

भारतीय प्रबंध संस्थान इंदौर
INDIAN INSTITUTE OF MANAGEMENT INDORE
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निविदा क्रमांक/Tender No: IIMI/2019-20/03



दिनांक/ Date: April 12, 2019

NOTICE INVITING TENDER FOR INSPECTION, DATA PROCESSING AND RATE CONTRACT FOR REFILLING, MAINTAINING AND REPAIRING SERVICES OF PORTABLE FIRE EXTINGUISHERS

(E-PROCUREMENT MODE ONLY)

IIM Indore invites tender under two-bid system in stipulated format from reputed, experienced, competent and financially sound parties dealing in Inspection, Refilling, Maintenance and Repairing Services for Portable Fire Extinguishers installed in the campus.

निविदा का संक्षिप्त विवरण Brief Details of Tender:

| मद का विवरण Item Description | निविदा की अनुमानित कीमत Estimated Cost of Tender (Rs.) | अग्रिम जमा EMD (Rs.) | निविदा फीस सभी टैक्स मिलाकर Tender Fee (inclusive of all taxes) (Rs.) |
|--|---|-------------------------|--|
| Inspection, Data Processing and Rate Contract for Refilling, Maintaining and Repairing Services of Portable Fire Extinguishers | 7 Lakh per annum | Rs.14,000/- | 500/- |

निविदा दस्तावेज <http://eprocure.gov.in/eprocure/app> से डाउनलोड किया जा सकता है और केवल इसी पोर्टल के माध्यम से **ऑनलाइन** जमा किये जाने की अंतिम तिथि और समय तक प्रस्तुत किया जाना चाहिए।

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <http://eprocure.gov.in/eprocure/app> and bid is to be submitted **online** only through the same portal up to the last date and time of submission of tender.

निविदा की महत्वपूर्ण तिथियाँ Critical Dates of Tender:

| क्रमांक S. No. | विवरण Particulars | दिनांक Date | समय Time |
|-------------------|--|----------------|-------------|
| 01 | निविदा के ऑनलाइन प्रकाशन / डाउनलोड की तिथि एवं समय Date & Time of Online Publication/Download of Tender | 12-04-2019 | 1500 Hrs. |
| 02 | पूर्व बोली बैठक Prebid Meeting | 22-04-2019 | 1130 Hrs. |
| 03 | बोली जमा करने की प्रारंभ तिथि एवं समय Bid Submission Start Date & Time | 24-04-2019 | 1030 Hrs. |
| 04 | बोली जमा करने की अंतिम तिथि एवं समय Bid Submission Close Date & Time | 08-05-2019 | 1500 Hrs. |
| 05 | अग्रिम जमा राशि और निविदा शुल्क जमा करने की अंतिम तिथि एवं समय Closing date & time for Submission of EMD & Tender Fee | 08-05-2019 | 1500 Hrs. |
| 06 | तकनीकी बोलियों का खोला जाना Opening of Technical Bids | 09-05-2019 | 1500 Hrs. |

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1. ABOUT IIM INDORE

Indian Institute of Management Indore is an institution of national importance under the Indian Institutes of Management Act, 2017.

2. TECHNICAL SPECIFICATION (Schedule of Requirement):

The Institute has around 840+ portable fire extinguishers installed at various locations in the campus situated at Prabandh Shikhar, Rau-Pithampur Road, Indore – 453556.

2.A. Scope of Work - The work consists of the tender for inspection and data processing and rate contract for Refilling, Maintenance and Repairing Services for Portable Fire Extinguishers installed in the campus. All equipments, tools, manpower etc. will be provided by the vendor.

- i. The vendor shall strictly comply with all terms and conditions of the tender document.
- ii. The vendor will require to send trained and qualified technician(s) for inspection/refilling/servicing/maintenance work of fire extinguishers.
- iii. The technician should have a valid Diploma in Fire and Safety Management or similar diploma/degree from reputed government or private organization.
- iv. The Engineer/Technician of contractor/vendor shall visit campus and offices as per schedule and carryout inspection/refilling/servicing/maintenance work of fire extinguishers as stipulated in the BIS 2190:2010.
- v. The Contractor/Vendor shall be responsible for any injury to their workmen during performing the inspection/servicing/refilling/maintenance work etc.
- vi. The vendor/contractor will maintain a data log sheet of all fire extinguishers like details of date of manufacturing, location, type and capacity of extinguishers, hydraulic testing, date of refilling, and next due date for refilling etc. The Vendor/contractor will mention the periodicity as per BIS 2190:2010 for inspection, refilling of fire extinguishers, hydraulic testing and maintenance detail of fire extinguishers on sticker and will be displayed on fire extinguishers.
- vii. The vendor should require to pick-up and return portable fire extinguishers, at no extra cost, from campus at regular intervals to refilling, repairing and maintenance, if not possible to provide these services on site. Vendor/contractor will not carry any fire extinguisher without permission of concerned office / Safety Officer.
- viii. The vendor/contractor will strictly follow BIS 2190:2010 for inspection, refilling, maintenance, general precautions for maintenance of fire extinguishers. The vendor may carry fire extinguisher to his own workshop for the same purpose only after taking prior approval of concerned office / Safety Officer. The log sheet of hydraulic testing will be maintained by the vendor and shared with Safety department also.
- ix. If fire extinguishers fail in any of the test such as hydraulic testing or become non-useable, the vendor will require to submit the certification with details and required proof. Such extinguishers will required to be destroyed as per the guidelines given in the BIS 2190:2010 in presence of the Safety Officer / or any other person deputed by the Institute.

2.B. Scope of Work (Specific Guidelines regarding Refilling & Maintenance):

- i. The periodicity of refilling will be as per the BIS 2190:2010.
- ii. Initial weight should be taken while before / after refilling & recorded in presence of staff the concerned department / Safety Officer.
- iii. All fire extinguishers must be discharged/ emptied before refilling of fire extinguishers.
- iv. The vendor will require to give demonstration of use of fire extinguishers in each quarter as per the date and time mutually decided by the Safety Officer or any other authorized officer of the Institute.
- v. All fire extinguishers and refills and spare parts must confirm to performance and construction specifications as laid down IS 15683:2006 as amended from time to time by BIS.
- vi. Proper cleaning of interior and exterior of fire extinguisher, polish the painted portion with wax polish, the brass/gun metal parts with metal polish, chromium plated parts with silver polish and plastic components to be thoroughly washed with soap solution and sun dried.
- vii. Record of maintenance, inspection and testing of all fire extinguishers shall be created department wise as per format in Annexure G" of IS 2190:2010 and handed over to concurred office.
- viii. Checking of nozzles, port hole, vent hole, cap assembly, syphon tube, safety pin/clip, discharge pipe etc.
- ix. Checking of wall bracket/ fire stand of fire extinguishers.
- x. Checking of coloring of fire extinguisher, if required then take a prior to take it out for coloring on specific approval from the concerned department / Safety Officer.
- xi. Ensure that all joints are fully tightened and nozzle, vent hole etc. are free from dust/dirt.
- xii. Keep operating instructions of fire extinguishers are legible and facing outward and in good visible condition.
- xiii. Checking of pressure gauge reading or indicator, it should be in operating range only.
- xiv. Hydraulic Pressure test, wherever due should be carried out in conformity with the procedure and periodic laid down in BIS 2190:2010.
- xv. Any test required by the Safety Officer / Institute to check the quality of refilling, parts and maintenance shall be carried out by the vendors at vendor's cost and expenses. The number of such tests will be 5% of the total quantity of the fire extinguishers installed in the Institute. In case the test derives negative results then the amount of conducting test will be recovered from the vendor. In addition, the Institute may also levy penalty if required.

Details of Fire Extinguishers available at Campus under various Departments

| Company / Type | Capacity (In Kg) | | | | | | | | Grand Total (Qty)* |
|---------------------|------------------|-----------|-----------|------------|-----------|------------|----------|-----------|--------------------|
| | 1 Kg | 2 Kg | 4 Kg | 4.5 Kg | 5 Kg | 6 Kg | 6.5 Kg | 9 Kg | |
| Cease Fire | 9 | 54 | | 6 | 53 | 7 | | | 129 |
| ABC Dry Powder | 9 | 51 | | | 53 | 7 | | | 120 |
| Co2 | | 2 | | 6 | | | | | 8 |
| Water Mist | | 1 | | | | | | | 1 |
| CrossFire | 10 | 2 | | | | | | | 12 |
| ABC Dry Powder | 10 | 2 | | | | | | | 12 |
| Safety first | | 3 | 15 | 309 | 2 | 321 | 3 | | 653 |
| ABC Dry Powder | | | 15 | | 2 | 321 | | | 338 |
| Clean Agent | | 3 | | | | | | | 3 |
| Co2 | | | | 309 | | | 3 | | 312 |
| Safety Plus | | | | 24 | | | | 22 | 46 |
| ABC Dry Powder | | | | | | | | 15 | 15 |
| Co2 | | | | 24 | | | | | 24 |
| Water Mist | | | | | | | | 7 | 7 |
| SAFEX | 1 | | | | | 1 | | | 2 |
| ABC Dry Powder | 1 | | | | | 1 | | | 2 |
| Grand Total | 20 | 59 | 15 | 339 | 55 | 329 | 3 | 22 | 842 |

*Actual quantity is subject to change without prior notice.

If you require any clarification before applying for the tender, please contact the Officer (Safety) during office hours. You may write to them on safety@iimidr.ac.in. The contact number is 0731-2439636.

The interested parties are encouraged to visit the premises on the prior appointment of Officer (Safety) during office hours to acquaint themselves with the requirement.

3. TENDER FEE & EARNEST MONEY DEPOSIT DETAILS

- a) **Tender Fee of Rs.500/- (Rupees Five Hundred only)** inclusive of all taxes should be submitted through NEFT or RTGS in favour of Indian Institute of Management Indore.
- b) **EMD of Rs.14,000/- (Fourteen Thousands only)** should be submitted through NEFT or RTGS in favour of Indian Institute of Management Indore.
- c) Micro and Small Enterprises (MSEs) firms as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the firms registered

with the Central Purchase Organisation or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) for **all these items only**, are exempted from Tender fee/EMD. However, they have to enclose valid self-attested registration certificate(s) alongwith the tender to this effect.

- d) **The bidders who seeks exemption from Tender fee/EMD as per clause no. 3(c) above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.**
- e) EMD of all unsuccessful bidders (if any) will be returned after finalization of the tender. EMD of the successful bidder will be returned only after receipt of Security Deposit towards Performance Guarantee as per Sl. No. 15 (a).
- f) In case of successful tenderer, the EMD (if any) may be adjusted towards the Performance Security deposit on request.
- g) The amount of EMD (if any) is liable to be forfeited, if the tenderer withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Security Deposit.
- h) No interest will be paid on the EMD (if any) / Performance Security deposited / remitted.
- i) The details pertaining to Tender fee/EMD (if any) are to be filled as per Annexure-I.

4. ELIGIBILITY CRITERIA

4.1 OID (Other Important Documents):

OID viz. Firm Incorporation Certificate, PAN details, GST details are to be provided.

4.2 Statutory Documents:

- a) The Bidder should give self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the Annexure-I.
- b) The firm should be 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. A duly completed certificate to this effect is to be submitted as per Annexure-II.
- c) A bidder who have at least 3 years of experience in providing above referred services for multibrand Portable Fire Extinguishers in Govt./Autonomous Institute/College/School/ PSU/Nationalized banks/Private firms.; Copies of Purchase Order/ Contract to be submitted.

- d) The company should attach list of Purchase Order / Work Order where the similar type of work executed during the 7 years from the date of publication of tender as detailed below
- (I) Three similar works of costing minimum Rs. 63,000/- each; **OR**
 - (II) Two similar works of costing minimum Rs. 84,000/-each **OR**
 - (III) One similar work costing minimum Rs.1,68,000/- each

The details of the same along with supporting document are to be submitted as per the Annexure-III.

- e) The annual turnover of the firm in any of the last three years should not be less than Rs.2.10 lakh per annum as per certified accounts. Copies of duly signed trading and profit & loss accounts / CA Certificate are to be submitted as per the Annexure-IV.
- f) Should have required statutory licenses to provide such services; Copy to be submitted.
- g) Should have on payroll at least 25 engineers / technicians having Diploma in Fire and Safety Management or similar diploma/degree from reputed government or private organization. Proof of the same is to be submitted.
- h) The bidder should have proper facility in Indore region for painting, refilling (Except CO2 type of extinguishers) and hydraulic testing etc. for all types of fire extinguishers as per BIS 2190:2010. The bidder may arrange CO2 type of extinguisher's refilling from the 3rd party who has valid license. Details to be submitted.
- i) Should have an office in Indore (MP). Copy of shop establishment certificate to be enclosed.
- j) The contractor should be an income tax assessee and should have filed income tax return for the last assessment year. Copy of income tax returns to be submitted.
- k) The bidder could be a sole proprietary concern/partnership firm or a company and should be registered Firms/Companies wherever applicable and registered at least three years earlier from date of applying for tender. Copy of the registration to be submitted.
- l) Bidder's having large area of service network in the Indore District, MP may also be given preference, if found equivalent in other criteria. Documentary proof of the same is to be submitted.
- m) The company/ firm/bidder should have valid P.F registration, ESI Registration etc. whichever is applicable. Copy of the registration to be submitted.

4.3 Technical Criteria:

Bidders should comply the specification of the tendered item in all respect, No deviations are acceptable. The detailed format is attached at Annexure-VI. The bidder is to complete the same in all respect and submit accordingly.

5. FINANCIAL BID DETAILS

Financial bid i.e. BOQ given with tender to be uploaded after filling all relevant information as per Annexure-VII. The priced BOQ should be uploaded strictly as per the format available with the tender failing which the offer is liable for rejection.

Vendor should quote prices in BOQ only, offers indicating rates anywhere else shall be liable for rejection.

6. TIME SCHEDULE

| क्रमांक S. No. | विवरण Particulars | दिनांक Date | समय Time |
|-------------------|--|----------------|-------------|
| 01 | Date & Time of Online Publication/Download of Tender | 12-04-2019 | 1500 Hrs. |
| 02 | Pre-Bid Meeting Date and Time | 22-04-2019 | 1130 Hrs. |
| 03 | Bid Submission Start Date & Time | 24-04-2019 | 1030 Hrs. |
| 04 | Bid Submission Close Date & Time | 08-05-2019 | 1500 Hrs. |
| 05 | Closing date & time for Submission of EMD & Tender Fee | 08-05-2019 | 1500 Hrs. |
| 06 | Opening of Technical Bids | 09-05-2019 | 1500 Hrs. |

7. AVAILABILITY OF TENDER

The tender document can be downloaded from <http://eprocure.gov.in/eprocure/app> and Institute website <https://www.iimdr.ac.in/tenders/> and be submitted only through <http://eprocure.gov.in/eprocure/app>.

8. PRE-BID MEETING

Pre-bid meeting will be held on 22-04-2019 at 1130 Hrs. in IIM Indore to address the queries of the bidders regarding the tender, if any.

9. BID VALIDITY PERIOD

The bid will remain valid for 90 days from the date of opening as prescribed by IIM Indore. A bid valid for a shorter period shall be rejected, being non-responsive.

10. BID SUBMISSION

10.1 Instruction to Bidder:

Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment" on the CPP Portal. The registration is completely free of charge.

Possession of a valid Class II/III DSC in the form of smart card / e-token is a prerequisite for registration and participating in the bid submission activities. DSCs can be obtained from the authorised certifying agencies recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc).

Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

The Bidders are required to log in to the site through the secured log-in by entering their respective user ID / password and the password of the DSC.

The CPP portal also has user manuals with detailed guidelines on enrollment and participation in the online bidding process. The user manuals can be downloaded for reference.

Any queries related to process of online bid submission or queries related to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The Toll Free contact numbers for the helpdesk are 1800 3070 2232, 7878007972 and 7878007973.

10.2 Online Bid Submission Procedure:

OID: The file should be saved in a PDF version and should comprise of the following items:

1. [Packet-1](#): Duly Completed Scanned PDF of PAN Card.
2. [Packet-2](#): Duly Completed Scanned PDF of GST.

Cover-1: The file should be saved in a PDF version and should comprise of the following items:

1. [Packet-1](#): Duly Completed Scanned PDF copy of Annexure-I with transactions details for Tender Fee & EMD.
2. [Packet-2](#): Duly Completed Scanned PDF copy of Annexure-II.
3. [Packet-3](#) : Duly Completed Scanned PDF copy of Annexure-III with supporting documents
4. [Packet-4](#) : Duly Completed Scanned PDF copy of Annexure-IV with supporting documents
5. [Packet-5](#): Duly Completed Scanned PDF copy of certificate(s) as mentioned in para 4.2(e)
6. [Packet-6](#): Duly Completed Scanned PDF copy of certificate(s) as mentioned in para 4.2(f)
7. [Packet-7](#): Duly Completed Scanned PDF copy of certificate(s) as mentioned in para 4.2(g)
8. [Packet-8](#): Duly Completed Scanned PDF copy of certificate(s) as mentioned in para 4.2(h)
9. [Packet-9](#): Duly Completed Scanned PDF copy of certificate(s) as mentioned in para 4.2(i).
10. [Packet-10](#): Duly Completed Scanned PDF copy of certificate(s) as mentioned in para 4.2(j)

11. [Packet-11](#): Duly Completed Scanned PDF copy of certificate(s) as mentioned in para 4.2(k)
12. [Packet-12](#): Duly Completed Scanned PDF copy of certificate(s) as mentioned in para 4.2(l)
13. [Packet-13](#): Duly Completed Scanned PDF copy of certificate(s) as mentioned in para 4.2(m)
14. [Packet-14](#): Duly Completed Scanned PDF copy of Annexure-V.
15. [Packet-15](#): Duly Completed Scanned PDF copy of Annexure-VI.

Cover-2: The BOQ should be downloaded from the website and should comprise of the following items.

1. [Packet-1](#): Financial Bid as per Annexure-VII in PDF version Filled with all relevant information.

10.3 Online Submission of Tender Fee & EMD:

It is also required to submit Tender Fee & EMD through NEFT or RTGS at the following account before 08-05-2019 at 1500 hrs.

Name of beneficiary: Indian Institute of Management Indore
Address: Rau-Pithampur Road, Indore-453556, M.P.
Account No.: 53018623445
Name of the Bank: State Bank of India
Branch Address: IIM Indore Campus
IFSC Code: SBIN0030525

11. BID OPENING

- a) Technical Bids will be opened on 09-05-2019 at 1500 Hrs.
- b) Financial Bids of the eligible bidders will be opened on a later date. The date and time for opening of Financial Bids will be announced later.
- c) Bids should be summarily rejected, if tender is submitted other than through online or original EMD & Tender Fee are not submitted within stipulated date / time.

12. BID EVALUATION

The bidder would be selected on the basis of ranking and evaluation of Technical and Financial Bids by a Committee, and Committee's decision would be final. The Committee will decide on the parameters to be used for determining the suitability and adequacy of the bids. The procedure for selection of the party/agency shall be based on Quality and Cost Based Selection system for evaluation by the Committee.

The process of selection of the successful bidder would be determined as under:-

12.1 Stage – 1- Pre-qualification Evaluation:

The bidders have to submit the documents mentioned in the clause 4, i.e. OID, eligibility criteria, EMD and Technical criteria.

Format for Evaluation of Pre-qualification

| S. No | Particular | Marks Breakup | Total Marks (100) |
|--|--|---|---|
| 1 | No. of years' experience in the similar type of services | 3 to 5 years -> 10 marks , More than 5 years -> 15 marks | (Min. Mark - 10, Maximum marks - 15) |
| 2. | Purchase order where the similar type of work executed during last 7 year from the date of publication of tender | Three order of min 63,000/- or Two order of min 84,000/- or One order of 1,68,000/- -> 10 Marks Three order of min 90,000/- or Two order of min 1,10,000/- or One order of 2,00,000/- -> 15 Marks, | (Min. Mark - 10, Maximum marks - 15) |
| 3 | The Annual Turnover from the similar service during each of the previous three financial years | 2.10 Lakh to 3.50 Lakh -> 5 marks More than 3.5 Lakh -> 10 marks | (Min. Mark - 5, Maximum marks - 10) |
| 4 | Current contract with petroleum companies viz. HP, BPCL, Indian Oil or similar | No -> 0 Yes -> 5 | (Min. Mark - 0, Maximum marks - 5) |
| 5 | Large area of service network in Indore District (no. of units served in five administrative divisions of Indore district i.e. Indore, MHOW, Depalpur, Sanwer, Rau 1 mark for each division) | No -> 0 Yes -> 5 | (Min. Mark - 0, Maximum marks - 5) |
| Total Marks in Prequalification | | 50 | |

Only those bidders who will score minimum 50% in prequalification evaluation will be considered eligible for Stage – 2.

12.2 Stage-2 - Visit to Technically Qualified Bidder's sites:

After the prequalification evaluation, team of Officers from IIM Indore will be visiting the currently running contract sites of the tenderers who will be considered eligible, to verify their claims and credentials to serve the Institute. Following parameters carry 50 marks will be used to evaluate the tenderer's credentials based on the site visit of the service provider.

Format for Evaluation of Service Provider's Site

| Sr. No. | Description | Maximum Allocated Marks | Actual Marks |
|---------|--|-------------------------|--------------|
| 1 | Quality of Refilling except CO2 type fire extinguishers | 10 | |
| 2 | Facility of Painting and Customized Bin Card preparation | 10 | |
| 3 | Feedback from clients/users | 10 | |
| 4 | Manpower quality | 10 | |

| | | | |
|---|----------------------------------|-----------|--|
| 5 | Operational capabilities | 10 | |
| | Total Marks in Site Visit | 50 | |

Only those bidders who will score minimum 50% in site visit evaluation will be considered eligible for Stage – 3.

Total Marks of the technical bid

| Sr. No. | Description | Maximum Allocated Marks | Actual Marks of technical bid |
|---------|--|-------------------------|-------------------------------|
| 1 | Total Marks in Pre-qualification | 50 | |
| 2 | Total Marks in Site Visit | 50 | |
| | Marks of technical bid out of 100 | 100 | |

The scores for technical bids are based on the following method:

Normalized technical Bid Score = $\frac{\text{Marks obtained in technical bid} \times 10}{\text{Highest marks of technical bid}}$

For example, the technical scores the bidders are as follows-

| Party | Marks of technical bid out of 100 |
|-------|-----------------------------------|
| A | 85 |
| B | 70 |
| C | 75 |

The normalised score for technical bid would be as follows –

| Party | Technical Score(TS) |
|-------|---------------------|
| A | 10 |
| B | 8.23 |
| C | 8.82 |

12.3 Stage-3: Financial Bid Evaluation:

The Institute will open the financial bids of bidders who have scored minimum of 50% marks in each stage. The date and time of opening the financial bid will be intimated to the Tenderers in advance and bid will be evaluated as under:

- a) The commercial bid will be evaluated as follows:

| Sr. No. | Scope of Work | Weightage |
|---------|---|-----------|
| 1. | Inspection and Data Processing Charges per annum per Fire Extinguisher | 40% |
| 2. | Rate contract for Comprehensive Annual Maintenance towards Painting / Testing / Re-Filling / Maintenance of Fire Extinguishers at IIM Indore campus | 60% |
| | Total | 100% |

For example:

| Party | Inspection and Data Processing Charges per annum per Fire Extinguisher (Rs.) | Rate contract for Comprehensive Annual Maintenance towards Painting / Testing / Re-Filling / Maintenance of Fire Extinguishers at IIM Indore campus (Rs.) | Quoted Price (Rs.) | Weighted Price |
|-------|--|---|--------------------|-------------------------|
| | (x) | (y) | (x + y) | (40% of x) + (60% of y) |
| A | 5,00,000 | 2,00,000 | 7,00,000 | 320000 |
| B | 4,50,000 | 3,50,000 | 8,00,000 | 390000 |
| C | 5,60,000 | 1,50,000 | 7,10,000 | 314000 |

Scoring of Financial Bids- The scores for financial bids are based on the following method:

$$\text{Normalized Financial Bid Score} = \frac{\text{Lowest Weighted Tender Price} \times 10}{\text{Weighted Tender Price}}$$

For example, the quotes for rates for are as follows-

| Party | Weighted Price |
|-------|----------------|
| A | 320000 |
| B | 390000 |
| C | 314000 |

The normalised score for financial bid would be as follows –

| Party | Financial Score - FS |
|-------|----------------------|
| A | 9.81 |
| B | 8.05 |
| C | 10.00 |

Note that the lower the price, the higher the score.

12.4 Stage-4: Combined evaluation

The score of technical proposal would be given 60% Weightage, and the financial proposal would be given 40% Weightage. The weighted combined score of the Technical bid (Ts), and Financial bid (Fs) shall be used to rank the bidders on the basis of formula as given below:

$$\text{Combined Score} = 60\% * \text{TS} + 40\% * \text{FS}$$

The normalised Combined Score would be as follows –

| Party | Technical Score | 60% of (ii) | Financial Score | 40% of (iv) | Combined Score (iii) + (v) |
|-------|-----------------|-------------|-----------------|-------------|----------------------------|
| | (TS) | | (FS) | | |
| (i) | (ii) | (iii) | (iv) | (v) | (vi) |

| | | | | | |
|---|-----------|-------------|--------------|--------------|--------------|
| A | 10 | 6.00 | 9.81 | 3.924 | 9.924 |
| B | 8.23 | 4.938 | 8.05 | 3.22 | 8.158 |
| C | 8.82 | 5.292 | 10.00 | 4.00 | 9.292 |

12.5 Successful Bidder

- (a) The successful bidder will be the one who has the maximum combined score in Stage-4.
- (b) The purpose of the four-stage selection process spelt out above is to get the services which combine optimally the quality and price.

13. PAYMENT TERMS

- a) **No advance payment will be made in any case.**
- b) The Institute will make payments against monthly bills. The bills are required to be certified by the respective departments of the Institute having possession of the fire extinguishers. If the bill is found correct for further processing, the payment will be positively made within 15 days of receipt of bill in the Accounts Section.
- c) TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from Service Provider's bills.

14. PENALTY CLAUSE

- a) In case of delay in service / supply / replacement by the stipulated date, IIM Indore reserves the right of imposing penalty @0.5% per week on the value of the supplied services/ items subject to maximum 10% of the cost of supplied services/items.
- b) In case of any unsatisfactory service, suitable penalties as decided by the Competent Authority shall be levied after issuing notice.

15. PERFORMANCE SECURITY DETAILS

- a) The successful tenderer will have to deposit the performance security in the form of DD/TDR/FDR/Bank Guarantee Rs.70,000/- (Rupees Seventy Thousand Only) valid for contract period plus three months at the earliest. No interest will be paid by IIM Indore on the deposit.
- b) Performance Security will be refunded to the supplier, after it duly performs and completes the contract/warranty period in all respect.
- c) Performance Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.
- d) In case, the firm fails to provide the required services within specified delivery period, the same services will be obtained from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the

defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.

- e) In case of non-receipt of Security Deposit within the stipulated time, EMD will be converted into Security Deposit and the balance amount will be recovered from the bill submitted for the payment.
- f) The losses to the Institute which are directly attributable to the Agency shall be deducted from the bills /adjusted from the performance guarantee.

16. CONTRCT PERIOD

- a) Initially, the term of the contract will be for two years which can be extended by the authorities up to further 1 (one) year depending on the quality and affordability of service provided.
- b) The rates will remain firm during the first two years of contract. The rates for the third year (if the contract is extended), will be decided on mutual consent basis.
- c) The work performance of vendor will be reviewed every year and in case of unsatisfactory services, Institute will have a right to terminate the contract during agreement period.
- d) IIM Indore can terminate the contract with one-month notice in case the services are not found satisfactory. In such a case, IIM Indore will pay on actual work basis for the duration for which the services were used during the period in question, after deducting penalty, if any.

17. DELIVERY SCHEDULE

The selected vendor will require commencing the services within 15 days of receiving the Lol (Letter of Intent) from the Institute.

18. WARRANTY OF QUALITY AND QUANTITY:

- a) The vendor shall give minimum one year's warranty on the parts supplied.
- b) The vendor shall give warranty that all items are as per specification(s), conforming to the specified design and there are no defects in the process of manufacturing, packaging, transportation and delivery.
- c) Upon receipt of notice from IIM Indore for defective material, the firm shall within 7 days of receipt of the notice, replace the defective material, free of cost at the destination. The firm shall take over the defective material at the time of their replacement. No claim whatsoever shall lie on IIM Indore for the replaced goods thereafter. If the firm fails to replace the defective goods within a reasonable period, IIM Indore may proceed to take such remedial actions as may be necessary, at the company's risk and expense.

19. TERMS AND CONDITIONS

19.1 Termination for Insolvency:

- a) The IIM Indore may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.
- b) The courts of Indore alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Indore Court shall have jurisdiction in the matter

19.2 Force Majeure:

- a) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
- b) Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

19.3. Arbitration & Jurisdiction:

- a) That in case of any dispute between party of first part and the party of other part arising out of or in relation to the agreement, the dispute shall be referred to arbitration of a sole arbitration to be appointed by the Director, IIM Indore. The award of the said arbitrator shall be binding on both parties.
- b) Canvassing in connection with the tenders is strictly prohibited and tenders submitted by the tenderers who resort to canvassing will be liable to rejection. Any bribe, commission or advantage offered or promised by or on behalf of the tenderer to any officer or staff of IIM Indore shall block his/ her tender from being considered. Canvassing on the part or on behalf of the tenderer will also make his tender liable to rejection.
- c) The courts at Indore, Madhya Pradesh shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

19.4. Other Conditions:

- a) The applicants should comply with all regulatory and statutory aspects of undertaking such business activity on their own, and IIM Indore will have no liability to this effect.
- b) The standards mentioned in the Indian Standard – Selection, Installation and Maintenance of First-Aid Fire Extinguishers – Code of Practice (Fourth Revision) IS 2190:2010 will be final. Any revision(s) in these standards during the course of contract will be adhered to by the vendor.
- c) One bidder should submit only one bid.

- d) The rates quoted for carrying out Annual Maintenance Contract must be inclusive of all the charges such as Transportation, Technicians, Fee, TA / DA, etc as applicable and excluding, taxes, if any.
- e) Rates quoted shall be binding for two years from the date of awarding of the contract and no increase whatsoever will be considered.
- f) Work at Risk and Cost :The institute reserves the right to get the whole or part of the work executed by some other agency at the risk and cost of the contractor if it is found that the quality and/or the progress in respect of whole or part of the work is not satisfactory.
- g) Safety Code: The vendor shall at his own expenses arrange for the safety provisions as may be necessary for the execution of the work on campus / on vendor's facility / on third party facility in respect of all labours directly or indirectly employed for performance of the works. The Institute will not be liable for any untoward incident due to lack of safety provisions on part of the vendor.
- h) Employees State Insurance Act: The vendor will require to comply with all the obligations imposed by the Employees State Insurance Act, 1948 and will hold the Institute harmless from any liability or penalty or claims arising under this contract regarding Employees State Insurance Act.
- i) Insurance: The successful bidder (contractor) shall take third party insurance to cover any accident or accidents of nature, for an amount AS REQUIRED FOR this type of work against damage /loss/ injury to property or person or loss of life during the complete period of the contract. A copy of insurance policy will be handed over by the contractor to the concerned authority of the Institute before starting date of the work as specified in the work order / letter of intent. In case the contractor fails to take the insurance policy, the Institute would arrange for the same at the cost of the contractor, alternatively, the institute may stop payments of bills to the contractor till insurance is arranged by the contractor or terminates the contract at the risk and cost of the contractor.
- j) Indemnity: The contractor shall indemnify and keep indemnified the institute against all losses and claims for injuries and or damages to any person or property. The contractor shall abide by and observe all statutory laws and regulations in matters of Labour Law, Factory Act, Explosive Act, Workmen compensation Act, Sales Tax, Royalty, Excise duty, Octroi, Works contract etc. and shall keep the institute indemnified against all penalties and liabilities of kind of breach of any such statute ordinance or law / regulations or Bylaws. The contractor shall not employ child labour. Payment to workers must be according to Minimum Wages Act.
- k) Compliance with the Institute rules and Regulations: The contractor shall comply with all norms stipulated by the Institute such as Gate Passes, Checking, Maintenance of Cleanliness, Discipline & Decency at and around the work site, Safety Precautions and Safety Regulations.
- l) The bidder has to upload the relevant & readable files only as indicated in the tender documents. In case of any irrelevant or non-readable files, the bid may be rejected.

- m) IIM Indore reserves the right to accept or reject any or all the tenders in part or in full or may cancel the tender, without assigning any reason thereof.
- n) IIM Indore reserves the right to relax / amend / withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.
- o) IIM Indore reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.
- p) In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender, Earnest Money/Performance Security shall be forfeited.
- q) Conditional tenders will not be considered in any case.
- r) Tender fees will not be refunded if the bidder does not submit the online bid on CPP portal by due date and time
- s) **IIM Indore may issue amendment/corrigendum to tender documents before due date of submission of bid. Any amendment/corrigendum to the tender document if any, issued by IIM Indore will be posted on CPP Portal. For the bidders, submitting bids on downloaded tender document, it is 'bidders' responsibility to check for any amendment/corrigendum on the website of IIM Indore or check for the same CPP Portal before submitting their duly completed bids.**

ANNEXURE – I

To
Officer (Stores and Purchase)
Indian Institute of Management Indore
Prabandh Shikhar,
Rau – Pithampur Road
Indore

Sub: - Self declaration certificate

Ref : - Tender No. IIMI/2019-20/03 dated 12-04-2019
(Notice Inviting Tender for Inspection, Data Processing and Rate Contract for Refilling, Maintaining and Repairing Services of Portable Fire Extinguishers)

Sir,

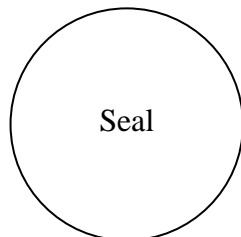
1. I /we hereby submit our tender for Inspection, Data Processing and Rate Contract for Refilling, Maintaining and Repairing Services of Portable Fire Extinguishers along with other required documents.
2. I/ We enclosed herewith the following in favour of Indian Institute of Management Indore towards EMD & Tender Fee.

| Particular | Amount | Payment Details (UTR No.) | Payment Date | Supporting documents are to be attached along with the Annexure-I |
|----------------------------|-------------|---------------------------|--------------|---|
| Tender Fee (Including Tax) | Rs.500/- | | | |
| EMD | Rs.14,000/- | | | |

3. I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, scope of work, schedule of quantities and all the contents stated therein. I / We also confirm that the rates quoted by me / us are inclusive of all taxes, duties etc., applicable as on date.
4. I /we have gone through all terms and conditions of the tender document before submitting the same.

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No.:

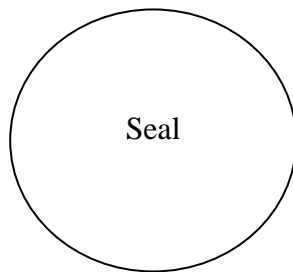
ANNEXURE – III

**CERTIFICATE
(to be provided on letter head of the firm)**

I hereby certify that the above firm 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 firm may be summarily terminated and the firm blacklisted.

Date:



Place:

Authorized Signatory

Name:

Designation:

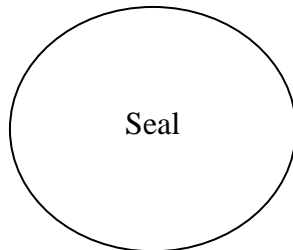
Contact No.:

ANNEXURE – III

Work Order Details:

| S. No. | Evaluation Criteria | Name of the Client | Name of the Project/ work and employer | Type of Organization – Educational Institute / PSU / Govt. Institute / Private Organization | Nature of Work | Work order No. date | Present stage of Work (Work-in-progress or completed) | Value of Contract (Rs. In lakhs) |
|---|--|--------------------|--|---|----------------|---------------------|---|----------------------------------|
| The company should attach list of Purchase Order / Work Order where the similar type of work executed during the 7 years from the date of publication of tender as detailed below | | | | | | | | |
| 1 | Three similar works of costing minimum Rs. 63,000/- each; OR | 1. | | | | | | |
| | | 2. | | | | | | |
| | | 3. | | | | | | |
| 2 | Two similar works of costing minimum Rs. 84,000/-each OR | 1. | | | | | | |
| | | 2. | | | | | | |
| 3 | Two similar works of costing minimum Rs.1,68,000/- each. | 1. | | | | | | |

Date:



Place:

Authorized Signatory

Name:

Designation:

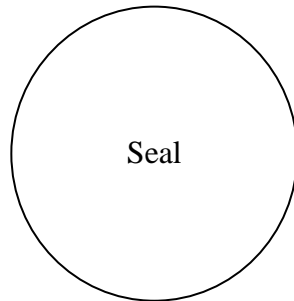
Contact No.:

ANNEXURE – IV

Annual Turnover Details:

| <i>Evaluation Criteria</i> | | <i>Remarks</i> |
|---|----------------|---|
| The annual turnover of the firm in any of the last three years should not be less than Rs.2.10 lakh per annum as per certified accounts | Financial Year | Turnover in Rs. |
| | 2017-18 | |
| | 2016-17 | |
| | 2015-16 | |
| | | - |
| | | Copies of duly signed trading and profit & loss accounts / CA Certificate are to be submitted as per the Annexure-IV. |

Date:



Place:

Authorized Signatory:

Name:

Designation:

Contact No.:

ANNEXURE –V

COMPANY PROFILE

| Sr. | Particulars | Details |
|------------|---|----------------|
| 01 | Name of the Vendor/Contractor/Company/Firm and address of the registered office:- Phone No:- Fax No:- E-mail:- Mobile No:- Website, if any:- | |
| 02 | Date and year of establishment (enclose documentary evidence) | |
| 03 | Type of the organization (whether sole proprietorship, partnership, private ltd. or Co-operative body etc.) | |
| 04 | Name of the proprietor/partners/Directors of application with address and phone no. (in case) a. b. c. | |
| 05 | Details of registration- whether partnership firm, company etc. Name of registering authority, Date and Registration number. (enclose documentary evidence) | |

| | | |
|----|--|--------------------|
| 06 | Address of office/s and technical staff/s who will carry out the service/maintenance work. (enclose documentary evidence for the service network) | |
| 07 | Income tax no:- Permanent A/c no; (enclose documentary evidence) | |
| 08 | GST registration details (enclose documentary evidence) | |
| 09 | ESIC No. (enclose documentary evidence) | |
| 10 | PF Registration No. (Enclose documentary evidence). | |
| 11 | License for storing, selling, handling, pressure testing & refilling fire extinguishers (Enclose documentary evidence) | |
| 12 | Technical Support 1) 1st level contact (Preferably customer support cell) details 2) 2 nd level contact 3) 3 rd level contact | |
| 13 | Details of staff member who will execute the project (Please attach separate sheet). | Use Separate Sheet |

Signature and Seal of the Tenderer:

Name in Block Letter:

Designation:

Contact no.

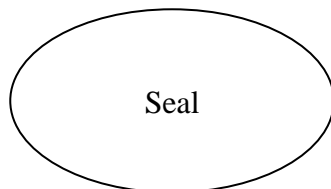
Date:

Full Address:

ANNEXURE – VI**TECHNICAL BID**

| S. No. | Particulars | Compliance by the Vendor (Yes / No.) |
|---------------|--|---|
| 01 | Scope of work as per tender clause no. 2 | |
| 02 | Tender Fee as per tender clause no. 3 | |
| 03 | EMD as per tender clause no. 3 | |
| 04 | Certificate of Incorporation as per tender clause no. 4.1 | |
| 05 | Permanent Account Number as per tender clause no. 4.1 | |
| 06 | Goods and Service Tax Registration Number as per tender clause no. 4.1 | |
| 07 | Undertaking as per tender clause no. 4.2 (a) -Annexure-I | |
| 08 | Certificate as per tender clause no. 4.2 (b) -Annexure-II | |
| 09 | Three years experience as per tender clause no. 4.2 (c) | |
| 10 | Experience details as per tender clause no. 4.2 (d) - Annexure-III | |
| 11 | Annual Turnover details as per tender clause no. 4.2 (e) - Annexure-IV | |
| 12 | Statutory License for providing such services as per tender clause 4.2 (f) | |
| 13 | Staff details as per tender clause no. 4.2 (g) | |
| 14 | Details of facilities as tender clause no. 4.2 (h) | |
| 15 | Details of Office in Indore city as per tender clause no. 4.2 (i) | |
| 16 | Income tax assessment details as per tender clause no. 4.2 (j) | |
| 17 | Bidder's details as per tender clause no. 4.2 (k) | |
| 18 | Details of service network in Indore as per tender clause no. 4.2 (l) | |
| 19 | PF, ESI Registration as per tender clause no. 4.2 (m) | |

Date:



Place:

Authorized Signatory:

Name:

Designation:

Contact No: