



INDIAN INSTITUTE OF MANAGEMENT CALCUTTA

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

: IIMC/EMP/POL/III/2022-23
: 20 DECEMBER 2022

Sir,

1. On behalf of the Director, Indian Institute of Management Calcutta, Kolkata (herein after referred to as "IIMC"), OFFLINE bids are invited from the bidders for "

- (a) Appendix 'A' – Schedule of Requirement/ Scope of Work.
- (b) Appendix 'B' – Bidder's Information.
- (c) Appendix 'C' – Terms and Conditions Compliance Certificate.
- (d) Appendix 'D' – Bank Guarantee Format of Performance Security.
- (e) Appendix 'E' – No Claim Certificate.
- (f) Appendix 'F' – Technical Specification and Vendor Eligibility Criteria.
- (g) Appendix 'G' – Bid Security Declaration Certificate.

7. Nominal/ merely typographic error may be overlooked or to be dealt as per the discretion of PROCURING ENTITY.

8. This RFP is being issued with no financial commitment and the BUYER reserves the right to change or vary any part thereof at any stage. The BUYER also reserves the right to withdraw the RFP AND REJECT ANY TENDER, should it become necessary at any stage.

9. Please return this letter along with the complete RFP duly signed as attached.

Yours faithfully,
Sd/-x-x-x-x-x-x-x
(Zulfquar Hasan)
Senior Administrative Officer (Purchase)

10. I/We am/are in possession of a complete set of RFP issued by you, and have understood and agree to abide by the above instructions as well as those contained in the RFP and contract forms. The attached RFP forms duly completed and signed are submitted herewith.

Date : 2022

Signature of Bidder

Name in BLOCK CAPITAL Letters

1. _____ 09 January 2022 at 0930 hours

2. _____

(a) The tender documents shall be submitted in OFFLINE MODE in the prescribed format given in this Tender Document in Tender Box, located at Administrative Building of IIMC in a sealed cover. No other mode of submission is acceptable. Detailed credentials as per the requirement of eligibility criteria and all tender papers are to be submitted in "Technical Bid".

(b) Bidders cannot submit the tender after the due date and time of bid submission. Time being displayed on Central Public Procurement Portal <https://eprocure.gov.in/epublishing/app> ("Server System Clock Time") shall be final and binding on the bidder. Bids are required to be submitted by bidders, only as per the Indian Standard Time (IST) and not the time as per their own time.

3. _____

(a) _____ 10 January 2022 at 1000 hrs.

(b) _____

(_____)

4. _____ Tender box will be located at Administrative Block, Indian Institute of Management Kolkata, Diamond Harbour Road, Joka, Kolkata – 700104.

5. _____ Single-Bid system has been adopted and only the Technical Bid would be opened on the time and date mentioned above.

6. _____ A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the customer prior to deadline prescribed for submission of bids. No bid shall be modified after the expiry of deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

7. _____ Conditional bids will be rejected.

8. _____ The Bids should remain valid till _____ from the last date of submission of the Bids.

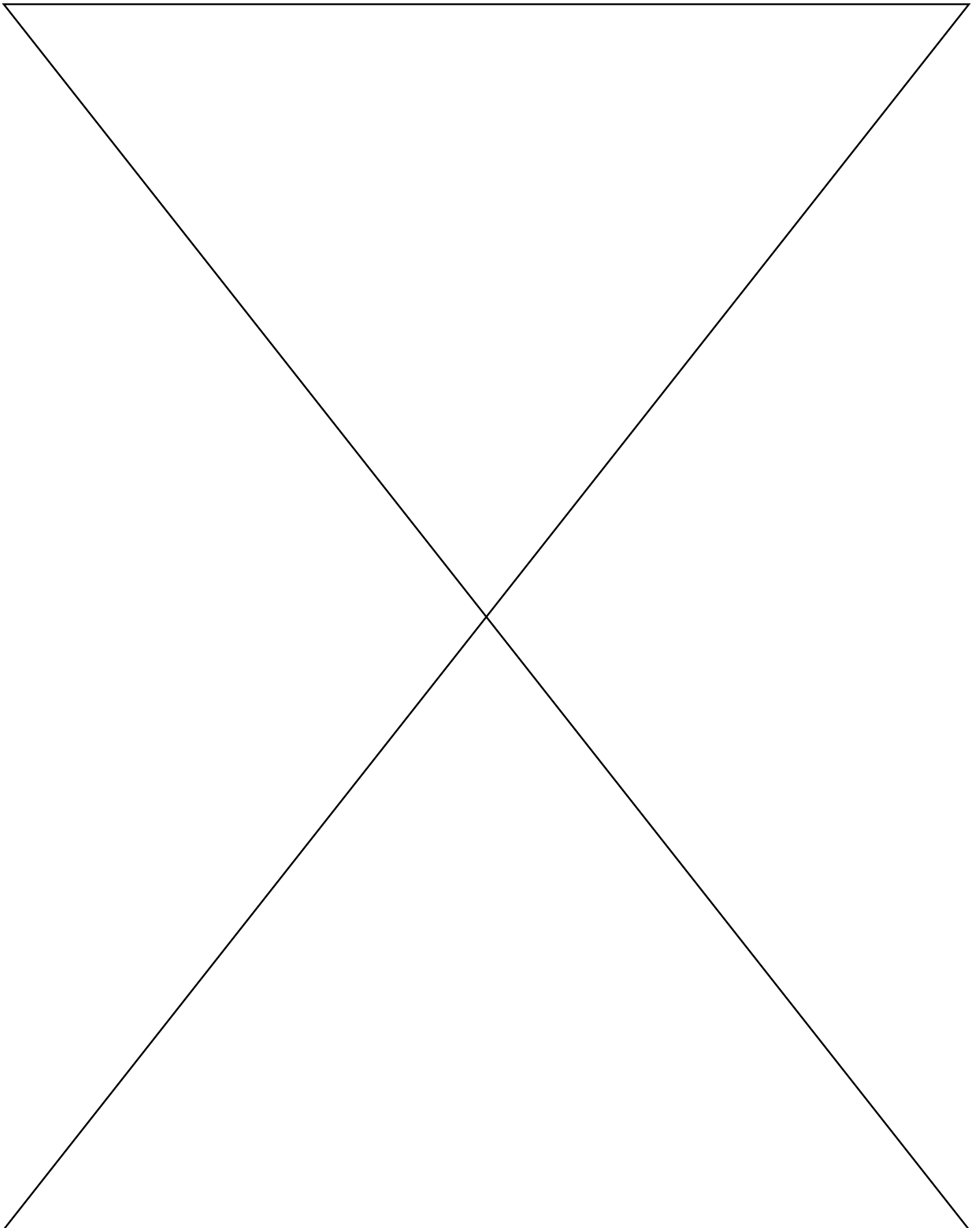
9. _____ Bidders are required to furnish BID SECURITY DECLARATION CERTIFICATE (_____).

10. _____ To ensure due performance of the contract, Performance Bank Guarantee (hereinafter called as PBG) is to be deposited by the successful bidder after awarding of the contract in the form of Insurance Surety Bond, an Account Payee Demand Draft/ Fixed Deposit Receipt/ Banker's Cheque/Bank Guarantee/E-Bank Guarantee from any Commercial Bank or Private Bank authorized to conduct government business. PBG will be for an amount of _____ of the value of the contract as specified in the bid document and it will be refundable without interest after successful completion of the contract and no liabilities from the Service Provider or its employees. In case of any complaint, the PBG shall be discharged only after adjusting all dues, liabilities of the worker etc. PBG should remain valid for a period of _____ beyond completion of all contractual obligations including warranty obligations (if any). Format of Performance Bank Guarantee is attached as _____ attached to this RFP.

11. The approval or rejection to tenders(s) rests with Competent Authority (CA) as applicable, who reserves to himself the right of rejecting any tender in whole or in part of any item in whole or in part in respect of any or all the delivery points shown in the schedule of requirements in Part II or RFP without cause assigned.

12. These instructions on "Invitation of Bid" are to be signed by you and returned along with your bids.

13.



