

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA

NOTICE INVITING TENDER

FOR SUPPLY OF “Various Household & Stationery items for use at CMDP”

Ref. No. NIT/IIMC/CMDP/38/21-22

Date: October 28, 2021

E-tenders are invited by Indian Institute of Management Calcutta (IIMC) under two-bid system i.e. Technical Bid and Financial Bid from the Companies/Firms/Agencies/Contractors having relevant experience in supply of “**Various Household & Stationery items**” on the terms and conditions enumerated in details in tender document. The tender can be downloaded from the website <http://eprocure.gov.in/cppp/app> or www.iimcal.ac.in and bid to be submitted online only through the CPP Portal up to the last date and time of submission of tender.

Brief Details of Tender:

Item Description	Tender Fee (Rs.)
SUPPLY OF “ VARIOUS HOUSEHOLD & STATIONERY ITEMS ”	Rs.500/- + 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	28/10/2021	16:00 Hrs.
2	Bid submission start Date & Time	28/10/2021	17:00 Hrs.
3	Bid Submission close Date & Time	17/11/2021	14:00 Hrs.
4	Closing Date & Time for submission of Tender Fee	17/11/2021	14:00 Hrs.
5	Opening of technical Bid	18/11/2021	14:15 Hrs.
6	Opening of financial Bid	To be intimated in due course time	
7	Validity of bids	90 days from the date of opening of bids.	
8	Rate Contract Validation	Upto one year from the date of issuance of Purchase Order within approve rate	
9.	Earnest Money Deposit	Not applicable only Declaration as per Format	

BACKGROUND:

Indian Institute of Management Calcutta (IIMC) was 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.

It is the first institution in India to earn a “Triple Crown” in accreditation. The Institute is now accredited by the Association to Advance Collegiate Schools of Business (AACSB), European Quality Improvement System (EQUIS) & Association of MBA’s (AMBA) which have assessed and ratified the quality of the programs by external (of International standard) peer review processes.

ELIGIBILITY CRITERIA:

The bidders must submit the following details to qualify the Technical Bid:

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	Document as proof of Registered Office/Branch Office at Kolkata	Valid document needs to be submitted
5	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
6.	Average Turn over in consecutive last three years	Rs.10 lakhs
7	The Annual Turnover during each of the previous three financial years from 2017-2018, 2018-19 and 2019-2020 should be submitted	2017-18 = Rs. 2018-19 = Rs. 2019-20 = Rs.
8	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 Annexure I
9	The regular Vendors of IIM Calcutta who are already supplying similar line of product during the last three consecutive years may also eligible for submission of tender document along with price bid.	Valid document needs to be submitted

INSTRUCTION TO BIDDER

- a) Bidders 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 bid submission activities. DSC's can be obtained from the authorized certifying agencies recognized by CCA India. (E.g. Sify/TCS/nCode/eMudra etc.)
- c) Bidders 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 bidders 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 bidding process. The user manuals can be downloaded for reference.
- g) Any queries related to process of online bid 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 BID SUBMISSION PROCEDURE

- (i) Help for bidders, 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 bidders 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 bidders to get their firm /company registered with e-procurement portal <https://eprocure.gov.in/eprocure/app> to have user ID and Password.
- (iv) Tender documents will be available online on website <https://eprocure.gov.in/eprocure/app> which can be downloaded.
- (v) Bidders may download and refer the "Instructions for Online Bid Submission" from (<https://eprocure.gov.in/eprocure/app>).
- (vi) The tender documents shall be submitted online in the prescribed format given on the websites and technical bids 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 and all tender papers except Bill of Quantities are to be submitted in "Technical Bid".
- (vii) Bill of Quantities with rates duly filled in is to be submitted in the format provided online in the name of "Price Bid". Hence, physical submission of the documents is limited to submission of original Earnest Money and Tender document fee. Deposit in the form of Demand Draft as per provision given in NIT.
- (viii) Representative of the bidder, who chooses to attend, may attend the online opening of the technical bids on the scheduled date and time of Bid opening. However, such representatives shall be allowed to attend the opening of the Technical Bids, only, if such person presents the signed letter of authority issued in his name by the bidder on his letter head.
- (ix) Bidders cannot submit the tender after the due date and time of e-bid 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 bidder. E-Bids are required to

be submitted by bidders, only as per the Indian Standard Time (IST) and not the time as per their location/country.

- (x) The bidders are advised to submit their e-bids well before the e-bid due date. IIM CALCUTTA shall not be responsible for any delay in submission of e-bids for any reason including server and technical problems.
- (xi) The Technical and Price Bid shall be digitally signed by the Authorized Signatory of the bidder & submitted "on-line". The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally signed bid. Scanned copies of various documents can be prepared in .pdf file format.
- (xii) Any tender received without original Earnest Money and Tender document fee in the form as specified in NIT shall not be accepted/considered and shall be summarily rejected.
- (xiii) Physical submission of the documents is to be as per the following in one envelop only in the Drop Box at the Office of Senior Administrative Officer(Purchase), Administrative Building, Ground Floor, East Side, IIMC Campus, Joka, Kolkata – 700104.
 - a) Original Demand Draft for the cost of the tender will be deposited in the Drop Box which are lying in the office of the Senior Administrative Officer, Purchase, 1st floor, Administrative Building, east side.

BID OPENING

- a) Technical bids will be opened on 18/11/2021 at 14:15 HRS.
- b) Financial Bids of the eligible bidders will be opened on a later date and will be intimated accordingly.
- c) **Bids should be summarily rejected, if tender is submitted other than through online or original tender fee in DD form in favour of Indian Institute of Management Calcutta and payable at Kolkata are not submitted within stipulated date/time.**

SECURITY DEPOSIT DETAILS

- a) The successful bidder will have to submit the security deposit valid for 12 months in the form of DD @ 3% of the total value of order at the earliest from the date of issue of the award Letter within 30 (thirty) days. No interest will be paid by IIM Calcutta on the security deposit.
- b) Security deposit will be refunded to the supplier without any interest, after it duly performs and completes the warranty period in all respect.
- c) Security deposit will be forfeited, if the firms fail to perform/abide by any terms or conditions of the contract.
- d) In case, the firms fails to execute the order successfully, within specified delivery period, the same goods/items will be procured from open market and the difference of cost, if any, will be recovered from Security deposit from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Security Deposit.

DELIVERY SCHEDULE

The successful bidder should execute the order within **15 (fifteen) days** at IIM Calcutta, Diamond Harbour Road, Joka, Kolkata –700104 from the issue of Purchase Order. In case of any damage found, the item(s) should be replaced within 15 (fifteen) days at IIM Calcutta. The bidder has to make own arrangement for sending and unloading the items. The successful bidder may ask for providing a sample of each item, if required.

FORCE MAJEURE

- a) IIMC have to the right to foreclose the Contract at any time during the tenure of the contract without assigning any reason whatsoever by giving notice of at least thirty days to you of its intension to do so, without any claim of damages by you.
- b) In the event of unsatisfactory service or failure on your part, deadline or if you neglect to execute the work without due diligence or expedition or refuse or neglect to comply with any reasonable order given to you by IIMC shall have the option to declare the contract as cancelled and any get the work execute by any alternate sources at your risk and cost. In such event you will have no claims whatsoever against IIMC in consequence of such termination of the contract. The decision of IIMC Authority in terminating the contract will be final and binding on you. In the event of Termination Contract, the remaining payment shall be forfeited and you will not have any claim in this regard.

GENERAL TERMS AND CONDITIONS

1. **Evaluation of the Tenderer:** The Bidder will be selected based on the lowest quoted rate of all items together exclusive of GST. The GST charges will be applicable as per rule.
2. Amendment of tender Document: At any time prior to the last date of receipt of bids, Institute may for any reasons, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment.
3. The Institute may, at its own discretion extend the last date for the receipt of bids.
4. If the Company/Firm/Agency/Contractor fails to carry out the job entrusted to him by the Institute, the Company/Firm/Agency/Contractor shall indemnify the Institute against any losses arising out of such failure, and will hold the Institute harmless. The decision of the Institute for determining penal amount, subject to a maximum of 10% of the bill value, will be treated as final and binding.
5. For any dispute arising out of this agreement shall be referred to the sole Arbitrator to be nominated by the Director of the Institute, whose decision shall be final. The venue of the arbitration shall be within the jurisdiction of Kolkata Court only.
6. **Period of Contract:** L1 Vendor will be selected based on the lowest quoted rate of all items together exclusive of GST and the rates will be valid till one year from the date issuance of Purchase Order and the selected vendor has to deliver the items as per the approved rate during the said time period as per as future requirement of the Institute.

TERMS & CONDITIONS OF CONTRACT

1. The Tenderer submitting his Tender would be deemed to have considered and accepted all the terms and conditions of Tender. No verbal or written enquiries shall be entertained in respect of acceptance or rejection of the Tender.
2. If the bidder gives deliberately wrong information to create conditions for acceptance of the tender, Director, IIMC 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. The successful Tenderer shall have to follow all the instruction given to him/them from time to time by the Competent Authority or person nominated by him.
4. The supplier is responsible for any illegal activity of the employee done by him during his work / presence in the Institute Campus Premises.
5. The successful Tenderer shall comply with all instructions/direction/rules and regulations of any statutory authority and discharge all obligations, imposed upon him by the statutory authorities or under any law and shall indemnify the Institute and officers/employees from any claim or consequences /damages for any lapse or non-compliance thereof.
6. The successful Tenderer will be responsible for any accident or mishap or death of workers engaged by the successful Tenderer and any claim made on this account will be paid by the successful Tenderer, who will also indemnify the Institute from any claim in this regards.
7. The successful Tenderer and his worker shall abide by the rules and regulations of the Institute as well as directions/instructions issued by the Director of Institute or on his behalf by the authorities from time to time and violation of which may result in cancellation of the contract.
8. In the event of infringement of any law by any of the workers engaged by the successful Tenderer, Tenderer shall be under obligation to change the worker immediately on the instruction of the Institute authorities.
9. **DISPUTE:-**
 - (i) If any dispute or difference arises between the parties relating or concerning or to interpretation of the contract or any alleged breach thereof or any matter relating to the contract, the same shall be settled by the parties as far possible by mutual discussion and consultation between themselves, whether the same has arisen during the subsistence of the contract or thereafter.
 - (ii) In the event of any dispute or differences arising in connection with the contract arising out of this Tender whether during the subsistence of the contract or there after not being settled in aforesaid manner, the matter shall be referred to the Director, IIMC for arbitration whose decision shall be final and binding on both the parties. The proceedings before the arbitrator would be governed by the provision of the ARBITRATION AND CONCILIATION ACT, 1996.
 - (iii) The courts of Kolkata shall have exclusive jurisdiction in all matters arising out of this Tender.

10. **TAXES AND DUTIES:** - The total value of Comprehensive AMC charges should be inclusive of all taxes except Goods & Service Tax levied by the Central Government shall be paid on actual by the Institute subject to the production of documentary evidence/challan of deposit in the bank/statement of service tax account submitted to the service tax authorities against the receipts of payments received from the Institute by the successful Tenderer.
12. **PAYMENT:-**
The payment will be made within a 30 working days from the date of submission of bill, subject to satisfactory performance.
13. **PENALTY:** - Penalty will be imposed @ 200/- (Rupees Two Hundred) per day, if the delivery is not done by stipulated time or if found any faulty.
14. **TERMINATION OF AGREEMENT:-**
(i) After giving opportunity of being heard to the successful Tenderer, Institute may terminate/cancel the agreement on the following grounds:-
- (a) Breach of any or all terms and conditions of agreement.
 - (b) Non-performance or unsatisfactory performance of work executed by the successful Tenderer.
 - (c) At any time document or information furnished with Tender is found forged or fabricated during the subsistence of the contract.
- (ii) Notwithstanding to any provision of the contract, if the contract is terminated by the Institute, and the Institute has to award the work to other party on higher rate, the successful tenderer has to compensate the difference of cost for entire remaining period of contract to the Institute.

(Debabrata Bishayee)
Sr. Administrative Officer (Purchase)

**(On the Firm Letter head)
CERTIFICATE**

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Authorized Signatory with Seal
Contact No.:
Name: Designation

- All bidders shall be required to sign the bid securing declaration as the following in their Letter Head paper.

Bid Security Declaration

I / We, the authorized signatory of M/s , participating in the subject tender no. For the item / job of , do hereby declare:

- That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender
- That in the event we withdraw / modify our bid during the period of validity Or I/we fail to execute formal contract agreement within the given timeline OR I/we fail to submit a Performance Security within the given timeline Or I/we commit any breach of Tender Conditions / Contract which attracts penal action of forfeiture of EMD and I/we will be suspended from being eligible for bidding / award of all future contract(s) of Indian Institute of Management Calcutta, for a period of one year from the date of committing such breach.

Signature and Seal of Authorized Signatory of bidder

Name of Authorized Signatory

Company Name

