



# **INDIAN INSTITUTE OF MANAGEMENT CALCUTTA**

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

## **NOTICE INVITING TENDER**

**NIT NO : IIMC/NIT/HK-HOSTEL/III/2023-24**

**NIT DATE : 20 DECEMBER 2022**

**FOR**

**JOB/ SERVICE CONTRACT FOR PROVIDING  
HOUSEKEEPING SERVICES AT ALL HOSTELS  
(RAMANUJAN HOSTEL, VLMP, ANNEXE, TAGORE, NEW  
HOSTEL, LVH, NF-II, FAMILY HOSTEL NAMELY F-5, F-6 &  
D-2 FOR DPR STUDENTS AND F-2 & F-4 FOR MBA-EX  
STUDENTS) AT INDIAN INSTITUTE OF MANAGEMENT  
CALCUTTA FOR A PERIOD OF TWO YEARS**

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<b>Tender Information Summary (TIS)</b>			
<b>1. Basic Tender Details</b>			
Tender Title	<b><i>JOB/ SERVICE CONTRACT FOR PROVIDING HOUSEKEEPING SERVICES AT ALL HOSTELS (RAMANUJAN HOSTEL, VLMP, ANNEXE, TAGORE, NEW HOSTEL, LVH, NF-II, FAMILY HOSTEL NAMEDLY F-5, F-6 &amp; D-2 FOR DPR STUDENTS AND F-2 &amp; F-4 FOR MBA-EX STUDENTS) AT INDIAN INSTITUTE OF MANAGEMENT CALCUTTA FOR A PERIOD OF TWO YEARS</i></b>		
Tender Ref.	IIMC/HK-HOSTEL/III/2023-24 DATE 20 DECEMBER 2022		
Tender Type	Open Tender – Domestic	Form of Contract	Item Rate
Tender Category	Services	No. of Covers	Two Covers
Bidding System	Single Stage Two Envelope	e-Reverse Auction to be held after Financial bid opening	No
Procuring Organisation	Indian Institute of Management Calcutta	Procuring Entity	The Director, Indian Institute of Management Calcutta
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		
<b>2. Requirement Details</b>			
Evaluation Basis	As per terms and conditions of contracts and Rules of Govt of India	Part quotation allowed or not	Not Allowed
Inspection Type	Final and On Site	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
<b>3. Critical Dates</b>			
Published Date	<b>20 December 2022 at 1600 hrs</b>	Bid Validity	75 days from the date of opening of Bid
Document Download Start Date & Time	<b>20 December 2022 at 1615 hrs</b>	Document Download End Date & Time	<b>10 January 2023 at 0930 hrs</b>
Clarification Start Date & Time	<b>20 December 2022 at 1100 hrs</b>	Clarification End Date & Time	<b>10 January 2023 at 1100 hrs</b>
Bid Submission Start Date & Time	<b>20 December 2022 at 1630 hrs</b>	Bid Submission Closing Date & Time	<b>10 January 2023 at 0930 hrs</b>
Tender Opening (Technical bid) Date & Time	<b>11 January 2023 at 1000 hrs</b>	Tender Opening (Financial bid) Date & Time	To be Intimated in Due Course of Time

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<b>4. Eligibility to Participate</b>		
Is this item reserved for exclusive Procurement from MSEs	No	
Nature of Bidders eligible – OEMs/ Dealers authorised by OEMs	No Restriction	
Entities from countries not eligible to participate on reciprocal basis	Not applicable as only Domestic Bidders are eligible	
Minimum local content for eligibility to participate	As per Govt Orders	
Classes of Local Suppliers eligible to participate	As per Govt Orders	
Mandatory Joint venture with Indian Company	Not applicable	
<b>5.0 Obtaining the Tender Document and clarifications</b>		
eProcurement Portal and helpdesk for Document availability and submission	<a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> <a href="http://www.iimcal.ac.in">www.iimcal.ac.in</a> under Information/ Tender Tab	[0120-4001 002; 0120-4001 005; 0120-6277 787 or support-eproc@nic.in]
Cost of Tender Document (INR)	Not applicable	
Office/ Contact Person/ email for clarifications	Purchase Section	
<b>7. Pre-bid Conference</b>		
Pre-bid Conference applicable or not	Yes	
Place, time, and date of the Pre-bid Conference	<b><i>Date and Time : 29 December 2022 at 1430 hrs Indian Institute of Management Calcutta</i></b>	
Place, time, and date before which Written queries for the Pre-bid conference must be received	<b><i>Date and Time : 29 December 2022 at 1100 hrs Indian Institute of Management Calcutta</i></b>	
Place, time, and date before which registration of participants for the Pre-bid conference must be received	<b><i>Date and Time : 29 December 2022 at 1100 hrs Indian Institute of Management Calcutta</i></b>	
<b>8. Preparation and Submission and Opening of Bids</b>		
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	[ <a href="https://etenders.gov.in/eprocure/app?page=HelpForContractors&amp;service=page">https://etenders.gov.in/eprocure/app?page=HelpForContractors&amp;service=page</a> ]	
Tender Opening Place	On e-procurement portal(s) mentioned above	
Alternate Bids allowed or not	No	
<b>9. Physical submission of Originals/ Self-attested copies of Originals of Scanned Documents uploaded</b>		
Physical documents required/ permitted to be submitted	Yes	
If Yes, List of Documents to be submitted physically	As per Tender Docu	
Deadline for physical submission of originals/ self-attested copies of Originals of uploaded scanned documents	As per Tender Docu	
Address of Physical Submission of Originals	Senior Administrative Officer (Purchase), Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal – 700104	

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<b>10. Documents relating to Bid Security and Performance Security</b>			
Bid Security and Validity	<i>Rs 7,82,000/- (Rupees Seven Lakh Eighty Two Thousand Only). FORTY FIVE (45) DAYS beyond Final Bid Validity</i>	Form of Security and To whom to be addressed	Acct Payee DD/ FDR/ TDR/ Bankers Cheque/ Bank Guarantee/ e-Bank Guarantee from any Indian Commercial Banks in favour of Indian Institute of Management Calcutta, Payable at Kolkata
Performance Security and Validity	3% of Contract Value. SIXTY (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	
<b>11. Additional Clauses</b>			
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	As per the discretion of Procuring Entity	If Yes, Ratio of Distribution among L-1 and others	70:30 Or 50:30:20