



भारतीय प्रबन्ध संस्थान, लखनऊ
INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW

To,
M/s

RFQ No: IIML/PURCHASE/FURNITURES
/41/2019-20
Date: 16/01/2020

REQUEST FOR QUOTATION: SUPPLY OF GODREJ OFFICE FURNITURES.

Dear Sirs,

IIM Lucknow intend to procure Godrej Office Furniture as per specification provided in tender. Please quote your lowest rates as per the following specifications:

| Sl No | Description of items | Estimated Qty (Nos) |
|-------|--|---------------------|
| 1 | Godrej Interio Finnesse Table-6030+ ERU 5216 LHS + Mobile Pedestal | 06 |
| 2 | Godrej Interio Marvel high back revolving chair | 06 |
| 3 | Godrej Interio Marvel visitor Chair | 18 |
| 4 | Godrej 2 Drawer VFC (Filing Cabinet) | 06 |

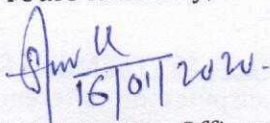
Kindly send us your quotation along with the most competitive rates, delivery period, validity of rates etc. as per Annexure - A within the date mentioned below in a sealed envelope addressed to **Officer on Special Duty, Indian Institute of Management, Prabandh Nagar, IIM Road, Lucknow - 226 013** with titled "Enquiry No. 41/2019-20 dated 16/01/2020 before **1400 hours on 23/01/2020** the due date along with EMD of Rs. 15000/- (Rupees Fifteen Thousand only) in form of demand draft in favour of "Indian Institute of Management Lucknow" payable at Lucknow. The quotations should be sent by Registered/Speed post or Courier services only. Quotations received after the due date/time shall not be considered for further processing.

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 right hereunder to terminate the arrangements at any time without assigning any reason whatsoever. The jurisdiction **for dispute (s), if any, shall be Lucknow**

Thanking you,

Yours faithfully,


16/01/2020
Administrative Officer
Purchase & Stores

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

General terms and conditions

Eligibility Criteria

The bidder must submit:

- Registration Number of the bidder's firm along with the GSTIN and the PAN number allotted by the concerned authorities. (Attach supporting Document)
- Details regarding the provision of support during warranty (attach supporting document).
- Authorized dealer of the requisite make i.e. "Godrej Interio". Please submit valid certificate along with bid.

Terms and Conditions

The bidder must ensure:

A) Pricing:

- Quote price as per the tender document.
- The prices are to be quoted on individual item Exclusive of taxes rather than the total package.
- No changes in the configuration or deviation from the tender document will be permitted.
- Need not suggest any alternative product or different configuration in the same product.
- Please indicate the rate (s) of GST/ any other Tax (as may be applicable) explicitly.

B) Payment Terms:

- Payments will be made on after successful delivery and satisfactory report from concerned department.

C) Procurement Rights: IIML Reserves the right to conclude the quantity with entire or partial as mentioned in the RFQ.

D) Validity of rates should be of minimum 45 days.

E) Number of items may increase or decrease.

F) L1 vendor would be decided on Lowest rates meeting all specification of tender document.

G) IIM Lucknow has right to give Purchase orders to other bidders in case rate and terms and conditions are the same.

Scope of Work

Vendor has to deliver ordered item within **03 weeks**. Aforesaid estimated required may increase or decrease as per institute requirement. In case of Delay a penalty of 2% per week will be charged from the supplier.

Earnest Money Deposit: The bidders must submit EMD of Rs. 15000/- (Rupees Fifteen Thousand only) in the form of Demand draft in favour of "Indian Institute of Management Lucknow" payable at Lucknow.

Security Deposit: The Successful bidder is required to deposit a sum of 10% of Purchase order value as security deposit till the satisfactory completion of supply.

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"

Annexure-A

| S. No. | Descriptions of the Firm | |
|--------|---|--|
| 1 | GST No. of the Firm (attach attested copy) | |
| 2 | PAN/ GIR No. of the Firm (attach attested copy) | |
| 3. | Registration No. of the Firm | |
| 4. | Name of Tendering Company/ Firm | |
| 5. | Name and Contact No. proprietor/Director of company/Firm/ Contractor | |
| 6. | Address of Tendering Company/ Firm/ Contractor | |
| 7. | E-mail Address of proprietor/Director | |

Certified that all above information's is correct to the best of my information, knowledge and belief.

THE OFFERED RATES FOR SUPPLY AND INSTALLATION ARE AS FOLLOWS:

| SI No | Description of items | Offered Rate per unit (in Rs.) |
|-------|---|-----------------------------------|
| 1 | Godrej Interio Finnesse Table-6030+ ERU 5216 LHS + Mobile Pedestal | |
| 2 | Godrej Interio Marvel high back revolving chair | |
| 3 | Godrej Interio Marvel visitor Chair | |
| 4 | Godrej 2 Drawer VFC (Filing Cabinet) | |

Note : Delivery within three week after issuance of Purchase Order.

Taxes will be extra as applicable.

Other Charges (if any) :

Cartage Charges (if any) :

Dated

Name &Signature with Seal of the Bidder