

IIMLEIC Enterprise Incubation Centre

Plot no. B-1, Sector -62 Institutional Area, Noida-201307, U.P

TENDER FOR INTERIOR WORKS

Tender No. IIMLEIC/CIVIL/01/2022-23

Date: 28/01/2023

IIMLEIC Enterprise Incubation Centre is a not for profit organization and is established with an objective to nurture high-performance start-ups, especially in the fields of Big Data Analytics, Artificial Intelligence, Block chain Technology, Industrial IoT, Digital Healthcare, Cloud Services, Virtual Reality, and 3D Printing inviting tender for selection of a firm for Civil Interior Work .

Last Date and time for submission of bid	13 th February, 2023 upto 03:00 PM
Place of receipt of bid (By Registered Post/Speed Post/Courier only)	Head Operations, IIMLEIC Enterprise Incubation Centre, Plot no. B-1, Sector -62 Institutional Area, Noida-201307, U.P
Earnest Money Deposit (EMD)	Demand Drafts of Rs.50,000/- (Rupees Fifty thousand only) towards EMD drawn on any scheduled bank in favor of " IIMLEIC Enterprise Incubation Centre " payable at " Noida ".

Note: The EMD will be converted to security deposit for the selected bidder and will be retained till the validity of the contract.

Please go through the complete tender document. Bids complete in all respects should reach the IIMLEIC on or before the due date & time. Bids received after the due date and time is liable to be rejected.

IIMLEIC Enterprise Incubation Centre reserves the right to accept or reject any or all tenders received at its absolute discretion without assigning any reason whatsoever.

Yours sincerely

Arunodaya Bajpai
(**Head Operations, IIM L-EIC**)

PART-

A: ELIGIBILITY CRITERIA:

Only those firms/Proprietary Firms/Partnership Firms/Agencies which fulfill the following minimum criteria need to submit their bids along with necessary documents. Those firms who are not meeting the minimum eligibility criteria and not submitting the required document will be disqualified on technical grounds.

1. The Firm/agency should have PAN, GST Registration (*Proof* in this regard must be attached with the bid).
2. The Firm/agency should have a minimum of five (5) years of working experience in the same kind of work with a reputed organization after registration. Out of five (5) years of working experience, the firm/Agency should have a minimum three (3) year of working experience in Govt. Departments OR IIT/IIM/NIT OR state Govt. or Autonomous Organization under the administrative control of Central Govt/State Govt. offices. (a) Two similar completed works of not less than Rs.15 lakhs each Or (b) One similar completed work of not less than Rs.25 Lakh.
3. The Firm/agency should not have been blacklisted/debarred by Government Organization. Undertaking in this regard is to be furnished.
4. Bidders must have achieved minimum average annual financial turnover of Rs. 50 lakhs during the previous three year ending 31.03.2022 i.e. 2019-20, 2020-21 and 2021-22 duly audited by Chartered Accountant should submitted is desirable.
5. Bidders must have a valid ISO 9001-2015 certificate, at least one year old.

The tender shall be accompanied by the following documents:

- Copy of certificate of work experience and other documents as specified shall be deposited in a **sealed Envelope 1** marked as "**Technical Bid**".
- Bill of quantities and other relevant commercial information(tender) duly filled and compiled with rates, amounts, totals and signed by authorized signatory shall be placed separately in a **sealed Envelope 2**. Envelope 2 shall be super scribed as "**Financial Bid**" and opened only after tenderer's eligibility to participate in the tender is successfully established and accepted by IIMLEIC .
- All the envelopes shall be placed in a **large sealed envelope** marked as "**Tender for Interior Work**" with due mention of Name of work, date and time of opening of tender. The large sealed envelope shall be submitted to the Head Operations of IIMLEIC up to 03:00 PM on 17.02.2023.

B: SELECTION PROCESS: -

Tenders' documents submitted without proper information, without documentary evidence, without submission of EMD/inadequate EMD shall be summarily rejected.

The Organization/Firm/Agency having qualified in all the points of eligibility criteria and fulfilling all the relevant details of **Annexure-I & II and annexure-III**" and quoting BEST RATE in totality, will be treated as a successful bidder.

In case two or more organizations/Firms/agencies are quoting the same rate, in that situation the firm having the **highest work experience** in government office/PSU/State Government/Universities/IIM/IIT/NIT will be treated as a successful bidder.

C. EARNEST MONEY DEPOSIT:

The firm registered with MSME/NSIC/Startup India should attached the document for Exemption.

D. PERFORMANCE SECURITY DEPOSIT:

The successful bidder's EMD will be discharged upon the bidder's submission of the Performance Security. The Contractor shall deposit 5% of the annual contract value along with the acceptance as performance security in the form of a Bank Guarantee/ FDR/ DD in favor of the Indian IIMLEIC and this will be refunded after 60 days of the contract ended. In case of deficiency in service specifically pointed out by the IIMLEIC to the contractor, an appropriate penalty will be levied by Director, IIMLEIC, and will be adjusted against future bills and /or security deposits.

E. GENERAL TERMS & CONDITIONS

GENERAL RULES AND DIRECTIONS:

1. Any person who submits a tender shall fill up the rates in the BOQ. Tenders, which propose any alteration in the Work specified in the Schedule of Quantities or in the time allowed for executing the Work or which contain any other conditions of any nature, including conditional rebates, shall be liable to be summarily rejected.
2. Being an Item Rate Tender, only rates quoted shall be considered. Rates quoted by the contractor in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words.
3. All rates shall be quoted on the tender form. The amount for each item shall be worked out and requisite totals given specifically. Special care should be taken to write the rates in figures as well as in words and the amount in figures only, in such a way that interpolation is not possible. The total amount should be written both in figures and in words. In case of figures, the word „Rs.“ should be written before the figure of rupees and word „P“ after the decimal figures, e.g. „Rs 2.15 P“ and in case of words, the word, „Rupees“ should precede and the word „Paisa“ should be written at the end. Unless the rate is in whole rupees and followed by the word „only“ it should invariably be up to two decimal places.
4. If the Tender of the successful Tenderer is seriously unbalanced in relation to estimate of the cost of Work to be performed under the tender, the Owner may require the Tenderer to produce detailed price analyses for any or all items of the of Quantities, to demonstrate the internal consistency of those prices with the implementation/construction methods and the schedule proposed.
5. The IIMLEIC shall have the right of rejecting all or any of the tenders and shall not be bound to accept the lowest or any other tender.
6. In the case of any tender where unit rate of any item/items appear unrealistic, such tender shall be considered as unbalanced and in case the tenderer is unable to provide satisfactory explanation, such a tender shall be liable to be disqualified and rejected.
7. The tenderer whose tender is accepted shall be required to furnish by way of Security Deposit for the fulfilment of the Contract, an amount equal to 5% of the tendered value of the work. The Security Deposit shall be collected by deductions from the running bills of the Contractor at the rates mentioned

above and the earnest money deposited at the time of tenders, shall be treated as a part of the Security Deposit. The Security Deposit shall also be furnished in form of bank guarantee.

8. Upon acceptance of the tender, the name of the accredited representative(s) of the tenderer, responsible for taking instructions from the IIMLEIC.

9. GST or any other tax applicable in respect of the Contract shall be payable by the Contractor and IIMLEIC shall not entertain any claim whatsoever in respect of the same. However, in respect of Tax, same shall be paid by the Contractor to the concerned department on demand and it shall be reimbursed by the IIMLEIC upon satisfaction that the requisite tax has been actually and genuinely paid by the Contractor.

F. AGREEMENT

This document represents a comprehensive Terms and Conditions governing the contract between the IIMLEIC and Service Provider. The purpose of this document is to outline the scope of work, the Stakeholder's obligation, and General Terms and Conditions of Services covered as they are mutually understood by the stakeholders.

The objective of this Agreement is to ensure that the proper elements and commitments are in place to provide consistent delivery of maintenance service to IIMLEIC by the service provider. The goals of this Agreement are to:

Provide clear reference to service ownership, accountability, roles, and/or responsibilities.

Present a clear, concise, and measurable description of service provision to the customer. Depict Terms and Conditions for all the involved stakeholders.

To ensure that both the parties understand the consequences in case of termination of services due to any of the stated reasons.

The agreement will act as a reference document that both the parties have understood the mentioned terms and conditions and have agreed to comply with the same.

G. GUIDELINES FOR BIDDERS

1. The Bidder/Tenderer should address their complete bids in all respect in a sealed envelope to the Head Operations, IIMLEIC Noida Campus B-1, Institutional Area, Sector-62 Noida 201307 UP.

2. The bidder/Tenderer shall not tamper/modify the tender form including the downloaded price bid template in any manner. In case if the same is found to be tampered with/modified in any manner, the tender will be completely rejected and EMD would be forfeited.

3. The complete bidding document shall remain valid for 60 days (Sixty Days) after the date of bid opening. The bid valid for a shorter period shall be rejected by the IIMEIC as non- responsive. In exceptional circumstances, the IIMLEIC may request the consent of the bidder for an extension to the period of bid validity. A bidder accepting the request and granting an extension will not be permitted to modify his bid.

4. This bidding document should be duly signed and stamped by the authorized person agencies/firms/Contractor on each page as proof to confirm the acceptance of the entire Terms & Conditions of Tender. Tender with Conditional offer/offers which are not in conformity to the prescribed document will be summarily rejected.

5. The rates should be mentioned in figures as well as in words. (Erasing/overwriting should be avoided/duly attested by the tenderer.) Taxes, however, should be indicated separately. In case, nothing is mentioned, it will be assumed that all taxes are included in the rates quoted.

6. At any stage, if it is found that the documents and certificates submitted by the bidder/tenderer

agencies/firms/Contractors are found forged or have been manipulated, the contract shall be canceled and Performance Security will be forfeited. Further, the IIMLEIC can also take action as appropriate under the extant laws.

7. Subletting the work to other agencies/firms/Contractors is NOT allowed. In exceptional cases, prior written permission of the competent authority (Head Operations) of the IIMLEIC should be taken well in advance.

8. IIMLEIC reserves the right not to accept all the bidders or the lowest bidder or not to assign any reason for rejection of any or all the bids. IIMLEIC reserves the right for accepting the whole or any part of the bids.

9. The submission of tender will bind the tenderer to acceptance of all the Terms & Conditions specified herein and in addition to the conditions of the contract. If the bidder withdraws his bid during the period of bid validity, the EMD shall be forfeited and the firm may be blacklisted.

10. IIMLEIC will not provide any Manpower or any Tools, Vehicle, Cartage to perform the contract. The contractor has to bear it at his own cost.

11. The contractor will be fully responsible for the complete safety norms of his Engineers/workers/staff during the performance of their duty in the IIMLEIC. In case of any mishap/accident, the contractor will take full responsibility relating to pay compensation/medical care to his Engineers/workers/staff.

12. The successful bidder will be required to enter into an agreement with the IIMLEIC on a Stamp Paper of Rs 100/- (Rupees One Hundred only). The Letter of Award of the Contract, Terms & Condition contained in this Tender Document and the indemnity bond shall collectively form part of the agreement.

13. All Central, State, Local laws & bye-laws applicable must be observed by the contractor and the IIMLEIC will be kept indemnified of such payable by the contractor. The contractor will pay the wages to his staff as fixed by the Central Govt. of India from time to time including ESI and PF.

14. Rates shall be firm throughout the contract period. Rate is inclusive of payment of dues by the contractor to the Labor Department in accordance with the prevailing Labor law, including all statutory liability fixed by the Labor Commissioner or any other law enforcement agency.

15. Since the services are specialized in nature, the contractor should deploy the skilled/duly trained/qualified Engineer/technician. In case any un-skilled found the contract shall deem the canceled.

16. If the bidder/tenderer fails to start the work within 07 days of receipt of the letter of acceptance, the work shall be withdrawn and EMD deposit will be forfeited

H. PENALTY FOR NON-COMPLIANCE

1. Execution of job should be of standard quality, neat and accurate, as per satisfaction level of the Head Operations, IIMLEIC.
2. If the execution of the job is not up to the standard, suitable deductions will be made or the entire job will be rejected, as the case may be, at the risk & cost of the selected vendor.
3. In case, any irregularity is noticed, the penalty amount will be levied by the office upto the extent of 10% of the monthly charges due for the relevant month. Such repeated irregularities will make the agency liable for cancellation of the contract with forfeiture of the Performance Security Deposit

4. If the job is returned by the firm unexecuted after accepting the same, performance security money will be forfeited in full and the job will be executed at the firm's risk from some other firm. The firm is also liable to be blacklisted.

I. PAYMENT TERMS: -

- a. Payment will be made after the successful completion of the complete work or running bill.
- b. Bill to be made in the name of Head Operations, IIMLEIC .

J. CONCILIATION/ARBITRATION/APPLICABLE LAW & JURISDICTION:

- 1. If any dispute(s) or difference(s) of any kind whatsoever arising between the parties, the parties hereto shall negotiate with a view to its amicable resolution & settlement through a Committee appointed by IIMLEIC.
- 2. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to & settled by IIMLEIC.
- 3. All matters connected with this Tender document shall be governed by the Indian Law both substantive & procedural for the time being in force & shall be subject to the exclusive jurisdiction in Noida(UP).

I have read all the terms and conditions of this document. I hereby accept all the mentioned Terms & Conditions of the above contract of IIMLEIC Noida Campus.

Date:

(Signature of the Bidder, with Official Seal)

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Date:28/01/2023

Technical Bid

ANNEXURE- "I"

Sr.No.	PARTICULARS	DETAILS TO BE FILLED BY THE ORGANISATION/FIRM/AGENCY
1.	Name of the Organization /Firm/Agency	
2.	Address of the Organization /Firm/Agency	
3.	Name of the Managing Director/ Director/ Owner/Proprietor (authorize a person who signs this tender document). E-mail address Phone No/Mobile No.	
4.	GST No. of the Organisation/Firm/ Agency. (Attach a photocopy).	
5.	PAN No of the Organisation/ Firm/ Agency. (Attach a photocopy).	
6	Total Work Experience (in months) in relevant filed as on (31 st March 2022).	
7.	Does the firm have prior work experience minimum of five (5) years as on (31 st March 2022) in the business of Interior work	
8.	Does the firm have at least three year work experience in government office/PSU /State Government/Universities/IIML	

	Please attach work completion report along with Work Orders.	
09.	Does the firm have/had a contract of total annual value not less than Rs.25 lakh (Rs.Twenty five lakhs only) in the large Govt/Industrial/Educational Office of similar work. or Two similar works of not less than Rs.15 lakhs each	
10.	Does your firm have ever been Blacklisted? (if NO) Attach certificate (Self-declaration) on company letterhead, as per Annexure-III .	

11.	Description	Financial Years		
		2019-20	2020-21	2021-22
1	Gross Annual Turnover			
2	Turnover construction works			
3	Profit/Loss			

Place : (Signature of the Contractor or His authorized signatory)

Date : (Name with Official Seal/Stamp)

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ANNEXURE- "II"

FINANCIAL DETAILS

PARTICULARS	Quantity	Amount (in INR)	(in GST	Total Amount (in INR)
LINER SHAPE MODULAR WORKSTATION OF SIZE 1050 X 525MM_1350 + 450 HIGH GLASS PARTITIONS AND 25MM THICK PARTICLE BOARD LEG SUPPORT SYSTEMS AT THE ENDS AS PER THE PROPOSED LAYOUT DRAWING	32 NOS.			
OVAL SHAPE MODULAR CENTER TABLE IN MEETING ROOM 25 THICK PARTICLE BOARD	1 NO.			
PROVIDING AND FIXING OF CARPET TILE FLOORING APPROVED COLOUR PATTERN/ DESIGN AFIXED OVER EXISTING TILED FLOOR, (INCLUDING LAYOUT OF WOODEN FLOORING IN CORRIDOR AT HALL AT FF FROM EXISTING FLOORING MATERIAL)	55 SQM.			
PROVIDING AND FIXING OF TOUGHTEND GLASS WITH EXSTING DESIGN COMPLETE AT YOUR SITE.	170SQM.			
12MM TOUGHTEND GLASS DOORS SAINT GOBAIN / AIS / MODI MAKE WITH PATCH FITTING APPROVED QUALITY COMPLETE AT YOUR SITE	15 NOS.			
REPAIRING OF FALSE CEILING FIRST FLOOR IN INCUBATOR AND NAVACHAR GROUND FLOOR (VDT)	1 JOB.			
PROVIDING AND FIXING OF ALL ELECTRICAL WORKS ALONG WITH REQUIRED WIRING , SWITHES , SOCKETS, ALONG WITH LAN NETWORKING TO EACH WORKSTATION AS PER DRAWING COMPLETE (SWITCHS: ANCHOR WIRES / CABLES: PHINOLEX/HAVELLS OR EQUIVALAENT)	88 SQM			
LABOUR CHARGES OF ALUMINIUM DISMENTELING AND FIXING IN NAVACHAR GROUND FLOOR IN (VDT)	160 SQM			
TOTAL AMOUNT (in words)				

Total _____ number of pages/ documents from S. No. _____ to _____ are Attached with the tender document and all the duly numbered, signed, and stamped on each page with office seal and date. IIMLEIC reserve the right to curtail or enhance the scope of work as required and reviewed by the IIMLEIC from time to time and therefore, the final value of the work shall be worked out and paid to me on the extent of work carried out. I/We have read the terms and conditions of the tender document. I/We hereby agree to abide by all the terms & conditions of the tender document.

Place : _____ (Signature of the Contractor or His authorized signatory)

Date : _____ (Name with Official Seal/Stamp)

Annexure-III
(ON LETTERHEAD OF THE BIDDER) UNDERTAKING

With respect my/our bid submitted against NIT No. _____ dated _____, I / We _____ Partner / Sole Proprietor (Strike out which is not applicable) of (Name & Address of Firm) _____ to hereby declare and solemnly affirm:-

- a) That the individual/ firm/ Agency is /are not debarred or black-listed by any department of the Union Govt./State Government or an Autonomous IIMLEIC.
- b) That no partner or shareholder, directly or indirectly connected with the applicant has been debarred or blacklisted by any department of Union Govt./State Govt. or Autonomous IIMLEIC.
- c) That the terms and conditions for FMS at IIMLEIC are acceptable to me/ us. I/We will abide by them in letter and spirit.
- d) That no partner or shareholder, directly or indirectly is connected/related to any employee working in the IIMLEIC.

I/ We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein. We understand that in case the information provided by us is found to be false/ incomplete at any stage, our bid/empanelment will be liable to be canceled/terminated and attract appropriate action.

Date: _____

Place: _____
BIDDER

STAMP & SIGNATURE OF THE