



भारतीय प्रबंधन संस्थान मुंबई

INDIAN INSTITUTE OF MANAGEMENT MUMBAI

विहार सरोवर मुंबई - Vihar Lake, Mumbai 400 087

Website: <https://www.iimmumbai.ac.in>

(Only Through Online e-Procurement Mode)

e-Tendering Website : <https://eprocure.gov.in/eprocure/app>

Notice Inviting e-Tender (NIT) for the Work of “Annual Maintenance and Service Contract for Window, Split, Cassette Air Conditioners ,Water Coolers and Water Dispensers ”

(Tender Document, Instructions to Tenderer, General conditions of Contract and Special conditions of Contract)

Indian Institute of Management, Mumbai

Ref. No : IIMMumbai/Estate/2023-24/14

Date : 01.03.2024

NOTICE INVITING e-TENDERS (NIT)

Executive Engineer, on behalf of the Director, IIM Mumbai, Mumbai - 87 invites Online tender on **item rate basis** under **single bid system** for the work of “**Annual Maintenance and Service Contract for Window, Split, Cassette Air Conditioners ,Water Coolers and Water Dispensers** ”

Details of Tender fee, EMD, submission of tender and other details are elaborated in the tender document. (Pay through e-Payment mode online on portal, e-Payment facility are available on website for making the payment through Debit/Credit Card/Net Banking)

Tender Document: Tender document will not be issued in person. The tender document can be downloaded from <https://eprocure.gov.in/eprocure/app> & www.iimmumbai.ac.in. Tenders downloaded from the website must be accompanied by requisite tender fee failing which tender will not be considered.

1	Cost of Tender document	₹500/- (Rupees Five Hundred Only) : (Pay through e-Payment mode online on portal, e-Payment facility are available on website for making the payment through Debit / Credit Card / Net Banking.(Non-Refundable)
2	Download of tender document online	02-03-2024 from 11:00 am onwards
3	Last date for downloading tender online	11-03-2024 upto 5:00 pm
4	Last date of submission	12-03-2024 upto 11:00 am
5	Opening of the Tenders Online	12-03-2024 at 11:30 am
6	EMD	₹22,620/- (Rupees Twenty Two Thousand Six Hundred and Twenty Only) : (Pay through e-Payment mode online on portal, e-Payment facility are available on website for making the payment through Debit / Credit Card / Net Banking.

Opening of the bid Online: Bids will be opened in the presence of tenderers or their authorized representatives, who are present online. Late and delayed tenders will not be opened and such tenders will stand summarily rejected.

In case any document(s) produced in support of eligibility criteria or any other document(s) turns out to be fraudulent, following will be the course of action:

[a] **Before award of work:** The work will not be awarded, EMD will stand automatically forfeited, and the tenderer will be liable for further action as may be deemed fit;

OR

[b] **After award of work:** The award of work will be cancelled, EMD and Security Deposit, will stand forfeited, and the contractor will be liable for action as deemed fit.

Evaluation of tender: In case two or more tenders are found equal in commercial bids, work will be awarded to the contractor who has executed satisfactorily contracts of higher values based on the certificate of experience submitted along with tender papers assessment carried out by the Institute.

The Director, IIM Mumbai, reserves the right to: a) reject any or all the tenders without assigning any reason whatsoever; b) not binding himself/herself to accept the lowest or any tender; and c) accept the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted. Canvassing in connection with tender is strictly prohibited. Tender details can be viewed on the website <https://eprocure.gov.in/eprocure/app> & www.iimmumbai.ac.in. Tenders downloaded from the website must be accompanied by requisite tender fee failing which tender will not be considered.

Executive Engineer

Indian Institute of Management, Mumbai

Ref. No : IIMMumbai/Estate/2023-24/14

Date: 01-03-2024

E-tender document

Name of the Work : “ Annual Maintenance and Service Contract for Window, Split, Cassette Air Conditioners ,Water Coolers and Water Dispensers”

INSTRUCTION TO TENDERERS

The Tender document has only one part.

Failure to comply with any of the conditions laid down herein renders the Tender invalid. All the enclosures/documents will have to be submitted along with bid. Any enclosure/document found not submitted along with bid of the Tender such enclosures/documents will not be accepted, at a later stage.

- 1. Estimated cost of work:** Total estimated cost of work is ₹ 11,30,735/- (Rupees Eleven Lakhs Thirty Thousand Seven Hundred Thirty Five only) (Inclusive of all taxes).
- 2. Visit to the Campus:** Tenderers are advised to visit IIM Mumbai campus/premises and ascertain the nature and quantum of work before tendering.
- 3. Tender fee:** The Tender/bid should be submitted in the prescribed proforma for ₹500.00 towards tender fee. (Pay through e-Payment mode online on portal, e-Payment facility are available on website for making the payment through Debit/Credit Card/ Net Banking.Tender/bid not accompanied by tender fee stands automatically rejected.
- 4. Earnest Money Deposit (EMD):** EMD of ₹ 22,620/- (Rupees Twenty Two Thousand Six Hundred Twenty only) is a must and should be submitted along with the tender/bid. (Pay through e-Payment mode online on portal, e-Payment facility are available on website for making the payment through Debit/Credit Card/Net Banking).
- 5. EMD of successful bidder** will be refunded on completion of contract period and/or extended period. EMD will not bear any kind of interest. EMD of unsuccessful bidder/s will be refunded on deciding after finalization of the contract. Tenders received without valid EMD stand automatically rejected. (Pay through e-Payment

mode online on portal, e-Payment facility are available on website for making the payment through Debit / Credit Card / Net Banking).

