



The Institute of Co-operative Management for Agriculture & Rural Development

(The Training Institute of the WBSCARD Bank Ltd.)
Block-14/2, C.I.T. Scheme-VIII (M), Ultadanga, Kolkata-700067

☎ : Principal : 23565522, EPBX : 23565522

Email : icmard.kol@gmail.com, Website : www.icmard.org

EOI No. 114(I)/2021-2022/378

January 01, 2022

Expression of Interest in connection with Empanelment of Suppliers for Supply of Housekeeping Items, Guest Room Supplies etc. to ICMARD

Institute of Cooperative Management for Agriculture and Rural Development (ICMARD), intends to prepare a panel of suppliers (hereinafter referred to as Suppliers for brevity) for supply of Housekeeping Items etc. to ICMARD, Block- 14/2, C.I.T. Scheme, VIII (M), (3rd Floor), Ultadanga, Kolkata- 700 067

The panel is expected to remain operational for a period of one year extendable up to another 1 year subject to satisfactory performance of the bidder.

ICMARD invites applications from reputed suppliers/ retailers / wholesalers of Housekeeping Items for Guest Room Supplies etc. who are interested in inclusion of their names in the panel.

Suppliers who fulfill the eligibility criteria and agree to the other terms and conditions mentioned in this document should apply in the prescribed form (**Annexure-I**) to the Principal, ICMARD.

Duly completed applications along with the necessary enclosures, in a sealed envelope should be dropped in the tender box kept for the purpose at the office of ICMARD in 3rd Floor, Block- 14/2, C.I.T. Scheme, VIII (M), Ultadanga, Kolkata- 700 067, **by 3.00 p.m. on 31st January, 2022**. The Institute reserves the right to accept or reject any or all the applications received without assigning any reasons.

I. Eligibility:

- The supplier must hold valid trade license/ permission for undertaking the business from competent authority on the date of application(s) for various categories of Housekeeping Items and Guest Room Supplies etc. They must hold all other licenses, clearances and permissions as may be necessary to carry out the trade of dealing with / selling of Housekeeping Items and Guest Room Supplies etc. The empanelled suppliers will further ensure and undertake that their licenses/ permission(s) remain valid till the end of the contract period.
- The suppliers must not have been convicted under any provisions of applicable Acts/ Rules and no case should be pending against the suppliers in any court of law or police authority.
- The supplier should have an average annual turnover of **Rs.5 Lakh** for last three years. Copies of IT returns of 2017-2018, 2018-19 & 2019-20 need to be submitted along with a copy of PAN and GSTIN.
- The supplier should preferably have undertaken a similar business opportunity i.e. empanelment for supply of such items with at least one Govt. / Semi-Govt. / Public Sector Undertaking/ Co-operative sector during the last two years.
- The supplier should not have been debarred / black-listed by any Govt. / Semi-Govt. / Public Sector Undertaking.
- The shop / establishment of the supplier should be situated in Kolkata, preferably within a distance of 15 km from ICMARD, Block- 14/2, C.I.T. Scheme, VIII (M), Ultadanga, Kolkata- 700 067.

II. Terms and Conditions:

1. Scope of work:

The supplier will deliver the items at their quoted rate in the stipulated timeframe. ICMARD also reserves the right to split / divide its purchases among two or more suppliers. ICMARD also reserves the right to accept or reject any or all of the offers that it may receive without giving any reasons.

A list of tentative items are attached as Annexure-II.

2. Pricing:

In response to the ICMARD's indent for supply, the supplier should **quote rates** as agreed in respect of all items of supplies to be made under the Contract irrespective of their brands or manufacturers. It should be noted that liability to pay any duties, levies or taxes legible under the law would be that of the supplier. The supplier will also have to bear all the incidental expenses etc. connected with proper packaging, delivery, in connection with supply to any place specified by the Bank. The supplier will provide MRP list in their respective bill in addition to their offered rates to ICMARD from time to time during the tenure of contract.


ICMARD 



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3. Period of Contract

The period of the empanelment contract shall be for a period of one year extendable up to another 1 year from the date of issued letter of empanelment, subject to satisfactory performance.

The contract is also liable to be forfeited if the authorized supplier:

- i. Fails to adhere to the terms of the Contract, or
- ii. Deliver any sub-standard/ duplicate/spurious items,
- iii. Delay in supply/ refusal to supply/ non-supply of items,
- iv. Over charges in the bill,
- v. If the supplier fails to perform any other obligation(s) under the contract,
- vi. In the judgment of ICMARD has engaged in corrupt or fraudulent practices

4. Documents establishing eligibility:

The following documents should be submitted along with the application.

- i. Self-attested copies of valid trade license(s)/ permission(s) held by the supplier as on the date of application.
- ii. Income tax returns for the years 2018-2019, 2019-2020 & 2020-2021
- iii. Copy of empanelment letter or purchase order issued by any Govt. / Semi-Govt. / Public Sector Undertaking.
- iv. Copy of GST registration of the supplier.
- v. Copy of PAN allotted to the supplier.

5. Procedure for application:

All pages of this document must be signed with seal at the bottom and sent together with duly filled in application form attaching all specified documents. Eligible suppliers may submit applications in closed and sealed envelopes superscribed as "**Application for Empanelment of Suppliers for Supply of Housekeeping Items and Guest Room Supplies etc. to ICMARD**" accompanied by the copies of documents as indicated above. Applications should be addressed to the Principal, ICMARD, Block- 14/2, C.I.T. Scheme, VIII (M), (3rd Floor), Ultadanga, Kolkata- 700 067, and be dropped in the tender box kept in his office for the purpose, by not later than 3.00 p.m. on **31st January 2021**.

The supplier will be responsible to ensure that his application is deposited in the above mentioned tender box on or before the due date and time. ICMARD is not responsible for non-receipt of applications within the specified date and time due to any reasons including postal delays or delay in transit. **All costs in connection with preparation of the RFE(Request for Evidence) document shall be borne by the applicant.**

6. Right to accept / reject any or all applications:

Applications received after the due date and time or incomplete application in any respect are liable to be rejected. ICMARD reserves the right to accept or reject any or all of the applications in full or part without assigning any reasons. ICMARD authority reserves the right to scrap the panel at any time, without assigning any reasons thereof. ICMARD's decision in this regard shall be binding and final. ICMARD has the right to modify / alter any requirements in this document at its discretion in the interest of the office as deemed appropriate by it and such decision in this regard shall be treated as final.

7. Notification of acceptance:

ICMARD will communicate acceptance of the application by an Email/phone call.

8. Indent for and delivery of supplies:

- a. On receipt of indent for supply from ICMARD, the delivery of supplies in full shall be made at the premises of ICMARD to which the indent pertains, during the working hours of ICMARD as soon as possible. ICMARD authority should disqualify any vendor/supplier if Failure of delivery of Items in stipulated timeframe twice in a calendar year.
- b. In case of indent for specific brand of Housekeeping Items and Guest Room Supplies, the brand shall not be substituted. ICMARD authority has a right to deduct part of the bill if brand name differs from specification.
- c. Supplies are required to be made in original packaging of manufacturer in case of branded items.



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9. Presentation of bills:

- The supplier shall present the bill to the office after the supply of the items. The bill should clearly indicate the details of the supplies made such as name of the item, quantity, rate, discount amount, GST and any other information required by ICMARD.
- The bill shall be supported by the original indent along with the challan signed by authorized official of ICMARD in charge of stock maintenance under his/her signature, with date, seal of the office for receipt of the items indented.
- Incomplete bills not accompanied by any of the particulars mentioned in (a) & (b) above will not be entertained.

10. Payment:

- Payment of the bills should be arranged within 10 working days from the date of presentation of the bill.
- The payment has to be through NEFT for which supplier should give requisite details of Bank address, account no., IFSC etc.

11. Corrupt, fraudulent or unethical practices

ICMARD requires that the supplier observes the highest standards of ethics during the procurement and execution of contract for supply of the items. The items to be supplied will be of standard quality.

In pursuance thereof, the terms are set forth as follows:

- The supplier shall not resort to offering, giving, receiving or soliciting of anything of value to influence the action of any official of the ICMARD in the empanelment process or in contract execution.
- The supplier shall not resort to misrepresentation of facts in order to influence the empanelment process or execution of a contract to the detriment of ICMARD.
- ICMARD will declare a supplier ineligible, either indefinitely or for a specified period of time, for award of the contract, if at any point of time, it is determined that the supplier has engaged in corrupt and fraudulent practices in executing the contract.
- If any such case indicated above is noticed during subsequent scrutiny after or before the payment, then the supplier shall refund the disputed/excess amount already paid by the Bank and replace the Housekeeping Items in question. ICMARD may stop payments due or recover the cost of such supplies from the amounts due to the supplier.

12. Arbitration:

The Contract is based on mutual trust and confidence. Both the parties agree to carry out the assignment in good faith. If any dispute or difference of any kind whatsoever (the decision whereof is not herein otherwise provided for) shall arise between ICMARD and the Bidder in connection with or arising out of the Contract, whether during the contract period or completion and whether before or after the termination, abandonment or breach of the contract, shall be referred to and settled by sole arbitrator, the Managing Director, the WBSCARD Bank Ltd., who shall give written award of his decision to the Bidder. The decision of the Managing Director will be final and binding.


PRINCIPAL 01/01/22





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Annexure-I

APPLICATION FORM FOR EMPANELMENT OF SUPPLIERS OF HOUSEKEEPING ITEMS AND GUEST ROOM SUPPLIES ETC.

Sr. No.	Item	Details
1	Name of the Supplier	
2	Constitution (Company/ Partnership/ Proprietorship)	
3	Details of Registration (attach copy)	
4	Registering Authority	
5	Registration No. & Date	
6	Year of commencement of business	
7	GST No. (attach copy)	
8	PAN Number (attach copy)	
9	Whether Manufacturer/ Authorized Distributor/ Dealer/ Agency	
10	Name (s) of the Proprietor/ Partner/ Director/ Official with designation authorized to make commitment to the Bank	
11	Telephone No.	
12	Mobile No.	
13	Email ID	
14	Website (if any)	
15	Mailing Address	
16	Whether the supplier holds valid license(s)/ permission(s) on the date of application for undertaking business of buying & selling of Housekeeping Items and Guest Room Supplies etc. from competent authority (Please give details of licenses/ permission (attach copies)	
17	Whether the supplier has been convicted by any court of law under provisions of IPC or any case is pending against the supplier in any court of law or police authority	
18	Whether the billing system is computerized/ non computerized	
19	Name of Government/ Public Sector/ Corporate clients of the supplier for supply of Housekeeping Items Also give contact persons names and telephone numbers	Name: _____ Date of empanelment: _____ Contact Person: _____ Mobile: _____ Name: _____ Date of empanelment: _____ Contact Person: _____ Mobile: _____ Name: _____ Date of empanelment: _____ Contact Person: _____ Mobile: _____
20	Name & Address of the Principal Banker	Bank _____ Branch _____ IFSC _____



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DECLARATION

I have read and understood the notice issues by ICMARD, Containing the eligibility criteria and the terms and conditions for empanelment of suppliers for supply of Office and Housekeeping Items etc. I fully accept the terms and conditions. I also understand that the bank reserves the right to accept or reject any or all of the applications without assigning any reasons thereof.

Signature:

Name:

Designation:

Date:

Note: Applications complete in all respects in the above format may be submitted in closed envelopes superscribed as **"Application for Empanelment of Suppliers for Supply of Housekeeping Items etc. to ICMARD"** accompanied by the copies of documents as mentioned in the Notice. Applications should be addressed to the Principal, ICMARD, ICMARD, Block- 14/2, C.I.T. Scheme, VIII (M), (3rd Floor), Ultadanga, Kolkata- 700 067, under whose jurisdiction the shop/ establishment of the supplier falls, by not later than 3.00 p.m. on **31st January 2022**



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Annexure- II

Tentative List of items

Sr. No.	Housekeeping Items	Sr. No.	Housekeeping Items
1	Sanitizers	25	Toilet Cleaner Brush
2	All purpose Cleaner	26	Sink/ Drain Plunger
3	Glass Wood/ Furniture Cleaner	27	Cloth Dusters
4	Tile & Grout Cleaner	28	Air/ Toilet Freshener
5	Floor Cleaner	29	Urinal Screen
6	Bleaching	30	Insect Sprays
7	Phenyl / Disinfectant	31	Mosquito Repellents
8	Acid for cleaning	32	Naphthalene
9	Toilet Cleaner	33	Hostel Room Kit- (Small Soap, Shampoo, Body Lotion)
10	Toilet Auto Flushing Cleaner	34	Liquid Handwash
11	Drain Cleaners	35	Soaps
12	Microfiber Cloth	36	Detergent Powder
13	Microfiber Mops (Big & Small)	37	Toilet paper
14	Big Floor Mops	38	Biodegradable Garbage Bags
15	Plastic Swing Drum	39	Gloves
16	Wheel Garbage Dustbin	40	Aprons
17	Bio friendly Twin Dustbin	41	Mask
18	Pedal Dustbin	42	Buckets
19	Small Dustbins (Coverless)	43	Mugs
20	Dustpan and Brush	45	Doormats
21	Broomsticks (Ceiling, Floors for indoor and outdoor)	46	Spray Bottles
22	Small Nylon Brushes	47	Bucket Spin with Mop
23	Scrubbers/ Scotch bite	48	Caution "Wet Floor"/"Cleaning in Progress" etc. Sign
24	Room Freshener	49	AA/AAA Battery
**Any other related item as may be ordered time to time		Guest Room Supplies	
		1	Water Flask/ Jug
		2	Glass
		3	Ashtray
		4	Hangers
		5	Room Slippers
		6	Tray
		7	Table Lamp