

Indian Institute of Management Sambalpur
C/o. Silicon Institute of Technology
Silicon West. P.O Sason, Sambalpur (Odisha)-768200
Tel: 9437114388
Website: www.iimsambalpur.ac.in
E-mail: pgpoffice@iimsambalpur.ac.in

Notice Inviting Tender

IIMS/Tender/P&B/2015-16/03

Dated: 08-01-2016

NOTICE INVITING TENDER FOR PHOTOCOPYING & BINDING SERVICES

Indian Institute of Management Sambalpur is set up by Government of India, under Ministry of Human Resource & Development; New Delhi. It is 19th IIM newly setup by MHRD.

IIM Indore is a mentor institute for IIM Sambalpur. IIM Indore is inviting tender for IIM Sambalpur in prescribed format along with documentary proof from Interested & reputed Agencies engaged in providing photocopying and binding services, who fulfil the eligibility criteria as prescribed in the tender document uploaded in IIM Indore website www.iimidr.ac.in may submit their tender along with DD of Rs.500/- (Non-refundable) as tender processing fee and Earnest Money Deposit of Rs. 5,000/- in favour of Indian Institute of Management Indore payable at Indore.

Important Dates & Time

S N	Particulars	Date	Time
1.	Opening date & time for submission of tender	08 Jan 2016	9:00 hrs
2.	Last date & time for submission of tender	28 Jan 2016	15:00 hrs
3.	Date & time for opening of tender	28 Jan 2016	16:00 hrs
4.	Proposed Date of Commencement of Services	01 Feb 2016	

The services are required at Sambalpur, Odisha. The estimated annual cost of these services is Rs. 2.50 lakh.

The bids/offers received after this date and time will not be entertained under any circumstances. The bid received incomplete, unsigned or which were not found in prescribed format will be rejected without assigning any reason. The bids / offers should be completed in all respects and addressed and submitted to -

The Stores & Purchase Officer, Indian Institute of Management Indore, Prabandh Shikhar, Rau-Pithampur Road, Indore-453 556 (M.P), India, Phone: 0731-2439630/631, Email: stores@iimidr.ac.in

Professor Pawan Kumar Singh, Nodal Officer
Indian Institute of Management Sambalpur
Prabandh Shikhar, Rau-Pithampur Indore (M.P)

Indian Institute of Management Sambalpur

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TENDER NOTICE

IIMS/Tender/P&B/2015-16/3

Dated: 08-01-2016

TENDER FOR PHOTOCOPYING & BINDING SERVICES

Sealed bids are invited in a prescribed format from the well-established/experienced agencies providing photocopying and binding services who fulfil the eligibility criteria as prescribed in the tender document uploaded in the websites www.iimidr.ac.in and www.iimsambalpur.ac.in

Important Dates & Time

S N	Particulars	Date	Time
1.	Opening date & time for submission of tender	08 Jan 2016	9:00 am
2.	Last date & time for submission of tender	28 Jan 2016	3:00 pm
3.	Proposed Date of Commencement of Services	01 Feb 2016	

1. About IIM Sambalpur:

The Government of India approved the proposal to set up six new Indian Institutes of Management (IIMs) across the country in its Budget 2014-15 presented in the Parliament of India on June 24, 2015. The new IIMs or the 3rd generation of IIMs are IIM Vishakhapatnam (Andhra Pradesh), IIM Bodh Gaya (Bihar), IIM Sirmour (Himachal Pradesh), IIM Nagpur (Maharashtra), IIM Sambalpur (Odisha) and IIM Amritsar (Punjab).

Mentored by IIM Indore, IIM Sambalpur was registered as a Society under Societies Registration Act, XXI of 1860 on August 19, 2015. The present campus of IIM Sambalpur has been setup at Silicon Institute of Technology, Sason, Sambalpur, Odisha. IIM Sambalpur has been allotted a piece of land measuring over 237 acres in Basantpur, for the permanent campus by the Government of Odisha.

The first batch of Post Graduate Programme (PGP) with 49 students commenced at IIM Sambalpur on September 23, 2015.

