

# **INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL**

## **TENDER NOTICE**

(No. IIFM/Dy.M(P)/ARC ELECTRICAL 2018-19/2)

Sealed Tenders (Technical and Financial bids) on behalf of the Director, IIFM are invited by **SPEED POST/REGISTERED POST/COURIER** from Original Equipment Manufacturers or their Authorized Dealers for supply of Electrical items on Annual Rate Contract basis for a period of one year. The detailed Tender documents are available in the website [www.iifm.ac.in/tender](http://www.iifm.ac.in/tender) The last date for submitting the tender is 08-02-2019

(Chief Administrative Officer)

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The detailed Tender documents are available in the website [www.iifm.ac.in/tender](http://www.iifm.ac.in/tender) which can be downloaded from 18-01-2019 to 08-02-2019 IIFM. Last date for submission of the tender addressed to the Chief Administrative Officer, Indian Institute of Forest Management, Nehru Nagar, Bhopal is 08-02-2019 till 3 PM. The tenders (Technical bid only) will be opened on 08-02-2019 at 3 PM in presence of tenderers present if any. EMD of Rs.10000-(non-refundable) in the form of Demand Draft drawn in favour of Director, IIFM. Tender documents to any party, and also to accept or reject any or all the tenders without assigning any reason(s) thereof.

**(CHIEF ADMINISTRATIVE OFFICER)**

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL  
**TERMS AND CONDITIONS OF TENDER**  
(No. IIFM/DyM(P)/ARC FOR ELECTRICAL ITEMS 2018-19/2)

01. The tenderer should submit all required documents asked for in the Technical Bid format, failing which the tender will be rejected.
02. The tenderer should have its own establishment functional at Bhopal, which can be inspected at call by IIFM, before finalization of the tender. The said functional establishment should be continued till the expiry of the ARC. Copy of the valid certificate issued by the Bhopal Municipal Corporation/competent authority under MP Shops & Establishment Act should be submitted as proof of having functional office at Bhopal.
03. The tenderer should have minimum five years of experience in running a electrical shop or supplying electrical items to reputed organisations and should have an average turnover of Rs 50 lakh per year during the last three years. A Certificate issued by a Chartered Accountant should be submitted stating that the tenderer has five year experience in running a electrical shop or supplying electrical items to reputed organisations and have average turnover of Rs.50 lakh per year during 2015-16, 2016-17 and 2017-18.
04. The rates quoted should be indicated in figures as well as in words and there should not be any overwriting as far as possible. Overwriting, if any, should be initialed and put the office seal.
05. The rates should be quoted for the units indicated in the tender document. Nothing should be additionally or conditionally written in the tender other than the rates for the units of materials as required in the tender document.
06. Each and every page of the tender offer should be signed with office seal by the Tenderer and be submitted with the technical bid as a token of acceptance of terms and conditions of the tender. . Technical Bid and Financial Bid should be put in separate sealed covers and both the covers should be put in a big cover, superscribing “**Tender for Supply of electrical Items**”. Corrections, if any, should be made legibly and duly signed with seal.
07. The quantities specified are only indicative and for the purpose of estimate only. The institute shall be at liberty to vary (Delete/Reduce/increase) the quantum of any item. Also the Institute has the full right to order or not to order any item in the Annual Rate Contract to the successful tenderer.
08. The rates quoted (In Indian Rupees) for each item should be inclusive of all expenses including transportation, cost of material, labour charges, and FOR IIFM Complex. GST will be paid as applicable at the time of billing/supply.

**09. Earnest Money Deposit (refundable) [ Rs 10,000/- should be submitted along with the Technical Bid by way of Demand Draft drawn in favour of Director, Indian Institute of Forest Management, Bhopal along with the Tender. Tender received without EMD will be summarily rejected.**

09. The ARC under this tender process is for one year from the date of issuing of ARC order. However, this can be extended for two more years on year to year basis, on mutual consent.

10. The Director, IIFM Bhopal, reserves the right to accept or reject any or all the offers in full or part or to waive off any formality, minor deviations and omissions without assigning any reason(s) or to cancel the tender in whole. The Institute reserves the right to reject conditional tenders and also relax any quotation's/tender's condition at its discretion.

11. Only those who fully qualify the requirements should submit the tender and submission of tender shall be treated as the acceptance of the terms and conditions of the tender and any counter terms shall not be accepted. Similarly, conditional tenders will be invalid.

12. The tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, or does not supply the aforesaid items within the stipulated period, the aforesaid EMD will be forfeited.

13. The rates quoted by the bidder shall remain firm till the completion of the job/completion of the contract period and no price variation shall be entertained.

14. In case of non-compliance of the work order after entering into agreement, or withdrawing the offer after submitting the tender, the Security Deposit will be forfeited and the party will be blacklisted for 3 years. Also, further action shall be taken at the costs of the party.

15. The Institute is not in any way bound to accept the lowest or any quotation and reserves the right to accept any quotation in whole or any part of the quotation or portion of the quantity offered and reserves the right if required to negotiate with any or all the Tenderers without assigning any reason(s), whatsoever.

16. While quoting the rate, the serial number or the item mentioned in our list of items attached with the Tender Form should be maintained.

**17. Only technical bids will be opened on the date specified in the Tender Notice. Financial Bids of only those tenderers who qualify in the technical bid will be opened on a subsequent date with due intimation to the Tenderers.**

18. The Institute will have the right to ask the parties to submit sample(s) of the items to the Institute for which rates have been quoted, for quality assessment for finalization of party for award of the ARC. Samples should be as per the prescribed

quality. Failure/refusal of submitting samples will result in disqualification of their tender. Also, the samples of selected party will be retained by the Institute till the expiry of the ARC.

19. The selected party has to submit a Security Deposit of 5% of the total order value as the amount fixed by IIFM and this should be done within 15 days from the date of issuing ARC work order. If not submitted, work order will stand automatically cancelled.

20. The selected party should execute an agreement on Rs.100/- Non-Judicial stamp paper in the enclosed format. and this should be done within 15 days from the date of issuing ARC work order. If not submitted, work order will stand automatically cancelled.

21. All documents should be properly bound in book form and page numbered. Page number of the documents should be indicated in the Technical Bid form.

22. The Institute is not bound to order the ARC approved items to the approved party and may purchase from any other parties also.

23. The Institute will have the right to order for any number of quantity of items as per the requirement, also at short notice during the contract period and the party should be able to supply the item in smaller quantity also at short notice.

24. Copies of registration of the firm, GSTN and PAN should be attached with the tender.

25. **Technical Bid and Financial Bid should be prepared separately and should be submitted in a big envelope, super scribing "Tender for.....".**

26 Validity of this Tender will be 3 months from the last date of submission of the tender.

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The above terms & conditions are acceptable to us.

(Name, signature and seal of Tenderer )

**INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL**  
**NOTICE INVITING TENDER**  
(No. IIFM/DyM(P)/ARC for Electrical items 2018-19)  
**TECHICAL BID FORMAT**  
**ARC FOR ELECTRICAL ITEMS 2018-19**

SL.N o.	Requirements	Placed in page No.....
01	Tenders Document (Technical & Financial bid) for supply of Electrical items to be submitted in separate sealed envelopes, as per the format given.	
02	Proof of having functional establishment at Bhopal.(License under MP shop and establishment act.	
03	Copy of currently valid authorized dealership certificate of items quoted.	
04	Income tax returns of last 3 year (i.e. 2015-16, 2016-17, 2017-18	
05	Certificate of Chartered Accountant as per para 3 of Terms & Conditions.	
06	Copy of GST Registration	
07	Copy of PAN Card	
08	EMD of Rs 10,000/-(Rupees Ten Thousand only)	

(Name, Signature & Address of Tenderer)

Place & Date:.....

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL  
(No. IIFM/Dy.M(P)/ARC for Electrical Items 2018-19)  
DETAILS OF ELECTRICAL ITEMS FOR ARC FOR 2018-19 WITH APPROX.  
ANNUAL QUANTITY

**FINANCIAL BID**

g S % SI	Name of item with description	No	Rate (Rs.)
01	Choke Electronic 36 W Heavy Duty Industrial model (Bajaj/BJF-P)	50	
02	Choke Electronic 36 W Light Duty Domestic Model (Bajaj/Crompton)	30	
03	Choke Electronic 2 x 36 W Heavy Duty Industrial Model (Bajaj make BJF-P)	30	
04	Choke Electronic 2 x 24 W T-5 Heavy Duty Industrial Model (Bajaj/Asian)	20	
05	P.L. Lamp 36 W, 4 Pin (Bajaj/Philips)	150	
06	Tube Light 40 W (Bajaj/Philips)	200	
07	Choke 28 W T-5 Heavy Duty Industrial (Bajaj make)	20	
08	P.L. 11 W 2 Pin (Bajaj/Crompton)	100	
09	Power Plus 15 Ampier SS Combind (Anchor)	50	
10	Starter 100 (Bajaj/Philips)	100	
11	Switch 5 Ampier (Anchor)	100	
12	Fan Regulator Electronic Switch type (Anchor)	20	
13	Power Extension Cord 15A 4Way (Tushaar)	10	
14	Plug 5 Ampier (Anchor)	50	
15	Tube Light 20 W (Bajaj/Philips)	50	
16	Power Extension Cord 5A 4 Way (Tushar)	10	
17	CFL Bulb 23 W (Bajaj/Philips)	50	
18	CFL Bulb 11 W (Bajaj/Philips)	100	
19	CFL Bulb 8 W (Bajaj/Philips)	30	
20	Tape Roll ¾"	30	
21	Choke Copper heavy duty 40 Watt. Industrial Model (Bajaj/Crompton)	50	
22	Angle Holder (Anchor)	50	
23	Batton Holder (Anchor)	25	
24	Tube Light T-5, 24 W (Bajaj/Crompton)	50	
25	Regulator 250 W Plate Type Electronic (Anchor)	25	
26	Power Plug 3 x 3 (Anchor/Maru)	30	
27	Choke 20 W Heavy Duty (Bajaj/Crompton)	30	
28	Bulb ordinary 25/40 W (Bajaj/Crompton)	200	
29	Regulator ordinary (Bajaj/Crompton)	30	
30	Wire 1.5 mm. Copper (Anchor/Phinolex)	10 Roll	
31	Wire 2.5 mm. Copper (Anchor/Phinolex)	05 roll	
32	Wire 4 mm. copper (Anchor/Phinolex)	4 Roll	
33	Cable 4 mm. 3 Core copper Round type (Anchor/Phinolex)	50 Meter	
34	Cable submersible pump 3 Core 4 mm. copper cable (Phinolex/Uguard)	100 Meter	
35	15 Amp. Plug Modular (Anchor/Lingerate)	40	
36	15 Amp. Switch Modular (Anchor/Lingerate)	50	
37	A.C. Box 20 Amp. Complete with MCB (Anchor)	10	
38	Aluminium Wire 4 mm	6 Roll	
39	MCBDP 63 Amp. (Anchor/Lingerate)	20	
40	MCBDP 32 Amp. (Anchor/Lingerate)	30	
41	MCB 20 Amp. (Anchor/Lingerate)	40	
42	MCB 10 Amp. (Anchor/Lingerate)	40	
43	MCB 30 Amp. (Anchor/Lingerate)	25	

44	MCBTPN 63 Amp. (Anchor/Lingerate)	15	
45	HRC Fuse Fitting 63 Amp. With back light and fuse complete fitting (L&T/English)	50	
46	HRC Fuse Fitting 32 Amp. With back light and fuse complete fitting (L&T/English)	50	
47	Ding Dong Bell	30	
48	Bujer Bell	30	
49	Electronic Remote Door Bell	15	
50	Condensor 2.5 MFD	50	
51	Bell Switch 5 Amp (Anchor)	20	
52	Bell Switch 5 Amp. Modular type (Anchor)	25	
53	Surface Mounting LED light 18 Watt (Crompton/Bajaj/Philips)	40	
54	LED Tube Light complete fitting 18 Watt, double battery type.	40	
55	LED Street Light complete 40 Watt (Crompton/Bajaj/Philips)	10	
56	Recess Mounting Led light 18 Watt. (Crompton/Bajaj/Philips)	10	
57	LED Street Light complete 30 Watt (Crompton/Bajaj/Philips)	40	
58	T 528 watt Tube (Bajaj/Philips/Crompton)	40	
59	Surface mounting square type 15 watt LED light (Havells/Bajaj)	40	
60	Surface Mounting square type 18 watt LED light (Havells/Bajaj)	40	
61	LED tube light complere 18-20 watt 4 ft. (Havel/Bajaj)	20	
62	12" Exhaust Fan (Ventilation fiber type. Bajaj make)	12	
63	12" Exhaust fan heavy duty (Crompton/Bajaj)	12	
64	2 Core 6 mm cable armoured	100 meter	
65	2 Core 10 mm Cable armoured	100 meter	
66	200 A fuse unit complete fitting with HRC fuse	10	
67	250 W metal light complete (Bajaj/Crompton)	06	
68	Tube 28w T5 (Bajaj/Philips)	30	
69	Street Light fitting 45 Watt LED type. (Crompton/Bajaj)	25	
70	Street Light fitting 65 Watt LED type (Crompton/Bajaj)	20	
71	100 Amp. Fuse unit complete	10	
72	400 W metal light complete (Crompton/Bajaj)	10	
73	250 W MH Lamp (Crompton/Bajaj)	05	
74	400 W MH Lamp (Crompton/Bajaj)	05	
75	250 W MH Choke (Crompton/Bajaj)	05	
76	400 W MH Choke (Crompton/Bajaj)	05	
77	LED Light 22 W Completed fitting surface mounting (Bajaj/Philips)	15	
78	LED Light surface mounting 18 W Driver(Choke) (Bajaj)	15	
79	LED Light surface mounting 22 W Driver(Choke) (Bajaj)	15	
80	LED Light surface mounting 15 W Driver(Choke)(Bajaj/Philips)	10	
81	LED Street light 30 W Driver(Choke)(Bajaj/Philips)	10	
82	LED Street light 45 W Driver(Choke)(Bajaj/Philips)	10	
83	LED Street light 72 W Driver(Choke)(Bajaj/Philips)	10	
84	LED Street light 90 W Driver(Choke)(Bajaj/Philips)	05	
85	Completed street light fitting 60 w (Bajaj/Philips)	10	
86	Completed street light fitting 72 w (Bajaj/Philips)	10	
87	Completed street light fitting 90 w (Bajaj/Philips)	05	
88	Completed street light fitting 120 w (Bajaj/Philips)	05	
89	Completed street light fitting 150 w (Bajaj/Philips)	05	
90	LED Street light 60 W Driver(Choke)(Bajaj/Philips)	05	

Note: Please note that the quantity mentioned is approximate only for calculation purpose. The Institute has the right to order any number of quantity as per requirement.



Name and signature of Tenderer.

(On 100 rupees non-judicial stamp paper – to be submitted on award of work order )

## A G R E E M E N T

This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2019 between Indian Institute of Forest Management (IIFM), Bhopal (being represented by its Chief Administrative Officer which expression shall include his successors in office), the first party of the Agreement, and M/s \_\_\_\_\_ (being represented by its proprietor which expression shall include its successors or assignees), the second party on the other part of the Agreement.

WHEREAS, the Tender of Indian Institute of Forest Management, Bhopal, vide Purchase Order No..... dated..... placed to M/s,..... for supply of ..... details given in the Purchase Order (Schedule-I which shall form the part of this agreement).

WHEREAS the party on the first part has accepted the Purchase Order of the party for the supply of item(s) as per the details given in the Schedule-I and the said party has agreed to supply the items on the terms and conditions explained hereafter and also as per the Order No..... dated.....

### THIS AGREEMENT THUS WITNESSES AS FOLLOWS

01. That the party on the second part will supply the item(s) on the rates mentioned in the Schedule for the period from ..... to.....
02. That the ordered items will be supplied as per the Purchase/Work Order.
03. That the items will be supplied strictly according to the Brand/specifications/samples approved by the competent authority of the Institute.
04. That in case of inferior quality or delay in supply, the penalty of 1. 5% of the total cost of the ordered items will be imposed or complete rejection of the items will effect.
05. The party on the first part has the right to increase/decrease the quantity of items to be ordered.
06. The party on the first has the full right to cancel the order at any time without assigning any reason and in case of any loss caused to the first party from the party on the second part, the party on the first part has the full right to recover the amount from pending/future bill of the party on the second part.

07. That the party on the second part will submit a Security Deposit for an amount of Rs..... by Demand draft drawn in favour of Director, IIFM Bhopal and in case the party on the second part fails to supply the ordered items within the stipulated time/approved quality items/fails to execute the order in part or full, the party on the first part reserves the right to terminate the work order and forfeit the above Security deposit and also award the work to any other party.
08. That, the party of the second part agreed that they will not make any request for enhancement in the approved rates as per the terms and conditions of the work order.
09. That the party on the second part shall be liable and answerable to the party on the first part in respect of all causes of damages, claims, charges, etc. of any, arising out of carelessness, breach of the agreement.
10. In case of dispute arising between the parties in respect of interpretation, construction of this agreement, the same shall be referred to the Director, IIFM for adjudication thereof and whose decision shall be final and binding upon both the parties.

IN WITNESSES WHEREOF, both the parties of this Agreement, sign and execute this agreement on the date as aforesaid at Bhopal.

(Chief Administrative Officer)  
Indian Institute of Forest Management

Bhopal

Second party:  
Name:

M/s

Witness: