



**INDIAN INSTITUTE OF MANAGEMENT CALCUTTA  
DIAMOND HARBOUR ROAD  
KOLKATA – 700104**

**NOTICE INVITING TENDER**

**FOR**

**SELECTION OF VENDOR FOR PROVIDING PHOTOCOPY SERVICES AT VARIOUS LOCATIONS INSIDE  
INDIAN INSTITUTE OF MANAGEMENT**

# **NOTICE INVITING TENDER**

**NIT NO: NIT/IIMC/PHOTOCOPY/I/2024 25 Dated 25 April 2024**

**Tender Information Summary (TIS)**

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<b>5. Obtaining the Tender Document and clarifications</b>	
eProcurement Portal and helpdesk for Document availability and submission	Central Public Procurement Portal <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>
Cost of Tender Document (INR)	NOT APPLICABLE
Office/ Contact Person/ email for clarifications	Purchase Section <a href="mailto:sao_purchase@iimcal.ac.in">sao_purchase@iimcal.ac.in</a> +91-33-7121 1000 Extn 1060/ 1063
<b>6. Pre bid Conference</b>	
Pre-bid Conference applicable or not	Yes
Place, time, and date of the Pre-bid Conference	Date and Time : <b>06 May 2024 at 1500 hrs</b> Indian Institute of Management Calcutta
Place, time, and date before which Written queries for the Pre-bid conference must be received	Date and Time : <b>06 May 2024 at 1500 hrs</b> Indian Institute of Management Calcutta
Place, time, and date before which registration of participants for the Pre-bid conference must be received	Date and Time : <b>06 May 2024 at 1500 hrs</b> Indian Institute of Management Calcutta
<b>7. Preparation and Submission and Opening of Bids</b>	
Bids to be Addressed to	Senior Administrative Officer (Purchase) Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal – 700104
Instructions for Online bid Submission	As per Central Public Procurement Portal <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>
Tender Opening Place	CPP Portal
Alternate Bids allowed or not	NO
<b>8. Physical submission of Originals/ Self attested copies of Originals of Scanned Documents uploaded</b>	
Physical documents required/ permitted to be submitted	AS PER TENDER DOCUMENTS
If Yes, List of Documents to be submitted physically	AS PER TENDER DOCUMENTS
Deadline for physical submission of originals/ self-attested copies of Originals of uploaded scanned documents	AS PER TENDER DOCUMENTS
Address of Physical Submission of Originals	Senior Administrative Officer (Purchase) Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal – 700104
<b>9. Documents relating to Bid Security and Performance Security</b>	
Bid Security and Validity	to M I

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Performance Security and Validity	5% of Contract Value  SIXTY (60) DAYS beyond the final Bid Validity period	Form of Security and To whom to be addressed	INDIAN INSTITUTE OF MANAGEMENT CALCUTTA, Payable at Kolkata
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**10. Additional Clauses**

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