



भारतीय प्रबंध संस्थान रायपुर
Indian Institute of Management Raipur

IIMR/Tender/2024-25/05 dt.27.05.2024

आईआईएम रायपुर की अप्रचलित / अनुपयोगी एसेट्स के डिस्पोजल के लिए निविदा।

Tender for Disposal of Obsolete / Unserviceable Assets of IIM Raipur

सी.पी.पी.पी (<https://eprocure.gov.in/cPPP/>) के माध्यम से ऑनलाइन निविदा

Online tendering through CPPP (<https://eprocure.gov.in/cPPP/>)

भारतीय प्रबंधन संस्थान रायपुर
अटलनगर, पीओ - कुरु (अभनपुर),
रायपुर – 493 661, छत्तीसगढ़
वेबसाइट: <http://www.iimraipur.ac.in/>

Indian Institute of Management Raipur
Atal Nagar, P. O. - Kurru (Abhanpur),
Raipur – 493 661, Chhattisgarh
Website: <http://www.iimraipur.ac.in/>

निविदा आमंत्रित सूचना
NOTICE INVITING RFP

भारतीय प्रबंधन संस्थान रायपुर 'परिशिष्ट-I में उल्लिखित आईआईएम रायपुर की अप्रचलित/अनुपयोगी संपत्तियों के निपटान' के लिए दो बोली प्रणाली यानी तकनीकी (ईएमडी जमा करना और एजेंसी विवरण) के तहत पात्र या प्रतिष्ठित फर्मों/एजेंसियों/संगठनों से बोलियां आमंत्रित करता है। , इसे उच्च बोली लगाने वाले को "जैसा है जहां है के आधार पर" बिक्री द्वारा निपटाया जाएगा।

The Indian Institute of Management Raipur invites bids from eligible or reputed firms/ agencies / organizations under two bid system i.e technical (submission of EMD and the agency details) for the 'Disposal of Obsolete / Unserviceable Assets of IIM Raipur mentioned in Appendix-I', the same will be disposed of by sale to the higher bidder "As is where is basis"

The schedule and other details of the RFP are as under: -

RFP Name	Disposal of 'Obsolete / Unserviceable materials – 'as is and where is basis' mentioned in Appendix-I. The taxes and duties to be paid extra as applicable before taking out the material at IIM RAIPUR
RFP No.	IIMR/Tender/2024-25/05 dt.23.05.2024
No. of lots	04 (four) as mentioned in the Appendix-I
Publish Date	27.05.2024
Bid Opening Date	18.06.2024 @ 03:30 PM
Bid Submission Start Date	27.05.2024 @ 03:30 PM
Bid Submission End Date	17.06.2024 @ 03:30 PM
Opening of tender	Open online through CPP portal
EMD Deposit	Rs.50,000/- (Rupees Fifty Thousand Only)
	EMD in the form of D.D. only in favor of IIM Raipur, payable at Raipur (in original) in the Office of the CAO on or before the last date and time of bid submission i.e 17.06.2024 till 03:30 pm; failing which the RFP shall be summarily rejected (No other document has to be submitted separately).
Date of inspection of Goods	The items can be inspected at our office on working hours between 10.00 am. To 5.00 Pm (except Saturday, Sunday & Holiday). The contact point for visit or any inquiry would be mentioned as per Contact number for Site visit.
Location	IIM Raipur, Atal Nagar, P. O. – Kurru (Abhanpur), Raipur – 493 661, Chhattisgarh
Contact person for general queries related to RFP / Tender	Shri. Ashwani Bhardwaj Sr Store and Purchase Officer
	0771-2474-705

Contact number for Site visit

1. **Lot1-Vehicle** –
Shri Ashwani Bhardwaj / Shri Deepak
Mobile: 9179858388 / 0771-2474-705
2. **Lot2-Computers and Peripherals-**
Shri. Shakib / Shri. Priyank
Mobile: 9074673961 / 0771-2474-610
3. **Lot3-Electrical and Electronics:**
Shri. Saagar / Shri. Vinod
Mobile :8349051845 / 8770703042
4. **Lot4-Misc. office furniture and office equipment-**
Shri.DK Sinha / Shri. Mohd Tariq
Mobile: 9644164555 / 9045636120

This RFP document containing eligibility criteria, scope of work, terms and conditions, specifications and other documents can be seen/downloaded at/from the Central Public Procurement (CPP) Portal <https://eprocure.gov.in> or Indian Institute of Management Raipur website: www.iimraipur.ac.in.

This RFP is required to be uploaded on the website <https://eprocure.gov.in> and nowhere else, as it will be opened online at this site only.

The agency shall sign and stamp each page of this RFP document as taken of having read, understood and comply with RFP, the terms and conditions contained herein.

Manual bid/RFP shall not be accepted under any circumstances. Incomplete bid/documents shall be rejected without giving any reason.

1. Introduction

The Indian Institute of Management (IIM) has been set up by the Government of India, Ministry of Human Resource Development (now known as the Ministry of Education) in 2010 at Raipur, the capital of Chhattisgarh. IIM Raipur operates from its new campus located at Atal Nagar, P. O. – Kurru (Abhanpur), Raipur (C.G.) 493661.

2. Scope of Work

The Indian Institute of Management Raipur invites bids from eligible or reputed firms/ agencies / organizations under two bid system i.e technical (submission of EMD and the agency details) for the ‘Disposal of Obsolete / Unserviceable Assets of IIM Raipur mentioned in Appendix-I’, the same will be disposed of by sale to the higher bidder “As is where is basis”.

3. Procedure to submit the Bid.

Following scan copy of the documents are to be submitted by the bidders online through CPP portal:

- a) Bidders profile i.e Company/Firm/Agency/Person Details (Annexure-II)
- b) Self-declaration for accepting tendered terms and conditions (Annexure-III)
- c) Declaration of non-blacklisting (Annexure-IV)
- d) Tender Document signed on each page.
- e) Demand Draft for EMD (DD will be made in favor of IIM Raipur payable at Raipur).

Note:

- i. The documents mentioned in a, b, c, d and e above should be sealed and signed by the authorized signatory of the firm and the scan copies of the same be uploaded in the technical bid part in PDF format.
- ii. The original DD of EMD should be kept in one envelope with superscribed as “EMD for the tender of Disposal of ‘Obsolete / Unserviceable materials of IIM Raipur” and be sent to the following address of IIM Raipur before the last date for the submission of bid.

To,
Chief Administrative Officer
Indian Institute of Management Raipur
Atal Nagar, P. O. - Kurru (Abhanpur),
Raipur – 493 661, Chhattisgarh

4. Terms and Conditions:

- i. The Bidder should read all the terms and conditions mentioned herein this tender notice and participation in the tendering process will be constructed as acceptance of all the terms and conditions mentioned herein the Tender notice.
- ii. The bid of the highest acceptable responsive bidder in lot wise basis should normally be accepted, and an acceptance / sales order be issued.
- iii. The bidders will be allowed to quote rates lot-wise / category wise in the financial bid. If bidder will not be interested to quote rate for other lot then it will quote 0 (zero) in the financial bid
- iv. Any bid not accompanied with the EMD shall be rejected by the Institute as non-responsive. No interest will be payable on the Earnest Money Deposited. The earnest money for all the unsuccessful bidders will be returned to them after finalization of order or immediately after completion of validity of the bid.
- v. The EMD money of successful bidder shall be returned on receipt of balance payment of disposed LOT as mentioned in the Appendix -1. If the successful bidder fails to furnish the balance payment as per Sales Order (SO) terms and conditions within the stipulated period, the earnest money shall be liable to be forfeited by IIM Raipur.
- vi. Failure to accept the Sales Order by the successful bidder within 7 days of receipt of the same shall lead to automatic cancellation of the SO and forfeiture of the EMD. Such bidders will be debarred from participation in any of the bids floated by the Institute for the next 2 years.
- vii. The bidder should quote only the basic rate in financial bid. The GST and other statutory levies as applicable under Government rules will have to be paid by the successful bidders at the time of depositing payment of the bid amount in full.
- viii. A bidder will be allowed to submit only one Bid. Multiple Bids by a single Bidder will lead for disqualification.
- ix. The Institute reserves the right to accept or reject any / part / all the tender received in this regard and withdraw any / part/ all the items / materials / goods from the scheduled list at any stage of the tendering process without assigning any person thereof and the decision of the Institute will be final and binding on all concerned participant bidders of this tender sale process.

5. Disposal of Goods:

- i. The Successful bidder (herein after referred as 'Purchaser') should remit the total value (Sale Value) including taxes, if any, mentioned in the Sales Order within 10 days of acceptance of the SO through DD/RTGS/NEFT as mentioned in the Sales Order. The Purchaser will not be allowed to start the process of picking the materials/goods/assets without depositing the Sale Order value.
- ii. The Purchaser should arrange to pick up the listed materials / goods/ assets on AS-IS-WHERE-IS AND WHAT IS basis, at his own cost and risk. The Purchaser should engage necessary manpower, machinery etc., for safe removal of material/goods/assets from the premises and transport them. Institute will not provide any support in this regard.
- iii. The Purchaser is liable for any damages to the premises/material/goods/assets. Any damages to the premises during removal of the material/goods/assets should be attended by the Purchaser. All such damages should be get repaired by the Purchases to the satisfaction of the Institute, within 10 days of completing removal of these items from the premises. The EMD of the Purchaser shall be released only after adjusting any amounts towards such repairs, if any.
- iv. No responsibility will therefore be accepted by IIM Raipur for the description, condition, completeness, accuracy in size, shape, nomenclature, weight, number etc, whatsoever and no complaints will be entertained in respect of quality, quantity condition of the items.
- v. The purchaser shall lift the complete goods / materials/assets as a lot-wise/ single lot. No picking or choosing will be allowed at the Disposal site / Institute premises by the Bidders.
- vi. All the goods / materials/assets should be picked-up by the Purchaser within 30(Thirty) calendar days (called free delivery period) from the date of payment of the Sale Value. Failure on part of the purchaser in lifting the material within the free delivery period will lead to levying of ground rent @ 0.5 per cent of the sale value per day.
- vii. If the total material is not vacated from the Institute's premises within 15 days after the free delivery period, the Sales Order shall be cancelled, and the entire amount deposited toward EMD and Sale Value shall be forfeited.
- viii. The Purchaser who would like to take delivery of the goods through their authorized representatives should send an authorisation letter under firms letter head in original with their personal identification (with ID proof).

- ix. The Purchaser shall not be entitled to re-sell an item, lot or part of a lot while the goods are still lying within the premises as specified by the Institute and any such sale or assignment of the Purchaser's right to the material sold will not be recognized. All documents for releasing materials will be made out in the name of the Purchaser only.
- x. No delivery of the materials will be given on Saturday, Sunday and closed holiday observed by the Institute. Materials will be delivered between 9:00AM to 3:30PM on any working day. The successful bidder should intimate well in advance as to when vehicle will come for taking out the materials.
- xi. The Institute does not offer any warranty to the material/goods/assets mentioned for sale as mentioned in the Appendix-I.

6. Arbitration:

In the event of any dispute arising between the Institute and the Bidder in any matter covered under the Contract or arising directly or indirectly therefrom or connected or concerned therewith in any manner of the implementation of any terms and conditions of the said Contract, the matter shall be referred to the Director of the Institute(Competent Authority) who may appoint an eminent person distinguished in the field of management or such other field as deemed appropriate as the sole Arbitrator. The Bidder will not be entitled to raise any objection as regards such an appointment. The award of the Arbitrator shall be final and binding on both the parties, subject to the provisions of the Arbitration and Conciliation Act, 1996, and the rules made thereunder. The parties shall expressly agree that the arbitration proceedings shall be held at Raipur, Chhattisgarh. The language of the arbitration and proceedings shall be (in) English only. The costs of arbitration shall be borne equally by both the parties.

7. Indemnity:

The PURCHASER will indemnify IIMV from all claims, suits, inability & procedure which may be identified/initiated by the employees engaged by the PURCHASER, shall keep IIMR harmless from all such rules, procedure liabilities. The PURCHASER shall also indemnify IIMR from all or any legal implication or consequences that may arise out of labor laws/rules and any consequence that may arise out of misconduct of any of his personnel including loss of property or life due to any accidents. The decision of the Director, IIMR in this regard shall be final and binding.

8. Jurisdiction of Courts:

Any dispute arising, if any, under the Tender and Contract shall be subject to the jurisdiction of the competent courts of Raipur/ Bilaspur Chhattisgarh, only.

Appendix-I

Lot no. 1: Vehicle

Particulars of Fixed Assets	Qty-Nos	Date of Purchase	Year of Purchase	Nature of Fixed Asset	Contact person name
Maruti SX4	01	31-12-2010	2010	Vehicle	Shri. Ashwani/ Shri.Deepak

Lot no. 2: Computers and Peripheral Equipment's

Particulars of Fixed Assets	Qty-Nos	Date of Purchase	Year of Purchase	Nature of Fixed Asset	Contact person name
Laptop/033	01	14-10-2014	2014	IT Department	Shri.Shakib / Shri.Priyank
Laptop/058	01	10-5-2017	2017	IT Department	
Laptop/022	01	22-05-2012	2012	IT Department	
Laptop/001	01	22-05-2012	2012	IT Department	
Laptop/003	01	22-05-2012	2012	IT Department	
Laptop/004	01	22-05-2012	2012	IT Department	
Laptop/014	01	22-05-2012	2012	IT Department	
Laptop/012	01	22-05-2012	2012	IT Department	
Laptop/018	01	22-05-2012	2012	IT Department	
Laptop/011	01	22-05-2012	2012	IT Department	
Laptop/019	01	10-05-2017	2017	IT Department	
Laptop/008	01	22-05-2012	2012	IT Department	
Laptop/013	01	03-08-2010	2012	IT Department	
Laptop/025	01	22-05-2012	2012	IT Department	
Laptop/028	01	22-05-2012	2012	IT Department	
Laptop/030	01	22-05-2012	2012	IT Department	
Laptop/031	01	22-05-2012	2012	IT Department	
Laptop/032	01	22-05-2012	2012	IT Department	
Laptop/024	01	22-05-2012	2012	IT Department	
Laptop/005	01	22-05-2012	2012	IT Department	
Network Switch/023	01	21-07-2017	2017	IT Department	
Network Switch/031	01	21-07-2017	2017	IT Department	
Network Switch/055	01	21-07-2017	2017	IT Department	
Network Switch/052	01	21-07-2017	2017	IT Department	
Firewall/01	01	21-06-2016	2016	IT Department	
Firewall/02	01	21-06-2016	2016	IT Department	
Firewall/03	01	21-06-2016	2016	IT Department	
Desktop HP	02	07-02-2011	2010-11	IT Department	
Desktop HP	01	07-02-2011	2010-11	IT Department	
Desktop HP	01	07-02-2011	2010-11	IT Department	
Desktop HP	01	07-02-2011	2010-11	IT Department	

Desktop HP	01	28-11-2011	2011-12	IT Department
Desktop HP	01	28-11-2011	2011-12	IT Department
Desktop HP	01	28-11-2011	2011-12	IT Department
Printer HP	03	06-02-2010	2010-11	IT Department
Printer, HP	01	19-03-2013	2012-13	IT Department
Printer, HP	01	01-11-2011	2011-12	IT Department
Printer, HP	01	19-03-2013	2012-13	IT Department
Printer, HP	01	19-03-2013	2012-13	IT Department
Printer/041	01	23-03-2013	2012-13	IT Department
Printer/003	01	23-03-2013	2012-13	IT Department
Printer/028	01	23-03-2013	2012-13	IT Department
Printer/012	01	03-10-2011	2011-12	IT Department
Printer/038	01	18-06-2012	2012-13	IT Department
Fax Machine	01	26-04-2012	2012-13	IT Department
Fax Machine	01	26-04-2012	2012-13	IT Department
Fax Machine	01	26-04-2012	2012-13	IT Department
Projector (Hitachi) CP467	08	15-07-2011	2010-11	IT Department

Lot no. 3: Electrical & Electronics Items

Electrical & Electronics Items: Particulars of Fixed Assets	Qty-Nos	Date of Purchase	Year of Purchase	Nature of Fixed Asset	Contact person name
Air Conditioner (Voltas)	02	05-07-2011	2011-12	Office equipment	Shri. Saagar Bhadra / Shri. Vinod
Washing machine Electrolux	05	20-08-2011	2011-12	Office Equipment	
Washing machine whirlpool	01	13-09-2012	2012-13	Office equipment	
Fly trapper	01	14-10-2011	2011-12	Office equipment	
Fly Trapper	02	17-11-2011	2011-12	Office equipment	
Air Conditioner (Voltas)	19	03-06-2011, 21-08-2011	2011	Office equipment	
Ceiling Fan	40	19-09-2012, 12-09-2016	2012, 2016	Office equipment	
Exhaust Fan	04	29-09-2012	2012	Office equipment	
Wall mounted fan	07	13-04-2014	2014	Office equipment	
Fly Trapper	10	04-07-2012	2012	Office equipment	

Blower	01	16-04-2015	2015	Office equipment
Mobile, Blackberry	01	04-11-2010	2010	Office equipment
Cell Phone (Mobile Blackberry)	02	21-12-2012	2012	Office equipment
Telephone Landline	01	26-10-2012	2012	Office equipment
Mobile, Samsung, Galaxy 4	01	19-07-2013	2013	Office equipment
Mobile, Samsung, GT18262	01	24-08-2013	2013	Office equipment
I Phone 7, 32 GB, RoseGold	01	11-09-2017	2017	Office equipment

Lot no. 4: Miscellaneous Office Furniture and office Equipment's

Particulars of Fixed Assets	Qty-Nos	Date of Purchase	Year of Purchase	Nature of Fixed Asset	Contact person name
Dinning chairs plastic with SS Leg	65	10-12-2014	2014-15	Furniture & Fitting	Shri.DK Sinha/ Shri.Mohd Tariq
Dinning chairs plastic with SS Leg	02	16-06-216	2015-16	Furniture & Fitting	
Dinning chair wooden	02	26-04-2011	2010-11	Furniture & Fitting	
Chair HB	06	26-04-2011	2011-12	Furniture & Fitting	
Paper Shredder	01	11-04-2012	2012-13	Office Equipment	
Paper Shredder	01	11-09-2013	2013-14	Office Equipment	
Paper Shredder	01	12-06-2014	2014-15	Office Equipment	
White Board	02	15-11-2010	2010-11	Office Equipment	
Class chair	50	31-05-2011	2011	Furniture	
Study chair	30	16-04-2011	2011	Furniture	
Study Table	70	16-04-2011 (40nos), 04-01-2011 (30nos)	2011	Furniture	
Bed Godrej	02	06-04-2011	2011	Furniture	
Water Cooler 120L Blue star	03	25-09-2012	2012	Office Equipment	

Water Coller 120L Usha	02	24-11-2010	2010	Office Equipment
UV Filter cum purifier Aquagard	01	19-06-2012	2012	Office Equipment
Water purifier	01	2013	2013	Office Equipment
RO 15 ltr Kent	01	10-10-2012	2012	Office Equipment
RO 50 Ltr Aquaguard	01	03-10-2013	2013	Office Equipment
RO 50 Ltr aquaguard	02	14-07-2016	2016	Office Equipment
RO 50 Ltr aquaguard	02	07-06-2017	2017	Office Equipment
RO 50 Ltr aquaguard	02	12-07-2018	2018	Office Equipment
RO 15 ltr Kent	03	26-07-2017	2017	Office Equipment
Air Curtain	06	13-04-2016	2016	Office Equipment

Annexure-II: BIDDER's PROFILE

Profile		
Name of the firm/agency/person		
Permanent Account Number (PAN) (A copy must be attached to the technical bid)		
GST Registration Number (If applicable) (A copy must be attached to the technical bid)		
Registered Address (A proof must be attached to the technical bid)		
Postal address for communication		
Authorized Signatory Details	Name	
	Designation	
	Email	
	Phone	
	Other detail	

Authorized Signatory

Name:

Designation:

Date:

Place:

Annexure-III

To,
Director
Indian Institute of Management Raipur

Subject: DETAILS OF EMD DEPOSITED, WITH A SELF-DECLARATION FOR ACCEPTING ALL TENDERED TERMS AND CONDITIONS

Dear Sir,

I/we hereby submit our tender for 'Disposal of 'Obsolete / Unserviceable materials – 'as is and where is basis' mentioned in Appendix-I' along with other required documents.

I/we are enclosing herewith the following towards Earnest Money Deposit.

Particular	Amount	DD No & Date	Bank Name	Remarks
EMD	50,000.00			

I/We have gone through all the terms and conditions of the tender document. also, I/We have gone through the corrigendum/ addendum issued (if any) till the Bid Submission close time and date for this tender.

I/We agree to accept all the terms and conditions of the tender document and assure you that I/We will comply with the above-referred tender document, including instructions, terms and conditions, and technical specifications stated therein.

Authorized Signatory

Name:

Designation:

Date:

Place:

Annexure-IV

SELF-DECLARATION CERTIFICATE FOR THE CLEAN TRACK RECORD

I hereby certify that the I / my firm/ company is neither blacklisted by any Central/State Government/Public Undertaking/Institute or any organisations nor is any criminal case registered/pending against the firm/company or its owner/ partner(s)/ director(s) anywhere in India as on date of submission of this self-declaration.

I also certify that the above information is true and correct in all respects. In any case, at a later date it is found that any details provided above are incorrect, any contract given to the above firm/company may be summarily terminated, and the firm will be debarred/blacklisted as decided by the competent authority of IIM RAIPUR; also the EMD/ Performance Security Deposit (if any) shall be forfeited.

In addition to the above, IIM RAIPUR will not be responsible for paying the bills for any Partial/ Full supply of the items/ services.

Authorized Signatory

Name:

Designation:

Date:

Place:

Annexure-V

INSTRUCTIONS OF ONLINE BID SUBMISSION

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>.

1. Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-RFP portal is a prerequisite for e-tendering.
2. Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractor/bidders through email id provided.
3. Bidder need to login to the site through their user I.D./ password chosen during enrollment/registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
5. The DSC that is registered only should be used by the bidder and should ensure safety of the same.
6. Contractor/Bidder may go through the RFPs published on the site and download the required RFP documents/schedules for the RFPs he/she is interested.
7. After downloading / getting the RFP document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
8. If there are any clarifications, this may be obtained online through the RFP site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
9. Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
10. Bidder selects the RFP which he/she is interested in by using the search option & then moves it to the 'my RFPs' folder.

11. From my RFP folder, he selects the RFP to view all the details indicated.
12. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the RFP schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the RFP documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the RFPs should be less than 2 M.B. If any document is more than 2 M.B., it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
14. If there are any clarifications, this may be obtained through the site. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
15. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per RFP requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
16. Bidder should submit the RFP Fee/EMD as specified in the RFP. The original should be posted/couriered/given in person to the RFP Inviting Authority, within the bid submission due date & time for the RFP or as indicated in the RFP. Scanned copy of the instrument should be uploaded as part of the offer.
17. While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
18. The bidder has to select the payment option as offline to pay the RFP Fee/EMD as applicable and enter details of the instruments.
19. The details of the D.D./ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
20. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid

document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the RFP requirements.

21. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
22. If the price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price-bid BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this RFP.
23. The bidders are requested to submit the bids through online e-tendering system to the RFP Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
24. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular RFP and will also act as an entry pass to participate in the bid opening date.
25. The time settings fixed in the server side & displayed at the top of the RFP site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-RFP system. The bidders should follow this time during bid submission.
26. All the data being entered by the bidders would be encrypted using P.K.! encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
27. 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 openers' public keys. Overall, the uploaded RFP documents become readable only after the RFP opening by the authorized bid openers.
28. The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
29. The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
30. For any queries regarding e-tendering process, the bidders are requested to contact as provided in the RFP document. Parallely for any further queries, the bidders are asked to contact over phone: 0120-4001 002 or send a mail over to cphp-nic@nic.in.

Financial Bid Part

(To be filled by the bidders online through CPP portal, Manual Bid will not be accepted)

PRICE SCHEDULE (DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY) (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) 1. The taxes i.e GST and duties to be paid extra as applicable before taking out the material at IIM RAIPUR							
NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Item Code / Make	Quantity	Units	BASIC RATE EXC TAX In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT EXCLUDING Taxes col (14) = sum (8) to (13) in Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5	7	14	15
1	Disposal of 'Obsolete / Unserviceable materials – 'as is and where is basis' mentioned in Appendix-I. The taxes and duties to be paid extra as applicable before taking out the material at IIM RAIPUR						
1.01	Rates for the Disposal of Vehicle Lot	LOT1	1.00	Lot		0.00	INR Zero Only
1.02	Rates for the Disposal of Computers and Peripheral Equipment's Lot	LOT2	1.00	Lot		0.00	INR Zero Only
1.03	Rates for the Disposal of Electrical & Electronics Items Lot	LOT3	1.00	Lot		0.00	INR Zero Only
1.04	Rates for the Disposal of Miscellaneous Office Furniture and office Equipment's	LOT4	1.00	Lot		0.00	INR Zero Only
Total in Figures						0.00	INR Zero Only
Quoted Rate in Words						INR Zero Only	