



INDIAN INSTITUTE OF MANAGEMENT INDORE

Prabandh Shikhar, Rau-Pithampur Road, Indore - 453556 (M.P.), India

Phone no. 0731-2439-447/620/619

Enquiry No. IIMI/Project/02/2016/26

Invitation of Quotation

Name of Work: -

“Supply, Installation, testing & Commissioning of Electrical decorative lighting on trees, building & other structure and other items on hiring basis for convocation event to be held on March 25 & 26, 2016 at IIM Indore.”

INDIAN INSTITUTE OF MANAGEMENT INDORE Invitation of Quotation

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March 5, 2016

The Chief Engineer on behalf of the Director, IIM Indore invites sealed Item rate Quotation from reputed & eligible contractors/Supplier/Agency provided they meet the eligibility criteria as stipulated in the Quotation for the following work and will be received at the office of “The Chief Engineer, Indian Institute of Management Indore, Prabandh Shikhar, Rau - Pithampur Road, Indore 453556 (M.P.)” up to 04:00 P.M. on March 10,2016.Tender will be opened at 4:30 PM on the same day.

1	Name of Work	Supply, Installation, testing & Commissioning of Electrical decorative lighting on trees, buildings & other structure and other items on hiring basis for convocation event to be held on March 25 & 26, 2016 at IIM Indore.
2	Earnest money deposit (EMD)	Rs. 10,000/- (Rupees Ten Thousand only) to be enclosed with the quotation in the form of DD or Banker cheque which drawn in favour of Indian Institute of Management Indore.
3	Site visit if required	Up to 01:00PM or 03:00 PM to 06:00PM during the Office hour.
4	Last date of the Submission	March 10,2016 upto04:00PM
5	Date & time of opening of the quotation	March 10,2016 upto04:30PM
6	Mode of Submission	Can be dropped in the Box kept at the Office of the Project Department, Indian Institute of Management Indore, Prabandh Shikhar, Rau - Pithampur Road, Indore 453556 (M.P.) or sent by post at there own risk. Late receipt of bid will not be accepted.
7	Address to which Quotation to be sent	The Chief Engineer, Indian Institute of Management Indore, Prabandh Shikhar, Rau - Pithampur Road, Indore 453556 (M.P.)
8	Contact Number	0731-2439 Ext.620/447/619
9	Qualifying Criteria	Similar work such as Providing of Electrical Decoration, building illumination, lighting decoration and the stage lighting. Value of the work done above Rs. 1,00,000/- (Rupees One Lakh) parties submitting quotation have to provide an work done certificate from client.

The tender shall be submitted in single envelopes containing technical, financial bid in the BoQ schedule & needs to be submitted in the above mentioned address.

Interested bidders are requested to go through the terms and conditions of the tender.

Bidders can visit of the site/building etc. for collection of first hand information on size and dimension of the items to be supplied and assembled. No further details can be furnished individually.

Instructions to Bidder (ITB):

You are requested to kindly go through the detailed **Terms & Conditions** mentioned below and overleaf and submit your most competitive bid applicable to Institute.

1. Please mention the enquiry no. & due date on the top of the Bid envelop.
2. Please submit copy of your **Income Tax Number and copies of PAN** with your offer.
3. Please submit copy of **service tax & TIN registration** with your offer.
4. The offer must be submitted in **Single bid** system in sealed envelope within the Date and Time.
5. **No Tender/bid is to be handed over** to any of our staff/ any other person.
6. Tenders/Quotations must be sent **sufficiently in advance** so that it reaches us on or before the due date and time. Quotation received after the due date & time cannot be considered.
7. The firm quoting for above mentioned items should be the authorized dealer/distributor for carrying out the SERVICES. The institute will not be responsible for any statutory compliance in respect of items and Services provided by the firm.
8. The **Bank/RTGS** detail must be submitted along with the quotations /Tenders on the letter head.
9. All communications related to this tender should be addressed to the undersigned only.
10. **Agencies Black listed and Suspended from carrying out business by any Government offices, Autonomous bodies, Educational and/or research institutes, PSUs etc need not submit their quote. Suppression of information in this regard will be taken seriously.**
11. The Client list where the supplier has provided similar Services in last 05 years should be enclosed. The successful completion certificate of similar Services in Educational, Academic and Research institutes will be given weight age.

Terms & Conditions

The offer must comprise of the following failing which it will be treated as non-responsive hence rejected:

1. **Price:** The basic price with break up for each item may be quoted in **Unit price**. IIMI will decide on the quantity required.
2. **Financial Bid** should be used for bid submission.
3. **Tender Processing Fee** : Nil
4. **Earnest money deposit** : Rs.10,000/- (Rupees Ten Thousand only)
5. **Earnest Money Deposit (EMD / Bid Security (BS))** has to be submitted by bidders except those who are registered with
 - I.) **Central Purchase Organization (CPO) i.e. DGS & D.**
 - II.) **National Small Industries Corporation (NSIC).** However, this certificate should be for manufacturing of the item indented and not for selling items manufactured by other firms. In case of Services the concerned Service should be clearly

mentioned in the NSIC certificate which should be valid for a period of six months (180 days) beyond the Bid validity.

III.) Concerned Ministry / Department.

6. No interest will be payable by the Institute on the Earnest Money Deposit. The earnest money of all the unsuccessful tenderers will be returned to them at the earliest. The Earnest Money of successful bidder shall be returned on receipt of Performance Security. If the successful bidder fails to furnish the performance security or fails to supply the item as per Purchase Order (PO) terms and conditions within stipulated period, the earnest money shall be liable to be forfeited by IIM Indore
7. **Taxes and Levies:** Taxes as applicable should be mentioned clearly in Percentage (%) and in exact Figure. If No Tax is mentioned it will be presumed that the Price is Inclusive and the Bidder is responsible for all Tax related Compliances. Statutory Levies will be accepted on production of valid documents.
8. **Concessional Sales Tax Certificate** not against 'C/D' form along with CST, JST/VAT/TIN Number etc.
9. **Discounts:** The bidder need to mention clearly the exact figure/Percentage of discount offered, if any.
10. **Validity of the Quote:** The validity period of the offer should be clearly specified. It should be at least for **30 (Thirty) days** from the last date of submission of quotations.
11. **Delivery Terms:** Our standard Delivery Terms is **FOR IIM, Indore destination Campus.** Rates should be quoted accordingly.
12. **Delivery Schedule:** Items should be delivered on Working Days (Monday to Friday) during office Hours only i.e. between 10.00am to 05.00pm. For any supply on off days prior information and coordination with the User department can be confirmed. Last date of providing the system & installing is 05:00PM on 24 March 2016.
 - a. **Place of Delivery:** IIM-Indore Campus **IIM Indore Rau Pithampur road Prabandh Sikhar Indore (M.P.) 453556 at Institute.**
13. **Receipt of Goods:** The items ordered should be delivered at appropriate place in Good condition and with proper package. The Items would be weighed, counted and measured, if required to confirm the accuracy and a provisional acknowledgement will be given.
14. **Terms of Acceptance:** The items will be treated Accepted only after Inspection for Features and Functions. This includes delivery, installation & commissioning, Inspection, demonstration, schedule etc.
15. **Specification and Make:** Quotation should confirm the exact specification and make, Model, if any shown in the enquiry against of the item. In the view of the supplier there is any other alternative item which can serve out purpose, quotation may also be given.
16. **Deviation statement:** In the case of items quoted having specifications different than those mentioned in the enclosed Tender format, kindly submit the information and the prices in the same format but on additional Sheet as Deviation statement.

17. **Insurance:** The date of delivery should be strictly adhered to failing which the purchase/Service order is liable to be cancelled. Penalty may be imposed as per P.O. terms & conditions. Goods should be securely, safely and adequately packed & dispatched and delivered at the risk of supplier. In case of damage consignment the same should be replaced without any cost to the Buyer and the supplier can collect the damaged consignment only after satisfactory replacement.
18. **Payment:** Full payment will be made after successful & final satisfactory completion of the event and submission of the bills.
19. **Guarantee/ Warranty:** The equipment should be guaranteed on site against any defect for the period of event.
20. In case any part or whole of the item is found to be defective and any Service is found to be not upto mark during the event, then the same will have to be replaced/repaired free of cost at our premises immediately at the own cost and risk of the supplier.
21. **Liquidated Damages:** As Time is the essence of this order, the date of delivery should be strictly adhered to otherwise the delivery in full or in part will not be accepted. This job to be utilized for a function scheduled for March 25 & 26,2016. Therefore delay is not allowed. In case of default, EMD will be forfeited and firm will be black listed for future participation at IIM Indore.
22. **Cancellation:** IIM Indore reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof.
23. IIMI reserves the right to accept / reject / split / cancel the Tender in full or part, without informing affected firms, incurring no liability whatsoever. In case of any dispute, the decision of IIMI will be final.
24. For any dispute, the place of jurisdiction shall be Indore, India only.
25. Bidder should sign and seal on each page of the Bid documents.
26. For any amendments or additional information in respect of this notification will be published only in the website <http://www.iimidr.ac.in/iimi/index.php/tenders>

Chief Engineer, IIM Indore.



INDIAN INSTITUTE OF MANAGEMENT INDORE
Prabandh Shikhar, Rau-Pithampur Road, Indore - 453556 (M.P.),
India

Phone no. 0731-2439-620/447/619

Invitation of Quotation

Enquiry No. IIMI/Project/02/2016/26

(FINANCIAL PROPOSAL)

Name of Work: Invitation of quotation for the work of “Supply, Installation, testing & Commissioning of Electrical decorative lighting on trees, building & other structure and other items on hiring basis for convocation event to be held on March 25 & 26, 2016 at IIM Indore.”

Indian Institute of Management Indore
Financial Bid

Name of work : Supply, Installation, testing & Commissioning of Electrical decorative lighting on trees, building & other structure and other items on hiring basis for convocation event to be held on March 25 & 26, 2016 at IIM Indore.

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Sr.N.	Description	Unit	Qty	Rate (Rs.)		Amount (Rs)	
				In figure	In words	In figure	In Words
1	White metal light 400 Watt	Nos.	170				
2	Colour metal light 400 Watt	Nos.	100				
3	LED PAR light	Nos.	30				
4	Halogen Light	Nos.	35				
5	Single Tube light complete fitting	Nos.	20				
6	Decorative Jhalar light	Nos.	5000				
7	Decorative LED Jhalar light (White colour)	Nos.	3000				
8	Decorative light Patta (Minimum of 20 mtr long)	Nos.	25				

Sr.N.	Description	Unit	Qty	Rate (Rs.)		Amount (Rs)	
				In figure	In words	In figure	In Words
9	Extension Board (6/16 Amp combined 3 no. each set	Nos.	30				
10	Loading & unloading, Transportation	Lot	1				
	Sub Total Amonut in Rs.						
	Add Service Tax						
	Add VAT tax						
	Add Other Applicable Taxes						
	Grand Total (Rs.)						
	Grand Total in Words :						
NOTE:	Wiring and wiring accessories for all the above items also include.						
	1. Payment will be done as per actual requirement and installation of material						

Signature of Bidder With Seal