

INDIAN INSTITUTE OF MANAGEMENT UDAIPUR
(An Autonomous Institute under the Ministry of Education, Govt. of India)

**TENDER DOCUMENT
FOR
Energy Audit for Sustainable Energy Management in Indian Institute
of Management, Udaipur**

Requested from
Leading PAN India based operating BEE Accredited Energy
Auditing firms/organizations having relevant experience &
requisite infrastructure to undertake such studies.

(Name of Work: - To carry out an Energy Audit for Sustainable Energy
Management in Indian Institute Management Udaipur.)



Tender No. :IIMU/Tender/Energy Audit/23-24

Dated: 09/08/2023

Indian Institute of Management Udaipur
Balicha, Udaipur-313001, Rajasthan
Website: www.iimu.ac.in



IIMU

भारतीय प्रबंध संस्थान उदयपुर
Indian Institute of Management Udaipur

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Notice Inviting Tender (NIT)

To carry out an Energy Audit for Sustainable Energy Management in Indian Institute Management, Udaipur

Indian Institute of Management Udaipur (hereinafter referred to as “Institute” or “IIMU”) is an Autonomous Institute under the Ministry of Education (MoE), Government of India. IIM Udaipur is recognized as a premier management institution in the country. IIM Udaipur has started its operations in the year 2011 and operating from its permanent campus located at Balicha, Udaipur, Rajasthan.

IIM Udaipur invites E-tender (online tender) from leading PAN India based operating BEE Accredited Energy Auditing firms/organizations having relevant experience & requisite infrastructure to undertake such studies (hereinafter referred to as "Agency" or “Bidder”) for “to carry out an Energy Audit for Sustainable Energy Management in Indian Institute Management Udaipur”

Bidders must read the complete Tender Documents: This NIT is an integral part of the Tender Document and serves a limited purpose of invitation and does not purport to contain all relevant details for submission of bids. The Bidders must go through the complete Tender Document for details before submission of their Bids.

The Bidders shall sign and stamp each page of this tender document as a token of having read, understood, and comply with tender, the terms, and conditions contained herein. Manual bid/tender will not be accepted under any circumstances. Incomplete bids/ documents shall be rejected without giving any reason.

Availability of the Tender Document -This tender document containing eligibility criteria, the scope of work, terms and conditions, specifications, and other documents, can be downloaded at/from the Central Public Procurement (CPP) Portal <https://eprocure.gov.in/cppp/> or Indian Institute of Management Udaipur website: www.iimu.ac.in .

Clarifications – A Bidder requiring any clarification regarding the Tender Document may ask questions in writing/ electronically from the Office/ Contact Person as mentioned in TIS, provided the questions are raised before the clarification end date mentioned in TIS. This deadline shall not be extended.

Submission of Bids, EMD: - Bids shall be submitted through online mode under the e-procurement system of CPPP. No manual Bids shall be made available or accepted for submission. The bidders have to apply online through E-Procurement portal <https://eprocure.gov.in/cppp/> only. The original EMD is to be submitted in a sealed envelope to be superscribed this tender name & the name of their agency and must reach the below address before the last date & time for submission of the bid.

The Chief of Administration
IIM Udaipur,
Balicha, Udaipur-313001,Rajasthan

TENDER INFORMATION SUMMARY (TIS)

Name of Work	To carry out an Energy Audit for Sustainable Energy Management in Indian Institute Management, Udaipur
Period for Completion of work	30 Days
Validity of Bid	90 Days from the date of submission of bid
Date of Publishing	10.08.2023
Tender Downloading Start Date	10.08.2023, 13.00 hrs.
Pre-Bid meeting	11.08.2023, 16.00 hrs.
Tender Submission Last Date	18.08.2023, 13.00 hrs.
Date and Time of Technical Bid Opening	18.08.2023, 16.00 hrs
Date and time of Financial Bid Opening	To be notified later
Submission of Bids	The bid shall be submitted online on CPP Portal
Tender Opening Place	On CPP portal
Office/ Contact Person/ email for clarifications	Phone – 02942477254
	Email - procurement@iimu.ac.in

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Section 1

TECHNICAL BID SUBMISSION FORM

FORM- 1 (Company/Agency Details)

1	Name of Tendering Company / Firm / Tenderer	
2	Name of Director/ Partners/Chairperson	
3	Full Particulars of Office	
(a)	Address	
(b)	Telephone Nos.	
(c)	Mobile Nos.	
(d)	E-mail Address	
4	Registration Details	
(a)	Firm Registration No./Partnership / Proprietorship	
(b)	PAN No.	
(c)	GST Registration No.	

