

**TENDER DOCUMENT
FOR
PHOTOCOPYING & STATIONERY SHOP
AT
INDIAN INSTITUTE OF MANAGEMENT, SIRMAUR
HIMACHAL PRADESH**

No.: IIMS/Photocopy & Stationary Shop/22/2018-19
Issue Date: January 07, 2019
Late Date of submission: January 30, 2019 at 11:00AM
Date of opening of Tech. Bid & Financial Bid: January 30, 2019 at 3:30 PM



IIM SIRMAUR
KNOWLEDGE LEADERSHIP

**Indian Institute of Management, Sirmaur, Rampurghat Road, Paonta
Sahib, Sirmaur, H.P – 173025, Tel: 7832901804
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Indian Institute of Management, Sirmaur, Himachal Pradesh

TENDER NOTICE FOR PHOTOCOPYING & STATIONERY SHOP

Sealed tenders in two bid system i.e. Technical Bid & Financial Bid are invited to run Photocopying & Stationery Shop at Indian Institute of Management, Sirmaur, H.P for the students and the staff. The period of proposed contract will be one year from the date of award of contract (extendable upto 3 years).

The Tender Document can be downloaded from our website www.iimsirmaur.ac.in w.e.f. **08.01.2019 to 30.01.2019**. All the bidders should enclose a demand draft of Rs. 10,000/- (Rupees Ten Thousand Only) drawn in favour of " Indian Institute of Management, Sirmaur, H.P "payable at Paonta Sahib, as the Earnest Money Deposit (EMD) along with Technical Bid. EMD of tendering parties, whose tenders are not accepted shall be refunded (without interest) within 30 days of opening of tenders.

The offers should be submitted in two sealed envelopes one superscribed with "Technical Bid" and other with "Financial Bid". Both envelopes shall be put in another sealed envelope superscribing "Tender documents for Photocopy & Stationery Shop". The last date of submission of bid is **30.01.2019 on or before 11.00 am**. The Technical and Financial Bid shall be opened on **30.01.2019 at 03.30 pm** in the presence of attending tenderers or their authorized representatives.

The Bids shall be evaluated on two stage evaluation process. After evaluating the **Technical Bid**, the eligible bidders shall be shortlisted for second stage **Financial Bid** evaluation. The Financial Bid of only qualified tenderers after technical evaluation shall be opened subsequently at a notified date in presence of attending tenderers or their authorized representative.

Eligibility: An Agency/ Firm having an experience of at least 1 year of running Photocopying & Stationary Shop is eligible to apply. The firm shall have requisite registration certificate for dealing in stationery items.



Rajnish Kumar
Stores Purchase Officer



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PHOTOCOPYING & STATIONERY SHOP
AT
INDIAN INSTITUTE OF MANAGEMENT, SIRMAUR
HIMACHAL PRADESH
TECHNICAL BID

(Keep this Technical Bid in Separate Sealed envelope superscribing "Technical Bid")

1. Name of Tenderer and Agency:
2. Details E.M.D. (Rs. 10,000/-):
- Draft No. : Date..... Issuing Bank:
3. Details of Experience in the similar Field (attach copies from the Agency):

Sr. No.	Period		Organization	Details of Stationery services
	From	To		

4. Infrastructure available with the Agency (Yes/No)
 - i. Photocopy Machine (B/W & Colour):
 - ii. Computer (with latest Hardware & Software):
 - iii. Laser Printer (B/W & Colour):
 - iv. All Office, Academic and students stationery:
 - v. Spiral Binding Machine (with all Binding Materials):
 - vi. Any Other Information:
5. PAN of Tenderer/Agency:
6. Copy of PAN card of Tenderer/Agency:
7. Shop registration No.(If any):
8. Contact No.:
9. Mobile No.:
10. Address:

Signature of the Tenderer Date.
 Name of the Tenderer:

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**Terms and Conditions For the award of 'Photocopying & Stationery Shop Contract' for
Indian Institute of Management, Sirmaur, Paonta Sahib**

1. The contract will be awarded on the **basis of highest Lease charges (H-1)**, in addition to the payment of electricity charges as per actual electricity consumption.
2. The contractor should ensure that all the items required by students/staff shall be available at the Stationery Shop and rates of the items will be mutually decided by contractor and the Indian Institute of Management, Sirmaur authorities. Rates should not be charged more than the prevailing Market Rate/MRP.
3. The contractor should ensure to install good quality Photocopier Machines, B/W and colour Printer (75 GSM or above paper) and the rates will be charged as given below:
 - i) Black & White Photocopy, A4 size paper – Rs. 1.00 (less than ten pages)
– Rs. 0.75 (ten or more than ten pages)
 - ii) Black & White Photocopy, A3 size paper – Rs. 2.00 (irrespective of number of page)
 - iii) Black & White printing, A4 size paper – Rs. 2.00 (less than ten pages)
– Rs. 1.50 (ten or more than ten pages)
 - iv) Black & white printing, A3 size paper – Rs. 3.00
 - v) Colour Printing, A4 size paper – Rs. 10.00
 - vi) Colour Printing, A3 size paper – Rs.15.00
4. Tenders shall be submitted in official tender form only. If submitted in any other form, the same shall be summarily rejected. No tenderer shall be issued more than one tender form.
5. Tenders received without prescribed Earnest Money Deposit (EMD) shall not be considered.
6. The schedules issued with the form of tender listing the services to be rendered must not be altered by the tenderer. Any modifications/alterations of the schedules considered necessary by the tenderer should be in the separate letter accompanying the tender.
7. No pages shall be detached from the tender.

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8. The name and address of the tenderer shall be clearly written in the space provided and no overwriting/corrections/insertion shall be permitted in any part of the tender unless duly countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instructions laid down herein otherwise the tender is liable to be ignored.
9. The tender is liable to be cancelled, if complete information is not given there in or if the particulars and date (if any) asked for in the Schedule to the tender are not filled in.
10. Individual signing the tender or other documents connected with the tender must specify whether he signs as :
 - (i) A sole proprietor of the concern or constituted attorney of such sole proprietor.
 - (ii) A partner of the firm if it is a partnership firm. In that case, he must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business of the partnership either by virtue of partnership agreement or by a power of attorney duly executed by the partners of the firms.
 - (iii) In case of (ii) a copy of the partnership agreement or general power of Attorney, in either case attested by a Notary Public should be furnished or an affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished. The attested copy of the certificate or registration of firm should be attached along with the tender papers. In case of partnership firm. Where no authority to refer dispute concerning the business of the partnership has been conferred on any partner, the tender and all other related documents must be signed by all the partners of the firm.
11. The tender must be submitted in sealed envelopes mentioned "Tender for Photocopying & Stationery Shop" addressed to the Indian Institute of Management, Sirmaur office on or before 30.01.2019 upto 11:00 am. The tenders will be opened on 30.01.2019 at 03:30 pm in the presence of such of the tenderers who may wish to be present, either by themselves or through their authorized representatives.
 - (i) A demand draft of Rs. 10,000/- (Rupees Ten thousand only) is required to be deposited as Earnest Money Deposit in favour of "Indian Institute of Management, Sirmaur" payable at Paonta Sahib. The Earnest Money deposit of the successful tenderer shall be liable to be forfeited, if firm does not fulfil any of the following conditions.
 - (a) If firm breach any of the condition mentioned in the tender documents.
 - (b) If firm, do not provide satisfactory services to the Institute.
12. The bids should be valid in case of all the tenderers for at least 3 months from the date of opening of the tender and if any tenderer withdraws or alters the terms of the tender during the period, the Earnest Money Deposit shall be forfeited. In the case of the successful tenderer, rates quoted shall be valid for the entire period of the contract including extension period (if any).
13. Corrections, if any, must be attested.
14. Late tenders will not be considered.

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15. Competent authority of IIM, Sirmaur reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons.
16. The contractors shall be responsible for engaging adequately trained manpower required for providing good Stationery Services in the Institute and arrange payment to the staff engaged as per Labour laws, minimum wages Act. PF, ESI, & Service Tax provisions etc.
17. The employees of the Contractor should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases, and they should preferably wear uniform while on duty.
18. The contractor will, prior to the commencement of the operation of contract, make available to Indian Institute of Management, Sirmaur, H.P the particulars of all the employees who will be employed, such particulars inter-alias should include age, date of birth and permanent address of the employees alongwith police verification certificate.
19. The Contractor shall be further responsible for proper discipline for the employees engaged by him and their work besides observing other obligations. No child labourers shall be permitted by Indian Institute of Management, Sirmaur under this contract. Further, the contractor shall be responsible to pay all the dues of employees, as well as statutory dues applicable under labour laws. In the event, there is any violation of any contractual or statutory obligations regarding the personnel/labour, the contractor shall be responsible and liable for the same. Further, if any claim, action or suit is imposed against Indian Institute of Management, Sirmaur, H.P, the contractor shall be required to reimburse to Indian Institute of Management, Sirmaur, H.P, any payment made under such orders or judgments of any competent authority which it may be liable to pay as a Principal Employer as and when such liability is determined. Indian Institute of Management, Sirmaur, H.P shall also have the right to deduct these amounts from the payment due to the contractor while settling the payments.
20. The contract shall remain valid up to one year, further extendable upto 3 years from the date of award of contract and it may be renewed on mutually acceptable terms and conditions. The contract once awarded can be terminated by either party after giving one month notice to the other party. Nevertheless, Indian Institute of Management, Sirmaur, may terminate the contract without any notice, without assigning any reason in case the contractor commits a breach of any of the terms of the contract. Indian Institute of Management, Sirmaur, H.P decision that a breach has occurred will be final and shall be accepted without demur by the contractor.
21. The contractor shall be liable with regard to compliance of all the laws, regulations, rules and directions given by any statutory authority with regard to safety, labour laws or any other laws, both Central & State in force. An attested copy of all such statutory registrations shall be enclosed to the tender. The contractor shall comply with all the statutory regulations on control and regulation of piracy issues as revised from time to time.
22. Indian Institute of Management, Sirmaur, shall in no way be responsible for any default with regard to statutory obligations and the contractor will indemnify Indian Institute of Management, Sirmaur, in case of any damage, which may arise on account of action of contractor.
23. Indian Institute of Management, Sirmaur shall provide the space of 165 sq. ft. approximately to run the shop within its premises at Rampurghat, Paonta Sahib, H.P.

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24. Dispute, if any, arising out of the contract shall be settled by mutual discussion or arbitration by sole Arbitrator to be appointed by the Director, Indian Institute of Management, Sirmaur, Paonta Sahib as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and the Rules framed there under.
25. Tender shall be accompanied by the relevant documents including the following :-
- (i) Certificate in support of experience for having undertaken this kind of business along with a list of organizations where the Contractor is currently providing/has provided Stationery items.
 - (ii) Deployment pattern of staff proposed and other details for the efficient satisfactory performance of the contract.
 - (iii) Certificates in support of all statutory registrations.
26. The contractor will follow the instructions of designated officer (s) of Indian Institute of Management, Sirmaur and report to him every month to make checks on day-to-day activities of the services rendered. The contractor shall extend full co-operation to the designated officer from time to time.
27. On termination of the agreement, the contractor will hand over the building, all the equipments/articles as supplied by Indian Institute of Management, Sirmaur, in good working condition back to the Institute.
28. Care must be taken to ensure while carrying out the work so that no fittings, fixtures, furnishings are damaged. Any damages done to the same or any other property will have to be repaired / replaced by the contractor, failing which the same will be got done at his risk and cost. The decision of the Designated Officer shall be final and binding on the contractor.
29. All work shall be carried out with due regard to the convenience of Indian Institute of Management, Sirmaur, H.P. The orders of the concerned authority shall be strictly observed.
30. The contractor will work in closed co-operation and co-ordination with other agencies working at site.
31. The contractor has to deploy adequate number of staff who has to work during holidays, late hours and Sundays as well according to the requirement and convenience of Indian Institute of Management, Sirmaur, H.P and the occupants, while ensuring weekly offs of his / her employees as per statutory requirements.
32. The contractor shall be fully responsible about the conduct of his employees and shall ensure that their behaviour with the students, residents, supervisors, officers is always good and cordial. If it is found that the conduct or efficiency of any person employed by the contractor is unsatisfactory, the contractor shall have to remove the person concerned and engage a new one within 48 hours of intimation. The decision of the Designated Officer in this regards shall be final and binding on the contractor.
33. Indian Institute of Management, Sirmaur, H.P is not bound to provide any mode of transport in respect of men or material required for the contract.

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34. The contractor shall at all times indemnify and keep indemnified the Principal Employer, the Head of the Officer and its officers, servants and agents for, and against all third party claims whatsoever, including time, not limited to property loss and damage, personal accident, injury or death of/ or property or person of any sub-contract and or the servants or agents of the contractor any sub-contractor(s) and or the owner and the contractor shall at his own cost and initiative at all times, maintain all liabilities under workman's Compensation Act/ Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act and / or their Industrial Legislation from time to time in force.
35. The contractor shall deposit Rs. 10,000/- (Rupees twenty five thousand Only) as Security Deposit with Indian Institute of Management, Sirmaur, H.P. No interest shall accrue on this deposit, which will be returned after the successful completion of contract and after adjusting dues if any, of the contractor to Indian Institute of Management, Sirmaur, H.P. The EMD of successful tender will be converted as security deposit and the EMD of unsuccessful tenders will be refunded.
36. The contractor shall deposit annual lease charges on monthly basis i.e before 7th day of each month. The contractor is liable to deposit electricity charges after every two months on the basis of metered electricity consumption, within ten days of raising the bill by the Institute.
37. The workmen employed by the contractor shall be directly supervised and controlled by the contractor, and shall have no relation whatsoever with Indian Institute of Management, Sirmaur. Indian Institute of Management, Sirmaur, shall have no power to control or supervise such workmen or to take any action against them except as permissible under law. Such workmen shall also not have any claim against Indian Institute of Management, Sirmaur for service or legalization of services by virtue of being employed at IIMS against any temporary or permanent posts at IIMS.
38. The work executed shall be to the satisfaction of designated officers of the Indian Institute of Management, Sirmaur.
39. The contractor shall ensure that either he himself or his representative is available for proper Administration and supervision at the works.

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**SERVICES TO BE PROVIDED BY PHOTOCOPYING & STATIONERY
SHOP at INDIAN INSTITUET OF MANAGEMENT, SIRMAUR, H.P**

During continuance of the Contract of Photocopying & Stationery shop, the agency/contractor shall take over the responsibility for providing all the stationery items and photocopy service.

The scope of service to be rendered under this agreement includes the following:

1. To sell the Office, Academic and Students stationery by making his own investment and stock and sell all items relating to stationery as per the requirement of Indian Institute of Management, Sirmaur authorities and students specified from time to time.
2. To provide the stationery and services to Indian Institute of Management, Sirmaur and students at competitive rates. This shall not be more than the MRP and Market Rate.
3. To upgrade the service as per the technological developments taking place in the areas of computer hardware, Xeroxing, binding, etc.
4. To provide access to the committee constituted by Indian Institute of Management, Sirmaur, H.P for monitoring the quality, specification and rates and act as per the advice and instructions of the said committee / management of Indian Institute of Management, Sirmaur.
5. To display rates of all major items and photocopy charges in the shop.
6. The contractor shall be responsible to ensure the conduct and behaviour of the persons employed by them for running the shop.
7. **The contractor is required to obtain all local licenses for running the stationery and photocopy shop as per the requirement of statute in force and revised from time to time.**
8. The contractor shall indemnify Indian Institute of Management, Sirmaur against any liability towards non-compliance of any of the statutory obligations required to be fulfilled while operating such service in the premises of Indian Institute of Management, Sirmaur.
9. The contractor shall disburse wages to the staff deployed in the photocopying & stationery shop as per the prevalent minimum wages Act besides fulfilling all other statutory obligations of PF, ESI Service Tax etc.
10. To ensure security of moveable and immovable property of Indian Institute of Management, Sirmaur, H.P premises handed over against theft or damage.
11. Subletting of contract shall not be permitted.
12. The B&W machine, shall be of reputed brands like Modi, Xerox, Canon, Godrej etc. having latest configuration and not older than one year.

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13. Indian Institute of Management, Sirmaur administration & students shall have freedom to procure stationery items from open market.
14. Indian Institute of Management, Sirmaur will not be responsible to provide any residential accommodation to personnel deployed by the contractor.

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UNDERTAKING BY THE TENDERER

I/We have carefully gone through all the above terms and conditions for provision of photocopying & stationery shop at Indian Institute of Management, Sirmaur. I/We agree to all these conditions and offer to provide Services at Indian Institute of Management, Sirmaur, H.P. We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We have inspected the IIMS premises, and have acquainted ourselves with the tasks for providing of photocopying & stationery, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place

Signature of Tenderer

Address : _____

Phone No. _____

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FINANCIAL BID

(Keep this Financial Bid in Separate Sealed envelope)

**Name of Work: To run the Photocopying & Stationery Shop at
Indian Institute of Management, Sirmaur, Paonta Sahib, H.P**

1. Name of Tenderer and Agency : _____
2. Period of Contract : One Year
3. Registration No. of the Agency : _____
4. PAN No. : _____
5. Please Specify as to whether Tenderer is Sole Proprietor/Pvt. Ltd./Partnership firm (Name of of the partner should be specified In this case)

6. Annual Lease Charges Quoted for use of Indian Institute of Management, Sirmaur, Premises:

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