



INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
IIM KOZHIKODE CAMPUS P.O, KOZHIKODE 673 570
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Application for

**REGISTRATION/ENLISTMENT/POOLING OF VENDORS/CONTRACTORS FOR VARIOUS
CATEGORIES OF WORKS / SUPPLY IN IIMK CAMPUS**

Name & Address of Contractor: -----

Date of Issue of Notice : 21.03.2017

Cost of Application Form : Nil

Due date of submission : Open-ended Registration and hence the Contractors/Vendors can register
their name without any time limit.

NOTICE INVITING APPLICATIONS:

Applications are invited by Indian Institute of Management Kozhikode (IIMK) from competent and eligible Indian Individuals, Sole Proprietorship Firms, Partnership Firms, Public Limited Companies or Private Limited Companies for **Registration/Enlistment/Pooling of Vendors/Contractors for Various Categories of Works / Supply in IIMK Campus**

Registration will be free of charge and no fee will be applicable on this account.

March 21, 2017

Sd/-
Chief Manager (Infrastructure)

**REGISTRATION/ENLISTMENT/POOLING OF VENDORS/CONTRACTORS FOR VARIOUS CATEGORIES OF WORKS
/ SUPPLY IN IIMK CAMPUS**

RULES:-

1.0	Title: These rules shall be called the “Rules of Registration/Enlistment/Pooling of Contractors/Vendors for various Categories of works/Supply(Civil, Electrical and HVAC) in IIMK”
2.0	Short Title: Herein after these rules for Registration/Enlistment/Pooling of Contractors/Vendors for various Categories of works/Supply in IIMK shall be referred to as “Rules” for the sake of brevity.
3.0	Applicability: Indian Institute of Management Kozhikode (IIMK) wishes to develop a Directory by way of pooling names of contractors/ Vendors who intend to work with the Institute. Any Indian Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company or a Private Limited Company may apply for including their name in the directory as a contractor/ Vendor in IIMK under these Rules. The Contractors/Vendors should satisfy the eligibility criteria and other conditions at the time of individual tenders/Quotations invited by IIMK.
4.0	No individual, or a firm having such individual as one of the partners, who is a dismissed government servant; or removed from the approved list of contractors/ Vendors; or demoted to lower class; or having business banned / suspended by any government department in the past; or convicted by a court of law shall be entitled for including their name in the directory. Even after registration /enlistment/ pooling, if a contractor/vendor is found as aforesaid, the name of the contractor/servicer/Vendor shall be removed from the list of contractors/vendors. However, cases where disciplinary action was taken against the contractor/Vendor for a specified period and such penalty period is already over, his case for registration /enlistment/ pooling can be considered.

4.1	No Engineer or any other official employed in Engineering or Administrative duties in the Engineering Department of the Institute is allowed to work in IIMK either as contractor/Vendor or as employee of a contractor/vendor for a period of one year after his retirement from the service of the Institute (IIMK) unless he has obtained prior permission of the Institute to do so. Even after registration /enlistment/ pooling, if either the contractor or any of his employees is found to be a person who had not obtained the prior permission of IIMK as aforesaid, the name of the contractor shall be removed from the list of pooling/enlisted contractors.
4.2	A contractor/Vendor is permitted to have enlistment in more than one category in IIMK.
4.3	A contractor/Vendor is not permitted to have registration /enlistment / pooling in more than one name.
5.0	Scope- The pooling/registration of contractor/Vendors in IIMK shall only entitle him to be considered for issuing of Notice Inviting Tender/Tender Notice in case there is any requirement. It shall not confer any right on him either to be necessarily issued the tender documents or for award of work.
6.0	Registration/Enlistment/Pooling Procedure- The contractor/ Vendor shall have to submit the application in a prescribed form for Registration/Enlistment/Pooling in each category of works. The contractor/ vendor is required to go through the instructions before applying. Applications, duly signed should be submitted in a sealed cover superscribed <u>“Application for Registration/ Enlistment/ Pooling of Contractors/Vendors in various Categories of works in IIMK “</u> which should be either deposited in the “Tender Box (Engineering” kept in the Reception counter of the Administrative Block of the Institute or sent by Speed Post/ Courier to reach the office of “The Chief Administrative Officer, Indian Institute of Management Kozhikode, I.I.M.K. Campus (P.O.), Kozhikode – 673 570, Kerala”
6.1	Applications are free of charge and there will not be any Registration/Enlistment/Pooling processing fee.
6.2	The enlistment authority shall have the right to independently verify the details furnished by the contractor/Vendor and to get works done by the contractor/vendor inspected and/or to get such other reports as may be considered necessary.

7.0	<u>Period of Registration/ Enlistment / Pooling</u> – The Registration/Enlistment/Pooling shall be valid for a period of two years. The enlistment shall be open to review by the enlistment authority and liable to termination, suspension or any other such action at anytime if considered necessary by the enlistment authority, after issue of show cause notice.
8.0	<u>Categories</u> – The registration/ enlistment / pooling shall be done in the ‘CIVIL’ and ‘ELECTRICAL’ categories.
9.0	<u>Authority for Registration/ Enlistment / Pooling</u> –The Registration/Enlisting/Pooling Authority shall be the Chief Administrative Officer. Indian Institute of Management Kozhikode, I.I.M Kozhikode Campus (P.O.), Kozhikode – 673 570, Kerala.
10.0	<u>Registration/Enlistment/Pooling Eligibility Criteria</u> -The contractors shall have to satisfy the minimum eligibility criteria specified inTable-1, before they can be considered for enlistment. All contractors/ Vendors are expected to keep abreast with enlistment rules modified from time to time.
10.1	The criterion for experience, in case of enlistment, shall be the completion of requisite number of works, as the case may be, of prescribed nature and magnitude executed on independent contract basis or as a builder, or supplier during the last five years. The works should have been executed /supply made in the same name and style in which the enlistment is sought or all the eligible work(s)/supply should have been secured in the name of any one of the partner.
10.2	The criteria for registration/ enlistment/ pooling shall be as applicable on date of enlistment. Applicant may be intimated when his application and verification is complete. The application may be decided within 90 days of such completion.
11.0	<u>Change in Address</u> - While applying for registration/ enlistment / pooling, the contractor/Vendor should mention address of his Registered office as well as Head Office, if different. All documents i.e., Bankers’ Certificate, Work license, etc. should bear one of the above addresses, otherwise the same shall not be accepted.
11.1	The contractor/Vendor shall intimate the change, if any, in any of the above addresses, in advance or maximum within one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax, Sales Tax authorities etc. Failure to do so may result in removal of his name from the approved list of contractors.

<p>12.0</p>	<p><u>Near Relatives Working in IIMK</u>- Contractors/ Vendors whose near relatives are working in the Indian Institute of Management Kozhikode will not be eligible to apply for Registration /Enlistment /Pooling. For this purpose a near relative shall mean wife, husband, parents, grandparents, children, grandchildren, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws.</p>
<p>13.0</p>	<p><u>Contractor's obligations</u>-The contractor/ Vendor should fulfill all his obligations under these rules in time and manner as specified, failing which he shall be liable for the action as mentioned therein. Some of the obligations are summarized below:-</p> <ul style="list-style-type: none"> a) Prior approval shall be obtained from the enlisting authority before changing the name or constitution of the firm/company. b) Intimation of change of address should be given in advance c) He shall continue to possess, throughout the period of enlistment/ revalidation, a valid electrical license of appropriate voltage issued by appropriate authority. d) He shall abide by these rules. e) He should not indulge in unethical practices and maintain good conduct. f) He shall execute the works awarded to him strictly as per the terms and conditions of the contract and specifications.
<p>14.0</p>	<p><u>Suspension of Business:</u> Whenever adverse reports related to adverse performance, misbehavior, direct or indirect involvement in threatening, makes false complaints, filing legal suites for frivolous reasons, hampering tender process or execution of contract or any act, omission or commission, etc. damaging the reputation of department /officer or any other type of complaint considered fit by Enlisting Authority, are received in respect of works for the various class/categories of contractor/Vendor, the enlisting authority reserves the right to immediately suspend the sale of tenders (if applicable) to such contractor/ Vendor. If any of the charges are established then this would result in banning of business with the contractor/Vendor for the period as decided by Enlisting Authority. Business may also be suspended with a contractor/Vendor up to a period of one year in case he fails to start the work after the award on two occasions.</p>

<p>15.0</p>	<p><u>Removal from the Directory:</u> The name of the contractor/Vendor may be removed from the Directory, by the Enlisting Authority, if he:</p> <p>A) has, on more than one occasion, failed to execute a contract or has executed it unsatisfactorily; or B) is proved to be responsible for constructional defects in two or more works; or C) persistently violates any important conditions of the contract; or D) fails to abide by the conditions of enlistment; or E) is found to have given false particulars at the time of enlistment; or F) has indulged in any type of forgery or falsification of records; or G) is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or H) persistently violates the labour regulations and rules; or I) is involved in complaints of serious nature received from other departments which prima facie appear to be true; or J) Default in settlement of tax dues like income tax, Contract tax, sales tax, octroi, duties etc.; or K) has already been demoted for other reason(s); or L) is considered not required to be in list of IIMK for any other reason considered fit by Enlisting Authority; or M) Does not start the work after the same is awarded to him on three occasions.</p>
<p>16.0</p>	<p>Definition of Building / Civil, Electrical / HVAC Works:</p> <p>Building Work: Building work means complete work including all Civil items such as RCC work / brick or stone work / wood work / steel or aluminium work / plastering work / flooring work / water supply and sanitary installation / drainage work / water-proofing work, etc. and at least one of the items of a) Water supply and sanitary installation. b) Drainage work; and c) Water proofing work.</p> <p>Exclusions : Items of pre fabricated huts, false ceiling, compound wall, storm water drain, sewer lines, water supply lines, Road side gully chamber and supply & fixing of SFRC covers if executed exclusively under separate contract and not as part of main building contract and work of industrial sheds shall be excluded from definition of building work.</p>

Civil work: Any Civil work which also includes works of additions/ alterations/ renovations / up-gradations / maintenance.

Exclusions: Maintenance work does not include works of sweeping, caretaking, watch & ward and the like.

Electrical Works: Electrical works means all categories electrical works such as **class A, B and C type works**. The electrical contractor should be technically proficient, reputable and financially stable. The electricians who directly perform the work and the contractors who employ them should follow recognized standards of safety and quality. **The licensed electrical contractor who follows both the National Electrical Code and the applicable State Electrical Installation Standards ensures that any electrical work performed will be done safely and function according to the IIMK specifications.** Licensed electrical contractors should be able to provide proof of their valid license.

Electrical item suppliers: Means all reputed manufactures, dealers or suppliers for supply of electrical items.

HVAC works: Includes all type of HVAC works, including chiller, VRF, package or split AC unit supply, installation, and commissioning works.

17.0	Work experience for Enlistment		
	Category	Work Experience	Remarks
	Building Works		
	Civil Works		
	Electrical Works		
	Electrical Suppliers		
	HVAC Works		

Contractor's Signature(s)

ANNEXURE- I

APPLICATION FORM

CATEGORY : Work/ Purchase

1. Name of the Applicant (Individual/Firm/Company).....

2. Nationality

3. Address:

(i) Registered Office:

(ii) Head Office:

4. Contact Details:

(i) Telephone Number

(ii) Fax Number

(iii) Mobile Number

(iv) Website URL (If any)

(v) Email Id

5. List of major works (As per Annexure II)

Contractor's Signature

ANNEXURE-II

Works completed, in progress & secured during the last seven years

Sl. No.	Name of work & Agreement No.	Date of start	Date of completion		Reasons for delay & compensation levied, if any	Tendered Amount (Rs.)	Gross Amount of the completed work (Rs.)	Net amount received (Rs.)	Name, designation & complete address of the authority for whom the work was done
			Stipulated	Actual					

Contractor's Signature