

INDIAN INSTITUTE OF MANAGEMENT SHILLONG
Umsawli, Shillong-793018

Website: www.iimshillong.ac.in

Tender No: K1-1202/2/2022-ENGG/1784

Dated: 27 /09/2022



Notice Inviting e-Tender (NleT)
For
Supply, Installation, Testing & Commissioning of Cassette Air Conditioners at Auditorium,
Indian Institute of Management Shillong, Umsawli.

DETAILED NOTICE INVITING e-TENDER

Online bids are invited on behalf of Director, IIM Shillong from the appropriate, eligible, licensed & OEM Authorized Agency for “Supply, Installation, Testing & Commissioning of Cassette Air Conditioners at Auditorium, Indian Institute of Management Shillong, Umsawli”.

NleT No.	K1-1202/2/2022-ENGG/1784
Name and Location of Work	Supply, Installation, Testing & Commissioning of Cassette Air Conditioners at Auditorium, Indian Institute of Management Shillong, Umsawli
Estimated Cost:	Rs. 21.93 Lakh
EMD (Ernest Money Deposit)	Rs. 43,860.00 /- to be paid via following Payment link Online:- https://erp.iimshillong.ac.in/fee/PaymentPortal/GeneralPayment.aspx?p=unPpDMmNMgyLM9LLfrXUhXoSTjyLVw6DxTjCWVtMbdUcKbkE3r0UFDcyAWOFahBJ6EyugsMKT1k8LmS9S8p8shrANGe86xZ%2f5Gkjb4ZH2bF5q9uByn4S7BdLzmwi3iaIDusRopI9lUnnuHkmclZCSTrz%2bsZiDW8AU%2fz5mlvhdl%3d
Cost of Tender Fee	Rs. 500.00 + 18% GST i.e. Rs. 590/- to be paid via following Payment link Online:- https://erp.iimshillong.ac.in/fee/PaymentPortal/GeneralPayment.aspx?p=mRt902r6He5GQGYFCWX2qRVucRGNqTVbFuzakVYpHLRRjIOe2tTaFRVAaN%2bIQOUJ%2fdGmM9ctM3RkFw6ARIW7k9l5IZghOYkj%2bpFEiPnB%2ffcQjynf91Nkm8wSvROVr5aRxkGy403UUdXRCX8U4vEeq%2fTggEd9eCFO
Date of Completion of the Work	60 days from the date of issue of Lol/ Work Order.
Date of Issue/e-Publishing at CPPP website (https://eprocure.gov.in/eprocure/app).	27 th September 2022
Document Download Start Date and time at CPPP website	27 th September 2022 {18.00Hrs}
Document Download End Date and Time at CPPP website	10 th October 2022 {18.00 Hrs}
Tender Queries should reach by	Latest by 05 th October 2022 till 17:00 Hrs. Tender queries received later than the date and time as mentioned above shall not be entertained. Pre-Bid queries should only be emailed to sपो@iimshillong.ac.in

Pre Bid Meeting	06 th October 2022 at 15.00 Hrs
Last Date and Time for receipts of Tender online at CPPP website	10 th October 2022 {15.00 Hrs}
Date and Time for opening of Technical Bid at CPPP website	11 th October 2022 {15.00 Hrs}
Date and Time for Financial Evaluation at CPPP website	To be declared after successful evaluation of technical bid documents.
No. of Bids	02 (Two bids) {Technical and Financial}
Bid Validity days	180 days (From the date of opening of financial bid)
Correspondence	CPPP website (https://eprocure.gov.in/eprocure/app). E-mail- spo@iimshillong.ac.in
Registered Office	IIM Shillong, Umsawli, East Khasi Hills, Shillong-793018, Meghalaya
Certification/ License to be provided	Following Certificate need to be provided: 1. OEM Authorize Dealer & Service Centre. 2. Electrical Contractor License.

Tender Information

1. Online tenders, in Two-Bid (2) system for “Supply, Installation, Testing & Commissioning of Cassette Air Conditioners at Auditorium, Indian Institute of Management Shillong, Umsawli”

2. Bidders /Tenderers would be required to register on the Central Public Procurement Portal at <https://eprocure.gov.in/eprocure/app> using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.

3. Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Center (NIC) in India.

4. Bidders /Tenderers can download the bid document from Central Public Procurement Portal website at <https://eprocure.gov.in/eprocure/app> Bidders /Tenderers are required to submit the bid online by scanning and uploading all the relevant documents through <https://eprocure.gov.in/eprocure/app> .

5. Tender information is also available in the Institute’s website at <https://www.iimshillong.ac.in> . For further details regarding Amendment /Addendum /Extension/Corrigendum please visit website: <https://eprocure.gov.in/eprocure/app> and <https://www.iimshillong.ac.in>.

6. Non –Refundable Tender Fee of Rs 500/- + 18 % (GST) (Rupees Five Hundred Plus GST of 18%) i.e. Rs. 590/- has to be deposited as per online link given above. Bidders are required to upload the transaction receipt. A copy of the same has to be mailed spo@iimshillong.ac.in

and accountsofficer@iimshillong.ac.in clearly mentioning the firm's name and Tender Id no. along with tender description, **No Cheque or DD will be accepted as Tender Fee.**

7. Earnest Money Deposit (EMD)(Refundable) of Rs **43,860.00** (Rupees Forty Three Thousand Eight Hundred Sixty Only) as per online link given above. Bidders are required to upload the transaction receipt. A copy of the same has to be mailed to spo@iimshillong.ac.in and accountsofficer@iimshillong.ac.in clearly mentioning the firm's name and Tender Id no. along with tender description, **No Cheque or DD will be accepted as Tender Fee.**

8. In the event of the date being declared as a closed holiday for purchaser's office, the due date for opening of bids online will be the following working day at the appointed times.

9. The technical bids will be opened online by a committee duly constituted for the purpose at the time and date as specified in the tender document. All statements, documents, certificates, proof of EMD /Tender fee / etc. uploaded by the bidders will be verified and downloaded for technical evaluation and the result of technical bid evaluation will be displayed on <https://eprocure.gov.in/eprocure/app> in which can be seen by all bidders who participated in the tender.

10. The bidders should download the BoQ.xls from CPP Portal and filled in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BOQ template or replace it with any other copy of same BoQ.xls format. IIM SHILLONG /Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.

11. The Financial bid (price bid) i.e. Bill of Quantity (BOQ) of only technically qualified bidders will be opened online by a committee and the result will be displayed on the <https://eprocure.gov.in/eprocure/app> which can be seen by all bidders who participated in the tender.

12. At any time prior to the date of submission of bid, Director, IIM Shillong may, for any reason, modify the bidding documents by an amendment. All prospective bidders/tenderer who have received the bidding document will be notified of the amendment in writing and the amendment shall be binding on them. In order to provide reasonable time to take the amendment into account in preparing the bid. Director, IIM Shillong may at his discretion, extend the date and time for submission of bids.

13. The tendered rates and the validity of bids shall be for a period of 180 days from the date of opening of bids.

14. It will be the prerogative of the Institute to place the work order to more than 1 (one) vendor at its discretion depending upon the requirement of the Institute.

15. The Institute shall have the right to reject any or all tender without assigning any reason thereof. No correspondence will be entertained in this regard.

16. The bid submitted shall become invalid if-

- i.) The bidder doesn't paid EMD and Cost of Tender to the Institute on or before the last date and time of online submission of the tender document.
- ii.) The bidder doesn't upload all the relevant testimonials as mentioned in this tender document.
- iii.) The Tenderer will be required to produce the original copies of the eligibility criteria documents along with other document mentioned in the tender whenever needed at the various stages of tendering, if required. Any discrepancy is noticed in the uploaded documents with reference to the original documents, the bid will be treated as invalid.

17. The tender document shall be uploaded in **scanned** copies in two parts as follows:

"TECHNICAL BID": This stage shall contain the Techno-Commercial Bids comprising Offer letter against Notice Inviting e-Tendering along with list of the documents.

"PRICE BID": This stage shall contain the Price Bids comprising of the **item Values** which needs to be duly filled online only in the given BOQ template (**BOQ.xls**).

18. Payment to the vendor for supply of items/services at IIM SHILLONG shall be made through E-payment.

19. IIM Shillong reserves all rights to make any changes in terms and conditions of the tender and also to reject any or all bids without assigning any reason thereof.

20. Settlement of disputes – Director, IIM Shillong or his authorized representative shall be the final authority in all disputes and decision will be binding on all concerned.

21. For any queries please contact Engineering Section on +91.364.2308014 or at email spo@iimshillong.ac.in on any working day from 09:30 AM till 17:00 PM.

22. The word "tenderer" & "bidder" are used interchangeably in this tender document.

Sd/-
Chief Administrative Officer
IIM Shillong

1. Eligibility Criteria and Other terms & Conditions:

Bidders who fulfill the following requirements shall only be eligible to apply (joint ventures are not eligible):

1.1 Criteria of eligibility for submission of bid documents:

1.1.1 Work Experience: The bidders having experience of successfully completed similar works during the last 5 years ending July 2022.

The bidder must have done at least 1 (ONE) similar work of value of 80% (Rs. 17.54 Lakh) of the estimated cost or 2 (TWO) similar works for projects each of value 60% (Rs. 13.16 Lakh) of the estimated cost or 3 (THREE) similar work for projects each of value 40% (Rs. 8.77 Lakh) of the estimated cost with Government/ Semi-government/ PSU/ Private organization of repute/Academic Institute/ Govt. Autonomous bodies (IIM/IIT/AIIMS/ Central Universities).

Certificates of work experience and other relevant documents such as valid Work Order, Completion Certificate etc. shall be countersigned, scanned and uploaded to the e-Tendering website.

Important Note: Similar work shall mean Installation of Cassette Air Conditioners/ HVAC.

1.1.2 Essential Certificate/ Documents:

1. OEM Authorize Dealer & Service Centre certificate.
2. Electrical Contractor License.
3. All other Documents/ Certificates as mentioned in the “**List of Document to be submitted Online**” at clause 1.1.5 below.

1.1.3 The firm/company/agency must have its office in Shillong or Guwahati.

1.1.4 Other terms & Conditions:

1. The intending bidder must read the terms and conditions carefully. The Bidder should only submit his/her bid if the bidder considers himself/herself eligible and he/she is in possession of all the documents required.
2. Information and instructions for bidders posted on websites (CPPP & Institute) shall form part of bid document.
3. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website www.eprocure.gov.in and iimshillong.ac.in. Tenders without cost of tenders and EMD will be rejected. Tenders without any of the mentioned documents shall be rejected and financial bids will not be opened.

1.1.5 List of Documents to be submitted online: The bidder shall arrange his valid documents and upload the scanned copies in the CPPP portal www.eprocure.gov.in **in the following order** and digitally signed at the portal during upload.

1. Offer letter in the bidder's letter head duly sealed & signed (Ref page no. 18-19).
2. Payment receipt for Cost of Tender. (as per instruction given in the Notice Inviting e-Tender)
3. Payment receipt for Earnest Money Deposit (as per instruction given in the Notice Inviting e-Tender)
4. Valid GST registration certificate.
5. PAN Card.
6. ANNEXURE I to ANNEXURE-IV (duly filled in and/or signed).
7. Certificates of experience for the values as mentioned in the Tender.
8. Electrical Contractor License.
9. OEM Authorize Dealer & Service Centre.
10. Specification & Warranty details of offered Air Conditioners (**OEM product Broachers**)
11. Any other applicable documents (MSME etc.) if any.

Sd/-
Chief Administrative Officer
IIM Shillong

INDIAN INSTITUTE OF MANAGEMENT SHILLONG

Umsawli, Shillong-793018

Tender No: K1-1202/2/2022-ENGG/1784

Dated: 01 /09/2022

INSTRUCTIONS TO TENDERERS

Tenderers are advised to read these instructions carefully to ensure that his response complies fully therewith. Failure to provide the information and documents required by this invitation to tender may render the tender to be unacceptable/rejected.

1.1. General Conditions of Tendering

1.1.1 Tender document

One set of tender document along with one sets of BOQ are uploaded in the CPPP portal

(www.eprocure.gov.in) along with the drawings (if any). Tenderer shall download the tender documents and are advised to read the instructions carefully to ensure that his response complies fully before participating in the CPPP portal along with their offer letter. As mentioned, the tenderer shall also sign, scan and upload relevant documents of the tender as per given format.

1.1.2 Tender validity

Tender shall remain valid for acceptance for a period of **180 days** from the date of opening of the tender. The tenderer shall not be entitled during the said period to revoke or cancel his tender or to vary the tender given or any term thereof. In case of tenderer revoking or cancelling his tender or varying any term in regard thereof, the Institute will forfeit the earnest money paid by him along with the tender. Tender shall be revalidated for extended period as required by Institute in writing.

1.1.3 Tender submission

1.1.3.1: Tenders must uploaded their documents by the time and date mentioned in the Notice Inviting e-Tender in the CPPP portal (www.eprocure.gov.in), within stipulated time. Tenderer may go through the given special instruction before participation in e-Tendering.

1.1.3.2: The tender and all details submitted subsequent to the tender shall be e-signed by any one, legally authorised to enter into commitment on behalf of the tenderer. Tenderer shall submit power of attorney in favour of the person who is authorised to enter into commitments on behalf of the tenderer. Institute will not be bound by any power of attorney granted by the tenderer or changes in the constitution of the firm made subsequent to submission of the tender or the award of the contract. The Institute may, however, recognize any such power of attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the tenderer.

The cancellation of any document such as power of attorney, partnership deed etc. should be communicated by the tenderer to the Institute in writing well in time, failing which it shall have no responsibility or liability for any action taken by it on the strength of the said documents.

If tenderer have a relative or relatives or in the case of a firm or a company, one or more of its shareholders or a relative or relatives of the shareholder(s) employed in IIM,SHILLONG, the authority inviting tenders shall be informed of the fact at the time of submission of the tender, failing which the tender may be disqualified or, if such fact subsequently comes to light, the Institute reserves the

right to take any other action as it deems fit in accordance with any applicable law, rules, regulations or the like in force for the time being.

1.1.4 Tenderer's responsibility for bid & Clarification

Although the details presented in this tender document consisting of conditions of contract, scope of work, technical specifications and drawings have been compiled with all reasonable cares, it is the tenderer's responsibility to ensure that the information provided are adequate and clearly understood.

The contractor shall be deemed to have inspected and examined the site of work and the surroundings and information available in connection therewith and to have satisfied himself before submitting his/her tender as to all the prevailing conditions and deemed to have obtained all necessary information as to the risks, contingencies and other circumstances which may influence or effect his/her tender. Tenderer's quote is the responsibility of tenderer and no relief or consideration can be given for errors and omissions.

Tenderer may request clarification at any time up to the mentioned last date of seeking Clarification. Such clarification requests shall be addressed to the **Store & Purchase Officer, IIM Shillong (Email: spo@iimshillong.ac.in)**

Pre-Bid meeting :Techno-commercial discussion with the tenderers will be arranged. The tenderer shall depute his representative(s) with authority for attending the discussion. The representative(s) attending the discussion shall produce authorization from his organization.

1.1.5 Amendments.

Institute may issue clarifications/ amendments in the form of addendum/ corrigendum during the tendering period (date of issue to date of receipt of tender) and may also issue amendments subsequent to receiving the tenders. For the addendum/ corrigendum issued during the tendering period, tenderer shall confirm their impact, in the tender. For clarifications issued by Institute subsequent to receiving the tenders, the tenderer shall confirm receipt and for any impact on the quoted prices, the tenderer shall follow the instructions issued along with addendum/ corrigendum.

1.1.6 Scope of Tender

The complete scope of work has been defined in the tender document. Only those tenderers who undertake total responsibility for the complete scope of work in line with basic scheme and scope as defined in the tender document shall be considered.

1.1.7 Deviations in terms and condition

Tenderers are required to submit offers strictly as per the terms and conditions and specifications given in the tender document and not to stipulate any deviations /exceptions. **Conditional tenders are liable to be rejected.**

1.1.8 Confidentiality of documents

Tenderer shall treat tender documents and contents therein as private and confidential.

1.1.9 Institute's right

Institute reserves the right to accept a tender other than the lowest and to accept or reject any tender in whole or in part, or to reject all tenders with or without notice or reasons. Such decisions by Institute will bear no liability whatsoever consequent upon such decisions.

1.1.10 Caution and disclaimer

Tenderer may make his own interpretation of any and all information provided in the tender documents. Institute will not be responsible for the accuracy or completeness of such information and/or interpretation. Tenderer shall be responsible for obtaining and verifying all necessary data and information and although certain information is provided in the tender documents, it shall be confirmed by tenderer.

1.1.11 Earnest money

The tender is to be accompanied by earnest money (interest free) for the amount indicated in NleT. **The intending bidder registered with the competent government authorities as a Micro or Small Enterprises under MSME Scheme shall be exempted from payment of cost of tender document and EMD as per the existing government policies.** Such intending bidder shall furnish valid registration certificate issued by the competent government authorities and the registration certificate must cover the item/work tendered to get cost of tender document/EMD exemptions. If the bidder fails to submit valid registration certificate his claim for cost of tender document/EMD exemptions shall not be entertained.

If the tenderer, after submitting his/her tender, revokes his/her offer or modifies the terms and conditions thereof during the validity of his/her offer except where the Institute has given opportunity to do so, the earnest money shall be liable to be forfeited. Tenders not accompanied by earnest money and cost of tender shall be rejected.

After placement of Work Order on successful tenderer, the earnest money will be refunded to the unsuccessful tenderers. Cost of tender is Non-Refundable.

Should an 'Invitation to Tender' be withdrawn or cancelled by the Institute, which it shall have the right to do at any time, the earnest money paid with the tender will be refunded to tenderers without any interest.

1.1.12 Earnest money refund order

Earnest Money to unsuccessful tenderers shall be refunded directly without any interest. For successful bidder, the EMD will be converted to Security Deposit without any interest and will be refunded after one month of successful completion of Defect Liability Period.

1.1.13 Contract

The tenderer, whose tender Institute has accepted shall enter into formal agreement with the Institute as per terms of the tender documents.

The entire work covered in the tender document shall be treated as works contract. Tenderer should quote for the work accordingly. The quoted rates shall be firm and should include all taxes, royalties, or any other applicable duties, freight etc. in the state whatsoever from time to time.

1.1.14 Contract document

The statement of agreed deviations, if any, shall be prepared based on the finally retained and agreed deviations by the Institute and all correspondences and **MOM's** held between the Institute and the tenderer prior to issue of Letter of Intent shall be treated as Null and Void. Any deviations or stipulations made and accepted by the INSTITUTE after award of the job shall be treated as amendments to the contract documents made as above.

1.1.15 Compliance to requirements of tender document

Tenderer shall confirm his compliance to the requirement of tender document as per enclosed Annexure.

1.2 Tender requirement

1.2.1 Technical and priced Bid

Tenderer is advised that Institute intends to fully evaluate the technical and priced Bids submitted. It is important that tenderer clearly demonstrates his ability, giving to Institute a high level of confidence that the tenderer will be able to perform the works within the schedule and meeting the other requirements listed in the tender document. Failure to do so may result in disqualification of the tender.

Tenderer shall provide narrative on his approach for execution of services in line with the Institute's own project execution approach. Priced bid of only those tenderer whose Technical bid is found suitable for the work shall be opened.

1.2.2 Eligibility: The Bidder must be an Original Equipment Manufacturer (OEM) or his Authorized Dealer/ Authorized Distributor/ Authorized Stockiest/ Channel Partner having a Direct Purchase and Support agreement with the OEM. In case, if the Bidder is a Dealer/ Distributor, A valid LETTER OF AUTHORIZATION from the Original Equipment Manufacturer for Dealership, Distributorship or for channel partnership must be provided with technical bid, without which the offer will not be considered.

1.2.3. Technical Specifications are basic essence of the product. It must be ensured that the offers are strictly as per the specifications mentioned in the tender and therefore Make & Model of the offered Air Conditioner need to be clearly mentioned in the Bidder's offer letter. At the same time it must also be kept in mind that merely copying our specifications in their offer shall not make the bidder eligible for consideration. The compliance of specifications to be supported with the scanned copy of catalogue/ leaflet / standard technical literature/ brochure for each of the item offered. Model quoted / tendered specifications should invariably be highlighted in the scanned copy of leaflet/literature for our easy reference.

1.2.4 WARRANTY/ GUARANTEE:

- i. Nature and maximum period of free warranty offered by the OEM should be clearly indicated. Bidder must provide one (01) year comprehensive on-site warranty and it will be started from the date of the satisfactory installation / commissioning of works, against the defect of any manufacturing, workmanship and poor quality of the components.
- ii. No offer of the bidder will be accepted without warranty/ guarantee of their supplied/ installed goods.
- ii. The equipment must be warranted against all manufacturing defects for minimum one year for All Equipment and minimum five years for Compressor or more as per standard warranty/ guarantee of the OEM from the date of satisfactory Completion of work.

1.2.5. PERFORMANCE BANK GUARANTEE (PBG):

As Performance Security, the successful bidder shall furnish an Performance Bank Guarantee (PBG), strictly in provided format (Annexure-V), from a Nationalized Bank or scheduled commercial bank

for an amount equal to **5% of the Work order value** within 7 days from the date of Work Order and it should be kept valid for a period of 30 days beyond the completion of the Defect Liability Period.

1.2.6. Commencement of Work & Delivery Schedule: Commencement of Work shall be within one week from the date of Work Order. Unless otherwise specified, delivery of goods at IIM Shillong will have to be made within 30 days from the date of the Work Order or as stipulated in the Work Order.

1.2.7. Demonstration of Completion of Work: Demonstration of cooling and detailed operations in real time setup with full Auditorium capacity need to be carried out.

1.2.8. Completion of Work: All works in every respect should be completed within 60 days (supply and complete installation).

1.2.9 Completion Certificate: Upon satisfactory completion of works with demonstration, the Work Completion Certificate will be issued by the Institute.

1.2.10 Liquidated Damages for delayed supply: If the successful bidder fails to perform the supply or execute the installation and commissioning of the goods within the stipulated time then penalty at the rate of 0.5% per week subject to a maximum of 5% of the Work order value will be levied and deducted from the payment due to the firm.

1.2.11 Defect Liability Period: 1 (One) year from the date of successful completion of the work.

1.2.12 Black listing: The bidder should not have been blacklisted or debarred from participating in the tenders of any State/ Central Government agencies or autonomous bodies or Universities / Educational Institutions.

1.2.13 Supply of operating manual: It is specifically instructed that the bidders will supply all the operating and service manuals and circuit diagrams along with the equipment.

1.2.14 Payment: Payments will be made in **30 days** after satisfactory completion of supply and installation including all the required documents are in order.

1.3 Special Condition of Contract.

1.3.1. Specifications:

In the absence of specifications for any work or material, relevant Indian Standard Specifications shall be applicable.

1.3.2. Security Rules:

The contractor shall follow at site security rules regarding removal of materials from site, issue of materials from site, issue of materials from stores, issue of identity card to the workers etc., as may be framed from time to time by the Institute.

1.3.3. Care in Case of Occupied Buildings:

Tenderer may also note that when the subject work is to be carried out in the premises of IIM Shillong's Auditorium which are already under occupation, all care shall be taken to protect personal and / or Institute's materials fixtures, appliances, equipment's etc. In case of any damage to any of

the existing arrangements, contractor is liable to do such work to its original and / of shall be liable to pay the cost of such damages / losses. The work shall be carried in close coordination with occupants of these buildings without any hindrance and interruption.

1.3.4. Damage to adjoining property:

Contractor shall take all precautionary measures to avoid any damage to adjoining property. All necessary arrangement shall be made at his own cost. In case it's happen contractor may repair the damage property at his own cost and no claim in this regard will be entrained.

1.3.5. The provision against accident and safety measures: -

- i) The contractor will take all necessary precautions to prevent any activity that may cause fire or any other hazards during the course of his work.
- ii) He will also take all precautions against likely damage of floor, walls, doors, windows or any part of the building. In case of any damage or loss, the contractor has to make good at his own cost.

1.3.6. Cleaning the Site:

The site described and shown on the plans, shall be cleared off all the rubbish of all kinds etc. complete after completion of the work and the site shall be handed over in clean and neat condition.

2. Scope of Work :

Supply, Installation, Testing & Commissioning of Cassette Air Conditioners at Auditorium, Indian Institute of Management Shillong, Umsawli

A. **Size of Space for Cooling:** Approx. =2650 Sq.Ft with 9 Ft Center area Height (7.5 Ft Sidewise Gypsum Drop Ceiling Height) to False Ceiling.

B. **Application of Space:** Auditorium of 200- 270 Human assembly.

C. **Physical Configuration:** 80 Ft X 33 Ft Floor Area with Jute Carpet. Having False Ceiling of Mineral Tiles at 9 Ft Height at center & 7.5 Ft Sidewise Gypsum Drop Ceiling Height. Above false ceiling Steel truss with sound proofing. Fire Pipelines of Sprinkler System on top of the False Ceiling. Seven Nos. of Doors with total area of 290 Sq. Ft. approx.

D. **Heating Load:** Lighting Load (All LED with diffuser)= Approx. 1 KW. Standard Projector 3 Nos. Human presence Max. 270 Nos. Seven Nos. of Doors with total area of 290 Sq. Ft. approx.

E. **Environmental Parameters:** Summer Temperature BW: 22-29 deg.C with Humidity go upto 90%. Medium UV Indexing during Clear Sky.

F. OBJECTIVE:

1. To Keep the Auditorium 20-22 deg.C @ RH 40-60% with 270 Human assembly in peak Summer.
2. Provisioning for Cassette AC with Smart Energy Efficient Technology such as twin rotary or Scroll compressor, EEV controlled R32/R410a Refrigerant, Central Coordinated Smart Remote Control, with complying ISEER Grade 5 Star rating etc.

BOQ			
<i>Sl. No.</i>	<i>Description of Items/ Particulars</i>	<i>Units</i>	<i>Quantity</i>
A	Supply of AC, Accessories & Installation Works		
1	Supply, Installation, Testing & Commissioning (SITC) of in Cassette air-conditioners (approved make only) having energy efficient twin rotary or Scroll compressors, condenser and evaporator coil efficient Heat exchanger, aesthetically finished indoor units, automatic temperature & flow control, including supply & filling of required quantity of Eco friendly refrigerant (Should be R32/ R410a) to maintain prescribed temperature levels as recommended by the manufacturer, cordless remote along with facility of interfacing Central remote Control Unit to integrate multiple ACs etc., complete having 3TR Nominal capacity - Single - Phase, 230 V, Inverter - Cassette type 4 Way Ceiling mounted Air Conditioners with 5 Star ISEER Rating and built-in drain water pump with water level sensor and switch rating along with all accessories and workmanship including installation work shall conform to all mechanical and electrical safety standards as per relevant IS specifications. The equipment shall be properly earthed (connected to the earthing system of the electrical cabling of the premises). Utmost care should be taken while laying refrigerant and drain water pipe lines such that the possibility of condensation and/or condensate drain water spillage into the conditioned space is completely eliminated. Proper warranty certificate to be provided after installation (Preferred makes : LG, Daikin, Voltas, Blue Star, Lloyd)	Set	8
2	Supply, Installation, Testing & Commissioning of 5 KVA stabilizers for 3 TR AC unit with suitable wall mount option. Having operating voltage: 195V-280V, Time delay: ITDS 3 Min \pm 20 sec.	Set	8
3	Refrigerant Cooper Pipes 5/8 size 0.8 mm (ISWG 21) Wall thickness with all accessories & fitting for Cassette AC laid between indoor & outdoor unit as per OEM's specifications. It shall be in total clamping manner above false ceiling & in total concealed manner below false ceiling level. From the structural ceiling it should hanged or shall be fixed on wall / beam etc. with clamps & the distance between two clamp shall be less than 1 meter. It shall not be placed over the false ceiling nor it shall be fixed with false ceiling members.	Meters	220
4	Refrigerant Cooper Pipes 3/8 size 0.8 mm (ISWG 21) Wall thickness with all accessories & fitting for Cassette AC laid between indoor & outdoor unit as per OEM's specifications. It shall be in total clamping manner above false ceiling & in total concealed manner below false ceiling level. From the structural ceiling it should hanged or shall be fixed on wall / beam etc. with clamps & the distance between two clamp shall be less than 1 meter. It shall not be placed over the false ceiling nor it shall be fixed with false ceiling members.	Meters	220

5	Supply, fitting & testing of Closed Cell Class 1 Fire retardant elastomeric Nitrile Insulation Foam Tube with 13mm Wall thickness for covering of Copper Pipes of 5/8 size with all fittings & accessories etc. Aluminum foil membrane shall be applied to provide resistance against breakdown due to UV radiation for exposed portion of the rubber insulation with Nitrogen testing.	Meters	220
6	Supply, fitting & testing of Closed Cell Class 1 Fire retardant elastomeric Nitrile Insulation Foam Tube with 13mm Wall thickness for covering of Copper Pipes of 3/8 size with all fittings & accessories etc. Aluminum foil membrane shall be applied to provide resistance against breakdown due to UV radiation for exposed portion of the rubber insulation with Nitrogen testing.	Meters	220
7	Supply, fitting & testing of 4 Core 2.5mm Multi Strand PVC insulated Copper Cable for Communication for Indoor to Outdoor Units.	Meters	230
8	Providing & Fixing of prefabricated M.S. Hanging Stand for cassette air-conditioner indoor units. It shall be made out of heavy gauge M.S channels, angles, flats etc. of appropriate size & thickness duly powder coated with anti-corrosive paint. The entire item has to be executed as per the OEM recommendation & site conditions. Highest Safety standard need to be provided for the Hanger.	Each	8
9	Providing & Fixing of pre-fabricated M.S. Stand for cassette air-conditioner outdoor units. It shall be made out of heavy gauge M.S channels, angles, flats etc. of appropriate size & thickness duly painted with anti-corrosive paint. The entire item has to be executed as per recommendation of the OEM & site conditions.	Each	8
10	Supply, fitting & testing of Closed Cell Class 1 Fire retardant elastomeric Nitrile rubber insulated UPVC Pipes of 1 inch Size with accessories for drain line for various AC units in clamping manner above false ceiling & in concealed manner below false ceiling level. From the structural ceiling it should hanged using self threaded rods or shall be fixed on wall /beam etc. with clamps & the distance between 2 clamps shall be less than 1 meter. It shall not be placed over the false ceiling nor it shall be fixed with false ceiling members. It shall be laid required gradient for easy disposal of the drain water & testing shall be done before filling. Final drainage must be connected suitably to rain water outlet as per the site conditions.	Meters	200
11	Supply & testing of Extra Refrigerant Gas charging in 3 Ton Cassette AC.	Kg	16
12	Central Control Remote Solution with 5" Touch Controller, Individual Controller Lock, Yearly Schedule with password protected operation option along with required accessories and Fittings. The Controller must be able to automatically control each AC as per the requirement of specific cooling demand.	Set	1

13	SITC of stand-by Automatic Condensate drain Pump of about 80 l/h pumping capacity including the supplying, laying, testing & connection of common condensate line connecting all the 8 units with a single point discharge of condensate water. This must take care of condensate water disposal in case of failure of one or more of the in-built condensate water pumps.	Set	1
14	Supply, installation, testing and commissioning of a dedicated Treated Fresh Air (TFA) Unit of 1800 CFM. complete with MERV-13 (95% down to 5 microns), IE3 motor, DIDW centrifugal backward curved fan with efficiency > 75%. The AHU shall be provided with view port, Door limit switch & Marine lights with LED lamps. The TFA shall have an independent, DX type cooling and dehumidification system of not less than 5 TR nominal capacity, with 4-row evaporator coil with copper tube and aluminum fins. A suitable outdoor unit with twin rotary/scroll compressor, copper tube condenser coil, fan, controls etc. It shall have suitable condensate drain pan and other accessories. The refrigerant used in the TFA shall be low global warming potential refrigerant (e.g. R-32, R-410A). The TFA shall be fixed securely with suitable supply duct and return path. Treated fresh air from TFA shall be supplied through suitable duct work into the conditioned space through 4 ceiling suspended diffusers with Volume control damper with plenum box, each having 450 CFM capacity. The return air shall be collected through 4 ceiling diffusers of 375 CFM capacity and the return air need to be thrown out to the atmosphere with a rectangular box inline fan of 1500 CFM 10 mm swg capacity. The plenum above the false ceiling can be used for collecting the return air of TFA. The ceiling Supply / Return diffusers shall be either square type or circular type. They shall be fixed securely to the false ceiling with suitable support from the roof. The location of the supply and return TFA diffusers shall be such that they are aesthetically appealing and provide uniform distribution of fresh air without causing draft and without interfering with the cassette units. The supply and return air carrying ducts should be sized such that the maximum air velocity does not exceed 5 m/s.	Set	1
B	Electrical Works		
15	Providing laying connection testing & commissioning of the following sizes of 1100V PVC/XLPE aluminum conductor armored underground cable & overall PVC sheathed cable as per ISI code in trenches including the cost of digging of trenches, sand cushioning with laying etc. and refiling the same in layers or by supporting them in wall and all other accessories as required.		
	(i) With 3.5 Core 70 Sq. mm	Meters	60
16	Drawing of 3 Phase Main Line 4 Wire approved make VIR or PVC Cable 660V grade Copper Conductor in casing capping with all accessories		
	(i) with 2x2.5 SqMM Copper conductor	Meters	265
	(ii) with 4x4SqMM Copper conductor	Meters	100
	(iii) with 4x10SqMM Copper Conductor	Meters	30
17	Supplying fitting & fixing of Distribution Board TPN DB-VTPN for DX3 MCB DB of approved make		
	(a) IP43 #1K 09 with metal door 8 Way 8+24 Module	Each	2
18	Supplying fitting & fixing of Molded case Circuit Breaker (MCCB) of the following Amp capacity of approved make		
	(a) With breaking Capacity of 38kA of Four Pole 160 Amp	Each	2

19	Supplying & fixing of Load Kontaket Miniature Circuit Braker DX3 MCB's for AC application till 63A of approved make		
	(i) 6-32 Amp Double Pole 415V	Each	12
20	Supplying fitting & fixing of DX3 Isolators for AC applications upto 125A of approved make		
	(a) Four Pole 415V 63Amp	Each	4
21	Supplying & fitting of 20A Heavy Duty ready to use Plug & Socket Board with 2 pole MCB with Earth point. (Similar to Havells Cat. DHDDCDP0252020003/ SRCD WOCP Dboxx Steel Encl)	Each	8
22	Supplying & fitting of TP&N Enclosure with 30A, 3 pole and Earth Metal Plug & Socket for TP MCB (Similar to Havells Cat DHDPUN030)	Each	3
23	Enclosure for 415V Adjustable Thermal & Fixed Magnetic 4 Pole Molded Case Circuit Breaker (Preferably Havells Cat. No. IHELFP L Frame FP)	Each	1
C	Civil Works		
24	Various Civil Works for Modification of False Ceiling, Repairing of Holes & Plasters, Painting, Making Rain Shed for Connection Points & Voltage Stabilizers near Outdoor Units, Carpentry works. etc.	L/S	1

Note:- i) The quantity shown above are indicative only and may vary as per actual site conditions.

ii) List of approved Make & Model of Equipments and Materials is enclosed in Annexure-III.

iii) Refer Annexure –IV for Schematic Auditorium Layout (Bidder may assess the actual site condition during Site Visit)

iv) Payment shall be made as per actual execution and measurements.

Signature of the tenderer with seal

INDIAN INSTITUTE OF MANAGEMENT SHILLONG

Umsawli, Shillong-793018

Tender No: K1-1202/2/2022-ENGG/1784

Dated: 01 /09/2022

PROFORMA FOR SUBMISSION OF OFFER LETTER OF e -TENDER DOCUMENT

(THIS "OFFER LETTER" TO BE SUBMITTED IN BIDDER'S LETTER HEAD)

Ref no.

Date:

To

The Chief Administrative Officer
IIM, SHILLONG
Umsawli, Shillong – 793 018.

Sub: "Supply, Installation, Testing & Commissioning of Cassette Air Conditioners at Auditorium, Indian Institute of Management Shillong, Umsawli." against Tender No: K1-1202/2/2022-ENGG/1784 dated 01/09/2022

1. In reference to above, I/We are enclosing our irrevocable tender for execution of the work "Supply, Installation, Testing & Commissioning of Cassette Air Conditioners at Auditorium, Indian Institute of Management Shillong, Umsawli.". as per tender document within the time schedule mentioned therein and accepted by me/us, at the value quoted by me/us for the whole work in accordance with terms and conditions, specifications as detailed in the tender document. Having examined the detail given in Tender Notice and Bid Document for the above work, I/We hereby submit the relevant information.
2. I/We had paid the EMD & Cost of Tender.
3. I/ We had read entire tender documents and unconditionally accept all the terms and conditions laid down in the Tender document.
4. Details of Air Conditioners like Make & Model with Specifications, Warranty details etc. along with supporting OEM documents are also attached & summarized as below:

AC Equipments	Cassette AC	TFA Unit
Make (Name of OEM)		
Model		
Warranty		
Warranty details (Attached document at Page No.)		
Specification (Attached document at Page No.)		

5. I/We enclose herewith evidence of my/our experience of execution of work of similar nature and magnitude carried out by me/us in the prescribed Performa along with the other documents mentioned in the tender document.

6. It is certified that all the information given hereby as well as in the enclosed eligibility bid documents are correct to the best of my knowledge and believe. It is also certified that I/We shall be liable to be debarred, disqualified in case any information furnished by me/us found to be incorrect.

Date.....day of.....2022

Name of the Bidder with Address:

Name:

Address:

Signature of Tenderer(s), with the seal of Firm

(Annexure-I)

LIST OF MANDATORY DOCUMENTS (CHECK LIST) TO BE FILLED, SIGNED & UPLOADED:

(FOR TECHNICAL BID EVALUATION)

Sl. no.	Documents required	REMARKS (Please ✓)	Page nos. (compulsory)
1	Offer letter in the bidder's letter head duly sealed & signed (as per given Proforma)	YES/NO:	
2	Receipt of payment of Cost of Tender. (as per instruction given in the Notice Inviting e-Tender)	YES/NO:	
3	Receipt of payment of Earnest Money Deposit (as per instruction given in the Notice Inviting e-Tender)	YES/NO:	
4	Valid GST registration certificate.	YES/NO:	
5	PAN Card in the name of firm/proprietor.	YES/NO:	
6	ANNEXURE I to ANNEXURE-II (duly filled in and signed).	YES/NO:	
7	Certificates of experience for the values as mentioned in the Tender. (Work Orders & Completion Certificates)	YES/NO:	
8	Electrical Contractor License.	YES/NO:	
9	OEM Authorize Dealer & Service Centre.	YES/NO:	
10	Specification & Warranty details of offered Air Conditioners (OEM product Broachers)	YES/NO:	
11	Any other applicable documents (MSME etc.) if applicable.	YES/NO:	
12	The Price Bid in the form of BOQ.xls to be uploaded in CPPP in the Financial Bid section.	YES/NO:	NA
13	Whether, site visit has been done to assess the condition.	YES/NO:	NA

Signature of the tenderer with seal

BIDDER'S DETAILS

1.	Name of the Firm/Agency	
2.	Full address with Pin code, Telephone No/Mobile No. E-mail.	
3.	Name & Designation of Contact Persons Office Phone Number: Mobile Number: E-Mail:	
4	Registration Details for Constitution of the Firm/ Agency (if any) (Attached copy)	
5	Nature of Business:	
6	Debarred/black listed any State/ Central Government agencies or autonomous bodies or Universities / Educational Institutions.	(Yes/No)
7	a. GSTIN: b. PAN:	
8	Bank Account Particulars: Name of the A/c holder Bank Account No. Account type (SB/ CA) Name of the Bank Branch & Address Branch contact phone Nos. 11 digit IFS code: (Please attached a copy of cancelled cheque)	
9	Details of EMD paid: EMD Amount: Rs. Receipt No.	
10	Details of Cost of Tender Paid: Amount: Rs. Receipt No.	

Signature of the tenderer with seal

LIST OF APPROVED MANUFACTURERS

LIST OF APPROVED MANUFACTURERS OF MATERIALS TO BE USED IN THE AIR CONDITIONING WORKS SUBJECT TO THE APPROVAL OF SAMPLES BY THE CONCERNED DEPARTMENT.

APPROVED MAKES:

1. MACHINES: Cassette AC & TFA Units : LG, Daikin, Voltas, Blue Star, Lloyd.
2. Servo Voltage Stabilizer: PureVolt, V-Guards, Luminous.
3. Copper Piping : Totaline, Max Flow, Rajco, Mandev.
4. Nitrile Rubber Insulation : Supreme, A-flex, Armacel.
5. Automatic Condensate drain Pump: Grundfos, Kirloskar, Crompton.
6. Cables & Wire : Finolex / RR cables /Polycab.
7. Electrical Gears (MCCB/ MCB/ VTPN, Enclosure Box/ Switch Sockets etc.): Ligand, Havells, Schneider
8. Drain UPVC Pipe: Ashirvad, Supreme, Prince.

Schematic Layout of Auditorium:



PERFORMANCE BANK GUARANTEE FORMAT

(To be executed on non-judicial stamped paper of an appropriate value)

Date :

Bank Guarantee No :

Amount of Guarantee :

Guarantee Period : From to

Guarantee Expiry Date :

Last date of Claim Lodged :

WHEREAS Office of the Indian Institute of Management Shillong, Umsawli, Shillong (hereinafter referred to as "**The Owner** "which expression shall unless repugnant to the context includes their legal representatives, successors and assigns) has executed a binding to the contract on [*Please insert date of acceptance of the letter of acceptance (LoA)*] ("**Contract**") with [*insert name of the Successful Bidder*](hereinafter referred to as the "**Contractor**" which expression shall unless repugnant to the context include its legal representatives, successors and permitted assigns) for the performance, execution of Works namely "Supply, Installation, Testing & Commissioning of Cassette Air Conditioners at Auditorium, Indian Institute of Management Shillong, Umsawli" [**"SITC Works"** shall have the meaning ascribed to it in the Contract] based on the terms & conditions set out in the Tender Documents number [*insert reference number of the Tender Documents*] dated [*insert date of issue of Tender Documents*].....and various other documents forming part thereof.

AND WHEREAS one of the conditions of the Contract is that the Contractor shall furnish to the Owner a Bank Guarantee from a scheduled bank in India having a branch at Shillong for a sum of Rs. _____ (the amount guaranteed under this bank guarantee shall hereinafter be referred to as the "**Guaranteed Amount**") against due and faithful performance of the Contract including the performance bank guarantee obligation and other obligations of the Contractor for the supplies made and the services being provided and executed by under the Contract. This bank

guarantee shall be valid from the date of issuance and up to after 30 days of the expiry of the Contract defect liability Period including any extension thereof.

AND WHEREAS the Contractor has approached [*insert the name of the scheduled bank*](here in after referred to as the “**Bank**”) having its registered office at [*insert the address*].....and at the request of the Contractor and in consideration of the promises made by the Contractor, the Bank has agreed to give such irrevocable guarantee as hereunder:

- (i) The Bank hereby undertakes to pay under this guarantee, the Guaranteed Amount claimed by the Owner without any further proof or conditions and without demur, reservation, contest, recourse or protest and without any enquiry or notification to the Contractor merely on a demand raised by the Owner stating that the amount claimed is due to the Owner under the Contract. Any such demand made on the Bank by the Owner shall be conclusive as regards the amount due and payable by the Bank under this bank guarantee and the Bank shall pay without any deductions or setoffs or counterclaims whatsoever, the total sum claimed by the Owner in such Demand. The Owner shall have the right to make an unlimited number of Demands under this bank guarantee provided that the aggregate of all sums paid to the Owner by the Bank under this bank guarantee shall not exceed the Guaranteed Amount. In each case of demand, resulting to change of PBG values, the Owner shall surrender the current PBG to the bank for amendment in price.
- (ii) However, the Bank’s liability under this bank guarantee shall be restricted to an amount not exceeding Rs. _____
- (iii) The Owner will have the full liberty without reference to the Bank and without affecting the bank guarantee to postpone for any time or from time to time the exercise of any powers and rights conferred on the Owner under the Contract and to enforce or to forbear endorsing any powers or rights or by reasons of time being given to the contractor which under law relating the Surety would but for the provisions have the effect of releasing the surety.
- (iv) The rights of the Owner to recover the Guaranteed Amount from the Bank in the manner aforesaid will not be affected or suspended by reasons of the fact that any dispute or disputes have been raised by the Contractor and / or that any dispute(s) are pending before any office, tribunal or court in respect of such Guaranteed Amount and/ or the Contract.

- (v) The guarantee herein contained shall not be affected by the liquidation or winding up, dissolution, change of constitution or insolvency of the Contractor but shall in all respects and for all purposes be binding and operative until payment of all money due to the Owner in respect of such liability or liabilities is affected.
- (vi) However, in the opinion of the Owner, if the Contractor's obligations against which this bank guarantee is given are not completed or fully performed by the Contractor within the period prescribed under the Contract, on request of the Contractor, the Bank hereby agrees to further extend the bank guarantee, till the Contractor fulfils its obligations under the Contract.
- (vii) We(indicate the name of the bank) hereby agree that any claim due and arising under this guarantee shall be enforceable against our bank's branch(mentioning the name & address of the branch) at Shillong, Meghalaya and they shall honour such demand in any case not later than next working day.
- (viii) We have the power to issue this bank guarantee in your favour under Memorandum and Article of Association and the Undersigned has full power to do so under the Power of Attorney dated

[*date of power of attorney to be inserted*].....granted to him by the Bank.

Date:

Bank

(Corporate Seal of the Bank)

By its constituted Attorney Signature of a person duly authorized to sign on behalf of the Bank

PART-B

FINANCIAL BID

The bidder should download the **BOQ.xls** from CPP portal and fill in the blank spaces provided for mentioning the name of bidder and bid item values to be quoted. The bidder need **not** to modify any other text or background shown in the BOQ template. CPPP portal (www.eprocure.gov.in) will accept the given BOQ template only and hence the value should not be quoted in any other places except the BOQ template.

Tenderer may go through the given special instruction on CPPP website before participation in e-Tendering.

The Financial bid (price bid) ie. Bill of Quantity (BOQ) of only technically qualified bidder will be opened online by a committee and the result will be displayed on the www.eprocure.gov.in which can be seen by all bidders who participated in the tender.

For BOQ item details please refer the Scope of Work.