

भारतीय प्रबंध संस्थान इंदौर
INDIAN INSTITUTE OF MANAGEMENT INDORE

PRABANDH SHIKHAR, RAU-PITHAMPUR ROAD, INDORE – 453 556

PHONE: +91-731-2439630-33; FAX: +91-731-2439800

Enquiry No: IIMI/2019-20/41

Date: Nov 15, 2019



सिद्धिमूलं प्रबन्धनम्
भा. प्र. सं. इन्दौर
IIM INDORE

आईआईएम आई प्रतीक चिन्ह और व्यक्तिगत नाम के साथ पानी की बोतल की आपूर्ति के लिए
निविदा आमंत्रण सूचना

**NOTICE INVITING TENDER FOR SUPPLY OF STAINLESS STEEL WATER BOTTLE WITH
IIMI LOGO AND INDIVIDUAL'S NAME**

Sr. No.	Brief description	Estimated Cost (Rs.)	Quantity (Tentative)	Earnest Money Deposit [EMD] (Rs.) (Refundable)
01	Supply of Stainless Steel Water Bottle with IIMI logo and Individual's name	4.50 Lakh	600 Nos	9,000/-

Submitted by: _____

Last date and time of Submission
of Tender

Nov 29, 2019 03:00 PM

Date and Time of Opening
of Tender

Nov 29, 2019 03:30 PM

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01	Supply of Stainless Steel Water Bottle with IIMI Logo and Individual's Name	4.50 Lakh	*600 Nos	9,000/-

* **Tentative Requirement:** The actual requirement may increase or decrease based on actual number of employees.

* **Sample:** One sample of Water Bottle as per the technical specifications mentioned in Technical Bid (Annexure-IV) is required to be submitted with the bidder's seal affixed on Water Bottle before due date and time.

Date & time for receipt of bid	03.00 PM Nov 29, 2019
Date & time of opening of	
a) Technical Bid	03.30 PM Nov 29, 2019
b) Financial Bid	To be intimated later

The tender document shall be downloaded from IIM Indore website www.iimind.ac.in.

The envelope with the Enquiry No. mentioned on the top and superscribed as "**Supply of Stainless Steel Water Bottle with IIMI Logo and Individual's Name**" along with **Offline submission of Sample Water Bottle** should be addressed and submitted to:

The Stores & Purchase Officer
Administrative Block, First floor,
Indian Institute of Management Indore
Prabandh Shikhar, Rau-Pithampur Road
Indore-453 556 (M.P), India

S. Shikhar
15/11/19
Officer – (Stores & Purchase)



GENERAL TERMS AND CONDITIONS

1. Procedure for submission:

Sealed envelopes A, B & C (as stated below) to be placed in a single cover (sealed) and superscribed as "**Supply of Stainless Steel Water Bottle with IIMI Logo and Individual's Name**". The sealed envelope should be dropped in the tender box placed in the office of Stores and Purchase Officer before the due date and time. Those who send the tender document by post, have to ensure that the documents reach before the prescribed time & date. The Institute will not take any responsibility under any circumstances for courier/postal delays.

ENVELOPE 'A':

This envelope should contain following acknowledgement of **NEFT / RTGS or Bank Transfer or Direct Credit** in favour of Indian Institute of Management Indore **OR Micro and Small Enterprises (MSEs)** firms as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organisation or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) for all these items only, are exempted from EMD. However, they have to enclose valid self-attested registration certificate(s) along-with the tender to this effect:-

- (a) Towards Earnest Money Deposit (Rs. 9,000/-)
- (b) Duly completed covering letter as per Annexure-I on your official letterhead.

1.1 Online Submission of Earnest Money Deposit (EMD)

It is also required to submit EMD through NEFT or RTGS or Bank Transfer or Direct Credit at the following account before 29-11-2019 at 03:00 PM

Name of beneficiary: Indian Institute of Management Indore
Address: Rau-Pithampur Road, Indore-453556, M.P.
Account No.: 53018623445
Name of the Bank: State Bank of India
Branch Address: IIM Indore Campus
IFSC Code: SBIN0030525

ENVELOPE 'B':

This envelope should contain the following

- (a) Technical Bid as per *Annexure-II to IV and the terms and conditions.*
- (b) All relevant supporting documents of technical bid.

ENVELOPE 'C':

This envelope should contain the financial bid as per *Annexure-V*

2. The bid will remain valid for 90 days from the date of opening as prescribed by IIM Indore. A bid valid for a shorter period shall be rejected, being non-responsive.
3. Financial bids of technically qualified parties shall be opened on a later date.
4. The tenderer should sign on each page of the tender documents.
5. Bids which are late/vague/conditional/incomplete/not confirming to the laid down procedure in any respect will be rejected.
6. Tenders sent by telex/fax/telegram & e-mail will not be accepted.
7. The downloading of tender document from the website and/or submission of the same does not automatically qualify the tender.

8. Even after approval, if information/facts submitted by a tenderer are found misleading/incorrect/false etc., IIM Indore reserves the right to reject an item/items for the current/future contract or may impose penalties as deemed fit. Non-compliance of any of the terms of tender and future instructions by, IIM Indore will also warrant above penalties.
9. The rate quoted should be inclusive of all charges and delivery at the premises of IIM Indore.
10. EMD of unsuccessful bidders will be returned within 30 days after the award of the order.
11. EMD of successful bidders will be returned after submission of performance guarantee.
12. The successful tenderer will have to deposit the performance security for the period **“03 months plus warranty period on the offered item”** in the form of DD / TDR / FDR / Bank Guarantee @ 10% of the total value of order within 14 days from the date of issue of Purchase Order. No interest will be paid by IIM Indore on the deposit.
13. The successful bidder should supply the items strictly as per the quantity, quality and the specifications mentioned in the quotations and in the order.
14. The successful bidder is required to supply the ordered material within 30 days from the date of receipt of the order.
15. As Time is the essence of an order, the date of delivery should be strictly adhered to, otherwise the delivery in full or in part may not be accepted and penalty for late delivery will be imposed @ 0.5% (Half Percent) per week subject to a maximum of 10% of the total value of supply order.
16. No advance payment will be made at any cost.
17. Payment will be released by IIM Indore after the inspection and acceptance of the material supplied against the supply order.
18. If the order is placed on the successful bidder and the bidder is not in a position to execute the said order, the EMD will be forfeited.
19. The order can be cancelled summarily by IIM Indore in whole or in part at any time without assigning any reason, if the supply made by the manufacturer /supplier is not found according to the sample approved or in case supply is not received within stipulated time.
20. IIM Indore reserves the right to reject the tender in whole or in part thereof without assigning any reason.
21. IIM Indore reserves the right to either procure/not to procure any item(s) and/or to either increase/decrease the quantity of any item(s).
22. In case of differences arising in the terms and conditions of the tender documents with the firm(s) the decision of IIM Indore shall prevail.
23. The courts of Indore alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Indore Court shall have jurisdiction in the matter.
24. IIM Indore reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.

25. Arbitration: - In the event of any dispute or difference arising under this supply, the Director, IIM Indore or his nominee is the arbitrator and the decision of the arbitration will be binding on both parties.

26. IIM Indore shall not be responsible for any transaction delay i.e. non-receipt of the EMD.

I have read and understood all the terms & conditions of the Tender and hereby undertake to abide by the same.

Authorized Signatory
Name & Address of the firm with seal

Phone No.

ANNEXURE – I

To
The Stores & Purchase Officer
Indian Institute of Management
Prabandh Shikhar,
Rau – Pithampur Road
Indore

Dear Sir,

Sub: - Tender for Supply of Stainless Steel Water Bottle with IIMI Logo and Individual's Name

Ref.: - 1) Notice Inviting Tender No. – Enquiry No: IIMI/2019-20/41

Dated: Nov 15, 2019

With reference to the above, I am/ We are offering our competitive prices for **Supply of Stainless Steel Water Bottle with IIMI Logo and Individual's Name**, I / We hereby reconfirm and declare that I / We have carefully read and understood the above referred tender document including instructions, terms & conditions, specifications, schedule of quantities and all the contents stated therein and all subsequent corrigendum published on Institute website.

I / We also confirm that the rates quoted by me / us are inclusive of all taxes, duties etc., applicable as on date and are FOR IIM Indore, and free delivery at IIM Indore Campus, Prabandh Shikhar, Rau, Indore.

The following are enclosed herewith towards Earnest Money Deposit.

Particular	Amount	Transaction No Date	Bank Name	Supporting documents are to be attached along with the Annexure-I
EMD	Rs. 9,000/-			

Thanking you

Yours faithfully,

(Signature of the Tenderer)

ANNEXURE – II

PROFILE OF ORGANISATION / ELIGIBILITY CRITERIA

S.No.	Particulars	
1.	Name of the Party and address	
2.	a) Address for correspondence b).Telephone No. c) Fax No. d) Email Id e) Name of the contact person f) Contact number of the contact person g) Website	
3.	Year of Establishment/incorporation (Certificate to be attached)	
4.	Income Tax PAN (attach copy of PAN card)	
5.	GSTIN No (Copy of relevant documents to be attached).	
6.	Turnover should not be less than Rs. 1,35,000/- during the past three financial years from the date of the tender : 2016-17 2017-18 2018-19 <i>Attach audited Balance sheet / CA Certificate with UDIN number.</i>	Rs. Rs. Rs.
7.	Copy of the purchase order where the similar type of supply executed by you during the past 7 years from the date of the tender as detailed below: Three similar works of Rs. 1.80 Lakh OR Two similar works of Rs. 2.25 Lakh OR One similar work of Rs. 3.60 Lakh <i>Attach supporting copies</i>	
10.	Bank Detail : Firm Name : Account Number : IFSC Code :	

ANNEXURE - III

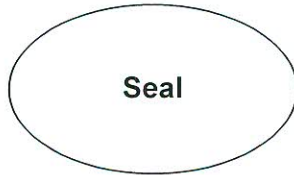
CERTIFICATE

(to be provided on letter head of the firm)

I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.

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

Date:



Place:

Authorized Signatory


Name:

Designation:

Contact No.:

ANNEXURE - IV

TECHNICAL BID

Item	Specification	Qty.	Minimum Warranty	Complied Yes/No
<p><u>Supply of Stainless Steel Water Bottle with IIMI Logo and Individual's Name</u></p>	<p>A. <u>Material and Capacity :</u></p> <ul style="list-style-type: none"> • Stainless Steel • 100 percent food grade and rust proof steel both inside and outside for safety, strength and durability (18/8 quality, Grade 304) • Capacity : 700ml to 750ml <p>B. <u>Additional Features:</u></p> <ul style="list-style-type: none"> • Insulated double wall vacuum with copper coating for maximum temperature retention, Non leaching and toxin free for healthy drinking • Condensation free exterior so hands and bag stay dry • Cool to touch body with hot liquids and sweat proof with cold liquids • BPA and Phthalate free - All plastic parts are food grade • Preferred Color: Black • IIMI Logo and Individual's Name (Printed) • Image : <div style="text-align: center;">  </div>	<p>*600 Nos</p>	<p>01 Year</p>	

* **Tentative Requirement:** The actual requirement may increase or decrease based on actual number of employees.

Sample: One sample of Water Bottle as per the above specification is required to be submitted with the bidder's seal affixed on Water Bottle before due date and time.

Date:



Place:

Authorized Signatory

Name:

Designation:

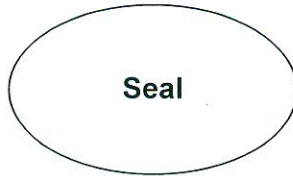
Contact No.:

ANNEXURE -V
FINANCIAL BID

S.No	Particulars	Quantity (Tentative)	Rate	Taxes, if any	Rate (Inclusive of all taxes and other charges)	Total Amount
01	Supply of Stainless Steel Water Bottle with IIMI Logo and Individual's Name	*600 Nos				
Amount in words :						

* **Tentative Requirement:** The actual requirement may increase or decrease based on actual number of employees.

Date:



Authorized Signatory

Name:

Place:

Designation:

Contact No.:

