

# INDIAN INSTITUTE OF MANAGEMENT CALCUTTA

## NOTICE INVITING TENDER

### REPAIRING AND POLISHING OF FURNITURES AT TATA HALL OF IIM CALCUTTA

Tender Enquiry No.: **NIT/IIMC/TATAHALL/30/22-23**

Date: **June 10, 2022**

E-tenders are invited by Indian Institute of Management Calcutta (IIMC) under two-bid system i.e. Technical Bid and Financial Bid from eligible and reputed firms for "Repairing and polishing of furniture at TATA Hall of IIMC" on the terms and conditions enumerated in details in the tender document. The tender can be downloaded from the website <http://eprocure.gov.in/cppp/app> or [www.iimcal.ac.in](http://www.iimcal.ac.in) and bid to be submitted online through the CPP Portal up to the last date and time of submission of tender.

Sl. No.	Name of Work	Completion of work
A.	<b>REPAIRING AND POLISHING OF FURNITURES AT TATA HALL OF IIM CALCUTTA</b>	<b>07 DAYS FROM THE DATE OF ISSUANCE OF WORK ORDER</b>

The detailed scope of work is given in the tender documents.

SL No.	Particulars	Date	Time
1	Date & Time of online publication of tender	10/06/2022	14:00 Hrs.
2	Bid submission start Date & Time	10/06/2022	17:00 Hrs.
3	Bid Submission close Date & Time	16/06/2022	14:00 Hrs.
4	Opening of technical Bid	16/06/2022	14:00 Hrs.
5	Opening of financial Bid	To be intimated in due course time	
6	Validity of bids	90 days from the date of opening of bids.	

### INSTRUCTION TO BIDDER

- a) Bidders are required to enroll on the e-procurement module of the Central Public Procurement Portal (CPPP) (URL: <https://eprocure.gov.in/eprocure/app>) by clicking the link "**Online Bidder Enrolment**" on the CPPP Portal.
- b) Possession of a valid class II/III DSC in the form of smart card/e-token is a prerequisite for registration and participating in the bid submission activities. DSC's can be obtained from the authorized certifying agencies recognized by CCA India. (E.g. Sify/TCS/nCode/eMudra etc.)
- c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- e) The bidders are required to log in to the site through the secured log-in by entering their respective user ID/Password and the password of the DSC.
- f) The CPP Portal also has user manuals with detailed guidelines on enrollment and participation in online bidding process. The user manuals can be downloaded for reference.

- g) Any queries related to process of online bid submission or queries related to CPP Portal in the general may be directed to the 24 X 7 CPP Portal Helpdesk. The **Toll Free** Contact numbers for the helpdesk are 1800 3070 2232.
- h) The Bidders have to submit their bid document, complete in all respects along with the copies of Trade License, PAN, GST Registration number, if applicable, Work Order for similar services in Govt. organizations, PSU, Autonomous Institutes, reputed Private Organization etc., on the CPP Portal.
- j) IIM Calcutta reserves the right to reject any or all tenders without assigning any reason thereof.

