



INDIAN INSTITUTE OF MANAGEMENT LUCKNOW  
Prabandh Nagar, IIM Road,  
Lucknow – 226 013

Website: [www.iiml.ac.in](http://www.iiml.ac.in); E-mail:- [purchase@iiml.ac.in](mailto:purchase@iiml.ac.in), Contact No. 0522-6696929

To, M/s .....	ENQUIRY No: IIML/PUR/DRINKING WATER /45/2018-19 Date: 29/03/2019
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**REQUEST FOR QUOTATION: FOR SUPPLY OF PURIFIED DRINKING WATER ON ANNUAL  
RATE CONTRACT FOR A PERIOD OF ONE YEAR TO IIM LUCKNOW.**

Dear Sirs,

IIM Lucknow intend to hire an agency/firm for supply of packaged drinking water of Aquafina / Kinley / Bisleri brands only on annual rate contract basis in the various departments of IIM Lucknow. Kindly send us your quotation duly filled in annexure A along with tender fee of Rs.500/- (Rupees Five hundred only) in form of Demand Draft with the most competitive rates delivery period, validity of rates etc. within the date mentioned below in a sealed envelope addressed to the **Officer on Special Duty, Indian Institute of Management, Prabandh Nagar, IIM Road, Lucknow – 226 013** before **1400 hours** on **19/04/2019**.

The quotations should be sent titled by **“ENQUIRY No: IIML/PUR/DRINKING WATER /45/2018-19 Dated 29/03/2019”** through Registered/Speed post or Courier services only. Quotations received after the due date/time i.e. 19/04/2019 after 1400 hrs shall not be considered for further processing.

Thanking you,

Yours faithfully,

Administrative Officer  
Purchase & Stores

Enclosure : 1. General Terms & Conditions  
2. Annexure- A

## General Terms and Conditions:

1. Indian Institute of Management, Lucknow, an autonomous body, setup by the Ministry of Human Resources Development, Government of India invites offers in prescribed BOQ from reputed vendors with the specifications in prescribed Performa
2. Interested parties may send their quotation through Speed post/registered post/courier only for supply of Aquafina /Kinley / Bisleri brand packaged drinking water in a sealed cover super scribed "Quotation for supply of packaged drinking water" in the Office of Officer on Special Duty (OSD), Indian Institute of Management, Prabandh Nagar, IIM Road, Lucknow — 226 013 (U.P.) with an **Tender Fee of Rs. 500/- (Rupees Five Hundred only) in the form of Demand Draft in favour of Indian Institute of Management Lucknow from any Nationalized Bank payable at Lucknow.**
3. The details of terms and conditions are being given in tender document.
4. The technical specification of printing work are to be complied with by the bidder, as detailed in the BOQ.
5. Tenderer shall not tamper/modify the tender document including downloaded price bid (BOQ) template in any manner.
7. Amendments to Bidding Documents: At any time prior to the deadline for submission of Bids, the purchaser may, for any reason deemed fit by it, 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 and signed.
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) (Firm Name, Bank Name, Account Number, Branch Name and code & IFSC Code) and against bill in duplicate along with delivery challan.
10. A Bidder, who does not fulfil any of the above requirements and/or 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. All filled bids are to be uploaded on the above site on or before 12:00 noon before last date of submission. Manual bids shall not be accepted.
13. IIM Lucknow reserves the right to reject any of the offer without assigning any reasons thereof. You may seek clarification with this office from Monday to Friday between 0930hrs to 1700hrs) on 0522-6696917.
14. Unsealed quotations shall not be considered for evaluation. There should be no erasing and / or overwriting. The quotations with erasing and/ or overwriting shall be summarily rejected.
15. Late delayed tenders due to any reason, whatsoever, will not be accepted/ considered, at all, under any circumstances.
16. The submission of quotation will not place this office under any obligation to empanel you and no expenses incurred by you in this regard will be payable by IIM Lucknow.(VI) The rates should be mentioned in figures as well as in words exclusive of taxes and levies. The taxes and other levies, if any, should be indicated separately. In case nothing is mentioned, it will be assumed that taxes/ other levies are included in the rates quoted.
17. It shall be the responsibility of the contractor to maintain cleanliness and hygienic condition of the water dispensers. All water dispensers should be thoroughly washed and cleaned once every week. IIM Lucknow reserves the right to impose penalty of Rs.500/- (Rupees five

hundred only) per day per water dispenser if any water dispenser is found to be dirty/unhygienic on inspection.

18. The lowest bidder (L1) shall be decided on the basis of the lowest rates quoted for any of the brand i.e. Aquafina/Kinley/Bisleri.

19. Successful bidder have to deposit a sum of Rs. 10,000/- (Rupees Ten Thousand only) in form of Demand draft as security deposit for a period of 14 months/ completion of contract.

**Fall Clause:** The rates charged under the rate contract should in no event exceed the lowest rates of identical description supplied to any other organization during the period of the contract. If so, the successful contractor should pass the benefits to IIM Lucknow also.

**Validity of the contract:** In normal circumstances, the period of the contract shall be for a period of one year. However, the contract may be extended for a further period of two year on mutual consent on same rate and terms and conditions.

**Termination of Agreement:** The contract between the IIM Lucknow and the contractor can be cancelled by the Contractor by giving prior notice of at least 45 days. The IIM Lucknow reserves the right to terminate the contract at any time of stage during the period of contract, by giving Seven days' notice in writing without assigning any reason and without incurring any financial liability whatsoever to the IIM Lucknow.

**Dispatch Instructions:** Stores are required to be delivered at IIML premises on free delivery to the consignee's premises.

### **Disqualification**

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

- 1) Proposal not submitted in accordance with this document
- 2) During validity of the period, or its extended period, if any, the bidder increases his quoted prices.
- 3) Proposal is received in incomplete form.
- 4) Proposal is received after due date and time.
- 5) Proposal is not accompanied by all requisite documents.
- 6) 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.
- 7) If quotation is without EMD received.
- 8) If quotation is sent by not super scribing enquiry no. and date.
- 9) If quotation is not addressed to Officer on Special Duty (OSD).

### **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 the RFQ 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**

**DISPUTE SETTLEMENT & APPOINTMENT OF ARBITRATOR:**

“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”

**PART-I**  
**Information to be furnished by the Bidder**

1.	Name of the Supplier/ Organization /Agency/Firm.	:	
2.	Address	:	
3.	Contact Phone number/s: Mobile Email ID	: : :	
4.	Year of Establishment	:	
5.	GSTIN		No. ....
6.	Authorised dealership/distributorship; if any		
7.	Yearly turnover of the firm during last 3 financial years (Year wise). Please attach certified copies in this regard. (a) 2017 - 2018 (b) 2016 - 2017 (c) 2015 - 2016 The average annual turnover of the contractor should not be less than Rs. 2.00 lacs for the last three years.	:	

Note:

- a) The relevant information sought in proforma below may be mentioned in short against the points. Detailed documents/certificates etc. may be enclosed).
- b) This is to certify that we have understood the provisions of tender document and all the information given by us in tender document is true to the best of my knowledge.
- c) Details shall strictly be submitted in prescribed format as per tender document.

**Signature of the Applicant**

**PART – II**  
**FINANCIAL BID**

<b>RFQ NO. IIML/PUR/DRINKING WATER /45/2018-19 Date: 29/03/2019</b>						
<b>Sl. No.</b>	<b>Brand of bottled purified drinking water</b>	<b>Size</b>	<b>Unit</b>	<b>Offered rate (Rs)</b>	<b>GST</b>	<b>Total Amount</b>
1	Aquafina	1 ltr	Per bottle			
		20 ltr	Per Jar			
2.	Bisleri	1 ltr	Per bottle			
		20 ltr	Per Jar			
3.	Kinley	1 ltr	Per bottle			
		20 ltr	Per Jar			

Note:

1. Applicable Taxes will be extra
2. The lowest bidder (L1) shall be decided on the basis of the lowest rates quoted for any of the brand i.e. Aquafina/Kinley/Bisleri for 01ltr /20 ltr jar/bottle .

Signature of Bidder