

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA
D.H.ROAD, JOKA, KOLKATA - 700104
NOTICE INVITING TENDER

Tender Enquiry No. NIT/IIMC/Security Printing/45/2020-21

Date: 18/03/2021

E-Tenders are invited by Indian Institute of Management Calcutta (hereinafter referred to as "IIMC") under Two-Bid system i.e. Technical Bid and Financial Bid from eligible registered Agencies/Firms/Companies/Service Providers for security printing of various Certificates for use of IIMC during Convocation - 2021.

| Sl. No | Name of Work | Cost of Tender document (Rs.) |
|--------|---|-------------------------------|
| A. | security printing of various Certificates | 1,000/- + 18% GST |

The cost of tender is of Rs.1000/- + 18% GST (Non-refundable) which must be deposited by the tenderer in the form of Demand Draft in favour of 'Indian Institute of Management Calcutta' and payable at Kolkata along with the tender documents. Tender submitted without tender document fee will not be considered.

Time schedule of tender activities:

- Date & Time for submission of Tender Documents: from March 18, 2021 14:00 to April 7, 2021 up to 11.00 hrs.
- Date & Time of Opening of Technical Bid: on April 8, 2021 up to 14:15 hrs.
- Date & Time of Opening of Commercial Bid: To be Communicated to the qualifying tenderer later

Scope of Work:

| Sl. No. | Description of work with security feature | Quantity |
|---------|---|----------|
| 1. | <p>Security Printing of Convocation Certificate: (MBA : 472 pcs, MBAEx :65 pcs, PGDBA :57pcs, DPR :19 pcs) As per the following Description/Features:</p> <ul style="list-style-type: none"> i) Paper as per sample (Paper Type: Diamond Fine Toile Metallic Texture Coated paper ; Thickness : 250 GSM ; paper Size : Width – 275 mm, Height – 220 mm; Embossing : Golden Embossing by Golden dust) ii) High Quality printing iii) Blind embossing with golden effect logo iv) Ultra Violet ink Logo v) Micro Text printing vi) Anti-Copy Base design & Mirror Image vii) Individual Students' Photograph viii) Ultra Violet Signature <p>(Sample to be approved by the Chairperson MBA, MBAEx, PGDBA and DPR)</p> | 613 pcs |
| 2. | <p>Pre-printed Grade Sheet with security features : (MBA students – 500, MBAEx students –80) As per the following Description/Features</p> <ul style="list-style-type: none"> i) Paper as per sample (Paper size : A4 ; Thickness : 105 GSM, Paper Type : Parchment paper with watermark from mill) ii) Ultra Violet Signature iii) Micro Text <p>(Sample to be approved by the Chairperson, MBA, MBAEx and PGDBA)</p> | 580 pcs |
| 3. | <p>Merit List Certificates with security features (as per Sl. No.1). (MBAEx students –10,PGDBA students –3) (Sample to be approved by the Chairperson MBAEx and PGDBA)</p> | 13 pcs |

Tender documents comprises the following:

Volume - I:

- a) Notice Inviting Tender

Volume - II:

- a) Price Bid with Bill of Quantity

Procedure for submission of Bids:

1. Help for bidders, FAQ, Information about DSC and Bidders Manual Kit containing the detailed guidelines for e-Procurement system are also available on Central Public Procurement Portal. [<https://eprocure.gov.in/eprocure/app>]
2. It is mandatory for all the bidders to have a valid Digital Signature Certificate (in the name of person having power of attorney to sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA's from the link www.cca.gov.in) to participate in e-Procurement of IIM CALCUTTA.
3. It is mandatory for the bidders to get their firm /company registered with e-procurement portal <https://eprocure.gov.in/eprocure/app> to have user ID & password.
4. Tender documents will be available online on website <https://eprocure.gov.in/eprocure/app> which can be downloaded.
5. Bidders may download and refer the "Instructions for Online Bid Submission" from (<https://eprocure.gov.in/eprocure/app>).
6. The tender documents shall be submitted online in the prescribed format given on the websites and technical bids received online shall be opened as per NIT or Corrigendum thereof. No other mode of submission is acceptable. Detailed credentials as per the requirement of eligibility criteria and all tender papers except Bill of Quantities are to be submitted in "Technical Bid".
7. Bill of Quantities with rates duly filled in is to be submitted in the format provided online in the name of "Price Bid". Hence, physical submission of the documents is limited to submission of original Earnest Money and Tender document fee. Deposit in the form of Demand Draft as per provision given in NIT.
8. Representative of the bidder, who chooses to attend, may attend the online opening of the technical bids on the scheduled date and time of Bid opening. However, such representatives shall be allowed to attend the opening of the Technical Bids, only, if such person presents the signed letter of authority issued in his name by the bidder on his letter head.
9. Bidders cannot submit the tender after the due date and time of e-bid submission. Time being displayed on Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> ("Server System Clock Time") shall be final and binding on the bidder. e-Bids are required to be submitted by bidders, only as per the Indian Standard Time (IST) and not the time as per their location/country.
10. The bidders are advised to submit their e-bids well before the e-bid due date. IIM CALCUTTA shall not be responsible for any delay in submission of e-bids for any reason including server and technical problems.

11. Technical and Price Bid shall be digitally signed by the Authorized Signatory of the bidder & submitted "on-line". The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally signed bid. Scanned copies of various documents can be prepared in .pdf file format.
12. Any tender received without original Earnest Money and Tender document fee in the form as specified in NIT shall not be accepted/considered and shall be summarily rejected.
13. Physical submission of the documents is to be as per the following in one envelop only
 - a. Original Demand Draft for Tender document fee.

Validity of Bid:

Bid submitted by the bidder shall remain valid for a period of 180 days from the date of opening of bid. The earnest money will be forfeited without any prejudice to any right or remedy, in case the Bidder withdraws his Tender during the validity period or in case he changes his offer to his benefits, which are not acceptable to IIMC.

Performance Security Deposit:

To ensure due performance of the work, Performance Security is to be deposited by the successful bidder after awarding of the work. Performance Security will be an amount of Rs.30,000/- (Rupees Thirty thousand only) and it will be refundable without interest after successful completion of the work. In case of any complaint, the Performance Security deposit shall be discharged only after adjusting all dues etc. In case of any change of constitution of the Service Provider, the rights of IIMC should not suffer.

Security Deposit shall be forfeited, if the successful bidder fails to comply with the terms & conditions of the tender document during the currency of the contract.

Security Deposit will be released within 60 working days after successful completion of the Contract without any interest.

General terms & Conditions:

1. The Bidder shall submit a copy of this bid document signed on each page, as token of acceptance of all terms and conditions mentioned therein.
2. Rates shall be written both in words and figures. There must not be errors and/or over writings. Corrections, if any, should be made clearly and initiated by the authorized signatory of the bidder along with dates. If any variation is found between the amount written 'in words' and 'in figures', the amount written in words will only be considered.
3. Cost of Bidding: The Bidder shall bear all costs associated with the preparation and submission of its bid and IIM Calcutta shall in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
4. The financial bid shall be inclusive of all taxes including transportation charges to be paid by the Bidder for the Work/Service and any claim for extra payment on any such account shall not be entertained.
5. No alterations or additions anywhere in the Bidder Document are permitted. Corrections, if any, should be made clearly and initialed by the authorized signatory of the bidder along with dates. If any of these are found, the Bid may be summarily rejected.
6. All pages and pasted slips should be signed by the Bidder. Corrections, if any, must be signed. No page shall be added or removed from the set of Bid Document.
7. The Bidder shall submit the Bid which satisfies each and every condition laid down in this tender document, failing which the Bid will be liable to be rejected. Conditional Bids will be rejected.
8. All currency is to be quoted in Indian Rupee only. Taxes and levies as applicable at the time of submission of bids to be mentioned separately.

9. Tender papers must be submitted along with the following documents:
 - (a) Copy of Trade license
 - (b) Copy of GST Registration certificate
 - (c) Copy of PAN Card
 - (d) Demand Draft of Rs.1000/-+ 18% GST (non-refundable) drawn in favour of "Indian Institute of Management Calcutta", payable at Kolkata towards cost of bid document.
10. The Bidders have to furnish samples of paper (to indicate quality of paper) along with tender form for consideration of the tender committee. Supply must be made as per sample.
11. If some of the document/annexures are missing, IIM Calcutta has the right to reject the Bid as INVALID Bid.
12. The printing cost should be inclusive of all associated costs.
13. Any software or associated hardware required to provide services under this engagement will be provided by the bidder at their own cost.
14. Quoted rate should be valid at least for 03 months.
15. The quality and specification be adhered to strictly. If not found according to our sample, supply will not be accepted.
16. The vendor having adequate experience and credentials for doing such type of Certificate Printing with Security features in IIMs, IITs, NITs, University etc. will be given weightage.
17. Printing of Certificates and Grade Sheets needs to be completed within two weeks from the date of issuance of Purchase Order. If the supply is delayed beyond the stipulated time of completion of supply, penalty of 1% per week of total cost may be imposed at the discretion of Competent Authority. The penalty may be up to 10% of the total cost and also may result in cancellation of the order.
18. Quantity may increase or decrease, payment will be made on actual basis as per quoted rates.
19. If the last date of receiving/opening of the tenders coincides with a holiday, then the next working day shall be the receiving/opening date.
20. The selected vendor/firm may be considered for the said work for Convocation-2022 subject to satisfactory performance certified by the Chairperson-MBA and with same terms & conditions.
21. All legal disputes shall be under the jurisdiction of Calcutta High Court only.
22. IIM Calcutta reserves the right to reject one or all bidding without assigning any reason what so ever.
23. The technical Bids will be evaluated by the concerned Committee on the basis of Technical Evaluation Criteria. The Competent Authority for the acceptance of the Bid rests with the IIM Calcutta.
24. Financial Bids of Technically qualified Bidders will be opened for evaluation in the presence of shortlisted Bidders. The bidder who will quote the lowest price in the Financial Bid will be considered for Award of Work.
25. Deviation in terms and conditions either Technical or Financial Bid will not be considered under any circumstances. Conditional Bids will also be rejected.

Evaluation of bids:

1. The bid evaluation will be done by the following least-cost method prescribed in GFR-2017,
2. According to this, the Technical Bid will be evaluated first as per the prescribed parameters in Annexure-I
3. Financial Bids will be opened for these qualified bidders only.
4. The qualified bidder whose rate is found to be the lowest will be considered for award of the contract.
5. If the lowest quoted bidder is unable to take the assignment within the prescribed period due to any reason whatsoever, the second lowest will be considered, if approved by the Competent Authority of the Institute.

Mode of Payment:

The Service Provider shall submit the bills along with the attendance sheet at office of concerned Competent Authority for the executed work complete in all respects. The bills will be submitted in the manner and form that may be prescribed by the Competent Authority. Account payee cheque/DD/RTGS

for amounts passed in the bill will be issued only after the Service Provider gives stamped receipts for the amount unless the bills are Pre-receipted. Payments will be made only by Account payee cheque/DD/RTGS. The Competent Authority will have the right to recover liquidated damages for delay or slow progress of the work, penalty etc. from the bills submitted for payment.

Income Tax and such other Tax applicable from time to time will be deducted from the bill. However, if any new legislation comes into effect for deduction of tax at source, the deduction will be made under that legislature.

The final Settlement of the bills and refund/adjustment/appropriation of any amount retained from the bills of the Service Provider shall be made fully after the Competent Authority is satisfied that all the contractual obligations have been fully met and no amount remains due for recovery from the Service Provider on any account.

The successful bidder shall submit necessary bank details for bill payment at the time of entering into contract

Conciliation & Arbitration:

Any dispute, if arises, in connection with the work, shall be tried to be settled mutually by asking references to conditions of tender documents or prevailing local practices etc., but if not settled mutually, shall be referred to arbitration. Such arbitration shall be governed by the provisions of the Indian Arbitration and Conciliation Act, 1996 or as amended from time to time. The Venue for such arbitration will be in Kolkata. The award of the Arbitrator shall be final, conclusive and binding on all parties.

Senior Administrative Officer (Purchase)

| Minimum Eligibility Criteria | | | | |
|-------------------------------------|---|---------------|----------------|---------------------------------|
| SL No. | Particulars | Yes/No | Details | Attachments |
| 1 | Name of the Service Provider: | | | Enclose Proof |
| 2 | Registered Address: | | | Enclose Proof |
| 3 | Branch/Head Office Address at Kolkata: | | | Enclose Proof |
| 4 | Name of the Authorized Signatory: | | | Enclose Proof |
| 5 | Trade License No.: | | | Enclose current Proof |
| 6 | Shop/Establishment Registration No.: | | | Enclose Proof |
| 7 | PAN Details: | | | Enclose Proof |
| 8 | GST Registration No.: | | | Enclose Proof |
| 9 | Minimum Average Annual Turnover of last three Financial Year i.e. 2017-2018, 2018-2019 & 2019-2020 is Rs.3 Crores. | | | Enclose Proof (Audit Reports) |
| 10 | Income Tax Return for last three Financial Year i.e. 2017-2018, 2018-2019 & 2019-2020 | | | Enclose Proof (Audited Reports) |
| 11 | Experience in similar assignments in IITs, IIMs, NITs, PSU's/ Government/Autonomous Bodies for at least five years | | | Enclose Proof as Work Order |
| 12 | The Company/Firm/Agency shall not have been blacklisted by any organization. Necessary declaration to these effects shall be attached with the Bid. | | | Enclose Proof |

I/We accept all the terms and conditions of the Tender Notice.

Date:

Name and Signature of the Tenderer

Designation:

Signature with Seal

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA

DECLARATION

I..... do hereby declare that our firm is not black listed and no enquiries/cases are pending against us by Govt. of India/Govt. of West Bengal or any State Board/Universities/Institute since inception of the firm/company.

I further undertake that if above declaration proves to be wrong/incorrect or misleading our tender/contract stands to be cancelled/terminated.

Signature of Authorized Person

Date:

Place: