

**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: +91-731-2439630/2439631; फ़ैक्स FAX: +91-731-2439800

ईओआई क्रमांक/EOI No: IIMI/2018-19/02



दिनांक/ Date: April 20, 2018

**EXPRESSION OF INTEREST FOR PROVIDING FOOD TESTING SERVICES**

**(E-PROCUREMENT MODE ONLY)**

भारतीय प्रबंध संस्थान इंदौर (आईआईएम इंदौर) निम्नलिखित सेवा के लिए प्रतिष्ठित एजेंसियों से ऑनलाइन ईओआई आमंत्रित करता है |

Indian Institute of Management Indore (IIM Indore) invites online EOI from specialized firms for the following service:

ईओआई का संक्षिप्त विवरण Brief Details of EOI:

सेवा का विवरण Service Description	ईओआई फीस (सभी टैक्स मिलाकर) EOI Fee (Inclusive of all Taxes)
<b>Expression of Interest for Providing Food Testing Services</b>	<b>₹500/-</b>

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

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

ईओआई की महत्वपूर्ण तिथियाँ Critical Dates of EOI:

क्रमांक S. No.	विवरण Particulars	दिनांक Date	समय Time
01	ईओआई के ऑनलाइन प्रकाशन / डाउनलोड की तिथि एवं समय Date & Time of Online Publication/Download of EOI	20-04-2018	1730 Hrs.
02	बोली प्रस्तुत करने की प्रारंभ तिथि एवं समय / Bid Submission Start Date & Time	20-04-2018	1730 Hrs.
03	पूर्व बोली बैठक की तिथि एवं समय / Date & Time of Pre-Bid Meeting	01-05-2018	1500 Hrs.
04	बोली प्रस्तुत करने की समाप्ति तिथि एवं समय / Bid Submission Close Date & Time	09-05-2018	1500 Hrs.
05	ईओआई शुल्क जमा करने की तिथि एवं समय / Closing Date & Time for Submission of EOI Fee	09-05-2018	1500 Hrs.
06	तकनीकी बोलियों का खोला जाना / Opening of Technical Bids	10-05-2018	1500 Hrs.

## TABLE OF CONTENTS

S. No.	Description	Page no.
01	आईआईएम इंदौर के बारे में ABOUT IIM INDORE	3
02	कार्य क्षेत्र SCOPE OF WORK	3
03	ईओआई शुल्क विवरण EOI FEE DETAILS	3
04	पात्रता मानदंड ELIGIBILITY CRITERIA	3-4
05	वित्तीय बोली विवरण FINANCIAL BID DETAILS	4
06	बोली वैधता BID VALIDITY	4
07	समय सारणी TIME SCHEDULE	4
08	ईओआई की उपलब्धता AVAILABILITY OF EOI	5
09	पूर्व बोली बैठक PRE-BID MEETING	5
10	बोली प्रस्तुत करना BID SUBMISSION	5-6
11	बोली का खोला जाना BID OPENING	6
12	बोली का मूल्यांकन BID EVALUATION	6
13	रिपोर्टिंग के नियम और शर्तें REPORTING TERMS & CONDITIONS	6-7
14	जुर्माना खंड PENALTY CLAUSE	7
15	भुगतान की शर्तें PAYMENT TERMS	7
16	कार्य निष्पादन सुरक्षा विवरण PERFORMANCE SECURITY DETAILS	7-8
17	अनुबंध अवधि CONTRACT PERIOD	8
18	नियम और शर्तें TERMS AND CONDITIONS	8-10
19	अनुलग्नक-I ANNEXURE – I	11
20	अनुलग्नक-II ANNEXURE – II	12
21	अनुलग्नक-III ANNEXURE – III	13
22	अनुलग्नक-IV ANNEXURE – IV	14

## 1. ABOUT IIM INDORE

Indian Institute of Management Indore (IIM Indore) is an Autonomous Institute under Ministry of Human Resource Development, Govt. of India. IIM Indore has a solid infrastructure ranging from a very beautiful campus and hostels to a strong IT backbone and the latest in teaching aids.

## 2. SCOPE OF WORK

Quality check and monitoring of food served in various food ventures of the Institute, on following parameters (tentative) as and when required. However, the firm may suggest any other parameters in addition to the said parameter which are required for similar work as per prevalent norms, if any.

- a) Total Bacterial Count
- b) E-Coili
- c) Coliform
- d) Salmonella
- e) Pseudomonas
- f) Staphylococcus Aureus
- g) Yeast & Mould

## 3. EOI FEE DETAILS

- a) **EOI Fee of Rs.500/- (Rupees Five Hundred Only)** including of all taxes in the form of Demand Draft/Banker's Cheque from Nationalized/scheduled bank in favour of Indian Institute of Management Indore, payable at Indore should be submitted.
- b) 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 service only**, are exempted from EOI fee. However, they have to enclose valid self-attested registration certificate(s) alongwith the EOI to this effect.

## 4. ELIGIBILITY CRITERIA

**4.1 OID (Other Important Documents):** OID viz. Firm Incorporation Certificate, PAN details, GSTIN etc. details are to be provided.

### 4.2 Eligibility Criteria

- a) The Bidder should give self-declaration certificate for acceptance of all terms & conditions of EOI 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 Government Dept., 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 firm should have relevant experience in similar services for at least 3 years from the date of issue of the EOI. The copy of valid proof is to be submitted.
- d) The firm should be active as Fully Accredited by Food Safety and Standards Authority of India (FSSAI). The copy of valid proof is to be submitted.
- e) The firm should have valid NABL accreditation certificates (Biological, Chemical, and Mechanical etc.). The copy of valid proof is to be submitted.
- f) The firm should have valid BIS certificate. The copy of valid proof is to be submitted.
- g) The Laboratory of the firm should be located in Indore city. The copy of valid proof is to be submitted as per annexure-III.

#### 4.3 Technical Criteria

Bidders should comply the criteria of the EOI in all respect. No deviations are acceptable. The detailed format is attached at Annexure-IV. The bidder is to complete the same in all respect and submit accordingly.

#### 5. FINANCIAL BID DETAILS

No price bid to be submitted at this stage. Financial bid will be invited separately only from the qualified bidders who participated in the EOI.

#### 6. BID VALIDITY PERIOD

The bid will remain valid for 120 days from the date of opening as prescribed by IIM Indore. A bid valid for a shorter period shall be rejected, being non-responsive.

#### 7. TIME SCHEDULE

S. No.	Particulars	Date	Time
a.	Date & Time of Online Publication of EOI	19-04-2018	1730 Hrs.
b.	Bid Submission Start Date & Time	19-04-2018	1730 Hrs.
C.	Date & Time of Pre-Bid Meeting	01-05-2018	1500 Hrs.
c.	Bid Submission Close Date & Time	09-05-2018	1500 Hrs.
d.	Closing Date & Time for Submission of EOI Fee	09-05-2018	1500 Hrs.
e.	Opening of Technical Bids	10-05-2018	1500 Hrs.

## 8. AVAILABILITY OF EOI

The EOI document can be downloaded from <http://eprocure.gov.in/eprocure/app> and Institute website <https://www.iimidr.ac.in/tenders/> and be submitted only through <http://eprocure.gov.in/eprocure/app>.

## 9. PRE-BID MEETING

Pre-bid meeting will be held on 01-05-2018 at 1500 Hrs. in IIM Indore to address the queries of the bidders regarding the EOI. Interested bidders may send their query before the pre-bid meeting due date for addressing the same by concerned authority, if any.

## 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 firms 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

**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. Packet-2: Duly Completed Scanned PDF of Registration Certificate Details.
3. Packet-3: Duly Completed Scanned PDF of GSTIN Tax.

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

1. Packet-1: Duly Completed Scanned PDF copy of Annexure-I with copy of DD or Banker's Cheque for EOI Fee.
2. Packet-2: Duly Completed Scanned PDF copy of Annexure-II.
3. Packet-3: Duly Completed Scanned PDF copy of documents as per clause no. 4.2 (c).
4. Packet-4: Duly Completed Scanned PDF proof of FSSAI accreditation.
5. Packet-5: Duly Completed Scanned PDF proof of NABL Certificate.
6. Packet-6: Duly Completed Scanned PDF proof of BIS Certificate.
7. Packet-7: Duly Completed Scanned PDF copy of Annexure-III.
8. Packet-8: Duly Completed Scanned PDF copy of Annexure-IV.

### 10.3 Offline Submission of EOI Fee

It is also required to submit EOI Fee in original with name of the firm and GSTIN on backside of DD/Banker's cheque in a sealed envelope superscripted "**Expression of Interest for Providing Food Testing Services**" at the following address on or before 09-05-2018 at 1500 hrs.

Officer (Stores & Purchase)  
First Floor, New Administrative Block  
Indian Institute of Management Indore  
Prabandh Shikhar, Rau-Pithampur Road  
Indore-453 556 (M.P), India  
Phone: 0731-2439631-634  
Email: [stores@iimidr.ac.in](mailto:stores@iimidr.ac.in)

### 11. BID OPENING

- a) Bids will be opened 10-05-2018 at 1500 hrs.
- b) Bids should be summarily rejected, if EOI is submitted other than through online or original EOI Fee is not submitted within stipulated date / time.

### 12. BID EVALUATION

- a) The offer which meets the EOI requirements and technical criteria (including eligibility criteria) shall be eligible for further consideration.
- b) Based on results of the eligibility criteria the Institute reserves the right to inviting financial bid from eligible bidders.

### 13. REPORTING TERMS & CONDITIONS

- a) The firm should furnish the test reports within 2 working days from the receipt of the sample. Report should be mailed instantly to [hostel@iimidr.ac.in](mailto:hostel@iimidr.ac.in). The hard copy of the report is submitted in duplicate with the invoice for testing charges.

- b) All the tests mentioned under the prescribed standard or specifications for testing should be carried out for each and every sample. The results obtained in the test should be mentioned in figure (wherever possible).
- c) Reports should have Serial No., Description of Tests, Standard, Testing Method, Specifications, Results obtained & Observation (Conforms/Not Conforms).
- d) The inference e.g. the sample conforms or not conforms to the prescribed standard/specifications must be given in bold letters at the end of each report.
- e) Reports should be in A-4 size paper of good quality.
- f) If any sample is received in a damaged or tempered condition, the sample should not be analyzed and the information should be sent immediately to the IIM Indore by E-mail. The damaged sample should be returned.
- g) All the result of the testing of food samples collected will be sealed as confidential and shared with IIM Indore only.

#### **14. PENALTY CLAUSE**

- a) In case of delay in sending report by the stipulated date, IIM Indore reserves the right of imposing penalty @0.5% per week of the testing charges.
- b) The penalty amount shall be recovered from the running payments or from performance security deposited.
- c) If it is found that the firm has analyzed the samples and reported the results in variance with prescribed Standard, testing method & testing specifications, the performance security will be forfeited and the firm will be debarred for a period of 3 years.

#### **15. PAYMENT TERMS**

- a) No advance payment/payment towards any analysis against Performa invoice will be made.
- b) No payment will be made for the incomplete analysis or incomplete report
- c) Payment to the firms shall be made within 30 days on submission of all bills, duly supported with all original copies of test reports.
- d) All Payments shall be subject to TDS at the rates as applicable from time to time.

#### **16. PERFORMANCE SECURITY DETAILS**

- a) The successful firm(s) will have to deposit the performance security in the form of /D.D./FDR/Bank Guarantee **of Rs.10,000/- (Rupees Ten Thousand Only)** valid for 15 months within 10 days 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 firm, 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.
- d) In case, the firm fails to provide the required services within specified delivery period, the same services will be obtained from other firms 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.

## **17. CONTRACT PERIOD**

- a) The contract will be initially for a period of one year. Based on satisfactory performance, the contract may be extended further on mutually agreed terms and conditions.
- b) Any incidental expenses of the execution of the work shall be borne solely by the successful Bidder and such amount shall not be refunded to the successful Bidder by IIM Indore.

## **18. TERMS AND CONDITIONS**

### **18.1 Specific Terms & Condition to Food testing Services**

- a. All firms, will perform testing as provided in their scope of accreditation granted by NABL, approval by BIS & FSSAI covering all the specifications prescribed.
- b. The items to be got analyzed under FSSAI (Food Safety and Standards Act., 2006 and rules and regulations made there under), AGMARK & BIS standards be clearly marked/highlighted in the scope of NABL accreditation/BIS approval/FSSAI approval for ready reference.
- c. The testing as per AGMARK specifications, wherever applicable shall be done by the FSSAI approved labs.
- d. The contract of the firm, for the above purpose will automatically stand cancelled in the event of discontinuance of NABL accreditation and BIS/FSSAI approvals wherever applicable.
- e. The responsibility of immediately informing IIM Indore about discontinuance of NABL accreditation and BIS/FSSAI approvals wherever applicable shall lie with the firm, failing which the firm shall be debarred for a period of 3 years by IIM Indore.
- f. The representatives of IIM Indore may also inspect any laboratory at any point of time during the continuance of the EOI and terminate/cancel its contract or any orders issued to the firm or not to entrust any further testing job to the firm based on facts brought out during such inspections



## **18.2 Termination for Default**

The Competent Authority may, without prejudice to any remedy for breach of contract, by written notice of default sent to the bidder, terminate the agreement in whole or in part if:

- i) The bidder fails to perform any or all of the obligations within the time period(s) specified in the agreement or any extension thereof granted by the Competent Authority.
- ii) The bidder fails to perform any other obligation under the agreement.
- iii) The bidder fails to perform any other obligation, which the Competent Authority feels necessary for the best interest of the project
- iv) In case of termination of contract as mentioned above all Security Deposit furnished by bidder shall stand forfeited.

## **18.3 Termination for Insolvency**

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.

## **18.4 Suspension**

The Competent Authority may by a written notice of suspension to the bidder, suspend all payments to the bidder if the bidder fails to perform any of its obligations (including the carrying out of the tasks) provided that such notice of suspension:

- Shall specify the nature of the failure and
- Shall direct the bidder to remedy such failure within a specified period from the date of receipt of such notice of suspension by the bidder.

## **18.5 Interpretations**

Whenever any issue relating to the interpretation of the EOI document or of the bids submitted arises, the decision of competent authority shall be final and binding.

## **18.6 Assignment & Subcontracting**

- a) Bidder shall not assign or transfer this contract or part thereof to any other person without written consent of the Competent Authority.
- b) Bidder shall not without the written consent of Competent Authority subcontract this contract or part thereof.
- c) For the purpose of the liabilities under this EOI, the bidder will be considered as a solely liable to all the components of the EOI and scope of the work.

## **18.7 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.

### **18.8. Arbitration**

In the event of any question, dispute or difference arising under this agreement or in connection there with except as to matter the decision of which is specifically provided under this agreement the same shall be referred to an arbitrator be appointed by the Competent authority and the decision of the Arbitration will be binding on both the parties

### **18.9 Jurisdiction**

The court at Indore only shall have jurisdiction to deal with and decide any legal matter whatsoever arising out of this Contract.

### **18.10 Other Conditions**

- a) In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the EOI, Earnest Money/Performance Security shall be forfeited.
- b) IIM Indore reserves the right to accept or reject any or all the EOI in part or in full, without assigning any reason thereof.
- c) IIM Indore reserves the right to relax / amend / add / withdraw any of the terms and conditions contained in the EOI Document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.
- d) IIM Indore reserves the right to engage one or more firms at a time and to cancel the contract at any time without assigning any reason.
- e) IIM Indore reserves the right to modify/change/delete/add any further terms and conditions prior to issue of release order.
- f) IIM Indore shall not be responsible for any postal delay, non-receipt or non-delivery of the EOI Fee.
- g) Conditional EOIs shall not be considered.
- h) IIM Indore may issue amendment/corrigendum to EOI documents before due date of submission of bid. Any amendment/corrigendum to the EOI document if any, issued by IIM Indore will be posted on CPP Portal. For the bidders, submitting bids on downloaded EOI 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

Ref : - EOI No. IIMI/2018-19/02 dated 20-04-2018  
(Expression of Interest for Providing Food Testing Services)

Sir,

1. I /we hereby submit our bid for providing manpower services at IIM Indore along with other required documents.
2. I/ We are enclosed herewith the following DD/BC in favour of Indian Institute of Management Indore towards EOI Fee.

Detail of DD/BC	Amount	DD/BC No. & Date	Bank Name
EOI Fee (Including Tax)	₹500/-		

3. I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred EOI document including instructions, terms & conditions, scope of work, schedule of quantities, Penalty clause and all the contents stated therein.
4. I /we shall abide by all conditions set forth therein.

Thanking you

Yours faithfully,

(Authorized Signatory with Seal)

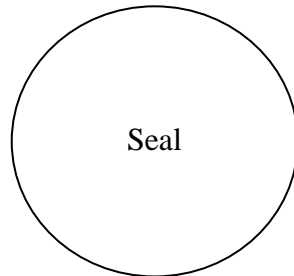
**ANNEXURE – II**

**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:**



**Place:**

**Authorized Signatory**

**Name:**

**Designation:**

**Contact No.:**

**ANNEXURE – III**

<b>Name of the Party</b>		
<b>Date of Incorporation / Establishment</b>		
<b>PAN Number</b>		
<b>GST Registration Number</b>		
<b>Bank Details</b>	<b>Account Number</b>	
	<b>IFS Code</b>	
	<b>Bank Name</b>	
	<b>Branch Name</b>	
<b>Firm's Laboratory Address [As per Clause No. 4.2 (g)]</b>		<b>Supporting Document is to be attached along with the Annexure-III</b>
<b>Authorized Signatory Details</b>	<b>Name</b>	
	<b>Designation</b>	
	<b>Email</b>	
	<b>Phone</b>	
<b>Details of Contact other than Authorized Signatory</b>	<b>Name</b>	
	<b>Designation</b>	
	<b>Email</b>	
	<b>Phone</b>	

**Signature and Seal of the Tenderer:**

**Name in Block Letter:**

**Designation:**

**Contact no.**

**Date:**

**ANNEXURE -IV**

**TECHNICAL BID**

<b>Particulars</b>	<b>Compliance by the Bidder (Yes / No.)</b>
Quality check and monitoring of food served in various food ventures of the Institute, on following parameters (tentative) as and when required:	-
a) Total Bacterial Count	
b) E-Coili	
c) Coliform	
d) Salmonella	
e) Pseudomonas	
f) Staphlococcus Aures	
g) Yeast & Mould	

**Date:**

**Authorized Signatory:**

**Place.**

**Name:**

**Contact No.:**

**Designation:**

