



INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW  
Prabandh Nagar, IIM Road, Lucknow – 226013 U.P. (India)  
Tel. 0522-6696765, Fax: 0522 2734025  
Website: www.iiml.ac.in  
**Tender Notice**

RFQ No. IIML/PURCHASE/WINDOW CURTAINS/41/2018-19

dated 16/03/2019

To,  
M/s .....  
.....  
.....  
.....

**TENDER No. 41/2018-19**  
REQUEST FOR QUOTATION FOR SUPPLY OF WINDOW CURTAINS FOR CHANAKYA GUEST  
HOUSE ROOMS AND LOBBY IIM LUCKNOW.

Dear Sirs,

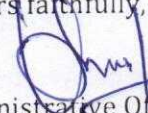
IIM Lucknow invites quotations for supply of Window curtains for Chankya Guest House of IIM Lucknow. Estimate quantity would be around 1000 (One Thousand) mtrs.

Kindly send us your quotation duly filled in annexure A with the most competitive rates delivery period, validity of rates etc. along with Earnest Money deposit of Rs. 5,000/- (Rupees Five Thousand only) in form of Demand Draft from any nationalized bank and sample of curtain within the date mentioned below in a sealed envelope addressed to the **Officer on Special Duty, Indian Institute of Management, Prabandh Nagar, IIM Road, Lucknow – 226 013** before **1400 hours on 08/04/2019**.

The quotations should be sent titled by **“TENDER No. 41/2018-19”** through Registered/Speed post or Courier services only. Quotations received after the due date/time i.e. 08/04/2019 after 1400 hrs shall not be considered for further processing.

Thanking you,

Yours faithfully,

  
Administrative Officer  
Purchase & Stores

Enclosure : 1. General Terms & Conditions  
2. Annexure- A



## GENERAL TERMS AND CONDITIONS:

Last date and time for submission of tender	08/04/2019
Pre Bid Meeting	28/03/2019 at 11 AM
Submission of Sample (three numbers)	The bidder has to submit two proforma as under: a) <b>First Envelope:</b> Three Samples of curtain cloth piece size 4 x 4 inches on letter Head (Proforma-I). b) <b>Second Envelope:</b> Sample of curtain cloth piece size 4 x 4 inches with rates on Letter Head (Proforma-II). Both the duly filled Proforma (samples) should be submitted in separate envelope under one big sealed envelope to the Office of Officer on Special Duty within last date.

## IMPORTANT INSTRUCTIONS FOR BIDDERS

1. Indian Institute of Management, Lucknow, an autonomous body, setup by the Ministry of Human Resources Development, Government of India invites offers in prescribed BOQ from reputed vendors with the specifications in prescribed Performa.
2. Indian Institute of Management, Lucknow invites the quotations for supply of Window curtains for IIM Lucknow.
3. All pages of the Bid should be stamped and signed.
4. All Payment will be made electronically through NEFT/RTGS and therefore the firm is requested to submit the bank details while raising the bill(s) (Firm Name, Bank Name, Account Number, Branch Name and code & IFSC Code) and against bill in duplicate along with delivery challan.
5. A Bidder, who does not fulfil any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.
6. It is the responsibility of Bidder to go through the Bidding Document to ensure furnishing of all required documents in addition to above.
7. IIM Lucknow reserves the right to reject any of the offer without assigning any reasons thereof. You may seek clarification with this office from Monday to Friday between 0930hrs to 1700hrs) on 0522-6696917/6696282/6696285.

## **Terms & conditions**

- (I) Sealed tenders must be submitted in an envelope super scribing "Quotation for supply of Window curtains" addressed to Officer on Special Duty (OSD), Indian Institute of Management, Prabandh Nagar, IIM Road, Lucknow latest by 1400 hours on 08/04/2019. Positively by Registered / speed post / courier only.
- (II) Unsealed quotations shall not be considered for evaluation. There should be no erasing and / or overwriting. The quotations with erasing and/ or overwriting shall be summarily rejected.
- (III) Late delayed tenders due to any reason, whatsoever, will not be accepted/ considered, at all, under any circumstances.
- (IV) The submission of quotation will not place this office under any obligation to empanel you and no expenses incurred by you in this regard will be payable by IIM Lucknow.
- (V) The rates should be mentioned in figures as well as in words. The taxes and other levies, if any, should be indicated separately. In case nothing is mentioned, it will be assumed that taxes/ other levies are included in the rates quoted.
- (VI) The supplier shall be solely responsible for quality of the Window curtains supplied by him. Any complaint of supply of inferior/substandard quality of Window curtains shall be examined/



investigated and if the complaint is found to be true, the IIM Lucknow reserves right to impose penalty, as deemed fit by the competent authority or terminate the contract and forfeit the performance security

(VII) The selected bidder shall deposit performance security of 10% of contract value within seven days of intimation of award of contract. Validity of the bank guarantee/FDR shall be three months beyond the contract period.

(VIII) EMD of unsuccessful bidder will be returned after completion of tender process.

**Scope of Supply:** Successful bidder have to supply the ordered quantity of duly stitched Window curtains i.e. complete stitched curtains with lining and metal rings with in stipulated period.

**Sample Submission:** Bidder have to submit three samples of size 4 x 4 inches each in both Proforma I and Proforma II along with supporting documents in sealed envelopes (both envelope in single big envelope) duly titled with the tender no. within last date of bid submission. Samples should be within the range of Rs. 450 per mtrs.(Rupees Four Hundred fifty only inclusive of GST per meter).

**Three Same samples should be enclosed in both proforma.**

#### **Payments:**

(a) The bills in duplicate, for the services prepared on the basis of rates will have to be submitted in favour of IIM Lucknow, for effecting payment together with the acknowledgement of the services provided. No advance payment shall be made for the services.

#### **Selection Process:**

The decision of the committee is final and binding to all bidders. Selection of vendor will be on basis of quality and rates opted by the committee members.

#### **Disqualification**

The proposal is liable to be disqualified in the following cases:

- 1) Proposal not submitted in accordance with this document
- 2) Proposal is received in incomplete form.
- 3) Proposal is received after due date and time.
- 4) Proposal is not accompanied by all requisite documents/ material.
- 5) Information submitted in the tender proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.
- 6) If quotation is without EMD received.
- 7) If quotation is sent by not super scribing enquiry no. and date.
- 8) If quotation is not addressed to Officer on Special Duty (OSD).

#### **Disclaimer Clause:**

IIM Lucknow has the discretion and right at any stage to cancel/add or amend the information, terms, procedure and protocol set out in the RFQ and the bidder has no claims against such right. The Institute has unfettered right hereunder to terminate the arrangements at any time without assigning any reason whatsoever. The jurisdiction **for dispute (s), if any, shall be Lucknow**



**PART-I**  
**Information to be furnished by the Bidder**

1.	Name of the Supplier/ Organization /Agency/Firm.	:	
2.	Address	:	
3.	Contact Phone number/s:  Mobile  Email ID	: : :	
4.	Year of Establishment	:	
5.	GSTIN		No. ....
6.	Authorised dealership/distributorship; if any		

Note:

- a) The relevant information sought in proforma below may be mentioned in short against the points. Detailed documents/certificates etc. may be enclosed).
- b) This is to certify that we have understood the provisions of tender document and all the information given by us in tender document is true to the best of my knowledge.
- c) Details shall strictly be submitted in prescribed format as per tender document.

**Signature of the bidder**

**RFQ NO. IIML/PURCHASE/WINDOW CURTAINS/41/2018-19  
DATED 16/03/2019 (on letter Head)**

Samples

<u>Sl. No.</u>	<u>Samples of 4 x 4 inches</u>	<u>Samples</u>
<u>1.</u>	<u>Specification</u>	
<u>2.</u>	<u>Specification</u>	
<u>3.</u>	<u>Specification</u>	

Signature of the bidder



RFQ NO. IIML/PURCHASE/WINDOW CURTAINS/41/2018-19  
DATED 16/03/2019 (Financial Bid)- (on letter Head)

<u>Sl. No.</u>	<u>Samples</u>	<u>Samples (Size : 4 x 4 inches)</u>	<u>Offered rate (Rs) per mtr. (in figures as well as in words)</u>
1.	<u>Specification</u>		
2.	<u>Specification</u>		
3.	<u>Specification</u>		

Note:

1. Applicable Taxes will be extra
2. The lowest bidder (L1) shall be decided on the basis of the lowest rates quoted and on sample and decision of technical committee on basis on quality of material.
3. The landing cost of curtain cloth per meter should be including stitching, installation, cartage, delivery and Labour cost etc.

Signature of the bidder