



**INDIAN INSTITUTE OF MANAGEMENT CALCUTTA
DIAMOND HARBOUR ROAD
KOLKATA - 700104**

भारतीय प्रबंध संस्थान कलकत्ता
डायमंड हार्बर रोड, कोलकाता

TENDER DOCUMENT

FOR

**SELECTION OF VENDOR TO ENTER INTO "RATE CONTRACT (RC)"
FOR PROCURMENT OF VARIOUS CONSUMABLE STATIONARY AND
MAINTENANCE ITEMS FOR A PERIOD OF TWO YEARS AT CENTRAL
STORE OF INDIAN INSTITUTE OF MANAGEMENT CALCUTTA**

**TENDER REFERENCE NO : IIMC/PUR/SC/RC/IV/2023-25
DATED : 28 FEBRUARY 2023**

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REQUEST FOR PROPOSAL (RFP) FOR SELECTION OF VENDOR TO ENTER INTO “RATE CONTRACT (RC)” FOR PROCUREMENT OF VARIOUS CONSUMABLE STATIONARY AND MAINTENANCE ITEMS FOR A PERIOD OF TWO YEARS AT CENTRAL STORE OF INDIAN INSTITUTE OF MANAGEMENT CALCUTTA

Sir,

1. On behalf of the Director, Indian Institute of Management Calcutta, Kolkata (herein after referred to as “IIMC”/“BUYER”/ “PROCURING ENTITY”), ONLINE bids are invited from eligible BIDDERS (herein after referred as “BIDDER”/ “VENDOR”/ “SELLER”/ “AGENCY”/ “COMPANY”) for “**SELECTION OF VENDOR TO ENTER INTO “RATE CONTRACT (RC)” FOR PROCUREMENT OF VARIOUS CONSUMABLE STATIONARY AND MAINTENANCE ITEMS FOR A PERIOD OF TWO (02) YEARS**” for Central Store of Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal – 700 104.

2. This RFP is to be submitted for Technical Bid duly signed and stamped on every page by the BIDDER as token of acceptance of terms and conditions mentioned in the RFP.

3. The address and contact numbers for sending Bids or seeking clarification regarding this RFP is as under:-

Senior Administrative Officer (Purchase)

Indian Institute of Management Calcutta

Diamond Harbour Road, Joka, Kolkata – 700104

Contact Nos : +91-33-7121 1000 Extn 1070/1061/1063 AND

+91-33-7121 1070, +91-33-7121 1061 and +91-33-7121 1063 (Direct)

E-Mail ID : sao_purchase@iimcal.ac.in

4. This RFP is divided into five parts as follows:-

- (a) **Section I** – Instructions to the Bidder (herein after referred as ITB).
- (b) **Section II** – Additional Instructions to the Bidder (herein after referred as AITB).
- (c) **Section III** – General Conditions of Contract (herein after referred as GCC).
- (d) **Section IV** – Special Conditions of Contract (herein after referred as SCC).
- (e) **Section V** – Schedule of Requirement/ Scope of Work (herein after referred as SOR/ SOC).
- (f) **Section VI** – Technical Specifications and Quality Assurance.
- (g) **Section VII** – Eligibility Criteria of Bidder.
- (h) **Section VIII** – Evaluation Criteria of Bid.

5. This RFP contains the following FORMS:-

- (a) FORM – 1 : Bidders Information.
- (b) FORM – 2 : Terms and Conditions Compliance Certificate.
- (c) FORM – 3 : Bank Guarantee Format.
- (d) FORM – 4 : Format for Bid Security Declaration.
- (e) FORM – 5 : Performance Statement.
- (f) FORM – 6 : Price Bid Format.
- (g) FORM – 7 : Format of Integrity Pact.
- (h) Miscellaneous : Check List for Documents to be Uploaded/ Submitted.

6. This RFP is being issued with no financial commitment and the BUYER reserves the right to change or vary any part thereof at any stage. The BUYER also reserves the right to withdraw the RFP AND REJECT ANY TENDER, should it become necessary at any stage.

7. **Other than the terms and conditions mentioned in this RFP (Tender Document), the Rules and Provisions of “General Financial Regulations 2017” and “Manual for Procurement of Goods Updated**

in June 2022 (amended from time to time)” will be in vogue in case of any disputes during the period of contract.

8. Please return this letter along with the complete RFP duly signed as attached.

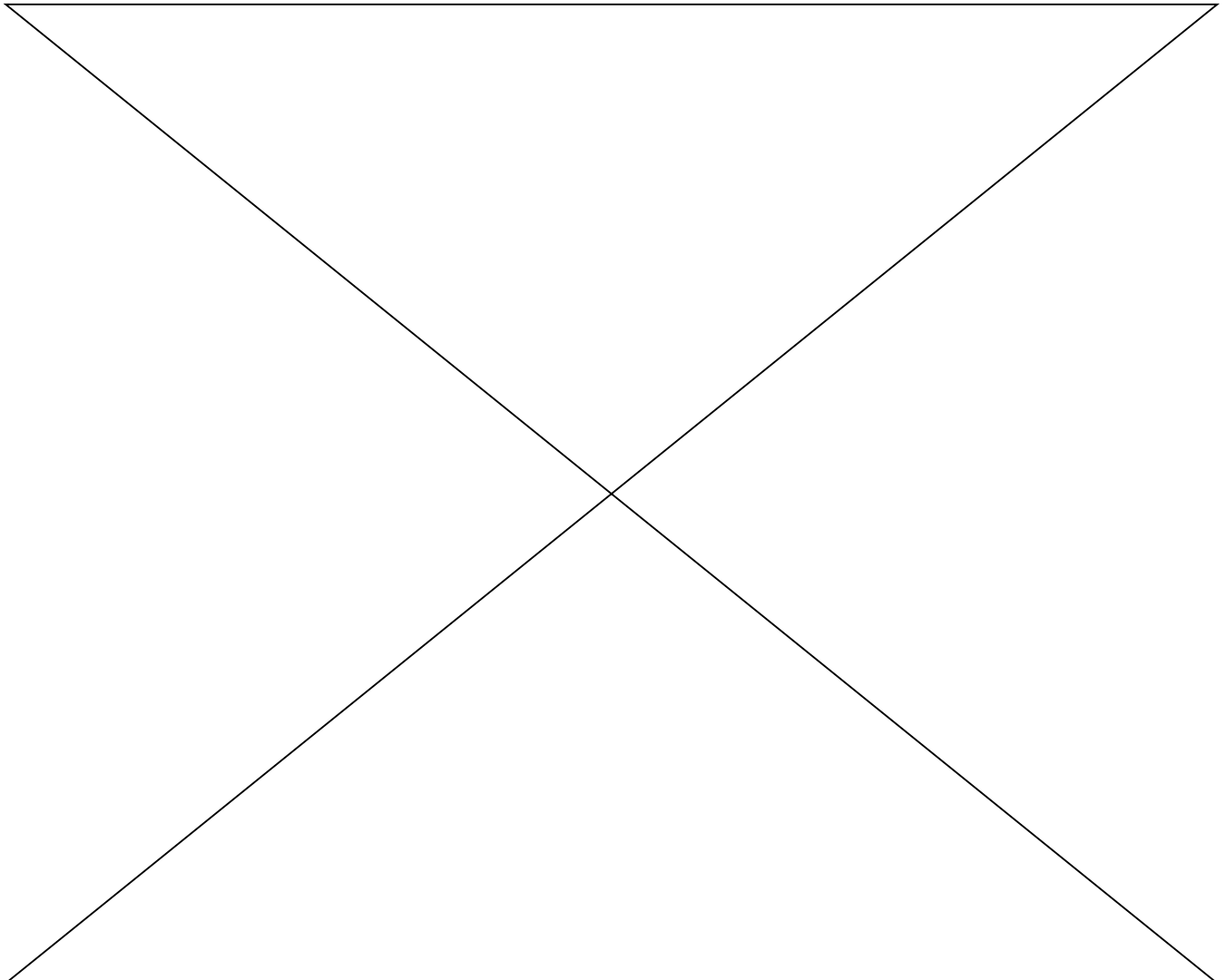
Yours Sincerely,
Sd/-x-x-x-x-x-x-x
(Zulfquar Hasan)
Senior Administrative Officer (Purchase)

9. I/We am/are in possession of a complete set of RFP issued by you, and have understood and agree to abide by the above instructions as well as those contained in the RFP and contract forms. The attached RFP forms duly completed and signed are submitted herewith.

Date : 2023

Signature of Bidder

Name in BLOCK CAPITAL Letters
(Capacity i.e. Proprietor/ Partner
With Stamp)



SECTION – I

INSTRUCTIONS TO BIDDERS (ITB)

1. **The Tender Document.** The “Request for Tender” (hereinafter referred to as ‘RFP’) details the terms and conditions for entering into a contract for “***SELECTION OF VENDOR TO ENTER INTO “RATE CONTRACT (RC)” FOR PROCUREMENT OF VARIOUS CONSUMABLE STATIONARY AND MAINTENANCE ITEMS FOR A PERIOD OF TWO (02) YEARS***” (herein after referred as “Services”) as detailed in succeeding Sections. BIDDERS must go through the Tender Document for further details.

2. **Procuring Entity – Rights and Disclaimers.**

(a) **Bids are to be addressed.** Bids are to be addressed to The Director, IIMC through the SAO (Purchase) of IIMC. The Tender Inviting Authority is the designated officer for uploading and clarifying this Tender Document. The contract may designate, as required, Inspection Agency/ Officer and interim/ ultimate Consignee(s) and paying authority who shall discharge designated function during contract execution.

(b) **Right to Intellectual Property and Confidentiality.** The Tender Document and associated correspondence are subject to copyright laws and shall always remain the property of the Procuring Entity and must not be shared with third parties or reproduced, whether in whole or part, without the Procuring Entity’s prior written consent. However, Bidders may share these to prepare and submit its bid with its employees or holding Company. Bidders shall obtain undertaking of confidentiality from the man similar to that imposed on Bidder under this clause. This condition shall also apply to bidders who do not submit a bid after downloading it or who are not awarded a contract in the process. The obligation of the Bidders under sub-clauses above, however, shall not apply to information that:-

(i) Now or hereafter is or enters the public domain through no fault of Bidder;

(ii) Is legally possessed by Bidder at the relevant time and was not previously obtained, directly or indirectly, from the Procuring Entity; or

(iii) Otherwise lawfully becomes available to Bidder from a third party that has no obligation of confidentiality.

The provisions of this clause shall survive till completion or termination for whatever reason of the Tender Process or the contract.

(c) **Right to Reject Any or All Bids.** The Procuring Entity reserves its right to accept or reject any or all Bids, abandon/ cancel the Tender process, and issue another tender for the same or similar Goods at any time before the award of the contract. It would have no liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for such action(s).

(d) **Disclaimers.** The Tender Document is neither an agreement nor an offer to prospective Bidder(s) or any other party hereunder. The purpose of the Tender Document is to provide the Bidder(s) with information to assist them in participation in the Tender Process. The Tender Document, ensuing communications, and contracts shall determine the legal and commercial relationship between the bidders/ contractors and the Procuring Entity. No other Government or Procuring Entity’s document/ guidelines/ Manuals including its Procurement Manual (for internal and official use of its officers) ***except GFR-2017 and Manual for Procurement of Goods (Updated June 2022) (issued by Govt of India, Ministry of Finance, Department of Expenditure)***, notwithstanding any mention thereof in the Tender Document, shall have any locus-standii in such a

relationship. Therefore, such documents/ guidelines/ Manuals shall not be admissible in any legal or dispute resolution or grievance redressal proceedings. The Tender Document does not purport to contain all the information Bidder(s) may require. It may not address the needs of all Bidders. They should conduct due diligence, investigation, and analysis, check the information's accuracy, reliability, and completeness, and obtain independent advice from appropriate sources. Information provided in the Tender Document to the Bidder(s) is on a wide range of matters, some of which may depend upon interpreting the law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Procuring Entity, its employees and other associated agencies accept no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. The Procuring Entity, its employees and other associated agencies make no representation or warranty for the accuracy, adequacy, correctness, completeness or reliability, assessment, assumption, statement, or information in the Tender Document. They have no legal liability, whether resulting from negligence or otherwise, for any loss, damages, cost, or expense that may arise from/ incurred/ suffered howsoever caused to any person, including any Bidder, on such account.

3. **Conflict of Interest.** Any bidder having a conflict of interest, which substantially affects fair competition, shall not be eligible to bid in this tender. Bids found to have a conflict of interest shall be rejected as nonresponsive.

4. **Bidding System.** Single Stage Two Envelope System of Bidding has been adopted in which BIDDER should bifurcate their quotations in two envelopes. The first envelope called the Technical Bid, contains the eligibility, technically quality and performance aspects, commercial terms and conditions and documents sought in this RFP except the price and relevant financial details. In the second envelope, called the Financial Bid, the price quotation along with other financial details is submitted. Technical Bid will be opened on the time and date mentioned above. Financial Bid will be opened after opening and evaluation of Technical Bid. Financial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the BUYER.

5. **Availability of the Tender Document.** The Tender Document will be published on the Central Public Procurement Portal (CPPP) (www.eprocure.gov.in). It shall be available for download after the date and time of the start of availability till the deadline for availability as mentioned in tender documents. **The downloaded Tender Document is free of cost.** If the Procuring Entity happens to be closed on the deadline for submitting the bids as specified above, this deadline shall *not* be extended. Any query/ clarification regarding downloading Tender Documents and uploading Bids on the e-Procurement portal may be addressed to *Senior Administrative Officer (Purchase) of the IIMC, Kolkata*. For any technical related queries please call at 24x7 Help Desk Number 0120-4001 002/ 005 and 0120-6277 787 or support-eproc@nic.in.

6. **Downloading the Tender Document; Corrigenda and Clarifications.** The Tender Document can be downloaded from CPP Portal till the date and time mentioned in NIT. If the office happens to be closed on the deadline for the availability of the Tender Document, the deadline shall not be extended. Before the deadline for submitting bids, IIMC may update, amend, modify, or supplement the information, assessment or assumptions contained in the Tender Document by issuing corrigenda and addenda. The corrigenda and addenda shall be published in the same manner as the original Tender Document. Without any liability or obligation, the Portal may send intimation of such corrigenda/ addenda to bidders who have downloaded the document under their login. However, the bidders' responsibility is to check the website(s) for any corrigenda/ addenda. Any corrigendum or addendum thus issued shall be considered a part of the Tender Document. To give reasonable time to the prospective bidders to take such corrigendum/ addendum into account in preparing their bids, the Procuring Entity may suitably extend the deadline for the bid submission, as necessary. After the procuring entity makes such modifications, any Bidder who has submitted his bid in response to the original invitation shall have the opportunity to either withdraw his bid or re-submit his bid superseding the original bid within the extended time of submission.

7. **Documents Comprising the Bid.**

(a) **Technical Bid/ Cover.** "Technical Bid" shall include inter-alia the original or scanned copies of duly signed or digitally signed copies of the following documents in pdf format. Pdf documents should not be password protected. If so, stipulated in NIT and Tender Documents, specified originals or self-certified copies of originals shall also be required to be physically submitted as per instruction contained therein. *No price details should be given or hinted at in the Technical bid (if so, NEITHER IIMC will be responsible for any leakage of Financial Bid Information NOR any representation at later stage will be entertained).* The following documents will be the part of Technical Bid Cover:-

- (i) Bidder's Information as per **FORM 1.**
- (ii) Terms and Conditions Compliance as per **FORM 2.**
- (iii) Documents relating to Bid Security: Scan copy of Earnest Money Deposit or a Bid Securing Declaration (BSD) as per **FORM 4** in lieu of bid security in the format provided therein shall be uploaded.
- (iv) Performance Statement as per **FORM 5.**
- (v) Integrity Pact as per **FORM 7.**

(b) **Financial Bid/ Cover.** "Financial Bid" shall comprise the Price Schedule (To be submitted separately as an excel sheet) considering all financially relevant details, including Taxes and Duties.

8. **Manner of Submission of Bid.**

(a) The tender documents shall be submitted online in the prescribed format given on the websites and technical bids received online (Central Public Procurement Portal) 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".

(b) Bill of Quantities (BOQ) with rates duly filled in is to be submitted in the format provided online in the name of "Price Bid".

(c) Any tender received without original Bid Security/ EMD [except those who are registered with the National Small Industries Corporation (NSIC) and Ministry of Micro, Small & Medium Enterprises (MSME)] and BID SECURITY DECLARATION CERTIFICATE (attached as **FORM 4** to this RFP) (Bidders who are registered with NSIC and MSME) , will be summarily rejected.

(d) Original Bid Security/ EMD/ Bid Security Declaration Certificate (as applicable) should be deposited in the Tender Box located in IIMC. Bidder can also send the Bid Security/ EMD/ Bid Security Declaration Certificate (as applicable) through Postal Service addressed to the Senior Administrative Officer (Purchase), Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata - 700104, West Bengal. However, BIDDER should ensure that the same shall reach to the office of Procuring Entity on or before "Last Date and Time of Submission of Bids". Procuring Entity should not be responsible for any delay/ loss in transit due to any reason and NO representation in this regard will be entertained by Procuring Entity at later stage. Hence, it is the sole responsibility of BIDDER to submit the same as per date and timeline.

(e) Bidders are advised to upload only the relevant document which is/are asked for in this RFP. Uploading of irrelevant/ unnecessary documents may lead to the rejection of Bid.

9. **Signing and Uploading of Bids.**

(a) **Relationship between Bidder and e-Procurement Portal.** The Procuring Entity is neither a party nor a principal in the relationship between Bidder and the organisation hosting the e-procurement portal (hereinafter called the Portal). Bidders must acquaint and train themselves with the rules, regulations, procedures, and implied conditions/ agreements of the Portal. Bidders intending to participate in the bid shall be required to register in the Portal. Bidders shall settle clarifications and disputes, if any, regarding the Portal directly with them. In case of conflict between provisions of the Portal with the Tender Document, provisions of the Portal shall prevail. Bidders may study the resources provided by the Portal for Bidders.

(b) **Signing of Bid.** The individual signing/ digitally signing the bid or any other connected documents should submit an authenticated copy of the document(s), which authorizes the signatory to commit and submit bids on behalf of the bidder.

(c) **Submission/ Uploading of Bids.**

(i) No manual Bids shall be made available or accepted for submission (except for originals of Bid Security/ Earnest Money Deposit/ Bid Security Declaration as applicable). In the case of downloaded documents, Bidder must not make any changes to the contents of the documents while uploading, except for filling the required information – otherwise, the bid shall be rejected as nonresponsive.

(ii) Bids shall be received only *Online* on or before the deadline for the bid submission as notified in NIT.

(iii) Only one copy of the bid can be uploaded, and Bidder shall digitally sign all statements, documents, certificates uploaded by him, owning sole and complete responsibility for their correctness/ authenticity as per the provisions of the IT Act 2000 as amended from time to time.

(iv) Bidder must upload scanned copies of originals (or self-attested copies of originals – as specified). Uploaded pdf documents should not be password protected. Bidder should ensure the clarity/ legibility of the scanned documents uploaded by him.

(v) As stipulated in the ITB, copies/ originals of such specified uploaded scanned documents must also be physically submitted sealed in double cover and acknowledgement be obtained before the deadline for the bid submission at the venue mentioned. Failure to do so is likely to result in the bid being rejected as non-responsive. If the office is closed on the deadline for physical submission of originals, it shall stand extended to the next working day at the same time and venue. The Procuring Entity reserves its right to call for verification originals of all such self-certified documents from the Bidders at any stage of evaluation, especially from the successful Bidder(s) before the issue of Letter of Award (LoA).

(vi) Regarding the protected Price Schedule (MS Excel format), Bidder shall write his name in the space provided in the specified location only. Bidder shall type rates in the figure only in the rate column of respective item(s) without any blank cell or Zero values in the rate column, without any alteration/ deletion/ modification of other portions of the excel sheet. If space is inadequate, Bidder may upload additional documents under "Additional Documents" in the "bid Cover Content."

(vii) The date and time of the deadline for the bid submission shall remain unaltered even if the specified date is declared a holiday for the Tender Inviting Officer.

(viii) The date and time of the e-Procurement server clock, which is also displayed on the dashboard of the bidders, shall be taken as the reference time for deciding the closing time of bid submission. Bidders are advised to ensure they submit their bid within the deadline and time of bid submission, taking the server clock as a reference, failing which the portal shall not accept the Bids. No request on the account that the server clock was not showing the correct time and that a particular bidder could not submit their bid because of this shall be entertained. Failure or defects on the internet or heavy traffic at the server shall not be accepted as a reason for a complaint. The Procuring Entity shall not be responsible for any failure, malfunction or breakdown of the electronic system used during the e-Tender Process.

(ix) All Bids uploaded by Bidder to the portal shall get automatically encrypted. The encrypted bid can only be decrypted/ opened by the authorised persons on or after the due date and time. The bidder should ensure the correctness of the bid before uploading and take a printout of the system generated submission summary to confirm successful bid upload.

(x) The Procuring Entity may extend the deadline for bids submission by issuing an amendment, in which case all rights and obligations of the Procuring Entity and the bidders previously subject to the original deadline shall then be subject to the new deadline for the bid submission.

(xi) Bid submitted through modalities other than those stipulated in this Tender Document shall be liable to be rejected as nonresponsive.

10. **Modification, Resubmission and Withdrawal of Bids.**

(a) E-Procurement on CPP Portal is a central and automated system of Govt of India, thus neither modification, re-submission and withdrawal of bids are controlled by the Procuring Entity nor Procuring Entity can do such things. Hence, once bid submitted on e-Procurement, Bidder cannot modify or withdrawal his/there bid since it is locked by encryption. Re-submission of the bid by the bidders for any number of times superseding earlier bid(s) before the date and time of submission is allowed by system. Resubmission of a bid shall require uploading of all documents, including financial bid afresh. The system shall consider only the last bid submitted as the valid bid. Procuring Entity shall not be responsible for any changes/ modification in procedure for online bid submission/ modification/ re-submission and withdrawal of Bids after the Bid publication. Hence, interested/ intended BIDDERS are advised to be more cautious while submitting his/her/their Bids.

(b) Bidders may withdraw his/ her/ their bids till the end to “Bid Submission End Date and Time” with written consent/ prior intimation of the Procuring Entity.

(c) Withdrawal of bids by any bidders during the period between “after the bid submission end date and time till the expiry of bid validity” is not allowed. In case bidder wish to do so, Procuring Entity shall be in full liberty or right to enforce Bid Security Declaration and forfeiture of Bid Security/ EMD (in full) in addition to other punitive actions for such misdemeanor.

11. **Rejection of Bids.**

(a) Conditional bids will be rejected.

(b) Prices quoted unreasonably HIGH or LOW from LPP (Last Purchase Price)/prevailing market rates may be considered for rejection at the discretion of BUYER.

(c) Bids without Earnest Money Deposit/ Bid Security OR Bid Security Declaration (as per applicability as per Para 14 below) will be rejected.

12. **Location of the Tender Box.** Tender box will be located at Administrative Block, Indian Institute of Management Kolkata, Diamond Harbour Road, Joka, Kolkata – 700104.

13. **Validity of Bids.** The Bids should remain valid till **SEVENTY FIVE (75) DAYS** from the last date of submission of the Bids.

14. **Earnest Money Deposit (EMD)/ Bid Security.**

(a) Bidders are required to submit EMD in favour of the “INDIAN INSTITUTE OF MANAGEMENT CALCUTTA” payable at KOLKATA for an amount of **Rs 63,000/- (RUPEES SIXTY THREE THOUSAND ONLY)** along with their bids in the form of an Account Payee Demand Draft/ Fixed Deposit Receipt/ Banker’s Cheque/Bank Guarantee from any Commercial Bank or Private Bank authorized to conduct Government business.

(b) EMD is to remain valid for a period of **SIXTY (60) DAYS** beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them after expiry of the **FINAL BID VALIDITY PERIOD** and **LATEST BY THE THIRTIETH (30TH) DAY** after the award of contract in its original form without any interest. EMD of successful bidder will be returned after deposition of Performance Bank Guarantee without any interest.

(c) EMD is not required to be submitted by those Bidders who are registered with the National Small Industries Corporation (NSIC) and Ministry of Micro, Small & Medium Enterprises (MSME). However, the Bidders who are registered with NSIC and MSME, need to furnish **BID SECURITY DECLARATION CERTIFICATE** (attached as **FORM 4** to this RFP).

15. **Performance Bank Guarantee.**

(a) To ensure due performance of the contract, Performance Bank Guarantee (hereinafter called as PBG) is to be deposited by the successful bidder after awarding of the contract in favour of “INDIAN INSTITUTE OF MANAGEMENT CALCUTTA” payable at KOLKATA, in the form of Insurance Surety Bond, an Account Payee Demand Draft/ Fixed Deposit Receipt/ Banker’s Cheque/Bank Guarantee from any Commercial Bank or Private Bank authorized to conduct Government business.

(b) PBG will be for an amount of **THREE PERCENT (3%)** of the value of the contract as specified in the bid document and it will be refunded without interest after successful completion of the contract and no liabilities from the Service Provider or its employees. In case of any complaint, the PBG shall be discharged only after adjusting all dues, liabilities. PBG should be remain valid for a period of **SIXTY (60) DAYS** beyond completion of all contractual obligations including warranty obligations (if any).

(c) In case of any change of constitution of the Service Provider, the rights of *IIM Calcutta* should not suffer. It should be clearly understood that the difference between the Performance Security deposit and the EMD will be deposited by the Service Provider/Bidder. Proforma of Performance Bank Guarantee is enclosed at **FORM 3** to this RFP.

16. **Pre Bid Meeting/ Conference.** Pre-Bid Conference/ Meeting will be held on **09 March 2023 at 1430 hrs** as stipulated in NIT, prospective bidders interested in participating in this tender may attend the Pre Bid Meeting/ Conference to clarify terms and conditions of the tenders at the venue, date and time specified therein. Participation in the Pre Bid Meeting/ Conference is restricted to prospective bidders who have downloaded the Tender Document or intended to participate in bidding. The date and time by which the written queries for the Pre Bid must reach the authority and the last date for registration for participation in the Pre Bid Conference/ Meeting are also mentioned in the NIT. After the Pre Bid Meeting/Conference, Minutes of the Pre Bid Conference/necessary Corrigendum (if any) shall be published on the CPP Portal within **SEVEN (07) WORKING DAYS** from the Pre Bid Meeting/ Conference. If required, a clarification letter

and Corrigendum to Tender Document shall be issued, containing amendments of various provisions of the Tender Document, which shall form part of the Tender Document.

17. **Delivery Period.**

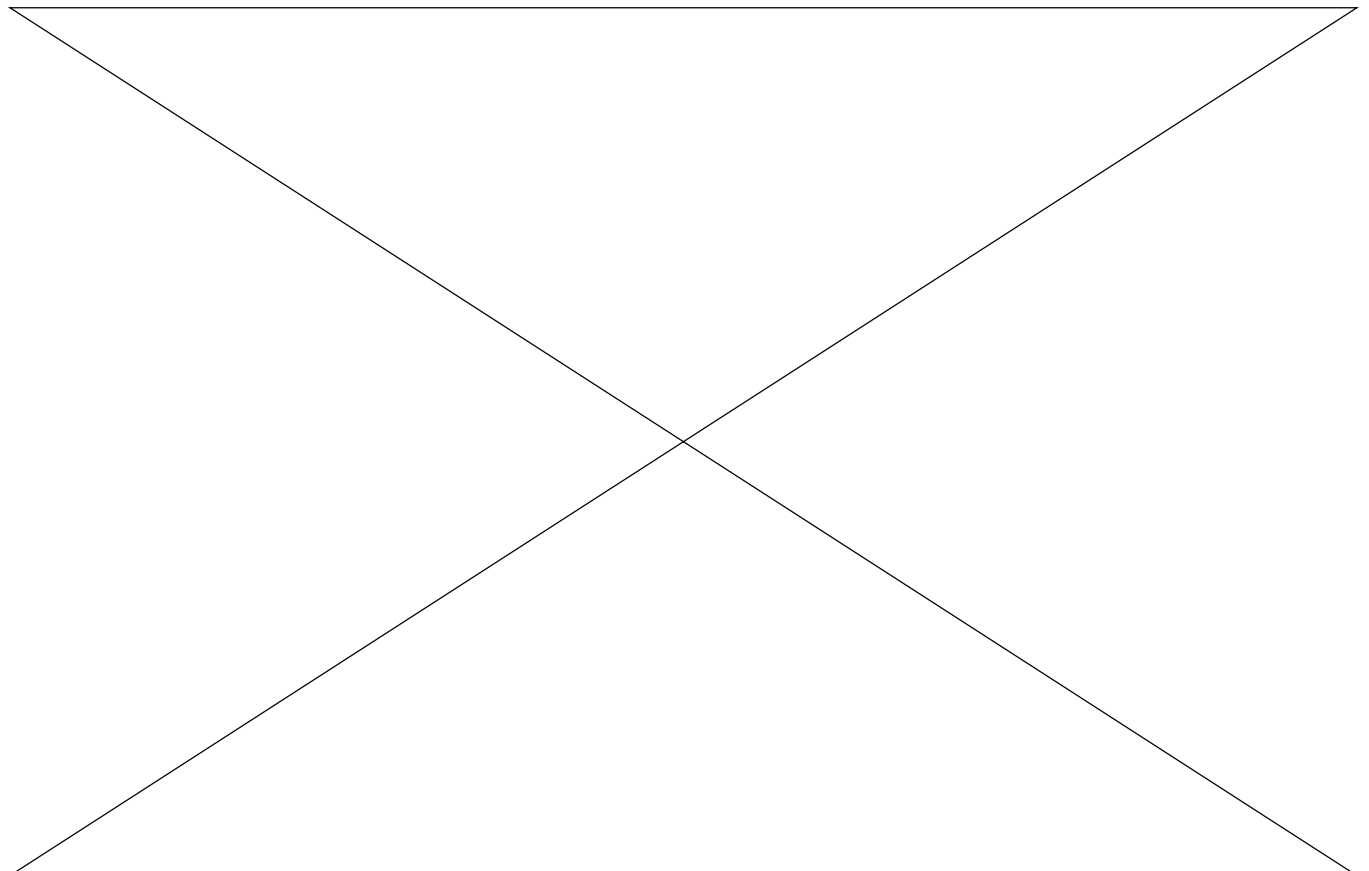
(a) **For Normal Consumable Daily Use Items (Ser No 01 to 210 of Annexure-I to this RFP).** Delivery of normal consumable items should be completed within FORTY EIGHT (48) HOURS after receiving of Purchase/ Work/ Demand Order.

(b) **For Customised Items (Ser No 211 to 242 to Annexure-I to this RFP).** Delivery of Customised items should be completed within SEVEN (07) DAYS after finalisation of Sample. Sample should be delivered as per timeline given by User Department of IIMC.

18. **Placing of Demand/ Purchase/ Work Order.** Requirement of IIMC could be served through any means of communication available as on date. It could be placed through e-mail and SMS from the appropriate authority of IIMC.

19. **Important Dates.** Important dates related to this RFP are as under:-

Ser No	Events	Date	Time
(a)	Published on CPP Portal	28 February 2023	1400 hrs
(b)	Bid Submission Start	28 February 2023	1400 hrs
(c)	Pre Bid Meeting	09 March 2023	1430 hrs
(d)	Bid Submission End	20 March 2023	1100 hrs
(e)	Technical Bid Opening	21 March 2023	1100 hrs
(f)	Financial Bid Opening	After opening of Technical Bid	



SECTION – II

ADDITIONAL INSTRUCTIONS TO BIDDERS (AITB)

1. **Rate Contract.** A Rate Contract (RC) is an agreement between the Procuring Entity and the Supplier for supply of specified goods (and allied services, if any) at specified price and terms and conditions (as incorporated in the agreement) during the period covered by the RC. The RC is in the nature of a standing offer from the Supplier.

2. **Terms and Conditions for Rate Contracts.** The following additional conditions shall be applicable:-
 - (a) **Fall Clause.** The conditions governing the resultant Rate Contract would be as per Para 22 of Section III (General Conditions of Contract). The “Fall Clause” as described in the Para mentioned above shall be expressly applicable in Rate Contracts.

 - (b) **Validity.** The validity of Rate Contract would be for TWO (02) YEAR.

 - (c) **Parallel Rate Contracts.** Procuring Entity reserves the right to conclude more than one rate contract for the same Schedule/ Goods. The procedure for negotiation and counter-offering for concluding parallel rate contracts would be as follows:-
 - (i) Initially, the rate contract would be awarded/ considered for award to the L-1 Bidder. Then the price of L-1 shall be counter-offered to the higher quoting responsive Bidders (under intimation to L-1), asking them to send their revised Bids. L-1 Bidder would be specifically informed that it may, if it so desires, reduce its price and send its revised Bid accordingly. The Bidders, who accept the counter-offered rate (L-1 Rate) or rate lower than that (L-1 Rate), would be awarded parallel rate contracts. If L-1 Bidder lowers its rate in its revised offer, the same would also be accepted with effect from that date, and its rate contract amended accordingly.

 - (ii) In the case where parallel rate contracts are necessary, but even the lowest responsive Bidder (L-1) price is not reasonable. In that case, price negotiation may be conducted with L-1 Bidder in the first instance. If the L1 Bidder agrees to bring down the price to the desired level, a rate contract would be concluded with it, and parallel rate contracts would be concluded as per the Sub-Clause 2(c)(i) above. If, however, L1 Bidder does not agree to reduce its price in the first instance itself, then the price, which has been decided as reasonable, would be counter-offered to all the higher quoting responsive Bidders (including L-1) for further action on the above lines.

 - (iii) All such parallel rate contracts would be released transparently and simultaneously.

 - (d) **Quantity Contracted-for.**
 - (i) The Rate Contract is only a standing offer from the Contractor. Subject as hereinafter mentioned, no guarantee is given as to the number or quantity of the Goods which shall be ordered during the period of the rate contract.

 - (ii) The Procuring Entity undertakes to place the supply (withdrawal/ off-take) orders for Goods detailed in the Contract at the terms and prices mentioned therein.

 - (e) **Supply Orders and Deliveries.**
 - (i) Supply (withdrawal/ offtake) orders for obtaining supplies through the rate contract, incorporating a definite quantity of Goods along with all other required conditions following

the rate contract terms, shall be issued by the Procuring Entity or its nominated representative. Such representative(s) shall be nominated and authorised during the contract period by the Procuring Entity to place such Supply orders directly on the Contractor.

(ii) The Contractor shall deliver the quantities thus ordered as per the terms and conditions of the Supply Order and the Rate Contract.

(iii) Procuring Entity is entitled to place supply orders up to the last day of the validity of the rate contract and, though supplies against such supply orders shall be affected beyond the validity period of the rate contract, all such supply shall be guided by the terms & conditions of the rate contract.

(f) **Right to Repeat Competitive Bidding.**

(i) Procuring Entity reserves the right to undertake repeat competitive bidding through open/ advertised tenders on the same terms & conditions, including specifications during the validity period of existing valid Rate Contract.

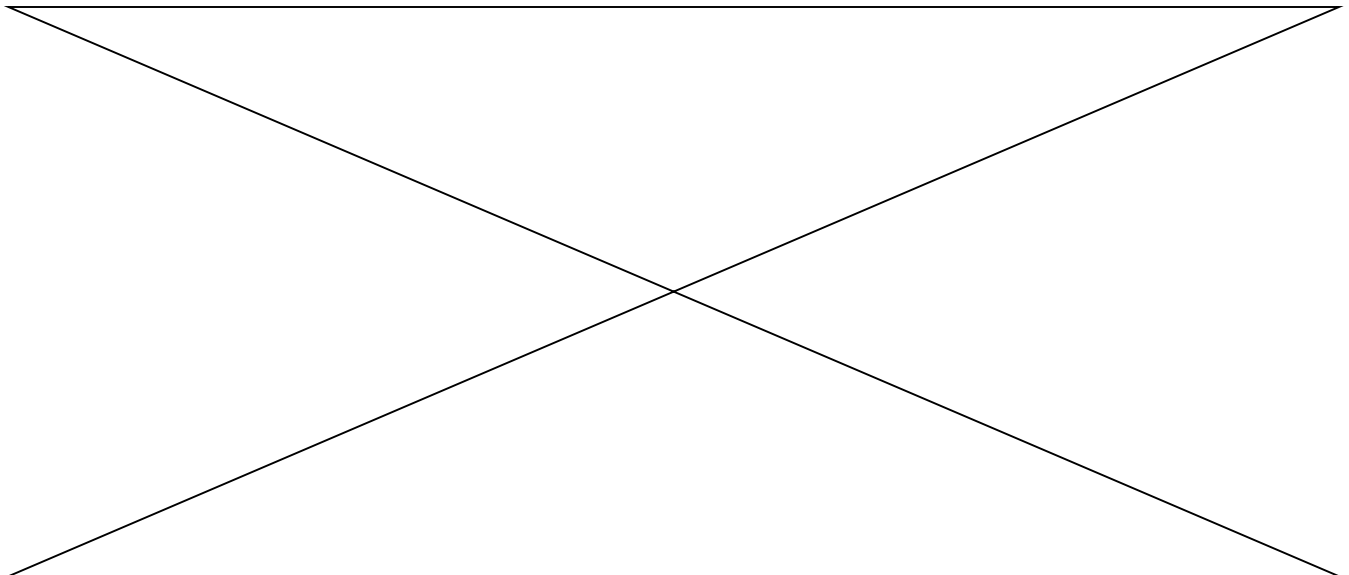
(ii) In such cases, the existing Rate Contract holders can bid, apart from the new eligible bidders, and equal and fair opportunity would be provided.

(iii) If the prices received are found lower than the existing Rate Contract prices, new Rate Contract may be awarded at reduced prices.

(iv) Existing Rate Contract at higher prices may be short-closed, giving adequate notice if they do not match such reduction in prices under the Fall Clause.

(g) **Short-Closing or Renegotiation of the Rate Contract.** During the currency of the Rate Contract, the Procuring Entity can short-close the Rate Contract or renegotiate the price by serving a suitable notice of THIRTY (30) DAYS.

(h) **Renewal of Rate Contracts.** In case, it is not possible to conclude new Rate Contract before the expiry of existing ones, due to some exceptional reasons, the existing rate contracts would be extended with identical terms, conditions etc., for a suitable period, with the consent of the Rate Contract holders. Rate contracts of the firms, who do not agree to such extension, shall be left out. The period of such extension would generally not be more than TWO (02) extensions of THREE (03) MONTHS each.



SECTION – III

GENERAL CONDITIONS OF CONTRACT

1. **The Contract.**

(a) **Language of Contract.** The contract shall be written in the Official Language or English. All correspondence and other contract documents, which the parties exchange, shall also be written/ translated accordingly in that language. For purposes of interpretation of the contract, the English documents/ translation shall prevail.

(b) **The Entire Agreement.** This Contract and its documents constitutes the entire agreement between the Procuring Entity and the contractor and supersedes all other communications, negotiations, and agreements (whether written or oral) of the Parties made before the date of this Contract. No agent or representative of either Party has the authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not outlined in this Contract.

(c) **Severability.** If any provision or condition of this Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of this Contract.

(d) **Parties.** The parties to the contract are the contractor and the Procuring Entity.

(e) **Contract Documents and their Precedence.** The following conditions and documents in indicated order of precedence (higher to lower) shall be considered an integral part of the contract, irrespective of whether these are not appended/ referred to in it. Any generic reference to 'Contract' shall imply reference to all these documents as well:-

(i) Valid and authorized Amendments issued to the contract in the form of Corrigendum.

(ii) The Agreement consisting of the initial paragraphs, recitals and other clauses set forth immediately before the GCC and including the formats annexed to it and signatures of Procuring Entity.

(iii) The Letter of Award (LoA).

(iv) Final written submissions made by the contractor during negotiations, if any.

(f) **Modifications/ Amendments, Waivers and Forbearances.**

(i) **Modifications/ Amendments of Contract.**

(aa) If any of the contract provisions must be modified after the contract documents have been signed, the modifications shall be made in writing and signed by the Procuring Entity, and no modified provisions shall be applicable unless such modifications have been done. No variation in or modification of the contract terms shall be made except by a written amendment signed by the Procuring Entity. Requests for changes and modifications may be submitted in writing by the contractor to the Procuring Entity. At any time during the currency of the contract, the Procuring Entity may suo-moto or, on request from the contractor, by written order, amend the contract by making alterations and modifications within the general scope of the Contract.

(ab) If the contractor does not agree to the suo-moto modifications/amendments made by the Procuring Entity, he shall convey his views within 14 days from the date of amendment/ modification. Otherwise, it shall be assumed that the contractor has consented to the amendment.

(ac) Any verbal or written arrangement abandoning, modifying, extending, reducing, or supplementing the contract or any of the terms thereof shall be deemed conditional and shall not be binding on the Procuring Entity unless and until the same is incorporated in a formal instrument and signed by the Procuring Entity, and till then the Procuring Entity shall have the right to repudiate such arrangements.

(ii) **Waivers and Forbearances.** The following shall apply concerning any waivers, forbearance, or similar action taken under this Contract:-

(aa) Any waiver of a Procuring Entity's rights, powers, or remedies under this Contract must be in writing, dated, and signed by an authorized representative of the Procuring Entity granting such waiver and must specify the terms under which the waiver is being granted.

(ab) No relaxation, forbearance, delay, or indulgence by Procuring Entity in enforcing any of the terms and conditions of this Contract or granting of an extension of time by Procuring Entity to the contractor shall, in any way whatsoever, prejudice, affect, or restrict the rights of Procuring Entity under this Contract, neither shall any waiver by Procuring Entity of any breach of Contract operate as a waiver of any subsequent or continuing breach of Contract.

2. **Governing Laws and Jurisdiction.**

(a) This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Laws of India for the time being in force.

(b) Irrespective of the place of delivery, or the place of performance or the place of payments under the contract, the contract shall be deemed to have been made at the place from which the Letter of Award (LoA, or the contract Agreement, in the absence of LoA) has been issued. The courts of such a place (KOLKTA ONLY) shall alone have jurisdiction to decide any dispute arising out or in respect of the contract.

3. **Changes in Laws and Regulations.** Unless otherwise stipulated in the contract, if after the last deadline for the bid submission (Techno-commercial), any law, regulation, ordinance, order or bye-law having the force of law is enacted, promulgated, abrogated, or changed in India (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/ or the contract Price, then such Delivery Date and/ or Contract Price shall be correspondingly increased or decreased, to the extent that the contractor has thereby been affected in the performance of any of its obligations under the contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable.

4. **Communications.**

(a) **Communications.**

(i) All communications under the contract shall be served by the parties on each other in writing, in the contract's language, and served in a manner customary and acceptable in business and commercial transactions.

(ii) The effective date of such communications shall be either the date when delivered to the recipient or the effective date mentioned explicitly in the communication, whichever is later.

(iii) No communication shall amount to an amendment of the terms and conditions of the contract, except a formal letter of amendment of the contract, so designated.

(iv) Such communications would be an instruction or a notification or an acceptance or a certificate from the Procuring Entity, or it would be a submission or a notification from the contractor. A notification or certificate which the contract requires must be communicated separately from other communications.

(b) **The Person Signing the Communications.** For all purposes of the contract, including arbitration, there under all communications to the other party shall be signed by:-

(i) The person who has signed the contract on behalf of the contractor shall sign all correspondences. A person signing communication in respect of the contract or purported to be on behalf of the contractor, without disclosing his authority to do so, shall be deemed to warrant that he has authority to bind the contractor. If it is discovered at any time that the person, so signing has no authority to do so, the Procuring Entity reserves its right to, without prejudice to any other right or remedy, to terminate the contract for default in terms of the contract and avail any or all the remedies there under and hold such person personally and/or the contractor liable to the Procuring Entity for all costs and damages arising from such remedies.

(ii) Unless otherwise stipulated in the contract, the Procurement Officer signing the contract shall administer the contract and sign communications on behalf of the Procuring Entity. Interim or ultimate consignees; Inspecting Agency/ officers and the paying authorities mentioned in the contract shall also administer respective functions during Contract Execution.

(c) **Address of The Parties for Sending Communications By The Other Party.** For all purposes of the contract, including arbitration, there under the address of parties to which the other party shall address all communications and notices shall be:-

(i) The address of the contractor as mentioned in the contract unless the contractor has notified the change of address by a separate communication containing no other topic to the Procuring Entity. The Contractor shall be solely responsible for the consequence of an omission to notify a change of address in the manner aforesaid.

(ii) The address of the Procuring Entity shall be the address mentioned in the contract. The contractor shall also send additional copies to officers of the Procuring Entity presently dealing with the contract.

(iii) In case of the communications from the contractor, copies of communications shall be marked to the Procurement Officer signing the contract, and as relevant also to Inspecting Agency/ Officer; interim/ ultimate consignee and paying authorities mentioned in the contract. Unless already stipulated in the contract before the contract's start, the Procuring Entity and the contractor shall notify each other if additional copies of communications are to be addressed to additional addresses.

5. **Contractor's Obligations and Restrictions on Its Rights.**

(a) **Changes in Constitution/ Financial Stakes/ Responsibilities of a Contract's Business.**

The Contractor must proactively keep the Procuring Entity informed of any changes in its constitution/ financial stakes/ responsibilities during the execution of the contract. Where the contractor is a partnership firm, the following restrictions shall apply to changes in the constitution during the execution of the contract:-

(i) A new partner shall not be introduced in the firm except with the previous consent in writing of the Procuring Entity, which shall be granted only upon execution of a written undertaking by the new partner to perform the contract and accept all liabilities incurred by the firm under the contract before the date of such undertaking.

(ii) On the death or retirement of any partner of the contractor firm before the complete performance of the contract, the Procuring Entity may, at his option, terminate the contract for default as per the Contract and avail any or all remedies there under.

(iii) If the contract is not terminated as provided in Sub-clause (ii) above notwithstanding the retirement of a partner from the firm, that partner shall continue to be liable under the contract for acts of the firm until a copy of the public notice given by him under Section 32 of the Partnership Act, has been sent by him to the Procuring Entity in writing or electronically.

(b) **Obligation to Maintain Eligibility and Qualifications.** The contract has been awarded to the contractor based on specific eligibility and qualification criteria. The Contractor is contractually bound to maintain such eligibility and qualifications during the execution of the contract. Any change which would vitiate the basis on which the contract was awarded to the contractor should be pro-actively brought to the notice of the Procuring Entity within SEVEN (07) DAYS of it coming to the Contractor's knowledge. These changes include but are not restricted to change regarding declarations made by it in its bid in Eligibility Declaration.

(c) **Change in its Qualification Criteria Submitted in its Bid in Qualification Criteria - Compliance and its Sub-Form(s).**

(i) **Restriction on Potential Conflict of Interests.** Neither the contractor nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:-

(aa) During the term of this Contract, any business or professional activities in India that would conflict with the activities assigned to them under this Contract.

(ab) After the termination of this Contract, such other activities as may be stipulated in the contract.

(ii) **Consequences of a Breach of Obligations.** Should the contractor or any of its partners or the Personnel commit a default or breach of any clause mentioned above, the Contractor shall remedy such breaches within TWENTY ONE (21) DAYS, keeping the Procuring Entity informed. However, at its discretion, the Procuring Entity shall be entitled, and it shall be lawful on his part, to treat it as a breach of contract and avail any or all remedies there under. The decision of the Procuring Entity as to any matter or thing concerning or arising out of above mentioned Clauses or on any question whether the contractor or any partner of the contractor firm has committed a default or breach of any of the conditions shall be final and binding on the contractor.

(d) **Assignment and Sub-Contracting.** The contractor shall not, sublet, transfer, or assign the contract or any part thereof or interest therein or benefit or advantage thereof in any manner whatsoever. If the Contractor sublets or assigns this contract or any part thereof, the Procuring

Entity shall be entitled, and it shall be lawful on his part, to treat it as a breach of contract and avail any or all remedies there under.

(e) **Indemnities for Breach of IPR Rights.**

(i) The contractor shall indemnify and hold harmless, free of costs, the Procuring Entity and its employees and officers from and against all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which may arise in respect of the Goods provided by the contractor under this Contract, as a result of any infringement or alleged infringement of any patent, utility model, registered design, copyright, or other Intellectual Proprietary Rights (IPR) or trademarks, registered or otherwise existing on the date of the contract arising out of or in connection with:-

(aa) Any design, data, drawing, specification, or other documents or Goods provided or designed by the contractor for or on behalf of the Procuring Entity.

(ab) The sale by the Procuring Entity in any country of the products produced by the Goods supplied by the contractor.

(ac) The installation of the Goods by the contractor or the use of the Goods at the Procuring Entity's Site.

(ad) Such indemnity shall not cover any use of the Goods or any part thereof or any products produced thereby, other than for the purpose indicated by or to be reasonably inferred from the contract in association or combination with any other equipment, plant, or materials not supplied by the contractor.

(ae) If any proceedings are brought, or any claim is made against the Procuring Entity arising out of the matters referred above, the Procuring Entity shall promptly give the contractor a notice thereof. At its own expense and in the Procuring Entity's name, the contractor may conduct such proceedings and negotiations to settle any such proceedings or claim, keeping the Procuring Entity informed.

(af) If the contractor fails to notify the Procuring Entity within TWENTY-EIGHT (28) DAYS after receiving such notice that it intends to conduct any such proceedings or claim, then the Procuring Entity shall be free to conduct the same on its behalf at the risk and cost to the contractor.

(ag) At the contractor's request, the Procuring Entity shall afford all available assistance to the contractor in conducting such proceedings or claim and shall be reimbursed by the contractor for all reasonable expenses incurred in so doing.

6. **IPR Rights, Confidentiality and Secrecy.**

(a) **IPR Rights.** All deliverables, outputs, plans, drawings, specifications, designs, reports, and other documents and software submitted by the contractor under this Contract shall become and remain the property of the Procuring Entity and subject to laws of copyright and must not be shared with third parties or reproduced, whether in whole or part, without the Procuring Entity's prior written consent. The contractor shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Procuring Entity, together with a detailed inventory thereof. The contractor may retain a copy of such documents and software but shall not use it for any commercial purpose.

(b) **Confidentiality.** All documents, drawings, samples, data, associated correspondence or other information furnished by or on behalf of the Procuring Entity to the contractor, in connection with the contract, whether such information has been furnished before, during or following completion or termination of the contract, are confidential and shall remain the property of the Procuring Entity and shall not, without the prior written consent of Procuring Entity neither be divulged by the contractor to any third party, nor be used by him for any purpose other than the design, procurement, or other services and work required for the performance of this Contract. If advised by the Procuring Entity, all copies of all such information in original shall be returned on completion of the contractor's performance and obligations under this contract.

(c) **Secrecy.** If The Contract declares the subject matter of this Contract as coming under the Official Secrets Act, 1923 or if the contract is marked as "Secret", the contractor shall take all reasonable steps necessary to ensure that all persons employed in any connection with the contract, have acknowledged their responsibilities and penalties for violations under the Official Secrets Act and any regulations framed there under.

7. **Obligations of the Contractor.**

(a) Without the Procuring Entity's prior written consent, the contractor shall not use the information mentioned above except for the sole purpose of performing this contract.

(b) The contractor shall treat and mark all information as confidential (or Secret – as the case may) and shall not, without the written consent of the Procuring Entity, divulge to any person other than the person(s) employed by the contractor in the performance of the contract. Further, any such disclosure to any such employed person shall be made in confidence and only so far as necessary for such performance for this contract.

(c) Notwithstanding the above, the contractor may furnish to its holding company or its Subcontractor(s) such documents, data, and other information it receives from the Procuring Entity to the extent required for performing the contract. In this event, the contractor shall obtain from such holding company/ Subcontractor(s) an undertaking of confidentiality (or secrecy – as the case may be) similar to that imposed on the contractor under the above clauses.

(d) The obligation of the contractor under sub-clauses above, however, shall not apply to information that:-

(i) The contractor needs to share with the institution(s) participating in the financing of the contract.

(ii) Now or hereafter is or enters the public domain through no fault of Contractor.

(iii) Can be proven to have been possessed by the contractor at the time of disclosure and which was not previously obtained, directly or indirectly, from the Procuring Entity.

(iv) Otherwise lawfully becomes available to the contractor from a third party that has no obligation of confidentiality.

(e) The above provisions shall not in any way modify any undertaking of confidentiality (or Secrecy – as the case may be) given by the contractor before the date of the contract in respect of the contract/ the Tender Document or any part thereof.

(f) The provisions of this clause shall survive completion or termination for whatever reason of the contract.

8. **Performance Bond/ Security.**

(a) Within FOURTEEN (14) DAYS (or any other period mentioned in Tender Document or Contract) after the issue of Letter of Award (LoA or the contract, if LoA is skipped) by the Procuring Entity, the contractor shall furnish to the Procuring Entity, performance security, valid up to SIXTY (60) DAYS (or any other period mentioned in Tender Document or Contract) after the date of completion of all contractual obligations by the contractor, including the warranty obligations.

(b) The amount of Performance security shall be as stipulated in Tender Document or Contract (or if not specified @ 3% of the contract Price) denominated in Indian Rupees or the currency of the contract and shall be in one of the following forms:-

(i) Unless otherwise stipulated in Tender Document or Contract, Account Payee Demand Draft or Fixed Deposit Receipt or Banker's Cheque is drawn on any commercial bank in India, favouring the authority mentioned in therein (or FA&CAO of the Procuring Organisation, if not mentioned).

(ii) Bank Guarantee issued by a commercial bank in India, in the prescribed form provided in **FORM 3**.

(c) If the contractor, having been called upon by the Procuring Entity to furnish Performance Security, fails to do so within the specified period, it shall be lawful for the Procuring Entity at its discretion to cancel the award and enforce Bid Securing Declaration OR forfeiting Bid Security Money/ EMD (as per applicability), besides taking any other administrative punitive action like 'Removal from List of Registered Suppliers' etc.

(d) If the contractor during the currency of the Contract fails to maintain the requisite Performance Security, it shall be lawful for the Procuring Entity at its discretion to terminate the Contract for such default besides availing any or all contractual remedies provided for breaches/ default.

(f) **Without Terminating the Contract:-**

(i) Recover from the contractor the amount of such security deposit by deducting the amount from the pending bills of the contractor under the contract or any other contract with the Procuring Entity or the Government or any person contracting through the Procuring Organisation or otherwise howsoever as per GCC Clause.

(ii) Treat it as a breach of contract and avail any or all availing any or all contractual remedies provided for breaches/ default.

(g) In the event of any amendment issued to the contract, the contractor shall furnish suitably amended value and validity of the Performance Security in terms of the amended contract within FOURTEEN (14) DAYS of issue of the amendment.

(h) The Procuring Entity shall be entitled, and it shall be lawful on his part, to deduct from the performance securities or to forfeit the said security in whole or in part in the event of:-

(i) Any default, or failure or neglect on the part of the contractor in the fulfillment or performance in all respect of the contract under reference or any other contract with the Procuring Organisation or any part thereof.

(ii) Any loss or damage recoverable from the contractor which the Procuring Entity may suffer or be put to for reasons of or due to above defaults/ failures/ neglect

(iii) In either of the events aforesaid to call upon the contractor to maintain the said performance security at its original limit by making further deposits, provided further that the Procuring Entity shall be entitled, and it shall be lawful on his part, to recover any such claim from any sum then due or which at any time after that may become due to the contractor for similar reasons.

(i) Subject to the sub-clause above, the Procuring Entity shall release the performance security without any interest to the contractor on completing all contractual obligations, including the warranty obligations (if any). Alternatively, for the duration of Warranty obligations, upon the contractor submitting a suitable separate Warranty Security, the original Performance Guarantee Security shall be released mutatis mutandis.

(j) No claim shall lie against the Procuring Entity regarding interest on cash deposits or Government Securities or depreciation thereof.

9. **Permits, Approvals and Licenses.** Whenever the supply of Goods and incidental Works/ Services requires that the contractor obtain permits, approvals, and licenses from local public authorities, it shall be the contractor's sole responsibility to obtain these and keep these current and valid. Such requirements may include but not be restricted to export licence or environmental clearance if required. If requested by the contractor, the Procuring Entity shall make its best effort to assist the contractor in complying with such requirements in a timely and expeditious manner, without any dilution of the Contractor's responsibility in this regard.

10. **Book Examination Clause.** The Procuring Entity reserves the right for 'Book Examination' as follows:-

(a) The contractor shall, whenever called upon and required to produce or cause to be produced, for examination by any Government Officer duly authorised in that behalf, any cost or other book of account, voucher, receipt, letter, memorandum, paper or writing or any copy of or extract from any such document. The Contractor shall also furnish information relating to the execution of this contract or relevant for verifying or ascertaining the cost of executing this contract to such Government Officer in such manner as may be required. The decision of such Government Officer on the question of relevancy of any document, information of return being final and binding on the parties. The obligation imposed by this clause is without prejudice to the contractor's obligations under any other statute, rules or orders which shall be concurrently binding on the contractor.

(b) The contractor shall, if the authorised Government Officer so requires (whether before or after the prices have been finally fixed), afford facilities to the Government Officer concerned to visit the contractor's premises to examine the processes of production and estimate or ascertaining the cost of performance of Contract. The authorised Government Officer shall have power, mutandis, to examine all the relevant books of Contractor's subcontractor, or any subsidiary or allied firm or company, If any portion of the contract is entrusted or carried out by such entities.

(c) If on such examination, it is established that the contracted price is more than the actual cost-plus reasonable margin of profit, the Procuring Entity shall have the right to reduce the price and determine the amount to a reasonable level.

(d) The Contractor or its agency is bound to allow examination of its books within SIXTY (60) DAYS from the date the notice is received by the contractor or its agencies calling for the production of documents under Sub-Clause above. In the event of the contractor's or his agency's failure to do so, the contract price would be reduced and determined according to the best judgment of the Procuring Entity, which would be final and binding on the contractor and his agencies.

11. **Custody and Return of the Procuring Entity's Materials/ Equipment/ Documents Loaned to Contractor.**

(a) Unless stipulated in the contract, no asset/ property/ drawings/ material/ samples/ equipment/ utility shall be provided or loaned to the contractor for the performance of the contract. Whenever such assets are required to be issued to the contractor (inter-alia in fabrication or design or development) as per the contract, these would be issued only as per terms and conditions and against appropriate safeguards (including Insurances, Bank Guarantee, Indemnity Bonds, and Retention Money etc.) specified therein. The Contractor shall use such property for the execution of the contract and no other purpose whatsoever.

(b) The contractors shall sign receipts for all tools, plants and materials or other assets/ properties made over to him by the Procuring Entity. All such assets shall be deemed to be in good condition when received by the contractor unless he has within twenty-four hours of the receipt thereof notified the Procuring Entity to the contrary. Otherwise, he shall be deemed to have lost the right to do so at any subsequent stage.

(c) These assets shall remain the property of the Procuring Entity, and the contractor shall take all reasonable care of all such assets. The contractor shall be responsible for all damage or loss from whatever cause caused while such assets are possessed or controlled by the contractor, staff, workmen or agents.

(d) Where the contractor insures such assets against loss or fire at the request of the Procuring Entity, such insurance shall be deemed to be by way of additional precaution and shall not prejudice the liability of the contractor as aforesaid.

(e) The Contractor shall return all such assets in good order or repair, fair wear and tear excepted, before the completion/ closure/ termination of the contract and shall be responsible for any failure to account for the same or any damage done to that as assessed by the Procuring Entity, whose decision shall be final and binding.

12. **Terms of Delivery and Delays.**

(a) **Effective Date of Contract.** The effective date of the contract shall be the date on which it has been signed by the Procuring Entity or the effective date mentioned in the contract, whichever is later. If the procurement entity receives no communication from the contractor within FOURTEEN (14) DAYS of the date signed by the procuring entity or the date of sending it to the contractor, whichever is later, then the date of signing shall be the effective date of the contract. The dates of deliveries shall be counted from such date. No notice to commence the contract shall be issued separately.

(b) **Time is the Essence of the Contract.** The time for and the date for delivering the Goods stipulated in the contract or as extended shall be deemed to be of the essence of the contract. Delivery must be completed not later than the date(s) so specified or extended.

(c) **Destination Places.** The destination(s) where the Goods are to be delivered shall be as stipulated in the contract.

(d) **Terms of Delivery.**

(i) The contractor shall either deliver free at the place/ places or otherwise as detailed in the contract, the quantities of the Goods detailed therein, and the Goods shall be delivered or despatched not later than the dates stipulated in the contract. The delivery shall not be complete unless the Goods are inspected and accepted by the Consignee as provided in the

contract. No Goods shall be deliverable to the consignee on Sundays and public holidays or outside designated working hours without the written permission of the consignee.

(ii) The contractor shall not despatch the Goods after the expiry of the delivery period. The Contractor must apply to the Procuring Entity to extend the delivery period and obtain the same before despatch. If the contractor despatches the Goods without obtaining an extension, it would be doing so at its own risk, and no claim for payment for such supply and/ or any other expense related to such supply shall lie against the Procuring Entity.

(e) **Part Supplies.** The Contractor shall not arrange part-shipments and/ or transshipment if not stipulated in the contract without the express/ prior written consent of the Procuring Entity.

(f) **Progressing of Deliveries.** The Contractor shall allow reasonable facilities and free access to his Works/ records to the Inspecting Officer or such other Officer as may be nominated by the Procuring Entity to ascertain the progress of the deliveries under the contract. The Contractor shall, from time-to-time, render such reports concerning the progress of the contract and/ or supply of the Goods in such form as may be required by the Procuring Entity. The submission, receipt and acceptance of such reports shall not prejudice the rights of the Procuring Entity under the contract, nor shall operate as an estoppel against the Procuring Entity merely because he has not taken notice of/ or subjected to test any information contained in such report.

(g) **Notification of Delivery.** Notification of delivery or despatch regarding every installment shall be made to the consignee and to the Procuring Entity immediately on despatch or delivery. The Contractor shall further supply to the consignee, or the interim consignee, as the case may be, packing list of the consignment and the contract references. All packages, containers, bundles, and loose materials part of every installment shall be fully described in the packing list, and complete details of the contents of the packages and quantity of materials shall be given to enable the consignee to check the Goods on arrival at destination. The Railway Receipt/ Consignment Note or Bill of Lading shall be forwarded to the consignee by registered post/ Courier/ by hand immediately on the despatch of Goods. The Contractor shall bear and reimburse the Procuring Entity demurrage/ wharfage or other charges, if any, paid because of delay on the contractor's part in forwarding the Railway Receipt, Consignment Note or Bill of Lading.

(h) **Dispatches at the Last Moment or After the Expiry of the Delivery.**

(i) If the contractor locally supplies a consignment after the expiry of the contracted delivery date, the Consignee may either refuse to receive it or receive it without prejudice to the rights of the Procuring Entity under the terms and conditions of the contract. Such consignments shall lie at the risk and responsibility of the contractor. Such a receipt by the consignee shall not acquiesce or condone the late delivery and shall not intend or amount to an extension of the delivery period or keeping the contract alive. The Contractor must obtain an extension of the delivery date/period from the Procuring Entity.

(ii) As regards supplies coming from outside, if the contractor dispatches the Goods after the expiry of the delivery period, it shall be at his own risk and responsibility, and that the consignee is not liable for any demurrage, wharfage, and deterioration of Goods at the destination station and, in his interest, the contractor shall get an extension of the delivery period from the contracting Entities.

(iii) In the case of imports, the contractor must not dispatch the consignment after the expiry of the delivery period without taking a prior extension of the delivery period. Otherwise, payment against the LC shall be denied. If dispatched, it shall be at the risk and responsibility of the contractor and procuring entity shall not take any responsibility for such consignments.

(i) **Delay in the Contractor's Performance.** If the contractor fails to deliver the Goods or any installment thereof or delays incidental Work/ Services (e.g. installation, commissioning, operator training etc.) within the period fixed for such delivery in the contract or as extended or at any time repudiates the contract before the expiry of such period, the Procuring Entity may without prejudice to his other rights:-

- (i) Recover from the contractor liquidated damages as per clause, OR
- (ii) Treat the delay as a breach of contract as per clause and avail all the remedies therein.

(j) **Inordinate Delays.** Inexcusable delays of more than one-fourth (25%) of the total completion period shall be treated as inordinate delays. Such inordinate delays shall be noted as poor performance and be held against the contractor in future tenders. A show-cause notice shall be issued to the contractor before declaring it a poor performance. Such delays may be considered as a breach of the contract at the option of the Procuring Entity.

(k) **Extension of Delivery Period.** If at any time during the currency of the contract, the contractor encounters conditions hindering timely delivery of the Goods and performance of incidental Works/ Services, he shall promptly inform the Procuring Entity in writing about the same and its likely duration. He must make a request to the Procuring Entity for an extension of the delivery schedule. On receiving the contractor's communication, the Procuring Entity shall examine the situation and, at its discretion, may agree to extend the delivery schedule, with or without liquidated damages and with and without denial clause by issuing an amendment to the contract.

(l) **Conditions for Extension of Delivery Period.** When the period of delivery is extended due to unexcused delay by the contractor, the amendment extending the delivery period shall, inter alia, be subject to the following conditions:-

(i) **Liquidated Damages.** The Procuring Entity shall recover from the contractor, under the provisions of this clause, liquidated damages on the Goods and incidental Works/ Services, which the contractor has failed to deliver within the delivery period stipulated in the contract.

(ii) **Denial Clause.**

(aa) No increases in price on account of any statutory increase in or fresh Imposition of GST, customs duty or on account of any other taxes/ duty/ cess/ levy), leviable in respect of the Goods and incidental Works/ Services stipulated in the said contract which takes place after the original delivery date, shall be admissible on such of the said Goods, as are delivered after the said date; and Notwithstanding any stipulation in the contract for an increase in price on any other ground, including price variation clause or foreign exchange rate variation, or any other variation clause, no such increase after the original delivery date shall be admissible on such goods delivered after the said date.

(ab) Nevertheless, the Procuring Entity shall be entitled to the benefit of any decrease in price on account of reduction in or remission of GST, customs duty or on account of any other Tax or duty or any other ground as stipulated in the price variation clause or foreign exchange rate variation or any other variation clause which takes place after the expiry of the original delivery date.

15. **Liquidated Damages.**

(a) If the contractor fails to deliver any or all of the Goods or fails to perform the incidental Works/ Services(e.g. installation, commissioning or operator training) within the time frame(s) incorporated in the contract, the Procuring Entity shall, without prejudice to other rights and remedies available to the Procuring Entity under the contract, deduct from the contract price, as agreed liquidated damages, but not as a penalty, a sum equivalent to the HALF PERCENT (½%) (or any other percentage if prescribed in the contract) of the delivered price (including elements of GST & freight) of the delayed Goods and/ or incidental Works/ Services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the TEN PERCENT (10%) (or any other percentage if prescribed in the contract) of the delayed Goods' or incidental Works/ Services' contract price(s). Besides liquidated damages during such a delay, the "Denial Clause" shall also apply. Any failure or delay by any sub-contractor, though their employment may have been sanctioned, shall not be admitted as a ground for any extension of time or for exempting the contractor from liability for any such loss or damage as aforesaid.

(b) Any failure or delay by any sub-contractor, though their employment may have been sanctioned under clause above, shall not be admitted as a ground for any extension of time or for exempting the contractor from liability for any such loss or damage as aforesaid.

16. **Force Majeure.**

(a) On the occurrence of any unforeseen event, beyond the control of either Party, directly interfering with the delivery of Services arising during the currency of the contract, such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the affected Party shall, within a week from the commencement thereof, notify the same in writing to the other Party with reasonable evidence thereof. Unless otherwise directed by the Procuring Entity in writing, the contractor shall continue to perform its obligations under the contract as far as reasonably practicable and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. If the force majeure condition(s) mentioned above be in force for NINETY (90) DAYS or more at any time, either party shall have the option to terminate the contract on expiry of NINETY (90) DAYS of commencement of such force majeure by giving FOURTEEN (14) DAYS notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other, save and except those which had occurred under any other clause of this contract before such termination.

(b) None of the Party shall seek any such remedies or damages for the delay and/ or failure of the other Party in fulfilling its obligations under the contract if it is the result of an event of Force Majeure.

17. **Dispute Resolution.** Any dispute, if arises, in connection with the work, 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.

18. **Penalty for Use of Undue influence.** The Contractor undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the BUYER or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Contractor or any one employed by him or acting on his behalf (*whether with or without the knowledge of the Contractor*) or the commission of any offers by the Contactor or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal

Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Customer to cancel the contract and all or any other contracts with the BIDDER/ SERVICE PROVIDER and recover from the BIDDER/ SERVICE PROVIDER the amount of any loss arising from such cancellation. A decision of the Customer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the BIDDER/ SERVICE PROVIDER. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the BIDDER/ SERVICE PROVIDER towards any officer/employee of the Customer or to any other person in a position to influence any officer/employee of the Customer for showing any favour in relation to this or any other contract, shall render the Contractor to such liability/penalty as the Customer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the BUYER.

19. **Non-Disclosure of Contract Documents.** Except with the written consent of the Customer/Contractor, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

20. **Termination of Contract.** The contract may be terminated by serving one month's notice, in case the Service Provider:-

- (a) Assigns or sub contracts any of the service(s).
- (b) Violation/ contravention of any of the terms and condition mentioned herein like not having a valid license etc.
- (c) Performance of services is not found satisfactory and does not improve the performance of the services in spite of instruction.
- (d) Any violation of instruction / agreement or suppression of fact.
- (e) Contractor being declared insolvent by competent court of law.
- (f) If Service Provider desires to exit the contract in normal circumstances, a three months' notice, in advance should be produced by the agency.
- (g) On termination of the contract, it shall be the responsibility of the Service Provider to remove his persons immediately. IIM Calcutta shall not indemnify any loss caused by the agency by such termination, whatsoever it may be. During the notice period of the termination of the contract in the situation contemplated above, the Service Provider shall keep on discharging his duties till the expiry of the notice period.
- (h) In the event of premature closure of the contract for the said reason, the security deposit money shall be absolutely forfeited by IIM Calcutta.
- (i) At the end of contract period / termination of the contract, the agency shall hand over the charge to the new Service Provider (appointed by IIM Calcutta) without any hindrance. In case of non-compliance, the security deposit shall be forfeited.
- (j) The delivery of the service (s) is delayed for causes not attributable to Force Majeure for more than SEVEN (07) DAYS beyond stipulated time and due to causes of Force Majeure for more than FOURTEEN (14) DAYS after the schedule date of delivery.
- (k) The BIDDER/ SERVICE PROVIDER is declared bankrupt or becomes insolvent.

- (l) The BUYER has noticed that the Contactor has utilized the services of any Indian/ Foreign agent in getting this contract and paid any commission to such individual/ company etc.
- (m) As per decision of the Arbitration Tribunal.
- (n) The contractor fails to provide the desired standard of item(s)/ service(s) even after three written reminders.
- (o) If the Contractor fails to deliver the item(s)/ service(s) as per approved specification/ quality and tries to supply substitute/substandard items.
- (p) The Contractor uses illegal means to influence or bribe the staff dealing with the contractor.
- (q) If a Force Majeure Event continues or is in the reasonable judgment of the Parties is likely to continue beyond a period 120 days, the Parties may mutually decide to terminate this Agreement or continue this Agreement on mutually agreed revised terms. If the Parties are unable to reach an agreement in this regard, the Affected Party shall after the expiry of the said period of 120 days, be entitled to terminate this Agreement by issuing Termination Notice.

21. **Defaults, Breaches, Termination and Closure of Contract.**

(a) **Termination due to Breach, Default, and Insolvency.**

(i) **Defaults and Breach of Contract.** In case the contractor undergoes insolvency or receivership; neglects or defaults, or expresses inability or disinclination to honour his obligations relating to the performance of the contract or ethical standards or any other obligation that substantively affects the Procuring Entity's rights and benefits under the contract, it shall be treated as a breach of Contract. Such defaults could include inter-alia:-

(aa) **Default in Performance and Obligations.** If the contractor fails to deliver any or all of the Goods or fails to perform any other contractual obligations (including Code of Integrity or obligation to maintain eligibility and Qualifications based on which contract was awarded) within the period stipulated in the contract or within any extension thereof granted by the Procuring Entity.

(ab) **Insolvency.** If the contractor being an individual or if a firm, any partner thereof, shall at any time, be adjudged insolvent or shall have a receiving order or order for the administration of his estate made against him or shall take any proceeding for composition under any Insolvency Act for the time being in force or make any conveyance or assignment of his effects or enter into any assignment or composition with his creditors or suspend payment or if the firm be dissolved under the Partnership Act.

(ac) **Liquidation.** If the contractor is a company being wound up voluntarily or by order of a Court or a Receiver, Liquidator or Manager on behalf of the Debenture-holders is appointed, or circumstances shall have arisen which entitle the Court or Debenture-holders to appoint a Receiver, Liquidator or Manager.

(ii) **Notice for Default.** As soon as a breach of contract is noticed, a show-cause 'Notice of Default' shall be issued to the contractor, giving two weeks' notice, reserving the right to invoke contractual remedies. After such a show-cause notice, all payments to the contractor would be temporarily withheld to safeguard needed recoveries that may become due on invoking contractual remedies.

(iii) **Terminations for Default.**

(aa) Notice for Termination for Default: In the event of unsatisfactory resolution of 'Notice of Default' within two weeks of its issue as per sub-clause above, the Procuring Entity, if so decided, shall by written Notice of Termination for Default sent to the contractor, terminate the contract in whole or in part, without compensation to the contractor.

(ab) Such termination shall not prejudice or affect the rights and remedies, including under sub-clause below, which have accrued and/ or shall accrue to the Procuring Entity after that.

(ac) Unless otherwise instructed by the Procuring Entity, the contractor shall continue to perform the contract to the extent not terminated.

(ad) All warranty obligations, if any, shall continue to survive despite the termination.

(iv) **Contractual Remedies for Breaches/Defaults or Termination for Default.** If there is an unsatisfactory resolution within this period, the Procuring Entity shall take one; or more of the following contractual remedies.

(aa) Temporary withhold payments due to the contractor till recoveries due to invocation of other contractual remedies are complete.

(ab) Call back any loaned property or advances of payment, if any, with the levy of interest at the prevailing rate(MIBID - Mumbai Interbank Bid Rate).

(ac) Recover liquidated damages and invoke denial clause for delays.

(ad) Encash and/ or Forfeit performance or other contractual securities.

(ae) Prefer claims against insurances, if any.

(af) Terminate contract for default, fully or partially including its right for Risk-and-Cost Procurement as per following sub-clause.

(v) **Risk and Cost Procurement.** In addition to termination for default, the Procuring Entity shall be entitled, and it shall be lawful on his part, to procure Goods similar to those terminated, with such terms and conditions and in such manner as it deems fit at the "Risk and Cost" of the contractor. Such 'Risk and Cost Procurement' must be contracted within ONE (01) WEEK from the breach of Contract. The Contractor shall be liable for any loss which the Procuring Entity may sustain on that account provided the procurement, or, if there is an agreement to procure, such agreement is made. The Contractor shall not be entitled to any gain on such procurement, and the manner and method of such procurement shall be in the entire discretion of the Procuring Entity. It shall not be necessary for the Procuring Entity to notify the contractor of such procurement. It shall, however, be at the discretion of the Procuring Entity to collect or not the security deposit from the firm/ firms on whom the contract is placed at the risk and cost of the defaulted firm.

(vi) **Limitation of Liability.** Except in cases of criminal negligence or willful misconduct, the aggregate liability of the contractor to the Procuring Entity, whether under the contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this

limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the contractor to indemnify the Procuring Entity concerning IPR infringement.

22. **Fall Clause.** The price charged for the Goods supplied under the contract by the contractor shall in no event exceed the lowest price at which the contractor sells the Goods or offers to sell Goods of identical description, to any Persons/ Organisations including the Procuring Entity or any Department or Undertaking of the Central Government, as the case may be during the currency of the contract. Contractor shall forthwith notify such reduction or sale or offer of sale to the Procuring Entity and the price payable under the contract for the Goods supplied after the date of coming into force or such reduction or sale or offer of sale shall stand correspondingly reduced.

23. **Inspection, Quality Assurance and Receipt.**

(a) **Tests and Inspections.** The Procuring Entity and/ or its nominated representative(s) shall, without any extra cost to the Procuring Entity, inspect and/ or test the ordered Goods and the incidental Works/ Services to confirm their conformity to the contract specifications and other quality assurance details incorporated in the contract. As soon as a consignment is getting ready, the contractor shall submit a request for inspection to the Inspecting Officer and the Procuring Entity. The Inspecting Officer shall inform the contractor in writing of its programme for such inspection and the officials' identity to be deputed for this purpose. If so stipulated in the contract, the contractor shall, before proceeding with bulk manufacture or delivery of the Goods, submit to the Inspecting Officer for inspection samples of the specified raw-material used in the manufacture and/ or the Goods as stipulated in the contract or by the Inspecting Officer. However, the Contractor shall not be entitled to be shown any consideration or give any extension of time or claim to be exonerated from completing the delivery within the stipulated period only on the ground of delay in the approval of any such sample. Unless otherwise provided for in the contract, if the test proves satisfactory and the stores or any installment thereof is accepted, the quantity of the stores or materials expended in the test shall be deemed to have been taken delivery of by the Purchaser and be paid for as such. Unless otherwise stipulated, in the contract, all costs of tests and inspections (including any special or third-party tests), whether at the contractor's premises, shall be borne by the contractor. However, in case of stipulation for type testing/ proto-type testing of machinery and plant involving special tests, the contract shall indicate the apportionment of test and expended material costs among the parties.

(b) **Consequence of Rejection.** Upon the Goods being rejected by the Inspecting Officer or Interim Consignee or Consignee at a place other than the premises of the contractor, the Procuring Entity shall be at liberty to:-

(i) Demand that such stores shall be removed by the contractor at his cost subject as hereinafter stipulated, within 21 days of the date of intimation of such rejection. Provided that the Inspecting Officer may call upon the contractor to remove dangerous, infected, or perishable stores within 48 hours of the receipt of such communication and the decision of the Inspecting Officer in this regard shall be final in all respects. Provided further that where the price or part thereof has been paid, the consignee is entitled without prejudice to his other rights to retain the rejected stores till the price paid for such stores is refunded by the contractor or dispose off such rejected Goods as per clause below save that such retention shall not in any circumstances be deemed to be acceptance of the stores or waiver of rejection thereon. The Contractor shall bear all cost of such replacement, including taxes and freight, if any, on replacing and replacing Goods without being entitled to any extra payment on that or any other account.

(ii) All rejected Goods shall, in any event, and circumstances remain and always be at the contractor's risk immediately on such rejection. If the contractor does not remove such Goods within the periods aforementioned, the Procuring entity /inspecting officer, as the case may

be as per the place of rejection, may remove the rejected Goods. The Procuring Entity or Inspecting Officer may either return the same to the contractor at his risk and cost by such mode of transport as it may decide or dispose off such Goods at the contractor's risk and on his account and retain such portion of the proceeds from such disposal, as may be necessary to recover any expense incurred in connection with such disposals (or any price refundable as a consequence of such rejection). The Procuring Entity shall, in addition, be entitled to recover from the contractor ground rent/ demurrage charges on the rejected Goods after the expiry of the time-limit mentioned above.

(iii) Disposal of rejected goods in an aforesaid manner shall not exonerate contractor but still hold him liable to pay to the procuring entity, the dues as may arise as per the terms of contract besides the cost of goods if already paid to the contractor and any inspection charges. The Purchaser can take action as per contract terms if the contractor fails to pay the amount due to him.

(iv) Where under the contract the price payable is fixed F.O.R. dispatching station, the contractor shall, if the Goods are rejected at destination by the consignee, be liable, in addition to his other liabilities, including a refund of price recoverable in respect of the Goods so rejected, to reimburse to the Procuring Entity the freight and all other expenses incurred by it in this regard. The Contractor shall be allowed to take back rejected Goods only after such refunds are received by the Procuring Entity.

(c) **Goods Receipt and Inspection Report.** If the received consignment successfully passes the quantity and quality checks, procuring Entity shall issue a Goods Receipt and Inspection Report (GRIR, or a similar voucher by any other name). The contractor may claim payment based on this document inter-alia other specified documents.

(d) **Rejection of Consignment by the Consignee.** If the received consignment or part thereof fails to pass quantity and quality checks, the Procuring Entity shall issue a Rejection Note, noting the reasons for rejection. The Paying Authority shall recover any part payment or freight charges paid for the rejected consignment. The Contractor shall take back the rejected consignment as mentioned above within FORTY EIGHT (48) HOURS unless otherwise stipulated in the contract. Failing which demurrage charges will be applied to the Bidder as per the discretion of Procuring Entity and such charges shall be recovered from any Bills/ Invoice pending with this Institute. In case NO Bills/ Invoices are pending with IIMC, Procuring Entity may recover such charges from Performance Security Guarantee held with IIMC.

(e) **Short Receipt Certificate.** If the quantity received is less than claimed/ invoiced, GRIR/Rejection Note shall be issued only for the received quantity. In such cases, a short receipt certificate shall also be issued by the consignee.

SECTION IV

SPECIAL CONDITIONS OF CONTRACT (SCC)

1. **Acceptance of Special Conditions of Contract.** The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned in succeeding paras which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Contractor in the Contract) as selected by the Customer. Failure to do so may result in rejection of Bid submitted by the Bidder. A certificate for compliance of all the Terms and Conditions of this RFP be submitted as per **FORM 2** to this RFP.
2. **Option Clause.** The contract shall have an option Clause, wherein the BUYER can exercise an option to procure an additional TWENTY FIVE PERCENT (25%) of the original contracted quantity in accordance with the same terms & conditions of the present contract. This will be applicable within the currency of contract. The bidder is to confirm the acceptance of the same for inclusion in the contract. It will be entirely the discretion of the BUYER to exercise the option.
3. **Repeat Order Clause.** The contract shall have an option of Repeat Order Clause, wherein the BUYER can exercise an option to procure an additional FIFTY PERCENT (50%) of the original contracted quantity in accordance with the same terms & conditions of the present contract. This will be applicable up to SIX (06) months beyond the completion of contract. The bidder is to confirm the acceptance of the same for inclusion in the contract. It will be entirely the discretion of the BUYER to exercise the option.
4. **Tolerance Clause.** To take care of any change in the requirement during the period starting from issue of RFP till placement of the contract, BUYER reserves the right to TWENTY FIVE PERCENT (25%) plus/minus increase or decrease the quantity of the required goods up to that limit without any change in the terms & conditions and prices quoted by the BIDDER/ SERVICE PROVIDER. While awarding the contract, the quantity ordered can be increased or decreased by the BUYER within this tolerance limit.
5. **Prices and Payments.**
 - (a) **Charged Prices.** Prices to be charged by the contractor for the supply of Goods and provision of incidental Works/ Services in terms of the contract shall not vary from the corresponding prices quoted by the contractor in its bid or during negotiations, if any, and incorporated in the contract except for any price adjustment authorized in the contract.
 - (b) **Controlled Price.** The price charged by the contractor shall not be higher than the controlled price fixed by law for the Goods, or where there is no controlled price, it shall not exceed the minimum of Maximum Retail Price (MRP) at which the same or similar Goods are available in the market in the relevant region, or contravene the norms for fixation of prices laid down by Government, or where the Government has not fixed such prices or norms, it shall not exceed the price appearing in any agreement relating to price regulation by any industry in consultation with the Government.
 - (c) **Penalties for Overcharging.** If the sub-clause above is violated, unless the contractor had explicitly mentioned this fact in his bid giving reasons for quoting a higher price (s), or makes any mis-statement, it shall be lawful for the Procuring Entity to:-
 - (i) Annul the award and treat it as a misdemeanor as per the contract and take any or all punitive remedies available there under, or
 - (ii) Without annulling the award, take action as per GCC-clause 10.4 to recover the overcharged amount, or treat it as a breach of contract as per GCC-Clause 12.1 and avail any or all remedies there under.

(d) **Fall Clause.** The price charged for the Goods supplied under the contract by the contractor shall in no event exceed the lowest price at which the contractor sells the Goods or offers to sell Goods of identical description, to any persons/ organisations including the Procuring Entity or any Department or Undertaking of the Central Government, as the case may be during the currency of the contract. Contractor shall forthwith notify such reduction or sale or offer of sale to the Procuring Entity and the price payable under the contract for the Goods supplied after the date of coming into force or such reduction or sale or offer of sale shall stand correspondingly reduced.

6. **Taxes and Duties.** The contractor shall be entirely responsible for all taxes, duties, fees, levies etc., incurred until delivery of the Goods to the Procuring Entity. Further instruction, if any, shall be as provided in the contract. If applicable under relevant tax laws and rules, the Procuring Entity shall deduct from all payments and deposit required taxes to respective authorities on account of GST Reverse Charge Mechanism; Tax Deducted at Source (TDS), and Tax Collected at Source (TCS) relating to Income Tax, labour cess, royalty etc.

7. **Payment of GST Under the Contract.** The payment of GST and GST Cess to the contractor shall be made only on the latter submitting a GST compliant Bill/ invoice indicating the appropriate HSN code and applicable GST rate thereon duly supported with documentary evidence as per the provision of relevant GST Act and the Rules made there under. The delivery shall be shown being made in the name, location/ state, and GSTIN of the consignee only; the location of the procurement office of the procuring entity has no bearing on the invoicing.

(a) The supply of Goods or services or both, if imported into India, shall be considered as supply under inter-state commerce/ trade and shall attract integrated tax (IGST). The IGST rate and GST cess shall be applicable on the 'Custom Assessable Value' plus the 'Basic Customs duty applicable thereon'.

(b) While claiming reimbursement of duties, taxes etc. (like GST) from the Procuring Entity, as and if permitted under the contract, the contractor shall also certify that in case it gets any refund out of such taxes and duties from the concerned authorities at a later date, it (the contractor) shall refund to the Procuring Entity, the Procuring Entity's share out of such refund received by the contractor. The Contractor shall also refund the appropriate amount to the Procuring Entity immediately on receiving the same from the concerned authorities.

(c) All necessary adjustment vouchers such as Credit Notes/ Debit Notes for any short/ excess supplies or revision in prices or any other reason under the contract shall be submitted to the Procuring Entity in compliance with GST provisions.

(d) Liquidated damages or any other recoveries should be shown as deductions on the invoice, and GST shall be applicable only on the net balance payment due.

(e) GST shall be paid as per the rate at which it is liable to be assessed or has been assessed provided the transaction of the sale is legally liable to such taxes and is payable as per the terms of the contract subject to the following conditions:-

(i) The Procuring Entity shall not pay a higher GST rate if leviable due to any misclassification of HSN number or incorrect GST rate incorporated in the contract due to contractor's fault. Wherever the contractor invoices the Goods at GST rate or HSN number, which is different from that incorporated in the contract, payment shall be made as per GST rate, which is lower of the GST rates incorporated in the contract or billed.

(ii) However, the Procuring Entity shall not be responsible for the contractor's tax payment or duty under a misapprehension of the law.

(iii) Bidder is informed that he shall be required to adjust his basic price to the extent required by a higher tax rate billed as per invoice to match the all-inclusive price mentioned in the contract.

(iv) In case of profiteering by the contractor relating to GST tax, the Procuring Entity shall treat it as a violation of the Code of Integrity in the contract and avail any or all punitive actions thereunder, in addition to recovery and action by the GST authorities under the Act.

(v) The contractor should issue Receipt vouchers immediately on receipt of all types of payments along with tax invoices after adjusting advance payments, if any, as per Contractual terms and GST Provisions.

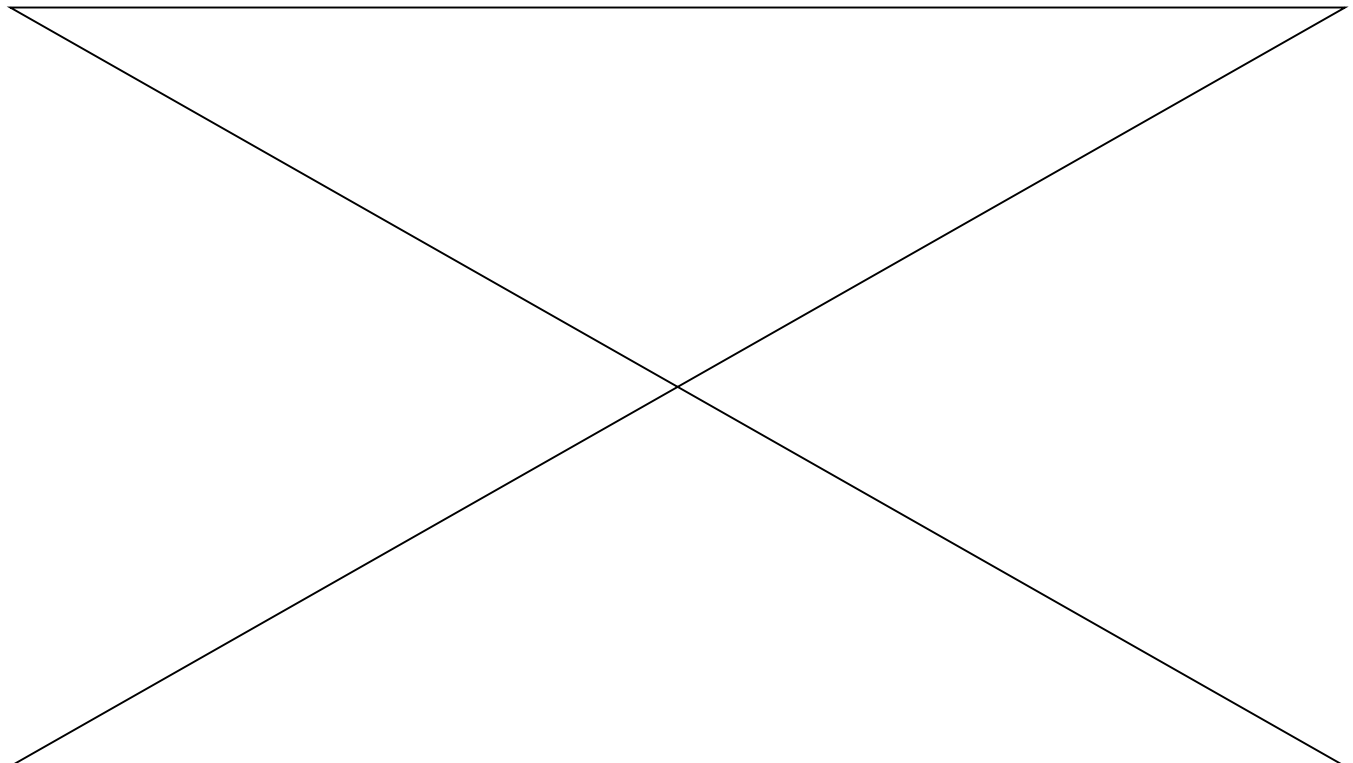
(vi) Liquidated damages or any other recoveries should be shown as deductions on the invoice, and GST shall be applicable only on the net balance payment due.

8. **Terms and Mode of Payment.** The payments shall be made in the manner as per Procuring Entity's payment procedures. The Contractor shall give his consent in a mandate form for receipt of payment through NEFT. In case of CIF destination/ delivery at site/ FOR destination, payment term shall-100% on receipt and acceptance of Goods by the consignee and on the production of all required documents by the contractor.

9. **General Condition for Payment.** Payments shall only be made in Indian Rupees. The contractor shall send its claim for payment in writing as per GST compliant Invoice and documents, when contractually due, along with relevant documents etc., as stipulated in Contract and a manner as also specified therein. While claiming payment, the contractor is also to certify in the bill that the payment being claimed is strictly in terms of the contract and all the obligations on the part of the contractor for claiming that payment has been fulfilled as required under the contract.

10. **Advance Payment.** NO Advance payments will be made.

11. **Paying Authority.** The process of bills of successful tender will be made by the IIMC and payment will be made by Accounts Department of IIMC. Bills to be submitted by the vendor within FIFTEEN (15) days of completion of work/supply.

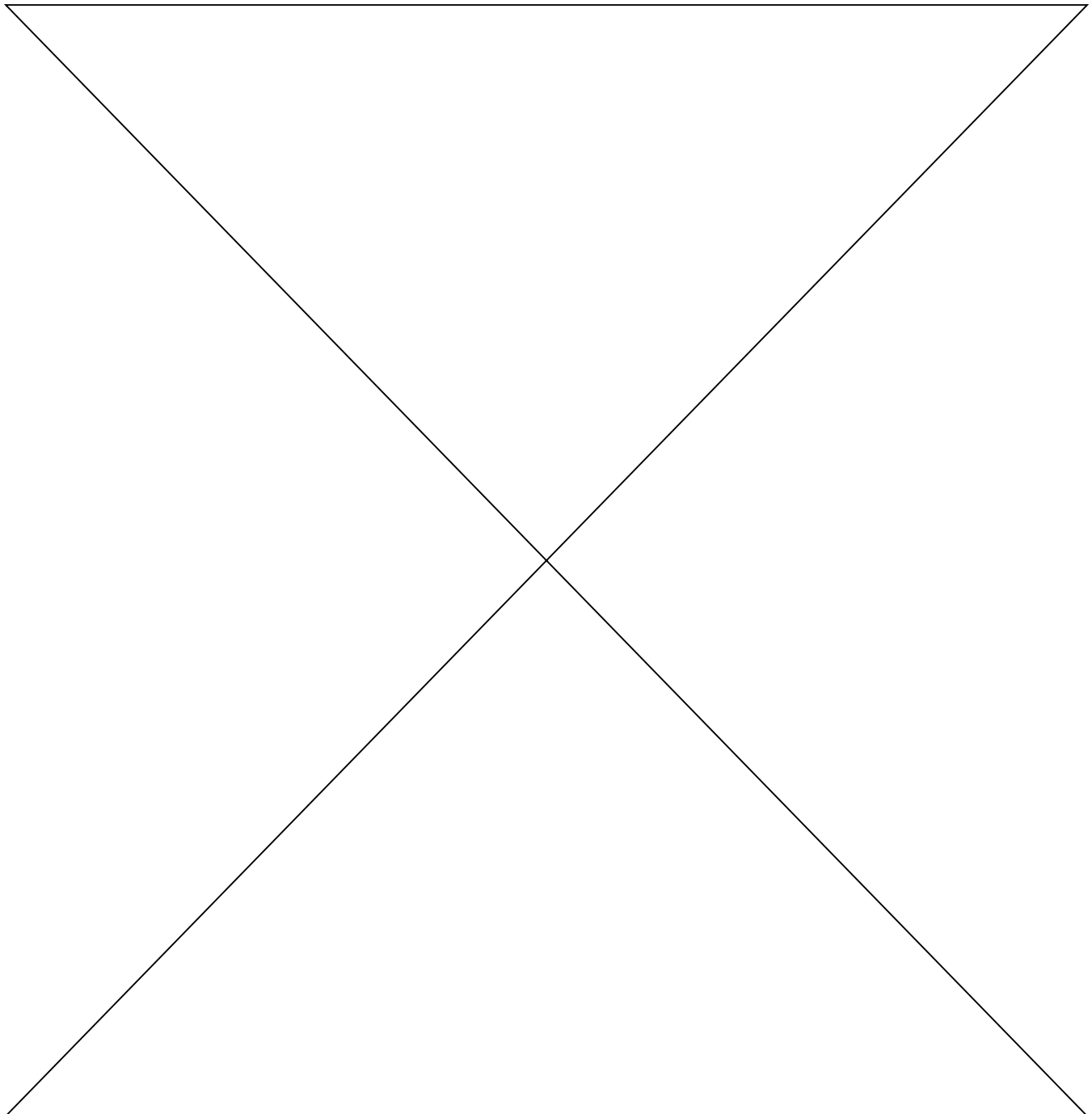


SECTION V

SCHEDULE OF REQUIREMENT/ SCOPE OF WORK (SOR/ SOW)

1. **Rate Contract.** A Rate Contract (RC) is essentially a price agreement between the Procuring Entity and the Supplier for supply of specified goods (and allied services, if any) at specified rate and terms and conditions (as incorporated in the agreement) during the period covered by the RC. No minimum quantity is guaranteed in the RC.

2. **Schedule of Requirement/ Scope of Works (SOR/SOW).** Neither any quantity (minimum/ maximum) is mentioned in the Schedule of Requirement nor is any minimum drawl is guaranteed in the RC. The RC is in the nature of a standing offer from the Supplier. Accordingly, Schedule or Requirement is prepared and attached as per **Appendix 'A'** attached to this RFP on Per UoM (Unit of Measurement) basis.



SECTION VI

TECHNICAL SPECIFICATION AND QUALITY ASSURANCE

1. **Technical Specification.** Specification of each items have been mentioned in Schedule of Requirement (SOR). The specification mentioned in SOR is of minimum nature and Bidder should always maintain that specific minimum specification. Procuring Entity shall evaluate schedule-wise conformity of the description. Technical specifications and quality and other technical terms shall be examined. Under any circumstances NO alternative offers/ makes/ models shall be considered. In case of alternative offer/ Makes/ Models cheaper/ inferior than specified model, bid will be summarily rejected and no representation at later stage will be entertained by the Procuring Entity.

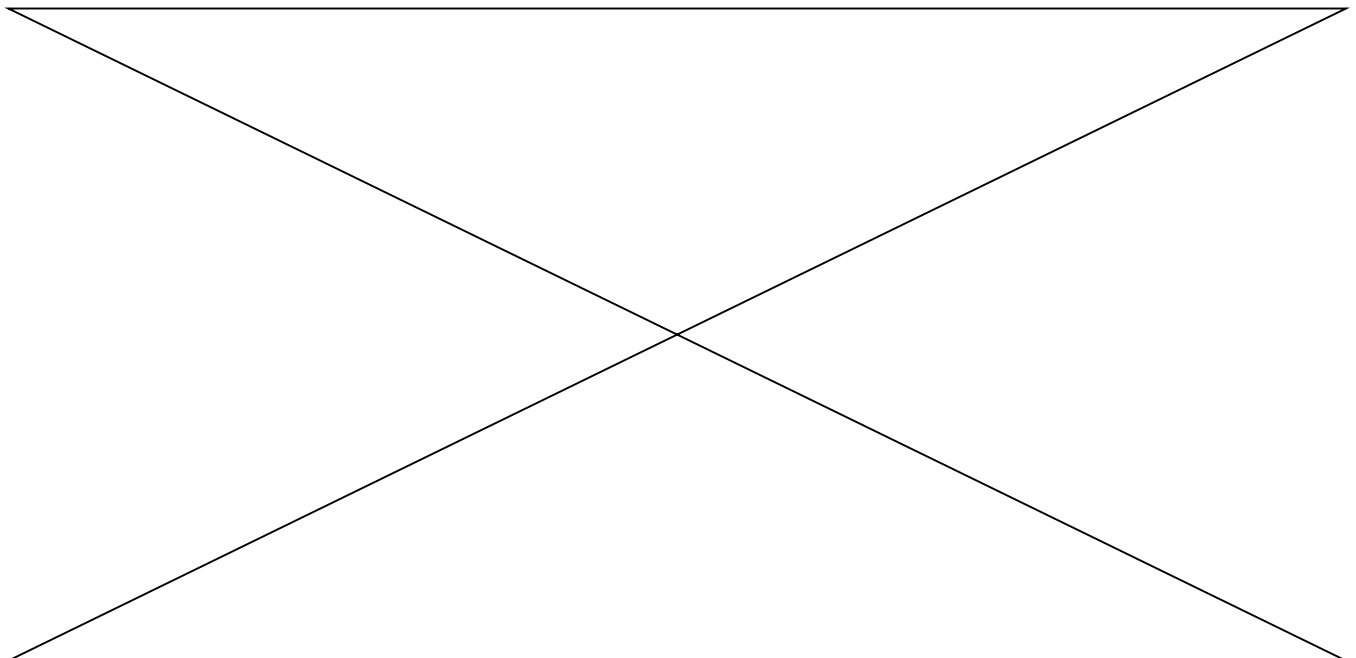
2. **Eligible Goods.**

(a) The Goods and Incidental Works/ Services to be provided by the contractor under this contract shall conform to the technical specifications and quality control parameters mentioned in SOR or as stipulated in the contract. For standards and requirements where no applicable specifications/ Quality Assurance are mentioned, appropriate latest authoritative standards and quality assurance issued by the concerned institution shall be applicable. The Goods supplied shall be:-

(i) Entirely brand new, unused, and incorporate all recent improvements in design and materials unless prescribed otherwise by the Procuring Entity in the contract.

(ii) Conform to materials, manufacture and workmanship as stipulated in the contract, free of all defects and faults using specified/ appropriate materials, manufacture, and workmanship throughout and consistent with the established and generally accepted standards for Goods of the type ordered and in full conformity with the contract specification, drawing or sample, if any.

(iii) The country of origin of 'Goods' and 'Incidental Works/ Service' to be supplied under the contract shall have their origin in India or other countries and must conform to the declaration made by the contractor in its bid regarding but not limited to "Restrictions on certain countries with land-borders with India" as per extant Government Rules and latest Guidelines.



SECTION VII

ELIGIBILITY CRITERIA OF BIDDERS

1. Bidder should have the following minimum eligibility criteria:-

Ser No	Eligibility Criteria	Document to be Produced as Part of Technical Bid
(a)	Bidder should have an Office/ Branch Office/ Operational Office in Kolkata Suburban Area	Copy of Trade Licence or Municipality Enlistment Certificate
(b)	Should have a valid PAN Card	Copy of PAN card
(c)	Should have a valid GST Number	Copy of GST certificate
(d)	Bidder should have minimum THREE (03) YEARS of experience	Copies of THREE (03) Work Order/ Contract Award along with Work Completion Certificate during the period of last FOUR (04) Financial Year starting from 2018-19 to 2021-22. In case work not yet completed, a certificate regarding successful ongoing project from the Procuring Entity be enclosed. Such certificate should be signed within the date in last one month from the last date of submission of bid.
(e)	Bidder shall have received a minimum of Rs 20 Lakh per annum from such supplying business in any THREE (03) Financial Years within last FIVE (05) Financial Years with effect from 2017-18 to 2021-22	For this purpose the bidder/ applicant shall submit certificate from Chartered Accountant, certifying the Professional Fee received by the applicant for the any THREE (03) Financial Years out of last FIVE (05) Financial Years with effect from 2017-18 to 2021-22.
(f)	Bidder should not be financially insolvent at any point of time during last THREE (03) Financial Year with effect from 2019-20 to 2021-22	Solvency certificate from the Banker of Bidder. The solvency certificate should not be older than ONE (01) Month from the last date of submission of bids.
(g)	Bidder should have not been debarred by any State/ Central Government during last THREE (03) Financial Year with effect from 2019-20 to 2021-22	A self-certificate should be attached.

2. Bidders are advised to upload/ attach only relevant and valid documents. Uploading/ attaching unsolicited documents/ certificates may lead to rejection of bid.

SECTION VIII
EVALUATION CRITERIA OF BID

1. **Evaluation Criteria.**

(a) Technical Bid will be evaluated first as per eligibility criteria of bidders. Financial Bid in respect of those Bidders will ONLY be opened who will have declared as QUALIFIED in Technical Bid Evaluation.

(b) Item wise price evaluation will be carried out.

(c) The Bidders are required to spell out the rates of GST etc in unambiguous terms only while submission of bills at the time of delivery. If a Bidder is exempted from payment of GST duty up to any value of supplies from them, they should clearly state that no excise duty will be charged by them up to the limit of exemption which they may have. If any concession is available in regard to rate/quantum of GST, it should be brought out clearly. No GST should be included while submission of commercial bids.

(d) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.

(e) The Lowest Acceptable Bid will be considered further for placement of contract/ Supply Order after complete clarification and price negotiations as decided by the BUYER. The BUYER also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Bidder is not in a position to supply full quantity in stipulated time.

2. **Additional Evaluation Criteria for Rate Contract.** Procuring Entity reserves the right to conclude more than one rate contract for the same Schedule/ Goods. The procedure for negotiation and counter-offering for concluding parallel rate contracts would be as follows:-

(a) Initially, the rate contract would be awarded/ considered for award to the L-1 Bidder. Then the price of L-1 shall be counter-offered to the higher quoting responsive Bidders (under intimation to L-1), asking them to send their revised Bids. L-1 Bidder would be specifically informed that it may, if it so desires, reduce its price and send its revised Bid accordingly. The Bidders, who accept the counter-offered rate (L-1 Rate) or rate lower than that (L-1 Rate), would be awarded parallel rate contracts. If L-1 Bidder lowers its rate in its revised offer, the same would also be accepted with effect from that date, and its rate contract amended accordingly.

(b) In the case where parallel rate contracts are necessary, but even the lowest responsive Bidder (L-1) price is not reasonable. In that case, price negotiation may be conducted with L-1 Bidder in the first instance. If the L1 Bidder agrees to bring down the price to the desired level, a rate contract would be concluded with it, and parallel rate contracts would be concluded as per the Sub-Clause above. If, however, L1 Bidder does not agree to reduce its price in the first instance itself, then the price, which has been decided as reasonable, would be counter-offered to all the higher quoting responsive Bidders (including L-1) for further action on the above lines.

(c) All such parallel rate contracts would be released transparently and simultaneously.

(d) The bid evaluation will be done by the following LEAST COST SYSTEM (LCS) method prescribed in GFR-2017 (amended from time to time):-

- (i) According to this, the Technical Bid will be evaluated first as per the prescribed parameters.
- (ii) Financial Bids will be opened for these technically qualified bidders only.
- (iii) If the lowest quoted bidder (L-1 Bidder) is unable to take the assignment within the prescribed period due to any reason whatsoever, the second lowest (L-2 Bidder) will be considered, if approved by the Competent Authority of the Institute. The bid security of the lowest bidder (L-1 Bidder) will be forfeited and no representation in future will be entertained by the Procuring Entity.

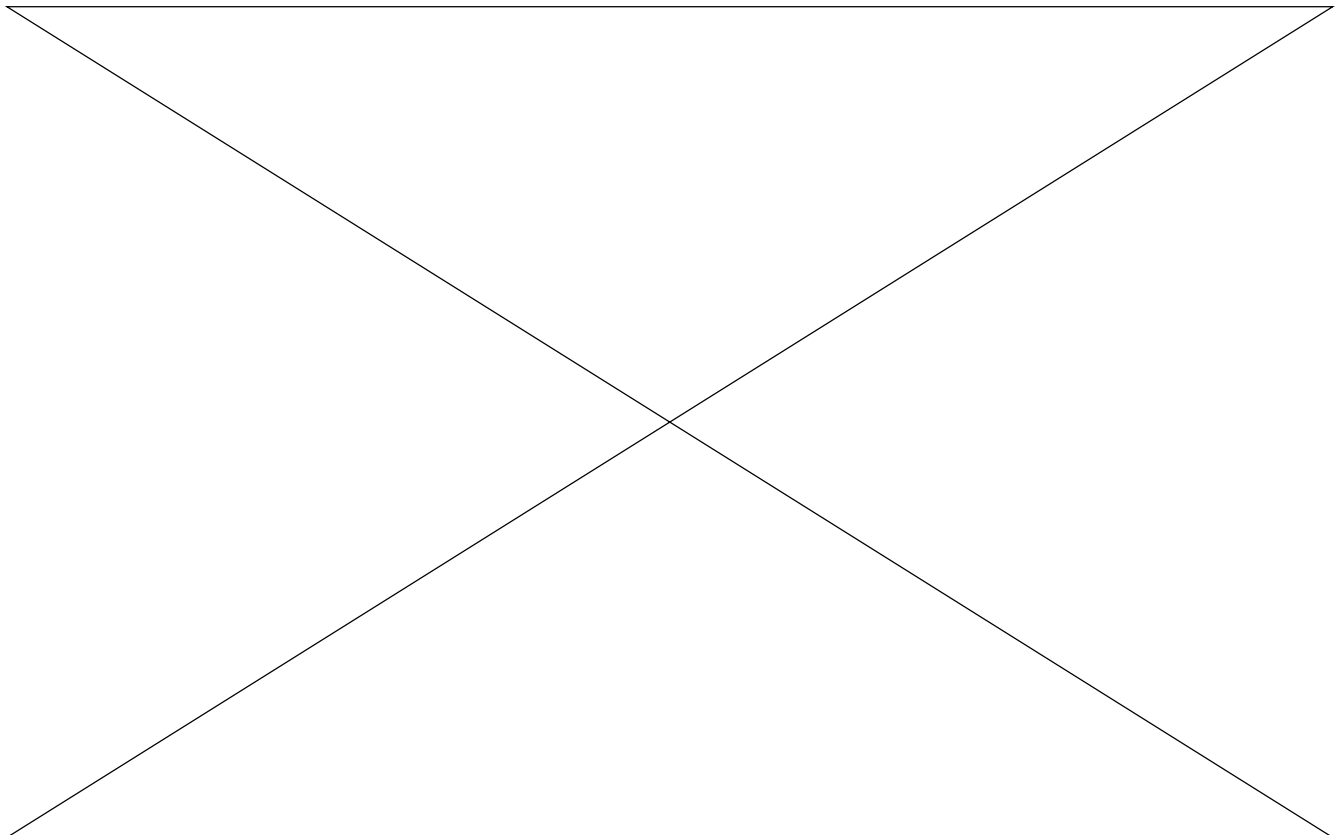
3. **Important Note for Bidders.** Merely securing L-1 position in Bidding Process does not guarantee the award of contract. Apart from L-1 Rate, Procuring Entity reserves the right to evaluate any or all Bids on the basis of Past Performance of bidder. **Past Performance** Statement to be filled up in accordance with **FORM 5** attached to this RFP for last THREE (03) Years. Any false information in this **FORM 5** may lead to rejection of Bid summarily. In case of any false information in this FORM found at later stage during the currency of contract may lead to cancellation of Contract, Forfeiture of Performance Bank Guarantee (in Full or in Part) and Debarment of bidder for THREE (03) years as per the discretion of the Procuring Entity.

4. **Price Bid Format.** Unless otherwise mentioned in this RFP, the Price Bid Format is as per BOQ (Bill of Quantities).

Note 1: Incompletely filled form will be rejected out rightly.

Note 2: Vendors are requested to carry out calculations in commercial bid form carefully. The IIMC reserves the right to amend/correct any wrongly calculated totals.

Note 3: **It is mandatory to fill the cost of each and every item in price bid format. If the rates of any item remain unfilled then the price bid may be rejected or assumed as inability to supply the said good(s).**



FORM-1

BIDDER'S INFORMATION

SL No.	Particulars	Yes/No	Details
1.	Name of the Service Provider		
2.	Registered Address		
3.	Branch/Head Office Address at Kolkata (if any)		
4.	Name of the Authorized Signatory		
5.	Trade License No		
6.	Shop/Establishment Registration No		
7.	PAN Details		
8.	GST Registration No		
9.	Name of Proprietor		
10.	Contact number of proprietor		
11.	E-mail ID of proprietor in which all communication will be send		
12.	Name of one point contact person regarding Bid clarification		
13.	Contact number of one point contact person regarding Bid Clarification		
14.	E-mail ID of one point contact person regarding Bid Clarification		

Certificate to be Submitted by Bidder. A certificate to be submitted by the bidder on the Letter Head of their Firm/Company as under:-

“This is to certify that _____ is my official mobile number and _____ is my official e-mail id. Any communication done by the buyer on these above said mobile number /e-mail through buyer official mobile/e-mail will be treated as an official communication. Buyer reserves the rights to produce these communications during legal proceedings as a form of legal communication from buyer”.

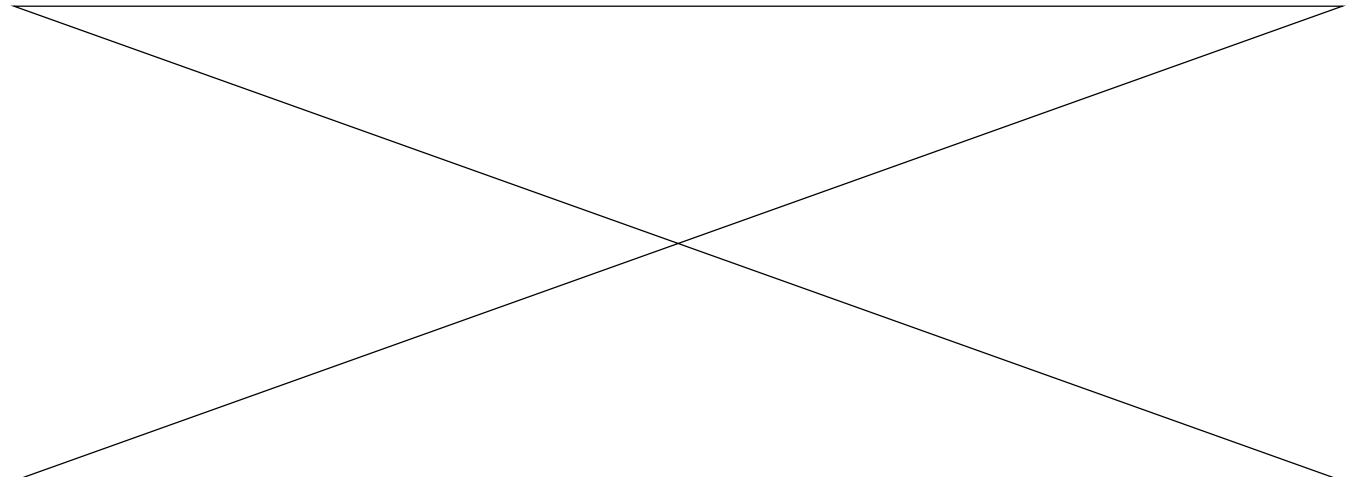
(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of

[Name & address of Bidder and seal of company]



FORM-2

TERMS AND CONDITIONS - COMPLIANCE

(To be submitted as part of Technical bid on Company Letter-head)

Bidder's Name and Complete Address _____

Tender Document No. _____;

Tender Title: _____

Note to Bidders: Fill up this Form regarding Terms and Conditions in the Tender Document, maintaining the same numbering and structure. Add additional details not covered elsewhere in your bid in this regard.

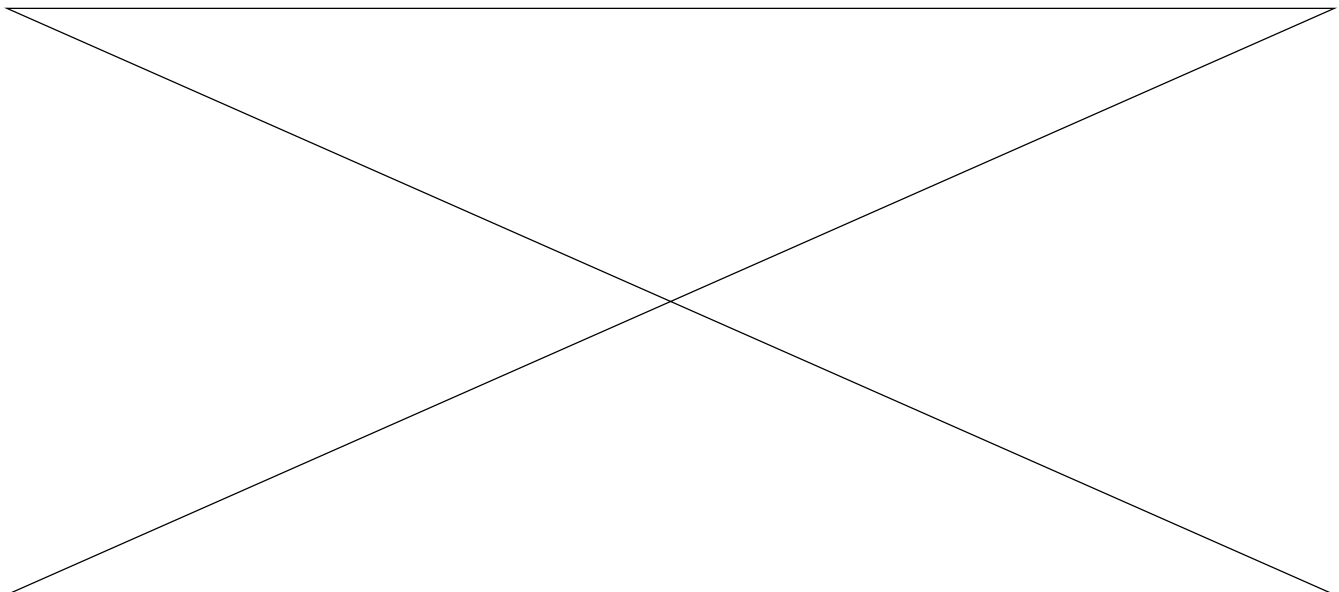
Sl. No.	Ref of Tender Document Section, Clause		Subject	Confirmation/ Deviation/ Exception/ reservation	Justification/ Reason
	Section/Para	Clause/ Sub-Clause/Sub Para			

We shall comply with, abide by, and accept without variation, deviation, or reservation all terms and conditions of the Tender Document, except those mentioned above. If mentioned elsewhere in our bid, contrary terms and conditions shall not be recognised and shall be null and void.

.....
(Signature with date)

.....
(Name and designation)
Duly authorized to sign bid for and on behalf of

.....
.....
[name & address of Bidder and seal of company]
DA: If any, at the option of the Bidder.



FORM-3

BANK GUARANTEE FORMAT FOR PERFORMANCE BANK GUARANTEE

To
The Director
Indian Institute of Management Calcutta
Diamond Harbour Road, Joka
Kolkata – 700104, West Bengal

Whereas..... (name and address of the contractor) (hereinafter called “the contractor”) has undertaken, in pursuance of contract no date..... to delivery (description of Services) (hereinafter called “the contract”).

And Whereas you have stipulated it in the said contract that the contractor shall furnish you with a bank guarantee by a Commercial bank for the sum specified therein as security for compliance with its obligations as per the contract;

And Whereas we have agreed to give the contractor such a bank guarantee.

Now Therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the contractor, up to a total of(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the contractor to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the sail debt from the contractor before presenting us with demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall be valid until theday of20.....

Our.....branch at.....*(Name & Address of the*(branch) is liable to pay the guaranteed amount depending on the filing of a claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our* branch a written claim or demand and received by us at our* branch on or before Dt..... otherwise, the bank shall be discharged of all liabilities under this guarantee after that.

(Signature of the authorized officer of the Bank)

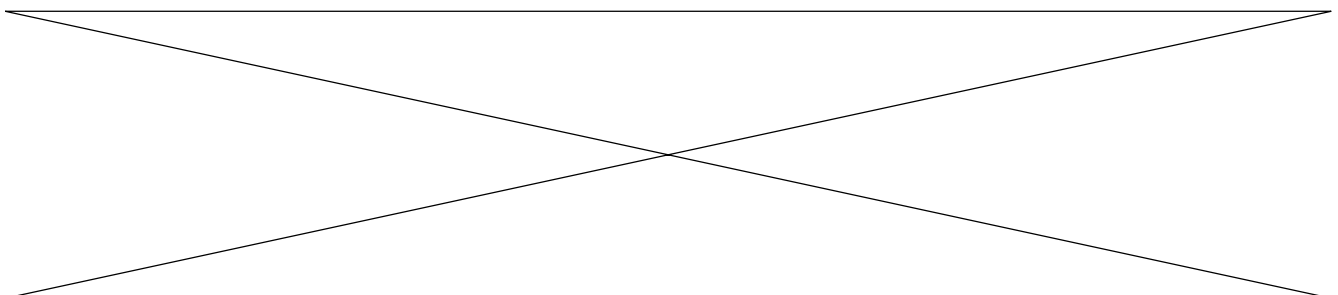
.....
.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of Branch

*Preferably at the headquarters of the authority competent to sanction the expenditure for procurement of goods/ service or at the concerned district headquarters or the state headquarters.



FORM - 4

BID SECURITY DECLARATION CERTIFICATE
(AS PER APPLICABILITY)

To be submitted as part of Technical bid, along with supporting documents, if any. A Bid Securing Declaration In lieu of bid security in the following format. Bidders exempted from submission of bid security are also required to submit this ON COMPANY LETTER HEAD

Bidder's Name & Address _____

Bidder's Reference No. _____

Date : _____

To

The Director,

Indian Institute of Management Calcutta Diamond Harbour Road, Joka

Kolkata - 700 104

Reference: Tender Document No. _____

Tender Title: _____

Sir/ Madam

We, the undersigned, solemnly declare that:

1. We understand that according to the conditions of this Tender Document, the bid must be supported by a Bid Securing Declaration in lieu of Bid Security. We unconditionally accept the conditions of this Bid Securing Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender in Procuring Organisation for 2 years from the date of opening of this bid if we breach our obligation(s) under the tender conditions if we:-

(a) Withdraw/ amend/ impair/ derogate, in any respect, from our bid, within the bid validity; OR being notified within the bid validity of the acceptance of our bid by the Procuring Entity.

(b) Refused to or failed to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Document (where applicable).

(c) Fail or refuse to sign the contract.

2. We know that this bid-Securing Declaration shall expire if the contract is not awarded to us, upon:

(a) Receipt by us of your notification.

(b) Of cancellation of the entire tender process or rejection of all bids or

(c) Of the name of the successful bidder or

(d) Forty-five days after the expiration of the bid validity or any extension to it.

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of.....

[name & address of Bidder and seal of company]

Dated on day of [insert date of signing]

Place... [insert place of signing]

FORM 5
PERFORMANCE STATEMENT

STATEMENT OF SUPPLIES DURING LAST THREE YEARS AND OUTSTANDING CURRENT ORDERS
 (To be submitted as part of Technical bid on Company Letter-head)

Tender Document No. Tend No. _____;

Tender Title : _____;

Bidder's Reference No. _____

Date.....

Note to Bidders: Fill up this Form your past performance highlighting their qualification to supply relevant Goods. Statements and Documents to the Performance Statement may be mentioned/ attached here. The list below is indicative only. You may attach more documents as required to showcase your past performance. Add additional details not covered elsewhere in your bid in this regard.

Order issued by	Order No. & Date	Qty ordered	Quantity supplied	Price at which supplied	The total value of the order	Status as on date----

.....
 (Signature with date)

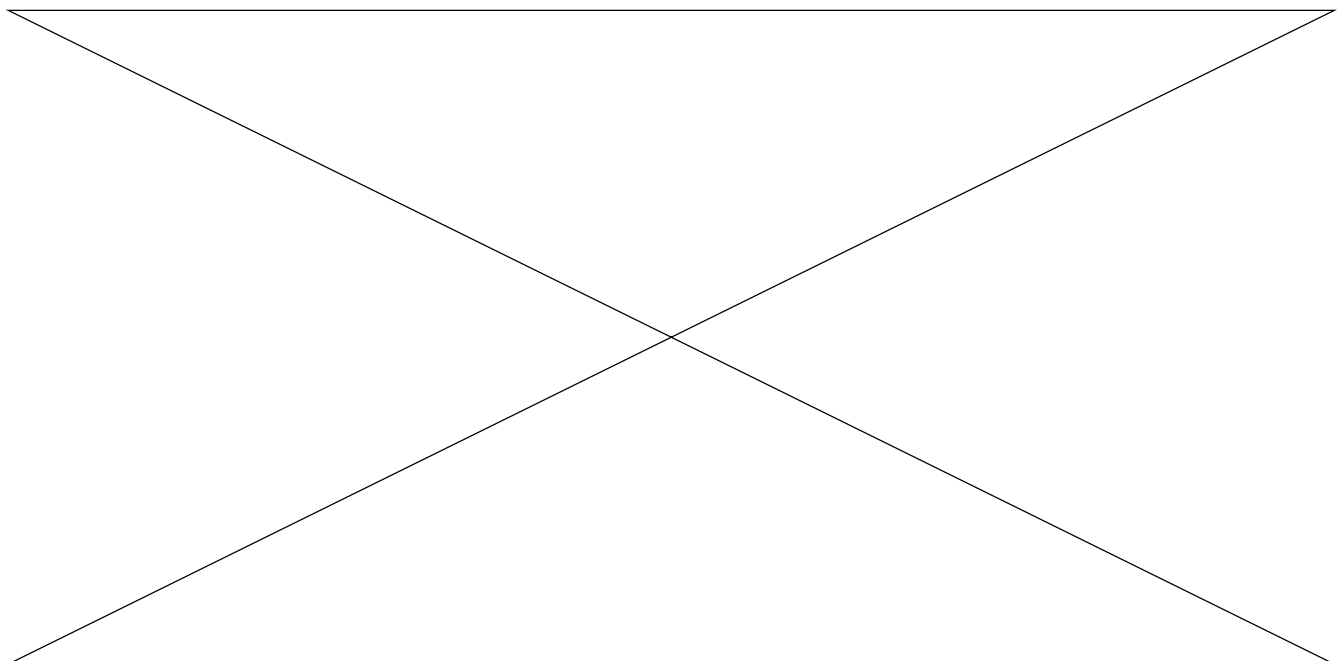
.....
 (Name and designation)

Duly authorized to sign bid for and on behalf of

.....

[name & address of Bidder and seal of company]

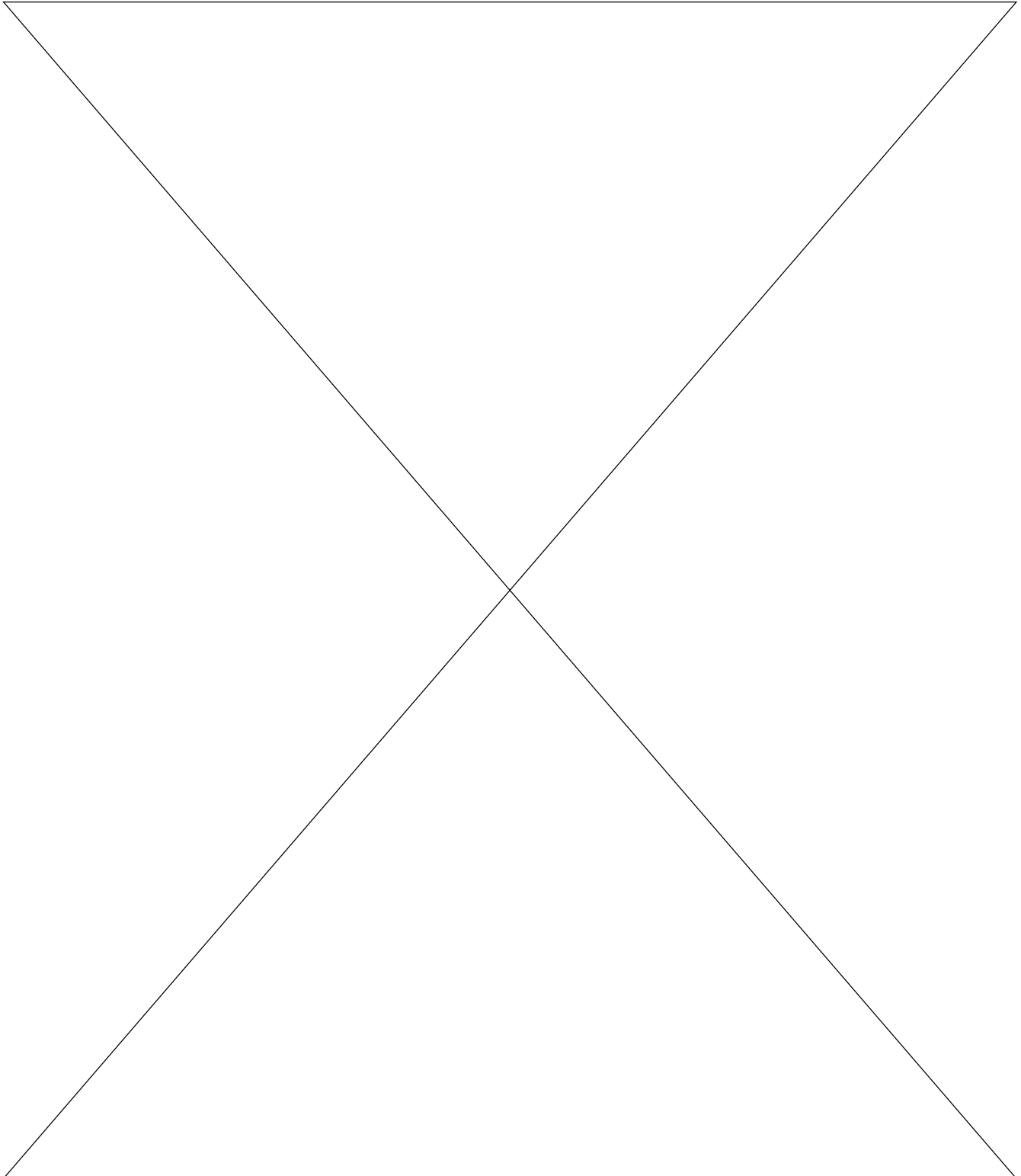
DA: Performance records/ contracts



FORM 6
PRICE BID FORMAT

AS PER BOQ UPLOADED IN CPP PORTAL

Note. Quoted rate should inclusive all incidental charges (if any). No additional amount will be paid by IIMC, other than mentioned in BOQ.



FORM 7
INTEGRITY PACT

(To be signed on Plain Paper)
(To be submitted as part of Technical bid)

INTEGRITY PACT FOR TENDER DOCUMENT NO _____ TENDER TITLE

This Agreement (hereinafter called the Integrity Pact) is made on ____ day of the month of ____202__ at _____, India.

BETWEEN

Procuring Organisation, ----- through Head of the Procuring Organisation, for and on behalf of President of India (hereinafter called the "The Principal", which expression shall mean and include unless the context otherwise requires, his successors in office and assigns) of the First Part

AND

M/ s. _____ (hereinafter called the "The Bidder/ Contractor" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

PREAMBLE

'The Principal' intends to award, under laid down organizational procedures, contract/ s for _____, 'The Principal' values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/ transparency in its relations with its Bidder(s) and/ or Contractor(s).

In order to achieve these goals, the Principal shall appoint Independent External Monitors (IEMs) who shall monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 - Commitments of the 'The Principal'

1) 'The Principal' commits itself to take all measures necessary to prevent corruption and to observe the following principles: -

No employee of the Principal, personally or through family members, shall in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

The Principal shall, during the tender process, treat all Bidder(s) with equity and reason. The Principal shall in particular, before and during the tender process, provide to all Bidder(s) the same information and shall not provide to any Bidder(s) confidential/ additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.

The Principal shall exclude from the process all known prejudiced persons.

2) If the Principal obtains information on the conduct of any of its employees, which is a criminal offence under the IPC/ PC Act, or if there be a substantive suspicion in this regard, the Principal shall inform the Chief Vigilance Officer and, in addition, can initiate disciplinary actions.

Section 2 - Commitments of the 'Bidder/ Contractor'

3) The 'Bidder/ Contractor' commit themselves to take all measures necessary to prevent corruption. The 'Bidder/ Contractor' commit themselves to observe the following principles during participation in the tender process and during the contract execution.

- a. The 'Bidder/ Contractor' shall not, directly or through any other person or firm, offer, promise, or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
- b. The 'Bidder/ Contractor' shall not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the tender process.
- c. The 'Bidder/ Contractor' shall not commit any offence under the relevant IPC/ PC Act; further, the 'Bidder/ Contractor' shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals, and business details, including information contained or transmitted electronically.
- d. The 'Bidder/ Contractor' of foreign origin shall disclose the name and address of the Agents/ representatives in India if any. Similarly, the Bidder/ Contractors of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder/ Contractor. Further, as mentioned in the Guidelines, all the payments made to the Indian agent/ representative have to be in Indian Rupees only. Copy of the "Guidelines on Indian Agents of Foreign Suppliers" is placed in Appendix to this agreement.
- e. The 'Bidder/ Contractor' shall, when presenting their bid, disclose any and all payments made, is committed to, or intends to make to agents, brokers, or any other intermediaries in connection with the award of the contract.
- f. Bidder/ Contractor who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.
- 4) The 'Bidder/ Contractor' shall not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 - Disqualification from tender process and exclusion from future contracts

If the 'Bidder/ Contractor', before award or during execution, has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the Principal is entitled to disqualify the 'Bidder/ Contractor' from the tender process or take action as per the procedure mentioned in the "Guidelines on Banning of business dealings".

Section 4 - Compensation for Damages

- 5) If the Principal has disqualified the 'Bidder/ Contractor' from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover from 'Bidder/ Contractor' the damages equivalent to Earnest Money Deposit/ Bid Security.
- 6) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the contractor liquidated damages of the contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 - Previous transgression

7) Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.

8) If Bidder makes an incorrect statement on this subject, he can be disqualified from the tender process, or action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealings".

Section 6 - Equal treatment of all Bidders/ Contractors/ Subcontractors

9) In the case of Sub-contracting, the Principal Contractor shall take responsibility for the adoption of the Integrity Pact by the Sub-contractor.

10) The Principal shall enter into agreements with identical conditions as this one with all Bidders and Contractors.

11) The Principal shall disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7 - Criminal charges against violating Bidder(s)/ Contractor(s)/ Subcontractor(s)

If the Principal obtains knowledge of the conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal shall inform the same to the Chief Vigilance Officer.

Section 8 - Independent External Monitor

12) The Principal appoints a competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively whether and to what extent the parties comply with the obligations under this agreement.

13) The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. The Monitor would have access to all Contract documents whenever required. It shall be obligatory for him/ her to treat the information and documents of the Bidders/ Contractors as confidential. He/ she reports to the Head of the Procuring Organisation.

14) The Bidder(s)/ Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal, including that provided by the contractor. The Contractor shall also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.

15) The Monitor is under contractual obligation to treat the information and documents of the Bidder/ Contractor(s)/ Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-Disclosure of Confidential Information and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform the Head of the Procuring Organisation and recues himself/ herself from that case.

16) The Principal shall provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the contractor. The parties offer the Monitor the option to participate in such meetings.

- 17) As soon as the Monitor notices, or believes to have noticed, a violation of this agreement, he shall so inform the Management of the Principal and request the Management to discontinue or take corrective action or to take other relevant action. The monitor can, in this regard, submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action, or tolerate action.
- 18) The Monitor shall submit a written report to the Head of the Procuring Organisation within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.
- 19) If the Monitor has reported to the Head of the Procuring Organisation, a substantiated suspicion of an offence under relevant IPC/ PC Act, and Head of the Procuring Organisation has not, within the reasonable time, taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- 20) The word 'Monitor' would include both singular and plural.

Section 9 - Pact Duration

This Pact begins when both parties have legally signed it. It expires for the contractor 12 months after the last payment under the contract and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

If any claim is made/ lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above unless it is discharged/ determined by the Head of the Procuring Organisation.

Section 10 - Other provisions

- 21) This agreement is subject to Indian Law. The place of performance and jurisdiction is the Registered Office of the Principal, i.e., New Delhi.
- 22) Changes and supplements, as well as termination notices, need to be made in writing. Side agreements have not been made.
- 23) If the contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- 24) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties shall strive to come to an agreement with their original intentions.
- 25) Issues like Warranty/ Guarantee etc. shall be outside the purview of IEMs.
- 26) In the event of any contradiction between the Integrity Pact and its Appendix, the Clause in the Integrity Pact shall prevail.
- 27) For and on behalf of the Principal

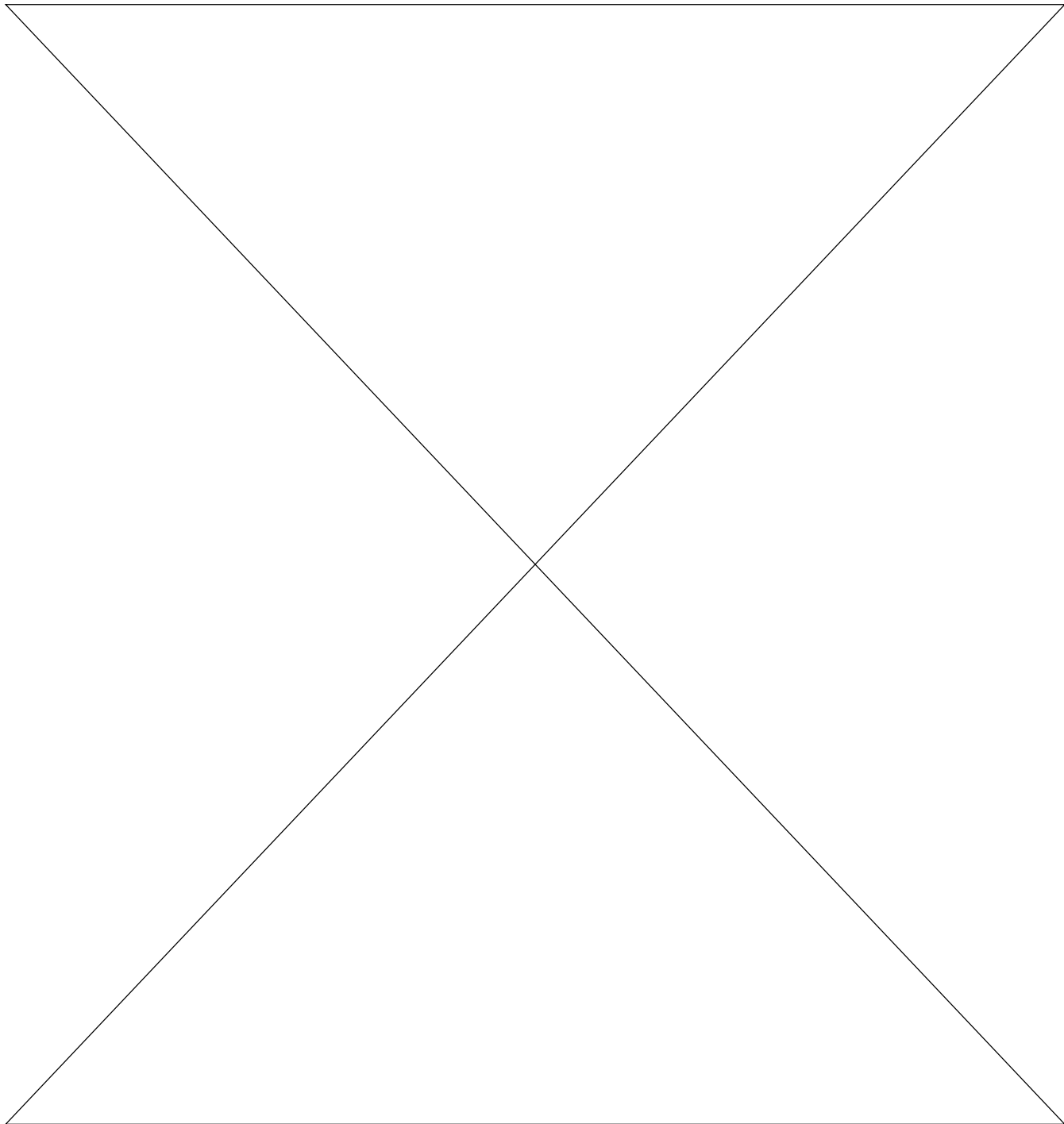
(Name of the Officer and Designation)
(Office Seal)
For and on behalf of 'Bidder/ Contractor'

(Name of the Officer and Designation)
(Office Seal)
For and on behalf of the Principal

Place
Date

Witness 1:
(Name & Address)

Witness 2:
(Name & Address)



CHECK LIST : DOCUMENTS TO BE UPLOADED/ ATTACHED

*Bidders are strictly advised NOT to upload/submit any additional documents other than those mentioned in this Check List. Uploading/ submitting additional/ unnecessary documents other than the documents mentioned in this Check List may lead to rejection of bids summarily. No representation in this regard will be entertained at a later stage. In case, an additional supporting documents are required by the Procuring Entity for verification purpose, the same will be 'requested for' from the Bidder. **All the documents should be uploaded in the same sequence as mentioned in the Check List below.** The list of documents are as under:-*

Ser No	Description of Document	Remarks
1.	Address proof of Head Office/ Branch Office/ Operational Office at Kolkata and its Suburban Area	Copy of Trade License or relevant document
2.	PAN	Copy of PAN Card
3.	GST Certificate	Copy of GST Certificate
4.	Bidders Experience	Copies of THREE (03) Work Order/ Contract Award along with Work Completion Certificate during the period of last FOUR (04) Financial Year starting from 2018-19 to 2021-22. In case work not yet completed, a certificate regarding successful ongoing project from the Procuring Entity be enclosed. Such certificate should be signed within the date in last one month from the last date of submission of bid.
5.	Bidders Annual Financial Turnover	Profit and Loss Statement of Bidder for any THREE (03) Financial Year out of last FIVE (05) Financial Years with effect from 2017-18 to 2021-22 duly signed by a Chartered Accountant
6.	Banking Solvency Certificate	Solvency certificate from the Banker of Bidder. The solvency certificate should not be older than ONE (01) Month from the last date of submission of bids.
7.	Certificate regarding Debarment	A self-certificate should be attached
8.	Bidders Information	As per FORM 1
9.	Terms and Conditions Compliance	As per FORM 2
10.	Bid Security Declaration for those Bidders who are registered with NSIC/ MSME	As per FORM 4
11.	MSME Certificate for those Bidders who are registered with NSIC/ MSME	Copy of NSIC/ MSME Registration Certificate
12.	Bid Security/ Earnest Money Deposit for those Bidders who are not registered with NSIC/MSME	Original Account Payee Demand Draft/ Fixed Deposit Receipt/ Banker's Cheque/Bank Guarantee from any Commercial Bank or Private Bank authorized to conduct Government business
13.	Performance Statement	As per FORM 5
14.	Integrity Pact	As per FORM 7
15.	RFP (Request for Proposal)	Copy of this RFP duly signed and stamped on each page

Appendix 'A'
(Ref Para 2 of Section V of IIMC RFP No IIMC/
Pur/SC/RC/IV/2023-25 dated 28 February 2023)

SCHEDULE OF REQUIREMENT/ SCOPE OF WORK (SOR/SOW)

Ser No	Description of Items	UoM
1	Al-Pin	Box
2	Arch File (Brand: FUJI (International)	Pcs.
3	Attendance Register - 40 pages	Pcs.
4	Room Freshener Air Pocket (Brand : Godrej)	Box
5	Bathroom freshener (Brand : Odonil Stick)	Pcs.
6	Room Freshener AER spray Morning (Brand : Godrej)	Pcs.
7	Room Freshener ODONIL ROOM GELZ Citrus Spice 3x Fragrance 75 Gms	Pcs.
8	Binder Clip - 12 mm (Brand: Kores)	Box
9	Binder Clip - 14 mm (Brand: Kores)	Box
10	Binder Clip - 19 mm (Brand: Kores)	Box
11	Binder Clip - 25 mm (Brand: Kores)	Box
12	Binder Clip - 32 mm (Brand: Kores)	Box
13	Binder Clip-51 mm (Brand: Kores)	Box
14	Battery 3V Lithium Battery	Pcs.
15	Battery 9 Volt (Brand : Duracell)	Pcs.
16	Battery -AA (Brand : Duracell)	Pcs.
17	Battery- AAA (Brand : Duracell)	Pcs.
18	Bed Cover Size: 90" X 108" (Brand: Bombay Dyeing)	Pcs.
19	Bed Sheet (Double) 88" X 108" (800 GM) (Brand: Bombay Dyeing)	Pcs.
20	Bed Sheet (Single) 64" X 108" (630 GM) Bombay Dyeing	Pcs.
21	Bed Sheet White Double Bombay Dyeing, White, 88" X 108" (800 Gram)	Pcs.
22	Bed Sheet White Single Bombay Dyeing, White, 64" X 108" (630 Gram)	Pcs.
23	Blanket (Brand: Bombay Dyeing) (Colour)	Pcs.
24	Bath Mat Size: 20" X 20" (Linen) White Colour	Pcs.
25	Blue Carbon Paper (Brand: Kores)	Packet
26	Board Pin (Brand : Kores)	Box
27	Big Dhoti Envelope as per sample	Pcs.
28	Chalk - White (Brand : Apsara/Kores)	Box
29	Chalk - Multi-Colour (Brand : Apsara/Kores)	Box
30	Correction Pen (Brand : Faber Castell)	Pcs.
31	Correction White Fluid (Brand : Erez-X (Kores))	Pcs.
32	Calculator -(Brand: CASIO MJ-12 DA)	Pcs.
33	Carbolic Acid - 200 ml.(Good Quality)	Bottle
34	Coaster (Brand : Milton)	Pcs.
35	Cloth Duster (Good Quality)	Pcs.
36	Coconut Broom	Kg
37	Colin – 500 ml. (Brand : Colin)	Pcs.
38	Cello Tape-1"(Inch) (Brand: Wonder) - Brown	Pcs.
39	Cello Tape-2" (Inch) (Brand: Wonder) - Brown	Pcs.

Appendix 'A' (Continued)

Ser No	Description of Items	UoM
40	Cello Tape -2" (Inch) (Brand : Wonder) - Transparent	Pcs.
41	Cello Tape Medium 1" (Inch) (Brand : Wonder) - Transparent	Pcs.
42	Correction Tape 5mm - 6 metre (Brand : Kokuyo)	Pcs.
43	Correction Pen 0.7 mm Metal Tip (Brand : Faber Castell)	Pcs.
44	Cutter Cello Tape Cutter Big	Pcs.
45	Dustbin - 80 ltrs (Brand: Nilkamal)	Pcs.
46	Dustbin - 80 ltrs (Brand: Supreme)	Pcs.
47	Dustbin – 80 ltrs (Brand : Supreme/Nilkamal)	Pcs.
48	Dustbin 120 ltrs (Brand: Nilkamal)	Pcs.
49	Dustbin 120 ltrs (Brand: Supreme)	Pcs.
50	Dustbin 120 ltrs (Brand : OTTO/Supreme)	Pcs.
51	Dustbin 120 ltrs (Brand: OTTO)	Pcs.
52	Dustbin - 80 ltrs (Brand: Nilkamal)	Pcs.
53	Dustbin - 80 ltrs (Brand: Supreme)	Pcs.
54	Dustbin – 80 ltrs (Brand : Supreme/Nilkamal)	Pcs.
55	Dustbin 120 ltrs (Brand: Nilkamal)	Pcs.
56	Dustbin 120 ltrs (Brand: Supreme)	Pcs.
57	Dustbin 120 ltrs (Brand : OTTO/Supreme)	Pcs.
58	Dustin 120 Litres (Brand: OTTO)	Pcs.
59	Desk Calendar Refill (Brand: Prince)	Pcs.
60	Door Mat PVC	Sq. Ft.
61	Eraser (Brand : Apsara)	Pcs.
62	Eraser (Brand : Kores)	Pcs.
63	Electric Kettle 1.5 litre Havels	Pcs.
64	Electric Kettle 1.5 litre Prestige	Pcs.
65	Ex. Book Ruled - (As per sample)	Pcs.
66	Executive Bond (Brand : Royal)	Ream
67	Feather Duster (Good Quality)	Pcs.
68	Fevi Stick - 15 gm (Brand : Pidilite)	Pcs.
69	Fevicol Tube 20 Gms	Pcs.
70	Gate Pass Book	Book
71	Glass - Size: Big (350 ml) (Brand : Borosil)	Pcs.
72	Glass (Brand : Borocil)	Pcs.
73	Glass Borosil (Hi Ball; Brand: Borosil)	Pcs.
74	Glass Cover (Brand : Milton)	Pcs.
75	Glass-Tumbler	Pcs.
76	Godrej Lock & Key (5 Leaver)	Pcs.
77	Godrej Lock & Key (6 Leaver)	Pcs.
78	Godrej Lock & Key (7 Leaver)	Pcs.
79	Good Knight Liquid (Brand : Goodknight)	Pcs.
80	Good Knight Machine (Brand : Goodknight)	Pcs.
81	Grass Broom	Pcs.
82	Hand Wash Brand: Life Bouy (1 ltr)	Pcs.

Appendix 'A' (Continued)

Ser No	Description of Items	UoM
83	Hand Wash (Brand : Life Bouy)	Pcs.
84	Harpic 500 ml. (Brand : Harpic)	Pcs.
85	Highlighter - All Colours (Brand : Cello)	Pcs.
86	Highlighter Pen Multicolour (Brand : Faber Castell)	Pcs.
87	Hit-425 ml. (Brand : Hit) BLACK	Pcs.
88	James Clip Big Size	Box
89	James Clip Small Size	Box
90	Letter Head - A4 Size (Brand: Royal Executive Bond)	Pcs.
91	Liquid Soap for Washing of Utensils - 5 Ltrs (Brand : Vim, Pril)	Jar
92	Log Book - 400 Pages (Good Quality)	Pcs.
93	Long Broom	Pcs.
94	Magnetic White Board Duster (Brand : IKON)	Pcs.
95	Magnetic White Board Marker Pen Multicolour (Brand : Steadler)	Pcs.
96	Mattress Bed (Kurlon/ Sleepwell/Dunlop) - 4 inch (72"x36")	Pcs.
97	Mattress Bed (Kurlon/ Sleepwell/Dunlop) - 4 inch (75"x36")	Pcs.
98	Mattress Bed (Kurlon/ Sleepwell/Dunlop) - 4 inch (78"x36")	Pcs.
99	Mug (Cello, Milton)	Pcs.
100	Muriatic Acid - 650 ml. (Good Quality)	Bottle
101	Naphthalene - 200 gm pack(Brand : Bengal Chemical)	Kg
102	Naphthalene - 1 Kg pack(Brand : Bengal Chemical)	Kg
103	Note Sheet	Pcs.
104	Package Drinking Water 1000 ml Acquifina	Pcs.
105	Package Drinking Water 1000 ml Bisleri	Pcs.
106	Package Drinking Water 1000 ml Kinley	Pcs.
107	Package Drinking Water 20 Ltr (Aquafina/Kinley/Kingfisher/Bisleri)	per Jar
108	Package Drinking Water 200 ml Acquifina	Pcs.
109	Package Drinking Water 200 ml Bisleri	Pcs.
110	Package Drinking Water 200 ml Kinley	Pcs.
111	Package Drinking Water 500 ml Acquifina	Pcs.
112	Package Drinking Water 500 ml Bisleri	Pcs.
113	Package Drinking Water 500 ml Kinley	Pcs.
114	Pad Lock - 5 lever Palam Brand	Pcs.
115	Pad Lock - 6 lever Palam Brand	Pcs.
116	Paddle Dustbin (Good Quality)	Pcs.
117	Paper Tray with Clip (Good Quality)	Pcs.
118	Paper Weight (Transparent Glass Made)	Pcs.
119	Pen (HAUSER OX Black Ball Pen)	Pcs.
120	Pen (HAUSER OX Blue Ball Pen)	Pcs.
121	Pen (HAUSER OX Red Ball Pen)	Pcs.
122	Pen (Pentonic Black Ball Pen)	Pcs.
123	Pen (Pentonic Black Gel Pen)	Pcs.
124	Pen (Pentonic Blue Ball Pen)	Pcs.
125	Pen (Pentonic Blue Gel Pen)	Pcs.

Appendix 'A' (Continued)

Ser No	Description of Items	UoM
126	Pen (Pentonic Red Ball Pen)	Pcs.
127	Pen (Pentonic Red Gel Pen)	Pcs.
128	Pen Ball Black (Brand : Cello Paper Soft)	Pcs.
129	Pen Ball Blue (Brand : Cello Paper Soft)	Pcs.
130	Pen Lince Glycer (Brand : Linc)	Pcs.
131	Pen PILOT V7 Hi-Tecpoint Black	Pcs.
132	Pen PILOT V7 Hi-Tecpoint Blue	Pcs.
133	Pen Refill (Brand: Linc Glycer)	Pcs.
134	Pen Rorito Maxtron Robotic Fluid Ink System (Black)	Pcs.
135	Pen Rorito Maxtron Robotic Fluid Ink System (Blue)	Pcs.
136	Pen Refill Rorito Maxtron Robotic Fluid Ink System (Black)	Pcs.
137	Pen Refill Rorito Maxtron Robotic Fluid Ink System (Blue)	Pcs.
138	Pen UNIBALL Gel IMPACT Black	Pcs.
139	Pen UNIBALL Gel IMPACT Blue	Pcs.
140	Pen UNIBALL VISION ELITE Gel 0.8 Blue	Pcs.
141	Pen Refill UNIBALL VISION ELITE Gel 0.8 Blue	Pcs.
142	Pencil (Brand : Nataraj - HB)	Pcs.
143	Pencil (Brand: Faber Castell-HB)	Pcs.
144	Pencil Sharpnar (Brand : Faber Castell)	Pcs.
145	Permanent Marker (Brand : Faber Castell)	Pcs.
146	Phenyl White 1 Ltrs (Brand : Nimyle, Bengal Chemical)	Bottle
147	Phenyl 5 Ltrs (Nimyle, Bengal Chemical)	Jar
148	Pillow (Recron/SleepWell/Kurlon) - 26" x20"	Pcs.
149	Pillow (Recron/SleepWell/Kurlon) - 30" x20"	Pcs.
150	Pillow Cover Bombay Dyeing , 26"x20" (120 GM)	Pcs.
151	Pillow Cover Bombay Dyeing , 30"x20" (120 GM)	Pcs.
152	Pink Memo Pad	Book
153	Plastic Box File (Good Quality)	Pcs.
154	Plastic Bucket - 16 Ltr. (Good Quality)	Pcs.
155	Plastic Bucket 18 Litre	Pcs.
156	Plastic Bucket 20 ltrs. (Good Quality)	Pcs.
157	Plastic Clip File New (30cm x 24 cm)	Pcs.
158	Plastic L Folder Transparent (Brand - Sun) -A4 Size, 20s Pack	pkt
159	Plastic L Folder Transparent (Brand - Sun) -Legal Size, 20s Pack	pkt
160	Plastic Rigid Sheet (A-4)(Brand : Desmat)	Packet
161	Post It (Big Size)(Birla 3M)(Post-It)	Pcs.
162	Post It (Multi Colour) (Birla 3M)(Post-It)	Pcs.
163	Page Marker Multicolour (1"x3"), 150 Sheets (Brand : Post It)	Pcs.
164	Page Marker, 1200 Pcs 10 Colors Sticky Index Tabs Sticky Notes (Brand : ELEPHANTBOAT®)	Pcs.
165	Punching Machine - DP-700 (Brand: Kangaroo)	Pcs.
166	Punching Machine (Brand: Kangaroo)	Pcs.

Appendix 'A' (Continued)

Ser No	Description of Items	UoM
167	Rubber Band (3" Nylon Made)	Kg
168	Rubber Band (4" Nylon Made)	Kg
169	Ruled Pad - 80 Pages (28cm x 21.5 cm)	Pcs.
170	Ruled Register - 180 Pages (8 No.)	Pcs.
171	Scale 12" (Brand: Faber Castell)	Pcs.
172	Scissors Big Size(Brand: Kores)	Pcs.
173	Scissors Medium Size (Brand: Kores)	Pcs.
174	Slide Changer Logitech LG R-400 (Brand: LG)	Pcs.
175	Slide Changer Logitech LG R-600 (Brand: LG)	Pcs.
176	Small Pad New	Pcs.
177	Soap - 125 gm (Brand : Life Bouy) Yellow Colour	Pcs.
178	Spike Buster 4 socket (Brand: Havells - 5 Amp.)	Pcs.
179	Spike Buster 6 socket (Brand: Havells - 5 Amp.)	Pcs.
180	Stamp Pad (Brand: Faber Castell)	Pcs.
181	Stamp Pad Ink (Brand: Faber Castell)	Pcs.
182	Stapler - 10 (Brand : Kangaroo)	Pcs.
183	Stapler HP-45 (Brand : Kangaroo)	Pcs.
184	Stapler Pin big - 24"6 (Brand : Kangaroo)	Box
185	Stapler Pin H-10 (Brand : Kangaroo)	Box
186	Swab Duster (Brand : Good Quality)	Pcs.
187	Taski-R-6	Bottle
188	Tea Spoon Stainless Steel	Pcs.
189	Tissue Paper Contains 200 pcs. (Brand : Benetax)	Box
190	Tissue/ Napkin Paper (Brand : Decsona)	Box
191	Toilet Paper (Brand : Safex Plus)	Box
192	Towel Big (Brand : Bombay Dying)	Pcs.
193	Towel Tissue (Brand : Manifold)	Box
194	Towel Bath Size: 75 CM X 150 CM (500 GM) (Brand: Bombay Dyeing)	Pcs.
195	Towel Face White (Brand : Flora (Bombay Dyeing))	Pcs.
196	Towel Big White (Brand : Flora/Tulip (Bombay Dyeing))	Pcs.
197	Towel Hand Size: 40 CM X 60 CM (120 GM) (Brand: Bombay Dyeing)	Pcs.
198	Visiting Card Holder/ Book (Good Quality)	Pcs.
199	Visitor Register/ Gate Register (Good Quality)	Pcs.
200	Wall Clock (Brand : Ajanta Original)	Pcs.
201	Washing Powder - 500 gm Pack (Brand : Odopic)	Pcs.
202	Water Bottle (Brand : Perlpet)	Pcs.
203	Wet Wipes for Hands with 25 Tissues (Size 200 mm x 150 mm) (Brand : Dettol/Lifebouy/Savlon/Himalaya)	pkt
204	Wet Wipes for Hands with 50 Tissues (Size 200 mm x 150 mm) (Brand : Dettol/Lifebouy/Savlon/Himalaya)	pkt
205	White Board - 3' x 2' (Brand : Altop)	Pcs.
206	White Board Duster (NORMAL) (Brand : Gripex)	Pcs.
207	White Board Marker Pen Multicolour (Brand : Camlin)	Pcs.

Appendix 'A' (Continued)

Ser No	Description of Items	UoM
208	Xerox Paper A4 Size - 70 GSM (Brand : JK Copier)	Ream
209	Xerox Paper A4 Size - 75 GSM (Brand : JK Copier)	Ream
210	Xerox Paper Legal Size – 75 GSM (Brand : JK Copier)	Ream
211	Clip File with IIMC Logo and Customised Write up (35 cm X27cm)	Pcs.
212	Cobra File with IIMC Logo and Customised Write up (34 cm X 28 cm)	Pcs.
213	Cover File (Four Flap)(Plastic Coated) with IIMC Logo and Customised Write up	Pcs.
214	Coffee Mug White Colour Ceramic Coffee Mug with IIMC Logo	Pcs.
215	Envelop - Cloth Envelope - 14"X10" with printing (14"x10")	Pcs.
216	Envelop - Cloth Envelope - 12" X 9" with printing (12"x9")	Pcs.
217	Envelop - Envelope Manila - 10.5" X 4.5" with printing (10.5"x4.5")	Pcs.
218	Envelop - Envelope White Small with printing (5.5"x3")	Pcs.
219	Envelop - Plastic Laminated Envelope - 15" X 11" with printing (15"x11")	Pcs.
220	Envelope White Colour with Glue (11"x4.5"), Paper 90 to 110 GSM Printed with IIMC Logo and Customised Write up	Pcs.
221	Envelope Yellow Ochre Colour (12"x5"), Paper 90 to 110 GSM Printed with IIMC Logo and Customised Write up	Pcs.
222	Envelope Size: 16"x12" Cloth with Printing	Pcs.
223	Memento Pure Silver with IIMC Logo and Customised Write up, Diameter 12 Inch with Stand and Velvet Box	Pcs.
224	Memento Pure Silver with IIMC Logo and Customised Write up, Diameter 10 Inch with Stand and Velvet Box	Pcs.
225	Memento Pure Silver with IIMC Logo and Customised Write up, Diameter 8 Inch with Stand and Velvet Box	Pcs.
226	Memento Pure Silver with IIMC Logo and Customised Write up, Diameter 4 Inch with Stand and Velvet Box	Pcs.
227	Memento Silver Coated with IIMC Logo and Customised Write up, Diameter 12 Inch with Stand and Velvet Box	Pcs.
228	Memento Silver Coated with IIMC Logo and Customised Write up, Diameter 10 Inch with Stand and Velvet Box	Pcs.
229	Memento Silver Coated with IIMC Logo and Customised Write up, Diameter 8 Inch with Stand and Velvet Box	Pcs.
230	Memento Silver Coated with IIMC Logo and Customised Write up, Diameter 4 Inch with Stand and Velvet Box	Pcs.
231	Note Pad (Small) - 20 pages - as per sample.(22cm x 18cm)	Pcs.
232	Note Pad Spiral Binding with printing (29 cm x 21 cm)	Pcs.
233	Plastic Coaster White Printed Logo	Pcs.
234	Plastic Folder (33cm x 24 Cm) with Printed Logo and Customised Write up	Pcs.
235	Plastic L Folder Transparent (Brand - Sun) -A4 Size, 20s Pack, with Printed Logo and Customised Write up	pkt
236	Plastic L Folder Transparent (Brand - Sun) -Legal Size, 20s Pack, with Printed Logo and Customised Write up	pkt
237	Self Ink Date Stamp with Customised Write up up to 100 Letters (Brand : Shiny)	Pcs.

Appendix 'A' (Continued)

Ser No	Description of Items	UoM
238	Self Ink Stamp Rectangle/Round with IIMC Logo and Write up above 200 Letters (Brand : Presto)	Pcs.
239	Self Ink Stamp Rectangle/Round with IIMC Logo and Write up up to 100 Letters (Brand : Presto)	Pcs.
240	Self Ink Stamp Rectangle/Round with IIMC Logo and Write up up to 101 to 200 Letters (Brand : Presto)	Pcs.
241	Sipper Black Colour - 1 Ltr (Brand : Milton) with IIMC Logo	Pcs.
242	Sugar Sachets Bowl White Colour IIMC Logo Bowl (For Suite Rooms)	Pcs.