



**IIM SIRMAUR**  
KNOWLEDGE . LEADERSHIP

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR  
(An Autonomous body under the aegis of MHRD, Govt. of India)

TENDER NO:IIMS/PUR/RC/Stationery Items/03/2019-2020

DATED: 24.05.2019

**TENDER DOCUMENT FOR**

**RATE CONTRACT FOR SUPPLY**

**OF**

**STATIONERY ITEMS**

**TO**

**IIM SIRMAUR**

<b>DATE OF ISSUE OF TENDER FORM WITH DOCUMENT:</b>	<b>24.05.2019</b>
<b>LAST DATE &amp; TIME FOR SUBMISSION OF TENDER DOCUMENT:</b>	<b>24.06.2019 by 11:30 am</b>
<b>DATE &amp; TIME FOR OPENING OF TENDER DOCUMENT:</b>	<b>24.06.2019 at 3:00 pm</b>



**IIM SIRMAUR**  
KNOWLEDGE . LEADERSHIP

**INDIA INSTITUTE OF MANAGEMENT, SIRMAUR**  
**KUJA MATRALIYA, PAONTA SAHIB - 173025**  
(An Autonomous body under MHRD, Govt. of India)

No. IIMS/PUR/RC/Stationery Items/03/2018-19

Dated: 24.05.2019

**NOTICE INVITING TENDER**

On behalf of **Indian Institute of Management, Sirmaur**, **Notice Inviting Tender for Rate Contract for Supply of Stationery Items at IIM SIRMAUR** are invited under **Two Bid System** in sealed cover.

The detailed Description and Term & Conditions of Tender Document may be seen and downloaded from IIM SIRMAUR website [www.iimsirmaur.ac.in](http://www.iimsirmaur.ac.in). Last date of submission of the tenders is 24.06.2019 by 11:30 in the Tender Box kept in the reception area of Academic Block at IIM Sirmaur, Rampurghat Road, Paonta Sahib, H.P-173025.

**Stores Purchase Officer**  
**IIM SIRMAUR**

**Notice Inviting Tender for  
Rate Contract for  
Supply of Stationery Items to IIM SIRMAUR**

On behalf of IIM SIRMAUR, the sealed tender under "TWO BIDS (TECHNICAL & FINANCIAL) SYSTEM" in prescribed tender document from firms/manufacturers/suppliers for "**Supply of Stationery Items to IIM SIRMAUR**".

**Schedule of Tender**

Sr No.	Schedule	Particulars
1	Cost of Tender Form	<b>Rs. 1500/- (Rupees Fifteen Hundred Only) Non Refundable in the Form of DD</b> in favour of " <b>IIM SIRMAUR</b> " from any Nationalized bank. Those who have downloaded the tender document must accompany above Tender Document cost DD in separate envelop in Technical Bid Envelop.
2	Date of issue of Tender Document	24.05.2019
3	Last date & Time of Submission of Tender Document	24.06.2019 by 11:30 am
4	Date of Opening of Technical & Financial Bid	24.06.2019 at 3:00 pm
5	Earnest Money Deposit	<b>The DD of EMD of Rs. 10,000/- (Rupees Ten thousand only) is to be drawn in favour of "IIM SIRMAUR"</b> . In respect of successful bidder it will be returned after the submission of Performance Security Deposit to IIM SIRMAUR and Performance Security Deposit should remain valid for a period of Ninety Days beyond the date of completion of all contractual obligations including warranty. Any other dues outstanding shall also be recovered from the Performance Security Deposit. In the case of unsuccessful Bidders, the EMD shall be refunded within 30 days of award of contract to successful bidder/bidders.

Note:-

**I. The details of Tender Terms & Conditions are mentioned in Tender Document.**

1. Tender documents can be downloaded from Institute website and be submitted to the Institute **by paying Cost of Bid Document of Rs. 1,500/- (Rupees Fifteen Hundred only) in the shape of Demand Draft of any Nationalized Bank drawn in favour of “IIM SIRMAUR” payable at Paonta Sahib from 24.05.2019 AND THE SAME SHOULD ESSENTIALLY BE ENCLOSED ALONGWITH THE TECHNICAL BID IN SEPARATE ENVELOP. THE TENDERS NOT FOLLOWING THE ABOVE PROCEDURE, THEIR BIDS WILL BE SUMMARILLY REJECTED.**
2. The IIM SIRMAUR reserves the right to reject any or all tenders without assigning any reasons whatsoever.
3. Interested Bidders are advised to visit IIM Paonta Sahib website [www.iimsirmaur.ac.in](http://www.iimsirmaur.ac.in) for details of this Tender Document.

**(Stores Purchase Officer)  
IIM SIRMAUR**

## **TENDER DOCUMENT**

### **Rate Contract for Supply of Stationery Items to IIM SIRMAUR**

**Cost of Tender Document: Rs. 1500/- (Rupees Fifteen Hundred Only) Non-Refundable**

(To be submitted in the form of Demand Draft, from any Nationalized Bank in favour of "IIM Paonta Sahib"; Those who has downloaded tender document directly from IIM SIRMAUR website [www.iimsirmaur.ac.in](http://www.iimsirmaur.ac.in) must accompany the cost of Tender Document DD as mentioned above along with their Technical Bid document envelope, failing which their bids shall be out rightly rejected).

### **IMPORTANT DATES**

<b>Uploading of NIT on IIM SIRMAUR website <a href="http://www.iimsirmaur.ac.in">www.iimsirmaur.ac.in</a></b>	:	<b>24.05.2019</b>
<b>Date of issue of Tender Document</b>	:	<b>25.05.2019</b>
<b>Last Date &amp; time for submission of Tender Document</b>	:	<b>24.06.2019 by 11:30 am in the Tender Box kept at the reception area of Academic Block at IIM Sirmaur, H.P-173025</b>
<b>Date &amp; time for opening of Technical &amp; Financial Bid</b>	:	<b>24.06.2019 at 3:00 pm in the Conference Hall at IIM, Sirmaur, Paonta Sahib H.P-173025</b>

## NOTICE INVITING TENDER

### Rate Contract for Supply of Stationery Items to IIM Sirmaur

1. Sealed tenders are invited under two bid system (Part-I Earnest Money and Technical bid & Part-II Financial bid) from prominent manufacturers & whole-sellers on annual Rate Contract basis, for a period of one year from the date of commencement of award. If the performance is found satisfactory, the contract would be extendable further for a period as may be agreed mutually (not beyond 2 year) by both the parties.
2. The cost of Tender Document is Rs.15,00/- (Rupees Fifteen Hundred only) (Non Refundable). The Tender Document can only be downloaded from the IIM website [www.iimsirmaur.ac.in](http://www.iimsirmaur.ac.in). The tender document should contain a Demand Draft drawn in favour of "IIM SIRMAUR", payable at Paonta Sahib and is kept in separate envelop in the Technical Bid Envelope. The reference of the DD is to be super scribed on the main envelope of Technical Bid.
3. The amount of Earnest money deposit is Rs.10,000/- (Rupees Ten thousand only) (Non-Interest bearing). The Bidder is required to deposit earnest money along with their Technical Bid document in Technical Bid Envelope in the form of Demand Draft from any Nationalized Bank and the same should be drawn in favour of "**IIM SIRMAUR**" payable at Paonta Sahib.
4. ***All pages of tender documents Page No. 1 to 29 should be duly signed and stamped by the bidder.***
5. The Tenderer is required to prepare two sealed cover super scribed as (i) **Cover-I**- Technical Bid, and (ii) **Cover-II** –Financial Bid. Both covers should be kept in **one main sealed cover** super scribed as "Tender for supply of Stationery" due on **24.06.2019**.
6. The tenderer has to drop the cover sealed in above manner in the Tender Box kept at Indian Institute of Management, Sirmaur, Paonta Sahib-173025 on or before 24.06.2014 by 11:30 am positively. The tender shall not be accepted beyond the stipulated date and time under any circumstances whatsoever.
7. The Technical bid and Financial bid will be opened on the same day at 03.00 pm onwards by a committee constituted for tender opening in the conference Hall at IIM Sirmaur in the presence Tenderers or their authorized representative who wish to be present.
8. The Authority reserves the right to reject/cancel any or all the tenders at any time or to relax/amend/withdraw any of the terms and conditions as contained in the Tender Documents without assigning any reason, thereof. Any inquiry after submission of the tender will not be entertained.
9. Bidders shall not approach for refund of EMD till the finalization of the tendering process and award of contract to qualifying Tenderer. If any tenderer approaches for EMD, it will be forfeited at the discretion of the competent authority of IIM Paonta Sahib. The offer should remain valid for a minimum period of 90 days. EMD shall be refunded to the unsuccessful bidders within 30 days of award of contract to the successful bidder/bidders.

10. IIM SIRMAUR reserves the full rights to increase/decrease the quantity of items in the tender as per requirement.
11. In event of any dispute arising between the supplier'(s) and the IIM SIRMAUR during the currency of the contract or after conclusion thereof the same shall be settled by arbitration in accordance with the provisions of the arbitration and conciliation act 1996 or any statutory amendments thereof or any statute enacted for replacement thereof and shall be referred to the sole arbitrator to be appointed by the CAO, IIM SIRMAUR whose decision shall be final and legally binding on the parties. In the event of death, refusal, neglect, inability or incapability of the person so appointed to act as an arbitrator the CAO IIM SIRMAUR may appoint a new arbitrator. The venue of arbitration shall be the respective office of the arbitrator or a place suitable to IIM SIRMAUR unless otherwise specified in the arbitral award the cost of such arbitration shall be borne by the supplier and there will be no objection to this effect by any of the parties & Any dispute outside the purview of the arbitration clause is subject to the jurisdiction of Civil Courts Paonta Sahib.
12. The Tender Document has been divided into the following chapters:-
  - **Chapter-1: General Instructions to Bidders (Page No. 8)**
  - **Chapter-2: Terms and Conditions of Contract (Page No. 9 to13)**
  - **Chapter-3: Schedule of requirements (Page No. 14)**
  - **Chapter-4: Technical Bid ( Page No. 15 to16)**
  - **Chapter-5: Check List (Page No.17)**
  - **Chapter-6: Contract Form (Page No. 18 to 20) and Performance Bank Guarantee Form (Page No.21)**
  - **Chapter-7: Financial Bid (to be utilized by the bidders for quoting their prices and price bid should be kept in separate sealed envelope superscripted as Financial Bid for Stationery Items) (Page No. 22 to 49)**

## Chapter-I

### GENERAL INSTRUCTIONS TO BIDDERS

1. The Tenderer must fulfill the following specifications/conditions:-
  - (a) A Registered Office or Branch Office located at Paonta Sahib/Nahan/Yamunanagar/ Chandigarh/Dehradun/Solan etc. Availability of a responsible person on call on all working days between 09.00 am to 6.30pm.
  - (b) The tenderer should have its own Bank Account, PAN, TAN, TIN, GST Number. Payment will be made electronically only.
  - (c) The tenderer should be a reputed supplier having at least three years dealing experience with the Government Departments. Certificate in token of Proof of experience, of the concerned Department should be enclosed for ready reference.
  - (d) The tenderers are also required to submit sample of each stationery item for which rates have been quoted (only Technically Qualified Bidders are required to submit samples along with their quoted items nos. and their firm name without indicating any prices before opening of Financial Bid to Store Department for Inspection).
  - (e) The rates are to be quoted on FOR-Destination basis only. However, their breakup is necessary.
  - (f) The offer of Tenderer's quoting rates as per specifications laid down in Financial Bid (Chapter-7) for less than 60% items shall not be entertained.
  - (g) The tenderer should submit self-attested copies of the Income Tax Returns for the last three financial years.
  - (h) The tenderer should give an Affidavit duly Notarized on Stamp Paper worth Rs. 50/- in clear and un-ambiguous language that it has never been black listed/no criminal case pending by any of the organization with whom, it had dealing for supply of similar items during last five years nor has been penalized for inferior or poor quality in supply.
  - (i) The tenderer should be financially sound and in a position to make bulk supply on a short notice of the items not covered in the list but auxiliary/ancillary/incidental to "**Dictionary meaning**" of Stationery but not covered in the list given in Financial Bid (Chapter-7).
  - (j) It is mandatory for the bidders to sign and stamp all pages of tender documents before submission of the tender

## Chapter -2

### TERMS AND CONDITIONS

1. The Rate contract shall be for a period of one year from the date of award of contract or as indicated in the Letter of Award (LoA). The contract may be extendable year to year (subject to a maximum period of 2 years), on the same terms and conditions or as may be agreed mutually by both the parties under the prevailing circumstances.

### ELIGIBILITY/EVALUATION CRITERIA

2. The tenderer must fulfill the following specifications (all documentary proofs, self-attested and stamped(seal), are required to be submitted alongwith the technical bid):
  - (a) Documentary proof of the Registered Office of the Tenderer. The registered office should be located within the periphery of 100 km area of the IIM SIRMAUR.
  - (b) The tenderer should have its own Bank Account, PAN, TIN, TAN Number and GST Number. Self-attested Photostat of all should be enclosed.
  - (c) The Tenderer should be a reputed & financially sound stationery supplier having minimum experience of three years and expertise in supplies to Central Government Institutes/Ministries/Departments/Public Sector & Undertakings etc. Proof of experience in the form of copy of certificates obtained from Govt. Deptt. etc. should be enclosed. Copy of Income Tax Return for the last three years may also be enclosed with the Technical Bid.
  - (d) The Tenderer should have an annual turnover of not less than Rs. 50 Lakh. Copy of relevant stipulated proof may also be enclosed with Technical bid.
  - (e) The Tenderer should submit a certificate, along with its Technical bid, indicating that their representative will have to submit and place the sample of stationery items in the Stores Purchase Office for Inspection with clear marking of Agency/Firm Name to IIM SIRMAUR (without indicating prices on submitted sample items), when they (Tenderer) get the Official Intimation from IIM SIRMAUR that their firm found "Technical Responsive" and the rates for each stationery items have been quoted in the Financial bid (Chapter 7) accordingly. The Tenderer should also enclose a duly stamped signed copy of the Terms & Conditions of the tender documents with Technical bid conveying acceptance thereof.
  - (f) The tendering Firm/Agency/Company are advised in their own interest to quote their rates for all the items or minimum 60% of Items as per the specifications laid down in Financial Bid (Chapter-7). The offer of Tenderers quoting rates for less than 60% items shall not be entertained.
  - (g) The Technical Responsive bidders Financial Bid shall only be opened and L-1 bidder shall be decided on the basis of **maximum number of items in L-1 rate** shall be given opportunity by the competent authority of IIM SIRMAUR.

- (h) The **Earnest Money Deposit of Rs. 10,000 (Rupees Ten Thousand only)**, refundable (without interest), should be necessarily accompanied with the technical bid in the form of Demand Draft drawn from any Nationalized Bank in favour of **“IIM SIRMAUR”, Payable at Paonta Sahib**, failing which the tender shall be declared un-responsive. EMD shall be refunded to the unsuccessful bidders within 30 days of award of contract to the successful bidder/bidders.
- (i) The successful Tenderer shall have to deposit a **Performance Security of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of Bank Guarantee (Format enclosed at Chapter-6)**. The performance security should remain valid for a period of Ninety days beyond the date of completion of all contractual obligations including warranty. In case, the contract is further extended beyond the initial period of one year, the Performance Security Bank Guarantee shall have to be renewed accordingly and its extension shall be communicated at the time of award of addendum of contract. Earnest Money Deposit shall be refunded to the successful bidder on receipt of performance security.
- (j) The Tenderer should give an affidavit duly notarized on Stamp paper worth Rs. 50/, therein clearly and un-ambiguously mentioning that it has neither been black listed/no criminal case is pending against him by any of the Govt. Institute/Ministries/Departments/PSU with whom, it had contract for supply of stationery items etc. during last five years nor has been penalized by such organization on account of poor/spurious quality.
- (k) Details regarding quality, brand, specification etc. have been given against each item in the Financial Bid (Chapter-7). Rates should strictly be quoted accordingly. Items where brand has not been indicated, rates should be quoted for best available/good quality product conforming to the prescribed/prevaling standards.
- (l) In his own interest the tenderer is advised to submit the desired papers/documents with their technical bid as per the specifications indicated in **Chapter-5 (Check list)** failing which their bids shall be declared un-responsive.

#### **OTHER ESSENTIAL TERMS & CONDITIONS:-**

1. The selected tenderer would be required to arrange supply on regular basis as per the Dispatch Instructions/Purchase cum Supply Order during the working hours of the Institute. Since the rates are to be quoted on destination basis, no other charges whatsoever are payable extra.
2. The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours and on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to IIM SIRMAUR.
3. Order shall be issued on requirement basis. Bills in triplicate for the items supplied by the

selected firm(s), should be raised for payment. Payment shall be released after deducting TDS/GST as per Income Tax Rules and any other deductions as per Government rules and payment shall be released only after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced immediately, for which no extra payment shall be made by IIM SIRMAUR.

4. If the selected firm fails to deliver the items or replace the defected/spurious items within the stipulated date & time, a penalty on a daily basis for delay @ Rs. 500/- (Rupees Five Hundred only) on per day basis, subject to maximum of Rs. 5000/- per item as penalty and the actual cost paid to be an outside agency by the Indian Institute of Management, Sirmaur, for the desired stationery items, shall be deducted from the firm's pending bills or Performance Security, as the case maybe.
5. Indian Institute of Management, Sirmaur shall be the sole authority to cancel or amend the order, as per requirement, and also to place order for supply of items beyond office hours/holidays/place of supply for which, no additional payment shall be made.
6. The bills raised by the selected tendering Firm/Agency/Company should have all tax registration numbers printed on bill. The bill shall be signed by the authorized signatory of the firm across a revenue stamp. Validity of the tax registration during the currency of contract shall be the sole responsibility of the tendering Firm/Agency/Company. The bill shall be raised indicating permissible taxes separately and the copies of proof of Service Tax/GST or other applicable taxes deposited to Tax Authorities by the firm for recent period, just before the submission of Bills must also be enclosed for reference of IIM SIRMAUR authorities.
7. The tendering Firm/Agency/Company shall be bound by the details furnished by him/her to the Indian Institute of Management, Sirmaur while submitting the tender or at subsequent stage. Upon selection of the tendering Firm/Agency/Company, if at any stage, the documents furnished by him/her is found to be false or the quality of the articles or rates are found of poor quality/ different specifications, it would be deemed to be a breach of terms of contract, the contract shall be cancelled and performance security shall be stand forfeited.
8. The rate quoted by the selected tendering Firm/Agency/ Company, and as approved by the Indian Institute of Management, Sirmaur, shall remain valid throughout the period of contract and the request to increase the rates for any or all items, during the currency of contract, shall not be entertained at any stage.
9. The selected firm(s) shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency (ies) without prior written consent of the Indian Institute of Management, Sirmaur. If it is found that the firm has given sub-contract for supply of stationery items on the basis of procurement/supply order, the contract shall stand cancelled & the performance security shall stand forfeited.
10. The conditional/incomplete bids shall not be considered and shall be declared un-responsive.
13. All entries in the tender form should be legible and filled clearly in the published in the Financial Bid Form (Chapter-7) only. If the space furnishing the information is found insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting or other than issued forms is permitted in the bid forms. In such cases, the tender shall be declared un-responsive.
14. The tender documents should be sealed and clearly super-scribed with the words "Tender for Rate Contract to Supply Stationery Items to IIM SIRMAUR".
15. If a tendering Firm/Agency/Company decides to withdraw from the bidding before the financial bids are opened, the IIM SIRMAUR shall have the authority to forfeit the EMD

- of Rs. 10,000/- (Rupees Ten Thousand only ) deposited with the technical bid.
16. Indian Institute of Management, Sirmaur shall not be responsible for any financial loss or other damage or injury to any item or person deployed/supplied by the successful bidder in the course of their performing the duties to this office in connection with purchase order/supply order for stationery items.
  17. The Competent Authority of Indian Institute of Management, Sirmaur reserves the right to relax/withdraw any of the terms and conditions mentioned in the tender documents, if doing so is in the interest of the IIM SIRMAUR.
  18. The Tender should be dropped only in the designated Tender Box kept at the IIM Sirmaur. The closing time and date for acceptance of tenders shall be 11.00 am on/before by 19.06.2019. No tender received later the stipulated date & time or from other modes/place shall be entertained & shall be declared un-responsive.
  19. The tenders will be opened on the same day (i.e. on 16.06.2019) in the tender box Academic Block at IIM Sirmaur at 3:00 pm in the presence of such tendering Firm/Agency/Company or their authorized representatives (only One representative from each of company shall be allowed) who wish to be present/witness at the time of opening of bids.
  20. The IIM SIRMAUR reserves the right to place an order for supply of any items mentioned in the Financial Bid (Chapter-7) or otherwise, to any other firm(s) in emergency/unavoidable situation.
  21. This office shall have the full authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.
  22. The contract will be valid from the date; it is awarded/formalities completed. This office will, however, reserve the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed shall be required to be rectified and compliance reported. This office reserves the right to suo-moto terminate the contract by giving one month's notices at any point of time.
  23. The rate submitted by the tendering Firm/Agency/Company should not be higher than the rates at which the stationery items are being supplied by it to other Govt. Institutes/Ministries/Departments/PSUs. If subsequently it is found that the firm has supplied stationery items at higher rates to the Indian Institute of Management, Sirmaur, the excess amount shall be recovered from the Performance Security and/or from the pending bills of the firm along with a penalty of Rs. 15,00/- (Rupees Fifteen Hundred only) on firm on such occasion and shall be doubled on subsequent occasions.
  24. The tendering Firm/Agency/Company should have its own Bank Account Number, TIN/TAN Number, PAN Number, VAT and Service Tax Registration Number. Self-attested copy of the same should be enclosed. The Bank name and account number should be intimated to IIM SIRMAUR to which all payments for supply of Stationery items will be made through ECS transfer in case of the successful bidder.
  25. Any complementary scheme offered by the manufacturer shall be provided to the Indian Institute of Management, Sirmaur with no additional cost.

**(Authorized Signatory)**

**All Terms and Conditions Read & Signed by me**

Signature :.....

Name Of Tenderer.....

Rubber Stamp.....

## Chapter-3

### Schedule of Requirement

1. The items mentioned in the Financial Bid (Chapter-7) will be required by this office. The demand for these items will be given to the tendering Firm/Agency/Company by way of Dispatch Instructions/Purchase cum Supply Order from time to time during the contract period. Indian Institute of Management, Sirmaur (IIM) Paonta Sahib shall demand items over and above the items mentioned in the Financial Bid (i.e. auxiliary/ancillary/incidental to **“Dictionary Meaning”** of Stationery) and the Agency will have to supply the same as per the rate mutually agreed upon as per than prevailing market rates.
2. The supply order may be given for single or bulk items and Agency will have to supply them immediately but not later than the period as stipulated in the Dispatch Instructions/Purchase cum Supply Order.
3. The items will be supplied at the destination location (Place) as stated in the Dispatch Instructions/Purchase cum Supply Order.
4. Indian Institute of Management, (IIM) Paonta Sahib shall be the sole authority to cancel/amend any order, as per requirement, and also to place order for supply of items beyond office hours/holidays/place of supply for which, no additional payment shall be made.

## Chapter-4

### TECHNICAL BID

1. For the Supply of Stationery Items to Indian Institute of Management, Sirmaur
2. Name of Stationery Supplier : \_\_\_\_\_  
Company/Firm/Agency
3. Name of proprietor/Director : \_\_\_\_\_  
of the Company/Firm/Agency
4. Full Address of Reg. Office(A : \_\_\_\_\_  
copy of Company/ Firm/  
Agency registration must be  
enclosed) \_\_\_\_\_  
Telephone Nos. : \_\_\_\_\_  
  
Fax Nos. : \_\_\_\_\_  
  
E-mail id : \_\_\_\_\_
5. Details of Banker of the Firm : \_\_\_\_\_  
with full address \_\_\_\_\_  
  
Telephone Nos. of Banker : \_\_\_\_\_  
  
Fax Nos. of Banker : \_\_\_\_\_  
  
E-mail Id of Banker : \_\_\_\_\_
6. Bank Ac/s No. of Firm for ECS : \_\_\_\_\_  
payments
7. PAN, TIN, TAN, GST, Service : \_\_\_\_\_  
Tax Registration No of the  
Firm (Enclose a copy of the  
same) \_\_\_\_\_
8. Details of Cost of Tender : \_\_\_\_\_
9. Details of EMD : \_\_\_\_\_
10. Un-priced duly signed : \_\_\_\_\_  
stamped List of Items (for  
minimum 60% items or for all the  
items mentioned in Financial Bid  
(Chapter-7),Bidder interested to be  
participated under this tender must  
be accompanied **a list of those  
items with Technical Bid without  
indicating price)**

11. Financial turnover of the tendering Company/Firm Agency for the last three financial years :  
(Attach separate sheet if space provided insufficient)

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2016-2017		
2017-2018		
2018-2019		

12. Give details of major contracts handled by the tendering Company / Firm / Agency for the last three years in the following format (enclose the self-attested copies):(if the space provided is insufficient, a separate sheet may be attached)

Sr. No.	Details of client along with address, telephone numbers and Fax numbers	Amount of Contract (Rs. in Lakh)	Duration of Contract	
			From	To
1				
2				

**(Signature of authorized person)**

Date: \_\_\_\_\_ Full Name: \_\_\_\_\_

Place: \_\_\_\_\_ Seal: \_\_\_\_\_

## CERTIFICATE

1. I, \_\_\_\_\_ Son / Daughter / Wife of Shri \_\_\_\_\_ Proprietor / Director/authorized signatory of the agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. I, do hereby certify that the representative of our firm shall place the samples of stationery items quoted by our firm (without indicating price, clear marking of firm/agency name in each of item) to Store Department of Indian Institute Management, Sirmaur, on the receiving of official intimation from competent Authority of IIM SIRMAUR regarding the "Technical Responsiveness of our firm for this Tender".
4. The rates of each stationery items, those samples kept at IIM SIRMAUR have already been quoted in the Financial Bid (Chapter 7) accordingly, and sealed, signed, Financial Bid kept in Financial Bid envelope.
5. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
6. I, do hereby declare that the our firm has neither been black listed and no criminal case is pending against him/our firm (attach an affidavit duly notarized on Stamp Paper Worth of Rs. 50/- ) stating that no criminal/Black listing case is pending against the firm) by any of the Govt. Institute/Ministries/Departments/PSUs with which the firm had contracted for supply of stationery items etc. during the last five years nor has been penalized by such Offices/organizations for supply of poor/spurious stationery items etc.

**(Signature of authorized person)**

Date: \_\_\_\_\_ Full Name: \_\_\_\_\_

Place: \_\_\_\_\_ Seal: \_\_\_\_\_

## Chapter-5

### **CHECK LIST OF DOCUMENTS**

#### **TO BE SUBMITTED ALONG WITH THE TECHNICAL BID and FINANCIAL BID**

##### **DOCUMENTS REQUIRED TO BE SUBMITTED WITH TECHNICAL BID:-**

1. **The Cost of Tender Document** enclosed in the form of **Demand Draft of Rs. 1500/- (Fifteen hundred only) (Non-Refundable)** from any Nationalized Bank in favour of **“IIM SIRMAUR”** payable at Paonta Sahib and must accompanied with Technical Bid if the tender document downloaded from the website.
2. **EMD of Rs. 10,000/- (Ten Thousand Only)** in the form of **Demand Draft** from any Nationalized Bank in favour of **“IIM SIRMAUR”**, payable at Paonta Sahib and must accompanied with Technical bid.
3. Technical bid Form duly Filled, Signed & Stamped.
4. Un-priced duly signed stamped List of Items (for those all items or minimum 60% items bidder interested to participated under this tender must be accompanied with Technical Bid without indicating price) is must be kept in Technical Bid envelope.
5. Tender document each page duly Signed, Stamped and page numbering done.
6. Proof of Office Address.
7. Proof of Bank account Number.
8. Attested Copy of PAN, TAN, TIN, GST, Service Tax Registration Number etc.;
9. Self-attested copies of the IT returns for last 3Year's;
10. A certificate, with Technical bid, indicating that their representative will have to submit and place the sample of stationery items in the Stores Room for Inspection with clear marking of Agency/Firm Name to IIM SIRMAUR (without indicating prices on submitted sample items), when they (Tenderer) get the Official Intimation from IIM SIRMAUR that their firm found “Technical Responsive”
11. The rates for quoted items (all items or minimum 60% Items) shall have quoted in the Format given in Financial Bid (Chapter7) and sealed, signed Financial Bid kept in Financial Bid Envelope separately.
12. Attested copy of three year experience certificate obtained from Govt. Deptt./PSU.
13. An Affidavit duly Notarized on Stamp Paper worth of Rs. 50/- in clear and un-ambiguous language that the Tenderer has never been black listed/no criminal case pending by any of the organization with whom, it had dealing for supply of similar items during last five years nor has been penalized for inferior or poor quality in supply must be accompanied with Technical Bid Envelope.

##### **DOCUMENTS REQUIRED TO BE SUBMITTED WITH FINANCIAL BID**

14. The tendering Firm/Agency/Company may quote their rates for all the items or minimum 60% Items as per the list and specification laid down in Financial Bid (Chapter-7), failing which their bids shall be out rightly rejected. Financial Bid must be kept in separate sealed super-scribed envelope “Financial Bid for supply of Stationery Items”.
15. The tender should be submitted under Two Bid System. The Interested firms/agencies are advised to submit two separate envelopes super-scribing “Technical Bid for supply of Stationery Items and “Financial Bid for supply of Stationery items. Both sealed envelopes should be kept in a third bigger sealed envelope super-scribed with the words “Tender for supply of stationery items”.

## Chapter – 6

### Contract Form (To be made on Rs 100.00 Non Judicial Stamp/E Stamp Paper)

#### DRAFT AGREEMENT FORMAT

This agreement is made at Paonta Sahib on the \_\_\_\_\_ day of \_\_\_\_\_ Two Thousand Thirteen between \_\_\_\_\_ acting through Shri \_\_\_\_\_, (hereinafter called “**Client**” which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal heirs /representatives and assignees) of the **First Part**.

AND

M/s \_\_\_\_\_, having its registered office at \_\_\_\_\_ (hereinafter called as the “**Agency**” which expression unless repugnant to the context shall mean and include its successors, legal heirs /representatives and assignees etc.) of the **Second Part**.

WHEREAS the “**Client**”s desirous to engage the “**Agency**” for providing Stationery Items for IIM SIRMAUR as per the terms and conditions stated below:-

1. The Registered Office or Branch Office of the Agency should be located within a radius of 100 Kms. from IIM SIRMAUR, Paonta Sahib-173025. The Agency should submit a proof of its office address.
2. The selected Agency services would be required to supply the stationery items on regular basis to Indian Institute of Management, Sirmaur on all working days between 09.00 am. to 6.30 pm. No separate charges for delivery of goods would be paid by this office.
3. Order for items shall be placed on requirement basis. Bills in triplicate for the items supplied by the selected Agency should be raised for payment. Payment shall be released after deducting TDS/GST as per Income Tax Rules and any other deductions as per Government rules and payment shall be released only after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office. If any items are found to be defective, or not of the desired quality etc., the same shall be replaced by the selected Agency immediately for which no extra payment shall be made.
4. If the selected Agency fails to deliver the stationery items or replace the defected/spurious items within the stipulated date & time, a penalty on a daily basis for delay @ Rs. 500/- (Five Hundred) on per day basis, subject to maximum of Rs. 5000/- per item as penalty and the actual cost paid to be an outside agency by the Indian Institute of Management, Sirmaur (IIM) Paonta Sahib, for the desired stationery items, shall be deducted from the firm’s pending bills or Performance Security, as the case may be.
5. The Agency shall be bound by the details furnished by him/her to the IIM SIRMAUR while submitting the tender or at subsequent stage. Upon selection of the Agency, if at

any stage, the documents furnished by him/her is/are found to be false or the quality of the articles supplied is poor or rates are found higher than the rates on which the same item is supplied to any other government agency or is found of different specifications, it would be deemed to be a breach of the terms and conditions of the contract, the contract shall be cancelled and performance security shall stand forfeited.

6. The rates quoted by the selected Agency, and as approved by the IIM SIRMAUR, shall remain valid throughout the period of contract and the request to increase the rates for any or all items, during the currency of the contract, shall not be entertained at any stage during the currency of the contract.
7. The selected Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency/ies without prior written consent of the IIM SIRMAUR. If it is found that the firm has given sub-contract for supply of stationery items on the basis of procurement/supply order, the contract shall stand cancelled / terminated & the performance security shall stand forfeited.
8. IIM SIRMAUR shall not be responsible for any financial loss or other damaged or injury to any item or person deployed/supplied by the successful bidder in the course of their performing the duties to this office in connection with purchase order/supply order for stationery items.
9. The Competent Authority of IIM SIRMAUR reserves the right to relax/withdraw any of the terms and conditions mentioned in the tender documents, if doing so is in the interest of the IIM SIRMAUR.
10. The rate submitted by the Agency should not be higher than the rates at which the stationery items are being supplied by it to other Govt. Institutes/Ministries/Departments. If subsequently it is found that the firm has supplied stationery items at higher rates to the IIM SIRMAUR, the excess amount shall be recovered from the Performance Security and/or from the pending bills of the firm along with a penalty of Rs.1,000/-on firm on such occasion and shall be doubled on subsequent occasions.
11. Any complementary scheme offered by the manufacturer shall be provided to the IIM SIRMAUR with no additional cost.
12. The contract shall be for a period of one year from the date of award of contract or as indicated in the letter communicating award of contract to the selected firm(s). The contract may be extendable year to year, subject to maximum period of 3 years, on the same terms and conditions or with some addition/deletion/modification mutually agreed upon by the successful stationery supplier Agency and the Indian Institute of Management, Sirmaur (IIM), Paonta Sahib.

13. The IIM SIRMAUR reserves the right to place an order for supply of any items mentioned in the Financial Bid (Chapter-7) or otherwise, to any other firm(s) in emergency/unavoidable situation i.e. auxiliary/ancillary/incidental to **“Dictionary meaning”** of Stationery.

THIS AGREEMENT will take effect from \_\_\_\_\_ day----- of \_\_\_\_\_ Two Thousand Thirteen and shall be valid for one year.

IN WITNESS WHEREOF both the parties here to have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year mentioned above in Paonta Sahib in the presence of the witnesses:

<p>For and on behalf of the <b>“Agency”</b></p> <p>Signature of the authorized Official</p> <p>Name of the Official</p> <p>Stamp / Seal of the <b>“Agency”</b></p> <p>SIGNED, SEALED AND DELIVERED</p> <p>By the Said</p> <p>_____ Name</p> <p>on behalf of the <b>“Agency”</b></p> <p>in presence of</p> <p>Witness: _____</p> <p>Name: _____</p> <p>Address: _____</p>	<p>For and on behalf of the <b>“IIM SIRMAUR”</b></p> <p>Signature of the authorized Officer</p> <p>Name of the Officer</p>   <p>By the said</p> <p>_____ Name</p> <p>on behalf of the <b>“IIM SIRMAUR”</b></p> <p>in presence of</p> <p>Witness: _____</p> <p>Name: _____</p> <p>Address: _____</p>
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**Format of Performance Bank Guarantee**  
**(To be made on Rs 100.00 Non Judicial Stamp/E Stamp Paper)**

To,  
**The “Stores Purchase Officer”,  
Indian Institute of Management, Sirmaur (IIM), Paonta Sahib,  
H.P – 173025.**

WHEREAS \_\_\_\_\_(Name and address of the supplier) (Hereinafter called “the supplier”) has undertaken, in pursuance of contract no \_\_\_\_\_ dated \_\_\_\_\_to supply (description of goods and services) (herein after called “the Supplier”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, upto a total of. \_\_\_\_\_(Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid up to 15 (Fifteen) months from the date of issue (indicate date)  
..... valid up to .....

.....  
(Signature with date of the authorized officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

## Chapter-7 Financial Bid

Rate Contract for supply of Stationery Items to IIM SIRMAUR, Paonta Sahib, H.P. The price bid should be kept in separate sealed envelope superscripting "Financial Bid for Tender No.: "IIMS/PUR/Rate Contract for Stationery Items/02/2019-2020."

\*IIM SIRMAUR at Ponta Sahib authorities reserve the full rights to increase/decrease the quantity of items to the time of award of tender as per its actual requirement. The quantities mentioned below in this tender against each item are only indicative/tentative nature. The approved design format of IIM SIRMAUR for printing of various Registers/other paper stationery items shall be provided only to successful bidder(s) after the Award of work.

Sr. No.	Item Name	Make	Price Quoted in Rs. (Taxes as applicable)
1	<b>All Pin (Stainless Steel)</b>		
2	<b>Binder Clip</b>		
	25mm		
	32mm		
	41mm		
3	<b>Box File</b>		
4	<b>Brown File</b>		
5	<b>Board File white with side cloth</b>		
6	<b>Plastic File Cover A- 4 size</b>		
7	<b>L folder /File cover with IIM SIRMAUR Lono &amp; Matter</b>		
8	<b>File Flaps</b>		
9	<b>Executive Bond Paper (70 GSM)</b>		
10	<b>A4 Sheet</b>		
11	<b>A3 Sheet</b>		
12	<b>Brown Paper Sheet</b>		
13	<b>Drawing Sheet (A0 &amp; A3)</b>		
14	<b>Glossy Paper (A-4 Size)- 120 GSM</b>		
15	<b>Carbon Paper (Blue A-4 Size)</b>		
16	<b>Brown Tape (48 mm x 65 mtr.)</b>		
17	<b>Cello tape</b>		
	(big) tixc-12 mm 65 mtr.		
	(Small ) Tixo- 12mm x 9 mtr.		
	½ inch ( 15 Mtr)		
	1 inch (15 Mtr)		
	2 inch (30 Mtr)		
	2"65 Mtr		
18	<b>Cello Tape Dispenser (Small &amp; Big)</b>		
19	<b>Calculator 12 digit Big Screen Type</b>		
20	<b>Business Card Holder</b>		
21	<b>Call Bell / Door Bell Electric Type ( in Different voices)</b>		
22	<b>Pen Drive</b>		

Sr. No.	Item Name	Make	Price Quoted in Rs. (Taxes as applicable)
	8GB		
	16GB		
	32GB		
23	<b>Double Sided Tape</b>		
	1" width X 15 Mtr.		
	2" width X 15 Mtr.		
24	<b>Envelope (White &amp; Yellow)</b>		
	10" x 12"		
	4½" x 3"		
	6" x 3½"		
	9" x 4"		
	10" x 8"		
	9" x 4"		
26	<b>Eraser /Pencil</b>		
27	<b>Blue/Black Pens</b>		
28	<b>Pilot Pen /Parker</b>		
29	<b>Fevi stick</b>		
	8 Gram		
	15 gm		
30	<b>Fevicol 30gm</b>		
31	<b>Key Chain</b>		
32	<b>Scale (Small &amp; Big)</b>		
33	<b>Rubber Band (Small &amp; Big)</b>		
34	<b>Lock</b>		
	(3 Lever )with 4 Keys		
	(4 Lever )with 4 Keys		
	(7 Lever )with 4 Keys		
35	<b>Note sheet pad</b>		
	Size 12½" x8 ½")		
	F/S Size		
36	<b>Officer's Pen Stand</b>		
	2 Socket		
	4 Socket		
37	<b>Page Markers (1"X3") 50X3 Colour</b>		
38	<b>Paper Clip (Small &amp; Medium)</b>		
39	<b>Paper Cutter</b>		
40	<b>Paper Shredder Machine</b>		
41	<b>Paper Tray</b>		
	2 tier		
	3 tier		
42	<b>Paper Weight</b>		
43	<b>Permanent Marker</b>		
44	<b>Register</b>		
	Cash Book		
	Attendance		

Sr. No.	Item Name	Make	Price Quoted in Rs. (Taxes as applicable)
	Dispatch Dak		
	Inward Dak		
	Stock Ledger		
	Ruled Ordinary		
	Visitor/Gate Entry Record		
45	<b>Scissor</b>		
	6"		
	8"		
	9"		
46	<b>Inbuilt Stamp</b>		
47	<b>Stapler (Small - Medium - Big)</b>		
48	<b>Stapler Pin</b>		
49	<b>Thermacol Sheet</b>		
50	<b>Tissue paper (100 X 100 mm, 100 pulls x 2 Ply)</b>		
51	<b>White board Magnetic Duster</b>		
52	<b>White Board Marker</b>		
53	<b>Normal Duster</b>		
54	<b>White Chalk</b>		
55	<b>Sticky Notes</b>		
	<b>Cell</b>		
	AA 1.5 volts (Pair- pack of 2 cells)		
56	AAA size 1.5 volts (Pair-pack of 2 cells)		
	Big size 1.5 Volts ( Pair-pack of 2 Cells)		
57	<b>Whitener Pen</b>		
58	<b>Paper Puncture (Small-Medium-Large)</b>		
59	<b>Highlighter</b>		
60	<b>Sketch Pen</b>		

*Note: Above quantities may be increased or decreased as per requirement of the Institute and some more items may be added in future on the rates decided by both parties.*

**ANNEXURE “4”****Format of Experience certificate**

Project Name	Name of the Employer *	Description of work	Contract No.	Value of Contract (Rs. in Lakhs)	Date of issue of work order	Stipulated period of completion	Actual date of completion	Remarks explaining reasons for delay & work completed)

\* Attach certificate(s) of payments.

\*\* Immediately preceding the financial year in which bids are received.

**ANNEXURE "5"****DETAILS OF SIMILAR WORKS EXECUTED DURING THE LAST 3 (THREE)  
YEARS**

Name of the Agency.....

1	2	3	4	5	6	7
Contract no./Supply order No.	Name of Organisation	Description of Contract/Supply	No. of Items Supplied	Value	Year of contract	Continuing (YES/NO)

ANNEXURE "6"DECLARATION

From:- M/s.....

.....  
 .....

To

The Stores Purchase Officer,  
 Indian Institute of Management,  
 Sirmaur, H.P-173025.

1. I, \_\_\_\_\_ Son / Daughter / Wife of Shri \_\_\_\_\_ Proprietor/Director/ authorized signatory of the agency/Firm/company, mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/We further undertake that none of the Proprietor/Partners/Directors of the organization was or is Proprietor or Partner or Director of any organization with whom the Government have banned /suspended business dealings. I/We further undertake to report to the IIM, Paonta Sahib immediately after we are informed but in any case not later 15 days, if any Agency in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a Agency which is banned/suspended in future during the currency of the Contract with you.

**ANNEXURE "7"****FORMAT FOR BANK GUARANTEE TOWARDS PERFORMANCE SECURITY**

(To be executed by any scheduled bank, on a non-judicial stamp paper under bank's covering letter mentioning address of the bank)

To,  
 Indian Institute of Management,  
 Sirmaur, Paonta Sahib, H.P – 173025.

In consideration of Indian Institute of Management, Sirmaur [hereinafter referred to as IIM', which expression unless repugnant to the context and meaning thereof shall include its successors, heirs, legal representatives and assignees] having agreed to exempt M/s \_\_\_\_\_ [hereinafter referred to as 'supplier /contractor' which expression unless repugnant to the context and meaning thereof shall include its successors and assigns] from depositing with IIM a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) towards security / performance guarantee in lieu of the said contractor having agreed to furnish a bank guarantee for the said sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) as required under the terms and conditions of contract / work order No dated \_\_\_\_\_ [ hereinafter referred as the order'] placed by IIM on the said supplier/contractor. We, \_\_\_\_\_ the bank [hereinafter referred to as 'the bank' which expression shall include its successors and assigns] do hereby undertake to pay IIM an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) on the demand made by IIM on us due to a breach committed by the said supplier/contractor of the terms and conditions of the contract /order.

1. We \_\_\_\_\_ the bank hereby undertake to pay the amount under the guarantee without any demur merely on a demand from IIM stating that there is a breach by the supplier / contractor of any of the terms and conditions contained in the order or by the reasons of the supplier's / contractor's failure to comply with the terms and conditions as stipulated in the order or amendment(s) thereto. The demand made on the bank shall be conclusive as to the breach of the terms and conditions of the order and as regard to the amount due and payable by the bank under this guarantee, notwithstanding any dispute or disputes raised by the said supplier / contractor regarding the validity of such breach and we agree to pay the amount so demanded by IIM without any demur. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_).
2. We, the bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said order and that it shall continue to be enforceable till the dues of IIM under or by virtue of the said order have been fully paid and its claim satisfied or discharged or till IIM certifies that the terms and conditions of the order have been fully and properly carried out by the supplier / contractor and accordingly discharge the guarantee.
3. We the bank, undertake to pay to IIM any money so demanded notwithstanding any dispute or disputes raised by the said supplier /contractor in any suit or proceedings pending before any court or tribunal relating thereto as our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the said supplier / contractor shall have no claim against us for making such payment.
4. We \_\_\_\_\_ the bank further agree that IIM shall have full liberty, without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the order / contract or to extend time of performance by the said supplier / contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the IIM against the said supplier / contractor and to forbear or enforce any of the

terms and conditions relating to the order and shall not be relieved from our liability by reason of any such variation or extension being granted to the said supplier / contractor or for any forbearance, act or omission on the part of IIM or any indulgence by IIM to the supplier / contractor or by any such matter or thing whatsoever which under the law relating to sureties would but for this provisions have effect of so relieving us.

5. Our liability under this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) and shall remain in force upto \_\_\_\_\_ unless demand or claim under this guarantee is made on us in writing within 6 months from the date of expiry viz. \_\_\_\_\_. We shall be discharged from all liabilities under this guarantee thereafter.
6. This guarantee will not discharge due to change in the constitution in the bank or the said supplier / contractor.
7. The bank hereby agrees to address all the future correspondence in regard to this bank guarantee to The Medical Superintendent, Indian Institute of Management, Sirmaur.
8. We, \_\_\_\_\_ the bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the IIM in writing.  
Signed on the \_\_\_\_\_ day of \_\_\_\_\_

**For the Bank**  
**Witness:**  
**Name & Address**

**Signature**

**Name(s) & Designation(s)**