installation, testing and commissioning of various spare parts/ consumable for D- Check (Preventive Maintenance) 1x 500 KVA,415 Volt,50Hz, DG set of Cummins Make engine model No. KTA-19-09 installed at utility-II, IIM Indore.	600000/-	12000/-	30 Days

2.1 (a) Eligibility criteria: (The necessary annexure are also to be enclosed.)

The agencies having successfully completed following works during last 7 years ending last day of the month previous to the one in which applications are invited.

- i) The tenderer should have satisfactory completed 01 similar work of Rs. 4,80,000/- **OR** 02 similar works of value Rs.3,60,000/- **OR** 03 similar works of value Rs.2,40,000/-during last Seven years.

Similar Work completion certificate contains date of completion & value of work needs to be enclosed. Similar work means D check or preventive maintenance of Diesel generator of at least 500 KVA or higher KVA rating.

- ii) Documentary proof of service tax no. and PAN need to be enclosed.

2.1 (b) The bid shall be submitted in different envelopes.

Envelop-1: EMD

Envelop –2: Pre-qualification document.

Envelop –3: Financial Bid documents consist of bill of quantity.

These envelopes need to be put in another envelope and submit/send to the mentioned address.

Clarification if any required in respect PQ criteria may be projected at least 5 days prior to the closing of tender.

Application should be signed by

- Applicant himself if an individual
- Proprietor if it is a proprietary firm
- All the partners, if it is a partnership firm
- Authorized signatory if a limited company.

The applicant is liable for disqualification if he has a record of poor performance such as abandoning work, not completing the contract etc.

Joint ventures are not allowed to participate in the tendering.

PQ to be submitted in a letter of Transmittal – as per Form A.

One tenderer can submit only one tender.

Pre-qualification document:

1- EMD

2- Copy of certificate of registration of firm.

3- Work completion certificate contains date of completion & value of work as per eligibility criteria.

4- Copy of certificate of registration of firm.

5- Service tax no & pan no copy.

6- DULY COMPLETED FORM NO A, B & C.

Form 'A'

DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST SEVEN YEARS (Between 01 Oct 2008 TO 30 SEP 2015).

Sl.No.	Name of Work/ Project And Location	Owner or Sponsoring Organization	Cost of Work (In Rs.)	Date of Commencement As Per Contract	Stipulated Date of Completion	Actual Date of Completion	Litigation/ Arbitration Cases Pending/ in Progress With Details*	Name and Address/ Telephone of The Officers to Whom Reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

*SELF ATTACHED COPY OF EXPERIENCE CERTIFICATE NEEDS TO BE ENCLOSED.

FORM "B"
STRUCTURE & ORGANISATION

1. Name & address of the bidder
2. Telephone no./Telex no./Fax no.
3. Legal status of the bidder (attach copies of original document defining the legal status)
 - (a) An Individual
 - (b) A proprietary firm
 - (c) A firm in partnership
 - (d) A limited company or Corporation
4. Particulars of registration with various Government Bodies (attach attested photocopy)
Organization/Place of registration No.
 - 1.
 - 2.
 - 3.
5. Names and titles of `Directors & Officers with designation to be concerned with this work.
6. Designation of individuals authorized to act for the organization
7. Was the bidder ever required to suspend the work for a period of more than six months continuously after he commenced the work? If so, give the name of the project and reasons of suspension of work.
8. Has the bidder, or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.
9. Has the bidder, or any constituent partner in case of partnership firm, ever been debarred/black listed for tendering in any organization at any time? If so, give details.
10. Has the bidder, or any constituent partner in case of partnership firm, ever been convicted by the court of law? If so, give details.
11. In which field of DG sets Installation, testing and commissioning works the bidder has specialization and interest?
12. Any other information considered necessary but not included above.

FORM 'C'
Letter of Transmittal
(On the letterhead of Applicant)

From:

To:

Director, IIM Indore
PrabandhShikhar, Rau-Pithampur Road,
Indore – 453 556 (M.P.)

Sub: Submission of Tender Documents

- i) Envelop-1: EMD
- ii) Envelop –2: Pre-qualification document.
- iii) Envelop –3: Financial Bid documents consist of bill of quantity.

Sir,

After having examined the NIT of the work, Name of work: Supply, Installation, testing and commissioning of various spare parts/ consumable for D- Check (Preventive Maintenance) 1x 500 KVA,415 Volt,50Hz, DG set of Cummins Make engine model No. KTA-19-09 installed at utility-II, IIM Indore.

I/we hereby certify that all statements made and information supplied in the forms A to C are true and correct and signed all the pages of tender document.

1. We have furnished all information & details for PQ and have no further pertinent information to supply.
2. We have submitted authorized certificate from the client/ owner and IIMI is authorized to verify it.
3. The following certificates/ Documents are enclosed.
 1. Form 'A'
 2. Form 'B'
 3. Form 'C'
 4. VAT Registration Details
 5. PAN Card copy
 6. EMD
 7. Any other

Signature of Contractor

General Note:

1. A complete set of Tender document may be down loaded. Tender Processing Fees shall be paid through DD /Pay ordered of scheduled bank in favor of IIM Indore and to be put in Envelope 1 along with the EMD and all other Tender Document to be put in another envelope and submit/send to the Chief Engineer Indian Institute of Management Prabandh Shikhar Rau–Pithampur Road, Indore 453331 (MP) so as to reach the office not later than 3.00 p.m On October29, 2015.
2. The tenderers shall submit tenders in three sealed envelopes 1, 2 & 3 with the name of work and due date written on the envelopes should be submitted in the office of Chief Engineer, Indian Institute of Management Indore at the address mentioned above not later than 3.00 p.m. on October 29, 2015. The technical bids will be opened on October 29, 2015 at 03.30 p.m. and financial bids of the qualified bidders will be open at a later date. The date & time of opening of financial bids shall be intimated to the qualified bidders. Financial bid will be opened in the presence of the bidders or their representative who may choose to attend.
3. The first Envelope (Envelope no. 1) shall contain the Earnest money deposit and tender processing fee, the second envelope shall contain pre-qualification / Eligibility criteria, Techno commercial proposal and third envelope shall contain Financial Proposal in the BOQ. In case 1st envelope is not annexed or Earnest Money Deposit (EMD) and cost of tender is not found in proper form, the second envelope containing tender document will not be opened at all. In case bidder is not qualified as per eligibility criteria the third envelope containing financial proposal will not be opened at all.
4. Bidders are requested to submit the proposal in following 3 envelopes:
 - (i) Earnest Money (Envelope I)
 - (ii) Pre-qualification/Techno commercial Proposal (Envelope II)
 - (iii) Financial Proposal (BOQ) (Envelope III)
5. Pre-qualification and eligibility criteria shall be submitted in a separate envelop marked Envelop –II along with other techno commercial information it shall contain all information as per the criteria given and also the information regarding past work done.
6. Envelop III - Financial Proposal

The third envelope shall consist of following documents

S. No.	PARTICULARS
1	Form of Tender -BOQ
2	Duly filled Bill of quantities along with rates for each Item in words and figures.

The bidder shall submit tenders in three separate envelopes in sealed covers, which should be kept in the fourth envelope.

7. Tenderers are advised to inspect and examine the site and its surroundings etc. and satisfy themselves before submitting their tender as to the nature of works, and the means of access to the site, the accommodation they may require and in general shall themselves obtain all the necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. Tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at his own cost all the material, tools & plants, water, electricity, access facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract document. Submission of tender by the tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the work.
8. The tenderer should quote his rates in the schedule of quantities given in Tender. Rate should be expressed in figures as well as words. No percentage above or below the schedule shall be quoted.
9. The rates quoted in the tender will not be altered by the contractor during the term of contract.
10. Conditional tenders are liable to be rejected. The tenders shall also be rejected if not properly sealed.
11. The tender for the works shall remain open for acceptance for a period of 90 days from the date of opening of tenders. If any tenderer withdraws his tender before the said period or makes any modification in the terms and conditions of the tender which are not acceptable to the Institute, then the Institute shall without prejudice to any other right or remedy be at liberty to forfeit the EMD.
12. In the event of contradictions, if any, between specifications and codes and practice the decision of the Director IIM Indore shall be final and binding on the tenderer .
13. Work shall be done night and day without extra charge, if necessary.
14. Contractor shall arrange for all temporary connections for water, electricity at his own cost.
15. Site order book with numbered pages shall be kept on site. Contractor shall carry out all instructions properly without extra charge.
16. Contractors shall insure the whole work against fire, PICT and third party.
17. The competent authority on behalf of Board of Governors of Institute does not bind himself to accept the lowest or any other tender, and reserves to himself the authority to reject any or all of the tenders received without assigning of any reason. All tenders

in which any of prescribed conditions are not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be, summarily, rejected.

18. Canvassing whether directly or indirectly in connection with tenders is strictly prohibited and the tenders submitted by the tenderers who resort to canvassing will be liable to rejection.
19. The competent authority reserves to himself the right of accepting the whole or any part of the tender or distributing the work between one or more tenderers and the tenderer shall be bound to perform the same at the rate quoted.
20. This tender notice shall form part of the contract document. The tenderer whose tender has been accepted by the competent authority hereinafter referred to as the "Contractor" shall furnish the Performance Security Deposit equal to 5% of the tendered amount in the form of Demand Draft /Pay Order/FDR or Bank Guarantee of any Scheduled Bank issued in favor of Indian Institute of Management, payable at Indore within seven days from the date of letter of acceptance. If the successful tenderer fails to furnish the Performance Security Deposit within the stipulated period his EMD shall be forfeited.
21. The successful tenderer on furnishing the Performance Security Deposit within fifteen days and sign the contract consisting of the notice inviting tender, all the documents including general conditions, specifications and drawings, if any, as issued at the time of invitation of tenders and acceptance thereof together with any correspondence leading thereto. If the successful tenderer fails to sign the contract within the stipulated period his EMD shall be forfeited.
22. The performance security deposit shall be refunded after expiry of defects liability period as mentioned.
23. Security Deposit @5% of the gross amount of the bill shall be recovered from the bills of the contractor till the sum along with the sum already deposited as earnest money will amount to security deposit of 5% of the tendered amount of the work or cost of actual work executed whichever is more. Bank Guarantee may also be accepted against security deposit to be deducted from the running bills.
24. Payment shall be made to the contractor as per of Contract.

AGREEMENT

THIS AGREEMENT made at Indore on the _____ day of _____ 2015 between Indian Institute of Management Indore Rau- Pithampur Road, Indore (hereinafter called "The IIM INDORE" which expression shall, unless repugnant to the context or meaning thereof, include its administrators, successors and assigns) of the one part AND _____ (herein after called "The Contractor" which expression shall, unless repugnant to the context or meaning thereof, include its successors and permitted assigns) of the other part.

WHEREAS

The IIM INDORE is desirous of carrying out Supply, Installation, testing and commissioning of various spare parts/ consumable for D- Check (Preventive Maintenance) 1x 500 KVA, 415 Volt, 50Hz, DG set of Cummins Make engine model No. KTA-19-09 installed at utility-II, IIM Indore

The Works are to be executed as per drawings and specifications describing the works to be done.

The Contractor has agreed to execute the said works subject to the provisions hereinafter contained and subject also to General Conditions of Contract, Special conditions of contract, Safety Code, Model Rules for the protection of health and Sanitary arrangements for workers, Specifications, Preambles and Schedule of Quantities and installation schedule (all of which are hereinafter collectively referred to as the 'said tender conditions') and strictly in accordance with the drawings annexed hereto at or for the respective rates set out in the Schedule of Quantities amounting to the sum as there under arrived at or such other sums as shall become payable there under (hereinafter referred to as the said tendered amount).

NOW IT IS HEREBY AGREED AS FOLLOWS:-

1. In consideration of the said tendered amount to be paid by The IIM INDORE to the Contractor at the time and in the manner set forth in the said tender conditions and in accordance with the Schedule of Payments to execute and complete the work shown upon the said Drawings strictly in accordance with the specifications and Schedule of Quantities.
2. The said tender conditions and the annexures hereto shall be read and considered as forming part of this contract and the parties hereto shall respectfully abide by to the said conditions and perform the agreement on their part respectively contained in the said conditions.
3. The approved drawings, notice inviting tenders technical specification etc. shall also form the basis of this contract.

4. This contract is neither a Lump sum Contract, nor a piece work contract, but is a contract on item rate basis to be carried out and to be paid for according to the Schedule of Payments at the rates contained in the Schedule of Quantities.
5. The contract herein contained shall comprise not only the works mentioned above but all subsidiary works connected therewith within the same site as may be ordered to be done from time to time by the said Engineer In charge for the time being, even if such work may not be shown on the said Drawings or described in the said Specifications and Schedule of Quantities.
6. The IIM INDORE reserves to themselves the right of altering the drawings and the nature of the work by adding to or omitting from the scope of work any item of work or portions of the same without prejudice to this contract.
7. Time shall be considered as the essence of this contract and the Contractor hereby agrees to commence the work within 10 days from the date of work order or from the date of handing over of the site, as provided for in the said terms and conditions, whichever is later, and shall complete the entire work within the specified period, subject nevertheless the provisions for extension of time as may be agreed to by the IIM INDORE and as contained in the said conditions.
8. All payments by the IIM INDORE under this contract shall be made only at Indore.
9. All disputes arising out of or in any way connected with this contract shall be deemed to have arisen at Indore and courts in Indore only shall have jurisdiction to determine the same.
10. That the contract and several parts of this contract have been read by the contractor and fully understood by him. The contractor shall not be entitled for payment beyond tendered quantities unless ordered specifically by written instructions of Director IIM INDORE.
11. This contract shall be signed in duplicate, the original whereof shall be kept in the custody of the IIM INDORE, the duplicate with the Contractor.

IN WITNESS WHEREOF the IIM INDORE has set his hands hereunto and three duplicates hereof through his duly authorized official and the Contractor has caused these presents and three duplicates hereof under his common seal by his duly authorized representative at the place and on the date month and year first herein above written.

SIGNED, SEALED AND DELIVERED by IIM INDORE, by the hand of

Signature:
Name:
Designation:

IN THE PRESENCE OF

(1) Signature:
Name:
Address:

(2) Signature:
Name:
Address:

SIGNED, SEALED AND DELIVERED BY the Contractor M/s.

Signature:
Name:
Designation:

IN THE PRESENCE OF

(1) Signature:
Name:
Address:

(2) Signature:
Name:
Address:

2.2 IMPORTANT CONTRACT DATA

Important contract data is summarized as under;

2.2.1	Name of work	Supply, Installation, testing and commissioning of various spare parts/ consumable for D-Check (Preventive Maintenance) 1x 500 KVA,415 Volt,50Hz, DG set of Cummins Make engine model No. KTA-19-09 installed at utility-II, IIM Indore.
2.2.2	Source of Funds	IIM Indore
2.2.3	Area / District Covered under the Bid	IIM Indore Campus, Indore
2.2.4	Type of work	Repair and Maintenance
2.2.5	Implementation Period	30 Days
2.2.6	Defect liability Period	One year
2.2.7	Communication for Site	Project Office, IIM Indore
2.2.8	Notification of bid	19-Oct-15
2.2.9	Estimated Cost	Rs. 6,00,000/-
2.2.10	Earnest Money Deposit	Rs. 12,000/- The Earnest Money of tender shall be in the form of demand draft or pay order of any Nationalized or Scheduled Commercial Bank issued in favour of "Indian Institute of Management, Indore."

2.2.11	Tender Processing Fee	Nil
2.2.12	Form of Securities	N.A.
2.2.13	Bid Validity	Ninety days
2.2.14	Submission of Bid	Up to October 29, 2015 till 3.00 P.M.
2.2.15	Opening of the Bid (Date & time)	October 29, 2015 at 3.30 P.M.
2.2.16	Place of Opening of Bids	Project Department, IIM Indore (M.P.)
2.2.17	Performance Guarantee	<p>The successful tenderer, after award of work will be referred to as the contractor, shall deposit an amount equal to 5% of the tendered and accepted value of the work (without limit) as performance guarantee in one of the following forms:</p> <ul style="list-style-type: none"> (i) Government securities. (ii) Fixed Deposit Receipt (FDR) of a Scheduled Bank. (iii) An irrevocable bank guarantee bond of any scheduled bank or State bank of India in the prescribed form given in Annexure. within the period ranging to 10days of the issue of the letter of acceptance. <p>This period can be further extended at the written request of the contractor by the Engineer-in-charge for a maximum period of 15 days with late fee @ 0.1% per day, of performance guarantee amount. The letter for commencement of work shall be issued to the contractor only after he/she of work shall be issued to the contractor only after he/she submits the performance guarantee in an acceptable form.</p>

2.2.18	Earnest Money	<p>The earnest money may be accepted only in the following forms:</p> <ul style="list-style-type: none"> (i) Banker's cheque of a Scheduled Bank. (ii) Demand Draft of a Scheduled Bank. (iii) Fixed Deposit Receipt (FDR) of a Scheduled Bank.(validity up to December 31, 2015) <p>Issued in favour of Indian Institute of Management Indore, payable at Indore.</p>
2.2.19	Security Deposit	<p>The security deposit shall be collected by deductions from the bill of the contractors a sum @ 5% of the gross amount of the bill. Such deductions shall be made unless the contractor has deposited the amount of security at the rate mentioned in Government securities or Fixed Deposit Receipts. This is in addition to the performance guarantee that the contractor is required to deposit. And this shall be retained till the defect liability period.</p>
2.2.20	Contract Agreement	<p>At the time of notification of award, the contractor shall arrange supply of non-judicial stamp paper of value Rs.500/- or as per the rules/regulation of the local Govt. and execute the Contract Agreement with in 10 days.</p>

2.2.21	Compensation for Delay	If the contractor fails to maintain the required progress to complete the work and clear the site on or before the contract or extended date of completion as per mile stones he shall, without prejudice to any other right or remedy available under the law to the Institute on account of such breach, pay as agreed compensation @ 1.5 % percent of the tendered amount per month of delay to be computed on per day basis for the delay of work
2.2.22	Payment Terms	The payment will be released only after successful completion of the work.
2.2.23	Other	<p>a) The successful bidder shall submit a power of attorney authorizing the signatory of the bid to sign and execute the contract.</p> <p>b) The bidder shall have to provide PAN No. Under income tax Act.</p> <p>c) Contractor shall be agreeable with the conditions as mentioned in the document.</p>

3.1 LATE BIDS:

Any bid received by the Employer after the deadline of submission of bids prescribed in clause will be returned unopened to the bidder.

3.2 Other conditions

3.2.1 The specifications, Terms & Conditions, other regulations which are not herein mentioned will be guided by relevant CPWD / BIS /Other Central Govt. norms applicable for IIM Indore & the decision in this regard will be guided by the decision of the respective authority of IIM Indore which shall be final and binding to the contractor.

3.2.2 For any amendments or additional information in respect of this notification will be published only in the website <http://www.iimidr.ac.in/iimi/index.php/tenders> under the caption "D- Check (Preventive Maintenance) of 1 x 500 KVA, 3-Phase, 415 Volt, 50Hz DG Set Cummins Make engine model No. KTA-19-09 installed at utility-II, IIM Indore."

For any further details, please contact to the Project Department, IIM Indore. Phone no. 0731-2439568, 2439619.