



INDIAN INSTITUTE OF MANAGEMENT CALCUTTA

**Diamond Harbour Road, Joka,
Kolkata - 700104**

NOTICE INVITING TENDER

NIT NO: NIT/ IIMC/EMP/P&V/2022-23

NIT DATE: 17 FEBRUARY 2023

FOR

**EMPANELMENT OF VENDOR FOR PHOTOGRAPHY AND
VIDEOGRAPHY SERVICES TO INDIAN INSTITUTE OF
MANAGEMENT CALCUTTA AT L-1 PRICE.**

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NIT REFERENCE NO & DATE : NIT/ IIMC/EMP/P&V/2022-23 DATE 17 FEB 2023.

For “EMPANELMENT OF VENDOR FOR PHOTOGRAPHY AND VIDEOGRAPHY SERVICES TO INDIAN INSTITUTE OF MANAGEMENT CALCUTTA AT L-1 PRICE”.

Tender Information Summary (TIS)			
1.0 Basic Tender Details			
Tender Title	EMPANELMENT OF VENDOR FOR PHOTOGRAPHY AND VIDEOGRAPHY SERVICES TO INDIAN INSTITUTE OF MANAGEMENT CALCUTTA AT L-1 PRICE.		
Tender Ref.	NIT/ IIMC/EMP/P&V/2022-23 DATE 17 FEB 2023		
Tender Type	Open	Form of Contract	Item Rate
Tender Category	Services	No. of Covers	2
Bidding System	Two	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		
2.0 Requirement Details			
Evaluation Basis	L1- Bidder will be selected.	Part quotation allowed or not	Not Allowed
Inspection Type	N.A.	Inspection Agency	By USER Department
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
3.0 Critical Dates			
Published Date	17 February 2023 at 1100 hrs	Bid Validity	90 days from the date of opening of Bid
Document Download Start Date & Time	17 February 2023 at 1115 hrs	Document Download End Date & Time	09 March 2023 at 09:30 hrs
Clarification Start Date & Time	17 February 2023 at 1130 hrs	Clarification End Date & Time	09 March 2023 at 09:30 hrs
Bid Submission Start Date & Time	17 February 2023 at 1130 hrs	Bid Submission Closing Date & Time	09 March 2023 at 09:30 hrs.
Tender opening (Technical bid) Date & Time	10 March 2023 at 1000 hrs	Tender Opening (Financial bid) Date & Time	Will be intimated after opening of Technical Bid

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4.0 Eligibility to Participate		
Is this item reserved for exclusive Procurement from MSEs	No	
Nature of Bidders eligible – OEMs/ Dealers authorised by OEMs	No Restriction	
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	As per Govt Orders	
Classes of Local Suppliers eligible to participate	As per Govt Orders	
Mandatory Joint venture with Indian Company	Not applicable	
5.0 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	
6.0 Pre-bid Conference		
Pre-bid Conference applicable or not	YES	
Place, time, and date of the Pre-bid Conference	Date and Time: 22 February 2023 at 1430 hrs. Indian Institute of Management Calcutta	
Place, time, and date before which Written queries for the Pre-bid conference must be received	Date and Time: 22 February 2023 by 1100 hrs. 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: 22 February 2023 by 1100 hrs. Indian Institute of Management Calcutta	
7.0 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	
9.0 Physical submission of Originals/ Self-attested copies of Originals of Scanned Documents uploaded		
Physical documents required/ permitted to be submitted	Not required / As per discretion of Bidder	
If Yes, List of Documents to be submitted physically		

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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		
10.0 Documents relating to Bid Security and Performance Security			
Bid Security and Validity	Rs20,000/- (Rupees Twenty Thousand only) and validity will be ninety (90) days from the date of last date of submission of bid	Form of Security and To whom to be addressed	NA
Performance Security and Validity	3% 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	Acct Payee DD/ FDR from a Commercial bank/ Bank Guarantee /e-Bank Guarantee from any Indian Commercial Banks in favour of Indian Institute of Management Calcutta, Payable at Kolkata
11.0 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	YES / As per the discretion of Procuring Entity	If Yes, Ratio of Distribution among L-1 and others	60:40 OR 50:30:20 or As per discretion of the procurement entity