

**TENDER DOCUMENT**  
**FOR**  
**THE ENGAGEMENT OF PACKING & MOVING AGENCY**  
**FOR DISMANTLING, PACKING, LOADING, SHIFTING,**  
**UNLOADING, UNPACKING, PLACING AND FIXING OF**  
**INSTITUTE ITEMS FROM IIM RAIPUR, SEJBHAR**  
**LOCATION (EXISTING CAMPUS) TO IIM, NAYA RAIPUR**  
**LOCATION (PERMANENT CAMPUS)**

Cmdr Pankaj K Jha (Retd.)  
Chief Administrative Officer,  
Indian Institute of Management, Raipur  
GEC Campus, Sejbahar, Raipur 492015,C.G.  
Website : [iimraipur.ac.in](http://iimraipur.ac.in)  
Email-[cao@iimraipur.ac.in](mailto:cao@iimraipur.ac.in)  
Tel :0771-2474700

## TENDER NOTICE

Sealed tenders in two bid systems i.e. Technical Bid & Financial Bid are invited for the engagement of Packing & Moving Agency for the following services: -

Name of the Work	THE ENGAGEMENT OF PACKING & MOVING AGENCY FOR DISMANTLING, PACKING, LOADING, SHIFTING, UNLOADING, UNPACKING, PLACING AND FIXING OF INSTITUTE ITEMS FROM IIM RAIPUR, SEJBHAR LOCATION (EXISTING CAMPUS) TO IIM, NAYA RAIPUR LOCATION (PERMANENT CAMPUS)
Tender No.	<b>IIMR/ Shifting/Permanent Campus/2018-19/01 , Date -29.04.2018</b>
Tender Submission Cost (Non-refundable)	<b>Rs. 500/- (Rupees Five Hundred Only)</b> by Demand Draft in favour of Indian Institute of Management, Raipur payable at Raipur. This amount is non-refundable.
EMD	<b>Rs. 30,000/- (Rupees Thirty Thousand Only)</b> by demand draft in favour of Indian Institute of Management Raipur payable at Raipur.
Estimated Value	<b>Rs. 8,00,000/- (Rupees Eight Lakh Only)</b>
Contract Period	One-time contract
Issue of Tender	The Tender document can be downloaded from the Institute website – <b>www.iimraipur.ac.in</b> . Please keep visiting our website for any corrigendum /amendments and submit the bid documents accordingly. Corrigendum, if any, will not be published in newspaper.
Pre-Bid Meeting	11:00 hrs on <u>11<sup>th</sup> May</u> , 2018 for clarifications of queries. Venue: Board Room, IIM Raipur
Submission / Receipt of Tender	Up to 15:00 hrs. on <u>21<sup>st</sup> May</u> , 2018 in office of “The Chief Administrative Officer, IIM Raipur, GEC Campus, Sejbahar, Raipur-492 015
Opening of Tender	<b>Part – A – Technical Bid</b> The technical Tender documents shall be opened on the same day, i.e. <u>21<sup>st</sup> May</u> , 2018 at 16:00 hrs. in the presence of authorized representatives of the bidders. <b>Part – B – Financial Bid</b> Financial Bid of the technically acceptable bidders as recommended by the Tender Committee shall be opened at a later date after evaluation of the technical bids.
Contact Person (Site Visit)	Mr.Chitaranjan Sahu :8964081757, Mr.DK Sinha :9644164555
Contact Person for Tender	Mr.Ashwani Bhardwaj :09179858388

## **1. DEFINITIONS**

For the purpose of the tender (as hereinafter defined) the following words and expressions shall have the meaning hereby assigned to them except where the context otherwise requires.

- i) The Institute shall mean the IIM Raipur.
- ii) Competent Authority' shall mean the Director, IIM Raipur
- iii) 'Agency/contractor shall mean a tenderer whose tender has been accepted by the Institute in writing.
- iv) 'The Tender' shall mean the tender form (including earnest money deposit, the notice inviting tender, the terms & conditions), technical bid and financial bid.
- v) 'Letter of Acceptance' shall mean communication by the Institute to the tenderer to convey the acceptance of the offer.