**Signature of Bidder as
Authorized by the Company**

FORM- 2

TENDER ACCEPTANCE LETTER
(To be given on Agency Letter Head)

Date :

To,

The Director, IIM Udaipur
Balicha, Udaipur,
Rajasthan-313001.

Sub. : Acceptance of Terms & Conditions of Tender.

Tender Reference No.: IIMU/Tender/Energy Audit/23-24

Name of Tender/Work: To carry out an Energy Audit for Sustainable Energy Management in Indian Institute Management, Udaipur.

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: CPPP Portal as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No.____to____(including all documents like annexure(s), schedule(s), etc.) which form part of the contract agreement and I/we shall abide by with the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official

Seal)

FORM - 3

DECLARATION ON THE LETTER HEAD OF THE BIDDER

1. I/we, the undersigned certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.
2. The rates quoted by me/us are valid and binding on me/us during the period of validity of the tender.
3. I/we, the undersigned hereby bind myself/ ourselves to the Indian Institute of Management Udaipur, Balicha Udaipur, Rajasthan-313001 during the period of contract.
4. The Performance Security deposited by me/us shall remain in the custody of the Indian Institute of Management Udaipur, Balicha Udaipur, Rajasthan-313001 subject to settlement of all dues on either side. The performance Security Deposit will not carry any interest.
5. The conditions herein contained shall form part of and shall be taken as included in the agreement itself.
6. I/we will be wholly responsible for undertaking **“To carry out an Energy Audit for Sustainable Energy Management in Indian Institute Management Udaipur.”**
7. An affidavit to the effect that there is no vigilance/CBI or court case pending/contemplated against the firm as on the date of submission of bid.
8. The decision of the IIM Udaipur regarding acceptance/rejection of Tender shall be final & binding on me/us.

Affirmation

1. I, Son / Daughter of Shri Partner / Director Authorized Signatory of affirm that I am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and here by convey my acceptance of the same.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I am aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:
Director

Signature of Bidders / Managing Partner /

Place:
Seal:

Name:

N.B. The above declaration, duly signed and sealed by the authorized signatory of the Company, should be enclosed with Technical Bid.

FORM 4

ELIGIBILITY CRITERIA

Only those Bidders who meet the following minimum criteria will be considered for opening of financial bid. Supporting documents/annexures should be attached with this and must be serially numbered. An Index must be made for this to facilitate quick reference to the relevant page number.

- i. **Legally valid entity:** The Tenderer shall necessary be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the Companies Act, 1956/ Partnership or Proprietary concern. Proof in support of the legal validity of the Tenderer shall be submitted.

S No.	Certificate/License No.	Validity	Page number of the attached copy

- ii. The Bidder should have valid Indian Permanent Account (PAN) and GST number as per the detail given below: -

S No	Type	Number	Page number of the attached self-attested Copy
1	PAN		
2	GST		

- iii. The Bidder should have experience of executing successfully (completed similar works) in each of the last Three (03) financial years ended on 31 Mar 2023 in reputed Organizations (Central/State govt. Dept./PSUS of Central or State Govt./Railways/Similar Govt. Organizations).

(a) Three similar works of value not less than **40 % each** i.e. of 2 Lacs.

or

(b) Two similar works value not less than **60 % each** i.e. 3 Lacs.

or

(c) One similar work of the value of not less than **80 % each** i.e. 4 Lacs.

Financial Year	Name of Organization	Amount of the work executed	Page no of the attached copy	Date of Completion
FY: 2020-21				
FY: 2021-22				
FY: 2022-23				

iv. Turnover during the past three financial years ended on 31.03.2023 should be more than **Rs. 5000000.00 (Rupees Five Crore only) per annum**. The documentary evidence duly certified by CA, indicating yearly total turnover and turnover from similar services related work, should be attached in the following format.

Financial Year	Total Turnover in Rupees (not less than Rs.5 Crore per year) (in words and figures)
FY: 2019-20	
FY: 2020-21	
FY: 2021-22	

v. **BEE Certification:** The intending bidders should be BEE Accredited Energy Auditing firms/organizations and firm must have regular certified energy auditors and technical supporting staff. Details of the permanent certified energy auditors and technical staff must be submitted along with the certificate number/License Number.

