



भारतीयप्रबंधसंस्थान कोषिकोड  
आईआईएमकोषिकोड कैम्पस- पीओ

**INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE  
IIM KOZHIKODE CAMPUS P.O., KOZHIKODE – 673 570**

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## **NOTICE INVITING e-TENDER**

### **FOR**

**SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF  
ONE 10 PASSENGER LIFT AT J-CANTEEN ON BUYBACK BASIS**

**(Tender No. IIMK/ ELE/ e03/ 2025-26)**

<b>Date of Issue of NIT</b>	<b>: 07.05.2025</b>
<b>Due date of receipt of queries/clarification</b>	<b>: 28.05.2025 up to 5:00 PM</b>
<b>Date of corrigendum for clarifications, if any</b>	<b>: 29.05.2025</b>
<b>Due Date of Submission</b>	<b>: 02.06.2025 up to 03:00 PM</b>
<b>Date&amp; Time of opening of Tender</b>	<b>: 02.06.2025 at 03:30 PM</b>
<b>EMD Amount</b>	<b>: Rs 66750.00</b>
<b>Probable Amount of Contract</b>	<b>: Rs 2225000.00</b>

## **TENDER DOCUMENT**

### **SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF ONE 10 PASSENGER LIFT AT J-CANTEEN ON BUYBACK BASIS**

**(Tender No. IIMK/ ELE/ e03/ 2025-26)**

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## INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

### I. NOTICE INVITING TENDER

**1.1** Sealed competitive e- Tenders are invited by the Indian Institute of Management Kozhikode (Kerala) in single system for the work “Supply, Installation, Testing and Commissioning of one 10 passenger lift at J-Canteen on buy back basis” from manufactures, suppliers or experienced contractors having satisfactorily completed similar works carried out at Govt./ Semi Govt organization/ PSU/Private firms during last seven years ending last day of month previous to the one in which the tender is invited. Documents and certificates in proof, to the satisfaction of the Institute, his previous experience in the work of lift installation work as described above shall be enclosed.

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

1.2.1 Reputed, eligible and resourceful, competent contractor shall give an “UNDERTAKING” that they would facilitate their regular support during the warranty period. In absence of such undertaking, the tender is liable to be rejected.

1.2.2 Firms/ Contractors who fulfil the following requirements shall be eligible to apply:

The firm should have successfully completed similar works in Central Government/ State Government/ Central or State Autonomous Bodies/ Central or State Public Sector Undertakings /Private firms during the last seven years ending last day of the month previous to the one in which Tender is invited. The Date of completion of the work shall be during the period of 7 years.

Three similar works each of value not less than Rs 8.90 lakhs and the work should involve SITC of MRL Passenger lifts.

**OR**

Two similar completed works each of value not less Rs.13.35 Lakhs and the work should involve SITC of MRL Passenger lifts.

**OR**

One similar completed work of value not less Rs.17.80 Lakhs and the work should involve SITC of MRL Passenger lifts.

For this purpose, ‘cost of work’ shall mean gross value of the completed work including the cost of materials supplied by the Govt./ Client, but excluding those supplied free of cost. This should be certified by an officer not below the rank of Executive Engineer/ Site engineer or Equivalent. Similar works means supply installation testing commissioning of **Passenger lifts** with associated civil works etc.

1.2.3 Tenderers are required to submit TDS Certificates in form 16A in case of similar works are executed for a private body which shall form basis for establishing the completion cost of works executed by the bidder

1.2.4 One Site engineer (Mechanical/ Electrical) with not less than five years' experience in the design, erection, testing and commissioning of lifts, and one Site Supervisor with not less than two years' experience or Diploma (Mechanical/ Electrical) with not less than five years' experience in the design, erection, testing and commissioning of elevator systems should be in the worksite in all days. The firm is required to submit the following documents as a proof of employment of technical staff

The completion certificate of previous contracts should clearly indicate:-

1 Name of work with value and details.

2 Type and capacity of equipments

3 Date of completion.

1.3 Tender documents for e-Tendering can be submitted through the e-procurement portal <https://mhrd.ewizard.in>

- |                       |   |
|-----------------------|---|
| a. Tender No.         | : Tender No. IIMK / ELE/e07/2025-26 dated 07.05.2025  |
| b. Name of Work       | : Supply, Installation, Testing and Commissioning of one 10 Passenger lift at J-Canteen on buy back basis |
| c. Time of completion | : 90 days   |

#### 1.4 PREAMBLE

Indian Institute of Management Kozhikode is on a **high growth trajectory** today, offering **widest range** of academic programmes in the field of management education. Starting in 1997 with a batch of 42 students in its **Postgraduate Programme (PGP)**, it increased PGP intake to 120 in 2003, 180 in 2005, 261 in 2008, 375 in 2011, 400 in 2012 and 480 as of now. Thus making it the **fastest growing** management school in the country to reach that landmark.

Spread over about 125 acres of land, the Institute is situated on two hillocks in Kunnammangalam area of ancient city of Calicut in Kerala, is one of the most picturesque oxy-rich campuses in the country. The world class infrastructure including air-conditioned classrooms, guest care areas and LAN/WAN connectivity are few features.

1.5 The tender shall be complete in all respect. Tenders incomplete, partially attended etc. are liable to be rejected.

1.6 The quoted rates shall be inclusive of all labour charges, materials, taxes & duties, handling, transporting, unloading etc. at the Institute's Campus at Kunnammangalam. The tenderer is not eligible for any other payment over and above the quoted amount in any case. **No extra payment** for the extra work claimed by the Contractor/Vendor would be admitted.

1.7 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.

1.8 **Site Inspection:** The tenderer / his representatives shall visit the site for assessment of the work to be done before quoting the rate. The rates quoted in the tender by the contractor must be for the finished work which includes expenses towards Portable DG sets for electricity for cutting/welding works, scaffolds for working at heights etc. No extra payment for the extra work claimed by the contractor / vendor would be admitted.

**1.9** The Tenderer must have a valid GST registration Number (in the same name in which he is submitting his offer) with state. Proof of GST registration must be submitted along with the Technical bid.

**1.10 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's 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 herein before, 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
  - d. registered in such a country; or
  - e. An entity whose *beneficial owner* is situated in such a country ;or
  - f. An Indian(or other)agent of such an entity ;or
  - g. A natural person who is a citizen of such a country; or
  - h. 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 asunder:
  1. 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 percent 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]
  2. 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;
  3. In case of an un incorporated 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;
  4. Where no natural person is identified under1.or2.or3. above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
  5. 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.

### **1.11 SUBMISSION OF BID:**

(a) All bids should be done through Ministry of Education's online procurement portal at <https://mhrd.ewizard.in>

**(b) Queries:**

Interested bidders can send their queries related to the work through e-mail (contact email addresses are: [aeec@iimk.ac.in](mailto:aeec@iimk.ac.in) , [aelect@iimk.ac.in](mailto:aelect@iimk.ac.in) ) so as to receive the queries at the said email addresses not later than 28.05.2025 up to 5PM. The answers for above queries will be uploaded in the website of the Institute Website: <http://www.iimk.ac.in/announcements/tender.php> as well as the e-procurement portal <https://mhrd.ewizard.in> on 29.05.2025 such queries and answers shall form part of the tender document and contract agreement. Queries raised beyond the stipulated date will not be entertained.

### **1.12 Opening of Tenders**

The valid e-bids received through the e-Procurement portal before the deadline (02.06.2025 at 03:00PM) will be opened at **04:00 PM on 02.06.2025** by representatives of IIMK and the bidders or their representatives they choose can be log into the e-procurement portal for getting the updates of the tender.

### **1.13 Authorized Signatory**

If the tender is made 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 Acceptance Period**

The tender shall remain valid for acceptance for a minimum period of 90 days beyond the date of opening of tender. However, if required, the Institute will be at liberty to extend the validity period of this tender for additional period of 30 days. Any withdrawal of offer / bid during firm period will entail forfeiture of EMD..

### **1.15 Schedule of quantities**

A schedule of approximate quantities for various items accompanies this tender. It shall be definitely understood that the Institute/Consultant do not accept any responsibility for the correctness or completeness of the schedule, in respect of items and quantities and this schedule is liable to alterations by omissions, deductions or additions at the discretion of the Institute/Consultant without affecting the terms of the contract and the Contractor's quoted rate is valid for

all such variations. The Institute / Consultant reserves the right to completely delete any item from the scope of the work without affecting the terms of the contract.

#### **1.16 Contractors' Rates**

The contractors' rates must include the cost of transportation of material to the site, loading, unloading, storage at site, ESI, PF, KCWWF, all taxes such as, Works contract tax, GST, IT, Customs & Excise Duties & Octroy, etc. and the fixing or placing in position for which the items of work is intended to be operated. The rate would also include any earth work removal and filling.

The Institute will not provide Form 'C' or any other such certificates to the Contractor.

The rates shall remain firm, throughout the contract period including the extended period if any. No extra payment would be released by IIMK unless IIMK desires extra work to be carried out.

#### **1.17. Alterations in Tender Documents**

No alterations shall be made by the tenderer in any of the tender document, and if any alternations are made or any special condition attached, the tender is liable to be rejected.

#### **1.18. Acceptance of Tender**

The acceptance of the tender rests with the Institute, which does not bind by itself to accept the lowest tender. The Institute also reserves the right to reject any or all the tenders, without assigning any reasons(s) thereof. The Institute also 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.

#### **1.19 Quality**

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.

The tenderers are required to submit samples of the models quoted with test result, if instructed so, without any additional cost.

#### **1.20 Commencement of work/ Period of completion**

The Contractor shall commence work on site within **Seven days** from the date of issue of the work order. This date shall be considered as the date of commencement of the said work. Time is the essence of the Contract. All works as per this tender will be completed within **90 days** from the date. Completion period includes Monsoon period as well as festival period.

#### **1.21 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.

#### **1.22 Warranty/Guarantee period** for all the supplies shall be minimum One year for whole elevator system 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 AMC:** Comprehensive AMC for 5years period as per the quoted rate shall be applicable from the date of expiry of Warranty period. In case the contractor failed to submit the AMC proposal and complete the AMC agreement procedures, the Retention money shall be forfeited. AMC payment will be on half yearly basis.

#### **1.24 Contract Signing**

On getting the Work Order, the tenderer shall sign the necessary contract Agreement in non-judicial stamp paper worth Rs200/- within 7 days of intimation in the prescribed form. Expenses for the Agreement including cost of stamp papers etc. shall be borne by the Contractor. If the contractor fails to execute the Agreement within the time specified, then action shall be imposed as per the “Bid Security Declaration (Annexure-II)” submitted by the bidder.

In case of delay/ non-compliance action shall be imposed as per the “Bid Security Declaration (Annexure-II)” submitted by the bidder and the tender cancelled or the contract enforced as per terms of the tender and the tenderer shall thus be bound by the terms of contract even though the formal agreement has not been executed and signed by the tenderer.

#### **1.25 EMD and Performance Guarantee (Security Deposit)**

(a) EMD of **Rs 66750.00/- (Rupees Sixty Six Thousand Seven Hundred and Fifty Only)** is to be submitted along with the technical bid through E-Payment mode in E-procurement Portal. Technical bids received without EMD is liable to be rejected. 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

The EMD will be refunded to the unsuccessful vendors after acceptance of the Tender by the competent authority of the Institute, within one month after submission of request by the bidder for release of EMD

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.

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

- i. 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.
- ii. 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.
- iii. If any information or document furnished by the bidder / tenderer turns out to be misleading or false in any form.



**(b) Performance guarantee (Security Deposit):** Within 07 days of the award of the contract, the supplier shall furnish to the Institute a DD/ FD receipt/ Banker's Cheque or Bank Guarantee from any of the Schedule Banks or payment online in an acceptable form for a sum equivalent to **7%** of the order value as Security Deposit (Performance Guarantee) valid until the date of commissioning, and testing of the equipment + the warranty period. The Security Deposit/EMD shall not bear any interest.

**(c) Retention Money:** Retention money @ **5%** of Bill value. The Retention Money shall not bear any interest and shall be released only after entering Comprehensive AMC after warranty period.

#### **1.26 Refund of deposit**

Security deposit shall be returned after the successful contract period. The Security Deposit shall not bear any interest.

#### **1.27 Payments**

Normal payment terms acceptable to the Institute shall be within 30 days, on submission of bills. Advance 75% of the items supplied shall be paid on completion of material supply and submission of valid bill with proof. Balance amount, after completion of installation, testing & commissioning of the lift.

#### **1.28 COMPENSATION FOR DELAY**

If the contractor fails to maintain the required progress in terms of Clause 1.20 or to complete the work and clear the site on or before the contract period, he shall, without prejudice to any other right or remedy available under the law, pay the Institute on account of such breach, the agreed compensation amount calculated at the rates stipulated below and the Institute's decision in writing shall be final and binding in this respect.

This will also apply to items or group of items for which a separate period of completion has been specified.

**Compensation for delay of work:** For any delay in completion of work penalty will be imposed @ 0.5% per week of the order value subject to a maximum of 2.5%. The Institute reserves the right to cancel the contract in case of any inordinate delay, without further notice.

#### **1.29 Postal Address for communication**

Every Tenderer shall state in the tender his postal address fully and clearly. Any communication sent to the Tenderer by post at his said address shall be deemed to have reached the Tenderer in time.

#### **1.30 Deviations / Variations Extent and Pricing**

The Institute shall have power (i) to make alteration in, omissions from, additions to, or substitutions for the original specifications, drawings, designs and instructions that may appear to him to be necessary or advisable during the progress of the work, and (ii) to omit a part of the works in case of non-availability of a portion of the site or for any other reasons and the contractor shall be bound to carry out the works in accordance with any instructions given to him in writing signed by the Engineer in charge and such alterations, omissions, additions or substitutions shall form part of the contract as if originally provided therein and any altered, additional or substituted work which the contractor may be directed to do in the manner specified above as part of the works, shall be carried out by the contractor on the same conditions in all respects including price on which he agreed to do the main work except as hereafter provided.

**1.30.1** The time for completion of the works shall, in the event of any deviations resulting in additional cost over the tendered value sum being ordered, be extended, if requested by the contractor,

- i) In the proportion which the additional cost of the altered, additional or substituted work, bears to the original tendered value plus.
- ii) 25% of the time calculation in (i) above or such further additional time as may be considered reasonable by the Institute.

#### **1.30.2 Deviation, Extra items and Pricing**

In the case of extra items(s) the contractor may within fifteen days of receipt of order or occurrence of the item(s) claim rates, supported by proper analysis, for the work and the Engineer in charge shall within one month of the receipt of the claims supported by analysis, after giving consideration to the analysis of the rates submitted by the contractor, determine the rates on the basis of the market rates and the Contractor shall be paid in accordance with the rates so determined. Market rate shall be the rate as decided by the Engineer in charge on the basis of cost of materials and labour at the site where the work is to be executed plus 10% to cover all overheads and profits of the contractor.

#### **1.30.3 Deviation, Substituted items, Pricing**

In the case of substituted items, the rate for the agreement item (to be substituted) and substituted item shall also be determined in the manner as mentioned in the aforesaid para.

- a) If the market rate for the substituted item so determined is more than the market rate of the agreement item (to be substituted) the rate payable to the contractor for the substituted item shall be the rate for the agreement item (to be substituted) so increased to the extent of the difference between the market rates of substituted item and the agreement item (to be substituted).
- b) If the market rate for the substituted item so determined is less than the market rate of the agreement item (to be substituted) the rate payable to the contractor for the substituted item shall be the rate for the agreement item (to be substituted) to be decreased to the extent of the difference between the market rates of substituted item and the agreement item (to be substituted).

#### **1.31 Advances**

The Contractor shall not be entitled to get any sort of advances for the work.

#### **1.32 Water and Electricity**

Water and Electricity shall be arranged by the Contractor at his own expense. In case of failure of power, the contractor shall have alternate arrangement (DG Set etc.) to keep the work in progress at his own cost.

**1.33** Director, IIM Kozhikode reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and his decision shall be final and binding.

**1.34** The courts at Kunnamangalam /Kozhikode alone shall have the jurisdiction to hear and decide and proceedings for the purpose of action and proceedings arising out of the contract.

**07.05.2025**

**Sd /  
Senior manager (Engineering Operations)**

## **II. APPENDIX - I**

### **SUMMARY OF VARIOUS CLAUSES**

1. Validity of Tender	<i>1.14</i>	90 days
2. Due date and time of submission	<i>1.12</i>	02.06.2025 <b>up to 3:00 p.m.</b>
3. Period of commencement from Institution's order (Mobilization Period)	<i>1.20</i>	7 days
4. Time of Completion	<i>1.20</i>	90 Days
5. Amount of Compensation for delays	<i>1.28</i>	0.5% per week of the order value subject to a maximum of 2.5%.
6. Warranty period	<i>1.22</i>	Twelve Months
7. Amount of retention	<i>1.25©)</i>	5% of final bill value
8. Amount of Security Deposit	<i>1.25(b)</i>	7% of Contract Value

### **III. TENDER FORM**

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

Dear Sirs,

**Sub: - SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF  
ONE 10 PASSENGER LIFT AT J-CANTEEN ON BUY BACK BASIS**

With reference to the tender 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 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 undertake to deploy labour as per the contract within a period of 7 days from the date of issue of work order / LOI by you that our tender has been accepted.

I/We hereby deposit with you an 'Earnest Money' of Rs 66750.00 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 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)

#### **IV. DRAFT AGREEMENT**

##### **ARTICLES OF AGREEMENT**

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

*This Agreement entered in to this .....day of ....., 2025 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 work for “Supply, Installation, Testing and Commissioning of one 10 passenger lift at J-Canteen on buy back basis” (hereinafter called the Work) and has caused Specifications and Schedule of Quantities describing the work to be done under the direction of the Institute.

AND WHEREAS the contractor has supplied the Institute with a fully priced copy of the said Schedule of Quantities (which copy is hereinafter referred to as 'The Contract Bill')

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
2. included in the tender bid shall be deemed to form and be read and construed as part of this Agreement along with amendments negotiated and confirmed in various subsequent letters exchanged as mentioned Agreement words and expressions shall have the same meanings as are respectively assigned to them under Section 'Definitions in the General Conditions of Tender Document issued by the Institute and accepted by the Contractor while submitting his bid dated \_\_\_\_\_.
- 2.a) The following documents hereinafter:

I.	Notice Inviting Tender
II.	Tender Form
III.	Draft Agreement
IV	Safety Code
V	Special Conditions of Contract
VI	Technical Specifications

VII	Annexure I- Declarations
VIII	Annexure- II –Profile of Vendor
IX	Annexure III- Summary of Experience
X	Annexure IV- Response Format
XI	Instructions to vendor

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.

I) Tender No. \_\_\_\_\_ dated \_\_\_\_\_ of the Institute for inviting Tender.

II) Letter No. \_\_\_\_\_ dated \_\_\_\_\_ of the Contractor submitting the Tender Bid.

III) Work Order No. \_\_\_\_\_ dated \_\_\_\_\_ of the Institute.

IV) \_\_\_\_\_

**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 shown upon the contract drawings and described by or referred to in the Contract Bills and in the said conditions.
2. The Institute will pay the contractor the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) (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 hereto 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 \_\_\_\_\_ 2025

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 :

## **V. SAFETY CODE**

1. The Contractor shall be responsible for the safety of the workmen employed by him and he shall be liable to pay the necessary compensation in case of accidents as per the workmen's compensation act.
2. Suitable and strong scaffolds/stage should be provided for workmen for all works that cannot safely be done from the ground or from a solid construction except such short period work as can be done safely from ladder.
3. Scaffolding or staging more than 3.6 M above ground or floor swung or suspended from an overhead support or erected with stationary support shall have a guard rail properly attached, bolted, braised and otherwise secured at least 90 cms.above the floor or platform of such scaffolding and extending along the entire length of the necessary for the delivery of materials. Such scaffolding or staging shall be so fastened to prevent it from swaying from the building structure.
4. Working platform, gangway, stairways etc. if needed, should be so constructed that they should not sag unduly or unequally. Such gangway, stairway etc. should have adequate width and should be suitably fastened as described in the para above.
5. Suitable fencing or railing of 90 cms minimum height should be provided for every opening made by the contractor in the floor of building or in a working platform to prevent the fall of persons or materials.
6. Safe means of access shall be provided to all working platform and other working places.
7. Adequate precautions shall be taken to prevent any kind of danger from electrical equipments.
8. The contractor shall be bound to bear the expenses of defence of every suit, action or other proceedings at law that may be brought by any person, for injury sustained owing to neglect of the above precaution and to pay damage and cost which may be awarded in any such suit, action or proceedings to any such persons or which may with the consent of the contractor be paid to compromise claim by any such person.
9. Suitable face masks should be supplied for use by the workers while working in dusty environments.
10. All scaffolds / stage, ladders and other safety devices mentioned or described here in shall be maintained in safe and good condition and no scaffold/stage and ladder or equipment shall be altered or removed while it in use.
11. Contractor should insist the workmen to use safety gloves of appropriate standard for all their employees and to be insisted to wear the helmet while on duty.
12. The contractor should provide adequate training for the work men for fire protection/prevention, use of fire-fighting devices in the campus.
13. There shall be maintained at readily accessible place at work site, first aid appliances including adequate supply of sterilized dress (medical) and sterile cotton wool.

14. An injured person shall be taken to a public hospital without loss of time in cases where the injury necessitates the help of a doctor or hospitalization.
15. The contractor shall provide all necessary fencing and lights to protect the public from accident and shall be bound to bear the expenses of defence of every suit, action or other proceedings at law that may be brought by any person for injury sustained owing to neglect of the above precaution and to pay damage and cost which may be awarded in any such suit, action or proceedings to any such persons or which may with the consent of the contractor be paid to compromise claim by any such person.
16. Hoisting machines and tackles used in the work including their attachment anchorage and supports shall be in perfect condition.
17. The ropes and pulleys etc. used in hoisting or lower materials or as means of suspension shall be of durable quality and adequate strength and free from defects.
18. All scaffolds / stage, ladders and other safety devices mentioned or described here in shall be maintained in safe and good condition and no scaffold/stage and ladder or equipment shall be altered or removed while it in use.
19. Contractor should provide safety helmets for all their employees and to be insisted to wear the helmet while on duty.
20. There shall be maintained at readily accessible place at work site, first aid appliances including adequate supply of sterilized dress and sterilized cotton wool.



## **VI. SPECIAL CONDITIONS OF CONTRACT**

1. The contractor shall execute the whole work in the most substantial and workmanlike manner in strict accordance with the specifications, approved design, drawings particular specifications, special conditions, additional conditions and instructions of the Engineer-in-charge.
2. Before tendering, the contractor shall inspect the site of work and shall fully acquired himself about the conditions prevailing at site, availability of materials, availability of land and suitable location for construction of go-downs, stores, and camp, transport facilities, the extent of leads and elevators involved in execution of work.
3. The Contractor shall at his own expense and risk arrange land for accommodation of labour, setting up of office, storage of materials, erection of temporary workshops, and construction of approach roads to the site of work, including land required for carrying out of all jobs connected with the completion of the work. However, the departmental land to the extent available may be allowed to be used for these purposes free of rent without accepting any responsibility for the delay, if any, on this account. The Contractor shall have to abide by the regulations of authorities concerned and the directions of the Engineer- in- charge for use of land available at the site of work. If it becomes necessary during constructions to remove or shift this stored materials, shed, workshop excess roads, etc. to facilitate execution of the work included in this agreement or any other work by any other agency, the contractor shall remove or shift this facilities and directed by the Engineer-in- Charge and no claim whatsoever shall be entertained on this account.
4. It shall be deemed that the contractor has satisfied himself as to the nature and location of the work, transport facilities, availability of the land for setting up of camp, etc. The Institute will bear no responsibility for lack of such knowledge and the consequences thereof.
5. The contractor shall have to make approaches to the site, if so required and keep them in good condition for transportation of labour and materials as well as inspection of works by the Engineer-in-Charge. Nothing extra shall be paid on this account.
6. The Contractor shall carry out true and proper setting out of the work in co-ordination with the Engineer-in-Charge or his authorized representatives and shall be responsible for the correctness of the positions, levels, dimensions and alignments of all parts of the structure. If at any time during the progress of the work any error appears or arises in the position, level, dimensions or and alignments of any part of the work, the Contractor on being asked to do so by the Engineer-in-Charge, shall rectify such error to the entire satisfaction of Engineer-in-Charge, shall rectify such error to the entire satisfaction of Engineer-in-Charge. The checking by the Engineer-in-Charge or his authorized representatives shall not relieve the Contractor of his responsibility for the correctness of any setting out of any line or level. The Contractor shall carefully protect and preserve all bench marks, pegs and pillars provided for setting out of works.
7. All setting out activities concerning dismantling, installation, breaking of wall, floor, ceiling and making good etc. including tools plants equipments etc. required for performing all the functions necessary and ancillary thereto at the commencement of the work, during the progress of the work and till the completion of the work shall be carried out by the contractor and nothing extra shall be paid on this account.
8. The Contractor shall at his own cost submit samples / technical submittals of all materials sufficiently in advance and obtain approval of Engineer-in-Charge prior to procurement. The materials to be used in actual execution of the work shall strictly conform to the quality of samples approved by the Engineer-in-Charge and nothing extra shall be paid on this account.

The acceptance of any sample or material on inspection shall not be a bar to its subsequent rejection, if found defective.

9. The Contractor shall at his cost, make all arrangements and shall provide necessary facilities as the Engineer-in-Charge may require for collecting, preparing, packing, forwarding and transportation of the required number of samples for tests and for analysis at such time and to such places as directed by the Engineer-in-Charge. Nothing extra shall be paid for the above operations including the cost of materials required for tests and analysis. Testing charges, if any, will be borne by the Institute if the test passes. In case it fails, the same shall be borne by the contractor.
10. The necessary tests shall be conducted in the laboratory approved by the Engineer-in-Charge. The samples for carrying out all or any of the tests shall be collected by the Engineer-in-Charge or on his behalf by any other officer of the Institute. The Contractor or his authorized representative shall associate himself in collection, preparation, packing and forwarding of such samples for the prescribed tests and analysis. In case the Contractor or his authorized representative is not present or does not associate him in the aforesaid operation the result of such test consequence thereon shall be binding on the contractor.
11. Materials used on work without prior inspection and testing (where testing is necessary) and without approval of the Engineer-in-Charge are liable to be considered unauthorized, defective and not acceptable. The Engineer-in-charge shall have full powers to require the removal of any or all of the materials brought to site by Contractor which are not in accordance with the Contract Specifications or do not conform, in character or quality to the samples approved by the Engineer-in-Charge. In case of default on the part of the Contractor in removing rejected materials, the Engineer- in- Charge shall be at liberty to have them removed at the risk and cost of the Contractor.
12. The Contractor shall make this all arrangements of water required for execution of work and get the water tested at his own cost with regard to its suitability for use in the works and get written approval from the Engineer-in-Charge before he proceeds with the use of same for execution of work.
13. The work shall be carried out in such a manner so as not to interfere or adversely affect or disturb other works being executed other agencies, if any.
14. Any damage done by the Contractor to any existing works or work being executed by other agencies shall be made good by him at his own cost.
15. The work shall be carried out in the manner complying in all respect with the requirement of relevant rules and regulations of the local bodies under the jurisdiction on which the work is to be executed and nothing extra shall be paid on this account.
16. For completing the work in time, the Contractor may have to work In two or more shifts and no claims whatsoever shall be entertained on this account, notwithstanding the fact that the Contractor will have to pay to the labourers and other staff engaged directly or indirectly on the work according to the provisions of the labour regulations and the agreement entered upon and/ or extra amount for any other reasons.
17. The contractor will have to make his own arrangement for obtaining Electricity connection from the State Electricity Board and make necessary payment directly to the Department concerned and / or install generators at the site of work, if required and nothing extra whatsoever will be payable on this account.
18. The Contractor shall maintain in good condition all work executed till the completion of entire work entrusted to the Contractor under this contract.
19. No payment shall be made to the contractor for damage caused by rain, whatsoever during the execution of works and any damage to the work on this account shall have to be made good by the contractor at his own cost.

20. The rates for all items of work, unless clearly specified otherwise, shall include the cost of all labour, materials, de-watering required, if any, and other inputs involved in the execution of the items.
21. Unless otherwise provided in the schedule of quantities, the rates tendered by the Contractor shall be all inclusive and shall apply to all heights, depths, leads and elevators, except for additional height in centering and shuttering over a height of 3.5m.
22. No claim whatsoever for idle labour, additional establishments, costs of hire and labour charges for tools and plants etc. would be entertained under any circumstances.
23. For the safety of all labour directly or indirectly employed in the work the Contractor shall, in addition to the provision of CPWD safety code and directions of the Engineer-in-Charge, make all arrangements to provide facility as per the provision of Indian Standard Specifications (codes) listed below & nothing extra shall be paid on this account.
  - I. IS 3696 Part 1 Safety Code for scaffolds and ladders.
  - II. IS 3696 Part II Safety Code for scaffolds and ladders Part II ladders.
  - III. IS 764 Safety Code for excavation work.
  - IV. IS 4138 Safety Code for working in compressed air.
  - V. IS 7293 Safety Code for working with construction machinery.
  - VI. IS 7969 Safety Code for Storage and handling of Building materials
  - VII. IS 4130 Safety Code for demolition of buildings.
24. The Contractor shall take all precautions to avoid all accidents by exhibiting necessary caution boards and by providing red flags, red lights and barriers. The Contractor shall be responsible for any accident at the site of work and consequences thereof.

**VII. 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 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) ...

## **VIII- REQUIRED TECHNICAL SPECIFICATION**

<b>RANGE</b>	TYPE	Passenger Lift (MRL Type)
	CAPACITY	10 Passengers, 680kg
	SPEED	1.00 m/sec.
<b>ELEVATOR WELL</b>	CAR TRAVEL	G+3Floors, 16mtrs. (Approx.)
	NO OF STOPS	4
	NO. OF OPENINGS	4
	SHAFT SIZE	1850 mm(width) x 1850mm (Depth)
	MACHINE ROOM	NA
	OVERHEAD	4500 mm
	PIT DEPTH	1600 mm
<b>CAR ENCLOSURE</b>	CAR PANEL	Stainless Steel Cabin in Hairline Finish (SS 304) of 1.2mm thickness with handrail on rear side
	CAR SIZE	1200 mm (width) x 1400 mm (depth)
	CAR ENTRANCE	800 mm (width) x 2000 mm (height)
	CAR DOOR	Stainless Steel Two Panel Centre opening Auto Door in hairline Finish having Full Curtain Infrared Door Safety. (SS 304)
	FLOORING	Granite flooring
	FALSE CEILING	Stainless Steel Hairline Finish.
	LIGHTS & FAN	LED LIGHT with axial Flow Fan
	C.O.P	Luminous Braille Buttons with Dot matrix Display for Direction and Position Indication.
<b>LANDING</b>	LANDING DOOR	Stainless Steel Two Panel Center opening Auto Door in Hairline Finish (SS 304)
	CLEAR OPENING	800mm (width) x 2000mm (height)
	L.P.B.	Illuminated Brail Buttons with DOT Matrix Display with Position and Direction Indication.
<b>MACHINE</b>	MACHINE	Machine Room Less
	MAIN POWER SYSTEM	230Volts,1 phase, 50Hz, alternating Current
	AUXILIARY SYSTEM	220/230 Volts, Single Phase 50Hz AC
	OPERATION	Simplex Full selective Collective with/without attendant
	REQUIRED DRIVE/MAKE	ACVVVF Closed loop
<b>Special Features required</b>		
1. Battery Operated Alarm Bell with Emergency Light and Buzzer.		
2. Floor Announcement System		
3. Automatic Rescue Device.		
4. PIT Ladder		
5. Fireman Switch		
6. Audio / Visual Overload Warning Indication		
7.Built in intercom of hands free type 3Way intercom with Dialer EPBX System		
8. Fan with Auto On / Off		
<b>NOTE: Dimensions are tentative may change subject to the Actual Site Conditions</b>		

(To be filled up and submitted in the specified format in the Excel sheet)

**IX. ANNEXURE-I**  
**DECLARATIONS**

**Declaration I**

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.

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

Date:

(Authorized Signatory)

(Official Seal)

(To be filled up and submitted in the specified format in the Excel sheet)

**X. ANNEXURE- II**

**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. :**



### **XI. Annexure III**

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

#### **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.	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 :

Name & Address of the Tenderer  
with Office Stamp

## **XII. Annexure-IV**

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

### **Response Format**

**Tender for “Supply, Installation, Testing and Commissioning of one 10 passenger lift at J-Canteen on buy back basis**

Sl. No.	Requirements	Compliance details of the Agency
1	Have you undertaken One/two/three similar works of 17.80Lakhs/ 13.35 Lakhs/ 8.90 Lakhs during last seven years as mentioned in our terms and conditions? (Proof shall be attached)	
2	Have you submitted EMD?	
3	Have you attached the proof of having the requisite experience? (Copies of work orders/Completion Certificates etc.) must be attached)	
4	Have you filled up and submit the “Summary of experience” in the specified format in the tender?	
5	Have you attached copy of valid PAN & GST registration certificates?	
6	Have you attached ‘Declaration’ in the specified format in excel file?	
7	Have you attached the profile of the Vendor in the specified format in excel file?	
8	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)	
9	.Have you attached all other necessary documents as required in the Terms &Conditions?	

Place:

Signature of the Tenderer:

Date:

Name & Address of the Tenderer  
with Office Stamp

### **XIII. 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.euniwizard.in/>).

#### **i. 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 ([helpdeskeuniwizarde@gmail.com](mailto:helpdeskeuniwizarde@gmail.com) and [support@euniwizarde.com](mailto:support@euniwizarde.com)) 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.

#### **ii. 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.

#### **iii. 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.

#### iv. 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.

#### v. 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.

#### vi. 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
- vii. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).
- viii. The bid should be submitted through e-Wizard portal (<https://mhrd.euniwizarde.com/>) only.

#### **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.euniwizarde.com> or <http://www.iimk.ac.in/tender/tender.php> 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.
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.