

e-Notice Inviting Tender

Indian Institute of Management (Amritsar), an autonomous body under the Ministry of Education, Govt of India invites e-quotation for the **“Supply and Fixing of MS bed on top of the existing bed by necessary retrofitting design Bunk Bed at Hostel of IIM Amritsar”**. Tender Documents may be downloaded from the Central Public Procurement Portal. (<http://eprocure.gov.in/eprocure/app>). Bidders are advised to submit duly filled bids as per the following schedule.

Invitation for Bids (IFB) No & date	IIMASR/SP/2026-27/018/616 Dated: 14-05-2026
Place of Supply etc.	Indian Institute of Management Village Manawala, PO Jandiala Guru SO Amritsar, Punjab – 143 115.
Mode of submission of bids	Online mode in https://eprocure.gov.in/eprocure/app
Tender Type	Open Tender Enquiry (Single Stage Two Envelope System)
Bid Submission Start date & time	19-05-2026 @ 1000 Hrs.
Last Date of Submission of Bids & time	28-05-2026 @ 1000 Hrs.
Date of Opening of Technical Bids & time	29-05-2026 @ 1030 Hrs.
Place of Opening of Technical Bids	Online
Contact information (Tender Inviting Authority)	The Dean Administration Indian Institute of Management Village Manawala, PO Jandiala Guru SO Amritsar, Punjab – 143 115 Email: purchase@iimamritsar.ac.in

a. INSTRUCTION TO BIDDER:

- 1) Vendors are required to enroll on the e-procurement module of the Central Public Procurement Portal (CPPP) (URL: <https://eprocure.gov.in/eprocure/app>) by clicking the link "Online Bidder Enrolment" on the CPPP Portal.
- 2) Possession of a valid class III DSC in the form of a smart card/e-token is a prerequisite for registration and participating in the document's submission activities. DSC's can be obtained from the authorised certifying agencies recognised by CCA India. (E.g. Sify/TCS/nCode/eMudra etc.)
- 3) Vendors are advised to register their valid email addresses and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible for ensuring that they do not lend their DSC's to others which may lead to misuse.

- 5) The Vendors are required to log in to the site through the secured log-in by entering their respective user ID/Password and the password of the DSC.
- 6) The CPP Portal also has user manuals with detailed guidelines on enrollment and participation in the online document process. The user manuals can be downloaded for reference.
- 7) Any queries related to the process of online document submission or queries related to CPP Portal in general may be directed to the 24 X 7 CPP Portal Helpdesk. The Toll-Free Contact numbers for the helpdesk are 1800 3070 2232.

b. ONLINE DOCUMENT SUBMISSION PROCEDURE:

- 1) Help for vendors, FAQ, Information about DSC and Bidders Manual Kit containing the detailed guidelines for the e-Procurement system are also available on the Central Public Procurement Portal. [<https://eprocure.gov.in/eprocure/app>]
- 2) It is mandatory for all the vendors to have a valid Digital Signature Certificate (in the name of the person having power of attorney to sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA's from the link www.cca.gov.in) to participate in e-Procurement.
- 3) It is mandatory for the vendors to get their firm /company registered with the e-procurement portal <https://eprocure.gov.in/eprocure/app> to have user ID and Password.
- 4) Documents will be available online on the website <https://eprocure.gov.in/eprocure/app> which can be downloaded.
- 5) Vendors may download and refer to the "Instructions for Online Bid Submission" from (<https://eprocure.gov.in/eprocure/app>).
- 6) The documents shall be submitted online in the prescribed format given on the websites and documents received online shall be opened as per NIT or Corrigendum thereof. No other mode of submission is acceptable. Detailed credentials as per the requirement of eligibility criteria.
- 7) Vendors cannot submit the document after the due date and time of online submission. Time being displayed on Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> ("Server System Clock Time") shall be final and binding on the vendor.

1. Pre-eligibility criteria:

- a) The bidder should submit the copy of **Goods and Services Tax Registration** Certificate.
- b) The bidder should have executed Similar Work (s) as per below mentioned criteria, during the preceding **Three (03) FY i.e. 2023-24, 2024-25 & 2025-26** reckoned as on the date of bid closing., of providing similar type of works as mentioned in the subject tender to any Central/State Govt. Organization or Institute/PSU/Public Listed Company. The word “Similar” means “Furniture”. The copy of Work Orders along with Completion Certificate indicating the work order no with date, duration of the contract and the executed value, should submit.
- i) The Bidder must have successfully executed/completed at least one single order costing not less than **Rs.6.60 Lakhs**
- Or**
- ii) The Bidder must have successfully executed/ completed at least two orders (each) costing not less than **Rs.4.12 Lakhs.**
- Or**
- iii) The Bidder must have successfully executed/ completed at least Three orders (each) costing not less than **Rs.3.30 Lakhs.**
- c) The bidder should have Average Annual Financial Turnover of **Rs.4,12,000/-** during **three (03) FY i.e., 2022-23,2023-24 & 2024-25**. The bidder should submit the valid Turnover Certificate signed by the **Chartered Accountant (CA), should carry Unique Document Identification Number (UDIN)** generated in-line with the Gazette Notification of Council of Institute of Chartered Accountant of India (ICAI).
- d) The bidder should submit the **Original Equipment Manufacturer (OEM) authorized** certificate indicating the Tender Number, Date and Subject, duly signed and sealed by the authorized person.
- e) The bidder should submit the **Make In India (MII) Certificate** from **Original Equipment Manufacturer (OEM)**, percentage of local content should mention clearly, duly signed and sealed by the authorized person.
- f) **Geographical Presence:** The bidder must have a Manufacturing unit at the **consignee location, i.e., Amritsar**, for a minimum period of **Three (03) years** as on the bid submission date. The Scanned copy of any one of the following documents must be submitted as proof: **Certificate of Incorporation/Organization Registration, MSME/UDYAM Registration, valid Rental/Lease Agreement in the name of the bidder.**
- g) The bidder should submit the **Technical Compliance Sheet as per the Schedule of Requirement (SoR)** duly filed, signed and sealed by the authorized person in Format -1

h) Earnest Money Deposit (EMD)/Bid Security Declaration:

Bidders are required to submit EMD in favour of the “INDIAN INSTITUTE OF MANAGEMENT AMRITSAR” payable at AMRITSAR for an amount of **Rs. 41,200/- (Rupees Forty-One Thousand and Two Hundred Only)** along with their bids in the form of Bank Guarantee/Demand Draft from any Commercial Bank or Private Bank Authorised to conduct Government business.

OR

The Bidder (s) may remit the Earnest Money Deposit (EMD) through NEFT/RTGS at

Sr No	Description	Details
1	Name of Beneficiary	Indian Institute of Management, Amritsar
2	Bank account No	2083214000009
3	Name of Bank	Canara Bank
4	IFSC Code	CNRB0006177

A copy of the payment transaction receipt has to be attached to the Tender application form, without which the Tender won't be considered for the bidding process.

OR

Certificate for exemption as per government guidelines, along with the **Bid security declaration** as per the given Format 2.

- i) The bidder should submit the Declaration/Acceptance of Terms & Conditions and Non-blacklisting form duly seal and signed (Format 3)
- j) The bidder should submit the Bank Mandate form duly seal and signed (Format 4).

3) Evaluation method:

Items will be evaluated on a composite basis (in totality) for selecting the L1 price, and L1 Bidder of will be awarded the Purchase/Work Order.

4) Delivery Terms & Conditions:

The successful bidder shall supply the total quantities within 30 days. Part / staggered supply is allowed.

5) Payment Terms:

- a) No advance payments are allowed under any circumstances.
- b) Payment will be made on quarterly basis within 30 days after completion of delivery, subject to submission of Original Tax Invoice along with supporting documents like Delivery Challans, etc.

6) Security Deposit/Performance Security:

The successful bidder will have to deposit a Performance Security (Security Deposit) @ 5% of contract value within 7 days from the date of acceptance of the tender in the form of Demand Draft/Bank Guarantee from a Nationalized Bank for the amount valid for the period of extending at least fourteen (14) months beyond the date of the completion of contract drawn in favour of “Indian Institute of Management Amritsar”.

7) Option Clause:

The Purchaser reserves the right to increase or decrease the quantity to be ordered upto 25% percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity upto 25% of the contracted quantity during the currency of the contract at the contracted rates. The delivery period of quantity shall commence from the last date of original delivery order and in case where option clause is exercised during the extended delivery period the additional time shall be $(\text{increased quantity} \div \text{Original Quantity}) \times \text{Original Delivery period (in days)}$. Subject to minimum of 30 days. If the original delivery period is less than 30 days, the additional time equals the original delivery period. The Purchaser may extend this calculated delivery duration upto the original delivery period while exercising the option clause. Bidders must comply with these terms.

8) General Terms and Conditions:

- I. Bidders should fulfil and comply with the given specifications.
- II. All bidders should quote prices in Indian rupees, including all taxes and duties, if any discount provided.
- III. Your bid must be valid for 90 days from the date of quotation opening.
- IV. GST should be quoted according to government norms. In case, due to any error/ oversight, the GST quoted by the bidder is less than the actual rate as per tariff, the bidder will not be permitted to rectify the error/oversight. The orders/ contract will be placed for the total amount, including the (lower) rate/s quoted by the bidder, with the reduced basic amount to the extent of difference in tax amount, so that the total amount (basic + actual rate as per tariff), remains same (quoted basic + quoted rate). The bidder shall bear the difference in the amount payable, if any, between the quoted rate and the actual rate as per tariff.
- V. In case the unscheduled holiday in Amritsar is declared on the tender’s prescribed closing/ opening day, the next working day will be treated as the scheduled prescribed day of closing/ opening of the tender.
- VI. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of “Experience Criteria” & “Turnover Criteria” as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
- VII. **Liquidated Damages:** A sum equivalent to 0.5 (half) per cent of the prices of any portion of stores/service delivered delayed for each week or part thereof of delay. The total damages shall not exceed 10 (ten) per cent of the value of delayed service.

- VIII. For any other information you may like to obtain, you are free to contact IIM Amritsar through mail at purchase@iimamritsar.ac.in before submitting the quote.
- IX. **Arbitration Clause:** In the event of any dispute or difference(s) between the vendee Institute (IIM Amritsar) and the vendor(s) arising out of non-supply of material/service or supplies not found according to specifications or any other cause whatsoever relating to the work or purchase order before or after the service has been executed, shall be referred to "The Director, IIM Amritsar," who may decide the matter himself or may appoint the arbitrator(s) under the Arbitration and Conciliation Act,1996. The arbitrator's decision shall be final and binding on both parties.
- IX.I The venue of the arbitration shall be the place from where the order is issued.
- IX.II The arbitrator shall decide the place of arbitration and the language to be used in arbitral proceedings.
- IX.II Further, any legal dispute arising out of any breach of Contract shall be settled in the court of competent jurisdiction located within the local limits of Amritsar, Punjab.
- X. The GFR-2017 and amendments issued thereafter and the manual for procurement of Goods/Services/Works issued by DOE under MOF apply to this tender.
- XI. IIM Amritsar reserves the right to reject any or all bids, amend/ withdraw any terms and conditions in the document or cancel the NIQ at any stage without assigning any reason.

IIM Amritsar

Technical Cover
Checklist

(to be submitted on letterhead)

**Supply and Fixing of MS bed on top of the existing bed by necessary retrofitting design-
Bunk Bed (71 Nos.) at Hostel of IIM Amritsar**

Sl. No.	Particulars	Attached (Yes/No)	Page No.
1.	Goods & Service Tax Registration Certificate		
2.	Experience Criteria (Copy of Work Order along with completion certificates to be attached)		
3.	Average Annual Financial Turnover. (Copy of Chartered Accountant certificate to be attached).		
4.	Copy of Original Equipment Authorized (OEM) Certificate.		
5.	Copy of Make In India (MII) Certificate issued by OEM.		
6.	Geographic Presence: Consignee Location i.e. Amritsar, for last three (03) years, the copy of proof to be attached		
7.	Technical Compliance Sheet/Schedule of Requirement (Format 1).		
8.	Earnest Money Deposit(EMD)/Bid Security Declaration as per point 1(f)/Bid Security Declaration (Format 2) (Copy to be attached)		
9.	Declaration/Acceptance of Terms & Conditions and Non-Blacklisting (Format 3).		
10.	Bank Mandate Form (Format 4).		

Note: All formats & Certificates mentioned above should be duly signed and Sealed by the bidder.

Signature of the Bidder/Authorized Persons

Name:

Designation:

Contact No.:

Mail ID:

Technical Compliance Sheet/Schedule of Requirement

(to be submitted on Letterhead)

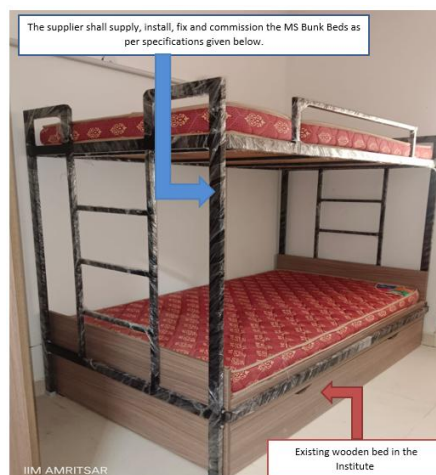
The scope covers the **Supply, installation, fixing and commissioning of MS Bunk Beds on existing Beds** for domestic use in the hostels of IIM Amritsar.

Make:

Model:

Sl. No.	Descriptions	UoM	Qty	Compliance (Yes/No)	If any deviation in specification, mention.
1.	Supply, installation, fixing and commissioning of MS Bunk Beds on existing Beds <u>Specifications:</u> <ol style="list-style-type: none"> a. Length: 2050 mm b. Width: 1250 mm c. Height: 1730mm from the ground and 1200 mm from the base of the existing wooden bed d. All nut bolts should be MS e. Suitable size nylon leg bush for antiskid and scratch resistant to the floor. f. The body should be painted with black/steel grey colour g. The base of the bed should have a damp & termite-resistant plywood board of 12 mm as the base support for the mattress h. Gauge: Maximum of 16 SWG 	71	Nos.		

The sample photograph of MS Bunk Beds fixed on the existing Bed is shown below:



Signature of the bidder

Bid Security Declaration
(to be submitted on Letterhead)

Bidder's Name _____
[Address and Contact Details]
Bidder's Reference No. _____ Date.....

To
Indian Institute of Management Amritsar,
Village Manawala, PO Jandiala Guru SO,
Amaritsar, Punjab – 143 115.

Ref: BID NO: _____ dt: _____; Bid Title: Procurement of Housekeeping Materials and Cleaning Agent (Chemicals)

Sir/ Madam

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Tender Document, the bid must be supported by a Bid Securing Declaration in lieu of Bid Security.

We unconditionally accept the conditions of this Bid Securing Declaration. We understand we shall stand automatically suspended from being eligible for bidding in any tender in Indian Institute of Management Amritsar for 2 years from the date of opening of this bid if we breach our obligation(s) under the tender conditions if we:

- 1) withdraw/ amend/ impair/ derogate, in any respect, from our bid, within the bid validity; or
- 2) being notified within the bid validity of the acceptance of our bid by the Store and Purchase office:
 - a) refused to or failed to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Document.
 - b) Fail or refuse to sign the contract.

We know that this bid-Securing Declaration shall expire if the contract is not awarded to us, upon:

- 1) receipt by us of your notification
 - a) of cancellation of the entire tender process or rejection of all bids or
 - b) of the name of the successful bidder or
- 2) forty-five days after the expiration of bid validity any extension to it.

(Signature with date)

.....(Name and designation)
.....[name & address of Bidder and seal of company]
Dated on day of [insert date of signing]
Place.....[insert place of signing]

Declaration/Acceptance of Terms & Conditions

(To be given on Company Letter Head)

Date:

To,
Indian Institute of Management Amritsar,
Village Manawala, PO Jandiala Guru SO,
Amaritsar, Punjab – 143 115.

Sub: Declaration/Acceptance of Terms and Conditions of Tender & Price bid undertaking.

Tender Reference No:

I _____ Son/ Daughter/ Wife of Sh.
_____ Proprietor/ Director, authorised signatory
of the Agency/Firm, mentioned above, is competent to sign this declaration and execute this Bid:

1. I/We have carefully read and understood all the terms and conditions and other instructions of the tender and undertake to abide by them.
2. I/We do hereby declare that our company/agency has not been blacklisted/debarred by any of the Govt. Department/Govt. Autonomous/Public sector undertaking.
3. I/We do hereby declare that our company/agency has not abandoned any works/services/supply order in the last three financial years.
4. I/We certify that all information furnished by our company/agency is true & correct. In the event, that the information is found to be incorrect/untrue or found violated, then your department/ organization shall, without giving any notice or reason, therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the fully said earnest money deposit absolutely.
5. The Information/documents furnished along with the above tender are true and authentic to the best of my knowledge and belief. I/We are well aware that furnishing any false information/fabricated document would lead to rejection of my tender, besides liabilities towards prosecution under appropriate law.
6. **No price should be uploaded in the Technical Bid submitted by the bidders. In case any price is found mentioned / uploaded in the technical bid, the offer will be rejected straightway.**
7. The corrigendum(s) issued from time to time by your department/organization has also been considered while submitting this acceptance letter.
8. We also clarify that the rates quoted are not higher than those quoted by us against enquiries received from Educational Institutes and other Government Department/ Institutions.

Yours Faithfully,
(Signature of the Bidder, with Official Seal)

**MANDATE FORM FOR ELECTRONIC FUND
TRANSFER/RTGS TRANSFER**

(To be submitted on the letterhead of the Agency/ Firm)

To,
Indian Institute of Management Amritsar,
Village Manawala, PO Jandiala Guru SO,
Amaritsar, Punjab – 143 115.

Sub: Authorization for release of payment/dues from Indian Institute of Management Amritsar through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Firm/Company/Agency:

2. Address of the Firm/Company/ Agency:

City _____ Pin _____ Code _____ E-Mail _____

ID _____

Mob No: _____ PAN _____

3. Particulars of Bank:

Bank Name		Branch Name	
Branch		Branch City	
PIN Code		Branch Code	
MICR No			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque to ensure the accuracy of the bank name, branch name and code)			
IFS Code:(11 digit alphanumeric code)			
Account	Saving	Current	Cash Credit
Account Number:			

DECLARATION:

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed and not effected for reasons of incomplete or incorrect information I shall not hold Indian Institute of Management Amritsar responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for the purpose of credit of the amount through NEFT/RTGS Transfer.

Signature & Seal of the Authorized Signatory of the Firm/Company/Agency:

Date: _____ Place: _____

(Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.)