



INDIAN INSTITUTE OF MANAGEMENT CALCUTTA

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

TENDER DOCUMENT

**TENDER REFERENCE NO
IIMC/EMP/P&V/2022-23
DATE : 20 DECEMBER 2022**

FOR

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

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA
Diamond Harbour Road, Joka,
Kolkata – 700104

EOI REFERENCE NO: IIMC/EMP/P&V/2022-23

DATE: 20 DECEMBER 2022

REQUEST FOR PROPOSAL (RFP) FOR EMPANELMENT OF VENDOR FOR PHOTOGRAPHY AND VIDEOGRAPHY SERVICES TO INDIAN INSTITUTE OF MANAGEMENT CALCUTTA AT L-1 PRICE

Sir,

1. On behalf of the Director, Indian Institute of Management Kolkata, OFFLINE bids are invited from bidders for “*EMPANELMENT OF VENDOR FOR PHOTOGRAPHY AND VIDEOGRAPHY SERVICES TO INDIAN INSTITUTE OF MANAGEMENT CALCUTTA AT L-1 PRICE.*”

2. **Availability of the Tender Document.** The Tender Document will be published on the Central Public Procurement Portal (CPPP) (ePublishing) (<https://eprocure.gov.in/epublish/app>) and Institute Website. It shall be available for download after the date and time of the start of availability till the deadline for availability as mentioned in tender documents. The downloaded Tender Document is free of cost.

3. This RFP is to be submitted for Technical Bid duly signed & stamped on all pages by the vendor as token of acceptance of terms and conditions mentioned in the RFP.

4. The address and contact numbers for sending Bids or seeking clarification regarding this RFP are given below:-

(a) **Bids/queries to be addressed to.** Senior Administrative Officer (Purchase), Indian Institute of Management Calcutta.

(b) **Name/designation of the contact personnel.** Senior Administrative Officer Purchase, Indian Institute of Management Calcutta

(c) **Telephone numbers of the contact personnel.** +91-33-7121 1000 Extn 1070/1062 and +91-33-7121 1070 (Direct)

(d) **E-mail id.** sao_purchase@iimcal.ac.in

(e) **Address.** Senior Administrative Officer (Purchase), Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata – 700104.

5. This RFP is divided into five parts as follows:

(a) **Part I** - Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.

(b) **Part II** – Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.

(c) **Part III** – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.

(d) **Part IV** – Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.

(e) **Part V** – Contains Evaluation Criteria and Format for Price Bids.

6. This RFP contains the following FORMS:-
- (a) Appendix 'A' – Schedule of Requirement/ Scope of Work.
 - (b) Appendix 'B' – Bidder's Information.
 - (c) Appendix 'C' – Terms and Conditions Compliance Certificate.
 - (d) Appendix 'D' – Bank Guarantee Format of Performance Security
 - (e) Appendix 'E' – No Claim Certificate.
 - (f) Appendix 'F' – Technical Specification of Goods and Vendor Eligibility Criteria.
 - (g) Appendix 'G' – Price Bid Format
 - (h) Appendix 'H' – Bid Security Declaration Certificate.
7. This RFP is being issued with no financial commitment and the BUYER reserves the right to change or vary any part thereof at any stage. The BUYER also reserves the right to withdraw the RFP AND REJECT ANY TENDER, should it become necessary at any stage.
8. Please return this letter along with the complete RFP duly signed as attached.
- Yours faithfully,
- Sd/-x-x-x-x-x-x-x
(Zulfquar Hasan)
Senior Administrative Officer
9. I/We am/are in possession of a complete set of RFP issued by you, and have understood and agree to abide by the above instructions as well as those contained in the RFP and contract forms. The attached RFP forms duly completed and signed are submitted herewith.

Date: 2022

Signature of Tenderer

(Name in Block letter)

(Capacity i.e. Proprietor/Partner with stamp)

PART I – GENERAL INFORMATION

1. **Last Date and Time for Submission of Bids.** **09 January 2023 at 0930 hours.**

2. **Manner of Depositing the Bids.**

(a) The tender documents shall be submitted OFFLINE in the prescribed format (Price Bid Format at Appendix G) in the Tender Box situated in the Ground Floor of Administrative Building and technical bids received OFFLINE 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 Price Bid Format are to be submitted in “Technical Bid”.

(b) Price Bid Format (Appendix G) with rates duly filled in is to be submitted in the name of “Price Bid”.

(c) Any Bid(Technical Bid) received without original Bid Security/ EMD (as applicable) in the form as specified in RFP shall not be accepted/considered and shall be summarily rejected.

(d) Tender Document will have three (03) envelopes. Envelope – 1 should contain Technical Bid with EMD. Envelope – 2 should contain Financial Bid and Envelope 3 should contain Envelope 1 and Envelope 2.

(d) Bids must be submitted till the deadline for submission mentioned in Tender Document. If the office happens to be closed on the deadline to submit the bids as specified above, this deadline shall *not* be extended.

3. **Schedule of Bids Opening.**

(a) **Time and date for opening of Technical Bids.** **10 January 2023 at 1000 hrs.**

(b) **Time and date for opening of Commercial Bids.** **After opening of Technical Bid.**

(If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the BUYER).

4. **Location of the Tender Box.** Tender box will be located at Administrative Block, Indian Institute of Management Kolkata, Diamond Harbour Road, Joka, Kolkata – 700104.

5. **Two-Bid System.** Two-Bid system has been adopted and only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the BUYER. The bidder must submit three (03) envelopes. Envelope – 1 should contain Technical Bid with EMD. Envelope – 2 should contain Financial Bid and Envelope 3 should contain Envelope 1 and Envelope 2.

6. **Modification and Withdrawal of Bids.** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the customer prior to deadline prescribed for uploading of bids. No bid shall be modified after the expiry of deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder’s forfeiture of bid security.

7. **Rejection of Bids.**

(a) Conditional bids will be rejected.

(b) Prices quoted unreasonably HIGH or LOW from LPP (Last Purchase Price)/prevailing market rates may be considered for rejection at the discretion of BUYER.

8. **Validity of Bids.** The Bids should remain valid till 90 days from the last date of submission of the Bids.
9. **Earnest Money Deposit (EMD)/ Bid Security.** Bidders are required to submit EMD in favour of the "INDIAN INSTITUTE OF MANAGEMENT CALCUTTA" for an amount of **RS 20,000/- (RUPEES TWENTY THOUSAND ONLY)** along with their bids in the form of an Account Payee Demand Draft/ Fixed Deposit Receipt/ Banker's Cheque/Bank Guarantee/E-Bank Guarantee from any Commercial Bank or Private Bank authorized to conduct government business. EMD is to remain valid for a period of SIXTY DAYS (60) beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them on or before THIRTIETH (30TH) DAY after the award of contract. The Bid Security of the successful bidder would be returned, without any interest what so ever, after the receipt of Performance Security. EMD is not required to be submitted by those Bidders who are registered with the National Small Industries Corporation (NSIC) and Ministry of Micro, Small & Medium Enterprises (MSME). However, the Bidders who are registered with NSIC and MSME, they need to furnish BID SECURITY DECLARATION CERTIFICATE. The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender. EMD should be kept separately inside the envelope along with quotation in main envelope. Bids shall not be considered, in case, the EMD is not submitted along with the Technical Bid
10. Price must be quoted on F.O.R at IIMC, Destination basis by road inclusive of Packing, Forwarding, Freight Charge, Transit Insurance and any other charges as applicable. The consignee for the contract is Administrative Officer (Purchase), Indian Institute of Management Calcutta.
11. The approval or rejection to tenders(s) rests with Competent Authority (CA) as applicable, who reserves to himself the right of rejecting any tender in whole or in part of any item in whole or in part in respect of any or all the delivery points shown in the schedule of requirements in Part II or RFP without cause assigned.
12. These instructions on "Invitation of Bid" are to be signed by you and returned along with your bids.
13. **Duration of Empanelment.** THREE (03) Years.
14. **Extension of Contract.** Applicable for a period of 1 year based on the Performance by the selected bidder/bidder(s) during the last 3 years period of contract.

PART II – ESSENTIAL DETAILS OF ITEMS/SERVICES REQUIRED

1. **Schedule of Requirements/ Scope of Work.** As per **Appendix 'A'** to this RFP.
2. **Eligibility Criteria.** The minimum eligibility criteria are as under:-

Sl. No.	Description	Remarks
(a)	PAN Details	Photocopy of PAN Card to be submitted
(b)	GST Details Or Trade License(as applicable)	Photocopy of GST Certificate to be submitted or Trade License along with self-declaration of noncompliance of GST
(c)	The Companies/Firms/Agencies/Contractors should have office/ branch office/Operational Office in Kolkata.	Photocopy of relevant documents to be submitted
(d)	The Companies/Firms/Agencies/Contractors should have reputation with at least three years' experience in providing similar services to Public Sector Companies/Government Departments/Research Organizations / Reputed Private Sector Companies, IIM etc. A list of clients, to whom the vendors are providing/ have provided similar services in the last three years, should be enclosed with the tender document.	Valid Work Orders needs to be submitted
(e)	Turnover of Companies/Firms/Agencies/ Contractor should be Rs 2.5 Lakh Per Year in any last three years with effect from 01 April 2017 to 31 March 2022.	Profit and Loss statement along with balance sheet duly signed by Chartered Accountant
(f)	The firm should neither debarred by any Central/State/Autonomous Bodies or Institute/Public Undertaking nor any criminal case registered/pending against the firm or its owner /partners anywhere in India.	Self-Certificate
(g)	Bidder must be registered for Photography & Videography services	GST Registration Certificate/Trade License (as applicable) need to be submitted.

3. **Terms and Conditions of Contract:-**

(c) Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of IIM Calcutta and keep the Institute informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.

(d) In case of empanelled vendor is found in breach of any terms & condition(s) of IIM Calcutta or supply/work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules/laws, shall be initiated against the vendor and Performance Security Deposits shall be forfeited by IIM Calcutta, besides debaring the vendor concerned for at least three years for further dealings with IIM Calcutta.

(e) The successful bidder will be responsible for transportation and loading/ off-loading of all materials related to them and no extra payment will be made by the IIM Calcutta on this account.

(f) The successful bidder himself will be responsible for safety and security of his material and IIM Calcutta will not be responsible for any damage/theft of material of the Successful Bidder.

(g) For any emergency situation, the Successful Bidder will provide solution related to his/her work at no extra cost.

(h) All materials used should be of as per required quality (**as mentioned in BOQ**). For the material used, which is not of good quality, appropriate deductions will be made from the bill. In case, it is found at some stage that the quality supplied/to be supplied is inferior the goods in question will be rejected or the contract will be cancelled with debarment of the successful bidder(s).

(k) The successful bidder shall be responsible for full execution of the contract and **shall not in any case assign or sublet ordered items or part thereof to any other party**. Failure to do so will attract cancellation of the order and debarred for future business with IIMC.

(l) All works related to this tender should be completed to entire satisfaction of the IIM Calcutta, failing which the **IIM Calcutta will have right to cancel the work order** and no payment will be made in that case.

(m) Any defect found in the work carried out by the successful bidder will have to be **rectified free-of-cost** by the Successful Bidder.

(n) All precautionary/safety measures as necessary should be adopted by the agency/firm while executing the work to avoid any miss happening and loss caused due to the agency's negligence.

(o) The successful bidder shall take all necessary precautions to ensure safety and security of their workmen and shall be responsible for any injury that might occur to person/s and bear all cost towards insurance/ treatment/ compensation of them. Necessary insurance cover shall be made by the Successful Bidder. Further, the Successful Bidder shall have to comply with the provisions of all prevailing Labour Laws relating to the work assignment.

(p) The Successful Bidder shall take all necessary precautions to prevent any damage that may cause towards any Institute's property during the course of execution of the contract and they will be liable to make good the same at their cost.

(q) The representatives of the Successful Bidder should be available on telephone and also on mobile to enable this Institute to call them in emergency situation. Therefore, telephone as well as mobile number(s) and address will also be provided to IIM Calcutta.

(r) Each page of the Document is to be signed by the tenderer and duly stamped.

(s) All disputes arising out of this contract shall be referred to the sole arbitration of the Director, IIM Calcutta. The venue of arbitration shall be in Kolkata only.

(t) IIM Calcutta reserves the right to reject any or all tender(s) without assigning any reason. The decision of IIM Calcutta in this regard shall be final. No enquiries in this regard shall be entertained. Correspondence during tendering process may invite disqualification.

(u) A tenderer who proposes any alteration of the conditions laid down or proposes any other condition of any description whatsoever is liable for rejection.

(v) The eligible vendors who have technically qualified will only be evaluated in Price Bid. **Vendors who agree to accept the L-1 (Lowest quoted rate amongst the bidders) price in respect of each items will be considered for empanelment.** The empanelment will be for a period of THREE (03) Years which may be further extended for a further period of one year based on the satisfactory performance of the bidder / Bidders (s) as per same Terms & Conditions mentioned in this EOI and as per the requirement of the BUYER.

4. **Bidders Information.** Bidders are required to submit essential details in respect of their firms/ company as per **Appendix 'B'** to this RFP as a part of technical evaluation.

5. **Delivery Period.** As per requirement/ work/ purchase Order. No delay will be accepted at any cost beyond the stipulated date/time as given in the work/ purchase order.

6. **Pre-bid Conference/ Meeting.** Pre-Bid Conference/ Meeting is scheduled on **28 December 2022** at 1430 HRS in the SAO(Purchase) Office as stipulated in NIT, prospective bidders interested in participating in this tender may attend a Pre-bid conference to clarify Techno-Commercial conditions of the Tenders at the venue, date and time specified therein. Participation in the Pre-bid conference is restricted to prospective bidders who have downloaded the Tender Document. Participation is not mandatory. However, if a bidder chooses not to (or

fails to) participate in the Pre-bid conference or does not submit a written query, it shall be assumed that they have no issues regarding the techno/ commercial conditions. The date and time by which the written queries for the Pre-bid must reach the authority and the last date for registration for participation in the Pre-Bid Conference/ Meeting are also mentioned in the NIT. The pre-bid conference may also be held online at the discretion of the SELLER. After the Pre-bid conference, Minutes of the Pre-Bid Conference shall be published on the SELLER's portal within SEVEN (07) days from the Pre-Bid Conference. If required, a clarification letter and corrigendum to Tender Document shall be issued, containing amendments of various provisions of the Tender Document, which shall form part of the Tender Document.

PART III - STANDARD CONDITIONS OF RFP

1. Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned in succeeding paragraphs which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Contractor in the Contract) as selected by the Customer. Failure to do so may result in rejection of the Bid submitted by the Bidder.
2. **Law.** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India under the jurisdiction of Kolkata Court.
3. **Effective Date of the Contract.** The contract will be in effect from the day of issue of work order.
4. **Arbitration.** That in the event of any dispute or differences arising under the contract so executed and which could not be resolved through mutual discussions. In such circumstances, the customer and contractor may agree for arbitration. Director, IIMC will appoint arbitrator or a cell of arbitration on his behalf to resolve the disputes. The decision of arbitrator taken after due consideration of factors brought out by both parties shall be final and binding. The venue of the arbitration shall be at the discretion of the arbitrator, Subject as aforesaid, the Arbitration Act and the rules there-under, the statutory modification thereof, for the time being in force, shall be deemed to apply to the arbitration proceedings under this condition.
5. **Penalty for use of Undue influence.** The Contractor undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the BUYER or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Contractor or any one employed by him or acting on his behalf (*whether with or without the knowledge of the Contractor*) or the commission of any offence by the Contractor or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Customer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Customer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Customer or to any other person in a position to influence any officer/employee of the Customer for showing any favour in relation to this or any other contract, shall render the Contractor to such liability/penalty as the Customer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the BUYER.
6. **Non-Disclosure of Contract Documents.** Except with the written consent of the Customer/Contractor, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
7. **Liquidated Damages.** In the event of the Contractor failed to deliver the services as specified in this contract/work/ purchase order, the BUYER may, at his discretion, withhold any payment until the completion of the contract. The BUYER may also deduct from the Contractor's Bill as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered services mentioned above for every hour of delay or part of an hour, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed services.
8. **Termination of Contract.** The BUYER shall have the right to terminate this Contract in part or in full in any of the following cases:-
 - (a) The delivery of the service is delayed for causes not attributable to Force Majeure for more than TWO (02) HOURS beyond stipulated time.
 - (b) The Seller is declared bankrupt or becomes insolvent.

(c) The delivery of service is delayed due to causes of Force Majeure for more than ONE (01) HOUR after the schedule time of delivery.

(d) The BUYER has noticed that the Contactor has utilized the services/any Indian/ Foreign agent in getting this contract and paid any commission to such individual/ company etc.

(e) As per decision of the Arbitration Tribunal.

(f) The contractor fails to provide the desired standard of item/ items even after three written reminders.

(g) If the Contractor fails to deliver the services as per approved specification/ quality and tries to supply substitute/substandard items.

(h) The Contractor uses illegal means to influence or bribe the staff dealing with the contractor.

9. **Notices.** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX/e-mail or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

10. **Transfer and Sub-letting.** The Contractor has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

11. **Amendments.** No provision of present Contract shall be changed or Modified in any way (including this provision) either in whole or in part except Present Contract by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present contract.

12. **Taxes and Duties:-**

(a) If Bidder desires to ask for GST extra, the same must be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.

(b) If reimbursement of GST is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entrained after the opening of tenders.

(c) If a Bidder chooses to quote a price inclusive of GST and does not confirm inclusive of GST so included is firm and final, he should clearly indicate the rate of GST and quantum of GST included in the price. Failure to do so may result ignoring of such offers summarily. Evaluation of Commercial/ Financial bid will be carried out on BASE price basis.

(d) If a Bidder is exempted from payment of GST up to any value of supplies from them, he should clearly state that no GST will be charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate/quantum of GST, it should be brought out clearly. Stipulations like, the said GST was presently not applicable but the same will be charged if it becomes leviable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that GST will not be charged by him even if the same becomes applicable later on. In respect of the Bidders, who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of GST which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.

(e) Any change in GST upward/downward as a result of any statutory variation in excise taking place within contract terms shall be allowed to the extent of actual quantum of GST paid by the SUPPLIER. Similarly, in case of downward revision in GST, the actual quantum of reduction of GST shall be reimbursed to the Customer by the Contractor. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Seller.

PART IV – SPECIAL CONDITIONS OF RFP

1. The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned in succeeding paras which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Contractor in the Contract) as selected by the Customer. Failure to do so may result in rejection of Bid submitted by the Bidder. A certificate for compliance of all the Terms and Conditions of this RFP be submitted as per **Appendix 'C'** to this RFP
2. **Performance Bank Guarantee.** The Bidder will be required to deposit a Performance Bank Guarantee by way of Bank Guarantee through any commercial banks or a private sector bank authorized to conduct government business for a sum equal to 3% (THREE PERCENT) of the contract value within FIFTEEN (15) working days from the date of award of contract. Performance Bank Guarantee should be valid up to SIXTY (60) days beyond the date of completion of all contractual obligations including warranty obligations (if any). Performa of Performance Bank Guarantee is as per Appendix 'D' to this RFP.
3. **Payment Terms.** It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/NEFT mechanism instead of payment through cheques wherever feasible. The payment will be made as per the following terms, on production of the requisite documents:-
 - (a) The items will be delivered on a Delivery Challan and Bills/invoices submitted in duplicate.
 - (b) Upon receipt of the items and producing of all supported documents by the contractor, payment will be made by the IIMC by cheque.
 - (c) It is mandatory to the SUPPLIER/vendor to submit their PAN details, Cancelled Cheque and NEFT details for making of payments through ECS/EFT mechanism instead of payment through cheque by IIMC.
 - (d) Ink signed copy of Service provider's invoice.
 - (e) Ink signed copy of Commercial invoice/Service provider's invoice.
 - (f) Copy of Supply Order/Contract/Contract with U.O number and date of IFA's concurrence where required delegation of power's.
 - (g) Details for electronic payment viz Account holder's name Bank name, Branch name address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in supply order/contract)
 - (h) Any other document/Certificate that may be provided for in the Supply Order/ Contract.
 - (j) On receipt of final payment, SELLER should furnish a 'NO CLAIM CERT' as per **Appendix 'E'** of this RFP.
4. **Advance Payment.** NO Advance payments will be made.
5. **Paying Authority.** The process of bills of successful tender will be made by the IIMC and payment will be made by Accounts Department of IIMC. Bills to be submitted by the vendor within FIFTEEN (15) days of completion of work/supply.
6. **Fall Clause.** The following fall clause will form part of the contract placed on successful Bidder:-
 - (a) The price charged for services under the contract by the SELLER shall in no event exceed the lowest prices at which the SELLER sells the services or offer to sell stores of identical description to any persons/Organisation including the purchaser or any department of Central government or any Department of state government or any statutory undertaking the central or state government as the case may be during the period till performance of all supply Orders placed during the currency of the rate contract is completed.

(b) If at any time, during the said period the SELLER reduces the price, sells or offer to sell such services to any person/organization including the Contractor, any Dept, of central Govt. or any Department of the State Government or any Statutory undertaking of the Central or state Government as the case may be at a price lower than the price chargeable under the contract, the shall forthwith notify such reduction or sale or offer of sale to the Director general of Supplies & Disposals and the price payable under the contract for the stores of such reduction of sale or offer of the sale shall stand correspondingly reduced.

7. **Risk and Expense Clause.** If the SERVICE PROVIDER fails to deliver the Goods/ Services either in FULL or in PART, within the prescribed delivery period as mentioned in Work/ Purchase Order/ Contract Agreement (OR on or before the date and time mutually agreed by the BUYER and SERVICE PROVIDER), the BUYER shall be entitled at his option to take alternate procurement action as thinks fit, at the Risk & Expense of the SERVICE PROVIDER for the unsupplied portion of the Goods / Services for which delivery has expired, without cancelling the contract in respect of the Goods/ Services not yet due for delivery, or to cancel the contract based on progress of work, including Goods/ Services not due for delivery, and, if thought fit/necessary, to purchase the Goods/ Service at the Risk and Expense of the SERVICE PROVIDER. The price differential in case of higher cost to the BUYER, if any, shall have to be borne by the SERVICE PROVIDER. Recovery of differential price be recovered from Invoices/ Bills/Performance Bank Guarantee/ Any Other Financial Instrument of SERVICE PROVIDER held with the BUYER. Moreover the SERVICE PROVIDER shall have no claim over the quantity, which they failed to supply. The “failure to deliver the Goods/ Services” includes the following:-

- i. Supply of substandard Goods/ Services.
- ii. Failed to meet the specified standard of Goods/ Services as mentioned in Specification.
- iii. Failed to supply the alternative/ substitute Goods/ Services already rejected by the BUYER.
- iv. Failed to supply/ provide Sample/ Proof Tests/ Proof Reading/ Specimen/ Model/ Prototype/ within the specified date as mentioned in Work/ Purchase Order/ Contract Agreement/ Mutually Agreed by the BUYER and SERVICE PROVIDER.

8. **Force Majeure.** Should any Force Majeure circumstances arise, each of the contracting party shall be excused for the non-fulfilment or for the delayed fulfilment of any of its Contractual obligations, if the affected party within TWO (02) HOURS of its occurrence informs the other party in writing. Force Majeure shall mean fires, floods, natural disasters or other acts, that are unanticipated or unforeseeable, and not brought about at the instance of the party claiming to be affected by such event, or which, if anticipated or foreseeable, could not be avoided or provided for, and which has caused the non-performance or delay in performance, such as war, turmoil, strikes, sabotage, explosions, quarantine restriction beyond the control of either party. A party claiming Force Majeure shall exercise reasonable diligence to seek to overcome the Force Majeure event and to mitigate the effects thereof on the performance of its obligations under this contract.

9. **Specification.** The SELLER guarantees to meet the specifications as per **Appendix ‘F’** to this RFP.

10. **Transportation.** The contractor is responsible for transport for the delivery of services to the Consignee’s premises as mentioned in Part II under their own arrangement. The term Contract means acquiring all types of services, such as finishing, editing, delivering as well as all types of services including packing, unpacking, preservation, transportation, loading, unloading, insurance, delivery, special services if any, consultancy and systems. Any claims arising out the accident of transport, damage to public or private property or any injury or death shall be the responsibility of the SUPPLIER and the IIMC as such shall not be a party to it.

11. **Quality Assurance.** The services provided under the contract should conform to the standards, quality and specifications as mentioned in **Appendix ‘F’** to this RFP. The service should be conforming to the current production standard and having 100% defined life at the time of delivery.

12. **Inspection Authority.** The Inspection will be carried out by the IIMC. The mode of Inspection will be User Inspection.

13. **Claim.** The following claims clause will form part of the contract placed on successful bidder:-

(a) The claims may be presented either on quantity of the stores, where the quantity does not correspond to the quantity shown in the Packing List/Insufficiency in packing, or on quality of the stores, where quality does not correspond to the quality mentioned in the contract.

(b) The quantity claims for deficiency of quantity (if any), shall be delivered at consignee premises within ONE (01) DAY under own arrangement of the contractor.

(c) The quality claims for defects/damages or deficiencies in quality noticed during inspection shall be presented within ONE (01) DAY of completion of inspection and acceptance of material and will be submitted to the Contractor.

(d) The Contractor is to settle the claims for defected/damaged quantity and deficiency in quality of the services within ONE (01) DAY.

(e) The Contractor shall collect the defective/damaged or rejected items from the location nominated by the BUYER and deliver the replaced goods at the same location under Contractor's own arrangement.

(f) The quality claims will be raised solely by the BUYER and without any certification/ countersignature by the Contractor's representative stationed in India.

(g) Any claims arising out the accident of transport, damage to public or private property or any injury or death shall be the responsibility of the SUPPLIER and IIMC as such shall not be a party to it.

14. **Warranty/ Guarantee/ Defect Liability Clause.**

(a) The SELLER should covenant that, it is a condition of the contract that all services supplied to the BUYER under this contract shall be free of all defects and faults arising from design, materials (except when the design adopted and/ or the material used are as per the SELLER's specifications) or workmanship or from any act or omission of the contractor, that may develop under regular use of the supplied Goods under the conditions prevailing in India.

(b) Obligations of the SELLER under the warranty clause shall survive even though:-

(i) The services may have been inspected, accepted, installed/ commissioned and paid for by the BUYER.

(ii) The contract is terminated for any reason whatsoever.

(c) The BUYER shall promptly notify in writing to the SELLER, if during the period above, the supplied services are discovered not to conform to the description and quality or have deteriorated, otherwise than by fair wear and tear (the decision of the BUYER in that behalf being final and conclusive).

(d) Upon receipt of such notice, the SELLER shall, within ONE (01) HOUR (or within any other period, if stipulated in the contract), expeditiously repair or replace the defective Goods or parts thereof, free of cost, at the ultimate destination. The Contractor shall take over the replaced parts/ Goods after providing their replacements, and no claim shall lie on the Procuring Entity for such replaced parts/ Goods after that.

(e) A penalty of 0.5% (HALF PER CENT) of the contract value for the delay in response time beyond specified time as detailed above shall be recoverable from the Performance/ Warrantee Guarantee. The maximum penalty for warranty failure will be 5% (Five percent) of the contract value during the whole warranty period. If there is further such delay after reaching this limit, BUYER shall be entitled to encashment of whole of Performance/ Warrantee Guarantee Bonds. In such an event, action for inordinate delays would also be taken as per the Rules and Regulations of Govt of India.

(f) In case of any rectification of a defect or replacement of any defective Goods during the warranty period, the warranty for the rectified/ replaced Goods shall remain till the original warranty period.

(g) If the SELLER, having been notified, fails to rectify/ replace the defect(s) within ONE (01) HOUR (or within any other period, if stipulated in the contract), it shall amount to breach of Contract for default, and the BUYER shall avail any or all remedial action(s) thereunder.

PART V – EVALUATION CRITERIA & PRICE BID ISSUES

1. Evaluation Criteria.

- a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP.
- b) The eligible vendors who have technically qualified will only be evaluated in Price Bid. **Vendors who agree to accept the L-1 (Lowest quoted rate amongst the bidders) price in respect of each items will be considered for empanelment.**
- c) The Bidders are required to spell out the rates of GST etc. in unambiguous terms only while submission of bills at the time of delivery. If a Bidder is exempted from payment of GST duty up to any value of supplies from them, they should clearly state that no excise duty will be charged by them up to the limit of exemption which they may have. If any concession is available in regard to rate/quantum of GST, it should be brought out clearly. No GST should be included while submission of commercial bids.
- d) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.
- e) The empanelled vendors will be considered further for placement of contract/ Supply Order after complete clarification and price negotiations as decided by the BUYER. The BUYER also reserves the right to do Apportionment of Quantity, if it is convinced that vendor is not in a position to supply full quantity in stipulated time.
- f) IIMC reserves the right to split the contract or award parallel contract between L-2 and L-3 (or so) bidders on least price basis.

2. Price Bid Format. As per Appendix – ‘G’.

SCHEDULE OF REQUIREMENT (SOR)/ SCOPE OF WORK

Sl. No.	Description	Rate Unit
1	Digital Still Group Photograph with Hard Copy Printing, Editing with programme details along with Students or Participants Name. Size : 8 Inch x 11 Inch	Per pc
2	Digital Still Group Photograph with Hard Copy Printing, Editing with programme details along without Students or Participants Name. Size : 8 Inch x 11 Inch	Per pc
3	Digital Still Group Photograph with hard copy Printing, Editing with programme details along with the Students or Participants Name. Size 8 Inch x 12 Inch	Per Pc
4	Digital Still Group Photograph with hard copy Printing, Editing with programme details along without the Students or Participants Name. Size 8 Inch x 12 Inch	Per pc
5	Individual Certificate Award Photograph of Students/Participants, Class Photograph and other Casual Photograph (Soft Copy Only)	Per Programme Basis
6	Group Photograph with soft copy editing with programme details	Per photograph
7	Videography on hourly basis 1. Physical Mode Shoot equipment (cameras, Video Mixer, Multi view monitor, teleprompter, Sound Recorder, talk back system, online broadcast equipment) 2. Video Editing Audio Editing	Per hour basis
8	Videography on full day basis (8 hours) 1. Physical Mode Shoot equipment (cameras, Video Mixer, Multi view monitor, teleprompter, Sound Recorder, talk back system, online broadcast equipment) 2. Video Editing & Audio Editing	Full day charge
9	Editing of videography of Student's/participant's Lecture as per the requirement of Students/ Participants	Per student basis
10	Digital Still Photograph (size : 4" X 6")	Per pc
11	Photo Album (as per specification)	Per pc
12	Videography (Full Day) 1. Physical Mode Shoot equipment (3 cameras, Video Mixer, Multi view monitor, teleprompter, Sound Recorder, talk back system, online broadcast equipment) 2. Camera Person – 3 person, Creative Director – 1 person 3. Extra Camera with Camera Person – 1 Unit 4. Video Editing & Audio Editing 5. DVD in Jewel Case 6. Transportation	Full Day program basis
13	Canvas Printing (12" x 18")	Per pc
	Canvas Printing (20" x 33")	Per pc
	Canvas Printing (40" x 60")	Per pc
14	Photo Framing (4"x6")	Per pc
	Photo Framing (8"x12")	Per pc
	Photo Framing (10"x12")	Per pc
	Photo Framing (10"x15")	Per pc

Specification of the required instruments for the above mentioned Work:

For Photography:

- Camera: SONY/ Nikon/ Canon or equivalent DSLR (Mirror less or full frame)
- Lens: Wide Angle upto Telephoto (range – 14 mm upto 300 mm).
- Resolution – HD quality
- Quality of printed photograph – 300 dpi (minimum)

For Videography:

- Camera: Sony alpha series or equivalent (Full Frame)
- Resolution: 4K HD Quality
- Light Setup: Porta and movable lights with soft box
- Gimbal: Zhiyun or equivalent
- Tripod: Digitek or equivalent

BIDDER'S INFORMATION

(To be submitted as part of Technical bid on Company Letter-head, along with supporting documents, if any)

Bidder's Name and Complete Address: _____

1. Bidder/ Contractor particulars:

- (i) Name of the Company:.....
- (ii) Corporate Identity No. (CIN):
- (iii) Registration, if any, with The Procuring Entity:
- (iv) GeM Supplier ID (if registered with GeM, it is mandatory at the time of placement of Contract)
- (v) Place of Registration/ Principal place of business"
- (vi) Complete Postal Address:
- (vii) Pin code/ ZIP code:
- (viii) Telephone nos. (with country/ area codes):
- (ix) Mobile Nos.: (with country/ area codes):
- (x) Contact persons/ Designation:
- (xi) Email IDs:

2. Taxation Registrations:

- a) PAN number:
- b) Type of GST Registration as per the Act (Normal Taxpayer, Composition, Casual Taxable Person, SEZ, etc.):
- c) GSTIN number: in Contractor and Service Site States
- d) Registered/ Certified Offices from where the Services would be supported and Place of Service Site for GST Purpose:
- e) Contact Names, Nos. & email IDs for GST matters (Please mention primary and secondary contacts):

Documents to be submitted: Self-attested Copies of PAN card and GSTIN Registration.

3. Certificate to be submitted by Bidder. A certificate to be submitted by the bidder on the Letter Head of their Firm/Company as under:-

“This is to certify that _____ is my official mobile number and _____ is my official e-mail id. Any communication done by the buyer on these above said mobile number /e-mail through buyer official mobile/e-mail will be treated as an official communication. Buyer reserves the rights to produce these communications during legal proceedings as a form of legal communication from buyer”.

(Signature with date)

.....

(Name and designation)

Duly authorized to sign bid for and on behalf of

[Name & address of Bidder and seal of company]

TERMS AND CONDITIONS - COMPLIANCE

(To be submitted as part of Technical bid on Company Letter-head)

Bidder's Name and Complete Address _____

Tender Document No. _____; Tender Title: _____

Note to Bidders: Fill up this Form regarding Terms and Conditions in the Tender Document, maintaining the same numbering and structure. Add additional details not covered elsewhere in your bid in this regard.

Sl. No.	Ref of Tender Document Section, Clause		Subject	Confirmation/ Deviation/ Exception/ reservation	Justification/ Reason
	Section/Para	Clause/ Sub-Clause/Sub Para			

We shall comply with, abide by, and accept without variation, deviation, or reservation all terms and conditions of the Tender Document, except those mentioned above. If mentioned elsewhere in our bid, contrary terms and conditions shall not be recognised and shall be null and void.

.....
(Signature with date)

.....
(Name and designation)

Duly authorized to sign bid for and on behalf of

.....
.....

[name & address of Bidder and seal of company]

DA: If any, at the option of the Bidder.

BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To
The Director
Indian Institute of Management Calcutta
Diamond Harbour Road, Joka
Kolkata – 700104, West Bengal

Whereas..... (name and address of the contractor) (hereinafter called “the contractor”) has undertaken, in pursuance of contract no date..... to delivery (description of Services) (hereinafter called “the contract”).

And Whereas you have stipulated it in the said contract that the contractor shall furnish you with a bank guarantee by a Commercial bank for the sum specified therein as security for compliance with its obligations as per the contract;

And Whereas we have agreed to give the contractor such a bank guarantee.

Now Therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the contractor, up to a total of(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the contractor to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall be valid until theday of20.....

Our.....branch at.....*(Name & Address of the*(branch) is liable to pay the guaranteed amount depending on the filing of a claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our* branch a written claim or demand and received by us at our* branch on or before Dt..... otherwise, the bank shall be discharged of all liabilities under this guarantee after that.

(Signature of the authorized officer of the Bank)

.....
.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of Branch

*Preferably at the headquarters of the authority competent to sanction the expenditure for procurement of goods/ service or at the concerned district headquarters or the state headquarters.

NO CLAIM CERTIFICATE
(On company Letter-head)

Contractor's Name and Complete Address _____
[Address and Contact Details]
Contractor's Reference No. _____ Date.....

To
The Director
Indian Institute of Management Calcutta
DH Road, Joka, Kolkata - 700104

No Claim Certificate

Sub: Contract Agreement no. ----- dated -----for the supply of -----

We have received the sum of Rs. (Rupees _____only) as final settlement due to us for the supply of _____under the above mentioned contract agreement.

We have received all the amounts payable to us with this payment and have no outstanding dispute of any description whatsoever regarding the amounts worked out as payable to us and received by us.

We hereby unconditionally and without any reservation whatsoever, certify that we shall have no further claim whatsoever, of any description, on any account, against the Procuring Entity, under contract above. We shall continue to be bound by the terms and conditions of the contract agreement regarding its performance.

Yours faithfully,

Signatures of contractor or
Officer authorised to sign the contract documents.
on behalf of the contractor

(Company Seal)

Date:

Place:

TECHNICAL SPECIFICATION OF GOODS AND VENDOR ELIGIBILITY CRITERIA

Sl. No.	Description
1	Digital Still Group Photograph with Hard Copy Printing, Editing with programme details along with Students or Participants Name. Size : 8 Inch x 11 Inch
2	Digital Still Group Photograph with Hard Copy Printing, Editing with programme details along without Students or Participants Name. Size : 8 Inch x 11 Inch
3	Digital Still Group Photograph with hard copy Printing, Editing with programme details along with the Students or Participants Name. Size 8 Inch x 12 Inch
4	Digital Still Group Photograph with hard copy Printing, Editing with programme details along without the Students or Participants Name. Size 8 Inch x 12 Inch
5	Individual Certificate Award Photograph of Students/Participants, Class Photograph and other Casual Photograph (Soft Copy Only)
6	Group Photograph with soft copy editing with programme details
7	Videography on hourly basis <ol style="list-style-type: none"> 1. Physical Mode Shoot equipment (cameras, Video Mixer, Multi view monitor, teleprompter, Sound Recorder, talk back system, online broadcast equipment) 2. Video Editing Audio Editing
8	Videography on full day basis (8 hours) <ol style="list-style-type: none"> 1. Physical Mode Shoot equipment (cameras, Video Mixer, Multi view monitor, teleprompter, Sound Recorder, talk back system, online broadcast equipment) 2. Video Editing & Audio Editing
9	Editing of videography of Student's/participant's Lecture as per the requirement of Students/Participants
10	Digital Still Photograph (size : 4" X 6")
11	Photo Album (as per specification)
12	Videography (Full Day) <ol style="list-style-type: none"> 1. Physical Mode Shoot equipment (3 cameras, Video Mixer, Multi view monitor, teleprompter, Sound Recorder, talk back system, online broadcast equipment) 2. Camera Person – 3 person, Creative Director – 1 person 3. Extra Camera with Camera Person – 1 Unit 4. Video Editing & Audio Editing 5. DVD in Jewel Case 6. Transportation
13	Canvas Printing (12" x 18")
	Canvas Printing (20" x 33")
	Canvas Printing (40" x 60")
14	Photo Framing (4"x6")
	Photo Framing (8"x12")
	Photo Framing (10"x12")
	Photo Framing (10"x15")

Specification of the required instruments for the above mentioned Work:**For Photography:**

- Camera: SONY/ Nikon/ Canon or equivalent DSLR (Mirror less or full frame)
- Lens: Wide Angle upto Telephoto (range – 14 mm upto 300 mm).
- Resolution – HD quality
- Quality of printed photograph – 300 dpi (minimum)

For Videography:

- Camera: Sony alpha series or equivalent (Full Frame)
- Resolution: 4K HD Quality
- Light Setup: Porta and movable lights with soft box
- Gimbal: Zhiyun or equivalent
- Tripod: Digitek or equivalent

VENDOR ELIGIBILITY CRITERIA

Sl. No.	Description	Remarks
(a)	PAN Details	Photocopy of PAN Card to be submitted
(b)	GST Details Or Trade License(as applicable)	Photocopy of GST Certificate to be submitted or Trade License along with self-declaration of noncompliance of GST
(c)	The Companies/Firms/Agencies/Contractors should have office/ branch office/Operational Office in Kolkata.	Photocopy of relevant documents to be submitted
(d)	The Companies/Firms/Agencies/Contractors should have reputation with at least three years' experience in providing similar services to Public Sector Companies/Government Departments/Research Organizations / Reputed Private Sector Companies, IIM etc. A list of clients, to whom the vendors are providing/ have provided similar services in the last three years, should be enclosed with the tender document.	Valid Work Orders needs to be submitted
(e)	Turnover of Companies/Firms/Agencies/ Contractor should be Rs 2.5 Lakh Per Year in any last three years with effect from 01 April 2017 to 31 March 2022.	Profit and Loss statement along with balance sheet duly signed by Chartered Accountant
(f)	The firm should neither debarred by any Central/State/Autonomous Bodies or Institute/Public Undertaking nor any criminal case registered/pending against the firm or its owner /partners anywhere in India.	Self-Certificate
(g)	Bidder must be registered for Photography & Videography services	GST Registration Certificate Trade License (as applicable) need to be submitted.

Price Bid Format

Sl. No.	Description	Rate Unit	Base Rate	GST%
1	Digital Still Group Photograph with Hard Copy Printing, Editing with programme details along with Students or Participants Name. Size : 8 Inch x 11 Inch	Per pc		
2	Digital Still Group Photograph with Hard Copy Printing, Editing with programme details along without Students or Participants Name. Size : 8 Inch x 11 Inch	Per pc		
3	Digital Still Group Photograph with hard copy Printing, Editing with programme details along with the Students or Participants Name. Size 8 Inch x 12 Inch	Per Pc		
4	Digital Still Group Photograph with hard copy Printing, Editing with programme details along without the Students or Participants Name. Size 8 Inch x 12 Inch	Per pc		
5	Individual Certificate Award Photograph of Students/Participants, Class Photograph and other Casual Photograph (Soft Copy Only)	Per Programme		
6	Group Photograph with soft copy editing with programme details	Per photograph		
7	Videography on hourly basis (Physical Mode Shoot equipment (cameras, Video Mixer, Multi view monitor, teleprompter, Sound Recorder, talk back system, online broadcast equipment, Video Editing Audio Editing, Text Snippet Facility)	Per hour basis		
8	Videography on full day basis (8 hours) (Physical Mode Shoot equipment (cameras, Video Mixer, Multi view monitor, teleprompter, Sound Recorder, talk back system, online broadcast equipment, Video Editing Audio Editing, Text Snippet Facility)	Full day charge		
9	Editing of videography of Student's/participant's Lecture as per the requirement of Students/ Participants	Per student		
10	Digital Still Photograph (size : 4" X 6")	Per pc		
11	Photo Album (as per specification)	Per pc		
12	Videography (Full Day) 1. Physical Mode Shoot equipment (3 cameras, Video Mixer, Multi view monitor, teleprompter, Sound Recorder, talk back system, online broadcast equipment, Text Snippet Facility) 2. Camera Person – 3 person, Creative Director – 1 person 3. Extra Camera with Camera Person – 1 Unit 4. Video Editing & Audio Editing 5. DVD in Jewel Case 6. Transportation (To and Fro)	Full Day program basis		
13	Canvas Printing (12" x 18")	Per pc		
	Canvas Printing (20" x 33")	Per pc		
	Canvas Printing (40" x 60")	Per pc		
14	Photo Framing (4"x6")	Per pc		
	Photo Framing (8"x12")	Per pc		
	Photo Framing (10"x12")	Per pc		
	Photo Framing (10"x15")	Per pc		

NOTE:-

- (a) This Price Bid Format is just Indicative Nature and Bidder should not quote their Financial Quote in this Page.
- (b) Bidder should quote their Financial Quote in BOQ in CPP Portal.
- (c) IIMC will NOT be responsible for any type of LEAKING OF FINANCIAL BID INFORMATION for violation/ non adherence of Note (a) above. Any representation in this regard at later stage will NOT be entertained at all.

DOCUMENTS RELATING TO BID SECURITY

To be submitted as part of Technical bid, along with supporting documents, if any. A Bid Securing Declaration In lieu of bid security in the following format. Bidders exempted from submission of bid security are also required to submit this ON COMPANY LETTER HEAD

Bid Security Declaration

Bidder's Name _____
Address _____
Contact Details _____
Bidder's Reference No. _____ Date.....

To
The Director,
Indian Institute of Management Calcutta
Diamond Harbour Road, Joka
Kolkata – 700 104

Reference: Tender Document No. _____ Tender Title: _____

Sir/ Madam

We, the undersigned, solemnly declare that:

1. We understand that according to the conditions of this Tender Document, the bid must be supported by a Bid Securing Declaration in lieu of Bid Security. We unconditionally accept the conditions of this Bid Securing Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender in Procuring Organisation for 2 years from the date of opening of this bid if we breach our obligation(s) under the tender conditions if we:-

- (a) Withdraw/ amend/ impair/ derogate, in any respect, from our bid, within the bid validity;
OR
being notified within the bid validity of the acceptance of our bid by the Procuring Entity.
- (b) Refused to or failed to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Document (where applicable).
- (c) Fail or refuse to sign the contract.

2. We know that this bid-Securing Declaration shall expire if the contract is not awarded to us, upon:

- (a) Receipt by us of your notification.
- (b) Of cancellation of the entire tender process or rejection of all bids or
- (c) Of the name of the successful bidder or
- (d) Forty-five days after the expiration of the bid validity or any extension to it.

(Signature with date)

.....
(Name and designation)
Duly authorized to sign bid for and on behalf of.....
[name & address of Bidder and seal of company]
Dated on day of [insert date of signing]
Place.....[insert place of signing]
DA:.....