



भारतीय प्रबंध संस्थान कोषिकोड

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INDIAN INSTITUTE OF MANAGEMENT, KOZHIKODE

IIM Kozhikode Campus P.O. Kozhikode- 673 570

Phone: 0495 - 2809420, 2809221; 2809222. Fax: 0495 – 2803010 / 2803011

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CORRIGENDUM

QUOTATION NO: IIMK/ENGG/ELE/OUO/02/2021-2022

ANNUAL MAINTENANCE CONTRACT OF 500 KVA, 250 KVA AND 200KVA DG SETS IN IIMK CAMPUS

The dates of issue of quotation form for “**Annual Maintenance Contract of 500 KVA, 250 KVA and 200KVA DG sets in IIMK Campus**”, its submission and opening the quotation have been extended as follows.

1. **Issue of quotation form: Date extended up to 11.10.2021 during office hrs (09:00 AM to 05:00 PM).** Interested parties can also download the quotation form from the Institute website (<https://iimk.ac.in/tender>).
2. Last date for receipt of Quotation: **12.10.2021 at 03:00 PM.**
3. Opening of Bids : **12.10.2021 at 3:30 PM**

All other terms and conditions in the quotation remain unchanged.

22.09.2021

Sd/
Chief Administrative Officer



भारतीयप्रबंधसंस्थानकोषिकोड
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INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE
IIM KOZHIKODE CAMPUS P.O., KOZHIKODE-673570, KERALA
PHONE: (0495) 2809420, 2809221, 2809222, FAX: (0495) 2803010-11
Website: www.iimk.ac.in

NOTICE INVITING QUOTATION
FOR

**ANNUAL MAINTENANCE CONTRACT OF 500 KVA, 250 KVA AND
200KVA DG SETS IN IIMK CAMPUS.**

Issued to:

Date of Issue of NIQ : 17.08.2021
Issue of Quotation Form : 17.08.2021 to 07.09.2021
Last date for submission of Quotation : 14.09.2021 up to 03:00 PM
Date& Time of opening of Quotation : 14.09.2021at 03.30 PM
Cost of Quotation Form : *₹560/- [Including 12% GST]

**(Cost of form need not to be submitted in case the quotation form is downloaded from Institute website)*

Earnest Money Deposit : ₹13,500/-

NOTICE INVITING QUOTATION

Quotation No: IIMK/ENGG/ELE/QUO /02/ 2021-2022

Name of Work: ANNUAL MAINTENANCE CONTRACT OF 500 KVA, 250 KVA AND 200KVA DG SETS IN IIMK CAMPUS.

Sealed quotations in prescribed forms are invited by the Indian Institute of Management Kozhikode from competent Electrical Contractors for the above work. The quotations along with all necessary documents in sealed envelopes should be sent to the following address, superscribing the name of work and Quotation number so as to reach the office on or before **14.09.2021 at 3.00 PM.**

**CHIEF ADMINISTRATIVE OFFICER
INDIAN INSTITUTE OF MANAGEMENT
IIM KOZHIKODE CAMPUS.P.O.
KOZHIKODE- 673 570
KERALA**

Alternatively, the Contractors can drop the Quotation in the Tender Box, entitled 'Engineering Section' kept near Reception Counter in Administrative Block. Signature with date and time shall be obtained on the envelope of the quotation from the Reception Staff/Security staff at Reception area before dropping the quotation in the Tender Box.

The terms and conditions are as mentioned below.

1. Reputed, eligible resourceful and competent contractor / maintenance service agency shall give an "UNDERTAKING" that they would facilitate their regular support during the AMC period. In absence of such undertaking, the quotation is liable to be rejected. Competent electrical contractors/ maintenance service agencies should have relevant experience in service, maintenance and repair of diesel generators of rating 100KVA to 1000KVA
2. Work Experiences:
 - a. Firms/ Contractors should have authorized service Centre within Kerala State.
 - b. The firm should have successfully completed similar works in Central Government/ State Government/ Central or State Autonomous Bodies/ Central or State Public Sector Undertakings or reputed private organization during the last Five years ending last day of the month previous to the one in which tenders are invited. The Date of completion of the work shall be during the period of 5 years.
 - c. **Three similar** completed works each of value not less than Rs.**32,000/-** per year.
OR
 - d. **Two similar** completed works each of value not less **Rs.48,000/-** per year. **OR**
 - e. **One similar** completed work of value not less Rs.**64,000/-** per year.
 - f. Similar work means service, maintenance and repair as mentioned in the "Scope of work" of diesel generators of rating 100KVA to 1000KVA
3. Documentary proof such as completion certificates from client clearly indicating the nature/scope of work, actual completion cost and actual date of completion for such work

should be submitted. Offers submitted without this documentary proof are liable to be rejected. In case the work is executed for private client, copy of work order, bill of quantities, bill wise details of payment received certified by C.A., T.D.S certificates for all payments received and copy of final/last bill paid by client shall be submitted.

4. The quotation Notice and schedule of quantities form part of this quotation.
5. Cost of quotation form: ₹500/- + 12% GST = Total ₹560/- (Rupees Five Hundred And Sixty Only) by Demand Draft/ Bankers Cheque/Pay Order in favour of Indian Institute of Management Kozhikode payable at Kozhikode. ***In case the Quotation form is downloaded from the website, the cost of form need not to be submitted.***
6. EMD : ₹.13,500/- (Rupees Thirteen Thousand Five Hundred Only) to be submitted along with the quotation in the form of Demand Draft / Deposit at call receipt / Fixed Deposit (beneficiary being Indian Institute of Management Kozhikode) of a Scheduled Bank, in favour of the Indian Institute of Management Kozhikode payable at Kozhikode. The quotation received without EMD or with EMD in any other form than as stated as above is liable to be rejected. The EMD will be refunded to the unsuccessful quotationer within one month of the acceptance of the quotation based on requisition letter.
7. Issue of quotation form: Document can either be obtained from the office of the Engineering (Electrical) from 17.08.2021 to 07.09.2021 during office hrs (09:00 AM to 05:00 PM). Interested parties can also download the quotation form from the Institute website (www.iimk.ac.in/announcements/Tender.php)
8. **Last date for receipt of quotations** : 14.09.2021 at 3.00 P.M.
9. **Opening of Bids** : 14.09.2021 at 3.30 PM
10. Quotations are to be sent to the authority by Registered post /Speed post /Courier. In case of hand delivery, the quotations shall be deposited in the 'Tender box –Engineering' kept for the purpose at the Reception area in the Administrative Block of the Institute. The name of the work, "**ANNUAL MAINTENANCE CONTRACT OF 500 KVA, 250 KVA AND 200KVA DG SETS IN IIMK CAMPUS**" with full address of the quotationer, shall be clearly indicated on the sealed envelope.
11. In case of any clarification, before submission of the quotation, interested parties may send their queries either by e-mail aeee@iimk.ac.in so as to reach the office latest by **08.09.2021, 5.00 PM**. **Subject of the email should be "Clarification – Quotation for AMC of DG sets in IIMK Campus"**. Necessary clarifications for the queries received at this office will be published in the Institute's website on or before **09.09.2021, 5.00 PM**.
12. The quotation shall be complete in all respect. Quotations incomplete, partially attended etc are liable to be rejected.

13. The rates shall be quoted both in figures and words and the quoted rate shall be inclusive of all labour charges, taxes & duties, etc. at the Institute's Campus at Kunnamangalam.
14. The quotationer / his representatives shall visit the site for assessment of the DG set to be done before quoting the rate.
15. Quotations received after last date for receiving quotations will be summarily rejected and no correspondence shall be entertained.
16. The quotations shall be duly signed by the authorized signatory. Unsigned quotations will be summarily rejected and no correspondence shall be entertained.
17. The quotation shall clearly mention the name of the firm/person in whose favour the order to be placed. Any request made after submitting the quotation for changing the name of the firm in whose favour Order be placed, shall not ordinarily be entertained.
18. **Authorized Signatory:** If the quotation is made by or on behalf of a Company incorporated under the Companies Act(1956), it shall be signed by their Managing Director or one of the Directors duly authorised on that behalf. If it is made by a partnership firm, it shall be signed with the co-partnership name by a member of the firm who shall sign his own name and give the name and address of each partner of the firm and attach a copy of Power Attorney with the quotation authorizing him to sign on behalf of the other partners. A certified copy of the registered partnership deed shall also be submitted along with the quotation.
19. Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017
 - I. Any bidder from a country which shares a land border with India will be eligible to bid in this Quotation only if the bidder has a valid registration granted by the Competent Authority of the Government of India as stipulated under Rule 144(xi) of GFR, 2017.
 - II. "Bidder" (including the term 'Quotationer') means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
 - III. "Bidder from a country which shares a land border with India" means: -
 - a. An entity incorporated, established or registered in such a country; or
 - b. A subsidiary of an entity incorporated, established or registered in such a country; or
 - c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - d. An entity whose *beneficial owner* is situated in such a country; or
 - e. An Indian (or other) agent of such an entity; or
 - f. A natural person who is a citizen of such a country; or

- g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

IV. The beneficial owner for the purpose of (iii) above will be as under:

- i. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.

[Explanation-

- a. "Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent. of shares or capital or profits of the company;
- b. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements]
- ii. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
- iii. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
- iv. Where no natural person is identified under (i). or (ii). or (iii). above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
- v. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

V. An Agent is a person employed to do any act for another, or to represent another in dealings with third person.

VI. The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority of the Government of India.

20. **Contract period of work:** The duration of the contract will be for a period of **five years** which will be reviewed on annual basis. The Institute reserves the right to cancel the contract in case of any inordinate delay, without further notice.
21. The quotation shall remain valid for acceptance for a period of 90 days from the date of opening of quotation.
22. No alterations shall be made by the quotationer in the Notice Inviting Quotations, specifications and Conditions etc. and if any alterations are made or any special condition attached, the quotation is liable to be rejected.
23. The bidder will be considered as a defaulter and the EMD (in case applicable) shall be forfeited under the following conditions:
 - a. If the bidder modifies or withdraws the proposal/offer during the period of bid validity as specified in this quotation and as extended (if applicable) by the Institute from time to time or before the issue of the Order/ letter of award, whichever is later.
 - b. In case of a selected bidder/quotationer failing to accept the Order or execute the Agreement within the stipulated time or any extension thereof given by the Institute.
 - c. If any information or document furnished by the bidder/quotationer turns out to be misleading or false in any form.
24. In case of default (including forfeiture of earnest money, in case applicable) as prescribed above, the bidder/ quotationer shall not be allowed to participate in the re-tendering process of the same work. Besides, the bidder/quotationer will be liable to be disqualified for future quotations to be invited by the Institute. The decision of the Institute in this regard will be treated as final and binding on all concerned.
25. The acceptance of the quotation will rest with the Institute, which does not bind itself to accept the lowest quotation and reserves to itself the authority to reject any or all of the quotations received, without assigning any reason.
26. The Institute reserves the right of accepting the whole or any part of the quotations received and the quotationers shall be bound to perform the same at their quoted rates.
27. The successful quotationer on receipt of the Order, shall acknowledge the same forthwith and commence the work within 7 (seven) days from the date of Work Order.
28. **Performance guarantee (Security Deposit):** Within Seven days of the award of the contract, the Contractor shall furnish to the Institute a bank guarantee / Demand Draft / Deposit at call receipt Fixed Deposit (beneficiary being IIMK) for a sum equivalent to 7% of the first year contact value and shall be revised every year as per the changes in quoted value for subsequent years 2nd, 3rd, 4th & 5th years for the duration of the contract period, which will

remain valid for a period of 1 year beyond the date of completion of all contractual obligations of the AMC.

29. After acceptance of the Quotation, the quotationer shall sign the necessary contract agreement in non-judicial stamp paper worth ₹200/- within 7 days of intimation in the prescribed form. Expenses for the agreement including the cost of stamp paper etc. shall be borne by the Contractor.
30. The EMD/ security deposit shall not bear any interest.
31. Demurrages and other penalty, if any, paid by the Contractor by his/their fault shall not be borne by the Institute.
32. The Contractor, during execution of the work, shall not break or damage any items belonging to the Institute or any other agency, failing which, the cost of making good the damage will be recovered from the Contractor.
33. All safety precautions are to be taken while at work. Experienced and qualified personnel only are to be employed as required.
34. Labour Rules etc.:- The quotationer shall follow strictly the Government Labour Acts, which are in force or implemented from time to time, and all necessary arrangements for labour shall be made. He shall follow strictly all the Safety Rules/ Procedures/ Codes of the Department in practice and also follow the security rules of the Institute regarding issue of Identity Cards/ Tokens, etc. as may be framed from time to time by the Institute.
35. All work covered by this AMC shall be subjected to quality surveillance by the Institute or its authorized representative. Components found unsatisfactory as to workmanship or materials shall be removed by the Contractor and replaced with components which are satisfactory, without any additional cost.
36. The payment shall be made on half yearly basis on satisfactory completion and submission of proper bills as per normal terms of the Institute.
37. The payment shall be normally made within 30 days on submission of proper bills.
38. IIMK has the right to reject one or all quotations without assigning any reason.
39. In case of any dispute, the decision of the Director, IIMK will be final.
40. The courts at Kunnamangalam/ Kozhikode alone shall have the jurisdiction to hear and decide action and proceedings for the purpose of action and proceedings arising out of this Quotation and order based on this quotation.

