



IIM NAGPUR

भारतीय प्रबंध संस्थान नागपुर  
Indian Institute of Management Nagpur

## INDIAN INSTITUTE OF MANAGEMENT NAGPUR



### TENDER DOCUMENT

**Providing of printing, photocopying and allied services at IIM Nagpur MIHAN campus.**

**Client**

CAO

Indian Institute of Management Nagpur – 440010

Email : [purchase@iimnagpur.ac.in](mailto:purchase@iimnagpur.ac.in)

Phone no. 0712-7102358/7030937782, 0712-7102396/7875832307



IIM NAGPUR

भारतीय प्रबंध संस्थान नागपुर  
Indian Institute of Management Nagpur

## CHAPTER 1

## Notice inviting Tender and Schedule of Events

Sealed bids are invited from interested vendors for "Providing Printing, photocopying and allied services at IIM Nagpur MIHAN campus."

Clause No.	Title	Description
101	Bid for	Providing of Printing, photocopying and allied services at IIM Nagpur, MIHAN campus.
102	Reference no.	IIMN/138/2020-21/01 dated 06.04.2020
103	Schedule of events	<ol style="list-style-type: none"> <li>1. Bid download from institute website <a href="https://www.iimnagpur.ac.in/tenders/">https://www.iimnagpur.ac.in/tenders/</a> - 07.04.2020</li> <li>2. Clarification of queries on email and phone - 07.04.2020 to 20.04.2020</li> <li>3. Last date for submission of bids - 27.04.2020 up to 11:00 AM</li> <li>4. Opening of Bids - 27.04.2020 at 11:30 AM</li> </ol>
104	Name of the Bidding agency	
105	Bid format	<p>The bid shall be submitted in a sealed envelope by hand or by post / courier so as to reach IIM Nagpur before the last date as per schedule. The envelope should be clearly subscribed with the Tender No. and the Bidder's name and address.</p> <p>Bids received after the last date &amp; time of submission will not be considered.</p> <p>The Sealed envelope shall consist of following:</p>
105.1	Sealed Envelope- 1	<ul style="list-style-type: none"> <li>• Annexure A, Annexure B</li> <li>• Legible copies of documents mentioned in the Annexure A &amp; B duly self-attested by bidder</li> <li>• Complete bid document signed and stamped by the bidder except Price Bid (Page No.12).</li> </ul>
105.2	Sealed Envelope-2	<ul style="list-style-type: none"> <li>• Annexure C – Price Bid filled in, signed and stamped.</li> </ul>



IIM NAGPUR

भारतीय प्रबंध संस्थान नागपुर  
Indian Institute of Management Nagpur

105.3	Bid Evaluation	<p>The Technical bids (envelope-1) will be opened first. Price Bids of only those bidders whose Technical Bids are complete in all respects and who qualify as per the Compliance requirements in Technical Bid Annexure-A will be opened.</p> <p>The bidder who has the competence to provide the necessary services and who has quoted lowest rates in Table 1 of Price Bid will be considered for award of contract.</p> <p>Before award of contract, the institute may decide to verify the capability of the bidder by visiting their premises and other work experience.</p>
106	Conditional Bids	Conditional bids or Bids based on the process / basic schemes other than mentioned and / or not conforming to the technical specifications / requirements of the Bidding documents will not be considered.
107	Running Security Deposit (RSD)	5 % of the monthly bill will be deducted as Security Deposit for a period of One year. The Security deposit will be released after the end of contract with the vendor. No interest will be payable on the Security Deposit.
108	Contract Agreement	The selected vendor will sign a contract agreement with IIM Nagpur.
109	Failure to provide in-time services as per contract terms	Failure to complete the work in time or as per terms and conditions of the contract may make the agency liable to be banned from doing business with IIM Nagpur.
110	Insurance	The contractor has to take the responsibility of its manpower, material & workmen. For any incidental loss IIMN will not be held responsible. The successful bidder has to indemnify IIMN for any consequential loss arising out of the negligent act.



111	Work and risk cost	IIMN reserves the right to get 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.
112	Compliance with owners rules and regulations	The Contractor shall comply with all norms stipulated by the Owner such as Gate Passes, checking, maintenance of cleanliness, discipline & decency at and around the work site, Safety Precautions and Safety Regulations.
113	Arbitration	All disputes regarding quality, specifications and rates shall be tried to be settled mutually by making references to conditions of contract documents or prevailing local practices, etc., but if not settled mutually, shall be referred to arbitration subject to relevant Arbitration and Conciliation Act 1996. and its amendments, modifications to-date. Arbitration cost to be shared equally by the IIMN and the contractor.
114	Safety and Security	As per clause no.112
115	Prices, Taxes & Duties	The Bidder should quote firm prices/ rates inclusive of all Taxes and all other expenditure required to be incurred by him/her for providing required services during the contract period as indicated in the tender and afterwards no variation on any account unless otherwise specifically mentioned will be allowed. GST component to be shown separately & will be paid extra if applicable. (The contractor will indemnify IIMN against violation of all statutory liabilities present and future, arising out this contract.)
116	Bid Validity	The bid submitted by the bidder shall remain valid for a period of THREE Months from the date of opening of Price Bid. Bidder shall not be entitled during this period to revoke or vary the content of Bid or any term thereof. In such case of making any variation, the offer shall be treated as "REJECTED."



IIM NAGPUR

भारतीय प्रबंध संस्थान नागपुर  
Indian Institute of Management Nagpur

117	Award of similar type of work on same rates and allied works	If required, the institute may ask the contractor to provide similar services at an additional site/location within the campus. The rates for the same will be as per the work order awarded for this tender. In addition to this the contractor may be asked to provide allied services for which the rates are not included in this tender. For such non-tender items, the quote will be invited from the contractor and if found reasonable as per market rates, the order will be placed. Payment in such cases will be on job/assignment basis.
118	Access to site	IIMN Security will give access to the vendor for arrangements and have to follow the norms of IIMN Security.
119	Rejection of bid(s)	IIMN reserves the right to reject any or all the tenders relating to the work under this Tender Document without assigning any reason whatsoever.
120	Quantum of work	This contract is basically an item rate contract. The quantities given in the Scope of Work (Chapter 2) are approximate only and may vary in the actual course of execution. The Contractor is therefore, advised to quote very carefully. No claim for compensation from the Contractor shall be entertained due to any variation in quantities (irrespective of the quantum of variation) OR deletion of any item. The rates fixed for a particular year shall remain same through the year. Actual executed quantities shall be measured and paid.
121	Assignment and sub-contracting	The Contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of on unavoidable circumstances, the contractor shall be able to do it with the approval of the institute authorities. However, the job shall be sublet only to the party approved by the owner.
122	Misconduct	The Contractor shall keep the Owner indemnified from and against all personal and third-party claims whatsoever arising out of any commission or omission by Contractor or his employees, or representatives as the case may be.



IIM NAGPUR

भारतीय प्रबंध संस्थान नागपुर  
Indian Institute of Management Nagpur

123	Inspection by IIMN	The Owner (IIMN) shall be entitled to inspect the bidders' establishment to ascertain the capability and the campus premises of the contractor from time to time.
124	Interpretation	The Special conditions of Contract if any will be read in conjecture with all other documents forming part of this contract. Notwithstanding the sub-divisions of the documents into these separate sections, every part of each shall be deemed to be supplementary to and complimentary of every part and shall be read with and into the contract.
125	Payment of Bills	Payments will be made by e – payment ONLY. The payments will be made on a monthly basis on submission and verification of bills against actual work done (actual number of copies printed, scanned and binding). The Photocopy machines with the operator will be on Zero rental basis. Payments for additional assignments if any (non-tender items) will be done on completion of assignment. Payments will be made within 30 days of submission of bills provided the bills are complete and duly authenticated by the specified Officer(s) of IIMN.
126	Escalation / De-escalation of rates	Prices/Rates quoted will be firm during the first year. Revised rates will be invited at the end of first year and mutually decided.
127	Non tender items/ Extra Items	As per clause no.117
128	Force Majeure	If the whole of any part of the performance by the Parties of any part of their respective obligations hereunder is prevented or delayed by causes, circumstances or events beyond the control of the Parties including delays due to floods, fires, accidents, earthquakes, riots, explosions, wars, hostilities, acts of government, custom barriers, or other causes of like character beyond the control of the Parties, then to the extent the Parties shall be prevented or delayed from performing all or any part of its obligations hereunder by reason thereof despite due diligence and reasonable efforts to do so



IIM NAGPUR  
भारतीय प्रबंध संस्थान नागपुर  
Indian Institute of Management Nagpur

		notwithstanding such causes, circumstances or events, the Parties shall be excused from performance hereunder for so long as such causes, circumstances or events shall continue to prevent or delay such performance.
129	Taxes, Labour laws and Other regulations	The Contractor will be exclusively responsible to meet and comply with all legal requirements related to the work. The Contractor shall accept and bear full and exclusive liability for the payment of any and all existing taxes of the Central or State Government or of any other authority with respect to the contract or any item sold or supplied pursuant thereto or anything done or service rendered pursuant there to any legal matter or issues and all court matters that arise for this contract are subjected in Nagpur courts jurisdictions only.
130	Mathematical error	During the opening of price bids the quoted rates will be declared. The rates quoted by the agency will be considered firm and mathematical errors found if any will be considered only on the recommendation of Asst.Manager (A&C).



IIM NAGPUR

भारतीय प्रबंध संस्थान नागपुर  
Indian Institute of Management Nagpur**CHAPTER 2****SCOPE OF SERVICES**

<b>(A) Mandatory Services</b>	
A1.	<p>Providing atleast Three All in One High Speed Photocopy machines (One color and Two Black &amp; White) at IIM Nagpur, MIHAN campus (with complete maintenance and consumables). Additional machine may be deployed by the contractor if required.</p> <p>Brands: Canon, Xerox, Ricoh or higher or equivalent with minimum print speed 85 ppm</p> <p><b>New</b> machines OR machines purchased not earlier than 2018 are to be provided. No rental charges will be paid separately.</p> <p>Two Desktop / Laptop computers to be provided to operators.</p> <p>Two operators, well versed with all the machine operations, having knowledge of English to be deployed for 8 hrs/day, 6 days/week.</p>
A2.	<p>Printing services (Colored and B&amp;W)</p> <p>Photocopy services</p>
A3.	<p>Spiral binding services with associated consumables (plastic covers, binding material etc)</p>
A4.	<p>Scanning services</p>
<b>(B) Additional services</b>	
<i>(May be completed at the contractor's existing premises / setup other than at IIMN campus)</i>	
B1.	<p>Printing of Multicoloured glossy / matte finish brochures, booklets, flyers, reports, banners for events etc. Printing of marksheets and certificates.</p>
B2.	<p>Preparation of Workshop kits (Folder with ID card, stationery, printed material etc.)</p>
B3.	<p>Perfect / Wiro binding</p>

**Notes:**

1. Approximate printing volume 30 lakh pages per year.





IIM NAGPUR

भारतीय प्रबंध संस्थान नागपुर  
Indian Institute of Management Nagpur

2. Paper required for printing is included in the contract and the contractor will maintain adequate quantities in consultation with institute authorities.
3. Paper to be used for regular printing / photocopy – **A4 Size Bilt 75 GSM; If any other brand or quality of paper needs to be used due to unforeseen circumstances, written permission from institute authorities will be required for the period.**
4. The institute authority will inspect the paper being stocked for printing and other consumables for quality.
5. The spiral binding rates (per 100 pages) mean 100 **individual pages** bound. For pages more than 50, the spiral binding cost will be considered for 100 pages. For pages less than 50, the rate of spiral binding for 50 pages will be considered. The rate for more than 100 pages will be considered in multiples of 100 and 50.
6. A department wise log of work has to be maintained by the operators for verification of Bill on monthly basis.
7. Additional manpower may be needed during high volume material reproduction.
8. The vendor will have to provide substitute operator in case of absence of regular operator.
9. As the material reproduction is a part of academic activity, the operator has to understand the requirements and work with Programme office for the same. To maintain the system smoothly, the operator should not be changed randomly or without intimation to the institute authorities.
10. The Wi-Fi for the contractor's desktop / laptop will be provided by the institute.



IIM NAGPUR

भारतीय प्रबंध संस्थान नागपुर  
Indian Institute of Management Nagpur

**ANNEXURE – A**

**PARTICULARS OF BIDDER**

1	Name of the Bidder	
	a. Trade name	
	b. Status of the bidder (Company / Partnership/ Proprietorship)	
2	Postal address for communication	
3.	Telephone numbers	
4	Email address	
5	PAN No. (Enclose self-attested copy)	
6	GST No. (Enclose self-attested copy)	
7	Shop & Establishment /Registration / License details (Enclose self-attested copy)	
8	Bidder's confirmation to provide the printing and allied services as per the tender's mandatory services (A) as per scope of work.#	
9	Bidder's confirmation and capacity to provide Additional services (B) as per Scope of work#	

#( Please attach work experience certificates, business capacity to support the same)

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/ as stipulated in the tender notice no **IIMN/138/20-21/01** dated 07.04.2020. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for **Providing of Printing, photocopying and allied services at IIM Nagpur, MIHAN campus** as per requirements in Chapter 2 and as per rates quoted in Price Bid Annexure C.

Name of the BIDDER \_\_\_\_\_

Signature of authorized person \_\_\_\_\_

With date and seal



IIM NAGPUR

भारतीय प्रबंध संस्थान नागपुर  
Indian Institute of Management Nagpur

Annexure'B'

## Technical Bid

Scope of Services (As per Chapter 2)	Compliance / Confirmation to supply Yes /No	Details to be provided by the bidder
<p><b>A1.</b> Providing atleast Three All in One High Speed Photocopy machines (One color and Two Black &amp; White) at IIM Nagpur, MIHAN campus (with complete maintenance and consumables) Additional machine may be deployed by the contractor if required. Brands: Canon, Xerox, Ricoh or higher or equivalent with minimum print speed 85 ppm <b>New</b> machines OR machines purchased not earlier than 2018 are to be provided.</p>		<b>Machines proposed by the bidder to be deployed:</b>
Two desktop computers / laptops to be provided for the operator.		
An Operator, well versed with the all the machine operations, having working knowledge of English to be provided for 8 hrs/day, 6 days/week.		
<b>A2.</b> Printing services (Colored and B&W) Photocopy services		
<b>A3.</b> Spiral binding services with associated consumables		
<b>A4.</b> Scanning services		
<b>B1.</b> Printing of Multicoloured glossy / matte finish brochures, booklets,		



IIM NAGPUR

भारतीय प्रबंध संस्थान नागपुर  
Indian Institute of Management Nagpur

flyers, reports, banners for events marksheets and certificates.		
<b>B2.</b> Preparation of Workshop kits (Folder with ID card, stationery, printed material etc.)		
<b>B3.</b> Perfect / Wiro binding		



IIM NAGPUR

भारतीय प्रबंध संस्थान नागपुर  
Indian Institute of Management Nagpur

**ANNEXURE C**

**Price Bid**

Rates quoted in Table 1 and Table 2 is for the Services to be provided as per “Chapter 2 - Scope of Service”

**Table 1**

Sr. no	Service	Rate per page
1	Printing/Photocopying services (Black & White) 1 sided (Including paper cost)	

**Table 2**

Sr. no	Service	Rate per page / Rate
1	Printing/Photocopying services (Black & White) double sided (Including paper cost)	
2	Printing / Photocopying services (Coloured) 1 sided (Including paper cost)	
3	Scanning services	
4	Spiral binding of printed material with Plastic cover sheets. (Per 100 pages)	
5	Spiral binding of printed material with Plastic cover sheets. (Per 50 pages)	
6	Printing on A3 size paper 1 sided	

**Rates quoted in Table 1 will only be used for evaluation / comparison of bids.**

Signature of Bidder :

Seal :