



INDIAN INSTITUTE OF MANAGEMENT CALCUTTA

**Diamond Harbour Road, Joka,
Kolkata - 700104**

NOTICE INVITING TENDER

NIT NO: NIT/IIMC/PUR/P-I/I/2024-25

NIT DATE: 24 MAY 2024

FOR

INSURANCE POLICY FOR INSTITUTE'S MOVABLE AND IMMOVABLE ASSETS LIKE FURNITURE, EQUIPEMENT, BOOKS, COMPUTER PERIFERALS AND MONEY-IN-TRANSIT, MACHINERY BREAKDOWN OF EQUIPEMENT ETC AGAINST FIRE, BURGLARY AND EARTHQUAKE/ CYCLONE/NATURAL CALAMITY AT VARIOUS LOCATIONS OF INDIAN INSTITUTE OF MANAGEMENT CALCUTTA CAMPUS INCLUDING GENEXX VALLY FLATS FOR A PERIOD OF ONE (01) YEAR.

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Tender Information Summary (TIS)			
1.0 Basic Tender Details			
Tender Title	INSURANCE POLICY FOR INSTITUTE’S MOVABLE AND IMMOVABLE ASSETS LIKE FURNITURE, EQUIPEMENT, BOOKS, COMPUTER PERIFERALS AND MONEY-IN-TRANSIT,MACHINERY BREAKDOWN OF EQUIPEMENT ETC AGAINST FIRE, BURGLARY AND EARTHQUAKE/CYCLONE/NATURAL CALAMITY AT VARIOUS LOCATIONS OF INDIAN INSTITUTE OF MANAGEMENT CALCUTTA CAMPUS INCLUDING GENEXX VALLY FLATS FOR A PERIOD OF ONE (01) YEAR WITH EFFECT FROM XX XXX 2024 TO XX XXX 2025.		
Tender Ref.	IIMC/PUR/P-I/1/24-25 DATE 24 MAY 2024		
Tender Type	Ote	Form of Contract	Item Rate
Tender Category	Service	No. of Covers	One
Bidding System	Single Stage Double Envelope System	e-Reverse Auction to be held after Financial bid opening	No
Procuring Organisation	Indian Institute of Management Calcutta	Procuring Entity	The Director, IIMC
Tender Inviting Authority (TIA)	Senior Administrative Officer (Purchase)	Address	Diamond Harbour Road, Joka, Kolkata, West Bengal - 700104
Appointing Authority for Arbitration	Head of the Procuring Organisation		
2.0 Requirement Details			
Evaluation Basis	Technical Evaluation followed by Financial Evaluation	Part quotation allowed or not	Not Allowed
Inspection Type	N.A.	Inspection Agency	By Procuring Entity
Inspection Schedule	After completion of work and before making payment		
Item Details	As per Schedule of Requirement	Quantity and Units	As per Schedule of Requirement
Indicative HSN Code	Item wise	Consignee/ State	IIMC, Kolkata/ West Bengal
Terms of Delivery	As per Tender Document	Completion date of Delivery	As per Tender Document
3.0 Critical Dates			
Published Date	24 May 2024 at 1800 hrs.	Bid Validity	90 days from the date of opening of Bid
Document Download Start Date & Time	24 May 2024 at 1800 hrs.	Document Download End Date & Time	12 June 2024 at 1500 hrs.
Clarification Start Date & Time	24 May 2024 at 1800 hrs.	Clarification End Date & Time	12 June 2024 at 1500 hrs.
Bid Submission Start Date & Time	24 May 2024 at 1800 hrs.	Bid Submission Closing Date & Time	12 June 2024 at 1500 hrs.

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Tender opening (Technical bid) Date & Time	13 June 2024 at 1500 hrs.	Tender Opening (Financial bid) Date & Time	Will Be Notified later.
4.0 Eligibility to Participate			
Is this item reserved for exclusive Procurement from MSEs	No		
Nature of Bidders eligible – OEMs/ Dealers authorised by OEMs	Not applicable		
Entities from countries not eligible to participate on reciprocal basis	Not applicable		
Minimum local content for eligibility to participate	Not applicable		
Classes of Local Suppliers eligible to participate	Not applicable		
Mandatory Joint venture with Indian Company	Not applicable		
5.0 Obtaining the Tender Document and clarifications			
eProcurement Portal and helpdesk for Document availability and submission	https://eprocure.gov.in/eprocure/app	[0120-4001 002; 0120-4001 005; 0120-6277 787 or support-eproc@nic.in]	
	www.iimcal.ac.in under Information/ Tender Tab		
Cost of Tender Document (INR)	Not applicable		
Office/ Contact Person/ email for clarifications	Purchase Section		
6.0 Pre-bid Conference			
Pre-bid Conference applicable or not	YES		
Place, time, and date of the Pre-bid Conference	Date and Time: 03 June 2024 at 1500 hrs. Indian Institute of Management Calcutta		
Place, time, and date before which Written queries for the Pre-bid conference must be received	Date and Time: 03 June 2024 by 1500 hrs. Indian Institute of Management Calcutta		
Place, time, and date before which registration of participants for the Pre-bid conference must be received	Date and Time: 03 June 2024 by 1500 hrs. Indian Institute of Management Calcutta		
7.0 Preparation and Submission and Opening of Bids			
Bids to be Addressed to	Senior Administrative Officer (Purchase) Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal - 700104		
Instructions for Online bid Submission	[https://etenders.gov.in/eprocure/app?page=HelpForContractors&service=page]		
Tender Opening Place	On e-procurement portal(s) mentioned above		
Alternate Bids allowed or not	No		

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9.0 Physical submission of Originals/ Self-attested copies of Originals of Scanned Documents uploaded			
Physical documents required/ permitted to be submitted		Not required	
If Yes, List of Documents to be submitted physically			
Deadline for physical submission of originals/ self-attested copies of Originals of uploaded scanned documents		Not applicable	
Address of Physical Submission of Originals	Senior Administrative Officer (Purchase) Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal - 700104		
10.0 Documents relating to Bid Security and Performance Security			
Bid Security and Validity	<i>Bid Declaration Certificate need be submitted</i>	Form of Security and To whom to be addressed	Acct Payee DD/ FDR from a Commercial bank/ Bank Guarantee /e-Bank
Performance Security and Validity	5% of Insured premium 60 days beyond the date of completion of all contractual obligations including Warranty obligations (if any)	Form of Security and To whom to be addressed	Guarantee from any Indian Commercial Banks in favour of Indian Institute of Management Calcutta, Payable at Kolkata
11.0 Additional Clauses			
Integrity Pact to be Signed and Submitted along with bid	Not Applicable	Independent External Monitor, Name and Contact Details	No
Price Variation Clause	No		
Quantity Splitting/ Parallel Orders	No	If Yes, Ratio of Distribution among L-1 and others	NA