



INDIAN INSTITUTE OF MANAGEMENT
Prabandh Nager, Off
Sitapur Road, Lucknow -226013

Notice Inviting e-Tenders

The Officer on Special Duty, IIM Lucknow on behalf of the Director, Indian Institute of Management invites online the bids from firms/contractors of repute in two bid system for the following work:

NIT No: IIML/PROJ/MISC/4234/19 dated 28 June 2019

NAME OF WORK: Repairing of SOFA IN MDP, AT IIM LUCKNOW CAMPUS.

Earnest Money: Rs. 7,000/-

Tender Processing Fee: Rs. 500/-

Period of Completion: 25 days from issuance of Work Order

Date of publishing of tender: 28 JUNE 2019

Last time and date of submission of bid: Friday 12th July 2019 up to 3:00 pm

Date of Opening of Technical Bids: Monday 15 July 3.30 pm



INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW

NOTICE INVITING E-TENDER

1. Sealed item Rate tenders (in e-tendering mode) are invited by the INDIAN INSTITUE OF MANAGEMENT for the following work from eligible contractors in two-bid system in it's “, **Indian Institute of Management, Lucknow Campus, Lucknow**”, by the undersigned. Earnest money is required in the form of Demand Draft from any Scheduled bank in favour of **IIM Lucknow payable at Lucknow**.
2. Tender document can be downloaded from the official website from <https://eprocure.gov.in/eprocure/app>. Bidders are required to submit e-tender processing fee non-refundable of Rs. 500/- (Rupees five hundred only) along with their tenders in favour of IIM Lucknow payable at Lucknow.
3. The Tender shall be on two bid system, where techno-commercial details along with the EMD and e-Tender processing fee along with duly signed each page of tender documents and supporting documents shall be put into envelop No. (1) and price bid shall be put in to the envelop No. (2) Both properly sealed envelopes shall be put into a large envelop No. 3 which shall be properly sealed before it is submitted in office of OSD, Samadhan Building, IIM Lucknow. Envelop No.1 shall contain all details about experience, qualifications document, income tax clearance, etc. Tenderers who do not qualify the pre-qualification shall be summarily rejected and their price bids shall not be opened.
4. The Competent Authority at INDIAN INSTITUE OF MANAGEMENT LUCKNOW shall have the right to reject any or all the tenders received, and the entire tendering process without assigning any reason thereof or incurring any liability to the bidders.

Sl. No.	Name of Work	EMD	Tender Processing Fee	Last Date of uploading of e-Tender	Date & Time for opening of Tender
1	Repairing of SOFA IN MDP, INDIAN INSTITUE OF MANAGEMENT at LUCKNOW CAMPUS	Rs. 7,000/-	Rs. 500/-	12 th July 2019 up to 3:00 pm	15 July 2019 up to 3:30 pm

NOTICE INVITING TENDER

Ref. No. IIML/PROJ/MISC/4234/2019 Dated: 28-06-2019

NAME OF WORK: REPAIRING OF SOFA IN MDP, INDIAN INSTITUTE OF MANAGEMENT at
LUCKNOW CAMPUS.

TENDER NO: IIML/PROJ/MISC/4234/2019 dated 28 June 2019

Dear Sir,

Sealed tenders are invited on behalf of The DIRECTOR, INDIAN INSTITUTE OF MANAGEMENT for the work as detailed below.

1.0 NAME OF WORK

Repairing of Sofa in MDP, INDIAN INSTITUTE OF MANAGEMENT at LUCKNOW CAMPUS.

2.0 EARNEST MONEY DEPOSIT & E-TENDER PROCESSING FEE

EMD: Rs. 7,000/- (Rupees Seven thousand) only

E-Tender Processing Fee: Rs. 500/- (Rupees five hundred) only

These shall be in form of Demand Draft in favour of INDIAN INSTITUTE OF MANAGEMENT LUCKNOW, payable at Lucknow, UTTAR PRADESH from any Nationalized or Scheduled Bank. Any Tender not accompanied by Earnest Money and E-Tender Processing Fee will be rejected.

3.0 TIME SCHEDULE: 25 (Twenty Five) days reckoned from the date of issue of Letter of Acceptance.

4.0 SUBMISSION OF OFFERS

4.1 Tender shall be submitted in a sealed cover super scribed with the following information:

- TENDER NO: IIML/PROJ/MISC/4234/2019 dated 28 June 2019
- Name of the project and due date.
- This shall contain separately sealed three no. envelopes super scribed as below:

Envelope 1: Eligibility Documents + EMD & E-Tender Processing Fee

Envelope 2: Price -Bid

Envelope 3: Envelop 1 & 2 SUPER SCRIBING AS BELOW:

TENDER NUMBER

NAME OF WORK

DATE OF SUBMISSION

4.2 ENVELOPE 1 of offer shall contain Earnest Money Deposit and E-Tender Processing Fee in a sealed envelope as specified above and TECHNICAL BID schedule issued herewith, with all data filled in and no conditions.

4.3 ENVELOPE 2 of offer shall contain only the PRICE BID, with all rates and amounts filled in rupees and no conditions. No corrections are permitted. Any corrections in quoted prices must be stamped and signed. Any conditions mentioned in PRICE BID shall not be taken

into account. Covering letter, technical submissions and other details required forming part of the offer.

- 4.4 INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW takes no responsibility for delay, loss or non-receipt of tenders sent by post. Fax/Email/ Telegraphic offers shall not be accepted.
- 5.0 LAST DATE & TIME FOR RECEIPT OF TENDERS: Friday 12th July 2019 up to 3:00 pm.
- 6.0 OPENING OF TENDERS: Tenders shall be opened on Monday, 15 July 2019 3:30 pm in the presence of attending Tenderers Authorized representatives. Envelop 1 shall be opened first and EMD and Technical Qualifications shall be evaluated by the TEC (Technical Evaluation Committee) as per guidelines mentioned in Instructions to the Bidders. Those who meet the requirements as per the Technical Bid only their Price Bid will be opened separately on date chosen by the TEC (Tender Evaluation Committee) & the successful bidder will be informed of the same.
- 7.0 PLACE OF SUBMISSION: The bidders shall upload their e-tenders in <https://eprocure.gov.in/eprocure/app> and also physically submit the hard copies of tenders as per the guidelines given above at the Office of “ Officer on Special Duty” Samadhan Building , INDIAN INSTITUTE OF MANAGEMENT,LUCKNOW ’ , both within the stipulated time and date as indicated above. The detailed address of the INDIAN INSTITUTE OF MANAGEMENT’ LUCKNOW is as follows:
- INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW
PRABHANDH NAGER,
District – LUCKNOW, UTTAR PRADESH – 226 013.**
- 8.0 INDIAN INSTITUTE OF MANAGEMENT reserves the right to reject any or all the tenders received and IIM Lucknow the entire tendering process without assigning any reason thereof or incurring any liability to the bidders.

Thanking you,

Sd,

OFFICER ON SPECIAL DUTY

INDIAN INSTITUTE OF MANAGEMENT

Encl.: -As above

SUBMISSION OF OFFER

(In Bidders' Letter Head)

From:

Dear Sir,

We hereby submit our offer in full compliance with the terms and conditions of the attached Document.

We are hereby submitting earnest money deposit in the form as specified in the tender document for an amount of Rs. 7,000/- vied Demand Draft No: _____ issued by (Name of Bank & Branch) dated _____ along with tender fee as specified in the tender document for an amount of Rs. 5,00/- vied Demand Draft No: _____ issued by (Name of Bank & Branch) dated _____

Our offer shall remain valid for acceptance for a period of 60 (sixty) days from the date of opening of technical tender.

Sincerely yours,

(Seal and Signature of the Tenderer)

Full Name _____ Title &

Capacity _____

INSTRUCTIONS TO THE BIDDERS

1.0 SITE INFORMATION

The work involves Repairing of SOFA in MDP at INDIAN INSTITUTE OF MANAGEMENT Lucknow Campus.

2.0 The tender shall be accompanied with the following documents:

- 2.1 Demand Draft against the EMD, Demand Draft for the-Tender Processing Fee and copies of certificates of work experience and other prequalifying documents as specified in the NIT shall be deposited in a sealed Envelope 1 super scribed as " Eligibility Documents + EMD & E-Tender Processing Fee " with name of Work and date submission of the tender also mentioned thereon.
- 2.2 Bill of quantities duly filled in and compiled with item/job rates quoted as item rate in the Schedule of quantities and total amount tendered (in duplicate) signed by authorized signatory shall be placed separately in a sealed Envelope 2. Envelope 2 shall be super scribed as "PRICE-BID" and opened only after bidder's eligibility to participate in the tender is successfully established and accepted by IIM Lucknow.
- 2.3 All the two envelopes (Envelop 1 & 2) shall be placed in large envelope no. 3 and sealed and marked as "TENDER FOR REPAIRING OF SOFA IN MDP , INDIAN INSTITUTE OF MANAGEMENT AT LUCKNOW CAMPUS." with due mention of date and time of submission of tender. The large sealed envelope shall be submitted in the office "Officer on Special Duty "of INDIAN INSTITUTE OF MANAGEMENT at Lucknow Campus, Lucknow up to 03:00 PM of 12 July 2019. The Technical tender documents submitted shall be opened at 03:30 PM on 15 July 2019 in presence of intending bidders who chose to remain present. The large sealed envelope shall be addressed to "Officer on Special Duty" Samadhan Building , INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW CAMPUS, LUCKNOW.
- 2.4 Technical tender documents submitted by intending bidders shall be opened only of those bidders, whose Earnest Money Deposit and e- Tender Processing Fee and other documents placed in the Envelope 1 are found in order.
- 2.5 Copy of Certificates of PAN card, GST Registration, should be submitted along with the bid.
- 2.6 The tender submitted shall become invalid if:
 - 2.6.1 The bidder fail to upload all the documents as stipulated in this tender document.
 - 2.6.2 If any discrepancy is noticed between the documents as uploaded at the time of submission of e-Tender and hard copies as submitted physically in the office of the tender opening authority.
 - 2.6.3 The lowest bidder does not deposit physical EMD and E-tender processing fee along with the physical submission.
 - 2.6.4 If a tenderer does not quote any rate in the corresponding Schedule of quantity of the tender in the item rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.

- 3.0** The contractor whose bid is accepted will be required to furnish performance guarantee of 5% (five Percent) of the tender amount within three (03) working days. This guarantee shall be in the form of Demand Draft from any scheduled bank or Nationalised Bank. In case the contractor fails to deposit the said performance guarantee within the period as indicated above, including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor. The earnest money deposited along with tender shall be returned after receiving the aforesaid performance guarantee.
- 4.0** Intending bidders must inspect and examine the Site and its surroundings and satisfy themselves before submitting their tenders so as to clearly understand the nature of the work for which they are tendering for. A bidder shall be deemed to have full knowledge of the Site whether or not an inspection has been undertaken by the bidder or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed in the amount quoted in the tender. The bidder shall be responsible for arranging and maintaining cost of all materials, tools & plants, water, electricity, access, facilities for workers and all other services required for executing the Work. Submission of a tender by a bidder implies that he has read this notice and all other tender documents and has made himself aware of the scope and specifications of the Work to be executed and of conditions and local conditions and other factors having a bearing on the execution of the Work.
- 5.0** Owner is not bound to accept the lowest or any other tender and reserves to itself the right to reject any or all the tenders received without assigning any reason thereof. Owner also reserves the right to restrict the list of qualified contractors to any number deemed suitable by it, if too many tenders are received satisfying the laid down criteria. All tenders in which any of the prescribed conditions are not fulfilled or any condition including that of conditional rebate is put forth by the bidder shall be rejected summarily. Tenders subject to any conditions proposed by the bidder shall not be accepted and shall be liable to be rejected.
- 6.0** Canvassing either directly or indirectly, in connection with tender is strictly prohibited and the tenders submitted by the bidders who resort to canvassing shall be liable to be rejected.
- 7.0** INDIAN INSTITUTE OF MANAGEMENT Lucknow reserves the right of accepting the whole or any part of the tender and the bidders shall be bound to perform the same at the quoted rate.
- 8.0** The bidder shall intimate the names of persons who are or were working in any capacity with the bidder or are subsequently employed by the bidder and who are or have been an officer in IIM Lucknow.
- 9.0** The contractor shall not be permitted to tender for this work if his near relative is employed by INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW in any capacity. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any officer in INDIAN

INSTITUTE OF MANAGEMENT, LUCKNOW. Any breach of this condition by the contractor would render liable to be debarred from participating in tender process.

10.0 No engineer of Gazetted rank or other Gazetted officer employed in Engineering or Administrative duties in an Engineering department of Government of India is allowed to work as a contractor for a period of one year after his retirement from Government service, without the previous permission of the Government of India in writing. This tender is liable to be cancelled if either the contractor or any of his employees is found to be such a person who had not obtained permission of the Government of India as aforesaid before submission of the tender or engagement in the contractor's service.

11.0 The tender for the Work shall remain open for acceptance for a period of 60 (sixty) days from the date of opening of Technical tender. In case any bidder withdraws its tender before the end of sixty days or issue of letter of acceptance, whichever is earlier, or makes such modifications in the terms and conditions of the tender which are not acceptable to the IIM Lucknow, then the Competent Authority at INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW shall, without prejudice to any other right or remedy available under the tender or law, be at liberty to forfeit the EMD. Further, such bidder shall be debarred from participating in the re-tendering process of the Work.

12.0 No workers, labours etc. will be allowed to stay in premises of IIM Lucknow. All arrangements shall be made by contractor himself at his own cost.

13.0 TIME SCHEDULE:

14.0 Time is the essence of this work. The work shall be satisfactorily completed within 25 days and is highly desired by the Competent Authority at INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW.

14.1 The time allowed for carrying out the Work shall be 25 days from the date of issuance of work order.

15.0 Intending bidders are advised to obtain valid class-II (or appropriate class) digital signature to participate in tendering.

16.0 CRITERIA FOR ELIGIBILITY (TECHNICAL TENDER)

16.1 The eligibility criteria applicable for the bidders for the present tender in terms of the scope of Work shall be:

16.1.1 The bidder should have satisfactorily completed three similar works each costing not less than Rs.2.65 Lakhs (Rupees Two Lakh Sixty five thousand only) or completed two similar works each costing not less than Rs.2.0 Lakhs (Rupees Two lakhs only) or completed one similar work costing not less than Rs.1.40 Lakhs (Rupees One Lakh forty Thousand only) during the last seven (7) years ending previous day of the last day of submission of Tender.

16.1.2 For this purpose cost of work shall mean gross value of the completed work. This should be certified by an officer not below the rank of Executive Engineer/Project Manager or equivalent.

- 16.2 The “similar work” shall mean “Carrying out Repairing of Sofa works or Repairing of furniture’s for auditoriums/multiplexes/theatres/recordingstudios/classrooms/offices/conference halls/control rooms etc. for Universities/colleges/schools/hospitals/commercial complexes, Institutions under any Central or state Government/ /public sector undertakings/autonomous bodies/private organisations etc. under one agreement, in India within last seven years”.
- 16.3 The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to the previous day of the last day of submission of the Tender.
- 16.4 The bidder should have minimum average annual financial turnover (gross) of Rs. 6.00 lakhs during the immediate last three consecutive financial years, ending 31st March 2018. Income tax returns for last three financial years shall be submitted as a proof.

17.0 EVALUATION CRITERIA FOR ELIGIBILITY (TECHNICAL TENDER)

- 17.1 The details submitted by the bidders will be evaluated in the following manner:
- 17.1.1 The criteria for eligibility in respect of experience of eligible similar class of works completed and financial turn over shall be first scrutinized and the bidder’s eligibility for the work shall be determined.
- 17.1.2 The bidders qualifying the initial criteria will be evaluated for following criteria by scoring method on the basis of details furnished by such bidders:

Sl. No.	Evaluation Criteria	Maximum Marks	Marks Obtained	Proofs to be submitted
1.	Financial Strength: Average Annual Turnover	30 Marks (60% marks will be given for minimum eligibility criteria and 100% marks will be given for double the eligibility criteria)		Copy of IT Return filed for last three years to be submitted
2.	Work Experience: ‘Similar Works’ executed in past 7 years	30 Marks (60% marks will be given for minimum eligibility criteria and 100% marks will be given for double the eligibility criteria)		Copy of certified bills/completion certificate mentioning value of similar works to be submitted
3.	Performance in Quality of Works executed	40 Marks 1 For Outstanding/ Excellent: 40 2 For Very Good: 30 3 For Good: 20 4 For Poor: 0		Certificate from respective client to be submitted

- 17.1.3 To become eligible, the bidder shall secure at least 60% marks in aggregate and 50% marks in each category as detailed under Sl No 1, 2 3 in above table.
- 17.1.4 In case of eligible similar works being more than one, average value of performance of works for time overrun and quality shall be taken on the basis of performance report of these works.

17.1.5 After qualifying technical qualification, the successful bidder will finalize on the Lowest Quoted Rates in the schedule of quantity of all items.

18.0 DISCLOSURE OF EXPERIENCE IN SIMILAR WORKS

18.1 The bidder shall furnish the List of eligible similar works successfully completed during the preceding seven years (ending previous day of the last day of submission of tenders) in 'Form A' below:

Form A

A	B	C	D	E	F	G	H	I	J
Sr. No	Name of work/project and location	Owner or sponsoring organization	Cost of work in LAKH of Rupees	Date of commencement as per tender	Stipulated date of completion	Actual date of completion	Litigation / arbitration cases pending / in progress with details*	Name and address / telephone Number of officer to whom reference may be made	Whether the work was done on back to back basis Yes/No
1									
2									
3									

19.0 References to General Conditions:

Name of Work	Repairing of Sofa Work in MDP ,INDIAN INSTITUTE OF MANAGEMENT LUCKNOW CAMPUS
Earnest Money Deposit	Rs. 7,000/- only
Performance Guarantee	5% (five percent) of tendered value shall be returned after 60 days of successful completion of work
Retention Money	5% (Five Percent) of tendered value shall be returned after defect and liability period.

20.0 GENERAL RULES & DIRECTIONS

- 1 Authority Inviting Tender. – The Officer on Special Duty, INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW, UTTAR PRADESH.
- 2 Definitions:

Sr. No	DESCRIPTION	DETAILS
1	Owner	DIRECTOR, INDIAN INSTITUTE OF MANAGEMENT LUCKNOW
2	Tender Accepting Authority	Officer on Special Duty, INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW, UTTAR PRADESH.
3	Engineer In charge	Authorized Engineer Officer appointed by INDIAN INSTITUTE OF MANAGEMENT ,LUCKNOW
7	Rates considered for Estimate	Market Rates as applicable.

20.1 Performance Guarantee

1	Time allowed for submission of Performance Guarantee (Time and Progress)	3 (three) working days
2	Maximum allowable extension beyond the period provided in 1 above	7 (seven) Days with late fee @ 0.25% per day of the Performance Guarantee amount.

20.2 Time & Extension for delay

1	Total Time allowed for execution of work	25 days
2	Authority to decide Extension of Time	The DIRECTOR, INDIAN INSTITUTE OF MANAGEMENT LUCKNOW,LUCKNOW

20.3 Contractor Liable for Damages/ Defects during defects liability period

1	Defects Liability Period	12 months from completion of the work as a whole. Security Deposit amount will be released after successful completion of Defect Liability Period.
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Settlement of Disputes

1	Settlement of Disputes	Committee appointed by IIM LUCKNOW
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Sd,

OFFICER ON SPECIAL DUTY

INDIAN INSTITUTE OF MANAGEMENT

PRICE BID

BILL / SCHEDULE OF QUANTITY

Name of work: Repairing of Sofa at Patanjali rooms & reception and Manthan.

Sl. No.	Description of Item	Unit	Quantity	Rate in Rs	Amount in Rs.
1.	Repairing of sofa set by changing of fabric including removing of existing fabric as per existing quality of fabric:				
A	3 seater sofa=4 nos =3seaterX4nosX3mtr=36 mtr 2 seater sofa=5 nos = 2seaterX5nosX3mtr =30mtr 1 seater sofa=83 nos = 1seaterX83nosX3mtr =249 mtr	Mtr	315		
B	Providing and fixing of 4" thick foam cushion to give proper shape after stitching of new fabric (21"X21" size foam sheet) (Feather or equivalent brand).	Each sheet	60		
C	Miscellaneous items for repairing like nails, glue, synthetic resin, markin fabric etc.	LS	1		
D	Labour charges for repairing of sofas: 3 seater sofa=4 nos =3seaterX4nos=12 seats 2 seater sofa=5 no = 2seaterX5nos = 10 seats 1 seater sofa=83 no = 1seaterX83no = 83 seat	Seat+ Back	105		
				Total =	
				GST @ 12%	
				Grand Total	