

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA
Diamond Harbour Road, Joka, Kolkata - 700104

NOTICE INVITING TENDER

Tender Enquiry No. **NIT/IIMC/RC/LDP-MDP/16/2022-23**

Date: 19/07/2022

Tender Name: Rate contract through Selected Vendors for Procurement of Programme Kit (Wildcraft brand backpack bag, Model No. BTS 4.16. , Sreeleather brand backpack Bag, Article No. 101152, Sreeleather brand Pure Leather Portfolio Bag 63039, Pure Leather Back pack Strolley No. 113710, Luxor brand Note Pad (as per sample), Linc Pen with Logo and Institute Name (as per sample), Certificate Folder 1, 2 and 3 (as per sample) Plastic Folder (as per sample) and Programme Kit for Workshop/Other Programme (Jute Bag as per sample, Pen (as per sample) Writing Pad (as per sample) for use of LDP, MDC Programme and other requirements of the Institutional activities.

E-Tenders are invited by Indian Institute of Management Calcutta (hereinafter referred to as “IIMC”) under Two-Bid System i.e. Technical Bid and Financial Bid from eligible bidders having experience for a period of 03 years **or** is a manufacturer/authorize dealer/sole distributor of any item as mentioned in the Tender. The Rate Contract (RC) for use of IIMC is for a period of 02(two) years w.e.f. the date of issuance of Purchase Order which may be extended for a further period of 01 (one) year depending upon the satisfactory performance of the supplier/vendor, same terms and conditions and requirement of the Institute.

Time schedule of tender activities:

- Date & Time for submission of Tender Documents: from **July 19, 2022 17:00** to **August 08, 2022** up to **14.00 hrs.**
- Pre-Bid Meeting: **26th July, 2022** at **2.30. p.m.** at the Committee room of the Administrative Building.
- Last date & Time of submission of Tender document: **August 06, 2022** at **14.00 hrs.**
- Date & Time of Opening of Technical Bid: On **August 08, 2022** at **14:15 Hrs.**
- Date & Time of Opening of Commercial Bid: To be Communicated to the qualifying tenderer later.

Eligibility Criteria:

The tenderer shall fulfill the following criteria for submission of Bid: -

- a. The bidder should have experience in dealing with items as mentioned in Tender name for a period of 03 years **or** is a manufacturer/authorized dealer/sole distributor of any item. (Enclose copy of certificate of Incorporation/Registration Certificate and Dealer/Distributor Certificate of the firm).
- b. The Tenderer should have valid PAN in the name of the Company or in the name of proprietor.
- c. Enclose Bidder’s Information – **Annexure I**
- d. The bidder must not be blacklisted/suspended or any service related dispute with any organisation/Govt. Organisation/Autonomous Bodies/PSU’s etc. (Self-Declaration will be submitted on the Company Letter Head) – **Annexure II**
- e. The bidder should accept terms and conditions – **Annexure III**
- f. The bidder should have experience of supplying of Programme Kit as mentioned above for the

executive programme office stationery items in the IIMs, IITs, NITs and government/semi—government/PSU's during the last 03 (three) years. Enclose the copy of at least 03 (three) purchase order or completion certificate/invoices - **Annexure IV**

g. The bidder must have Annual Average Business Turnover of Minimum 15 Lakhs in the last 03 (three) consecutive Financial year i.e. 2018-19, 2019-20 and 2020-21- **Annexure V**

h. The bidder should have had Average Annual Financial Turnover of at least 50% of the estimated cost of the work in the last three consecutive years ending 31.03.2021. Relevant document duly certified by a Chartered Accountant must be submitted.

i. The bidder should not have incurred any loss in more than two years during the immediate last five consecutive financial years ending 31.03.2021. Copies of balance sheet / certificate from Chartered Accountant are to be submitted in support thereof.

e) Should have a Solvency of 40% of the estimated cost issued by a Bank. The Solvency certificate should not have been issued earlier than 6 (Six) months of last date of submission of tender.

f) Should have valid Permanent Account Number of Income Tax and valid regional trade license issued by competent authority of W. Bengal. Copies of documentary evidence are to be submitted. g) Should have valid GST Registration h) The experience certificates issued by IIMs, IITs, NITs, Government Organizations / Semi Government Organizations / State Government Public Works Department / Central Government / Public Sector Undertakings / Autonomous Bodies/ Municipal Bodies eligibility of the Public Limited Companies / Non-government organizations shall be accepted for assessing the eligibility of tender. i) Even though an applicant may satisfy the eligibility criteria, IIMC reserves the right for not issuing the tender document if the applicant has record of poor performance such as abandoning work, not properly completing the work, delay in completion of work, poor quality of work, financial failure / weakness etc.

j. Agencies are requested to download tender document from the CPP Portal before inspection of the entire items, specifications etc. and also requested to submit hard copy of the entire documents in the drop box which is available in the office of the Senior Administrative Officer, Purchase, Ground Floor, East Side, Administrative Building of IIM Calcutta, Diamond Harbour Road, Joka, Kolkata- 700104.

9. The Tenderer should have valid renewed Trade License.

10. The Registered Office/Branch Office of the Company/Firm/Agency shall be mentioned in the Tender document along with proof.

IIMC reserves the right to accept any tender or reject any or all tenders or annul this tendering process without assigning any reason and liability whatsoever and to re-invite tender at its sole discretion. The corrigendum or addendum, extension, cancellation of this NIT, if any, shall be hosted on the IIMC website. The bidders are required to check IIMC's website regularly for this purpose, to take into account before submission of tender. All Corrigendum and addendum are to be submitted duly signed & stamped.

C. Procedure for submission of Bids

1. 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>]

2. 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.

3. 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 & password.
4. Tender documents will be available online on website <https://eprocure.gov.in/eprocure/app> which can be downloaded.
5. Bidders may download and refer the "Instructions for Online Bid Submission" from (<https://eprocure.gov.in/eprocure/app>).
6. 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. Detailed credentials as per the requirement of eligibility criteria and all tender papers except Bill of Quantities are to be submitted in "Technical Bid".
7. Bill of Quantities with rates duly filled in is to be submitted in the format provided online in the name of "Price Bid".
8. 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.
9. 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.
10. 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.
11. 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.
12. Any tender received without original Tender document fee in the form as specified in NIT shall not be accepted/considered and shall be summarily rejected.
13. Physical submission of the documents is to be as per the following in one envelop only i. Original Demand Draft for Tender document fee.

D. EVALUATION OF BID:

1. IIM Calcutta will evaluate the technical bid and based on the technical bid, Commercial bid will be evaluated. The technically qualified vendors will be informed through CPP Portal. Technical Bid information to be submitted as per Annexure- VI.
2. In case of any bidder is silent on any clauses mentioned in the Tender Documents, IIM Calcutta shall construe that the bidders have accepted the clause as per the Invitation to tender and no further claim will be entertained.
3. No revision in the terms and conditions quoted in the offer will be entertained.

F. VALIDITY OF BID: Bid submitted by the bidder shall remain valid for a period of 90 days from the date of opening of bid.

G. ESTIMATED COST:

Sl. No	Programme Kit	LDP QUANTITY	Gross Amount (Rs.)	MDP QUANTITY	Gross Amount (Rs.)	Total Estimated (Rs.)
1	Wildcraft Laptop Bag	2500	23,83,600.00	2500	2383600	47,67,200.00
2	Writing pad	2500	2,65,725.00	2500	265725	5,31,450.00
3	Pen	2500	2,79,950.00	2500	2,79,950.00	5,59,900
4	Plastic Folder	0	-	2000	35280	35,280.00
5	Certificate Folder for LDP	2500	7,81,750.00		0	7,81,750.00
6	Certificate Folder for MDP		-	2500	861400	8,61,400.00
			37,11,025.00		3575955	72,86,980.00

This year one Laptop Bag, Portfolio Bag, Trolley Bag (SREELEATHER BRAND) is added in the LDP Programme will be added as per requirement of the Programme Director.

H. BID SECURITY (EMD) which is 3 % of the estimated cost in respect of each item in the form of Demand Draft in favour of Indian Institute of Management Calcutta and payable at Kolkata needs to be submitted along with the bid. The EMD is normally to remain valid for a period of 45 days beyond the final bid validity period. The EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after award of the contract. The EMD of the successful bidders will be kept as performance security deposit during the period of the contract and will be refunded without any interest after completion of the contract.

I. PERFORMANCE SECURITY DEPOSIT which is 5% of the estimated cost and/or approved value in respect of each item after selection of L1 bidder needs to deposit within 7 days after issuance of Work Order/ Purchase Order. The Security Deposit needs to be submitted in the form of Demand Draft in favour of “Indian Institute of Management Calcutta” payable at Kolkata and it will be refunded without any interest after completion of the Contract.

J. AWARD OF CONTRACT:

1. The bidder with the lowest price in each item (per unit) only base price exclusive GST shall be awarded the contract.
2. The Rate Contract will be valued for the period of 02(two) year which may be extended for a further period of 1(one) year based on the satisfactory performance, same terms and conditions and requirement of the Institute.

K. TERMS OF PAYMENT:

1. 100% payment will be made within 30 (thirty) working days after delivery and acceptance certificate from the concerned department.
2. Payment shall be made by electronic mode offered by the bank.
3. The payment will be made on actual consumption in each programme
4. No payment will be admissible for goods rejected.

L. PENALTY:

If the selected firm fails to deliver the items or replace the defected/spurious items within the stipulated date & time, a penalty on a daily basis for delay @ Rs.500/- (Rupees Five Hundred only) on per day basis, subject to maximum of Rs.5000/- per item as penalty and the actual cost paid to be an outside agency by the Indian Institute of Management, Calcutta, for the desired stationery items, shall be deducted from the firm's pending bills or Performance Security, as the case maybe.

M. DELIVERY:

Free Delivery at IIM Calcutta. Delivery should be made within **7(seven)** days from the date of issue of Purchase Order. Non-availability of the stock should be informed in writing immediately. No part supply will be allowed. Defective items or items not as per given brands or samples, if any supplied must be taken back and be replaced with no additional cost.

N. TERMS AND CONDITIONS:

1. The contract may be terminated by serving one month's notice, in case the Vendor
 - a) Assigns or sub contracts any of the service
 - b) Violation/ contravention of any of the terms and condition mentioned herein like not having a valid license etc.
 - c) Performance of the selected vendor(s) is not found satisfactory and does not improve the performance of the services despite notice
 - d) Any violation of instruction / agreement or suppression of fact
2. If selected vendor(s) desire(s) to exit this contract in normal circumstances, a three months' notice, in advance should be produced by the selected firm/vendor.
3. In the event of premature closure of the contract for the said reason, the security deposit money shall be forfeited by IIM Calcutta.
4. The tenderer should have its own Bank Account, PAN, and GST Number. Payment will be made electronically only.
5. The tenderer should be a reputed supplier having at least three years dealing experience with the Government organization, Autonomous bodies, Public Sector Undertaking, IIMs, IITs, NITs or any private reputed organization. Certificate in token of Proof of experience, of the concerned Department should be enclosed for ready reference.
6. The quoted rate will be valid for one year from the date of issuance of Purchase Order and the materials will be procured as per requirement of the Institute any time during the tenure of the contract. It may also to be noted that some of the material will be procured within 7(seven) days from the issuance of Purchase Order.
7. The selected tenderer would be required to arrange supply on regular basis as per the Purchase Order during the working hours of the Institute. Since the rates are to be quoted on destination basis, no other charges whatsoever are payable extra.
8. The selected tendering Firm/Agency/Company shall also provide the name and mobile number

of a key person, who can be contacted at any time, even beyond the office hours and on holidays.

The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to IIMC.

9. Order shall be issued on requirement basis. Bills in triplicate for the items supplied by the selected firm(s) should be raised for payment. Payment shall be released after deducting TDS/GST as per Income Tax Rules and any other deductions as per Government rules and payment shall be released only after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced immediately, for which no extra payment shall be made by IIMC.
 10. IIMC shall be the sole authority to cancel or amend the order, as per requirement, and also to place order for supply of items beyond office hours/holidays/place of supply for which, no additional payment shall be made.
 11. IIMC reserves the full rights to increase/decrease the quantity of items in the tender as per requirement.
 12. The Authority reserves the right to reject/cancel any or all the tenders at any time or to relax/amend/withdraw any of the terms and conditions as contained in the Tender Documents without assigning any reason, thereof. Any inquiry after submission of the tender will not be entertained.
 13. It is mandatory for the bidders to sign and stamp all pages of tender documents before submission of the tender.
 14. The supply order may be given for single or bulk items and Vendor/Firm will have to supply them immediately but not later than the period as stipulated in the Purchase Order.
 15. The selected bidder(s) need to submit a Performance Security Deposit amounting to 3% of the quoted value in the form of Demand Draft in favour of "Indian Institute of Management Calcutta" and payable at Kolkata and if will be returned without any interest after completion of the contract.
 16. The tendering Firm/Vendor/Company shall be bound by the details furnished by him/her to the IIMC while submitting the tender or at subsequent stage. Upon selection of the tendering Firm/Vendor/Company, if at any stage, the documents furnished by him/her is found to be false or the quality of the articles or rates are found of poor quality/ different specifications, it would be deemed to be a breach of terms of contract and the contract shall be cancelled and performance security shall be stand forfeited.
 17. The rate quoted by the selected tendering Firm/Vendor/ Company, and as approved by the IIMC, shall remain valid throughout the period of contract and the request to increase the rates for any or all items, during the currency of contract, shall not be entertained at any stage.
- O.** The conditional/incomplete bids shall not be considered and shall be declared un- responsive.

P. WARRANTY/GUARANTEE

The Vendors/Suppliers shall guarantee or warrantee that the stores, article sold/supplied to the IIMC under the contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specifications and particulars contained/mentioned in the Tender Enquiry. The date of manufacturing of the items supplied will not be more than Six months old.

Q. CORRUPT & FRAUDULENT PRACTICES:

1. IIM Calcutta requires that bidders or suppliers, if any, observe the highest standard of the ethics during the procurement and execution of such contract. In pursuit of this policy: -
 - a) 'Corrupt Practices' means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value of influence the action of public official in the procurement process or in contract execution.
 - b) 'Fraudulent Practice' means a misrepresentation or omission of facts in order to influence a procurement process of execution of a contract.
 - c) 'Collusive Practices' means scheme or arrangement between two or more bidders, designed to establish bid prices at artificial, non-competitive levels and
 - d) 'Coercive Practice' means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

2. IIM Calcutta will reject a proposal for award, if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.

R. CONCILIATION AND ARBITRATION:

Any dispute, if arises, in connection with the work/device, shall be tried to be settled mutually by asking references to conditions of tender documents or prevailing local practices etc., but if not settled mutually, shall be referred to arbitration. Such arbitration shall be governed by the provisions of the Indian Arbitration and Conciliation Act, 1996 or as amended from time to time. The Venue for such arbitration will be in Kolkata. The award of the Arbitrator shall be final, conclusive and binding on all parties.

S. FORCE MAJEURE:

Neither party shall be in breach of any obligation under this contract if it is unable to perform that obligation in whole or part by reason of Force Majeure. If either party seeks to rely on this clause, it shall immediately give notice to the other with full particulars of the matter claimed as a Force Majeure event. The parties so affected shall take all reasonable steps to remedy the failure to perform and to keep the other party informed of the steps being taken to mitigate the effects of Force Majeure. In the event of Force Majeure lasting for more than three months, either party may, following consultation with the other give a notice of termination.

Senior Administrative Officer (Purchase)

COMPANY DETAILS

Name of the Party		
Date of Incorporation		
/ Establishment		
PAN Number		
GST Registration Number		
Bank Details	Account	
	Number	
	IFS Code	
	Bank Name	
	Branch Name	
Office Address for		
Communication		
Authorized Signatory Details	Name	
	Designation	
	Email	
	Phone	
Details of Contact other than Authorized Signatory	Name	
	Designation	
	Email	
	Phone	

Signature and Seal of Tenderer:

Name in Block letters:

Designation:

(On the Firm's 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

(On the Firm's Letter Head)

**To,
The Senior Administrative Officer – Purchase
Indian Institute of Management Calcutta
Diamond Harbour Road, Joka, Kolkata – 104**

Sub: Acceptance of Terms & Conditions of the Tender Document.

I/we carefully gone through the Terms & Conditions as mentioned in the above Tender Document.

I/we declare that all the provisions of this Tender terms and conditions are acceptable to my firm / company.

I/we further certify that I'm an authorized signatory of my company and am therefore, competent to make this declaration.

Authorized Signatory with Seal

Contact No.:

Name: Designation

(On the Firm's Letter Head)

**To,
The Senior Administrative Officer – Purchase
Indian Institute of Management Calcutta
Diamond Harbour Road, Joka, Kolkata – 104**

Sub: Experience Letter for similar works

SL No.	Name of the Institution	Purchase Order No. & date	Amount of Purchase Order	Details of Contact Person (Name, Address & Contact No.)
1				
2				
3				
4				
5				

NOTE: Work-order/Purchase Order should be attached with the Annexure

Authorized Signatory with Seal

Contact No.:

Name: Designation

(On the Firm's Letter Head)

**To,
The Senior Administrative Officer – Purchase
Indian Institute of Management Calcutta
Diamond Harbour Road, Joka, Kolkata – 104**

Sub: Submission of Annual Turnover

I/we hereby declare that, our firm's Annual Turnover as follows, and I/we have also supported an Audited Accounts for your references:

2018-19	2019-20	2020-21

NOTE: Enclosed documents as Proof

Authorized Signatory with Seal

Contact No.:

Name: Designation

Technical BID Evaluation Criteria

1	Name of Supplier	:	
2	Full Address of Reg. Office at Kolkata (copy of Company/ Firm/	:	
	Agency registration must be enclosed)		
3	Name of the Authorized person with Contact number & email id. (copy of Authorization must be enclosed)	:	
4	Bank Ac/s No. of Firm for ECS payments	:	
5	Bidder should have successfully completed /substantially completed during last 3(three) years from the last date of submission of the bid for the Stationery and Maintenance	:	
	(Housekeeping) items in any Government organization, Autonomous bodies, Public Sector Undertaking, IIMs, IITs, NITs reputed organization etc.		
6	Trade License	:	
7	Valid PAN in the name of the company or in the name of the proprietor.	:	
8	GST Registration Certificate	:	
9	Annual Turnover of last Three years	:	
	2018-19, 2019-20, 2020-21		
11	Balance Sheet (Last Three Years)	:	
	2018-19, 2019-20 and 2020-21 audited balance sheet will be required		
13	The Application Fee	:	
14	The bidder must not be blacklisted/suspended or any service related dispute with any organization/Govt. Organization/ Autonomous Bodies/PSU's etc. (Self-Declaration will be submitted on the Company Letter Head).	:	

Financial Bid:

<BOQ as per Excel>

- All materials would have to carry IIM Calcutta Logo/insignia – stitched, embossed, screen-printed, as per existing samples
- A Name Tag must be attached to the backpack bag, it is applicable to Wildcraft since they have done some improvisation in the interiors of the bag, and fixed the exterior fabric shades to blue-black and black-grey