

INDIAN INSTITUTE OF MANAGEMENT, NAGPUR

Stores & Purchase Department, IIM Nagpur, VNIT campus,
South Ambazari Road, Nagpur – 440010, www.iimnagpur.ac.in
Ph. No. – 07127102396 / 07127102358 Email: purchase@iimnagpur.ac.in



IIM NAGPUR

Invitation to Offer

Name of bidder & Address: Ph. No.: Email id:	Inquiry Ref. No. IIMN/129/2021-22/07	Date of Issue: 12/11/2021
	Submission of quotation: on 23/11/2021; by 3.00 PM at IIM Nagpur Office.	Offer Valid up to 3 Months
	Date & time of opening of Quotation/Bid: on 23/11/2021 at 03:30 PM	Issued by: Stores & Purchase deptt.

IIM Nagpur invites quotations for supply of Housekeeping Consumables.

The quotation is for rate contract, initially for a period of Six months and may be extended further as per the needs of the institute.

The general terms of the contract and conditions of payment is given in Annexure B

The selected vendor will be required to supply the items as and when ordered in varying quantities as per requirements of the institute.

Place of Supply – IIM Nagpur, MIHAN campus

Delivery – Within two days of order.

The tentative quantities, the frequency of supply and the list of approved makes is given against the items as per the list in Annexure C Price Bid.

Bid Submission –

1. The Bidders are required to Annexure A and attach relevant documents as mentioned therein
2. The Bidders are requested to fill in the rates (including GST) and amount for the quantities given in Annexure C and as per approved makes.
3. The submission of bid implies that the terms and conditions as given in Annexure B are acceptable to the bidder.

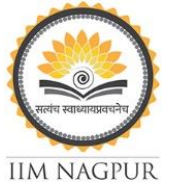
The bid complete in all respects with all relevant documents is to be sent in a sealed envelope so as to reach us on the above address and before the date specified above.

IIM Nagpur reserves the right to reject any or all the bids without stating any reason.

Sign & Stamp of Bidder / Supplier

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Annexure A

PARTICULARS OF BIDDER

1	Name of the Bidder	
	a. Trade name	
	b. Status of the bidder (Proprietorship/Partnership/LLP/Limited Co.)	
2	Postal address for communication	
3.	Telephone numbers	
4	Email address	
5	PAN No. (Enclose self-attested copy)	
6	GST No. (Enclose self-attested copy)	
7	Registration of the firm (Enclose self-attested copy)	

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this enquiry/ as stipulated in the enquiry No IIMN/129/2021-22/07 dated 12/11/2021. I/ we accept the terms and conditions in Annexure B and hereby offer the rates for **Supply of housekeeping consumables** as per rates quoted in Annexure C Price Bid.

Name of the BIDDER _____
Signature of authorized person _____

Official seal of BIDDER

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Annexure B

General Conditions for Bidders

1. Bidder should be a registered manufacturer/authorised dealer/supplier. All items to be delivered at IIM Nagpur, MIHAN campus.
2. **Price:** Price quoted by supplier and accepted by the Institute are final and no deviation there from will be accepted without the Institute's specific agreement in writing
3. **Contract:** The initial contract is for a period of six months and maybe extended for a further period of upto six months. Quantity of items in Price Bid is tentative and may increase or decrease as per actual requirements at the time of releasing PO.
4. **Specifications:** All materials and goods shall be, in every respect equal to description, specifications and to previous approved supplies (if any) and or samples submitted (if any) and shall be subject to purchaser's inspection and approval within a reasonable time after delivery and, if rejected, shall be held at the supplier's risk or returned at the supplier's expense. It shall not count as having been delivered unless the purchaser elects to make the materials and goods fit for its purpose, in which case the supplier shall be debited with the cost thereof.
5. **Warranty:** Notwithstanding our acceptance, or right of inspection, and or any other terms and conditions in the purchase order, the supplier warrants that all goods supplied here are free from any defects and that they fully comply with the specifications.
6. **Delivery Period:** All materials should be dispatched within **10 days** from the date of order. In case of urgent requirements, the firm will be required to supply at a short notice.
7. **Quality of consumable:** The firm will be entirely responsible for quality of supplied goods/ materials. The supplier should replace the rejected/ damaged consumable within 07 days, failing which penalty will be imposed 0.5% per week of the total ordered value shall be levied subject to maximum of 5 % of the total ordered value by the Institute.
8. **Invoice:** To be sent in triplicate after satisfactory delivery of each order. The invoice must mention Delivery challan, Order no. and date of delivery.
9. **Payment:** Payment will be made within the 15 days after receipt and approval of goods at our store office. No Payment shall be made in advance on the basis of the order of award of work. The Contractor shall submit the bill only after satisfactorily delivery of the material to the satisfaction of the IIMN.
The payment will be made for actual quantity supplied against each order.
10. **Insurance:** In case, we have preferred to cover the mail, by insurance, please inform us the details of lorry way bill / R.R and invoice value immediately on dispatch to enable us to arrange the same. Otherwise, any loss or damage in transit will be to your account.
11. **Packaging:** The goods should be securely packed to withstand rigors of rail, road, air, sea transport (as applicable) to avoid breakage / pilferage in transit. Delivery challan should be sent along with the material quoting our order reference. Indicate on all invoices / bills the name of the transport company L.R.No. and date. Freight value and freight to pay or paid.
12. **Removal of rejected goods:** All goods which are deemed to have been rejected by us shall be removed by the supplier at his own expenses and risk, within the time allowed by us. In the event the supplier fails to remove the rejected goods within the period allowed, we shall have the option to dispose such goods and all expenses incurred by us for such disposal shall be to the account of supplier.
13. **Control Regulation:** In case of anticipated delay in delivery the reason must be intimated to us within 3 days. The supply and dispatch should be arranged in strict conformity with any control regulations applicable and after obtaining necessary permits in force from time to time.
14. **Jurisdiction:** For all intents and purposes any contract under order shall be deemed to have been concluded at Nagpur

Sign & Stamp of Bidder / Supplier

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ANNEXURE 'C'

Price Bid

A - List of Consumables to be supplied Monthly.

S.No	Description	Qty.	Unit	Brand Name	Rate including GST	Amount
1	Naphthalene ball	2	Kg			
2	Hand Liquid soap	15	Lits			
3	Odonil	60	Nos			
4	Sunny Cube	10	Pkt			
5	R1 (Spiral)	15	Ltrs			
6	R2	5	Ltrs			
7	R3	5	Ltrs			
8	R5	3	Ltrs			
9	R4	2	Ltrs			
10	R6	15	Ltrs			
11	R9	5	Ltrs			
12	Nirma	1	Kg			
13	Room freshener	3	Nos			
14	Scotch bright	20	Nos			
15	Spray Gun refill	40	Nos			
16	Hard Broom	5	Nos			

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S.No	Description	Qty.	Unit	Brand Name	Rate including GST	Amount
17	Soft Broom	11	Nos			
18	Small wiper	11	Nos			
19	Check Duster	10	Nos			
20	Floor Duster	8	Nos			
21	Glass Duster	8	Nos			
22	Dry Mop Refill	5	Nos			
23	Wet mop Refill	5	Nos			
24	Wiper (Bath room)	5	Nos			
25	Nylon scrubber	5	Nos			
26	Garbage bag black small	7	kg			
27	Garbage bag black big	2	Kg			
28	Toilet roll	1	Box			
29	Bamboo stick	5	Nos			
30	Hand Gloves	20	pair			
31	Scrubbing pad Red with stick	11	Nos			
32	Sodium Hypchloride	10	Ltrs			
33	Sanitizer	20	Ltrs			

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B - List of Consumables to be supply Quarterly.

S.No	Description	Qty.	Unit	Brand Name	Rate including GST	Amount
34	Wiper big	11	Nos			
35	Sponge	5	Nos			
36	Dry Mop set (stick n frame)	11	Nos			
37	Wet mop set (Stick & frame)	22	Nos			
38	Wet mop Clamp	10	Nos			
39	Dry mop Clamp	6	Nos			
40	Glass wiper	4	Nos			
41	Scraper	5	Nos			
42	Nylon Brush	10	Nos			
43	WC Brush	10	Nos			
44	Hand Brush	5	Nos			
45	Dust Pan	10	Nos			
46	Carpet brush	10	Nos			

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S.No	Description	Qty.	Unit	Brand Name	Rate including GST	Amount
47	T brush	6	Nos			
48	Cobweb brush	10	Nos			
49	Toilet chokage Pump	10	Nos			
50	Hand wash dispenser	40	Nos			
51	Spray gun dispenser	15	Nos			
52	cleaning progress stand	10	Nos			
53	Mop Trolley	4	Nos			
54	Caddy	4	Nos			
	Total Amount including GST					

Total Amount in Words: (_____)

NOTE: The quantity given above is tentative and may increase. The Bidders will have to supply as per quoted rates in respective items of price bid. The payment will be for actual quantity supplied for each order.

Name of the BIDDER _____
Signature of authorized person _____

Official seal of BIDDER

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List of Approved Makes

Sr.No	Description	Brand Name	Sr.No	Description	Brand Name
1	Naphthalene ball	Khushboo/sunny any other reputed Brand	23	Toilet roll	Royal/ kimssoft/any other reputed Brand
2	Hand Liquid soap	Dettol	24	Hand Gloves	pride/any other reputed Brand
3	Odonil	ODONIL/ any other reputed Brand	25	Scrubbing pad Red with stick	3M /any other reputed Brand
4	Sunny Cube	Sunny cube/khushboo	26	Sodium Hypochlorite	As per WHO guideline and instructed by IIMN official
5	R1 (Spiral)	Diversey/sanifresh/Unik/Taski/Buzil Rossari (Eco friendly)/ any other reputed Brand	27	Sanitizer	It should contain alcohol 65% to 70% as per WHO guideline.
6	R2	Diversey/sanifresh/Unik/Taski/Buzil Rossari (Eco friendly)/ any other reputed Brand	28	Wiper big	BRW/GALA
7	R3	Diversey/sanifresh/Unik/Taski/Buzil Rossari (Eco friendly)/ any other reputed Brand	29	Sponge	Prakash/Cello
8	R5	Diversey/sanifresh/Unik/Taski/Buzil Rossari (Eco friendly)/ any other reputed Brand	30	Dry Mop set (stick n frame)	Sun bright/ any other reputed Brand
9	R4	Diversey/sanifresh/Unik/Taski/Buzil Rossari (Eco friendly)/ any other reputed Brand	31	Wet mop set (Stick & frame)	Sun bright/Taski
10	R6	Diversey/sanifresh/Unik/Taski/Buzil Rossari (Eco friendly)/ any other reputed Brand	32	Wet mop Clamp	Sun bright /any other reputed Brand
11	R9	Diversey/sanifresh/Unik/Taski/Buzil Rossari (Eco friendly)/ any other reputed Brand	33	Dry mop Clamp	Sun bright/ any other reputed Brand
12	Nirma	Nirma	34	Glass wiper	Gala/ any other reputed Brand
13	Room freshener	Pure Home /odonil	35	Nylon Brush	Gala/ any other reputed Brand
14	Scotch bright	3M/Hexo/Silki	36	WC Brush	Sumit/Gala
15	Spray Gun refill	Taski /any other reputed Brand	37	Hand Brush	Gala/ any other reputed Brand
16	Small wiper	BRW/unique /any other reputed Brand	38	Dust Pan	Prakash/cello
17	Dry Mop Refill	Sun bright /Ultra Clean/any other reputed	39	Carpet brush	Gala/ any other reputed Brand

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		Brand			
18	Wet mop Refill	Sun bright/Ultra Clean /any other reputed Brand	40	T brush	Gala / any other reputed Brand
19	Wiper (Bath room)	BRW /unique/any other reputed Brand	41	Cobweb brush	NGM/ any other reputed Brand
20	Nylon scrubber	kiri/any other reputed Brand	42	Hand wash dispenser	Gala/ any other reputed Brand
21	Garbage bag black small	Kuber /any other reputed Brand	43	Spray gun dispenser	Gala/ any other reputed Brand
22	Garbage bag black big	Kuber /any other reputed Brand			