



भारतीय प्रबन्ध संस्थान, लखनऊ
INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW

To, M/s	ENQUIRY No: IIML/PUR/ARC/PEN (LOGO)/15 /2019-20 Date:27/06/2019
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REQUEST FOR QUOTATION: SUPPLY OF PENS WITH/WITHOUT LOGO AT INDIAN INSTITUTE OF MANAGEMENT,LUCKNOW ON ANNUAL RATE CONTRACT BASIS.


Dear Sirs,

IIM Lucknow intend to empanel agency to supply of Pens with/without printed "*IIML and IIML's Logo*" on requirement basis for IIM Lucknow for the period of One year which may extendable for further 2 years (year to year basis on mutual consent) on Annual Rate Contract basis.

Kindly send us your quotation duly filled in "annexure A" with the most competitive rates, delivery period, validity of rates etc. along with Earnest Money Deposit of Rs. 3000/- (Three Thousand only) 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 – 226013** before 1400 hours on **26/07/2019** the due date. The quotations should be sent titled by "**ENQUIRYNo:IIML/PUR/ARC/PEN(LOGO)/15/2019-20 Date:27/06/2019**" through Registered/Speed post or Courier services only. Quotations received after the due date/time shall not be considered for further processing.

Thanking you,

Yours faithfully,


27/6/2019
Administrative Officer
Purchase & Stores

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

General terms and conditions

1 The Rate Contracts shall be valid for the period of one year from the date of awarding the Contracts. The Annual Rate Contract awarded as a result of this Tender Enquiry will be in the nature of a Standing offer. Actual Supply Order may be placed from time to time against the (Annual Rate Contract) ARCs concluded on the basis of such rate contract(s). Based on the expenditure incurred during the current year, contract value for the proposed Rate Contract is expected to be around Rs.1,00,000/- (Rupees One lakh only) per annum. No guarantee can be given as to the minimum or actual requirement.

2. EMD of Rs. 3000/- (Rupees Three Thousand only) will be returned to the unsuccessful bidders immediately after award of the Rate Contract to successful bidders. MSME registered firm is exempted for submission of EMD. Successful Bidders awarded the Rate Contract will have to submit a Performance Security of Rs.8,000/- (Rupees Eight Thousand only) through Demand Draft within 15 days of the award of the Contract. In case of failure on the part of the successful firm awarded the Rate Contract to comply with the request of Performance Security, EMD furnished with the Tender shall be stand forfeited.

Eligibility Criteria

1. The bidder must submit Registration Number of the bidder's firm along with the GSTIN and the PAN number allotted by the concerned authorities.
2. Agency shall have following statutory valid registration certificates and licenses.
3. MSME registered firms may be relaxed as per GOI norms.

The decision of IIM Lucknow regarding the shortlisting/empanelment of the agencies shall be final and binding on all concerned.

Terms and Conditions

The bidder must ensure:

A) Pricing:

- Quote highly discount on MRP price for each of the components/items as per the tender document.
- The discount has to be quoted on individual item Exclusive of taxes rather than the total package.
- Quote only for the items specified in the tender. No changes in the description of items from the tender document will be permitted.
- Need not suggest any alternative product or different configuration in the same product.
- TENDERERS ARE REQUESTED TO QUOTE THEIR RATES ON F.O.R DESTINATION BASIS (Free delivery to the consignee's premises i.e. IIM Lucknow).

B) Payment Terms:

- Payments will be made on after successful completion and satisfactory report from user department of each event.

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

D) Agreement: Successful bidder has to sign a MoU/Agreement with the institute.

D) Validity of rate bid should be of minimum 90 days.

E) Please indicate the rate (s) of GST/ any other Tax (as may be applicable) explicitly.

F) GUARANTEE/ WARRANTY:

The contractor shall guarantee that the stores, articles sold/supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry. The date of manufacturing of the items supplied will not be more than 6 (six months) old.

Scope of Work:

Vendor has to supply required stationery items as per issued supply/purchase order for given period. IIML reserves the right to conclude parallel Rate Contracts with one more supplier and place Orders on such firm that may be the most economical to it or suitable to its requirements.

Penalty Clause:

In case of any damage/discrepancy/ complaint from user department during any event and not resolved within stipulated period. A penalty of Rs. 500/- per day per event will be charged and duly deducted from Security Money/ running bill.

Liquidated damage:

If the supplier fails to deliver any or all of the goods within the period specified in the purchase order, the purchaser shall without prejudice to its other remedies, deduct as liquidated damage 5% of the price of the delayed goods for each and every week (part of the week shall be considered as full week) subject to maximum of 20% of the delayed supply value and the same shall be deducted from the bill(s) or any other payment due to the party. Department shall be at liberty to terminate the agreement, cancel the purchase order and may also forfeit the Performance Security in case, supplier fails to deliver the items within stipulated delivery period.

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"



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

Website: www.iiml.ac.in; E-mail:- purchase@iiml.ac.in

ENQUIRY No: IIML/PUR/PEN (LOGO)/15/2019-20 Date: 28/06/2019.

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.	Earnest Money Deposit (MSME firm exempted)	Demand Draft No. Dated Nationalized Bank:.....

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

Dated

Name & Signature with Seal of the Bidder



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Annexure-A

Please quote highest offered discount percentage on MRP in prescribed format:

List of Stationery items

Sl No	Description of items	Make	Qty	Offered discount on MRP in Percentage without IIM Logo printing	Offered discount on MRP in Percentage with IIM Logo printing
1	Pen Ball (Use & Throw)	Elkos Alfa	1		
2	Pen Ball point 0.45	Reynold	1		
3	Pen Gel 0.5mm Cello Pointec	Cello Pointec	1		
4	Pen Gel 0.5mm Cello Pointec	Cello Pointec	1		
5	Equivalent	Renoyld/Parker	1		
6	Pen Gel (Fine Writer 05)	Luxor	1		
7	Pen Permanent marker	Reynold	1		
8	Pen Pilot	Pilot	1		
9	Equivalent	Parker IM Royal Blue chrome Trim	1		
10	Equivalent	Roller ball pen	1		
11	Equivalent	Felt-tip-pens	1		

Other Charges (if any) :

Cartage Charges (if any) :

Delivery Period (in days):

Dated

Name & Signature with Seal of the Bidder