



**भारतीय प्रबंध संस्थान कोषिकोड**  
**आई आई एम् कोषिकोड कैम्पस- पी ओ**  
**INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE**  
IIM Kozhikode Campus P.O., Kozhikode, Kerala - 673 570

**NOTICE INVITING TENDERS**  
**FOR ENTERING INTO**  
**ANNUAL RATE CONTRACT FOR THE SUPPLY OF IT CONSUMABLES**  
(Through e-procurement only)

**Tender No. 11-42/01/CON/NIT-17/2022-IIMK-PUR dt. 27.07.2022**

1.	Name of the work	<b>NIT for Entering into Annual Rate Contract for the Supply of IT Consumables</b>
2.	Cost of Bid Document	The bid form can be freely downloaded from <a href="https://mhrd.euniwizarde.com">https://mhrd.euniwizarde.com</a> and <a href="http://www.iimk.ac.in/tenders">www.iimk.ac.in/tenders</a> .
3.	Period of downloading of Bid Document from IIMK Website	From 27.07.2022 to 17.08.2022 (Till 03:00 PM)
4.	Last Date of Receipt of the Bids	17.08.2022 up to 15:00Hrs
5.	Date of Opening Bid	<b>17.08.2022 at 16:00Hrs</b>
6.	Technical Queries	<b>System Analyst</b> Indian Institute of Management Kozhikode IIM Kozhikode Campus P.O. Kozhikode – 673 570, Tel: 0495 – 2809157
7.	Contact Person	<b>Chief Purchase Officer</b> Indian Institute of Management Kozhikode IIM Kozhikode Campus P.O. Kozhikode – 673 570, Tel: 0495 – 2809459

Amendments to the tender (if any) will be issued only through website. [www.iimk.ac.in](http://www.iimk.ac.in) and on E-Procurement Portal <https://mhrd.euniwizarde.com/>



## INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

IIM Kozhikode Campus P.O., Kozhikode, Kerala - 673 570

Tender No. 11-42/01/CON/NIT-17/2022-IIMK-PUR

Date: 27.07.2022

Bids are invited from eligible and qualified persons/firms for “Tender for Entering into Annual Rate Contract for the Supply of IT Consumables” for Indian Institute of Management Kozhikode. The bid documents are available in [www.mhrd.euniwizarde.com](http://www.mhrd.euniwizarde.com) and the last date for the submission of bids is **17.08.2022**.

Sd/-  
Chief Purchase Officer

Visit the website for more information:

<https://mhrd.euniwizarde.com/>

<https://www.iimk.ac.in/>

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## **PART-1: GENERAL INFORMATIONs AND INSTRUCTIONS FOR THE BIDDERS**

**A. Introduction:** INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE (IIMK) is one of the premier management institutes in the country set up by Ministry of Education, Govt. of India, offering widest range of academic programs in the field of management education. It is contributing to management education and developing human resources to meet requirements of India's economy and industries and is on a high growth trajectory today. Bids are invited from eligible and qualified persons/firms for **"Entering into Annual Rate Contract for the Supply of IT Consumables"** for Indian Institute of Management Kozhikode.

### **B. Definitions**

- "The Bidder" means Firm/Dealer/Suppliers for "Tender Entering into Annual Rate Contract for the Supply of IT Consumables", who will participate in the tender and submit bid.
- "The Services" mean all activities related to conduct & performance of contractual obligations under the contract.
- "The Letter of intent" means the intention of IIMK to place the Purchase Order on the bidder.
- "The Purchase Order" means the order placed by IIMK on the successful Bidder signed by IIMK including all attachments and appendices thereto and all documents incorporated for reference therein. The purchase order shall be deemed as "Contract" appearing in the document.
- "Acceptance" is a process of accepting satisfactory services rendered by "successful bidder" by IIMK

### **C. General Information**

1. **Single-Bid system:** This bid is under single bid system through e-tendering, the Techno-Commercial Bid would be opened on the time and date mentioned in the NIT.
2. **Last date and time for submission of the Bids: 15:00 Hrs. on 17.08.2022:** The bidder has to submit online bids i.e. Technical Bid and Commercial Bid through e-procurement portal <https://mhrd.euniwizarde.com/>
3. **Manner of submission of the Bids:** Tenders are to be submitted online through the website stated above. The tender document may be downloaded from website & submission of bid as per scheduled time. No manual bid will be accepted.
4. **Time and date for opening of Bids:** The Techno-Commercial Bid will be opened electronically on **17.08.2022** at 16:00 hrs. Bidders can witness electronic opening of bid.

5. **Forwarding of Bids:** Bids should be submitted by Bidders furnishing details like valid GST registration number, Bank account details with address and complete postal & e-mail address of their office.
6. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the IIMK may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
7. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional bids will be rejected.
8. **Validity of Bids:** The Bids should remain valid till 120 Days from the last date of submission of bid.

**D. INSTRUCTIONS TO BIDDERS FOR THE E-SUBMISSION OF THE BIDS ONLINE THROUGH E-PROCUREMENT PORTAL.**

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information, bidders may visit the Portal (<https://mhrd.euniwizarde.com/>)

**1. Registration Process on Online Portal**

- a) Bidders to enroll on the e-Procurement module of the portal <https://mhrd.euniwizarde.com/> by clicking on the link "Bidder Enrolment".
- b) The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. This would be used for any communication from the e-Wizard Portal.
- c) Bidders to register upon enrolment, with their valid Digital Signature Certificate (Class III Certificates with signing and Encryption key) issued by any Certifying Authority recognized by CCA India with their profile.
- d) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- e) Bidder then logs in to the site through the secured log-in by entering their user
- f) ID/password and the password of the DSC / e-Token.
- g) After registration send mail to Helpdesk: [helpdeskeuniwizarde@gmail.com](mailto:helpdeskeuniwizarde@gmail.com) for Account activation.
- h) As per portal norms Registration Fee will be applicable.

## **2. Tender Documents Search**

- a) Various built-in options are available in the e-Wizard Portal like Department name, Tender category, estimated value, Date, other keywords, etc. to search for a tender published on the Online Portal.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'Interested tenders' folder.
- c) The bidder should make a note of the unique Tender No assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

## **3. Bid Preparation**

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c) Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.
- d) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLSX/PNG, etc. formats.

## **4. Bid Submission**

- a) Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c) Bidders to note that they should necessarily submit their financial bids in the prescribed format given by department and no other format is acceptable.
- d) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
- e) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- f) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- g) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

- h) The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.
- i) As per portal norms Tender Processing Fee will be applicable.

#### **5. Amendment of Bid Document**

At any time prior to the deadline for submission of proposals, the department reserve the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

#### **6. Assistance to Bidders**

- a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b) Any queries relating to the process of online bid submission or queries relating to e-Wizard Portal, in general, may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 8448288994/86/87/89/88/81/90/92/82 011-49606060, 07903269552, 9355030608, 9055030613, 7903810198, 9355030606, 9315620706, 9355030623, 9355030628, 8800526452, 9205898228, 9122643040, 9355030604, [eprochelpdesk.01@gmail.com](mailto:eprochelpdesk.01@gmail.com), [eprochelpdesk.44@gmail.com](mailto:eprochelpdesk.44@gmail.com), [eprochelpdesk.06@gmail.com](mailto:eprochelpdesk.06@gmail.com)
- c) The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).
- d) The bid should be submitted through e-Wizard portal (<https://mhrd.euniwizarde.com/>) only.

## **PART II: TERMS & CONDITIONS OF THE CONTRACT**

### **1. Eligibility Conditions / Per-Requisite Qualifications**

- a) The bidders must be an Authorized Dealer of OEM (Hewlett-Packard) and must have authorization HP (Hewlett-Packard) selling OEM Cartridges in Kerala. Authorization Certificate with OEM (Hewlett-Packard) details must be furnished along with the bid documents.
- b) The bidders should never have been black listed by any Government/ Semi Government/Board/Corporations/Autonomous Body during last five years. A declaration on company/firm letterhead has to be submitted by the bidder to this effect (Format attached in Annexure-A).
- c) Average Annual Turnover of Bidder should not be less than Rs.50.00 Lakhs from IT related items only during the last three F.Y. i.e. 2019-20, 2020-21 & 2021-22. The bidders should submit the turnover proof, IT Returns duly audited (by a Chartered Accountant) for this period, to be attached with the Technical Bid.
- d) The bidder should submit three (3) work completion certificates /purchase orders for supply of IT consumables for more than Rs. 2 Lakhs each in last 3 years in any

government organisation / Semi govt / State Govt. Organisation/ Govt. Educational Institutes.

- e) The bidder must attach self-attested copies of its Bank Account, PAN, GST number, Certificate of incorporation/registration.
- f) In their own interest the bidders are advised to submit the desired papers/documents with their technical bids as per **Annexure A: Organizational Profile**, failing which the bids shall be declared un-responsive.
- 2. Period of Contract and Its Extension:** This contract is valid for a period of 1 year effective from the date to be noted in the Contract order. Which may be extended for further periods of 1 year each (**for a maximum of three years**), based on the performance of the operator and on mutual consent without changing any Terms and Conditions of existing contract.
- 3. All the IT Consumables must be manufactured by their respective OEMs.** Compatible items shall not be acceptable.
- 4. Bid Security Declaration Form:** Bidders are required to fill the Bid Security Declaration Form as per given in **Annexure E** in the bid documents. Bidders will be disqualified/blacklisted from bidding for any contract with you for a period of one year from the date of notification of bid if you are in a breach of any bid terms & conditions/ Contract Order.
- 5.** The bidders supplying the goods must strictly adhere to the specification/brands mentioned in the tender document.
- 6. Prices:** The rates quoted shall be inclusive of all admissible taxes/Duties/ Levies. Any increase in taxes and others statutory duties/levies after the expiry of scheduled delivery date or award of contract/work order shall be to the supplier account. However, benefit of any decrease in these taxes/duties shall be passed on to the IIMK by the supplier.
- 7. Changes in Purchase Orders:** IIMK may, at any time, by a written order given to a Supplier/ Selected bidder, make changes within the general scope of the supply/contract related to terms & references, enlarging the scope, analysis or specifications. The tenderer should be financially sound and, in a position, to make bulk supply on a short notice of the items not covered in the list but auxiliary/ancillary/incidental to "Dictionary meaning" of IT Consumables but not covered in the list given in Financial Bid at prevalent Market rates.
- 8. Delivery Schedule:** Within 14 days of the placement of confirmed supply order or as stipulated in the Supply Order. Requirements indicated as "Immediate" will have to be supplied urgently not later than 7 days.

In the case of rejected/defective items, the replacement is to be made without any additional cost within 7 days of receipt of information regarding rejection of items.



9. **Payment Terms:** 100% Payment will be released within 30 days after satisfactory delivery and acceptance of supplied items by IIMK. No payment will be admissible for goods rejected. Payment shall be released after deducting TDS/GST as per Income Tax Rules and any other deductions as per Government rules.
10. **Penalty:** If the selected Agency fails to deliver the ordered items or replace the defected/spurious items within the stipulated date & time, a penalty @ 0.5% per day of the delivered price of Delayed Goods with maximum limit of 2.5% as penalty and the actual cost paid to an outside agency by the IIMK for the desired items, shall be deducted from the firm's bill amount.
11. IIMK reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contracts entered into with the Institute
12. In the case of rejected/defective items, the replacement is to be made without any additional cost within 5 days of receipt of information regarding rejection of items.

### **PART III: STANDARD CONDITIONS OF CONTRACT**

The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the bid mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder as selected by the IIMK. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law:** The Work Order and agreement shall be considered and made in accordance with the laws of the Republic of India. The work Order shall be governed by and interpreted in accordance with the laws of the Republic of India.
2. **Effective Date of The Contract Order:** Normally the contract shall come into effect on the date of its acknowledgment by the bidder (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The delivery, supply and performance of the services shall commence from the effective date of the contract Order.
3. **Dispute Resolution:** All disputes or differences arising out of or in connection with the Work Order shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Work Order or relating to construction or performance, which cannot be settled amicably, shall be referred to the **Director, IIMK** whose decision shall be final and binding on both parties. The Agreement shall be governed by laws of India and court at Kozhikode shall have exclusive Jurisdiction.
4. **Dispute Resolution Board:** Either party aggrieved by the decision of the Director IIMK may refer the dispute before Dispute Resolution Board. Dispute Resolution Board shall consist of a presiding officer as mutually agreed by both parties failing which will be nominated by the Director IIMK. The said Board may resolve the dispute as per procedure evolved by it however subject to compliance of principle of natural justice. Advocates are not allowed to participate in the proceedings before the Board and both parties shall be represented by their full time officers. The decision/order passed by the



board shall be final and binding on both parties. The cost of proceedings will be borne by the both parties.

- 5. Penalty For Use of Undue Influence:** The bidder shall undertake that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of IIMK or otherwise in procuring the work Orders or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Work Order or any other work order with the Government of India for showing or forbearing to show favor or disfavor to any person in relation to the present work Order or any other work Order with the Government of India. Any breach of the aforesaid undertaking by the bidder or any one employed by him or acting on his behalf (whether with or without the knowledge of the bidder) or the commission of any offers by the bidder or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle IIMK to cancel the work Order and all or any other work Orders with the Bidder and recover from the Bidder the amount of any loss arising from such cancellation. A decision of IIMK or the nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Bidder. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Bidder towards any officer/employee of IIMK or to any other person in a position to influence any officer/employee of the IIMK for showing any favor in relation to this or any other Work Order, shall render the Bidder to such liability/penalty as IIMK may deem proper, including but not limited to termination of the Work Order, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by IIMK.
- 6. Access To Books Of Accounts:** In case it is found to the satisfaction of IIMK that the bidder has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the bidder, on a specific request of IIMK, shall provide necessary information/ inspection of the relevant financial documents/information.
- 7. Non-Disclosure of Contract Documents:** Except with the written consent of the IIMK/Bidder, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
- 8. Termination Of Contract:** The IIMK shall have the right to terminate this contract in any of the following cases without payment of compensation: -

  - a) The successful Bidder is declared bankrupt or becomes insolvent.
  - b) The IIMK has noticed that the successful bidder has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
  - c) For non-performance/default in compliance of the terms and conditions of the contract.

9. IIMK may terminate this contract at any time with the notice of 30 days in advance.
10. **Notices:** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.
11. **Transfer And Sub-Letting:** The Bidder has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.
12. **Amendments:** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.
13. The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Contract, which will automatically be considered as part of the Contract concluded with the successful Bidder as selected by the IIMK. Failure to do so may result in rejection of the Bid submitted by the Bidder.

#### **PART IV: PREPARATION OF BID DOCUMENT**

1. The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Document. Failure to furnish all information required as per the Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and shall result in rejection of the bid. Each bidder shall submit only one Bid. Bidder shall not contact other bidders in matters relating to this tender.
2. All pages of the Bid Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Bid.
3. Complete bid documents can be downloaded from the through Ministry of Education's online procurement portal (<https://mhrd.euniwizarde.com/>) or from the Website of IIMK (<http://iimk.ac.in/>). Information on issuance of corrigendum, if any, related to this bid will also be available on E-Procurement Portal and also in the website of the Institute.
4. Bidders should furnish the required details in their own letter-heads. In case desired documents/proof is not enclosed, the Bid may be rejected and no clarification/ enquiry in this regard will be entertained.
5. **Bid documents:** The services required to be rendered, bidding procedures and contract terms and conditions are prescribed in the Bid Documents. The Technical Bid shall be uploaded with the following documents duly signed on all pages.
  - a) General Information and Instructions for the Bidders
  - b) Terms & Conditions of Contract
  - c) Standard Conditions Of Contract
  - d) Preparation Of Bid Document

- e) Organizational Profile
- f) Commercial Profile
- g) Non-Blacklisting Declaration
- h) Tenderer Bank information for E-Payment
- i) Bid Security Declaration Form

**6. Financial bid**

- The vendor has to submit the price bid as given in the schedule of Requirements in **Annexure-F**. The bidder needs to fill up the rates, downloaded for the Price Bid (In Excel format) in the designated cell and upload the same in designated location of BOQ.
- The prices shall be inclusive of all Taxes. However, basic unit price and all other components of the price need to be individually quoted as per price schedule given in Price Bid.
- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- “Discount, if any, offered by the bidders shall not be considered unless they are specifically indicated in the price schedule. Bidders desiring to offer discount shall therefore modify their offers suitably while quoting and shall quote clearly net price taking all such factors like discount, free service, etc. into account”.

**7. Period of validity of bids**

- a) Bid shall remain valid for a period not less than 120 days after the deadline date specified for submission.
- b) In exceptional circumstances, IIMK may request the consent of the bidder for an extension to the period of bid validity. The request and the response thereto shall be made in writing. A bidder accepting the request and granting extension will not be permitted to modify his bid.

- 13. Opening Of Bids:** The valid e-bids received through the e-Procurement portal before the deadline are will be open at **16:00 hours on 17.08.2022** by representatives of IIMK and the bidders or their representatives they choose can be log into the e-procurement portal for getting the updates of the bid. The Technical Bid and Financial Bid (BOQ) shall be opened at the same time.

In the event of the specified date of bid opening being declared a holiday for IIMK, the bids shall be opened at the appointed time and location on the next working day.

- 14. Right to accept /Reject the Bid:** IIMK does not pledge itself to accept the Bid and reserves to itself the right of accepting the whole or any part or portion of the Bid or cancel the Bid without assigning any reason whatsoever.

IIMK will examine the materiality/significance of the deviation/variation, if any, and shall take its own decision to accept or reject the Bid. IIMK’s decision on acceptance/rejection shall be final without assigning any reason thereof. Bid once submitted will not be allowed for revision without the approval of IIMK. Any withdrawal of Bid after submission of offer will result in debarring/blacklisting of the party.

**15. Evaluation Of Bids**

- a) IIMK shall examine the Technical Bid submitted in accordance to eligibility conditions in Part II & Part III. The duly constituted bid evaluation Committee (BEC) shall evaluate the bids and is empowered to take appropriate decisions on minor deviations. The decision of the BEC on technical evaluation(s) shall be final and binding on all the bidders.
- b) IIMK shall correct arithmetical errors on the following basis:
  - I. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected;
  - II. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
  - III. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (I) and (II) above.

IIMK reserves the right to offer the contract to a qualified bidder. IIMK's decision in regard to evaluation & selection shall be FINAL and binding on the Bidders.

#### **16. Award of Rate Contract**

All the participating bidders are essentially required to quote the rates for all Articles as per **Annexure-F** of the Bid Document.

L1 bidder shall be decided on the basis of maximum number of items quoted at lowest as compared to participating bidders. Therefore, all the bidders are directed to quote price for all the tendered articles, failing which the bids shall be rejected at Financial Scrutiny Stage. Further, once L1 bidder is so determined, shall have to negotiate/slash down the rates of remaining items with the overall lowest rates of remaining bidders.

The Institute reserves the right to enter into parallel rate contract during scrutiny of Tendering process or currency of Contract agreement in the following cases: -

- a) Where the rates and quality of more than one firm / tenderer is the same.
  - b) Where it is observed that a single supplier does not have enough capacity to cater to the entire demand of an item, the Institute may enter into more than one rate contract with other bidders, who having lowest rates.
- 17. Acknowledgement/Acceptance of The Rate Contract Order:** The supplier shall give an acknowledgement of the Rate Contract Order within 10 days of the date of issue of Order. In case, the supplier fails to acknowledge the Order within the stipulated time, the Institute is at liberty to cancel the same.
- 18. Issue of Purchase Order:** When the demand raises, a Purchase Order will be issued to the respective L1 vendors as per the Rates given in the Rate Contract Order on each occasions.
- 19. Submission of the bid:**
- (a) All bids should be done through Ministry of Education's online procurement portal at <https://mhrd.euniwizarde.com/>,

(b) The Technical Bid (Documents) and Price Bid (BOQ) shall be accepted only in online mode through E-Procurement Portal. Both the Technical shall be open on due date and time as mentioned in the NIT.

**FOR FURTHER DETAILS, IF ANY, PLEASE CONTACT CHIEF PURCHASE OFFICER (PHONE: 0495-2809459; E-MAIL PURCHASE@IIMK.AC.IN) BETWEEN 9:30 AM AND 5:00 PM ON WORKING DAYS.**

Date: 27.07.2022

Sd/-  
Col Biju Warriar (Retd)  
Chief Purchase Officer

**ORGANIZATIONAL PROFILE**

Name of the Bidder: .....

- 1. Name of Firm :
- 2. Type :
- 3. Name of Owner/Proprietor :
- 4. Year of establishment :
- 5. Brief Description ( May add as a separate enclosure) :
- 6. Contact Number and Mobile Number:
- 7. Email Id :
- 8. Address :
- 9. GST Registration :
- 10. Organizational structure (To include details of Proprietor/Directors, managers and Members break up) (add as a separate enclosure)

(Stamp & Signature of the Bidder)

**COMMERCIAL PROFILE**

Name of the Bidder: .....

**PROFORMA OF ANNUAL TURNOVER STATEMENT**

Financial Year	Annual Turnover (Rs.)
2019-2020	
2020-2021	
2021-2022	

Details of the following (enclose copies for proof);

- (a) IT Return for the past two years
- (b) Balance Sheet and P&L Account for last two years
- (c) GST Registration
- (d) PAN

(Stamp & Signature of Bidder)



**NON-BLACKLISTING DECLARATION**

(To be submitted on Letter Head of bidder along with Technical Bid)

Dated:

To,

**Indian Institute of Management Kozhikode  
IIMK Campus P. O., Kozhikode,  
Kerala, PIN - 673 570  
Subject: Declaration for Non-Blacklisting**

**Tender Reference No:** 11-042/01/CON/NIT-17/2022-IIMK-PUR dt 27.07.2022

**Name of Tender/Work:** Tenders for Entering into Annual Rate Contract for the Supply of  
IT Consumables for IIMK

Dear Sir,

I/We hereby declare that I/we have not been blacklisted by any Central/ State Government/agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world during last 5 years for any kind of fraudulent activities.

Yours Faithfully,

(Signature & Name of the Bidder, with Official Seal)

**TENDERER BANK INFORMATION FOR E-PAYMENT**

1	Name and Full address of the Tenderer & E-Mail address	
2	Credit Account No.	
3	Account Type (SB or CA or OD)	
4	Name of the Bank	
5	Branch full address with Telephone No	
6	Telephone/Mobile/Fax No. of the Tenderer	
7	PAN (Permanent Account Number)	
8	GST Registration Number	
9	Xerox Copy of Cheque and PAN card should be enclosed.	

**[In letter Head of the Firm]**

**Bid Security Declaration Form**

To

**Indian Institute of Management Kozhikode  
IIMK Campus P. O., Kozhikode,  
Kerala, PIN - 673 570**

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be **disqualified/blacklisted** from bidding for any contract with you for a period of one year from the date of notification of bid if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impaired or derogated from the bid, my/our Bid during the period of bid validity specified in the form of Bid;
- or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) failed to execute the contract, if required, or (ii) failed or refused to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand that this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiry of the validity of my/our Bid.

**Signed :** *(signature of person whose name and capacity are shown)*

**in the capacity of** *(insert legal capacity of person signing the Bid Securing Declaration)*

**Name:** *(insert complete name of person signing the Bid Securing Declaration)*

**Duly authorized to sign the bid for an on behalf of** *(insert complete name of Bidder)*

**Dated on** \_\_\_\_\_ **day of** \_\_\_\_\_ *(insert date of signing)*

Corporate Seal (where appropriate)

**Schedule of Requirements**

Sl. No.	Item	Unit
1	Pen Drive 08 GB SanDisk/ Similar	1 No
2	Pen Drive 16 GB SanDisk/ Similar	1 No
3	Pen Drive 32 GB SanDisk/ Similar	1 No
4	Pen Drive 64 GB SanDisk/ Similar	1 No
5	Pen drive 128 GB SanDisk/ Similar	1 No
6	Ink Tank EPSON 003-Black	1 No
7	Ink Tank EPSON 003-Cyan	1 No
8	Ink Tank EPSON 003-Yellow	1 No
9	Ink Tank EPSON 003-Magenta	1 No
10	Black Inc. Cartridge For EPSON WF100 [T2]	1 No
11	Color Inc. Cartridge For EPSON WF100	1 No
12	Toner Cartridge for HP LJ Pro M 203 D (30A)	1 No
13	Toner Cartridge HP 2300(10A)	1 No
14	Toner Cartridge for HP 1566(78A)	1 No
15	Toner Cartridge for HP LaserJet M1522n MFP(36A)	1 No
16	Toner Cartridge for HP P1007(88A)	1 No
17	Toner for HP LaserJet 1022(12A)	1 No
18	HP 32A Original LaserJet Imaging Drum for HP Laserjet Pro M203, MFP M227	1 No
19	HP 215A Black Original LaserJet Toner Cartridge for HP Laserjet MFP M182	1 No
20	HP 215A CYAN Original LaserJet Toner Cartridge for HP Laserjet MFP M182	1 No
21	HP 215A MAGENTA Original LaserJet Toner Cartridge for HP Laserjet MFP M182	1 No
22	HP 215A YELLOW Original LaserJet Toner Cartridge for HP Laserjet MFP M182	1 No
23	Toner Cartridge For CANON MF240 [337]	1 No
24	Toner for Kyocera KY-CO-TK-1124	1 No
25	High Yield Black Toner Cartridge for HP Laser Jet MFP M377dw(CF410X)	1 No
26	High Yield Cyan Toner Cartridge for HP Laser Jet MFP M377dw(CF411X)	1 No
27	High Yield Black Toner Cartridge for HP Laser Jet MFP M377dw(CF412X)	1 No
28	High Yield Black Toner Cartridge for HP Laser Jet MFP M377dw(CF413X)	1 No
29	HP 158X Black Original LaserJet Tank Toner Reload Kit for HP MFP2606	1 No
30	Cartridge For HP-507 Black	1 No

31	Cartridge For HP-507 Cyan	1 No
32	Cartridge For HP-507 Yellow	1 No
33	Cartridge For HP-507 Magenta	1 No
34	Toner HP 680 Black Ink Cartridge	1 No
35	Toner HP 680 Tri-Color Ink Cartridge	1 No
36	Toner HP 119 A Black Cartridge	1 No
37	Toner HP 119 A Cyan Cartridge	1 No
38	Toner HP 119 A Yellow Cartridge	1 No
39	Toner HP 119 A Magenta Cartridge	1 No
40	Lamp for Panasonic Projector PT-LW373D	1 No
41	Lamp For PANASONIC ET-LAD60W	1 No
42	Toner Cartridge for Sharp MX3110N MFP(Black-MX36 NT-BA)	1 No
43	Toner Cartridge for Sharp MX3110N MFP(Cyan-MX36 NT-CA)	1 No
44	Toner Cartridge for Sharp MX3110N MFP(Magenta-MX36 NT-MA)	1 No
45	Toner Cartridge for Sharp MX3110N MFP(Yellow-MX36 NT -YA)	1 No
46	MP2014HS Black Ricoh Original Toner Cartridge for Ricoh IM 2702	1 No