



**INDIAN INSTITUTE OF MANAGEMENT CALCUTTA  
DIAMOND HARBOUR ROAD  
KOLKATA - 700104**

भारतीय प्रबंध संस्थान कलकत्ता  
डायमंड हार्बर रोड, कोलकाता

**NOTICE INVITING TENDER**

**FOR**

***ENGAGEMENT OF TWO CARS (NON-AC) FOR DA STUDENTS FOR A PERIOD FROM 01 AUGUST 2023 TO 07 APRIL 2024 OR NEXT DAY OF CONVOCATION-2024 (WHICHEVER LATER) AT INDIAN INSTITUTE OF MANAGEMENT CALCUTTA***

**NIT NO: NIT/IIMC/DA-TRANS/I/2023-24  
DATED: 04 JULY 2023**

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| <b>Tender Information Summary (TIS)</b>    |   |  |   |
|--|---|--|---|
| <b>1. Basic Tender Details</b>             |   |  |   |
| Tender Title                               | <b>ENGAGEMENT OF TWO CARS (NON-AC) FOR DA STUDENTS FOR A PERIOD FROM 01 AUGUST 2023 TO 07 APRIL 2024 OR NEXT DAY OF CONVOCATION-2024 (WHICHEVER LATER) AT INDIAN INSTITUTE OF MANAGEMENT CALCUTTA</b> |  |   |
| Tender Ref.                                | NIT/IIMC/DA-TRANS/1/2023-24 DATE 04 JULY 2023   |  |   |
| Tender Type                                | LTE – DOMESTIC  | Form of Contract   | ENGAGEMENT  |
| Tender Category                            | SERVICE   | No. of Covers  | DOUBLE COVER  |
| Bidding System                             | SINGLE STAGE, TWO ENVELOPE SYSTEM   | 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>04 July 2023 at 1630 hrs</b>   | Bid Validity   | 75 days from the date of opening of Bid                   |
| Document Download Start Date & Time        | <b>04 July 2023 at 1630 hrs</b>   | Document Download End Date & Time                        | <b>13 July 2023 at 1100 hrs</b>                           |
| Clarification Start Date & Time            | <b>04 July 2023 at 1630 hrs</b>   | Clarification End Date & Time                            | <b>13 July 2023 at 1100 hrs</b>                           |
| Bid Submission Start Date & Time           | <b>04 July 2023 at 1630 hrs</b>   | Bid Submission Closing Date & Time                       | <b>13 July 2023 at 1100 hrs</b>                           |
| Tender Opening (Technical bid) Date & Time | <b>14 July 2023 at 1100 hrs</b>   | Tender Opening (Financial bid) Date & Time               | <b>AFTER OPENING AND EVALUATION OF TECHNICAL BID</b>      |

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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 BEING DOMESTIC CATEGORY   |
| 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. Obtaining the Tender Document and clarifications</b>   |  |
| eProcurement Portal and helpdesk for Document availability and submission                                      | Central Public Procurement Portal<br><a href="https://eprocure.gov.in/app">https://eprocure.gov.in/app</a>   |
| Cost of Tender Document (INR)  | NOT APPLICABLE   |
| Office/ Contact Person/ email for clarifications   | Purchase Section<br><a href="mailto:sao_purchase@iimcal.ac.in">sao_purchase@iimcal.ac.in</a><br>+91-33-7121 1000 Extn 1070/1061/ 1062 and +91-33-7121 1070, +91-33-7121 1061 and +91-33-7121 1062 (Direct) |
| <b>7. Pre-bid Conference</b>   |  |
| Pre-bid Conference applicable or not   | Yes  |
| Place, time, and date of the Pre-bid Conference  | <i>Date and Time : 07 July 2023 at 1430 hrs<br/>Indian Institute of Management Calcutta</i>  |
| Place, time, and date before which Written queries for the Pre-bid conference must be received                 | <i>Date and Time : 07 July 2023 at 1130 hrs<br/>Indian Institute of Management Calcutta</i>  |
| Place, time, and date before which registration of participants for the Pre-bid conference must be received    | <i>Date and Time : 07 July 2023 at 1130 hrs<br/>Indian Institute of Management Calcutta</i>  |
| <b>8. Preparation and Submission and Opening of Bids</b>   |  |
| Bids to be Addressed to  | Senior Administrative Officer (Purchase)<br>Indian Institute of Management Calcutta, Diamond Harbour Road,<br>Joka, Kolkata, West Bengal – 700104  |
| Instructions for Online bid Submission   | As per Central Public Procurement Portal<br><a href="https://eprocure.gov.in/epublish/app">https://eprocure.gov.in/epublish/app</a>  |
| Tender Opening Place   | Purchase Section, Administrative Building, IIMC Kolkata  |
| 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   | AS PER TENDER DOCUMENTS  |
| If Yes, List of Documents to be submitted physically   | AS PER TENDER DOCUMENTS  |
| Deadline for physical submission of originals/ self-attested copies of Originals of uploaded scanned documents | AS PER TENDER DOCUMENTS  |
| Address of Physical Submission of Originals  | Senior Administrative Officer (Purchase)<br>Indian Institute of Management Calcutta, Diamond Harbour Road,<br>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 29,000/- (Rupees Twenty Nine Thousand Only) SIXTY (60) DAYS beyond the final Bid Validity period</i>                        | Form of Security and To whom to be addressed           | In favour of the “INDIAN INSTITUTE OF MANAGEMENT CALCUTTA” payable at KOLKATA in the form of an Account Payee Demand Draft/ Fixed Deposit Receipt/ Banker’s Cheque/Bank Guarantee from any Commercial Bank or Private Bank authorized to conduct Government business. |
| Performance Security and Validity                                      | 5% of Contract Value 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               | AS PER TENDER DOCUMENT  | Independent External Monitor, Name and Contact Details | NO  |
| Price Variation Clause   | NO  |  |   |
| Quantity Splitting/ Parallel Orders                                    | YES   | If Yes, Ratio of Distribution among L-1 and others     | AS PER THE DISCRETION OF PROCURING ENTITY IN ACCORDANCE WITH GOVT RULE IN VOGUE   |