## **ONLINE BID SUBMISSION PROCEDURE**

- (i) Help for bidders, FAQ, Information about DSC and Bidders Manual Kit containing the detailed guidelines for e-Procurement system are also available on Central Public Procurement Portal. [<https://eprocure.gov.in/eprocure/app>]
- (ii) It is mandatory for all the bidders to have a valid Digital Signature Certificate (in the name of person having power of attorney to sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA's from the link [www.cca.gov.in](http://www.cca.gov.in)) to participate in e-Procurement of IIM CALCUTTA.
- (iii) It is mandatory for the bidders to get their firm /company registered with e-procurement portal <https://eprocure.gov.in/eprocure/app> to have user ID and Password.
- (iv) Tender documents will be available online on website <https://eprocure.gov.in/eprocure/app> which can be downloaded.
- (v) Bidders may download and refer the "Instructions for Online Bid Submission" from (<https://eprocure.gov.in/eprocure/app>).
- (vi) The tender documents shall be submitted online in the prescribed format given on the websites and technical bids received online shall be opened as per NIT or Corrigendum thereof. No other mode of submission is acceptable. Detailed credentials as per the requirement of eligibility criteria and all tender papers except Bill of Quantities are to be submitted in "Technical Bid".
- (vii) Bill of Quantities with rates duly filled in is to be submitted in the format provided online in the name of "Price Bid". Hence, physical submission of the documents is limited to submission of original Earnest Money and Tender document fee. Deposit in the form of Demand Draft as per provision given in NIT.
- (viii) Representative of the bidder, who chooses to attend, may attend the online opening of the technical bids on the scheduled date and time of Bid opening. However, such representatives shall be allowed to attend the opening of the Technical Bids, only, if such person presents the signed letter of authority issued in his name by the bidder on his letter head.
- (ix) Bidders cannot submit the tender after the due date and time of e-bid submission. Time being displayed on Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> ("Server System Clock Time") shall be final and

binding on the bidder. E-Bids are required to be submitted by bidders, only as per the Indian Standard Time (IST) and not the time as per their location/country.

- (x) The bidders are advised to submit their e-bids well before the e-bid due date. IIM CALCUTTA shall not be responsible for any delay in submission of e-bids for any reason including server and technical problems.
- (xi) The Technical and Price Bid shall be digitally signed by the Authorized Signatory of the bidder & submitted "on-line". The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally signed bid. Scanned copies of various documents can be prepared in .pdf file format.
- (xii) Any tender received without original Earnest Money and Tender document fee in the form as specified in NIT shall not be accepted/considered and shall be summarily rejected.
- (xiii) Physical submission of the documents is to be as per the following in one envelop only in the Drop Box at the Office of Senior Administrative Officer (Purchase), Administrative Building, Ground Floor, East Side, IIMC Campus, Joka, Kolkata – 700104.

### **ELIGIBILITY CRITERIA**

Sl. No.	Description	Enclosures
1	Valid Updated Trade License	Photocopy
2	PAN Card	Photocopy
3	GST Registration Certificate	Photocopy
4	IT Return (2018-19, 2019-20 & 2020-21)	Photocopy
5	Audited Balance Sheet (2018-19, 2019-20 & 2020-21)	Photocopy
6	Annual Turn Over (2018-19, 2019-20 & 2020-21) (needs to be submitted as per <b>Annexure - II</b> in the Company letter head)	Submitted in Letter Head
7	Work Experience - minimum 3 years of experience for similar nature of repairing & Polishing work in any Govt./ PSU/ Autonomous Body	Previous Work Orders
8	The firm should neither be blacklisted by any Central/State/Autonomous Bodies or Institute/Public Undertaking nor have any criminal case registered/pending against the firm or its owner /partners anywhere in India. A duly completed certificate to this effect is to be submitted as per <b>Annexure I</b> .	Submitted in Letter Head

(a) The Company details as per **Annexure III** must be submitted along with the Bid.

### **SCOPE OF WORK**

Sl. No.	Description of work	Quantity (Nos)
(a)	Repairing and Polishing of <b>Study Table</b> . Replacement of top & Sunmica (if required) with all necessary materials in complete condition as required.	59
(b)	Repairing and Polishing of <b>Study Chair</b> . Replacement of cover & Sunmica (if required) with all necessary materials in complete condition as required.	59
(c)	Repairing and Polishing of <b>Sofa</b> . Replacement of cover & Sunmica (if required) with all necessary materials in complete condition as required.	71
(d)	Repairing and Polishing of <b>Tea Table</b> . Replacement of plywood & Sunmica (if required) with all necessary materials in complete condition as required.	63

(e)	Repairing and Polishing of <b>Luggage Rack</b> . Replacement of top & Sunmica (if required) with all necessary materials in complete condition as required.	59
(f)	Repairing and Polishing of <b>Telephone Table</b> . Replacement of Plywood & Sunmica (if required) with all necessary materials in complete condition as required.	63
(g)	Repairing and Polishing of <b>Bed Head Cot</b> . Replacement of Plywood, Sunmica and Rexin (if required) with all necessary materials in complete condition as required.	63
(h)	Repairing and Polishing of <b>Pelmet</b> . Replacement of Plywood & Sunmica (if required) with all necessary materials in complete condition as required.	124
(j)	Repairing and Polishing of <b>TV Cabinet</b> . Replacement of Plywood & Sunmica (if required) with all necessary materials in complete condition as required.	04
(k)	Repairing and Polishing of <b>Refrigerator Stand</b> . Replacement of Plywood & Sunmica (if required) with all necessary materials in complete condition as required.	04
(l)	Through repairing of <b>Notice Board</b> along with replacement of <b>Cloth cover</b> and <b>Soft Board</b> with all necessary materials in complete condition as required.	08
(m)	Repairing and Polishing of <b>Telephone Table</b> of Conference room with all necessary materials in complete condition as required.	03
(n)	Repairing and Polishing of <b>Key Rack</b> with all necessary materials in complete condition as required.	03
(p)	Repairing and Polishing of <b>Reception Table</b> with all necessary materials in complete condition as required.	01
(q)	Repairing and Polishing of <b>Dining Table</b> . Replacement of Top and & Sunmica (if required) with all necessary materials in complete condition as required.	23
(r)	Repairing and Polishing of <b>Dining Chair</b> . Replacement of Cover & Sunmica (if required) with all necessary materials in complete condition as required.	93
(s)	Repairing and Polishing of <b>Dining Tea Table</b> . Replacement of Top & Sunmica (if required) with all necessary materials in complete condition as required.	04

## **BIDDING**

Offers in two parts are invited

Part-I Technical Bid

Part- II Financial Bid

### **TECHNICAL BID DETAILS:**

Bidder(s) who will fulfilled the eligibility criteria as mentioned in the Tender Document will be qualified for Opening of Financial Bid.

### **FINANCIAL BID DETAILS**

Financial bid i.e. BOQ given in the tender to be uploaded after filling all relevant information. The priced BOQ should be uploaded strictly, failing which the offer is liable for rejection.

**Vendor should quote prices in BOQ only, offers indicating rates anywhere else shall be liable for rejection.**

### **PRICE BID:**

Quoting Price: Price quoted should be in Indian Rupees, free delivery at IIM Calcutta Campus at Diamond Harbour Road, Joka, Kolkata – 700 104 .

Quantity mentioned in the Tender documents can be increased or decreased to any extent depending upon the actual requirement and the payment will be made as per actual work to be executed.

#### **VALIDITY:**

The bid will remain valid for 90 (Ninety) days from the date of opening as prescribed by IIM Calcutta. A bid valid for shorter period shall be rejected, being non-responsive.

#### **AWARD OF WORK:**

The offers from the vendors/Firms/Agencies who qualifies in the Financial bid will be evaluated on the basis of total amount (exclusive of GST). The lowest of total amount quoted by vendors/Firms/Agencies will be considered as L-1 and may be awarded the work order subject to fulfilment of other conditions.

#### **WARRANTY OF QUALITY AND QUANTITY**

The awardee shall give minimum 03 (three) months' onsite warranty on the repaired items and shall carry on the repairing works free of cost within the stipulated time period and after completion, one company sticker needs to be tagged along with the date of completion of Work in every repaired material done by the selected vendor.

#### **DELIVERY SCHEDULE**

The successful bidder should execute the order within **7(seven) days** at IIM Calcutta, Diamond Harbour Road, Joka, Kolkata -700104 from the date of issuance of Work Order. In case of any damage found, the item(s) should be replaced within 15 (fifteen) days at IIM Calcutta. The bidder has to make own arrangement (lodging and fooding of the labours) for the entire work.

#### **TERMS AND CONDITIONS**

IIM Calcutta will evaluate the technical bid and based on the technical bid, Commercial bid will be evaluated. The technically qualified vendors will be informed through CPP Portal.

In case of any bidder is silent on any clauses mentioned in the Tender Documents, IIM Calcutta shall construe that the bidders has accepted the clause as per the Invitation to tender and no further claim will be entertained.

No revision in the terms and conditions quoted in the offer will be entertained.

#### **Termination for Insolvency**

- a) The IIM Calcutta may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm becomes bankrupt or otherwise insolvent as declared by the Competent Court, provided that such termination will not be prejudice or affect any rights of action ore remedy, which has accrued or will accrued thereafter to the department.
- b) The High Court of Calcutta alone will have the jurisdiction to try any matter, disputes or reference between the parties arising out of this work. It is specifically agreed that no court outside and other than Calcutta Court shall have jurisdiction in the matter.

#### **Force Majeure**

- IIMC have to the right to foreclose the Contract at any time during the tenure of the contract without assigning any reason whatsoever by giving notice of at least thirty days to you of its intension to do so, without any claim of damages by you.

- In the event of unsatisfactory service or failure on your part, deadline or if you neglect to execute the work without due diligence or expedition or refuse or neglect to comply with any reasonable order given to you by IIMC shall have the option to declare the contract as cancelled and any get the work execute by any alternate sources at your risk and cost. In such event you will have no claims whatsoever against IIMC in consequence of such termination of the contract. The decision of IIMC Authority in terminating the contract will be final and binding on you. In the event of Termination Contract, the remaining payment shall be forfeited and you will not have any claim in this regard.

### **Conciliation and Arbitration**

Any dispute, if arises, in connection with the work, shall be tried to be settled mutually by asking references to conditions of tender documents or prevailing local practices etc., but if not settled mutually, shall be referred to arbitration. Such arbitration shall be governed by the provisions of the Indian Arbitration and Conciliation Act, 1996 or as amended from time to time. The Venue for such arbitration will be in Kolkata. The award of the Arbitrator shall be final, conclusive and binding on all parties.

### **Others Conditions**

1. The bidder has to upload the relevant and readable files only as indicated in the tender documents. In case of any irrelevant or non-readable files, the bid may be rejected.
2. The Bidder should have Registered Office/Branch Office at Kolkata.
3. The plywood (waterproof ISI mark with anti-termite treatment) for replacement of cot & table-top should be of 18 mm. thickness and in accordance with the existing sample & for other replacement related items e.g. Study Table, Tea Table, TV Cabinet etc., the plywood (waterproof ISI mark) should be of 12 mm. thickness and in accordance with the existing sample. Better quality will always be acceptable but minimum quality should be at least at par with the existing.
4. IIM Calcutta reserves the right to accept or reject any or all the tenders in part or full or may cancel the tender without any assigning any reason thereof.
5. IIM Calcutta reserves the right of relax/amend/withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any inquiry after the submission of the quotation will not be entertained.
6. IIM Calcutta reserves the right of modify/change/delete/add any further terms and conditions prior to issue of Purchase Order.
7. IIM Calcutta reserves the right to increase /decrease up to 25% of the quantities prior to issue of Work Order.
8. IIM Calcutta reserves the right to place repeat order up to 100% of the quantities within a period of 12 months from the date of successful completion of the Work Order at the same rates and terms subject to the condition that there is no downward trend in prices.
9. In case of bidders/successful bidders are found in breach of any condition(s) at any stage of the tender, Security Deposit shall be forfeited.
10. False declaration/documents will be in breach of the code of integrity under the Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151(iii) of the General Financial Rules along with such other actions as may be permissible by law.
11. Conditional tenders will not be considered in any case.
12. In case of doubt of material, the expenditure of testing of equipment's will be borne by the tenderer.
13. IIM Calcutta shall not be responsible for any transaction delay i.e. non-receipt of the Tender fee & Security Deposit.
14. The scope of works given in the BOQ has been prepared as per actual, after thorough inspection by the concerned Departments. However, to ascertain the actual quality of the work to be done, the Bidders are hereby advised to physically check the existing samples at IIM Calcutta Hostels before submitting the tender document. Keeping in view the ongoing pandemic situation, it is

requested to contact the undersigned at least 48 hours ago, for a specific date & time towards physical inspection of the entire works. However, the same will be subject to the advisories by the Government.

15. Intending bidders may visit and inspect the furniture to be repaired and polished at different locations of IIMC with prior information to the Maintenance department before submitting their bids.
16. IIM Calcutta may issue amendment/corrigendum to the tender documents before due date of submission of bid. Any amendment/corrigendum to the tender document, if any, issued by IIM Calcutta will be posted on CPP Portal. For the bidders, submitting bids on downloaded tender documents, it is bidder's responsibility to check for any amendment/corrigendum on the website of IIM Calcutta or check for the same in CPP portal before submitting their duly completed bids.

### **Sub-contracting Not Allowed**

- (a) The successful bidder shall not subcontract, transfer or assign the task to any other Agency without the previous written approval of IIM Calcutta. In case the Agency contravenes this condition, IIM Calcutta shall be entitled to place the contract elsewhere at the cost and risk of the Agency and all expenses borne on this account shall be recovered from him.

### **Penalties**

(a) IIM Calcutta reserves the right to impose penalties for unsatisfactory services which may include:

- (i) Non-completion of work within stipulated delivery period,
- (ii) Use of inferior quality materials against quality as specified.

The final decision of the extent of penalty liveable will rest with the Estate & Maintenance Department / concerned Institute Authority and it is binding on the Agency.

### **10. PAYMENT TERMS:**

- (a) 30(Thirty) working days from the date of submission of the bill based on actual work done and certification by the concerned department.
- (b) No advance payment will be made in any case. Bill(s) in duplicate should be sent and the payment shall be released generally within 30 days, only after it is ensured that the items/quality of the work are to the entire satisfaction of IIM Calcutta and completed the entire work within the stipulated delivery schedule. If any item found defective, or not of the desired quality etc., the same should be re-repaired by the firm(s) immediately for which no extra payment shall be made.

Signature with Stamp

Date:

Full Name

Address.

**(On the Firm Letter Head)**

**CERTIFICATE**

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Authorized Signatory with Seal

Contact No.:

Name:

Designation:

**(On the Firm Letter Head)**

**Annual Turnover Details**

<b>Evaluation Criteria</b>		
<b>Bidder's Annual Turnover for last three financial years</b>	<b>Financial Year</b>	<b>Turnover (in Rs.)</b>
	2018-19	
	2019-20	
	2020-21	

Note: Supporting Documents (Copies of duly signed trading and profit & loss accounts Certificate) are to be attached along with the Annexure-IV.

Authorized Signatory with Seal

Contact No.:

Name: Designation

## COMPANY DETAILS

<b>Name of the Party</b>		
<b>Date of Incorporation/</b>		
<b>PAN Number</b>		
<b>GST Registration Number</b>		
<b>Bank Details</b>	<b>Account Number</b>	
	<b>IFS Code</b>	
	<b>Bank Name</b>	
	<b>Branch Name</b>	
<b>Office Address for Postal Communication</b>		
<b>Authorized Signatory Details</b>	<b>Name</b>	
	<b>Designation</b>	
	<b>Email</b>	
	<b>Phone</b>	
<b>Details of Contact other than Authorized Signatory</b>	<b>Name</b>	
	<b>Designation</b>	
	<b>Email</b>	
	<b>Phone</b>	

**Signature and Seal of Tenderer:**

**Name in Block Letters:**

**Designation:**

**Contact No.:**

**<BOQ as per Excel in CPP Portal>**

Authorized Signatory with Seal

Contact No.:

Name: Designation