



## **Expression of Interest (EOI)**

**NAME OF WORK:** EOI FOR REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES IN ACCORDANCE WITH GFR 2017.



## **INFORMATION AND INSTRUCTIONS FOR VENDORS FOR TENDERING**

1. IIM Kashipur invites Expression of Interest (EOI) in sealed cover from qualified and experienced bidders for registration of suppliers for goods, works and services in accordance with GFR 2017.

<b>NIT No</b>	IIMKASHIPUR/PURCHASE/NIT/26/2024-25
<b>Name of Work</b>	Expression of Interest (EOI) in sealed cover from qualified and experienced Vendors for registration of suppliers for goods and services for goods and services in accordance with GFR 2017.
<b>Location</b>	<b>IIM Kashipur (UK).</b>
<b>Stipulated Period of Completion of work</b>	<b>12 months</b>
<b>Last date of submission of bid and other documents as specified in the bid document.</b>	<b>Up to 15:00 on 05 March 2025</b>
<b>Time and date of opening of Bid</b>	<b>15:30 Hrs on 05 March 2025</b>
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: <a href="http://www.iimkashipur.ac.in">www.iimkashipur.ac.in</a>
Name/Designation of the contact personnel	STORE AND PURCHASE OFFICER
Telephone numbers of the contact personnel	91-7088270882,7900444090
e-mail ids of contact personnel	<a href="mailto:purchase@iimkashipur.ac.in">purchase@iimkashipur.ac.in</a>

2. **Scope of Work:** The Indian Institute of Management (IIM) Kashipur invites sealed tenders from eligible and reputed suppliers for the supply of various items and services as detailed below for its academic, administrative, and residential requirements:

**Categories of Items & Services:**

Sl. No.	Category	Description of Items/Services	Goods and Service Provider			
			Manufacturer (M)	Authorized Agent (A)	Retail Supplier (R)	Service Provider (S)
a)	<b>Electrical Equipment &amp; Accessories</b>	Fan (ceiling/table/wall), water heater, inverters, generators, lamps & lighting fixture, decorative lamps, voltage meter, stabilizer, LED lights, plugs, switches, wire/ cable, electric fitting/ accessories, Drill machines, UPS, Air Conditioners, Fans, RO Purifiers, Lighting Fixtures, Electrical Accessories, etc.	Yes	Yes	Yes	No
b)	<b>Software &amp; IT Hardware</b>	Computers, Servers, Workstations, Laptops, UPS, Peripherals, Accessories, Licenses (Adobe, Google, Zoom, etc), Software Computer & Server and related hardware/printers, Xerox Cartridge Toners etc. LCD Projector, Mike, Speaker, Anti virus. etc.	Yes	Yes	Yes	No
c)	<b>Audio-Visual Equipment</b>	Projectors, Cameras, Interactive Whiteboards, Screens, etc.	Yes	Yes	Yes	No
d)	<b>Furniture</b>	Office Furniture, Classroom Furniture, Hostel Furniture, etc.	Yes	Yes	Yes	No
e)	<b>Services</b>	Printing & Binding, Book binding, Catering, Event Management, Calibration, Transport, etc.	No	Yes	Yes	Yes
f)	<b>Mess Utensils, Office Utensils</b>	Glass, jug, bottle, sipper bottle, mess items, etc	Yes	Yes	Yes	Yes
g)	<b>Housekeeping Items</b>	R2, R4, surf, Harpic, acid, dust pan, brooms, naphthalene balls, Soap, Phenyl, Floor Cleaner, Floor duster, table duster, wiper, etc	Yes	Yes	Yes	Yes

h)	<b>Stationery</b>	Diary, pen, pencil, eraser, sticky note, sticky flag, marker, Office stationery, classroom stationery, etc	Yes	Yes	Yes	Yes
i)	<b>Plumbing items</b>	CPVC items, pipes, hammers, Door closer, inch-tape, Sanitary items etc.	Yes	Yes	Yes	Yes
j)	<b>Works</b>	Construction, repair, painting	No	Yes	Yes	Yes
k)	<b>Cloths merchant</b>	Saree, Suit, Kurta Pyjama, T Shirt, Track suit, hoodies	Yes	Yes	Yes	Yes
l)	<b>Bag merchant</b>	Customized Bags	Yes	Yes	Yes	Yes
m)	<b>Perishable items</b>	Vegetables, fruits, etc	Yes	Yes	Yes	Yes
n)	<b>Grocery</b>	All grocery items required by mess and guest house	Yes	Yes	Yes	Yes
o)	<b>Chemicals</b>	As per requirement	Yes	Yes	Yes	Yes
p)	<b>Horticulture and Hygiene Machine Repairing</b>	As per requirement	Yes	Yes	Yes	Yes
q)	<b>Sports Items</b>	As per requirement	Yes	Yes	Yes	Yes
r)	<b>Musical Equipment</b>	As per requirement	Yes	Yes	Yes	Yes
s)	<b>Aipan related items</b>	As per requirement	Yes	Yes	Yes	Yes
t)	<b>Miscellaneous Items &amp; Services</b>	Any other items or services as required by the Department i.e. customized bottles, customized jute bag, customized mugs, etc	Yes	Yes	Yes	Yes
u)	<b>Horticulture Items</b>	All horticulture Items	Yes	Yes	Yes	Yes
v)	<b>Repair and maintenances</b>	a) Furniture & fixtures etc. b) Air-conditioners, water cooler, aqua-guards, air coolers, ceiling & wall mounting fans, dust tray, mug, bucket etc.	Yes	Yes	Yes	Yes

### 3. Eligibility Criteria

- a) **Registration:** Vendors of works (category j above) should be registered in any of the Centre / State / Central Government, and they may provide the proof of registration (***Desirable***).
- b) **Taxation Documents:** Vendors must have GST Registration and PAN Number.
- c) **Experience:** Vendors should have prior experience in supplying similar items or services to educational institutions or government departments (***Desirable***).
- d) **Documents:** Vendors must submit the following documents along with the bid:
  - i. Copy of GST Registration Certificate
  - ii. Copy of PAN card

- iii. Audited Financial Statements for the last 3 years with UDIN number
- iv. Proof of previous supplies to similar institutions (if applicable)
- v. Affidavit stating that the Vendor has not been blacklisted by any government or public sector organization
- vi. Bank details (including a cancelled cheque)

**Note: The bank details must be in the name of the bidder firm / company / LLP etc.**

- vii. The sealed envelope containing the registration form and supporting documents must be clearly marked with the following: "APPLICATION FOR VENDOR REGISTRATION / REGISTRATION FOR THE CATEGORY \_\_\_\_\_ SL NO. \_\_\_\_\_" (referring to one or more of the serial numbers from paragraphs 2(a) to 2(v) above).
- viii. The firm should have an office in Uttarakhand and with state-of-art infrastructure and manpower / creative personnel / department (enclose organizational structure).

#### **4. Terms & Conditions for Vendor Registration / Registration as a Supplier / Service Provider**

- a) The said registration qualifies a particular vendor only for consideration for issue of tender papers in case of limited tenders for the relevant category for which the vendor is registered/empaneled. However, this will not give any claim to the party for the award of the work/purchase order.
- b) IIM Kashipur reserves the right to accept, consider, or reject any or all applications without assigning any reasons thereof. The decision of IIM Kashipur, in respect of registration of parties for various categories of work/item, shall be final and binding on all concerned registered firms/vendors in the panel of IIM Kashipur.
- c) Vendors once empaneled shall promptly reply to all the enquiries, execute orders as per the order terms of IIM Kashipur, and keep the Institute informed of new products, developments, and innovative ideas that help reduce cost and improve quality, reliability, etc.
- d) Two-bid system tendering is done where technical screening/clear technical specifications are not available. In such cases, vendors will be asked to submit both techno-commercial and price bids separately. Price bids of technically accepted bids only will be opened.
- e) This document is treated as a valid contract between IIM Kashipur and the Vendor, and adherence to all aspects of fair-trade practices in executing the purchase orders/work orders placed by IIM Kashipur from time to time during the registration period.
- f) In case an empaneled vendor is found in breach of any terms & conditions of IIM Kashipur or a supply/work order, at any stage during the course of supply/installation or warranty period, legal action as per rules/laws shall be initiated against the vendor, and EMD/Security Deposits shall be forfeited by IIM Kashipur, besides debarring and blacklisting the vendor concerned for at least three years for further dealings with IIM Kashipur.
- g) The vendor should not assign or sublet the registration or any part of it to any other vendor in any form. Failure to do so shall result in termination of registration.
- h) All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics, and do nothing unbecoming of a registered supplier.
- i) In all future correspondence with IIM Kashipur, empaneled vendors are required to quote the Registration No.

- j) IIM Kashipur reserves the right to add, delete, alter any of the items, and amend/add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reasons for the same.
- k) IIM Kashipur has all the powers to blacklist a firm after giving a reasonable opportunity for defence.

**5. Additional Clauses for Tender Process:**

- a) **Validity:** The tender will remain valid for a period of 90 days from the date of submission.
- b) **Contract Duration:** The contract will be awarded for an initial period of **one year**, extendable for up to three years based on performance and mutual consent.
- c) **Evaluation Criteria:** The bids will be evaluated based on technical specifications, past performance, price, and delivery timelines.
- d) **Bid Rejection:** IIM Kashipur reserves the right to reject any or all bids without assigning any reasons.
- e) **Warranty:** The successful Vendor must provide a warranty for the supplied goods/services as per the terms mentioned in the tender document.
- f) **Delivery:** The supplier must deliver the items/services within the timelines specified in the tender.
- g) **Penalty:** A penalty will be imposed on delayed deliveries as per the terms of the contract.
- h) **Payment.** Payment will be provided after delivery of all goods and services as per requirement of Institute.

## TECHNICAL/ELIGIBILITY CONDITIONS OF THE VENDOR

### 1. Eligibility Criteria

(a) The Contractor should have a legal status, whether it will be a registered Partnership Firm/Company under Companies Act having legal entity having all statutory licenses/registration for carrying out such activity as well as have registration for tax liabilities GST/income tax others statutory liabilities. (Copy of GST & other licenses/registration to be attached) – **Annexure A.**

(b) Average Annual turnover of the firm in three years should be greater than or equal to (1) **One lakh** Only. (Vendor are mandatorily to furnish relevant documents i.e. audited financial statements for the last 3 years, CA certified along with UDIN number to support its sound financial status as part of EOI submission. Institute will verify the documents submitted by Vendor, if required) – **Annexure B (Desirable).**

(c) The Vendor may have one years' experience of providing similar type of services and should have **executed one service in last three year** period to any of Central/State Government/PSU's. Documentary proofs for the services rendered with such Central/State Government/PSU's with duration of service shall be furnished. (Vendor to furnish relevant documents in support to establish eligibility as part of bid submission. Institute will verify the documents submitted by Vendor, if required) – **Annexure C(Desirable).**

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

2. Evaluation Criteria - Only those vendors will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the EOI, will be registered in the Institute.

**Signature of Authorized signatory of the company with Seal**

**Annexure-A**

1. Name of the Vendor- \_\_\_\_\_
2. Trade Name (in block letters) \_\_\_\_\_
3. Status of the Vendor: (Proprietorship/Partnership/LLP/Limited Co. (in block letter) \_\_\_\_\_)
4. Name of Proprietor/Partners/CEO/Directors \_\_\_\_\_
5. Date of Establishment \_\_\_\_\_
6. Postal Address \_\_\_\_\_
7. Telephone/Mobile No. \_\_\_\_\_
8. E-mail / Website address (if available) \_\_\_\_\_
9. Bank Draft No, date, Bank name and amount  
(If applicable)/ MSME or NSIC Reg No. \_\_\_\_\_
10. MSME/NSIC Regn. No. (if applicable) \_\_\_\_\_  
(Enclose self-attested photocopy)
11. Name of the Banker, Branch Name & address \_\_\_\_\_ (In  
Block letters) for E-payment purpose)  
A/C No. \_\_\_\_\_  
A/C Type \_\_\_\_\_  
Branch code \_\_\_\_\_  
IFSC code \_\_\_\_\_
12. PAN (Enclose self-attested photocopy) \_\_\_\_\_
13. GST Registration No (Enclose self-attested photocopy) \_\_\_\_\_
14. Any other Relevant Information \_\_\_\_\_  
(e.g., Number of Years of Experience in similar line of Business / Turnover for last financial  
year)
15. Lab. License / EPF / ESIC Reg. No. (if applicable) \_\_\_\_\_ (Enclose self-attested  
photocopy)
16. Any other relevant information e.g., Number of years of experience in a similar line of business.  
Please enclose copies of the audited balance sheet for the last three consecutive years ended  
31.03.2024 by a Chartered Accountant, must be uploaded.

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this Bid/quotation/NIT as stipulated in the Bid notice No. \_\_\_\_\_ . Accordingly, I/we accept the terms and conditions and hereby offer the rates for (name of the work or supply)”

**Signature:** \_\_\_\_\_

**Name of the Vendor:** \_\_\_\_\_

**Date Official seal of the Vendor:** \_\_\_\_\_

**NOTE:** Please upload all the above-mentioned supporting documents with seal and signature for verification.

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Annexure-B

**CA Turnover Certificate**

(Format of the CA Certificate to be submitted by the Firm)

Dear Sir/ Ma'am,

This is to certify that M/s \_\_\_\_\_ having office at \_\_\_\_\_ are in the business of for completed years (considered up to 31-March of last Financial Year). Their Turnover in each Financial Year during the preceding years (years in words) are as given below:

SR. NO.	FINANCIAL YEAR	ANNUAL TURN OVER IN INR
1	2021-2022	
2	2022-2023	
3	2023-2024	
Average of three years		

This is further certified that the above Turnover is in line with the Turnover declared by the Business in their Income Tax Returns filed under PAN No:

[UDIN] \_\_\_\_\_

For \_\_\_\_\_, Chartered Accountants

Partner, M. No/ FRN No. \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Note: If Vendors having turnover and profit and loss certificate in own format, they can submit in that format else Vendors have to submit turnover certificate in this format.**

Annexure-C

List of Work orders and Work Completion Certificates

Sr. No.	Department / Company Name	Work Description	Contract Value (Rs.)	Contract start Date	Contract Completion Date	Work order attached YES or NO	Completion Certificate attached YES or NO	Page No. on submitted document
1								
2								
3								
4								
5								

Company Name: \_\_\_\_\_

Name of Authorized Person: \_

Authorized Signatory: \_\_\_\_\_

Date: \_\_\_\_\_

Annexure-D

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO  
BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION**

**UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT/ NO CRIMINAL CASE PENDING WITH  
THE POLICE AGAINST THE PROPRIETOR/FIRM/PARTNER OR THE COMPANY (AGENCY)**

To,

INDIAN INSTITUTE OF MANAGEMENT KASHIPUR

Dear Sir/ Ma'am,

We hereby confirm and declare that we, M/s \_\_\_\_\_, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last \_\_\_\_ years. Further, there is no criminal case pending with the police against the Proprietor/Firm/Partner or the Company (Agency).

For \_\_\_\_\_

Authorized Stamp and Signatory

Date: