

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA

EXPRESSION OF INTEREST (EOI)

FOR

EMPANELMENT OF VENDORS

Ref. No. **EOI/IIMC/EMPANELMENT/1/21-22**

Date: **March 02, 2022**

The Indian Institute of Management Calcutta intends to register/empanel the firms/companies/Agencies/Contractor/Vendors who are in the business of manufacturing, distributors, supplier, dealers, marketing of goods and services of the specified categories (as per latest renewal of Trade license) The main object of registration of firms/agencies as approved vendors is to have a broad based panel of technically capable, financially sound and reliable sources of supply to which enquiries can be addressed for the Institute purchases.

Brief Details of Empanelment:

Description	Registration Fee (Rs.)
EMPANELMENT OF VENDORS	Rs.1000/- + 18% GST (To be submitted in the form of DD in favour of INDIAN INSTITUTE OF MANAGEMENT CALCUTTA payable at Kolkata) which is non-refundable.

Time Schedule of tender activities:

SL No.	Particulars	Date	Time
1	Date & Time of online publication of tender	02/03/2022	16:30 Hrs.
2	Document submission start Date & Time	02/03/2022	17:00 Hrs.
3	Document Submission close Date & Time	22/03/2022	14:00 Hrs.
4	Closing Date & Time for submission of Registration Fee	22/03/2022	14:00 Hrs.
5	Opening of the documents	23/03/2022	14:00 Hrs.
6	Validity of documents	90 days from the date of opening of bids.	

BACKGROUND:

Indian Institute of Management Calcutta (IIMC) established by Government of India in the year 1961 as one of the first Indian Institute of Management. IIM Calcutta is an Institute of National Importance declared under Indian Institute of Management Act, 2017.

ELIGIBILITY CRITERIA:

The bidders must submit the following details to qualify for empanelment / registration:

Sl. No.	Description	Remarks
1	Trade License	Relevant Valid current document needs to be submitted
2	PAN Details	Photocopy of PAN Card to be submitted
3	GST Details	Photocopy of GST Certificate to be submitted
4	The Companies/Firms/Agencies/Contractors should have reputation with at least three years' experience in providing similar services to Public Sector Companies/Government Departments/Research Organizations / Reputed Private Sector Companies, IIM etc. A list of present clients, to whom the vendors are providing/ have provided similar services in the last three years, should be enclosed with the tender document	Valid document needs to be submitted
5	Average Annual Turnover in consecutive last three years (2018-19, 2019-20 and 2020-21).	Rs.12 lakhs
6	The Annual Turnover during each of the previous three financial years from 2018-2019, 2019-20 and 2020-2021 should be submitted	2018-19 = Rs.
		2019-20 = Rs.
		2020-21 = Rs.
7	The firm should neither blacklisted by any Central/State/Autonomous Bodies or Institute/Public Undertaking nor any criminal case registered/pending against the firm or its owner /partners anywhere in India.	A duly completed certificate on firm's letter head to this effect is to be submitted as per <i>Annexure I</i>

INSTRUCTION TO BIDDER:

- a) Vendors are required to enroll on the e-procurement module of the Central Public Procurement Portal (CPPP) (**URL: <https://eprocure.gov.in/eprocure/app>**) by clicking the link "**Online Bidder Enrolment**" on the CPPP Portal.
- b) Possession of a valid class II/III DSC in the form of smart card/e-token is a prerequisite for registration and participating in the documents submission activities. DSC's can be obtained from the authorized certifying agencies recognized by CCA India. (E.g. Sify/TCS/nCode/eMudra etc.)
- c) Vendors are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- e) The Vendors are required to log in to the site through the secured log-in by entering their respective user ID/Password and the password of the DSC.

- f) The CPP Portal also has user manuals with detailed guidelines on enrollment and participation in online document process. The user manuals can be downloaded for reference.
- g) Any queries related to process of online document submission or queries related to CPP Portal in the general may be directed to the 24 X 7 CPP Portal Helpdesk. The **Toll Free** Contact numbers for the helpdesk are 1800 3070 2232.

ONLINE DOCUMENT SUBMISSION PROCEDURE:

- (i) Help for vendors, FAQ, Information about DSC and Bidders Manual Kit containing the detailed guidelines for e-Procurement system are also available on Central Public procurement Portal. [<https://eprocure.gov.in/eprocure/app>]
- (ii) It is mandatory for all the vendors to have a valid Digital Signature Certificate (in the name of person having power of attorney to sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA's from the link www.cca.gov.in) to participate in e-Procurement of IIM CALCUTTA.
- (iii) It is mandatory for the vendors to get their firm /company registered with e-procurement portal <https://eprocure.gov.in/eprocure/app> to have user ID and Password.
- (iv) Documents will be available online on website <https://eprocure.gov.in/eprocure/app> which can be downloaded.
- (v) Vendors may download and refer the "Instructions for Online Bid Submission" from (<https://eprocure.gov.in/eprocure/app>).
- (vi) The documents shall be submitted online in the prescribed format given on the websites and documents received online shall be opened as per NIT or Corrigendum thereof. No other mode of submission is acceptable. Detailed credentials as per the requirement of eligibility criteria.

Vendors cannot submit the document after the due date and time of online submission. Time being displayed on Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> ("Server System Clock Time") shall be final and binding on the vendor.

Instruction for Registration/Empanelment of Vendor:

Registration form can be downloaded from the institute website i.e. www.iimcal.ac.in and <http://eprocure.gov.in/cppp/app> and non-refundable Registration Fee of Rs.1,000/- plus @18% GST in the form of DD in favor of "Indian Institute of Management Calcutta" payable at Kolkata needs to be submitted addressed to the Senior Administrative Officer (Purchase), Indian Institute of Management Calcutta, Joka, Kolkata - 700 104 and scanned copy of the same must be uploaded of the CPP Portal along with the application for empanelment. Application without Registration Fee will not be entertained.

Benefits of the Vendors registered with IIM Calcutta:

- (a) Tender enquiries against demands which are not advertised, are sent to the Registered firms.
- (b) In case of advertised/Limited Tender Enquiries, copies of the tender notices may be sent to Registered Firms giving them advance intimation/information to enable them to purchase the tender sets.
- (c) Rate Contracts and Running Contracts are generally awarded to registered firms.

Empanelment/Registration Procedure:

Procedure for empanelment of vendors with Indian Institute of Management Calcutta:-

1. The applicant should clearly read all the pages of the document.
2. Correct/relevant information/data have to be furnished by the vendors.
3. The applicant should make sure before applying for a particular type of Category of work/item.
4. Service providers/suppliers seeking application form shall have to pay the requisite (cost/fee) amount as stated below, for registration / empanelment. The amount shall be paid by a demand draft drawn in favor of "Indian Institute of Management Calcutta", payable at Kolkata. The cost of application forms and processing fees to be remitted along with the forms, shall be Rs.1,000/- + 18% GST and will not be refunded.
5. Service providers / suppliers shall have to fill and submit the Registration Form along with required documents and fees to "***The Senior Administrative Officer, (Purchase & store), Indian Institute of Management Calcutta, Joka, Diamond Harbour Road, Kolkata - 700 104, West Bengal***".
6. Applications incomplete in any respect, viz non-submission of any required document or information, or fee in requisite amount are liable for rejection.
7. Vendors / Firms registered with DGS&D, NSIC, NCCF (for items specified by NCCF), shall be considered for registration/empanelment at IIM Calcutta, on the basis of Registration Certificate of such agencies along with other certified documents.
8. The following essential documents (whichever is applicable) should accompany with the Registration form:
 - ✓ GST No.
 - ✓ Valid Trade License/Factory License for the relevant job / work.
 - ✓ Income Tax Permanent Account No. (In the name of the firm, if not a proprietorship firm)
 - ✓ Memorandum of Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.)
 - ✓ Registration certificates with DGS&D/NCCF (In alternative, an proof thereof can be admissible)
 - ✓ Current dealership agreement from Principal along with SSI/NSIC certificate if any.
 - ✓ Audited balance sheet or Profit & Loss account for last three years.
 - ✓ Annual turnover certificate for last three years duly certified by a CA firm.
 - ✓ ISO Certificate, if any.
 - ✓ A notarized certificate that the vendor hasn't been black listed by any institution of the Central/State government/any PSU, University; Institute etc. in the past three years should be submitted.
 - ✓ Institute may ask the registered vendor/supplier to submit any other certificate from time to time as it may deem fit.
9. On receipt of the Registration Form along with the requisite documents as mentioned above, the supplier shall be registered with the IIM Calcutta after Scrutiny.
10. The Registered/Empanelled Firms have to pay Rs.15,000/- (Rupees Fifteen Thousand) as Security Deposit (in the form of Demand Draft in favour of Indian Institute of Management Calcutta and payable at Kolkata) which will be refunded after the period of empanelment without any interest and after deduction of an amount, if any.

11. The firm will be considered for Registration/ Empanelment for an initial period of 2(two) year and their registration will be considered for renewal for one year subject to satisfactory performance of the firm during initial registration period. At the end of the period, the registered suppliers(s) willing to continue with registration are to apply afresh for renewal of registration. New supplier(s) may also be considered for registration any time, provided they fulfill all the required conditions.
12. After getting all the required fee, information & documents from the Applicant, the Registration Number will be issued to the supplier with the following details: (1) Registration No. (2) Vendor Trade Group/ Category No. along with description.

Terms and Conditions:

General Clause

- (i) The said registration qualifies a particular vendor for consideration for issue of tender papers in case of Limited Tenders for relevant category only for which vendor is registered/empanelled. However, this will not give any claim to the party for award of work / purchase order.
- (ii) The Registered Office / Branch Office of the vendors should be in Kolkata.
- (iii) IIM Calcutta reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of IIM Calcutta in respect of registration of parties for various categories of work/items shall be final and binding on all concerned registered firms/vendors in the panel of IIM Calcutta.
- (iv) Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of IIM Calcutta and keep the Institute informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.
- (v) In case of empanelled vendor is found in breach of any terms & condition(s) of IIM Calcutta or supply/work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules/laws, shall be initiated against the vendor and Security Deposits shall be forfeited by IIM Calcutta, besides debarring and blacklisting the vendor concerned for at least three years for further dealings with IIM Calcutta.
- (vi) The vendor should not assign or sublet the empanelment or any part or it to any other vendor in any form. Failure to do so shall result in termination of empanelment. Any vendor can get registered and empanelled any time throughout the year. All those firms which are registered and confirmed shall be entertained for various queries.
- (vii) All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier. In all future correspondence with IIM Calcutta, empanelled vendors are required to quote the Registration No.
- (viii) The IIM Calcutta has all the rights reserved to add/delete/alter of the items and to amend/add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reason(s) for the same.

Price Variation clause

During the validity of the empanelment including the extended period, if the vendor sells any empanelled item to any other department / Organization at a price lower than the price fixed for IIM Calcutta, the vendor must voluntarily pass on the price difference to IIM Calcutta with immediate effect.

Indemnity:

The selected vendor shall indemnify the IIM Calcutta and user departments against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof. IIM Calcutta/ User department stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfillment of the purchase orders.

Termination of Empanelment in case of Default:

- (ix) Default is said to have occurred (i) if the vendor fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by IIM Calcutta, (ii) If the vendor fails to perform any other obligation(s) under the empanelment and (iii) If vendor does not respond the Limited Tender Enquiry/quotation for IIM Calcutta.
- (x) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 15 days after receipt of the Default Notice from IIM Calcutta (or takes longer period in spite of what IIM Calcutta may authorize in writing), IIM Calcutta may terminate the empanelment/Purchase Order in whole or in part.
- (xi) In case of Default, no Security Deposit amount will be refunded to the Registered suppliers/vendors.

13. All disputes in this connection shall be settled in Kolkata, Calcutta High Court jurisdiction only.

**Senior Administrative Officer (Purchase)
IIM Calcutta**

Application Format for Vendor Registration

- 1 Name of the Company/Firm/Vendor: _____
- 2 a) Head Office/Registered Office: _____
 b) Telephone No./Mobile No.: _____
 c) Email: _____
 d) Website (if any): _____
 e) Date of Establishment: _____
 f) Branch Office telephone/ Mobile No: _____
- 3 Name of the Chief Executive/Proprietor/Partners: _____
 Telephone No./Mobile No. _____
 Email: _____
- 4 Name of the Contact Person: _____
 Telephone No./Mobile No. _____
 Email: _____

5 Type of Organization (Tick appropriate)	Documents to be enclosed
a) Proprietary	Trade License
b) Partnership	Partnership Deed, Trade License
c) Private Limited Company	Memorandum of Article
d) Public Limited Company	Certified of Registration
e) Public Sector	Trade License

6. Name of Business (Tick appropriate)

Manufacturing Service	Dealership	Service Provider
Stockiest	Indian Agent	Kolkata Branch Office
Others		

7. Details of category for which Registration is sought (as per Point No. 4 in Instruction to Vendor for Registration / Empanelment of Vendors)

SL No.	Category	Code	Tick appropriate
1	Furniture (Steel and Wooden) Office Furniture (Chair and Table), Almirah, 4 and 2 Drawer Steel Filling Cabinet, Lecture Hall Furniture, Classroom Furniture, Library Furniture, Customized Laboratory Furniture, Computer Furniture, Hostel Furniture, Mess Furniture, Home Furniture, Venetian/Vertical Blind, Chest, Rack etc.:	001	

2	Stationary Items: Writing Pads, Copier Paper, Letterhead, All type of Envelops, stationary office items like Pen, Pencil, All type of File with printing, Calculators, Binder, Gems clip, punching machine, clip stapling, machine stapler pin, paper weight, Alpin, Gate pass, All size papers, Registers, Diaries, Visiting Card, Plastic Tray, and other office related stationary etc. and Printing Work: Letter heads, envelop, different forms, coupons, bill book, invitation card, posters etc.	002	
3	Furnishing & Liveries Items: Curtain cloth, Lining cloth, Curtain Rings, Table clothes, Big Towel, Hand Towel, table clothes, house keeping items.	003	
4	House hold items (for use of Student Hostels, and others) like Table cloth, bed sheet, cot, proctor, different size of Dustbin etc.	004	
5	Computer Peripherals (like Slide changer, Pen Drive, Mouse Pad,	005	
6	Consumer Durable items like TV, Fridge, Washing Machine, Electric Kettle, Food warmer, Grinder machine, Shreeder Machine, Canteen Utensil for Staff Canteen and Students Hostels etc.	006	
7	Sports and Gymnasium Items	007	
8	Medicine & Drugs and Medical equipments	008	
9	Catering, Food and Beverage	009	
10	Covid - 19 items, PPE Kit, Sanitizer, Gloves, Mask, Foot Operated Sanitizer Machine, Battery Operated Spray Machine, Inferred Thermo Scanner, Triple Layer Surgical Mask, etc.	010	
11	Signage, Flex, Glow sign, etc.	011	
12	All kind of Mementos	012	
13	Hiring agency for Decorators for Chair, table, table cover etc.	013	
14	Other, Please specify	014	

Note: Vendors are requested to enclosed detail list of goods and services etc.

8. Annual Turnover during last 3 years (Rs. Lakhs)

a) 2018-19		
b) 2019-20		
c) 2020-21		

9. Commercial Information Registration (Enclose Attested Copy wherever Applicable)

- a) GST Registration No. -----
- b) Trade Licence. -----
- c) Establishment / Factory License No. -----
- d) PAN -----
- e) Registration Certificate with DGS&D/NCCF
- f) Current dealership agreement with Principal (along with SSI/NSIC Certificate if any)
- g) Relevant ISO Certificate, if any

7. Details of Major Customers

Name of Autonomous institution/ Government departments/ Major Public sector undertaking / Research and Development institutions where your firm is registered:

Sl.No.	Name of the Institution	Empanelled For	Contact Name	Contact Number

DECLARATION BY VENDOR

I confirm that

- 1) No employee or direct relation of any employee of IIM Calcutta is in way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Company.
- 2) The information furnished is correct to the best of my knowledge and belief.

(Signature of Proprietor/Partner/Chief Executive)
Name-----

(In Capital Letter)

Place:

(Seal of Vendor)

Date:

Check List

S.No.	Particulars	Enclose the copy of the following & tick as per applicability
1	Trade Licence	
2	GST Registration	
3	Proof of registration of the Firm/Establishment/Factory License.	
4	PAN card in Firm's Name	
5	DGS&D/NCCF Certificate	
6	Authorization certificate of dealership (agreement with principal (Along with SSI/NSIC Certificate if any)	
7	Relevant ISO Certificate, if any	
8	Proof of Registration with any Govt. Organization/ Autonomous Bodies	
9	Purchase orders issued by any Govt. Organization/ Autonomous Bodies	
10	Any Other Certificates	

Signature of Vendor