



भारतीय पैकेजिंग संस्थान
Indian Institute of Packaging

An autonomous body under the Ministry of Commerce & Industry, Govt. of India

Expression of Interest (EOI)
for
Empanelment of Vendors for Various Services

EOI Ref No:

To be submitted before 12:00 Hrs. on _____
Addressed to

**Indian Institute of Packaging (IIP),
E-2, MIDC Area,
Andheri East, Mumbai – 400093**

The Information provided by the bidders in response to this Expression of Interest (EOI) will be the property of IIP and will not be returned. IIP reserves the right to amend, cancel, rescind or reissue this EOI and all amendments will be advised to the bidders and such amendments will be binding upon them.

IIP reserves its right to accept or reject any of or all responses to this EOI without assigning any reason whatsoever.



Contents

Expression of Interest (EOI)	1
Introduction.....	3
Calendar of Events	3
Venue and Deadline for submission of Application.....	3
Scope of Requirements.....	4
Eligibility Criteria.....	5
General Terms and Conditions	6
Contacting IIP	7
Empanelment Procedure.....	7
Notification of Empanelment.....	7
Annexure – I	8
Annexure - II	9
Annexure – III	10
Annexure - IV.....	Error! Bookmark not defined.
Annexure - V.....	12
Letter authorizing representing executive(s)	13
Annexure – VI	14
Check List	15
IIP Centers	16

Introduction

The Indian Institute of Packaging (IIP) an autonomous body under the Ministry of Commerce & Industry, Government of India, invites e-tenders from reputed, registered firms / companies invited applications for empanelment of vendors (Contractors / Authorized Dealers / Service Providers) for supply of manpower, housekeeping staffs, Repair & Maintenance, Printing & Stationery, supply of hardware, electrical items, plumbing etc.), across its branches – HO (Mumbai), Hyderabad, Ahmedabad, Kolkata, Chennai, Bangalore, Delhi for a period of 3 Years.

The details of eligibility criteria and empanelment procedure along with application form may be downloaded from IIPs website “<https://www.iip.com>” under **Tenders**.

Interested vendors who are able to comply the requirements may submit the application duly filled in and supplemented with all relevant documents to us for further processing as per laid Procedures. Applications not completed in any respect are liable to be rejected summarily.

Presently empaneled vendors will also have to apply afresh to be considered for further empanelment. Further the vendors who are presently empaneled with IIP, and have never responded to any Request for Proposal (RFP) or Request for Quote (RFQ) as and when called for by IIP under limited tendering process will not be considered for empanelment.

Calendar of Events

SL/No	EVENT	Date
1	Date of Issue	
2	Date of Submission of EOI	
3	Date of Opening of EOI	

Venue and Deadline for submission of Application

Sealed application forms super scribed as “**Application for Empanelment of Vendors**”

Vendors are requested to submit the details as per the prescribed format along with the non-refundable empanelment fee of Rs. 1000/- + GST in the form of Bank DD/Cheque favoring IIP, payable at Mumbai. Cost of application is exempted for applicants who are registered with MSME and NSIC for the services for which enlistment is sought on production of documentary evidence. Vendor who wants to apply for more than one category, separate fees need to be paid for each category. **Interested parties should clearly mention the preferred location service** (Please refer the details of the IIP centers given in page no. 16.). Vendor registration received without location & fees will not be considered.

Applications must be received at the address specified in the document not later than dates specified. IIP will not be responsible for the late receipt due to postal delay or any other reason.

Expression of Interest (EOI) for Empanelment of Vendors



Scope of Requirements

CATEGORY OF ITEMS (CATEGORY CODE AND DETAILS TO BE FILLED IN BY VENDOR IN THE APPLICATION)

(Type of Goods / Services to be supplied / performed)

CATEGORY	Category Code	SUB Category [DESCRIPTION]	Sub Category Code	Minimum Eligibility
Printing, stationery, consumables & chemicals etc	I	Printing consumables	01	The bidder should have 5-year experience in the relevant filed with minimum Rs. 25 Lakhs Per year turn over in last five year.
		General chemicals & lab glassware	02	
		Office stationery	03	
		General order suppliers	04	
		Coffee & tea premix & vending machines	05	
		Canteen & housekeeping eqpts	06	
Packing materials	II	Packing materials	01	
Electrical, electronics & computer	III	Maintenance items - electricals & electronics	01	
		Telecom eqpts.	02	
		Ac & refrigeration	03	
		Computer, printers and peripherals etc.	04	
		Computer software	05	
		Electrical appliances	06	
		Office eqpts	07	
Repairing & Maintenance	IV	All repairing works (Civil, Electrical, Plumbing etc.) Architect, PMC etc	01	The bidder should have 5-year experience in the relevant filed with minimum Rs. 50 Lakhs Per year turn over in last 5 years.
Mechanical, hardware & plumbing items	V	Maintenance items - Mechanical	01	
		Maintenance items – Civil	02	
		Material handling eqpts	03	
		Firefighting eqpts	04	
		Hardware, Paints & Plumbing items	05	
		Engineering & Fabrication	06	
		Bearing, Blades & Knives	07	
		Technical furniture	08	
		General furniture	09	
Scrap	VI	Plastic, woods, paper trims, metals etc.	01	
Annual maintenance & rate contracts	VII	Labour contractors	01	
		Security agencies	02	
		Transport services	03	
		Dg & compressor, substation	05	
		House keeping	06	
Miscellaneous items	VIII	Safety & security items	01	
		Advertisement agency	02	
		Social media & promotion	03	
		Software maintenance	04	

Note: All the above-mentioned sub-items in the main item category are only a tentative list and do not cover the entire list of requirements and it may vary from time to time. No separate communication will be sent in between next registration period regarding the addition or deletion of few sub-items from the main item category.

The Vendors applying for Registration may attach a separate list along with Application form for which Registration is sought.

Expression of Interest (EOI) for Empanelment of Vendors



Eligibility Criteria

A vendor submitting the response in response to this EOI shall hereinafter be referred to as applicant. Only those applicants who fulfill the following credentials should respond to this invitation:

Sl. No	Eligibility Criteria	Documents to be submitted
1.	The bidder may be Proprietor/ Partnership/ Ltd Company. The bidder must have Office in Mumbai with minimum five years' experience (up to 31-03-2022) in related business.	The registration no. of the firm / company along with Valid IT Certificate /GST Number etc.
2.	The Bidder should have annual turnover (mentioned on page no.4)	The Bidder must produce ITRs Certificate from the Company's Chartered Accountant for the last Five Financial
3.	The bidder should have 5-year experience in the relevant filed	The bidder should produce the proof of orders from the customer during last five years.

The Applicant must ensure that he meets the above mandatory criteria.

NOTE: Copy of all required documents mentioned in application is mandatory to enclose. Applicants who fulfil the eligibility criteria shall qualify for further evaluations.



General Terms and Conditions

1. Empanelment would be for a period of three years from the date of issuance of empanelment letter/agreement subject to satisfactory services and yearly review. If services provided by the vendor is found to be unsatisfactory or at any time it is found that the information provided for empanelment or any tender is false or irregular while applying for the tenders, IIP shall reserve the right to remove such vendors from the empaneled list without giving any notice to the vendors in advance.
2. Any vendor, empanelment under this empanelment, if fails to participate in more than 3 (Three) tenders /RFQ/RFIs floated by IIP would be removed from the list of empaneled vendors.
3. The vendors, currently empaneled by IIP are also required to respond to respond to this **“Expression of interest”** for **“Empanelment of Vendors”** and get empaneled for current period.
4. Further the vendors who are presently empaneled with IIP, and have never responded to any Request for Proposal (RFP) or Request for Quote (RFQ) as and when called for by IIP under limited tendering process will not be considered for empanelment.
5. The response should be submitted in a structured format as per the checklist appended with number on every page. Each page of the application should be signed by person(s) on behalf of the organization having necessary Authorization / Power of Attorney to do so, duly affixing the company seal. Applications containing false or inadequate information are liable for rejection. (Authorization Letter from the company should be furnished along with the application)
6. The evaluation of the applications for empanelment shall be carried out by the committee constituted for the purpose.
7. Any un-authenticated, alterations, erasures, overwriting, blanking out or discrepancies may render the EOI submission invalid. The evaluation of the response will only be based on the documents submitted and evaluation committee reserved the right to relax the evaluation criteria.
8. Response submitted by Fax or E-mail or any form other than mentioned above will not be acceptable and liable for rejection by IIP
9. During empanelment period, IIP reserves the right to de-panel, if the service provided by the vendor is found to be unsatisfactory or if, at any time, it is found that the information provided for empanelment is false, the IIP reserves the right to remove such vendors from the empaneled list without giving any notice to the vendor in advance. IIP’s decision will be final in this regard.
10. In order to allow prospective bidders reasonable time in which to take the amendment into account in Preparing their response, IIP, at its discretion, may extend the deadline for the submission of response.



Contacting IIP

No Applicant shall contact IIP on any matter relating to its application, from the time of opening to the time the empanelment process is complete.

Empanelment Procedure

The objective of evaluation methodology is to facilitate the empanelment of financially as well as technically superior vendors. The applicant's will eventually be evaluated on the basis of the ratings arrived at by scoring parameters defined in **Annexure IV**. The empanelment will be valid for three years.

The vendor will be empaneled as per the following process:

1. Presently empaneled vendors will also have to apply afresh to be considered for further empanelment. Further the vendors who are presently empaneled with IIP, and have never responded to any Request for Proposal (RFP) or Request for Quote (RFQ) as and when called for by IIP under limited tendering process will not be considered for empanelment.
2. Vendors satisfying the eligibility criteria will be short listed and will be empaneled with IIP after due scrutiny of documents submitted by the bidder. IIP may, at its sole discretion, decide to seek more information from the Applicants. The clarification shall be given in writing immediately.
3. The Evaluation committee constituted for the purpose, may waive any informality or non- conformity or irregularity in an application which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any applicant. Decision of the Evaluation Committee would be final and binding upon the Applicants.
4. IIPs decision in respect of evaluation methodology and short listing of Applicants will be final and no communications, whatsoever in this respect, shall be entertained.
5. IIP may add/remove any relevant criteria for evaluating the proposals received in response to this EOI at the sole discretion of IIP.

Notification of Empanelment

IIP shall notify the successful applicant in writing by registered letter or by email, that its application has been accepted.

The applicant shall acknowledge in writing, receipt of the notification of empanelment and shall send his acceptance within seven (7) days of receiving the notification.

Failure to abide by this, may lead to termination of the empanelment.

Annexure – I

(Format of Undertaking (on Company's Letter Head)

(The bidder shall submit together with CHECK LIST & other documentary evidences)

To,
Assistant Director, Gen. Admin,
Indian Institute of Packaging (IIP),
E-2, MIDC Area, Andheri East, Mumbai – 400093

Dear Sir/ Madam,

EOI Ref No:

Sub: - Application for Empanelment of Vendors

Having examined the EOI document including all Annexures the receipt of which is hereby duly acknowledged, we, the undersigned, offer to empanel our company for supply of _____ and other repair services as required by IIP for a period of 3 years. We submit our Bid Documents along with CHECK LIST.

We understand that;

1. We undertake to respond to any Request for Proposal (RFP) or Request for Quote (RFQ) as and when called for by IIP under limited tendering process.
2. We further confirm that any offer in response to Request for Proposal (RFP) or Request for Quote (RFQ) will be in conformity with the terms and conditions as mentioned therein.
3. We understand that, IIP is not bound to accept the application and may reject all or any application without assigning any reason or giving any explanation whatsoever.
4. We understand that IIP reserves the right to withhold my application for empanelment, issue documents to any empaneled vendor, and also annul the empanelment process without assigning any reasons whatsoever.
5. We also understand that our empanelment and performance will be reviewed on yearly basis and, if found unsatisfactory, will be removed from the list of empaneled vendors
6. We enclose a DD/BC/Pay Order (No: _____ / Dated ____ / ____ / ____) for Rs.1000/- + GST in favor of IIP, Payable at Mumbai.
7. We also confirm that we have not been disqualified by any PSU / Government agencies / Banks for the related work.
8. We accept all the Instructions and Terms and Conditions of the subject, Dated this _____ day of _____ 2023

Yours faithfully,

Authorised Signatory (Signature and Seal of the Company / Firm)

Name & Designation _____ :

Date:

Expression of Interest (EOI) for Empanelment of Vendors



Annexure - II Applicant's Profile (Company's Letter Head)

Sl. No.	Particulars	Location
A	Preferred Location of Service: (If any vendor applies for more than one location, documentary proof of previous work experience (5 years) in the respective locations should be submitted, otherwise the application will be rejected)	Mumbai <input type="checkbox"/>
		Hyderabad <input type="checkbox"/>
		Ahmedabad <input type="checkbox"/>
		Kolkata <input type="checkbox"/>
		Chennai <input type="checkbox"/>
		Delhi <input type="checkbox"/>
B	Profile	Documentary Evidence (Page no.)
1	Name of the Applicant / firm/Agency/ Vendor	
2	Status of Applicant (Company, Partnership, Prop., etc.)	
3	Year of Establishment & Details of Registration (attach Documentary Proof)	
4	Number of years' experience in Supply of _____	
5	Address	
6	Telephone number	
7	Fax number	
8	Email Address	
9	Website address of the Company, if any	
10	Key person (s) with contact details a) Head Office / registered Office	
11	Authorized Official with Name, Designation, Contact Phone No/Mobile No / FAX No. etc. for the EOI	
12	Income Tax Number	
13	GST No	
14	5 Years ITRs certificate from Chartered Account.	
15	Annual turnover for the last 5 financial years (certificate from Auditor)	

** Wherever applicable submit documentary evidence to facilitate verification.

We hereby declare that the information submitted above is true to the best of our knowledge. We understand that in case any discrepancy is found in the information submitted by us our tender is liable to be rejected.

Signature of the Authorized Signatory with date & seal



Annexure – III
List of Applicant’s Customers only in Last 3 Years and References

Sl. No.	Name and complete Postal Address of the Customer (Purchaser)	Name, Designation, Telephone, Fax, Telex Nos., email	Nature and Description, Quantity of Goods ordered by the customer during last 3 years	Value of Goods ordered in last 3 years	Whether reference Letter Enclosed (Y/N)
1	2	3	4	5	6

(*Enclose necessary documentary proof – PI mark necessary page No for each of the enclosures)

PI Note that details of customers namely PSU/Govt. Bodies/FI as Clients shall carry weightage while evaluating. PI refer to Annexure IV



Evaluation Criteria

Maximum Marks - 60

S No	Description	Max Marks	Marks obtained
1	Category of Vendor	10	
	Private Limited/LLP/Proprietorship- 8 Marks		
	Public Limited/Govt./Semi-Govt - 10 Marks		
2	Net Worth of the Vendor	10	
	➤ 10 Lacs & above - 10 marks		
	➤ 6 Lacs & <= 9 Lacs – 8 marks		
	➤ <6 Lacs 6 marks		
3	Client Base & Experience	20	
	PSU/Govt. Bodies/ as Client (2 marks per PO, MAX MARKS 12)		
	Other as Client (1 mark per PO, Max. 8)		
4	Authorized Service Providers / OEM	20	
	OEM & Authorized service provider (2 mark for OEM & 1 mark for Partnership) on submission of evidence, MAX MARKS 20		

The eligible vendors, to qualify, must secure a minimum of 30 marks in total score.



**Annexure - IV
Self-Declaration: Not Blacklisted**

(To be submitted on Vendor's letter head)

Ref: EOI No. _____

I/ We hereby declare that presently our Company/ firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Date:
Signatory.....

Signature of Authorized

Place:
Signatory.....

Name of the Authorized

Designation:
.....

Name of the Organization



Annexure – V
Letter authorizing representing executive(s)
(To be submitted on Vendor’s letter head)

Ref: IIP Ref No. _____

<Name>, <Designation> is hereby authorized to attend meetings & submit pre-qualification, technical & commercial information as may be required by you in the course of processing the above said Bid.

For the purpose of validation, his/ her verified signatures are as under and on our behalf. We undertake to abide by any acceptance given by him under his signature.

Date:
Signatory.....

Signature of Authorized

Place:
Signatory.....

Name of the Authorized

Designation:
.....

Name of the Organization



**Annexure – VI
Declaration**

I / We declare that the information given above are true to the best of my/our knowledge. I / we also understand that if at any stage it is found/noticed by the IIP that any information thus provided by me / us is untrue / incorrect partly or fully and in case of receipt of adverse /unsatisfactory report from other clients/Bankers, the IIP may not consider my/ our application and/or may reject me/ us and /or may take any appropriate action against us.

I/We also understand that partly / wrongly filled application and / or applications not in prescribed pro-forma and / or applications not accompanying relevant documents / enclosures / annexed documents are liable to be summarily rejected by the IIP.

I / We also declare that I / we will not get myself / ourselves registered as vendor(s) in IIP in more than one name.

I/ We agree and authorize the IIP to obtain the confidential report from my / our clients, to obtain credit opinion from the IIP and to verify the work executed by us.

I/ We submit all the documents as mentioned in the Eligibility Criteria for Empanelment. I/we shall submit additional documents whenever asked for by IIP.

I/ We confirm that all the Rules prevailing in the concerned state, the Labour Laws, Risk Insurance obligations, State & Central Govt. statutory requirements etc are complied by me/ us.

I/We understand that this is merely an application and does not entitle me / us to be necessarily qualified by the IIP and the IIP reserves the right to reject all and / or any application without assigning any reason whatsoever.

Place :

Date :

Signature of the applicant(s) with seal



Check List Annexure – Index

Interested applicant(s) conforming to the above requirements may respond by furnishing the documents in following order. Each document must be numbered properly. In case the documents are not attached in the relevant order the application is liable to be rejected.

S.no	Document Attached	ReferencePage No ()
1	Bid Covering Letter - Annexure I	
2	Applicant's Profile - Annexure II	
3.	List of Major Customers – Annexure III	
4.	Self-Declaration - Annexure IV	
5.	Authorization letter - Annexure – V	
6.	Declaration - Annexure – VI	

Note: PI ensure that all the documentary evidences are paginated and the details of the same are mentioned under Page No- Annexure reference column for ease of evaluation process. In case the documents are not indexed as per above, the application is liable to be rejected.

IIP Centers

IIP Mumbai	IIP Chennai
Indian Institute of Packaging, Plot E2, MIDC Area, Andheri East, Road No.8, Post Box No.9432, Mumbai 400093, Maharashtra, India	Plot no. 169, Industrial Estate, 2nd Main Road, Burma Colony Perungudi, Chennai – 600096
IIP Delhi	IIP Kolkata
Indian Institute of Packaging - Delhi Plot No. 21, Functional Industrial Estate, Patparganj, Near Udyog Sadan Delhi - 110092	Block C. P. - 10, Sector – V, Salt Lake, Bidhan Nagar, Kolkata – 700091
IIP Hyderabad	IIP Ahmedabad
Lux - 3, Industrial Estate, Sanath Nagar, Hyderabad - 500018	Indian Institute of Packaging 1st Floor, CFC Building, Apparel Park, GIDC, Khokhra, Ahmedabad 380021

Disclaimer

While the document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by IIP or any of its employees, in relation to the accuracy or completeness of this document and any liability thereof expressly disclaimed. The EOI is not an offer by IIP, but an invitation for bidder's responses. No contractual obligation on behalf of IIP, whatsoever, shall arise from the offer process unless and until a formal contract is signed and executed by duly authorized officials of IIP and the Bidder.

Expression of Interest (EOI) for Empanelment of Vendors