S No.	BEE Certified Certificate / Document number	Validity of Certificate	Page number of the attached self-attested Copy
1			

vi. There should be no case pending with the police against the Bidder/ Proprietor/ Firm /Partner/Director or the Company (agency) and should not be blacklisted by any Govt agency. A self-undertaking to this effect on the agency's letterhead should be attached.

S No.	Agency/ Bidder is blacklisted. (Yes/No)	Site on which it is Blacklisted	Page number of the Undertaking on agency letterhead (If not blacklisted)

Note: - All third-party certificates should be duly signed and stamped by the bidding organization.

Certified that all above information is correct to the best of my/our information, knowledge, and belief. All the attached relevant documents are duly signed, sealed, and serially numbered.

Place:

Date:

(Signature of the bidder with seal)

Section 2

Instructions to the Bidders

1. GENERAL INSTRUCTIONS:

- a) For Bidding / Tender Document Purposes, 'Office of the Director, Indian Institute of Management, Udaipur, Rajasthan referred to as 'Client' and the Bidder Successful Bidder shall be referred to as 'Agency/ Contractor' and / or Bidder interchangeably.
- b) The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.
- c) While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- d) **Each page of the Tender documents must be stamped and signed by the person or persons authorized to submit the Tender in token of his/their having acquainted himself/ themselves and accepted the entire tender documents including various conditions of contract. Any bid with any of the Documents not so signed is liable to be rejected at the discretion of the client.**
- e) The Bidder shall attach the copy of the authorization letter / Power of Attorney as the proof of authorization for signing on behalf of the tendering company/ firm/ tenderer.
- f) All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, technical bids not accompanied with EMD of requisite amount/format, or any other requirements, stipulated in the tender documents, are liable to be rejected.
- g) The parties to the Bid shall be referred to as the 'Bidders' /Agency (to whom the work has been awarded) and 'Office of the Director, Indian Institute of Management, Udaipur, Rajasthan' shall be referred to as 'Client'.
- h) For all purposes of the contract including arbitration there under, the address of the Bidder mentioned in the bid shall be final unless the Bidder notifies a change of address by a separate letter sent by registered post with acknowledgement to the 'Office of the Director, Indian Institute of Management, Udaipur, Rajasthan. The Bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
- i) **Bidders are advised to visit personally the worksite/place i.e. Indian Institute of Management Udaipur, village Balicha, Udaipur, Rajasthan 313001 to acquaint themselves with site conditions.**

- j) The Bidder shall attach the copy of the authorization letter / Power of Attorney as the proof of authorization for signing on behalf of the tendering company/ firm/ tenderer.
- k) While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- l) Pre- Bid Meeting:-**The purpose of the pre-bid meeting will be to clarify issues and to answer questions on any matter concerning bids that may be raised at that stage or for any clarification in connection with this tender document. The bidder may submit any queries in writing or by e-mail before the pre-bid meeting. Proceeding of the pre-bid meeting, including copies of the queries raised and responses given, will be furnished expeditiously to all those attending the meeting . Any modification of the bidding documents which may become necessary as a result of the pre-bid meeting or otherwise shall be made by the IIM Udaipur through the issuance of an Addendum (or Amendment) to this tender document and shall form part of the resultant contract.

2. VALIDITY OF TENDERS AND RATES

- 2.1 Bid shall remain valid and open for acceptance for a period of 90 days from the last date of submission of Tenders.
- 2.2 **Rates must be inclusive of GST and taxes.**

3. PREPARATION/SUBMISSION OF BIDS

- i. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. 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 documents that need to be submitted. Any deviations from these may lead to the rejection of the bid.
- iii. 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 / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with the black and white option which helps in reducing the size of the scanned document.
- iv. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

4. SUBMISSION OF TENDER

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) **Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white-colored (unprotected) cells with their respective financial quotes and other details (such as the name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.**
- 4) 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, opening of bids etc. The bidders should follow this time during bid submission.
- 5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), 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.
- 8) The bid summary has to be printed and kept as an acknowledgment of the submission of the bid. This acknowledgment may be used as an entry pass for any bid opening meetings.
- 9) 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.
- 10) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.
- 11) The Agencies are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The **TIA will** not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the Agencies at the eleventh hour.
- 12) Not more than one tender shall be submitted by one Agency or Agencies having a business relationship. Under no circumstance will the father and his son(s) or other close relations who have a business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both

parties liable to rejection.

- 13) Bidder who has downloaded the tender from the IIMU website www.iimu.ac.in and Central Public Procurement Portal (CPPPP) website <https://eprocure.gov.in/eprocure/app> **shall not alter/modify the tender form including downloaded price bid template in any manner.** In case if the same is found to be altered/ modified in any manner, tender will be completely rejected and EMD would be forfeited, and Bidder is liable to be banned from doing business with IIMU.

5. TENDER OPENING PROCEDURE

- 5.1 The tender will be opened online on the Central Public Procurement Portal (CPP Portal).

6. CLARIFICATION ON TENDER EVALUATION

- 6.1 The Tender shall be evaluated based on the available documents submitted by the tenderer.
- 6.2 Client also reserves right to seek confirmation/ clarification on the supporting documents submitted by the tenderer.

7. RIGHT OF ACCEPTANCE

- 7.1 Office of Director, IIM Udaipur, Rajasthan reserves all rights to reject any tender including of those tenderer's who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the Competent Authority in this regard shall be final and binding.
- 7.2 Any failure on the part of the Tenderer to observe the prescribed procedure and any attempt to canvass shall render the Tenderer liable for rejection.
- 7.3 The Competent Authority reserves the right to award any or part or full contract to any successful tenderer's at its discretion and this will be binding on the Tenderer's.
- 7.4 Office of Director, IIM Udaipur, may terminate the contract if it is found at any stage that Contractor is black listed on previous occasion by any institution.

8. LETTER OF ACCEPTANCE

- 10.1 After determining the successful evaluated Tenderer, Client shall issue a Letter of Acceptance (LoA) in duplicate, who will return one copy to client duly acknowledged, accepted and signed by the authorized signatory, within 3 days of receipt of the same by him.
- 10.2 The issuance of the Letter of Acceptance to the Tenderer shall constitute an integral part of the contract and it will be binding on the contractor.

9. Contract Agreement:

The successful Bidder shall be bound to execute an agreement on on-judicial stamp paper of ₹ 500/- (Rupees Five Hundred only). IIMU reserves the right to amend the terms & conditions of the contract by mutual discussion and such amendments shall be in writing. The amended terms and conditions will form part of the agreement. The Bidder shall bear the entire cost of the stamp paper and agreement.

Section 3

GENERAL CONDITIONS OF CONTRACT (GCC)

1. DEFINITIONS

Unless repugnant to the subject or context of usage, the following expressions used herein shall carry the meaning hereunder respectively assigned to them, namely:

1. **“Annexure”** referred to in the Tender document shall mean the relevant annexure appended to the Tender Document and the Contract.
2. **“Approved”** shall mean approved in writing including subsequent confirmation of previous verbal approval. “Approval” shall mean approval in writing including as aforesaid.
3. **“Agreement”** the word “Agreement” and “Contract” has been used interchangeably.
4. **“Bidder”** shall mean the Bidder who submits the tender for the work and shall include the successors and permitted assigns of the Bidder.
5. **“Organisation”** shall mean the Indian Institute of Management located at Udaipur, Rajasthan.
6. **“Estate Officer ”** shall mean an Officer appointed to work in the capacity of Competent Officer of the Indian Institute of Management, Udaipur.
7. **“Commencement Date”** shall mean the date upon which the Contractor receives the notice to commence the supply of Services.
8. **“Competent Authority”** shall mean the Director, Indian Institute of Management, Udaipur, Rajasthan.
9. **“Competent Officer”** shall mean an officer authorized by the Director.
10. **“Contract”** shall mean the contract for the work and shall include the Tender Documents, the Special Conditions of Contract, the General Conditions of Contract, the Letter of acceptance and the accepted rates, the offer, the Agreement and mutually accepted conditions in the authorized correspondence exchanged between the Contractor and the Competent Officer and any other document forming part of the contract.
11. **“Contract Amount”** shall mean the sum quoted by the Contractor in his offer and accepted by Competent Authority.
12. **“Contractor”** shall mean the individuals or firm or company whether incorporated or not, undertaking the contract and shall include legal representatives of such individual or persons composing such firm or unincorporated company or successors of such firm or company as the case may be and permitted assigns of such individual or firm or company. This shall be synonymous with term “Bidder” used in the Detailed Tender Notice and shall mean the successful “Bidder”.
13. **“Estate Officer”** shall mean the Assistant Manager-Estate of Indian Institute of Management, Udaipur
14. **“Letter of Acceptance”** means the formal acceptance of Bid issued by the Competent Officer.
15. **“Owner”** shall mean the Director, Indian Institute of Management, Udaipur, Rajasthan.

16. **“Prescribed”** shall mean as prescribed in the Tender Document.

17. **“Specifications”** means the specifications referred to in the Tender and any modification thereof or addition or deduction thereto as may from time to time be furnished or approved in writing by the Competent Authority. In case where no particular specification is given, the relevant specification, where one exists, of the Bureau of Indian Standards shall apply.

18. **“Tender”** means the Contractor’s bid offered to the Competent Authority for the supply of the Services and remedying of any defects therein in accordance with the provisions of the Contract, the installation and services as accepted by the Letter of Acceptance.

19. **“Time for completion”** means the time for completing the supply of services or any part thereof as stated in the Contract calculated from the Commencement Date.

20. **“Similar Work” and “Scope of work”** shall mean the Energy audit of reputed Organization.

Any term that has not been defined hereinabove, shall be governed by the meaning explained in Oxford Dictionary and/or should be determined by the General Clauses Act relevant to such contracts.

2. PERFORMANCE GUARANTEE (SECURITY DEPOSIT)

2.1 The successful tenderer will have to deposit a Bank Guarantee/FDR of 3% of contract value in favour of “Indian Institute of Management Udaipur” payable at Udaipur drawn on any scheduled Bank before signing of the contract and valid for 60 days beyond the expiry period of contract.

3. CONTRACTOR'S OBLIGATIONS

3.1 The Contractor shall provide services at Client's premises as per Scope of Work (Section 4) which may be amended from time to time by the Client during the Contractual period and it shall always form part and parcel of the Contract. The Contractor shall abide by such assignments as provided by the Client from time to time.

3.2 Contractor shall not engage any sub-contractor for the work assigned to him.

3.3 In the event of substandard performance or non-performance during the contract period, the client shall have the right to foreclose the contract and forfeit the Performance Guarantee/ Security Deposit.

3.4 The Agency/contractor has to make their own arrangement of machinery and T&P to undertake the work in mechanised manner.

4. VALIDITY OF CONTRACT

The contract, if awarded, shall be for 30 days from the date of award. In case of breach of Contract or in the event of not fulfilling the minimum requirements / statutory requirements, the Client shall have the right to terminate the contract forthwith in addition to forfeiting the performance security amount deposited by the contractor and initiating administrative actions for black listing etc. solely at the discretion of the Competent Authority of the office of the Client.

5. PAYMENTS

5.1 40 % on submission of Draft Audit Report.

5.2 60% after submission of Final Report. The payment will be done only after the Soft copy (separately in Word & PDF file) and Hard Copy of the Report (03 nos. coloured copy) are submitted

to IIM Udaipur and the acceptance of draft report by the IIMU.

Other Terms & conditions:

- (i) The Lodging & boarding facility to be provided on FOC basis by the IIM Udaipur.

6. FORECLOSURE OF CONTRACT DUE TO ABANDONMENT OR REDUCTION IN SCOPE OF WORK

If at any time after acceptance of the tender, Competent Authority shall decide to abandon or reduce the scope of the works for any reasons whatsoever and hence not require the whole or any part of the works to be carried out, the Estate Officer shall give notice in writing to that effect to the contractor and the contractor shall act accordingly in the matter. The contractor 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 works in full but which he did not derive in consequence of the foreclosure of the whole or part of the works.

7. TAXES AND DUTIES

The rates quoted by the tenderer, shall be firm and final and inclusive of all taxes i.e. GST, TDS, Cess etc.

10. RIGHT TO INSPECTION

The Competent authority or his/ her subordinates shall have unabridged right to inspect and supervise the day-to-day activity of the contractor to ensure maintenance of high quality standards conformity to the tender terms and conditions.

21. RISK & COST

Non completion of work or willful abandoning the work or non fulfillment of any condition of contract shall render the contract liable for termination of his contract. Upon such termination the work shall be taken out of his hand and will be executed at the risk and cost of the defaulting contractor. The extra cost incurred shall be recovered from the dues of the defaulting contractor or as per the legal course of action available with the department.

22. DISPUTES & ARBITRATIONS

Any dispute, difference or question with regard to any matter in connection with this contract shall be referred to two arbitrators, one to be nominated by each party. In case of difference between the Arbitrators, the decision of the umpire appointed by the Arbitrators shall be final and binding on both the parties. The appointment of the arbitrators and the procedure to be followed shall be governed by Indian Arbitration and Conciliation Act, 1996 or any statutory modification thereof. The arbitrators or the Umpire may from time to time with the consent of the parties extend the time for making and publishing the Award. The arbitrators and Umpire shall be Engineers only. The Contractor shall continue to execute the work at site during the arbitration proceedings, and maintain the same pace of progress of work and required under the conditions of contract.

