



IIM SIRMAUR
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INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
(An Autonomous body under the aegis of the Ministry of Education, Govt. of India)

**Notice Inviting Tender No.: IIMS/PUR/Electrical Items/25/2021-22,
Dated 24.12.2021**

**Short Term Tender Notice for Empanelment of Vendors
for Supplying Electrical Items and other Appliances for
Indian Institute of Management Sirmaur**

STORES AND PURCHASE OFFICE
INDIAN INSTITUTE OF MANAGEMENT SIRMAUR,
Rampurghat Road, Paonta Sahib, Distt. Sirmaur,
Himachal Pradesh-173025

Email: purchaseoffice@iimsirmaur.ac.in Website: www.iimsirmaur.ac.in



Signature of Bidder:.....
Date:.....

BIDDING DOCUMENT

(COMPLETE BIDDING DOCUMENT)

SHORT TERM TENDER NOTICE FOR EMPANELMENT OF VENDORS FOR SUPPLYING ELECTRICAL ITEMS AND OTHER APPLIANCES FOR INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

R. Singh
24/11/2021

Signature of Bidder:.....
Date:.....

Notice Inviting Tender No.: IIMS/PUR/Electrical Items/25/2021-22, Dated: 24.12.2021
Indian Institute of Management Sirmaur
Rampurghat Road, Paonta Sahib, Distt. Sirmaur,
Himachal Pradesh-173025

NOTICE INVITING TENDER

The Indian Institute of Management Sirmaur (HP) is an Institute of National importance under the aegis of the Ministry of Education, Government of India to provide management education of high quality and to promote allied areas of knowledge and inter-disciplinary studies. The Institute invites sealed tender from Registered and reputed agencies / firms including partnership firms for their Empanelment for "Supplying Electrical Items and other Appliances for Indian Institute of Management Sirmaur".

Sealed Tenders under Short Term Tender Notice are invited for empanelment for "Supplying Electrical Items and other Appliances for Indian Institute of Management Sirmaur" from relevant manufacturer/ authorized dealers/ distributors/ firms on FREE DELIVERY AT SITE (F.O.R.basis) for delivery at IIM Sirmaur temporary campus at Rampurghat Road, Paonta Sahib, Distt. Sirmaur, H.P-173025.

The Bidders are requested to send their bid for Supplying of Electrical Items and Appliances for Indian Institute of Management Sirmaur as per details technical specification given and Financial Bid as per BOQ. **Hard copies of all the documents mentioned in the Tender document should be submitted through courier/speed post/by hand and it should reach before the date of opening of the Technical and Financial bids at the address mentioned below:**

**The Purchase Officer, IIM Sirmaur, Rampurghat Road,
Paonta Sahib, Distt. Sirmaur, H.P.-173025. Phone No. 01704-277312.**

1. The tenderer should invariably submit his/her tender in two sealed covers viz

- (i) Technical bid cover alongwith EMD demand draft
- (ii) Financial bid cover

(i) Technical bid cover

Technical bid should contain the following:-

- i. EMD of **Rs.10,000/- (Rupees Ten Thousand Only)** in the form of demand draft from any Nationalized Bank drawn in favour of "**Indian Institute of Management Sirmaur**" payable at Paonta Sahib, Distt. Sirmaur. The tender without EMD will out rightly be rejected. EMD will be liable to be forfeited, if the contractor selected for the work fails to sign the formal agreement or to start the work on the date stipulated in the work order.
- ii. Original copy of duly signed and stamped tender documents (except Financial Bid documents).
- iii. Proof of business carried out by the tenderer during the last two years.



Signature of Bidder:.....
Date:.....

- iv. The tenderer should furnish details regarding nature of their firm, name and address of partners/proprietors/directors, if any.
- v. Attested copies of all details of registration as manufacturer/ authorized dealers/ distributors/ firms etc.
- vi. Income/turnover proof of 20 Lakh for last two years i.e from 2019-20 and 2020-2021.
- vii. GST/PAN registration certificate.

(ii). Financial bid cover

- i. The Financial Bid shall be put in a separate cover superscribed as **Tender for “Empanelment for Supplying Electrical Items and other Appliances for Indian Institute of Management Sirmaur”**.
- ii. The rates shall be quoted in respect of the list of items proposed to be sold as mentioned in Annexure-II.
- iii. **The selection of the vendor will be made on the basis of L-1 in respective individual Item and Appliance quote in the Financial Bid. However, vendor may be L-1 in multiple cases.**
- iv. **The yearly requirement of the items mentioned in the Financial Bid is tentative. However, Institute reserve the right to increase or decrease the quantity of items.**

The main Envelope should be clearly marked Tender for “Empanelment of Vendor for Supplying Electrical Items and other Appliances for Indian Institute of Management Sirmaur”. The Important information related to tender are as follows:

Tender Schedule	
Date of Issue/Publishing	24.12.2021
Last Date and Time of submission of Tender document	28.12.2021 by 11:00 AM
Date & Time of Opening of Technical and Commercial Bids	28.12.2021 at 03:00 PM
EMD	EMD of Rs.10,000/- (Rupees Ten Thousand Only) in the form of demand draft from any Nationalized Bank drawn in favour of "Indian Institute of Management Sirmaur" payable at Paonta Sahib, Distt. Sirmaur.
Performance Security	Rs. 20,000/- in the form of demand draft favour of "Indian Institute of Management Sirmaur" payable at Paonta Sahib, Distt. Sirmaur.
Warranty	1 Years
Bid Validity days	90 days
Email Address (for Technical Clarifications)	purchaseoffice@iimsirmaur.ac.in

R. Garg
24/12/2021

Signature of Bidder:.....
Date:.....

Notice Inviting Tender No.: IIMS/PUR/Electrical Items/25/2021-22, Dated 24.12.2021
Indian Institute of Management Sirmaur
Rampurghat Road, Paonta Sahib, Distt. Sirmaur,
Himachal Pradesh-173025

Notice Inviting Tender: For Empanelment of Vendors for “Supplying Electrical Items and other Appliances for Indian Institute of Management Sirmaur”

Indian Institute of Management Sirmaur invites bids from reputed, experienced and financially sound Companies/Firms/Agencies for Supply of Electrical Items and other Appliances as per Financial Bid format of the Institute. The quantum of requirement may vary during the period of contract. Those who are in the similar business for the three years and providing the same service to Central/State Govt./Autonomous Bodies or large Pvt. organizations may send their bids both Technical and Commercial in sealed envelopes. The contract initially be for a period of one year, which may be further extendable upto three years subject to the satisfactory performance, and mutual consent by both parties.

2. The interested Companies/Firms/Agencies may send their bid complete in all respect along with Earnest Money Deposit (EMD) of Rs. 10,000/- in the form of Demand Draft issued in favour of Indian Institute of Management Sirmaur drawn on any scheduled bank payable at Paonta Sahib and other requisite documents to the undersigned duly superscripted “*Bid for Tender No.: IIMS/PUR/Electrical Items/25/2021-22, Dated 24.12.2021*” by 11:00 AM on 28.12.2021. The bids received after this deadline shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible.

3. The sealed envelopes are to be deposited in the tender box placed at Security Gate of IIM Sirmaur, Paonta Sahib or may be sent through registered/speed post/ courier /by hand addressed to The Purchase Officer, IIM Sirmaur, Rampurghat Road, Paonta Sahib, Distt. Sirmaur, H.P-173025.

4. Bids will be opened on 28.12.2021 at 03:00 PM in the presence of bidders or their authorized representatives who wish to participate in the bidding process. If the opening date happens to be a closed day/holiday, the tender will be opened on the next working day.

5. Any future clarification(s) and / or corrigendum(s) shall be communicated by the Purchase Office, IIM Sirmaur through the website www.iimsirmaur.ac.in.

6. Indian Institute of Management Sirmaur reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document including quantity/amount of items to be supplied or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Competent Authority, Indian Institute of Management Sirmaur in this regard shall be final.


24/12/2021

Signature of Bidder:.....
Date:.....

GENERAL INSTRUCTIONS TO THE BIDDER

1. The tender is “Two Bid’ document. The technical bid should contain all the relevant information and desired enclosures in the prescribed format along with Earnest Money Deposit (EMD). The financial bid should contain only commercial document. In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.
2. The tender Document can be downloaded from the website of Indian Institute of Management Sirmaur i.e. www.iimsirmaur.ac.in. The Technical bid must accompany with EMD of Rs. 10,000/- in form of Demand Draft in favour of Indian Institute of Management Sirmaur payable at Paonta Sahib, H.P.
3. The Tenders should be typewritten or handwritten but there should not be any overwriting or cutting. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. The name and signature of bidder’s authorized person should appear on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency’s letterhead. The documents should be properly bind.
4. The Contracts concluded as a result of this Tender Enquiry shall be governed by the ‘Terms & Conditions’ and other relevant instructions as contained in this Tender Document.
5. The prices/rates quoted should be indicated in words as well as in figures. In case of any discrepancy, lower amount/rates in words shall be considered as valid.
6. Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the Contract/Empanelment. Bids of the firms received with prices quoted on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made.
7. Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly. Any conditional tender shall be rejected summarily.
8. Bidders are requested to enclose a copy of their valid certificate of PAN No., GST No. or any other document as requested by the Institute with their tender.
9. Tenders received without EMD amount by way of demand draft in favour of IIM Sirmaur, Paonta Sahib will not be considered at all and shall be summarily rejected.
10. Refund of Earnest Money Deposit: The EMD submitted by unsuccessful bidders shall be returned to them without any interest whatsoever, within 30 to 90 days after conclusion of the contract with successful bidder. The EMD submitted by successful bidders shall be returned to them after the successful bidder/s deposits the performance security according to conditions stipulated in the bid document.
11. Bidders may note that if the date of tender opening given in this Tender Document is declared to be a gazetted holiday, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in Indian Institute of Management Sirmaur will stand automatically extended up to 11:00 am of the next working day in the Government offices.
12. Late/delayed tenders received in Indian Institute of Management Sirmaur due to any reason whatsoever will not be accepted under any circumstances.
13. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason,

Signature of Bidder:.....
Date:.....

R. Ag. 11/12/2021

or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of Indian Institute of Management Sirmaur (www.iimsirmaur.ac.in). In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at his/her discretion, extend the date and time for submission of tenders.

14. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule.

15. **DOCUMENTS COMPRISING THE BID:**

The bids prepared by the bidder shall comprise of (1) Technical Bid and (2) Financial Bid:

TECHNICAL BID: - To qualify in the Technical bid the firm should have the minimum eligibility criteria as under and the firm in this regard must submit the following documents in support of their eligibility criteria-

- (a) Duly filled format of Technical Bid as per **Annexure-I**.
- (b) Financial status: - The average annual turnover from similar jobs, of the firm should not be less than 20 Lakh in the last three years. Copies of profit & loss account and balance sheets duly authenticated by a Chartered Accountant for the last three years should be enclosed or any authenticated document.
- (c) Experience of 03 years or more (attached proof).
- (d) The technical bid should be accompanied by Demand Draft of EMD as per schedule of requirement (refundable) for EMD/bid security.
- (e) Copy of PAN Card/Service Tax Registration.
- (f) Copy of GST registration certificate.
- (g) The bidder must have a running shop for three years or in similar business of supply in Govt. Institutions/PSU's/Autonomous Body or Pvt. Organizations. Necessary supporting documents like registration of shop, work orders, Purchase Order, email, work completion certificate etc. for last three years to this effect must be submitted alongwith the tender document.
- (h) Authorization letter/certificate from original manufacturer of the product, if any.
- (i) Brochures, original technical catalogue with detailed specification and picture of the product offered.
- (j) The bidder must submit an undertaking on plain paper that the bidder has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending.

FINANCIAL BID: - The financial bid shall contain:

Financial Bid Form [as per Annexure – II] – Prices must be quoted as per format specified, failing which tender shall be summarily rejected.

16. **SUBMISSION OF BIDS**

SEALING AND MARKING OF BIDS: The bidder shall seal the EMD, the Technical Bid in one envelope and the Financial Bid in separate envelopes and keep them in a bigger sealed envelope. The envelope containing the EMD shall bear the name “EMD for Tender No.: IIMS/PUR/Electrical Items/25/2021-22, Dated 24.12.2021. The envelope containing the Technical Bid shall bear the name “TECHNICAL BID for Tender No.: IIMS/PUR/Electrical Items/25/2021-22, Dated 24.12.2021. The envelope containing the Financial Bid shall bear the name “FINANCIAL BID for Tender No.: IIMS/PUR/Electrical Items/25/2021-22, Dated 24.12.2021 on the envelope for avoiding any mismatch.

16.1. The bigger envelope containing EMD, technical bid and financial bid in separate envelopes shall be:



Signature of Bidder:.....
Date:.....

- (a) Addressed at the following address: The Purchase Officer, IIM Sirmaur, Rampurghat Road, Paonta Sahib, H.P-173025.
- (b) All the envelopes shall bear the Tender name, the tender number.
- (c) The envelopes shall indicate the name and address of the bidders to enable the bid to be returned unopened in case it is declared 'late' or rejected.
- (d) Bids shall be delivered in person and shall be dropped in the tender box placed in the Main Gate of India Institute of Management Sirmaur, Paonta Sahib, H.P or shall be sent by Registered/Speed Post/Courier/By Hand. The Purchaser shall not be responsible if the bids are delivered elsewhere.

17. Venue of Tender Opening: Tender will be opened in the Conference Hall, India Institute of Management Sirmaur, Paonta Sahib, H.P. on the due date. If due to administrative reason, the venue/ time of bid opening is changed, it will be displayed prominently on the notice board of the Institute as well as in the Purchase Office, India Institute of Management Sirmaur, Paonta Sahib, H.P.

BID PRICES:

- 17.1 The bidder shall give the total composite price inclusive of all levies and taxes (inclusive of taxes) as per price schedule given in Annexure-II. The offer shall be firm and in Indian Rupees only. No foreign exchange will be made available by the institute.
- 17.2 The price quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will to be treated as non-responsive and rejected.

18. TECHNICAL EVALUATION:

- 18.1 Tender Opening Committee shall carry out detailed technical evaluation pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any material deviation. The Institute's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. The Institute shall evaluate the technical bids also to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are in order.
- 18.2 Financial bids of only those bidders who qualify the technical criteria will be opened, provided all other requirements are fulfilled.
- 18.3 A bid determined as substantially non-responsive will be rejected by the Institute and shall not subsequent to the bid opening be made responsive by the bidder by correction of the non-conformity.
- 18.4 Indian Institute of Management Sirmaur shall have right to accept or reject any or all tenders without assigning any reasons thereof.

19. FINANCIAL EVALUATION:

- 19.1 The financial bid shall be opened of only those bidders who have been found to be technically eligible. The financial bids shall be opened in presence of representatives of technically eligible bidders, who may like to be present. The date of opening of the technical and financial bid will be same.
- 19.2 The Financial Bids of unsuccessful bidders would not be opened.
- 19.3 The rates must be quoted per item basis. Agency shall include in its price all taxes and other costs while quoting for the tender, in "Annexure-II: Financial Bid" to be kept in Envelope No. 2.
- 19.4 Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is, the unit price shall prevail and the total price shall be

Signature of Bidder:.....
Date:.....

R. Singh
27/11/2024

corrected by the Institute. If there is a discrepancy between words and figures, the lesser amount shall be considered as valid. If the Supplier does not accept the correction of the errors, his/her bid shall be rejected.

19.5 The evaluation and comparison of responsive bids shall be done on the Financial Bid inclusive of Levies & Taxes i.e., Service Tax, Sales Tax, GST, insurance etc. as indicated in the Financial Bid in Annexure-II of the Bid Document.

19.6 The Indian Institute of Management Sirmaur does not bind itself to accept the lowest bid or any bid and reserves the right of accepting the whole or any part of the bid or portion of the job offered; and the bidder shall provide the same at the rates quoted. The Indian Institute of Management Sirmaur reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.

20. AWARD OF CONTRACT: PLACEMENT OF ORDER

- a. The Institute shall consider placement of orders for jobs on those bidders whose offers have been found technically, commercially and financially acceptable. The Institute reserves the right to counter offer price(s) against price(s) quoted by any bidder.
- b. The tender will be awarded to the person/s who will be L-1 for respective item/s. However, vendor/s may be L-1 in multiple cases.
- c. In case L-1 vendor refuses to accept, the offer then empanelment offer will be given to the L-2 or L-3 vendor on the L-1 rates.
- d. In case more than one bidder happens to quote the same lowest price, IIM Sirmaur reserves the right to decide the criteria and further process for awarding the contract, decision of IIM Sirmaur shall be final for awarding the contract (However, preference will be given to MSME/NSIC).
- e. The successful vendor/s should have capacity/capability to supply all items mentioned in the Financial Bid within 10 days from the date of award of the contract.

21. PERFORMANCE BANK GUARANTEE & EXECUTION OF CONTRACT:

- 21.1 Firm whose offer is accepted will have to furnish Performance Security/ Bank Guarantee of an amount equal to 02% of the value of contract, in favour of Indian Institute of Management Sirmaur issued by any scheduled bank.
- 21.2 The Performance Security/ Bank Guarantee submitted should be valid for 15 months.
- 21.3 The Performance Security/ Bank Guarantee shall be refunded within 15 to 90 days after completion of the contract as per order, or after the expiry of contract on satisfactory completion of the same whichever is later.
- 21.4 No interest will be paid on Performance Security/ Bank Guarantee / Earnest Money Deposit.
- 21.5 In case of breach of any terms and conditions of the contract or on unsatisfactory performance, the amount of security deposit shall be liable forfeited by the institute and his/her decision shall be final.
- 21.6 The expenses of completing and stamping the agreement shall be paid by the bidder.

TERMS & CONDITIONS OF CONTRACT

- 1. The bidders are expected to read carefully all the terms and conditions of the tender documents and their submission will be taken as consent to abide.
- 2. If the bidder gives deliberately wrong information to create conditions for acceptance of the tender, Director, Indian Institute of Management Sirmaur reserves the right to reject such tenders without assigning any reason. Not more than one tender will be submitted by one bidder for the same work. Legal action will be taken for furnishing wrong information.
- 3. **Manner of Submission of Tender:** The bidding should be done on two bid method viz (1). Technical Bid & (2). Commercial / Financial Bid. The bidders should ensure that the Technical bid complete in all respect and containing the required enclosures (attested Photocopy) is sealed in



Signature of Bidder:.....
Date:.....

a separate envelope and the commercial bid sealed in a separate envelope & both the sealed envelopes are kept and sealed in a suitable size of envelope. All envelope will be addressed to "The Purchase Officer, Indian Institute of Management Sirmaur, Rampurghat Road, Paonta Sahib, H.P-173025". The Sealed Technical bid Envelope of all bidders will be opened first. Only the Financial bids of those who have furnished all the valid documents will be opened.

4. **Language:** The language of the Tender shall be in English.
5. **Documents to Accompany Tender:** The bidder shall submit the Documents mentioned in the clause 15 of General Instructions to the Tender.
6. The bidders must have at least 03 (three) years' experience in this job proof of which must be attached by the vendor.
7. **Earnest Money Deposit:** Each Tender must be accompanied with "Earnest Money Deposit" in the form of Demand Draft, as mentioned in the Notice Inviting Tender.
8. **Forfeiture of Earnest Money:-**
 - i. If the Bidders withdraw their Bids after opening of the same or the successful bidders withdraw their Bids after approval of their rates.
 - ii. If the successful bidders fails supply or refused either partial or total offer (Acceptance) made by the Institute.
9. **Return of Earnest Money :-**
 - i. After finalization of the Tender, the deposited Earnest Money will be returned back to the unsuccessful bidders.
 - ii. On receipt of Security Deposit, the deposited Earnest Money will be returned back to the successful Bidders.
10. **Deposition of Security Money:-** The Selected bidders must deposit the requisite amount of Security Money (2% of the approximates value of accepted items) within the stipulated date specified in the acceptance letter. The approved firm shall deposit the Security Money in the form of Demand Draft/Bank Guarantee payable at Paonta Sahib duly pledged in favour of Indian Institute of Management Sirmaur.
11. **Forfeiture of Security Money:-**
 - a. In the event of failure to supply or maintain the equipment / instruments as per Work Order within the stipulated period, the security deposit may be forfeited.
 - b. In that event, supply of the said items may be taken from the next lowest bidder vide the same Work Order at contractors risk and cost without any farther reference, so that the loss incurred would be recoverable from the Security Deposit of the said contractor or from any sum due of which may become due to the contractors.
 - c. If any equipment/ instrument is damaged by the approved firm, cost of the same will be deducted from the deposited Security money of the contractor.
Refund of Security Deposit - After successful completion of entire supply and period of maintenance Security Deposit will be refunded within the six months if not extended for further period.
12. **Submission of Documents:-**
 - a. Each Tender must accompany attested photocopy of Pan Card, Trade License, Sales Tax Clearance Certificate / GST Registration Certificate, Service Tax Registration Certificate, and Experience Certificate.
 - b. The bidder must submit attested photocopy of Income Tax, Sales Tax / GST and Service Tax return of last three years.
 - c. In case of Co-operative Society Limited, Companies etc. this type of jobs must be included in the object of their By-laws or MoA as the case may be.
 - d. It must be mentioned clearly whether bidder is manufacturer/sole manufacturer/Authorized agents for the items for which he is quoting.
 - e. **Manufacturer** must add a certificate that item(s) is manufactured by them as per range of products.


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Signature of Bidder:.....
Date:.....

- f. **Sole Manufacturers** must add a certificate that they are the sole manufacturer of the Item for which they are quoting in this tender enquiry & item is /are their proprietary Item/s in India. The rate certificate is also required from the sole manufactures that the Rates quoted are the same as they quote to other State/Centre Govt. and Pvt. firms for the similar item(s) and these are not higher than those quoted by them.
- g. **Authorized agents** must submit an authority letter from their Manufacturer/Principals on the letterhead of the manufacturer/principals. The authorization letter must give/mention the purpose for which it will be allowed. The validity period of the authorization letter must be mentioned to the authority letter otherwise letter will be liable to rejection.
13. Full description & specifications, make/brand and name of the manufacturing firm must be clearly mentioned in the tender failing, which the tender will not be considered. The bidder must also mention whether the goods are imported / indigenous. Descriptive literature/catalogues must be attached with the tender in original failing which tender may be ignored.
14. **Sample Requirement:-** One brochure displaying clearly the sample product is to be attached with the tender.
15. **Submission of the Tender:-**
- a. Bidder at their own cost shall have to submit Tender at the office of “Purchase Officer, Indian Institute of Management Sirmaur” within the schedule date and time as mentioned in the Tender No. IIMS/PUR/Electrical Items/25/2021-22, Dated: 24.12.2021.
- b. The said sealed documental bids will be opened by the Tender Opening Committee in presence of the Bidders or representative of the Bidders who may be present in the opening date & time.
16. **Rates:** - Rates should be clearly quoted in both in figures and words in respect of each item. Rate should be quoted inclusive of all Taxes, GST & Service tax etc. All corrections must be initiated.
17. In the event of the tender being submitted by a firm, it must be signed separately by each member thereof, or in the event of absence of any partners, it must be signed on his/her behalf by a person holding “Power of Attorney” authorizing him/her to do so. Such “Power of Attorney” is to be produced with the Tender and in the case of the firm, carried on by one member of Joint Family, it must be disclosed that the firm is duly registered under the ‘Indian Partnership Act’.
18. Necessary proof as to the financial status of the individual and firm tendering is to be attested and submitted.
19. Tender Form with all relevant papers in details shall be essential part of the bid.
20. Before submission of the Tender, bidder shall sign each page of his/her Tender and all of its relevant papers with date. The additional alternative and or subtractive clause (if any) shall also to be signed by the bidder.
21. **Warranty:-** The goods/stores/articles/furniture/equipments supplied by result of this contract/supply order shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specifications and particulars contained /mentioned against each item in the tender document/ supply order. The seller guarantees that the said goods/stores/articles/ furniture/equipments furniture would continue to confirm to the description and quality aforesaid for a period of 12 months from the date of delivery/installation of the said goods/stores/articles/furniture/equipments to the buyer or 15 months from the date of shipment/dispatch from the sellers work, whichever is earlier.
22. **Option Clause:** - During the currency of the contract, the buyer (India Institute of Management Sirmaur) can exercise an option to procure an additional 50 % of the original contracted quantity in accordance with the same terms & conditions of the present contract. This will be applicable within currency of contract. The Bidder is to confirm the acceptance of the same for inclusion in the contract. It will be entirely the discretion of the Buyer to exercise this option or not.
23. **Repeat Order Clause:-** The buyer (India Institute of Management Sirmaur) can repeat order upto 100% quantity of the items under the present contract within one year from the date of

Signature of Bidder:.....
Date:.....

R. G. S. 24/12/2021

supply/successful completion of the work, the cost, terms & conditions remaining the same. The bidder is to confirm acceptance of this clause. It would be entirely the discretion of the buyer to place the repeat order or not.

- 24. Apportionment of Quantity:** If there is apprehension that the L-1 may not have the capacity to supply the entire requisite quantity within the defined time the order may be placed on L-2, L-3 and so on for the balance quantity at L-1 rates, provided this is acceptable to them. The ratio of splitting of supply order will be worked as per the capability of the L-1 firm.
- 25. Liquidated Damage:** In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods installation of equipment, training, etc. as specified in this contract, the Buyer may at his discretion, withhold any payment until the completion of the contract. The Buyer 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.
- 26. Payment:** - Payment shall be made subject to recoveries, if any, by way of liquidated damages or any other charges as per terms and conditions of contract in the following manner.
- On delivery:**
100 % payment of the contract price shall be paid on receipt of goods in good condition and upon the submission of the original invoice in triplicate.
 - Payment will be released within 30 days subject to fulfillment of conditions mentioned in the tender document.
 - Payment shall be made in Indian Rupees as specified in the contract.
- 27. Validity of Price:-** Minimum upto one year from date of tender award and it may be extendable upto three years.
- 28. Incidental Services :-** The supplier shall be required to perform following services:-
- Installation & commissioning, Supervision and Demonstration of the goods.
 - Providing required jigs and tools for assembly, minor civil works required for the completion of the installation.
 - Training of Staff, and Operators etc. for operating and maintaining the goods.
 - Supplying required number of operations and maintenance manual for the goods.
 - Supplying requisite items/appliances within 48 hours.
- 29. The quantity as per the Annexure-II may be revised upward/downward subject to the requirement of the Institute. Any minor deviation or variation will bear no financial effect.**
- 30. Disputes:-** In the event of any dispute or disagreement arising between the contractors and any other department of India Institute of Management Sirmour with regards to the interpretation of "Terms & Conditions" stipulated herein or in the contract done, the same shall be referred to the Director, India Institute of Management Sirmour whose decision will be final and binding upon the contractor.
- 31.** Rate must be valid for entire tender period, which, if the Institute authority desires, may be extended for further period issuing proper approval.
- 32.** The India Institute of Management Sirmour reserves all rights to accept or reject any Tender without showing any reason.
- 33.** The Tender, submitted by the firm who have already been declared as Black Listed or whose contract was terminated for dissatisfactory supply or repairing works or who was unable to execute any repairing order in this Institute or in any other Institute run by the state or central/state government, will not be considered even his being the lowest rate.
- 34.** Submission of the Tender by a bidder shall be taken to signify his/her acceptance of the above terms and conditions. Alterations, overwriting or erasures of any terms and conditions are not

Signature of Bidder:.....

Date:.....


24/11/2021

permitted.

35. Canvassing in any form is strictly prohibited and the bidders who are found canvassing are liable to have their tenders rejected out rightly.

36. Penalties for non-performance

The penalties to be imposed, at any stage, under this tender are;

- i. Imposition of liquidated damages,
- ii. Forfeiture of EMD/performance security,
- iii. Termination of the contract,
- iv. Blacklisting/debarring of the bidder

37. Termination of Contract

- a. **Termination for default:-** The Institute, without prejudice to any other contractual rights and remedies available to it (the Institute), may, by written notice of default sent to the successful bidder, terminate the contract in whole or in part, if the successful Bidder fails to deliver any or all of the goods or fails to perform any other contractual obligation(s) within the time period specified in the contract, or within any extension thereof granted by the Institute.
- b. In the event of the Institute terminates the contract in whole or in part, the Institute may procure goods and/or services similar to those cancelled, with such terms and conditions and in such manner as it deems fit and the successful bidder shall be liable to the Institute for the extra expenditure, if any, incurred by the Institute for arranging such procurement.
- c. Unless otherwise instructed by the Institute, the successful bidder shall continue to perform the contract to the extent not terminated.
- d. **Termination for insolvency:** If the successful bidder becomes bankrupt or otherwise insolvent, the Institute reserves the right to terminate the contract at any time, by serving written notice to the successful bidder without any compensation, whatsoever, to the successful Bidder, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and or will accrue thereafter to the Institute.
- e. **Termination for convenience:** - The Institute reserves the right to terminate the contract, in whole or in part for its (Institute) convenience, by serving written notice on the successful bidder at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of the Institute. The notice shall also indicate inter alia, the extent to which the successful bidder's performance under the contract is terminated, and the date with effect from which such termination will become effective.

38. Resolution of disputes:-

- a) If dispute or difference of any kind shall arise between the Purchaser/Consignee and the supplier in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
- b) If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence then, either the Purchaser/Consignee or the supplier may give notice to the other party of its intention to commence arbitration.

I/We submit this tender after reading the tender notice, instruction of terms and conditions contained herein and accepted by me/us.

Dated:

Address:

Mobile Number:

Signature of the bidder

(with seal)

Signature of Bidder:.....

Date:.....

TECHNICAL BID FORMAT

Sr. No.	Description	Remarks
1.	Name of the firm/company/proprietary concern registered	
2.	Copy of constitution or legal status of the sole proprietorship/ firm/agency etc.	
3.	Address of registered office	
4.	Address of the office at Paonta Sahib (if any)	
5.	Telephone Nos./Fax/E-mail at Paonta Sahib	
6.	Specify your firm/company is a manufacturer/ authorized dealer/ distributor/ Agency	
7.	Earnest Deposits money (EMD) Yes/No	
8.	EMD Details DD/Bank Guarantee No.Dated Drawn on BankAmount- (Rupees.)	
9.	Banker of Company/ Firm/agency with full address (Attach certified copy of statement of A/c for the last years) Telephone Number of Banker	
10.	PAN / GIR No. (Attach attested copy)	
11.	VAT/SALE TAX Reg. No. (Attach attested copy)	
12.	Proof of financial status in form of audited balance sheet for the last two financial years or any other document. Average annual turnover must be at least Rs. 20Lakh.	
13.	Copy of Income Tax Return Filed Acknowledgements for last Two years.	
14.	Original Technical Catalogue of the quoted model (enclose)	
15.	Experience of 03 years or more.	
16.	Whether rates are quoted as per format mentioned in the Bidding Document or not.	
17.	Whether rates quoted are inclusive of all taxes or not.	
18.	Have you previously supplied these items to any government / private organization? If yes, attach the relevant poof. <i>(Also provide an affidavit that you have not quoted the price higher then previously supplied any government institute or MRP)</i>	
19.	Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.	
20.	The bidder must have a running shop for three years or in similar business of supply in Govt. institutions/PSU's/Autonomous Body. Necessary supporting documents like registration of shop, workorders, work completion certificate etc. for last threeyears to this effect must be submitted along with the Offer.	
21.	Samples of product offered (Submitted or Not)	

Signature of Bidder:.....
Date:.....



22.	Enclose an affidavit duly certified by (enclosed/ Not enclosed) the notary at the location of the Agencies/Headquarters Paonta Sahib that the bidder has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending against either bidder legal entity or against individual Directors of the company or partners etc. of the firm etc..	
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Date:

(Signature of Authorized Person Name)

Place:

(Designation)

Name of Firm/Company/Agency Contact Details

Raj
24/12/2021

Signature of Bidder:.....
Date:.....

FINANCIAL BID

To,
The Purchase Officer,
Indian Institute of Management Sirmaur,
Paonta Sahib, H.P-173025.

Dear Sir,

1. I/Wesubmitted the bid for Tender No. **IIMS/PUR/Electrical Items/25/2021-22, Dated 24.12.2021** for Empanelment of vendor for "Supplying Electrical Items and other Appliances for Indian Institute of Management Sirmaur".
2. I/We thoroughly examined and understood instructions to tenders, scope of work, terms & conditions of contract given in the tender document and those contained appendix of Terms & Conditions of contract and agree to abide by them.
3. I/We hereby offer to supply at the following rates. I/We undertake that I/We are not entitled to claim any enhancement of rates on any account during the tenure of the contract.

Sr. No.	Name of Item/Appliance	Unit	Approx. quantity of Items	Make/Model	Per Unit Cost in Rs. (Both figure and words)	GST on per Unit Cost in Rs.	Total cost per unit in Rs.	Total Cost including in Rs. (Both figure and words)
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)= (F)+ (G)	(I) =(H) X (D)
1.	Flood light LED-150W	Nos.	12	Philips/Surya/Bajaj/ Syska or equivalent brand				
2.	Tube lights LED 20W-4ft	Nos.	300	Philips/Surya/Bajaj/ Syska or equivalent brand				
3.	LED bulb-9W	Nos.	100	Philips/Surya/ Bajaj/ Syska or equivalent brand				
4.	Ceiling fan-heavy duty 1400 mm or more with installation.	Nos.	150	Havells/ Bajaj/ Usha/ Crompton or equivalent brand				

Signature of Bidder:.....
Date:.....

Rajesh K. Sharma

Sr. No.	Name of Item/Appliance	Unit	Approx. quantity of Items	Make/Model	Per Unit Cost in Rs. (Both figure and words)	GST on per Unit Cost in Rs.	Total cost per unit in Rs.	Total Cost including in Rs. (Both figure and words)
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)= (F)+(G)	(I) =(H) X (D)
5.	Geyser- 50 Liter with installation (including connection pipes, fasteners, 3-pin top).	Nos.	31	Havells/ Bajaj/ Usha/ Crompton/V.Guard or equivalent brand				
6.	Geyser- 15 Liter with installation (including connection pipes, fasteners, 3-pin top).	Nos.	03	Havells/ Bajaj/ Usha/ Crompton/V.Guard or equivalent brand				
7.	RO-50 Liters/Hr. with installation.	Nos.	08	Pureit/ Kent/ Eurekaforbes/ Samsung / LG or equivalent brand.				
8.	Water Cooler-150 Liter/Hr. with installation (including connection pipes, stand, 3-pin top).	Nos.	08	Usha/ LG/ Blue star/ Havells/ Bajaj or equivalent brand				
9.	Microwave oven-20 Liters.	Nos.	04	Godrej/ Samsung/ LG/ Havells/ Bajaj/ Usha or equivalent brand				
10.	Electric Kettle-1.7 Liter or more	Nos.	04	Havells/ Bajaj/ Usha or equivalent brand.				
11.	Refrigerator-190 Liters.	Nos.	02	Godrej/ Samsung/ LG/ Bajaj or equivalent brand				
12.	Washing machine fully automatic- 8.5 kg or more with installation (including connection pipes, angel valves, 3-pin top).	Nos.	13	LG/ Samsung/ Videocon/ Godrej/ Whirlpool/Voltas or equivalent brand				

R. Gupta
24/11/2022

Signature of Bidder:.....
Date:.....

Sr. No.	Name of Item/Appliance	Unit	Approx. quantity of Items	Make/Model	Per Unit Cost in Rs. (Both figure and words)	GST on per Unit Cost in Rs.	Total cost per unit in Rs.	Total Cost including in Rs. (Both figure and words)
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)= (F)+(G)	(I) =(H) X (D)
13.	Fly trapper	Nos.	20	POKARI/BELL/ Chipku or equivalent brand				
14.	Exhaust Fan heavy duty 18" with installation.	Nos.	18	Bajaj/ Havells/ Usha/ Voltas or equivalent brand				
15.	PVC 6 Amp Plug Top	Nos.	50	Any reputed				
16.	PVC 16 Amp Plug Top	Nos.	50	Any reputed				
17.	20 Amp Metal Plug Top	Nos.	10	Any reputed				
18.	Ceiling Fan Regulator Electronic Ballast (One Modular)	Nos.	300	Any reputed				
19.	PVC Conduit 1"	Mtrs.	10	Any reputed				
20.	Ac Box 32A with Top (Metallic Socket) along with SPN MCB	Nos.	10	ABB/Legrand or equivalent brand				
21.	Anchor Fastener	Nos.	50	Any reputed				
22.	36 W CFL 4 Pin	Nos.	50	Bajaj/Surya/Philips or equivalent brand				
23.	Wall Clock	Nos.	06	Any reputed				

R. G. H. H. H. H. H.

Signature of Bidder:.....
Date:.....

Sr. No.	Name of Item/Appliance	Unit	Approx. quantity of Items	Make/Model	Per Unit Cost in Rs. (Both figure and words)	GST on per Unit Cost in Rs.	Total cost per unit in Rs.	Total Cost including in Rs. (Both figure and words)
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)= (F)+ (G)	(I) =(H) X (D)
24.	LED HD Smart TV 60" -	Nos.	01	LG, Samsung, Panasonic or equivalent brand with installation and wall mounting.				
25.	Setup Box with installation.	Nos.	01	Any reputed				
26.	Cable-1.5mm Cu Flexible Multistraind 2 core-100 mtrs bundle.	Nos.	05	Havells/Polycab or equivalent brand				
27.	2.5 Sqmm Cu Flexible Multistraind Single Core Wire FLRS Red/Black/Green 100mtrs bundle.	Nos.	05	Havells/Polycab or equivalent brand				
28.	1.5 Sqmm Cu Flexible Multistraind Single Core Wire FLRS Red/Black /Green 100mtrs bundle.	Nos.	05	Havells/Polycab or equivalent brand				
29.	Tape roll steel grip-36 peace- packet.	Packet	02	Any reputed				
30.	MCB double pole-32A with cover.	Nos.	04	Any reputed				
31.	Screw 3"- packet	Packet	03	Any reputed				
32.	Screw 1.5"- packet	Packet	03	Any reputed				
33.	PVC Gitti 35x8 packet	Packet	06	Any reputed				
34.	Telephone Gitti 12mm	Packet	09	Any reputed				
35.	Telephone Gitti 10mm	Packet	09	Any reputed				
36.	PVC Gitti 50x8 packet	Packet	03	Any reputed				

P. Dinesh Kumar
21/11/2024

Signature of Bidder:.....
Date:.....

Sr. No.	Name of Item/Appliance	Unit	Approx. quantity of Items	Make/Model	Per Unit Cost in Rs. (Both figure and words)	GST on per Unit Cost in Rs.	Total cost per unit in Rs.	Total Cost including in Rs. (Both figure and words)
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H) = (F) + (G)	(I) = (H) X (D)
37.	Book Rack Fastener 10 mm	Nos.	200	Any reputed				
38.	16 Amp Switch (Modular)	Nos.	300	Legrand/Anchor or equivalent brand				
39.	16/6 Amp Socket (Modular)	Nos.	300	Legrand/Anchor or equivalent brand				
40.	PVC Casing 3/4" (3 Meter length)	Nos.	100	Any reputed				
41.	PVC Conduit 3/4" (10 Feet)	Nos.	100	Any reputed				
42.	PVC Bend 3/4"	Packet	10	Any reputed				
43.	PVC Gitti	Packet	10	Any reputed				
44.	PVC Saddle 3/4"	Packet	20	Any reputed				
45.	Capacitor 2.5 Micro F for Ceiling Fan	Nos.	50	Any reputed				
46.	PVC Board with face Plate 8 Modular	Nos.	20	Any reputed				
47.	Ac Box 20A with Top (Metallic Socket) along with SPN MCB	Nos.	10	ABB/Legrand or equivalent brand				
48.	16 Amp SP MCB	Nos.	10	Any reputed				
49.	16/6 Amp Extension Box, 5 Pin and 3 Pin Socket with 3 Meter Heavy wire with 16 Amp Plug	Nos.	10	Reputed or Local Branch				
50.	Heat Pillar, 1500 W auto revolving	Nos.	10	Balco/Volmax/Bajaj or equivalent brand				
51.	Armoured Cable 125 Sq. mm, four core	Mtr.	100	Havells/Polycab or equivalent brand				
52.	Copper Bus Bar, 250 Amp.	Box	1	Havells/Polycab or equivalent brand				

R. Anand
21/11/2022

Signature of Bidder:.....
Date:.....

Sr. No.	Name of Item/Appliance	Unit	Approx. quantity of Items	Make/Model	Per Unit Cost in Rs. (Both figure and words)	GST on per Unit Cost in Rs.	Total cost per unit in Rs.	Total Cost including in Rs. (Both figure and words)
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H) = (F) + (G)	(I) = (H) X (D)
53.	Thimble 125 mm	Nos.	12	Any reputed				
54.	Cable clip 125 mm	Nos.	40	Any reputed				
55.	Geyser Element, 2 Kw	Nos.	50	Any reputed				
56.	Geyser Thermostat with reset switch	Nos.	50	Any reputed				

R. Singh
21/12/2024

Signature of Bidder:.....
Date:.....

NOTE:

1. The tender will be awarded to the person who will be L-1 for respective item/s. However, vendor may be L-1 in multiple cases.
2. In case L-1 vendor refuses to accept the empanelment offer then offer will be given to the L-2 or L-3 vendor on the L-1 rates.
3. In case more than one bidder happens to quote the same lowest price, IIM Sirmaur reserves the right to decide the criteria and further process for awarding the contract, decision of IIM Sirmaur shall be final for awarding the contract (However, preference will be given to MSME/NSIC).
4. The price quoted should be legible to all and in case of any ambiguity, price quoted in words will be considered.
5. Institute reserve the right to increase or decrease the quantity of items upto 100% and may also issue repeat orders to the concerned L-1 vendor/s.
6. The concerned L-1 vendor should be able to provide all items within 10 days from the date of award of work, failing which offer will be given to the L-2 or L-3 vendor on L-1 rate of respective item.
7. Other than above mentioned items required by the Institute will be provided by the respective L-1 vendor/s with 10 % discount on MRP.
8. Bidder may quote for any number of items but mentioned quantity of the particular items will remain unchanged.
9. It is mandatory to quote for all items mentioned in the Financial Bid.

R. Singh
14/03/2022

Signature of Bidder:.....
Date:.....