



भारतीयप्रबंधसंस्थानकोषिकोड  
आईआईएमकोषिकोडकैम्पस- पीओ

**INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE**

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

**E-Tender**

FOR

**Repair and maintenance of HVAC ducts and chilled water  
pipeline insulation at Phase-V in IIMK**

**(e-Tender No: IIMK/ELE/e14/2025-26 dt 05/02/2026)**

<b>Date of Issue of NIT</b>	<b>: 05/02/2026</b>
<b>Due date of receipt of queries/clarification</b>	<b>: 16/02/2026 up to 5:00 PM</b>
<b>Date of corrigendum for clarifications, if any</b>	<b>: 17/02/2026</b>
<b>Last date for submission of Tender</b>	<b>: 04/03/2026 up to 3:00PM</b>
<b>Date&amp; Time of opening of Tender</b>	<b>: 04.03.2026 at 3.30 PM</b>
<b>EMD Amount</b>	<b>: Rs 18,300/-</b>

**Repair and maintenance of HVAC ducts and chilled water pipeline  
insulation at Phase-V in IIMK**

**(e-Tender No: IIMK/ELE/e14/2025-26 dt 05/02/2026)**

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## I- INSTRUCTIONS FOR VENDORS

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information bidders may visit the MHRD e-Wizard Portal (<https://mhrd.ewizard.in>).

### 1. **REGISTRATION PROCESS ON ONLINE PORTAL**

- a. Bidders to enroll on the e-Procurement module of the portal <https://mhrd.ewizard.in> by clicking on the link "Bidder Enrolment".
- b. The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. This would be used for any communication from the e-Wizard Portal. After registration send User ID for helpdesk team (helpdeskewizard@gmail.com and support@ewizarde.in) for activation.
- c. Bidders to register upon enrolment, with their valid Digital Signature Certificate (Class III Certificates with signing and Encryption key) issued by any Certifying Authority recognized by CCA India with their profile.
- d. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- e. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
- f. DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.

### 2. **TENDER DOCUMENTS SEARCH**

- a. Various built-in options are available in the e-Wizard Portal like Department name, Tender category, estimated value, Date, other keywords, etc. to search for a tender published on the Online Portal.
- b. Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'Interested tenders' folder.
- c. The bidder should make a note of the unique Tender No assigned to each tender, in case they want to obtain any clarification/ help from the Helpdesk.

### 3. **BID PREPARATION**

- a. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.
- d. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLSX/PNG, etc. formats.

### 4. **BID SUBMISSION**

- a. Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b. The bidder to digitally sign and upload the required bid documents one by one as indicated in

the tender document.

- c. Bidders to note that they should necessarily submit their financial bids in the prescribed format given by department and no other format is acceptable.
- d. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
- e. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- f. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- g. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid No. and the date & time of submission of the bid with all other relevant details.
- h. The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.

5. **AMENDMENT OF BID DOCUMENT**

At any time prior to the deadline for submission of proposals, the department reserve the right to add/ modify/ delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

6. **ASSISTANCE TO BIDDERS**

- a. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b. Any queries relating to the process of online bid submission or queries relating to e-Wizard Portal, in general, may be directed to the e-Wizard Helpdesk. The contact number for the helpdesk is **Gagan (8448288987/eprochelpdesk.01@gmail.com), Vijay (8448288989/eprochelpdesk.03@gmail.com), Suriya (8448288994/eprochelpdesk.06@gmail.com), 8448288992, 8448288984, 8448288986, 8448288982, 8448288988**

7. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).

8. The bid should be submitted through e-Wizard portal (<https://mhrd.ewizard.in>)

**II- Special Instructions to Bidders for the E-submission of the Bids online through E-procurement portal**

1. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
2. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.
3. The Schedule of Quantities template must not be modified / replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
4. If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online on the portal or on <https://mhrd.ewizard.in> or <https://iimk.ac.in/tender> in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF formats.
5. The bidder should read the terms and conditions and accepts the same before proceeding further to submit the bids.
6. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
7. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and the size of file gets reduced. This will help in quick uploading even at very low bandwidth speeds.
8. It is important to note that, the bidder has to click on the Freeze Bid Button, to ensure that, he/she completes the Bid Submission Process. Bids, which are not frozen, are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
9. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
10. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
11. At the time of freezing the bid, the e-Procurement system will give a successful bid updating message after uploading all the bid documents submitted and then a bid summary will be shown with the bid No., date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
12. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
13. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
14. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
15. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.

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16. The bidders are requested to submit the bids through online e-Procurement system to the Tender Inviting Authority (TIA) well before the bid submission end date and time (as per Server System Clock).
17. The bidder / tenderer / Contractor shall file the applicable returns with Tax departments in time and submit the same as documentary proof.
18. The GST applicable shall be shown as separate line items in the Tax invoices to avail input credit to IIMK.

**III- NOTICE INVITING e-TENDER**

**1.1** Sealed and competitive item rate e -Tenders are invited by the Indian Institute of Management Kozhikode (Kerala) from experienced, reputed manufactures or suppliers having satisfactorily completed similar works carried out at Govt./ Semi Govt or reputed private organization during last Seven years ending last day of month previous to the one in which the tenders are invited in Single-Bid system for the following work: -

- a) e -Tender No. : IIMK/ELE/e14/2025-26 dated 05/02/2026
- b) Name of work : Repair and maintenance of HVAC ducts and chilled water pipeline insulation at Phase-V in IIMK
- C) Date & Time of Online Submission : 04.03.2026 up to 3:00 p.m.
- D) Time of completion : 90 days

**1.2 ELIGIBILITY CRITERIA FOR PARTICIPATION IN BID/TENDER**

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 Seven 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 Seven years. Documents and certificates in proof, to the satisfaction of the Institute, with previous experience in HVAC works.

- a) The firm should be having HVAC works experience of at least 7 years and
- b) Three similar completed works each of value not less than **Rs 2.50 lakhs** during past 7 years.  
OR
- c) Two similar completed works each of value not less than **Rs 3.70 lakhs** during past 7 years.  
OR
- d) One similar completed work of value not less **Rs 4.90 Lakhs** during past 7 years.
- e) Similar work means ***HVAC Duct and Chilled water pipe insulation work.***
- f) For this purpose, 'cost of works' shall mean gross value of the carried out works including the cost of materials supplied.
- g) 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. Tender 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.

***Document proof the above said criteria to be attached along with the bid. Tender offers submitted without the documentary proof are liable to be rejected.***

**1.3** 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 Tender 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 'Tenderer') 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.

**1.4** Every Tender should be accompanied by a forwarding/ covering letter in which the Tenderer should clearly mention the details of additional or loose papers/ documents/ certificates attached and all such papers/ documents/ certificates should be serially numbered from first page to last page duly initialed by the tenderer.

**1.5** The Schedule of Quantities must be fully priced. No blank space shall be left. Tenders with rates quoted in any other form, other than the prescribed Schedule of Quantities, are liable to be rejected. Tenders not properly filled, with incorrect calculations or generally not complying with the conditions are liable to be rejected.

**1.6 Queries**

Interested bidders can send their queries related to the work through e-mail (contact email address are [aelect@iimk.ac.in](mailto:aelect@iimk.ac.in), [csee4@iimk.ac.in](mailto:csee4@iimk.ac.in) citing the Subject as “**Queries** - Repair and maintenance of HVAC ducts and chilled water pipeline insulation at Phase-V in IIMK” so as to receive the queries at the said email address not later than **16/02/2025 up to 5:00 p.m.** The answers of the above queries will be uploaded in the websites (<https://mhrd.ewizard.in> or <https://iimk.ac.in/tender>) on **17/02/2026** as a corrigendum. Such queries and Answers shall form part of the tender document and contract agreement. Queries raised beyond the stipulated date will not be entertained.

**1.7 Earnest Money Deposit (EMD):** The tender document shall be accompanied by earnest money of **Rs.18,300 (Rupees Eighteen Thousand Three Hundred only)** as EMD through E-Payment mode in E-procurement Portal. Bidder has to select the payment option as “e-payment” to pay the EMD as applicable. In case of exemption of EMD, the scanned copy of the document in support of exemption will have to be uploaded by the bidder during bid submission.

Technical bids received without EMD is liable to be rejected. The EMD will be refunded to the unsuccessful vendors within one month of the acceptance of the Tender by the competent authority of the Institute.

EMD shall be exempted in case of Micro & Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small & Medium Enterprises (MSME) or are registered with the Central Purchase Organization of the concerned Ministry or Department or Start-up as recognized by Department of Industrial Policy & Promotion (DIPP). The certificate should be specifically applicable for SITC of UPS units. The vendors registered with MSME/ DIPP should provide a copy of valid Registration Certificate along with the technical bid.

EMD of the successful vendor will be returned only after receipt of Security Deposit towards Performance Security. In case of successful vendor, the EMD (if any) may be adjusted towards the Performance Security deposit on request.

The amount of EMD (if any) is liable to be forfeited, if the vendor withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Security Deposit

No interest will be paid on the EMD (if any)/ Performance Security deposit remitted.

**1.7.1** The bidder will be considered as a defaulter and will entail forfeiture of the EMD under the following conditions:

- a. If the bidder modifies or withdraws the proposal/ offer during the period of bid validity as specified in this tender 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/tenderer 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 / tenderer turns out to be misleading or false in any form.

In case of default as prescribed above, the bidder/tenderer shall not be allowed to participate in the re-tendering process of the same work. Besides, the bidder/tenderer will be liable to be disqualified for future tenders to be invited by the institute. The decision of the Institute in this regard will be treated as final and binding on all concerned.

### **1.8 Submission of E-Tender:**

All bids should be done through Ministry of Education's online procurement portal at <https://mhrd.ewizard.in>. Last date for submission is 04/03/2026 up to 15:00hrs

### **1.9 Opening of Tenders**

The valid e-bids received through the e-Procurement portal before the deadline are will be opened at **15:30 hours on 04/03/2026** by representatives of IIMK and the bidders or their representatives they choose can log into the e-procurement portal for getting the updates of the bid.

### **1.10 Acceptance Period**

The tender shall remain valid for acceptance for a minimum period of 90 days beyond the date of opening of tender. **Any withdrawal during firm period will entail forfeiture of the EMD**

### **1.11 Site Inspection**

Every tenderer is expected to inspect the sites of the proposed work at his own cost before quoting their rates. No extra amount or payment would be released by IIMK for claim by Vendors/ Contractors for any extra work carried out. Competent Vendors/ Contractors may quote the rates keeping all possible contingencies in mind of working in IIMK terrain. It will be construed that the contractor has inspected the site and satisfied themselves and the quoted rates shall hold good in all conditions.

### **1.12 Contractors' Rates:**

The rates quoted shall be inclusive of all charges, taxes & duties, handling, transporting and unloading at the Institute Campus at Kunnamangalam. The contractor will not be eligible for any other payment over and above the work order amount in any case.

The tender shall remain firm for acceptance for a period of 90 days from the date of opening of tender. **Any withdrawal during firm period will entail forfeiture of the EMD.**

The contractor shall include in his prices for supplying the items or materials from the approved manufacturers listed or other equivalent approved materials

**1.13 Authorized Signatory:**

All the submissions constituting the Proposals of the bidders must be digitally signed. The Proposals must be digitally signed by the authorized representative (the "Authorized Representative") as detailed below:

- a) by a partner, in case of a partnership firm and/or a limited liability partnership; or
- b) by a duly authorized person holding the Power of Attorney, in case of a Limited Company or a corporation;
- c) In case the authorized person holds a General Power of Attorney (GPA) to sign the bid documents, a notarized copy of the GPA should be attached with the proposal.
- d) Written power of attorney accompanying the offer shall indicate such authorization. The person(s) signing the offer shall sign all pages of the offer except for unamended printed literature. The name and position held by each signatory must be typed or printed or sealed below the signature.

If the tender is submitted by or on behalf of a company incorporated under the Companies Act (of 1956), it shall be signed by their Managing Director or one of the Directors duly authorized 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 of Attorney with the Tender 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 tender.

**1.14 Alterations in Tender Documents**

No alterations shall be made by the tenderer in the Tender documents. Instructions to the Contractors, Contract Form, Conditions of the Contract, and if any such alterations are made or any special condition attached, the tender is liable to be rejected.

**1.15 Acceptance of Tender**

The acceptance of the tender will rest with the Institute, which does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all of the tenders received, without assigning any reason(s). The Institute reserves the right of accepting the whole or any part of the tenders received and the tenderers shall be bound to perform the same at their quoted rates.

**1.16 Quality**

The Institute's decision with regard to the quality, workmanship and performance will be final and binding. Any material rejected by the Institute shall be immediately removed by the supplier immediately from the site at his own cost

**1.17 Commencement of work/ Period of Completion**

The Contractor shall commence work on site within **7 days** from the date of issue of the Work Order. Time is the essence of the Contract. All works as per this tender will be completed within **90 days** from the date of commencement. Completion period includes Monsoon period as well as festival period. The completion period indicated in the tender documents is for the entire work of planning, designing, supplying, installation, testing, commission and handing over of the entire job to the satisfaction of the Engineer-in-charge. For any delay, penalty will be imposed @ 0.5% of the order

value of delayed items per week subject to a maximum 2.5% of the total quoted amount for that particular item.

**1.18 Income Tax**

Every tenderer shall furnish along with the tender the copy of the Income Tax PAN Card, unless the same has been already furnished to the Institute, without which his tender is liable to be rejected. The Institute will deduct amount towards Tax Deducted at Source (TDS) as per the latest Income Tax Rules, from all payments made to the Contractor.

**1.19 Goods Service Tax (G S T)**

The contractor shall have a valid registration number before entering in to the contract and it is mandatory for the contractor to mention registration number in the Bills/ Claims. All payments made to the contractor will attract TDS Liability and, therefore, it is the responsibility of the contractor to obtain the Liability Certificate from the Sales Tax Department for release of final payment against Bills/Claims as per GST rules.

**1.20 Defects Liability Period**

Any defects which develop within "Defect Liability Period" of 12 months from the actual date of completion and handing over will have to be rectified by the contractor at his own cost. In case of failure to do so, the Institute with the concurrence shall get the rectification work done by some other agency at the risk and cost of the contractor. The rectification of such defects shall be done immediately on receipt of written notice from the Institute/ Site engineer and such defects may extend "the liability period" for a period of 12 months from the date of rectification.

**1.21 Performance guarantee (Security Deposit)**

Within seven days of the award of the contract, the Contractor shall furnish to the institute a Bank Guarantee/Fixed Deposit/Demand Draft drawn from Scheduled Commercial Banks for a sum equivalent to **7%** of contract value as Performance Guarantee (Security Deposit) valid for the duration of the contract period. The fresh Bank Guarantee to be submitted in case the contract is extended.

**1.22 Warranty/Guarantee** Period for all the supply shall be minimum One year for whole duct work and insulation from the date of installation. Any defects which develop within 'Defect Liability/warranty Period' will have to be rectified by the Supplier at his own cost. In case of failure to do so, the Institute shall get the rectification work done by some other agency at the risk and cost of the supplier. The rectification of such defects shall be done immediately on receipt of intimation from the Institute.

**1.23 Payments:** Normal payment terms acceptable to the Institute shall be within 30 days, on completion of work and submission the bill.

The acceptance of the tender will rest with the Institute, which does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all of the tenders received, without

**1.24** assigning any reason(s).

Insolvency / Penalties /Liabilities on breach of Contract

**1.25** The Contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of agreement, the contract may be terminated and the

security deposit will be forfeited and further the work may be got done from another agency at his risk and cost.

