



**INDIAN INSTITUTE OF MANAGEMENT SHILLONG
MAYURBHANJ COMPLEX, NONGTHYMAI
SHILLONG- 793014, MEGHALAYA**

NOTICE INVITING REGISTRATION OF VENDORS

TENDER NOTICE No.: IIMS/S&P/484/2020-21/NT-01

Date: 01st July 2020

Indian Institute of Management Shillong (IIMS) is interested to have competent, cost effective and resourceful vendors on its approved Vendor list for supply of goods and services. IIMS invites applications from all potential Vendors (Manufacturers/Suppliers/Contractors), which are in the business of manufacturing, stocking, retail or marketing of goods and 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 Institute's website www.iimshillong.ac.in.

Hard copy of the Registration Form along with non-refundable fee of Rs.2,000/- (Rupees Two thousand only) plus GST @18% as **online payment** to SBI a/c 30276148008 (no hard copy payment shall be entertained) and attach the transaction receipt along with the document submitted must reach the office of **Chief Administrative Officer, Indian Institute of Management Shillong, Mayurbhanj Complex, Nongthymmai, Shillong 793014, Meghalaya** by registered post / speed post only clearly indicating the Tender Notice No: **IIMS/S&P/484/2020-21/NT-01** on the envelope. **Registration fee is exempted for SSI / NSIC / MSME registered vendors.**

The interested vendor is requested to specify the category code(s) in the application form. The last date for submission of application is **21st July 2020** Up to 05:00 p.m. Application (s) received after last date of submission will not be considered and no enquiry shall be entertained in this regard.

Terms and Conditions

1. Eligibility & Categories for Registration / Empanelment

Companies/ registered firms/ registered (authorised) dealers, which are in the business of manufacturing, stocking, retail or marketing of goods and services of specified categories as mentioned in the registration documents are eligible for registration, subject to specific conditions or restrictions stipulated in this document. Categories of items for registration are mentioned at point no.3 of the document.

2. Empanelment / Registration Procedure

- 2.1 The applicant should read all the pages of the document.
- 2.2 Correct / relevant information / data has to be furnished by the vendors.
- 2.3 The applicant should make sure before applying for a particular type of Category, that it has the required eligibility criteria & experience for that category of work / item as described.
- 2.4 Service providers / suppliers seeking application form shall have to pay the requisite (cost/fee) amount as stated, for registration / empanelment. The cost of application forms and processing fees to be remitted along with the forms, shall be **Rs. 2,000/-(Rupees Two Thousand only)** plus GST @18% as online payment to SBI a/c 30276148008 and attach the transaction receipt along with the document submitted. Service providers / suppliers shall have to fill and submit the hard copy of Registration Form along with required documents and fees to **Chief Administrative Officer, Indian Institute of Management Shillong, Mayurbhanj Complex, Nongthymmai, Shillong 793014, Meghalaya** by registered post / speed post only. **Registration fee is exempted for SSI / NSIC / MSME registered vendors / bidders.**
- 2.5 Applications incomplete in any respect, viz. non-submission of any required document or information, or fee in requisite amount are liable for rejection.
- 2.6 The sealed envelope containing the Registration Form, documents & fee should be clearly super-scribed on the top of the envelope as **"APPLICATION FOR VENDOR REGISTRATION / EMPANELMENT FOR THE CATEGORY CODE _____"**.
- 2.7 The following self-certified essential documents (as applicable) should accompany the Registration Form:
 - 2.7.1 GST No.
 - 2.7.2 Trade License issued by Khasi Hills Autonomous District Council (KHADC) will be applicable only at the time of issuance of Supply / Work Order, failed to submit the same payments shall not be released to the Vendor / Bidder.
 - 2.7.3 Income tax Permanent Account No.
 - 2.7.4 Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
 - 2.7.5 Valid SSI / NSIC / MSME Certificate (If Registered).
 - 2.7.6 Current Dealership Agreement Registration Certificate from the Principal.

- 2.7.7 Annual Turnover CA certified Certificate for last 3 years.
 - 2.7.8 Bank Details.
 - 2.7.9 Relevant ISO/ISI certificate. (If certified)
 - 2.7.10 A notarized certificate that the vendor hasn't been black listed by any institution of the Central State government / any PSU, Institute, Institute etc. in the past three years.
 - 2.7.11 Relevant Work / Supply order for respective category code.
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- 2.8 On receipt of the Registration Form along with the requisite documents as mentioned above and after scrutiny the supplier shall be registered with **INDIAN INSTITUTE OF MANAGEMENT SHILLONG (IIMS)**.
 - 2.9 The firm will be considered for Registration / Empanelment for an initial period of Two (2) years and will be considered for extension for another one (1) year at a time, subject to satisfactory performance of the firm during initial registration period. The Vendor / Bidders shall be evaluated for performance as per criteria adopted by the Institute.
 - 2.10 **Service Centres:** Service Centre(s) in Shillong / Meghalaya must be mentioned. For authorized distributor 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 black listed.
 - 2.11 **Vendors can register for more than one category under the same fee, provided relevant supply/ work order for respective category is produced.**

3 CATEGORY WISE LIST OF ITEMS / WORK/ SERVICES

Sl. No.	Category	Category Code	Particulars of Items
1	TONER	001	B & W and Colour Toner for Photo Copier Machine of Canon, Ricoh, Sharp etc
2	PRINTER CARTRIDGE	002	B & W and Colour Printer Cartridge for HP, Canon , Sharp etc LaserJet/ Multifunction Printers
3	OFFICE STATIONERIES & OTHERS	003	All types of Office Stationeries like A4, A3 Paper Note sheets (Legal Size: printed or plain), Envelops (all sizes, Pen, Pencils, Calculators, Register, Log Book, Peon Book, Dispatch Register, Inward Register, Letter Pad (Printed), Drawing Sheets, Seal/ Stamp, Coloured Paper, Cedar Paper, Transparent Sheets, White Board/ Green Board Marker, Notice Board, File (all types), Meeting Folders, Tag, Punching Machine, Needle and all other office Stationary items
4	SANITATION ITEMS	004	Phenyl, Acid, Napthalene Balls, Broom, Wiper, Mopping Wiper, Bleaching Powder, Surf, Dettol Hand wash, Soaps, Golves & allied sanitary items
5	ELECTRONIC ITEMS	005	LED/LCD/PLASMA TVs, Electric Iron, Refrigerators, Split/ Window A.C., Water cooler, RO, Vacuum Cleaner, Kitchen Chimneys, Air Curtains, Electric/ Digital Signage, Digital Camera, Voice Recorder, Sound & Mike System etc.
6	COMPUTER PERIPHERALS & OTHERS	006	DESKTOP COMPUTER, LAPTOP COMPUTER, TABLET OF HP/ DELL / SAMSUNG / LENOVO OR EQUIVALENT MAKE, HP/SAMSUNG/ CANON OR EQUIVALENT MAKE PRINTER, PHOTOCOPIER MACHINE both Black & White / Coloured , SCANNER, SOFTWARE, ANTIVIRUS, UPS , SERVER, FIREWALL, SWITCHES, ROUTERS, WIRELESS ACCESS POINTS / CONROLLERS , PENDRIVES of SONY OR EQUIVALENT MAKE, Fax Machine, EPABX, DIGITAL PODIUM etc.
7	Audio Visual Equipment	007	Audio Visual system for Conferencing, Audio Visual Equipment for Auditorium, LED/LCD Projector, Mobile/ Pocket Projector, Projector Screen etc.

8	Printing Works	008	Printing of Annual Report, New Letter, Admission Brochures, Journals, Note sheets, Diary, Calendar, Letter Pad, Identity Card of Students and Staffs, , Visiting Card, Banner, Pamphlets, Souvenirs, envelopes, file covers etc
9	Office Furniture	009	All types of Office/Classroom/ Home furniture/ of Godrej or Equivalent Make, Steel Almira of Godrej or Equivalent Make Steel Chairs, Plastic Chairs, Tables, Computer Tables, Library Furniture Wooden or Metal Podium etc.
10	Electrical Installation and Accessories	010	All types of Bulbs, Tubes, LED/ CFL fittings, Outdoor Light Fittings, Fans (Ceiling, Table, Pedestal, wall, Exhaust etc.), All types of Switches & Sockets, Extension Cord, Call Bells, Power & Industrial plugs and all other Electrical items etc. All types of Geyser, Inverters, Voltage Stabilizer, Servo Voltage Stabilizer, Electric Insect repellent, Room Heaters/ Blowers, Pumps etc. Distribution Boards, RCCB, MCB, Isolators, MCCB, Panel Accessories, Energy Meters, Earthing & LA Accessories etc. All types of Wires & Cables, Wiring Tapes, PVC Pipes & accessories, Casing Capping & Accessories, DLP etc.
11	Sports & Gym Equipment	011	All fitness Equipment and Sports Equipment.
12	Event Management	012	To arrange Light, Sound System, Tent, Shamiyana, Chairs, Sofas, Tables, Carpets, & Stage decoration, flower decoration etc On Programmes & functions organised by the Institute from time to time
13	Hiring of Vehicles	013	Vehicle(Bus/ Car/ Two wheeler/ pick up truck) rental services on a daily or monthly basis.
14	Customised Gift items	014	Customised gifts such as mementos, plaque, pens, hoodies, sweatshirts, T-Shirts etc with Institute Branding
15	Sanitary Items	015	Sanitary pipes and all bathroom fittings etc
16	Carpentry Items	016	Carpentry working tools, plywood, plyboard, wooden planks, door fittings, etc
17	Plumbing items	017	Plumbing working tools, CPVC pipe, GI pipes, PPR pipes and accessories, measuring tape etc
18	Finishing items	018	Painting brush, wall putty, interior paints, exterior paints, enamel paint, sand paper, thinner, tiles, adhesive cement, tiles cutter etc
19	Kitchen Equipment/ Items	019	Salamander, Dosa Plate, Commercial refrigerator, Deep refrigerator, Microwave oven, Food pan rack trolley, service

			trolleys, Commercial toaster, Chopping board, Cutlery items, etc
20	Horticulture Equipment	020	Manual Lawn mower, Electric Lawn mower, Roller, Spade, Shovel, Sprayers, Wheel barrow, Fertilisers, Flower pots, Flower seeds etc
21	Home Furnishing Items	021	Blankets, Pillows, Mattress, Pillow covers, Bed sheets, Curtains (Lace and blinds), Curtain rods, brackets, Roller blinds, venetian blinds, carpets, linoleum, wooden flooring, vinyl flooring etc.
22	Annual Maintenance Contract for the Services.	022	<p>Prospective Bidders / Vendors may select the appropriate sub category and can quote accordingly.</p> <p>(a) Local Area Network (UTP Cables and Fibre Optics along with I/O Box, Patch Cord, I/O Insert with Modular Box, Fibre Optic Media Converter & Other accessories as deemed fit.</p> <p>(b) UPS (Make: EATON, NUMERIC, SU-KAM, DS Systems etc).</p> <p>(c) Polycom Video Conferencing Devices Unit HDX 7000 and 8000.</p> <p>(d) EAPBX Telephone Cables both Indoor and Outdoor.</p>

4. Terms & Conditions for Vendor Registration / Empanelment as a Supplier

a. General Clause

- i. 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 / empanelled. However, this will not give any claim to the party for award of work / purchase order.
- ii. The Institute reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of the Institute 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 IIM Shillong.
- iii. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of IIM Shillong and keep the Institute informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.
- iv. 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.
- v. This document is treated as a valid contract between IIM Shillong 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.
- vi. In case of empanelled 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 Institute besides debarring and blacklisting the vendor concerned for at least three years for further dealings with IIM Shillong.
- vii. 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.
- viii. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier.
- ix. 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.

b. Price Variation Clause

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

c. Indemnity

The selected vendor shall indemnify IIM Shillong 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 anypart thereof. 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 orders.

d. 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 Institute. 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 Institute (or takes longer period in spite of what the Institute may authorize in writing), The Institute may terminate the empanelment/ Purchase Order in whole or in part.
- e. All disputes in this connection shall be settled in Shillong Jurisdiction only.

Sd/-

Chief Administrative Officer
IIM Shillong

Copy to :

- Director for information
- Finance Officer/Purchase Committee members for information.
- IT Department, IIM Shillong to upload on the Institute's Website.

Sd/-

Chief Administrative Officer
IIM Shillong

5. Application Form for Registration

Category _____ Category Code _____

1. Name of the Organisation _____

2. Head Office /Registered Office _____

3. Telephone No/mobile No. Fax No. _____

Email _____

Web site (if any) _____

Date of Establishment _____

4. Branch Office in Shillong , if any (Provide Complete Address) _____

Telephone No. _____

Fax No./Email _____

5. Type of Organization _____ (Documents to be enclosed)

(Sole proprietorship/ Partnership/Private Ltd. Co./ Public Ltd Co.)

6. Commercial Information Registration (Enclose Attested Copy wherever Applicable)

S.No	Information	Details
1	GST Regn, No.	
2	Valid KHADC Trading Licence (If Available)	
3	Excise Registration No. Trade /Factory License No.	
4	PAN No.	
5	SSI/NSIC Certificate (if registered)	
6	Relevant ISI/ ISO Certificate, if any	
7	<u>Bank Details:</u> Account No.	

8	Name of Bank & Branch	
9	IFSC Code	
10	Experience and past performance on similar contract for last 3 years. (Attach copies)	
	Name of Organisation	Item
		Supply order no. and value

6. Declaration by Vendor

DECLARATION BY VENDOR

To,

The Director

IIM Shillong

Mayurbhanj Complex, Nongthymmai

Shillong- 793014

I/We _____ confirm that

- 1) 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: _____

Date: _____

(Official Seal)