



INDIAN INSTITUTE OF MANAGEMENT SAMBALPUR

Sambalpur University Campus, Jyoti Vihar,
Burla, Sambalpur, Odisha - 768019

Tender No: IIMSBP/2017-18/RP/01

Date: 05 April 2018

Notice Inviting Tender for Supply & Fixing Mosquito Proof Netting to the Windows of Hostel Rooms at IIM Sambalpur

Indian Institute of Management Sambalpur (IIM Sambalpur) invites **offline bids** in single bid system from reputed, experienced and financially sound parties for the following work:

Brief Details of Tender:

<i>Item Description</i>	<i>Quantity (Approx)</i>	<i>Estimated Value (Rs.)</i>	<i>EMD (Rs.)</i>
Supply & fixing mosquito proof netting to the windows of hostel rooms at IIM Sambalpur	18,400 square feet	4,95,000/-	10,000/-

The Tender Document can be downloaded from Keonics, <http://www.tenderwizard.com/etenders>, institute website <http://www.iimsambalpur.ac.in> and Central Public Procurement (CPP) Portal <https://eprocure.gov.in/epublish/app>. to be submitted offline only up to the last date and time of submission of tender.

Critical Dates of Tender:

S/N	Particulars	Date	Time
01	Date and Time of Publication / Download of Tender	05-04-2018	1730 Hrs.
02	Bid Submission Start Date and Time	05-04-2018	1730 Hrs.
03	Bid Submission Close Date and Time	26-04-2018	1500 Hrs.
04	Opening of Bids	30-04-2018	1530 Hrs.

1. ABOUT IIM SAMBALPUR

IIM Sambalpur was registered as a Society under Societies Registration Act, XXI of 1860 on August 19, 2015. The temporary campus of IIM Sambalpur is recently being shifted to Sambalpur University Campus, Jyoti Vihar, Burla, Sambalpur - 768019. IIM Sambalpur has been allotted a piece of land measuring over 200 acres in Basantpur, for the permanent campus by the Government of Odisha.

2. SCHEDULE OF REQUIREMENT & TECHNICAL SPECIFICATION:

Particulars	Required Specification	Required Quantity (Approximate)
Supply & fixing of mosquito proof netting to the windows of hostel rooms	Netlon or equivalent type extruded mosquito proof netting properly cut to the size and stitched with nylon thread & squarely fixed with 1" vetrohood & loop fastening system for removal & refixing complete. Gap of net is about 2mm×2mm. Colour of net is ivory	18,400 square feet

3. EARNEST MONEY DEPOSIT DETAILS

- a) **EMD of Rs.10,000/- (Rupees Ten Thousand only)** in the form of Demand Draft/Banker's Cheque/NEFT from Nationalized/scheduled bank in favour of Indian Institute of Management Sambalpur, payable at Sambalpur, should be submitted. The EMD should be valid for at least 90 days. The details are mentioned below:

BANK DETAILS:

Name : IIM Sambalpur
Bank Name : State Bank of India
Account Number : 36134431122
Bank Address : IIM Indore Campus, Indore-453556
IFS Code : SBIN0030525

- b) 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) along with the tender to this effect.

- d) 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)**.
- e) In case of successful tenderer, the EMD (if any) may be adjusted towards the Performance Security deposit on request.
- 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 remit the Performance Security Deposit.
- g) No interest will be paid on the EMD (if any) / Performance Security deposited / remitted.
- h) The details pertaining to Tender fee/EMD (if any) are to be filled as per Annexure-I.

4. IMPORTANT DOCUMENTS, ELIGIBILITY CRITERIA AND TECHNICAL CRITERIA

4.1 Important Documents – Copy of Firm Registration Certificate, PAN Card, GST are to be provided.

4.2 Eligibility Criteria

- a) The Bidder should give self-declaration certificate for acceptance of all terms and conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the **Annexure-II**.
- b) The firm should be neither blacklisted by any government department nor should there be 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-III**.
- c) The firm should attach list of Work Orders/ documentary evidence where the similar type of work has been executed. The details of the same along with supporting document are to be submitted as per the **Annexure-IV and V**.

4.3 Technical Criteria

Bidders should comply with the specification of the tendered item in all respect, No deviations are acceptable. The detailed format is attached at **Annexure-VI**. The bidder is to complete the same in all respect and submit accordingly.

5. FINANCIAL BID DETAILS

Financial bid (i.e. BOQ) given with tender is to be submitted after filling all relevant information. The priced BOQ should be uploaded strictly **as Annexure-VII** available with the tender failing which the offer is liable for rejection. Kindly quote your price inclusive of all taxes and charges as per the scope of work.

The vendor should quote prices in BOQ only, offers indicating rates anywhere else shall be liable for rejection.

6. TIME SCHEDULE

S/N	Particulars	Date	Time
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7. AVAILABILITY OF TENDER

The Tender Document can be downloaded from Keonics, <http://www.tenderwizard.com/etenders>, institute website <http://www.iimsambalpur.ac.in> and Central Public Procurement (CPP) Portal <https://eprocure.gov.in/epublish/app>. to be submitted offline only up to the last date and time of submission of tender.

8. BID VALIDITY PERIOD

The bid will remain valid for 3 months from the date of opening of bid as prescribed by IIM Sambalpur. A bid valid for a shorter period shall be rejected, being non-responsive.

9. Submission of BID, EMD and Tender Registration and Processing Fee

1. Vendors must have Class 2/3 Digital Signature Certificate to participate in the tender (To obtain DSC, please contact KEONICS help desk)
Phone: 080-40482000 and Email id: radhika.m@antaressystems.com
Note: If Vendors already having Digital Signature Certificate then no need to buy the digital signature again.
2. Bidders should register themselves in the website:
www.tenderwizard.com/etenders

3. To activate the user ID and password, kindly pay the **Registration fee of Rs.2,000 plus 18% GST** by paying online payment through credit card/Debit card /Net banking in the website.
4. Apart from Registration fee, **E-tender Processing Fee of Rs. 1500 plus 18% GST** is also required to be payable to KEONICS through e-payment mode using Credit/Debit/ Net Banking
5. E- Tender HELPDESK: To get in touch with one of the customer service representatives, please refer the help desk numbers provided on the homepage or call the following number:

Bangalore: Sridevi - 080 -49352000; e-mail: sridevi.m@ etenderwizard.com
Mohan Kumar - 09686196765; e-mail: mohan@etenderwizard.com
Communication Address: KEONICS Help Desk No. 24, 3rd stage, 4th Block, Basaveshwaranagar, Bangalore – 560079; Fax : 080 40482114
6. Bid documents duly attaching all supporting documents along with EMD is required to be submitted in a sealed envelope superscripted **“Notice Inviting Tender for fixing mosquito proof netting to the windows of hostel rooms at IIM Sambalpur”** at the following address on or before 30-04-2018 at 1500 hrs.

Administrative Officer
Indian Institute of Management Sambalpur
Sambalpur University Campus
Jyoti Vihar, Burla
Sambalpur - 768019

10. BID OPENING

Bids will be opened on 30-04-2018 at 1530 Hrs.

11. BID EVALUATION

IIM Sambalpur evaluates the Commercial Bid of said Bidders who qualify the eligibility criteria and comply to technical specifications. The Commercial Bid with the lowest price will be the highest evaluated bid. The eligible bidder who will quote the lowest price inclusive of all will be awarded the contract.

12. PAYMENT TERMS

No advance payment will be made in any case. Bills in duplicate should be sent and payment shall be released generally within 30 days, only after it is ensured that the items supplied are entire satisfaction of IIM Sambalpur. The projected quantity is approximate and payment will be made based on actual work completed.

No part payment will be made against the part Supply. In case of the undelivered items till due date of completion, 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 supplier shall give minimum one-year onsite 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 Sambalpur for defective material, the firm shall **within 15 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 Sambalpur for the replaced goods thereafter. If the firm fails to replace the defective goods within a reasonable period, IIM Sambalpur 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 SITC/replacement by the stipulated date, IIM Sambalpur 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. 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 Sambalpur 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 and fixing of ordered item within **45 days** at IIM Sambalpur from the issue of the purchase order. In case of any damage found, the item(s) should be replaced **within 15 days** at IIM Sambalpur. The bidder has to make own arrangement for unloading of the items.

17. TERMS AND CONDITIONS

17.1 Termination for Insolvency

- a) The IIM Sambalpur 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 Sambalpur 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 Sambalpur 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 tender, the Director, IIM Sambalpur or his nominee is the arbitrator and the decision of the arbitration will be binding on both parties.

17.4. Other Conditions

- a) IIM Sambalpur 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.
- b) IIM Sambalpur 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.
- c) IIM Sambalpur reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.
- d) IIM Sambalpur reserves the right to place repeat order up to 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.
- e) 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.
- f) Conditional tenders will not be considered in any case.
- g) In case of doubt in material, the expenditure on testing of equipment will be borne by the tenderer.
- h) IIM Sambalpur shall not be responsible for any postal delay, non-receipt or non-delivery of the EMD & Tender Fee.
- i) **IIM Sambalpur 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 Sambalpur will be posted on CPP Portal and IIM Sambalpur website. For the bidders, submitting bids on downloaded tender document, it is 'bidders' responsibility to check for any amendment/corrigendum on the website of IIM Sambalpur or check for the same CPP Portal before submitting their duly completed bids.**

ANNEXURE – I

To

Administrative Officer
Indian Institute of Management Sambalpur
Sambalpur University Campus
Jyoti Vihar, Sambalpur - 768019
Odisha

Sub: - EMD Details.

Ref: - Tender No. IIMSBP/2017-18/RP/01 dated 05-04-2018
(Notice Inviting Tender supply & for fixing mosquito proof netting to the windows of hostel rooms at IIM Sambalpur).

Dear Sir,

The following DD/BC/NEFT in favour of IIM Indore are enclosed herewith towards EMD

Detail of DD/BC	Amount	DD/BC No.	DD/BC Date	Bank Name
EMD	Rs.10,000/-			

Thanking you

Yours faithfully,

(Authorised Signatory with Seal)

ANNEXURE – II

To

Administrative Officer
Indian Institute of Management Sambalpur
Sambalpur University Campus
Jyoti Vihar, Sambalpur - 768019
Odisha

Sub: - Self Declaration Certificate

Ref: - Tender No. IIMSBP/2017-18/RP/01 dated 05-04-2018
(Notice Inviting Tender for supply & fixing mosquito proof netting to the windows of hostel rooms at IIM Sambalpur).

Dear Sir,

With reference to the above, I am/ We are offering our competitive bids for Notice Inviting Tender for supply & fixing mosquito proof netting to the windows of hostel rooms at IIM Sambalpur I / We hereby reconfirm and declare that I / We have carefully read, understood and complying the above referred tender document including instructions, terms and conditions, specifications, 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 and are for IIM Sambalpur, and free delivery, unloading at IIM Sambalpur.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

Email ID:

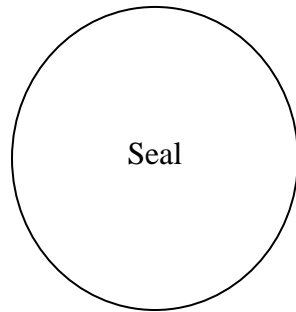
ANNEXURE – III

**CERTIFICATE
(to be provided on letterhead 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:

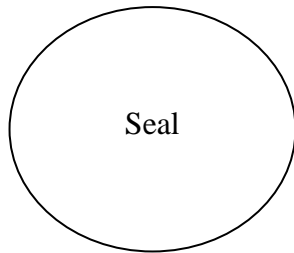
Contact No.:

ANNEXURE – IV

Work Order Details:

<i>S. No.</i>	<i>Evaluation Criteria</i>	<i>Name of the Client</i>	<i>Order No. and Date</i>	<i>Amount</i>	<i>Remark</i>
	List of Work Order where the similar type of Work executed				Valid supporting documents are to be attached along with the Annexure-IV

Date:



Place:

Authorized Signatory

Name:

Designation:

Contact No.:

ANNEXURE –V

Statutory Documents

Name of the Party		
Date of Incorporation / Establishment		
PAN Number		
Sales / Service Tax Registration Number		
Registered Office Address		
Authorised 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:

Full Address:

ANNEXURE –VI

TECHNICAL BID

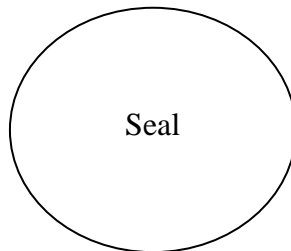
Offered Make: _____

Offered Model: _____

Particulars	Required Specification	Required Quantity (Approximate)	Complied Yes / No	Remarks
Supply & fixing of mosquito proof netting to the windows of hostel rooms at IIM Sambalpur	Netlon or equivalent type extruded mosquito proof netting properly cut to the size and stitched with nylon thread & squarely fixed with 1"vetrohood & loop fastening system for removal & refixing complete. Gap of net is about 2mm×2mm. Colour of net is ivory	18,400 square feet		

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No.:

ANNEXURE –VII

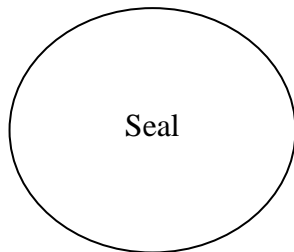
FINANCIAL BID

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)	Total Amount (Inclusive of all taxes & Charges) (A x D)
Supply & Fixing of Mosquito proof Netting to the windows of Hostel Rooms at IIM Sambalpur (Detailed specification as per Technical Bid)	18,400 square feet		%			

Amount in Words:

.....
.....

Date:



Place:

Authorized Signatory

Name:

Designation:

Contact No.:

ANNEXURE –VIII
MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date:

To
 The Accounts Officer,
 Indian Institute of Management, Sambalpur
 Sambalpur41

Sub: Authorization for release of payment / dues from Indian Institute of Management, Sambalpur through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Institute:
2. Address of the Party:

City: Pin Code:
 E-Mail ID: Mob No:

 Permanent Account Number:

3. Particulars of Bank

Bank Name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)			
IFS Code:(11 digit alpha numeric code)			
Account Type	Savings	Current	Cash Credit
Account Number:			

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold officer, Indian Institute of Management Sambalpur responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place:
 Date:

Signature & Seal of the Authorized Signatory of the Party

Certified that particulars furnished above are correct as per our records

Stamp:
 Date:_____

Signature of the Authorized Person

N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable