

INDIAN INSTITUTE OF MANAGEMENT INDORE

PRABANDH SHIKHAR, RAU-PITHAMPUR ROAD, INDORE – 453 556
PHONE: +91-731-2439630/2439631; FAX: +91-731-2439800

Enquiry No: IIMI/2015-16/08

Date: June 08, 2015



सिद्धिमूलं प्रबन्धनम्
भा. प्र. सं. इन्दौर
IIM INDORE

NOTICE INVITING TENDER FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF WATER COOLER CUM PURIFIERS

Sr. No.	Brief description	Estimated Cost (Rs.)	Earnest Money Deposit [EMD] (Rs.)
01	Supply, Installation, Testing and Commissioning of Water Cooler cum Purifier	13,65,000/-	68,000/-

Submitted by: _____

Last date and time of Submission
of Tender

June 24, 2015 03:00 PM

Date and Time of Opening
of Tender

June 24, 2015 03:30 PM



I N D E X

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Sr. No.	Brief description	Estimated Cost (Rs.)	Earnest Money Deposit [EMD] (Rs.)
01	Supply, installation, testing and commissioning of Water cooler cum Purifier	13,65,000/-	68,000/-

Due Date & time for submission of bid	On or before June 24, 2015 03:00 PM
Date & time of opening of	
a) Technical Bid	June 24, 2015 03:30 PM
b) Financial Bid	To be intimated later

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

The envelope with the Enquiry No. mentioned on the top and superscribed as "Tender for Supply, installation, testing and commissioning of Water cooler cum Purifier" should be addressed and submitted to:

The Stores & Purchase Officer
Indian Institute of Management Indore
Prabandh Shikhar, Rau-Pithampur Road
Indore-453 556 (M.P), India
Phone: 0731-2439630/632
Email: stores@iimidr.ac.in


Stores & Purchase Officer



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 **“Tender for Supply, installation, testing and commissioning of Water cooler cum Purifier”**. 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 and date. The Institute will not take any responsibility under any circumstances for courier/postal delays.

ENVELOPE ‘A’:

This envelope should contain following

- (a) Crossed demand draft in favor of **Indian Institute of Management Indore** towards Earnest Money Deposit (Rs.68,000/-)
- (b) Duly completed covering letter as per Annexure-I on your official letterhead.

ENVELOPE ‘B’:

This envelope should contain the following

- (a) Technical Bid as per *Annexure-II to V 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-VI*

The rate/commercial/technical offer of the firm will remain unchanged at least for **one year**.

2. **Financial bids** of technically qualified parties shall be opened on a later date.
3. **The tenderer should sign on each page of the tender documents.**
4. Bids which are late/vague/conditional/incomplete/not confirming to the laid down procedure in any respect will be rejected.
5. Tenders sent by fax & e-mail will not be accepted.
6. The downloading of tender document from the website and/or submission of the same does not automatically qualify the tender.
7. Even after approval, if information/facts submitted by the 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.
8. All tenderers will mention technical details and specification of each item with supporting documents such as brochure and photos if necessary.
9. All tenderers are required to mention the product name and brand name of each item, wherever applicable.
10. In case of doubt in material, the expenditure on testing of equipment will be borne by the tenderer.

11. The rate quoted should be inclusive of all statutory levies, taxes, packing, forwarding, unloading, installation and commissioning charges and for delivery at the premises of IIM Indore.
12. **The successful tenderer will have to deposit the performance security in the form of Bank Guarantee/D.D./FDR at the rate of 10% of the total value of order immediately on receipt of order, and the same will remain with IIM Indore until expiry of warranty period. 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 should supply, install and commission the ordered item within 30 days from the receipt of the purchase order.
15. In case of delay in supply, installation, testing and commissioning by the stipulated date, IIM Indore reserves the right of imposing penalty @ 0.5 % per week on the overall value of the balance supply order subject to maximum 10 % of the total cost 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 machines supplied against the supply order.
18. The manufacturer/supplier should be able to give minimum guarantee of one year for all the items for material manufacturing defects, and undertake to replace defective products at no extra cost within 48 hours of intimation of defect.
19. IIM Indore reserves the right to reject the tender in whole or in part thereof without assigning any reason.
20. 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).
21. 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.
22. 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.
23. IIM Indore reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.
24. 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.

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:-Enquiry for Supply, installation, testing and commissioning of Water Purifier cum Cooler.

Ref.: - 1) Notice Inviting Tender No. – Enquiry No: IIMI/2015-16/08

With reference to the above, I am/ We are offering our competitive prices for supply of Tender for Supply, installation, Testing and commissioning of Water cooler cum Purifier, 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 and installation at IIM Indore Campus, Prabandh Shikhar, Rau, Indore.

The following DD in favour of IIM Indore are enclosed herewith towards Earnest Money Deposit.

Detail of DD	Amount	DD No. & Date	Bank Name
EMD	Rs. 68,000/-		

Thanking you

Yours faithfully,

(Signature of the Tenderer)

- Encl: 1) Quotation in sealed cover.
2) EMD vide DD/Pay Order.

ANNEXURE – II

PROFILE OF ORGANISATION

S.No.	Particulars	
1.	Name of the Party	
2.	a) Address for correspondence b).Telephone No. c) Fax No. d) Email Id e) Name of the authorized contact person f) Contact number of the contact person g) Website	
3.	Year of Establishment/incorporation (Certificate to be attached)	
4.	Income Tax PAN/TAN (attach copy of PAN card)	
5.	ST/CST No (Copy of relevant documents to be attached).	
6..	Verification- The tender document should be signed by the authorized signatory verifying that all the details furnished in the tender are true and correct to the best his/her knowledge. In case of furnishing of any false information, the tender shall be liable for outright rejection.	
7.	Turnover in last three years 2012-13 2013-14 2014-15 <i>Attach audited Balance sheet</i>	Rs. Rs. Rs.
8.	List of Major Clients where the similar type of supply executed by you during the last 7 years as detailed below: Three similar works of Rs. 6.00 Lakh OR Two similar works of Rs. 7.00 Lakh OR One similar work of Rs. 11.00Lakh <i>Attach supporting copies</i>	
9.	List of enclosures	

ANNEXURE - III

CERTIFICATE

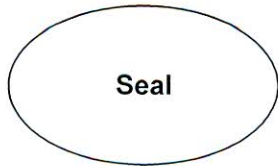
(to be provided on letter head of the firm)

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.:

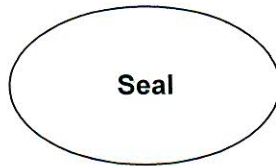
ANNEXURE – IV

TECHNICAL BID

S.No.	Items	Qty.	Specification	Compiled Yes/No (If No, please mention the deviation)
01	Supply, Installation, Testing and Commissioning of Water cooler cum Purifier.	21 Nos.	<p>Number of Stages for Filter cum Purifier: 3 (Pre-filtration + Activated Carbon Filter + UV Lamp with Last Point Purification),</p> <p>Water Storage Tank Capacity: 80 Litre, Capacity with Comfort Level Cooling: 60 LPH, Body Material: Front SS 304 and the rest in Pre-coated steel, Storage Tank Material: SS304, Refrigerant: Freon 22, No of Purifier Circuits: 2, Total No. of Faucets: 2, No. of Cold Water Faucets: 1, No. of Normal Water Faucets: 1, With Visual Controls LEDs & Purifier Fault Indication Buzzer, Minimum Warranty: 1 Year.</p> <p><i>Note: The Product must be Certified from Indian Medical Academy (IMA)</i></p>	

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No.:

ANNEXURE -V

CHECKLIST

Sl. No.	Points	Yes/No./N.A.
1	Have you attached copy of establishment/incorporation certificate	
2	Have you attached copy of PAN card	
3	Have you attached ST/CST No/service tax registration	
4	Have you attached list of major clients where the similar type of supply executed by you during the last 7 years as detailed below: (1)Three similar works of Rs. 6.00 Lakh OR (2)Two similar works of Rs. 7.00 Lakh OR (3)One similar work of Rs. 11.00Lakh	
5	Have you attached the Income Tax returns for past three years (2012-13 to 2014-15)	
6	Does the net worth of your agency be profitable during each of the previous three financial years (2012-13 to 2014-15)? If Yes, copies of duly audited balance sheet and profit & loss accounts, duly certified by auditor along with the auditor's report are to be enclosed.	
7	Does your machine certified from Indian Medical Academy (IMA)	

Signature & Seal
(The authorized representative of the Party)

ANNEXURE -VI

FINANCIAL BID

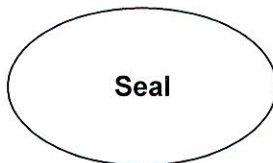
S.No.	Items	Qty.	Brand/Make	Warranty	Rate	Amount
01	Supply, Installation, Testing and Commissioning of Water cooler cum Purifier. (Specification as per Annexure-IV)	21 Nos.				
Applicable taxes, if any						
Total Amount inclusive of all taxes						

Amount in words _____

Time required for completion of work: _____ days.

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No.: