



**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, JH- 835303

**Notice Inviting Re-Tender for Supply and Installation of MS Fabricated Office Cabins (Prefab Boxes) at IIM Ranchi.**

Indian Institute of Management Ranchi invites sealed re-tender from the authorised/reputed/suppliers/vendors under a two-bid system (Technical Bid & Financial Bid) for supply and installation of **MS Fabricated Office Cabins (Prefab Boxes)** to provide shed/ roof cover for baggage scanner and turnstile gate at the main entry gate of IIM Ranchi. Interested bidders shall submit their sealed bids to "Administrative Officer (S&P), IIM Ranchi, Prabandhan Nagar, Naya Sarai Road, Ranchi-835303", Email: [purchase@iimranchi.ac.in](mailto:purchase@iimranchi.ac.in).

**Tender Schedule**

Tender Number	IIM Ranchi/NIT/Prefab Box/2025-26/45 Dated 27.12.2025
Cost of Tender Document	Nil
Bid Security	Nil
Website for downloading Tender Document, Corrigendum/ Addendum, etc.	<a href="http://www.iimranchi.ac.in">www.iimranchi.ac.in</a> (under the 'Tender' section),
Estimated Bid Value	Rs. 5,12,000 (Rupees Five Lakh Twelve Thousand only)
EMD	10,000/- (Will be refunded after completion of work)
Bid Validity	The validity of bids shall be 90 (Ninety) days from the date of opening of bids or any extension thereof.
Last Date of bid submission	up to 03:00 PM on 19.01.2026
Opening of Tender (Technical bid)	04:00 PM on 19.01.2026
Opening of Financial bid	Only technically qualified bidders will be informed later
Contact Person (For any clarification during the tendering process)	Administrative Officer - Purchase & Stores Indian Institute of Management Ranchi Email: <a href="mailto:purchase@iimranchi.ac.in">purchase@iimranchi.ac.in</a>

## **I. PROCEDURE FOR SUBMISSION OF BID:-**

The participating Bidders should submit a Bid in Three (03) Separate Sealed Envelopes.

### ***i) Technical Bid (Envelope A)***

***The bidders should submit the Following Documents along with the Technical Bid, i.e. Envelope A:***

- a) PAN, GST Registration Certificate and Bank Account Details.
- b) Past two years Work Order/ Purchase Orders / Testimonials/ Performance Certificate pertaining to the supply of tender item.

This envelope should be SUPERSCRIBED with the following text: ***"Technical Bid for Supply and Installation of MS Fabricated Office Cabins (Prefab Boxes) at IIM Ranchi"***.

### ***ii) Price Bid (Envelope B)***

Price bid must be quoted as per the format specified, failing which the bid will be rejected. The Price Bid should be put in a separate cover, and the cover should be in a sealed condition. This envelope should be SUPERSCRIBED with the following text: ***"Price/Financial Bid for Supply and Installation of MS Fabricated Office Cabins (Prefab Boxes) at IIM Ranchi"***.

### ***iii) Master Envelope (Envelope C)***

Contains both Envelope A and Envelope B. This envelope should be SUPERSCRIBED with the following text: ***"Tender for Supply and Installation of MS Fabricated Office Cabins (Prefab Boxes) at IIM Ranchi"***.

## **II. EVALUATION PROCESS:-**

The process for selection of the successful Bidder would be determined as under: -

**Stage 1: Evaluation of Technical Bid:** The bidders who submitted all required documents as per the technical requirements of the tender will be eligible to further evaluation process. The Bidders' Competency will be assessed by the previous experience documents submitted in the Technical Bid. The decision taken by the Institute will be final and binding.

**Stage 2: Opening of Financial Bid:** The price bids of all the eligible bidders (from Stage I) will be opened in the presence of the committee members and bidders or authorised representatives. The lowest price quoted by the Bidder in the Price Bid will be considered a successful Bidder (L1), and the Purchase/Work Order/Letter of Award will be awarded to the L1 Bidder.

## **III. Other Terms & Conditions:-**

- a) The bid forwarding letter (Annexure-II & III) is a part of the Technical bid.
- b) The bidder should submit the Tender duly signed and stamped on all the pages
- c) The financial bid shall be open only technically qualified bidder in the presence of the intending bidders or their authorized representatives, if they wish to be present at that time.
- d) The tender job will be awarded on an overall L1 basis, not on an individual item basis. L1 will be decided on the basis of the total quoted rates of all items, such as supply, installation, transportation, labour cost, GST, etc., of technically qualified bidders only.
- e) Purchase preference shall be applicable for MSEs as per PPP-MSE Order, 2012 (as amended) issued by Ministry of MSME.
- f) The successful bidder should supply and install the item as per the technical specifications.
- g) **Site Visit:** Interested bidders are advised to visit site for better understanding the requirements and installation as per scope.

- h) It is the responsibility of the successful bidder to supply and install all items in good condition at IIM Ranchi. If any item is found damaged/broken in transit, the Vendor should replace/correct them within one week, and the payment will be released to the vendor only after completing the same.
- i) After the selection of the successful bidder, a Letter of Award (“LoA”) /Work Order shall be issued by the Institute to the Successful Bidder, and the Successful Bidder shall within 05 (five) working days of the receipt of the WO/LoA, sign and return the duplicate copy of the LoA/WO in acknowledgement thereof.
- j) The Institute reserves the right to modify the conditions of the tender at any time without assigning any reasons for the same.
- k) IIM Ranchi reserves the right to accept/reject any bid without assigning any reason whatsoever.
- l) If the last date of opening of the bid coincides with a holiday, then the next working day shall be the opening.
- m) The items supply and installation should be completed within **one week** of the confirmed work order, or **else issued LoA/WO may be cancelled.**
- n) IIM Ranchi will seek clarification from the bidder for the evaluation of bids, and the decision made by IIM Ranchi will be final.
- o) No financial information should be disclosed in the technical bid. Otherwise the bid shall be rejected.
- p) All disputes arising out of this contract shall be subject to the Courts at Ranchi.

### **Submission of Bids:**

Sealed proposal are invited on behalf of the Director, IIM Ranchi from registered/ reputed dealer/supplier for above requirement of goods/services as per the Terms & Conditions mentioned therein **in two packet system in two separate sealed covers, duly marked ‘Technical Bid’ and ‘Price/ Financial Bid’ placed in another sealed cover/envelope**, addressed to the Administrative Officer (S&P), Indian Institute of Management Ranchi, Prabandhan Nagar, Naya Sarai Road, Ranchi-835303 (Jharkhand), with the Tender name, number & date boldly superscribed **on the top of the envelope**. The offers are to be sent by Speed Post/ Registered Post/ By Hand **on or before 19.01.2026 by 03:00 pm.**

**FINANCIAL BID**

(To be submitted on the letterhead of the bidder)

Date of Submission of Financial Bid:	GST No.
Ref: NIT for Supply and Installation of MS Fabricated Office Cabins (Prefab Boxes) at IIM Ranchi. Tender No. IIM Ranchi/NIT/Prefab Box/2025-26/45 Dt. 27.12.2025	
Name of the Bidder:	
Correspondence Address:	
Tel/ Mob No.:	
Email:	

*(Amount in INR)*

Sl.	Particulars	Quantity	Unit Price	GST	Total Amount (Including GST)
1.	Supply and installation of MS fabricated office cabin of size (17'X9'X 9.84') feet. <i>(Details specification and drawing is attached as Annexure-IV for reference)</i>	<b>01 nos.</b>			
2.	Supply and installation of MS fabricated office cabin of size (8.3'X6.6'X 9.84') feet. <i>(Details specification and drawing is attached as Annexure-V for reference)</i>	<b>02 nos.</b>			
Total Amount (including supply, transportation, installation, Labour cost, GST)					
Total in Words:					

- i. The bidder offering the Lowest Rate (L1) will be declared as the successful bidder.
- ii. Applicability of GST will be as per the extant rules of the Government of India.
- iii. Selection Method: The Lowest cost proposal (L1) of the technically responsive bidder will be considered for the award of the contract.
- iv. The items supply and installation should be completed within **one week** of the confirmed work order, or else issued '**Letter of Award**'/WO may be cancelled.

**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 the tender document.

Place:

(Name &amp; signature with stamp of the bidder)

Date:

**BID FORWARDING LETTER**

(To be submitted on the letterhead of the bidder as per this format only)

Date: \_\_\_\_\_

To  
The Administrative Officer (S&P),  
Indian Institute of Management Ranchi,  
Prabandhan Nagar, Nayasarai Road,  
Ranchi, Jharkhand, PIN - 835303

Sub: NIT for Supply and Installation of MS Fabricated Office Cabins (Prefab Boxes) at IIM Ranchi  
vide Tender No. IIM Ranchi/NIT/Prefab Box/2025-26/45 Dated: 27.12.2025.

Sir,

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

I/ We also keep the offer open for 90 (Ninety) days from the date of opening of the bid.

Yours faithfully,

(Name & signature with stamp of the bidder)

**FORMAT OF 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:** NIT for Supply and Installation of MS Fabricated Office Cabins (Prefab Boxes) at IIM Ranchi.

I/we have inspected and examined the campus buildings and its surroundings is / are satisfied before submitting our bid as to the nature and scope of work. I/we shall be responsible for arranging the required equipment/ items and install them as per the guidelines. I/we shall be maintaining at our own cost all other requirements like tools, test equipment, safety gadgets, 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 I/we implies that I/we have read this notice and all other contract/ tender document and has made myself / our self-aware of the scope and specifications of the work to be done and other factors having a bearing on the execution of the work.

Yours faithfully,

(Name & signature with stamp of the bidder)

**Technical Specification for Office Cabin Container (17'x9'X9'.84")ft. (LXWXH)**

<b>TECHNICAL SPECIFICATION</b>		
<b>SI NO</b>	<b>COMPONENT</b>	<b>DESCRIPTION</b>
01	BOTTOM FRAME	100MMX50MM G s C CHANNEL ISI MARKED OF MAKE TATA/APOLLO.
02	TOPFRAME	50MMX50MM MS SQUARE PIPE ISI MARKED OF MAKE TATA/APOLLO.
03	STIFFENER BOTTOM	100MMX50MM C CHANNEL, 100MMX50MM, 50MMX50MM MS SQUARE PIPES s ANGLES ISI MARKED OF MAKE TATA/APOLLO.
04	STIFFENER TOP	50MMX50MM, 50MMX25MM, 25MMX25MM MS SQUARE PIPE ISI MARKED OF MAKE TATA/APOLLO.
05	SIDE POST	50MMX50MM, 50MMX25MM, MS SQUAREPIPE ISI MARKED OF MAKE TATA/APOLLO.
06	SIDE WALL STIFFENERS	SPECIALY FORMED CR SHEETS OF THICKNESS 1.2MM OF MAKE TATA / JINDAL.
07	PANELING OUTSIDE	SPECIALY FORMED CR SHEETS OF THICKNESS 1.2MM MAKE TATA / JINDAL.
08	INTERNALWALLPANELING	GMM THICK MDF OF MAKE-GREEN-PLY (GREENPANEL) s ALLVERTICALLY AND HORIZONTAL CORNERS WILL BE NEATLY AND SMOOTHLY FINISHED WITH ALUMINUM SECTIONS s L ANGLES.
09	ROOFOUTSIDE	1.2MM THICK SHEET OF MAKETATA / JINDAL PROPERLY SLOPED s WATER TIGHT.
10	FALSECEILING	GMM THICK MDF OF MAKEGREEN-PLY (GREENPANEL) s ALLVERTICALLY AND HORIZONTAL CORNERS WILL BE NEATLY AND SMOOTHLY FINISHED WITH ALUMINUM SECTIONS s LANGLES.
11	FLOORING	18MM THICK CEMENTED BOARD OF MAKE VISAKA INDUSTRIESWILL BE FIXED BY MEANS OF SELF-TAPING SCREW s 1.5MM THICK PVC VINYL CARPET WILL BE FIXED ON THE PANEL. (100% WATER, TERMITE s DIMENSIONAL PROOF WITH VINYL CARPET).
12	ALUMINUM WINDOWS	DOUBLE SHUTTER SLIDING ALUMINUM (JINDAL) POWDER COATED WINDOWS OF THICKNESS 1.2MM WITH 4MM THICK GLASS OF MAKE SAINT GOBAINFORALL WINDOWS, SAFETY GRILLS FROM OUTSIDE CANOPY ON THE TOP OF WINDOWS.
13	DOOR	THE DOOR WILL BE OF EXTERNAL OPENING TYPE MADE OUT OF THE SAME MATERIAL ASWALLPANELS CANOPYABOVETHE DOOR. FRAMEWORKBY TUBULAR PIPE OF 25 X 25. DOOR WITH LOCKS s HANDLES WITH HYDRAULIC DOORCLOSER.
14	INSULATION	25MM THICK GLASS WOOL INSULATION OF DENSITY 64KG/M3 ON SIDE WALL 50MM ONCEILING.
15	WIRING	ALL WIRING WILL BE CONCEALED WITH PVC INSULATED COPPER WIRES OF ISI QUALITY, SUITABLEFOR 240VOLT, 50 HZ SINGLE PHASEAC POWER SUPPLY.
16	ELECTRICAL FITTINGS	<ul style="list-style-type: none"> <li>➤ ALL ELECTRICAL FITTINGS IN PORTABLECABINSHALL BE 220-240V.AC 50HZ.</li> <li>➤ LED TUBE LIGHTS, BULKHEAD, FAN, SWITCHES, SOCKETS OF ISI MAKE</li> </ul>

		➤ SPLIT AIR CONDITIONER POINT ALONG WITH SEPARATE MCB.
17	<b>EARTHING</b>	EARTHING POINT WILL BE PROVIDED FOR SAFETY.
18	<b>OUTSIDE PAINTING</b>	PHOSPHATE THE CABIN AND PAINTING WITH 1 COAT OF EPOXY PRIMER WITH 2 COATS OF EPOXY PAINT.
19		➤ MCB 16A ➤ Ceiling FAN
20	<b>HOOKS</b>	SPECIALLY FORMED HOOKS FOR EASY LIFTING AND SHIFTING.

SINO	COMPONENT NAME	SIZE	QUANTITY
1	MAIN DOOR WITH BULKHEAD	6.5'X5'FT	AS PER DRAWING
2	DOOR	6'x5'FT	
3	ALUMINIUM SLIDING WINDOW WITH SAFETY GRILL.	4'X3'FT	
4	CABIN FAN OF MAKE POLYCAB/ SURYA / BAJAJ	300MM	
5	LED TUBE LIGHT MAKE PHILIPS/ EVEREADY / SURYA	40WATT	
6	MAIN SWITCH WITH 32 AMPS MCB	-	
7	AC PROVISION WITH SWITCH AND SOCKET OF MAKE ANCHOR / ROMA / SEON	16AMP	
8	SWITCH AND SOCKET OF MAKE ANCHOR / ROMA / SEON	6AMP	
9	LIFTING HOOKS	12MM	
10	STAND FOR WATER TANK	3.5'x3.5'	
11	EXHAUST FAN OF MAKE POLYCAB/ USHA / ORIENT	150MM	
12	CLIENTS LOGO	STANDARD	

**Technical Specification for Office Cabin Container (8.3'X6.6'X 9.84') ft. (LXWXH)**

TECHNICAL SPECIFICATION		
SINO	COMPONENT	DESCRIPTION
01	BOTTOM FRAME	100MMX50MM G s C CHANNEL ISI MARKED OF MAKE TATA/APOLLO.
02	TOPFRAME	50MMX50MM MS SQUARE PIPE ISI MARKED OF MAKE TATA/APOLLO.
03	STIFFENER BOTTOM	100MMX50MM C CHANNEL, 100MMX50MM, 50MMX50MM MS SQUARE PIPES s ANGLES ISI MARKED OF MAKE TATA/APOLLO.
04	STIFFENER TOP	50MMX50MM, 50MMX25MM, 25MMX25MM MS SQUARE PIPE ISI MARKED OF MAKE TATA/APOLLO.
05	SIDE POST	50MMX50MM, 50MMX25MM, MS SQUAREPIPE ISI MARKED OF MAKE TATA/APOLLO.
06	SIDE WALL STIFFENERS	SPECIALLY FORMED CR SHEETS OF THICKNESS 1.2MM OF MAKE TATA / JINDAL.
07	PANELING OUTSIDE	SPECIALLY FORMED CR SHEETS OF THICKNESS 1.2MM MAKE TATA / JINDAL.
08	INTERNALWALLPA NELING	GMM THICK MDF OF MAKE-GREEN-PLY (GREENPANEL) s ALLVERTICALLY AND HORIZONTAL CORNERS WILL BE NEATLY AND SMOOTHLY FINISHED WITH ALUMINUM SECTIONS s L ANGLES.
09	ROOFOUTSIDE	1.2MM THICK SHEET OF MAKETATA / JINDAL PROPERLY SLOPED s WATER TIGHT.
10	FALSECEILING	GMM THICK MDF OF MAKEGREEN-PLY (GREENPANEL) s ALLVERTICALLY AND HORIZONTAL CORNERS WILL BE NEATLY AND SMOOTHLY FINISHED WITH ALUMINUM SECTIONS s LANGLES.
11	FLOORING	18MM THICK CEMENTED BOARD OF MAKE VISAKA INDUSTRIESWILL BE FIXED BY MEANS OF SELF-TAPING SCREW s 1.5MM THICK PVC VINYL CARPET WILL BE FIXED ON THE PANEL. (100% WATER, TERMITE s DIMENSIONAL PROOF WITH VINYL CARPET).
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17		<ul style="list-style-type: none"> <li>➤ MCB 16A</li> <li>➤ Ceiling FAN</li> </ul>
18	<b>EARTHING</b>	EARTHING POINT WILL BE PROVIDED FOR SAFETY.
19	<b>OUTSIDE PAINTING</b>	PHOSPHATE THE CABIN AND PAINTING WITH 1 COAT OF EPOXY PRIMER WITH 2 COATS OF EPOXY PAINT.
20	<b>HOOKS</b>	SPECIALLY FORMED HOOKS FOR EASY LIFTING AND SHIFTING.

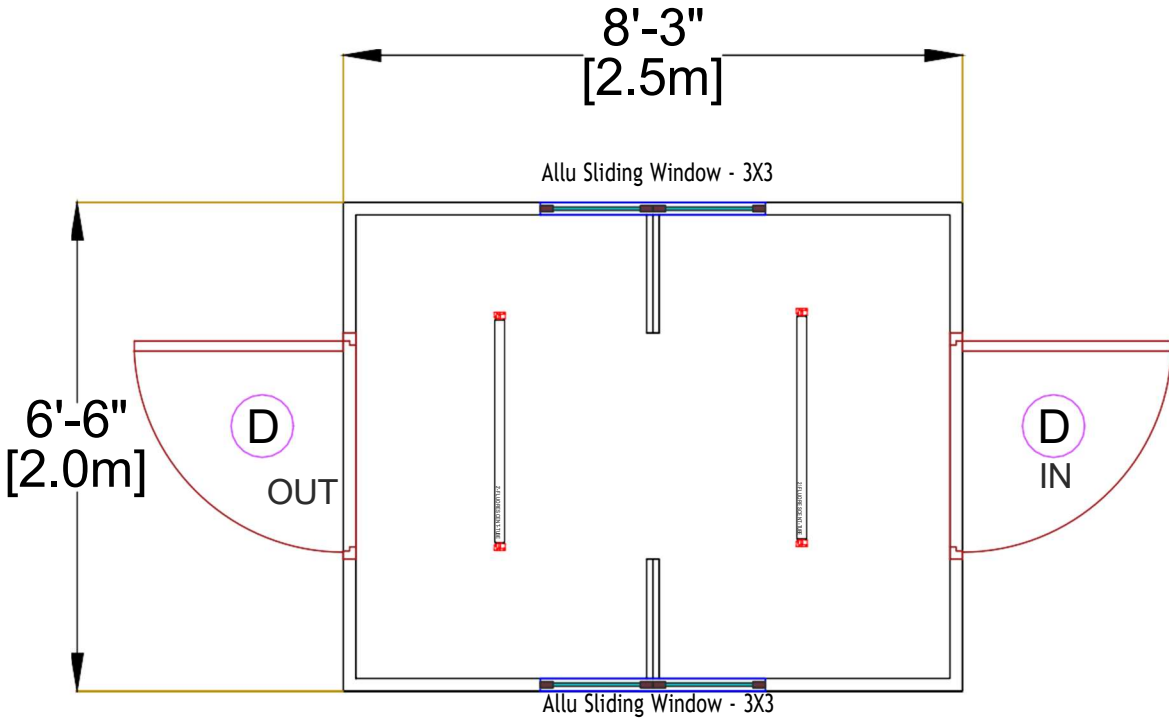
SINO	COMPONENT NAME	SIZE	QUANTITY
1	MAIN DOOR WITH BULKHEAD	6.5'X5'FT	ASPER DRAWING
2	DOOR	6'x5'FT	
3	ALUMINIUM SLIDING WINDOW WITH SAFETY GRILL.	4'X3'FT	
4	CABIN FAN OF MAKE POLYCAB/ SURYA / BAJAJ	300MM	
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9	LIFTING HOOKS	12MM	
10	STAND FOR WATER TANK	3.5'x3.5'	
11	EXHAUST FAN OF MAKE POLYCAB/ USHA / ORIENT	150MM	
12	CLIENTS LOGO	STANDARD	

SHEET TITLE-

OFFICE CABIN  
(8.3'X6.5'X8.5')

GENERAL NOTES :

1. READ THIS DRAWING IN CONJUNCTION WITH RELEVANT ARCHITECTURAL DRAWING ANY DISCREPANCY IF FOUND SHALL BE BROUGHT TO NOTICE OF CONSULTANT
2. ALL DIMENSION ARE IN FEET AND INCHES
3. DO NOT SCALE ANY DIMENSION



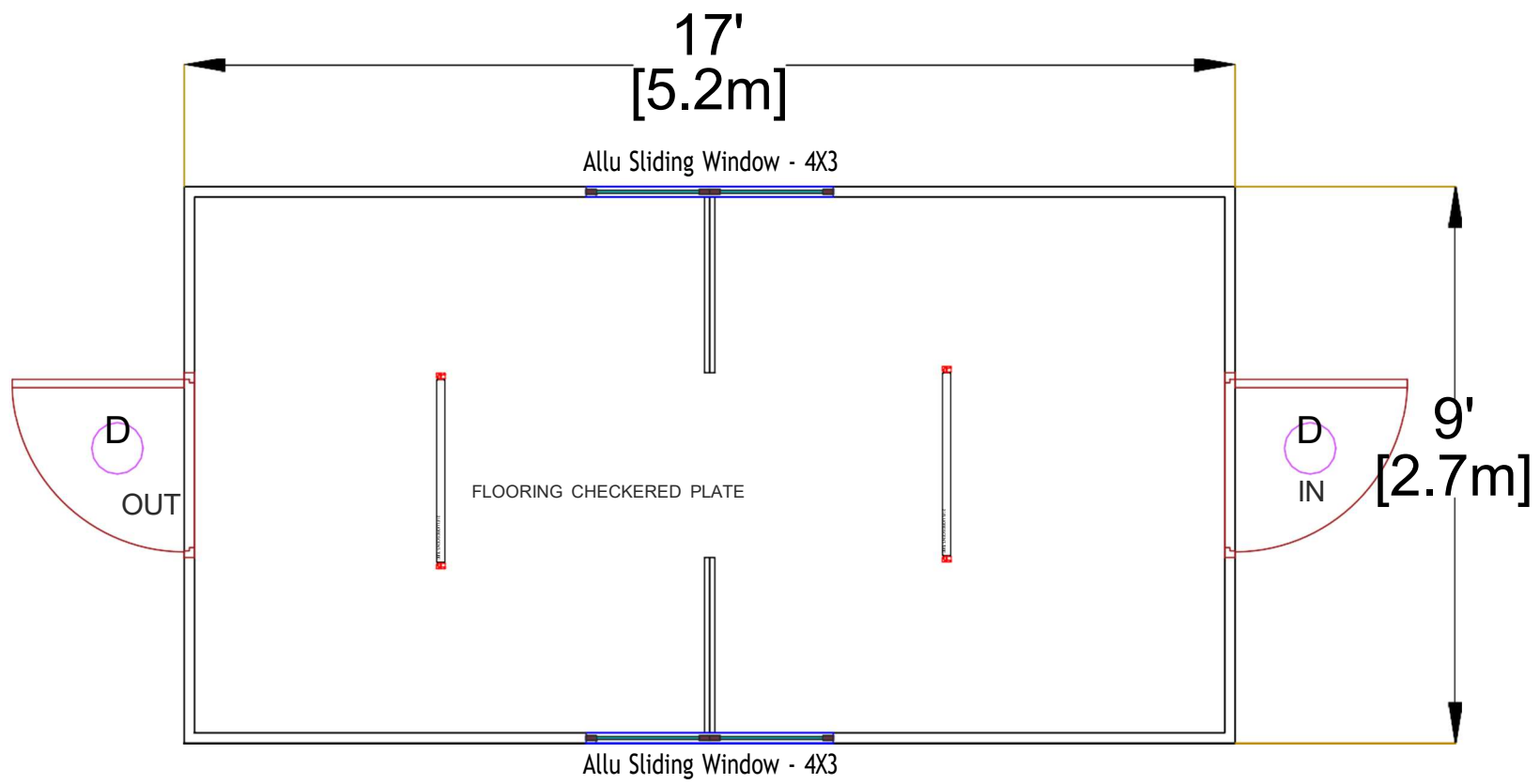
D	DOOR (3'X6'6")	D2	DOOR (2'X6')	W1	WINDOW(3'X3')		WALL FAN		SINK		SWITCH SOCKET	PROJECT NO.	DRAWING NO.	REV.	
D1	DOOR(2.6'X6'6")	W	WINDOW(4'X3')		PANNEL LIGHT		EXTRA SWITCH SOCKET		OVERHEAD CABINET 3X1.5		A.C	LLYOD AC-POINT	01	01	00

SHEET TITLE-

OFFICE CABIN  
(17'X09'X8.5')

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