## **2. WHO CAN APPLY?**

- a. If the bidder is an individual, the application shall be signed by him above his full type written name and current address.
- b. If the bidder is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.
- c. If the bidder is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses or alternatively, by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.
- d. If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum and Articles of Association duly attested by a Public Notary.

### 3. ELIGIBILITY

- (i) The tenderer should have at least five years' experience of shifting in Central Government/State Government Department (including Public Sector Undertaking / Autonomous bodies), Govt. Institutes/ Hospitals/ Private Institutes, Research Institutes in last five years ending March 2018.  
**(Agreement / Work order copy to be enclosed)**
- (ii) The average annual turnover of services (packers & movers) should be at least 60 Lakhs (Rupees Sixty Lakhs Only) in last three financial years (2014-15, 15-16 & 2016-17).  
**(Duly certified by Chartered Accountant, along with copies of audited profit and loss account of last three years).**
- (iii) The bidder should have a solvency of Rs. 10 Lacs Certified by his Bankers.  
**(Latest Solvency certificate to be enclosed).**
- (iv) The firm of the tenderer should have GST registration number.  
**(Copy of GST registration certificate to be enclosed).**
- (v) The firm should not be **backlisted** from any govt. and private organization.  
**(Self-declaration letter should be enclosed).**
- (vi) Firm should have the Local/Representative/Franchise office at Raipur (C.G.)  
**(Proof document to be enclosed).**
- (vii) Self-declaration letter has to be submitted by bidder that he/his firm has visited the existing and permanent campus as per scope of work **(Self declaration letter in company letter head to be enclosed).**

### 4. SCOPE OF WORK AND OTHER TERMS & CONDITIONS:

The scope of work covered under this tender shall include:

- a) Dismantling, Packing, Loading, Shifting, Unloading, Unpacking, Placing and Fixing of Institute items at designated locations by manual and mechanical means and other incidental / necessary works.
- b) Bidders are advised to inspect the campus i.e existing & permanent campus along with items to be shifted and examine the area and its surrounding including local bylaws, traffic verification before submitting their tenders acquaint themselves and obtain necessary information as to risks, contingencies and other circumstances which may influence or affect their bid

5. Detailed tender documents can be downloaded from IIM Raipur website [www.iimraipur.ac.in](http://www.iimraipur.ac.in) from 29.04.2018 to 21.05.2018.

The last date to submit the completed tenders in the office of **Chief Administrative Officer, IIM Raipur, GEC Campus, Sejbahar, Raipur-492015** is **21.05.2018 at 03.00 P.M.** The Bidder/agency should keep the Technical Bid & Financial Bid in separate sealed covers and these two sealed covers be kept in third sealed cover along with the tender documents. Superscribing on the envelope **“Tender for Engagement of Packing & Moving Agency”**. The Bidder/agency should also mention the Name and Address of the Agency/Firm on each envelope. EMD & Processing fees are to be enclosed with Technical Bid. The Technical Bids will be opened on **21-05-2018 at 04:00 P.M.** in the Board Room of IIM Raipur (existing campus) in the presence of the Agencies / Contractor or their authorized representatives, if any. Incomplete tenders and those without proper E.M.D. shall be summarily rejected.

6. The Bidder/agency should enclose DD of Rs. 30,000/- (Thirty Thousand Only) as Earnest Money Deposit (EMD) along with the tender in favour of, “Indian Institute of Management Raipur” payable at Raipur. No interest will be paid on the security deposit and Earnest Money Deposit. Cheques and /or cash are not accepted. Tender without Earnest Money Deposit shall be summarily rejected.

7. The total performance Security deposit will be **10% of total cost of “Work Order”**. The agency has to deposit the performance security within ten days after acceptance of award letter in form of DD pledged in favour of Indian Institute of Management Raipur from any of the nationalized bank. No interest shall be paid by the Institute on Performance Security Deposit.

8. All the documents pertaining to the Firm/company submitted by the tenderer should bear the name and Address, as recorded in the Tender Form. In case of any variation, it should be specifically clarified, as to whether the changes have been duly notified to the respective Authority and proof of acceptance by the Authority must be attached with the respective document submitted by the tenderer.

- Valid Registration no. of the Firm/company (attach attested copy of the Certificate)
- Valid PAN No. of the Company/firm (Attach attested copy of the PAN card)
- Valid GST Registration No. (attach attested copy of the certificate)

9. Tenderer should give the documentary proof of experience in providing successful packing & moving services in Central Government / State Government Department /Autonomous Govt. Institute/ Hospitals / Govt. Institution/ Private Institute. This should be given in the following format on letterhead of Tenderer:

S. No.	Name of Work and period of contract	Name of Client and Address	Contact person with designation and telephone number	Work Order Value
1.				
2.				
3.				
4.				
5.				

10. Financial Analysis – Details to be furnished duly supported by figures in balance-sheet/profit and loss account for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

Item	2014-15	2015-16	2016-17
Gross Annual turn over on works			
Profit/Loss			

11. The Competent Authority on behalf of IIM Raipur does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all bids received without assigning any reason. Bids in which any of the prescribed conditions not fulfilled or any conditional bids shall be liable for rejection. "Incomplete bid shall be directly rejected".
12. The Competent Authority on behalf of IIM Raipur reserve to himself the right of accepting the whole or any part of the tender and tenderer shall be bound to perform the same at the rate so determined for part work.
13. The Documents submitted should have the stamp of the firm or company and every document/paper in the Packet-I should be signed by the authorized signatory of the tenderer on every page (including the performance certificate issued by tenderer's clients).

12. **Responsibility of the Tenderer (Part of Scope of Work):**

- i. Complete Dismantling of Institute Items/ Assembly etc wherever required
- ii. Packing and Unpacking of Institute items/ Assembly.
- iii. Loading at IIM Raipur, Sejbahar (existing campus) and un-loading at IIM, New campus.
- iv. Transport arrangements and adequate labour and supervisor or as required by IIM Raipur.
- v. Special and sophisticated support machinery such as Hydraulic, chain pulley, cranes and other machinery, if required.
- vi. Wrapping with standard materials such as ballooning paper, HM Laminated Foams, corrugated sheets, Thermacol sheets, air bubble wrapping material, water proof, moisture free, wherever is required so that the goods can easily withstand jerks while shifting and are delivered to the destination without scratch/ damages.
- vii. While re-location of the Institute Items/Assembly and loading item etc., agency should ensure that Institute Equipment's have to be moved and set up on scheduled date, time and place.
- viii. While shifting the goods, agency should protect the floors, walls and door-jambs, to prevent wear and tear of valuable office space.
- ix. Place, Fix and Install the equipment in position at designated location as directed by Institute in the IIM Raipur New Campus

13. **Rates and Payments:**

- i. The rates of the Agency shall be all inclusive irrespective of height, depth, lead, lift etc. The rates shall include cost of all materials, labour, machinery, transit insurance and all other inputs involved in the execution and all scope of work including terms & conditions, responsibility of tenderer and other terms & conditions mentioned in the tender document. No extra charges shall be paid from the quoted amount, unless clearly specified otherwise.
- ii. In case the shifting to different floors is not possible through lift, Agency shall make arrangement for shifting manually and by any other means like staging, hydraulic lift etc. Nothing extra shall be paid on this account.

- iii. Only quoted rates shall be considered. Where the rates quoted by the Agency in figures and In words don't tally, in that event the rates quoted in the words shall be considered as correct and final.
- iv. The Agency/Contractor should submit bills in triplicate for payment quoting PAN No. and GST No.(Firm GST registration number along with IIM Raipur GST registration number) on the body of the bill. The payment will be made by RTGS only after producing the handed over certificate from the Institute. All applicable taxes will be deducted as per statutory provisions. The payment will be made within 30 days after successful / satisfactory completion of work and submission of bill with handover certificate issued by the Institute. No advance payment will be paid to vendor.

18. **Jurisdiction of Court:** All disputes are subject to the jurisdiction of the Court in the City of Raipur.

19. **Other terms & conditions:** -

- i) The complete shifting process (as per scope of work, terms and conditions) will be supervised by agency & monitored by the Institute.
- ii) The Agency will make the comprehensive list of items/Assembly to be shifted with the Institute for Accountability Purpose in event of loss / damage to item during the process.
- iii) The agency shall arrange to shift all items as per scope of work, responsibility and terms & conditions from the designated area in strict compliance to the shifting schedule of the Institute. The total completion of "SOW" shall be 15 days. The shifting process shall be completed within a window of 3 (three) months (maximum) from receipt of work order by the bidder.
- iv) The shifting has to be done carefully without any damages. Damages, if any, shall be recovered from the payments to the agency.
- v) The Agency will be solely responsible for safe & secure transit of Goods to the satisfaction of the Institute. In event of any damages, the loss will be charged by the Institute in any manner as deemed fit by the Institute.
- vi) Before commencing the execution of work, the Agency shall, without in any way limiting his obligations and liabilities, insure at his own cost and expense against any damage or loss or injury, which may be caused to any person or property, at site of work.

- vii) Delay Penalty of 0.5% of total order value per day will be imposed on the agency.
- viii) In the event of continued delay for 10 days, the Institute may at its discretion cancel the contract. In the event of cancellation of contract, Institute reserves the right to forfeit the performance guarantee submitted by the Agency without any notice.
- vii) The agency shall indemnify Institute against all losses it has suffered during any accident/incident during the execution of this job.
- viii) The Agency is required to take all safety and security measures of men and materials for covering your staff and worker with suitable insurance policy, ESI/Provident Fund and all other statutory State / Central rules and regulations.
- ix) All associated activities required for obtaining necessary clearances, permissions, approvals, all licenses from local bodies etc required for execution of this work shall be responsibility of the Agency and cost of which shall be deemed to be included in the rates.
- x) Any time after award of work, Institute may abandon or reduce the scope of work for any reason whatsoever and hence not require the whole or any part of the works to be carried out, the Agency shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of the foreclosure of the whole or part of the work.
- xi) During execution of the works the entire premises have to be kept clean and free from any obstructions, all the debris and surplus materials shall be removed from the work site as soon as works are completed.
- xii) The above items are to be brought in “**As is where is Condition**” to the new site and stacked / relocated as desired by the concerned Institute.
- xiii) The total work has to be completed in phases and preferably during office hours, agency has to arrange number of vehicles, labour, packing material etc. accordingly.
- xiv) In all matters, the orders/interpretation of the Competent Authority of the Institute shall be final & binding on the Agency.

**(Name & Signature of the Authorized Signatory  
with Name and Seal)**



**FINANCIAL BID**

**(To be sealed separately)**

**NAME OF THE WORKS: THE ENGAGEMENT OF PACKING & MOVING AGENCY FOR DISMANTLING, PACKING, LOADING, SHIFTING, UNLOADING, UNPACKING, PLACING AND FIXING OF INSTITUTE ITEMS FROM IIM RAIPUR, SEJBAHAR LOCATION (EXISTING CAMPUS) TO IIM, NAYA RAIPUR LOCATION (PERMANENT CAMPUS).**

I/We M/s\_\_\_\_\_ hereby offer to shift the materials as per the terms & conditions / scope of work of this Tender at a lump sum cost of Rs. as quoted below:

Rupees in figures for entire works	Rupees in words for entire works

**Note**

1. The rate should be inclusive all applicable taxes, scope of work, terms & conditions and all other terms & conditions mentioned in the tender document.
2. No extra charges will be paid to agency above the quoted amount.
3. Rate quoted will be valid for a period of six months from the date of award of work.

**(Name & Signature of the Authorized Signatory  
with Name and Seal)**

## **Special Note for Site Visit**

The bidders in their own interest at their cost are advised to visit, inspect and examine the existing site along with the Institute items which are to be transported and new site where items to be shifted / placed and its surroundings and satisfy themselves including prevailing rules, regulations/ directions of the local authorities/ State Government, that may be necessary for preparing the bid and execution of the contract, before submitting their Bids in respect of the Site Conditions including access to the site & materials, availability of land, water, power and other facilities, Source and extent of availability of suitable materials including water etc. and labour, including but not restricted to any other conditions which may influence or affect the work or cost thereof under the contract. No extra charges consequent upon lack of any information/ knowledge and understanding shall be entertained or payable by the Institute.

The bidders should note that information, if any, with regard to the site and local conditions, as contained in this Bid document has been given merely to assist the bidders and is not warranted complete in all respects. The bidder should ascertain all other information pertaining to and needed for the work including information regarding the risks, contingencies and other circumstances which may influence or affect the work or the cost thereof under this contract.

All the temporary services/arrangements shall be made by Contractor at no extra cost to Institute.