

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

Email: stores@iimidr.ac.in

Enquiry No: IIMI/2020-21/06

Date: July 01, 2020



सिद्धिपूर्व प्रयत्नम्
भा. प्र. सं. इन्दौर
IIM INDORE

NOTICE INVITING TENDER FOR SUPPLY AND INSTALLATION OF SOAP DISPENSERS & SANITIZER DISPENSERS ALONG WITH HOT WATER DISPENSERS MACHINES

Sr. No.	Brief description	Estimated Cost (Rs.)	Earnest Money Deposit [EMD] (Rs.) (Refundable)
01	Supply and Installation of Soap Dispensers & Sanitizer Dispensers along with Hot Water Dispensers Machines	7.87 Lakh	20,000/-

Submitted by: _____

Last date and time of Submission
of Bid

July 14, 2020 03:00 PM

Date and Time of Opening
of Technical Bids

July 14, 2020 03:30 PM

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NOTICE INVITING TENDER FOR SUPPLY AND INSTALLATION OF SOAP DISPENSERS & SANITIZER DISPENSERS ALONG WITH HOT WATER DISPENSERS MACHINES

Sr. No.	Brief description	Quantity (Tentative)	Earnest Money Deposit [EMD] (Rs.)
01	Supply and Installation of Soap Dispensers & Sanitizer Dispensers along with Hot Water Dispensers Machines	As per Technical Bid ANNEXURE – IV	20,000/-

* The actual requirement may increase or decrease based on actual requirement.

Date & time for receipt of bid	03.00 PM July 14, 2020
Date & time of opening of a) Technical Bid b) Financial Bid	03.30 PM July 14, 2020 To be intimated later

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

The envelope with the Enquiry No. mentioned on the top and superscribed as “Supply and Installation of Soap Dispensers & Sanitizer Dispensers along with Hot Water Dispensers Machines” 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



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 and Installation of Soap Dispensers & Sanitizer Dispensers along with Hot Water Dispensers Machines"**. 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. 20,000/-)
- (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 the EMD through NEFT or RTGS or Bank Transfer or Direct Credit at the following account before 14-07-2020 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. **Bid Evaluation:** Based on results of the Technical evaluation IIM Indore evaluates the Commercial Bid of those Bidders who qualify in the Technical evaluation. The Commercial Bid with the overall lowest price will be the highest evaluated bid.
- 5. The tenderer should sign on each page of the tender documents.
- 6. Bids which are late/vague/conditional/incomplete/not confirming to the laid down procedure in any respect will be rejected.
- 7. Tenders sent by telex/fax/telegram & e-mail will not be accepted.

8. The downloading of tender document from the website and/or submission of the same does not automatically qualify the tender.
9. 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.
10. The rate quoted should be inclusive of all charges and delivery at the premises of IIM Indore.
11. EMD of unsuccessful bidders will be returned within 30 days after the award of the order.
12. EMD of successful bidders will be returned after submission of performance guarantee.
13. 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.
14. The successful bidder should supply the items strictly as per the quantity, quality and the specifications mentioned in the quotations and in the order.
15. The successful bidder is required to supply the ordered material within 30 days from the date of receipt of the order.
16. 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.
17. No advance payment will be made at any cost.
18. Payment will be released by IIM Indore after the inspection and acceptance of the material supplied against the supply order.
19. 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.
20. 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 specifications mentioned in Technical Bid (Annexure-IV) or in case supply is not received within stipulated time.
21. IIM Indore reserves the right to reject the tender in whole or in part thereof without assigning any reason.
22. 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).
23. 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.
24. 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.

25. IIM Indore reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.
26. The rates quoted should be valid atleast for one year from the date of tender opening
27. The Institute may place repeat order OR part of the initially ordered items based on the requirement / exigencies
28. 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.
29. 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 and Installation of Soap Dispensers & Sanitizer Dispensers along with Hot Water Dispensers Machines

Ref.: - 1) Notice Inviting Tender No. – Enquiry No: IIMI/2020-21/06

Dated: July 01, 2020

With reference to the above, I am/ We are offering our competitive prices for **Supply and Installation of Soap Dispensers & Sanitizer Dispensers along with Hot Water Dispensers Machines**, 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. 20,000/-			

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. 2,36,200/- during the last three financial years from the date of publication 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 recently OR within last three years from the date of publication of the tender <i>Attach supporting copies</i>	
8.	Bank Detail : Firm Name : Account Number : IFSC Code :	

ANNEXURE – III

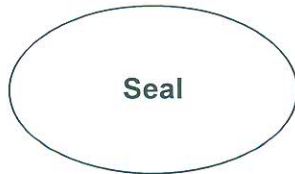
CERTIFICATE

(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:



Seal

Place:

Authorized Signatory

Name:

Designation:

Contact No.:

ANNEXURE – IV

TECHNICAL BID

Sr. No.	Item Name with Specification	Qty.	Complied Yes/No
1	Wall mounted soap dispensers for washrooms <u>Technical Specification:</u> Material: Plastic Installation type: Wall Mounted Capacity: 300 to 500 ml	522 Nos	
2	Foot Operated Soap Dispenser Machine <u>Technical Specification:</u> Material : PVC pipes and fittings as per Indian standards (IS 4985 & IS 7834), Size 40 & 25mm x 10 kg/sqcm class 5 spring steel Total Frame : Base L= 50 cm x W=35 cm, Height = 115 cm Height of nozzle from ground- 104 cm Length of travel for dispensing- 12 to 20 cm Gross Weight - 2.60 kg Warranty : 1 year	59 Nos	
3	Touchless Sanitizer Dispenser <u>Technical Specification:</u> Material : ABS Plastic Type of Dispensing : Spray (Preferred) or Drop (<5ml dispensed at a time) Capacity : 5 to 10 litres Must have : Built in sensor for detection of hand, Electric Adapter, On/Off button Warranty : 1 year	25 Nos	

Sr. No.	Item Name with Specification	Qty.	Complied Yes/No
4	Hot Water Dispenser Machine <u>Technical Specification:</u> Type: Floor Mounted Function: Hot, Cold and Normal Material of Cabinet: Plastic Material of cooling water chamber: Steel Material of heating chamber: Steel Cold water capacity: 3 to 5 litres Hot water capacity: 3 to 5 litres	5 Nos	

- The actual requirement may increase or decrease based on actual requirement.
- Detailed brochures of the above mentioned all items, if any, to be attached along with the Annexure-IV.

Date:

Authorized Signatory

Place:



Name:

Designation:

Contact No.:

ANNEXURE –V

FINANCIAL BID

S.No.	Particulars	Quantity	Rate	Taxes, if any	Rate (Inclusive of all taxes and other charges)	Total Amount
1	Wall mounted Soap Dispensers for washrooms	522 Nos				
2	Foot Operated Soap Dispenser Machine	59 Nos				
3	Touchless Sanitizer Dispenser	25 Nos				
4	Hot Water Dispenser Machine	5 Nos				
Amount in words :						

- The actual requirement may increase or decrease based on actual requirement.

Date:

**Seal**

Authorized Signatory

Name:

Place:

Designation:

Contact No.: