

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA  
DIAMOND HARBOUR ROAD  
KOLKATA 700 009

---

---

FOR

INSURANCE POLICY FOR INSTITUTE'S MOBILE AND IMMOVABLE ASSETS LIKE FURNITURE,  
EQUIPMENT, BOOKS, COMPUTER

INDIAN

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA  
TENDER DOCUMENT NO: IIMC/PUR/P

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA  
TENDER DOCUMENT NO: IIMC/PUR/P 10/23 DATED:

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA  
TENDER DOCUMENT NO: IIMC/PUR/P 24/23 DATED: 22 MAY 2023

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA  
TENDER DOCUMENT NO: IIMC/PUR/P 44/23 24 DATED: 22 MAY 2023

„... —•‡•—•”‡Žf —•‰o —‘ († ‡... —”<sup>(—)</sup>‡f •<sup>(—)</sup>“” f ^ <sup>(f)</sup>•‡•—  
‡... Žf ”f —‘... f‡”‡<sup>(^)</sup><sup>(^)</sup> FORM‡”<sup>(—)</sup> Ž<sup>(‡—</sup> ‘<sup>(^</sup> „ († •‡... —”<sup>(—)</sup> • - Š‡ <sup>(^</sup>“” •f

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA  
TENDER DOCUMENT NO: IIMC/PUR/P 14/23 DATED: 22 MAY 2023

~ Š‡ †f-‡ f•† -•‡ ^ -Š‡ †‡f†Ž•, -p•#P 6 ...p 0) †ð p@ €ð • Š9P •



INDIAN INSTITUTE OF MANAGEMENT CALCUTTA  
TENDER DOCUMENT NO: IIMC/PUR/P 44/23 24 DATED: 22 MAY 2023

SECTION-II

GENERAL CONDITIONS OF CONTRACT

s ä The Contract ä

f Language of Contract ä •ž ‡ •• ‘- Š ‡ ” TM ‹•‡ •- á—žft-‡.‡•-” f ...—‡š f žž  
- Š ‡ ^ ^ < ... f ž f •‰ -äf %žž ‘... ‘”‰ž’  
‡š ... Š f •‰‡ á •Š f žž f-ž•f •; ž f TM ‡.‡-f ‡•... ‘”ž f •‰ž →f %‰‡š f “’—”’•‡• ‘^ ‘•- -  
- Š ‡ ... ‘•-” f ... - á - Š ‡ •-‰ž Ž’f Š•ž f Žž ‘”‡~ f ž ä

„ The Entire Agreement ä Š •• ‘•-” f ... - f •† <-• †‘...—•‡•-• ... ‘•‡•-—  
„‡ - TM ‡‡• - Š ‡ ”‘...—”‘•‰ •-(-) f •† - Š ‡ •†•—“‡”•#‡‡•..f žž “- Š ‡” f . ‘•-  
•‡‰ ‘- f - ‘•á f •† f %‰”‡‡•‡•-• TM Š ‡ - Š ‡ ”f TM ‹‡•-‡f ‡‡ “‡f ž”‡ ‘- Š ‡ Š ‡ f -  
‘•-” f ... - ä ‘ f %‰‡•-“”‡”‡•‡•-f - ‘~‡ ‘- Š ‡ ”- Š ‡ ”•ff•‡á Šf ‡ - Š ‡ ff - ‘‡•-  
“—•† „” „‡ ž f ž‡ ‘”á f •> •-f -‡•‡•-‡”‡”‡f‰”‡‡•‡á -”’•{ - ‘  
‘•-” f ... - ä

... Severability ä ^ f •> ‘”‘~ <• <• ‘” ... ‘•† <-• ‘^ - Š ‡ † ‘”•‡‡‡‡‡-‡‡ ‡‡ & Š ž  
—•‡•^“” ... ‡ f „ž‡ á •— ... Š ‘”‘ Š <„ <-• á <•~ f ž † (-) ‘” —•‡•^“” ... ‡ f „ž <-

f „ - Š‡ ••- "‡" ‡"~(†.. # " " ~ + ' ‡ • • - " -  
 • ' † < ^ < ... f - < ' • • f • ‡ • † • ‡ • - • • f † ‡ „ > ... - Š‡ > Š„ • ~ ↪ TM  
 TM < - Š < s v † f > • ^ " • - Š‡ † f - ‡ ^ f • ‡ • † • ‡ • - ‡ ‡ ' † < • Š f Ž Ž • ät f •  
 - Š f - - Š‡ ••- "‡" ‡"~ Š f • ‡ ... " " ~ ‡ ‡ ‡ ‡ ‡ - ' - Š‡ f • ‡ • † • ‡ •

Waivers and Forbearances ä Š‡ ^‘ŽŽ‘™<sup>TM</sup> •‰ •ŠƒŽŽƒ’Ž> ... ‘•...  
„‡f”f•...‡á“••••Žƒƒ•f...•‡‡” - Š• “-”f... - æ

#### Governing Laws and Jurisdiction

u ä Changes in Laws and Regulations ä

Changes in Laws and Regulations

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA

TENDER DOCUMENT NO: IIMC/PUR/P 14/23 DATED: 22 MAY 2023

„Š‡ ‡ ^ † ... - † .‡ f-•‡ - † ^ ..‡ f-.. Š• • Š f-žž „‡ f ‡ - Š‡ Š‡ d ‡ ‡ - ‘ - Š „‡ ... ‘ † † - ‘ - Š‡ ‡ ^ † - .. † ^ † Š‡ ‡ Š‡ ... - ž - - ž - - Š‡ ‡ .. á • TM Š< ... Š‡ ~ † ‘ •

— ... Š ... ‘•—•⟨ ... f —⟨‘•• TM ‘—Ž† „‡ f •⟨‘••”” f •⟨... f „•... †”” ff •⟨...  
... †” —⟨^⟨ ... f —‡ ^⟨“• — Š‡ ” “... — ” ⟨•%o• ‘• — f —⟨á^⟨“... f ←+‘• TM “...  
••—”‡” †”~⟨ ... †” “~⟨†‡”ä •—⟨^⟨ ... f —⟨‘ Š‡” ...•†”” f —⟨... — f †” — TM” Š •...  
... ‘•—•⟨ ... f —‡† •†” f ”f Š‡” ) ... ‘•—•⟨ ... f —⟨‘••ä

The Person Signing the Communications ä „ f Ž Ž ’—” ‘•‡• ‘^ -Š‡ ... ‘•—  
f ” „ -” f - < ‘• á•‡ Š‡ f Ž Ž ... ‘•— • < ... f - < ‘•• -•Š-f Ž Ž „ Š‡ “‰ Š‡ “‰ Š‡ „ „ ã æ

‘ Š‡ ’‡”• ‘ TM Š ‘ Š f‡ ..‰..‡f...Š ‘ • „‡ Š fž‡‡”^‡”Š‡...‡• ”‘~‡‡”  
• %• fžž ...”‡• ‘ †‡• ..‰..‰..‰..‡...”•—• ..‡f..←• ^• ← Š‡• ...•—”f ...—”  
—”‡ ‘ • „‡ Š fž^”^—Š‡..‡—”‡”‡”†‡”á TM ..‰..‰..Š ‘ † f...ž Š ‘ ”—”—”†’•  
†‡‡•‡† —” TM f ” f •—” Š f —” Š‡ Š f • f —” Š ”..‡” ”“‡‡‡ä—Š‡—”•—”‡”  
f —” f •—” ..‡ —” Š f —” Š‡ ’‡”• ‘ á • ‘ ..‰..‰..‰..Š Š‡ • ‘ ” f.—” Š‰—”•—”‡”

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA  
TENDER DOCUMENT NO: IIMC/PUR/P 44/23 24 DATED: 22 MAY 2023

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA  
TENDER DOCUMENT NO: IIMC/PUR/P 24/23 DATED: 22 MAY 2023

Š‡ „•—”‡” ‡”~„‡” ”‘~„‡” •‡‡†• —‘—„Š‡f \*‡” ’TM”—Š..+Š‡‡„‰  
^ „•f •... „•‰ „^ -Š‡ ... ‘—”f ... -ä  
“ TM “ Š‡”‡f ^-‡” •„•-‘Š‡#•‡” „Ž „... + „f f-Ž- -“ Š”••—‰‡ Š‡”  
“~„‡”ä  
„„ ſ• „‡” ”‘~‡• -‘ Šf ~‡”‡‡• ’‘••‡••‡...‡ -Š‡‡+‡‡”-f‡”-Š‡‡~„  
† „•... Ž ‘•—”‡” f •† ’TM(Š-•.Ž Š ’TMf „•‡‡ä- †‡”‡...-Ž Ž )ä” ^„• -Š‡”  
•-(-)ä  
„ -Š‡” TM „•‡” Ž f TM ^-Ž Ž Ž f „‡‡. ‘•‡-Š‡‡ •‡-”‡‡”‡‡”„• f -Š „†”



INDIAN INSTITUTE OF MANAGEMENT CALCUTTA  
TENDER DOCUMENT NO: IIMC/PUR/P 44/23 24 DATED: 22 MAY 2023

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA  
TENDER DOCUMENT NO: IIMC/PUR/P 11/23 DATED: 22 MAY 2023

s s ä Terms of Delivery and Delays ä

f Effective Date of Contract

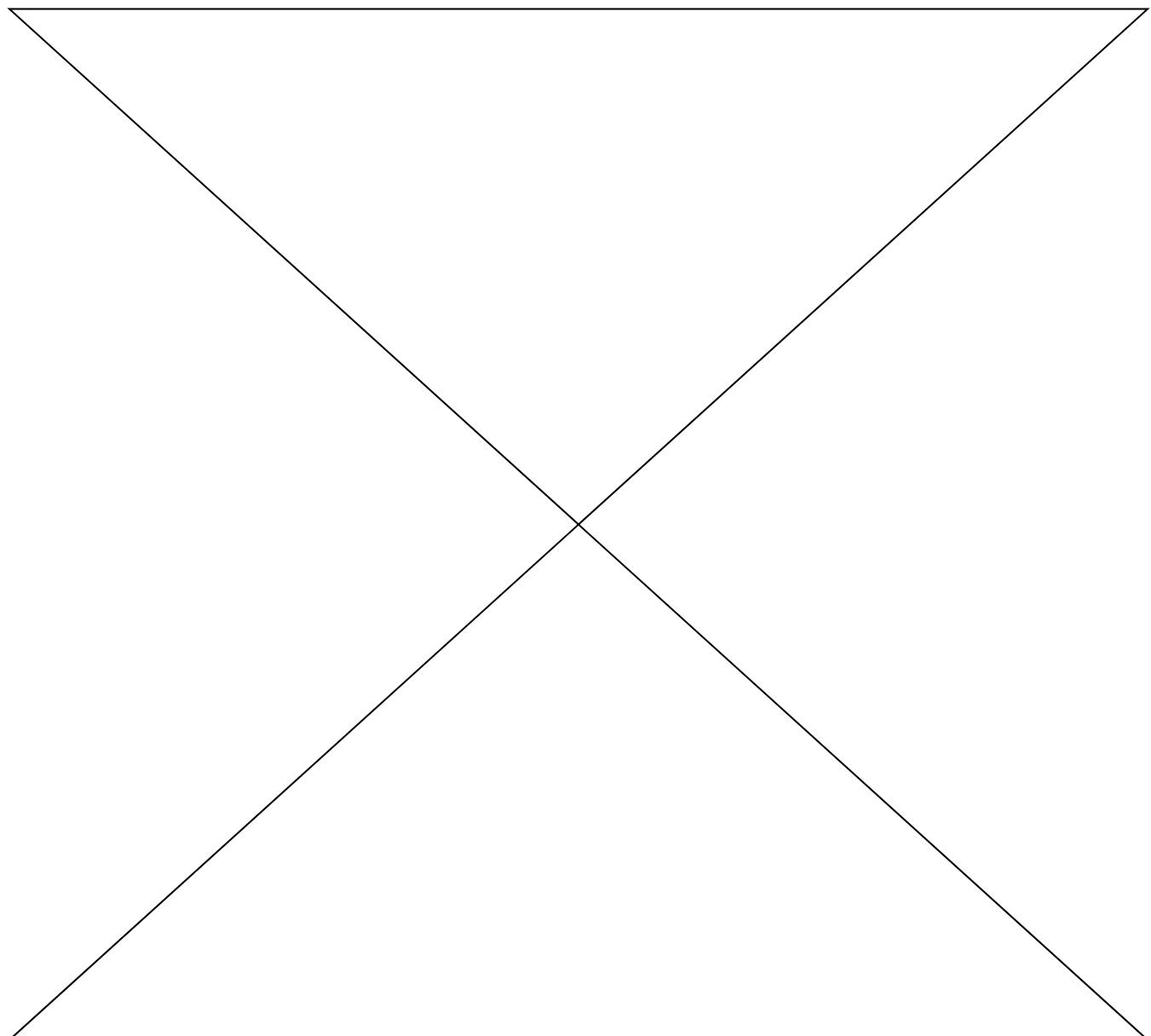
INDIAN INSTITUTE OF MANAGEMENT CALCUTTA  
TENDER DOCUMENT NO:IIMC/PUR/P 23/24 DATED:22 MAY 2023

s u ä Force Majeure ä

f • - Š‡ ‘ ... . . — ” ”‡•...‡ ‘ ^ f •) — • ^ ”‡•‡‡ž‡~‡•—š‡‡) ‘f”‡—š‡#<..‡•...”ž  
—š‡’— „ž<...‡•‡•) á ... ‘^<ž...‘••‘—‘•á•ž”‘‘f‰á‡á’‘†‡‡•á.‘ž“‡•fá”‡š’‘•‡  
•—”‘•‡•á.ž‘...‘—‘•á‘”f...—•‘^‘†á—šš‡ ff”™‡.‡•‡†‘•f”š‡ .:š‡•ž‡á.‡n‡  
•‘—‘^‘—š‡•fŒ•0

INDIAN

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA  
TENDER DOCUMENT NO: IIMC/PUR/P æ



INDIAN INSTITUTE OF MANAGEMENT CALCUTTA  
TENDER DOCUMENT NO: IIMC/PUR/P 18/23 DATED: 22 MAY 2023

PART-III

SPECIAL CONDITIONS OF CONTRACT (SCC)

s ä Š ‡ ‘ † † ‡ ” ‘ • ” ‡ “ — ‘ ” ‡ † — ‘ % o ‘ ~ ‡

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA  
TENDER DOCUMENT NO:IIMC/PUR/P 23/24 DATED:22 MAY 2023

" " ^ ^ # " • - ' • # Ž Ž " " † • ' ^ † # • - < ... f Ž † # • ... " % f • ' # f → " • f • & • ! . # Ž • & # < • % -  
• - < - > " f • > # ' f " - • # • - " " • † # " - f • - & % f ' ^ - Š Š # ... # • # " f Ž >  
... - " " # • ... > " ^ - Š # ... ' • - " f ... - ä • • - " # " # ~ < ... # " " ^ ~ < † # " • Š f Ž Ž ^ " - Š TM

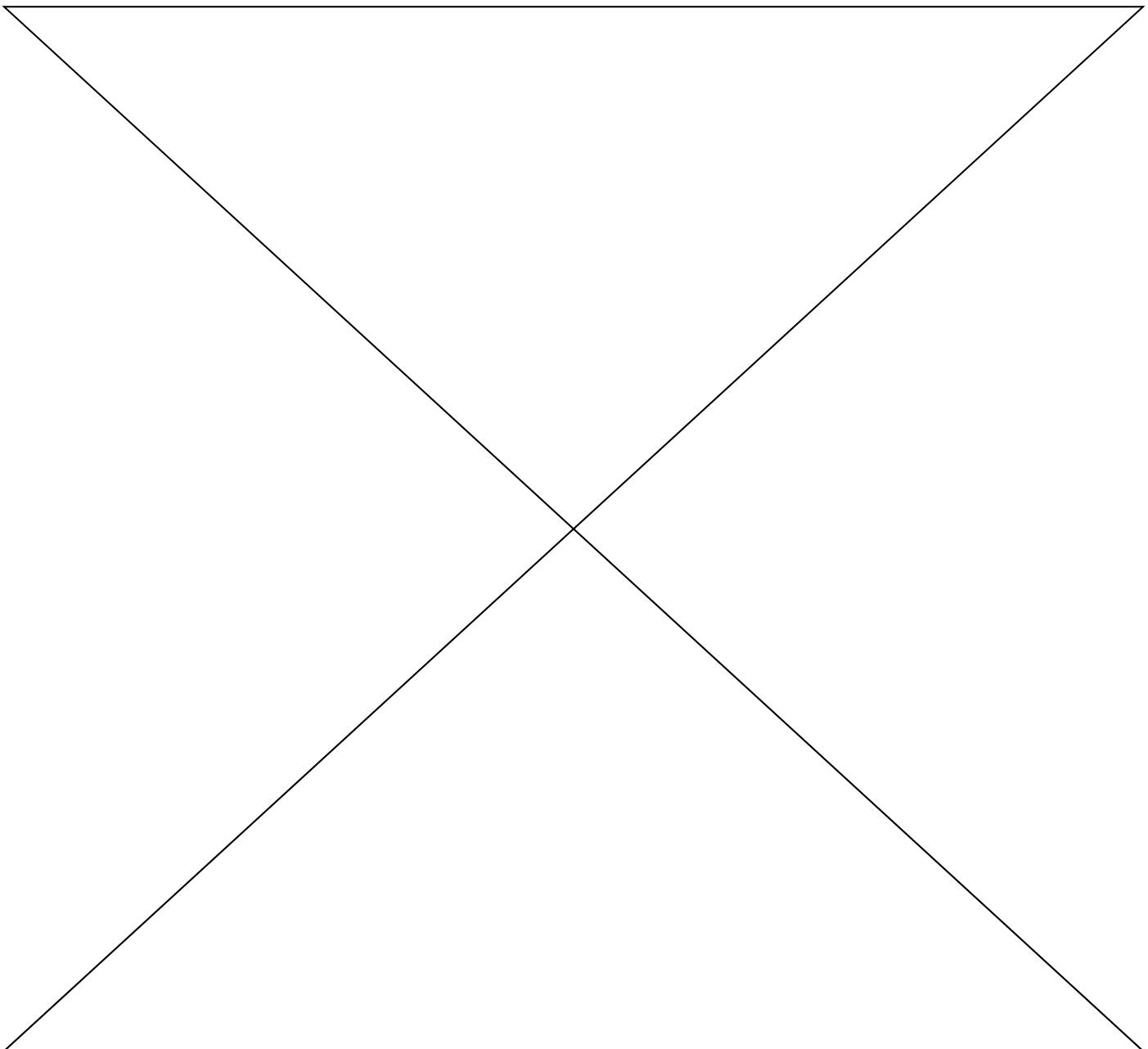
INDIAN INSTITUTE OF MANAGEMENT CALCUTTA  
TENDER DOCUMENT NO:IIMC/PUR/P 23/24 DATED:22 MAY 2023

~ • ... f • ♡ ‘ ^ ’ ” ‘ ^ ‘ - ♡ ♡ ” ‘ • %o „ ) - Š ♡ • • — ” ♡ ” ♡ ” ~ ‘ ... ♡ ” “ ~ ‘ ♡ ♡ ” ” ♡

## SECTION-IV

## TECHNICAL ELIGIBILITY CRITERIA

s ä Eligibility Criteria ä Š ‡ „ ‹ † † ‡ ” • ‡ ‡ † - ‘—’ “” • (–• % Š ‡ † .. — • ‡ • ž ž ^TM<sup>®</sup> • -‰ ř ^ “







Annexure -2

“— c’•‡•— f• ‘• ur\_r{ trtt

Sr. No.	Item Details	Cost Value	Accumulated Depreciation	Net Book Value
s	— † c’ ‘•— f Ž . æ— c’•‡•—	sázyátyázsrärr	{ ázuártzazy	
t	ž‡...—”<...f Ž ••f Ž Ž Ž f—c’• æ	sássáurrärr	vtáxrvä{t ärz	
u	“— c’•‡•—• æ ‘•f •...‡	sváz{rärr	záuvzärz	
v	— † c’ ‘•— f Ž . “— c’•‡•	ssáysáwyrärr	uáwsávyräyt	
w	ž‡...—”<... ••—f Ž Ž f—c’•	zá{xá{yá{suä{u	vlääxáw{á	
x	“— c’•‡æ	sásyavwwäxr	sásyavvwäxr	
y	‡•‡”f Ž “— c’•‡•—•	uáyxáryáwryäty	uárrávxá{zxä	
z	›••f •—• — “—”—• “— c’•‡•—•	sáw{ázxásvuåsw	ázwuzáxrtvää{sz	
{	^ ^ c...‡ “— c’•‡•ž•	vtátwyäut	vsáyt{äss	
sr	“— c’•‡•— æ	uzväxxwá	váuravt{ätt	
ss	— † c’ ‘•— f Ž . æ— c’•‡•	sáwyátváuyuärr	yyázráts{ärx	
st	ž‡...—”<...f Ž ••—f Ž Ž f—c’• æ	{áwuátua{trärärtáryáxzräsräwsåwxátu{ä{		
su	“— c’•‡æ ‡•‡f ”... Š —•†	wyárxázrräuw	wyárxáy{zäu	
	Total	28,06,77,323.26	14,24,78,897.56	13,81,98,425.70

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA

TENDER



“• ——‡” “—◦•‡•— f◦ ‘◦ ur r{ trtt

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA  
 TENDER DOCUMENT NO: IIMC/PUR/P 11/23 DATED: 22 MAY 2023

Annexure -6

Ž f • – f • † f ... Š ( • ‡ ” ) f • ‘ • u r r { t r t t

^ O X E } X	/ š u š ] o •	} • š s o µ % œ ] š ] } v	µ u µ o š	E š } } l s o
í	W o v š r & ] v v >		í î U õ ñ U ï î X ï î	ð U ó ñ U ð í ï X ó
î	W o v š r µ ] š } œ ] µ u		ñ ï U ñ ó U ñ ð ò X ï î	ñ í U ô ó U ì ò í

## SECTION VI

# EVALUATION CRITERIA OF BID

## Evaluation Criteria

*f Š‡ - ‡•†‡”‡” TM Š ‘ TM < ŽŽ ‡•‡”‰‡ sf < • “~‡-‡‡”‡ ŽŽ - ‘ - f Ž ”‡“ - ‘ ‡+ “ .  
•‡•- - ‡•‡ FORMæ ‘ ^ - Š < • TM < ŽŽ „‡ ... ‘ •• ‡‡”‡ ‡+ “ f TM Š‡+ < ‡ ... ‘ ••”‡ f f. - ‡‡”‡*

” Š‡ ‹††‡” • f ”‡ “‡‡žž”‡— — ‘— Š‡ ”f—‡•‰ ‘—• f ‡, —‰ — ‘—• —‡” •  
•— „• (•• (‘• ‘^ „žž • f — Š‡ — (•‡ ‘^ •†‡ž†~‡”‰ ‘ä ’f”•†‡” ‘•†‡š‡  
~ f ž —‡ ‘^ •— „ž (‡• ^”• Š—šž‡• Šž‡ f ž → Š f ”‰‡ „> — Š‡ • —  
‘^‡š‡• — (•™ Š (… Š — Š‡) • f ” Š f ~‡ä ‘^ f ”• (… ”‰‡’• ‘— (‰ f ž f ž —

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA  
TENDER DOCUMENT NO: IIMC/PUR/P 4/23 DATED: 22 MAY 2023

FORM 4e

BIDDER'S INFORMATION

SL No.	Particulars	Yes/No	Details
s ä	f •‡ ‘^ –Š‡ ‡”~‹...‡ ”‘~‹†‡”		



INDIAN INSTITUTE OF

FORM 4e

BID SECURITY DECLARATION CERTIFICATE  
(AS PER APPLICABILITY)

To be submitted as part of Technical bid, along with supporting documents if any. A Bid

FORM5  
PRICEBID FORMAT

Sl.No.	Asset/Items	Coverage Type	Sum Insured	Premium
s	— ( Z + • %o • — S # " — — )	... — " # •	s á x s á t r á v w á r s v ä w {	
t	" — ( ' • # •		s u á z s á { z á v t w ä y r	
u	— " • < — " #	( " # f • +	x á u v á { { á r { w ä r r	
v	( „ " f " ) " ' • • á # " + ( ... f Z •	— " " %o f Z Z f • )	w á w z á { v á v s t ä	
w	' • — — # " — ( ' • # •		y s á r s á x t z ä y {	
x	Z f • - f ... S ( • # " )		v á t { á x u á x u t ä s r	
y	' • # )			
	f • • — f Z f " " ) ( • %o " # • - — •		w r á r r r ä r r	
	" ( • %o Z # f " " ) ( • %o	' • # ) ( • " f • • -	w r á r r r ä r r	
	... f • S ( • - S # •		s á r r á r r r ä r r	