4. _____:-

- (a) The successful bidder(s) shall be responsible for full execution of the contract and _____ . Failure to do so will attract cancellation of the order.
- (b) All works related to this tender should be completed to entire satisfaction of the IIM Calcutta, failing which the _____ and no payment will be made in that case.
- (c) Any defect/discrepancies found in the work carried out by the successful bidder(s) will have to be _____ by the Successful Bidder(s).
- (d) All precautionary/safety measures while executing the job related to this tender, as necessary should be adopted by the BIDDER(s) to avoid any miss happening and loss. IIMC will not be responsible for any miss happening/ loss caused due to negligence of BIDDER(s).
- (e) The representatives of the Successful Bidder(s) should be available on telephone and also on mobile to enable this Institute to call them in emergency situation. Therefore, telephone as well as mobile number(s) and address will also be provided to IIM Calcutta.
- (f) Each page of the quotation is to be signed by the tenderer and duly stamped.
- (g) All disputes arising out of this contract shall be referred either 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.
- (h) IIM Calcutta reserves the right to reject any or all tender(s) without assigning any reason. The decision of IIM Calcutta in this regard shall be final. No enquiries in this regard shall be entertained. Correspondence during tendering process may invite disqualification.
- (j) The rate (as per Central and State Government Notification/ Directives) should be comprehensive one inclusive of supply of material, labour charges, hire charges of tools & tackles to execute the total Scope of Work as mentioned in Paragraph 1 above OR as per _____ to this RFP.
- (k) The Basic Rates and Taxes of Petroleum Products will be applicable as per Government Directives

The pre-bid conference may also be held online at the discretion of the BIDDER/ SERVICE PROVIDER. After the Pre-bid conference, Minutes of the Pre-Bid Conference shall be published on the BIDDER/ SERVICE PROVIDER's portal within SEVEN (07) DAYS from the Pre-Bid Conference. If required, a clarification letter and corrigendum to Tender Document shall be issued, containing amendments of various provisions of the Tender Document, which shall form part of the Tender Document.

8. _____.
- (a) POL (Petrol, Oil and Lubricants) should be delivered on _____.
 - (b) POL Credit Slip should be delivered by Petrol Pump.
 - (c) The authorized representative of IIM Calcutta will issue the Credit Slip for drawing POL as per the required quantity of POL from the Petrol Pump.
 - (d) NO REFUSAL by the petrol pump would be accepted by IIM Calcutta with regard to delivery of POL.
 - (e) After every issue / delivery of POL, the agency will submit a computerized bill/invoice along with a copy of Credit Slip duly receipted by representative of IIM Calcutta within 15 days for payment.
 - (f) Under NO circumstances there should be any compromise on the quality and quantity of the POL.
 - (g) Bill should be submitted by the Successful Bidder(s) on FORTNIGHTLY basis and payment will be made after due verification of the same and recommendation from concerned officer/ authority of IIMC.
 - (h)

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 Contract) as selected by the Customer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

2. _____. The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India. Any dispute arising out of or in any way connected with the contract shall be deemed to have arisen in _____ and only courts in _____ shall have jurisdiction to determine/decide the same.

(a) The Service Provider will be responsible for compliance of all statutory provisions relating to Minimum Wage, Provident Fund and Employee State Insurance etc. in respect of the persons deployed in IIMC.

(b) The Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by him to IIMC to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

(c) The Service Provider shall maintain all statutory Registers under the applicable law. The agency shall produce the same on demand to the concerned authority of this secretariat or any other authority under law.

(d) In case the Service Provider fails to comply with any statutory/taxation liability under appropriate law and as a result thereof IIMC is put to any loss/obligation, monetary or otherwise, IIMC will be entitled to get itself reimbursed out of the outstanding bills or the performance security deposit of the agency to the extent of the loss or obligation in monetary terms.

(e) After Award of Contract, if the Service Provider is found to be charging any amount from the employees on its roll in any manner, in that case the contractor shall be liable to the terminated immediately with forfeiture of performance security amount and also the firm will be debarred and recommended to appropriate authority for blacklisting.

3. _____. The empanelment will be in effect from the day of issue of Empanelment Order.

4. _____.

(a) _____. The empanelment will be awarded initially for _____ from the date of issuance of Empanelment Order which can be reviewed any time during the period of contract. If the performance is found not satisfactory at any point of time, the Empanelment Order may be terminated before the normal tenure owing to cessation of requirement or deficiency in service or substandard quality of products or malpractices in quantity by the Successful Bidder(s).

(b) _____. IIMC reserves the following absolute rights:-

(i) The right to increase or decrease the workload (in terms of number and type of vehicles) during the empanelment period at any point of time. It shall be the responsibility of the Service Provider to comply with the requirement of the Institute, failing which lead to penalty as decided by the committee.

(ii) The right to empanel any number of BIDDER(s) and award Empanelment Order(s).

(iii) The absolute liberty to empanel any number of additional BIDDER(s) [subject to

5. _____ The performance of the Service Provider in compliance with the terms and conditions of the tender document will be evaluated by the designated committee of IIMC on completion of every year. The report of the committee will be placed to the Competent Authority of IIMC and the decision of the committee will be communicated to the Service Provider for compliance.

6. _____ Any dispute, if arises, in connection with the work, shall be tried to be settled mutually by asking references to conditions of tender documents or prevailing local practices etc., but if not settled mutually, shall be referred to arbitration. Such arbitration shall be governed by the provisions of the Indian Arbitration and Conciliation Act, 1996 or as amended from time to time. The Venue for such arbitration

(vii)

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 Customer. 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 _____ to this RFP

2. _____. The Service Provider shall submit the bills at office of concerned Competent Authority for the executed service completed in all respects. The bills will be submitted in the manner and form that may be prescribed by the Competent Authority. Account payee cheque/DD/RTGS for amounts passed in the bill will be issued only after the Service Provider gives stamped receipts for the amount unless the bills are Pre-receipted. Payments will be made only by Account payee cheque/DD/RTGS. The Competent Authority will have the right to recover liquidated damages for delay or slow progress of the work, penalty etc. from the bills submitted for payment. Income Tax and such other Tax applicable from time to time will be deducted from the bill. However, if any new legislation comes into effect for deduction of tax at source, the deduction will be made under that legislature. The final Settlement of the bills and refund/adjustment/appropriation of any amount retained from the bills of the Service Provider shall be made fully after the Competent Authority is satisfied that all the contractual obligations have been fully met and no amount remains due for recovery from the Service Provider on any account. The successful bidder shall submit necessary bank details for bill payment at the time of entering into contract. It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/NEFT mechanism instead of payment through cheques wherever feasible. The payment will be made as per the following terms, on production of the requisite documents:-

(a) It is mandatory to the BIDDER to submit their PAN details, Cancelled Cheque and NEFT details for making of payments through ECS/EFT mechanism instead of payment through cheque by IIMC.

(b) Ink signed copy of Service provider's invoice.

(c) Details for electronic payment viz Account holder's name Bank name, Branch name address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in supply order/contract)

(d) Any other document/ certificate that may be provided for in the Supply Order/ Contract.

(e) On receipt of final payment, BIDDER/ SERVICE PROVIDER should furnish a 'NO CLAIM CERT' as per _____ of this RFP.

3. _____. NO Advance payments will be made.

4. _____. The process of bills of successful tender will be made by the IIMC and payment will be made by Accounts Department of IIMC. Bills to be submitted by the vendor within FIFTEEN (15) days of completion of work/supply.

5. _____.

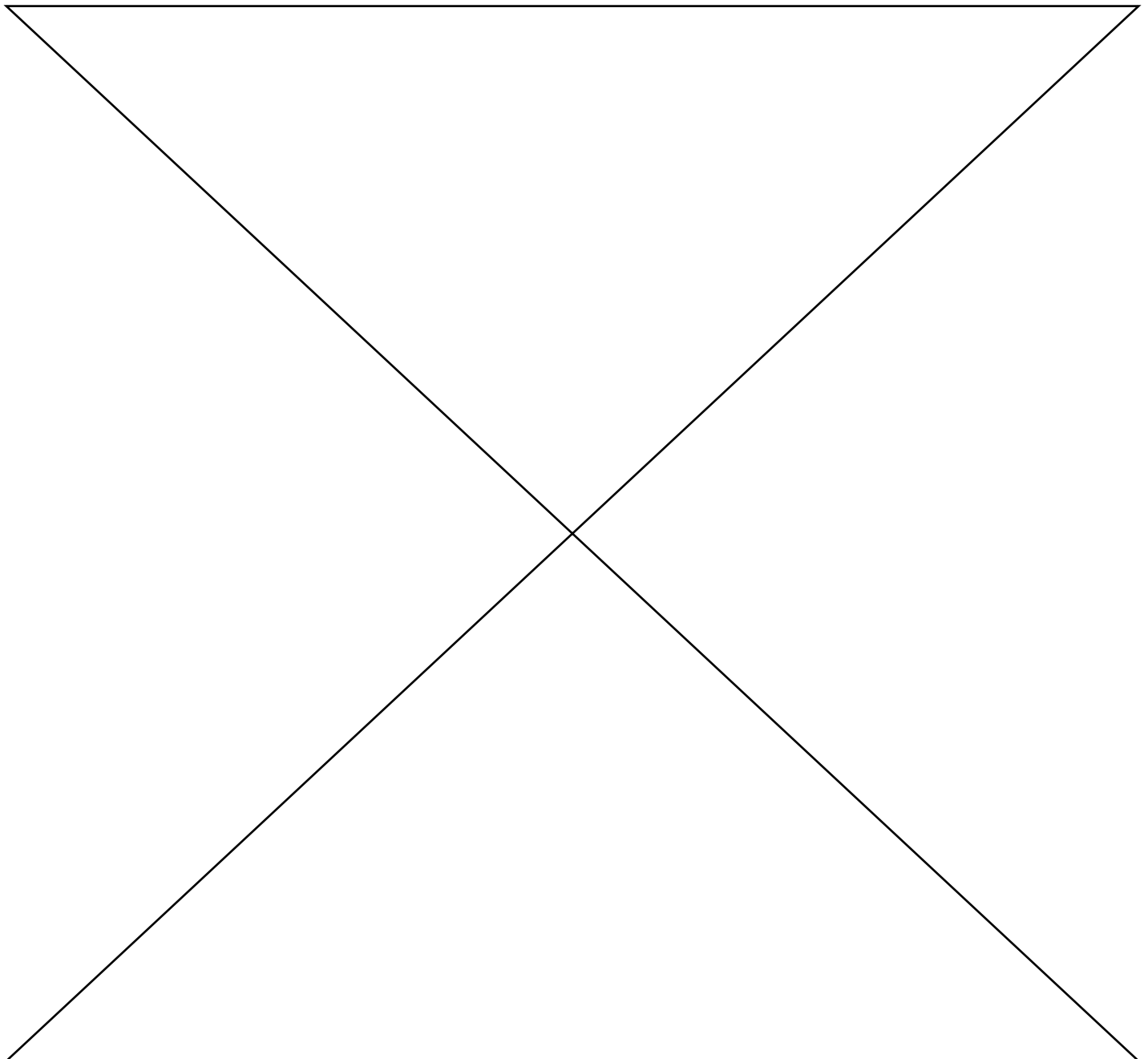
the price payable under the contract for the stores of such reduction of sale or offer of the sale shall stand correspondingly reduced.

6. _____. Neither party shall be in breach of any obligation under this contract if it is unable to perform that obligation in whole or part by reason of Force Majeure. If either party seeks to rely on this clause, it shall immediately give notice to the other with full particulars of the matter claimed as a Force Majeure event. The parties so affected shall take all reasonable steps to remedy the failure to perform and to keep the other party informed of the steps being taken to mitigate the effects of Force Majeure. In the event of Force Majeure lasting for more than three months, either party may, following consultation with the other give a notice of termination.

7. _____. The BIDDER/ SERVICE PROVIDER guarantees to meet the specifications as per to this RFP.

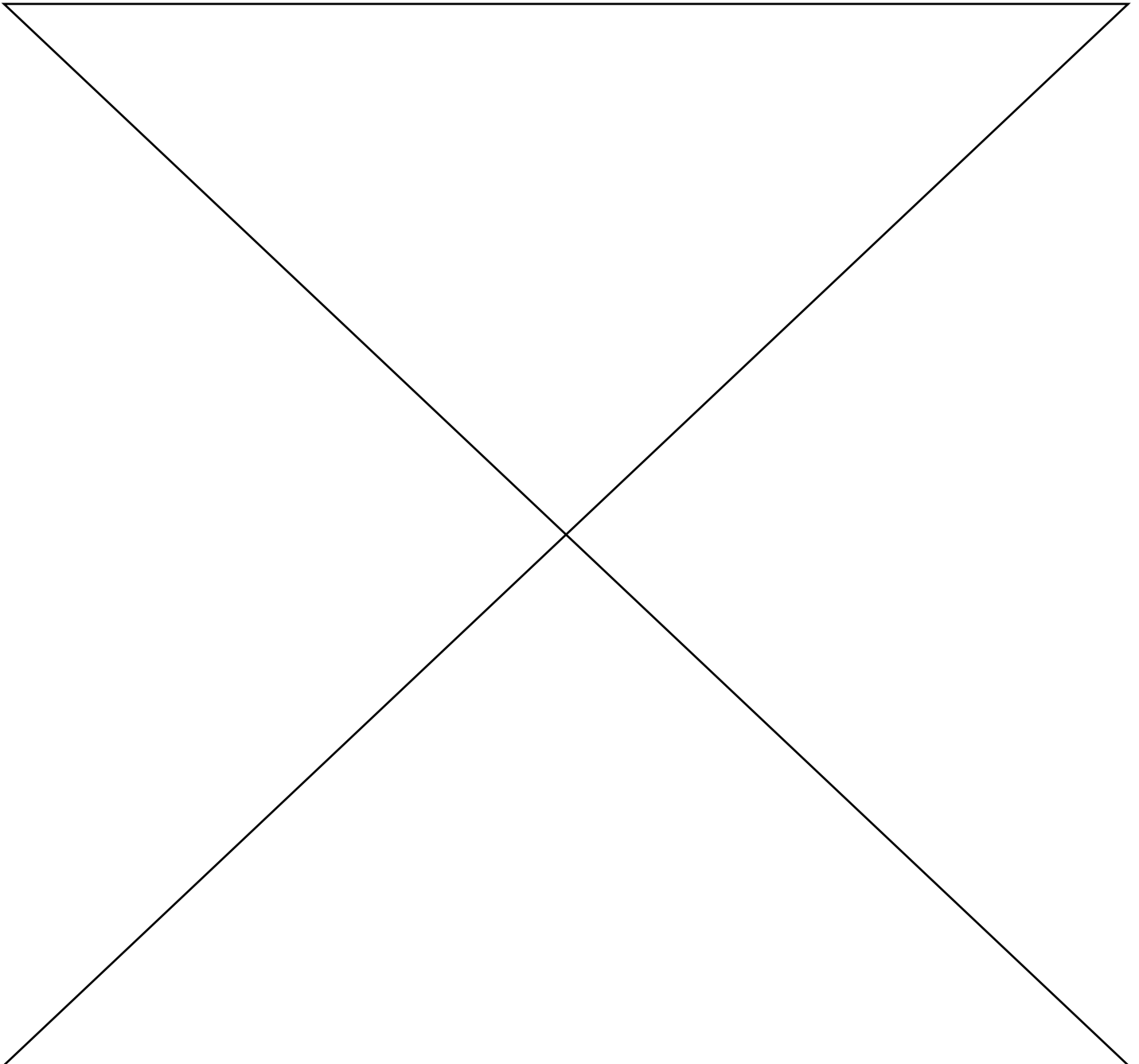
8. _____. The goods supplied under the contract should conform to the standards, quality and specifications as per the requirement of BUYER. The item should be conforming to the current production standard and having 100% defined life at the time of delivery.

9. _____. The Inspection will be carried out by the authorised representative of IIMC. The mode of Inspection will be User Inspection by Authorised and Accredited Experts (as per applicability).



1. _____ Indian Institute of Management Calcutta intends to register/ empanel Petrol Pumps for supply of POL (Petrol, Oil and Lubricants) for the Institute owned vehicles for a period of FIVE (05) Years. The Schedule of Requirements (SOR)/ Scope of Works (SOW) as per the present fleet of Mechanised Transport are as under:-

(a)	Passenger Bus	03 (Three)	NA	16,800 Ltrs
(b)	Car HONDA City	01 (One)	1,200 Ltrs	NA
(c)	Car Maruti Suzuki SWIFT Dzire	01 (One)	600 Ltrs	NA
(d)	Maruti Suzuki ECCO (Modified Ambulance Van)	01 (One)	960 Ltrs	NA



1	Name of the Service Provider			
2	Registered Address			Enclose Proof
3	Branch/Head Office/Operational Office Address at Kolkata (Mandatory)			Enclose Proof
4	Name of the Authorized Signatory:			Enclose Proof
5	Trade License No (In case of GST Exemption)			Enclose Proof
6	PAN Details			Enclose Proof
7	GST Registration No			Enclose Proof
8	Average Annual Turnover of last three Financial Year			Enclose Proof (Audit Reports)
9	Net profit for last three Financial Year (Audited OR Certified by CA)			Enclose Proof (Audit Reports)
10	Minimum experience in similar assignments in Government/ PSU's/Autonomous Bodies			Enclose Proof as Work Order
11	ISO Certificate (If Any)			Enclose proof as salary/wage register

_____ A certificate to be submitted by the bidder on the Letter Head of their Firm/Company as under:-

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
con

