



# Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

(Web Site: [www.iimkashipur.ac.in](http://www.iimkashipur.ac.in))



## TENDER DOCUMENT

### FOR SUPPLY OF PETROL, DIESEL AND LUBRICANTS AT IIM KASHIPUR

#### NOTICE INVITING TENDER (NIT) NO. IIMKASHPUR/PUR DEPTT /NIT/ 28 / 2024-25 DATED 07 MAR 2025

1. Bids in sealed cover are invited from reputed, experienced petrol pump authorised dealers listed in this NIT on LTE basis. Please super scribe the outer cover of the sealed bid as “SUPPLY OF PETROL, DIESEL AND LUBRICANTS AT IIM KASHIPUR”, NIT/28 dated 07 Mar 25. Bids may be super scribed with the details mentioned above.
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 NIT are given below –
  - a. Bids/queries to be addressed to: STORE AND PURCHASE OFFICER
  - b. 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](http://www.iimkashipur.ac.in)
  - c. Name/Designation of the contact personnel: STORE AND PURCHASE OFFICER
  - d. Telephone numbers of the contact personnel: 91-7088270882, 7900444090 / 321
  - e. e-mail ids of contact personnel: [purchase@iimkashipur.ac.in](mailto:purchase@iimkashipur.ac.in)
  - f. Last date and time of submission of bid: 19 Mar 2025 at 11:00 AM. Any changes of the schedule will be notified on the Institute’s website.
  - g. Date and time of opening of Bid: 19 Mar 2025 at 11:30 A.M. 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 tender.
3. **Cost of Bid Document/Tender Fee:** NIL
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 tenders will not be considered. No responsibility will be



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

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.

8. **Clarification regarding contents of the NIT:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing or telephonically about the clarifications sought not later than two days prior to the date of opening of the Bids.

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 Buyer prior to deadline prescribed for submission of bids. A withdrawal notice should on a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the 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.

10. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

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

12. **Earnest Money Deposit:** NIL

13. **SCOPE OF WORK**

- (a) The period of contract shall be initially for two years which can be extended on mutual consent basis. Proposed date of commencement of the Work/Contract: **01 Apr 2025**.
- (b) The Contractor shall fulfill all the obligations arising under the contract and shall not enter into sub-contract with other party/parties. He shall have no right for tenancy, demise or any interest whatsoever in respect of said premises.
- (c) The Contractor shall supply the Petrol, Diesel, Lubricants on F.O.R (Freight -on road) basis at the premises of IIM Kashipur. The responsibility for safe delivery of the fuel is to be undertaken by the contractor.
- (d) The Contractor shall supply the Petrol and Diesel in standard fuel containers at door step.
- (e) The Contractor shall provide fuel dip stick, standard testing equipments to carry out check of the fuel provided. All checks which are to be carried out for checking the quality and quantity of the fuel is to be provided by the contractor.



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- (f) The institute shall pay only the cost of the Petrol, Diesel and Lubricants on the day. The rates of the items are as per the govt. rate decided on the day of receiving the items. The institute shall not pay any additional charge except the cost of the Petrol, Diesel and Lubricants. All additional cost for supplying the fuel at doorstep delivery to IIM Kashipur is to be borne by the vendor.
- (g) **Payment for the bills provided to the Institute will be made on regular basis after submission of bills. The bills to be regularly submitted after supplying of Petrol, Diesel and Lubricants. The payment shall be made within 30 days of the receipt of original bill from the vendor.**
- (h) The contract can be terminated either by the Institute or the Contractor by giving minimum three months of notice. In case the contractor violates the terms & conditions of the contract his contract would be cancelled without any notice.
14. **ARBITRATION:** In event of any dispute or difference arising out of or in connection with the agreement including the interpretation of its clauses or any other matter arising out of the Agreement between the Parties, the same shall be resolved by mutual discussion and if any dispute or difference arising out of this Agreement or interpretation of the Agreement or any other matter related to the Agreement remains unresolved, it shall be then referred to the Sole Arbitrator to 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 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, so appointment by the Director, IIM Kashipur, shall be final and binding on both the Parties.
15. **Performance Guarantee:** N/A
16. **Evaluation Criteria** - The broad guidelines for evaluation of Bids will be as follows:
- Only those Bids will be evaluated which are found to be fulfilling all the requirements of the NIT.
  - Bidders to clearly give their consent for supplying the fuel to IIM Kashipur on free doorstep delivery basis i.e F.O.R (freight on road) basis.
  - If there are more than one bidder fulfilling the requisite criteria, then the bidder who is nearest to the vicinity of IIM Kashipur shall be awarded the contract.

Date:

**Signature & Seal of the Applicant /Firm**

**Contact No.**



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## Indian Institute of Management Kashipur

To,  
The Store and Purchase Officer,  
Indian Institute of Management (IIM) Kashipur  
Kundeshwari, Kashipur -244713  
District – U.S.Nagar, Uttarakhand, India.  
Contact Number: \_\_\_\_\_

### **Sub: Financial**

Dear Sir,

We intend for the following materials/services as description and specification given below.

Sl.No.	Description/ Specification	Price	Qty. Required	Discount	Remark
01	Diesel	As per prevailing Govt. rate on the day	As required basis	To be filled by the vendor	Kindly see the Terms and Conditions for the services for which the Quotation required
02	Petrol	As per prevailing Govt. rate on the day	As required basis	To be filled by the vendor	Kindly see the Terms and Conditions for the services for which the Quotation required
03	Lubricants	As per prevailing Govt. rate on the day	As required basis	To be filled by the vendor	Kindly see the Terms and Conditions for the services for which the Quotation required

Please ensure to quote our Enquiry No. and Due Date on the cover of sealed envelope. The quotation received after the due date shall not be accepted by us.

### **Subject: Financial for Supply of FOL items at IIM Kashipur**

Note: The copy of terms and conditions (duly signed as acceptance of the T&C) to be kept in a sealed envelope to reach to following address before due date.

Thanking you,

Yours truly \_\_\_\_\_