



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 Tender for Servicing and Overhauling of 33 KV HT (High Tension) Switchboard Panel

Indian Institute of Management Ranchi invites sealed tenders from the authorised/reputed vendors under a two-bid system (Technical Bid & Financial Bid) to Servicing and overhauling of 33 KV HT Switchboard panel. Interested bidders shall submit their sealed bids to “Administrative Officer (S&P), IIM Ranchi, Prabandhan Nagar, Naya Sarai Road, Ranchi-835303”.

Tender Schedule

Tender Number	IIM Ranchi/NIT/Servicing 33 KV HT Panel/2026-27/17 Dt. 25.06.2026
Cost of Tender Document	Nil
Bid Security/ EMD	Rs. 7000/- (Rupees Seven Thousand only)
Website for downloading Tender Document, Corrigendum or Addendum, etc.	www.iimranchi.ac.in (under the ‘Tender’ section),
Estimated Bid Value	Rs. 3,30,400/- (Rupees Three Lakh Thirty Thousand Four Hundred only)
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 09.07.2026
Opening of Tender (Technical bid)	04.00 PM on 09.07.2026
Opening of Financial bid	Financial bids of technically qualified bidders shall be opened on later with the intimation to the technically qualified bidders.
Contact Person (For any clarification during the tendering process)	Administrative Officer - Purchase & Stores Indian Institute of Management Ranchi Email: purchase@iimranchi.ac.in

PROCEDURE FOR SUBMISSION OF BID:-

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

i) Technical Bid (Envelope A)

The bidders should submit the Following Documents along with the Technical Bid towards eligibility of the tender, i.e Envelope A:

- a) PAN, GST Registration Certificate and Bank Account Details.
- b) The bidder/ agency must be an eligible contractor of CPWD enlisted in appropriate class or OEM authorised. The relevant certificate to be submitted.
- c) The bidder must have at least 02 years of experience in the completion of similar nature of work (i.e., work on HT panel). Work order/ Work completion to be submitted.
- d) Experience in one similar contract with a contract value of equal to or more than 80% of the total estimated tender value
Or,
Two similar contracts with 60% of the total estimated tender value each
Or,
Three similar contracts with 40% of the total estimated tender value each. The bidder must enclose the work order/ completion certificate issued by any government organisation in support of its claim.
- e) EMD of Rs. 7,000/- in the form of DD/NEFT/FDR.
- f) MSME exemption applicable as per the rule of the Government of India.
- g) If the tender opening date is a holiday or declared holiday by the Government of India, then the tender will be opened on the next working day.

This envelope should be SUPERSCRIBED with the following text: ***"Technical Bid to Servicing and Overhauling of 33 KV HT Switchboard Panel"***

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 sealed. This envelope should be SUPERSCRIBED with the following text: ***"Price/Financial Bid to Servicing and Overhauling of 33 KV HT Switchboard Panel"***

iii) Master Envelope (Envelope C)

Contains both Envelope A and Envelope B. This envelope should be SUPERSCRIBED with the following text: ***"Tender for Servicing and Overhauling of 33 KV HT Switchboard Panel"***

II. EVALUATION PROCESS

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

Stage 1: Evaluation of Sample: 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 Price 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 authorized representatives of the firm. The lowest price quoted by the Bidder in the Price Bid will be considered as a successful Bidder (L1), and the Work Order will be awarded to the L1 Bidder.

III. Other Terms & Conditions:-

- a) The bid forwarding letter (Annexure-II) and others 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 opened only to a technically qualified bidder(s) in the presence of the intending bidders or their authorised 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, transportation, labour cost, GST, etc., of technically qualified bidders only.
- e) After the selection of the successful bidder, the Work Order shall be issued by the Institute to the Successful Bidder, and the Successful Bidder shall, within 07 (seven) working days of the receipt of the WO, sign and return the duplicate copy of the same in acknowledgement thereof.
- f) Time allowed for the execution of the work is 15 days.
- g) The Institute reserves the right to modify the conditions of the tender at any time without assigning any reasons for the same.
- h) IIM Ranchi reserves the right to accept/reject any bid without assigning any reason whatsoever.
- i) If the last date of opening of the bid coincides with a holiday, then the next working day shall be the opening.
- j) The work should be completed within 15 days of the confirmed Work Order, or else an amount equivalent to 1% of the maximum, up to 10 % of the total value per week of delay, will be deducted from the payment to the bidder or as decided by the Competent Authority.
- k) IIM Ranchi will seek clarification from the bidder for the evaluation of bids, and the decision made by IIM Ranchi will be final.
- l) No financial information should be disclosed in the technical bid. Otherwise, bids will be rejected.
- m) The bidders are requested to visit the site for better analysing of work scope.
- n) All spares used to rectify any defect/ issue is the responsibility of the successful bidder within the amount offered in the financial bid by the bidder. No additional cost will be considered.
- o) The HT panel must be fully operating while handing over by the vendor post servicing and overhauling.
- p) Warranty of 06 months post servicing and overhauling. The agency shall submit an undertaking to this effect on its letter head.
- q) All safety precautions and tools during the work execution are responsibility of the service provider.
- r) Joint ventures are not accepted.
- s) All disputes arising out of this contract shall be subject to the Courts at Ranchi.

IV. Scope of Work

- (i) Opening of all doors, side covers, drawl of breaker from the unit and cleaning & dusting of the equipment with cora cloth and vacuum cleaner. Contractors shall provide all cleaning agents and equipment for the above activity.

- (ii) Checking and tightening of the contacts assembly for any pitting, hot spots or any abnormal conditions and replacing damaged contacts with new spares.
- (iii) Cleaning the operation mechanism including spring mechanism/ motor operation, limit switches etc of the breaker.
- (iv) Checking and correcting the internal wiring of the unit, testing of the wiring by simulation and submission of the report based on the status.
- (v) Oiling of the moving mechanism and check for proper operation.
- (vi) Checking and replacing the magnetic coils used for the closing and tripping operations.
- (vii) Check the total interlocking by simulation.
- (viii) Checking, cleaning including replacement of the damaged bushings/ Insulators/ Spouts.
- (ix) Checking the healthiness of the CTs & PTs and replacing the defective items.
- (x) Checking the internal wiring of the unit includes metering, indication lamps, switches and replacing the defective items.
- (xi) Checking the wiring of the protective relays, simulation of condition and testing of relays for their healthiness.
- (xii) Checking and cleaning the vacuum interrupters and replacement of defective units.
- (xiii) Check the condition of the insulating oil if required removal of the old oil and filling of the filtered oil.
- (xiv) Checking and tightening of all busbars of switchgear CTs, PTs terminal blocks and checking for any hotspots.
- (xv) Checking of total earth continuity for non-conducting items of the switchgear panels.
- (xvi) Replacement of damaged gaskets for prevention of dust and entry of insects. Cleaning and closing of any openings at the bottom/ side for prevention of entry of rats.
- (xvii) Checking the alignment of panels and if required correcting the same.
- (xviii) Checking and connecting the external earth flat to meet safety and statutory norms. (concerned earth pit values are to be recorded)
- (xix) Test and operate the panel and observe all relevant parameters in satisfactory range in presence of the institute's representative/ Engineer-in-Charge. Record and submission of IR values of each panel and combination of the panels in the form of a type test certificate.

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.** The quotations as per the given format are to be submitted in a Sealed 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 to be dropped into tender box **on or before 09.07.2026 up to 03:00 pm.**

FINANCIAL BID

(To be submitted on the letterhead of the bidder)

Date of Submission of Financial Bid: - .- .2026		GST No.	
Tender No. IIM Ranchi/NIT/Servicing 33 KV HT Panel/2026-27/17		Dated 25.06.2026	
Name of the Bidder:			
Correspondence Address:			
Tel/ Mob No.:			
Email:			

(Amount in INR)

Sl. No.	Particulars	Quantity (nos.)	Total Amount (Including GST)
1.	Servicing and Overhauling of 33 KV HT Switchboard Panel completely	01 Work	
Total Amount (Including GST)			
Total Amount in Words:			

- The bidder offering the Lowest Rate (L1) will be declared the successful bidder.
- No extra payment shall be made for the work.
- Applicability of GST will be as per the extant rules of the Govt. of India.

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 & 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 Servicing and Overhauling of 33 KV HT Switchboard Panel

Tender No. IIM Ranchi/NIT/Servicing 33 KV HT Panel/2026-27/17 Dated -25.06.2026

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)