

INDIAN INSTITUTE OF MANAGEMENT SHILLONG
Umsawli, Shillong-793018

Website: www.iimshillong.ac.in

Tender No: K1-12013/2/2023-ENGG/OT-11

Dated: 19/ 09/ 2025



Notice Inviting e-Tender (NleT)
For
Comprehensive Annual Maintenance Contract for Solar Street Light & High Mast Lighting
including Feeder Pillars, UG Cables, etc. at Indian Institute of Management Shillong,
Umsawli.

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DETAILED NOTICE INVITING e-TENDER

Online bids are invited from registered Class-I contractor/ agency under CPWD or State PWD having valid electrical licensed for “**Comprehensive Annual Maintenance Contract for Solar Street Light & High Mast Lighting including Feeder Pillars, UG Cables etc. at Indian Institute of Management Shillong, Umsawli.**”

NIT No	K1-12013/2/2023-ENGG/
Name and Location of Work	Comprehensive Annual Maintenance Contract for Solar Street Light & High Mast Lighting including Feeder Pillars, UG Cables etc. at Indian Institute of Management Shillong, Umsawli
Estimated Cost:	Rs. 38.80 Lakh
EMD (Ernest Money Deposit)	Rs. 77,600.00 /- to be paid via following Payment link Online:- https://erp.iimshillong.ac.in/fee/PaymentPortal/GeneralPayment.aspx?p=unPpDMmNMgyLM9LLfrXUhRaBMECfZN%2fLVhdyVbZJFqJlr63OP%2bqeMtWDL60E%2b7Vjf%2bOB2YxY2FJZBeg2eE9y%2bSZMuvQtUk%2f2OIX9inySZ9ESdjKJWv%2fMqBQeCfpFiEemNhYnXtmpVqe3UpH%2f85CHEjfsUvLi%2bAvKTwPRmbZUNBU%3d
Duration of Contract	One Year from the date of issue of Lol/ Work Order/ Contract Agreement whichever is later.
Date of Issue/e-Publishing at CPPP website (https://eprocure.gov.in/eprocure/app).	19.09.2025 at 17:.00 Hrs.
Document Download Start Date and time at CPPP website (https://eprocure.gov.in/eprocure/app).	19.09.2025 at 17:.00 Hrs
Document Download End Date and Time at CPPP website (https://eprocure.gov.in/eprocure/app).	09.09.2025 at 17:00 Hrs
Tender Queries should reach by _ _	Tender queries received later than the date and time as mentioned above shall not be entertained. Pre-Bid queries should only be emailed to spo@iimshillong.ac.in
Last Date and Time for receipts of Tender online at CPPP website (https://eprocure.gov.in/eprocure/app).	09.09.2025 at 17:00 Hrs

Date and Time for opening of Technical Bid at CPPP website (https://eprocure.gov.in/eprocure/app).	10.09.2025 at 17:00 Hrs
Date and Time for Financial Evaluation at CPPP website (https://eprocure.gov.in/eprocure/app).	To be declared after successful evaluation of technical bid documents.
No. of Bids	02 (Two bids) {Technical and Financial}
Bid Validity days	90 days (From the date of opening of financial bid)
Address for Correspondence	Store and Purchase Office, IIM Shillong, Umsawli, East Khasi Hills, Shillong-793018, Meghalaya Office Contact No : 0364-2308012/2308070 Email: spo@iimshillong.ac.in

Sd/-

Chief Administrative Officer
IIM Shillong

1.0 INSTRUCTIONS FOR ONLINE BID SUBMISSION:

1.1 Bidders 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.

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

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

1.4 Tender information is also available in the Institute's website at <https://www.iimshillong.ac.in/tender-notices/>. Any further detail regarding Amendment /Addendum /Extension/ Corrigendum (if any) will be upload online only at both the given websites.

1.5 Earnest Money Deposit (EMD)(Refundable) as mentioned at **Detailed Notice Inviting e-Tender** above, has to be deposited as per online link provided. Bidders are required to upload the transaction receipts. 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 other mode of EMD payment will be accepted.**

1.6 The bid submitted shall become invalid if-

i The bidder doesn't pay EMD 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 Bidders 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.

1.7 The tender document shall be uploaded in two parts as follows:

1.7.1 **"TECHNICAL BID"**: This stage shall contain the Techno-Commercial Bids comprising with list of the documents that to be submitted.

1.7.2 **"FINANCIAL BID"**: This stage shall contain only the Price Bids (BOQ)

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

Sd/-

Chief Administrative Officer
IIM Shillong

2.0 GENERAL TERMS & CONDITIONS:

2.1 INSTRUCTIONS TO BIDDERS

General Conditions of Tendering

2.1.1 Tender document: One set of tender documents along with one set of BOQ are uploaded in the CPPP portal along with the drawings/ specifications etc. (if any). Bidder 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.

2.1.2 Tender validity: Tender shall remain valid for a period of **90 days** from the date of opening of the financial bid. The bidder shall not be entitled during the said period to revoke or cancel his tender or to vary the tender given. In case of bidder revoking or cancelling his tender, the Institute will forfeit the earnest money paid by him along with the tender. Bids shall be revalidated for extended period as required by Institute and will be published in CPP Portal and Institute's website.

2.1.3 Tender submission:

1. Bidders must upload their scanned seal & signed/ e-signed documents by the time and date mentioned in the Notice Inviting e-Tender in the CPP Portal (www.eprocure.gov.in), within stipulated time. Bidder may go through the given special instruction before participation in e-Tendering.
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 bidder.
3. If bidder 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.

2.2 BIDDER'S RESPONSIBILITY FOR BID & CLARIFICATION:

2.2.1 The details presented in this tender document consisting of conditions of works/ supply/ service contract, scope of work, technical specifications/ requirements have been compiled with due understanding of the requirement, it is also the bidder's responsibility to ensure that the information provided are clearly understood.

2.2.2 The bidder shall be deemed to have inspected, examined and understood the site of / supply/ service and including surroundings and other information 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. Bidder's quote is the responsibility of bidder and no relief or consideration can be given for errors and omissions.

2.2.3 Bidder 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)**

2.3 Pre-Bid meeting : Techno-commercial discussion with the Bidders will be arranged {if required}. The bidder shall depute his representative(s) with authority for attending the discussion.

2.4 Amendments.

Institute may issue clarifications/ amendments in the form of addendum/ corrigendum during the tendering period. For the addendum/ corrigendum issued during the tendering period, bidders are required to check CPP Portal (<https://eprocure.gov.in/eprocure/app>) and the Institute's website (www.iimshillong.ac.in) for details. No other mode of notice will be given.

2.5 Scope of Tender

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

2.6 Deviations in terms and condition

Bidders 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 summarily rejected.**

2.7 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.

2.8 Earnest money

2.8.1 The tender is to be accompanied by Earnest Money (interest free) for the amount indicated in NleT. EMD is 2% of Tender Value/ Estimated Value. Tender without EMD will be summarily rejected.

2.8.2 The intending bidder registered under relevant section with the competent government authorities as a Micro or Small Enterprises under MSME Scheme (having Valid Registration) shall be exempted from payment of 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/service tendered to get EMD exemptions. If the bidder fails to submit valid registration certificate his claim for EMD exemptions shall not be entertained and will be treated as EMD not submitted.

2.8.3 If the bidder, 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.

2.8.4 After placement of Work Order/ Supply Order on successful bidder, the earnest money will be refunded to the unsuccessful Bidders. **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 Contract Period.**

2.8.5 In case of cancellation/ withdrawal of this 'NleT' i.e. Notice Invitation to e-Tender 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 Bidders without any interest.

2.9 Tender requirement

2.9.1 Technical and Price Bid

- 2.9.1.1 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. 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. All required documents against Notice Inviting e-Tendering documents need to be uploaded at CPP Portal as per checklist at Annexure I by the bidders and verified by the Digital Signature Certificate (DSC). The same will be 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.
- 2.9.1.2 It is important that bidder clearly demonstrates his ability, giving to Institute a high level of confidence that the bidder will be able to perform the works/ supply/ service within the schedule and meeting the other requirements listed in the tender document. Failure to do so may result in disqualification of the tender.
- 2.9.1.3 Rates for all the services or items must be on DOOR DELIVERY Basis, which should be inclusive of all taxes, duties and levies. Priced bid of technically qualified bidders will be opened on designated date.
- 2.9.1.4 The descriptions given in the Schedule of Quantities shall, unless otherwise stated, be held to include obligations towards fulfilling the scope & objective of the Tender, wastage on materials, carriage and cartage, carrying and return of empties, hoisting, setting, fitting and fixing in position and all other labor necessary in and for the execution and completion of the work as aforesaid in accordance with good practice and recognized principles.

2.10 PERFORMANCE GUARANTEE:

An amount equal to 3% of Work Order/ Contract Value requires to furnish within 2 weeks of receipt of Work Order as Performance Security. The Performance Security & EMD of the successful bidder shall be retained by the Institute as a Performance Guarantee. At the successful completion of contract, the Performance Guarantee will be refunded to the bidder after one month of completion of Contract. For Performance Security, MSME registered firms who have sought exemption for submission of EMD will also requires to

furnish a Performance Bank Guarantee (PBG) to the amount of 3% of the contract / Work Order value within 2 weeks of receipt of Work Order.

2.11 Completion Certificate:

Upon satisfactory completion of contract/supply/work, a Completion Certificate will be issued by the Institute.

2.12 Work/ Purchase at Risk and Cost

The institute reserves the right to get the whole or part of the contract/ purchase executed by some other agency at the risk and cost of the bidder to whom the contract has been awarded if it is found that the quality and/or the progress in respect of whole or part of the Work/ contract/ supply is not satisfactory.

2.13 Insurance

The bidder shall take insurance to cover any accident or accidents of nature, for an amount as required for the type of Work/ contract/ supply against damage /loss/ injury to property or person or loss of life during the complete period of the contract.

2.14 Indemnity

The bidder shall indemnify and keep indemnified the Institute against all losses and claims for injuries and or damages to any person or property.

2.15 Jurisdiction

Any dispute or difference which may arise shall be referred to the Director IIM Shillong for settlement whose decision shall be final and binding. Any dispute are subject to Shillong court's jurisdiction only.

2.16 Sufficiency of Tender

The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rates and prices quoted in the Schedule of Quantities, which rates and prices shall, except as otherwise provided, cover all his obligations under the Contract and all the matters and things necessary for the proper completion and maintenance of the works.

3. ELIGIBILITY CRITERIA AND TERMS & CONDITIONS:

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

3.1 Work Experience: The bidders having experience of successfully completed similar works during the last 5 years ending Mar 2025.

The bidder must have done at least 1 (ONE) similar work of value of 80% of the estimated cost or 2 (TWO) similar works having each of value 60% of the estimated cost or 3 (THREE) similar work having each of value 40% of the estimated cost with reputed Organization or Institution of Central Government/ State-government/PSU/Central Govt. Autonomous Institutes (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.

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to previous day of last date of submission of bids.

3.2 Essential Certificate/ Documents:

1. Electrical Contractor License.
2. All other Documents/ Certificates as mentioned in the “**List of Document to be submitted Online**” at clause 3.5 below.

3.3 Should submit average annual financial turnover during the last three years ending March 31, 2025. (Copy of Financial turnover certificate issued from Chartered Accountant with UDIN on his letter head to be submitted)

3.4 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 maintenance & quantities of various types of items under this contract and the set of terms and conditions of the contract to be complied with and other necessary documents (if any) can be seen and downloaded from website www.eprocure.gov.in and iimshillong.ac.in.

3.5 List of Documents to be submitted online: Tenders without following mentioned documents shall be summarily rejected and financial bids will not be opened.

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. Also, the bidder must upload the scanned copy of seal & signed tender document (all pages) as a token of understanding its contents.

1. Offer letter in the bidder's letter head duly sealed & signed (Ref page no. 25).
2. Payment receipt for EMD (as per instruction given in the Notice Inviting e-Tender)
3. Valid Certificate of Registration for company/firm.
4. Valid GST registration certificate.
5. PAN Card.
6. Valid Certificate of Registration for EPF.
7. Valid Certificate of Registration for ESIC.
8. Copy of Financial turnover certificate issued from Chartered Accountant with UDIN as mentioned.
9. ANNEXURE I to ANNEXURE-III (duly filled in and/or signed).
10. Certificates of experience for the values as mentioned in the Tender eligibility criteria.
11. Valid Electrical Contractor License.
12. Valid trading license from KHADC for non-tribal bidder or undertaking that the Trading License will be submitted within one month from the date of issue of LOI.

13. An affidavit, in original, duly certified by a Notary that the bidder has never been black-listed and the name of the firm or company has not been changed.
14. Self-declaration for possessing functional Trolley mounted Tower Ladder or Hydraulic Scissor Ladder.
15. Any other applicable documents (valid MSME etc.) if any.

Sd/-
Chief Administrative Officer
IIM Shillong

4. SCOPE/TECHNICAL SPECIFICATIONS / DETAILED DESCRIPTION FOR SCHEDULE OF WORKS

4.1 Introduction:

The Institute is having 150 nos. of 8 Meter High Solar Street Lights, 61 nos. of 5 Meter High Solar Street Lights and 6 nos. of 16 Meter High Mast Lighting System. For adequate & reliable lighting of the Campus, these Street Lights & area Lights requires regular maintenance, repair and servicing including replacement of faulty components etc.

4.2 Objective:

Annual maintenance of solar street lights is essential to ensure their proper functioning and longevity. Regular maintenance helps to identify and address any issues, prevent potential problems, and optimize the performance of the solar street lights. Considering the local weather conditions such as high wind, prolonged rainfall & cloudy weather, hot & humid conditions, maintenance becomes more extensive. Therefore to fulfill the requirement, Comprehensive AMC (Annual Maintenance Contract) for 8M & 5M LED Solar Street Lights & 16M High Mast area Lighting System including Feeder Pillar, UG cable, Earthing etc. is very much needed with appropriate maintenance schedule including prompt repairing action.

4.3: Scope of Maintenance:

Job Description: Comprehensive Annual Servicing & Maintenance of 8M & 5M LED Solar Street Lights & 16M High Mast area Lighting System including Feeder Pillar, UG Cable & Earthing etc. at IIM Shillong, Umsawli Campus.

The maintenance brief of major equipments are listed out in Schedule of Quantities along with the annual schedule of service & maintenance visits. The list are indicative only, detailed maintenance to be followed as per manufacture's recommendations and applicable electrical maintenance norms & best practice. However, a Maintenance calendar will be formulated to accommodate the annual schedule appropriately. Following basic maintenance are essentials:

Inspection of the LED Light & Solar Panel and checking of Dirt or Debris.

Conduct a thorough visual inspection of each solar street light to check for any physical damage, loose connections, or signs of wear and tear etc. The Light & Solar panel is essential for solar street light and needs to be kept clean for optimal performance. Inspect the Light fitting & panel regularly for dirt or debris, and gently wipe it away with a soft cloth if necessary. It should also be checked the Light fitting & panel regularly for cracks or other damage including drivers, wiring, Light performance like illumination/ brightness etc. and have it replaced if necessary. Any tree shadow falling on panel also need to be checked and appropriately cleared.

Check to Make Sure the Panel is facing in the Correct Direction

One of the most important aspects of solar street light maintenance is ensuring the Solar Panel is facing in the correct direction. The angle at which the solar panel is mounted will determine how much sunlight it receives throughout the day, and if it isn't adjusted correctly, the light may not get enough power to stay lit all night. These adjustment is required to be done more frequently during windy season & as and when required.

Tighten all Screws and Bolts as Needed

Mounting and Fixtures of Solar Panel, Light Fitting, Battery stand, High Mast fittings etc. to be checked for the stability and condition of the mounting structures and fixtures. Tighten any loose bolts and repair or replace damaged parts. It's essential to keep all screws and bolts tight of the solar street light. Over time, they can loosen and may fall down, leading to severe problems including injuries to person passing by or may damage to any other property. The best way to avoid this is to check them regularly and tighten them as needed. This is a simple but essential step in keeping your solar street light in good working order.

Checking of Batteries:

Also, check the condition of the batteries every months like checking of Specific Gravity, DC voltage, Charger Card, tightness & cleanliness of connection nut-Bolt etc. to ensure they are holding charge. Pour acid & distilled water as and when required so that the battery is capable of providing enough power to the light. If not charging then take appropriate step. For battery Enclosure of the solar street lights, ensure they are secure and weatherproof.

Inspection & Replacing Parts as Needed

Inspect the charge controller, sensors, LED driver, diodes and other electronic components for proper functioning. Replace any faulty parts if necessary. Replacement of Light fitting & Panels as and when needed.

Checking of Cabling and Wiring: Inspect the UG cables (IR values, Terminal Connections etc) and wiring for any signs of damage or corrosion. Replace any faulty Cables to maintain proper electrical connections. Earthing of all the Poles, Panels & UG Cables also need to be checked and maintained.

Safety Check: Ensure that all safety features, such as surge protectors and circuit breakers, Earthing etc. are in place and functioning correctly.

Repairing of Fault & damage: Any emergency requirement such as vulnerable & damaged Solar Plate/ Pole or faulty Street Lights near important area need to be immediately attended and rectified without fail. Also, all the Street Lights & High Mast Lighting must be working condition keeping in mind that the Campus Lighting is a part of the Institute's brand values considering various prestigious programs including various visitors & delegates.

Record Keeping: Maintain detailed records of the maintenance activities performed, including any replacements or repairs done.

4.4 Availability of tools & plants and instruments:

The bidder should submit the tools credential with the List of tools, tackles and instruments in possession for undertaking the AMC activities.

Minimum Requirements:

- Advanced Digital Insulation Resistance Tester.
- Mili ammeter for leakage current test
- Clamp Meter.
- Earth Tester.
- Digital Multimeter
- Screw Drivers, Pliers, Spanner, Wrench, hydraulic Crimping Tools kits, Allen Key set etc.
- Cable crimping tools.
- Hand held Blowers.

- Specific Gravity Hydrometer.
- LUX meter.
- Trolley mounted Tower ladder or Scissor Ladder (Hydraulic).

4.5 Compliance with Regulations and Indian Standards:

All works shall be carried out in accordance with relevant regulation both statutory and those specified by the Indian Standards related to the works covered by this specification in particular, the equipment and installation will comply with the following:

- 4.7.1 Employment of Labour/Contract Labour Act.
- 4.7.2 Workmen's compensation Act.
- 4.7.3 Minimum Wages Acts.
- 4.7.4 Act covering EPF & ESI.
- 4.7.5 Factories Act & Safety Rules.
- 4.7.6 Indian Electricity Rules
- 4.7.7 B.I.S. & other standards as applicable
- 4.7.8 General Specification for Electrical Maintenance Works of CPWD (relevant Parts)
- 4.7.9 Statutory norms prescribed by CEA and local bodies like Fire department, CPCB etc.
- 4.7.10 Any other act or legislation as may be in force from time to time.

4.6 Interpreting Specification

In interpreting the specification, the following order of decreasing importance shall be followed in case of contradictions:

1. Schedule of quantities.
2. Technical Specification.
3. Drawings (if any).
4. General Specification for Electrical Works of CPWD (relevant Parts)
5. Relevant BIS or other international code in case BIS code is not available.

5. Special conditions of the contract & Payment Terms

The following special instructions/ conditions are applicable to bidder/tenderer.

5.1. Tools, tackles and consumables:

- Testing equipments required for the work shall be in good condition (calibrated periodically) and arranged by the contractor. The testing instruments shall be of sufficient capacity and quantity as per the site requirements.
- The contractor shall be fully responsible for arranging the supply of required tools & tackles. In addition to above, the personal protective equipments of proper rating (PPE) like helmets, safety belts, HV hand gloves, safety shoes, torch, appropriate ladder etc. shall also need to be arranged for Safe & reliable maintenance works.

The consumable items like Distilled water, Battery Acid, Synthetic Grease, jelly, cotton waste, dungry cloth, emery paper, CRC & CTC, Paints and material required for general cleaning including detergents, phenyl, soap etc. shall be provided by the contractor.

5.2. The contractor shall engage the required number of competent technical and non-technical (Helper) manpower as per safe & standard working procedure. During contract period, the Agency shall depute qualified, experienced and competent manpower as per the site set-up/staff requirement for executing the work. During execution of repair & maintenance, testing activities etc, in case some additional manpower is required, contractor shall provide the same free of cost. For entry in institute, contractor shall submit the details of the employees i.e. Address proof, I.D. proof, photo etc. for gate pass of all deputies.

5.3. The contractor shall not be entitled for any additional payment during the tenure of the contract due to increase in cost of manpower or any demanding situations.

5.4. The price offered by the contractor shall include the charges for any replacement & repair maintenance works, minor painting works, the details of which may not be explicitly available in the tender specification but it is essential for this work. Some essentials components namely Thimble, UG Cable termination kit, Protection Relays/ Timer & Contactors, Instruments & Meters, Push Button, LED Color Indicators, Selector Switch, Knob etc., Insulation Materials, Fuses, AC/ DC MCBs, UG Cable Glands, MCCB Rotary Handle, Ampere Meter, Volt Meter, Indicator Lamp, Selector Switch, Digital Energy Meters, MCCB Spider Links, Earth Leakage Fault module, Insulation partition, Earthing Cover Plate, LA Rod, Numbering & Identification tags, Panel Locks, Hinge etc. will be part of critical spare and are mandatory if required replacement.

5.5. It is the responsibility of the contractor to hand over the entire system to IIM Shillong on completion of the contract period in working condition.

The final handing over / taking over will be done after joint inspection by IIM Shillong representative/ Engineer in Charge and contractor on the completion of contract period. Intentional damage of any property are liable to be deducted on actual assessment during inspection.

5.6. **Inspection:** Inspection will be carried out by IIM Shillong as and when required. Inspection by statutory bodies/ authorities if any will be under the scope of contractor. Contractor shall intimate IIM Shillong authority the schedule of such statutory bodies/ authorities inspection.

5.7. Safety

- Safety Specifications and standards: The installations, maintenance, testing activities shall be in conformity with relevant Indian Standard specification, National Electric codes, Indian Electricity Rules.
- The contractor, his agents, representatives, workmen etc. shall strictly observe the orders pertaining to fire/LV/HV/EHV (Electrical) precautions prevailing within the restricted areas/electrical substations etc.
- The contractor, his agents, representatives, workmen etc. shall strictly adhere to the fire/electric shock precautionary measures while working near the explosive areas/HV/LV/Electrical substation areas. During such times, the workmen should be headed by their site in-charge/ supervisor as a precautionary measure. The regular team of the contractor shall be very well aware of firefighting, Cardio-Pulmonary Resuscitation, first aid etc.
- While working at height, Personal Protective Equipments (PPE) like safety belts, helmet, appropriate ladder and scaffoldings etc. shall be used as per the recommended safety guidelines.

5.8. Accident or injury to workmen:

- IIM Shillong shall not be responsible for any injury or loss of any workers of the contractor/Agency that may take place while on work. Any compensation or expenditure towards treatment for such injury or loss of life shall be the sole responsibility of the contractor/ Agency. The contractor is solely responsible for any damage or injury or accident that may occur to any of his personnel working under this contract. He will not claim any compensation from the Institute.
- In order to meet any type of emergency, a dedicated vehicle along with driver shall be made available by the contractor.

5.9. Theft of Parts:

Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his workers/ staff and shall replace the items under such category. Any loss occurred due to negligence will be recovered from the contractor. Safety of all installations will be the responsibility of contractor.

5.10. During the period of contract, failure of any major component or equipment which results from any negligence of preventive maintenance will not be entertained by the Institute. Therefore, no extra payment what so ever towards replacement of parts or consumables etc. shall be paid to the contractor. However, any major failure of equipment/ components due to genuine reason or reason beyond the control of the contractor/ agency, the same may be immediately informed with justification to the Institute for approval prior to replacement.

5.11. Rates quoted in the financial bid must be inclusive of all tax and any applicable overheads. Rate are also inclusive of payment to the Labor Department in accordance with the prevailing Labor law, including all statutory liability fixed by the Labor commissioner or any other law enforcement agency. Also, if new taxes are introduced, same also would be applicable.

5.12. All the statutory fees/ charges if any need to be paid for functional/ operational of the equipments shall be paid to government bodies by contractor. Institute will reimburse the same after the submission of original receipt.

5.13. Contractor shall be solely responsible for payment of wages/salaries and allowances to their personnel as per the rules or act applicable under Central/ State government order. All central, state, local laws & bye laws applicable will be observed by the contractor.

5.14. Any unauthorized person (or visitor) shall not be allowed to come inside the campus without the approval of Engineer in charge and Security officer. For the purpose of proper identification of the employees of the contractor deployed for the work, contractor shall issue identity cards bearing their photographs/ identification etc. and such employees shall display their identity cards at the time of duty. The ID card must be get approved from the Institute before issuing by the Contractor.

5.15. Engineer-in-charge, IIM Shillong shall be at liberty to carry out surprise check on the persons as deployed by the contractor in order to ensure that persons deployed by him are in compliance with the requirement.

5.16. For performing the assigned work, the contractor shall deploy medically and physically fit persons (Preferably below the age of 50). The contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty. Persons so engaged by the contractor shall be from amongst properly trained professional & electrician of high integrity and good conduct, and shall be conversant in English & Hindi. In no circumstances, persons below 18 years of age should be employed.

5.17. The contractor shall further keep the IIM Shillong indemnified against any loss to the IIM Shillong property and assets. IIM Shillong shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract.

5.18. The contractor shall ensure that the persons so deployed do not allow any property of the IIM Shillong related to Equipment's to be taken out of the premises without a Gate Pass signed by the Engineer in-charge of the IIM Shillong.

5.19. Any emergency requirement such as vulnerable & damaged Solar Plate/ Pole or faulty Street Lights near important area need to be immediately attended and rectified without fail.

5.20. In case, any staff not found up to the mark and not able to work properly or behave improperly, he will have to be changed as per the instruction of the Engineer in charge, IIM Shillong.

5.21. **PENALTY:** IIM Shillong may impose penalty of maximum 10% of the total cost of the work order to the contractor for non-compliance of any work / non-submission of required documents or violation of applicable rules & standards.

5.22. **SUSPENSION:** - IIM Shillong may by written notice of suspension to the contractor, suspend all payments to contractor hereunder if the later fails to perform any of its obligations under this contract, including the carrying out of the services provided that such notice of suspension (i) shall specify the nature of the failure and (ii) request the contractor to remedy such failure within the period not exceeding seven (7) days, after such notice of suspension.

5.23. **TERMINATION:** - Termination to the contractor may be given after the occurrence of any of the events specified below:

- a) If the contractor fails to remedy a failure in the performance of their obligations.
- b) If the contractor fails to comply with any final decision reached as a result of arbitration proceedings.
- c) If the Institute, in its sole discretion and for any reason whatsoever, decides to terminate this contract.

- d) If the contractor, in the judgment of the IIM Shillong has engaged in corrupt or fraudulent practices in executing the contract.
- e) In case the contract is terminated, the balance amount of fee if any, paid earlier (advance) shall be paid back by the contractor to the Institute within thirty days of termination letter, failing which the same shall be recovered by en-cashing the existing performance bank guarantee/security deposit submitted by contractor.

5.24. The persons deployed by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor.

5.25. The contractor shall at his own cost, if required, take necessary insurance cover up to the handing over in respect of the aforesaid services rendered to IIM Shillong and shall comply with the statutory provisions of Contract Labor (Regulation & Abolition) Act, 1970; Employees State Insurance Act; Workman's Compensation Act, 1923; Payment of Wages Act, 1936; The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952; Payment of Bonus Act, 1965; The Minimum Wages Act, 1948; Employer's Liability Act, 1938; and/or any other rules/regulations and/ or statutes that may be applicable to them. The contractor shall indemnify the Institute against all claims which may be made upon the Institute whether under the aforesaid statutes or any other statute in force during the currency of this contract.

5.26. No accommodation facility will be provided by the IIM Shillong.

5.27. **PAYMENT TERM:** - Payment will be made as per satisfactory completion of service & maintenance and repair done (if any) on presentation of bill for the following heads. The contractor shall submit bills as defined below and the payment will be released within 30 working days from the date of submission of bill, if the bill is complete and correct in all respects and in accordance with the terms and conditions of the contract. All payments will be made after deduction of taxes and duties at source as applicable from time to time.

a) Quarterly Bill against charges for the service, repair & maintenance.

b) Quarterly Bill against charges for replacement of the parts & equipments in proportion to the quoted rates as per Schedule of Quantities (BOQ).

The Bills must be accompanied by maintenance record, visits log books, attendance sheet & any other relevant documents like records of Consumables & Spare parts etc. Penalty (if any) will be deducted as per Penalty Clause.

No advance payment will be made. Income tax and all other statutory tax deduction at source as per the rules in force will be deducted from the bill.

5.28. Institute reserves the right to curtail or enhance the scope of work either by deletion of certain items entirely or by reducing/ increasing the quantities of certain items as required and reviewed by the Institute from time to time and therefore, the final value of the work shall be worked out and paid to the extent of work actually carried out.

5.29. In the event of any question, dispute/ difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under the agreement) the same shall be referred to the sole arbitration by the Director, IIM Shillong & his decision will be final and binding to the contractor.

5.30. The Arbitrator may give interim awards and/or directions, as may be required, Subject to the aforesaid provisions the Arbitrator & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

5.31. **Period of Contract:** Contract period will be initially for two years. This period may be extended by another one-year extension on same rate and terms & conditions subject to the satisfactory performance. The quoted rates shall remain firm throughout the tenure of the contract including extension period and no revision is permissible for any reason.

5.32. **Exit Clause:** The contract can be terminated by giving one-month notice period by the Institute and three-month notice by the contractor. However, in any instant contract will be terminated if service of the vendor will not found satisfactory.

Place:
Date:

Name:
Bidder Signature

6. SCHEDULE OF QUANTITIES FOR MAINTENANCE, REPAIR & SERVICING

Comprehensive Annual Servicing & Maintenance of 8M & 5M LED Solar Street Lights & 16M High Mast area Lighting System including Feeder Pillar, UG Cable & Earthing etc. at IIM Shillong, Umsawli Campus.

	Description of Installations & Servicing requirements.	Units	Qty. Of Fittings	Annual Maintenance Schedule	Total Quantity
A	LED SOLAR STREET LIGHT SYSTEM- Annual Servicing, Repair & Maintenance				
1	Complete Physical Servicing for 8M Pole Solar Street Light including Cleaning of Two nos. of Solar Panels, cleaning of LED Fitting, tightening & adjustment of Solar Frame, tightening of main Nut & Bolt between Solar Frame & Pole, Checking & Tightening of Battery Stand, Cleaning of Battery Terminals, Battery Box, MPPT Controller, Checking & tightening of Foundation Bolts etc. Also, complete Checking & testing of Solar Panels, Safety Diodes, LED Drivers, Wiring harness, Connection of Battery, MPPT Controller, junction box & MCB connection including making fresh connections wherever spoiled connection required replacement etc. for 8M Poles.	Set	150	4	600
2	Complete Physical Servicing for 5M Pole Solar Street Light including Cleaning of One no. of Solar Panel, cleaning of LED Fitting, tightening & adjustment of Solar Frame, tightening of main Nut & Bolt between Solar Frame & Pole, Checking & Tightening of Battery Stand, Cleaning of Battery Terminals, Battery Box, MPPT Controller, Checking & tightening of Foundation Bolts etc. Also, complete Checking & testing of Solar Panels, Safety Diodes, LED Drivers, Wiring harness, Connection of Battery, MPPT Controller, junction box & MCB connection including making fresh connections wherever spoiled connection required replacement etc. for 5M Poles.	Set	61	4	244
3	Maintenance of 100AH LA Battery for Voltage, PD Drops, Specific Gravity of Lead Acid, pouring Distilled Water, Acid, Greasing of Terminals, replacement of Nuts- Bolts, Connector Lugs etc. for Two nos. of Battery of 8M Street Light Poles.	Set	150	12	1800

4	Maintenance of 100AH LA Battery for Voltage, PD Drops, Specific Gravity of Lead Acid, pouring Distilled Water, Acid, Greasing of Terminals, replacement of Nuts- Bolts, Connector Lugs etc. for One no. of Battery of 5M Street Light Poles.	Set	61	12	732
5	Checking of Earthing, UG Cable Connections, Voltage & Current Testing & IR Testing etc. of each pole upto the source.	Set	211	1	211
6	Servicing with minor components replacement & maintenance of 160A Street Light Feeder Pillars having Outgoing MCBs, Bus-bars, Wirings & Connections, Timers, Selector Switch, R-Y-B LED Indicators, Digital Volt & Amp Meters, Push Buttons, Fuses etc. including checking & testing of Earthing, Checking & Testing of UG Incoming & Outgoing Cables etc.	Set	5	2	10
7	Minor repairing & plastering of Pole foundations, Earth Pits etc.	Set	115	1	115
8	Patch oil based or powder based existing color painting of Feeder Pillars, High Mast Pillar Box, Pole Battery Stand including minor repairing, maintenance of Numbering, minor repairing, welding of Battery Stand, Door Hinge, replacement of spoiled nuts & bolts, locking arrangement of Feeder Pillar etc.	Set	60	1	60
B	HIGH MAST AREA LIGHTING- Annual Servicing, Repair & Maintenance				
1	Complete Physical Servicing for 16M High Mast Pole including cleaning of 6 nos. 120W LED Flood Light Fitting, Cleaning of Aviation Lights, tightening & adjustment of Mast Frame, Checking & tightening of Lightening Arrester, Checking, Testing & alignment of Rope & Pully System for motorized as well as manual mode, Testing & Lubricating of Motor, Cleaning & greasing of terminals, Checking & testing of Earthing, tightening of Foundation Bolts etc.	Set	6	2	12

2	Complete Checking & testing of LED Drivers, Wiring harness, Checking Connection of Aviation Lights, Main FRP Distribution Junction Box, D2D Timer, 10A-415V AC Contactors, 63A MCBs, Rotary Selector Switch, ON/OFF LED indicators, Push START & STOP buttons, Checking & testing of Earthing, junction box including making fresh connections & minor repairing wherever spoiled connection required replacement etc. for 16M High Mast.	Set	6	4	24
3	Checking of UG Cable Connections, Voltage & Current Testing & IR Testing etc. upto source	Set	6	1	6

Description of Installations & Servicing requirements.		Units	Estimated Qnty.	Annual	Total Quantity
C	LED SOLAR STREET LIGHT SYSTEM-Projected Annual Replacement of Faulty Devices & Fittings				
1	Replacement of LED Luminaries, Drivers, MPPT Controller etc. for 8M Street Light Pole:				
a	Replacement of spoiled LED Fitting & SITC of new 45W LED Street Light (24Vdc) on the existing 8M Pole. Preferred Make-Philips, Model: BRP409 24 45 CW MR PC S1 24V PR or similar	Set	20	1	20
b	Replacement of spoiled LED Driver of the following specification: Bv: 10.8-32 Vdc, Bi: 3.35 A, PV: 42V/250Wmax, t(a): -10 to 55 degC, Protection: Putput short circuit protected, U(led): 30-78V, I(led): 350-800mA, P(led): 18-45W, t©: +65 degC.	Set	25	1	25
c	Replacement of spoiled Charger Card (MPPT Controller) of the following specification: IP-54 Solar Hybrid 24V/5A Battery Charger (12NC NO: 9195 158 10085), Un(AC Volt input): 170-270 VAC, In(AC Current input): 0.05-1A, Pn (Power input): 140W, Uout(DC Volt Output): 21-27 VDC, Iout(DC Current output): 5A, Pout (DC Power output): 120W, Battery: 24VDC, PV Array: 42V DC Max.	Set	25	1	25
2	Replacement of LED Luminaries, Drivers, MPPT Controller etc. for 5M Street Light Pole:				
a	Replacement of spoiled LED Fitting & SITC of new 25W LED Street Light (12Vdc) on the existing 5M Pole. Preferred make Philips, Model: BRP409 16 36 CW MR PC S1 12V PR or similar	Set	10	1	10

b	Replacement of spoiled LED Driver of the following specification: Bv: 10.8-32 Vdc, Bi: 3.35 A, PV: 42V/250Wmax, t(a): -10 to 55 degC, Protection: Put short circuit protected, U(led): 30-78V, I(led): 350-800mA, P(led): 18-45W, t©: +65 degC.	Set	10	1	10
c	Replacement of spoiled Charger Card (MPPT Controller) of the following specification: IP-54 Solar Hybrid 12V/3A Battery Charger (12NC No. 9195 158 11407), Vn(AC Volt input): 140-270 VAC, In(AC Current input): 0.01-0.5A, Pn (Power input): 42W, Vout(DC Volt Output): 11-14.5 VDC, Iout(DC Current output): 3A, Pout (DC Power output): 36W, Battery: 12VDC, PV Array: 21V DC Max.	Set	10	1	10
3	Replacement of Spoiled Solar Panel 10A Safety Diode assembly	Set	100	1	100
4	Replacement of damaged FRP/ABS/GRP IP-66 Junction Box for Solar Panel Connections.	Set	15	1	15
5	SITC of 125Wp PV Solar Plate of the following specification: V(max): 17.5V, I(max): 7.15A, By-Pass Diode Rating: 10A, V(oc):21.5V, I(sc): 7.96A, Series Fuse Rating: 12A, System Voltage: 1000Vdc, Application Class: A. [Standard: EN IEC 61215, 61730, IEC 61701 with latest amendment] Preferred make Topsun by Philips (Model: TEL 12P125/ZRP 302 PVP 125Wp 22V) at 8M Height Pole for replacement of non- functional or damaged PV Panels.	Set	12	1	12
6	SITC of 125Wp PV Solar Plate of the following specification: V(max): 17.5V, I(max): 7.15A, By-Pass Diode Rating: 10A, V(oc):21.5V, I(sc): 7.96A, Series Fuse Rating: 12A, System Voltage: 1000Vdc, Application Class: A. [Standard: EN IEC 61215, 61730, IEC 61701 with latest amendment] Preferred make Topsun by Philips (Model: TEL 12P125/ZRP 302 PVP 125Wp 22V) at 5M Height Pole for replacement of non- functional or damaged PV Panels.	Set	2	1	2
7	Fabrication, Supply & Fitting of GI Double size Solar Frame for two nos. 125Wp Solar Panel including fixing Nut & Bolt with proper connection arrangement of 8M Street Light Pole for replacement of damaged Panels.	Set	20	1	20

8	Fabrication, Supply & Fitting of GI Single size Solar Frame for one no. 125Wp Solar Panel including fixing Nut & Bolt with proper connection arrangement of 5M Street Light Pole for replacement of damaged Panels.	Set	2	1	2
9	Replacement of non-functional 12V, 100AH Battery with new SMF VRLA Battery with complete wire and Nuts & Bolts connections. Preferred Make: Exide PowerSafe Plus, Amaron Quanta or superior.	Set	100	1	100
10	Replacement of non-functional main 160A MCCB of Street Light Feeder Pillar with new one with complete wiring and Nuts & Bolts connections etc. preferred Make: Ligand, L&T or superior.	Set	10	1	10
D	HIGH MAST AREA LIGHTING- Projected Annual Replacement of Faulty Devices & Fittings				
1	Replacement of spoiled 120W LED Flood Light Fitting & SITC of new 120W LED with the following technical Specification: System Power: 120W, V(input): 240v AC, CCT: 57000K, IP-66. Preferred Make: Philips, BVP 122 LED 128 CW NB FG XTFC or Similar.	Set	6	1	6
2	Replacement of LED Flood Light Driver of the following specification: V(in): 120-277 VAC/ 250VDC, Freq: 50-60 Hz, I(in): 1.4-0.6 A(ac)/0.67 A(dc), PF: 0.9, I(out): 0.70 A(dc), V(out): 60-120 V(dc), V(out): max Open Circuit =300 V(dc). Preferred Make: Philips Advance Xitanium Model No. LEDINTA0700C210FO or compatible driver.	Set	6	1	6
3	Replacement of LED Aviation Light including connections & testing etc. Preferable make: Philips or similar.	Set	2	1	2

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

ii) The above Schedule of Quantities/ Works are inclusive of obligations as defined in Scope of Works & as per Terms & Conditions defined in the Tender document.

Signature of the tenderer with seal

INDIAN INSTITUTE OF MANAGEMENT SHILLONG
Umsawli, Shillong-793018

Tender No: K1-12013/2/2023-ENGG/2167

Dated: 02/ 08/ 2023

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: "Comprehensive Annual Maintenance Contract for Solar Street Light & High Mast Lighting including Feeder Pillars, UG Cables etc. at Indian Institute of Management Shillong, Umsawli." against Tender No: K1-12013/2/2023-ENGG/ 2167 dated 02/ 08/ 2023

1. In reference to above, I/We are enclosing our irrevocable tender for execution of the work **"Comprehensive Annual Maintenance Contract for Solar Street Light & High Mast Lighting including Feeder Pillars, UG Cables etc. at 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 (if applicable). [Amount with details]

3. I/ We had read entire tender documents and unconditionally accept all the terms and conditions laid down in the Tender document.

4. I/We enclosed 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.

5. 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.....2023

Name of the Bidder with Address:

Name & Address:

Signature of Tenderer,
with the seal of Firm

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 Earnest Money Deposit (as per instruction given in the Notice Inviting e-Tender)	YES/NO:	
3	Valid Certificate of Registration for company/firm		
4	Valid GST registration certificate.	YES/NO:	
5	PAN Card in the name of firm/proprietor.	YES/NO:	
6	Valid Certificate of Registration for EPF.	YES/NO:	
7	Valid Certificate of Registration for ESIC	YES/NO:	
8	Copy of Financial turnover certificate issued from Chartered Accountant with UDIN as mentioned.	YES/NO:	
9	ANNEXURE I to ANNEXURE-III (duly filled in and signed).	YES/NO:	
10	Valid Trade License for Non-tribal Contractor/ Agency	YES/NO:	
11	Certificates of experience for the values as mentioned in the Tender. (Work Orders & Completion Certificates)	YES/NO:	
12	Valid Electrical Contractor License.	YES/NO:	
13	Self-declaration of owning functional trolley based Tower Ladder or Hydraulic Scissor Lift.	YES/NO:	
14	Any other applicable documents (MSME etc.) if applicable.	YES/NO:	
15	An affidavit, in original, duly certified by a Notary that the bidder has never been black-listed and the name of the firm or company has not been changed.	YES/NO:	
16	The Price Bid in the form of BOQ.xls to be uploaded in CPPP in the Financial Bid section.	Uploaded or Not:	
17	Whether, site visit has been done to assess the condition.	YES/NO:	

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/ Proprietorship (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.	

**Signature of the tenderer with
seal**

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” [**“AMC 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 Schedule of Quantities of works at Point No. 6.