



भारतीय प्रबन्धन संस्थान राँची
(शिक्षा मंत्रालय, भारत सरकार के अधीन)
प्रबन्धन नगर, नयासराए मार्ग, राँची,
झारखण्ड, पिन - ८३५ ३०३

INDIAN INSTITUTE OF MANAGEMENT RANCHI
(Under Ministry of Education, Govt. of India)
Prabandhan Nagar, Nayasarai Road, Ranchi, JH- 835303

Notice Inviting Tender for Supply of Dhokra With Frame Mementoes to IIM Ranchi

Indian Institute of Management Ranchi invites sealed tenders from the authorised/reputed/suppliers/vendors under a two-bid system (Technical Bid & Financial Bid) to supply Dhokra mementoes at the IIM Ranchi campus. Interested bidders shall submit their sealed bids to "Administrative Officer (S&P), IIM Ranchi, Prabandhan Nagar, Naya Sarai Road, Ranchi-835303", Email: purchase@iimranchi.ac.in.

Tender Schedule

Tender Number	IIM Ranchi/NIT/Mementoes/2025-26/02 Dt. 01.05.2025
Cost of Tender Document	Nil
Bid Security	Nil
Website for downloading Tender Document, Corrigendum/Addendum,etc.	www.iimranchi.ac.in (under the 'Tender' section),
Estimated Bid Value	Rs. 4,50,000 (Rupees Four Lakh Fifty Thousand only)
Bid Validity	The validity of bids shall be 90 (Ninety) days from the date of opening of bids or any extension thereof.
Last Date of bid submission	up to 03.00 PM on 22.05.2025
Opening of Tender (Technical bid)	04.00 PM on 22.05.2025
Opening of Financial bid	Financial bids of technically qualified bidders shall be opened on later with the intimation to the technically qualified bidders.
Contact Person (For any clarification during the tendering process)	Administrative Officer - Purchase & Stores Indian Institute of Management Ranchi Email: purchase@iimranchi.ac.in

PROCEDURE FOR SUBMISSION OF BID:-

The participating Bidders should submit a Bid in Three Separate Sealed Envelopes.

i) Technical Bid (Envelope A)

The bidders should submit the Following Documents along with the Technical Bid i.e Envelope A:

- a) PAN, GST Registration Certificate and Bank Account Details.
- b) The bidder must have at least 3 years of experience in completion of similar nature of work As far as value of work order is concerned, the bidder shall meet one of the following conditions in last 3 years (Last date for submission of bids shall be the cutoff date):
 - i. One contract with contract value of equal or more than 80% of total estimated tender value or
 - ii. Two contracts with 60% of total estimated tender value each OR
 - iii. Three contracts with 40% of total estimated tender value each. The bidder must enclose work order/ completion certificate issued by any government organization, in support of its claim.

This envelope should be SUPERSCRIBED with the following text: "***Technical Bid for the Supply of Dhokra With Frame Mementoes to IIM Ranchi***".

ii) Price Bid (Envelope B)

Price bid must be quoted as per the format specified, failing which the bid will be rejected. The Price Bid should be put in a separate cover, and the cover should be in a sealed condition. This envelope should be SUPERSCRIBED with the following text: "***Price/Financial Bid for the Supply of Dhokra With Frame Mementoes to IIM Ranchi***".

iii) Master Envelope (Envelope C)

Contains both Envelope A and Envelope B. This envelope should be SUPERSCRIBED with the following text: "***Tender for the Supply of Dhokra With Frame Mementoes to IIM Ranchi***".

II. EVALUATION PROCESS

The process for selection of the successful Bidder would be determined as under: -

Stage 1: Evaluation of Sample : The bidders who submitted all required documents as per the technical requirements of the tender will be eligible to further evaluation process. The Bidders' Competency will be assessed by the previous experience documents submitted in the Technical Bid. The decision taken by the Institute will be final and binding.

Stage 2: Opening of Price Bid: The price bids of all the eligible bidders (from Stage – I) will be opened in the presence of the committee members and bidders or authorized representatives. The lowest price quoted by the Bidder in the Price Bid will be considered a successful Bidder (L1), and the Purchase Order/Letter of Award will be awarded to the L1 Bidder.

III. Other Terms & Conditions:-

- a) The bid forwarding letter (Annexure-II & III) is a part of the Technical bid.
- b) The bidder should submit the Tender duly signed and stamped on all the pages

- c) The financial bid shall be open only technically qualified bidder in the presence of the intending bidders or their authorized representatives, if they wish to be present at that time.
- d) The tender job will be awarded on an overall L1 basis, not on an individual item basis. L1 will be decided on the basis of the total quoted rates of all items, such as supply, transportation, labour cost, GST, etc., of technically qualified bidders only.
- e) The successful bidder (L1) should submit samples of Memento with the Institute Name and Logo as per the attached image within five (05) days from the receipt of the Purchase/Work Order/Letter of Award and get confirmation from the Institute before going for full production or bulk supply.
- f) The successful bidder should supply the Mementoes with the best quality workmanship as per the technical specifications.
- g) It is the responsibility of the successful bidder to deliver all the mementoes in good condition at IIM Ranchi as specified in the tender document. If any mementoes found damaged/broken in transit, the Vendor should replace them within ten days, and the payment will be released to the vendor only after supplying all mementoes in good condition.
- h) After the selection of the successful bidder, a Letter of Award (“LoA”) /Work Order shall be issued by the Institute to the Successful Bidder, and the Successful Bidder shall within 05 (five) working days of the receipt of the WO/LoA, sign and return the duplicate copy of the LoA/WO in acknowledgement thereof.
- i) The Institute reserves the right to modify the conditions of the tender at any time without assigning any reasons for the same.
- j) IIM Ranchi reserves the right to accept/reject any bid without assigning any reason whatsoever.
- k) If the last date of opening of the bid coincides with a holiday, then the next working day shall be the opening.
- l) The items should be supplied within one month of the confirmed work order, or else an amount equivalent to 1% of the total value per week of delay will be deducted from the payment to the bidder or as decided by the Competent Authority.
- m) IIM Ranchi will seek clarification from the bidder for the evaluation of bids, and the decision made by IIM Ranchi will be final.
- n) No financial information should be disclosed in the technical bid.
- o) All disputes arising out of this contract shall be subject to the Courts at Ranchi.

Submission of Bids:

Sealed proposal are invited on behalf of the Director, IIM Ranchi from registered/ reputed dealer/supplier for above requirement of goods/services as per the Terms & Conditions mentioned therein **in two packet system in two separate sealed covers, duly marked ‘Technical Bid’ and ‘Price/ Financial Bid’ placed in another sealed cover/envelope**. The quotations as per the given format are to be submitted in a Sealed Envelope, addressed to the Administrative Officer (S&P), Indian Institute of Management Ranchi, Prabandhan Nagar, Naya Sarai Road, Ranchi-835303 (Jharkhand), with the Tender name, number & date boldly superscribed **on the top of the envelope**. The offers are to be sent by Speed Post/ Registered Post/ By Hand **on or before 22.05.2025 by 03:00 pm**.

Annexure-I**FINANCIAL BID**

(To be submitted on the letterhead of the bidder)

Date of Submission of Financial Bid:/...../2025		GST No.	
Ref: Notice Inviting Tender for Supply of Dhokra With Frame Mementoes to IIM Ranchi			
Tender No. IIM Ranchi/NIT/Mementoes/2025-26/02 Dated. 01.05.2025			
Name of the Bidder:			
Correspondence Address:			
Tel/ Mob No.:			
Email:			

(Amount in INR)

Sl.	Particulars	Quantity	Unit Price	GST	Total Amount (Including GST)
1.	Dhokra Art With Frame Memento with IIM Ranchi Text & Logo printed on it Size: 08 x 10 inch	150			
2.	Dhokra Art With Frame Memento with IIM Ranchi Text & Logo printed on it Size: 12 x 14 inch	150			
3.	Dhokra Art With Frame Memento with IIM Ranchi Text & Logo printed on it Size: 15 x 21 inch	50			
4.	Dhokra Art With Frame Memento with IIM Ranchi Text & Logo printed on it Size: 22 x 29/29.5 inch <i>(Refer to the Indicative and required images attached in Annexure - III respectively of this Tender Document)</i>	20			
Total Amount including Supply (Delivery at IIM Ranchi), Labour, Packing, forwarding, Loading and unloading, freight, etc., (including GST)					
Total in Words:					

- The bidder offers the Lowest Rate (L1), will be declared as the successful bidder.
- Applicability of GST will be as per the extant rules of the Govt. of India.
- Selection Method: Lowest cost proposal (L1) of technical responsive bidder will be considered for award of contract.

Declaration

I/We..... (Name of the Partner/s or Authorized Representative of Bidder) of (Name of the vendor/ firm/ agency) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in the tender document.

Place: (Name & signature with stamp of the bidder)

Date:

BID FORWARDING LETTER

(To be submitted on the letterhead of the bidder as per this format only)

Date: _____

To
The Administrative Officer (S&P),
Indian Institute of Management Ranchi,
Prabandhan Nagar, Nayasarai Road,
Ranchi, Jharkhand, PIN - 835303

Sub: Supply of Dhokra With Frame Mementoes to IIM Ranchi, Tender No. IIM Ranchi/NIT/Mementoes/2025-26/02 Dated. 01.05.2025.

Sir,

I/ We hereby confirm and declare that I/We have carefully studied the tender documents therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the tender document.

I/ We also keep the offer open for 90 (Ninety) days from the date of opening of the bid.

Yours faithfully,

(Name & signature with stamp of the bidder)

Indicative Image of Mementoes with IIM Ranchi Logo & text

Sl. No. 01: Dhokra With Frame Memento (size: 8 x 10 inch)



Note: The hook provided in the mementos should be suitable for all kind of Nails and screws.

2. Dhokra With Frame Memento (size: 12 x 14 inch)



Note: The hook provided in the mementos should be suitable for all kind of Nails and screws.

3. Dhokra Memento (size: 15 x 21 inch)



Note: The hook provided in the mementos should be suitable for all kind of Nails and screws.

4. Dhokra With Frame Memento (size: 22 x 29/29.5 inch)



Note: The hook provided in the mementos should be suitable for all kind of Nails and screws.