

भारतीय प्रबंध संस्थान इंदौर
INDIAN INSTITUTE OF MANAGEMENT INDORE

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

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

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निविदा क्रमांक/Tender No: IIMI/2018-19/16



दिनांक/Date: August 13, 2018

सीढ़ियों की आपूर्ति के लिए निविदा आमंत्रण सूचना
NOTICE INVITING TENDER FOR SUPPLY OF LADDERS

(E-PROCUREMENT MODE ONLY)

भारतीय प्रबंध संस्थान इंदौर (आईआईएम इंदौर) एकल बोली प्रणाली में निम्नलिखित मर्दानों के लिए ओईएम / अधिकृत वितरकों / अधिकृत विक्रेताओं से ऑनलाइन बोली (ई- टेंडर) आमंत्रित करता है।

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

निविदा का संक्षिप्त विवरण Brief Details of Tender:

मद का विवरण Item Description	मात्रा Quantity	निविदा की अनुमानित कीमत Estimated Cost of Tender	अग्रिम जमा EMD	निविदा फीस सभी टैक्स मिलाकर Tender Fee (inclusive of all taxes)
Supply of Ladders	24 Nos.	₹2,82,000/-	₹6,000/-	₹500/-

निविदा 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 Tender 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 tender.

निविदा की महत्वपूर्ण तिथियाँ Critical Dates of Tender:

क्रमांक / S. No.	विवरण/Particulars	दिनांक/Date	समय/Time
01	निविदा के ऑनलाइन प्रकाशन / डाउनलोड की तिथि एवं समय Date & Time of Online Publication/Download of Tender	13-08-2018	1500 Hrs.
02	बोली जमा करने की प्रारंभ तिथि एवं समय Bid Submission Start Date & Time	13-08-2018	1500 Hrs.
03	बोली जमा करने की अंतिम तिथि एवं समय Bid Submission Close Date & Time	28-08-2018	1500 Hrs.
04	अग्रिम जमा राशि और निविदा शुल्क जमा करने की अंतिम तिथि एवं समय Closing Date & Time for Submission of EMD & Tender Fee	28-08-2018	1500 Hrs.
05	बोलियों का खोला जाना Opening of Bids	29-08-2018	1500 Hrs.

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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. No	Item Name	Specification / Required Make	Quantity	Onsite Warranty
1.	FRP (Fibre-reinforced plastic) 'A' Type/ Step Ladder	Height-4 FT, Step Size-3", Width-19"	12 Nos.	Min 1 Year
2.	FRP (Fibre-reinforced plastic) 'A' Type/ Step Ladder	Height-6 FT, Step Size-3", Width-23"	04 Nos.	Min 1 Year
3.	FRP (Fibre-reinforced plastic) 'A' Type/ Step Ladder	Height-8 FT, Step Size-3", Width-26"	04 Nos.	Min 1 Year
4.	FRP (Fibre-reinforced plastic) 'A' Type/ Step Ladder	Height-12FT, Step Size-3", Width-32"	02 Nos.	Min 1 Year
5.	Self Support Extension Ladder Foldable	Telescopic Model with 4 Legs. It can locks at any required height and adjustable Description: Side 'C' section 65mm x 38mm Steps 25.4mm dia non slip corrugated tubing permanent punching in machine, fitted & operate with (Nylon) Polypropylene Rope pulley arrangement with bracket, lockable stoppers, solid rubber shoes and caps. (Make - Bahubali/Alco)	01 No.	Min 1 Year
6.	Single wall Extension Ladder	Telescopic Model Two Inter locked ladder. It can locks at any required height and adjustable Description: Side 'C' section 65mm x 38mm Steps 25.4mm dia non slip corrugated tubing permanent punching in machine, fitted & operated with (Nylon) polypropylene Rope pulley arrangement with bracket, lockable stoppers, solid rubber shoes and caps Size: 45ft Extended. (Make - Bahubali/Alco)	01 No.	Min 1 Year

Note- Detailed sketch/drawings alongwith dimensions and brochure of the above mentioned items to be attached.

3. TENDER FEE & EARNEST MONEY DEPOSIT DETAILS

- a) **Tender Fee of ₹500/- (Rupees Five Hundred only)** inclusive of all taxes in the form of NEFT / RTGS from Nationalized/scheduled bank in favour of Indian Institute of Management Indore, payable at Indore should be submitted.
- b) **EMD of ₹6,000/- (Rupees six Thousand only)** in the form NEFT / RTGS from Nationalized/scheduled bank in favour of Indian Institute of Management Indore, payable at Indore, should be submitted.
- 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 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 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,, 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 successfully completion of the order.
- f) 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 complete the order.
- g) No interest will be paid on the EMD (if any) deposited / remitted.
- h) The details pertaining to Tender fee/EMD (if any) are to be filled as per Annexure-I.

