

# भारतीय प्रबंध संस्थान इंदौर

## INDIAN INSTITUTE OF MANAGEMENT INDORE

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

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निविदा क्रमांक/Tender No: IIMI/2018-19/21



सिद्धिमूलं प्रबन्धनम्  
भा. प्र. सं. इन्दौर  
IIM INDORE

दिनांक/ Date: September 28, 2018

### कार्यालय फर्नीचर की आपूर्ति एवं स्थापना के लिए निविदा आमंत्रण सूचना

### NOTICE INVITING TENDER FOR SUPPLY AND INSTALLATION OF OFFICE FURNITURE

(E-PROCUREMENT MODE ONLY)

भारतीय प्रबंध संस्थान इंदौर (आईआईएम इंदौर) दो बोली प्रणालियों में निम्नलिखित मदों के लिए प्रतिष्ठित 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 two bids systems from reputed OEM / authorized distributors / authorized dealers for the following:

निविदा का संक्षिप्त विवरण Brief Details of Tender:

मद का विवरण Item Description	निविदा की अनुमानित कीमत Estimated Cost of Tender	अग्रिम जमा EMD	निविदा फीस सभी टैक्स मिलाकर Tender Fee (inclusive of all taxes)
Supply and Installation of Office Furniture	₹9,72,000/-	₹30,000/-	₹500/-

निविदा दस्तावेज <http://eprocure.gov.in/eprocure/app> से डाउनलोड किया जा सकता है और केवल इसी पोर्टल के माध्यम से ऑनलाइन 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	28-09-2018	1730 Hrs.
02	बोली जमा करने की प्रारंभ तिथि एवं समय Bid Submission Start Date & Time	28-09-2018	1730 Hrs.
03	बोली जमा करने की अंतिम तिथि एवं समय Bid Submission Close Date & Time	15-10-2018	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	15-10-2018	1500 Hrs.
05	तकनीकी बोलियों का खोला जाना Opening of Technical Bids	16-10-2018	1500 Hrs.

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## 1. ABOUT IIM INDORE

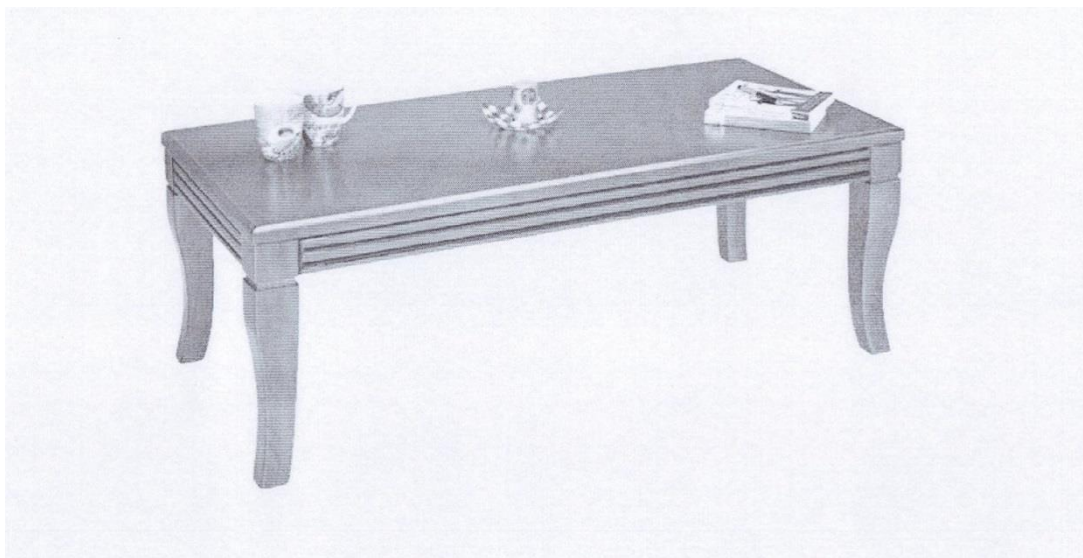
Indian Institute of Management Indore (IIM Indore) is an Autonomous Institute under Ministry of Human Resource Development, Govt. of India.

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

S. No.	Item Name	Item Specification	Quantity	Remark
1.	Centre Table	Detailed specification as per S. No. 2.1	3 Nos.	Godrej Interio or Equivalent
2.	One Seater Sofa	Detailed specification as per S. No. 2.2	1 No.	Godrej Interio or Equivalent
3.	Two Seater Sofa	Detailed specification as per S. No. 2.3	5 Nos.	Godrej Interio or Equivalent
4.	Motion Full Back Chair with Adjustable Armrest	Detailed specification as per S. No. 2.4	28 Nos.	Godrej Interio or Equivalent
5.	Motion Mid Back Chair with Fixed Armrest	Detailed specification as per S. No. 2.5	55 Nos.	Godrej Interio or Equivalent

### 2.1 SPECIFICATIONS FOR CENTRE TABLE:

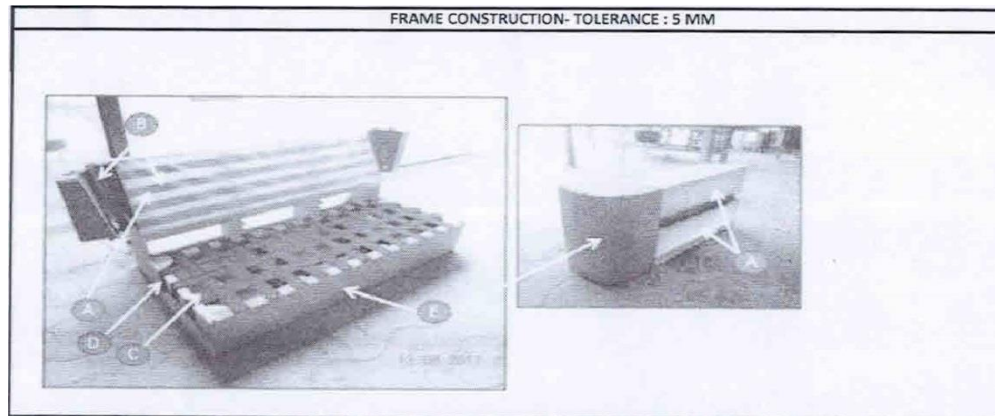
- **Make:** Godrej Interio or equivalent
- **Model:** Victoria
- **Specifications:** It should be made of Sheesham Wood. Top should be of 18 mm thickness. Four legs should be of size 80 X 80 mm (on top) and 40 X 40 mm (on bottom). Vertical drop from the top should be 100 X 25 mm.  
Overall Size: 1180 mm (W) X 600 mm (D) X 450 mm (H)
- **Photograph of Centre table for Reference**



## 2.2 SPECIFICATIONS FOR ONE SEATER SOFA:

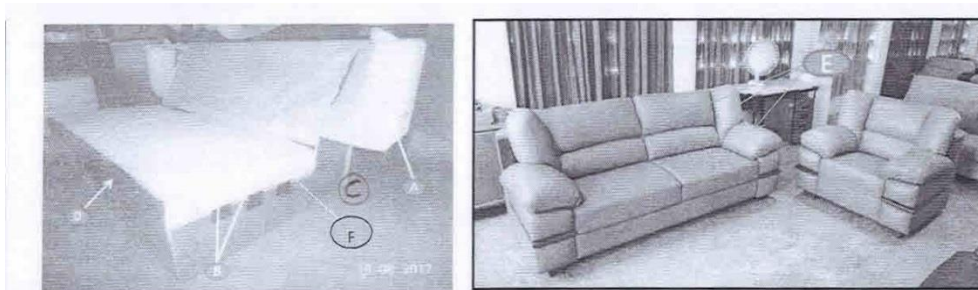
- **Make:** Godrej Interio or equivalent
- **Model:** Conforto 1 STR in S. LTH CO DUST
- **Specifications:** As per Below Details:

- a) **DIMENSIONS OF ONE SEATER SOFA::** One Seater Sofa should have total dimension: 1160 mm (L) x 970 mm (H) x 940 mm (W), Seat Size: 460 mm (L) x 490 mm (H) x 510 mm (W), Arm Size: 650 mm (H) x 350 mm (W), Wooden Leg Size: 90 mm (H) )
- b) **FRAME CONSTRUCTION, CONSTRUCTION MATERIAL LIST AND DISTRIBUTION:** Frame construction, construction material list and distribution should be as per details given below:



S. No.	Material Used	Dimensions	Grade
A	Non Woven	100 GSM	A
B	Webbing	48 mm	A
C	Webbing	68 mm	A
D	Cotton Belt	68 mm	A
E	MDF Sheet	2.2 mm	A

- c) **FOAM DETAILS:** Foam should be as per details given below



S. No.	Type	DENSITY	THICKNESS	REMARK
A	LD	28 D	10 mm	
B	Soft	28 D	45 mm	
C	Soft	28 D	45 mm	
D	Soft	28 D	22 mm	
E	Silicon Fibre (Conjugated fibre)	15 Danier 64 mm hollow silicon fibre	–	1 Seater Cushion 5.00 kg Per Arms 3+2+1' 1.00 kg
F	Wadding	N/A	175 M	

d) **UPHOLSTERY:** Upholstery should be as per details given below

	TYPE	COLOUR	WEIGHT g/m <sup>2</sup>	THICKNES S IN MM IS:7016 (Part-1)	BREAKING STRENGTH IS:7016 (Part-2) WARP/ WEFT KGF/ 5CM	TEAR STRNGTH IS:7016 (Part-3A2) WARP/ WEFT IN KG	ADHESION OF COATING IS:7016 (Part-5) KGF/ 5CM	ELONGATION AT BREAKING IS:7016 (Part-2) WARP/ WEFT
PVC	Artificial Leather	Orange Texas Italio	575	1.0 ± 0.10	31.42/ 18.72	4.80 KG/ 1.92 KG	2.95 KG/ 3.12 KG	52 % / 290 %

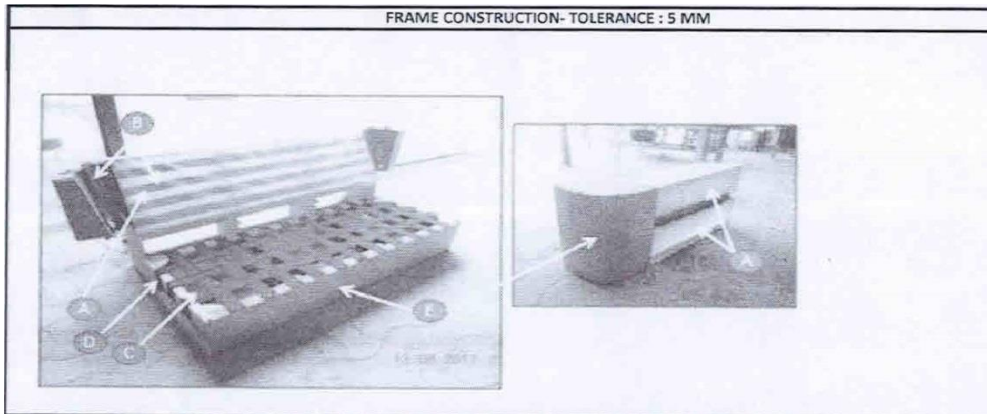
e) **HARDWARES DETAILS:** Hardwares should be as per details given below

S. No.	QTY	HARDWARES	REMARK
A		100 X 50 mm big pin	Frame assembly
B		80 X 12 mm small pin	MDF & Upolstry
C	4	M8 T-nut	Leg Fixing
D	12	BOLT M8X 65 MM	Arm & Seat Framing
E	12	M8 nut	Arm & Seat Framing
F	4	CSK Bolt M8X 40 MM	Leg Fixing
G	4	90 MM Wooden leg	Leg
H	2	Wooden Facia	Facia
I	12	SCREW M6X 32 MM	Facia Fixing

## **2.3 SPECIFICATIONS FOR TWO SEATER SOFA:**

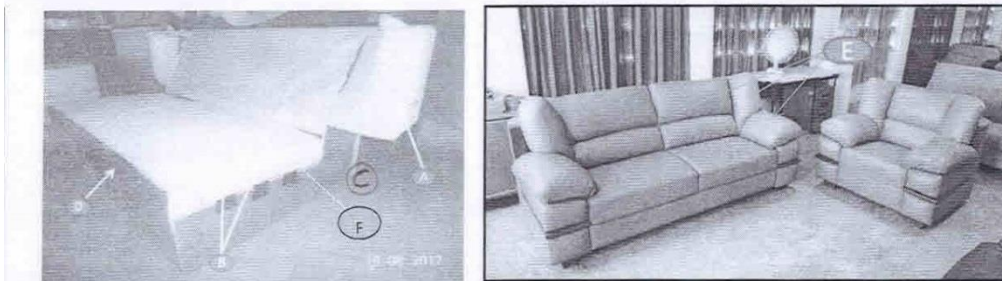
- **Make:** Godrej Interio or equivalent
- **Model:** Conforto 2 STR in S. LTH CO DUST
- **Specifications:** As per Below Details:

- a) **DIMENSIONS OF TWO SEATER SOFA:** Two Seater Sofa should have total dimension: 1755 mm (L) x 970 mm (H) x 940 mm (W), Seat Size: 1040 mm (L) x 490 mm (H) x 510 mm (W), Arm Size: 650 mm (H) x 350 mm (W), Wooden Leg Size: 90 mm (H)
- b) **FRAME CONSTRUCTION, CONSTRUCTION MATERIAL LIST AND DISTRIBUTION:** Frame construction, construction material list and distribution should be as per details given below



S. No.	Material Used	Dimensions	Grade
A	Non Woven	100 GSM	A
B	Webbing	48 mm	A
C	Webbing	68 mm	A
D	Cotton Belt	68 mm	A
E	MDF Sheet	2.2 mm	A

- c) **FOAM DETAILS:** Foam should be as per details given below



S. No.	Type	DENSITY	THICKNESS	REMARK
A	LD	28 D	10 mm	
B	Soft	28 D	45 mm	
C	Soft	28 D	45 mm	
D	Soft	28 D	22 mm	
E	Silicon Fibre (Conjugated fibre)	15 Danier 64 mm hollow silicon fibre	–	2 Seater Cushion 7.00 kg Per Arms 3+2+1' 1.00 kg
F	Wadding	N/A	175M	

d) **UPHOLSTERY:** Upholstery should be as per details given below:

	TYPE	COLOUR	WEIGHT g/m <sup>2</sup>	THICKNESS IN MM IS:7016 (Part-1)	BREAKING STRENGTH IS:7016 (Part-2) WARP/ WEFT KGF/ 5CM	TEAR STRNGTH IS:7016 (Part-3A2) WARP/ WEFT IN KG	ADHESION OF COATING IS:7016 (Part-5) KGF/ 5CM	ELONGATION AT BREAKING IS:7016 (Part-2) WARP/ WEFT
PVC	Artificial Leather	Orange Texas Italio	575	1.0 ± 0.10	31.42/ 18.72	4.80 KG/ 1.92 KG	2.95 KG/ 3.12 KG	52 % / 290 %

e) **HARDWARES DETAILS:** Hardwares should be as per details given below:

S. No.	QTY	HARDWARES	REMARK
A		100 X 50 mm big pin	Frame assembly
B		80 X 12 mm small pin	MDF & Upolstry
C	4	M8 T-nut	Leg Fixing
D	12	BOLT M8X 65 MM	Arm & Seat Framing
E	12	M8 nut	Arm & Seat Framing
F	4	CSK Bolt M8X 40 MM	Leg Fixing
G	4	90 MM Wooden leg	Leg
H	2	Wooden Facia	Facia
I	12	SCREW M6X 32 MM	Facia Fixing

## **2.4 SPECIFICATIONS FOR MOTION FULL BACK CHAIR WITH ADJUSTABLE ARMREST:**

- **Make:** Godrej Interio or equivalent
- **Model:** Motion full back chair with adjustable armrest
- **Specifications:** As per Below Details:
  - a) **SEAT/BACK ASSEMBLY:** The cushioned sheet assembly consist of seat base moulded in glass-filled Poly-amide, moulded polyurethane foam & upholstered with high stretch knitted polyester fabric. The cushioned back assembly consists of back inner moulded in polypropylene in-situ moulded with polyurethane foam & upholstered with high stretch knitted polyester fabric.
    - FULL BACK SIZE : 45.5 cm (W) x 53.0 cm (H)
    - SEAT SIZE: 48.5 cm (W) x 47.0 cm (D)
  - b) **HIGH RESILIENCE (HR) POLYURETHANE FOAM:** The HR Polyurethane foam shall be use in seat and back cushioned is moulded in Density  $45 \pm 2$  kg/m<sup>3</sup> and hardness load  $16 \pm 2$  kgf as per IS. 7888 for 25% compression.
  - c) **TILT MECHANISM, SPINES & SPINE CONNECTOR:** The seat and back should be firmly connected to the base frame and are cantilevered in such a way that it gives a multi-dimensional movement possibility just with a simple lean on the sides or back, without need for complex manual adjustments. The cantilevered seat offers impact cushioning while sitting and synchronises with the back movement during posture changes. The “S” shaped spines moulded in high strength glass-filled Poly-amide form the back-spine structure involved in multi-dimensional recline motion. The variable tilt angle recline motion can be adjusted with 3 position Tilt Limit feature which is inbuilt in seat base and the tension (return force) in user weight dependent.
  - d) **ADJUSTABLE ARMRESTS:** The assembly should consist of armrest housing sliding over the armrest structure, both moulded in glass-filled poly-amide. The height adjustment feature is button operated having adjustment of  $6.6 \pm 0.5$  cm. The armrest top is made up of integral skin PU moulded over plastic inner moulded in glass-filled Poly-amide.
  - e) **PNEUMATIC HEIGHT ADJUSTMENT:** The sitting height shall be adjusted with a pneumatic gas-lift having an adjustment stroke of  $9.2 \pm 0.3$  cm.
  - f) **PEDESTAL ASSEMBLY:** The pedestal should injection moulded in glass-filled Poly-amide and fitted with 5 nos. twin wheel castors. The pedestal is  $66.0 \pm 0.5$  cm pitch centre diameter and  $76 \pm 1.0$  cm with castors.
  - g) **TWIN WHEEL CASTORS:** 5 Nos. twin wheel castors shall be injection moulded in poly-amide having  $5.0 \pm 0.1$  cm wheel diameter and assembled to the pedestal.



**h) VISITOR FRAME ASSEMBLY:** The powder coated (DFT 40-60 micron) tubular frame should be cantilever type & made of  $\text{Ø}2.54 \pm 0.03 \text{ cm} \times 0.3 \pm 0.016 \text{ cm}$  thk MS ERW tube. Shoes are made of glass-filled Poly-amide and fixed to the frame. NOTE: Dimensions should measure out to out (extreme point) on components in knockdown condition, variations within  $\pm 0.1 \text{ cm}$ .

## **2.5 SPECIFICATIONS FOR MOTION MID BACK CHAIR WITH FIXED ARMREST:**

- **Make:** Godrej Interio or equivalent
  - **Model:** Motion mid back chair with fixed armrest
  - **Specifications:** As per Below Details:
- a) **SEAT/BACK ASSEMBLY:** The cushioned sheet assembly consist of seat base moulded in glass-filled Poly-amide, moulded polyurethane foam & upholstered with high stretch knitted polyester fabric. The cushioned back assembly consists of back inner moulded in polypropylene in-situ moulded with polyurethane foam & upholstered with high stretch knitted polyester fabric.
- MID BACK SIZE : 44.0 cm (W) x 46.0 cm (H)
  - SEAT SIZE: 48.5 cm (W) x 47.0 cm (D)
- b) **HIGH RESILIENCE (HR) POLYURETHANE FOAM:** The HR Polyurethane foam shall be use in seat and back cushioned is moulded in Density  $45 \pm 2 \text{ kg/m}^3$  and hardness load  $16 \pm 2 \text{ kgf}$  as per IS. 7888 for 25% compression.
- c) **TILT MECHANISM, SPINES & SPINE CONNECTOR:** The seat and back should be firmly connected to the base frame and are cantilevered in such a way that it gives a multi-dimensional movement possibility just with a simple lean on the sides or back, without need for complex manual adjustments. The cantilevered seat offers impact cushioning while sitting and synchronises with the back movement during posture changes. The “S” shaped spines moulded in high strength glass-filled Poly-amide form the back-spine structure involved in multi-dimensional recline motion. The variable tilt angle recline motion can be adjusted with 3 position Tilt Limit feature which is inbuilt in seat base and the tension (return force) in user weight dependent.
- d) **FIXED ARMRESTS:** The assembly should have fixed arm structure moulded in glass-filled Poly-amide. The armrest top is made up of integral skin PU moulded over plastic inner moulded in glass-filled Poly-amide.
- e) **PNEUMATIC HEIGHT ADJUSTMENT:** The sitting height shall be adjusted with a pneumatic gas-lift having an adjustment stroke of  $9.2 \pm 0.3 \text{ cm}$ .
- f) **PEDESTAL ASSEMBLY:** The pedestal should injection moulded in glass-filled Poly-amide and fitted with 5 nos. twin wheel castors. The pedestal is  $66.0 \pm 0.5 \text{ cm}$  pitch centre diameter and  $76 \pm 1.0 \text{ cm}$  with castors.

- g) **TWIN WHEEL CASTORS:** 5 Nos. twin wheel castors shall be injection moulded in poly-amide having  $5.0 \pm 0.1$  cm wheel diameter and assembled to the pedestal.
- h) **VISITOR FRAME ASSEMBLY:** The powder coted (DFT 40-60 micron) tubular frame should be cantilever type & made of  $\text{Ø}2.54 \pm 0.03$  cm x  $0.3 \pm 0.016$  cm thk MS ERW tube. Shoes are made of glass-filled Poly-amide and fixed to the frame. NOTE: Dimensions should measure out to out (extreme point) on components in knockdown condition, variations within  $\pm 0.1$  cm.

### **Important Notes:**

- a) **The bidder should quote for all the items and quantity mentioned above, as part bidding is not allowed, failing which the bid will be rejected.**
- b) **The selected bidder has to provide all the necessary manuals and warranty cards, etc. for the items installed.**
- c) **All the items to be covered 1 year onsite warranty from the date of successful installation.**
- d) **The vendor should attend all complains during the warranty period within 3 days on receipt of the complaint.**

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

- a) **Tender Fee of ₹500/- (Rupees Five Hundred only)** inclusive of all taxes should be submitted through NEFT or RTGS in favour of Indian Institute of Management Indore.
- b) **EMD of ₹30,000/- (Rupees Thirty Thousand only)** should be submitted through NEFT or RTGS in favour of Indian Institute of Management Indore.
- 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, 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. 15 (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 5 years from the date of publication of 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 w.r.t. satisfactory execution of work from clients 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 (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 bidder should be OEM or OEM authorized Dealers / Channel partners / Distributors of the items having authorization for sales and after sales support for office furniture. Authorization letter from OEM is required to participate in this tender.
- f) The equipment will carry one year on site OEM warranty from the date of successful installation of all the items at the site. (Bidder has to submit the letter from OEM in this regard.)

#### 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-V. The bidder is to complete the same in all respect and submit accordingly with brochures of all items mentioning detailed specifications of the product.
- b) Queries / clarifications (if any) w.r.t. Technical Specification of items may be addressed to Project Dept., Tel: 0731-2439620, 2439891, 2439447 Email: [projectdept@iimidr.ac.in](mailto:projectdept@iimidr.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	28-09-2018	1730 Hrs.
b.	Bid Submission Start Date	28-09-2018	1730 Hrs.
c.	Bid Submission Close Date	15-10-2018	1500 Hrs.
d.	Closing Date & Time for Submission of EMD & Tender Fee	15-10-2018	1500 Hrs.
e.	Opening of Technical Bids	16-10-2018	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](#): Supporting documents as per tender clause 4.2 (e).

6. [Packet-6](#): Supporting documents as per tender clause 4.2 (f)
7. [Packet-7](#): Duly Completed Scanned PDF copy of Annexure-V with brochures of all items mentioning detailed specifications of the product.
8. [Packet-8](#): Duly Completed Scanned PDF copy of Annexure-VI.

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

1. [Packet-1](#): 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 15-10-2018 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) Technical Bids will be opened on 16-10-2018 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 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 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.

### **13. WARRANTY OF QUALITY AND QUANTITY**

- a) The awardee shall give minimum one year onsite OEM warranty on supplied 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 3 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 Installation/replacement by the stipulated date, IIM Indore reserves the right of imposing penalty @0.5% per week on the value of the undelivered items subject to maximum 10% of the cost of undelivered items.

### **15. 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.

## 16. DELIVERY SCHEDULE

The successful bidder should execute the order i.e. Supply & Installation of ordered item 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. The successful bidder may ask for providing a sample of each items, if required.

## 17. TERMS AND CONDITIONS

### 17.1 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

### 17.2 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.

### 17.3. 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.

### 17.4. 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.
- l) 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) **The bidder should quote for all the items and quantity mentioned above, as part bidding is not allowed, failing which the bid will be rejected.**
- o) **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

Tender No. IIMI/2018-19/21 dated 28-09-2018  
(Notice Inviting Tender for Supply & Installation of Office Furniture)

Sir,

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

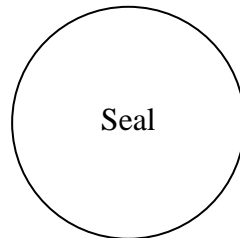
Particular	Amount	Transaction No. & Date	Bank Name	Supporting documents are to be attached along with the Annexure-I
Tender Fee (Including Tax)	₹500/-			
EMD	₹30,000/-			

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 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:

Place:

Designation:



Authorized Signatory

Name:

Contact No.:

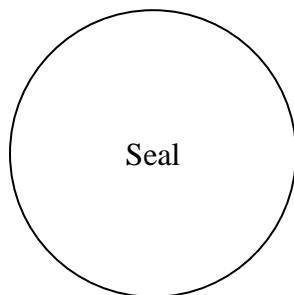
**ANNEXURE – II**

**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.:**

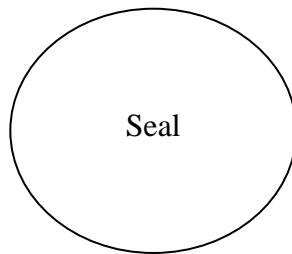
**ANNEXURE – III**

**Work Order Details:**

<b>S. No.</b>	<b>Evaluation Criteria</b>	<b>Name of the Client</b>	<b>Order No. &amp; Date</b>	<b>Amount</b>
	<b>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</b>			
<b>1</b>	<b>Three similar works of 40% of the estimated value OR</b>	1.		
		2.		
		3.		
<b>2</b>	<b>Two similar works of 50% of the estimated value OR</b>	1.		
		2.		
<b>3</b>	<b>One similar work of 80% of the estimated</b>	1.		

**Note: Supporting documents (purchase order/work order and satisfactory execution of work from clients) are to be attached along with the Annexure-III.**

Date:



Place:

Authorized Signatory

Name:

Designation:

Contact No.:

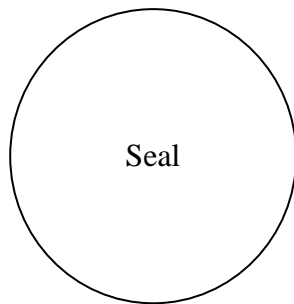
## ANNEXURE – IV

### Annual Turnover Details:

Evaluation Criteria		
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	
	2016-17	
	2015-16	
	2014-15	

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

Date:



Place:

Authorized Signatory:

Name:

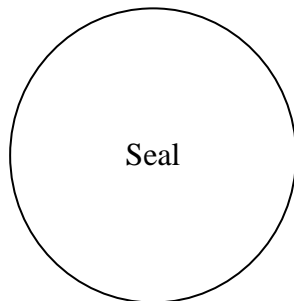
Designation:

Contact No.:

S. No.	Particulars	Offered Make	Offered Model	Compliance by the Vendor (Yes / No)
01	Scope of work for supply & installation of Centre Table as per <b>tender clause no. 2.1</b>			
02	Scope of work for supply & installation of One Seater Sofa as per <b>tender clause no. 2.2</b>			
03	Scope of work for supply & installation of Two Seater Sofa as per <b>tender clause no. 2.3</b>			
04	Scope of work for supply & installation of Motion Full Back Chair with Adjustable Armrest as per <b>tender clause no. 2.4</b>			
05	Scope of work for supply & installation of Motion Mid Back Chair with Fixed Armrest as per <b>tender clause no. 2.5</b>			

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

Date:



Authorized Signatory:

Name:

Designation:

Place:

Contact No.:

**ANNEXURE –VI****COMPANY DETAILS**

<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>Office Address for Postal Communication</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 –VII

## FINANCIAL BID

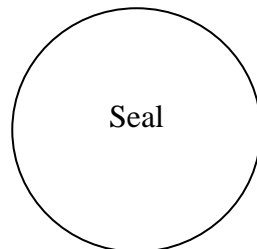
S. No.	Particulars	Qty. (A)	Rate (Inclusive of charges exclusive of Tax) (B)	Tax Percent	Tax Amount (C)	Rate (Inclusive of all taxes & charges) D = (B + C)	Amount (Inclusive of all taxes & charges) (A x D)
1.	Supply & Installation of Centre Table (Detailed specification as per clause no. 2.1 of Tender Document)	3 Nos.		%			
2.	Supply & Installation of One Seater Sofa (Detailed specification as per clause no. 2.2 of Tender Document)	1 No.		%			
3.	Supply & Installation of Two Seater Sofa (Detailed specification as per clause no. 2.3 of Tender Document)	5 Nos.		%			
4.	Supply & Installation of Motion Full Back Chair with Adjustable Armrest (Detailed specification as per clause no. 2.1 of Tender Document)	28 Nos.		%			
5.	Supply & Installation of Motion Mid Back Chair with Fixed Armrest (Detailed specification as per clause no. 2.1 of Tender Document)	55 Nos.		%			
<b>Total Amount (Inclusive of all taxes &amp; charges):</b>							

Total Amount in Words: .....

Date:

Place:

Contact No.:



Authorized Signatory:

Name:

Designation: