

Tender No. IIMN/EMES/10/2022-23 dated 24-02-2023



INDIAN INSTITUTE OF MANAGEMENT NAGPUR

SUPPLY OF ELCTETRICAL & ALLIED CONSUMABLES ITEMS

(Tender Reference NO.: IIMN/EMES/10/2022-23 dated 24-02-2023)

www.iimnagpur.ac.in

Prepared & Issued by:

INDIAN INSTITUTE OF MANAGEMENT NAGPUR

Last date of Submission: 17-03-2023 up to 3.00 PM.

Tender No. IIMN/EMES/10/2022-23 dated 24-02-2023

Tender Notice

SUPPLY OF ELCETRICAL & ALLIED CONSUMABLES ITEMS

(Manual mode)

Indian Institute of Management Nagpur invites sealed Tender for Supply of Electrical & Allied Consumables items.

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

The tender should be submitted in two separate sealed envelopes on or before 17-03-2023 up to 3.00 P.M

The details of tender notification, technical bid and financial bid can be downloaded at <https://www.iimnagpur.ac.in/tenders>

Chief Administrative officer
Indian Institute of Management Nagpur

Email: jrengineerelec@iimnagpur.ac.in

Address of Campus:

Indian Institute of Management Nagpur
Plot No-01, Sector-20, MIHAN Notified area, Dahegaon Khapri (Rly), Nagpur-441108
Contact no- Ph. No 0712-710-0332

Tender No. IIMN/EMES/10/2022-23 dated 24-02-2023

NOTICE INVITING TENDERS

Sealed bids are invited under two bid system for Supply of Electrical & Allied Consumables items at Indian Institute of Management, Nagpur at (hereinafter to be referred as "IIMN").

1. Bid Schedule: Tender documents can be downloaded from IIMN web site <https://www.iimnagpur.ac.in/tenders/> and as per the schedule given in CRITICAL DATE SHEET as under:
CRITICAL DATE SHEET

Bid issue/Download start Date	The tender documents can be downloaded by the bidder from 02-03-2023 https://www.iimnagpur.ac.in/tenders/
Pre bid meeting	08-03-2023 at 03:00 P.M ; Estate Office IIM Nagpur Plot No-01, Sector-20, MIHAN Notified area, Dahegaon Khapri (Rly), Nagpur-441108
Re-Tendering/Corrigendum (If any)	09-03-2023
Last date of Bid Submission	On 17-03-2023 up to 3.00 P.M at MIHAN campus
Technical Bid Opening Date	On 17-03-2023 up to 3.30 P.M at MIHAN campus
Financial Bid Opening Date	Price Bid of only technically qualified bidders shall be opened at same / later date in presence of authorized representatives of bidders & IIMN Officers.

2. Bid Submission:

All pages of tender documents (downloaded from IIMN website) shall be stamped and signed and submitted by the bidder.

The bid that will be submitted by the bidder should consist of the following TWO sealed envelopes in the sequence given below:

Envelope - 1	Mandatory and Pre-qualification Bid document, Tender document signed and stamped on each page.
Envelope - 2	All information related to prices in the format given in price bid document. Original Price Bid document signed and stamped on each page shall be submitted. The bidder has to fill the price in the Price bid format downloaded from IIMN website only. The prices shall be filled both in figures and in words and the total amount shall be calculated and rounded off to the nearest rupee. No overwriting or use of correction fluid shall be accepted. Any correction shall be legible and signed by the authorised signatory.

The tender shall be submitted in two parts, viz., technical bid and price bid. The offers submitted by Fax/email shall not be considered. No correspondence will be entertained in this matter.

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Part I: Technical Bid

The following documents duly signed and stamped by the tenderer are to be furnished along with **Technical Bid** as per the tender document:

Mandatory Bid Documents

- Particulars of bidders (**Annexure A**)
- Copy of PAN
- Copy of GSTIN registration
- Average annual financial turnover (during last three years) ending 31st March 2022 (copies of documentary proof to be enclosed) should be at least: Rs.10 lakhs (Rupees Ten lakhs only)- ITR FY-19-20, FY-20-21, FY21-22
- The tenderer must have its office/branch/ sales & support team located in Nagpur region. Address Proof for the office / branch is to be submitted.

Please attached all the Annexure with all supporting documents.

Eligibility conditions (Pre-qualification):

Sr.	Description	Remarks (Documents to be attached)
1	Shop and Establishment Registration in Nagpur region- Registration certificate	(Please attached company incorporation or Relevant documentary evidences). The right to accept the contracting business of the vendor will rest with IIMN.
2	Average annual financial turnover (during last three years) ending 31st March 2022 (copies of documentary proof to be enclosed) should be at least: Rs.10 lakhs (Rupees Ten lakhs only)	ITR FY-19-20, FY-20-21, FY21-22
3	The tenderer must have its office / branch / sales / distributorship & support team located in Nagpur region.	Address Proof for the office / branch is to be submitted.

Technical bid shall be opened as per Tender Critical Date Sheet. The decision, IIMN will be final and binding to all for interpretation of any ambiguity.

Part II: Price Bid

Price Bid of only technically qualified bidders shall be opened at later date in presence of authorized representatives of bidders & IIMN Officers. Technically qualified bidders shall be intimated by web notification and or email. The date, time and location of opening the price bid shall be communicated to the eligible bidders.

- In case if the price bid is found to be tempered/modified in any manner, tender will be completely rejected bidder is liable to be banned from doing business with IIMN.
- Do not quote price in the Technical Bid i.e. in Part-I or elsewhere which would lead to bid getting disqualified without any further reference to the bidders.
- The prices must include all the applicable taxes and duties, fees and any other charges except GST. GST component if applicable to be shown separately and will be paid extra, if applicable.
- IIMN reserves the right to negotiate the quoted price with the successful bidder.
- The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.
- The rates must be stated for each item separately.
- Before quoting the rates for each item bidders are advised to visit the site for sample checking at site.
- Price bid will not be considered if any of the item rate is not quoted by the bidder.
- The quotation is for item rate contract, initially for a period of one year and may be extended for further period of six months as per the needs of the institute.

Special Terms & Conditions

1. 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 contract will be initially for a period of one year and may be extended for further period of six months as per the needs of the institute. 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:** All goods supplied should be free from any defects and that they fully comply with the specifications.
6. **Delivery Period:** All materials should be dispatched within **30 days** from the date of order. In case of urgent requirements, the firm will be required to supply at a short notice.
7. **Invoice:** To be sent in triplicate after satisfactory delivery of each order. The invoice must mention Delivery challan, Order no. and date of delivery.
8. **Payment:** Payment will be made within the 21 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.
9. **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.
10. **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.
11. **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.
12. **Jurisdiction:** For all intents and purposes any contract under order shall be deemed to have been concluded at Nagpur.
13. **Award of similar type of work on same rates:** Upon mutual consent, the client may award another similar type of works/services in campus based on this rate to the contractor, for which the rates may be valid up to ONE year from the date of issue of Work order or the work extension given if any.

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Annexure A

PARTICULARS OF BIDDER

SR.NO	DEACRIPTION	
1	Name of the bidder	
A	Trade Name (in Block letters)	
B	Status of the Bidder (Proprietorship/Partnership/LLP/Limited Co.) In Block letters)	
C	Name of Proprietor/Partners/CEO/Directors (In Block letters)	
2	Postal Address	
3	Telephone No.	
4	E-mail / Website address (if available)	
5	Name of the Banker, Branch Name & address (In Block letters) (For e-payment purpose)	
I	Account no	
II	IFSC code	
6	PAN (attached self-attested photocopy)	
7	GSTIN (GST Registration No.) (attached self-attested photocopy)	
8	Trade License/Business License/CIN (if applicable)	

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/quotation/NIT as stipulated in the tender notice No IIMN/EMES/10/2022-23 dated 24-02-2023. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for “as per Price Bid”

Signature _____

Date _____

Official seal of bidder _____

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CHECK LIST OF DOCUMENTS TO BE SUBMITTED

Bidder is required to fill-up this checklist which is as follows:

Sr.no	Item Description	Details of Certification Enclosed YES/NO	Remark
1	Particulars of bidders (Annexure A)		
2	PAN		
3	GST Registration		
4	Shop and Establishment Registration-Registration certificate		
5	Average annual financial turnover (during last three years) ending 31st March 2022 (copies of documentary proof to be enclosed) should be at least: Rs.10 lakhs (Rupees Ten lakhs only)		
6	Other documents required to clear PQ criteria		