

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA DIAMOND HARBOUR ROAD KOLKATA – 700104

TENDER DOCUMENT

REQUEST FOR PROPOSAL

FOR

PUBLICATION OF ADVERTISEMENT IN THE

- 6. This RFP contains the following FORMS:-
 - Appendix 'A' Schedule of Requirement/Scope of Work. Appendix 'B' Bidder's Information. (a)
 - (b)
 - (c)
 - (d)
 - Appendix 'B' Bidder's Hilothfador.

 Appendix 'C' Terms and Conditions Compliance Certificate.

 Appendix 'D' Bank Guarantee Format of Performance Security

 Appendix 'E' Technical Specification and vendor eligibility criteria.

 Appendix 'F' Price Bid (e)
 - (f)
 - Appendix 'G'- Bid Security Declaration (g)

PART I - GENERAL INFORMATION

1. Last

PART II - ESSENTIAL DETAILS OF ITEMS/ SERVICES REQUIRED

- 1. <u>Schedule of Requirements/ Scope of Work</u>. As per Appendix 'A' to this RFP.
- 2. <u>Eligibility Criteria</u>. The minimum eligibility criteria are as under:-

SI.

- (k) All works related to this tender should be completed to entire satisfaction of the IIM Calcutta, failing which the IIM Calcutta will have right to cancel the work order and no payment will be made in that case.
- (l) Any defect found in the work carried out by the successful bidder will have to be rectified free of cost by the Successful Bidder.
- (m) The representatives of the Successful Bidder should be available on telephone and also on mobile to enable this Institute to call them in emergency situation. Therefore, telephone as well as mobile number(s) and address must be provided to IIM Calcutta.
- (n) Each page of the quotation is to be signed by the tenderer and duly stamped.
- (o) $\;\;$ IIM Calcutta reserves the right to reject any or all tender(s) without assigning any reason. The decision of I

PART IV - SPECIAL CONDITIONS OF RFP

1.	$The \ Bidder\ is\ required\ to\ give\ confirmation\ of\ their\ acceptance\ of\ Special\ Conditions\ of\ the\ RFP\ mentioned$

- 7. <u>Advance Payment</u>. NO Advance payments will be made.
- 8. <u>Paying Authority</u>. The process of bills of successful tender will be made by IIMC and payment will be made by Accounts Department of IIMC. Bills to be submitted by the vendor within FIFTEEN (15) days of completion of work/supply.
- 9. <u>Fall Clause</u>. The following fall clause will form part of the contract placed on successful Bidder:-

(a)

parties so affected shall take all reasonable steps to remedy the failure to perform and to keep the other party informed of the steps being taken to mitigate the effects of Force Majeure. In the event of Force Majeure lasting for more than THREE (O3) days, either party may, following consultation with the other give a notice of termination.

- 13. <u>Specification</u>. The BIDDER/ SERVICE PROVIDER guarantees to meet the specifications as per Appendix 'F', Appendix 'A' to this RFP.
- 14. Quality Assurance

Appendix 'A' [Refer to Part-II, Para 1, Part – IV Para 2 and Part-V Para 1(a)]

SCHEDULE OF REQUIREMENT (SOR)/ SCOPE OF WORK

BIDDER'SINFORMATION

(To be submitted as part of Techn	ical bid on Company Letter-hea	ad, along with sup	porting documents, if a	any)
(,	, , , , , ,	

Bidder	's Name	and Complete Address:	
1.	Bidder	/ Contractor particulars:	
	i	Name of the Company:	
	ii	Corporate Identity No. (CIN):	
	iii	Registration, if any, with The Procuring Entity:	
	iv	Place of Registration/ Principal place of business"	
	V	Complete Postal Address:	
	vi	Pin code/ ZIP code:	
	vii	Telephone nos. (with country/ area codes):	
	viii	Mobile Nos.: (with country/ area codes):	
	ix	Contact persons/ Designation:	
	X	Email IDs	
2.	Taxatio	on Registrations:	
	(a)	PAN	
	(b)	Type of CST Registration as per the Act (Normal Taxpayer, Composition, Casual Taxable Person, SEZ, etc.)	
	(c)	GSTIN number:	
	(d)	Registered/ Certified Offices from where the Services would be supported and Place of Service	

Documentsto be submitted: Seb1601 Tf .9874 0 T306 .47998 re f TD <0003>Tj /TT11 1 Tf 3.28n4.1<008to

Contact Names, Nos. & email IDs for GST matters

(Please mention primary and secondary contacts)

(e)

Appendix 'C'

BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

То					
The Director-in-Charge					
Indian Institute of Management Calcutta					
Diamond Harbour Road, Joka					
Kolkata - 700104, West Bengal					
Whereas (name a	and address of the	contractor) (h	ereinafter	called	"the
contractor") has undertaken, in pursuance of contract	no				

TECHNICAL SPECIFICATION AND

BID PRICE FORMAT

SI No	Name of the Newspapers/ Journals	Editions		Size (Sq Cm)	Hue	Rate
Gro	Group A – Newspapers (Print)					
1.	1. Employment News Recruitment (All Editions) (English/Hindi/Urdu)		10x24	B/W		
2.	Economic Times (Ascent)	Delhi/Mumbai/Bangalore/ Chennai/ Hyderabad/ Kolkata		8x15	Col/B/W	
3.	Times of India (Ascent)	All India Edition		8x15		
4.	Business Standard (Hindi + English)	All Editions		8x15	Col/B/W	
Group B Online Journals (Digital)		Country	Impression	Banner	Duration	

5. Economist World Wide Unlimited