



Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

(Web Site: www.iimkashipur.ac.in)



REQUEST FOR QUOTATION

FOR MISCELLANEOUS ITEM AT IIM KASHIPUR

REQUEST FOR QUOTATION (RFQ) NO. IIMKASHIPUR/PUR DEPTT / RFQ/ 01/ 2022-23 DATED 13 April 2023

SECTION – I

The Indian Institute of Management (IIM) Kashipur, having its office at Kundeshwari, District – Udham Singh Nagar, Kashipur, Uttarakhand – 244713, is an Institute of national importance under the aegis of the Ministry of Education, Government of India set up to provide management education of high quality and to promote allied areas of knowledge and inter-disciplinary studies.

The IIM Kashipur invites bids in Single - Bid System from reputed, experienced and financially sound bidders.

The RFQ document can be downloaded from Institute website: www.iimkashipur.ac.in and bids are to be submitted (hard copy) at IIM Kashipur as prescribed in the RFQ document. Kindly adhere to the last date and time of submission of the bids.

Critical Dates of Submitting Bids:

Sl. No.	Particulars	Date	Time
1	Date and Time of online Publication/Download of Bids	13 April 2023	1700hrs
2	Bid Submission start date & time	14 April 2023	1000hrs
3	Bid Submission close date & time	20 April 2023	1100hrs
4	Opening of Bid	20 April 2023	1130hrs

INSTRUCTIONS TO BIDDERS

Bids in sealed cover are invited for procurement of Miscellaneous items at IIM Kashipur under single bid system from reputed experienced and financially sound parties. Please super scribe the outer cover of the sealed bid as "**MISCELLANEOUS ITEMS AT IIM KASHIPUR**", **RFQ/ 01 (dated 13 April 2023)** to avoid the Bid being declared invalid. Bids not super scribed with the details mentioned above may be declared invalid.

1. The Financial bids of only eligible and technically qualified bidders will be considered, after the same has been ascertained by evaluation by the Committee. Considering the urgency of the work, no requests for extending the deadline shall be considered.

2. The address, contact numbers, date of issue of quotations document, last date of submission of bids, date and time of opening of bids for sending Bids or seeking clarifications regarding this RFQ are given below:–



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Bids/queries to be addressed to	STORE AND PURCHASE OFFICER
Postal address for sending the Bids	STORE AND PURCHASE OFFICER INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR KUNDESHWARI, KASHIPUR, DIST. UDHAM SINGH NAGAR, UTTARAKHAND (INDIA) PIN – 244713 Website: www.iimkashipur.ac.in
Name/Designation of the contact personnel	STORE AND PURCHASE OFFICER
Telephone numbers of the contact personnel	91-7088280882,7900444090 / 321
e-mail ids of contact personnel	purchase@iimkashipur.ac.in
Last date and time of submission of bid	20 April 2023 at 1200hrs hrs. Any changes of the schedule will be notified on the Institute's website.
Date and time of opening of Technical Bid	20 April 2023 at 1230 hrs onwards. Any changes of the schedule will be notified on the Institute's website. If the date is holiday, the next working day will be the opening date of the RFQ. Financial Bids of only those firms will be considered, whose Bids are found compliant/suitable after Technical evaluation is done by the duly constituted Committee.

3. **Issue of RFQ:** The RFQ document can be downloaded from the institute website - www.iimkashipur.ac.in. Please keep visiting our website for any corrigendum/amendments and submit the bid document accordingly.

4. **Manner of depositing the Bids:** Sealed Bids should be either dropped in the Tender Box placed at Main Gate of IIM Kashipur or should be sent by registered post/courier at the address given above to reach by the due date and time. Late bids will not be considered. No responsibility will be taken for postal/courier delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or e- mail will not be considered.

5. The RFQ is to be signed on all the pages by the bidder. This RFQ is being issued with no financial commitment. IIM Kashipur also reserves the right to withdraw the RFQ, should it become necessary at any stage for withdrawing the RFQ.

6. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. This event will not be postponed due to non-presence of your representative.

7. **Forwarding of Bids** – Bids should be forwarded by Bidders in a sealed envelope by duly super scribed as stipulated above. The RFQ document duly signed and stamped on each page along with Annexure-I of the RFQ as specified above and all the documentary proofs to establish eligibility and their potential of professional readiness for the services.

8. **Clarification regarding contents of the RFQ:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall send their query/queries at purchase@iimkashipur.ac.in latest by **18 April 2023**. Any queries received beyond the above mentioned timeline shall not be entertained. IIM Kashipur response to the queries shall be uploaded on the website.

9. **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission, provided that the written notice of modification or withdrawal is received by the IIM Kashipur prior to deadline prescribed for submission of bids. A withdrawal notice should on a signed confirmation copy to be sent by post or by email and such signed confirmation should reach the purchaser not later than the



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deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security. Submission of bid means that bidder has read all the terms and conditions of this Documents carefully and will comply with them unconditionally. Conditional bids shall not be accepted.

10. Rejection of Bids: Canvassing by the Bidder in any form, unsolicited letter and correction may invoke summary rejection.

11. Validity of Bids: The Bids should remain valid till **90 days** from the last date of submission of the Bids.

12. Payment Terms - Payments will be made through ECS/ NEFT on satisfactory supply of items after submission of the ink- signed bills for the completed services. Taxes like GST etc. will be paid as per Govt. norms. No advance payment(s) will be made.

SECTION – II

Conditions of the Contract

1. General Terms and Conditions:

(a) The Contractor shall not appoint any sub-Contractor to carry out any obligations under the contract or sub- let the contract. Any one or more the following action/commission/omission are likely to cause summary rejection of RFQ:

- (i) Any bid received late without conclusive proof that it was delivered before the specified closing time.
- (ii) Any bid received unsealed or improperly sealed
- (iii) Any conditional bid or bid offering rebate
- (iv) Any bid in which rates have not been quoted in accordance with specified formats/details as specified in the Bid Documents.
- (v) Any effort by a bidder to influence the IIM Kashipur in the bid evaluation, bid comparison or contract award decision.

(b) The IIM Kashipur reserves the right to accept / reject / select more than one Contractor and to annul the bidding process of any or all bids at any time prior to award of contract without thereby incurring any liability to the affected bidders.

(c) The contractor shall be responsible for registration under the Contract Labour (Regulation & Abolition) Act, 1970 in respect of employees / workers engaged by them. Contractor shall ensure compliance to the provisions of all labour Laws or any other law relating thereto, and rules made hereunder from time to time. IIM Kashipur shall not own any responsibility in this regard.

2. Non-disclosure of Contract documents: Except with the written consent of IIM Kashipur, other party shall not disclose or share any contract/ provision, specification, plan, design, pattern, sample or information about the institute thereof to any third party.

3. Liquidated Damages: In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of equipment, training, etc as specified



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in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The Buyer may also deduct from the Seller as agreed, Liquidated Damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

4. Amendments: No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

5. Force Majeure: Neither Party shall be liable for damages for any delay or failure to perform its obligations hereunder, if such delay or failure is due to causes beyond its control or without its fault or negligence, including, without limitation, riots, wars, fires, epidemics, lack of human or material resources, quarantine restrictions, unusually severe weather, earthquakes, explosions, acts of god or state or any public enemy, or acts mandated by any applicable laws, regulation or order (whether valid or invalid) of any governmental body. If a force majeure event occurs the affected Party shall inform the other Party promptly and will use reasonable efforts to mitigate adverse effects and to resume performance as soon as practicable. Should the force majeure event extend beyond fifteen (15) days either Party shall have the right to terminate the Contract upon immediate written notice without any penalty or liability. However, the existing liabilities of the Parties and the IIM Kashipur's payment obligations for services successfully performed, provided the same is not affected by a force Majeure event, shall remain and not be affected by the force majeure event.

6. Notices: All notices, requests, demands or communications required hereunder shall be in writing inclusive of electronic means as recognized by IT Act 2000 (including any statutory modifications thereof) and shall be deemed to have been given or made (a) if by mail when deposited in the mail by certified mail, postage prepaid return receipt, requested at its address set forth on the signature pages hereto (b) if by telecopy when sent by used telecopy to the telecopy number set forth on the signature page hereto provided. Either Party may change its address or telecopy number for notice, by providing notice to the other Party of such change in the manner and within such time as provided herein.

7. Indemnity: The Contractor (Indemnifying Party) shall indemnify, defend and hold harmless the IIM Kashipur (Indemnified Party), its directors, officers and employees from and against any and all losses claims, demands, liabilities (including attorney's fees) that arise from any errors and any act/commission/omission on the part of the Indemnifying Party or in connection with any work, obligation, authority delegated to the Indemnifying Party under this Contract.

8. Arbitration: In event of any dispute or difference arising out of or in connection with the Contract including the interpretation of its clauses or any other matter arising out of the Contract between the Parties, the same shall be resolved by mutual discussion and if any dispute or difference arising out of this Contract or interpretation of the Contract or any other matter related to it. If the contract still remains unresolved; it shall be then referred to the Sole Arbitrator who shall be appointed by the Director, IIM Kashipur alone. And the arbitral proceedings shall be conducted strictly in accordance with the Arbitration and Conciliation Act, 1996, as amended up-to-date (including the statutory modifications thereof). The place of conducting Arbitration / seat of Arbitration shall be Kashipur, Uttarakhand and the arbitral proceedings shall be conducted in English language only. The cost of arbitration shall be shared equally by both the parties and the decision/ interim orders passed by the Sole Arbitrator shall be final and binding on both the Parties.



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SECTION- IV

REQUIREMENT OF ITEMS

The following items are required by IIM Kashipur.

Sl.No.	Description	Qty
01.	Glass Water Bottle (with IIM Logo)	140 pcs
02.	Coffee Mug (with IIM Logo)	140 pcs
03.	Brass Figurine (with IIM Logo)	20 pcs
04.	Shawl (with IIM Logo)	20 pcs
05.	Uttarakhandi ArtWork Chardham Frame (with IIM Logo)	50 pcs
06.	Uttarakhandi ArtWork Lati Lata Bobble Head (with IIM Logo)	40 pair
07.	Uttarakhandi ArtWork Aipen Wall Hanging (with IIM Logo)	50pcs
08.	Jute Bags (with IIM Logo)	140 pcs
09.	Pen Blue Parker (with IIM Logo)	100 pcs
10.	T-Shirt (with IIM Logo) (Qty-50 Grey & Qty-50 Blue)	100 pcs
11.	Paper Weight Stone (with IIM Logo)	70 pcs
12.	Uttarakhandi ArtWork Key Chain	30 pcs

(b) The price quoted should be the final price inclusive of all taxes and freight, miscellaneous cost etc. The financial bid should be accordingly quoted. No extra amount shall be paid.

SECTION – V

Eligibility Criteria of the Bidders

1. Eligibility Criteria

(a) The agency should have valid GST registration (documentary evidence to besubmitted).

(b) There should be no criminal case pending with the police against the Proprietor/ Firm/ Partner or the Company (Contractor) and the firm should not be blacklisted by Central Government/ State Government/ PSU/any other Institutes. The declaration to such state as incorporated will be assumed for this purpose.

2. Evaluation Criteria - The broad guidelines for evaluation of Bids will be as follows:

a. Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFQ.

b. The financial bid will be evaluated as per each item price. It will be awarded as per item wise to the Lowest bidder for the particular item as per the Financial Bid on Annexure-I

c. The bidder should preferably sign Annexure-I of the RFQ on the letter head of the firm. All the rates quoted should be inclusive of all taxes.



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ANNEXURE-I

(Refers to IIM Kashipur/RFQ/01)

FINANCIAL BID

Name of the Tenderers Firm: _____

Sl.No.	Description	Qty	Price (incl. of all taxes) Rs.	Total Amount (incl. of all taxes) Rs.
01.	Glass Water Bottle (with IIM Logo)	140 pcs		
02.	Coffee Mug (with IIM Logo)	140 pcs		
03.	Brass Figurine (with IIM Logo)	20 pcs		
04.	Shawl (with IIM Logo)	20 pcs		
05.	Uttarakhandi ArtWork Chardham Frame (with IIM Logo)	50 pcs		
06.	Uttarakhandi ArtWork Lati Lata Bobble Head (with IIM Logo)	40pair		
07.	Uttarakhandi ArtWork Aipen Wall Hanging (with IIM Logo)	50 pcs		
08.	Jute Bags (with IIM Logo)	140 pcs		
09.	Pen Blue Parker (with IIM Logo)	100 pcs		
10.	T-Shirt (with IIM Logo) (Qty-50 Grey & Qty-50 Blue)	100 pcs		
11.	Paper Weight Stone (with IIM Logo)	70 pcs		
12.	Uttarakhandi ArtWork Key Chain	30 pcs		

Note:

- The bidders are requested to give their rates as per the requirement in the scope of work of the RFQ mentioned.
- The financial bid will be evaluated as per each item price. It will be awarded as per item wise to the Lowest bidder for the particular item.
- The price quoted should be the final price inclusive of all taxes and freight, miscellaneous cost etc. The financial bid should be accordingly quoted. No extra amount shall be paid.

Date: