

March 14, 2024

Notice Inviting Tender for Supply of Monthly Provision of Guest House Utility Items to

IIM

Mumbai

IIM Mumbai invites Tender for the Supply of Monthly Provision of Guest House Utility Items to IIM Mumbai as per the specifications on the terms and conditions given below:

SI. No	Item	Qty.	Unit	Rate Per Unit	Total Amount (in INR)
1.	Bath Soap (100 gm Branded)	150	Nos		
2.	Shaving Razor (Branded)	150	Nos		
3.	Shaving Cream 70 gm (Branded)	150	Nos		
4.	Shaving Brush (Branded)	150	Nos		
5.	Toothbrush (Branded)	150	Nos		
6.	Tooth paste 100 gm (Branded)	150	Nos		
7.	Dettol Liquid 60 ml (Branded)	150	Nos.		
8.	Cotton packet (Branded)	150	Nos.		
9.	Small Scissor (Branded)	150	Nos.		
10.	Mosquito repellent Liquid with machine (Branded)	150	Nos.		
11.	Liquid soap with Dispenser (Branded)	150	Nos.		
12.	Shampoo Sachet	150	Nos.		
13.	Coconut Oil Sachet	150	Nos.		
14.	Wooden Coffee Stirrer	150	Nos.		
15.	Stool Small	150	Nos.		
16.	Comb	150	Nos.		
17.	Zipper pouch with IIM Mumbai Logo	150	Nos.		

18.	Everyday Dry milk powder sachet (Branded)	250	Nos.		
19.	Sugar pouch sachet	250	Nos.		
20.	Nescafe coffee powder sachet (Branded)	250	Nos.		
21.	Taj Mahal Tea Box (Branded)	25	Nos.		
22.	Girnar Green Tea Box	25	Nos.		
Total Amount Including GST and Supply, Packing, Loading, Unloading and Delivery Charges					

Note: The items and quantity mentioned are an approximate monthly estimation and the same may vary depending upon the requirement. There may be nil requirements at times.

Eligibility Conditions for Bidders:

The Bidder should have a valid GST Registration Certificate and PAN Card. The Vendor exempted from GST may produce the self-declaration Certificate stating the reasons.

Performance/Security Deposit:

The Successful bidder should pay an interest-free security deposit of Rs. 3,000/- to the institute's bank account and the same will be returned to the vendor after the completion of the contract period. The details of the institute's bank accounts is given below:

Bank Account Details:

Bank name - State Bank of India
Account Name – IIM Mumbai Main Account
Current Account No. - 10007680096
IFSC code - SBIN0009055
Branch Name -IIM Mumbai, Vihar Lake
Branch Code – 09055

Period of Contract:

The selected Service Provider shall supply the required items *at the quoted rate* every month upon receipt of mail from the user department. The contract period is for *one year*. However, the contract

shall be extended for a further period of up to *three years*, on a yearly basis, if the services provided by the Agency are found to be satisfactory, on the same terms and conditions, and at the sole discretion of the Institute. The commencement date of the contract will be reflected in the Work Order, which will be issued to the selected Bidder.

Firm Price:

The rate quoted by the tenderer should be valid till the completion of the Contract and shall not be subjected to any escalation. No claim on this account whatsoever shall be entertained at any stage including the extended period, if any.

Other Terms & Conditions:

1. The above, cost should be inclusive of GST and all other charges (Delivery to IIM Mumbai), Supply, Packing, Loading, Unloading and Delivery Charges, etc.,
2. **Delivery Schedule:** within 10 days from the date of receipt of the Purchase Order. If the agency/firm fails to supply the items within the stipulated period, the Purchase Order will be cancelled.
3. **Delivery at:**
Stores Department, 2nd Floor of Administrative Block,
Indian Institute of Management Mumbai,
Vihar Lake Road, Powai, Mumbai-400 087.

Contact: Email: cpsc@iimmumbai.ac.in | Phone: 022-28035539

4. The Bidder(s) should be registered with the Goods and Services Tax Council for the purpose of Goods & Service Tax (GST). A copy of the GST registration certificate, PAN and Bank Account details has to be submitted along with the tender document. The names appearing on all these documents and the tender document should be the same or linked.
5. IIM Mumbai reserves the right to change/ extend/ modify/ amend or delete any of the conditions, clauses or items stated therein, any or all provisions of this Tender document, before the opening of the Price Bids. Such revisions/amendments/corrigendum will be made available on the website of the IIM Mumbai Tender portal.
6. The bidder should take into account the corrigendum/ Addendum published on the IIM Mumbai website on the tender page from time to time before submitting the bids.
7. ***The Bidder should submit the Tender duly signed and stamped on all the pages.***

8. IIM Mumbai also reserves the right to withhold or withdraw the process, at any stage, with intimation to all the bidders who have submitted the Bids.
9. No telex/telegraphic/fax Tender will be accepted.
10. IIM Mumbai will not be responsible for any loss in transit or postal delay.

11. PAYMENT TERMS:

- a. No advance payment will be made in any case.
 - b. Payment will be released after supply of all the items within 25 days, subject to submission of Invoice/Bill with all relevant documents etc.
 - c. TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from the Supplier/Vendor/Service Provider's bills.
12. Any legal disputes that may arise shall be subject to the jurisdiction of the Courts at Mumbai.
 13. GST Number of IIM Mumbai is **27AAATN2254RIZ3**.

Tenders should be submitted in the sealed cover super scribing "*Supply of Monthly Provision of Guest House Utility Items to IIM Mumbai*" addressed to "The Chief Administrative Officer (i/c), IIM Mumbai, Vihar Lake Road, Powai Mumbai- 400 087 to reach us *on or before 05.00 PM, March 25, 2024*."

Supdt. CPSC