



INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW

Prabandh Nagar, IIM Road, Lucknow – 226013 U.P. (India)

Tel. 0522-6696917, Fax: 0522 2734025

Website: www.iiml.ac.in

E-Tender Notice

NIT No. IIML-PUR/Laptop Bag/05/2021-22

Date: 04/08/2021

Indian Institute of Management, Lucknow, an autonomous body under the Ministry of Human Resources Development, Government of India invites offers in prescribed BOQ from reputed vendors with the specifications in prescribed Performa. IIM LUCKNOW invites tender from reputed Manufacturers/Distributors/Dealers for the supply of MDP Laptop Bag for its Lucknow & Noida Campus.

IMPORTANT DATES	
Start date for submission of tender	05/08/2021
Last date for submission of tender	30/08/2021 up to 02 PM
Date and time for Opening of technical bid	01/09/2021, at 03 PM
Venue for opening of Technical and Financial bids	Indian Institute of Management, Prabandh Nagar, IIM Road, Lucknow – 226 013 (U.P.)
Date of opening of financial bids will be intimated to the eligible vendors later on.	

E-tenders are invited for supply of MDP Laptop Bags for Indian Institute of Management, Lucknow. A free view NIT is available on Govt. E-Procurement portal, i.e. <https://eprocure.gov.in>. Interested Manufacturer /Distributor/ Dealer/ Vendors are requested to sign-in (new user sign-in only with DSC) online to obtain user-ID and password using Digital Signature. The tender document comprises of the technical and financial bid may be downloaded on acceptance of terms and conditions. The bid duly filled in may be uploaded on E-Portal of Govt. site, i.e., <http://eprocure.gov.in> using Digital Signature before the last date and time of submission as mentioned above. The credentials as listed below shall be uploaded online.

Earnest Deposit Money: Bidders are exempted to deposit Earnest Money Deposit (EMD) of this tender as per the existing instructions issued by Government of India in this regard. The bidders shall be required to submit / upload a self-attested bid security form (**Annexure-II**) along with their technical bid.

As per past records, the estimated annual requirement of Laptop Bags is approximately 4000 bags. The actual requirement depends upon requirement of MDP office from time to time. The success bidder will be required to deliver the bags at IIM Lucknow & IIM Lucknow Noida Campus as per the Purchase Order (PO) issued from time to time during the contract period. Through this tender, IIM Lucknow does not guarantee any minimum business to the successful bidder and the volume of business / contract value solely depends upon the requirement of such bags. IIM Lucknow is not bound to purchase bags from the selected / successful bidder and it will be the sole discretion of IIM Lucknow to opt any other source of supply of bags as deemed fit.

Performance Security Deposit:

On issue of the work order for “Annual Rate contract for MDP bags” at Indian Institute of Management Lucknow and Noida campus, the successful bidder shall Deposit Security for Rs. 90,000/- (Rupees Ninety Thousand only) in the form of DD/FD/BG from any scheduled bank in favour of ‘Indian Institute of Management Lucknow’ payable at Lucknow. The validity of FDR/ BG shall be equal or more than the period of contract plus 60 days. This Security Deposit may, at the option of the IIM Lucknow be forfeited in the event of the contractor’s failure to fulfil any of the obligations under the contract / agreement. The security deposit shall be refunded by IIM Lucknow to the contractor after 60 days of the expiry or termination of the contract. The security deposit shall not carry any interest. It is distinctly understood that the IIM Lucknow shall be entitled to appropriate all dues and/or expenses that will be due and payable by the contractor to IIM Lucknow under the items hereof, and/or result of IIM Lucknow suffering or incurring any damages and/or extra expenses by employing any services to IIM Lucknow consequent to the failure of the contractor to discharge the said services and/or any part or parts thereof to the satisfaction of IIM Lucknow without prejudice to its right against the contractor for damages under the Law, and that shall be recovered from contractor’s monthly bill and/or security deposits.

Bid submission process

- i. Tender quotation should be uploaded on the online tender site in two-bid system (Techno-commercial bid and Price bid) in the enclosed Performa duly filled in and signed.
 - ii. No price should be mentioned in the Techno-Commercial bid. A separate excel file (Financial bid) has been made available on portal for submitting the rates / financial bids. The rates shall not be disclosed on the technical bid. Disclosure of rates with Technical bids will result in technical disqualification.
- ii. Technical Bid should include following:
- a. All documents in support of the eligibility criteria mentioned in this tender document.
 - b. Bid Security Declaration
 - c. Declaration accepting the tender conditions & non-blacklisting of the bidder

IMPORTANT INSTRUCTIONS FOR BIDDERS

1. The bidder is advised to go through the eligibility criteria before filling the tender
2. The Indian Institute of Management Lucknow invites the quotations in two bids system (Technical & Financial) for supply of Laptop Bags for MDP participants.
3. The details of terms and conditions are being given at Part-A (Technical) and Part-B (Financial).
4. Indian Institute of Management Lucknow invites offers in prescribed BOQ from reputed Dealer/Distributor/Manufacturer for Laptop Bags with the specifications in enclosed proforma.
5. The technical specifications of Laptop Bag are to be complied with by the bidder, as detailed in the BOQ. A sample should be submitted as per specifications of bag by the bidder to **The Chief Administrative Office, Praband Nagar, Off Sitapur Road Lucknow, UP-226013.**
6. Tenderer who has downloaded the tender 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, the tender will be completely rejected and EMD would be forfeited.

7. **Amendments to Bidding Documents:** At any time before the deadline for submission of Bids, the purchaser may, for any reason deemed fit by it, can modify the Bidding Documents by issuing suitable amendment(s) to it. Prospective bidders are advised to check the same before submission of bids.
8. All pages of the Bid should be stamped, signed, page numbered and indexed.
9. 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) (Name of firm, Name of Bank, Account Number, Name of branch and code & IFSCode) and against the bill in duplicate along with delivery challan.
10. A Bidder, who does not fulfill any of the above requirements and gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.
11. It is the responsibility of Bidder to go through the Bidding Document to ensure furnishing of all required documents in addition to above.
12. IIM Lucknow reserves the right to reject any/all of the offers without assigning any reasons thereof. The bidders may seek clarification with this office from Monday to Friday between 0930hrs. to 1700hrs.) on 0522-6696282 or 6696917.
13. The firm has to deliver the Laptop Bags at Indian Institute of Management Lucknow and Noida Campus whenever it required.
14. The final decision will be taken by the Committee Members after physically checking the material & price and quality.

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

Proposal not submitted in accordance with this document

- ii. During validity of the period, or its extended period, if any, the bidder increases his quoted prices.
- iii. Proposal is received in incomplete form.
- iv. Proposal is received after due date and time.
- v. Proposal is not accompanied by all requisite documents.
- vi. 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.
- vii. If quotation is received without Self-Attested Bid Security form or valid certificate for exemption (NISC/MSME – only for manufacturers)
- viii. The financial bid/ BoQ must not be enclosed /uploaded with Technical bid. Disclosure of rates in Technical bid will result in Technical Disqualification.

TECHNICAL BID

PART—A

1. Pre-Qualification Documents Required

1. The Bidding Party should be a registered company / firm (with GST IN Registration).
2. The average annual turnover of the Bidding firm should be minimum 6 lakhs during last 03 years (2018-19, 2019-20, 2020-21).
3. The Bidding Party should possess the 3 years' experience of successfully handling the supply of Bags to Educational Institutes / Training Institutes or reputed organization(s) and the bidder must meet one of the following conditions:
 - a. One contract in last 3 years (from last date of submission of bid) of Rs.14 lakh
 - b. Two contracts in last 3 years (from last date of submission of bid) of Rs.10.50 lakh
 - c. Three contracts in last 3 years (from last date of submission of bid) of Rs.7 lakhThe bidder must submit certificate(s) /contract / work order from a client having business along with the technical bid).
4. The bidding firm should not blacklisted/debarred of any Government organization/Pvt Education institute. An undertaking in this regard has to submitted in given format along with the bid documents.
5. The sample of offer item should be as per requirement and specification given below.

2. Submission of Samples

- (a) The bidder should submit atleastone (01 No.) acceptable sample bag confirming to each specification (free of cost) to the Institute on or before the last date of bid submission to **The Chief Administrative Office, Prabandh Nagar, IIM Road Lucknow, UP-226013.**
- (b) Bids received without samples will not be evaluated and will be summarily rejected.
- (c) The sample will be examined and evaluated by the Designated Technical/Tender Committee, whose decision will be final.
- (d) Those bidders, whose sample/supply failed on testing against the laid down specifications in the past, shall not be considered.
- (e) An approved sample of the successful bidders shall be retained by the Institute. In case of any dispute regarding the quality future supplies, the supply would be compared with the approved sample so retained by IIM Lucknow.
- (f) The samples of unsuccessful bidders will be returned to them. It shall be the responsibility of the unsuccessful bidder to collect the samples from IIM Lucknow with reasonable time / time specified in the communication sent by IIM Lucknow.

3. Validity of Bid:

The Bid shall remain valid for acceptance for 120 days after the date of Bid opening as prescribed in the BidDocument. Any Bid valid for a shorter period shall be treated as unresponsive and rejected.

General Terms & Condition:

1. GST should be shown explicitly, if any. Any other tax like entry tax will not be paid by IIM Lucknow.
2. Payment will be released within 30 working days of the supply of items on satisfactorily report from the user section.
3. In case the bidder feels that the delivery of items is not possible on due delivery date & time. The prior approval for extension of delivery period will be required for exemption of any penalty/Liquidated damage for delayed delivery. No extension of the delivery date is to be granted suo motu unless the supplier specifically asks for it.
4. **Contract Period:**

The initial contract period would be one year from issue of the empanelment letter. This contract period may be extended for a period of another 2 years on yearly basis on mutual consent of both the parties.

The contract can be terminated by either party with an advance notice of 3 months in writing. However, in case there are serious problems with supplies the contractor / successful bidder i.e. quality of bags or delay or any other reason, the Institute has unfettered right hereunder to terminate the contract at any time without assigning any reason whatsoever. The jurisdiction for dispute (s), if any, shall be Lucknow.

5. Force Majeure Clause:

Force majeure is hereby defined as any cause which is beyond the control of the contracted bidder or IIML as the case may, which they could not foresee with a reasonable amount of diligence and which could substantially affect the performance of the contract, such as natural phenomena (including but not limited to floods, droughts, earthquakes, epidemics, etc.), acts / directions of any Government (including but not limited to war, declared or undeclared, priorities quarantines, embargos, etc.); provided that either party shall within 15 days from the occurrence of such a cause notify the other party in writing of such causes. Bidder to note that rains, droughts and monsoons are not part of force majeure and bidder is required to provide all its facility as per the stipulated minimum requirements. The bidder or IIML shall not be liable for delays in performing their obligations resulting from any force majeure cause as referred to the defined above. Hence during the period of force majeure, as indicated and covered above, during which the services are not provided by the contracted bidder or not availed by IIML, both parties will not be liable for their obligations under the contract. Thus the Force Majeure will free both parties from contractual obligations / liability when prevented by such events from fulfilling obligations as the same will be suspended for the period of Force Majeure. However, if the performance in whole or part or any obligation under this contract is prevented or delayed for period exceeding 120 days, either party may at its option terminate the contract without any financial repercussions on either party by giving at least 15 days' notice.

6. Debarred/Blacklisting of bidder:

- a) The bidder shall not make any changes in the downloaded tender document. In case any such changes made by bidder, the bidder may be debarred / blacklisted.
- b) In case the bidder withdraws his bid after last date for submission of bid or does not accept the work order on award of work, the bidder (s) may be debarred / blacklisted.

c) In case the bidder provides false or misleading information in the bid or encloses forged / fake documents with the bid, the bidder (s) will be debarred / blacklisted.

d) Any attempt to cheat or hiding of material facts related to the information sought in the Technical bid will lead to disqualification and the bidder will be debarred/blacklisted.

7. Forfeiture of Performance Security/Security Deposit:

- a) Non-execution of the supply in accordance with the contract conditions or as per the specifications mentioned in the documents.
- b) Stops the execution of supply of books without giving prior information to the IIM.
- c) Commits breach of any of the provisions of the contract.
- d) Conditional acceptance of the work order differ from the tenders shall not be considered.
- e) 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.
- f) In case the agency fails to execute the assigned work in time-frame manner. The institute reserves the right to have the work completed alternatively at the contractor's risk and expenses without any further notice to him. The contractor will have no claim for compensation for any loss, which he suffers in case of default of the contracted terms. In case of any default by the contractor, his security deposit will be forfeited

8. Delivery Terms:

The successful bidder will be required to deliver the ordered bags within 30 days from date of issue of work order. However, on submission of valid reasons, IIM Lucknow may grant extension in delivery.

The vendor/ successful bidder will be required to supply the bags to both campus of IIM Lucknow i.e. Lucknow & Noida (as mentioned in Purchase Order) without any charges towards transportation, insurance etc.

9. Penalty Clause:

- a. If the firm/ successful bidder is unable to supply the material within the stipulated time, a penalty of 0.5% of the purchase order value for delay of every one week will be charged and maximum 10% of purchase order value. Further, in case of delay in supply of more than 3 weeks, the IIM Lucknow may decide to cancel the purchase order and procure the bags from open market or any other vendor. Rates charged over & above the ARC rates of successful bidder, will be recovered from the successful bidder and suitable penalty will be imposed on the successful bidder.
- b. In case, the bags are not supplied as per specifications or damaged bags are supplied, the defective piece/s will be returned and Rs.500/- per rejected piece would be imposed on the firm.

c.

10. Quantity;

The quantity mentioned is approximate and the same can vary depending upon the requirement.

11. WARRANTY:

The supply made by the supplier shall be of best quality and workmanship and shall be in accordance with the specifications stipulated in the Purchase Order. Replacement warranty should be there for 6 months against manufacturing defects.

12. 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 this tender document 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**

The purchaser reserves the right to accept or reject lowest or any offers in whole or in part without assigning any reason.

13. **ARBITRATION:**

“All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of the Tender and the resulting agreement 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 referring the dispute to the Director, IIM Lucknow, who may either himself decide the dispute as Arbitrator or appoint some other person as Arbitrator to adjudicate the same, who shall be unconnected with IIM Lucknow. The proceedings will be governed by the provisions of the Arbitration & Conciliation Act 1996.

By consent of parties the jurisdiction of all other courts are excluded and the courts at Lucknow alone shall have jurisdiction. The language of the Arbitration shall be English. The venue of Arbitration proceedings shall be Lucknow”.

14. **Technical Specifications of Laptop Bags:**

	Technical Specifications Required	Specification of the item quoted
Size	18” (Vertical),14” (horizontal), 6” Width	
Material	High quality eco friendly jeans material	
Colour	Black	
Padded shoulder straps	width 6cm,thickness3mm with an adjustable attachment of soft nylon (width 2.5cm)	
Pockets	Multiple	
Zip	Good quality zip (No:8 y2k)	
	Zipper (Fastener) with 2 nos. sliding tabs: Toothed edges of plastic with metal sliding tabs. (Best quality)	
	Zipper with puller using for main compartments	
Bottle carrier	With good quality Jeans material on one side	
IIM LOGO	Inter IIM Logo will be embossed on front side of bag. Logo is available on its our Institute website.	
Additional requirements	Bag should have 3 compartment with three zip opening (Brass), in which one of the compartments should be capable of safely carrying a laptop.	
	Back compartment padded to protect Laptop up to 15.6” in size.	
	Internal pocket for Media device, Cell Phone, Business Cards, Money, Keychain Holder & Pens.	

	The length of the back strap shall be adjustable by means of good quality buckles. Adjustable side strap with buckle - 20 mm width	
	The bag shall be neatly finished with straight and parallel rows of stitching, wherever required	
	All material edges to be tucked and stretched to prevent fraying	
Fabric	Dirt resistant, high quality eco friendly jeans material	
Buckles	Plastic which can bear an impact of at least 5 kg	
Handle	On the top with soft cushion inside – 30 mm width, capable of withstanding of 15kg weight	
Hook strap	Made of same jeans material	
Bottom Bush	Rectangular PVC	
Partition	Shall be made with same jeans material, in addition with reinforcement material	
Strength	Design should be appealing, stylish and strong so as to carry a weight of 12-15kg	
Pocket	Pocket for Visiting Card on back Side	
Rubber Pads	Rubber Pads at the bag base	

Signature of the Tenderer with Seal

Images of Sample Bag

Back View



Front View



Left Side View



Right Side View



Technical Bid

S. No.	Particulars	To be filled by the bidder								
01	Name of Bidder									
02	Proprietorship/ Partnership, Company									
03	Address of Bidder									
04	Email Id of the bidder (All future correspondence will be through email)									
05	Contact Number of the bidder									
06	GST Number of the Bidder (enclose copy)									
07	Annual Turnover of the bidder									
08	The average annual turnover of the Bidding firm during last 03 years (2018-19, 2019-20, 2020-21).	<table border="0"> <thead> <tr> <th>Financial Year</th> <th>Annual Turn Over (in Rs.)</th> </tr> </thead> <tbody> <tr> <td>2018-19</td> <td>Rs._____</td> </tr> <tr> <td>2019-20</td> <td>Rs._____</td> </tr> <tr> <td>2020-21</td> <td>Rs._____</td> </tr> </tbody> </table>	Financial Year	Annual Turn Over (in Rs.)	2018-19	Rs._____	2019-20	Rs._____	2020-21	Rs._____
Financial Year	Annual Turn Over (in Rs.)									
2018-19	Rs._____									
2019-20	Rs._____									
2020-21	Rs._____									
09	Does the bidder has 3 years experience of supply of bags to reputed organizations	Yes / No								
10	If yes s, no. 9, provide details of 3 similar supplies and enclose copy of certificate(s)/PO/agreement in last 3 years.	<p>Please tick the condition(s) meet by the bidder:</p> <p>a. One contract in last 3 years (from last date of submission of bid) of Rs.14 lakh</p> <p>b. Two contracts in last 3 years (from last date of submission of bid) of Rs.10.50 lakh</p> <p>c. Three contracts in last 3 years (from last date of submission of bid) of Rs.7 lakh</p>								
11	Have you enclosed filed & signed Annexure-I (Undertaking for Non-blacklisting of bidder)	Yes / No.								

12	Have you submitted a sample bag as per requirement and specifications / pictures given in the tender document.	Yes / No If yes, please enclose copy of the acknowledgement for receipt of sample by CAO / Purchase Office, IIM Lucknow.
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Place:

Date:

Signature of the Tenderer with Seal

Name:

Address:

Tel No.:

Fax No.:

E mail id:

(Part-B)

FINANCIAL BID

Bill of Quantity (FOR REFERENCE ONLY)

S. No.	Description	Offered rate Per Unit
01	Laptop Bag (As per specification)	
02	Embroidery (As per specification)	
03	Cartage Charges: Delivery at IIM Lucknow Campus	
04	Cartage Charges: if any Delivery at IIM Lucknow Noida Campus	
	Total (01 to 04)	
	Total Amount (01 to 04) in words: _____ _____	

Note:

- GST will be extra as applicable.
- Lowest bidder will be decided based on total amount (total of sr. no. 1 to 4 excluding GST)

Place:

Signature of the Tenderer with Seal

Date:

Name Address, Tel No, Fax No &E mail id.

Annexure-I
(ON LETTER HEAD OF THE BIDDER)
UNDERTAKING

With respect my/our bid submitted against NIT No. _____ dated _____, I / We _____ Partner / Sole Proprietor (Strike out which is not applicable) of (Name & Address of Firm) _____ to hereby declare and solemnly affirm:-

a) That the individual/ firm/ Agency is /are not debarred or black-listed by any department of the Union Govt./State Government or any Autonomous Institute.

b) That no partner or shareholder, directly or indirectly connected with the applicant has been debarred or blacklisted by any department of Union Govt./State Govt. or Autonomous Institute.

d) That the terms and conditions for FMS at IIML is acceptable to me/ us. I/We will abide by them in Letter and spirit.

e) That I/ We will provide Total Facility Management Services in the stipulated period.

f) That no partner or shareholder, directly or indirectly is connected/related to any employee working in the IIM Lucknow.

I/ We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein. We understand that in case the information provided by us found to be false/ incomplete at any stage, our bid / empanelment will be liable to be cancelled / terminated and attract appropriate action.

Date: _____

Place: _____

STAMP & SIGNATURE OF THE BIDDER

Annexure II
Bid Security Declaration Form
<on the Letterhead of the Bidder>

To,

<Date>

The Chief Administrative Officer (CAO),
Indian Institute of Management Lucknow

Dear Sir,

I/We, the undersigned declare that: I/We understand that bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with IIML for a period of two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity or its extended period, if any; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity:

(i) fail or reuse to execute the contract, if required, or

(ii) fail or refuse to furnish the Performance Bank Guarantee, in accordance with the Instructions to Bidders.

c) If the bidder is found indulging in any corrupt, fraudulent or other malpractice in respect of the bid;

I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of

(i) the receipt of your notification of the name of the successful Bidder; or

(ii) thirty days after the expiration of the validity of my/our Bid.

Date: _____

Place: _____

STAMP & SIGNATURE OF THE BIDDER