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2. Scope of the Contract

The Bidder is required to provide colour and black & white photocopying (A3, A4 size), spiral/comb binding and lamination services as and when required by the Institute.

3. Eligibility criteria and duration of contract:

The agency should provide all the supporting documents mentioned in Annexure-III, failing which their applications will not be considered. The contract will be awarded initially for two years (with effect from the award of the tender), which can further be extended for one year or curtailed depending upon the performance of the agency. Therefore, all the rates and documents quoted should be valid for first year. The period of contract will be two years with a built-in scheme for review of the performance at the end of each year along with a provision for annual price escalation / reduction to absorb the increase / decrease in the input costs. The increase / decrease in rates will be decided mutually. However, the rates quoted shall remain firm during the first year of the contract. The contract may be renewed up to a maximum period of another one year (total not more than three years in continuation). The activation of escalation clause must be requested by the contractor.

The details and documents required to fulfil eligibility criteria are as per Annexure – III.

4. TENDER SUBMISSION PROCEDURE & TENDER EVALUATION CRITERIA

The envelope should contain –

- (i) Should contain demand drafts / pay orders in favour of IIM Indore payable at Indore pertaining to EMD of Rs. 5,000/- (Refundable) and Rs. 500/- towards tender submission fee (non-refundable). Offers without requisite EMD/Tender submission fee shall be straightway rejected.
- (ii) Annexure – I – Forwarding letter for EMD and tender fee
- (iii) Annexure – II – Undertaking
- (iv) Annexure – III – Profile of the Bidder
- (v) Annexure – IV – Price Schedule

Put all the above mentioned documents/certificates/drafts in one envelope and super scribe this envelope as Tender for Photocopying & Binding Services for IIM Sambalpur and send it to -

The Stores & Purchase Officer, Indian Institute of Management Indore, Prabandh Shikhar, Rau-Pithampur Road, Indore-453 556 (M.P), India, Phone: 0731-2439630/631, Email: stores@iimidr.ac.in
The completed tender documents should reach by **28 January 2016 3:00 pm** at the address given herewith. The Institute will not be responsible for any postal/courier or any other types of delay.

EVALUATION CRITERIA

The bids will be scrutinized based on criteria mentioned in tender and competitive rates. The tender will be evaluated based on the information and documents submitted by the bidders. **The successful bidder will be the tenderer that will quote lowest rates for providing photocopy services for A-4 Size Paper (Back to back - Duplex).** The decision of Institute and the competent authority will be final in all respect. The Institute reserves the right to negotiate the rates with L-1 (Lowest one) bidder.

5. Terms and Conditions of Tender

The terms, conditions and important instruction in respect of this tender are as follows:

1. The specification of paper to be used for photocopying / printing shall be of at least 75 GSM of J.K. Paper, TNPL, Modi Xerox or equivalent brands. However, IIM Sambalpur shall approve one or two other equivalent brand of 75 GSM paper. Upon approval the tenderer shall have the right to use any of the approved paper.
2. Service Provider is required to submit rates for different services in the price schedule (Annexure – IV) document. The rates will be settled per copy basis. The rates will be inclusive of operator wage (employed by Service Provider) and all the consumables required for photocopying.
3. The operating hours shall be from 8.00 am to 8.00 pm. The working days of the week will be seven days, Monday through Sunday. In case of any additional and emergency work when the machine(s) need to be operated beyond the normal working hours or holidays, the service provider will have to provide such services at no extra cost.
4. In case the machine breaks down, service provider will provide immediate backup machine so that the down time is minimized to less than 4 hours and work of IIM Sambalpur is not held up.
5. Security of all documents will be protected and under no circumstances papers given for photocopy or copies thereof shall be divulge to persons not authorized by IIM Sambalpur.
6. Service Provider shall raise bill on monthly basis and submit the same succeeding month for payment. IIM Sambalpur will normally settle the bill within 45 days from the receipt of the bill. However for delayed payment, the service provider will not charge any penalty or interest to IIM Sambalpur.
7. Service Provider will be responsible for submitting periodic reports giving detailed, break up of complete job.
8. The Service Provider will also arrange for the photocopy for the documents which are in odd size and not covered under this agreement, however, the rates for that will be certified by Head of concerning department and bills will be paid accordingly.
9. Prices, Taxes, Duties: The bidder should quote firm prices/ rates taking into account of all taxes. duties, levies, personal tax, corporate tax and all other expenditure required to be incurred by him/ her for providing required services etc. during the contract period as indicated under this contract and after wards no variation on any account unless otherwise specifically mentioned will be allowed. The quoted prices for all the items should be only excluding service tax which shall be charged extra at actual on production of documentary evidence.
10. Risk & Cost: The institute reserves the right to arrange to complete the whole or part of the work executed by some other agency at the risk and cost of the contractor if it is found that the quality and/or the progress in respect of whole or part of the work is not satisfactory.

6. GENERAL TERMS AND CONDITIONS

1. The firm awarded the work can be disqualified during the tenure of the contract in case of poor quality work, unreasonable delay in responding to the Institute's requirements, lack of minimum standard of service/work.
2. The agency should have email access for communication.
3. The agency should place one supervisor who will coordinate with the IIM Sambalpur staff.
4. If the firm/agency is not in a position to continue the contract and propose to withdraw, they should give two months' notice prior to actual date of withdrawal.

5. IIM Sambalpur has absolute powers to cancel the contract at any time by giving one month notice.
6. In case any dispute arising out of the contract, either during the currency of its operation or any time thereafter, the decision of the competent authority, IIM Indore is final and binding on the contract.
7. Conditional tender will not be accepted.
8. The contract is not transferable. No sub-letting of the contract is permissible.
9. Income tax deduction at source shall be made from the payments as per rules and certificate of TDS will be issued. The firm shall submit its PAN along with the quotation.
10. The firms should be aware of the provisions of all laws enacted affecting their activities and should be registered with statutory bodies (if required)
11. The EMD will be refunded to unsuccessful tenderer without interest.
12. The successful tenderers will have to submit a bank guarantee (BG) of 10% of the per annum estimated order value from any bank as security, which should be valid at least for 27 months (two years of contract + 90 days) from the date of contract. The same BG will be refunded / returned after completion of contract period. However, the IIM Sambalpur will have the discretion of order for the forfeiture of bank guarantee in case of breach of contract by the contractor. The EMD will be refunded to successful tenderer after receiving the above bank guarantee, without interest.
13. The Director, IIM Indore reserves the right to accept or reject any offer without assigning any reason/ reasons keeping in view the best interest of the Institute or public interest.
14. This tender will be subject to Sambalpur (Odisha) Jurisdiction only.
15. IIM, Indore accepts no responsibility for any loss/delay/non-receipt of offers not submitted in person. Offers received late/incomplete are liable for rejection.
16. The tenders will be opened at 16:00 hrs. On January 28, 2016 in the presence of the representatives of the Tenderers who choose to remain present.
17. During the opening of the Tender the name of Tenderers who have submitted their offers along with EMD and Tender Submission Cost will only be read out and no other information/details whatsoever will be shared at this stage.
18. The offer of the Tenderer shall be valid for 3 (Three) months from the last date of submission of Tender/revised offer (if any).
19. The Institute reserves the right to modify the conditions of the tender, at any time, without assigning any reasons for the same during the tendering process.
20. IIM Indore reserves the right to accept/reject any Tender in part or full, without assigning any reason whatsoever.
21. 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.
22. The selected agency has to place the bills addressing to "IIM Sambalpur" with details on monthly basis. The bill if found correct for payment, will be paid within 15 days after receipt in Accounts Department subject to bill being in order as required by the Accounts Department.
23. Tender forms can be downloaded from the Institute websites www.iimidr.ac.in and www.iimsambalpur.ac.in please refer Tender section on the Home Page of the Website. Please keep visiting our website for any corrigendum / amendments and submit the bid documents accordingly.

7. Penalty Clause

The tenderer should ensure regular and uninterrupted quality services at all times. In case of failure in services or negligence (as defined below), appropriate punitive action shall be taken by the Institute, which also includes monetary penalty not exceeding 5% of total monthly bill payable by IIMI to the service provider.

Failure of service and negligence shall be measured in terms of the following:

1. The service provider delivers poor quality of copies / prints to the user even after receiving written notice by Institute regarding poor copy / print quality.
2. Operators are not available during the stipulated timings.
3. Breach of any clause of tender / agreement even after receiving prior written notice by IIMI.
4. Any other matter which is an act of negligence or breach of ethics by the service provider.

8. Arbitration Clause & Jurisdiction

That in case of any dispute between party of first part and the party of other part arising out of or in relation to the agreement, the dispute shall be referred to arbitration of a sole arbitration to be appointed by the Director, IIM Indore. The award of the said arbitrator shall be binding on both parties.

The work shall be awarded to that party, whose rates are found genuine, lowest & capable to work at IIM Sambalpur. The rates should be inclusive of all taxes. The Institute hold the right to reject any/all the bid(s) without assigning any reason.

Canvassing in connection with the tenders is strictly prohibited and tenders submitted by the tenderers who resort to canvassing will be liable to rejection. Any bribe, commission or advantage offered or promised by or on behalf of the tenderer to any officer or staff of IIM Indore/IIM Sambalpur shall block his/ her tender from being considered. Canvassing on the part or on behalf of the tenderer will also make his tender liable to rejection.

The courts at Sambalpur, Odisha shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

Annexure -I
(To be submitted on letter head)

To
The Stores & Purchase Officer
Indian Institute of Management Indore
Prabandh-Shikhar
Rau-Pithampur Road,
Indore 453 556

Subject : Tender Fee Details

Ref. : Tender No. IIMS/Tender/P&G/2015-16/03
Dated: December 29 , 2015

Tender Title : Notice Inviting Tender for Photocopying & Binding Services

Dear Sir,

The following Demand Draft(s) / Pay Order / Banker's Cheque(s) are enclosed herewith towards Tender Submission Cost/Fee and Earned Money Deposit (EMD) :

Details of Demand Draft(s) / Banker's Cheque(s)	Amount (Rs.)	Demand Draft(s) / Pay Order / Banker's Cheque(s) No. and Date	Name of the Bank
Tender Submission Cost/Fee (Non-Refundable)	Rs. 500/- (Rupees Five Hundred Only)		
EMD (Earnest Money Deposit) (Refundable)	Rs. 5,000/- (Rupees Five Thousand Only)		

In case you are exempt from paying tender cost / EMD please enclose relevant certificate.

Thanking you,

Yours faithfully,

Signature of Authorized Signatory with Seal

Annexure-II

UNDERTAKING

(This undertaking should be submitted on letter-head of your organization)

To,
The Stores & Purchase Officer
Indian Institute of Management Indore
Prabandh Shikhar, Rau-Pithampur Road
Indore-453 556 (M.P), India
Phone: 0731-2439630/631
Email: stores@iimidr.ac.in

Sir,

1. I/We the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.
2. That no criminal/Income tax/Service tax/blacklisting case is pending against the firm.
3. I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institute on any account.
4. I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Signature of the Tenderer
With Seal

Name of the Tenderer with address

Annexure-III – Profile of the Bidder

Sl. No.	Particulars	Please fill the details and enclose documents wherever required
1.	Name of the Organisation/Agency/Firm	
2.	Name of the Proprietor/Director/Head/Manager/Contact Persons of the organisation	
3.	Phone No.	
4.	Mobile No.	
5.	Email address	
6.	Website, if any	
7.	Address for Communication (with pincode).	
8.	Year of Registration / Establishment of Firm/Agency	<p>_____ Year (The agency should be registered prior to 31.03.2012) Please enclose self-attested copy of required documents- in case of Proprietor – Registration with Shop & Establishment Authorities or equivalent authorities, in case of Partnership – Partnership Deed, In case of company – Certificate of Registration and Memorandum of Association.</p>
9.	Average annual turnover from the business of photocopying & binding services	<p>The average annual turnover of the agency should not be less than Rs. 75,000/- during the last three financial years Year Turnover (Rs.) 2012-13 _____ 2013-14 _____ 2014-15 _____ Enclose supporting documents.</p>
10.	Experience and Turnover from the business of photocopying & binding services	<p>The bidder should have experience of satisfactory completion of similar works in the preceding seven years in any of the reputed organizations as follows:- (i) three similar contracts valuing not less than Rs.1.0 lakh p.a.; or (ii) two similar contracts valuing not less than Rs.1.25 lakh p.a.; or (iii) one similar contract valuing not less than Rs.2.0 lakh p.a. Enclose supporting documents.</p>

11.	Types of equipment	Please enclose List in the following format : <table border="1" data-bbox="751 253 1458 663"> <thead> <tr> <th data-bbox="751 253 831 450">Sr. No.</th> <th data-bbox="831 253 1203 450">Make & Model of Photocopier (including year of manufacturing)</th> <th data-bbox="1203 253 1458 450">Capacity to print number of copies per minute</th> </tr> </thead> <tbody> <tr> <td data-bbox="751 450 831 521">1</td> <td data-bbox="831 450 1203 521"></td> <td data-bbox="1203 450 1458 521"></td> </tr> <tr> <td data-bbox="751 521 831 593">2</td> <td data-bbox="831 521 1203 593"></td> <td data-bbox="1203 521 1458 593"></td> </tr> <tr> <td data-bbox="751 593 831 663">3</td> <td data-bbox="831 593 1203 663"></td> <td data-bbox="1203 593 1458 663"></td> </tr> </tbody> </table>	Sr. No.	Make & Model of Photocopier (including year of manufacturing)	Capacity to print number of copies per minute	1			2			3		
Sr. No.	Make & Model of Photocopier (including year of manufacturing)	Capacity to print number of copies per minute												
1														
2														
3														
12.	Details of PAN Card.	No. _____ Please enclose copy												
13.	Details of Service Tax No., if any	No. _____ Please enclose copy if available												
14.	Annual Accounts for the last three financial years. It should clearly reflect the turnover from the business of photocopying & binding services.	Copy to be enclosed												
15.	List of educational Institutes /Government Organisations handled during the last three years Certificates of successful running/ completion of the contracts for the said services from at least two Institutes/ organization during the last 3 years.	Please enclose the desired certificates.												
16.	Copy of the income tax returns for last three financial years.													
17.	Any other supporting statutory document / certificate you may like to enclose.													

Date:

Signature & Seal of the Bidder

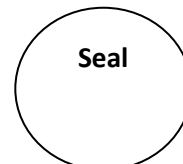
Place:

Annexure-IV Price Schedule

Sr. No.	Name of Service	Photocopy Rates (Rs.) (including all cost but excluding taxes)					
		A-4 Size Paper (Single Side)		A-4 Size Paper (Back to back - (Duplex)		A-3 Size	
		Black	Colour	Black	Colour	Black	Colour
1.	Photocopying. The paper should be 75 gsm of JK Copier (Red) or equivalent.						
	Rate per copy (Rs.)						

Sr. No.	Name of Service	Particulars	Charges / Rates (Rs.) (including all cost but excluding taxes)
2.	Spiral Binding / Comb Binding with OHP Sheets (front & back) of 175 microns	Book containing 1 to 100 pages	
		Book containing 101 to 200 pages	
		Book containing 201 to 300 pages	
3.	Strip Binding with OHP (front & back) of 175 microns	Book containing 1 to 100 pages	
		Book containing 101 to 200 pages	
		Book containing 201 to 300 pages	
5.	Lamination	1/6 th size (small letter head)	
		A 4 size	
		Foolscap size	
		A 3 size	
		Visiting / Identity card size	

Place:
Date:



Signature: