

INDIAN INSTITUTE OF MANAGEMENT MUMBAI



**INVITES
REQUEST FOR PROPOSAL
FOR
EMPANELMENT OF VENDORS FOR SUPPLY OF
ELECTRICAL MATERIALS
TO
IIM MUMBAI**

**(RFP Reference No. IIMMumbai/Estate/2024-25/11
(Dated 13.06.2024)**

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1.0 INTRODUCTION

Indian Institute of Management, Mumbai is a premier Institute known for its post graduate level education programs in Industrial Engineering and Management. IIM Mumbai is governed by the provisions of the Indian Institute of Management Act, 2017. The Institute is registered under section 12A of the Income Tax Act, 1961.

IIM Mumbai intends to empanel vendors for supply of Electrical materials

1.1. Request for Proposal (RFP)

Indian Institute of Management Mumbai invites Request for Proposal from experienced firms for empanelment as statutory as per Detailed Scope of Work

1.2. Timeline for Bidding Process

Date of Publishing RFP on website	13/06/2024
RFP Submission Date	27.06.2024 up to 11.00 A.M.
Technical Bid Opening Date	28.06.2024 11.00 A.M

1.3. RFP Submission.

RFP shall be submitted in a sealed Envelope consisting of

1. A covering letter
2. All pages of RFP documents which shall be stamped and signed by the applicant.
3. Documentary proof in support of Qualification Criteria
4. Annexure 1 and Annexure II duly filled
5. Other supporting documents to substantiate the statement of the vendors wherever necessary
6. The envelopes is to be marked clearly super scribed with RFP No. and name, name of the bidder.
7. The complete RFP as detailed above must reach IIM Mumbai before the last date as per timeline at following address:
8. **To,
The Executive Engineer
Estate Office,
IIM Mumbai
Vihar lake road,
Powai,
Mumbai -400087**

For any queries, please contact Estate Section on 022-28035213 / 5377 / 5271

Request for Proposal for Empanelment of Vendors for Supply of Electrical Materials to IIM Mumbai
RFP Reference No. IIMMumbai/Estate/2024-25/11, Dated 13.06.2024

**To,
The Executive Engineer
Estate Office
IIM Mumbai
Vihar lake road,
Powai,
Mumbai -400087**

**From,
M/s.....
.....
Contact No:**

9.Validity period of the proposal: The proposals will be valid for a period of 180 days from the date of submission

1.4. General Information for Bidders

1. Bidders should acquaint themselves with the scope of work and reach out to IIM Mumbai for any queries / clarifications they might need regarding the bid or the work requirements.
2. **Period of appointment:** The initial period of appointment will be for five years. The reappointment is subject to satisfactory services by the vendors and will be at the discretion of the institute.
3. **Assignment & sub-contract:** Selected vendor shall not assign, sub- contract or sub-let the whole or any part of the service in any manner
4. **Confidentiality and Disclaimer:** All information supplied by IIM Mumbai in connection with this RFP must be treated as confidential by Bidders.
5. **Exit Clause:** The contract can be terminated by either side after giving one month's notice period.
6. **Legal dispute:** Any dispute which may necessitate legal redressal will be restricted to the jurisdiction of the civil courts at Mumbai (Maharashtra) only.
7. **Rejection clause:** The firm who does not fulfil any of the PQ conditions or submits incomplete documents in any respect is liable to be rejected summarily.
8. IIM Mumbai reserves the right to accept/ reject any RFP in part or full, without assigning any reason whatsoever.
9. The delivery of services is required at IIM Mumbai, Vihar Lake Road, Powai, Mumbai -400087.

2.1. Qualification Criteria

Only those Bidders who meet the following minimum criteria will be considered for evaluation:

Sl. No.	Minimum Criteria to be met
2.1	The applicant firm should be in practice 02 years or more
2.2	The applicant firm should be registered with GST
2.3	The Registered office of the firm should be within Mumbai jurisdiction.
2.4	Vendors should not be blacklisted by any Central/State Government/PSU organizations. Vendor should submit a self-declaration in this regard.

2.2. Submission of documents to assess qualification criteria:

1. Bidders must submit the documentary proof in support of meeting the pre-qualification criteria. Simply an undertaking signed by the bidder for any item of the criteria shall not suffice. All the documentary proof must be submitted with the bid document.
2. Bidders fulfilling the above criteria will be considered for technical evaluation
3. Failure to provide information that is essential to evaluate the applicant's qualifications or to provide timely clarification or substantiation of the information supplied, may result in disqualification of the applicant

3.0 Scope of Work:

1. The empaneled vendor is expected to provide quotations for the list of electrical materials as per requirement in the institute.
2. The lowest bidder will be considered for the issue of purchase order.
3. The vendors will be empaneled for a period of five years and maybe extended further at the discretion of IIM Mumbai
4. The vendors will have to adhere to the make and technical specification of the materials to be procured and should adhere to the timeline

5. PERIOD OF EMPANELMENT

5.1 The agency/supplier would be empaneled for 05 years with effect from date of execution of the contract. The period of empanelment is extendable further thereafter at the discretion of IIM Mumbai.

5.2 Retention of vendor shall be subject to satisfactory performance on execution of orders. Empaneled vendor which is found to be fraudulent or whose performance is found unsatisfactory shall be put on holiday list or blacklisted as per performance evaluation of vendors

6.Purchase Orders/Work Orders Contract:

IIM Mumbai will place purchase orders/work orders to the vendors offering the lowest price against the enquired items.

7.Payment Terms

When work is awarded to the vendor, after successful completion of the work/job assigned, payment will be made as per the amount and conditions mentioned in the Work Order/Purchase Order. No deviations will be accepted. No advance payment will be made to the vendor.

Executive Engineer

ANNEXURE – I. PARTICULARS OF BIDDER

SR.NO	DESCRIPTION	
1	Name of the vendor	
A	Status of the Bidder (Proprietorship/Partnership/LLP/Limited Co.) Fill the details in Block letters	
B	Name of Proprietor /Partners / Directors (in block letters)	
2	Postal Address	
3	Telephone No.	
4	E-mail / Website address (if available)	
5	PAN (attach self-attested photocopy)	
6	GSTIN (GST Registration No.) (attach self-attested photocopy)	

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender as stipulated in the tender notice No. **IIMMumbai/Estate/2024-25/11 Dated 13.06.2024**. Accordingly, I/ we accept the terms and conditions and hereby offer the rates “as per Price Bid”.

Signature _____

Date _____

Official seal of bidder

ANNEXURE – II. CHECK LIST OF DOCUMENTS TO BE SUBMITTED

Bidder is required to furnish the bid as per checklist below:

Sr. No	Item Description	Submitted / Attached YES/NO	Remark
1	PAN copy		
2	GST Registration copy		
3	Particulars of bidders (Annexure I)		
4	Establishment/ registration certificates as proof for Number of years of existence		
5	Profile of services offered by the firm		
6	List of prominent clients		
7	Whether any regulatory action including fines /strictures levied in last 5 years (Self declaration)		
8	Whether blacklisted by any State/Central Govt organisation or autonomous body or PSU		
9	Any other information relevant to your response to this BID that you may wish to provide.		
10	RFP document signed and stamped on each page		