



**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 "SECURITY PRINTING OF CONVOCATION DEGREE CERTIFICATE AND GRADE SHEET FOR MBA, MBAEX, DPR AND PGPEX-VLMP FOR ANNUAL CONVOCATION - 2024."**

**NIT NO: NIT/IIMC/SECURITY PRINTING-CONV/2023-24  
NIT DATE: 20 FEBRUARY 2024**

## **NOTICE INVITING TENDER**

**NIT REFERENCE NO AND DATE: NIT NO: NIT/IIMC/SECURITY PRINTING-CONV/2023-24 DATED 20 FEBRUARY 2024 For SELECTION OF VENDOR FOR "SECURITY PRINTING OF CONVOCATION DEGREE CERTIFICATE AND GRADE SHEET FOR MBA, MBAEX, DPR, PGPEX-VLMP FOR ANNUAL CONVOCATION - 2024."**

<b>Tender Information Summary (TIS)</b>			
<b>1. Basic Tender Details</b>			
Tender Title	SELECTION OF VENDOR FOR "SECURITY PRINTING OF CONVOCATION DEGREE CERTIFICATE AND GRADE SHEET FOR MBA, MBAEX, DPR ,PGPEX-VLMP FOR ANNUAL CONVOCATION - 2024."		
Tender Ref.	NIT/IIMC/SECURITY PRINTING-CONV/2023-24 DATE 20 February 2024		
Tender Type	Single Tender Enquiry - Domestic	Form of Contract	Item Rate
Tender Category	Services	No. of Covers	One
Bidding System	Single Stage Single Envelope	e-Reverse Auction to be held after Financial bid opening	No
Procuring Organisation	Indian Institute of Management Calcutta	Procuring Entity	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	Director, IIM Calcutta		
<b>2. Requirement Details</b>			
Evaluation Basis	As per terms and conditions of tender document (RFP) and Rules of Govt. of India	Part quotation allowed or not	Not Allowed
Inspection Type	Final and On Site	Inspection Agency	IIM Calcutta
Inspection Schedule	After completion of total 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	IIM Calcutta, 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	20 February 2024 1800 hours	Bid Validity (Days from the date of Tender Opening) - ITB-clause9.3	75 days from the date of opening of Bid
Document Download Start Date & Time	20 February 2024 1800 hours	Document Download End Date & Time	26 February 2024 1100 Hrs.
Clarification Start Date & Time	20 February 2024 1800 hours	Clarification End Date & Time	26 February 2024 1100 Hrs.
Bid Submission Start Date & Time	20 February 2024 1800 hours	Bid Submission Closing Date & Time	26 February 2024 1100 Hrs.

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Tender Opening (Techno commercial Bid) Date & Time	26 February 2024 1100 hours	Tender Opening (Financial bid) Date & Time	Not Applicable.
<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		
<b>5. Obtaining the Tender Document and clarifications</b>			
e-publishing Portal and helpdesk for Document availability and submission	<a href="https://epublish.gov.in/epublish/app">https://epublish.gov.in/epublish/app</a> <a href="http://www.iimcal.ac.in">www.iimcal.ac.in</a> under Information/ Tender Tab	[0120-4001 002; 0120-4001 005; 0120-6277 787 or support-epublish@nic.in]	
Cost of Tender Document (INR)	Not Applicable		
Office/ Contact Person/ email for clarifications	Purchase Department/ Administrative Officer (Purchase)/ao_purchase@iimcal.ac.in		
<b>6. Pre-bid Conference / Meeting</b>			
Pre-bid Conference applicable or not	N/A		
Place, time, and date of the Pre-bid Conference	N/A		
Place, time, and date before which Written queries for the Pre-bid conference must be received.			
Place, time, and date before which registration of participants for the Pre-bid conference must be received.			
<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	Not Applicable		
Tender Opening Place	At the conference room of Senior Administrative Officer (Purchase)		
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	YES		
If Yes, List of Documents to be submitted physically	As per Tender Document		
Deadline for physical submission of originals/ self-attested copies of Originals of uploaded scanned documents	As per Tender Document		

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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>27,500/- (Rupees Twenty Seven Thousand Five Hundred only)</b>	Form of Security and To whom to be addressed	Acct Payee DD/ FDR/ Bankers Cheque/ Bank Guarantee from any Indian Commercial Banks in favour of "Indian Institute of Management Calcutta" payable at Kolkata.
Performance Security and Validity	5% of the contract Value. 60 days beyond the date of completion of all contractual obligations including Warranty obligations (if any).	Form of Security and To whom to be addressed	
<b>10. Additional Clauses</b>			
Integrity Pact to be Signed and Submitted along with bid	Not Applicable	Independent External Monitor, Name and Contact Details	No
Price Variation Clause	No		
Quantity Splitting/ Parallel Orders	NO	If Yes, Ratio of Distribution among L-1 and others	NA

