

INDIAN INSTITUTE OF MANAGEMENT SHILLONG
Umsawli, Shillong-793018

Website: www.iimshillong.ac.in

Tender No: V1-1601/10/2022-SPO/24-25/11

Dated 13 /12/2024



Notice Inviting e-Tender (NleT)

For

**Physical Verification and RFID Tagging of Assets at IIM
Shillong**

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DETAILED NOTICE INVITING e-TENDER

Online tenders, in two bid system are invited on behalf of Director, IIM Shillong from eligible, experienced agencies /vendors for Physical Verification of Assets and RFID tagging of Assets at IIM Shillong

NIT No	V1-1601/10/2022-SPO/24-25/11
Name and Location of Work	Physical Verification of Assets and RFID tagging of Assets at IIM Shillong
EMD (Ernest Money Deposit) Refundable	Rs. 30,000/- (Rs Thirty Thousand) to be paid via following Payment link Online:- https://erp.iimshillong.ac.in/fee/PaymentPortal/GeneralPayment.aspx?p=unPpDMmNMgyLM9LLfrXUhXoSTjyLVw6DxTjCWVtMbdUcKbkE3r0UFCntlxTyyOZ9j%2f%2fShtO6JthiufpMZl2%2b3]syPchMaHo53K1HWwm1JYnQOhWej0SmjE6P332CXEj0ZymP1GeVeo9pDWUNTA2gHbC5mH%2bs2sB
Date of Completion of the Work	Within 90 days from the date of issue of LoI/ Work Order.
Date of Issue/e-Publishing at CPPP website https://eprocure.gov.in/eprocure/app	13 Dec 2024 at 05.00 pm
Document Download Start Date and time at CPPP website https://eprocure.gov.in/eprocure/app	13 Dec 2024 at 05.00 pm
Document Download End Date and Time at CPPP website https://eprocure.gov.in/eprocure/app	03 Jan 2024 at 03.00 pm
Tender Queries should reach by	Latest by 28 Dec 2024 till 17:00 Hrs. Tender queries received later than the date and time as mentioned above shall not be entertained. Pre-Bid queries should only be emailed to spo@iimshillong.ac.in
Pre Bid Meeting	---
Last Date and Time for receipts of Tender online at CPPP website https://eprocure.gov.in/eprocure/app	03 Jan 2024 at 03.00 pm

Date and Time for opening of Tender at CPPP website https://eprocure.gov.in/eprocure/app	04 Jan 2024 at 03.00 pm
Date and Time for Financial Evaluation at CPPP website https://eprocure.gov.in/eprocure/app	To be declared after successful evaluation of technical bid documents.
No. of Bids	02 (Two bids) {Technical and Financial}
Bid Validity days	90 days (From the date of opening of financial bid)
Address for correspondence	Store and Purchase Office, IIM Shillong, Umsawli, East Khasi Hills, Shillong-793018, Meghalaya Office Contact No : 0364-2308012/2308070 Email: spo@iimshillong.ac.in

Sd/-

Chief Administrative Officer
IIM Shillong

1.0 INSTRUCTIONS FOR ONLINE BID SUBMISSION :

- 1.1 Bidders would be required to register on the Central Public Procurement Portal at <https://eprocure.gov.in/eprocure/app> using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.
- 1.2 Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Center (NIC) in India.
- 1.3 Bidders can download the bid document from Central Public Procurement Portal website at <https://eprocure.gov.in/eprocure/app> and required to submit the bid online by scanning and uploading all the relevant documents through the online Portal only.
- 1.4 Tender information is also available in the Institute's website at <https://www.iimshillong.ac.in/tender-notices/>. Any further detail regarding Amendment /Addendum /Extension/ Corrigendum (if any) will be upload online only at both the given websites.
- 1.5 Earnest Money Deposit (EMD)(Refundable) as mentioned at **Detailed Notice Inviting e-Tender** above, has to be deposited as per online link provided. Bidders are required to upload the transaction receipts. A copy of the same has to be mailed spo@iimshillong.ac.in and accountsofficer@iimshillong.ac.in clearly mentioning the firm's name and Tender ID no. along with tender description, **No other mode of EMD payment will be accepted.**
- 1.6 The bid submitted shall become invalid if-
 - i The bidder doesn't pay EMD to the Institute on or before the last date and time of online submission of the tender document.
 - ii The bidder doesn't upload all the relevant testimonials as mentioned in this tender document.
 - iii The Bidders will be required to produce the original copies of the eligibility criteria documents along with other document mentioned in the tender whenever needed at the various stages of tendering {if required}. Any discrepancy is noticed in the uploaded documents with reference to the original documents, the bid will be treated as invalid.
- 1.7 The tender document shall be uploaded in two parts as follows:
 - 1.7.1 **"TECHNICAL BID"**: This stage shall contain the Techno-Commercial Bids comprising along with list of the documents.
 - 1.7.2 **"FINANCIAL BID"**: This stage shall contain only the Price Bids
- 1.8 Payment to the vendor for supply of items/services at IIM SHILLONG shall be made through E-payment.

Sd/-
Chief Administrative Officer
IIM Shillong

2.0 GENERAL TERMS & CONDITIONS:

2.1 INSTRUCTIONS TO BIDDERS

General Conditions of Tendering

- 2.1.1 **Tender document:** One set of tender documents along with one set of BOQ are uploaded in the CPPP portal along with the drawings/ specifications/brochures etc (if any). Bidder shall download the tender documents and are advised to read the instructions carefully to ensure that his response complies fully before participating in the CPPP portal along with their offer letter.
- 2.1.2 **Tender validity:** Tender shall remain valid for a period of 90 **days** from the date of opening of the financial bid. The bidder shall not be entitled during the said period to revoke or cancel his tender or to vary the tender given. In case of bidder revoking or cancelling his tender, the Institute will forfeit the earnest money paid by him along with the tender. Bids shall be revalidated for extended period as required by Institute and will be published in CPP Portal and Institute's website.
- 2.1.3 **Tender submission:**
1. Bidders must upload their documents by the time and date mentioned in the Notice Inviting e-Tender in the CPP Portal (www.eprocure.gov.in), within stipulated time. Bidder may go through the given special instruction before participation in e-Tendering.
 2. The tender and all details submitted subsequent to the tender shall be e-signed by any one, legally authorised to enter into commitment on behalf of the bidder.
 3. If bidder have a relative or relatives or in the case of a firm or a company, one or more of its shareholders or a relative or relatives of the shareholder(s) employed in IIM SHILLONG, the authority inviting tenders shall be informed of the fact at the time of submission of the tender, failing which the tender may be disqualified or, if such fact subsequently comes to light, the Institute reserves the right to take any other action as it deems fit in accordance with any applicable law, rules, regulations or the like in force for the time being.

2.2 Bidder's responsibility for bid & Clarification:

- 2.2.1 The details presented in this tender document consisting of conditions of works/ supply/ service contract, scope of work, technical specifications/ requirements have been compiled with due understanding of the requirement, it is also the bidder's responsibility to ensure that the information provided are clearly understood.
- 2.2.2 The bidder shall be deemed to have inspected, examined and understood the site of / supply/ service and including surroundings and other information in connection therewith and to have satisfied himself before submitting his/her tender as to all the prevailing conditions and deemed to have obtained all necessary information as to the risks, contingencies and other circumstances

which may influence or effect his/her tender. Bidder's quote is the responsibility of bidder and no relief or consideration can be given for errors and omissions.

2.2.3 Bidder may request clarification at any time up to the mentioned last date of seeking Clarification. Such clarification requests shall be addressed to the **Store & Purchase Officer, IIM Shillong (Email: spo@iimshillong.ac.in)**

2.3 **Pre-Bid meeting** :Techno-commercial discussion with the Bidders will be arranged {if required}. The bidder shall depute his representative(s) with authority for attending the discussion.

2.4 **Amendments.**

Institute may issue clarifications/ amendments in the form of addendum/ corrigendum during the tendering period. For the addendum/ corrigendum issued during the tendering period, bidders are required to check CPP Portal (<https://eprocure.gov.in/eprocure/app>) and the Institute's website (www.iimshillong.ac.in) for details. No other mode of notice will be given.

2.5 **Scope of Tender**

The complete scope of works/ supply/ service has been defined in the tender document. Only those Bidders who undertake total responsibility for the complete scope of works/ supply/ service in line with basic scheme and scope as defined in the tender document shall be considered.

2.6 **Deviations in terms and condition**

Bidders are required to submit offers strictly as per the terms and conditions and specifications given in the tender document and not to stipulate any deviations/ exceptions. **Conditional tenders are liable to be summarily rejected.**

2.7 **Institute's right**

Institute reserves the right to accept a tender other than the lowest and to accept or reject any tender in whole or in part, or to reject all tenders with or without notice or reasons. Such decisions by Institute will bear no liability whatsoever consequent upon such decisions.

2.8 **Earnest money**

2.8.1 The tender is to be accompanied by Earnest Money (interest free) for the amount indicated in NIEt.

2.8.2 **The intending bidder registered with the competent government authorities as a Micro or Small Enterprises under MSME Scheme (having Valid Registration) shall be exempted from payment of EMD as per the existing government policies.** Such intending bidder shall furnish valid registration certificate issued by the competent government authorities and the registration certificate must cover the item/work/service tendered to get EMD exemptions. If the bidder fails to submit valid registration certificate his claim for EMD exemptions shall not be entertained.

- 2.8.3 If the bidder, after submitting his/her tender, revokes his/her offer or modifies the terms and conditions thereof during the validity of his/her offer except where the Institute has given opportunity to do so, the earnest money shall be liable to be forfeited.
- 2.8.4 After placement of Work Order/ Supply Order on successful bidder, the earnest money will be refunded to the unsuccessful Bidders. For successful bidder, the EMD will be converted to Security Deposit without any interest and will be refunded after one month of successful completion of Defect Liability Period.
- 2.8.5 In case of cancellation/ withdrawal of this 'NIeT' i.e. Notice Invitation to e-Tender by the Institute, which it shall have the right to do at any time, the earnest money paid with the tender will be refunded to Bidders without any interest.

2.9 Tender requirement

2.9.1 Technical and Price Bid

- 2.9.1.1 The technical bids will be opened online by a committee duly constituted for the purpose at the time and date as specified in the tender document. All required documents against Notice Inviting e-Tendering documents need to be uploaded at CPP Portal as per checklist at Annexure II by the bidders and verified by the Digital Signature Certificate (DSC). The same will be downloaded for technical evaluation and the result of technical bid evaluation will be displayed on <https://eprocure.gov.in/eprocure/app> in which can be seen by all bidders who participated in the tender.
- 2.9.1.2 It is important that bidder clearly demonstrates his ability, giving to Institute a high level of confidence that the bidder will be able to perform the works/ supply/ service within the schedule and meeting the other requirements listed in the tender document. Failure to do so may result in disqualification of the tender.
- 2.9.1.3 Priced bid of Technically qualified bidders will be opened on designated date.

2.10 PERFORMANCE GUARANTEE :

As Performance Security, EMD of the successful bidder shall be retained by the Institute as a Performance Guarantee. At the successful completion of contract/ supply/ work/ service the Performance Guarantee will be refunded to the bidder. MSME registered firms who have sought exemption for submission of EMD will require to furnish a Performance Bank Guarantee (PBG) to the amount of 3% of the contract/ supply/ service value within 2 weeks of receipt of work/supply order.

2.11 Completion Certificate:

Upon satisfactory completion of contract/supply/work, a Completion Certificate will be issued by the Institute.

2.12 Liquidated Damages for delayed completion/ supply:

If the successful bidder fails to perform within the stipulated time then penalty at the rate of 0.5% per week or part thereof subject to a maximum of 10% of the Work/ contract/ supply order value will be levied and deducted from the payment due to the firm.

2.13 Work/ Purchase at Risk and Cost

The institute reserves the right to get the whole or part of the work/ purchase executed by some other agency at the risk and cost of the bidder to whom the contract has been awarded if it is found that the quality and/or the progress in respect of whole or part of the Work/ contract/ supply is not satisfactory.

2.14 Insurance

The bidder shall take insurance to cover any accident or accidents of nature, for an amount as required for the type of Work/ contract/ supply against damage /loss/ injury to property or person or loss of life during the complete period of the supply/ contract.

2.15 Indemnity

The bidder shall indemnify and keep indemnified the institute against all losses and claims for injuries and or damages to any person or property.

2.16 Jurisdiction

Any dispute or difference which may arise shall be referred to the Director IIM Shillong for settlement whose decision shall be final and binding. Any dispute are subject to Shillong court's jurisdiction only.

3. 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 three years up to the last date for submission of this Bid. Proper documents/certificates issued from appropriate authorities must be enclosed to support this.

(2) The Vendor must have a valid Permanent Account (PAN) No. and GST No.

(3) The average Turnover during the last three financial years ended on 31.03.2024 must not be less than Rs. 20 lacs (Rupees twenty lacs only), and the Turnover from the Fixed Assets Verification and tagging services must not be less than Rs. 10 Lacs per year. A CA's certificate in this regard is to be attached.

(4) 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 2024

4. SCOPE OF WORK

The agency is expected to carry out Physical Verification of fixed Assets and RFID tagging of approx. 20,000 assets. The agency must physically inspect the IIM SHILLONG campus to understand the scope of work before submitting the proposal. The broad scope of work includes the following:

1. Physical verification and RFID tagging of assets available on the IIM SHILLONG campus. It may be noted that the Library Books and Journals are outside the scope of work. The details are as under:-
2. Tagging/coding of all the assets available as per the records of the IIM SHILLONG with RFID enabled tags or as per any other method approved by the IIM SHILLONG.
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 IIM SHILLONG. All attributes of the Fixed Assets which are required to be captured during the verification process should be mapped to the properties available.
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 IIM SHILLONG.
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 IIM SHILLONG.
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 IIM SHILLONG
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.

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 IIM SHILLONG 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. IIM SHILLONG 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 IIM SHILLONG.

11. The team deployed by the Vendor to perform the Fixed assets verification and tagging shall obtain prior approval from the IIM SHILLONG 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 property 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, IIM SHILLONG shall have the exclusive right to either approve or reject the profile of the employees without assigning any reason thereof.

IIM SHILLONG shall have the right to demand any change in the resources at any time after his/her deployment at IIM SHILLONG. 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 nominated person(s) from IIM SHILLONG 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 IIM SHILLONG

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

5. SPECIAL TERMS & CONDITIONS AND PAYMENT TERMS/ SCHEDULE

- i) 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 IIM SHILLONG.
- ii) IIM SHILLONG 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 .

- iii) None of the Staff/employee of the Vendor shall enter into/practice/engage in any kind of private work within the campus of IIM SHILLONG. Non-compliance with this condition will be deemed to violate the terms/conditions of the contract by inviting penalty/cancellation of the contract.
- iv) 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 IIM SHILLONG / Govt. of India / any State or Union Territory.
- v) **Payment Terms:** 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 IIM SHILLONG. The final payment shall, however, be made only after adjusting all the dues/claims of the IIM SHILLONG as applicable at the current prevailing rate will be deducted at the source.

5. FINANCIAL BID

1. The bidders should download the BOQ.xls from CPP Portal and fill in the blank spaces provided for mentioning the name of bidder and rates. Bidders need not modify any other text or background shown in the BOQ template or replace it with any other copy of same BOQ in .xls format. The Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) will accept the BOQ template only and hence the rate should not be quoted in any other place except BOQ template.
2. A sample BOQ is placed herewith in excel sheet format.
3. If any column is not applicable, keep the sheet as it is or quote '0'. The BOQ is in excel sheet, as such only number will be taken calculable.
4. Rate is to be quoted for per 10000 assets. Pro rata adjustment will be done where necessary.

Sample Financial Bid for Physical Verification and RFID Asset Tagging

Tender Inviting Authority:							
Name of Work:							
Contract No:							
Name of the Bidder/ Bidding Firm / Company :							
PRICE SCHEDULE							
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)							
NUMBER #	TEXT #	TEXT #	NUMBER #	NUMBER	NUMBER #	NUMBER #	TEXT #
SI. No.	Item Description	Quoted Currency in INR / Other Currency	BASIC RATE RATE Excl. Taxes In Figures To be entered by the Bidder in Rs. P	GST Amount in Rs.	TOTAL RATE AMOUNT Without Taxes in Rs. P	TOTAL RATE AMOUNT With Taxes	TOTAL RATE AMOUNT In Words
1	2	12	13	14	53	54	55
1.01	Physical Verification and RFID Asset Tagging of upto 10,000 assets	INR			0.00	0.00	INR Zero Only
1.02	Physical Verification and RFID Asset Tagging of 10,000 – 15000 assets	INR			0.00	0.00	INR Zero Only
1.03	Physical Verification and RFID Asset Tagging of upto 15,000 – 20,000 assets	INR			0.00	0.00	INR Zero Only
1.04	Physical Verification and RFID Asset Tagging of above 20,000 assets	INR			0.00	0.00	INR Zero Only
Total in Figures					0.00	0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only					

**PROFORMA FOR SUBMISSION OF OFFER LETTER OF E -TENDER DOCUMENT,
DECLARATION AND BIDDER DETAILS**

(THIS "OFFER LETTER" TO BE SUBMITTED IN BIDDER'S LETTER HEAD)

Ref no.

Date:

To
The Chief Administrative Officer
IIM SHILLONG
Umsawli, Shillong - 793 018.

Sub:

" _____
_____." against Tender No: ___ Dated ___/___/___

1. In reference to above, I/We are enclosing our irrevocable tender for execution of the work " _____." as per tender document within the time schedule mentioned therein and accepted by me/us, at the value quoted by me/us for the whole works/ supply/ service in accordance with terms and conditions, specifications as detailed in the tender document. Having examined the detail given in Tender Notice and Bid Document for the above works/supply/service, I/We hereby submit the relevant information.
2. I/We had paid the EMD or I/ We are exempted being MSME registered firm. A valid certificate is enclosed.
3. I/ We had read entire tender documents and unconditionally accept all the terms and conditions laid down in the Tender document.
4. I/We enclose herewith documentary evidence of my/our experience of execution of work/ supply/ service of similar nature and magnitude carried out by me/us as per the eligibility criteria along with the other documents mentioned in the tender document.
5. I/ We confirm and declare that we are not blacklisted/ debarred/ de-registered by any Government department/ Public Sector Undertaking/ Autonomous bodies or any other agency for which we have executed/ undertaken the works/ supply /services during the last 5 years.
6. It is certified that all the information given hereby as well as in the enclosed eligibility bid documents are correct to the best of my knowledge and believe. It is also understood that I/We shall be liable to be debarred, disqualified in case any information furnished by me/us found to be incorrect.

Date.....day of.....2022

Name of the Bidder with Address:

Name:

Address:

Signature of Bidder(s), with the seal of Firm

BIDDER's DETAILS

1.	Name of the Firm/Agency	
2.	Full address with Pin code, Telephone No/Mobile No. E-mail. Address Telephone/ Mobile no.: Email id:	
3.	Name & Designation of Contact Persons Name Designation Telephone/ Mobile no.: Email id:	
4	Registration Details for Constitution of the Firm/ Agency (if any) (Attached copy)	
5	Nature of Business:	
6	a. GSTIN: b. PAN:	
7	Bank Account Particulars: Name of the Beneficiary Bank Account Number Bank's Branch IFS code: Account type (SB/ CA) Name of the Bank Branch name & Address (Please attached a copy of cancelled cheque)	
8	Details of EMD paid: EMD Amount: Rs. Receipt No.	

Signature of the bidder with seal