

Indian Institute of Management Calcutta

Tender Enquiry No: **EOI/IIMC/Printer/2/22-23**

Dated 14/06/2022

Expression of Interest

For

1	Date & Times of Online publication of EOI	14/06/2022 at 15:00 hrs.
2	Document submission start time and date	14/06/2022 at 15:30 hrs.
3	Document submission close date and time	04/07/2022 at 14:00 hrs.
4	Opening of documents	05/07/2022 at 14:30 hrs.

Terms & Conditions for Empanelment:

1. The empanelment is valid for a period of two years from the date of approval of the competent authority which may be extended for a further period of one year subject to satisfactory performance and verification of documents as asked for by the authority of IIM Calcutta.
2. Printing Agencies experienced in conceptualizing, designing, printing of documents etc. having sound back-up for excellent designing, scanning, planning etc. of publication of various descriptions/literature for black & white and multi-colour jobs, security printing of grade sheet, diploma certificate are eligible to apply. The printing and designing jobs broadly include designing, photography as

and when necessary, printing of In-house Magazines, Newsletters, Bulletins, Guidelines, different types of Brochures for different programmes, Annual Report, Posters, Pamphlets, Visiting Card, Greeting Card, Desk Calendar, Special types of files, Folders, etc. on the basis of modern facilities and standards available in the industry.

3. The Agency should be in the profession of printing work at least for the last 5 financial years.

16. All the items to be received from the Agency will be checked by the concerned department in order to ensure specifications/quality as per samples approved by the concerned department.
17. Payment will be released on submission of bill supported with the copy of the work order of the authorized offers of IIM-Calcutta and upon such certification to the effect that the work got printed from the Printers are as per approved specifications.

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Annexure - "A"

Format for Empanelment of Printing Agencies for printing & designing work

I **General Information**

- (i) Name of the Firm/Agency
Address (including e-mail, telephone numbers)
 - (a) Administrative/Corporate Office
 - (b) Printing Press
 - (c) Landmark
 - (d) Contract Persons
Name(s)
Telephones/Mobiles Nos.
E-mail ID:
 - (e) Year of establishment:
- (ii) Type of Organization
Whether Private Limited Company, Partnership or Proprietary
- (iii) Name of Directors/Partners/Proprietors etc.
- (iv) No. of types in the business
- (v) Financial Details (last 3 years: 2018-19, 2019-20 and 2020-21)
 - a. Annual Turnover
 - b. Annual Net Profit
 - c. Name of the Bankers/& Address(s)
- (vi) No. of Employees
 - a. Administrative
 - b. Technical (give details)

II. **Pre-press facilities**

- i) Typesetting (in English and Hindi)
- ii) Designing and Colour Processing

III. **Translation**

Facilities available for translation into Hindi/other vernacular languages

- 1. Whether translators employed by the Press

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Annexure-“B”

DECLARATION BY AGENCY

I/we.....
.....declare and confirm that the information furnished and attachments submitted with the application are true and correct.

I/we are aware that any false information provided herein will result in the rejection of my/our application for empanelment.

I/we shall be bound the acts of the duly authorized signatory who has signed this application and of any other person, who in future, may be appointed by us in his place whether or not an intimation of such changes has been given.

I/we undertake to communicate promptly to IIM Calcutta any changes in the conditions or working of the firm.

No employee or direct relation of any employee of IIM Calcutta is in way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Agency.

I/we have read and understood IIM Calcutta's terms and conditions for empanelment and agree to abide by the same in all respects.

Signature

Place :

Name :
(In Capital Letter)

Designation:

Date :

(Seal of vendor)