



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

TENDER DOCUMENT

REQUEST FOR PROPOSAL

FOR

**SELECTION OF VENDOR FOR CONSTRUCTION OF DINNER
PANDAL ON “TURN KEY BASIS” ALONG WITH ALLIED SERVICES**

TENDER

PART I – GENERAL INFORMATION

1. **Last Date and Time for Submission of Bids.** 29 February 2024 at 1200 Hrs.

2. **Manner of Submission of Bid.**

(a) 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 o

9. **Earnest Money Deposit**

PART II – ESSENTIAL DETAILS OF ITEMS/SERVICES REQUIRED

1. **Schedule of Requirements/ Scope of Work.** As per **Appendix ‘A’** to this RFP.
2. **Eligibility Criteria.** The tendering Company/Firm/Agency shall fulfil the following criteria for submission of Bid:-

Ser No	Description of Criteria	Documentary Evidence Required as Proof
(a)	The Company/Firm/Agency should have valid PAN Card	Copy of PAN Card
(b)	The Company/Firm/Agency should have valid GST Certificate	Copy of GST Certificate
(c)	The Company/Firm/Agency shall have at least THREE (03) years' experience in successfully providing similar services to IIMs/IITs/NITs/ any Government (Central/ State) organization, Autonomous Bodies, Public Sector Undertaking during last FIVE (05) Financial Years with effect from 01 April 2018 to 31 March 2023. The Company/Firm/Agency must provide THREE (03) Work Orders related to similar services for the said period, wherein the value of TWO (02) Work Order should NOT be less than Rs.3.00 Lakh and ONE (01) Work Order should NOT be less than Rs.6.00 Lakh. The bidder should also provide Work Completion Certificate duly signed by the Procuring Agency for these THREE Work Orders.	Copies of relevant Work Orders with Work Completion Certificates
(d)	The Company/Firm/Agency shall have annual turnover of at least Rs.20 Lakh (Rupees Twenty Lakh Thousand only) per year in any three financial year during the last five financial years with effect from 01 April 2018 to 31 March 2023	Copies of audited balance sheet duly audited/ certified by Chattered Accountant (as applicable)
(e)	The Registered Office/Branch Office/ Operational Office of the Company/Firm/Agency shall be located within SIXTY (60) KILOMETERS radius from IIMC Joka Campus.	Copy of latest enlistment certificate issued by the Local Bodies i.e. Panchayat/ Municipality/Municipal Corporation/GST OR Copy of Trade License. Documents like Google Map providing distance from IIMC Joka to Registered Office/Branch Office/ Operational Office of the Company/Firm/Agency.
(f)	The Company/Firm/Agency shall not have been debarred by any organization in last 5 years	Self-certified certificate
(g)	IT Return for last THREE (03) Financial Years i.e. wef 01 April 2020 to 31 Mar 2023	Copies of IT Return certificate needs to be submitted

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(c) The successful bidder themselves will be responsible for safety and security of their material and IIM Calcutta will not be responsible for any damage/theft of material of the Successful Bidder.

(d) All material used should be of very high quality. For the material used, which is not of good quality, appropriate deductions will be made from the bill. In case, it is found at some stage that the quality supplied/to be supplied is inferior, the contract will be cancelled and the Bidder will be debarred

- (r) Each page of the quotation is to be signed by the tenderer and duly stamped.
- (s) All disputes arising out of this contract shall be referred either to sole arbitrator of the Director, IIMC or referred for the sole arbitration of the Director, IIMC. The venue of arbitration shall be in Kolkata only.
- (t) IIMCalcutta reserves the right to reject any or all tender(s) without assigning any reason thereof. The decision of IIMCalcutta in this regard shall be final. No

Sl. No.	Stage	Jobs to be completed and presented for Inspection	Scheduled date/ time
A	Stage - 1	Mobilization of materials related to Structure of Dinner Pandal, Kitchen, Store Room, buffet challi, guard walls and gates.	20 days prior to the Convocation Day
B	Stage - 2	Starting of construction of Structures of Dinner Pandal, Kitchen, Store Room, buffet challi, guard walls and gates	18 days prior to the Convocation Day.
C	Stage - 3	Covering of Dinner Pandal along with Kitchen, Store Room, buffet challi, guard walls, gates as per specification.	10 days prior to the Convocation Day.
D	Stage - 4	Starting of all electrical connections, Lights. , fans, stand fans etc	07 days prior to the Convocation Day
E	Stage - 5	Completion of all electrical connections, Lights. , fans, stand fans, carpets and complete seating arrangements	03 days prior to the Convocation Day
F	Stage - 6	Complete supply and placement of all seating arrangements including of chairs with covers, carpets, tables along with internal and external decorations as per specification	01 day days prior to the Convocation Day
G	Stage - 7	All complete Condition.	01 day prior to the Convocation Day.

6. Terms & Conditions for providing various services.

(a) Any dispute arising out of or in any way connected with the contract shall be deemed to have arisen in *Kolkata* and only courts in *Kolkata* shall have jurisdiction to determine/decide the same.

(b) Q v ~

PART III STANDARD CONDITIONS OF RFP

1. Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned in succeeding paragraphs which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Contractor in the Co

(d) If a Bidder is exempted from payment of GST up to any value of supplies from them, he should clearly state that no GST will be charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate/quantum of GST, it should be brought out clearly. Stipulations like, the said GST was presently not applicable but the same will be charged if it becomes leviable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that GST will not be charged by him even if the same becomes applicable later on. In respect of the Bidders, who fail to comply with

PART IV – SPECIAL CONDITIONS OF RFP

1. The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned in succeeding paras which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Contractor in the Contract) as selected by the USER. Failure to do so may result in rejection of Bid submitted by the Bidder. A certificate for compliance of all the Terms and Conditions of this RFP be submitted as per **Appendix 'C'** to this RFP

2. **Option Clause.** The contract shall have an option of **OPTION CLAUSE**, wherein the BUYER can exercise an option to procure an additional **TWENTY FIVE PERCENT (25%)** of the original contracted quantity in accordance with the same terms & conditions of the present contract. This will be applicable within the currency of contract. The bidder is to confirm the acceptance of the same for inclusion in the contract. It will be entirely the discretion of the BUYER to exercise the option.

4. **Repeat Order Clause.** The contract shall have an option of **REPEAT ORDER CLAUSE**, wherein the BUYER can exercise an option to procure an additional **FIFTY PERCENT (50%)** of the original contracted quantity in accordance with the same terms & conditions of the present contract. This will be applicable up to **SIX (06)** months beyond the completion of contract. The bidder is to confirm the acceptance of the same for inclusion in the contract. It will be entirely the discretion of the BUYER to exercise the option.

5. **Tolerance Clause.** To take care of any change in the requirement during the period starting from issue of RFP till placement of the contract, BUYER reserves the right to **TWENTY FIVE PERCENT (25%)** plus/minus increase or decrease the quantity of the required goods up to that limit without any change in the terms & conditions and prices quoted by the **BIDDER/ SERVICE PROVIDER**. While awarding the contract, the quantity ordered can be increased or decreased by the BUYER within this tolerance limit.

6. **Payment Terms.** The Service Provider shall submit the bills along with all relevant documents for the executed work complete in all respects. The bills will be submitted in the manner and form that may be prescribed by the BUYER.

(i) **Liquidated Damages (LD).** The Procuring Entity shall recover from the contractor, under the provisions of this clause, liquidated damages on the Goods and incidental Works/ Services, which the contractor has failed to deliver within the delivery period stipulated in the contract.

(ii) **Denial Clause.** No increases in price on account of any statutory increase in or fresh Imposition of GST, customs duty or on account of any other taxes/ duty/ cess/ levy), leviable in respect of the Goods and incidental Works/ Services stipulated in the said contract which takes

(e) The quality claims will be raised solely by the BUYER and without any certification/ countersignature by the Contractor's representative stationed in India.

PART V – EVALUATION CRITERIA & PRICE BID ISSUES

1. **Evaluation Criteria.** All the bids will be evaluated as per Single Stage Two Envelop System i.e. at Technical Bid stage by Technical Evaluation and at Financial Bid bid by Financial Evaluation. The broad aspects of both the evaluation is as under:-

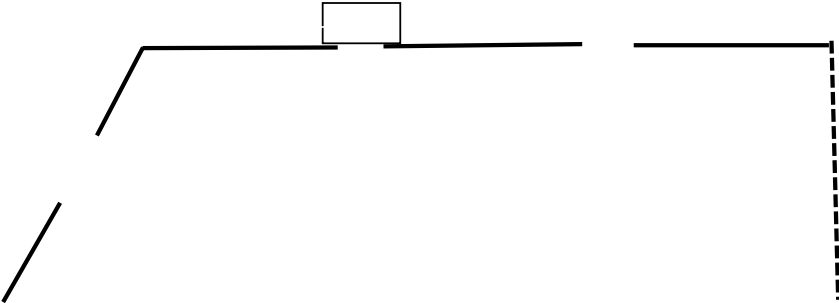
(a) Evaluation of Technical Bid will be carried out as per Technical Criteria (as per Appendix 'F') of Services and Eligibility Criteria of Vendors/ Bidders. **Technical Bid in respect of those Bidders will ONLY be opened who have attended Pre Bid Meeting/ Conference on the date and time mentioned in Tender Document/ NIT. Bid in respect of those Bidders who have NOT attended the Pre Bid Meeting/ Conference will be SUMMARILY REJECTED without assigning any further reason AND any representation in this regard, at later stage, will NOT be entertained by the Procuring Entity.**

(b) *While quoting the rate in BOQ (Bill of Quantities) in CPP Portal, Bidder should keep in mind all the aspects discussed in the Pre bid meeting, scope of work and all the*

Sl. No.	Description
18	The vendor should collect the art work of the counter description from the MBA Office and fix the the same inside the Dinner pandal for Buffet Challi Counters.

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LAYOUT OF THE DINNER PANDAL



TERMS AND CONDITIONS COMPLIANCE
(To be submitted as part of Technical bid on Company Letter-head)

Bidder's Name and Complete Address _____

Tender Document No. _____; Tender Title: _____

Note to Bidders: Fill up this Form regarding Terms and Conditions in the Tender Document, maintaining the same numbering and structure. Add additional details not covered elsewhere in your bid in this regard.

Sl. No.	Ref of Tender Document Section, Clause		Subject	Confirmation/ Deviation/ Exception/ reservation	Justification/ Reason
	Section/Para	Clause/ Sub-Clause/Sub Para			

We shall comply with, abide by, and accept without variation, deviation, or reservation all terms and conditions of the Tender Document, except those mentioned above. If mentioned elsewhere in our bid, contrary terms and conditions shall not be recognised and shall be null and void.

.....
(Signature with date)

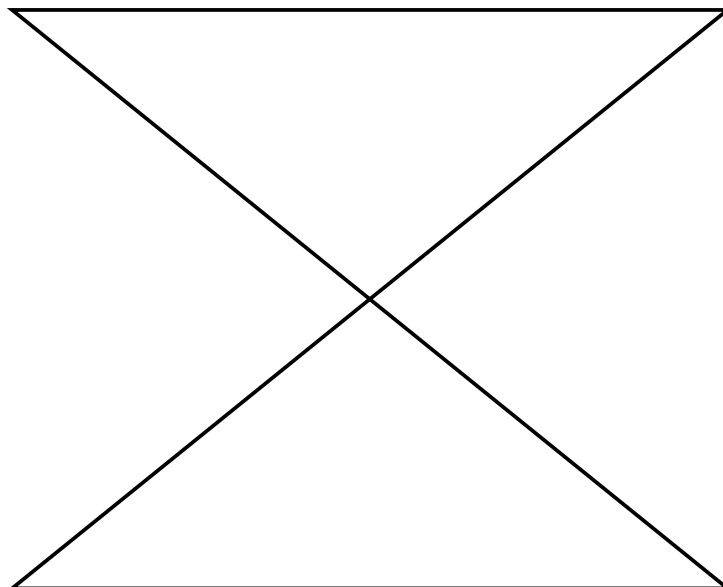
.....
(Name and designation)

Duly authorized to sign bid for and on behalf of

.....

.....
[name & address of Bidder and seal of company]

DA: If any, at the option of the Bidder.



BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To
The Director
Indian Institute of Management Calcutta
Diamond Harbour Road, Joka
Kolkata - 700104, West Bengal

Whereas..... (name and address of the contractor) (hereinafter called "the contractor") has undertaken, in pursuance of contract no date..... to delivery(description of Services) (hereinafter called "the contract").

And Whereas you have stipulated it in the said contract that the contractor shall furnish you with a bank guarantee by a Commercial bank for the sum specified therein as security for compliance with its obligations as per the contract;

BID SECURITY DECLARATION CERTIFICATE
(AS PER APPLICABILITY)

To
The Director,
Indian Institute of Management Calcutta Diamond Harbour Road, Joka
Kolkata – 700 104

Reference: Tender Document No. _____ Tender Title: _____

Sir/ Madam

We, the undersigned, solemnly declare that:

PRICE BID FORMAT

Sr. No	Description of Work	Accounting Unit	Quantity	Rate	GST	Total Amount
1.	Construction of Dinner Pandal and Allied Services (as per scope of work as mentioned in Appendix 'A')	PROJECT	01 (ONE)			
2.	Grand Total					

NOTE:-

(a) This Price Bid Format is just Indicative Nature and Bidder should not quote their Financial Quote in this Page.

(b) Bidder should quote their Financial Quote in BOQ in CPP Portal.

(c) **IIMC will NOT be responsible for any type of LEAKING OF FINANCIAL BID INFORMATION for violation/ non adherence of Note (a) above. Any**

Layout 2



Buffet Challi Counter Design

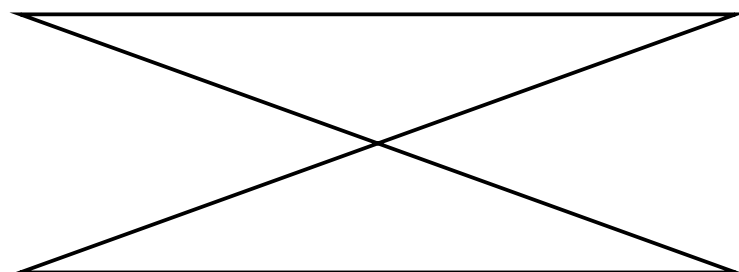
Layout 3



Layout 4



Layout of placing of the round table, capacity of 6 persons (lake side)



Some Photograph of designs of Dinner Pandal