23. FORCE MAJEURE - OBLIGATIONS OF THE PARTIES

"Force Majeure" shall mean any event beyond the control of Client or of the Contractor, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected, and which could not have been prevented by exercise of reasonable skill and care and good industry practices and shall include, without limitation, the following:

- (i) War, hostilities, invasion, act of foreign enemy and civil war;

(ii) Rebellion, revolution, insurrection, mutiny, conspiracy, riot, civil commotion and terrorist acts;

(iii) Strike, sabotage, unlawful lockout, epidemics, quarantine, and plague.

(iv) Earthquake, fire, flood or cyclone, or other natural disaster.

As soon as reasonably practicable but not more than 48 (forty-eight) hours following the date of commencement of any event of Force Majeure, an Affected Party shall notify the other Party of the event of Force Majeure setting out, inter alia, the following in reasonable detail:

(i) The date of commencement of the event of Force Majeure;

(ii) The nature and extent of the event of Force Majeure;

(iii) The estimated Force Majeure Period,

(iv) Reasonable proof of the nature of such delay or failure and its anticipated effect upon the time for performance and the nature of and the extent to which, performance of any of its obligations under the Contract is affected by the Force Majeure.

(v) The measures which the Affected Party has taken or proposes to take to alleviate/mitigate the impact of the Force Majeure and to resume performance of such of its obligations affected thereby.

(vi) Any other relevant information concerning the Force Majeure and / or the rights and obligations of the Parties under the Contract.

24. CORRUPT & FRAUDULENT PRACTICES

Director requires that bidders under the resultant contract observe the highest standard of ethics during the period of contract. In pursuance of this policy, the Director:

(a) Defines, for the purpose of these provisions, the terms set forth below as follows:

(i) **“Corrupt practice”** means the offering, giving, receiving or soliciting of anything of value to influence the action of a public servant; and

(ii) **“Fraudulent practice”** means a misrepresentation of facts in order to influence the execution of a contract to the detriment of the Employer and includes collusive practice among Applicants / Bidders (prior to or after bid submission) designed to establish bid prices as artificial non-competitive levels and to deprive the Employer of the benefits of free and open competition.

(b) Will reject a proposal for award of contract, if it is determined that the Applicant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question will declare an Applicant/ Bidder ineligible, either indefinitely or for a stated period of time, for award a contract/ contracts, if it at any time it is found that the Applicant/ Bidder has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.

Section-4

Objective and Scope of Work

Objectives:

- a) To reduce energy consumption, improve energy efficiency and power quality.
- b) To identify energy-saving opportunities.
- c) To create energy benchmark by reporting present specific energy consumption (SEC) norms.
- d) To provide a cost-benefit analysis along with the payback.
- e) To prepare a post energy audit action plan for implementation
- f) To estimate overall carbon footprints of identified labs

Scope of work

The scope of work includes conducting review of present electricity & estimation of energy consumption in the institute and detailed study for energy conservation options of various energy sources in the campus viz. Hostels/Clusters, Resident Buildings, Sub-Stations, Academic Building etc. and recommend actions for reducing the same.

Following work for performance evaluation to be carried out:

i. Electrical Distribution System

- a. Detailed examination of the existing energy use of the facility with break up.
- b. Measurement and analysis of demand and power factor, suggestions to reduce the demand and improve the power factor.
- c. Study and examination of use of electric energy, cost balance with break up.
- d. Study on Metering system and suggestion for improvement.
- e. Review of present electrical distribution transformer loading.
- f. Study of power quality issues like Harmonics, current unbalance, voltage unbalance etc.
- g. Exploring the Energy Conservation Options in electrical distribution system.
- h. Wherever found that electrical wiring system are old installations, evaluation of safety and health of electrical distribution system, wiring etc as per various standards under electricity and other applicable acts needs to be carried out.

ii. Transformers: -

- a. Performance evaluation through simultaneous measurements of major electrical parameters for calculation/ measurement of Transformer losses & Rationalization of transformers.
- b. Evaluation of distribution losses in cables & suggestions for improvement.

iii. Lighting System

- a. Review of present lighting system, outdoor lighting
- b. Estimation of lighting load at various locations like different floors, outside (campus) light, other important locations.
- c. Detailed lux level survey at various locations and comparison with acceptable standards.
- d. Study of present lighting control system and recommendation for improvement.
- e. Analysis of lighting performance indices like Lux/m², lux/watt, lux/watt/m² and its comparison with norms.
- f. Exploring the Energy Conservation Options in lighting system.
- g. Examination of the lighting system in all the areas/floors, measurement of

- illumination levels, etc to improve lighting efficiency and optimizing lighting levels as per ECBC Standard published by Bureau of Energy Efficiency (BEE) Govt. of India.
- h. Explore possibilities to reduce energy use by incorporating energy efficient lighting system, equipment and lay out changes.
 - i. Study of operating electrical parameters like voltage etc in the lighting circuits.
 - j. Testing of Sub-station: Insulation resistance, earthing resistance, winding resistance of transformers, HT Cables, Bus Bars, Insulators, Panels
 - k. Testing of Lighting Arrestors of buildings.
 - l. Performance evaluation of UPSs, Lifts.

iv. Heating, Ventilation & Air-Conditioning System (HVAC system)

- a. Review of present HVAC system like central AC Chiller Plants, Split AC, Water Coolers, and Water Heaters etc.
- b. Performance Assessment of Chillers, Cooling Towers, Air Handling Units (AHUs), Fan Coil Units (FCUs), Cassette Units, Split ACs.
- c. Analysis of HVAC Performance like estimation of Energy Efficiency Ratio (EER i.e. KW/TR), Specific Energy Consumption (SEC) of Chilled Water Pumps, Condenser Water Pumps, AHUs etc and comparison of the operating data with the design data.
- d. Exploring the Energy Conservation Options in HVAC system.
- e. Evaluation of operating Coefficient of Performance of Chiller.
- f. Evaluation of specific energy consumption of Chiller.
- g. Estimation of actual tonnage and comparison of actual parameters with the design values, and corrective actions (like air and water flow balancing etc.)
- h. Performance Evaluation of chilled water pumping to optimize pumping power.
- i. Potential reduction in chilling requirements in working stations.
- j. Measurement of power parameters for cooling tower fans, water flow rate, air flow rate, dry bulb temperature (DBT), wet bulb temperature (WBT), sump temperature, relative humidity etc.
- k. Estimation & Evaluation of cooling tower performance (Range, approach, and effectiveness) and comparing it with designed data.
- l. Analyzing the heat load of the existing IIM Udaipur campus and proposal for increasing the capacity of Chiller (if required).

v. Diesel Generator (DG) Sets

- a. Review of DG set operation
- b. Performance Assessment of DG sets in terms of Specific Fuel Consumption (SFC i.e. kWh/Liter),
- c. Exploring the Energy Conservation Options (ENCON) in DG Sets.
- d. Expenditure detail & performance evaluation

vi. Water Pumping System

- a. Review of water pumping, storage and distribution systems.
- b. Performance assessment of all major water pumps i.e. power consumption vs. flow delivered, estimation of pump efficiency etc.
- c. Exploring the Energy Conservation Options (ENCON) in Water Pumping System.
- d. Energy conservation in pumps with complete analysis
- e. Feasibility of replacement of pump by energy efficient one.
- f. Study of Operation & maintenance Practices
- g. Suggest Modern practices/technologies for efficient pumping system.
- h. Provide cost-effective recommendation in pumping system.

vii. Thermography: -

Thermal imaging of:

- i. Building exterior for identification of cool air leakages & suggestions for improvement.
- ii. Cold & hot insulations for identification of heating & cooling losses & suggestions for improvement.
- iii. Electrical systems for identification of hot spots for early detection of problems.

viii. Utilization of Non-Conventional Energy Sources

- a. Study Present uses of Non-conventional / Solar Energy Application
- b. Utilization of Solar energy (PV system)

ix. Energy efficiency assessment of building

- a. Review of Building Energy Consumption norms in terms of operational energy
- b. Role of Energy Management & Conservation

x. Identification of other major energy-consuming equipment's, if any

- a. The agency should identify any other major energy consuming equipment in the institute.
- b. The agency should check the energy efficiency of the equipment and suggest necessary changes to make it more energy efficient.

xi. To create energy benchmark target

- a. Assess the SEC norms for Air conditioners and make comparative analysis for best performance air conditioner.
- b. Comply with ECBC (Energy Conservation Building Code) code applicable to the Institute.

xii. Power Quality Audit

The agency should conduct Power Quality Audit as mentioned in the scope of work. Measurement points for power quality study will be at transformers, main feeders, centralized/ standalone UPS. Harmonics generated by Centralized/standalone UPS and its interaction with electrical system needs to be analyzed, provide cost effective solution for improving the power quality and harmonics mitigation.

xiii. Energy saving and implementation assistance.

- a. The agency should assess energy saving for all energy saving measures.
- b. Provide the cost benefit analysis along with payback period.
- c. Provide details in the report on presently available govt. subsidy for purchasing/ installation of green energy sources if any.

d. Provide prioritization and energy saving schedule versus investment.

i. Type and Priority of energy saving.

S.No.	Investment	Priority	Annual energy saving	Priority
1	No Investment	Short Term		
		Medium Term		
		Long Term		
2	Low Investment	Short Term		
		Medium Term		
		Long Term		
3	High Investment	Short Term		
		Medium Term		
		Long Term		

xiv. Details of electricity load at IIM Udaipur:-

- i. The sanctioned contract demand of the IIM Udaipur is 800 kVA.
- ii. Average electricity bill of IIM Udaipur is Rs. 20 Lacs
- iii. The major connected load list is:-
 1. Chiller Plants- 200Tr x 3 Nos.
 2. Primary Pumps- 03 nos. (7.5 kW each)
 2. Secondary Pumps- 03 nos. (45 kW each)
 3. Condenser Pump- 03 nos. (45 kW each)
 5. Air Handling Units- 20 AHUs
 6. Fan Coil Units- around 1000 FCUs (300/400 CFM each)
 7. Heat Pumps- 16 nos. (19.8 kW each)
 8. Fire Hydrant Pump- 02 Nos. (55 kW each)
 9. Centralized UPS- 03 nos. (60 KVA each)
 10. Split ACs, Refrigerators, Washing Machines, UPS, Microwave Ovens
 11. LED Flood lights etc.

xv. Preparation of report:-

The preparation of the report should be based on analysis of above data and the report shall provide: -

- i. Existing energy consumption of building & equipment, so that it becomes a basic document for future monitoring.
- ii. Details of measures to be taken to improve energy efficiency and to reduce losses for all the above areas, estimation of energy, monitoring savings, investment, and simple payback periods.
- iii. The measures shall be categorized into operational changes, minor modifications and retrofits (negligible & moderate investment) & use of more efficient equipment or system (major investment). Attempt shall also be made to carry out the measurement of various parameters to the extent possible. In the event of inability of measurements due to some constraints, reasonable estimation will be made.

xvi. Methodology: -

- i. Audit team will prepare a work schedule of the site visits and actual measurements at the site.
- ii. The institute will appoint a coordinator (preferably a person familiar with the system) for this energy audit purpose, who shall be with the team and also help them during studies and measurements of equipment.
- iii. The institute will provide all the available necessary information about the equipment. In the event of non-availability of information, measurements will be done or reasonable estimation will be made.
- iv. The data will be analyzed by the audit team to evolve various energy saving proposals. These proposals will be discussed & evaluated techno-commercially to identify the most feasible ones.
- v. The audit team will carry out measurements using sophisticated instruments to study actual capacity of equipment's & power consumption by these equipment's.
- vi. The audit team will assess the performance of equipment's with respect to energy consumption and output, compare these with the benchmarks & discuss the possibility of improving the efficiency.
- vii. The audit team will work out various energy saving proposals and discuss to find the economic viability. Wastage of energy at all levels will be evaluated for its techno-commercial exploitation.
- viii. The instrument/equipment used in the energy audit must be calibrated and the calibration certificate must be available and produced as and when required by the institute for verification.



Section-5

CHECK LIST ON PREPARATION OF BIDS

Sl. No.	Particulars	Yes/ No	Page no
1	Have you filed in and signed the Contact Details Form?		
2	Have you read and understood various conditions of the Contract and shall you abide by them?		
TECHNICAL BID			
3	Have you taken prints of all the Sections of Tender, in the prescribed paper size and signed on all the pages of the tender documents?		
4	Have you attached proof of following : -		
4.1	Self attested copies of PAN/TAN, GST Registration,		
4.2	BEE Certification/Accreditation		
4.3	Turnover during the past three financial years ended on 31.03.2023 (FY: 2019-20 ,2020-21 & 2021-22).The documentary evidence duly certified by CA.		
4.4	Have you attached Affidavit that the firm has never been blacklisted?		
4.5	Is your Technical Bid as per the requirements of the Tender?		
FINANCIAL BID			
5	Are you agreeable to send your financial bid through e-tendering process in case your online technical bid is accepted ?		

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