



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

भारतीय प्रबंध संस्थान कलकत्ता
डायमंड हार्बर रोड, कोलकाता

NOTICE INVITING TENDER

FOR

**PUBLICATION OF ADVERTISEMENT IN THE NEWSPAPERS (TOI
& THE ECONOMIC TIMES (COMBINED EDITION) FOR ANNUAL
CONVOCAION - 2024**

**NIT NO: NIT/IIMC/ADVT/CONV/IV/2023-24
NIT DATE: 29 JANUARY 2024**

NOTICE INVITING TENDER

NIT REFERENCE NO & DATE: NIT/IIMC/ADVT/CONV/IV/2023-24 DATE 29 JANUARY 2024.

SELECTION OF ADVERTISING AGENCY FOR "PUBLICATION OF ADVERTISEMENT IN THE NEWSPAPERS (TIMES OF INDIA & THE ECONOMIC TIMES) (COMBINED EDITION) COLOUR (SIZE: 8 CM X 4 CM) MUMBAI + DELHI (FULL EDITION RUN) CHENNAI + KOLKATA (CITY RUN) FOR THE ANNUAL CONVOCATION - 2024".

Tender Information Summary (TIS)			
1. Basic Tender Details			
Tender Title	<i>PUBLICATION OF ADVERTISEMENT IN THE NEWSPAPERS (TIMES OF INDIA & THE ECONOMIC TIMES) (COMBINED EDITION) COLOUR (SIZE: 8 CM X 4 CM) MUMBAI+DELHI (FULL EDITION RUN) CHENNAI + KOLKATA (CITY RUN) FOR THE ANNUAL CONVOCATION - 2024</i>		
Tender Ref.	NIT/IIMC/ADVT/CONV/IV/2023-24 DATE 29 JANUARY 2024		
Tender Type	LTE - Domestic		
Tender Category	Advertisement / Services	No. of Covers	Single Cover
Bidding System	Single Cover	e-Reverse Auction to be held after Financial bid opening	No
Procuring Organisation	Indian Institute of Management Calcutta	Procuring Entity	The Director, IIMC
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		
2. Requirement Details			
Evaluation Basis	L1- Bidder will be selected.	Part quotation allowed or not	Not Allowed
Inspection Type	N.A.	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
3. Critical Dates			
Published Date	29 JANUARY 2024 at 1600 Hrs.	Bid Validity	60 days from the date of opening of Bid
Document Download Start Date & Time	29 JANUARY 2024 at 1600 Hrs.	Document Download End Date & Time	07 FEBRUARY 2024 at 1600 Hrs.
Clarification Start Date & Time	29 JANUARY 2024 at 1600 Hrs.	Bid Submission Closing Date & Time	07 FEBRUARY 2024 at 1600 Hrs.
Bid Submission Start Date & Time	29 JANUARY 2024 at 1600 Hrs.	Tender Opening (Financial bid) Date & Time.	N.A.
Tender opening (Techno-Commercial bid) Date & Time	08 FEBRUARY 2024 at 1600 Hrs.		

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4. Eligibility to Participate			
Is this item reserved for exclusive Procurement from MSEs	No		
Nature of Bidders eligible – OEMs/ Dealers authorised by OEMs	N.A.		
Entities from countries not eligible to participate on reciprocal basis	Not Applicable as only Empanelled Agencies are eligible		
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		
5. Obtaining the Tender Document and clarifications			
eProcurement Portal and helpdesk for Document availability and submission	https://eprocure.gov.in/eprocure/app	[0120-4001 002; 0120-4001 005; 0120-6277 787 or support-eproc@nic.in]	
	www.iimcal.ac.in under Information/ Tender Tab		
Cost of Tender Document (INR)	Not applicable		
Office/ Contact Person/ email for clarifications	Purchase Section		
7. Preparation and Submission and Opening of Bids			
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	[https://etenders.gov.in/eprocure/app?page=HelpForContractors&service=page]		
Tender Opening Place	On e-procurement portal(s) mentioned above		
Alternate Bids allowed or not	No		
8. Physical submission of Originals/ Self-attested copies of Originals of Scanned Documents uploaded			
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		
Address of Physical Submission of Originals	Senior Administrative Officer (Purchase) Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal – 700104.		
9. Documents relating to Bid Security and Performance Security			
Bid Security and Validity	N.A.		
Performance Security and Validity	5% of 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	In favour of the "INDIAN INSTITUTE OF MANAGEMENT CALCUTTA" payable at KOLKATA in the form of an Account Payee Demand Draft/ Fixed Deposit Receipt/ Banker's Cheque/Bank Guarantee from any Commercial Bank or

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			Private Bank authorized to conduct Government business.
11. Additional Clauses			
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	As per the discretion of Procuring Entity	If Yes, Ratio of Distribution among L-1 and others	Not Applicable

