



**INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE**  
**IIM KOZHIKODE CAMPUS P.O., KOZHIKODE-673570, KERALA**  
**PHONE: (0495) 2803001–2803009; FAX: (0495) 2803010-11**  
**Website: www.iimk.ac.in**

**NOTICE INVITING QUOTATION**

**FOR**

**SUPPLY AND INSTALLATION OF WASHING MACHINES**

**Quotation No. 11-04(06)/NIQ-32/2018-IIMK.PUR dated 06.12.2018**

Cost of Quotation Form : Rs.560/- (Rupees five hundred sixty only)  
*[Quotation should accompany DD for  
Rs.560/- in favour of Indian Institute of  
Management Kozhikode payable at  
Kozhikode/Calicut]*

**Last date of downloading of Quotation Form : 26.12.2018 (till 5:30 pm)**

**Last date for submission of Quotation : 27.12.2018 (till 3:00 pm)**

**Date & Time for opening of Quotation : 27.12.2018 (4:00 pm)**

## NOTICE INVITING QUOTATION

1. Sealed quotations are invited by the Director, Indian Institute of Management, Kozhikode, Kerala, from OEM / company owned dealers / franchisees for supply and installation of the following:

Sl. No.	Description	Quantity
1	Washing Machine Domestic Top Loading fully-automatic with a capacity of 6.2/6.50kg including adjustable Trolley ( <i>Specifications as per Annexure-I</i> )	08 Nos.

2. Quotationer should quote their rates both in figures and in words. Separate prices should be given for each item and the total of each page along with carried figures of the previous page shall be given in ink signed by the quotationer. No blank space shall be left.
3. Quotations not properly filled, mutilated, with incorrect calculations or generally not complying with the conditions are liable to be rejected.
4. Each page of the quotation should be serially numbered. The covering letter should clearly specify the total number of pages in the quotation submitted by the quotationer.
5. **Authorized signatory:**  
If the quotation is made by or on behalf of a company incorporated under the Companies Act of 1956, it shall be signed by the Managing Director or one of the Directors duly authorized on that behalf. If it is made by a partnership firm, it shall be signed with co-partnership name by a member of the firm who shall sign copy of Power of Attorney with the quotation authorizing him to sign on behalf of the partners. A certified copy of the registered partnership deed shall also be submitted along with the quotation.
6. **Acceptance period:**  
The quotation shall remain valid for acceptance for a period of 90 days from the date of opening of quotation.
7. **Preferred Brands:** The vendor needs to quote for IFB/Samsung/LG/Whirlpool/Godrej/ Haier or equivalent makes only. Wherever equivalent make of the preferred make are quoted, it will be vendor's responsibility to prove their equivalence with the preferred make. Make not equivalent of the preferred makes will not be considered for evaluation.
8. **Rate quoted by the supplier:**  
Complete rate for the supply and installation and Extended warranty should be quoted in the prescribed format (**Annexure-II at Page No. 8**). Rates quoted in any other place/form shall not be considered. The quote can be for the complete items as per our specifications given in **Annexure I**. Adherence to our specifications shall be a pre-condition. Quotationers are requested to furnish a statement [**Annexure – IA**] showing the detailed specifications of the products quoted by them.  
  
Rate quoted by the supplier must include the cost of transportation of the washing machines to the Institute; all taxes, GST etc. and no claim after submitting the quotation shall be entertained. Any other charges over the quoted rate shall clearly be indicated.  
  
The Institute will not provide Form C & D (Sales Tax) or any other certificates to the supplier.  
  
The unit price for each item shall be quoted separately.

9. The vendor should be able to install the equipment at the designated locations within IIMK campus.

10. No alternations in quotation forms shall be made by the quotationer and if any such alteration is made, the quotation is liable to be rejected.

**11. Evaluation of the Quotations**

Quotations will be evaluated based on technical specifications, features, ease of use, after sales service and price quoted (Annexure-II at Page 8) as per terms and conditions incorporated in the quotation document. Technical specifications, warranty, aftersales services, brand reputation and such factors will be considered for final selection of model to be procured.

12. The acceptance of quotation will rest with the Institute, which does not bind itself to accept the lowest quotation and reserve to itself the authority to reject any or all of the quotations received, without assigning any reasons.

**13. Income Tax:**

Every quotationer shall furnish along with the quotation the following documents without which his/her quotation is liable to be rejected:

a) The latest Income Tax Clearance Certificate.

b) Balance sheets for the last three years preceding the year of procurement duly audited by a Chartered Accountant.

**14. Acknowledgement of the Purchase Order:**

The supplier shall give an acknowledgement of the Purchase Order within 10 days of the date of the Purchase Order. In case, the supplier fails to acknowledge the Purchase Order within the stipulated time, the Institute is at liberty to cancel the Purchase Order.

**15. Delivery Schedule and Penalty for Delay:**

Delivery schedule shall clearly be indicated in the quotation submitted by the supplier. Penalty at the rate of 0.5% or part thereof of the order value per week, subject to a maximum of 2.5% will be imposed for delayed delivery and installation.

**16. Payments:**

Normal payment terms acceptable to the Institute shall be 95% payment within 30 days of satisfactory supply and installation of the equipments and the rest 5% after expiry of warranty period. In case the Supplier submits a Bank Guarantee, valid for the entire duration of the warranty period and for equivalent amount, this 5% payment will be released.

**17. Warranty:**

The equipment quoted shall carry **manufacturer's on-site warranty for minimum two years**. Deviation in warranty terms, if any, shall clearly be mentioned in the offer.

During the warranty period, the vendor shall be fully responsible for the manufacturer's warranty in respect of proper design, quality and workmanship of the furniture, accessories etc.

During the warranty period, the vendor shall be responsible for attending to all the reported problems, and shall replace the defective parts at no extra cost. If the vendor fails to attend any defect during the warranty period the same work will be attended by other agency and charges paid to the agency will be deducted from the Retention Money/Performance Guarantee.

18. The manufacturer is to ensure **a minimum period of two years extended warranty** as per the terms and conditions of the company.
19. Demurrages and penalty, if any, paid by the supplier due to his/her fault shall not be borne by the Institute.
20. The quotations shall be duly signed by the authorized signatory. Unsigned quotations will summarily be rejected and no correspondence shall be entertained.
21. The quotationer shall sign on each page of this quotation document as a token of acceptance of the quotation conditions and also the Quotation Form in Page No. 9. Unsigned quotations shall not be considered.
22. The quotationer shall clearly mention the name of the firm/person in whose favour the purchase order is to be placed. Any request made after submitting the quotation for changing the name of the firm in whose favour the purchase order is to be placed shall not ordinarily be entertained.
23. The quotationer shall attach a list of his/her customers with supporting documents, failing which the quotation is liable to be rejected. The Vendor shall also provide a list of three (3) organizations including a contact person for each organization, where similar items have been installed.
24. If the quotationer is not the original manufacturer of the product(s), a letter from the OEM authorizing the vendor to quote OEM's product on behalf of the OEM specifically for this quotation shall be attached failing which the offer shall be rejected.
25. The quotationer shall attach catalogues and other details of the products quoted.
26. If the quotationer suggests any other alternative (option), this shall be separately mentioned and deviation from our specifications indicated clearly.
27. The vendor should be able to provide samples of the washing machines quoted at his/her own cost for verification, if required.
28. The vendor should have his/her own capability for repair and maintenance of the equipment quoted locally.
29. The proposal should be duly supported by the following documents:
  - i. Covering letter addressed to the Chief Administrative Officer, giving brief company profile and brief technical description of the product quoted.
  - ii. Name and address of the manufacturer
  - iii. Letter of authorization and support for three years, from the principal company, if the product quoted is a third party product.
  - iv. Customer list
  - v. Statement of compliance with specification as specified by us
  - vi. List of support locations
30. Contact details of the person for all post sales/installation maintenance support:

**Name & Designation:**

**Phone No:**

**Fax No:**

**Mobile:**

**E-mail:**

31. IIMK reserves the right to alter and revise the technical specifications or the required quantity of the items at any point of time. The quotationers should refer IIMK Web site for any announcement/Alteration in quotation conditions.
32. Quotationers are to abide by all the Terms and Conditions detailed above. In case these terms and conditions are not acceptable to any quotationer, he/she should clearly specify the deviations in his/her quotation. IIMK reserves the right to accept or to reject them.
33. In case of any dispute, the decision of the Director of the Institute shall be final and binding on both the parties.
34. **Receipt of Quotations:**  
Quotations along with all supporting documents, EMD etc. in sealed envelope will be received as stated on the cover of this notice.
35. If the quotation document is downloaded from IIMK web site, a declaration in the Performa attached as per **Annexure-III** has to be furnished.

The quotations along with all necessary documents in sealed envelopes should be sent to the following address, superscribing quotation number:

**THE CHIEF ADMINISTRATIVE OFFICER  
INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE  
IIM KOZHIKODE CAMPUS P.O.  
KOZHIKODE – 673 570, KERALA, PH: 0495-2803001-2803009**

IIMK is not liable for non-receipt of the quotation forms in time due to change in address on the envelope.

Quotation documents received after the last date and time for receiving quotations will be summarily rejected and no correspondence shall be entertained.

Sd/-  
Lt Col M Julius George (Retd)  
Chief Administrative Officer

### **Specifications of Washing Machine**

1.	Type	:	Domestic Top Loading fully automatic
2.	Wash Capacity	:	6.20 kg/ 6.5 Kg.
3.	Drum Type	:	Stainless Steel
4.	Window	:	Transparent
5.	Spin Speed	:	600-1000 RPM
6.	Wash Cycles	:	8 – 12
7.	Detergent Dispenser	:	Yes
8.	Stain Wash	:	Preferable
9.	Fabric Softener Dispenser	:	Preferable
10.	Anti-vibration System	:	Preferable
11.	Auto Tub Clean	:	Preferable
12.	Hot/Cold Water Inlet	:	Yes
13.	Water Consumption	:	40 – 60 Litres.
14.	Energy Consumption	:	0.25 Units
15.	Max. Connected Load	:	400 Watts
16.	Digital Display	:	Yes
17.	Adjustable Trolley	:	Yes
18.	Automatic Water Level	:	Yes
19.	Child Lock	:	Yes
20.	Memory Backup	:	Yes
21.	Helpline	:	Yes
22.	Approved make	:	IFB, LG, Haier or Equivalent
23.	Adjustable Trolley	:	Reputed make

**Detailed Specifications of Washing Machine Offered**  
*(To be filled by the Supplier/Vendor)*

## QUOTATION FORM

Sl. No.	Item	Rate (All inclusive*)	Qty.	Total Amount
1.	<b>Washing Machine</b> Domestic top loading fully-automatic with a capacity of 6.2/ 6.50kg including adjustable Trolley with minimum two years warranty [As per specifications given in Annexure-I(A) of the Quotation Document]	Rs ..... <i>(in figures)</i> Rupees..... ..... ..... <i>(in words)</i>	08 Nos.	Rs ..... <i>(in figures)</i> Rupees..... ..... ..... <i>(in words)</i>
2.	Extended Warranty for the above machine for Two years	Rs ..... <i>(in figures)</i> Rupees..... ..... ..... <i>(in words)</i>	08 Nos.	Rs ..... <i>(in figures)</i> Rupees..... ..... ..... <i>(in words)</i>
<p align="center"><b>Total Amount (SI No 1 + 2) :</b> Rs ..... (in figures)</p> <p align="center">Rupees.....</p> <p align="center">..... <i>(in words)</i></p>				

\*Rate quoted shall be inclusive of all charges for supply and installation.

Date:

Signature of the Quotationer with Official Seal



**PROFORMA**

**Certificate for Quotation Documents Downloaded from  
Indian Institute of Management Kozhikode Website**

"I..... (Authorized Signatory) hereby declare that the Quotation Document submitted has been downloaded from the website <http://www.iimk.ac.in/announcements/Quotation.php> and no addition/deletion/correction has been made in the Quotation Form (Quotation No.....) downloaded. I also declare that I have enclosed a DD/Bankers Cheque No. .... dated ..... for Rs..... towards the cost of Quotation Form along with technical / techno-commercial bid".

In case at any stage, it is found that the information given above is false / incorrect, IIMK shall have the absolute right to take any action as deemed fit/without any prior intimation.

**Signature of the Quotationer with Seal**