6. Tender Fee should be separate and should not be combined with EMD. Upload the Online e-Payment Receipt. (Pay through e-Payment mode online on portal, e-Payment facility are available on website for making the payment through Debit/Credit Card/Net Banking).
7. Security Deposit: Security Deposit @ 10% of the work order value will have to be submitted by the successful bidder on award of work and the same shall be refunded on completion of the contract period and or extended period.
8. **The tenderer should be an Authorized service provider or Original Equipment Manufacturers for at least one of the reputed brands of air Conditioners namely LG, Daikin, Mitsubishi, O-General and certificate in this regard should be submitted online. The tenderer should have requisite expertise in servicing and maintenance of other brands of air conditioners also.**

Tender should be submitted online only.

Bid Forms and Documents scan copies should be submitted online only.

8. **Acceptance of tender conditions:** The tenderer should read the 'General Terms and Conditions' of IIM Mumbai annexed hereto and give acceptance. The tenderer is advised to visit the IIM Mumbai on any working day with prior intimation between 10.00 hours and 16.00 hours to assess the nature and quantum of work before tendering.
9. **Filling tender documents:** The tender should be clearly filled or typed and signed in ink legibly giving full address and contact details of the tenderer. The tenderer should quote in figures as well as in words the amount tendered by him. Alteration if any, unless legibly attested by the tenderer with full signature shall invalidate the tender. Tender should be duly signed by the authorized person(s). In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as valid offer. The tenderer should ensure that the figures of amounts are written in such a way that interpolation is not possible. No blank space should be left

This notice is also available on website CPP Portal & on IIM Mumbai website : <https://eprocure.gov.in/eprocure/app> & www.iimmumbai.ac.in for downloading of tender documents.

The Tender document can be downloaded from IIM Mumbai e-Procurement Website i.e, <https://eprocure.gov.in/eprocure/app> or from IIM Mumbai's Official website. The tender should be submitted through online mode only.

IIM Mumbai reserves the right to reject any or all tenders without assigning any reason thereof.

Note: Information about e-Procurement Portal.

More information useful for submitting online bids on the e-Procurement Portal may be obtained at <https://eprocure.gov.in/eprocure/app>.

KEY INSTRUCTIONS for BIDDERS by clicking on “Latest Circulars/Formats/Help Manuals/Faq”. The complete Step by Step “Vendors Help Manual For e-Procurement/e-Tendering Process, Vendors Registration Process, System Settings Requirements & JAVA Settings Manuals, e-Payment Guidelines” & “Digital Signature Certificate Process” this details are available on e-Procurement Website for e-Tenders

Note: Online Support / Web Support / E-Mail Support / Phone Support are also available for Bidders as well as Department Officials. Online support through “Team viewer” , “Ammy Admin” Or “Any Desk” Remote software only. For Downloading this software , the downloading software links are available on home page of e-Procurement Website.

1. Bid to be submitted online within the due date.
2. Tenders should be submitted only through e-Tender portal and obtain the Tender Acknowledgement copy as a proof of successful submission.
3. All prospective bidders are requested to visit our E-PROCUREMENT WEBSITE regularly for any such updates / corrigendums.
4. Please see attached e-Tender Documents

5. All the Documents, Scanned copies should be uploaded online also Tender submission through online mode only.

5.1 Attestation of documents by the contractor: All the documents, submitted by the tenderer should be attested by the contractor. And same scanned copies should be submitted online also.

5.2 Producing originals documents for verification: All above concerned original documents should be produced for verification at any stage of tender process or as and when sought for, failing which the bids are liable for disqualification.

EXECUTIVE ENGINEER

NOTICE INVITING E-TENDER

Executive Engineer IIM MUMBAI, Mumbai- 400 087 invites item rate e-Tenders for the following work:

- 1 NIT No. : IIMMumbai/Estate/2023-24/14
- 2 Name of Work : Annual Maintenance and Service Contract for Window, Split, Cassette Air Conditioners, Water Coolers and Water Dispensers
- 3 Estimated Cost : ₹11,30,735.00/- (Inclusive of all taxes)
- 4 Earnest Money Deposit : ₹22,620/-
- 5 Period of completion : 01 Year
- 6 Tender Fee : ₹ 500.00/- (Non refundable)
- 7 Start date for downloading : 02-03-2024 from 11:00 am onwards.
- 8 Last date for downloading of tender : 11-03-2024 up to 5:00 pm form
- 9 Last date & time of submission for : 12-03-2024 upto 11:00 am financial bid
- 10 Date of opening of tender : 12-03-2024 at 11:30 am
- 11 Validity period of tenders for : 180 days from date of opening acceptance
- 12 Place of submission of tender : Online mode only

For more clarification you may visit on above website and contact 022-28035377/28035213.

Executive Engineer

TERMS AND CONDITIONS**Annual Maintenance and Service Contract for Window, Split, Cassette Air Conditioners, Water Coolers and Water Dispensers**

01. All the machines will be in working condition at the time of commencement of contract. The contractor will have to hand over all the machines in working condition at the time of completion of contract.
02. All the machines should be serviced once in every month.(BDS once in 3 months)
03. This contract includes repair and replacement of all controls, compressors, fan motors including gas charging excluding sheet metal work. The compressor which are in original condition will have to be replaced with new compressors of same make when they fail, the cut compressors can be got repaired.
04. On breakdown of any machine, call should be attended immediately on the same day failing which Rs. 300/- will be deducted from the bill for each defaulted day.
05. If the air-conditioner is taken out for major repairs service unit should be provided in place of existing unit failing which Rs. 500/- will be deducted from the bill for each defaulted day.
06. The contractor has to deploy 2 technicians and 2 helpers on regular basis for the servicing and attending breakdown of machines. The technicians and helpers should wear uniform arranged by the contractor and should carry ID without which they will not be allowed within the premises of IIM Mumbai.
07. Penalty of Rs 300/- will be levied on technicians/helpers per day per person if they fail to report to work.
08. On acceptance of the rates quoted by the contractor, the contractor will be allowed to start the work only after producing the receipt of the security deposit @ 10% of the cost of maintenance and service contract.
09. If the Contractor fails to honour the work order EMD will be forfeited.
10. The payment will be made quarterly only after satisfactory completion of three monthly services.
11. If the contractor shall make default in any one or more of the following respects that is to say :
 - a. If the contractor without reasonable cause wholly suspends the carrying out of work before completion thereof or
 - b. If the contractor fails to proceed regularly or diligently with the work or
 - c. If the contractor refuses or persistently neglects to comply with the written notice from IIM Mumbai asking him to remove defective work or improper material or goods, the Director IIM Mumbai, has the right to terminate the contract immediately.

Director, IIM Mumbai will be the sole authority to take the decision.

CONTRACTOR

EXECUTIVE ENGINEER

APPENDIX

- | | |
|-------------------------|---|
| 1. Date of commencement | - From the date of dispatch of work order + (plus) Four days postal transit time / From the date of issue of written order. |
| 2. Period of Completion | - One year |
| 3. Date of completion | - The day after the period of completion from date of commencement of work. |
| 4. Payment terms | - Payment will be made quarterly in arrears |

E-TENDER

(FINANCIAL BID)

Name of Work:- Annual Maintenance and Service Contract for Window, Split, Cassette Air Conditioners ,Water Coolers and Water Dispensers.

Note : Below Schedule is for reference purpose only , the EXCEL (.xls) form are available on e-Tender website , vendors need to download and upload the filled price bid form online on e-Tender website.

(i) To be submitted by 11.00 hours on dated 12.03.2024

Issued to:.....

Signature officer issuing the documents.....

Designation.....

Date of issue.....

IIM MUMBAI

SCHEDULE

Name of Work : Annual Maintenance and Service Contract for Window, Split, Cassette Air Conditioners ,Water Coolers and Water Dispensers.

Note : Below Schedule is for reference purpose only , the EXCEL (.xls) form are available on e-Tender website , vendors need to download and upload the filled price bid form online on e-Tender website.

Sr No	Item	Qty	Unit	Rate	Amount (Rs)
1	0.8 TR Window AC	8	Nos		
2	1.0 TR Window AC	24	Nos		
3	1.5 TR Window AC	15	Nos		
4	1.0 TR Split AC	21	Nos		
5	1.0 TR Inverter Split AC	31	Nos		
6	1.5 TR Split AC	30	Nos		
7	1.5 TR Inverter Split AC	136	Nos		
8	1.5 TR Inverter Cassette AC	3	Nos		
9	2.0 TR Split AC	11	Nos		
10	2.0 TR Inverter Split AC	47	Nos		
11	2.0 TR Inverter Cassette AC	14	Nos		
12	2.5 TR Inverter Cassette AC	2	Nos		
13	8.5 TR Package Ductable AC	3	Nos		
14	Water Cooler Small Size 60 Ltr	18	Nos		
15	Water Dispenser	20	Nos		
				Total	
				Add GST@ 18%	
	Grand Total: Rs				

Note: Machines purchased within the last year will be added in the AMC on completion of warranty period.

CONTRACTOR

EXECUTIVE ENGINEER