



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/HANDKERCHIEF/35/2018-19 dated 28/01/2019

To,  
M/s .....

**REQUEST FOR QUOTATION FOR SUPPLY OF HANDKERCHIEF ON ANNUAL RATE CONTRACT FOR A PERIOD OF ONE YEAR TO IIM LUCKNOW.**

Dear Sirs,

IIM Lucknow invites quotations for supply of Handkerchief on requirement basis of IIM Lucknow Campus for a period of one year on Annual Rate Contract basis.

Kindly send us your quotation along with Demand Draft of Rs. 500/- (Rupees Five Hundred only) as application fee duly filled in annexure A with the most competitive rates delivery period, validity of rates etc. 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 **21/02/2019**. The quotations should be sent titled by **“ENQUIRY No: IIML/PURCHASE/HANDKERCHIEF/35/2018-19 dated 28/01/2019- REQUEST FOR QUOTATION FOR SUPPLY OF HANDKERCHIEF ON ANNUAL RATE CONTRACT”** through Registered/Speed post or Courier services only. Quotations received after the due date/time i.e. 21/02/2019 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	21/02/2019
Application Fee	Rs. 500/- (Rupees Five Hundred only) in a form of Demand Draft in favour of "Indian Institute of Management Lucknow" payable at Lucknow

## **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 Annual Rate Contract for supply of Handkerchief for IIM Lucknow.
3. The details of terms and conditions are being given in tender document.
4. The technical specification of material are to be complied with by the bidder, as detailed in the BOQ.
5. Tenderer who has downloaded the tender document from the Govt. site shall not tamper/modify the tender document including downloaded price bid (BOQ) template in any manner. In case, if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited.
6. Amendments to Bidding Documents: At any time prior to the deadline for submission of Bids, the purchaser may, for any reason deemed fit by it, modify the Bidding Documents by issuing suitable amendment(s) to it. Prospective bidders are advised to check the same before submission of bids.
7. All pages of the Bid should be stamped and signed.
8. 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.
9. 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.
10. It is the responsibility of Bidder to go through the Bidding Document to ensure furnishing of all required documents in addition to above.
11. All filled bids are to be uploaded on the above site on or before 12:00 noon before last date of submission. Manual bids shall not be accepted.
12. 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.

### **Terms & conditions**

(I) Sealed tenders must be submitted in an envelope super scribing "Quotation for supply of Handkerchief on ARC" addressed to Officer on Special Duty (OSD), Indian Institute of Management, Prabhathi Nagar, IIM Road, Lucknow latest by 1500 hours on 21/02/2019. Positively by speed post / courier only. Request for extension of submission of date of tenders will not be considered.

(II) Rates should be quoted separately for each dozen indicating the brand as per the enclosed proforma. Any change in the proforma shall lead to cancellation of the tender.

(III) 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.

(IV) Late delayed tenders due to any reason, whatsoever, will not be accepted/ considered, at all, under any circumstances.



(V) 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.

(VI) The rates should be mentioned in figures as well as in words exclusive of taxes and levies. 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.

(VII) Request for revision of rate shall not be entertained under any circumstances during the period of contract.

(VIII) The contractor shall be solely responsible for quality of the Handkerchief supplied by him. Any complaint of supply of inferior/substandard quality of Handkerchief 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

(IX) The selected bidder shall deposit performance security of Rs. 2,000/- (Rupees Two Thousand only) in the form of demand draft of nationalized bank within seven days of intimation of award of contract. Validity of the bank guarantee/FDR shall be three months beyond the contract period.

(X) It shall be contractor's responsibility to supply the Handkerchief as per requirement including Saturday/ Sunday/ Holiday, and supply the Handkerchief on the ARC rates in IIM Lucknow campus building.

**TENDER FEE:**

a. The bidder shall furnish, as part of this bid, Tender fee of Rs. 500/- (Rupees Five Hundred only) in the form of Demand Draft in favour of Indian Institute of Management Lucknow from any Nationalized Bank payable at Lucknow.

b. The bid shall remain Valid for 180 days from the last date of tender. A bid valid for a shorter period shall be rejected by IIM Lucknow as non-responsive. A bidder must accept the request of IIM Lucknow for an extension to the period of bid validity i.e. 180 days.

**Scope of Supply:** Successful bidder have to supply the ordered quantity of Handkerchief with in stipulated period for one year

**Sample Submission:** Bidder have to send a sample along with EMD and supporting documents within Last date of bid submission.

**Fall Clause:** The rates charged under the rate contract should in no event exceed the lowest rates of identical description supplied to any other organization during the period of the contract. If so, the successful contractor should pass the benefits to IIM Lucknow also.

**Validity of the contract:** In normal circumstances, the period of the contract shall be for a period of one year. However, the contract may be extended for a further period of two year on mutual consent on same rate and terms and conditions.

**Termination of Agreement:** The contract between the IIM Lucknow and the contractor can be cancelled by the Contractor by giving prior notice of at least 45 days. The IIM Lucknow reserves the right to terminate the contract at any time or stage during the period of contract, by giving Seven days' notice in writing without assigning any reason and without incurring any financial liability whatsoever to the IIM Lucknow.



**Penalty:**

After award of contract, if it is found that the contractor is not supplying the materials in time to the user department or delayed in supply any month or not as per sample, a penalty of Rs. 50/- per dozen will be charged from your next running bill.

**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.

(b) The payment is released on monthly basis through RTGS/NEFT on satisfactory receipt of the goods/articles ordered. Advance payment will not be made under any circumstances.

(c) Institute will not pay separately for transit insurance and the supplier will be responsible till the entire stores contracted for, arrive in good condition at the destination and taxes, if any, shall be deducted against bill submitted.

**Dispatch Instructions:** Stores are required to be delivered at IIML premises on free delivery to the consignee's premises.

**Contact Person:** In case the bidder desire to have any clarification regarding the terms and conditions of the bid document or any interpretation thereof, they are advised to contact on telephone No. 0522-6696917 on all working days.

**Agreement:** The successful bidder shall enter into an agreement with the competent authority of IIM Lucknow on being informed about intention of the Institute to award the contract.

**Disqualification**

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

- 1) Proposal not submitted in accordance with this document
- 2) During validity of the period, or its extended period, if any, the bidder increases his quoted prices.
- 3) Proposal is received in incomplete form.
- 4) Proposal is received after due date and time.
- 5) Proposal is not accompanied by all requisite documents.
- 6) 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.
- 7) If quotation is without EMD received.
- 8) If quotation is sent by not super scribing enquiry no. and date.
- 9) 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		
7.	Year of Establishment	:	

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 Applicant**



FINANCIAL BID

RFQ NO. IIML/PURCHASE/HANDKERCHIEF/35/2018-19 DATED 28/01/2019						
Sl. No.	Items	Brand	Unit	Offered rate (Rs)	GST	Total Amount
1	Handkerchief Size : 20" x 20" Material - Cotton		dozen			

Note:

1. Applicable Taxes will be extra
2. The lowest bidder (L1) shall be decided on the basis of the lowest rates quoted for any of the brand and decision of technical committee on basis on quality of material.

Signature of the Applicant