

भारतीय प्रबंध संस्थान इंदौर
INDIAN INSTITUTE OF MANAGEMENT INDORE

प्रबंध शिखर, राऊ-पीथमपुर रोड, इंदौर - 453 556
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निविदा क्रमांक Tender No: IIMI/2016-17/40



दिनांक/ Date: January 04, 2017

आईआईएम संबलपुर के लिए फोटोकॉपी और बाइंडिंग सेवाओं के लिए निविदा आमंत्रण सूचना
NOTICE INVITING TENDER FOR PHOTOCOPYING & BINDING SERVICES FOR IIM SAMBALPUR

भारतीय प्रबंध संस्थान इंदौर (आईआईएम इंदौर) एकल बोली प्रणाली में निम्नलिखित कार्य के लिए अच्छी तरह से स्थापित / अनुभवी एजेंसियों से बोली आमंत्रित करता है।

Indian Institute of Management Indore (IIM Indore) invites bids in single bid systems from the well-established/experienced agencies for the following services:

निविदा का संक्षिप्त विवरण Brief Details of Tender:

मद का विवरण Item Description	अवधि Period	निविदा की अनुमानित कीमत Estimated Cost of Tender (Rs.)
Photocopying & Binding Services for IIM Sambalpur	1 Year	5,00,000/-

निविदा की महत्वपूर्ण तिथियाँ Critical Dates of NIT:

क्रमांक S. No.	विवरण Particulars	दिनांक Date	समय Time
01	बोली जमा करने की समाप्ति तिथि Closing date & time for Submission of Bid	25-01-2017	1500 Hrs.
02	बोलियों का खोला जाना/Opening of Bids	25-01-2017	1510 Hrs.

Bidders are required to submit in a sealed envelope superscripted "NIT for Photocopying & Binding Services for IIM Sambalpur" at the following address on or before 25-01-2017 at 1500 hrs.

Stores & Purchase Office
First Floor, Administrative Block
Indian Institute of Management Indore
Prabandh Shikhar, Rau-Pithampur Road
Indore-453 556 (M.P), India
Phone: 0731-2439631-34
Email: stores@iimidr.ac.in

Officer (Stores & Purchase)



1. ABOUT IIM SAMBALPUR

Indian Institute of Management Sambalpur is set up by Government of India, under Ministry of Human Resource & Development; New Delhi. It is 19th IIM newly setup by MHRD. IIM Indore is mentor institute for IIM Sambalpur.

2. SCOPE OF WORK (Schedule of Requirement)

The Bidder is required to provide color and black & white photocopying (A3, A4 size), spiral/comb binding and lamination services as and when required by the Institute as per the following:

a)

Sr. No.	Name of Service	Photocopy Paper Size					
		A-4 Size Paper (Single Side)		A-4 Size Paper (Back to back - (Duplex)		A-3 Size	
1.	Photocopying The paper should be 75 GSM of JK Copier (Red) or equivalent.	Black	Color	Black	Color	Black	Color

b)

Sr. No.	Name of Service	<i>Particulars</i>
1.	Spiral Binding / Comb Binding with OHP Sheets (front & back) of 175 microns	Book containing 1 to 100 pages
		Book containing 101 to 200 pages
		Book containing 201 to 300 pages
2.	Strip Binding with OHP (front & back) of 175 microns	Book containing 1 to 100 pages
		Book containing 101 to 200 pages
		Book containing 201 to 300 pages
3.	Lamination	1/6 th size (small letter head)
		A 4 size
		Foolscap size
		A 3 size
		Visiting / Identity card size

3. OID, ELIGIBILITY CRITERIA & TECHNICAL CRITERIA

3.1 OID (Other Important Documents)

OID viz. Firm Incorporation Certificate, PAN details, TIN/CST/ST etc. details are to be provided.

3.2 Eligibility Criteria

- a) The Bidder should give self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the Annexure-I.
- b) The firm should be neither blacklisted by any Government Dept., nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India. A duly completed certificate to this effect is to be submitted as per Annexure-II.

- c) The company should have experience in photocopy, binding & lamination services. Relevant document to this effect is to be submitted.

3.3 Technical Criteria

Bidders should comply the specification of the tendered item in all respect, no deviations are acceptable. The detailed format is attached at Annexure-III. The bidder is to complete the same in all respect and submit accordingly.

4. FINANCIAL BID DETAILS

- a) Financial bid i.e. BOQ given with tender to be submitted after filling all relevant information. The priced BOQ should be submitted strictly as per the Annexure-V failing which the offer is liable for rejection.
- b) The bidder should quote firm prices / rates inclusive of all taxes & charges.
- c) Service Provider is required to submit rates for different services in the financial bid. The rates will be settled per copy basis.

Vendor should quote prices in Annexure-V only, offers indicating rates anywhere else shall be liable for rejection.

5. BID VALIDITY PERIOD

The bid remain valid for 90 days from the date of opening. A bid valid for a shorter period shall be rejected, being non-responsive.

6. BID SUBMISSION

Sealed envelopes (as stated below) to be placed superscribed as “**Notice Inviting Tender for Photocopying & Binding Services for IIM Sambalpur**” should be dropped in the tender box placed in the Stores and Purchase Office before the due date and time. Those who send the tender documents by post, have to ensure that the documents reach before the prescribed time & date. The Institute will not take any responsibility under any circumstances for courier/postal delays. One authorized representative of the bidder can be present while opening the tender

Envelope should contain the following:

1. Duly Completed Self Declaration Certificate as per Annexure-I.
2. Duly Completed Non Blacklisted Certificate as per Annexure-II.
3. Supporting documents related experience in photocopy, binding & lamination services.
4. Duly completed sealed & signed Technical Bid as per Annexure-III.
5. Duly Completed Copy of Statuary documents as per Annexure –IV.
6. Duly completed sealed & signed Financial Bid as per Annexure-V.

7. BID OPENING

- a) Bids will be opened on 25-01-2017 at 1510 Hrs.
- b) Bids should be summarily rejected, if all required documents (mentioned in clause 6) are not submitted within stipulated date / time.

8. BID EVALUATION

Based on results of the Technical evaluation, IIM Indore evaluates the Commercial Bid of those Bidders who qualify in the Technical evaluation. **The successful bidder will be the tenderer that quote lowest rates for providing photocopy services for A-4 Size Paper (Back to back Black - (Duplex).** The decision of Institute will be final in all respect. The Institute reserves the right to negotiate the rates with L-1 (Lowest one) bidder.

9. PAYMENT TERMS

- a) **No advance payment will be made in any case.**
- b) Service Provider shall raise bill on monthly basis and submit the same succeeding month for payment. IIM Sambalpur will normally settle the bill within 45 days from the receipt of the bill. However for delayed payment, the service provider will not charge any penalty or interest to IIM Sambalpur.
- c) TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from Contractor's bills.

10. PENALTY CLAUSE

The tenderer should ensure regular and uninterrupted quality services at all times. In case of failure in services or negligence (as defined below), appropriate punitive action shall be taken by the Institute, which also includes monetary penalty not exceeding 5% of total monthly bill payable by IIMS to the service provider.

Failure of service and negligence shall be measured in terms of the following:

- a) The service provider delivers poor quality of copies / prints to the user even after receiving written notice by Institute regarding poor copy / print quality.
- b) Operators are not available during the stipulated timings.
- c) Breach of any clause of tender / agreement even after receiving prior written notice by IIMI.
- d) Any other matter which is an act of negligence or breach of ethics by the service provider.

11. CONTRCT PERIOD

- a) The contract will be initially for a period of one year starting from the date of award of the contract. Based on satisfactory performance, the contract may be extended maximum up to another two years on mutually agreed terms and conditions.
- b) IIM Sambalpur can terminate the contract with one-month notice in case the services are not found satisfactory. In such a case, IIM Sambalpur will pay on actual work basis for the duration for which the services were used during the period in question.
- c) If the firm/agency is not in a position to continue the contract and propose to withdraw, they should give two months' notice prior to actual date of withdrawal

12. TERMS AND CONDITIONS

12.1 Termination for Insolvency

The IIM Indore may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.

The courts of Indore alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Indore Court shall have jurisdiction in the matter

12.2 Force Majeure

- a) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
- b) Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

12.3. Arbitration & Jurisdiction

- a) That in case of any dispute between party of first part and the party of other part arising out of or in relation to the agreement, the dispute shall be referred to arbitration of a sole arbitration to be appointed by the Director, IIM Indore. The award of the said arbitrator shall be binding on both parties.
- b) The courts at Sambalpur, Odisha shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

12.4 Specific Terms & Condition for Photocopying & Binding Service

- a) The specification of paper to be used for photocopying / printing shall be of at least 75 GSM of J.K. Paper, TNPL, Modi Xerox or equivalent brands. However, IIM Sambalpur shall approve one or two other equivalent brand of 75 GSM paper. Upon approval, the tenderer shall have the right to use any of the approved paper.
- b) The operating hours shall be from 8.00 am to 8.00 pm. The working days of the week will be seven days, Monday through Sunday. In case of any additional and emergency work when the machine(s) need to be operated beyond the normal working hours or holidays, the service provider will have to provide such services at no extra cost.
- c) In case the machine breaks down, service provider will provide immediate backup machine so that the down time is minimized to less than 4 hours and work of IIM Sambalpur is not held up.
- d) Security of all documents will be protected and under no circumstances papers given for photocopy or copies thereof shall be divulged to persons not authorized by IIM Sambalpur.
- e) Service Provider will be responsible for submitting periodic reports giving detailed, break up of complete job.
- f) The Service Provider will also arrange for the photocopy for the documents which are in odd size and not covered under this agreement, however, the rates for that will be certified by Head of concerning department and bills will be paid accordingly.
- g) Risk & Cost: The institute reserves the right to arrange to complete the whole or part of the work executed by some other agency at the risk and cost of the contractor if it is found that the quality and/or the progress in respect of whole or part of the work is not satisfactory.
- h) The firm awarded the work can be disqualified during the tenure of the contract in case of poor quality work, unreasonable delay in responding to the Institute's requirements, lack of minimum standard of service/work.
- i) In case any dispute arising out of the contract, either during the currency of its operation or any time thereafter, the decision of the competent authority, IIM Indore is final and binding on the contract.
- j) The contract is not transferable. No sub-letting of the contract is permissible.
- k) The firms should be aware of the provisions of all laws enacted affecting their activities and should be registered with statutory bodies (if required)

12.5 Other Conditions

- a) The bidder has to submit the relevant & readable files only as indicated in the tender documents. In case of any irrelevant or non-readable files, the bid may be rejected.
- b) IIM Indore reserves the right to accept or reject any or all the tenders in part or in full or may cancel the tender, without assigning any reason thereof.
- c) IIM Indore reserves the right to relax / amend / withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.
- d) IIM Indore reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.
- e) IIM Sambalpur has absolute powers to cancel the contract at any time by giving one month notice.
- f) Conditional tenders will not be considered in any case.
- g) IIM Indore shall not be responsible for any postal delay, non-receipt or non-delivery of the Tender Fee.
- h) The agency should have email access for communication.
- i) **IIM Indore may issue corrigendum to tender documents before due date of Submission of bid. The bidder is required to read the tender documents in conjunction with the corrigendum, if any, issued by IIM Indore. The bidder is not supposed to modify the tender document.**

ANNEXURE – I

To
The Officer (Stores & Purchase)
Indian Institute of Management
Prabandh Shikhar,
Rau – Pithampur Road
Indore

Sub: - Self Declaration Certificate

Ref : - Tender No. IIMI/2016-17/40 dated 04/01/2017
(Notice Inviting Tender for Photocopying & Binding Services for IIM Sambalpur)

Dear Sir,

With reference to the above, I am/ We are offering our competitive bids for *Notice Inviting Tender for Photocopying & Binding Services for IIM Sambalpur*, I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, specifications, schedule of quantities and all the contents stated therein.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

Email ID:

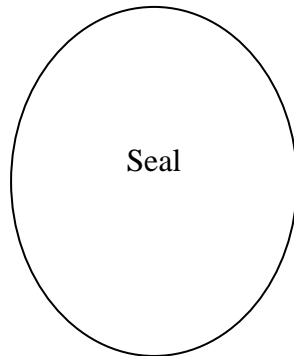
ANNEXURE – II

**CERTIFICATE
(to be provided on letter head of the firm)**

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:



Place:

Authorized Signatory

Name:

Designation:

Contact No.:

Sr. No.	Name of Service	Particulars		Complied (Yes / No)
1.	Photocopying The paper should be 75 gsm of JK Copier (Red) or equivalent.	A-4 Size Paper (Single Side)	Black	
			Color	
		A-4 Size Paper (Back to back - (Duplex))	Black	
			Color	
		A-3 Size	Black	
			Color	

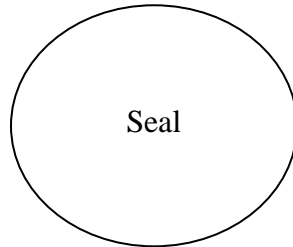
Sr. No.	Name of Service	Particulars	Complied (Yes / No)
1.	Spiral Binding / Comb Binding with OHP Sheets (front & back) of 175 microns	Book containing 1 to 100 pages	
		Book containing 101 to 200 pages	
		Book containing 201 to 300 pages	
2.	Strip Binding with OHP (front & back) of 175 microns	Book containing 1 to 100 pages	
		Book containing 101 to 200 pages	
		Book containing 201 to 300 pages	

3.	Lamination	1/6 th size (small letter head)	
		A 4 size	
		Foolscap size	
		A 3 size	
		Visiting / Identity card size	

Date:

Place

Contact No.:



Authorized Signatory:

Name:

Designation:

ANNEXURE –IV

Statutory Documents

Name of the Party		
Date of Incorporation / Establishment		Supporting documents are to be attached along with the Annexure-IV
PAN Number		
Sales Tax Registration Number (TIN / VAT / CST)		
Registered Office Address		
Authorized Signatory Details	Name	
	Designation	
	Email	
	Phone	
Details of Contact other than Authorized Signatory	Name	
	Designation	
	Email	
	Phone	

Signature and Seal of the Tenderer:

Name in Block Letter:

Designation:

Contact no.

Full Address:

Date:

ANNEXURE – V

FINANCIAL BID

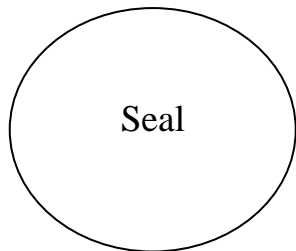
Sr. No.	Name of Service	Particulars		Photocopy Rates (Rs.) (Including all Taxes & Charges)
1.	Photocopying. The paper should be 75 gsm of JK Copier (Red) or equivalent.	A-4 Size Paper (Single Side)	Black	
Color				
A-4 Size Paper (Back to Back - Duplex)		Black		
		Color		
A-3 Size		Black		
		Color		

Sr. No.	Name of Service	Particulars	Rates / Charges (Rs.) (Including all Taxes & Charges)
1.	Spiral Binding / Comb Binding with OHP Sheets (front & back) of 175 microns	Book containing 1 to 100 pages	
Book containing 101 to 200 pages			
Book containing 201 to 300 pages			

2.	Strip Binding with OHP (front & back) of 175 microns	Book containing 1 to 100 pages	
		Book containing 101 to 200 pages	
		Book containing 201 to 300 pages	
3.	Lamination	1/6 th size (small letter head)	
		A 4 size	
		Foolscap size	
		A 3 size	
		Visiting / Identity card size	

Date:

Place:



Authorized Signatory:

Name:

Designation:

Contact No.: