



भारतीय प्रबंध संस्थान अमृतसर

INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

पीआईटी बिल्डिंग, सरकारी पॉलिटेक्निक परिसर; पॉलिटेक्निक रोड; छेहरता, जी.टी. रोड अमृतसर- 143105
वेबसाइट :www.iimamritsar.ac.in, दूरभाष 0183-2820040
PIT Building, Inside Govt. Polytechnic Campus; Polytechnic Road; Chheharta, G.T. Road Amritsar – 143105,
Website: www.iimamritsar.ac.in, Ph. No. 0183-2820040

Ref. No.: NIQ/IIMASR/ 280 /2022

Date: - 27.07.2022

Subject: - Call for quotations for supply of consumable parts (Toners and Drum Units) and slide presenter to IIM

Quotations are invited from interested bidders on the IIM Amritsar e-Tender portal for **supply of consumable parts (Toners and Drum Units) and slide presenter to IIM Amritsar**. The bid should be uploaded on the IIM Amritsar e-Tender portal by 12:00pm on 05.08.2022. The bid may be opened on the e-Tender portal on the same day, i.e. 05.08.2022 at 12:30pm. Quantity, specification and other related details of the items are mentioned in 'Annexure A'.

TERMS & CONDITIONS

1. The Invitation is open to all registered manufacturers/authorized dealers/suppliers who are having PAN/GST number and Bank A/c number in their firm/Co. name.
2. Bidder will sign on all the pages of this quotation at the designated spaces. The submission of the bid implies that the terms and conditions of this quotation are acceptable to the bidder.
3. The details of items required are listed in **Annexure 'A'** including all parts and associated accessories.
4. The bidder will provide additional documents such as an incorporation/business registration certificate, previous year turnover proof, and MSME/Startup certificate required. These documents shall be used in case of a tie, if any required document is not found, the bidder will not be considered for the quotation.
5. The bidder should provide a declaration related to non-blacklisting in Annexure 'B'.
6. The bidder shall provide the complete correspondence address, contact number and alternate number and email id.
7. If the date of opening of the quotation is declared a holiday, it will be opened on the next working day at the same time.
8. Any other charges, such as packing and forwarding, delivery charges, sales tax, etc. if any shall be included in the quoted price.
9. **Price:** Prices quoted by the supplier and accepted by the Institute will be final and no deviation in price will be accepted during the period of AMC/warranty.
10. **Evaluation: Evaluation would be based on the lowest value (L1) basis only. The vendor whom prices would be lowest will be selected for the purchase. In case of multiple items NIQ, Item wise evaluation would be followed and the vendors whom rates would be less items wise will get the order for particular items.**
11. **Delivery period:** The delivery period for the supply of said materials would be 15 days from the date of purchase order / work order. The selected vendor should supply genuine products only. In no case compatible or refurbished consumables such as toners, drum units or any other items should be supplied. If case supplied material found non-genuine the vendor should replace it with the genuine material and no extra cost will be provided. Failing which the vendor may be blacklisted for three (03) years and payment of the supplied material will not be paid. Delay in the delivery would be lead to enforce the penalty @ 10% of the total order value.
12. **Payment:** The vendor will submit the bills on or after completion of order. Payment will be released within 15 working days after receiving the invoice by the authorized official of IIM Amritsar.
13. **Jurisdiction:** For all intents and purposes any contract under the order shall be deemed to have been concluded at Amritsar
14. **Financial Evaluation:** The financial bid should be submitted strictly in the prescribed format (Annexure A) and should remain valid for a minimum of three months after opening the bid. Financial bids, which are incomplete, unclear, overwritten and are not submitted in the prescribed format, will be summarily rejected.
15. **Tie breaker:** In case of a tie (commercial bids of two or more bidders being equal) at the lowest bid (L1) position, the bidder shall be selected on the basis of more technical competence. For the technical competence, the following sequence of preference shall be adopted to select the bidder,
 - a. Number of such completed orders.
 - b. Years of experience in the stationery/printing business.
 - c. Turnover in a previous financial year.
 - d. In case, one of the bidders is MSE, then an order shall be placed on such bidder.
 - e. In case, one of the bidders is MSE owned by SC/ST Entrepreneur, then an order shall be placed on such bidder.
 - f. In case, one of the bidders is MSE owned by Women Entrepreneur, then an order shall be placed on such bidder.
 - g. In case there is a tie at the lowest bid (L-1) position between only start-up bidders and none of them has past turnover, the order will be placed on the start-up that is registered earlier with the Department of Industrial Promotion and Policy.
 - h. If the bids or proposals are equal in every respect, the award shall be made by lot, which shall be conducted, with prior notice, in the presence of the Tie Bidders who choose to attend. The result shall be final & binding to all bidders.

Signature of bidder with date

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16. IIM Amritsar reserves the right:

- to accept or reject any or all quotations either in whole or in part or to invite revised price bids or to annul the bidding process or to postpone and/or extend the date of receipt/opening of quotation or to withdraw the same at any time before finalization without incurring any liability to the affected Tenderer / Bidder. The Director, IIM Amritsar does not bind himself to accept the lowest or any quotation and reserves to himself the right of accepting the whole or any part of the quotation. And, the Tenderer/Bidder shall be bound to perform the same at the rates quoted.
- to postpone and/or extend the date of receipt/opening of quotation or to withdraw the same, without assigning any reason thereof.
- to obtain feedback from the previous/ present clients of the vendor by contacting them or by visiting their site to get first-hand information regarding the services (being) provided by the vendor.
- This office reserves the right not to accept the lowest quotation without assigning any reason for the rejection.

17. Summary of rejection or disqualification of bids

- Applications received after the stipulated deadline
- Any bid in which rates have not been quoted in accordance with the specified formats/ details as specified in the bid document.
- If any bidder has filled more than one bid.
- If unclear, poorly scanned copies are uploaded and received.
- Conditional proposal/bid will not be accepted and will be rejected outright.
- Canvassing in any form will make the quotation liable to rejection.
- Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the qualification document.
- If any additions/ alternations are made in tender forms.
- Bids submitted through any other mode other than the E-Tendering portal on IIM Amritsar's website (<https://iimamritsar.ac.in/>).
- Missing any supporting document(s) with the Bids.
- False or misleading information is submitted.
- Unhealthy participation
- Record of poor performance such as, abandoning work, not properly completing the contract, or financial failures /weakness etc.

18. **Queries & Responses:** Queries related to the stated above should be submitted at purchase@iimamritsar.ac.in only till 02-08-2022, 05:00pm. Queries submitted after the due date and time, and on any other email id will not be entertained. The response to the queries will be given within 1-2 days by email after the last date of submission of queries.


Dean Administration

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Annexure A

Sr. No	Name & Description of items	A/u	Total quantity	Unit Rate	Total
1	Canon 337 Toner for 244DW printer	Pcs	10		
2	Brother 3355 Toner for Brother 5450 DN printer	Pcs	05		
3	Brother 3320 Drum Unit for Brother 5450 DN printer	Pcs	02		
4	Slide Presenter (Logitech R500)	Pcs	06		
Total					
GST @					
Grand Total					

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this. I/ we accept all terms and conditions as mentioned in it and hereby offer the rates.

Signature of authorized person _____

Official seal of BIDDER

Name of the bidder _____

Designation _____

Contact no _____

Email _____

Signature of bidder with date



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Annexure-B

CERTIFICATE

(To be provided on the letterhead of the firm)

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

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

Signature of Authorized Signatory

Date:

Name:

Place:

Designation:

Contact No.:

Seal