D.H.ROAD, JOKA, KOLKATA - 700104

E-Tenders are invited by Indian Institute of Management

Tender	documents	comprises	the fol	lowina:

- a) Notice Inviting Tender
- a) Price Bid with Bill of Quantity

11. Technical and Price Bid shall be digitally signed by the Authorized Signatory of the bidder & Attorney before submitting the digitally signed bid. Scanned copies of various documents can be prepared in .pdf file format.

Bid submitted by the bidder shall remain valid for a period of 180 days from the date of opening of bid. The earnest money will be forfeited without any prejudice to any right or remedy, in case the Bidder withdraws his Tender

- 11. The Bidders have to furnish samples of paper (to indicate quality of paper) along with tender form for consideration of the tender committee. Supply must be made as per sample.
- 12. If some of the documents/ annexures are missing, IIM Calcutta has the right to reject the Bid as INVALID Bid.
- 13. The printing cost should be inclusive of all associated costs.
- 14. Any software or associated hardware required to provide services under this engagement will be provided by the bidder at their own cost.
- 15. Quoted rate should be valid for 90 days.
- 16. The quality and specification be adhered to strictly. If not found according to our sample, supply will not be accepted.
- 17. The vendor having adequate experience and credentials for doing such type of Certificate Printing with Security features in IIMs, IITs, NITs, University etc. will be given weightage / preference.
- 18. Printing of Certificates and Grade Sheets needs to be completed within two weeks from the date of issuance of Work Order. If the supply is delayed beyond the stipulated time of completion of supply, penalty of 1% per week of total cost may be imposed at the discretion of Competent Authority of IIMC. The penalty may be up to 10% of the total cost and also may result in cancellation of the Order.
- 19. Quantity may increase or decrease, payment will be made on actual basis as per quoted rates.
- 20. 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.
- 21. The selected vendor/firm may be considered for the said work for Convocation-2023 subject to satisfactory performance certified by the Chairperson-MBA and with same terms & conditions.
- 22. All legal disputes shall be under the jurisdiction of Calcutta High Court only.
- 23. IIM Calcutta reserves the right to reject one or all bidding without assigning any reason what so ever.
- 24. The technical Bids will be evaluated by the concerned Committee on the basis of Technical Evaluation Criteria.
- 25. Financial Bids of Technically qualified Bidders will be opened for evaluation. The bidder who will quote the lowest price in the Financial Bid will be considered for the Award of Work.
- 26. Deviation in terms and conditions either Technical or Financial Bid will not be considered under any circumstances. Conditional Bids will also be rejected.
- 1. The Technical Bid will be evaluated first as per the prescribed parameters in Annexure-I
- 2. Financial Bids will be opened for the technically qualified bidders only.
- 3. The qualified bidder whose rate is found to be the lowest will be considered for award of the work.
- 4. If the lowest quoted bidder is unable to take the assignment within the prescribed period due to any reason whatsoever, the second lowest will be considered, if approved by the Competent Authority of the Institute.

The Service Provider shall submit the bills along with the attendance sheet at office of concerned Competent Authority for the executed work complete in all respects. The bills will be submitted in the manner and form that may be prescribed by the Competent Authority. Account payee cheque/ DD/ RTGS for amounts passed in the bill will be issued only after the Service Provider gives stamped receipts for

The final Settlement of the bills and refund/ adjustment/ appropriation of any amount retained from the bills of the Service Provider shall be made fully after the Competent Authority is satisfied that all the contractual obligations have been fully met and no amount remains due for recovery from the Service

1	Trade License No.:	Enclose current Proof		
2.	PAN Details:	Enclose Proof		
3.	GST Registration No.:	Enclose Proof		
4.	Minimum Average Annual Turnover of last three Financial Year i.e. 2018-19, 2019-2020 & 2020-21 is Rs.44 lakhs	Enclose Proof (Audit Reports)		

5.

I/We

do hereby declare that our firm

is not black listed and no enquiries/ cases are pending against us by Govt. of India/ Govt. of West Bengal or any State Board/ Universities/ Institute since inception of the firm/ company.

I/We further underta