



भारतीय प्रबंध संस्थान अमृतसर

INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

पीआईटी बिल्डिंग, सरकारी पॉलिटेक्निक परिसर, पॉलिटेक्निक रोड, छिहरता, जी.टी. रोड अमृतसर 143105
वेबसाइट : www.iimamritsar.ac.in, दूरभाष 01832820034 ईमेल : purchase@iimamritsar.ac.in
PIT Building, Inside Govt. Polytechnic Campus; Polytechnic Road; Chheharta, G.T. Road Amritsar – 143105,
Website: www.iimamritsar.ac.in, Ph. No. 0183-2820034,

Ref No. IIMASR/NIT/ 258 /2021

Date: 16/11/2021

Sub: - Notice inviting tender (NIT) for Partition work at IIM Amritsar through institute's e-Tender portal.

Sir / Madam,

E-tenders are invited on IIM Amritsar e-Tender Portal for partition work at the IIM Amritsar. The tender should be uploaded on IIM Amritsar e-Tender portal (<https://iimamritsar.ac.in/post/tender.html>) on or before 06.12.2021 upto 12:00 pm. The tender shall be opened on the e-Tender portal on the same day, i.e. 06.12.2021 at 12:30 pm in the presence of bidders or their duly authorized representatives, if any, at Purchase office of IIM Amritsar. Quantity and specification of the items are mentioned in Annexure-A.

1.1.GENERAL GUIDELINES

- 1.1.1. Before submitting the tender document to the IIM Amritsar, the bidders may seek clarification(s), if any, during the pre-bid meeting/site-visit/through an email.
- 1.1.2. A copy of this Document with each page duly signed by the authorized signatory (who has signed the Bid), should also be uploaded on our portal along with the price bid as a token of bidder's confirmation to accept the terms and conditions and other provisions contained in it.
- 1.1.3. The bidder should give a declaration that they have not been banned or delisted/blacklisted by any Govt. or Quasi- Govt. Agencies or PSUs (Annexure-C).
- 1.1.4. **IIM Amritsar reserves the right:**
 - a. to accept or reject any or all tender either in whole or in part or to invite revised price bids or to annul the bidding process or to postpone and/or extend the date of receipt/opening of tender or to withdraw the same at any time before finalization without incurring any liability to the affected Tenderer / Bidder. The Director, IIM Amritsar does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the Tenderer/Bidder shall be bound to perform the same at the rates quoted.
 - b. to postpone and/or extend the date of receipt/opening of tender or to withdraw the same, without assigning any reason thereof.
 - c. to obtain feedback from the previous/ present clients of the tenderer by contacting them or by visiting their site to get first-hand information regarding the services (being) provided by the tenderer/bidder.
 - d. This office reserves the right not to accept the lowest tender without assigning any reason for the rejection.
- 1.1.5. If the date of opening of the Tender is declared a holiday, the Tender will be opened on the next

working day at the same time.

1.1.6. Site visit: Every Tenderer/Bidder is expected to inspect the site/locations between Monday to Friday from 10:00 am to 4:00 pm except Saturday & Sunday and Govt. holidays, to ascertain the exact requirement of the Institute, at his own cost before quoting the rates. He must also go through all the terms and conditions as stipulated in the documents. It will be construed that the bidder has inspected the site and satisfied himself with the Institute's requirements, site conditions, and other relevant matters.

1.1.7. Financial Evaluation (Financial bid): The Financial Bid should be submitted strictly in the prescribed form "FINANCIAL BID" and should remain **valid for a minimum of three months**.

- a. Financial bids, which are incomplete and are not submitted in the prescribed form, will be summarily rejected.
- b. The Financial Bid should clearly contain the details (without erasers/overwriting etc.) as mentioned in the form.
- c. In case of any difference / discrepancy between the rates quoted in figures and words, the later shall prevail.

The Financial Bid will be opened on the mentioned date and time in the presence of the bidders or their authorized representatives (with authority letter), who may be present. The decision of the Director of IIM Amritsar in this regard will be final and no requests etc. will be entertained from the bidders.

1.1.8. Any sole proprietor/ partnership firm/cooperative society/company can apply.

1.1.9. Fees and earnest Money Deposit (EMD): The Tenderers/ Bidders shall be required to submit a non-refundable tender fee of an amount of Rs.1120/- (Rupees Eleven Hundred Twenty only). Instead of EMD, a bidder will have to submit a Bid Security Declaration (Annexure-d).

1.1.10. In case of any dispute or difference, the matter would be referred to the Arbitrator, whose decision shall be final and shall not be called in question. The Director of IIM Amritsar will appoint an Arbitrator with the mutual consent of both the parties (Contractor and IIM Amritsar). Any dispute arising out of this tender will be subject to jurisdiction of Amritsar.

1.1.11. Deficiency & penalty: Deficiency shall mean a deficiency in the performance of work(s) including, poor quality of service, non-compliance of statutory provision(s) or non-compliance of any of the Quotation condition(s). IIM Amritsar on observing any deficiency may inform/advise the supervisor/representative of the Contractor to rectify the same, however a token penalty shall be levied. With a view to discourage deficiency(ies) in the performance of any work(s) by the Contractor, it is agreed that for each Deficiency as determined by IIM Amritsar in any work(s) to be performed by the Contractor, IIM Amritsar shall be entitled to levy a token penalty, if not specified elsewhere, of 10% of the billed amount per deficiency.

1.2. SUMMARY OF REJECTION OR DISQUALIFICATION OF BIDS/TENDER

1.2.1. Applications received after the stipulated deadline

1.2.2. Any bid not accompanied by tender fee, Tender document, other required documents.

1.2.3. Any bid in which rates have not been quoted in accordance with the specified formats/details as specified in the bid document.

1.2.4. If any bidder has filled more than one bid.

1.2.5. If unclear, poorly scanned copies are uploaded and received.

1.2.6. Conditional proposal/bid will not be accepted and will be rejected outright.

1.2.7. Canvassing in any form will make the Tender liable to rejection.

1.2.8. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the qualification document

1.2.9. Record of poor performance such as, abandoning work, not properly completing the contract, or financial failures /weakness etc.

1.3. COMPLETION OF WORK

- 1.3.1.** The work should be completed within one-month period by the successful bidder after receiving the work order.
- 1.3.2.** The work is at two(02) locations which are approx. 200 meters apart – one at transit campus and another is at New Leased Building.
- 1.3.3.** Quantities shown are only indicative and may increase or decrease as per the site conditions. Payment for the actual certified quantities will be made.

1.4.QUERIES & RESPONSES

Queries related to the stated above should be submitted at purchase@iimamritsar.ac.in **only till 22.11.2021, 02:00 pm**. Queries submitted after due date and time, and on any other email id will not be entertained. The response to the queries will be given within 1-2 days by email after the last date of submission of queries.

Sd/

Administrative Officer

Financial Bid

Item no.	Description of Items	Unit	Quantity	Rate	Amount
1	Providing & fixing following components as a composite structure for the aluminium partition work including doors for cabins as per specification. a. Brown Aluminum 16 Guage b. 12mm Thick PVC board	Sqft	4675		
2	Providing & fixing following componenets as a composite structure for the aluminum work for windows (both fixed & openable) for cabins as per specification: - a. Brown aluminum 16 guage b. 5MM thick float glass (Black colour or as per Engineer in Charge Instructions)	Sqft	328		
3	Providing & fixing door closer	Each	13		
4	Providing & fixing door lock	Each	13		
	GST @ _____				
	Total				

I have read and understood all terms & conditions of this NIQ and accept the same. Our rates are as given above.

Name, Signature and seal of the authorized bidder

BID SECURITY DECLARATION

I/We hereby declare that

1. I/We will not withdraw or modify our bid during period of validity
2. I/We will deposit performance security, if applicable.
3. I/We will sign the agreement as per the specified schedule

If above is not abide by me/us, IIM Amritsar may suspend/blacklist us for three years to participate in their tendering/bidding/registration processes.

Name, Signature and seal of the authorized bidder

CERTIFICATE

(To be provided on the letterhead of the firm)

I hereby certify that the above firm/agency neither blacklisted by any Central/State Government/ Public Undertaking/Institute nor is any criminal case registered/ pending against the firm or its owner/ partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case, at a later date it is found that any details provided above are incorrect, any contract given to the above agency may be summarily terminated and the firm blacklisted.

Authorized Signatory Date:

Name: Place: Designation: Contact No.:

Seal