



# INDIAN INSTITUTE OF MANAGEMENT SAMBALPUR

Sambalpur University Campus, Jyoti Vihar,  
Burla, Sambalpur, Odisha - 768019

Tender No: IIMSBP/2019-20/RP/15

Date: 06 June 2019

## Notice Inviting Tender for Photocopy, Binding & Lamination Services for IIM Sambalpur

Indian Institute of Management Sambalpur (IIM Sambalpur) invites **offline bids** in single bid system from reputed, experienced and financially sound parties for the following work:

### Brief Details of Tender:

Type of Tender	Tender Description	EMD Amt.	Contract Period
Offline Tender	Tender for Photocopy, Binding & Lamination Services for IIM Sambalpur	Rs. 30,000/-	One year

The Tender document can be downloaded from Institute website [http:// www.iimsambalpur.ac.in](http://www.iimsambalpur.ac.in) and Central Public Procurement (CPP) portal <https://eprocure.gov.in/epublish/app> to be submitted offline only up to the last date and time of submission of tender.

### Critical Dates of Tender:

Sl. No	Particulars	Date	Time
1	Date and time of the publication/ Download of Tender	06/06/2019	5.00 pm
2	Bid Submission Start Date & Time	07/06/2019	10.30 am
3	Pre-Bid Meeting Date & Time	11/06/2019	11.30 am
4	Bid Submission Close Date & Time	26/06/2019	3.00 pm
5	Opening of Bids	27/06/2019	3.30 pm

## 1. ABOUT IIM SAMBALPUR

IIM Sambalpur is an institute of National Importance under MHRD as per IIM Act 2018 passed by the Parliament. The temporary campus of IIM Sambalpur is located at Jyoti Vihar, Burla, Sambalpur - 768019.

## 2. EARNEST MONEY DEPOSIT

The contractor shall deposit Bid Security (EMD) for an amount of **Rs. 30,000/-** (Rupees Thirty Thousand Only) in the form of Demand Draft/ Banker's Cheque/ NEFT from Nationalized/ Scheduled Bank in favour of Indian Institute of Management Sambalpur should be submitted as per **Annexure-I**. The EMD should be valid for at least 90 days. The details are mentioned below:

**BANK DETAILS:**

**Name: IIM Sambalpur**  
**Bank Name: State Bank of India**  
**Account Number: 36134431122**  
**Bank Address: Sambalpur Burla Main Branch-768017**  
**IFSC Code: SBIN0002034**

**Email: [procurement@iimsambalpur.ac.in](mailto:procurement@iimsambalpur.ac.in)**

The Bid Security will be forfeited in the following conditions: -

- a) If at any stage, any of the information/declaration given by the bidder is found false.
- b) If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
- c) In case of any lapse/default in honouring of the terms and conditions at any stage after submitting the tender.
- d) In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.

**3. SCOPE OF WORK (Schedule of Requirement)**

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

<b>Sl. No</b>	<b>Name of Service</b>	<b>Particulars</b>	
1	<b>Photocopying</b> <b>The paper should be 75 GSM of JK Copier (Red, Green) or equivalent.</b>	A4 Size Paper (Single Side)	Black
			Colour
		A4 Size Paper (Back to Back duplex)	Black
			Colour
		A3 Size (Single side & Back to back duplex)	Black
			Colour

<b>Sl. No</b>	<b>Name of Service</b>	<b>Particulars</b>
1	<b>Spiral Binding / Comb Binding with OHP Sheets (front &amp; back) of 175 microns</b>	Book containing 1 to 50 pages
		Book containing 51 to 100 pages
		Book containing 101 to 150 pages
		Book containing 151 to 200 pages
		Book containing 201 to 250 pages
		Book containing 251 to 300 pages
2	<b>Strip Binding with OHP (front &amp; back) of 175 microns</b>	Book containing 1 to 50 pages
		Book containing 51 to 100 pages

3	<b>Lamination</b>	Book containing 101 to 150 pages
		Book containing 151 to 200 pages
		Book containing 201 to 250 pages
		Book containing 251 to 300 pages
		1/6th size (small letter head)
		A4 Size
		Foolscap Size
		A3 Size
		Visiting/ Identity Card (As per Instruction)

### 3. ELIGIBILITY CRITERIA & TECHNICAL CRITERIA

#### 3.1 Eligibility Criteria

- e) 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-II**.
- f) 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-III**.
- g) The firm should attach list of Work Orders/ documentary evidence/Purchase Order/ Agreement/ Experience Certificate where the similar type of work has been executed in Govt./ /State Govt. /Autonomous Institute during previous seven years from the date of publication of tender as detailed below:
- (i) Three similar works for the amount of Rs. 6,00,000/- **OR**  
(ii) Two similar works for the amount of Rs. 7,50,000/- **OR**  
(iii) One similar work for the amount of Rs. 12,00,000/-
- h) Average annual Turnover of the firm should be **Rs.25 lakhs** or more during last 3 financial years i.e FY 2015-16, 2016-17, 2017-18 (CA Certified turnover certificate should be attached).
- i) The bidder must have a registered shop within the State of Odisha which must be in operational condition. Copy of Registration of Shop and Establishment/Firm Incorporation certificate must be submitted.
- j) The bidder must have valid PAN& GST registration number (Copy of both should be attached).

#### 3.2 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 should be submitted as per the format given in **Annexure- VI** separately in sealed envelope in the tender document. The envelope must be super scribed “**Tender for Photocopy, Binding & Lamination Services for IIM Sambalpur**”. Tender No. **IIMSBP/2019-20/RP/15**, dated **01/06/2019** of Indian Institute of Management Sambalpur.
- 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 remains 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 tender should be submitted in a two-bid System. Earnest money, Technical bid and other supporting documents shall be submitted as Part I. Financial bid shall be submitted as Part II. Both Part I & Part II must be submitted separately in large sealed envelope to the tender box placed at “Indian Institute of Management Sambalpur” failing which the tender shall be treated as void ab-initio. The envelopes must be super scribed “**Tender for Photocopy, Binding & Lamination Services for IIM Sambalpur**”. Tender No. **IIMSBP/2019-20/RP/15**, date: **01/06/2019** of Indian Institute of Management Sambalpur. Technical bid must contain details as per **Annexure-IV & V**. Financial bid must strictly on form to Performa provided on letter-head of the tenderer with sealed envelope. In the event of the specified date for the submission of tender offer being declared a holiday, the offer will be received on the appointed time on the next working day and such bid will be opened accordingly. 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.

The Tender will be received on **11.05.2019** up to **5.00 PM**. The tenderer needs to submit the sealed tender form at IIM Sambalpur during the above-mentioned time.

INDIAN INSTITUTE OF MANAGEMENT SAMBALPUR  
Jyoti Vihar, Sambalpur University Campus  
Burla- 768019  
Sambalpur, Odisha  
Website: [www.iimsambalpur.ac.in](http://www.iimsambalpur.ac.in)  
Email Id- [procurement@iimsambalpur.ac.in](mailto:procurement@iimsambalpur.ac.in)

#### 7. BID OPENING

- ← Bids will be opened on 21/06/2019 at 03.00 Pm.
- ← Bids should be summarily rejected, if all required documents (mentioned in clause 3.1) are not submitted within stipulated date / time.

## 8. BID EVALUATION

Based on results of the Technical evaluation, IIM Sambalpur 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. The eligible bidder who will quote the lowest price inclusive of all will be awarded the contract.

## 9. PAYMENT TERMS

- a) **No advance payment will be made in any case.**
- b) Service Provider shall raise bill on monthly basis along with Supporting Documents (**Printing or Photocopy Order details received from IIM Sambalpur**) 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 IIM Sambalpur 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 IIM Sambalpur.
- d) Any other matter which is an act of negligence or breach of ethics by the service provider.

## 11. PERFORMANCE SECURITY DETAILS

- a) The successful tender will have to deposit the performance guarantee in the form of Bank Guarantee/D.D. at the rate of 10% of the total value of order immediately on receipt of order in

favour of IIM Sambalpur, and the same will remain with IIM Sambalpur until expiry of warranty period (15 Months). No interest will be paid by IIM Sambalpur on the deposit.

- b) Performance Security will be refunded to the supplier, after it duly performance completes the contract/warranty period in all respects.
- c) Performance Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.
- d) In case, the firm fails to provide the service within specified time frame, the same service will be availed from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.
- e) In case of non-receipt of Security Deposit within the stipulated time, EMD will be converted into Security Deposit and the balance amount will be recovered from the bill submitted for the payment.

## **12. CONTRACT 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 Sambalpur 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 Sambalpur 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 Sambalpur 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-fulfilment or for the delayed fulfilment 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 Sambalpur. 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) The Firm must have installed their own photocopying machine with material and manpower.
- d) The Machine should be able to copy at an average of 15000-20000 copies per month.
- e) The institute will provide space, electricity. The machine, Cartridge and paper cost will exclusively be borne by the service provider including supply of all spares and consumables at no additional cost on the institute.
- f) 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. If the machine remains inoperative for more than one day, a penalty of Rs.200/- (Rupees Two Hundred only) per day will be imposed and will be deducted from the bill.
- g) In case of any change in the number of machines in future, the service provider shall be bound to take the same into account, as per instruction of the authorized officials of the institute and payment for the same shall be done on pro-rata basis.
- h) Security of all documents will be protected and under no circumstance's papers given for photocopy or copies thereof shall be divulged to persons not authorized by IIM Sambalpur.
- i) Service Provider will be responsible for submitting periodic reports giving detailed, break up of complete job.

- j) 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.
- k) 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.
- l) 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.
- m) The institute reserves the right to add, delete, modify and terminate the contract by serving one month notice at any point of time.
- n) 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 Sambalpur is final and binding on the contract.
- o) The contract is not transferable. No sub-letting of the contract is permissible.
- p) 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 Sambalpur 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 Sambalpur 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 Sambalpur 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 Sambalpur 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 Sambalpur 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 Sambalpur. The bidder is not supposed to modify the tender document.**

**ANNEXURE – I**

To  
**Procurement Department**  
Indian Institute of Management Sambalpur  
Jyoti Vihar, Sambalpur - 768019  
Odisha

**Sub: - EMD Details**

Ref: - Tender No. IIMSBP / 2019-20/ RP/ 15 dated 06/06/2019

(Notice Inviting Tender for Supply and Installation, Testing & Commissioning (SITC) of Gym and Sports Equipments at IIM Sambalpur).

Dear Sir,

The following demand draft/banker's cheque/ bank guarantee in favour of IIM Sambalpur are enclosed herewith towards EMD

<b>Detail of DD/NEFT</b>	<b>Amount</b>	<b>DD/NEFT No.</b>	<b>DD/NEFT Date</b>	<b>Bank Name</b>
EMD	Rs.30,000/-			

**Thanking you**

**Yours faithfully,**

**(Authorized Signatory with Seal)**

## **ANNEXURE – II**

To  
**Procurement Officer**  
IIM Sambalpur  
Jyoti Vihar, Burla-768019  
Sambalpur

**Sub: - Self Declaration Certificate**

Ref : - Tender No. IIMI/2019-20/RP/15 dated 06/06/2019

(Notice Inviting Tender for Photocopying, Binding & Lamination 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 & Lamination 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 – III**

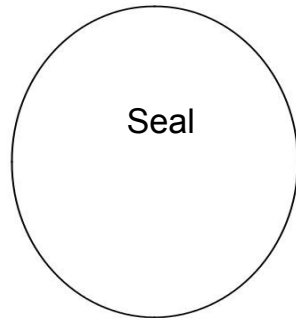
### **CERTIFICATE**

**(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.:**

**TECHNICAL BID**

**ANNEXURE-IV**

<b>Sl. No</b>	<b>Name of Service</b>	<b>Particulars</b>		<b>Complied (Yes/No)</b>
1	<b>Photocopying The paper should be 75 GSM of JK Copier (Red, Green) or equivalent.</b>	A4 Size Paper (Single Side)	Black	
			Colour	
		A4 Size Paper (Back to Back duplex)	Black	
			Colour	
		A3 Size (Single side & back to back or duplex)	Black	
			Colour	

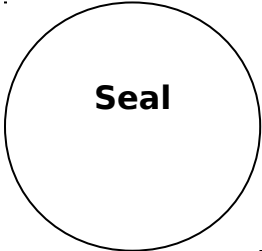
<b>Sl. No</b>	<b>Name of Service</b>	<b>Particulars</b>	<b>Complied (Yes/No)</b>
1	<b>Spiral Binding / Comb Binding with OHP Sheets (front &amp; back) of 175 microns</b>	Book containing 1 to 50 pages	
		Book containing 51 to 100 pages	
		Book containing 101 to 150 pages	
		Book containing 151 to 200 pages	
		Book containing 201 to 250 pages	
		Book containing 251 to 300 pages	
		2	<b>Strip Binding with OHP (front &amp; back) of 175 microns</b>
Book containing 51 to 100 pages			
Book containing 101 to 150 pages			
Book containing 151 to 200 pages			
Book containing 201 to 250 pages			
3	<b>Lamination</b>	Book containing 251 to 300 pages	
		1/6th size (small letter head)	

		A4 Size	
		Foolscap Size	
		A3 Size	
		Visiting/ Identity Card (As per Instruction)	

**Date:**

**Place:**

**Contact No:**



**Authorized Signatory:**

**Name:**

**Designation:**

**ANNEXURE –V**

**Statutory Documents**

<b>Name of the Party</b>	
<b>Date of Incorporation/ Establishment</b>	
<b>PAN Number</b>	
<b>GST Number</b>	
<b>Bank Details</b>	<b>Beneficiary Name:</b>
	<b>Account No:</b>
	<b>Bank Name:</b>
	<b>IFSC Code:</b>
	<b>Branch:</b>
<b>Registered Office Address:</b>	
<b>Authorized Signatory Details:</b>	<b>Name:</b>
	<b>Designation:</b>
	<b>Email:</b>
	<b>Contact Number:</b>
<b>Details of Contact Other than Authorized Signatory:</b>	<b>Name:</b>
	<b>Designation:</b>
	<b>Email:</b>
	<b>Phone:</b>
<b>The bidder must have valid PAN&amp; GST registration number (Copy of both should be attached).</b>	
<b>The bidder must have registered a shop registered within State of Odisha.</b>	

<p><b>Copy of Registration of Shop and Establishment/Firm Incorporation certificate must be submitted.</b></p>	
<p><b>Average annual Turnover of the firm should be Rs.25 lakhs or more during last 3 financial years i.e FY 2015-16, 2016-17, 2017-18 (CA Certified turnover certificate should be attached).</b></p>	
<p><b>The firm should attach list of Work Orders/documentary evidence/Purchase Order/ Agreement/ Experience Certificate where the similar type of work has been executed in Govt./ /State Govt. /Autonomous Institute during previous seven years from the date of publication of tender as detailed below:</b></p> <p><b>(i) Three similar works of 40% of the estimated cost</b></p> <p style="text-align: center;"><b>OR</b></p> <p><b>(ii) Two similar works of 50% of the estimated cost</b></p> <p style="text-align: center;"><b>OR</b></p> <p><b>(iii) One similar work of 80% of the estimated cost</b></p>	

Date:

Signature and Seal of the Tenderer:

Name in Block Letter:

Designation:

Contact no.

Full Address:



**ANNEXURE –VI**

**FINANCIAL BID**

<b>Sl. No</b>	<b>Name of Service</b>	<b>Particulars</b>		<b>Photocopy Rates (Rs.) (Including all Taxes &amp; Charges)</b>
1	<b>Photocopying The paper should be 75 GSM of JK Copier (Red, Green) or equivalent.</b>	A4 Size Paper (Single Side)	Black	
			Colour	
		A4 Size Paper (Back to Back duplex)	Black	
			Colour	
		A3 Size (Single side & back to back or duplex)	Black	
			Colour	

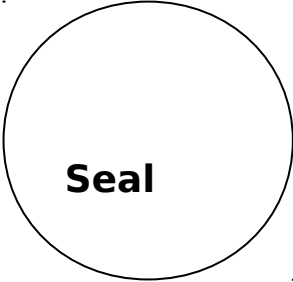
<b>Sl. No</b>	<b>Name of Service</b>	<b>Particulars</b>	<b>Photocopy Rates (Rs.) (Including all Taxes &amp; Charges)</b>
1	<b>Spiral Binding / Comb Binding with OHP Sheets (front &amp; back) of 175 microns</b>	Book containing 1 to 50 pages	
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		Book containing 101 to 150 pages	
		Book containing 151 to 200 pages	
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2	<b>Strip Binding with OHP (front &amp; back) of 175 microns</b>	Book containing 1 to 50 pages	
		Book containing 51 to 100 pages	
		Book containing 101 to 150 pages	
		Book containing 151 to 200 pages	
		Book containing 201 to 250 pages	
		Book containing 251 to 300 pages	

3	<b>Lamination</b>	1/6th size (small letter head)	
		A4 Size	
		Foolscap Size	

**Date:**

**Place:**

**Contact No:**



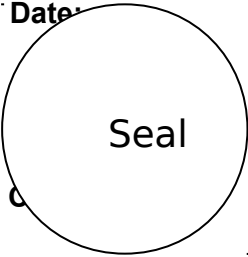
**Authorized Signatory:**

**Name:**

**Designation:**

			A3 Size		

Date:



**Authorized Signatory:**

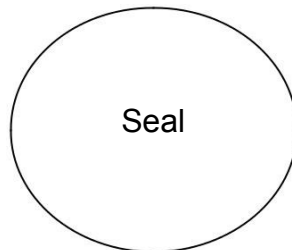
**Name:**

**Designation:**

Visiting / Identity card size

**Date:**

**Place:**



**Authorized Signatory:**

**Name:**

**Designation:**

**Contact No.:**