



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

भारतीय प्रबंध संस्थान कलकत्ता
डायमंड हार्बर रोड, कोलकाता

NOTICE INVITING TENDER

FOR

**SELECTION OF VENDOR FOR PROVIDING JOB/ SERVICES
CONTRACT TO RENDER HOUSE-KEEPING OF ACADEMIC
BUILDINGS WITHIN IIMC CAMPUS, JOKA**

**NIT NO: *IIMC/NIT/HOUSE-KEEPING/III/23-25*
DATED: 12 DECEMBER 2023**

NOTICE INVITING TENDER

NIT REFERENCE NO & DATE: *IIMC/NIT/HOUSE-KEEPING/III/23-25* DATE *12 DECEMBER 2023*

For “*SELECTION OF VENDOR FOR PROVIDING JOB/ SERVICES CONTRACT TO RENDER HOUSE-KEEPING OF ACADEMIC BUILDINGS WITHIN IIMC CAMPUS, JOKA*”

Tender Information Summary (TIS)			
1. Basic Tender Details			
Tender Title	<i>SELECTION OF VENDOR FOR PROVIDING JOB/ SERVICES CONTRACT TO RENDER HOUSE-KEEPING OF ACADEMIC BUILDINGS WITHIN IIMC CAMPUS, JOKA</i>		
Tender Ref.	IIMC/NIT/HOUSE-KEEPING/III/2023-25 Dated 12 December 2023		
Tender Type	OTE – DOMESTIC	Form of Contract	Item Rate
Tender Category	SERVICES	No. of Covers	DOUBLE COVER
Bidding System	SINGLE STAGE, TWO ENVELOPE SYSTEM	e-Reverse Auction to be held after Financial bid opening	NO
Procuring Organisation	Indian Institute of Management Calcutta	Procuring Entity	The Director, Indian Institute of Management Calcutta
Tender Inviting Authority (TIA)	Senior Administrative Officer (Purchase)	Address	Diamond Harbour Road, Joka, Kolkata, West Bengal - 700104
Appointing Authority for Arbitration	Head of the Procuring Organisation		
2. Requirement Details			
Evaluation Basis	As per terms and conditions of contracts and Rules of Govt of India	Part quotation allowed or not	Allowed
Inspection Type	Final and On Site	Inspection Agency	By Procuring Entity
Inspection Schedule	After completion of work and before making payment		
Item Details	As per Schedule of Requirement	Quantity and Units	As per Schedule of Requirement
Indicative HSN Code	Item wise	Consignee/ State	IIMC, Kolkata/ West Bengal
Terms of Delivery	As per Tender Document	Completion date of Delivery	As per Tender Document
3. Critical Dates			
Published Date	12 DECEMBER 2023 at 1100 hrs	Bid Validity	75 days from the date of opening of Bid
Document Download Start Date & Time	12 DECEMBER 2023 at 1100 hrs	Document Download End Date & Time	02 JANUARY 2024 at 1100 hrs
Clarification Start Date & Time	12 DECEMBER 2023 at 1100 hrs	Clarification End Date & Time	02 JANUARY 2024 at 1100 hrs
Bid Submission Start Date & Time	12 DECEMBER 2023 at 1100 hrs	Bid Submission Closing Date & Time	02 JANUARY 2024 at 1100 hrs
Tender Opening (Technical bid) Date & Time	03 JANUARY 2024 at 1100 hrs	Tender Opening (Financial bid) Date & Time	AFTER OPENING OF TECHNICAL BID

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4. Eligibility to Participate	
Is this item reserved for exclusive Procurement from MSEs	NO
Nature of Bidders eligible – OEMs/ Dealers authorised by OEMs	Nature of Bidders Eligible-OEMs/Dealers authorized by OEMs: OEMs of their Authorized Distributors/dealers
Entities from countries not eligible to participate on reciprocal basis	NOT APPLICABLE BEING DOMESTIC CATEGORY
Minimum local content for eligibility to participate	N.A
Classes of Local Suppliers eligible to participate	N.A
Mandatory Joint venture with Indian Company	NOT APPLICABLE
5.0 Obtaining the Tender Document and clarifications	
eProcurement Portal and helpdesk for Document availability and submission	Central Public Procurement Portal https://eprocure.gov.in/eprocure/app
Cost of Tender Document (INR)	NOT APPLICABLE
Office/ Contact Person/ email for clarifications	Purchase Department sao_purchase@iimcal.ac.in +91-33-7121 1000 Extn 1070/1061/ 1062 and +91-33-7121 1070, +91-33-7121 1061 and +91-33-7121 1063 (Direct)
7. Pre-bid Conference	
Pre-bid Conference applicable or not	Yes
Place, time, and date of the Pre-bid Conference	<i>Date and Time : 21 December 2023 at 1500 hrs Indian Institute of Management Calcutta</i>
Place, time, and date before which Written queries for the Pre-bid conference must be received	<i>Date and Time : 21 December 2023 at 1100 hrs Indian Institute of Management Calcutta</i>
Place, time, and date before which registration of participants for the Pre-bid conference must be received	<i>Date and Time : 21 December 2023 at 1100 hrs Indian Institute of Management Calcutta</i>
8. Preparation and Submission and Opening of Bids	
Bids to be Addressed to	Senior Administrative Officer (Purchase) Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal – 700104
Instructions for Online bid Submission	As per Central Public Procurement Portal https://eprocure.gov.in/eprocure/app
Tender Opening Place	Purchase Section, Administrative Building, IIMC Kolkata
Alternate Bids allowed or not	NO
9. Physical submission of Originals/ Self-attested copies of Originals of Scanned Documents uploaded	
Physical documents required/ permitted to be submitted	AS PER TENDER DOCUMENTS
If Yes, List of Documents to be submitted physically	AS PER TENDER DOCUMENTS
Deadline for physical submission of originals/ self-attested copies of Originals of uploaded scanned documents	AS PER TENDER DOCUMENTS
Address of Physical Submission of Originals	Senior Administrative Officer (Purchase) Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal - 700104

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10. Documents relating to Bid Security and Performance Security			
Bid Security and Validity	<i>Rs 3,31,300/- (Rupees Three Lakh Thirty One Thousand Three Hundred only) SIXTY (60) DAYS beyond the final Bid Validity period</i>	Form of Security and To whom to be addressed	An Account Payee Demand Draft/ Fixed Deposit Receipt/ Banker's Cheque/Bank Guarantee from any Commercial Bank or Private Bank authorized to conduct Government business. INDIAN INSTITUTE OF MANAGEMENT CALCUTTA, Payable at Kolkata
Performance Security and Validity	<i>8% of Contract Value SIXTY (60) DAYS beyond the final Bid Validity period</i>	Form of Security and To whom to be addressed	
11. Additional Clauses			
Integrity Pact to be Signed and Submitted along with bid	AS PER TENDER DOCUMENT	Independent External Monitor, Name and Contact Details	NO
Price Variation Clause	NO		
Quantity Splitting/ Parallel Orders	YES	If Yes, Ratio of Distribution among L-1 and L-2	70:30

