



IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

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

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
TENDER DOCUMENT FOR RATE CONTRACT FOR
SUPPLYING HOUSEKEEPING ITEMS AT
IIM SIRMAUR AGAINST TENDER NOTICE
NO. IIMS/PUR/RC/HOUSEKEEPING ITEMS/04/2019-20

Stores & Purchase Officer

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

TENDER NO. IIMS/PUR/RC/HOUSEKEEPING ITEMS/04/2019-20

Notice Inviting Tenders

Subject: Annual Rate Contract for Purchase of House Keeping Items.

The Indian Institute of Management Sirmaur (HP) is an Institute of national importance under the aegis of the Ministry of Human Resource Development, Government of India to provide management education of high quality and to promote allied areas of knowledge and inter-disciplinary studies. The Institute intends to enter in to annual rate contract for a period of one year from the date of finalization of contract for procurement of **“House Keeping Items** “for use in on the following terms and conditions ;-

1. Tentative purchase amount for one year Rs 05 Lakh.
2. **Submission of Bid:** The tender documents may be downloaded through IIM Sirmaur website <http://iimsirmaur.ac.in> w.e.f. 25.05.2019 to 25.06.2019
 - i) EMD should be in the form of demand draft drawn in favour of IIM Sirmaur
 - ii) Bidder shall submit the scanned copy of the following:
 - a) Authorized Dealer/Distributor/Business Partner/RSR Certificate from OEM.
 - b) Relevant Documents in case of MSME/SSI/NSIC Unit.
 - c) PAN Card, Address Proof and GST/TIN No.
 - iii) Duly filled Price Bid.
 - iv) The bidder is required to furnish an undertaking / affidavit dully attested by the competent authority swearing therein that the bidder is not blacklisted / disqualified at any time by any government /authority from participating in the bidding process.
3. **Last date of Submission of Bid: 25.06.2019 at 11:30 am**
4. **Opening of Bid:** Bid shall be opened on the **25.06.2019 at 3:00 pm.**
5. **Bid Validity:** Bid shall remain valid for a period of 60 days from the date of opening of bid.
6. **Bid Evaluation:** Duly filled Price Bid shall be evaluated on **lowest tender basis i.e. firm/vendor is L-1 in maximum number of cases/price quotes.**
7. The total cost quoted should be exclusive of taxes. Tax applicable at the time of invoice will be paid.
8. Prices quoted by the bidder shall remain FIRM for delivery in IIM SIRMAUR, during the currency of contract and any extension thereof.
9. The tender submitted by any other mode, will not be entertained under any circumstances except offline mode.
10. The financial bids of technically qualified bidders only will be opened. The financial bids may be opened on the same day or the time of opening will be intimated after evaluation of technical bid.
11. **Earnest Money Deposit:** The Bidders shall deposit Earnest Money amounting to

Signature of Bidder:.....

Date:.....

Rs 10,000/- (Rs. Ten Thousand Only) through demand draft drawn in favour of IIM Sirmaur.

12. The contract may be extended for another period on year-to-year basis subject to the mutual consent between both parties.

13. Tender Submission process

Interested bidder may submit their quotes in **two bid system (i) Technical bid & (ii) Financial bid** by giving all the necessary documents in English or Hindi as specified. **The TENDER must be dropped with all relevant documents in the TENDER BOX in Academic Block at IIM Sirmaur before 11:30 AM on 25-06-2019.** No other bids will be entertained under any circumstances by the management.

The Tender document attached must be direct, concise, and complete in all respects and arranged in an organized and structured manner.

GENERAL TERMS AND CONDITIONS:

14. The bid is liable to be rejected if the EMD and Tender fee is not found in order or receipt not accompanying with the Technical Bid.
15. The EMD of unsuccessful bidders shall be returned after the issuance of award to the successful bidder. No interest shall be paid by the IIM SIRMAUR, Paonta Sahib on the EMD.
16. The EMD of successful bidders shall be retained as security deposit and released after successful completion of contract. No interest will be paid on EMD amount.
17. The IIM SIRMAUR reserves the right to accept / reject / select more than one Agency and to annul the bidding process of any or all bids at any time prior to award of contract without thereby incurring any liability to the affected bidders.
18. The tender will be appraised by committee formed by IIM SIRMAUR. The lowest tender will be decided based on the total rate of the all items taken together and not item wise.
- 19. MSME/SSI Units:** The units registered with MSME/SSI/NSIC etc., are exempted from payment of EMD subject to the following;-
- (i) Submission/upload of registration certificate with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or National Small Industries Corporation
 - (ii) Valid registration during validity period of quotation.
 - (iii) Applied for registration or for renewal will not be accepted. Such offers will be treated as offer received without EMD.
20. The award to MSME Firms shall be regulated as per Govt. Guidelines issued from time to time.
- 21. Delivery Schedule:** Purchase order shall be issued on monthly basis or as per requirement and the firm shall ensure delivery of the material within 7 days from the date of placement of each purchase order.
- 22. Payment:-** payment will be made after receipt of material against each Purchase Order in good condition and full quantity to the entire satisfaction of Consignee. Normally

Signature of Bidder:.....

Date:.....

payment will be made within thirty working days after the supply of the material/goods is made. The freight charges incurred for the supply of the goods shall be borne by the bidder.

23. Delayed delivery & Compensation for delay:-

If the delivery of material/goods (which are the subject matter of the contract) in full and in good/satisfactory condition is not completed for whatsoever reasons within the stipulated period, an amount @1% (one percent of the undelivered material) would be deducted from the payment due to the supplier for each week or part thereof, subject to the maximum of 10% (ten percent of the undelivered material). In case, short supply in all respect is delayed beyond 70 days of scheduled delivery period in that case besides LD, EMD shall also be forfeited without any notice.

Further if the delivery of material/goods is not commenced at all for whatsoever reason within the scheduled delivery period, in that case the IIM SIRMAUR reserve the right to cancel the order with forfeiture of EMD without any notice.

In case of any defects and material is not found to be as per specification, the same shall be made good/replaced by the concerned firm as per the instructions of Consignee failing which it will attract action as above.

24. The IIM SIRMAUR reserves the right to accept or reject any or all the tenders without assigning any reason thereof whatsoever.

25. The IIM SIRMAUR reserves the right to increase/decrease the quantity at the time of placing the order.

26. In case **25.06.2019** happens to be a holiday, the tenders shall be opened on next working day at the same time and place.

27. Submission of bid means that bidder has read all the terms and conditions of this Tender Documents carefully and will comply them all unconditionally. Conditional bids shall not be accepted.

28. IIM SIRMAUR reserves the right to split the quantity/items ordered on more than one vendor.

29. Approximate requirement for one year:-

Attached as Appendix "A" to this document.

30. IMPORTANT INSTRUCTION FOR THE TENDERS:-

(i) Samples for the quoted items have to be submitted, if otherwise, asked for along with the Technical Bid on the mentioned date and time.

(ii) Housekeeping materials sample of L-1 bidder will be deposited at stores & Purchase department for feature and future reference.

(iii) The Rate contract will be initially for a period of one year from the date of finalization of the contract. However it can be extended for two (02) more years on satisfactory performance basis analyzed annually or as and when desired by the IIM SIRMAUR. Price quoted by the bidder shall remain FIRM during the currency of contract and any extension thereof. At least for first 12 month no request for change in rates will be entertained. However at the time of extension of the contract as mentioned above the quoted price for the earlier year in respect of any item may be

Signature of Bidder:.....

Date:.....

increased with the mutual consent of the both the parties subject to the condition that such increase shall not be more than 20% of the price quoted earlier in the bid accepted/agreed by the parties upon which the negotiation are being made.

(iv) Bidder must have an experience of at least 02 years in supplying of housekeeping material to govt. / educational institution / autonomous bodies/PSUs Etc. Copy of award of contract / purchase order / successful contract completion report of 02 years must be attached as proof along with the documents submitted at the time of bid.

(v) Bidder must have its office in Paonta Sahib/Nahan/Dehradun/Yamuna Nagar/Chandigarh. Proof of address must be uploaded in support of his claim.

(vi) Conditional tender and tender not accompanied with requisite amount of Earnest Money and tender fee will be summarily rejected and no correspondence in this regard shall be entertained.

(vii) Detail check list and pre-qualification criteria is attached as "Appendix B" to this document.

(viii) The material shall be of the best quality and as per specifications demanded. At any stage these are found unsuitable/sub-standard shall be liable to be rejected by the IIM SIRMAUR. The decision shall be final and binding on the Supplier. We also reserve the right to split the contractual quantity with one or more suppliers or maintain a parallel contract or reject the bids without assigning any reasons thereof.

(ix) In case the material or any part thereof has been rejected the IIM SIRMAUR shall not be required to assign or give any reason for such rejection and their decision shall be final. In case of any of the said material being rejected or not being rejected supplied as aforesaid, the unit shall be at liberty to purchase the same at the cost and expenses of the supplier and the supplier shall on demand, pay to the IIM SIRMAUR all such extra cost, charges and expenses as shall or may be incurred or sustained in procuring the same and/or the extra amount spent by IIM SIRMAUR on account of such purchases being made, shall be deducted from the security/running bills of the supplier. In case of repeated defaults the IIM SIRMAUR management reserves the right to terminate the contract and the supplier shall have no right to claim any compensation or damages in this regard.

(x) As 100% inspection of the commodities is not possible or practicable at the time of supply, the supplier shall be responsible to accept back and replace all such material which are on inspection/opening/checking/actual use found unsuitable or below the standard required by the IIM SIRMAUR. In case of failure of the supplier to do so, the unit (IIM SIRMAUR) shall have the right to proceed in same manner as mentioned above in respect of these rejected commodities.

(xi) The quantities shown in the 'Schedule' are only estimated requirements. The IIM SIRMAUR reserves the right to increase/decrease the quantities. No arrangement of any kind shall be entertained.

(xii) The supplier shall maintain proper date wise record of all indents placed on them by the IIM SIRMAUR for effecting supplies. If telephonic indents are placed at

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

anytime, the supplier shall ensure that such telephonic orders are followed with written indents.

(xii) The supplies must be accompanied by a proper dated challans/advice mentioning therein separately the quantity ordered and quantity supplied in respect of each item.

(xiii) In the event of failure on the part of the 'Supplier' to supply the material, in accordance with the conditions entered herein the unit shall have the right to make alternative arrangement at the cost and risk of the supplier. The supplier shall reimburse the extra cost to the IIM SIRMAUR and in case of his failure to do so the unit shall have the right to recover the amount from the security deposit of the supplier any dues owed to the unit by the supplier. It should be clearly understood that the unit's right and the supplier's obligation for compensation is not limited to the extent of security deposit and/or the dues owed and the unit shall have the right to proceed against the supplier for the recovery of its claim in excess of the security deposit and/or the dues available with the IIM SIRMAUR. The IIM SIRMAUR has a right to withhold the Security Deposit and appropriate the same if need be until the dues of the supplier are fully settled.

(xiv) In case of breach of any of the conditions stipulated herein, the unit shall be at liberty to terminate contract without prejudice to the right of the Corporation to claim damages on account of breaches thereof in the same manner as above.

(xv) The supplier shall not be directly concerned or in any way deal with the officers or other persons employed by or under the authority of the IIM SIRMAUR in making the supplies hereby contracted for, nor shall be suppliers either directly or indirectly give or promise to pay or give, or permit to be given to any person or persons or in any department under the IIM SIRMAUR, money or gratuity, fee or reward for any matter or thing or any way relating to the performance of the contract.

(xvi) The supplier shall not assign the present contract or in any manner allow any other person or persons to interfere in the Management or performance thereof, without the written permission of the IIM SIRMAUR management.

(xvii) In event of any dispute arising between the supplier'(s) and the IIM SIRMAUR during the currency of the contract or after conclusion thereof the same shall be settled by arbitration in accordance with the provisions of the arbitration and conciliation act 1996 or any statutory amendments thereof or any statute enacted for replacement thereof and shall be referred to the sole arbitrator to be appointed by the CAO, IIM SIRMAUR whose decision shall be final and legally binding on the parties. In the event of death, refusal, neglect, inability or incapability of the person so appointed to act as an arbitrator the CAO IIM SIRMAUR may appoint a new arbitrator. The venue of arbitration shall be the respective office of the arbitrator or a place suitable to IIM SIRMAUR unless otherwise specified in the arbitral award the cost of such arbitration shall be borne by the supplier and there will be no objection to this effect by any of the parties.

(xviii) The obligations and liabilities arising out of this contract shall be construed in accordance with the laws of Union of India. The Courts in Paonta Sahib, India shall

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

have the exclusive jurisdiction to try all or any of the disputes not covered under the arbitration and conciliation act 1996.

.....I/we agree to all terms and conditions as mentioned above including the validity of the offer. Utmost confidentiality of the data provided shall be maintained.

**Name, Designation & Signature of the bidder
with the seal**

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

**INDIAN INSTITUTE OF MANAGEMENT,
SIRMAUR(IIM SIRMAUR)**

Rampurghat Road, Near Dental College, Paonta Sahib, H.P-173025

TECHNICAL BID

Name and address of the bidder:

1. Name of the bidder

a) Full postal address:

b) Full address of the premises:

c) Telephone number:

2. Monthly supply capacity of goods quoted for

a) Normal

b) Maximum

3. Total annual turn-over(value in Rupees)(2018-2019)

(Copy of Balance Sheet s Audit Statement / IT returns, etc. to be attached as proof)

4. Past supply details for 2 years (major orders only)

5. Whether similar job work undertaken in the past, if so details

(Samples to be displayed if required)

Customer	Quantity supplied	Year

Signature of Bidder:.....

Date:.....

Information to be furnished for the Technical bid for House Keeping Rate
Contract:-

APPROX. QUANTITY FOR HOUSEKEEPING MATERIAL FOR ONE YEAR				
Sl. No.	Description of Items (All branded items only)	Approx. Qty. Per Year	Unit	Preferable Brand / Make
01	Acid Liquid	200	Ltrs.	
02	Broom Hard (Coconut)	100	Nos.	
03	Broom Soft	100	Nos.	
04	Colin Liquid / Glass Cleaner (500ml)	100	Nos.	
05	Liquid Hand Wash 250 ML	100	Nos.	Dettol / Savlon / Lifebuoy / Dabur Etc.
06	Dettol Soap (125 gm)	150	Nos.	Dettol or Similar
07	Soap Midimix Small (75gm)	100	Nos.	Midimix
08	Disposal Plastic hand Gloves	500	Nos.	
09	Mop Refill cotton (Round Handle Type)	200	Nos.	
10	Cotton Round Mop with stick (1.5 Mtrs.)	100	Nos.	
11	Dust bins Small with lid(5 Ltrs)	100	Nos.	
12	Garbage Bags Black for 90 Ltrs. (Heavy)	100	Kgs.	
13	Garbage Bags Black for 5 Ltr.	150	Kgs	
14	Lizol Liquid 500 ML	150	Nos.	
15	Naphthalene Balls white	15	Kgs	
16	Odonil Big 75g	250	Nos.	
17	Room Freshener 300 ML	100	Nos.	Odonil or Similar
18	Toilet Cleaning Brush – L Shape	250	Nos.	
19	Toilet Cleaning Brush (Round Shape)	100	Nos.	
20	Urinal Cake Colour	450	PKT	10 Piece/PKT
21	Washing Powder 1 Kg.	15	KG.	Surf/Tide/Rin
22	White Cloth (Waste Cloth)	200	Kgs.	
23	Yellow Cloth Thick	200	Nos.	Size 35cmx32cm
24	Pine Oil	500	Ltrs.	
25	Soap Oil	300	Ltrs.	
26	Harpic Liquid Toilet cleaner 500ML	120	Nos.	
27	Harpic Fresh Matic 50g	200	Nos.	
28	Vim Bar (250gm)	120	Nos.	
29	Rin Soap (250gm)	100	Nos.	
30	Dettol Antiseptic liquid (500ML)	100	Nos.	
31	Scrubbing pads Nylon (Green)	100	Nos.	
32	Bleaching Powder	150	KG	
33	Alaa Liquid 500ml Packs	75	Nos.	
34	Sabina Powder 1kg pack	100	Nos.	
35	Rat Killer 100gm pack	100	Nos.	
36	Urinal Spril Pad / Screen Mat	100	Nos.	
37	Working Towel Small 40cmx40cm	100	Nos.	Thick
38	Duster Cloth 40mx40cm	100	Nos.	Thick
39	Tissue Paper 30cmx30cm	50	Pkt.	100 piece/pkt.
40	Dustbin Small 5 Ltrs. Without lid	50	Nos.	Plastic
41	Dustbin 90 Ltrs. Wheel based With top openable attached cover	25	Nos.	Sintex GBRW 09-01 or similar
42	Superior Quality Toilet Paper Roll	20	Roll	

Signature of Bidder:.....

Date:.....

Appendix "A"**INDIAN INSTITUTE OF MANAGEMENT,
SIRMAUR(IIM SIRMAUR)**

Rampurghat Road, Near Dental College, Paonta Sahib, H.P-173025

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

**FINANCIAL BID
HOUSEKEEPING ITEMS RATE CONTRACT**

APPROX. QUANTITY FOR HOUSEKEEPING MATERIAL FOR ONE YEAR					
Sl. No.	Description of Items	Approx. Qty. Per Year	Unit	Make (to be mentioned)	Total Rate (Rs.)
01	Acid Liquid	200	Ltrs.		
02	Broom Hard (Coconut)	100	Nos.		
03	Broom Soft	100	Nos.		
04	Colin Liquid / Glass Cleaner (500ml)	100	Nos.		
05	Liquid Hand Wash 250 ML	100	Nos.		
06	Dettol Soap (125 gm)	150	Nos.		
07	Soap Midimix Small (75gm)	100	Nos.		
08	Disposal Plastic hand Gloves	500	Nos.		
09	Mop Refill cotton (Round Handle Type)	200	Nos.		
10	Cotton Round Mop with stick (1.5 Mtrs.)	100	Nos.		
11	Dust bins Small with lid(5 Ltrs)	100	Nos.		
12	Garbage Bags Black for 90 Ltrs. (Heavy)	100	Kgs.		
13	Garbage Bags Black for 5 Ltr.	150	Kgs		
14	Lizol Liquid 500 ML	150	Nos.		
15	Naphthalene Balls white	15	Kgs		
16	Odonil Big 75g	250	Nos.		
17	Room Freshener 300 ML	100	Nos.		
18	Toilet Cleaning Brush – L Shape	250	Nos.		
19	Toilet Cleaning Brush (Round Shape)	100	Nos.		
20	Urinal Cake Colour	450	PKT		
21	Washing Powder 1 Kg.	15	KG.		
22	White Cloth (Waste Cloth)	200	Kgs.		
23	Yellow Cloth Thick	200	Nos.		
24	Pine Oil	500	Ltrs.		
25	Soap Oil	300	Ltrs.		
26	Harpic Liquid Toilet cleaner 500ML	120	Nos.		
27	Harpic Fresh Matic 50g	200	Nos.		
28	Vim Bar (250gm)	120	Nos.		
29	Rin Soap (250gm)	100	Nos.		
30	Dettol Antiseptic liquid (500ML)	100	Nos.		
31	Scrubbing pads Nylon (Green)	100	Nos.		
32	Bleaching Powder	150	KG		
33	Alaa Liquid 500ml Packs	75	Nos.		
34	Sabina Powder 1kg pack	100	Nos.		
35	Rat Killer 100gm pack	100	Nos.		

Signature of Bidder:.....

Date:.....

36	Urinal Spril Pad / Screen Mat	100	Nos.			
37	Working Towel Small 40cmx40cm	100	Nos.			
38	Duster Cloth 40mx40cm	100	Nos.			
39	Tissue Paper 30cmx30cm	50	Pkt.			
40	Dustbin Small 5 Ltrs. Without lid	50	Nos.			
41	Dustbin 90 Ltrs. Wheel based With top openable attached cover	25	Nos.			
42	Superior Quality Toilet Paper Roll	20	Roll			

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

CHECK LIST

The Technically Bid shall be summarily rejected, if these documents are not attached. Documents must be attached in following serial order only.

Sl. No.	Particulars	Yes / No
01.	Receipt of Tender Fee payment for Rs. 1000/- (Rupees One Thousand only)(Non-Refundable).	
02	Receipt for EMD payment of Rs. 10000/-(Rupees Ten Thousand Only)	
03.	Photocopy of valid NSIC/SSI/DGS&D Registration Certificate / Review Certificate to be uploaded in case of claiming EMD exemption.	
04.	Firm / Company Registration certificate (Copy to be uploaded)	
05.	Certificate by the bidder to be uploaded stating that the firm / company has not been black listed by any Central Govt. / State Govt. / PSU agencies.	
06.	Certificate by the bidder to be uploaded that they have read and understand all the term and conditions mentioned in the tender document.	
07.	Copy of appropriate PAN Card	
08.	Copy of Registration with Service Tax/ Sales Tax/ GST Department.	
09.	Experience of atleast 02 years in supplying of housekeeping material to govt. / educational institution / autonomous bodies. Copy of award of contract/purchase order of 02 years must be uploaded as proof.	
10.	Undertaking to supply on credit of 30 days after clear receipt of materials	
11.	Undertaking regarding rates will be firm during one year contract period.	
12.	Copy of Income Tax Return of the firm/company/agency (Individual in case sole proprietary firm) for last financial year.	
13.	Certified copies of abridged balance sheets along with profit & loss account of the firm (tenderer) in support of annual financial turnover during the last years, ending 31st March 2019 of the previous financial year, should be at least 25 Lakh . (Attach Proof)	
14.	undertaking /affidavit dully attested by the competent authority swearing therein that the bidder is not black listed / disqualified at any time by any government /authority from participating in the bidding process.	

Signature of Bidder:.....

Date:.....

CERTIFICATE

I _____ Son/Daughter / _____ Wife of Shri _____ Proprietor / Director/authorized signatory of the agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document;

1. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
2. I, do hereby certify that I / my representative/ representative of our firm/company shall place the samples of items quoted by me/us/our firm/company (without indicating price, clear marking of firm/agency name in each of item) to Store Department of Indian Institute Management, Sirmaur, on the receiving of official intimation from competent Authority of IIM SIRMAUR regarding the "Technical Responsiveness of me /us/ our firm/company for this Tender".
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I, do hereby declare that the I/we/our firm/company has neither been black listed nor any criminal case is pending against me/us/him/our firm/our company (attach an affidavit duly notarized on Stamp Paper Worth of Rs. 50/-) stating that I/we/our firm/company has never been Black listed and no criminal case etc/ is pending against me /us/our firm/company) by any of the Govt. Institute/Ministries/Departments/PSUs.

Signature of authorized person)

Date: _____ Full Name: _____

Place: _____ Seal: _____

Signature of Bidder:.....

Date:.....