



SHORT TENDER NOTICE
FOR SUPPLY OF STUDENT WELCOME KIT
AT INDIAN INSTITUTE OF MANAGEMENT MUMBAI

May 2024

Tender No: IIMM/05/Student kit/2024

Indian Institute of Management Mumbai
Vihar Lake, Powai,
Mumbai 400087
Maharashtra, India

DISCLAIMER

This Request for Proposal (RFP) document is neither an agreement nor an offer by the Indian Institute of Management, Mumbai (IIM Mumbai) to the prospective bidders or any other person. The purpose of this RFP is to provide information to the interested parties that may be useful to them in the formulation of their bid pursuant to this RFP.

Whilst the information in this RFP has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither IIM Mumbai nor any of their officers or employees, nor any of their advisers nor consultants, accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed Project, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP or on which this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. IIM Mumbai accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The information contained in this RFP is selective and is subject to updating, expansion, revision and amendment. It does not, and does not purport to, contain all the information that a recipient may require. Neither IIM Mumbai nor any of their officers, employees nor any of its advisors nor consultants undertakes to provide any recipient with access to any additional information or to update the information in this RFP or to correct any inaccuracies therein which may become apparent. Thus, IIM Mumbai does not make any representation or warranty as to the accuracy, reliability or completeness of the information in this RFP document and it is not possible for IIM Mumbai to consider particular needs of each party who reads or uses this RFP document. Each recipient must conduct its own analysis of the information contained in this RFP or to correct any inaccuracies therein and is advised to carry out its own investigation into the proposal, the legislative and regulatory regime which applies thereto and by and all matters pertinent to the proposal and to seek its own professional advice on the legal, financial, regulatory and taxation consequences of entering into any agreement or arrangement relating to the proposal.

The RFP is not a prospectus or offer on invitation to the public in relation to the sale of shares, debentures or securities, nor shall this RFP or any part of it form the basis of or be relied upon in any way in connection with, any contract relating to any shares, debentures or securities in considering an investment, if any, in the proposed Project, each recipient should make its own independent assessment and seek its own professional, technical, financial and legal advice.

IIM Mumbai will not have any liability to any prospective Company / Firm or any other person under any law (including without limitation the law of contract, tort), the principles of equity, restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP document, any matter deemed to form part of this RFP document, the award of the Assignment, the information and any other information supplied by or on behalf of IIM Mumbai or their employees, any Contractors or otherwise arising in any way from the selection process for the

Assignment. IIM Mumbai will also not be liable in any manner whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon any statements contained in this RFP.

IIM Mumbai will not be responsible for any delay in receiving the Bids. The issue of this RFP does not imply that IIM Mumbai is bound to select a Bidder or to appoint the successful Bidder, as the case may be, for Works and IIM Mumbai reserves the right to accept / reject any or all of Bids submitted in response to this RFP document at any stage without assigning any reasons whatsoever. IIM Mumbai also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the RFP Bids.

IIM Mumbai may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. Such revisions to the RFP / amended RFP shall be made available on the website of IIM Mumbai

PART I – IMPORTANT DETAILS OF THE BID

1. The basic details of the bid is as follows :-

<u>Ser</u>	<u>Description</u>	<u>Date</u>
(a)	Date of Publishing of Bid	03 Jun 2024
(b)	Start Date & Time for Submission	03 Jun 2024 & 1835 Hrs.
(c)	Closing Date and Time for submission of Bid	10 Jun 2024 & 1835 Hrs.
(d)	Opening of Technical Bid	11 Jun 2024 & 1100 Hrs.
(e)	Declaration of Technical Bid Result	After acceptance of Competent Authority
(f)	Opening of Financial Bids	To be informed after Technical Evaluation
(g)	EMD Amount	A DD/ Bank Guarantee/ FDR of an amount of ₹ 20,000.00 in favor Indian Institute of Management Mumbai
(h)	Place of Opening of Bids	Admin Block - Mini Conference Room, IIM Mumbai

2. Bidders are requested to provide bids in three separate covers as specified below. Additionally, all covers must be placed inside another cover and labeled with the address "**The Chief Administrative Officer, IIM Mumbai, Vihar Lake Rd., Mumbai, Maharashtra 400087**".

- (a) Cover 1 : EMD fees – Should be labeled as EMD cover
- (b) Cover 2 : Technical requirements & sample of Laptop bag, notebook and pen as specified - Should be labeled as Tech cover
- (c) Cover 3 : Financial Bid - Should be labeled as Financial cover

3. **Clarification**. Clarification / Query, if any, on the Tender Document can be obtained from the following address: CPSC Cell, Indian Institute of Management, Mumbai, Powai, Mumbai – 400087 Maharashtra. Email: cpsc@iimmumbai.ac.in

PART II – SCOPE OF WORK

4. **Scope of Work.** The scope of work includes the procurement and delivery of Student Welcome kit at IIM Mumbai. The items to be included in the student kit are as follows:

The vendor is required to provide the Student Welcome Kits. These laptop bags, Spiral Notebook & Metal Ball Point Pen are intended to safely and conveniently carry laptops and other items for students.

Ser	Description	Qty
(a)	<p><u>Laptop Bag with IIM Mumbai Branding</u></p> <ul style="list-style-type: none"> • These must be made of durable and water-resistant material to ensure the protection of the laptop and its accessories in various weather conditions. • The bags should be equipped with multiple compartments and pockets to organize and store additional items such as chargers, cables, notebooks, pens, and other accessories. The compartments should be designed for easy access and efficient organization of belongings. • The laptop bags should feature ergonomic design elements to ensure comfort and convenience during transportation. This includes padded shoulder straps, adjustable straps for custom fit, and back padding for support and comfort when carrying the bag for extended periods. <p><u>Specification:</u></p> <p>Laptop bag: Fabric: High Density 500 Denier polyester fabric Having 240 GSM with 2 PU Coating and WR Coating on surface, TM Dobby Premium Polyester fabric having 240 GSM with 2 PU Coating and WR Coating on Front, Water Resistance (Waterproof is preferred) Dimensions: 48 X 33 X 13 17" laptop - fitting compatible Weight: Light Weight Capacity: 30 (liters) Three Compartments Multiutility Organizer Laptop – Padded. External - Front Pockets, External – Dual Side mesh pockets with elastic for water bottle One Water Bottle Pouch in one side, First Aid Kit pouch on the other Side Runner/Puller- SBS Runner/YKK Runner Double stitched preferred for load bearing.</p> <p>Additional preferable features -Cellphone Pocket, Pen, & Coin Pockets, Sleeves for Luggage Handle.</p>	1100 Nos

	The bidder must have quality certification/ ISO certification for supply for Bags.	
(b)	<p><u>Spiral Notebook (200 pages) with IIM Mumbai Branding</u></p> <p>The notebooks should have standard dimensions, preferably A4 (Single Line, Spiral Binding, 210Mm X 297Mm, 200 Pages) or similar, providing a portable and convenient size for students to carry in their bags. The pages should be lined to facilitate neat and organized writing. The pages should be securely bound within the spiral binding to prevent tearing or detachment.</p> <p>The paper used in the notebooks should be of high quality, with a minimum weight of 70 gsm (grams per square meter) to prevent ink bleeding and ensure a smooth writing experience. The paper should be acid-free to minimize yellowing and deterioration over time.</p>	1100 Nos
(c)	<p><u>Metal Ball Point Pen with IIM Mumbai Branding</u></p> <p>These pens are intended to offer students a durable and reliable writing instrument for their academic needs. The pens must be constructed from high-quality metal materials to ensure durability, longevity, and a premium feel. Preferred materials include stainless steel, aluminum, or brass, providing a sturdy and elegant finish.</p> <p>The pens should feature a refillable design to allow for easy replacement of ink cartridges when necessary. This ensures sustainability and prolongs the lifespan of the pens, reducing waste and promoting eco-friendly practices.</p> <p>The pens should feature a retractable mechanism for the ballpoint tip to prevent ink leakage and accidental staining when not in use. The retractable feature should be smooth and reliable, allowing for one-handed operation.</p>	1100 Nos

(D) Branding and Customization: The Student Kit should be neutral in design to appeal to a wide range of students and minimize any potential preference bias. However, customization options such as adding the institution's logo or branding may be considered, provided they do not compromise the overall quality and functionality of the items.

(E) Compliance and Quality Assurance: The vendor must ensure that the items comply with relevant industry standards for quality, safety, and environmental sustainability. Samples may be requested for evaluation prior to finalizing the procurement agreement to ensure that the items meet the specified requirements.

(F) Quantity: The vendor is required to supply the specified quantity of items as per the agreed-upon schedule and delivery timeline outlined in the procurement contract.

(G) Warranty and After-Sales Service: The vendor should provide a warranty period for the items, covering any manufacturing defects or malfunctions. Additionally, provision for after-sales service, including repairs or replacements, should be clearly outlined in the procurement agreement.

(H) Compliance with Tender Document: The vendor must ensure full compliance with the specifications outlined in the tender document for the procurement of Student Welcome Kits, including these laptop bag specifications.

PART III – MINIMUM CRITERIA

5. **Minimum Criteria.** The criteria specified in the annexures including Part IV must be met, properly completed, and submitted in order to qualify for the financial process.

PART IV – TECHNICAL REQUIREMENTS

6. **Technical Requirement.** The minimum eligibility criteria required to undergo the subsequent process are as follows :-

(a) Minimum Average Turnover of the bidder (for any 3 year w.e.f F.Y. 2018) : **75 Lakhs (Annexure IV).**

(b) At least one work order and proof of work completion of value of ₹ 4,00,000.00 and above to be enclosed as proof of similar nature (any of the item including bag or stationery items e.g. pen, notebooks, dairies or any other items) w.e.f Calendar Year 2022 of any IIMs/ IITs/ NITs or any Institute of National Importance. **(Annexure III).**

(c) The bidder must have quality certification/ ISO certification for supply for Bags.

(d) Availability of following documents:-

- (i) Registration/ Incorporation Certificate / Firm Establishment Certificate
- (ii) PAN details
- (iii) GSTIN

7. The following documents need to be submitted by the bidder.

- (a) Incorporation Certificate / Firm Establishment Certificate
- (b) PAN details
- (c) GSTIN
- (d) The Bidder should give self-declaration certificate **Annexure-I**
- (e) The firm should be neither blacklisted **Annexure-II**
- (f) The contractor shall have minimum two year experience **Annexure-III.**
- (g) The annual average turnover of services **Annexure-IV**
- (h) **All relevant annexures need to be filled and duly signed by the bidder**

8. **Bid Evaluation** Bidders should meet minimum technical requirements to be able to participate in the financial bid. The minimum technical requirements is as follows :-

<u>Sr. No.</u>	<u>Required Documents</u>	<u>Complied (Yes/No)</u>
(a)	Incorporation Certificate / Firm Establishment Certificate	
(b)	PAN details	
(c)	GSTIN	
(d)	The Bidder should give self-declaration certificate Annexure-I	
(e)	The firm should be neither blacklisted Annexure-II	
(f)	The annual average turnover of any three financial year from F.Y. 2018 should not less than be ₹ 75,00,000.00 (Rupees Seven Five Lakh Only) Annexure-IV	
(g)	Check List – Technical Bid Annexure-VI	
(h)	COMPANY PROFILE Annexure-VII	

PART V– TERMS & CONDITIONS

9. General Terms & Condition

(a) **Option Clause.** The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

(b) **Sample Clause.** After award of contract – Successful Bidder shall have to get advance sample approved from buyer before bulk manufacturing / starting bulk supplies. Successful Bidder shall submit 3 samples for Buyer's approval, within 5 days of award of contract. Buyer shall, as per contract specifications framework, either approve the advance sample or will provide complete list of modification required in the sample within 5 days of receipt of advance sample. Seller shall be required to ensure supply as per approved sample with modifications as communicated by Buyer. If there is delay from

buyer side in approval of advance sample – the delivery period shall be refixed without LD for the period of delay in sample approval. In case, the sample is found to have major deviations / not conforming to the Contract specifications, the buyer at its discretion may call for fresh samples for approval before allowing bulk supplies or may terminate the contract after notifying the deviations to the seller. Unless otherwise provided in the contract, all samples required for test shall be supplied by the contractor free of cost. Where under the contract, the contractor is required to submit an advance sample, any expenses incurred by the contractor on or in connection with the production of stores in bulk, before the sample has been approved unconditionally shall be borne by the Seller and he shall not claim any compensation in the event of such sample being found unacceptable by the Buyer / Consignee.

(c) **Tolerance Clause**. To take care of any change in the requirement during the period starting from issue of BID till placement of the contract, buyer reserves the right to 50 % 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 Seller. While awarding the contract, the quantity ordered can be increased or decreased by the buyer within the tolerance limit.

(d) **Risk & Expense Clause** :

(i) Should the stores or any installment thereof not be delivered within the time or times specified in the contract documents, or if defective delivery is made in respect of the stores or any installment thereof, the buyer shall after granting the Seller 45 days to cure the breach, be at liberty, without prejudice to the right to recover liquidate damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such defaults.

(ii) Should the stores or any installment thereof not perform in accordance with the specifications/parameters provided by the SELLER during the check proof tests to be done in the BUYER's country, the BUYER shall be at liberty, without prejudice to any other remedies for breach of contract, to cancel the contract wholly or to the extent of such default. (c) In case of material breach that was not remedied within 45 days, the BUYER shall, having given the right of first refusal to the SELLER be at liberty to purchase, manufacture, or procure from any other source as he thinks fit other stores of the same or similar description to, make good :- 12 / 21 (i) Such default. (ii) In the event of the contract being wholly determined the balance of the stores remaining to be delivered there under. (d) Any excess of the purchase price, cost of manufacture, or value of any stores procured from any other supplier as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the SELLER. Such recoveries shall not exceed 100% of the difference of the value of the contracts.

(iii) The bidders are required to supply the delivery within 15 days of placing of order. Failing which the LD clause will come into effect.

(iv) In the case of breach of any terms and conditions of the contract, the Performance Security Deposit of the contractor will be liable to be forfeited, besides immediate termination of the contract or other lawful action that may be taken against the contractor.

10. **Earnest Money Deposit.** The contractor/ Agency shall deposit Bid Security (EMD) for an amount of Rs. 20,000/- (Rupees Twenty Thousand Only) in the form of Demand Draft/ Banker's Cheque/ from any Nationalized/ Scheduled Bank in favour of Indian Institute of Management Mumbai should be submitted as per Annexure-I. The EMD should be valid for a period of 45 days.

(a) Micro and Small Enterprises (MSEs) firms as defined in MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organization or the concerned Ministry or Department or Start-ups as recognized by Department of Industrial Policy & Promotion (DIPP) are exempted from EMD. However, they have to enclose valid self-attested registration certificate (s) along with the bid documents.

(b) The Bid security (EMD) without interest shall be returned to the unsuccessful bidder after finalization of contract.

(c) The EMD shall be forfeited if successful bidder fails to undertake the work.

(d) No interest will be paid on the EMD (if any)/ Performance Security deposited/remitted.

11. **Bid Validity Period.** The bid will remain valid for 3 months from the date of opening of as prescribed by IIM Mumbai. A bid valid for a shorter period shall be rejected, being non-responsive.

12. **Delivery/Supply of Goods: -.** The successful contractor will have to deliver/supply within 15 days of the acceptance of the order/ Letter of Intent (LOI). Each page of the tender documents and papers submitted along with, should be signed and stamped by the authorized signatory.

13. **Liquidated Damages for Delivery/Supply Delay.** Time is the essence of the contract. If the Bidder fails to deliver/supply the items within 15 days, IIM MUMBAI shall impose Liquidated Damages, Liquidated Damages and not by way of penalty, the sum of 0.5% of the contract price (excluding taxes and duties) of the delayed supplies for each week or part of a week for which the delay has occurred, subject to maximum of 5% of the value of delayed supplies (excluding taxes and duties). GST will be applicable additional on the L.D charges.

14. **Liquidated Damages (Ld) Against Delay in Delivery/Supply.** For delay in delivery/supply of any item attributable to the supplier, which leads to delay in

commissioning and final acceptance of the Plant/Equipment, LD will be imposed @ 0.5% of the full contract price (excluding taxes and duties) of the Plant/Equipment for each and every week and part of a week of delay in commissioning and final acceptance, subject to maximum of 5% of the full contract price (excluding taxes and duties). This LD will be in addition to the LD against delay in delivery of supplies. GST will be applicable additional on the L.D charges.

15. The sum of LD for (14) and (15) of above, i.e. for delays in supplies as well as works & services, will be subject to overall ceiling of 10% of full contract price (excluding taxes and duties).

16. LD will be calculated on the basis of total S.O value (excluding elements of statutory duties and levies viz. Good and Service Taxes as indicated in the contract). However, 18% GST shall be included in L.D amount while deducting from payment to Vendor.

17. LD shall be levied for the period for which the supplier was responsible for the delay in delivery/execution i.e. LD shall be waived if the reasons for delay are not attributable to the supplier.

18. **Performance Security Deposit (e-PBG)** PERFORMANCE SECURITY E-PBG as indicated in bid document shall be treated as SECURITY DEPOSIT. The Performance Security/Security Deposit equivalent to 10% of total landed value of contract (including all taxes, duties and other costs and charges, without considering Input Tax Credit) shall remain valid for at least 16 months from the date of Contract.

19. Performance Security/Security Deposit will be released with the approval of Competent Authority within 30 days after successful delivery/supplies and acceptance of material by the consignee and submission of Performance Bank Guarantee(s) in case of supply contract or after successful commissioning and on receipt of confirmation of Performance Bank Guarantee(s) for all the equipment covered in the contract in case of contracts for equipment and all those items/goods involving installation and commissioning and PBG.

NOTE: All Central/State Government Organization/PSUs shall be exempted from submission of Security Deposit. OEM/OES or their authorised dealers shall also be exempted from submission of Security Deposit in case of procurement of Spare Parts for equipment against Single Tender Enquiry/Open/ Limited Tenders.

20. **Performance Bank Guarantee.** (To be submitted directly to Buyer in Original) (This is in addition to the Security Deposit as mentioned above)

(i) The successful bidder shall be required to furnish a Performance Guarantee equivalent to 10% of the equipment landed value including all taxes, duties and other costs and charges, without considering Input Tax Credit. (As per below format) (on a non-judicial stamp paper of value Rs.250.00 only)

(ii) In case of contracts for procurement of capital goods along with warranty spares & consumables (if applicable) and additional spares & consumables/ AMC/CMC for more than 1 year the Performance Bank Guarantee shall be for 10% of equipment landed value along with maximum annual landed value of spares & consumables/AMC/CMC.

(iii) The Performance Guarantee shall be in the form of a Bank Guarantee issued by RBI scheduled bank in India in the prescribed format on a non-judicial stamp paper.

(iv) The Performance Bank Guarantee (PBG) shall be in the same currency(ies) in which contract has been signed. In case of multi-currency contract, separate PBG in respective currency for required value shall be submitted.

(v) If the contract is for procurement of equipment, the PBG (s) may be submitted equipment wise also. For this purpose, the value of each equipment will be worked out by dividing the total value of contract for a particular item of Bid by the number of equipment ordered for that particular item of the Bid.

(vi) The PBG shall be submitted sufficiently in advance to enable its verification from the issuing bank before submission of the invoice for payment.

(vii) The release of the Performance Bank guarantee(s) after above indicated period, shall be subject to satisfactory performance of the equipment/items during the warranty period and fulfilment of contractual obligations failing which, action for further extension or encashment of PBG, as deemed suitable shall be taken. The Performance Bank Guarantee shall be released after expiry of validity period if no claim certificate is received from the concerned HOD/Area GM and the contractor indicating that there is no claim pending and that there is no dispute pending respectively with the approval of the concerned HOD (MM)/Area GM.

21. **Terms and Conditions.** The other important terms and conditions are as follows :-

(a) The contractor shall abide by various rules and regulations of IIM Mumbai as prevalent from time to time.

(b) The contractor shall comply with all instructions and directions of IIM Mumbai authorities given from time to time.

(c) Any attempt at negotiation direct or indirect on the part of the contractor with the authority to whom it has submitted the tender or the authority who is competent finally to accept it after it has submitted its tender or any endeavor to secure any interest for an actual or prospective contractor or to influence by any

means the acceptance of a particular tender will render the tender liable to exclusion from consideration.

(d) All **Annexures** to be duly filled and submitted mandatorily.

22. **Legal Terms and Conditions:**

(a) In the event of any question, dispute or difference arising under this contract or in connection there with exception as to matter the decision of which is specifically provided under this contract, the same shall be referred to an arbitrator be appointed by the Director, Indian Institute of Management Mumbai and the decision of the arbitrator will be binding on both parties of this agreement.

(b) The contractor shall maintain and provide all necessary documentation, registers and records in connection with the performance of the supplying standard quality goods and other related documents including for complying with any statutory requirements and provisions of applicable laws.

(c) Non-compliance of any terms and conditions enumerated in the contract shall be treated as breach of contract.

23. **Termination for Insolvency**

(a) IIM Mumbai may at any time terminate the contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.

(b) The courts of Mumbai alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of the tender / contract. It is specifically agreed that no court outside and other than Mumbai Court shall have jurisdiction in the matter.

24. **Arbitration Clause**. It is mutually agreed that all differences and disputes arising out of or in connection with this agreement shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the sole Arbitrator appointed by the Director, IIM Mumbai whose decision shall be final and binding on both the parties.

25. The Bidder shall keep valid the offer for three calendar months from the last date of submission of bids.

26. **Force Majeure** Force majeure is herein defined as any cause which is beyond the control of the contracted Bidder or IIM MUMBAI as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as: Natural phenomena, including but not limited to floods, draughts, earthquakes, epidemics, acts of any Government, including but not limited to war, declared or undeclared, priorities, quarantines, embargoes; provided either party shall within fifteen (15) days from the occurrence of such a cause notify the other in writing of such causes. Bidder to note that rain and monsoon is not part of force majeure and bidder is required to provide all its facility as per minimum requirement. The Bidder or IIM MUMBAI shall not be liable for delays in performing his obligations resulting from any force majeure cause as referred to and defined above.

27. **Indemnity**. The Bidder shall indemnify the IIM MUMBAI that any loss due to operational malfunctioning or degradation of quality of merchandise/ products supplied by the vendor. Any financial loss in the venture will be borne by the vendor.

28. **Dispute and Arbitration**. All disputes or differences whatsoever arising between the parties out of or relating to the construction meaning and operation or effect of this contract or subject thereof or the breach thereof that cannot be settled by good faith and negotiations between the parties within 60 days of the commencement of negotiations shall be settled by mutually referring the dispute to a slow Arbitrator and the award passed by him shall be binding. The cost of arbitration shall be divided equally. The proceedings will be governed by the provisions of the Arbitration & Conciliation Act, 1966. The place of arbitral proceedings will be Mumbai. The language of the arbitral proceedings shall be English. Any further disputes will be settled under the jurisdiction of Court of Mumbai.

29. **Other Conditions**.

(a) Please read the Terms & Conditions carefully before filling up the document. Incomplete Tender Documents will be rejected.

(b) Before submitting the tender, details of documents to be attached may be verified from the Check List given in Technical Bid of the Tender Documents.

(c) The bidder has to upload the relevant & readable files only as indicated in the tender documents. In case of any irrelevant or non-readable files, the bid may be rejected.

(d) IIM Mumbai reserves the right to accept or reject any or all the tenders in part or in full or may cancel the tender, without assigning any reason thereof.

(e) IIM Mumbai reserves the right to relax/ amend/ withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.

(f) IIM Mumbai reserves the right to modify/ change/ delete/ add any further terms and conditions prior to issue of the order.

- (g) IIM Mumbai reserves the right to decrease/ increase the scope of work (Schedule of requirement) prior to issue of purchase order. Conditional tenders shall not be considered.
- (h) IIM Mumbai reserves the right to modify/ change/ delete/ add any further terms and conditions prior to issue of purchase order.
- (i) IIM Mumbai shall not be responsible for any transaction delay i.e. non-receipt of the EMD amount.
- (j) In case the bidders/ successful bidder(s) are found in breach of any condition(s) at any stage of the tender, Earnest Money/ Performance Security shall be forfeited.
- (k) False declaration/ documents will be in breach of the Code of Integrity under Rule 175(1) (i) (h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.
- (l) IIM Mumbai may issue amendment/ corrigendum to tender documents before due date of submission of bid. Any amendment/ corrigendum to the tender document if any, issued by IIM Mumbai will be posted on CPP portal & IIM Mumbai website. For the bidders, submitting bids on downloaded tender document, it is 'bidders' responsibility to check for any amendment/ corrigendum on the website of IIM Mumbai or check for the same CPP before submitting their duly completed bids.

UNDERTAKING

To
CPSC Cell
Indian Institute of Management Mumbai,
Vihar Lake Road
Mumbai 400078

Tender No. IIMM/05/Student kit/2024 Dated 08-May-2024
(Notice Inviting Tender for Supply Student Welcome Kit at IIM Mumbai Campus)

Sir,

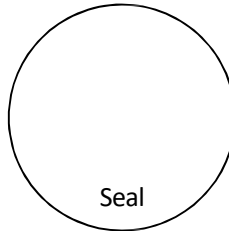
1. I/ we hereby submit our Tender for supply Student Welcome Kit at IIM Mumbai Campus.
2. I/ We enclosed herewith the following in favor of Indian Institute of Management Mumbai towards Earnest Money Deposit (EMD).

Particular	Amount	DD/Bank Guarantee/ FDR etc Reference No	Bank Name	Supporting documents are to be attached along with the Annexure-I
Earnest Money Deposit (EMD)	Rs. 20,000/-			

3. I/ We hereby reconfirm and declare that I/ We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, scope of work (schedule of requirement) and all the contents stated therein. I/ We also confirm that monthly rent quoted by me/ us are exclusive of applicable taxes, etc.
4. I/ we have gone through all terms and conditions of the tender document before submitting the same.

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No.:

CERTIFICATE

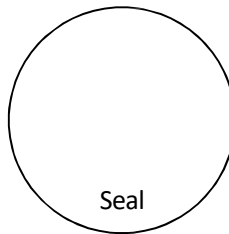
(To be provided on letter head of the contractor)

I hereby certify that the above contractor is neither blacklisted by any Central/ State Government/ Public Undertaking/ Institute nor is any criminal case registered/ pending against the contractor or its owner/ partners anywhere in India.

I also certify that the above information is true and correct in every aspect and in any case, at a later date it is found that any details provided above are incorrect, any contract given to the above contractor may be summarily terminated and the contractor blacklisted.

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No.:

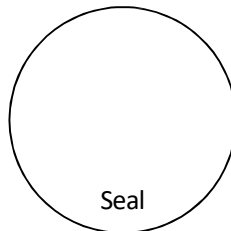
Annexure III

Purchase/Work Order Details

S. No.	Evaluation Criteria	Name of the Client	Order No. & Date	Amount	Remark
1	At least one work order and proof of work completion of value of ₹ 4,00,000.00 and above to be enclosed as proof of similar nature (any of the item including bag or stationery items e.g. pen, notebooks, dairies or any other items) w.e.f Calendar Year 2022 of any IIMs/ IITs/ NITs or any Institute of National Importance.				

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No.:

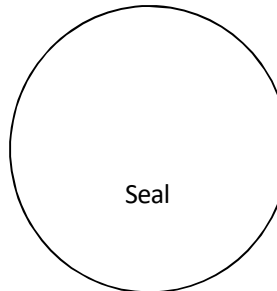
Average Annual Turnover Details

Evaluation Criteria		
The annual average turnover of the firm of any three years F.Y. 2018 should not be less than ₹ 75,00,000.00	Financial Year	Turnover in Rs.
	2018	
AVERAGE TURNOVER □		

Date:

Authorized Signatory:

Place:



Name: Designation:

Contact No.:

Check List – Technical Bid

Sr. No.	Required Documents	Complied (Yes/ No)	Document Uploaded (Yes/ No)
1	Incorporation Certificate / Firm Establishment Certificate		
2	PAN details		
3	GSTIN		
6	The Bidder should give self-declaration certificate Annexure-I		
7	The firm should be neither blacklisted Annexure-II		
8	The annual average turnover of Supplies Annexure-IV		
9	List of present contract Annexure-V		
10	Check List – Technical Bid Annexure-VI		
11	COMPANY PROFILE Annexure-VII		

Date:

Signature and Seal of the Tenderer:

Place:

Designation:

Contact no.

COMPANY PROFILE

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

Date:

Signature and Seal of the Tenderer:

Place:

Designation:

Contact no.