

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA

Engineering Division

D.HROAD, P.O. JOKA, KOLKATA - 700104

Tender No. ED/IIMC/NIT/1/23 24/149

Date: 18/01/2024

NOTICE INVITING TENDER

1. Tender for "Annual maintenance of ceiling fan / pedestal / wall mounted/stand / exhaust fan etc. at IIMC Campus."

INDIAN

Engineering Division

k) All corrigendum and addendum shall be part of tender documents and are to be submitted duly signed and stamped by the tenderer. Even if tenderer fails to submit corrigendum and addendum duly signed by him, he will be deemed to have gone through such addendums/ corrigendum if any, and no claim shall be entertained by IIMC on account of any omission /error on his part.

l) Should have an office setup in West Bengal.

m) Should have a Solvency of 40% of the estimated cost issued by a Bank. The Solvency certificate should not have been issued earlier than 6 (Six) months of last date of submission of tender.

4.0 Tender documents comprising of the following:

a) Volume -I:

- a. Notice Inviting Tender
- b. General Conditions of Contract
- c. Special Conditions of Contract
- d. Checklist of Documents to be submitted
- e. Letter of undertaking

b) Volume -II: Price Bid with Bill of Quantity

5.0 Relevant experience certificates and other documents shall be self-attested by the tendered. Completion Certificates from clients shall be in the name of the Company who is submitting the tender. The bidder has to produce original documents for verification at the time of opening of tender or as and when

Engineering Division

provision given in NIT.

- I. 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 letter of authority issued in his name by the bidder on his letter head.
- J. 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.
- K. 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.
- L. The Technical and Financial Bid shall be digitally signed by the Authorized Signatory of the bidder & submitted "on-line" only. 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.
- M. Any tender received without original Earnest Money and Tender document fee in the form as specified in NIT shall not be considered and shall be summarily rejected.
- N. IIM CALCUTTA reserves the right to cancel the tenders before submission/opening of tenders, postpone the tender submission/opening date and to accept/reject any or all tenders without assigning any reasons thereof. IIM CALCUTTA's assessment of suitability as per eligibility criteria shall be final and binding.

15.0 Contact details for site related Queries / Visit:

- a. Shri Jagannath Pati
- b. Shri Sudipta Saha

Indian Institute of management Calcutta, Joka
D.H.Road, Kolkata - 700104.
(Tel No. 24678300)
(Phone no:-24678300 Ext 1094, Ext 1083)

(Sandip Mondal)
Executive Engineer