Sd/

17.08.2021

Chief Manager (Infrastructure)

SCOPE OF WORK

1. Contractor shall be responsible for the servicing and maintenance of DG sets and their Control panels, located at different locations in the campus. 1 No 500KVA at Substation 1, 1 No of 250 KVA & 200KVA at Substation 2.
2. The contractor shall provide on-site maintenance and services which includes periodic/preventive maintenance and checks every quarter on regular basis and to take corrective measures, attend to all breakdown calls within 4 hours after receiving the complaints.
3. The Quotationer's service engineer shall visit the site for attending the generator sets, electrical side viz., Alternator, AMF control panel if any not less than Six times during the contract period (minimum once in two months) and shall inspect thoroughly.
4. For any delay in attending breakdown maintenance within 4 hrs of reporting, penalty will be imposed @ 0.1% of the order value. (For every such occasion). The Institute reserves the right to terminate the contract in case of any inordinate delay, without further notice.
5. In the scope of maintenance of DG sets the following routine & regular works are covered.
 - a. Checking, cleaning and general maintenance of engine, alternator & control panel on regular basis to keep the machines always in ready & fit condition.
 - b. Checking the alignment of the engine and alternator and undue noise of vibration.
 - c. Checking, tightness and providing & replacing of 'V' belts, rubber hoses and gaskets etc. as and when required.
 - d. Cleaning and providing & replacing of fuel filters, lubricant oil, lubricant oil filters & air-filters twice in year (before completion of 6 months).
 - e. Checking the lube oil pressure and cooling water temperature are within the limits make adjustment if necessary.
 - f. Checking the fuel timing and make necessary adjustments if any.
 - g. Checking the tappet clearance and make necessary adjustments if any.
 - h. Maintenance of alternator including checking, cleaning, tightness of connections & lubrication of bearings etc as required.
 - i. Checking the bolts and nuts for tightness.
 - j. Checking the battery and charging system.
 - k. To maintain all the indications/interlocks for high temperature or low lubrication etc.
6. Oil and spares such as filters, O rings, etc required for the periodic service should be informed in advance and shall be procured by IIM Kozhikode.
7. The engine shall be run on no load or at available load, and should be checked for any leakage and abnormal noise. If any such abnormality noticed shall be diagnosed and remedial action shall be taken

8. Servicing and maintenance of Control panels installed in the DG room this include cleaning of panels, repairing all the indicating lamps & pumps in perfect working order, tightening of all the cable connections etc. as required. Spares required should be informed in advance and shall be procured by IIM Kozhikode
9. The firm should undertake to arrange **genuine spares/ components/ accessories** of the Diesel engine, alternator and AMF panel as per the OEM approved standards as and when required within two working days.
10. Any modification work or major overhauling as & when required for DG sets shall be informed to the Institute in advance and will be done by the institute.

PROFILE OF THE VENDOR (All fields are mandatory)

I. Name of the Contractor :

II. Address for communication:

III. Contact details

a. Telephone Number

b. Mobile Number :

c. Email ID :

IV. GST NO :

QUOTATION FORM

Indian Institute of Management Kozhikode
IIMK Campus Post
Kunnamangalam
Kozhikode 673 570

Dear Sirs,

Sub: "Annual Maintenance Contract Of 500 KVA, 250 KVA AND 200KVA DG SETS in IIMK Campus"

With reference to the quotation invited by you for the above I/ we write this after having

Examined the details, specifications, schedule, draft agreement and the conditions of contract annexed thereto (here in after called the Contract Documents) relating to the above work.

Visited and examined the site of the proposed contract and, acquired the requisite information as affecting the quotation.

I/We undersigned, hereby offer to execute the above work in strict accordance with the contract documents for the consideration to be calculated in terms of the priced schedule of quantities.

I/We undertake to deploy labour as per the contract within a period of 10 days from the date of issue of work order / LOI by you that our quotation has been accepted.

I/We hereby deposit with you an 'Earnest Money' of Rs.....- carrying no interest and

I/we do hereby agree that this sum shall be forfeited in the event of the Institute accepting my / our quotation and me / us fails to take up the contract when called upon to do so.

I/We further agree to the deposit of 7% of contract value as PERFORMANCE GUARANTEE (Security Deposit) within 7 days of the award of the contract in the form of a Bank Guarantee/ DD valid for the duration of the contract period.

Yours faithfully,
(signature)

Name of the Partners of the Firm

OR

Name of the persons having Power-of-Attorney to sign the contract.
(Office Seal)

DRAFT AGREEMENT

ARTICLES OF AGREEMENT

(Agreement No. IIMK/ENGG/_____/20__-20__ dated __/__/20__)

This Agreement entered in to thisday of, 2021 between INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE, IIM Kozhikode Campus (P.O), Kozhikode – 673 570 (hereinafter called 'The Institute') on the one part and

M/s. _____ (Hereinafter called the Contractor which expression shall, whenever the context so requires or admits, mean and include its successor) on the other part.

WHEREAS the Institute is desirous of execution of “Annual Maintenance Contract Of 500 KVA, 250 KVA AND 200KVA DG SETS in IIMK Campus” (herein after called the Work) and has caused Schedule of Quantities showing and describing the work to be done to be prepared by or under the direction of the Institute.

AND WHEREAS the contractor has provided the Institute with a fully priced copy of the said Schedule of items of work (which copy is hereinafter referred to as: 'The Contract Bills')

AND WHEREAS the said contract bills have been signed by or on behalf of the parties hereto:

AND WHEREAS the contractor has furnished a Bank guarantee for the sum of Rs. _____ (Rupees _____) issued by _____ Branch of _____ Bank (B.G. No. _____ dated _____) as performance guarantee to the Institute.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them under General Conditions of Quotation Document issued by the Institute and accepted by the Contractor while submitting his bid dated __.__.2021
2. a) The following documents included in the quotation bid shall be deemed to form and be read and construed as part of this Agreement:
 - I) Notice Inviting Quotation no IIMK/ENGG/ELE/QUO/__/20__-20__ dated __/__/2021
- b) The following documents shall also be deemed to form and to be read and construed as part of this Agreement and shall be complementary to one another.
 1. Work Order No. _____, dated __/__/2021 of the Institute.

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. For the consideration hereinafter mentioned, the contractor will upon and subject to the conditions annexed carry out and complete the work as described by or referred to in the Contract Bills and in the said conditions.
2. The Institute will pay the contractor the sum of _____ (hereinafter referred to as the contract sum) or such other sum as shall become payable hereunder at the times and in the manner specified in the said conditions.

3. The said Conditions shall be read and construed as forming part of this Agreement, and the parties here to shall respectively abide by, submit themselves to the conditions and perform the agreements on their parts respectively on such conditions contained.

AS WITNESS set our hands on this _____ day of _____ 2021.

Signed for and on behalf of the Institute

In the presence of

Witness

Name :

Address :

Signed for and on behalf of the Contractor

In the presence of

Witness

Name :

Address :

Details of DG units

3 Phase , 50 Hz, 415V, IP rating 23

Sl No	DG Side					Alternator side							
	KVA	Engine Number	Type	Rating (HP/KW)	RPM	Engine number	Type	Amps	Ambient Temp.	PF	Phase Seq	Insulation Class	Excitation V
1	500	13071220008	TBD 4 V 12	604	1500	230241	TA 3560 M5	695	40	0.8 LAG	RYB	ST F	34.5
2	200	13150820527	TBD 2V8 MKI	253	1500	170196	TA 2810 M5	278	40	0.8 LAG	RYB	ST F	40
3	250	12051220089	TD 2V 12	313	1500	180190	TA 2810 L7	348	40	0.8 LAG	RYB	ST F	39.5

SCHEDULE OF QUANTITIES

Name of Work: ANNUAL MAINTENANCE CONTRACT OF 500 KVA, 250 KVA AND 200KVA DG SETS IN IIMK CAMPUS.

Sl No	Period	Rate per year (Non-Comprehensive) (in figures & words)			Total
		200KVA	250KVA	500KVA	
1	2021-2022				
2	2022-2023				
3	2023-2024				
4	2024-2025				
5	2025-2026				
Total					
Total in words					

Name & Address of Contractor:

Seal & Signature with date: