



Indian Institute of Management Udaipur
भारतीय प्रबंधन संस्थान उदयपुर

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

E-TENDER DOCUMENT

FOR

PHYSICAL VERIFICATION AND TAGGING OF ASSETS AT IIM UDAIPUR



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



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**NOTICE INVITING TENDER (NIT) FOR FIXED ASSETS VERIFICATION AND TAGGING
AT IIM UDAIPUR**

Indian Institute of Management Udaipur (hereinafter referred to as "IIMU" or "IIM Udaipur") is an Autonomous Institute under the Ministry of Education, Government of India. IIM Udaipur is recognized as a premier management institution in the country.

IIMU invites E-tender (online Tender) from reputed and experienced firm/LLP/company/agency/Vendor/Contractor (hereinafter referred to as "Firm/LLP" or "company" or "Bidder" or "agency" or "Tenderer" or "Vendor" or "Contractor") under two bid system Technical Bid (Part-I) & Financial Bid(Part-II) for providing fixed assets verification and tagging Services at IIMU.

THE TENDER INFORMATION SUMMARY (TIS)

Tender Name	Engagement of Firm/LLP/Company/Agency for fixed assets verification and tagging services at IIM Udaipur
Tender No.	IIMU/Tender/FA Verification/2022
Estimated Cost	Rs. 5,00,000/- (Rupees Five Lakh only)
Published Date	18 Nov 2022
Bid Document download start date	18 Nov 2022
Bid Document download end date	28 Nov 2022
Last date & time for receipt of queries through email	28 Nov 2022 by 1000 hrs
Last date for receipt of Bid	28 Nov 2022
Date of Opening of Technical Bid	29 Nov 2022 at 1000 hrs
Date of Opening of Financial Bid	Would be indicated later on the CPP portal
Tender Fee (Non-refundable)	Rs. 1,000/- (Rupees One Thousand only)
EMD (Earnest Money Deposit)	Rs. 10,000/- (Rupees Ten Thousand only)
Performance Bank Guarantee	3% (three) of the Contract Value

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.

The Tenderer shall sign and stamp each page of this tender document as taken of having read,understood, and complied with the Tender's terms and conditions.

Manual bid/tender will not be accepted under any circumstances. Incomplete bids/documents shallbe rejected without giving any reason.



Tenders will be submitted through online mode under the e-procurement system. **The bidders have to apply online through the E-Procurement portal <https://eprocure.gov.in/cppp/> only.** The original EMD and tender fee is to be submitted in a sealed envelope to be subscribed to this tender name & the name of your firm/LLP and must reach the below Address before the last date & time for receipt of the Bid.

No exemption is applicable in payment of the tender fee for bidders having registration with MSME, NSIC, etc. EMD is exempted for the bidders who are registered with MSME and NSIC. They have to submit a registration certificate along with Technical Bid. Bids of those vendors shall be rejected whose EMD or exemption certificate or Bid Security Declaration Form is not received by IIMU on or before the due date.

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

Note – Firms that are eligible for exemption from the tender document fee and EMD have to submit the copy of documents in support of this exemption to the tender inviting authority before the last date and time of submission of bid.

Bid Opening- Bids received shall be opened online *at* the specified date and time given in TIS. If the office is closed on the specified date of opening of the bids, the opening shall be done on the next working day at the same time.

Disclaimers and Rights of Procuring Entity

The issue of the Tender Document does not imply that the Procuring Entity is bound to select bid(s), and it reserves the right without assigning any reason to:

- (a) reject any or all of the Bids, or
- (b) cancel the tender process; or
- (c) abandon the procurement of the Services; or
- (d) issue another tender for identical or similar Services

Chief of Administration



Fixed Assets Verification and Tagging Services at IIM Udaipur

PART-I: TECHNICAL BID

Annexure – I

Scope of Work & Other Conditions

The Firm/LLP/Company/Agency/Bidder/Vendor is expected to carry out Physical Verification of fixed Assets and tagging. The Bidder must physically inspect the IIMU site/campus to understand the scope of work before submitting the proposal. The broad scope of work includes the following:

1. Physical verification and tagging of approx. 13,200 assets available on the IIMU campus and approx. 500 assets outside the IIMU campus located in the houses allotted to the employees outside the campus. It may be noted that the Library Books and Journals are outside the scope of work. The details of the assets are as under:-
2. Tagging/coding of all the assets available as per the records of the IIMU with RFID tags or Labels or Metal Tags or QR code enabled tags or as per any other method approved by the IIMU.
3. Capture and report details and attributes of assets, including but not limited to the Asset name, asset number, date of purchase, Make, Model, Serial Number, Working condition, Employee number, location, and asset category or group, etc as per the format approved by the IIMU. All attributes of the Fixed Assets which are required to be captured during the verification process should be mapped to the properties available in D365.
4. Reconciliation and mapping of physically verified assets to the fixed assets register/records and books of Accounts being maintained by the Institute and report of differences as per the format approved by IIMU.
5. Provide a complete report of shortage and excess of the fixed assets, including stores and inventories, containing all the details and attributes of the assets as per the format approved by the IIMU.
6. Provide a complete report of obsolete/unserviceable fixed assets, including stores and inventories, giving all the details and attributes of the assets as per the format approved by the IIMU
7. Provide a complete report as per form no. 22 prescribed in General Financial Rules 2017 and Office Memorandum no. 3(2)/e-Asset Register/ARC/2017-18/994 issued by the Ministry of Finance. Any subsequent amendments issued up to the date of award of the contract shall also be part of the scope.



8. Before commencement of the verification and tagging, Vendor shall obtain prior approval regarding the approach to be followed for assets verification and tagging, such as book-to-floor approach and/or wall-to-wall verification etc.
9. Before the commencement of the asset verification and tagging as per scope, submit a detailed work plan that should include a complete schedule, resource/staffing deployment, timeline, and process flow in the format approved by the IIMU and obtain approval.
10. Obtain prior approval with respect to the quality, type, size, design, font, coding, schema and other attributes of the stationery/tags to be used for tagging. IIMU may request to change/modify the stationery/tags to be used, and the Vendor shall have to adhere to such request with the timeline communicated by IIMU.
11. The team deployed by the Vendor to perform the Fixed assets verification and tagging shall obtain prior approval from the IIMU authority before accessing any site, location, place, or asset. The team so deployed may be required to perform the work during odd hours based on the availability of the site or location. In such a condition, the Vendor or any team members shall not deny performing the work during odd hours. The team deployed by the Vendor should not take away any propertie(s) which do not belong to them.
12. **Schedule for completion of work:** - The entire work under scope should be completed within 90 days of receipt of the work order/purchase order. The Vendor must adhere strictly to the implementation schedule.
13. The Vendor shall obtain prior approval on the profile of the employees/staff/resources (referred to as "employee" in this tender document) before deploying him/her to undertake the work under the scope. In such cases, IIMU shall have the exclusive right to either approve or reject the profile of the employees without assigning any reason thereof.
IIMU shall have the right to demand any change in the resources at any time after his/her deployment at IIMU. In such case, the Vendor shall change the resources immediately and obtain prior approval of the profile of such new resource.
14. Vendor shall train nomited person(s) from IIMU to methodically carry out the Fixed Assets Verification and tagging process year after year in the future. The process has to include steps to be performed for reconciliation with counts and financial figures on the system and the report outcomes.
15. **Liquidated damages:** Delay in the said work will attract a penalty of 0.5% of the contract value per week or part thereof, subject to a maximum of 10% of the contract value.
16. **Liability Period:** The service rendered for assets verification and tagging shall be free from any defects or errors during the liability period. The liability period shall commence from the date of



the start of the work under scope up to the work completion certification issued by the IIMU.

In case any failures/defects/errors are noticed during the liability period, the Contractor is liable for rectification/renewal/replacement of the defects/errors, etc., at free of cost, failing which the rectification work shall be carried out at the risk and cost of Contractor including forfeiture of Security Deposit/ Performance Guarantee furnished by the Contractor.

17. Payment Terms: - Payment will be made as per the below stages/milestone:

Sr. No.	Stages	Payment
1	Upon Printing and delivering the approved stationery, such as Tags/RFID/QR enables tags etc.	Up to 10% of the Contract Value as Running Advance
2	Upon completion of the 50% asset Verification & tagging and interim approval by IIMU	Up to 30% of the Contract Value as Running Advance
3	Upon completion of the 100% asset verification & tagging and interim approval by IIMU	Up to 50% of the Contract Value as Running Advance
4	Upon completion of reconciliation of Physically verified assets with the books of accounts/Fixed assets register, providing of all reports under the scope and interim approval by IIMU	Up to 70% of the Contract Value as Running Advance
5	Upon final approval & issuance of the work completion certificate by IIMU and completion of the work under the scope by the Vendor	Up to 100% of the Contract Value as final payment

Payment for the interim stages (Serial no 1 to 4 above) will be treated as advance only. If, after the payment, it is found that Vendor has not adhered to any terms of the Tender or any discrepancies are found, then IIMU shall have the exclusive right to adjust or recover any such excess payment from the payments against the subsequent stages. If the remaining payment is insufficient to recover or adjust such discrepancy/excess payment, then IIMU shall have the right to forfeit/encash the Bank Guarantee of the Vendor.



Annexure – II

General Terms and Conditions of Contract

(1) Preparation and submission of Tender: The Tender should be submitted in two parts, i.e., Technical Bid and Financial Bid. For submission of bids, all interested bidders have to register online on the e-procurement portal. After registration, bidders shall submit their Technical Bid and Financial Bid documents online on <https://eprocure.gov.in/cppp/> duly signed and sealed on each page of the Tender. For details, kindly see the annexure of this Tender: Instructions for Online Bid Submission.

(2) Bid Evaluation:

- a) The Bid will be opened online on the CPP portal.
- b) Technical Bid will be opened of only those bidders whose original TENDER FEE and EMD are reached at IIMU before the last date & time for receipt of Bid.
- c) Financial Bid will be opened of only those bidders who qualify in the Technical evaluation.
- d) The successful Bidder will be the Tenderer that quotes the lowest rates. The Institute reserves the right to negotiate the rates with the L-1 (Lowest one) Bidder. The decision of the Institute will be final in all respect.
- e) In case the successful Bidder (L1) declines the offer of contract for whatsoever reason(s), his EMD will be forfeited.
- f) In case of first lowest (L1) is more than one, then it would be at the discretion of the Institute to award the contract to any one tenderer out of these lowest bidders by giving preference to the Tenderer that has completed the longest period from its date of registration up to the last date of submission of the Tender.

(3) Period of Contract: The contract period will initially be for ninety days. The contract may be extended at the sole discretion of IIMU for a further period as per the requirement. In case the performance of the Vendor is found to be unsatisfactory as per operational parameters set out in the contract or is not in conformity with the terms & conditions of the Tender, then the contract may be terminated by IIMU even before the scheduled time by giving advance notice of one week to this effect. In the event of premature contract termination for the reasons mentioned above, the Security deposit shall be absolutely forfeited.

(4) Exit Clause: Notwithstanding anything contained in any other clause of this Tender, the contract can be terminated by IIMU by giving one-day notice without giving any reason.

(5) Contract Agreement: The successful Bidder shall be bound to execute an agreement on non-judicial stamp paper of ` 500/- (Rupees Five Hundred only). IIMU reserves the right to amend the terms & conditions of the contract by mutual discussions 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.



(6) Tender Fee: The Tenderer shall deposit a Non-refundable Tender fee of Rs. **1,000/- (Rupees One Thousand only)** through Demand Draft drawn in favor of "Indian Institute of Management Udaipur" payable at Udaipur.

(7) Earnest Money Deposit (EMD): The Tenderer shall deposit Earnest Money of **Rs. 10,000/- (Rupees Ten thousand only)** through a Demand Draft drawn in favor of "Indian Institute of Management Udaipur" payable at Udaipur. The Earnest Money Deposit will be refunded to the tenderers whose offers have not been accepted. EMD of the successful Bidder will be returned only after submission of Performance Bank Guarantee by the Bidder and confirmation by the Bank.

(8) Performance Bank Guarantee: The successful Bidder will have to deposit a Bank Guarantee 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. In case the Bidder fails to deposit the requisite performance guarantee the EMD furnished by the Bidder shall be forfeited without any further notice to the Bidder.

(9) In the event of Bidder backing out before the actual award or execution of the agreement, IIMU will have the right to forfeit the EMD. In case the successful Tenderer (L1) declines the offer of contract for whatsoever reason(s), his EMD will be forfeited.

(10) Sub-Contracting: The Vendor shall not directly or indirectly assign, sub-contract, or sublet the whole or any part of the contract in any manner except with the specific approval of IIMU.

(11) IIMU shall not have any liability in respect of matters connected with the employment of the staff/employee deputed/deployed by the Vendor. The Staff/employee deputed/deployed by the Vendor shall have no right whatsoever to claim employment or other rights from the Institute.

(12) None of the Staff/employee of the Vendor shall enter into/practice/engage in any kind of private work within the campus of IIMU. Non-compliance with this condition will be deemed to violate the terms/conditions of the contract by inviting penalty/cancellation of the contract.

(13) There should be no case pending with the police against the Firm/LLP/Partner/Director/employee/agency/vendor/Tender/Staff, and it should not be blacklisted by any Government/semi-government/quasi-government/autonomous bodies or agencies. An undertaking to this effect on the Vendor's letterhead should be attached.

(14) The Vendor shall ensure that the Staff/employees deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the IIMU / Govt. of India / any State or Union Territory.

(15) Interpretation: All the terms and conditions of the contract shall be read in conjunction with all other documents forming part of this contract. Notwithstanding the subdivisions of the documents into these separate sections, every part of which shall be deemed to be supplementary to and complementary of every part and shall be read with and into the contract.

(16) Bid Validity: The quoted rates must be valid for a period of 90 (ninety) days from the date of closing of the Tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the Bidder quoted the validity shorter than the



required period, the same would be treated as unresponsive, and it may be rejected.

(17) In case the Tenderer withdraws, modifies, or changes his offer during the validity period, the Bid is liable to be rejected, and the earnest money deposit shall be forfeited without assigning any reason thereof. The Tenderer should also be ready to extend the validity, if required, without changing any terms, conditions, etc., of their original Tender.

(18) In exceptional circumstances, the IIMU may request the Bidder's consent to extend the bid validity period. A bidder shall, however, be at liberty to refuse the request without risking the forfeiture of his earnest money. A bidder agreeing to extend the validity of the Bid will not be allowed to modify his Bid.

(19) Anyone or more of the following actions/commissions/omissions are liable to cause summary rejection of Tender:

- Any BID/EMD/Tender fee received late without conclusive proof that it was delivered before the specified closing time.
- Any conditional bid or a bid offering rebate.
- Any bid in which rates have not been quoted in accordance with specified formats/details as specified in the Bid Documents.
- Any effort by a bidder to influence the IIMU in the bid evaluation, bid comparison, or contract award decision

(20) Authority of the person signing the document: A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other and if, on inquiry, it appears that the person, so signing had no authority to do so, the IIMU may without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all cost and damages.

(21) Payment of Bills: The payment for services under this agreement shall be made on satisfactory completion of services as per the scope and approval of the same by the IIMU. The mode of payment may be through a crossed cheque drawn in favor of the Vendor payable at Udaipur or NEFT/RTGS/IMPS (online transfer). The final payment shall, however, be made only after adjusting all the dues/claims of the IIMU. TDS as applicable at the current prevailing rate will be deducted at the source.

(22) ARBITRATION:

Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement, or matter whatsoever shall, before/after completion or abandonment of work or during the extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a Sole Arbitrator to be appointed by IIMU.

If the Arbitrator to whom the matter is referred initially dies or refuses to act or resigns/withdraws for any reason from the position of arbitration, it shall be lawful for the IIMU to appoint another person to act as Arbitrator in the manner aforesaid. Such person shall be entitled to proceed with the reference from the stage at which his predecessor left it if both the parties consent to this effect, failing which the Arbitrator shall be entitled to proceed de novo.



It is a term of the contract that the party invoking arbitration shall specify all disputes to be referred to the Arbitrator at the time of invocation of arbitration under this clause. It is also the term of the contract that the parties themselves shall bear the cost of arbitration.

The venue of arbitration shall invariably be at Udaipur.

Subject as aforesaid the provisions of the Arbitration and Conciliation Act 1996 and any statutory modifications or re-enactment thereof or rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

(23) FORCE MAJURE:

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restrictions or act of God (hereinafter referred to as events), provided notice of happenings of any such eventuality is given by either party within seven days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance. The operation of the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the IIMU as to whether the operation has been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under his contract is prevented or delayed by reason of any such event for a period exceeding 90 days either party may at his option terminate the contract.

(24) PENALTY

Penalty for complaint, non-adherence of terms & conditions specified in tender document, indiscipline & unsatisfactory operation of the services and the incidence given in the various clauses of this document for the purpose, may be levied up to Rs. 10,000/- on each occasion as per IIMU discretion which will be deducted/adjusted in subsequent monthly bill/security deposit.

(25) IIMU reserves the right to reject the Tender in whole or part without assigning any reasons thereof.

(26) IIMU reserves the right to withdraw/relax/modify any of the terms and conditions mentioned in the tender document if necessary to benefit IIMU.

(27) All exhibits/certificates/statements/supporting documents should be indexed and serially numbered.

(28) The decision of the Director of IIMU will be final in all respect and will be acceptable to all the tenderers.

(29) Jurisdiction: All matters and disputes arising out of this agreement will be subject to the jurisdiction of the courts located at Udaipur only.



Annexure – III

Bidder Details

I Details of the Bidder

Sl No.	Particulars	Details
1	Name of Tendering agency	
2	Name of the Owner of the tendering agency	
3	Full Address of registered office with pin code, Telephone Number	
4	Email ID of the tendering agency	
5	Website of the tendering agency, if any	
6	Telephone No. (Office) of top two officials with names, designation and Email ID	
7	Name and designation of the authorized person with telephone/mobile number. (authorization letter to be enclosed)	



II Registration & Other Statutory requirement details:

The Tenderer should possess the following statutory requirements:

SL. No.	Particulars	Number / Other Details	Page No. of Supporting Documents Enclosed
3	Total number of Owners/ Partners in the company/agency/firm, their names, date of admission as owner/partner.		
4	Permanent Account Number (attach self-attested copy)		
5	GST Registration No. (attach self-attested copy)		
6	Any other registration which is mandatory for such firm/LLP/agency/company/tenderer stipulated by the concerned public Authorities (if any) (attach self-attested copy)		

Certified that all above information's are 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)



Eligibility Criteria

Only Bidders meeting the following minimum criteria will be considered for opening the financial Bids. 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.

(1) The Bidder must be into the services of providing fixed-assets verification and tagging to other organizations for at least two years up to the last date for submission of this Bid. Proper documents/certificates issued from appropriate authorities must be enclosed to support this, along with the format given below.

SL No	Date of start of fixed asset verification and tagging services (DD/MM/YYYY)	*Total experience up to the last date of submission of this Bid (Years, Months, days)	Registration Certificate Number & Date (if any)	Page No. of Copy of the supporting document/certificate

*Must not be less than two years

(2) The Bidder shall submit the original EMD and tender fee in a sealed envelope superscribing this tender name & the name of the Bidder and must reach IIMU before the last date & time for receipt of the Bid. Photocopy of the same EMD and tender fee should be enclosed to support this, alongwith the format given below.

S No.	Type of Fee	Detail
1	Tender Fee	DD No. _____ of Rs. 1000/- (Rupees One Thousand only) of Dated _____ drawn on Bank _____ Branch _____
2	Earnest Money Deposit (EMD)	DD No. _____ of Rs. 10,000/- (Rupees Ten thousand only) of Dated _____ drawn on Bank _____ Branch _____

DD will be made in favor of the "Indian Institute of Management Udaipur," payable at Udaipur.

(3) The Vendor must have a valid Indian Permanent Account (PAN) No. and GST No. as per the details given below: -

SI No	Name	Number	Copy attached	Remarks
	PAN			
	GST			



(4) The total Turnover during the last three financial years ended on 31.03.2022 must not be less than Rs. 10 lacs (Rupees ten lacs only) per year, and the Turnover from the Fixed Assets Verification and tagging services must not be less than Rs. 5 Lacs per year. Please provide details in the following format:

Year	Total Turnover in Rupees (in words and figures)	Turnover from Fixed Assets Verification and Tagging services related work in Rupees (in words and figures)
2019-20		
2020-21		
2021-22		

(5) The Bidder must have completed the verification and tagging of the fixed assets for more than 10000 assets in one organization as of the year ended on 31 March 2022 (Please attach a separate sheet, if necessary).

Year	@Name of the organization where more than 10000 assets were verified and tagged	Type of organization (Company/firm/education institute etc.)	Contract start date and end date (From DD/MM/YYYY to DD/MM/YYYY)	The total number of Assets verified	Total number of assets tagged	Page number of the copy of the work completion certificate

@Must not be less than one organization

(6) The Bidder should possess all mandatory statutory requirements mentioned in 'Annexure-III Tenderer/Bidder Details,' including its Sections 'I- Details of the tenderer/bidder' and 'II – Registration & Other Statutory requirement details' in this tender document.

No price should be specified in the technical Bid. Including such information will entail rejection of the Bid.

NOTE: All third-party certificates should be duly signed and stamped by the bidding firm/LLP.

Certified that all above information's are 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)



INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) 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 DSC’s to others which may lead to misuse.
- 6) 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.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) 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 ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e- mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.



PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) 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 document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) 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 black and white option which helps in reducing size of the scanned document.
- 4) 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.

SUBMISSION OF BIDS

- 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) **Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.**
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) 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 coloured (unprotected) cells with their respective financial quotes and other details (such as 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.



- 6) 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.
- 7) 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.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) 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.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
- 11) 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.
- 12) 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.
- 13) 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.
- 14) Not more than one tender shall be submitted by one Agency or Agencies having business relationship. Under no circumstance will father and his son(s) or other close relations who have 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.
- 15) Bidder who has downloaded the tender from the IIMU website www.iimu.ac.in and Central Public Procurement Portal (CPPP) 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.



Annexure – VI

**TENDER ACCEPTANCE LETTER
(To be given on Bidder's organization Letter Head)**

Date:

To,

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

Sub.: Acceptance of Terms & Conditions of Tender.

Tender Reference No.: IIMU/Tender/FA Verification/2022

Name of Tender/Work: Physical verification and tagging of assets IIM 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: _____ 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 IIM Udaipur have also 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 IIMU shall, without prejudice to any other right or remedy, be at liberty to reject this tender/bid, including the forfeiture of the entire earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)



Annexure-VII

(to be provided on the letterhead of the Bidder)

Declaration regarding Blacklisting

**To,
The Director,
IIM Udaipur,
Balicha, Udaipur 313001**

Tender Reference No.: IIMU/Tender/FA Verification/2022

Name of Tender/Work: Tender For Physical Verification And Tagging of Assets at IIM Udaipur

I hereby certify that our organization (name) has never been blacklisted or debarred in the past by any Central/State Government/Public Undertaking/Autonomous Institute from taking part in tenders, nor has any criminal case is registered/pending against the organization or its owner/partners/employees anywhere in India.

I also certify that the above information is true and correct in every respect, and in any case, at a later date, if it is found that any details provided above are incorrect, any contract given to our firm/LLP (name) may be summarily terminated, and the firm/LLP blacklisted.

Date :

Organisation Name:

Place:

Name of the authorized person:

Designation:

(Authorized Signatory with seal)

Annexure – VIII

PROFORMA OF PERFORMANCE BANK GUARANTEE

1 In consideration of the Director IIM Udaipur (hereinafter called "IIM UDAIPUR") having offered to accept the terms and conditions of the proposed agreement between IIM, UDAIPUR and (hereinafter called "the said agency(s) for the work of **“Fixed Assets Verification and Tagging services at IIM Udaipur”**) (hereinafter called "the said agreement") having agreed to the production of an irrevocable Bank Guarantee for Rupees..... only) as a security/ guarantee from the agency(s) for compliance of his obligations in accordance with the terms & conditions in the said agreement.

2 We (hereinafter referred to as the "Bank") do hereby undertake to pay amounts due and payable (indicate the name of the Bank) under this Guarantee without any demur, merely on a demand from the IIM, UDAIPUR stating that the amount claimed is required to meet the recoveries due or likely to be due from the said agency(s). 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 we shall be restricted to an amount not exceeding Rs..... (Rupees.....)

3 We, the said Bank, further undertake to pay to the IIM, UDAIPUR any money so demanded not withstanding any dispute or disputes raised by the agency(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under bond shall be a valid discharge of our liability for payment thereunder, and the agency(s) shall have no claim against us for making such payment.

4 We..... further agree that the Guarantee herein contained shall (indicate the name of the Bank) remain in full force and effect during the period that would be taken for the performance of the said agreement, and it shall continue to be enforceable till all the dues of the IIM UDAIPUR under or by virtue of the said agreement have been fully paid, and its claims satisfied or discharged, or till the Chief Administrative Officer, IIM Udaipur on behalf of the IIM UDAIPUR, certifies that the terms & conditions of the said agency(s), and accordingly discharges this guarantee.

5 We..... further agree with the IIM UDAIPUR that the IIM UDAIPUR (indicate the name of the Bank) shall have the fullest liberty without our consent , and without effecting in any manner our obligations hereunder, to vary any of the terms & conditions of the said agreement or to extend time of performance by the said agency(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the IIM UDAIPUR against the said agency(s) and 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 agency(s) or for any forbearance, act of omission on the part of the IIM UDAIPUR or any indulgence by the IIM UDAIPUR to the said agency(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6 This Guarantee will not be discharged due to the change in the constitution of the Bank or the agency(s).

7 We..... lastly undertake not to revoke this Guarantee except with (indicate the name of the Bank) the previous consent of the IIM UDAIPUR in writing.

8 This guarantee shall be valid up to unless extended on demand by the IIM UDAIPUR.



Notwithstanding anything contained hereinabove:

- a) Our liability under this Guarantee shall not exceed Rs.....
(Rupees..... Only);
- b) This Bank Guarantee shall be valid up to and
- c) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before All yours rights under the said guarantee be forfeited and we shall be relieved and discharged from all liabilities thereunder.

Dated the day of for

(Indicate the name of the Bank)