The Institute may, at any time, by notice in writing summarily terminate the contract without compensation to the Contractor in any of the following events:

- i. If the Contractor being an individual or a firm if any partner in the Contractor's firm shall be adjudged insolvent or shall have a receiving order or order for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency act for the time being in force or make any conveyance or assignment of his effects or enter into an arrangement or composition with his creditors or suspend payment, or if the firm be dissolved under the Partnership Act, or
- ii. If the Contractor being a company shall pass a resolution or the court shall make an order for the liquidation of its affairs or a receiver or manager on behalf of the debenture holders shall be appointed or circumstance shall have arisen which entitle the court or debenture holders to appoint a receiver or manager, or
- iii. If the Contractor commits any breach of contract not herein specifically provided always that such determination shall not prejudice any right of action or remedy which shall have then accrued or shall accrue thereafter to the Institute for any expenditure, he is thereby put to but shall not be entitled to any gain on retender.
- iv. In the event of inadequate or unsatisfactory performance of duties by the Contractor, the Institute shall have the right to bring to notice of the Contractor the default (s) on their part and the Contractor shall ensure that the said default (s) is / are not repeated and/or are duly remedied, within a period of three days from the receipt of the said notice. Failing such remedial action, or in the event of the said default (s)'s being inadequately corrected, the Institute shall have the right to immediately terminate the agreement.
- v. Notwithstanding any other clause herein, if there is any act or omission by the Contractor or the Contractor employees which jeopardizes the safety/ security of the Institute including but not limited to;
  - a. Theft or pilferage of property of Institute
  - b. Fire, flooding, breakage or damage
  - c. Violence or physical attack on the Campus
  - d. Any act or incident which may prove detrimental to the interests of Institute – the contract would be terminated without any notice.

Further, the Contractor would be levied penalties, as appropriate by the deemed authority. The decision of the Institute Authorities shall be final in such matters.

The Contractor shall pay any claim made by the Institute for any deficiency (both tangible and intangible) in service. Such amount may also be deducted from bills payable to the Contractor. It may be noted that the Institute shall have the right to forfeit the Security Deposit in full or part of any due/damages caused by the Contractor. If the Security Deposit or outstanding bills of the Contractor is found inadequate, then such monetary recoveries shall be effected from any amount payable to the Contractor against this or any other contract until the dues of the Institute are fully settled. If the claim of Institute could not be met in this manner, the Contractor shall pay up all such claims if a demand is made by Institute

**1.26** All work covered by this document 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.

**1.27** All safety precautions are to be taken while at work. Experienced and qualified personnel only are to be employed as required. Site Engineer of the Contractor shall meet the Engineer-in charge

and finalise the work to be executed.

- 1.28** Demurrages and other penalty, if any paid by the Supplier due to his/their fault shall not be borne by the Institute.
- 1.29** 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
- 1.30** Retention money @ 5% of the bill amount shall be deducted and shall be released only after the completion of warranty period.
- 1.31** The Retention money/ security deposit / EMD shall not bear any interest.
- 1.32** Security deposit shall be returned after virtual completion of the work and the retention money recovered @ 5% of the executed amount shall be refunded only after the warranty period.
- 1.33** IIMK has the right to reject one or all bids without assigning any reason.
- 1.33** The works shall be executed as per the rules and regulations of the power supply authority /statutory organizations such as Electrical Inspectorate.
- 1.34** In case of any dispute, the decision of the Director, IIMK will be final.
- 1.35** 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 Tender and order based on this tender.

Sd/

05/02/2026

**Senior manager (Engineering Operations)**

**IV- TENDER FORM**

Indian Institute of Management Kozhikode  
I.I.M. Kozhikode Campus P.O., Kozhikode - 673 570

Dear Sirs,

*Sub:* - Repair and maintenance of HVAC ducts and chilled water pipeline insulation at Phase-V in  
**IIMK**

With reference to the tender invited by you for the above work, I/we write this after having:

- a) Examined the, specifications, Schedule of Quantities, instructions to tenderers, draft agreement and the conditions of contract annexed thereto (here-in-after called the Contract Documents) relating to construction.
- b) Visited and examined the site of the proposed work and the terrain profile of IIMK
- c) Acquired the requisite information as affecting the tender.

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 hereby deposit with you an 'Earnest Money' of Rs. 18,300/- carrying no interest and I/we do hereby agree that this sum shall be forfeited in the event of the Institute accepting my / our tender 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 seven days of the award of the contract in the form of a Bank guarantee/ Fixed deposit/Demand Draft drawn from Scheduled Commercial Banks 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)

V- DRAFT AGREEMENT

ARTICLES OF AGREEMENT

(Agreement No. IIMK/ENGG/\_\_\_\_\_/2025-26 dated \_\_/\_\_/2025)

This Agreement entered in to this .....day of ....., 2026 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 "Repair and maintenance of HVAC ducts and chilled water pipeline insulation at Phase-V in IIMK" (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 tender Document issued by the Institute and accepted by the Contractor while submitting his bid dated \_\_.\_\_.2026

2. a) The following documents included in the tender bid shall be deemed to form and be read and construed as part of this Agreement:

l) Notice Inviting Tender no IIMK/ENGG/ELE/ \_\_/20\_\_-20\_\_ dated \_\_/\_\_/2026

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 \_\_/\_\_/2026 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)

**INDIAN INSTITUTE OF MANAGEMENTKOZHIKODE**

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 \_\_\_\_\_ 2026.

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 :

APPENDIX - I

**SUMMARY OF VARIOUS CLAUSES**

1. Date & time of online Submission : 04/03/2026 up to 3:00 p.m.
2. Date & time of Query Submission : 16.02.2026 up to 5:00 p.m.
3. Validity of Tender : 90 days
4. Period of commencement (Mobilization Period) : 7 days from the date of issue of Work Order
5. Delivery period : 90days from the date of commencement
6. Warranty Period : Minimum one year
7. EMD : Rs 18,300/-
8. Amount of Security Deposit : 7% of Contract Value by way of Bank Guarantee / Fixed Deposit / Demand Draft drawn from Scheduled Commercial Banks safeguarding the purchaser's interest in all respects.

APPENDIX - II

**BANK GUARANTEE PROFORMA OF PERFORMANCE GUARANTEE**

BANK GUARANTEE NO: .....

DATED : .....

Amount .....

Valid up to: .....

M/s INDIA INSTITUTE OF MANAGEMENT KOZHIKODE,  
IIM Kozhikode Campus P.O  
Kozhikode – 673 570.

1. In consideration of “Indian Institute of Management Kozhikode” (hereinafter called “The Institute”) having agreed to exempt M/s .....(Name & Address)..... (Hereinafter called the said “Contractor”) from the demand under the terms and conditions of the Tender No. .... and Work order No. ....dated ..... made between the Indian Institute of Management Kozhikode having its office at IIMK Campus. P.O, Kunnamangalam, Kozhikode – 673 570 and M/s ..... for the ....(Name of work) .....in the Campus of IIMK (hereinafter called the said “agreement” ) of security deposit for the due fulfilment by the said contractor of the terms and conditions contained in the said agreement on production of a Bank Guarantee for ` ..... (in words)
2. WE, (Name of Bank)... Branch a body constituted and established under the ----- Act and having our registered office at ..... (Hereinafter referred to as “the Bank”) at the request of M/s ... the said Contractor do hereby undertake to pay the Institute an amount not exceeding ` ..... (in words)
3. We the bank do hereby undertake to pay the amounts due and payable under this Guarantee without any demure, merely on a demand from the Institute stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However our liability under this guarantee shall be restricted to an amount not exceeding ` .... ( in words)
4. We, the Bank undertake to pay to the Institute any money so demanded notwithstanding any dispute or disputes raised by the said contractor in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this presents being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the said contractor shall have no claim against us for making such payment.
5. We, the Bank, further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the Institute under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till the Institute certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor and accordingly discharges this guarantee or till .....date.... whichever is earlier.
6. We, the Bank further agree with the Institute that the Institute shall have the fullest liberty without our consent and without effecting in any manner our obligations here under to vary any

## INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

of the terms and conditions of the said agreement or to extend time of performance by the said contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said contractor to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor or for any forbearance, act of omission on the part of the Institute or any indulgence by the Institute to the said contractor or by any such matter or thing, whatsoever which under the law relating to sureties would, but for the provision, have effect of so relieving us.

7. This guarantee will not be discharged due to the change in the constitution of the Bank or the said contractor.
8. We, the Bank, undertake not to revoke this guarantee during its currency except with the previous consent of the Institute in writing.
9. This guarantee shall be valid up to .....(date).... The Bank may extend the guarantee at its discretion, on a written request from the Institute, provided the request is received by the Bank within the validity of the Guarantee i.e. ....date....
10. Notwithstanding anything contained herein above.
  - a). Our liability under this guarantee shall not exceed ` .....(in words)
  - b). This Bank Guarantee shall be valid up to ...(date).. inclusive of claim period.
  - c). Our liability to under this guarantee will arise only if we receive a notice in writing from the Institute on or before ...(date) ... advising us of the said contractor's failure leading to our liability hereunder.

The Bank do hereby declare that Mr. The Bank do hereby declare that Mr. ...., who is authorized to sign this Guarantee/Undertaking on behalf of the Bank and to bind the Bank thereby.

This Guarantee will be valid up to .....(date) ...

APPENDIX - III

FORMAT FOR POWER OF ATTORNEY  
(IN ORIGINAL)

In favour of signatory/s to the Tender, duly authenticated by Notary Public

POWER OF ATTORNEY IN FAVOUR OF ----- (Name, Designation, Company name)

TO ALL TO WHOM THESE PRESENTS shall come, I, (Name & address of the authorized person to sub-delegate/delegate powers, delegated on him by the Board of Directors) do hereby sub-delegate/delegate, in terms of the powers delegated to me by the Board of Directors, ----- (name of the Co.) to Shri --- ----- (name, designation & address of the Attorney) the following:

NOW KNOW YE AND THOSE PRESENTS that I, (Name & address of the authorized person to sub-delegate/delegate powers, delegated on him by the Board of Directors), do hereby authorize and empower Shri ----- (name, designation & address of the Attorney) to do severally amongst others, for the purpose of carrying on our business, the following:

- a) To represent lawfully the (name of the Co.) for obtaining bid/tender documents, prepare, sign, execute and submit tenders for execution of "----- at IIMK for a period of ----- years" or any other works incidental to such works
- b) To discuss the technical and financial matters, negotiate and accept prices and take decisions regarding terms and conditions and sign agreements and contracts and also to bind the (name of the Co.) to the arbitration clause included in the contract.
- c) For all or any of the purposes here of to sign and deliver or otherwise execute such deed or deeds, transfer or transfers, endorsement or endorsements and to perform such other acts, matters, things as the Attorney shall consider requisite or advisable as full and effectively as the Company could do, if present and acting there.

I, (Name & address of the authorized person to sub-delegate/delegate powers, delegated on him by the Board of Directors) in terms of the powers delegated to me by the Board of Directors of (name of the Co.), do hereby agree that all Page 64 of 72 acts, deeds and things done by the said Attorney by virtue of this power of attorney, shall be construed as acts, deeds and things done by the Company.

I, (Name & address of the authorized person to sub-delegate/delegate powers, delegated on him by the Board of Directors), further undertake to ratify and confirm whatever our said attorney shall do or cause to be done for the Company, the said Company, in the premises, by virtue of the powers hereby given.

WHEREAS, this sub-delegation is signed and delivered to Shri ----- (name & designation of the Attorney), on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (Two thousand \_\_\_\_\_ ).

**INDIAN INSTITUTE OF MANAGEMENTKOZHIKODE**

WHEREAS, even though this sub-delegation is signed on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ (Two thousand \_\_\_\_\_ ), will have effect from the date he signs and receives this delegation.

IN WITNESS WHEREOF, I, (Name & address of the authorized person to sub-delegate/delegate powers, delegated on him by the Board of Directors) has, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ (Two thousand \_\_\_\_\_ ) set my hands and subscribed my signature unto this instrument.

SIGNED AND DELIVERED ON

\_\_\_\_\_ BY

(Name of authorized person to delegate powers)

WITNESS:

SIGNED AND RECEIVED ON

\_\_\_\_\_ BY

(Name & designation of Attorney)

**Annexure I**

[To be filled up and submitted in the specified format in the Excel sheet]

**DECLARATION**

1. I/We have gone through the terms and conditions of the tender as given above and have fully understood the significance of the same. I/We have visited the Institute and obtained all necessary clarifications from the concerned officials of the Institute on the work and services to be provided to the institute. I/We hereby accept all the terms and conditions and undertake to abide by the same if the contract is awarded to me/us.
2. It is clearly understood that, the persons deployed by us for the work/service in the Indian Institute of Management Kozhikode Campus will not be treated as employees of the Institute and I/We will be solely responsible for making all statutory payments to the persons so deployed and no employer-employee relationship will exist between the IIMK and the persons so deployed. The only relationship that exists between me/us and the IIMK is that of a Principal and Service provider.
3. I/We hereby agree that in case the Institute is made to suffer any loss/damage on account of any negligence or act on the part of any person or persons deployed by me/us in the IIMK campus, such loss/damage shall be made good by me/us and in case we fail to make good the same, the amount can be recovered from the Security Deposit kept by me/us with the Institute and in case the Security Deposit become insufficient to meet such sum, the Institute can proceed against me/us for recovery of the sum, in whatever manner it deems fit.
4. I/we hereby declare that the firm/company has not been blacklisted or debarred in the past by Union/State Government organization for taking part in Government tenders in India

Place: For and on behalf of the -----

Date: (Official Seal) (Authorized Signatory)

**Annexure II**

**[To be filled up and submitted in the specified format in the Excel sheet attached]**

**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 :**

**Annexure III**

[To be filled up and submitted in the specified format in the Excel sheet attached]

**Summary of Experience of the bidder during last seven years period  
(As per the proof submitted with the e-tender)**

Sl No	Details of works for which proof submitted. (Capacity and No of units, Brand).	Location of work in the proof submitted	Order value (Rs)	Value as per completion certificate. (Rs)	Date of completion as per completion certificate.
1					
2					
3					

Place:  
Date:

Signature of the Tenderer :

**Annexure IV**

[To be filled up and submitted in the specified format in the Excel sheet attached]

**Response Format  
(To be filled up by the Tenderer)**

Sl. No.	Requirements	Compliance details of the Agency
1	Have you submitted EMD amount Rs 18,300/- ?	
2	Have you attached the tender document (full set) digitally signed by the Authorized Signatory, for confirmation of the acceptance of all the terms & conditions in the tender document?	
3	Have you undertaken One/two/three each similar works of 4.90Lakhs/3.70Lakhs/2.50Lakhs in last seven years. (Proof shall be provided).	
4	Have you attached the proof of having the requisite experience? (Copies of work orders/Completion Certificates etc.) must be attached)	
5	Have you attached 'Declaration' in the specified format in Excel file?	
6	Have you attached the profile of the Vendor in the specified format in Excel file?	
7	Have your firm ever been debarred by any Court of law OR penalized by any Government/ PSU/ Private organization? (Self-attested certificate must be attached)	
8	Have you attached all other necessary documents as required in the Terms & Conditions?	
9	Have you attached copy of valid GST & PAN Registration particulars of your firm?	

Place:  
Date:

Signature of the Tenderer: