



**Sub: Supply of Influenza vaccines to IIMB Health centre
at Indian Institute of Management Bangalore.**

TENDER DOCUMENT

The Tender Document contains Pages from 01 to 14

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24-July-2023

TENDER NOTICE

Tenders for the work described below are invited by Indian Institute of Management Bangalore for

“Supply of Influenza vaccines at IIMB Health centre”.

Sl. No.	Description	Details
1	Tender Number	TENDER/010/2023
2	Name of Tender	Supply of Influenza vaccine – Health centre
3	Item Description	Influenza Vaccine
4	Tender start date	27 September 2023
5	Place of Submission of tender document	Senior Manager-Stores and Purchase Department IIMB
6	Due date & time for submission of Technical Bid & Price Bid/Commercial Bid	09 October 2023 Time: 2.30 P.M
7	Date & time of opening of Technical Bid	10 October 2023 3.30pm
8	Place of Submission	at https://eprocure.gov.in/eprocure/app . (CPP Portal)
Contact Details		
9	For Tender related queries	Mr. Sathyanarayanan. V, Senior Manager – Stores & Purchase Indian Institute of Management Bangalore Bannerghatta Road, Bilekahalli, Bangalore- 560076. Email: sathyanarayanan.v@iimb.ac.in Contact #: 080 2699 3022
10	Name and Address for Communication	Ms. Shanthala S Assistant Manager Indian Institute of Management Bangalore. Bannerghatta Road, Bilekahalli, Bangalore- 560076. Email: shanthala.siddappa@iimb.ac.in Contact #: 080 2699 3170

Supply of Influenza vaccine for Health centre at Indian Institute of Management, Bangalore

TENDER CONDITIONS

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal (CPP), using valid Digital Signature Certificates. The instructions given below are meant to Assist the bidders in registering on the e-tender Portal (CPP), prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal. More information useful for submitting online bids on the e-tender Portal may be obtained at <https://eprocure.gov.in/eprocure/app>.

1. The Tender Document can be downloaded from Institute's website mentioned herein: https://www.iimb.ac.in/tender_notices & CPP portal <https://eprocure.gov.in/eprocure/app> during the period from **27/09/2023 to 09/10/2023**.
2. Interested Bidders should check for any correction, corrigendum and addendums related to this Tender Notice on the Website before submitting their Bids.
3. Bidders are requested to submit the original documents as and when IIMB requests.
4. Tenders received late on account of any reason whatsoever and Tenders in telegraphic or facsimile transmission are liable to be rejected at the discretion of the Accepting Officer. Any delay due to network problem or system problem, in submitting the price bid online, will not be entertained.
5. IIMB shall not be bound to accept the lowest tender and reserves the right to reject any or all the Tenders without assigning any reason.
6. Late tenders and conditional tenders are liable to be rejected.
7. In the event of any dispute arising in connection to this Tender, it is agreed that disputes shall be referred to the arbitration of Director, in whose absence the Director shall appoint a person he so deems fit to preside over the Arbitration proceedings and his decision will be final and binding on both the parties.
8. All disputes arising out of or in any way connected with this Tender shall be deemed to have arisen at Bangalore and only Courts in Bangalore shall have jurisdiction to determine the same.
9. Any Tender which proposes any alterations to any of the conditions laid down or proposes any other conditions of any description whatsoever shall be summarily rejected.

- 10.** Under no circumstances will a father and his Son(s) or other close relations who have business dealing with one another be allowed to tender for the same Contract as separate competitors. A breach of this condition will render the tender of both parties disqualified from participating in the Tender.
- 11.** The submission of a tender by a Bidder implies that he has read this notice and the conditions of Contract and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors that have a bearing on the execution of the Work.
- 12.** This letter/Notice will also form part of the Contract Document and must be returned duly signed along with the tender document.
- 13.** IIMB reserves the right to accept any tender either in full or in part, to reject all the tenders without assigning any reason. In the case of acceptance of part of the tender, completion time shall also be reduced to the extent considered appropriate, by the Accepting Officer.
- 14.** Tenders not submitted in the prescribed forms are liable to be rejected.
- 15.** Should a Bidder find any discrepancies or omissions in the drawings or any of the tender documents or should be in doubt as to their meanings, shall alone address the authority inviting the tender for clarification. While every endeavour shall be made to avoid any error, which can materially affect the basis of the tender, the intending Bidder shall take upon himself to provide for the risk of any error which may be subsequently discovered and shall make no subsequent claim on account thereof.
- 16.** IIMB reserves the unilateral right to amend this document in writing at any time. IIMB also reserves the right to cancel or reissue the document at its sole discretion. If an amendment is issued it shall be provided to all bidders, whose intent to respond to this tender is known.
- 17.** Bidders shall respond to the final written document and any exhibits, attachments, and amendments.
- 18.** Bidders shall not contact IIMB on any matter relating to their Proposal from the time of opening of the Technical Proposal till the work is awarded. If a Bidder wishes to bring additional information to the notice of IIMB, it should do so in writing at the address indicated. Any effort by the Bidder to influence IIMB in IIMB's Proposal evaluation, Proposal comparison or contract award decisions may result in the rejection of the firms Proposal. Evaluators of Technical document shall have no access to the Commercial Proposals until the technical evaluation and no objection is concluded.

19. Canvassing in any form in connection with the tender is strictly prohibited, and the tenders submitted by the Bidders who resort to canvassing will be liable to be summarily rejected.
20. Compliance with tender terms: Bidder's offer must conform in all respects with the applicable specifications, terms and conditions of the tender. Any deviation from the tender specifications or terms and conditions must be clearly and explicitly stated.
21. It is presumed that the Bidders have examined all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bid documents or submission of a bid not substantially responsive to the bid documents in every respect will be at the Bidder's risk and may result in the rejection of its bid without any clarifications.
22. The items supplied by the firm should be of the best quality and a strict view will be taken if it is found defective at any stage during or after the delivery. In case of such lapses, IIMB reserves the right to take any action including termination of the contract without assigning any reasons whatsoever. IIMB also reserves the right to impose financial penalties for any losses caused to the IIMB.
23. This being an item on the supply, IIMB will issue the purchase order which will be based as determined to be substantially responsive and has been determined as the lowest evaluated tender. Any unquoted item in the BOQ shall disqualify the bidder.
24. Items will not be split on item-wise lowest offer. The Procuring Entity reserves the right to grant preferences to eligible Bidders under various Government Policies/ directives (policies relating to Make in India; MSME etc.)
25. The job carried out shall be to the satisfaction of the IIMB, or else no payment will be made. Further, depending upon the severity of negligence, IIMB reserves the right to blacklist the agency for a suitable period or from further participation in any of this department's contracts. The decision of the competent authority of the IIMB shall be final and binding on the firm /agency.
26. The Defect Liability period for the said work would be one year from completion.
27. **TENDER EVALUATION CRITERIA:** Tenderers who satisfy the conditions stipulated in the tender document and who have supplied all the documents/materials required will alone be considered as qualified Tenderers. The tenders of such qualified Tenderers alone will be considered for price bid.

28. DELIVERY:

- a) The supply of all items should be completed within 15 days of the date of receipt of the purchase order.

- b) The delivery schedule should be strictly adhered to. If the tenderer fails to complete the supply within the time stipulated, the order for the Supply of items will be liable to be cancelled.
- 29. PAYMENT TERMS:** Any part supply of purchase order issued shall not be accepted for payment. The payments shall be made after satisfactory completion as per the quantity and quality mentioned in the tender documents/purchase order. 100% - within 15 days after the supply and acceptance.
- 30. ELIGIBILITY CRITERIA:**
- Intending Bidder who meets the following eligibility criteria to participate in the tender.
- i. **Commercial position:** Average Annual Turnover during the last three financial years (2019-20, 2020-21 and 2021-22) should be at least Rs. 5,00,000/-. Copy of audited Balance Sheet and P&L Account for the previous years (2019-20, 2020- 21 and 2021-22) highlighting the turnover shall be enclosed. The Bidder may also submit a duly signed certificate (with membership number) from the Chartered Accountant clearly showing financial year-wise turnover.
 - ii. **Experience:** Firm should have experience of having successfully delivered at least 2 supplies of 300 nos each inside Karnataka within the past 1-year period. Purchase order copy / Invoice / payment receipt to be enclosed as proof of the same.
 - iii. The entire quality test as stipulated in the tender document or elsewhere deemed necessary by the staff-in-charge as per IS, shall be carried out at the own cost of the Bidder.
 - iv. Any Direct manufacturer OR authorized distributor OR dealer may participate in the tender.
 - v. The bidder should possess a cold chain / storage facility in Bangalore. The address of the same to be provided.
 - vi. For the purpose of operational convenience, the bidder should have an office in Bangalore.
 - vii. GST & PAN copies to be provided.
 - viii. Self-declaration certificate on Black-listing as enclosed is to be provided.
 - ix. INSPECTION, TESTING AND QUALITY CONTROL VII.40.A. IIMB and/or its nominated representative(s) will inspect and/or test the supplied items to confirm their conformity to the tender specification at no extra cost to the IIMB. The Inspection Authority to be

designated by the IIMB shall specify what inspections and tests are required and where they are to be conducted. The IIMB shall notify the contractor in writing in a timely manner of the identity of any representatives retained for these purposes. All work shall be tested as stipulated in the latest specification of Govt. /institutes.

- x.** The representative of the institute shall inspect, or test supplied items, which fail to conform to the specifications. IIMB may reject such items and the bidder shall replace the rejected items, at no cost to the IIMB, within the stipulated time period.
- xi.** IIMB's right to inspect, test and where necessary, reject the supplied items after its arrival at the final destination shall in no way be limited or waived by reason of the items having previously been inspected, tested and passed by IIMB or its representatives prior to its shipment.
- xii.** IIMB shall be the final authority to reject full or any part of the supply which is not conforming to the specifications and other terms & conditions.
- xiii.** No payment shall be made for rejected items. Rejected items must be removed by the contractor within one weeks of the date of rejection at their own cost and replace immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the contractor without any further notice.

Technical Bid Format:

Tender Number: TENDER/010/2023			
Name of Item: Influenza vaccine			
Name of the Bidder			
S. No.	Description of Items & Specifications	Make/ Model	Quantity
1	Influenza Vaccine	INFLUVAC TETRA(NH23- 24)/ VAXIFLU- 4(NH23-24) /FLUARIX TETRA(NH23- 24)	500 Nos

Document to be submitted in the technical bid along with documents mentioned in Eligibility criteria above:

- a) Catalogue of the Product with detailed product specifications.
- b) List of customers with contact details.
- c) NSIC/ MSE registration certificate if any.

BOQ / Commercial Bid Format:

Contract No: TENDER/010/2023

Name of the Bidder/ Bidding Firm / Company :												
PRICE SCHEDULE (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)												
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	NUMBER	NUMBER	NUMBER	NUMBER	TEXT	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Estimated Rate in Rs. P	BASIC RATE In Figures To be entered by the Bidder in Rs. P	HSN Code	GST Rate	Amount without gst	GST Amt	Make	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	6	13	14	15	16	17	18	53	55
1	Influenza Vaccine (Brand:INFLUVAC TETRA(NH23-24) / VAXIFLU-4(NH23-24) / FLUARIX TETRA(NH23-24)	500.000	Nos	100.00			0%	0.0000	0.0000		0.00	INR Zero Only
Total in Figures											0.00	Zero Only
Quoted Rate in Words		INR Zero Only										

Other conditions:

The delivery shall be taken in different schedules of 100 nos each. Billing to be done as per usage. Price validity should be for 1 year.

Special Instruction to Bidders for e-tendering

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submit their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
5. 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 DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. 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 ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. 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 need to be submitted. Any deviations from these may lead to rejection of the bid.
3. 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 / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

1. Bidders should log into the site well in advance for bid submission so that they can upload the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
4. 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, opening of bids etc. The bidders should follow this time during bid submission.
5. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is

uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

6. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
7. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), 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.
8. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. 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.
2. Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the 24x7 Helpdesk Support.

Self Declaration

To

The Chief Administrative Officer
Indian Institute of Management Bangalore
Bannerghatta Road
Bangalore-560076

Sir,

In response to the RFP dated_____, I, Mr./Ms_____, as
a_____, hereby declare that I/our firm/our
company_____ am/is (a) not insolvent; (b)there is no vigilance and / or court case
pending against me/our firm /our company ; (c) no inquiry or investigation is pending against me our
firm/ our company from any statutory regulatory and / or investigation agency(d) I/our firm/our
company have/has not been blacklisted by any Government body/ PSB/PSU neither indefinitely or in
the last three years and (e)I/our firm/our company have/has all necessary licenses, permissions,
consents, no objections, approvals as required under law for carrying out its business.

(Signature)

(Name, designation, and seal of company)

Date:

End of the document