



Tender Notice for Registration/Empanelment of Vendors/Suppliers for

**Office Furniture, Electrical Installation and Accessories, Civil & Building
maintenance, Servicing & Maintenance work in Pumps, Servicing &
maintenance work in HVAC, Solar Heating System, Fire Fighting Systems
Miscellaneous Services**

(Tender Ref. No. “IIMR/Civil/Empanelment/P-117” Dated 16/11/2024)

NOTICE

Indian Institute of Management Rohtak Invites offers from the interested companies/ firms/ registered (authorized) dealers, which are in the business of services of specified categories as mentioned in the registration documents. Registration Form can be filled, submitted and documents containing terms and conditions can be downloaded from the IIM Rohtak Website web- site www.iimrohtak.ac.in.

Hard copy of the Registration Form along with non-refundable fee of ₹ 2,000/- (₹ Two Thousand only) **for each category (which category you are interested for)** must reach the office of **The Chief Administrative Officer, Indian Institute of Management Rohtak, Management City, NH10, Southern bypass, Sunaria, Rohtak – 124010, Haryana, Email- project.office@iimrohtak.ac.in, Website- www.iimrohtak.ac.in, Contact – 01262- 228551, in drop box (Tender Box). CPP Portal web site- www.eprocure.gov.in**

The last date for submission of application is **09/12/2024 up to 12:00 noon** Application (s) received after last date of submission will not be considered.

TERMS AND CONDITIONS

1. Eligibility & Categories for Registration / Empanelment

Companies/firms/registered (authorized) dealers, which are in the business of services of specified categories as mentioned in the registration documents are eligible for registration, subject to specific conditions or restrictions stipulated in this document.

2. Benefits of Registration

The Companies/firms/registered (authorized) dealers registered with INDIAN INSTITUTE OF MANAGEMENT ROHTAK will enjoy the following benefits:

- a) Tender enquiries against demands which are not advertised are sent to the registered Companies/firms/registered (authorized) dealers by Speed Post/ Registered Post/ Registered E mail.
- b) In case of advertised tender enquiries, copies of tender notices may be sent to them giving advance information to enable them to purchase the Tender sets.
- c) The goods to be procured through local purchase committee.

3. Empanelment/Registration Procedure

- 3.1. The applicant should read all the pages of the document.
- 3.2. Correct/relevant information/data have to be furnished by the vendor.
- 3.3. The applicant should make sure before applying that they have the required eligibility criteria & experience of the work.
- 3.4. Service providers/suppliers seeking Empanelment / Registration shall have to pay the requisite (cost/fee) amount as stated below, for registration/empanelment. The amount shall be paid by a demand draft drawn in favour of **“INDIAN INSTITUTE OF MANAGEMENT ROHTAK”**, payable at **ROHTAK**. The cost of Registration

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be sent by the intended bidder at project.office@iimrohtak.ac.in. For further information, visit IIM Rohtak Website – (www.iimrohtak.ac.in).

and processing fees to be remitted along with the forms, shall be as **2,000/-** (Two Thousand only) **or each category (which category you interested for)**.

- 3.5 Service providers/suppliers shall have to fill and submit the hard copy of Registration Form along with required documents and fees to **The Chief Administrative Officer, Indian Institute of Management Rohtak, Management City, NH10, Southern Bypass, Sunaria, Rohtak – 124 010, Haryana** to be put in drop Box (Tender Box) on or before the due date. i.e. **09/12/2024 up to 12:00 noon**.
- 3.6. Applications incomplete in any respect, viz. non-submission of any required document or information, or fee in requisite amount are liable for rejection.
- 3.7. The sealed envelope containing the Registration Form, documents & fee should be clearly mentioned on the top of the envelope as “**APPLICATION FOR VENDOR REGISTRATION / EMPANELMENT FOR THE CATEGORY CODE**”.
- 3.8. Vendors/Firms registered with NSIC/ NCCF (for items specified by NCCF), shall be considered for registration/empanelment on the basis of registration certificate of such agencies along with other certified documents.
- 3.9. The following self-certified essential documents (as applicable) should accompany the Registration Form:
 - 3.9.1. GST/ CST / VAT / TIN No.
 - 3.9.2. Trade License, Factory License.
 - 3.9.3. Income tax Permanent Account No.
 - 3.9.4. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
 - 3.9.5. Registration Certificates with DGS&D/NCCF
 - 3.9.6. Valid SSI/NSIC Certificate (If Registered)
 - 3.9.7. Current dealership Agreement /Registration Certificate from the Principal.
 - 3.9.8. Annual Turnover CA certified Certificate for last 3 years & Copy of IT Return for the year 2021-22, 2022-23, and 2023-24. Annual turnover is specified separately against **CATEGORY Wise Work**.
 - 3.9.9. Bank Details.
 - 3.9.10. Relevant ISO/ISI certificate.
 - 3.9.11. A notarized certificate that the vendor hasn't been black listed by any institution of the Central/ State government / PSU, Institute, Institute etc. in past three years.

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- 3.9.12 Detail List of goods, machinery Tools and plant to be deployed by the Vendor/ contractor at site.
- 3.9.13 Necessary Strength of staff for Category wise work is to be deployed by Vendor/ contractor at site as per work requirement/staff requirement by Institute.
- 3.9.14 Proof of ESI/PF of the staff associated with the Vendor/Contractor.
- 3.10. On receipt of the Registration Form along with the requisite documents as mentioned above and after scrutiny the supplier shall be registered with the INDIAN INSTITUTE OF MANAGEMENT ROHTAK.
- 3.11. The firm will be considered for registration / Empanelment for an initial **period of One year** and will be considered for renewal for another Three year based on the performance evaluated by the IIM Rohtak.

Work experience: - The Firm Should have satisfactorily completed the works in Govt. Departments /Autonomous Bodies/Central & State Govt Educational

- 3.12. Institutions/Public Sector Undertakings under Government of India or State Government Educational institute during the last Seven (7) years ending 31.10. 2024.
- 3.13. **Service/ Branch Centre's:** Service Centre (s) / Branch in Rohtak may be mentioned. For authorized distributor / Partner the vendor shall produce a copy of the valid agreement / undertaking from authorized distributor. On verification of the information, if at any time the furnished information is found incorrect the registration is liable to be cancelled and the vendor may be blacklisted by the IIM Rohtak.

4. CATEGORY WISE LIST OF WORK: -

Sl. No.	Category	Category Code	Particulars of Items	Annual Turnover in Lacs
1	Office /Classroom/ Hostel Furniture	001	All types of Office/Classroom/ Home furnishing furniture/ of Godrej or Equivalent Make, Steel Almirah of Godrej or Equivalent Make Steel Chairs, Plastic Chairs, Tables, Computer Tables, Sofa Sets, Library Furniture Wooden or Metal , Podium etc.	15 Crore.
2	Electrical Installation and Accessories	002	Fan (Ceiling, Table, Pedestal, Wall), Water Heater, Geyser, Inverters, Lamps, Voltage Stabilizer, Distribution Boards, Switches, Extension Cord, Wires, Wiring Tapes, PVC Pipes, PVC Gitti, Bulbs all types, Tube Lights, Power plugs, Inverter batteries, digital clock, Electrical Kettle and all other Electrical items etc.	5 Crore.
3	Civil & Building maintenance work	003	All types of civil and building maintenance work, Aluminum work, paint works, Road repair work ,Polycarbonate sheet ,Metal sheet/GI Sheet/Shade work and other type of work pertaining to civil & building works.	50 Crore.
4	Servicing & Maintenance work in Pumps	004	Servicing and maintenance work in water pumps / STP pumps/ cooling tower pumps etc.	5 Crore.
5	Servicing & Maintenance work in HVAC	005	Servicing and maintenance work on HVAC systems and split AC/ Window AC, etc. and other types maintenance pertaining to Air conditioning systems. Make Midea HVAC & Split ac Midea/Hitachi/LG/Voltas etc.	50 Crore.
6	Solar Heating System	006	Servicing and maintenance works on solar water heating system of IIM Rohtak campus.	5 Crore.
7.	Supply of Plumbing items & Accessories	007	PVC Pipes, tape/washbasin mirrors/sanitary fittings other Plumbing items	5 Crore.
8.	Servicing & maintenance work in Fire Fighting appliances	008	Servicing and maintenance work on Fire Fighting System including Fire Pump with all firefighting appliances /Fire Alarms/Fire Fighting Extinguishers maintenance work etc.	5 Crore.
9.	Cleaning & Maintenance work on water tank /Sewage/STP	009	Cleaning of sewage/ cleaning of water/ ABR/STP tanks, water proofing work ,anti-termite work etc.	5 Crore.

INDIAN INSTITUTE OF MANAGEMENT ROHTAK reserves all the rights to modify or add any or all the categories as per the requirement from time to time.

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be sent by the intended bidder at project.office@iimrohtak.ac.in. For further information, visit IIM Rohtak Website – (www.iimrohtak.ac.in).

5 Terms & Conditions for Vendor Registration / Empanelment as a Supplier

5.1 General Clause

- 5.1.1. The said registration qualifies a particular vendor for consideration for issue of tender papers in case of limited tenders for relevant category only for which vendor is registered /empaneled. However, this will not give any claim to the party for award of work / purchase order.
- 5.1.2. The IIM Rohtak reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of the IIM Rohtak in respect of registration of parties for various categories of work / items shall be final & binding on all concerned registered vendors in the panel of INDIAN INSTITUTE OF MANAGEMENT ROHTAK.
- 5.1.3. Vendors once empaneled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of INDIAN INSTITUTE MANAGEMENT ROHTAK and keep the Institute informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.
- 5.1.4. Two-part tendering is done where technical screening / clear technical specifications are not available. In such cases vendors will be asked to submit both techno commercial and price bids separately. Price bids of technically accepted bids only will be opened.
- 5.1.5. This document is treated as a valid contract between INDIAN INSTITUTE OF MANAGEMENT ROHTAK and Vendor and adherence to all aspects of fair trade practices in executing the purchase orders / work orders placed by the Institute from time to time during the registration period.
- 5.1.6 In case of empaneled vendor is found in breach of any terms & condition(s) of the Institute or supply/work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules/laws, shall be initiated against the vendor and EMD/Security Deposits shall be forfeited by the IIM Rohtak besides debarring and blacklisting the vendor concerned for at least three years for further dealings with the INDIAN INSTITUTE MANAGEMENT ROHTAK.
- 5.1.7 The vendor should not assign or sublet the empanelment or any part or it to any other vendor in any form. Failure to do so shall result in termination of empanelment. Any vendor can get registered and empaneled any time throughout the year. All those firms which are registered and confirmed shall be entertained for various queries.
- 5.1.8 All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier. In all future correspondence with the IIM Rohtak, empaneled vendors are required to quote the Registration No.

5.1.9 The Institute has all the rights reserved to add / delete / alter any of the items and to amend / add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reason(s) for the same.

5.2 Price Variation Clause

During the validity of the empanelment including the extended period, if the vendor sells any empaneled item to any other department / Organization at a price lower than the price fixed for the IIM Rohtak, the vendor must voluntarily pass on the price difference to the IIM Rohtak with immediate effect.

5.3 Indemnity

The selected vendor shall indemnify the INDIAN INSTITUTE MANAGEMENT ROHTAK and user departments against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof INDIAN INSTITUTE MANAGEMENT ROHTAK.

User department stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfilment of the purchase order.

5.4 Termination for Default

a) Default is said to have occurred i) if the vendor fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by the IIM Rohtak. ii) If the vendor fails to perform any other obligation(s) under the empanelment.

b) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 15 days after receipt of the default notice from the IIM Rohtak (or takes longer period in-spite of what the IIM Rohtak may authorize in writing), The IIM Rohtak may terminate the empanelment/ Purchase Order in whole or in part.

5.5 All disputes in this connection shall be settled in Rohtak Jurisdiction only.



Application Form for Registration

“Tender No. _____”

Category _____

Category Code _____

1. Name of the Organization _____

2. a) Head Office / Registered Office _____

Telephone No/mobile No. _____

Fax No. _____

Email _____

Web site (if any) _____

Date of Establishment _____

Branch Office in Rohtak, if any
(Provide Complete Address) _____

Telephone No. _____

Fax No./Email _____

3. Name of Chief Executive / Proprietor /
Partners with Designation _____

Telephone No./Mobile No. _____

Fax No./ Email _____

4. Name of Contact Person _____

Telephone No./Mobile No _____

Fax No./Email : _____

5. Type of Organization**Documents to be enclosed**

- a) Proprietary Trade License
- b) Partnership Partnership Deed / Trade License
- c) Private Limited Company Memorandum of Article
- d) Public Limited Company Certificate of Registration / Trade License
- e) Public Sector Trade License

6. Nature of Business (tick the relevant)

Manufacturing	<input type="checkbox"/>	Service	<input type="checkbox"/>	Dealership	<input type="checkbox"/>
Stockiest	<input type="checkbox"/>	Indian Agent	<input type="checkbox"/>	Indian Branch Office	<input type="checkbox"/>
Others Pl. Specify					

7. Audited Annual Turnover during last 3 years (Lakhs) (Enclose Chartered Accountant's certification & Income Tax Return Copy)

Year	₹ in Lakhs
2023-24	
2022-23	
2021-22	

8. Commercial Information Registration (Enclose Attested Copy Wherever Applicable).

S. No.	Information	Details
1	GST Regn. No.	
2	CST / VAT Regn. No.	
3	State ST Regn. No	
4	TIN No.	
5	Excise Registration No. Trade / Factory License No.	
6	Service Tax Regn.No.	
7	PAN No.	
8	Details of Registration Certificate with DGS&D/NCCF	
9	SSI/NSIC Certificate	
10	Current dealership agreement with Principal Letter No. / Date / Valid up to	
11	Relevant IISI/ SO Certificate, if any	
12	<u>Bank Details :</u> Account No.	
13	Name of Bank & Branch	
14	IFSC Code	

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10. Details of Major Customers

Names of Autonomous institutions/ Government departments / Major Public sector undertakings / Research and Development institutions where your organization is registered: (enclose Separate Sheet if required)

Sl. No.	Name of the Institution / Organization	Empaneled for Category/Item	Contact Person of the Organization with whom empaneled of the	Contact Number with E mail ID

11. Details of Registration fee (2,000/-) for each category (which category you interested)

Category Code - _____

D.D. No. _____ Date: _____

Bank: _____

DECLARATION BY VENDOR

I/ We confirm that

The information furnished is correct to the best of my knowledge and belief, and if at any stage it is found to be false my registration will be cancelled and Registration fee will be forfeited.

.....
(Signature of Proprietor/Partner/Chief Executive)

Full Name

Place:

(Official Seal)

Date:

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Draft Letter for Registration

Registration /Empanelment Letter

To,

M/s

Sub.: Registration / Empanelment of vendor in Indian Institute of Management Rohtak.

Ref.: "Tender No. _____, Dated:

16/11/2024."

Sir,

Your proposal for Registration/Empanelment of your firm under category against the Institute tender vide "Tender No. _____, Dated: 16/11/2024 has been considered and your firm has been registered / empaneled vendor / supplier for the following category and item on the terms & conditions as noted hereunder for a period of **One (1) years** from **the date of issue of this letter and may be extended.**

Sl. No.	Category Code	Name of Item
1	-	
2		
3		

Terms & Conditions

1. The said registration qualifies a particular vendor for consideration for issue of tender papers in case of limited tenders for relevant category only for which vendor is registered /empaneled. However, this will not give any claim to the party for award of work / purchase order.
2. Vendors once empaneled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of INDIAN INSTITUTE OF MANAGEMENT ROHTAK and keep the Institution informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.
3. Two-part tendering is done where technical screening / clear technical specifications are not available. In such cases vendors will be asked to submit both techno, commercial and price bids separately. Price bids of technically accepted bids only will be opened.

4. This document is treated as a valid contract between INDIAN INSTITUTE OF MANAGEMENT ROHTAK and Vendor and adherence to all aspects of fair trade practices in executing the purchase orders / work orders placed by the IIM Rohtak from time to time during the registration period.
5. In case of empaneled vendor is found in breach of any terms & condition(s) of the Institute or supply/work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules/ laws, shall be initiated against the Vendor and blacklisting the vendor concerned for at least three years for further dealings with the INDIAN INSTITUTE OF MANAGEMENT ROHTAK.
6. The vendor should not assign or sublet the empanelment or any part or it to any other vendor in any form. Failure to do so shall result in termination of empanelment. Any vendor can get registered and empaneled any time throughout the year. All those firms which are registered and confirmed shall be entertained for various queries.
7. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier. In all future correspondence with the IIM Rohtak, empaneled vendors are required to quote the IIM Rohtak letter number conveying the empanelment.
8. The selected vendor shall indemnify the INDIAN INSTITUTE OF MANAGEMENT ROHTAK and user departments against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof.
9. Default is said to have occurred i) if the vendor fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by the IIM Rohtak. ii) If the vendor fails to perform any other obligation(s) under the empanelment.
10. If the vendor, in either of the above circumstances, does not take remedial steps within a period of 15 days after receipt of the default notice from the IIM Rohtak (or takes longer period in spite of what the IIM Rohtak may authorize in writing), The IIM Rohtak may terminate the empanelment/ Purchase Order in whole or in part.
11. All disputes in this connection shall be settled in Rohtak Jurisdiction only.

You are further requested to submit the acceptance as empanelment of Registered Supplier within 15 days of issue of letter.

We wish you a long association with the IIM Rohtak.

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Chief Administrative Officer
Indian Institute of Management Rohtak