



भारतीय प्रबन्धन संस्थान राँची

(शिक्षा मंत्रालय, भारत सरकार के अधीन)

प्रबन्धन नगर, नयासराए मार्ग, राँची, झारखण्ड, पिन- ८३५ ३०३

INDIAN INSTITUTE OF MANAGEMENT RANCHI

(Under Ministry of Education, Govt. of India)

Prabandhan Nagar, Nayasarai Road,

Ranchi, Jharkhand, PIN - 835303

URL: www.iimranchi.ac.in

Email: purchase@iimranchi.ac.in

Notice Inviting e-Tender (NIT) for

Emergency Exit Plan preparation and other allied works.

Tender No. : IIM Ranchi/NIT/Emergency Exit/2024-25/01

Dated: 01.04.2024

Issued by:
Administrative Officer - Purchase
Indian Institute of Management, Ranchi
(for & on behalf of the Director, IIM Ranchi)

NOTICE INVITING e-TENDER (NIT)

IIM Ranchi is an Institution of National Importance (INI) and Second Generation IIM under the Ministry of Education, Government of India, established in 2009 in the State of Jharkhand. The institute is operating from its permanent campus newly constructed at Prabandhan Nagar, Nayasara Road, Ranchi, Jharkhand.

The Institute invites e-tender under two bid system from reputed and experienced agencies for the assessment of existing floor plans and building layouts along with creating of detailed fire exit drawings including evacuation routes, exit signage installation and emergency assembly points.

The interested and eligible agencies may visit the Institute's permanent campus for first-hand information about the location, building layouts/ others and submit their bids accordingly through electronic mode (e-tendering) and the bidding agencies are requested to note the following instructions for submission of e-bids.

Registration with M/s ITI Ltd, (A Govt of India Enterprises) (agency through which IIM Ranchi has taken up the e-tendering process):

Intending bidders are requested to register themselves with M/s ITI Ltd., (if not registered earlier) through <https://iimranchi.euniwizarde.com> for obtaining user ID, by following the instructions, terms and conditions stipulated by M/s ITI Ltd., for this purpose.

For participating in the e-tendering process of IIM Ranchi:

After registration with M/s ITI Ltd., using the assigned User ID and Password, they can access the website of <https://iimranchi.euniwizarde.com> and with the help of the digital signature they can participate in the e-tender of Indian Institute of Management IIM Ranchi. The bidder may contact following e-wizard helpdesk contact details:

- i. E-Wizard Help Desk
1st Floor, M-23, Road No. 25,
Near SBI, Sri Krishna Nagar,
Patna - 800001
Tel: 0612-2520545, 8448288985, 9504486212, 9504661237, 9835871522
- ii. E-Wizard Help Desk
A-41, Himalaya House 23, K G Marg,
New Delhi -110001
Tel: 011-49606060
Email: ewizardhelpdeskpatna@gmail.com

Note:

- i) The indenting bidders must have valid Class 3 (Signing + Encryption) Digital Signature Certificate to submit the bids online.
- ii) Bidders are requested to read 'Instruction to Bidders for Participating in E-Tendering' carefully.
- iii)

Tender Schedule

Name of the work	Notice Inviting e-Tender for assessment of existing floor plans and building layouts along with creating of detailed fire exit drawings including evacuation routes, exit signage installation and emergency assembly points.
Cost of Tender Document	Nil
Bid Security	Nil
Website for downloading Tender Document, Corrigendum/Addendum etc.	www.iimranchi.ac.in (under 'Tender' section), https://iimranchi.euniwizarde.com/ , CPP Portal
Estimated Bid Value	Rs. 5,00,000/- (Rupees Five Lakh Only)
Bid Validity	The validity of bids shall be 90 (ninety) days from the date of opening of bids or any extension thereof.
Pre-Bid Meeting	11:00 AM to 12:30 PM on 10.04.2024 for clarifications of queries, if any, at IIM Ranchi Campus (Academic Building-I), Prabandhan Nagar, Nayasarai Road, Ranchi, Jharkhand, PIN – 835303
Site Visit by the Bidders	The interested and eligible parties can inspect the campus buildings between 10:30 AM to 05:00 PM on any working day (up to 22.04.2024). They may contact the Administrative Officer - S&P during office hours on any working day.
Last Date of bid submission	up to 03.00 PM on 22.04.2024 through https://iimranchi.euniwizarde.com
Opening of Tender	<u>Part - I: Technical Bid</u> e-Technical bids will be opened online on 22.04.2024 at 04:00 PM. <u>Part - II: Financial Bid</u> Financial bids of the technically qualified bidders shall be opened at a later date. The financial bid opening date and time shall be intimated to the technically qualified bidders separately by the Institute in advance.
Contact Person (for any clarification during the tendering process)	Administrative Officer - Purchase & Stores Indian Institute of Management Ranchi Email: purchase@iimranchi.ac.in

Tender document and other details can be obtained from the institute website @ www.iimranchi.ac.in and CPP Portal @ <https://eprocure.gov.in/epublish/app>. Any addendum/corrigendum in respect of this tender shall be issued on our website @ www.iimranchi.ac.in / <https://iimranchi.euniwizarde.com> / CPP portal @ <https://eprocure.gov.in/epublish/app>. No separate notification shall be issued in the print/ electronic media. Bidders are therefore requested to visit the website of the institute regularly to keep themselves updated

A. Submission of Bids:

- a) The interested bidder willing to execute the work/services and meeting the pre-qualification/ minimum eligibility criteria are required to submit their bid through e-Wizard portal of IIM Ranchi.

All the pages of the tender document including annexures, copy of certificates/ documents should be duly stamped and signed by the authorized person of the bidder.

- b. Tender by any other mode except the above modes will not be accepted. Under no circumstances tender documents will be received after the above date/ time.
- c. The financial bid should be expressed both in words and figures. If any discrepancy is found between the figure and in words in the financial bid, the value in words shall prevail.
- d. The bidder is expected to examine all instructions, forms, annexures, terms and conditions in the tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of his/ her bid.
- e. The bid prepared by the bidder as well as all correspondence and documents shall be written in English language. All the columns of the tender document must be filled in and no column should be left blank. "NIL" or "Not applicable" should be marked, where there is nothing to report.

B. Information to Bidders

1. Scope of Work:

i. Site Assessment:

- a. Conduct a comprehensive assessment of the campus buildings and to identify potential fire exit locations.
- b. Consider factors such as building layout, occupancy capacity, accessibility requirements, and proximity to potential hazards.

ii. Design and Planning:

- a. Develop detailed plans for the construction or modification of emergency fire exits, ensuring compliance with relevant building codes and safety standards.
- b. Select appropriate materials, signage, and lighting for optimal visibility and functionality during emergencies.

iii. Construction and Installation:

- a. Execute construction activities in accordance with approved designs and specifications.
- b. Installation of institute's fire exit map in glass frame, staircases, ramps, and other necessary infrastructure to facilitate safe evacuation.
- c. Ensure proper integration with existing building structures and systems, including fire alarm and suppression systems.

iv. Safety Measures:

- a. Implement additional safety measures such as emergency lighting, exit signs, and directional indicators to guide occupants to designated exits.

b. Conduct thorough testing and inspections to verify the functionality and reliability of fire exit systems.

v. Training and Awareness:

a. Provide training sessions and informational materials to educate occupants about emergency evacuation procedures and the location of fire exits.

vi. Deliverables:

Detailed site assessment report

Design plans and specifications for fire exit installations

Completed construction and installation of fire exits

Documentation of safety measures implemented

Training materials and records of educational sessions

Maintenance schedule and reports, Compliance documentation and reports

vii. Timeline:

The project timeline will be determined based on the scope of work and resource availability. A detailed schedule will be developed during the planning phase, with regular progress reviews and adjustments as necessary.

viii. Quality Assurance:

Quality control measures will be implemented throughout the project to ensure that all fire exit installations meet the highest standards of safety, functionality, and durability.

ix. Compliance:

All activities will be conducted in strict adherence to local fire safety regulations, building codes, and relevant industry standards.

2. Minimum Eligibility Criteria:

The intending bidder must satisfy all the following requirements for qualifying in the technical bid. Self-attested copy of the related documents in support of the below eligibility criteria should be submitted by the bidder:

- i. The bidder must possess a valid PAN & GST issued by the appropriate authority.
- ii. The bidder should have satisfactorily completed the similar (Signage works, Fire safety plan preparation) works in last three years.
- iii. The agency should not be debarred/blacklisted by any Central govt., State govt. or any PSU organization.
- iv. The bidder should not be in liquidation.

3. Opening and Evaluation of Bids: The Institute reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid. Such clarification(s) or additional information/ document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the bidder does not furnish the clarification(s) or additional information/ document(s) within the prescribed time, the proposal shall be liable to be rejected.

Bidder who meets the Eligibility Criteria shall be shortlisted as the technically responsive bidders. The institute shall notify all the technically responsive bidders indicating the date

and time for the opening of financial bid through e-wizard portal.

4. **Selection of Successful Bidder:** The bidder offers the Lowest Rate (L1), will be declared as the successful work/service provider. In the event of receiving more than one financial bid quoting the same L1, the final selection of successful bidder shall be made in the following manner: -
 - a) The one with the highest experience;
 - b) If more than one bid having the same total experience at clause (a), then the one having highest turnover during the last 3 years put together;
 - c) If more than one bidder having the same turnover at clause (b), then by “Draw of Lots”.
5. **Award of Contract:**
 - After selection of the successful bidder, a ‘Letter of Award’ (LOA) shall be issued in duplicate by the Institute to the successful bidder and the successful bidder shall within seven days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.
 - The contract will be signed only after LoA acceptance.
 - Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award.
6. Any act on the part of the tenderer to influence anybody in the institute is liable to rejection of his tender.
7. Any addendum/ corrigendum in respect of this tender shall be issued on institute’s website and CPPP. No separate notification shall be issued in the print/ electronic media. Bidders are therefore requested to visit the above websites regularly to keep themselves updated.
8. IIM Ranchi reserves the right to modify the conditions of the tender/ accept/ reject any tender without assigning any reasons, whatsoever and at any moment of time. No correspondence shall be entertained in this regard.
9. Tenderer should neither be a present employee from IIM Ranchi/ Central or State Govt. Organizations/ Undertakings nor anyone who is terminated/ dismissed from IIM Ranchi/ Central or State Govt. Organizations/Undertakings. This declaration should be made on a separate sheet and form part of this document.
10. Joint ventures are not allowed to participate in this bid.
11. Conditional bids shall be rejected straightway.
12. Sub-contract: The bidder shall not sublet the contract or transfer the contract to any other person in any manner.
13. The bidder shall keep the institute indemnified from and against all personal and third party misconduct, claims whatsoever arising out of any commission or omission by the bidder or its employees or representative as the case may be.
14. Dispute Resolution: In the event of any dispute or differences arising under the agreement, the decision of the Director, Indian Institute of Management Ranchi will be final and binding on both parties.
15. Jurisdiction: The court of jurisdiction shall be Ranchi for all such purposes.

BID FORWARDING LETTER

(To be submitted on the letterhead of the bidder)

Date: _____

To
The Administrative Officer - Purchase & Stores
Indian Institute of Management Ranchi
Prabandhan Nagar, Nayasarai Road
Ranchi - 835303

Subject: Bid Forwarding Letter.

Ref: IIM Ranchi/NIT/Emergency Exit/2024-25/01 dt. 01.04.2024.

Sir,

I/ We hereby confirm and declare that I/We have carefully studied the tender document therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the tender.

I/ We also keep the offer open for 90 (Ninety) days from the end date of tender or any amendment thereon.

Yours faithfully,

(Name & signature with stamp of the bidder)

Self-Declaration about Non-Blacklisting

(To be submitted on the letterhead of the bidder)

Date: _____

To
The Administrative Officer - Purchase & Stores
Indian Institute of Management Ranchi
Prabandhan Nagar, Nayasarai Road
Ranchi - 835303

Subject: Self-Declaration about Non-Blacklisting.
Ref: IIM Ranchi/NIT/Emergency Exit/2024-25/01 dt. 01.04.2024.

Sir,

In response to your tender under reference, I/ We hereby declare that presently our agency is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Central/ State Universities, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our agency is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Central/ State Universities, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in past five years from the last date of submission of proposal.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our performance security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Yours faithfully,

(Name & signature with stamp of the bidder)

Technical Proposal Checklist

(To be submitted on the letterhead of the bidder)

Ref: Ref: IIM Ranchi/NIT/Emergency Exit/2024-25/01 dt. 01.04.2024

Sl. No.	Particulars	Supporting Documents Submitted (Y/N)	Remarks, if any
1	Details of all works of similar nature completed during last three years		
2	The bidder must possess a valid PAN & GST issued by the appropriate authority.		
3	Bid Forwarding Letter as per the format in Annexure - I		
4	Self-Declaration about Non-Blacklisting as per the format in Annexure-II		
5	Power of Attorney/ Authorization Letter, if tender is submitted by the authorized partner/ representative of the firm (on the letterhead of the bidder).		
6	Duly signed and stamped of the entire tender document along with its addendum/ corrigendum, if any		
7	Duly signed and stamped format for undertaking for site inspection as per Annexure-V		

Declaration

I/We..... (Name of the Partner/s or Authorized Representative of Bidder) of (Name of the firm) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in the tender document.

Place:
bidder)

(Name & signature with stamp of the

Date:

FINANCIAL BID

(To be submitted on the letterhead of the bidder)

Date of Submission of Financial Bid : _____	
Ref: Tender for Emergency Exit Plan preparation and other allied works Tender No.: IIM Ranchi/NIT/Emergency Exit/2024-25/01 dt. 01.04.2024	
Name of the Bidder:	
Correspondence Address:	
Tel/ Mob No.:	
Email:	

(Amount in INR)

Sl. No.	Particulars	Amount (in Figures)	Amount (in Words)
1.	Cost of Service (Including all the taxes)		
2.	Material Cost (Including all the taxes)		
Total			

- i. The bidder offers the Lowest Rate (L1), will be declared as the successful bidder.
- ii. Applicability of GST will be as per the extant rules of the Govt. of India.
- iii. Selection Method: Lowest cost proposal (L1) of technical responsive bidder will be considered for award of contract.

Declaration

I/We..... (Name of the Partner/s or Authorized Representative of Bidder) of (Name of the vendor/ firm/ agency) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place:

(Name & signature with stamp of the bidder)

Date:

FORMAT FOR UNDERTAKING FOR SITE INSPECTION

(To be submitted on the letterhead of the bidder)

To
The Administrative Officer - Purchase & Stores
Indian Institute of Management Ranchi
Prabandhan Nagar, Nayasarai Road
Ranchi – 835303

I/we hereby give an undertaking for the given work as follows: -

Sub: For the work Supplying & fixing of Fire Evacuation plan inside campus Buildings guide flow of movement for means of escape in IIM Ranchi

I/we have inspected and examined the site and its surroundings is / are satisfied before submitting our bid as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of site site, the means of access to the site. the accommodation I/we may require and in general shall myself / ourselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect our bid. I/we shall be deemed to have full knowledge of the site whether I/we inspect it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. I/we shall be responsible for arranging and maintaining at our own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents.

Submission of a bid by a I/we implies that I/we have read this notice and all other contract documents and has made myself / our self-aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to us by the Government and local conditions and other factors having a bearing on the execution of the work.

Yours faithfully,

(Name & signature with stamp of the bidder)