



INDIAN INSTITUTE OF MANAGEMENT SHILLONG
UMSAWLI, SHILLONG: 793018
MEGHALAYA

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ENQUIRY NO: IIMS/S&P/NIQ/24-25/010

Dated: 19 June 2024

Sub: Notice Inviting Quotations for rate contract of various Horticulture items and equipment's

Quotations are invited on behalf of Director IIM Shillong from registered/ reputed dealer/supplier for tentative requirement of goods/services as per Terms & Conditions mentioned therein **in two packet system in two separate sealed covers duly marked "Techno-Commercial Bid" and "Price/ Finance Bid", placed in another sealed cover/envelope**. The Quotation as per format given below are to be submitted in **Sealed Envelope**, addressed to the Chief Administrative Officer, IIM Shillong with the words **"Quotation for Rate contract for various Horticulture items and equipment's required in IIM Shillong"**, with due date **boldly superscripted on the top of the envelope**. The offers are to be sent by Speed Post/ Registered Post/ By Hand/Drop in Tender/Quotation Box **on or before 28.06.2024 by 03:00 pm**.

Format for Quotation Submission: Kindly provide the rate and other details as per attached Annexures I and II.

Delivery/Supply Time: Required Items should be delivered within 30 Days of providing work order.

Rate validity: Quoted Rates should be valid for 6 months from the NIQ submission date

Terms and Conditions

1. This is Notice Inviting Quotation (NIQ) only hence does not bind the Institute in any commitment to place order to any vendor.
2. Tender should be addressed to the Chief Administrative Officer, IIM Shillong. The offers are to be sent by Speed Post/ Registered Post/ By Hand/Drop in Tender/Quotation Box **on or before 28.06.2024 by 03:00 pm** under sealed cover failing which the quotation shall be rejected. Terms and conditions for supply should invariably be indicated otherwise would be taken on its face value. The rates may be quoted on separate sheets failing which the tender(s) will be rejected.

3. The Institute shall have the right to reject any quotation without assigning any reason thereof. No correspondence will be entertained in this regard. Only one best quality item according to Institute approved specification should be quoted against the item.
4. No counter proposal is acceptable to us and conditional/late tenders are liable to be rejected.

Quotation should invariably be submitted in two bid system containing two parts as detailed below:

Part-I: - Techno-commercial bid (Annexure- I) in one sealed cover.

Part-II: - Price bid/Financial bid (annexure-II) in one sealed cover.

Both the sealed envelopes should then be put in outer cover indicating thereon:

- i) Reference No. of the Quotation: _____
- ii) Tender regarding: _____
- iii) Due date for submission of the tender: _____
- iv) Name and Address of the firm: _____

Please note that prices should not be indicated in the techno- commercial bid. the pre- qualification documents as required should invariable be accompanied with the techno-commercial bid.

Note: Offers submitted without following two-packet system procedure as mentioned above would be summarily rejected.

5. Vendors/Suppliers/ Contractor are required to submit copies of valid GST and PAN Registration with all associated spec. sheets and brochures in the Techno-Commercial Bid.
6. The Quotation should be submitted **as per the format given on Official Letter Head** of the vendor indicating GST No. & PAN. The Quotation submitted should be signed, seal of vendor affixed with date. The rate quoted should be Carriage and Insurance Paid (CIP) at Central Store IIM Shillong.
7. **It will be the prerogative of the Institute to place the supply order for the whole lot or in staggered manner depending upon the requirement of the Institute.**
8. The Institute shall have the right to reject any quotation without assigning any reason thereof. No correspondence will be entertained in this regard. Only one best quality item according to Institute approved specification should be quoted against the item.

9. Quotation will be accepted subject to the verification and inspection by competent authority of IIM Shillong.
10. Quotation will only be entertained when received within the stipulated date and time mentioned in the NIQ.
11. Validity of Quotation, Rate, GST & Delivery Period must be mentioned clearly in the quotation.
12. The NIQ queries (if any) should only be e-mailed on spo@iimshillong.ac.in.

Sd/-
Store and Purchase Officer
IIM Shillong

Annexure-I

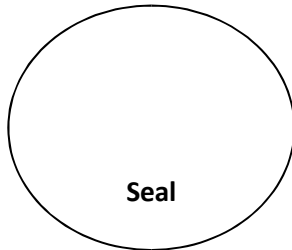
(To be provided on letter head of the firm)

Technical Bid format (Packet 1)

BIDDER's DETAILS

Name of the Firm/Agency		
Full address with Pin code, Telephone No/Mobile No.		
Authorized Signatory Details Name Designation Telephone/ Mobile no.: Email id:		
a. GSTIN: (Copy to be attached) b. PAN: (Copy to be attached)		
Bank Details (Please attached a copy of cancelled cheque)	Account Number	
	IFSC Code	
	Bank Name	
	Branch Name	
Acceptance of T&C mentioned in the NIQ Accepted/ Not accepted		
Remarks (if any)		

Date:



Authorized Signatory

Name:

Place:

Contact No.:

Financial quote Format (Packet 2)**A. (Detailed description of various Fancy pots)**

Sl. No.	Plant Name	Quantity	Rate per unit incl. of taxes	Amount incl. of taxes
1	Bougainvillea (Cuttings)	200 cuttings		
2	Lemon Pine (1ft)	50 nos.		
3	Lemon Pine (2ft)	20 nos.		
4	London Pine	5 nos.		
5	Gold Crest Pine Round	20 nos.		
6	Gold Crest Pine (Long)	20 nos.		
7	Araucaria heterophylla	40 nos.		
8	Flaming Trumpet	200 nos.		
9	Syzygium Myrtifolium (2 ft)	20 nos.		
10	Syzygium Myrtifolium (4ft)	20 nos.		
I 1	Ficus Benjamin (3ft)	20 nos.		
12	Ficus Starlight (3 ft)	10 nos.		
13	Areca Palm (3 ft)	100 nos.		
14	Areca Palm (12 ft)	10 nos.		
15	Zz Plant	10 nos.		
16	Schefflera (1ft)	5 nos.		
17	Camelia Japonica	20 nos.		
18	Camelia White	20 nos.		
19	Rhododendron pulchrum	25 nos.		
20	Plumeria (1ft)	30 nos.		
21	Plumeria (12 ft)	6 nos.		
22	Creeping Fig	200 nos.		
23	Rhaphis excelsa	50 nos.		
24	Aglaonema	25 nos.		
25	Boston Fern	40 nos.		
26	Wadelia	30 nos.		
27	Dieffenbachia	100 nos.		
28	Bonsai designer	1 nos.		
29	Bonsai (small)	5 nos.		
30	Royal Palm	5 nos.		
31	Foxtail Palm	4 nos.		

B. (Detailed requirement of various plants)

Sl. No.	Pot Name	Colour	Quantity	Rate per unit incl. of taxes	Amount incl. of taxes
1	Hummer pot 20"	Multicolour	12 nos.		
2	Jaguar Angola ot 18"	Multicolour	16 nos.		
3	Jaguar Tokyo pot 45.72cm 18"	Multicolour	24 nos.		
4	Jaguar Tokyo pot 45.72 cm (28")	Multicolour	6 nos.		
5	Jaguar Greece pot 30.48 cm (12")	Multicolour	20 nos.		
6	Tancy pot 50.8 cm 20 inch	white	5 nos.		
7	Tancy pot 50.8 cm (14 inch)	white	40 nos.		
8	Jaguar Cape Town pot 76.2 cm (30 inch)	Multicolour	6 nos.		
9	Jaguar Cape Town pot 60.96 cm (24 inch)	Multicolour	6 nos.		
10	Jaguar Cape Town pot 40.64 cm (16 inch)	Multicolour	12 nos.		
11	Decor axis pot 20.32 cm (08 inch white fresh	White	25 nos.		
12	Jaguar France pot 76.20 CM 30" with 4 wheels	Multicolour	16 nos.		
13	Jaguar Hollywood pot 101.6 cm	Multicolour	12 nos.		
14	Jaguar rectangular Boston pot 104.14 cm (41")	Multicolour	8 nos.		
15	Victor flora pot 28 inch fresh	white	16 nos.		
16	FOOTBALL POT (8 inch)	White and black	25 nos.		
17	Bonsai-12" antique look	Antique	20 nos.		
18	Indigo pot antique look 13.5" round	Antique	12 nos.		

C. (Details of Manures, Equipments and Standard pots)

Sl. No.	Product Name	Quantity	Rate per unit incl. of taxes	Amount incl. of taxes
1.	Vermicompost	50 Packets		
2	Bonemill	10 Packets		
3	DAP	10 Packets		
4	NPK	5 Packets		
5	Apple blow pot 16" white	6 nos.		
6	Old collar apple blow pot 14" white	20 nos.		
7	New apple pot 11"	25 nos.		
8	New apple pot 8"	60 nos.		
9	Super pot 8"	60 nos.		
10	Deluxe pot 6" white	100 nos.		
11	Deluxe pot 18" terracotta	36 nos.		
12	Deluxe pot 12" terracotta	80 nos.		
13	Deluxe pot 8" terracotta	80 nos.		
14	Planter bottom tray super pot 14" terracotta	45 nos.		
15	Tray round 12"	240 nos.		
16	Tray 10" terracotta	288 nos.		
17	Tray 8"	480 nos.		
18	Tra 6"	300 nos.		
19	Mix gems stone	114 nos.		
20	Flower tag	500 nos.		
21	Power sprayer	1 nos.		
22	Aluminium foldable Step	1 nos.		
23	Hedge Trimmer	1 nos.		

Name of Vendor:

Date:

Signature:

Seal