



**INDIAN INSTITUTE OF MANAGEMENT CALCUTTA  
DIAMOND HARBOUR ROAD  
KOLKATA - 700104**

भारतीय प्रबंध संस्थान कलकत्ता  
डायमंड हार्बर रोड, कोलकाता

## **NOTICE INVITING TENDER**

### **FOR**

**SELECTION OF VENDOR FOR PROVIDING PHOTOCOPY SERVICES AT VARIOUS LOCATIONS INSIDE INDIAN INSTITUTE OF MANAGEMENT CALCUTTA, JOKA CAMPUS FOR A PERIOD OF THREE YEARS.**

**NIT NO: NIT/IIMC/PHOTOCOPY/I/13/2024-25  
DATED: 25 APRIL 2024**

# **NOTICE INVITING TENDER**

NIT NO: NIT/IIMC/PHOTOCOPY/I/2024-25 Dated 25 April 2024

<b>Tender Information Summary (TIS)</b>			
<b>1. Basic Tender Details</b>			
Tender Title	SELECTION OF VENDOR FOR PROVIDING PHOTOCOPY SERVICES AT VARIOUS LOCATIONS INSIDE INDIAN INSTITUTE OF MANAGEMENT CALCUTTA, JOKA CAMPUS FOR A PERIOD OF THREE YEARS.		
Tender Ref.	NIT/IIMC/PHOTOCOPY SERVICE/I/13/2024-25		
Tender Type	OTE – DOMESTIC	Form of Contract	HIRING CONTRACT
Tender Category	GOODS	No. of Covers	DOUBLE COVER
Bidding System	SINGLE STAGE, TWO ENVELOPE SYSTEM	e-Reverse Auction to be held after Financial bid opening	NO
Procuring Organisation	Indian Institute of Management Calcutta	Procuring Entity	The Director, Indian Institute of Management Calcutta
Tender Inviting Authority (TIA)	Senior Administrative Officer (Purchase)	Address	Diamond Harbour Road, Joka, Kolkata, West Bengal - 700104
Appointing Authority for Arbitration	Head of the Procuring Organisation		
<b>2. Requirement Details</b>			
Evaluation Basis	As per terms and conditions of contracts and Rules of Govt of India	Part quotation allowed or not	Not Allowed
Inspection Type	Final and On Site	Inspection Agency	By Procuring Entity
Inspection Schedule	After completion of work and before making payment		
Item Details	As per Schedule of Requirement	Quantity and Units	As per Schedule of Requirement
Indicative HSN Code	Item wise	Consignee/ State	IIMC, Kolkata/ West Bengal
Terms of Delivery	As per Tender Document	Completion date of Delivery	As per Tender Document
<b>3. Critical Dates</b>			
Published Date	25 April 2024 at 1100 Hrs.	Bid Validity	75 days from the date of opening of Bid
Document Download Start Date & Time	25 April 2024 at 1100 Hrs.	Document Download End Date & Time	15 May 2024 at 1100 Hrs.
Clarification Start Date & Time	25 April 2024 at 1100 Hrs.	Clarification End Date & Time	15 May 2024 at 1100 Hrs.
Bid Submission Start Date & Time	25 April 2024 at 1100 Hrs.	Bid Submission Closing Date & Time	15 May 2024 at 1100 Hrs.
Tender Opening (Technical bid) Date & Time	16 May 2024 at 1500 Hrs.	Tender Opening (Financial bid) Date & Time	After vetting Technical Documents.
<b>4. Eligibility to Participate</b>			
Is this item reserved for exclusive Procurement from MSEs	NO		
Nature of Bidders eligible – OEMs/ Dealers authorised by OEMs	NOT APPLICABLE		
Entities from countries not eligible to participate on reciprocal basis	NOT APPLICABLE		
Minimum local content for eligibility to participate	NOT APPLICABLE		
Classes of Local Suppliers eligible to participate	NOT APPLICABLE		
Mandatory Joint venture with Indian Company	NOT APPLICABLE		

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<b>5. Obtaining the Tender Document and clarifications</b>			
eProcurement Portal and helpdesk for Document availability and submission	Central Public Procurement Portal <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>		
Cost of Tender Document (INR)	NOT APPLICABLE		
Office/ Contact Person/ email for clarifications	Purchase Section <a href="mailto:sao_purchase@iimcal.ac.in">sao_purchase@iimcal.ac.in</a> +91-33-7121 1000 Extn 1060/ 1063		
<b>6. Pre-bid Conference</b>			
Pre-bid Conference applicable or not	Yes		
Place, time, and date of the Pre-bid Conference	Date and Time : <b>06 May 2024 at 1500 hrs</b> Indian Institute of Management Calcutta		
Place, time, and date before which Written queries for the Pre-bid conference must be received	Date and Time : <b>06 May 2024 at 1500 hrs</b> Indian Institute of Management Calcutta		
Place, time, and date before which registration of participants for the Pre-bid conference must be received	Date and Time : <b>06 May 2024 at 1500 hrs</b> Indian Institute of Management Calcutta		
<b>7. Preparation and Submission and Opening of Bids</b>			
Bids to be Addressed to	Senior Administrative Officer (Purchase) Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal – 700104		
Instructions for Online bid Submission	As per Central Public Procurement Portal <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>		
Tender Opening Place	CPP Portal		
Alternate Bids allowed or not	NO		
<b>8. Physical submission of Originals/ Self-attested copies of Originals of Scanned Documents uploaded</b>			
Physical documents required/ permitted to be submitted	AS PER TENDER DOCUMENTS		
If Yes, List of Documents to be submitted physically	AS PER TENDER DOCUMENTS		
Deadline for physical submission of originals/ self-attested copies of Originals of uploaded scanned documents	AS PER TENDER DOCUMENTS		
Address of Physical Submission of Originals	Senior Administrative Officer (Purchase) Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal – 700104		
<b>9. Documents relating to Bid Security and Performance Security</b>			
Bid Security and Validity	<b>Rs.1,18,000/- (Rupees One Lakh Eighteen Thousand Only)</b> SIXTY (60) DAYS beyond the final Bid Validity period	Form of Security and To whom to be addressed	Insurance Surety Bond, an Account Payee Demand Draft/ Fixed Deposit Receipt/ Banker's Cheque/Bank Guarantee from any Commercial Bank or Private Bank authorized to conduct Government business.

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Performance Security and Validity	5% of Contract Value  SIXTY (60) DAYS beyond the final Bid Validity period	Form of Security and To whom to be addressed	INDIAN INSTITUTE OF MANAGEMENT CALCUTTA, Payable at Kolkata
<b>10. Additional Clauses</b>			
Integrity Pact to be Signed and Submitted along with bid	AS PER TENDER DOCUMENT	Independent External Monitor, Name and Contact Details	
Price Variation Clause	NO		
Quantity Splitting/ Parallel Orders	YES		

