## भारतीय प्रबंध संस्थान इंदौर INDIAN INSTITUTE OF MANAGEMENT INDORE

प्रबंध शिखर, राऊ-पीथमपुर रोड, इंदौर - 453 556

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

फ़ोन PHONE: +91-731-2439631-34; फैक्स FAX: +91-731-2439800; ईमेल EMAIL: stores@iimidr.ac.in

निविदा क्रमांक/Tender No: IIMI/2019-20/16



दिनांक/ Date: July 4, 2019

## परिक्रामी कुर्सियों की आपूर्ति एवं स्थापना के लिए निविदा आमंत्रण सूचना NOTICE INVITING TENDER FOR SUPPLY AND INSTALLATION OF REVOLVING CHAIRS

#### (E-PROCUREMENT MODE ONLY)

भारतीय प्रबंध संस्थान इंदौर (आईआईएम इंदौर) दो बोली प्रणालियों में निम्नलिखित मदों के लिए प्रतिष्ठित ओईएम / अधिकृत वितरकों / अधिकृत विक्रेतायों से ऑनलाइन बोली (ई- टेंडर) आमंत्रित करता है।

Indian Institute of Management Indore (IIM Indore) invites online bids (e-tender) in two bids systems from reputed OEM / authorized distributors / authorized dealers for the following:

#### निविदा का संक्षिप्त विवरण Brief Details of Tender:

| मद का विवरण<br>Item Description             | निविदा की अनुमानित<br>कीमत Estimated Cost of<br>Tender | अग्रिम जमा<br>EMD | निविदा फीस सभी टैक्स मिलाकर<br>Tender Fee<br>(inclusive of all taxes) |
|---|--|-------------------|---|
| Supply and Installation of Revolving Chairs | ₹43,00,000/-   | ₹2,15,000         | ₹1500/-   |

निविदा दस्तावेज http://eprocure.gov.in/eprocure/app से डाउनलोड किया जा सकता है और केवल इसी पोर्टल के माध्यम से <mark>ऑनलाइन</mark> जमा किये जाने की अंतिम तिथि और समय तक प्रस्तत किया जाना चाहिए।

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> and bid is to be submitted <a href="https://eprocure.gov.in/eprocure/app">online</a> online only through the same portal up to the last date and time of submission of tender.

## निविदा की महत्वपूर्ण तिथियाँ Critical Dates of Tender:

| क्रमांक<br>S. No. | विवरण Particulars  | दिनांक<br>Date | समय<br>Time |
|-------------------|--|----------------|-------------|
| 01                | निविदा के ऑनलाइन प्रकाशन / डाउनलोड की तिथि एवं समय<br>Date & Time of Online Publication/Download of Tender               | 04-07-2019     | 1730 Hrs.   |
| 02                | पूर्व बोली बैठक<br>Pre-bid Meeting   | 11-07-2019     | 1000 Hrs.   |
| 03                | बोली जमा करने की प्रारंभ तिथि एवं समय<br>Bid Submission Start Date & Time  | 12-07-2019     | 1500 Hrs.   |
| 04                | बोली जमा करने की अंतिम तिथि एवं समय<br>Bid Submission Close Date & Time  | 30-07-2019     | 1500 Hrs.   |
| 05                | अग्रिम जमा राशि और निविदा शुल्क जमा करने की अंतिम तिथि एवं समय<br>Closing date & time for Submission of EMD & Tender Fee | 30-07-2019     | 1500 Hrs.   |
| 06                | तकनीकी बोलियों का खोला जाना<br>Opening of Technical Bids   | 31-07-2019     | 1500 Hrs.   |

## <u>विषय सूची</u> TABLE OF CONTENTS

| S.No. | Description  | Page no. |
|-------|--|----------|
| 01    | आईआईएम इंदौर के बारे में ABOUT IIM INDORE  | 3        |
| 02    | तकनीकी विनिर्देश <u>TECHNICAL SPECIFICATION</u>  | 3        |
| 03    | निविदा शुल्क एवं बयाना जमा विवरण <u>TENDER FEE &amp; EARNEST MONEY DEPOSIT</u><br><u>DETAILS</u> | 4        |
| 04    | पात्रता मानदंड <u>ELIGIBILITY CRITERIA</u>   | 4-6      |
| 05    | वित्तीय बोली विवरण FINANCIAL BID DETAILS   | 6        |
| 06    | समय सारणी TIME SCHEDULE  | 6        |
| 07    | निविदा की उपलब्धता AVAILABILITY OF TENDER  | 6        |
| 08    | पूर्व बोली बैठक PRE-BID MEETING  | 6        |
| 09    | बोली वैधता BID VALIDITY PERIOD   | 6        |
| 10    | बोली प्रस्तुत करना <u>BID SUBMISSION</u>   | 6-8      |
| 11    | बोली का खोला जाना <u>BID OPENING</u>   | 8        |
| 12    | बोली का मूल्यांकन <u>BID EVALUATION</u>  | 8        |
| 13    | भुगतान की शर्तें PAYMENT TERMS   | 8        |
| 14    | गुणवत्ता और मात्रा की वारंटी <u>WARRANTY OF QUALITY AND QUANTITY</u>                             | 9        |
| 15    | जुर्माना खंड <u>PENALTY CLAUSE</u>   | 9        |
| 16    | कार्य निष्पादन सुरक्षा विवरण PERFORMANCE SECURITY DETAILS  | 9-10     |
| 17    | वितरण कार्यक्रम DELIVERY SCHEDULE  | 10       |
| 18    | नियम और शर्तें <u>TERMS AND CONDITIONS</u>   | 10-11    |
| 19    | अनुलग्नक-। ANNEXURE – I  | 12       |
| 20    | अनुलग्नक-II ANNEXURE – II  | 13       |
| 21    | अनुलग्नक-III ANNEXURE – III  | 14       |
| 22    | अनुलग्नक-IV <u>ANNEXURE – IV</u>   | 15       |
| 23    | अनुलग्नक-V <u>ANNEXURE – V</u>   | 16       |
| 24    | अनुलग्नक-VI <u>ANNEXURE – VI</u>   | 17       |
| 24    | अनुलग्नक-VII <u>ANNEXURE – VII</u>   | 18       |

#### 1. ABOUT IIM INDORE

Indian Institute of Management Indore is an institution of national importance under the Indian Institutes of Management Act, 2017.

## 2. TECHNICAL SPECIFICATION (Schedule of Requirement):

| S.<br>No. | Item<br>Name   | Item Specification   | Quantity |
|-----------|--|--|----------|
| 1.        | Supply<br>and<br>Installation<br>of<br>Revolving<br>Chairs | The seat and back are to be made of 1.2 cm thick hot-pressed plywood upholstered with fabric and foam of density 45 +/- 1.9 Kg/m³ with PVC Lipping all around. Back Size: 49.5 cm W x 47.0 cm H, Seat Size 49.5 cm W x 44.0 cm D. The one-piece armrest has to be made of black integral skin polyurethane with 50-70 Shore Hardness and reinforced with M.S. insert. The armrests are to be scratch and weather resistant. The armrests are fitted to the seat with seat armrest connecting bracket made of 0.3 cm. thk. Chair should have 360 deg swivel mechanism with pivot at center, with upright locking. Chair should have five prong pedestal with 5 Nos. of twin castors, injection molded in 30% Glass filled black nylon and pneumatic height adjustment. Overall size: D-76 cm. x W- 76 cm. x H-77.5 cms. To 87.5 cms., seat height 42 cm to 52 cm. | 510 Nos. |

#### Note-

- 1. The sample of Chair is available in the Institute and the same can be inspected before submission of the bid. One sample of Chair as per above specification and as per sample inspected by the bidder, is required to be submitted before due date and time. The sample will undergo through checking/dismantling/verification etc. at our end/our authorised verification agency's as the strict compliance of the specification/sample is required. Dismantled sample of the qualified bidder will be retained with IIM Indore for verification with original supply when made as per Purchase Order. The cost being incurred for testing the sample chair will be borne by the bidder.
- 2. One sample of chair as per the above specification is required to submit with the bidder's seal affixed on the chair before due date and time.

#### 3. TENDER FEE & EARNEST MONEY DEPOSIT DETAILS

- a) **Tender Fee of ₹1500/- (Rupees One Thousand Five Hundred only)** inclusive of all taxes should be submitted through NEFT or RTGS in favour of <u>Indian Institute of Management Indore</u>.
- b) **EMD of ₹2,15,000/- (Rupees Two Lakh Fifteen Thousand only)** should be submitted through NEFT or RTGS in favour of <u>Indian Institute of Management Indore</u>.
- c) 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 Organization 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 Tender fee/EMD. However, they have to enclose valid self-attested registration certificate(s) alongwith the tender to this effect.
- d) The bidders who seeks exemption from Tender fee/EMD as per clause no. 3(c) above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.
- e) EMD of all unsuccessful bidders (if any) will be returned after finalization of the tender. EMD of the successful bidder will be returned only after receipt of Security Deposit towards Performance Guarantee as per Sl. No. 16 (a).
- f) In case of successful tenderer, the EMD (if any) may be adjusted towards the Performance Security deposit on request.
- g) The amount of EMD (if any) is liable to be forfeited, if the tenderer withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Security Deposit.
- h) No interest will be paid on the EMD (if any) / Performance Security deposited / remitted.

#### 4. ELIGIBILITY CRITERIA

#### 4.1 OID (Other Important Documents):

OID viz. Firm Incorporation Certificate, PAN details, GST details are to be provided.

#### 4.2 Statutory Documents:

a) The Bidder should give self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the Annexure-I.

- b) The firm should be neither blacklisted by any Central / State Government / Public Undertaking / Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India. A duly completed certificate to this effect is to be submitted as per Annexure-II.
- c) The company should attach list of Purchase Order / Work Order where the similar type of work executed during the last 7 years from the date of publication of the tender as detailed below
  - (I) Three similar works of 40% of the estimated cost **OR**
  - (II) Two similar works of 50% of the estimated cost **OR**
  - (III) One similar work 80% of the estimated cost

The details of the same along with supporting document are to be submitted as per the Annexure-III.

- d) The Annual Turnover should be at least 30% of the estimated cost during each of the previous three financial years (2015-16 to 2017-18). or (2016-17 to 2018-19). Copies of duly signed trading and profit & loss accounts / CA Certificate are to be submitted as per the Annexure-IV.
- e) The bidder should be OEM or OEM authorized Dealers / Channel partners / Distributors of the items having authorization for sales and after sales support for chairs. Authorization letter from OEM is required to participate in this tender.
- f) OEM should have ISO 9001-2015, ISO 14001-2015, ISO-50001 membership. All the certificate should be attached.
- g) Bidder/OEM should have an office/ OEM Service center in Indore City from last 3 years. Proof for the same should be attached.
- h) The product being offered by the bidder should be make in India product. Proof for the same should be attached.
- i) The firm should supply the sample of chair as per the specification mentioned in clause no. 2. Duly completed undertaking to this effect is to be submitted as per the Annexure-V.

#### 4.3 Technical Assessment:

a) Bidders should comply the minimum specification of the tendered item in all respect. The detailed format (Annexure-VI) alongwith sample chair and its brochure with detailed specification is to be submitted. The sample submitted by the bidder should comply the technical specification in all respect.

Note: The sample will undergo through checking/dismantling/verification etc. at our end/ by our authorised verification agency as the strict compliance of the specification/sample is required. Dismantled sample of the qualified bidder will be retained with IIM Indore for verification with original supply when made as per Purchase Order. The cost being incurred for testing the sample chair will be borne by the bidder.

**b)** As part of technical evaluation, the authorized officials from IIM Indore will visit the manufacturing unit of the bidder or its OEM whose sample chair is qualified in the initial assessment / evaluation.

#### 5. FINANCIAL BID DETAILS

Financial bid i.e. BOQ given with tender to be uploaded after filling all relevant information. The priced BOQ should be uploaded strictly as per the format available with the tender failing which the offer is liable for rejection (renaming or changing format of BOQ sheet (file) will not be accepted by system). Kindly quote your offer on FOR IIM INDORE (inclusive of all taxes and charges).

Vendor should quote prices in BOQ only, offers indicating rates anywhere else shall be liable for rejection

#### 6. TIME SCHEDULE

| S. No. | Particulars  | Date       | Time      |
|--------|--|------------|-----------|
| a.     | Date of Online Publication of Tender                   | 04-07-2019 | 1730 Hrs. |
| b.     | Prebid Meeting   | 11-07-2019 | 1000 Hrs. |
| C.     | Bid Submission Start Date                              | 12-07-2019 | 1500 Hrs. |
| d.     | Bid Submission Close Date                              | 30-07-2019 | 1500 Hrs. |
| e.     | Closing Date & Time for Submission of EMD & Tender Fee | 30-07-2019 | 1500 Hrs. |
| D      | Opening of Technical Bids                              | 31-07-2019 | 1500 Hrs. |

#### 7. AVAILABILITY OF TENDER

The tender document can be downloaded from <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> and Institute website <a href="https://www.iimidr.ac.in/tenders/">https://eprocure.gov.in/eprocure/app</a>.

<a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>.

#### 8. PRE-BID MEETING

Pre-bid meeting will be held on 11-07-2019 at 1000 Hrs. in IIM Indore to address the queries of the bidders regarding the tender, if any.

#### 9. BID VALIDITY PERIOD

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.

#### 10. BID SUBMISSION

#### 10.1 Instruction to Bidder

Bidders are required to enrol on the e-Procurement module of the **Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app)** by clicking on the link "**Online Bidder Enrolment**" on the CPP Portal. **The registration is completely free of charge**.

Possession of a valid Class II/III DSC in the form of smart card / e-token is a prerequisite for registration and participating in the bid submission activities. DSCs can be obtained from the authorised certifying agencies recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc).

Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

The Bidders are required to log in to the site through the secured log-in by entering their respective user ID / password and the password of the DSC.

The CPP portal also has user manuals with detailed guidelines on enrollment and participation in the online bidding process. The user manuals can be downloaded for reference.

Any queries related to process of online bid submission or queries related to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The **Toll Free** contact numbers for the helpdesk are 1800 3070 2232, 7878007972 and 7878007973.

#### 10.2 Online Bid Submission Procedure

**Other Important Documents (OID):** The file should be saved in a PDF version and should comprise of the following items:

- 1. Packet-1: Duly Completed Scanned PDF of PAN Card.
- 2. <u>Packet-2</u>: Duly Completed Scanned PDF of Registration Certificate Details.
- 3. <u>Packet-3</u>: Duly Completed Scanned PDF of GST.

**Cover-1:** The file should be saved in a PDF version and should comprise of the following items:

- 1. <u>Packet-1</u>: Duly Completed Scanned PDF copy of Annexure-I with transaction details for Tender Fee & EMD.
- 2. Packet-2: Duly Completed Scanned PDF copy of Annexure-II.
- 3. <u>Packet-3</u>: Duly Completed Scanned PDF copy of Annexure-III with supporting Documents.
- 4. <u>Packet-4</u>: Duly Completed Scanned PDF copy of Annexure-IV with supporting Documents.
- 5. <u>Packet-5</u>: Supporting documents as per tender clause 4.2 (e).
- 6. <u>Packet-6</u>: Supporting documents as per tender clause 4.2 (f).
- 7. <u>Packet-7</u>: Supporting documents as per tender clause 4.2 (g)
- 8. Packet-8: Supporting documents as per tender clause 4.2 (h)
- 9. Packet-9: Duly Completed Scanned PDF copy of Annexure-V.
- 10. <u>Packet-10</u>: Duly Completed Scanned PDF copy of Annexure-VI with brochures of all items mentioning detailed specifications of the product.

11. Packet-11: Duly Completed Scanned PDF copy of Annexure-VII.

**Cover-2:** The BOQ should be downloaded from the website and should comprise of the following items.

1. <u>Packet-1</u>: Financial Bids in XLS version Filled with all relevant information as per Annexure-VIII.

#### 10.3 Online Submission of Tender Fee & Earnest Money Deposit (EMD)

It is also required to submit Tender Fee & EMD through NEFT or RTGS or Bank Transfer or Direct Credit at the following account before 30-07-2019 at 1500 hrs.

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

#### 10.4 Offline Submission of Sample

The sample chair should be submitted to the following address before 30-07-2019 at 1500 hrs:

Stores and Purchase Department

Administrative Block, First Floor

Indian Institute of Management Indore

Rau-Pithampur Road, Indore-453556, M.P.

#### 11. BID OPENING

- a) Technical Bids will be opened on 31-07-2019 at 1500 Hrs.
- b) Financial Bids of the eligible bidders will be opened on a later date. The date and time for opening of Financial Bids will be announced later.
- c) Bids should be summarily rejected, if tender is submitted other than through online or original EMD, tender fee and sample of chair are not submitted within stipulated date / time.

#### **12. BID EVALUATION**

Based on results of the Technical evaluation IIM Indore evaluates the Commercial Bid of those Bidders who qualify in the Technical evaluation as per eligibility criteria, sample provided by the bidder and site inspection. The Commercial Bid with the lowest price will be the highest evaluated bid.

#### 13. PAYMENT TERMS

- a) No advance payment will be made in any case. Bills in Duplicate should be sent and the payment shall be released generally within 30 days, only after it is ensured that the items / quality of the items supplied are to the entire satisfaction of IIM Indore and completed the entire work within the stipulated delivery schedule. If any item is found defective, or not of the desired quality etc., the same should be replaced by the firm(s) immediately for which no extra payment shall be made.
- b) No part payment will be made against the part supply. In case of the undelivered items till due date of supply and installation, the penalty of 10% of the cost of undelivered item will be imposed and deducted from the bill of the item supplied or recovered from the security deposit.

#### 14. WARRANTY OF QUALITY AND QUANTITY

- a) The awardee shall give minimum one year onsite OEM warranty on supplied items after successfully installation.
- b) The awardee shall give warranty that all items are as per specification(s), conforming to the specified design and there are no defects in the process of manufacturing, packaging, transportation and delivery.
- c) Upon receipt of notice from IIM Indore for defective material, the firm shall within 15 days of receipt of the notice, replace the defective material, free of cost at the destination. The firm shall take over the defective material at the time of their replacement. No claim whatsoever shall lie on IIM Indore for the replaced goods thereafter. If the firm fails to replace the defective goods within a reasonable period, IIM Indore may proceed to take such remedial actions as may be necessary, at the company's risk and expense.

#### 15. PANELTY CLAUSE

In case of delay in supply and installation/replacement by the stipulated date, IIM Indore reserves the right of imposing penalty @0.5% per week on the value of the delivered items subject to maximum 10% of the cost of delivered items.

#### 16. PERFORMANCE SECURITY DETAILS

- a) The successful tenderer will have to deposit the performance security valid for **15 Months** in the form of DD / TDR / FDR / Bank Guarantee @10% of the total value of order at the earliest from the date of issue of the award letter. No interest will be paid by IIM Indore on the deposit.
- b) Performance Security will be refunded to the supplier, after it duly performs and completes the contract/warranty period in all respect.
- c) Performance Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.
- d) In case, the firm fails to execute the order successfully, within specified delivery period, the same goods/items will be procured from open market and the difference of cost, if any, will be

recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.

e) In case of non-receipt of Security Deposit within the stipulated time, EMD will be converted into Security Deposit and the balance amount will be recovered from the bill submitted for the payment.

#### 17. DELIVERY SCHEDULE

The successful bidder should execute the order within **45 days** at IIM Indore from the issue of the purchase order. In case of any damage found, the item(s) should be replaced **within 15 days** at IIM Indore. The bidder has to make own arrangement for unloading of the items.

#### 18. TERMS AND CONDITIONS

#### **18.1 Termination for Insolvency**

- a) The IIM Indore may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.
- b) 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

#### 18.2 Force Majeure

- a) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
- b) Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

#### 18.3. 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.

#### 18.4. Other Conditions

- a) The bidder has to upload the relevant & readable files only as indicated in the tender documents. In case of any irrelevant or non-readable files, the bid may be rejected.
- b) IIM Indore reserves the right to accept or reject any or all the tenders in part or in full or may cancel the tender, without assigning any reason thereof.

- c) IIM Indore reserves the right to relax / amend / withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.
- d) IIM Indore reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.
- e) IIM Indore reserves the right to increase / decrease upto 25% of the quantities prior to issue of purchase order.
- f) IIM Indore reserves the right to place repeat order upto 100% of the quantities within a period of 12 months from the date of successful completion of purchase order at the same rates and terms subject to the condition that there is no downward trend in prices.
- g) In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender, Earnest Money/Performance Security shall be forfeited.
- h) False declaration/documents will be in breach of the Code of Integrity under Rule 175(1) (i) (h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.
- i) Conditional tenders will not be considered in any case.
- j) In case of doubt in material, the expenditure on testing of equipment will be borne by the tenderer.
- k) Institute reserve the right to increase/decrease the order quantity at any period of times.
- I) IIM Indore shall not be responsible for any transaction delay i.e. non-receipt of the EMD & Tender Fee amount.
- m) Tender fees will not be refunded if the bidder does not submit the online bid on CPP portal by due date and time
- n) IIM Indore may issue amendment/corrigendum to tender documents before due date of submission of bid. Any amendment/corrigendum to the tender document if any, issued by IIM Indore will be posted on CPP Portal and IIM Indore website only. For the bidders, submitting bids on downloaded tender document, it is 'bidders' responsibility to check for any amendment/corrigendum on the website of IIM Indore or check for the same CPP Portal before submitting their duly completed bids.

#### **ANNEXURE - I**

#### **Undertaking**

To

Officer (Stores and Purchase)
Indian Institute of Management Indore
Prabandh Shikhar,
Rau – Pithampur Road
Indore

Tender No. IIMI/2019-20/16 dated 04-07-2019 (Notice Inviting Tender for Supply and Installation of Revolving Chairs)

Sir,

- 1. I /we hereby submit our tender for Supply and Installation of Revolving Chairs along with other required documents.
- 2. I/ We enclosed herewith the following in favour of Indian Institute of Management Indore towards EMD & Tender Fee.

| Particular      | Amount         | Transaction No. & Date | Bank Name | Supporting                    |
|-----------------|----------------|------------------------|-----------|-------------------------------|
| Tender Fee      | <b>₹1</b> 500/ |                        |           | documents are                 |
| (Including Tax) | ₹1500/-        |                        |           | to be attached along with the |
| EMD             | ₹2,15,000/-    |                        |           | Annexure-I                    |

- 3. I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, scope of work, schedule of quantities and all the contents stated therein. I / We also confirm that the rates quoted by me / us are inclusive of all taxes, duties etc., applicable as on date.
- 4. I /we have gone through all terms and conditions of the tender document before submitting the same.

| Date:        |      | Authorized Signatory |
|--------------|------|----------------------|
| Place:       | Seal | Name:                |
| Designation: |      | Contact No.:         |

## CERTIFICATE (to be provided on letter head of the firm)

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

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:  |      | Authorized Signatory |
|--------|------|----------------------|
|        | Seal | Name:                |
| Place: |      | Designation:         |
|        |      | Contact No :         |

#### ANNEXURE - III

#### **Work Order Details:**

| S.<br>No. | Evaluation Criteria  | Name of the Client | Order No.<br>& Date | Amount |
|-----------|--|--------------------|---------------------|--------|
|           | List of Purchase Order / Work Order where the similar type of Work executed by you last during the 7 years from the date of publication of this tender |                    |                     |        |
|           |  | 1.                 |                     |        |
| 1         | Three similar works of 40% of the estimated value OR   | 2.                 |                     |        |
|           |  | 3.                 |                     |        |
|           | Two similar works of 50% of the  | 1.                 |                     |        |
| 2         | estimated value OR   | 2.                 |                     |        |
| 3         | One similar work of 80% of the estimated   | 1.                 |                     |        |

Note: Supporting documents (Purchase order/work order from clients) are to be attached along with the Annexure-III.)

| Date:  |      | Authorized Signatory        |
|--------|------|-----------------------------|
|        | Seal | Name:                       |
| Place: |      | Designation:                |
|        |      | Contact No.:                |
|        |      | Page <b>14</b> of <b>18</b> |

#### **ANNEXURE - IV**

## **Annual Turnover Details:**

| Evaluation Criteria                                     |                        |                 |  |
|---|------------------------|-----------------|--|
| Bidder's Annual Turnover for last three financial years | Financial Year 2018-19 | Turnover in Rs. |  |
| 2015-16 to 2017-18                                      | 2017-18                |                 |  |
| OR<br>2016-17 to 2018-19                                | 2016-17                |                 |  |
|   | 2015-16                |                 |  |

Note: Supporting Documents (Copies of duly signed trading and profit & loss accounts / CA Certificate) are to be attached along with the Annexure-IV.

| Date:  |      | Authorized Signatory: |
|--------|------|-----------------------|
|        | Seal | Name:                 |
| Place: |      | Designation:          |
|        |      | Contact No.:          |

# Sample Inspection Certificate (to be provided on letter head of the firm)

| With reference to your Tender No. IIMI/2019-20/16    | 6 dated 04/07/2019 for Supply and    |
|--|--------------------------------------|
| Installation of Revolving Chairs, I                  | hereby certify                       |
| that I have inspected the sample Chair at IIM In     | ndore onand the bio                  |
| alongwith the sample chair confirming to the specifi | cation of sample chair inspected a   |
| IIM Indore Campus.                                   |                                      |
| In case of non-acceptance / non-selection of the     | bid (technically/financially) by IIM |
| Indore, the said sample will be collected by me from | IIM Indore Campus at my own cost.    |
|  |                                      |
|  |                                      |
|  |                                      |
|  |                                      |
| Date:  | Authorized Signatory:                |
|  | Name:                                |
| Seal   | name.                                |
|  | Designation:                         |
| Place:   | Contact No.:                         |
|  | 0011140111011                        |

#### **TECHNICAL BID**

| S. No. | Particulars  | Offered<br>Make | Offered<br>Model | Compliance<br>by the<br>Vendor<br>(Yes / No) |
|--------|--|-----------------|------------------|--|
| 01     | The seat and back are to be made of 1.2 cm thick hot-pressed plywood upholstered with fabric and foam of density 45 +/- 1.9 Kg/m³ with PVC Lipping all around. Back Size: 49.5 cm W x 47.0 cm H, Seat Size 49.5 cm W x 44.0 cm D. The one-piece armrest has to be made of black integral skin polyurethane with 50-70 Shore Hardness and reinforced with M.S. insert. The armrests are to be scratch and weather resistant. The armrests are fitted to the seat with seat armrest connecting bracket made of 0.3 cm. thk. Chair should have 360 deg swivel mechanism with pivot at center, with upright locking. Chair should have five prong pedestal with 5 Nos. of twin castors, injection molded in 30% Glass filled black nylon and pneumatic height adjustment. Overall size: D-76 cm. x W- 76 cm. x H-77.5 cms. To 87.5 cms., seat height 42 cm to 52 cm.  WINDERFORM TOWN TOWN TOWN TOWN TOWN TOWN TOWN TOWN |                 |                  |  |

Note: Detailed brochures of the above mentioned all items to be attached along with the Annexure-VI.

Date:

Authorized Signatory:

Name:

Seal

Designation:

Contact No.:

## **COMPANY DETAILS**

| Name of the Party                       |                |
|---|----------------|
| Date of Incorporation / Establishment   |                |
| PAN Number                              |                |
| GST Registration Number                 |                |
|   | Account Number |
|   | IFS Code       |
| Bank Details                            | Bank Name      |
|   | Branch Name    |
| Office Address for Postal Communication |                |
|   | Name           |
| Authorized Ciametery Details            | Designation    |
| <b>Authorized Signatory Details</b>     | Email          |
|   | Phone          |
|   | Name           |
| Details of Contact other than           | Designation    |
| Authorized Signatory                    | Email          |
|   | Phone          |
|   |                |

| Signature and Seal of the Tenderer: |
|-------------------------------------|
| Name in Block Letter:               |
| Designation:                        |
| Contact no.                         |
| Date:                               |