

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

NOTICE INVITING TENDER DOCUMENT

REQUEST FOR PROPOSAL

FOR

**SELECTION OF VENDOR FOR “SECURITY PRINTING OF
CONVOCATION DEGREE CERTIFICATE AND GRADE SHEET FOR
MBA, MBAEX, DPR & PGPEX VLMP FOR ANNUAL CONVOCATION
– 2024.”**

NIT NO: NIT/IIMC/SECURITY PRINTING CONV/2023 24

NIT DATE: 20 FEBRUARY 2024

**INDIAN INSTITUTE OF MANAGEMENT CALCUTTA
Diamond Harbour Road, Joka,
Kolkata - 700104**

TENDER REFERENCE NO: NIT/IIMC/SECURITY PRINTING CONV/2023

- 6. This RFP is being issued with no financial commitment and the BUYER reserves the right to change or vary any part thereof at any stage. The BUYER also reserves the right to withdraw the RFP AND REJECT ANY TENDER, should it become necessary at any stage.
- 7. Please return this letter along with the complete RFP duly signed as attached.

Yours faithfully,
Sd/-x-x-x-x-x-x-x
(Zulfquar Hasan)
Senior Administrative Officer

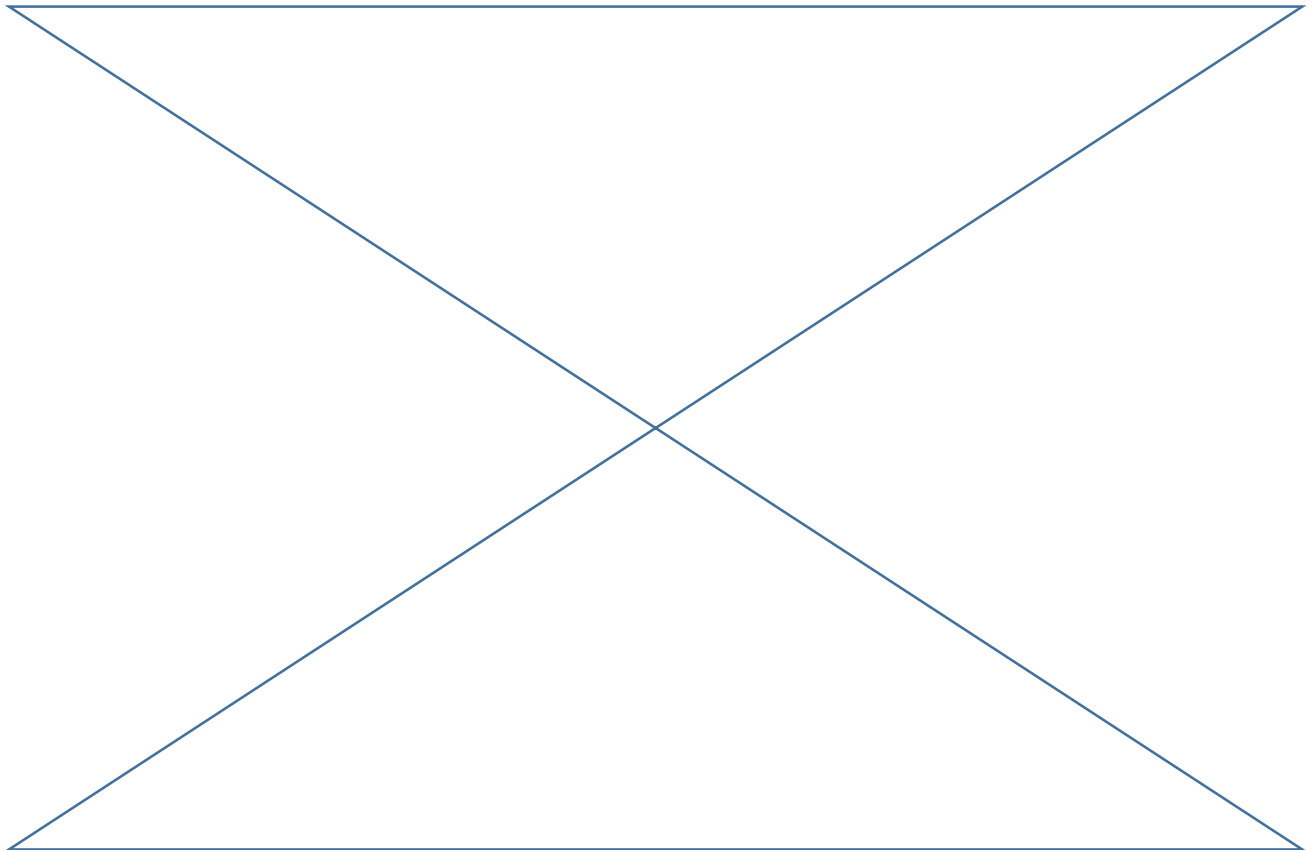
- 8. I/We am/are in possession of a complete set of RFP issued by you, and have understood and agree to abide by the above instructions as well as those contained in the RFP and contract forms. The attached RFP forms duly completed and signed are submitted herewith.

Date: 2024

Signature of Tenderer

(Name in Block letter)

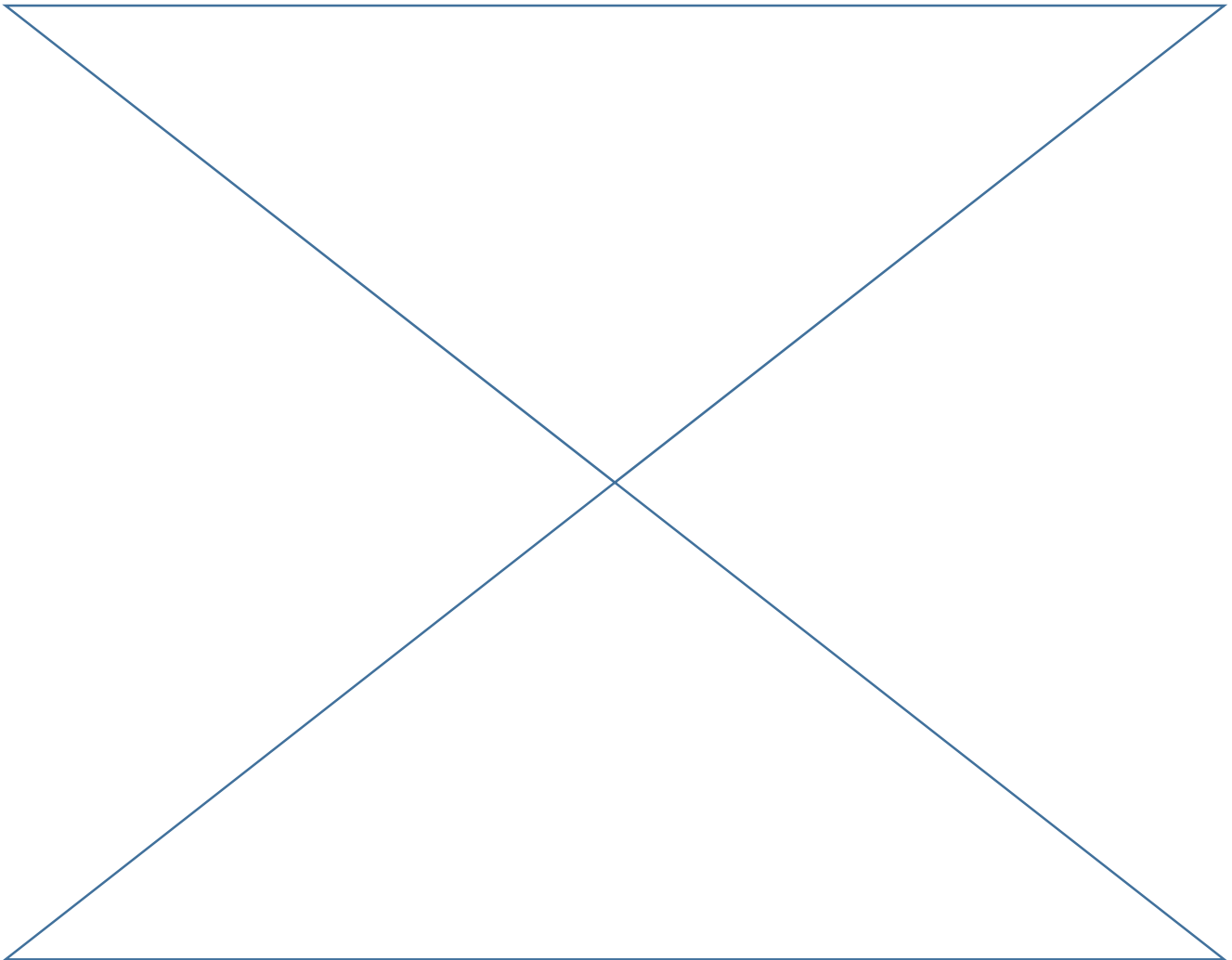
(Capacity i.e. Proprietor/Partner with stamp)



PART I – GENERAL INFORMATION

1. **Last Date and Time for Submission of Bid. 26 February 2024 at 1100 Hours.**
2. **Manner of Depositing the**

9. **Performance Security Deposit (SD).** To ensure due performance of the contract, Performance Security Deposit (hereinafter called as SD) is to be deposited by the successful bidder after awarding of the contract in the form of Insurance Surety Bond, an Account Payee Demand Draft/Fixed Deposit Receipt/Banker's Cheque/Bank Guarantee/E-Bank Guarantee from any Commercial Bank or Private Bank authorized to conduct government business. PBG will be for an amount of **FIVE PERCENT (5%)** of the value of the contract as specified in the bid document and it will be refundable without interest after successful completion of the contract and no liabilities from the Service Provider or its employees. In case of any complaint, the SD shall be discharged only after adjusting all dues, liabilities of the worker etc. SD should remain valid for a period of **SIXTY (60) DAYS** beyond completion of all contractual obligations including warranty obligations (if any).
10. The approval or rejection to tenders(s) rests with Competent Financial Authority (CFA) as applicable, who reserves to himself the right of rejecting any tender in whole or in part of any item in whole or in part in respect of any or all the delivery points shown in the schedule of requirements in Part II or RFP without cause assigned.
11. These instructions on "Invitation of Bid" are to be signed by you and returned along with your bids.
12. **OTHER THAN THE TERMS & CONDITIONS MENTIONED IN THIS RFP (TENDER DOCUMENT), THE RULES AND PROVISION OF "GENERAL FINANCIAL REGULATION 2017" AND "MANUAL FOR PROCUREMENT OF GOODS UPDATED IN JUNE 2022 (AMMENDED FROM TIME TO TIME)" WILL BE IN VOGUE IN CASE OF ANY DISPUTES ARRISE DURING THE PERIOD OF CONTRACT.**



PART II – ESSENTIAL DETAILS OF ITEMS/SERVICES REQUIRED

1. **Schedule of Requirements/ Scope of Work.** As per **Appendix 'A'** to this RFP.
2. **Terms and Conditions of Contract:-**
 - (a) The successful bidder shall be responsible for full execution of the contract and shall not in any case assign or sublet ordered items or part thereof to any other party. Failure to do so will attract cancellation of the order and debarment of the bidder.
 - (b) All services related to this tender should be completed to entire satisfaction of IIM Calcutta, failing which IIM Calcutta will have right to cancel the work order and

PART III STANDARD CONDITIONS OF RFP

1. Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned in succeeding paragraphs which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Contractor in the Contract) as selected by the Customer. Failure to do so may result in rejection of the Bid submitted by the Bidder.
2. **Law.** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
3. **Effective Date of the Contract.** The contract will be in effect from the day of issue of work order.
4. **Period of**

PART IV – SPECIAL CONDITIONS OF RFP

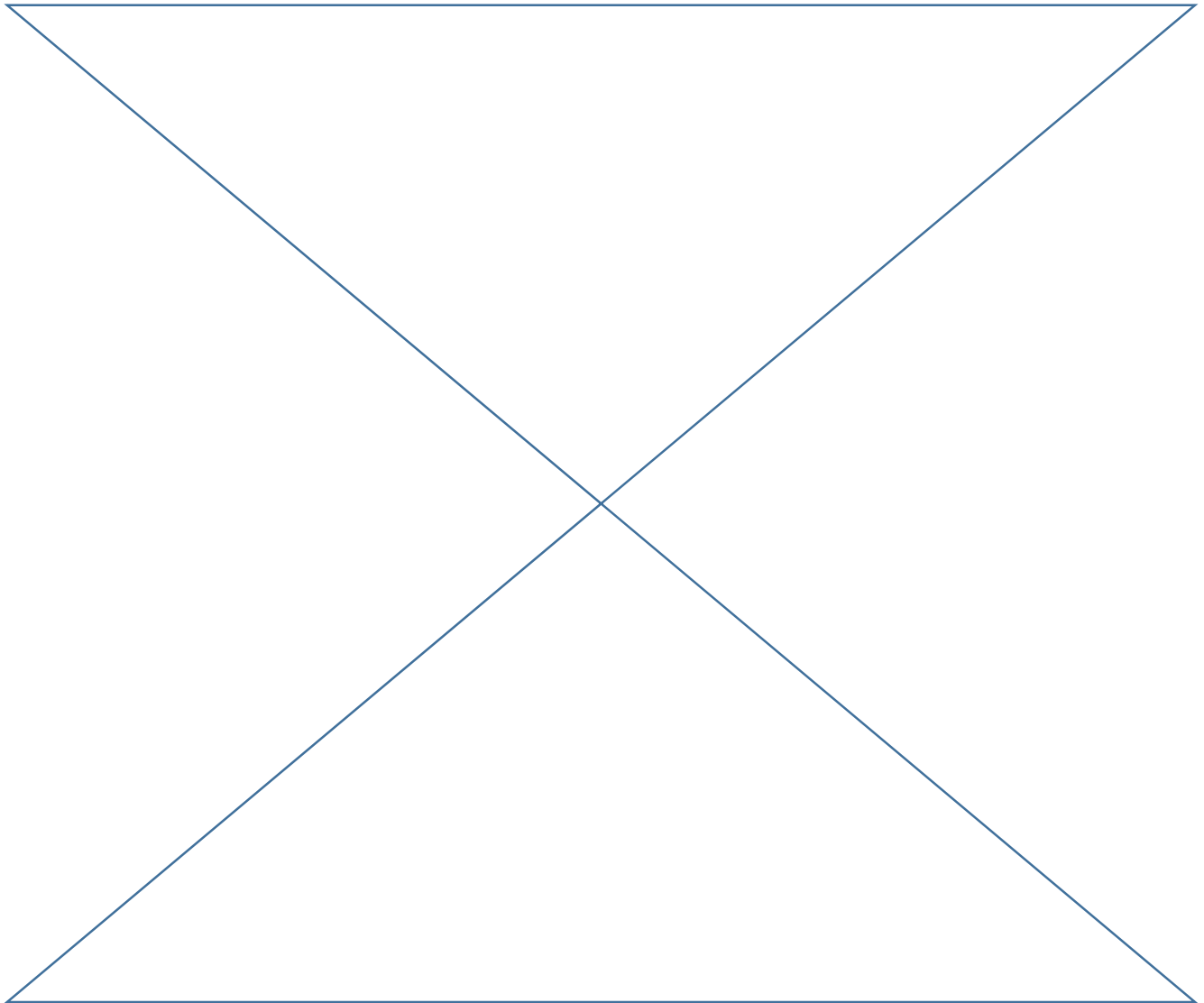
1. The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned in succeeding paras which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Contractor in the Contract) as selected by the Customer. Failure to do so may result in rejection of Bid submitted by the Bidder. A certificate for compliance of all the Terms and Conditions of this RFP be submitted as per **Appendix 'C'** to this RFP

2. **Option Clause.** The contract shall have an option Clause, wherein the BUYER can exercise an option to procure an additional **25% (TWENTY FIVE PERCENT)** of the original contracted quantity in accordance with the same terms cor r

13. **Inspection Authority.** The Inspection will be carried out by the USER Department of IIMC. The mode of Inspection will be User Inspection.

14. **Claim.** The following claims clause will form part of the contract placed on successful bidder:-

- (a) The claims may be presented either on quality of the service, where quality does not correspond to the quality mentioned in the contract.
- (b) The Contractor is to settle the claims for quantity and quality of the service within 3 (THREE) days.
- (c) The Contractor shall collect the defective/damaged or rejected items from the location nominated by the BUYER and deliver the replaced service at the same location under Contractor's own arrangement.
- (d) The quality claims will be raised solely by the BUYER and without any certification/ countersignature by the Contractor's representative stationed in India.
- (e) Any claims arising out the accident of transport, damage to public or private property or any injury or death shall be the responsibility of the SUPPLIER and IIMC as such shall not be a party to it.



PART V – EVALUATION CRITERIA & PRICE BID ISSUES

1. **Evaluation Criteria.** Evaluation will be carried out as per GFR 2017 and Manual of Procurement of Goods (updated in June 2022)
2. **Price Bid Format.** Unless otherwise mentioned in this RFP, the Price Bid Format is as per BOQ (Bill of Quantities) and the bidder is required to fill Price Bid Format as per **Appendix ‘G’** to this RFP correctly with full details, sign with firms stamp on all pages of commercial bid.

Note 1: Incompletely filled form will be rejected out rightly.

Note 2: Vendors are requested to carry out calculations in commercial bid form carefully. The IIMC reserves the right to amend/correct any wrongly calculated totals.

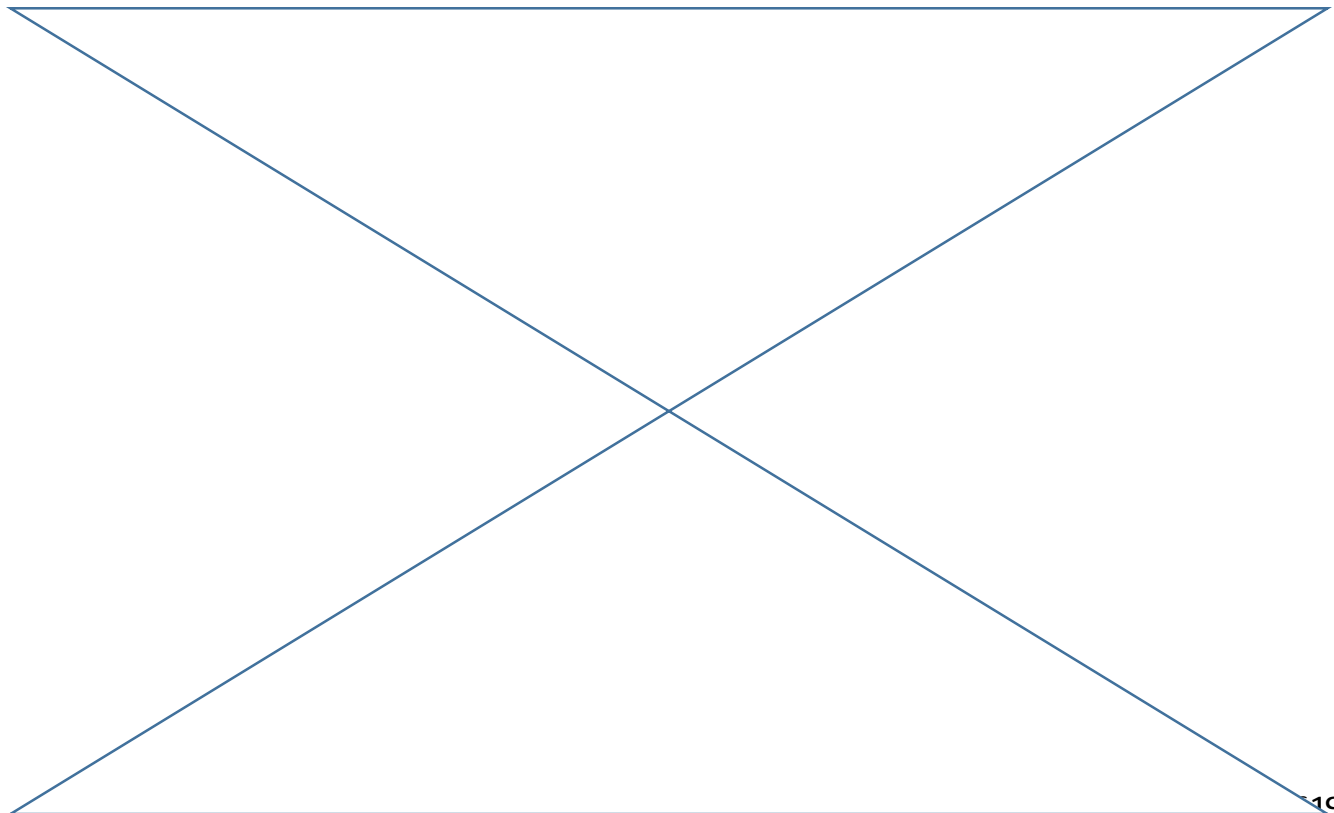
Note 3: It is mandatory to fill the cost of each and every item in price bid format. If the rates of any item remain unfilled then the price bid may be rejected or assumed as inability to supply the said goods.

ELIGIBILITY CRITERIA OF THE BIDDER

1. Bidder should have following Technical Bidder should have the following minimum eligibility criteria:-

Ser No	Description of Criteria	Documentary Evidence Required as Proof
(a)	The Company/Firm/Agency should have certificate of Security Certificate Printing (Degree and Grade Sheet Certificate).	Copy of Certificate
(b)	The Company/Firm/Agency should have valid Experience Certificate of similar nature of work	Copies of Work Order and Work Completion Certificate
(c)	Carrying out of Security Printing job for 3 (three) years or more	Copy Work Completion Certificate.

2. Bidder is advised to attach only relevant and valid documents. Attaching unsolicited documents/certificates may lead to rejection of bid.



SCHEDULE OF REQUIREMENT

TERMS AND CONDITIONS COMPLIANCE

(To be submitted as part of Technical bid on Company Letter-head)

Bidder's Name and Complete Address _____

Tender Document No. _____; Tender Title: _____

Note to Bidders: Fill up this Form regarding Terms and Conditions in the Tender Document, maintaining the same numbering and structure. Add additional details not covered elsewhere in your bid in this regard.

Sl. No.	Ref of Tender Document Section, Clause		Subject	Confirmation/ Deviation/ Exception/ reservation	Justification/ Reason
	Section/Para	Clause/ Sub-Clause/Sub Para			

We shall comply with, abide by, and accept without variation, deviation, or reservation all terms and conditions of the Tender Document, except those mentioned above. If mentioned elsewhere in our bid, contrary terms and conditions shall not be recognised and shall be null and void.

.....
(Signature with date)

.....
(Name and designation)
Duly authorized to sign bid for and on behalf of

.....
.....

BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To
The Director

PRICE BID FORMAT

Sl. No.	Description of Work					
	Security Printing of various Certificate of Grade Sheet Convocation 2023 24					
	FY 2023 24					
	Sl No	Dept.	Items	Qty	Rate	Amount
	i	MBA	Degree Certificate	479		
	ii		Grade Sheet	500		
	iii	MBAEx	Degree Certificate	82		
	iv		Honour Roll Certificate	12		
	v		Grade Sheet	100		
	vi	DPR	Degree Certificate	20		
	viii	PGPEX VLMP	Grade Sheet	40		
	<p><u>NOTE:-</u></p> <p>(a) This Price Bid Format is just Indicative Nature and Bidder should not quote their Financial Quote in this Page.</p> <p>(b) IIMC will NOT be responsible for any type of LEAKING OF FINANCIAL BID INFORMATION for violation/ non adherence of Note (a) above. Any representation in this regard at later stage will NOT be entertained at all.</p>					