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 7 years from the date of publication of tender.
The details of the same along with supporting document w.r.t. satisfactory execution of work from clients are to be submitted as per the Annexure-III.
- d) The Annual Turnover should be profitable during each of the previous three financial years (2014-15 to 2016-17) or (2015-16 to 2017-18). Copies of duly signed trading and profit & loss accounts / CA Certificate are to be submitted as per the Annexure-IV.
- e) The firm should be OEM / Authorized Dealer / Authorized Distributer of the Items. A duly completed valid certificate(s) to this effect is to be submitted.

4.3 Technical Criteria:

- a) Bidders should comply the minimum specification of the tendered item in all respect. The detailed format is attached at Annexure-VI. The bidder is to complete the same in all respect and submit accordingly.
- b) Queries / clarifications (if any) w.r.t. Technical Specification of items may be addressed: Estate Department, IIM Indore, Tel: 0731-2439619, Email: estateelect@iimdr.ac.in

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 Annexure-VII failing which the offer is liable for rejection. 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	13-08-2018	1500 Hrs.
b.	Bid Submission Start Date	13-08-2018	1500 Hrs.
c.	Bid Submission Close Date	28-08-2018	1500 Hrs.
d.	Closing Date & Time for Submission of EMD & Tender Fee	28-08-2018	1500 Hrs.
e.	Opening of Bids	29-08-2018	1500 Hrs.

7. AVAILABILITY OF TENDER

The tender 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>.

8. 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.

9. BID SUBMISSION

9.1 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.

9.2 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. [Packet-2](#): Duly Completed Scanned PDF of Registration Certificate Details.
3. [Packet-3](#): 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. [Packet-1:](#) 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. [Packet-3:](#) Duly Completed Scanned PDF copy of Annexure-III with supporting Documents.
4. [Packet-4:](#) Duly Completed Scanned PDF copy of Annexure-IV with supporting Documents.
5. [Packet-5:](#) Certificate of OEM / Authorized Dealer / Authorized Distributer of the Items to be supply.
6. [Packet-6:](#) Duly Completed Scanned PDF copy of Annexure-V.
7. [Packet-7:](#) Duly Completed Scanned PDF copy of Annexure-VI.
8. [Packet-8:](#) Financial Bids in PDF version Filled with all relevant information as per Annexure-VII.

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

It is also required to submit Tender Fee & EMD through NEFT or RTGS at the following account before 28-08-2018 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. BID OPENING

- a) Bids will be opened on 29/08/2018 at 1500 Hrs.
- b) **Bids should be summarily rejected, if tender is submitted other than through online or original EMD & tender fee are not submitted within stipulated date / time.**

11. 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 lowest price will be the highest evaluated bid.

12. 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, 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 EMD.

13. WARRANTY OF QUALITY AND QUANTITY

- a) The awardee shall give minimum one year's onsite warranty on the items.
- 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 7 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.

14. LIQUIDATED DAMAGES

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

15. DELIVERY SCHEDULE

The successful bidder should execute the order within **30 days** at designated locations of IIM Indore from the receipt of the purchase order. In case of any damage found, the item(s) should be replaced **within 7 days** at IIM Indore. The bidder has to make own arrangement for unloading of the items.

16. TERMS AND CONDITIONS

16.1 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

16.2 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.

16.3. Arbitration

In the event of any dispute or difference arising under this SITC, the Director, IIM Indore or his nominee is the arbitrator and the decision of the arbitration will be binding on both parties.

16.4. 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 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.
- f) In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender, Earnest Money shall be forfeited.
- g) Conditional tenders will not be considered in any case.
- h) In case of doubt in material, the expenditure on testing of equipment will be borne by the tenderer.
- i) IIM Indore shall not be responsible for any transaction delay i.e. non-receipt of the EMD & Tender Fee amount.
- j) **IIM Indore reserves the right to place the order to overall lowest bidder or split the order to more than one bidder at the respective lowest price.**
- k) **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. 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

Ref : - NIT No. IIMI/2018-19/16 dated 13-08-2018
(Notice Inviting Tender for Supply of Ladders)

- Sir,
1. I /we hereby submit our bid for Supply of Ladders.
 2. I/ We are enclosed herewith the following in favour of Indian Institute of Management Indore towards Tender Fee & EMD.

Particular	Amount	Transaction No. & Date	Bank Name
Tender Fee (Including Tax)	₹500/-		
EMD	₹6,000/-		

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, 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)

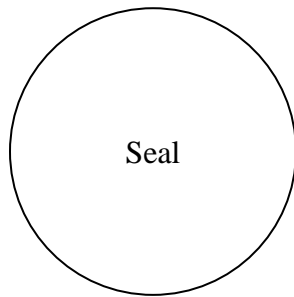
ANNEXURE – II

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.:

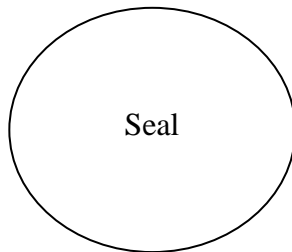
ANNEXURE – III

Work Order Details:

Evaluation Criteria	Name of the Client	Order No. & Date	Amount	Remark
List of Purchase Order / Work Order where the similar type of Work executed by you during the 7 years from the date of publication of tender	1.			Supporting document w.r.t. satisfactory execution of work from clients are to be attached along with the Annexure-III
	2.			
	3.			
	4.			
	5.			
	6.			

Date:

Place:



Authorized Signatory

Name:

Designation:

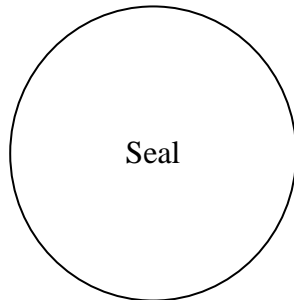
Contact No.:

ANNEXURE – IV

Annual Turnover Details:

Evaluation Criteria			Remark
Bidder's Annual Turnover for last three financial years 2014-15 to 2016-17 OR 2015-16 to 2017-18	Financial Year	Turnover in Rs.	-
	2017-18		Supporting Documents are to be attached along with the Annexure-IV
	2016-17		
	2015-16		
	2014-15		

Date:



Place:

Authorized Signatory:

Name:

Designation:

Contact No.:

COMPANY DETAILS

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

Signature and Seal of the Tenderer:

Name in Block Letter:

Designation:

Contact no.

Date:

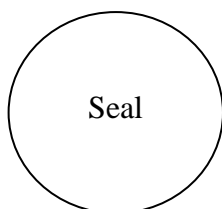
TECHNICAL BID

S. No	Item Name	Specification / Required Make	Quantity	Onsite Warranty	Complied (Yes / No)	Offered Make & Model*
1.	FRP (Fibre-reinforced plastic) 'A' Type/ Step Ladder	Height-4FT, Step Size-3", Width-19"	12 Nos.	Min 01 Year		
2.	FRP (Fibre-reinforced plastic) 'A' Type/ Step Ladder	Height-6FT, Step Size-3", Width-23"	04 Nos.	Min 01 Year		
3.	FRP (Fibre-reinforced plastic) 'A' Type/ Step Ladder	Height-8FT, Step Size-3", Width-26"	04 Nos.	Min 01 Year		
4.	FRP (Fibre-reinforced plastic) 'A' Type/ Step Ladder	Height-12FT, Step Size-3", Width-32"	02 Nos.	Min 01 Year		
5.	Self Support Extension Ladder Foldable	Telescopic Model with 4 Legs. It can locks at any required height and adjustable Description: Side 'C' section 65mm x 38mm Steps 25.4mm dia non slip corrugated tubing permanent punching in machine, fitted & operate with (Nylon) Polypropylene Rope pulley arrangement with bracket, lockable stoppers, solid rubber shoes and caps.(Make - Bahubali/Alco)	01 No.	Min 01 Year		
6.	Single wall Extension Ladder	Telescopic Model Two Inter locked ladder. It can locks at any required height and adjustable Description: Side 'C' section 65mm x 38mm Steps 25.4mm dia non slip corrugated tubing permanent punching in machine, fitted & operated with (Nylon) polypropylene Rope pulley arrangement with bracket, lockable stoppers, sold rubber shoes and caps Size: 45ft Extended. (Make - Bahubali/Alco)	01 No.	Min 01 Year		

Note- Detailed sketch/drawings alongwith dimensions and brochure of the above mentioned items to be attached.

Date:

Place



Authorized Signatory:

Name:

Designation:

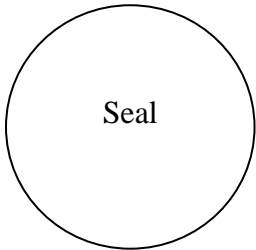
Contact No.:

ANNEXURE –VII

FINANCIAL BID

S. No	Item Name	Quantity (A)	Rate (Inclusive of charges exclusive of Tax) (B)	Tax Percent	Tax Amount (C)	Rate (Inclusive of all taxes & charges) D = (B + C)	Total Amount (Inclusive of all taxes & Charges) (A x D)
1.	FRP (Fibre-reinforced plastic) 'A' Type/ Step Ladder Height-4FT	12 Nos.					
2.	FRP (Fibre-reinforced plastic) 'A' Type/ Step Ladder Height-6FT	04 Nos.					
3.	FRP (Fibre-reinforced plastic) 'A' Type/ Step Ladder Height-8FT	04 Nos.					
4.	FRP (Fibre-reinforced plastic) 'A' Type/ Step Ladder Height-12 FT	02 Nos.					
5.	Self Support Extension Ladder Foldable	01 No.					
6.	Single wall Extension Ladder	01 No.					

Date:



Authorized Signatory:

Place:

Name:

Contact No.:

Designation: