


Web Link - <https://www.iimsirmaur.ac.in/>

 <b>Government eProcurement System</b>	<b>eProcurement System Government of India</b>
<b>Tender Details</b>	
Date : 31-May-2024 04:36 PM	
Print	

Basic Details			
Organisation Chain	Indian Institute of Management Sirmaur		
Tender Reference Number	IIMS/PUR/Printing Photocopying Services/16/2024-25		
Tender ID	2024_IIMS_809510_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Works
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments		
Offline	S.No	Instrument Type
	1	R-T-G-S
	2	NEFT

Cover Details, No. Of Covers - 2			
Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	EMD, Certificate of MSME/NSIC, Valid Incorporation Certificate, PAN registration, GST registration
		.pdf	Self-declaration as per the Annexure-I, Declaration/affidavit about nonblacklisting
		.pdf	Work experience certificates, Average Annual Turnover statements duly certified by CA
		.pdf	Firm must have earned profit in last three financial years as per tender eligibility criteria
		.pdf	One successful currently running contract for similar work, Operational support centre details
		.pdf	Duly signed and stamped each page of tender document and Appendix-A and other document if any
2	Finance	.xls	Financial Bid BoQ

Tender Fee Details, [Total Fee in ₹ * - 0.00]			
Tender Fee in ₹	0.00	Fee Payable To	Nil
		Fee Payable At	Nil

EMD Fee Details			
EMD Amount in ₹	1,60,000	EMD Exemption Allowed	Yes



Tender Fee Exemption Allowed	No	EMD Fee Type	fixed	EMD Percentage	NA
		EMD Payable To	The Director, IIM Sirmaur	EMD Payable At	Paonta Sahib, District Sirmaur, H.P. 173025

Click to view modification history

Work /Item(s)					
Title	Providing Printing, Photocopying, Binding Lamination Services at IIM Sirmaur				
Work Description	Providing Printing, Photocopying, Binding Lamination Services at IIM Sirmaur				
Pre Qualification Details	As per tender document				
Independent External Monitor/Remarks	Central Purchase Committee IIM Sirmaur				
Show Tender Value in Public Domain	No				
Tender Value in ₹	80,00,000	Product Category	Photostat Services	Sub category	Printing/Photocopying
Contract Type	Tender	Bid Validity(Days)	180	Period Of Work (Days)	365
Location	IIM Sirmaur (Permanent Campus)	Pincode	173021	Pre Bid Meeting Place	Conference Hall, IIM Sirmaur
Pre Bid Meeting Address	Conference Hall, IIM Sirmaur	Pre Bid Meeting Date	06-Jun-2024 04:36 PM	Bid Opening Place	IIM Sirmaur
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates			
Publish Date	31-May-2024 06:00 PM	Bid Opening Date	24-Jun-2024 11:30 AM
Document Download / Sale Start Date	31-May-2024 06:00 PM	Document Download / Sale End Date	21-Jun-2024 05:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	31-May-2024 06:00 PM	Bid Submission End Date	21-Jun-2024 05:00 PM

Tender Documents					
NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	Notice Inviting Tender for Providing Printing, Photocopying, Binding and Lamination Services at IIM Sirmaur	942.54	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	NIT.pdf	r Providing Printing, Photocopying, Binding, Lamination Services at IIM Sirmaur	925.99
	2	BOQ	BOQ_850765.xls	Financial Bid BoQ	332.00

Bid Openers List			
S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	akdas@iimsirmaur.ac.in	Amiya Das	AMIYA KUMAR DAS
2.	ao_personnel@iimsirmaur.ac.in	HUKAM CHAND	Hukam Chand

<https://eprocure.gov.in/eprocure/app?component=%24DirectLink&page=PublishedVi...> 31-05-2024



B. | bao\_purchase@iimsirmaur.ac.in | Sharad Prakash Bhosale | Sharad Prakash Bhosale

**GeMARPTS Details**

<b>GeMARPTS ID</b>	9ZLPC442LE9U
<b>Description</b>	Printing, Photocopying, Binding Lamination Services
<b>Report Initiated On</b>	31-May-2024
<b>Valid Until</b>	30-Jun-2024

**Tender Properties**

<b>Auto Tendering Process allowed</b>	No	<b>Show Technical bid status</b>	Yes
<b>Show Finance bid status</b>	Yes	<b>Stage to disclose Bid Details in Public Domain</b>	Technical Bid Opening
<b>BoQ Comparative Chart model</b>	Normal	<b>BoQ Comparative chart decimal places</b>	2
<b>BoQ Comparative Chart Rank Type</b>	L	<b>Form Based BoQ</b>	No

**TIA Undertaking**

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	PPP-MII Order 2017	Agree	
2	MSEs Order 2012	Agree	

**Tender Inviting Authority**

<b>Name</b>	Senior Consultant (Administration)
<b>Address</b>	Indian Institute of Management Sirmaur, Sirmaur, H.P

**Tender Creator Details**

<b>Created By</b>	HUKAM CHAND
<b>Designation</b>	Administrative Officer
<b>Created Date</b>	31-May-2024 03:57 PM







**IIM SIRMAUR**  
KNOWLEDGE . LEADERSHIP

**INDIAN INSTITUTE OF MANAGEMENT SIRMAUR**

An Institute of National Importance, Ministry of Education, Government of India

**Tender No. IIMS/PUR/Printing & Photocopying Services/16/2024-25 Dated 31.05.2024**

**Notice Inviting Tender for Providing Printing, Photocopying, Binding & Lamination Services at IIM Sirmaur**

Online tendering through CPPP (<https://eprocure.gov.in/eprocure/app>)

Purchase Office  
Indian Institute of Management Sirmaur,  
Rampurghat Road, Paonta Sahib, Distt. Sirmaur,  
Himachal Pradesh-173025.

Email: [purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in) Website: [www.iimsirmaur.ac.in](http://www.iimsirmaur.ac.in)

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**INDIAN INSTITUTE OF MANAGEMENT SIRMAUR**

(An Institute of National Importance, Ministry of Education, Government of India)  
Rampur Ghat Road, Paonta Sahib, Distt. Sirmaur, H.P. -173025

**NOTICE INVITING TENDER FOR PROVIDING PRINTING, PHOTOCOPYING, BINDING & LAMINATION SERVICES AT IIM SIRMAUR**

**Tender No. IIMS/PUR/Printing & Photocopying Services/16/2024-25 Dated 31.05.2024**

Indian Institute of Management Sirmaur (IIMS) is an institute of national importance under the Ministry of Education, Government of India to provide management education of high quality and to promote allied areas of knowledge and inter-disciplinary studies.

Indian Institute of Management Sirmaur (IIM Sirmaur) invites online bids (e-tender) in two bid systems from reputed, experienced and financially sound firms/parties for printing, photocopying, binding & lamination services at its currently situated temporary campus at Paonta Sahib, District Sirmaur, H.P. 173025 and in its Permanent Campus at Dhaula Kuan as and when shifted, for a period of one year as empanelment on item rate contract basis which may be extended for another two more years on the same rates, terms & conditions and satisfactory performance.

The schedule and other details of tender are as under: -

Description of Work/Service	Providing Printing, Photocopying, Binding & Lamination Services at IIM Sirmaur	
Period of Contract	Initially for a period of one year which may be extended up to two more years on same rates, terms & conditions.	
Estimated Cost of Work (Yearly)	Rs. Eighty Lakhs (approx.)	
EMD Value (Rs.)	Rs.1,60,000/- (Rupees One Lakh Sixty Thousand only)	
Tender Publish Date & Time	31.05.2024	06:00 PM
Tender Download Date & Time	31.05.2024	06:00 PM
Pre-bid Meeting Date & Time	Pre-bid meeting will be held online on 06.06.2024 at 02:00 PM. The prospective bidder may submit their request for pre-bid meeting through email to <a href="mailto:purchaseoffice@iimsirmaur.ac.in">purchaseoffice@iimsirmaur.ac.in</a> with subject line: "Pre-Bid Meeting for Providing Printing, Photocopying, Binding & Lamination services at IIM Sirmaur" by 06.06.2024 up to 01:00 PM. Online meeting link shall be shared to the interested bidders by email on request only. Any query received after this date & time will not be entertained further. All concerned are requested to keep regularly visit the website <a href="http://www.iimsirmaur.ac.in">www.iimsirmaur.ac.in</a> .	
Bid Submission Start Date & Time	31.05.2024	06:00 PM
Bid Submission Close Date & Time	21.06.2024	05:00 PM
Opening of e-Technical bid	24.06.2024	11:30 AM
Opening of e-Financial bid	After approval of the Technical Bids	
Performance Guarantee	5-10% of the total estimated value as decided by this institute.	
Contact Person	Senior Consultant (Administration),	



(For any query, if any)	Indian Institute of Management Sirmaur, Rampur Ghat, Paonta Sahib, Sirmaur, H.P. 173025. Email Id:- sc@iimsirmaur.ac.in, purchaseoffice@iimsirmaur.ac.in Contact No. 01704-277321/312
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This tender document containing eligibility criteria, scope of work, terms & conditions, evaluation process, specification and other documents can be downloaded from the Institute website: <https://www.iimsirmaur.ac.in> and from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/epublish/app> and bid is to be submitted online only through the CPP Portal by the last date & time of submission of the tender.

The tenderer shall sign and stamp each page of this tender document as taken of having read, understood and comply with tender, the terms and conditions contained herein.

Manual bid/tender will not be accepted under any circumstances. Incomplete bid/documents shall be rejected without giving any reason.

### 1. EARNEST MONEY DEPOSIT DETAILS

- a) **EMD of 1,60,000/- (Rupees One Lakh Sixty Thousand only)** should be submitted through NEFT or RTGS in favour of Indian Institute of Management Sirmaur in the below mentioned bank account: -

Beneficiary Name	:	Indian Institute of Management Sirmaur
Name of Bank	:	ICICI Bank
Bank Address	:	Paonta Sahib, District Sirmaur, H.P. 173025.
Account No.	:	140701000266
IFSC Code	:	ICIC0001407

- b) Micro and Small Enterprises (MSEs) firms as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organization or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) for **all these items only**, are exempted from EMD. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect.
- c) The bidders who seeks exemption from EMD as per clause above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended/blacklisted for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.
- d) EMD of all unsuccessful bidders will be returned after finalization of the tender. EMD of the successful bidder will be converted into Performance Guarantee.
- e) The amount of EMD is liable to be forfeited, if the tenderer withdraws from the offer after submission of the tender or after the acceptance of the offer and fails to remit the Performance Security Deposit.
- f) No interest will be paid on the EMD / Performance Security deposited / remitted.



- g) The Bidders will have to upload scanned copy of Payment details towards EMD along with Annexure-I and the same will be accepted only on verification & confirmation by the Institute. Any delay in credit will not be entertained by the Institute.

## **2. SCOPE OF WORK**

- a) To provide photocopy, printing, lamination and binding services at IIM Sirmaur campus presently at our temporary campus located at Paonta Sahib, Distt. Sirmaur, H.P. 173025 and later on at Permanent Campus located at Dhaula Kuan, H.P. The service provider is required to install heavy duty new photocopiers of approved models of reputed brands (Ricoh, Gestener, Xerox, Toshiba, Konica Minolta or similar) having all facilities including for set making, back to back photocopying etc. at their own cost in the IIM Sirmaur Campus as mentioned above. The specifications of the machine should be provided as per **Appendix- A** by the bidders.
- b) The initial requirement is for three such machines. Depending upon the work, the number of such requirement is likely to change. Photocopying Machine is required to be installed at the cost of service provider.
- c) The service provider shall provide at least three competent full time staff at their own cost, who will be responsible for all aspects of running and managing the facility.
- d) The specification of paper to be used for photocopying / printing shall be of at least 75 GSM of J.K. Paper / TNPL / Modi Xerox brands. However, IIM Sirmaur shall approve one or two other equivalent brand of 75 GSM paper. Upon approval, the tenderer shall have the right to use any of the approved paper.
- e) The tentative annual requirement for printing, photocopying & spiral binding would be around 25,00,000 Nos/Pages or above.

## **3. ELIGIBILITY CRITERIA**

- a) The firm should have Incorporation Certificate, PAN details, GSTIN registration certificates.
- b) The Bidder should give self-declaration on his/her firm's letter head for acceptance of all terms & conditions of this tender document. A duly completed certificate to this effect is to be submitted as per the Annexure-I
- c) The firm should be neither blacklisted by any Government Dept., nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India. A duly completed certificate to this effect is to be submitted as per Annexure-II.
- d) The bidder should attach list of Purchase Order / Work Order where the similar type of work executed during the any last five years from the date of publication of tender as detailed below:

Three similar works of at least 40% of the estimated cost i.e. Rs. 34 Lakh each

OR

Two similar works of at least 50% of the estimated cost i.e. Rs. 50 Lakh each





OR

One similar work of at least 80% of the estimated cost i.e. Rs.80 Lakh

The details of the same along with supporting documents duly self-attested copies of work orders and completion certificates are to be submitted as per the Annexure-III.

- e) The Average Annual Turnover from the similar service should be at least Rs. 20 Lakh in the previous three years of the last five financial years (2019-20, 2020-21, 2021-22, 2022-23 & 2023-24). Copies of duly audited financial documents / CA Certificate are to be submitted as per the **Annexure-IV**.
- f) The firm should have earned profit in each of the previous three financial years (2021-22, 2022-23 & 2023-24). Duly completed **Annexure-V** along with supporting documents is to be submitted.
- g) The firm should have minimum three years of experience in institutional Photocopying, Printing, Binding and Lamination Services in any reputed firm, preferably educational institution during last five years. **Satisfactory completion certificate / performance certificate from the clients is to be submitted.**
- h) The bidder should have at least one successfully currently running contract for similar work (Photocopying, Printing, Binding and Lamination Services) in a large reputed institution/organization. **Performance certificate from the clients is to be submitted.**
- i) The firm should be in similar line of business during last five years from the last date of publishing this tender.

#### **4. TECHNICAL CRITERIA**

Bidders should comply with the specification of the tendered item in all respect, no deviations are acceptable. The detailed format is attached at Annexure-VII along with duly filled in Appendix-A. The bidder is to complete the same in all respect and submit accordingly in the Technical Bid cover on CPP Portal duly each document signed & stamped. The bidder who meet all the technical criteria's detailed at Annexure-VII will only be shortlisted for further processing.

#### **5. FINANCIAL BID DETAILS**

Financial bid (i.e. BOQ) given with tender is to be uploaded after filling all relevant information. The priced BOQ should be uploaded strictly as per Annexure-VIII available with the tender failing which the offer is liable for rejection. Kindly quote your rates for IIM Sirmaur (inclusive of all charges and GST). **The bidders should quote prices in BOQ (.xls) only, offers indicating rates anywhere else shall be liable for rejection.**

#### **6. SELECTION OF BIDDER**

The work order will be awarded to the overall lowest quoted bidder (L-I) as per Annexure-VIII in Grand Total.

#### **7. INSTRUCTION FOR REGISTRATION, PREPERATION AND SUBMISSION OF**



## **ONLINE BIDS:**

- a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll" on CPP Portal is free of charge.
- b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sift' / TCS/ nCode/ eMudhra etc.), with their profile.
- e) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- f) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.
- g) This tender document is published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.
- h) More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.
- i) Technical bid should be submitted in PDF format & Financial bid should be submitted in format mentioned in the Financial part.
- j) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF formats. Bid documents may be scanned with 100 dpi with black and white option.
- k) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- l) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- m) Kindly upload scanned PDF of all relevant documents in a single PDF file.
- n) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- o) Bidder should log into the portal well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for non-submission of bids in time or any delay due to other issues.
- p) The technical and financial bids should be submitted online through CPP portal <http://eprocure.gov.in/eprocure/app> in original. The financial bid should include all the cost and other taxes (As per Central govt. norms) mentioned in the Financial Bid. If there is any separate cost, then that will be not acceptable.

## **8. SEARCHING FOR TENDER DOCUMENT**

- a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID



Organization name, location, date, value, etc. There is also an option of advanced search for tenders wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

- b) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- c) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

**9. BID OPENING**

- a) Technical Bids will be opened 24.06.2024 at 11 30 Hrs.
- b) Financial Bids of the eligible bidders will be opened on a later date. The date and time for opening of Financial Bids will be announced later.
- c) Bids should be summarily rejected, if tender is submitted other than through online or original EMD is not submitted within stipulated date / time.

**10. PAYMENT TERMS**

- a) No advance payment will be made in any case.
- b) Service Provider shall raise invoices on monthly basis on completion of each month only for which the Institute is assigning task of any printing/ photocopy/ lamination/ binding. Payment will be made within 30 days on receipt of bills. However, for delayed payment, the service provider will not charge any penalty or interest to IIMS.
- c) TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from Service provider's bills.
- d) Institute encourages cashless transaction system. As such, the service provider should have the POS Machine setup, and/or other cashless system like Onus Card, credit card, etc.
- e) The billing pattern for the different sets of group of this institute would be as follows:

<b>Group</b>	<b>Billing Pattern Type</b>
Institute offices	Monthly Credit Bill to Institute
MDP, In-company programme	Credit Bill within 5 days of completion of programme.
Students	Cash / credit payment based on mutually agreed terms with students.
Faculty and Staff (Personal copies)	Cash / credit payment based on mutually agreed terms.



Guests of the Institute (Personal copies)	Cash/POS payment basis.
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## **11. PERFORMANCE SECURITY DETAILS**

- a) The successful tenderer will have to deposit the performance security in the form of DD/NEFT/TDR/FDR/Bank Guarantee of 5-10% of the contract estimated value as decided by the Competent Authority for contract period plus three months at the earliest. No interest will be paid by IIM Sirmaur on the deposit.
- b) Performance Security will be refunded to the service provider, after it duly performs and completes the contract period in all respect.
- c) Performance Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.
- d) In case, the firm fails to provide the required services within specified period, the same services will be obtained from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.
- e) In case of non-receipt of Security Deposit within the stipulated time, EMD will be converted into Security Deposit and the balance amount will be recovered from the bill submitted for the payment.

## **12. CONTRACT PERIOD**

- a) The contract will be initially for a period of one year from the date of issue of the order. Based on satisfactory performance, the contract may be extended maximum up to another two years (on yearly basis) on the same rates, mutually agreed terms and conditions.
- b) The performance of the service provider will be evaluated on yearly basis.
- c) IIM Sirmaur can terminate the contract with one-month prior notice in case the services are not found satisfactory as decided by the Competent Authority of IIM Sirmaur.
- d) The successful Bidder shall be required to execute a contract agreement with IIM Sirmaur.
- e) IIM Sirmaur reserves the right to amend the terms and conditions of contract by mutual discussions and shall be in writing. The amended terms and condition will form part of the agreement.

## **13. DELIVERY SCHEDULE**

- a) The successful bidder should commence service/operation within 15 days from the date of issuance of work/service order.



## **14. PENALTY**

- a) The tenderer should ensure regular and uninterrupted quality services at all times. In case of failure in services or negligence (as defined below), appropriate punitive action shall be taken by the Institute, which also includes monetary penalty not exceeding 5% of total monthly bill payable by IIMS to the service provider.
- b) Failure of service and negligence shall be measured in terms of the following:
- The service provider delivers poor quality of copies / prints to the user even after receiving written notice by IIMS regarding poor copy / print quality.
  - If the copy/printing activity stops due to service provider's failure in supplying paper, toner, and other consumables required to run the machines.
  - If there is undue delay in the delivering the service on time.
  - Service provider provides copy/printing services to any individual / organization not authorized by IIMS.
  - The service provider fails to supply paper as per specification.
  - Operators are not available during the stipulated timings.
  - If a single machine is fails, it should be rectified within 4 hours of breakdown or replacement to be done.
  - Breach of any clause of tender / agreement even after receiving prior written notice by IIMS.
  - Any other matter which is an act of negligence or breach of ethics by the service provider.

## **15. LIQUIDATED DAMAGES**

In case of delay in commencing of the contract services, IIM Sirmaur reserves the right of imposing penalty @ 0.5% per week on the overall value of the supply order subject to maximum 10% of the total cost of work/service order.

## **16. TERMS AND CONDITIONS**

### **I. Termination for Insolvency**

- a) IIM Sirmaur may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.
- b) The courts of Sirmaur alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that



no court outside and other than Sirmaur Court shall have jurisdiction in the matter.

## **II. Force Majeure**

- a) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
- b) Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

## **III. Arbitration & Jurisdiction**

- a) That in case of any dispute between party of first part and the party of other part arising out of or in relation to the agreement, the dispute shall be referred to arbitration of a sole arbitration to be appointed by the Director, IIM Sirmaur. The award of the said arbitrator shall be binding on both parties.
- b) The work shall be awarded to that party, whose rates are found genuine, lowest & capable to work at IIM Sirmaur. The rates should be inclusive of all taxes & charges. The Institute holds the right to reject any/all the bid(s) without assigning any reason.
- c) Canvassing in connection with the tenders is strictly prohibited and tenders submitted by the tenderers who resort to canvassing will be liable to rejection. Any bribe, commission or advantage offered or promised by or on behalf of the tenderer to any officer or staff of IIM Sirmaur shall block his/ her tender from being considered. Canvassing on the part or on behalf of the tenderer will also make his tender liable to rejection.
- d) The courts at Sirmaur shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

## **IV. Technical Terms and Conditions**

- a) Technical specifications of machines to be referred at Appendix-A.
- b) The IIM Sirmaur shall provide the space to keep the photocopying machines/ stationery along with supply of 16 Amps / 230 volts' electricity supply. IIM Sirmaur shall provide electricity to the Photocopier Room. Electricity charges will be levied as per the prevalent tariff of HPSEB Ltd, applicable to IIMS as per actual consumption. A separate electric meter will be installed. The Institute will charge fixed rental charges of Rs. 5,000/- per month. The rental charges may vary as decided by the Institute from time to time. Anything other than this shall be the responsibility of the service provider at their own cost.
- c) The operating hours shall be from 8.00 AM to 8.00 PM. The working days of the week will be seven days, Monday through Sunday. In case of any additional and emergency work when the machine(s) need to be operated beyond the normal working hours or holidays, the service provider will have to provide such services at no extra cost.
- d) Service Provider will provide substitute fully trained staff whenever the regular operator



is on leave due to absenteeism or sickness. Any such replacement will be fully conversant with the operation of the photocopy machine/equipment and all relevant procedure. The cost of providing such replacement will be borne by service provider.

- e) In case of misconduct etc., and report in writing against any of your employee, such employee(s) should be immediately removed from the premises and other trained employee should be deployed at no extra cost to IIM Sirmaur. Such removed employee will not be deployed again without the express and written consent of the Administration, IIM Sirmaur for the said contract.
- f) Service provider will be responsible for any loss/damage done to fittings; fixtures and equipment etc., due to the negligence of your employee(s) deployed, and shall make good the loss/damage whether by replacement or adequate compensation.
- g) Service provider will be responsible for arranging all equipment, service and maintenance to meet high standard of consistent quality.
- h) Service Provider will maintain a stock control system and provide all relevant supplies including paper, stapler pins, toner and all consumables necessary to run the photocopy machine/ equipment without any hindrance.
- i) All equipment and staff utilized in this service will be totally dedicated for exclusive use of IIMS and no outside work will be undertaken under any circumstances.
- j) In case of machine break down, service provider will provide immediate backup machine so that the down time is minimized to less than 4 hours and work of IIMS is not held up.
- k) Security of all documents will be protected and under no circumstances papers given for photocopy or copies thereof shall be taken out of the premises or given to persons not authorized by IIMS.
- l) It shall be the sole responsibility and liability of the service provider to carry out the obligations arising out of various labor legislations such as Contract Labor (Regulation and Abolition) Act 1970, Minimum Wages Act 1948, Payment of Wages Act 1936, Payment of Bonus Act, Industrial Disputes Act 1947, Employee Provident Fund and Misc. Provisions Act 1952, Employees' State Insurance Act 1948, Women's Compensation Act 1923, Child Labor (Prohibition and Regulation) Act 1986 and such other relevant enactment are in force from time to time in respect of staff engaged by the service provider to provide the service.
- m) The Service provider shall be responsible for proper maintenance of all registers, records and accounts so far as it relates to compliance of any statutory provisions/ obligations. The service provider shall be responsible for making the records pertaining to Payment of Wages Act and also for depositing the P.F. and ESI contributions, with the authorities concerned and shall produce related documents as and when required.
- n) In the event of change of office to new location service provider need to accept the change of office to new location without any additional cost to IIM Sirmaur.
- o) The service provider shall be responsible and liable for all the claims of his employees.
- p) If the user department would like to have photocopy only in one-page material of two



pages of the text to be photocopied, it would have to be done accordingly.

- q) Service Provider will be responsible for submitting periodic reports giving detailed, break up of complete job.
- r) The insurance of the equipment and staff utilized in this service will be borne by the service provider. A copy of staff/equipment insurance document shall be produced to the Institute.
- s) IIMS will not be responsible for any damage to the machine arising out of unusual occurrences for example voltage fluctuations, seepage of water etc.
- t) In the event of non-commencement or unsatisfactory performance of the work contract, the Institute reserves the right to cancel the contract agreement or to withhold the payment. In such eventuality Institute (IIM Sirmaur) further, reserves the right to get the work done from some other agencies and in such condition the cost of the work has to be borne by the service provider.
- u) The service provider shall be liable to comply with all the rules and regulations in respect of all statutory obligations applicable to the workmen including safety regulations.
- v) The service provider is liable for the payment of any and all existing taxes of the Central or State Government or of any other authority with respect to the contract or services rendered pursuant thereto.
- w) Sub-letting of the job or any process involved shall be strictly prohibited. The contract with the firm violating these conditions shall be cancelled and firm may be debarred for a period of 3 years.
- x) The copy of Appointment Letter, bio-data of each personnel who will be deployed shall be provided to IIM Sirmaur along with a copy of police verification upon the identity and the testimonials of qualifications etc. Before changing any personnel so provided prior information shall be given to IIM Sirmaur. The service provider shall make sure that the manpower so provided by them shall be with Photo identity card issued by the service provider.
- y) There will not be any minimum guarantee for number of photocopy/ printing/ lamination and binding service to be undertaken.

#### **V. Other Conditions**

- a) Interested bidders may visit IIM Sirmaur temporary campus with prior intimation on email ([purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in)), 01704-277312 to understand the requirements.
- b) For any tender related queries vendor may contact to purchase department of IIM Sirmaur ([purchaseoffice@iimsirmaur.ac.in](mailto:purchaseoffice@iimsirmaur.ac.in), 01704-277312)
- c) In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender, Earnest Money/Performance Security shall be forfeited.
- d) The firm (s), whose contract has been terminated by IIM Sirmaur due to unsatisfactory





performance, will not be eligible to participate in this tender.

- e) IIM Sirmaur reserves the right to accept or reject any or all the tenders in part or in full, without assigning any reason thereof.
- f) IIM Sirmaur reserves the right to relax / amend / withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.
- g) IIM Sirmaur reserves the right to negotiate the price with the lowest bidder, in exceptional circumstances.
- h) Conditional tenders shall not be considered.
- i) Tenderers are also advised to visit the IIM Sirmaur Campus site, inspect and understand the work before submitting the bid.
- j) IIM Sirmaur reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.
- k) IIM Sirmaur may issue amendment/corrigendum to tender documents before due date of submission of bid. Any amendment/corrigendum to the tender document if any, issued by IIM Sirmaur will be posted on the Institute's website & CPP Portal. For the bidders, submitting bids on downloaded tender document, it is 'bidders' responsibility to check for any amendment/corrigendum on the website of IIM Sirmaur or check for the same CPP Portal before submitting their duly completed bids.



**UNDERTAKING**  
(On firm's letter head)

To  
**Senior Consultant (Administration),**  
Indian Institute of Management Sirmaur  
Rampur Ghat, Paonta Sahib  
District Sirmaur, H.P. 173025.

Tender No. IIMS/PUR/Printing & Photocopying Services/16/2024-25 Dated 31.05.2024  
(Notice Inviting Tender for Photocopying, Printing, Binding and Lamination Services at IIM Sirmaur)

Sir,

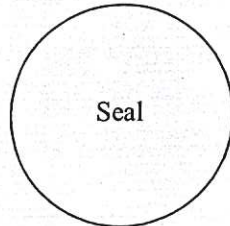
- 1) I /we hereby submit our tender for providing photocopying, printing, binding and lamination services at IIM Sirmaur Campus along with other required documents.
- 2) I/ We enclosed herewith the following in favour of Indian Institute of Management Sirmaur towards EMD.

Particular	Amount (Rs.)	Payment Details (UTR No.)	Payment Date
EMD	1,60,000/-		

- 3) I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, scope of work, schedule of quantities and all the contents stated therein. I / We also confirm that the rates quoted by me / us are inclusive of all taxes, duties etc., applicable as on date.
- 4) I /we have gone through all terms and conditions of the tender document before submitting the same.

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No:



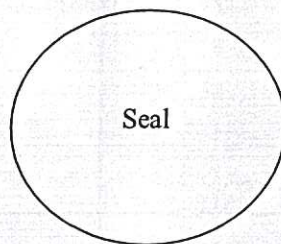


**CERTIFICATE**  
**(To be provided on letterhead of the firm)**

I hereby certify that the (Name of firm) neither blacklisted by any Central/State Government/Autonomous/Public Undertaking/Institute nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India.

I also certify that the above information is true and correct in any every aspect and in any case, at a later date, if it is found that any details provided above are incorrect or misleading, any contract given to the above firm may be summarily terminated and the firm may be blacklisted.

**Date:**



**Authorized Signatory**

**Name:**

**Place:**

**Designation:**

**Contact No.:**



ANNEXURE – III

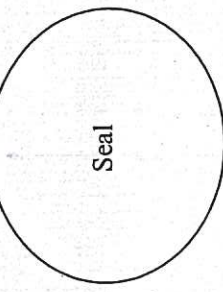
WORK ORDER DETAILS

Sl. No.	Evaluation Criteria	Name of the Client	Order No. and Date	Total Amount	Remark
1	List of Work Order where the similar type of Work executed during the 5 years from the date of publication of tender. Three similar works of at least 40% of the estimated cost i.e. Rs. 34 Lakhs each <b>OR</b>				Self-attested copies of work orders and completion certificates are to be attached along with Annexure-III
	1.				
	2.				
2	Two similar works of at least 50% of the estimated cost i.e. Rs. 50 Lakhs each <b>OR</b>				
	1.				
	2.				
3	One similar work of at least 80% of the estimated cost i.e. Rs.80 Lakhs.				
	1.				

Authorized Signatory

Name:

Designation:



Date:

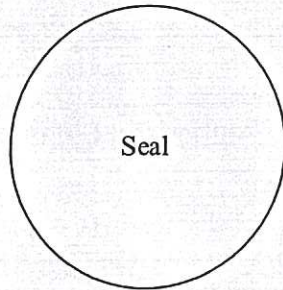
Place:



**ANNUAL TURNOVER DETAILS**

<i>Evaluation Criteria</i>			<i>Remarks</i>
Bidder's Annual Turnover for last three financial years for the similar service.	Financial Year	Turnover in Rs.	-
	2019-20		Copies of Profit & Loss statement duly certified by the Chartered Accountant are to be attached along with the Annexure-IV
	2020-21		
	2021-22		
	2022-23		
2023-24			
Average Annual Turnover for three of the above last five financial years	Rs.		

Date:



Place:

Authorized Signatory:

Name:

Designation:

Contact No.:



**ANNUAL PROFIT DETAILS**

<i>Evaluation Criteria</i>			<i>Remark</i>
Bidder's Annual Profit for last three financial years i.e. 2020-21, 2021-22 & 2022-23.	Financial Year	Profit as per Books of Accounts	-
	2020-21		Supporting Documents are to be attached along with the Annexure-V
	2021-22		
	2022-23		

Date:

Authorized Signatory:



Name:

Place:

Designation:

Contact No.:



**PROFILE OF THE ORGANIZATION**

<b>Name of the Firm</b>		
<b>Date of Incorporation / Establishment</b>		
<b>PAN Number</b>		
<b>GST Identification Number</b>		
<b>Bank Details</b>	<b>Beneficiary Name</b>	
	<b>Account No</b>	
	<b>Bank Name</b>	
	<b>IFSC Code</b>	
<b>Office Address for Postal Communication</b>		
<b>Authorized Signatory Details (Company/Firm Authorization by the competent authority, to be attached)</b>	<b>Name</b>	
	<b>Designation</b>	
	<b>Email</b>	
	<b>Phone</b>	
<b>Details of Contact other than Authorized Signatory</b>	<b>Name</b>	
	<b>Designation</b>	
	<b>Email</b>	
	<b>Phone</b>	

Signature and Seal of the Tenderer:

Name in Block Letter:

Designation:



**ELIGIBILITY AND TECHNICAL COMPLIANCE SHEET**  
(Checklist toward Technical Eligibility Criteria)

**MANDATORY**

Sl. No.	Particular	Compliance by the Bidder (Yes/No)
1	EMD of Rs. 1,60,000/- <b>OR</b> Valid certificate of MSME/NSIC registration for exemption from submission of EMD.	
2	Valid Incorporation Certificate on the name of registered firm	
3	Valid PAN registration certificates	
4	Valid GST registration certificates	
5	Self-declaration duly filled in on firm's letter head as per the Annexure-I	
6	Declaration/affidavit about non-blacklisted by any Government Dept., nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India is to be submitted as per Annexure-II.	
7	Details of the work experience as per eligibility clause along with supporting documents are to be submitted as per the Annexure-III.	
8	The Average Annual Turnover from the similar service should be at least Rs. 20 Lakh in the previous three years of the last five financial years (2019-20, 2020-21, 2021-22, 2022-23 & 2023-24). Copies of duly audited financial documents / CA Certificate are to be submitted as per the <b>Annexure-IV</b> .	
9	Firm must have earned profit in each of the last three financial years (2021-22, 2022-23 & 2023-24). Duly completed Annexure-V along with supporting documents is to be submitted.	
10	Minimum three years of experience in institutional Photocopying, Printing, Binding and Lamination Services in any reputed firm, preferably educational institution during last five years. <b>Satisfactory completion certificate / performance certificate from the clients is to be submitted.</b>	
11	One successful currently running contract for similar work (Photocopying, Printing, Binding and Lamination Services) in a large, reputed institution/organization. Performance certificate from the current clients is to be submitted.	



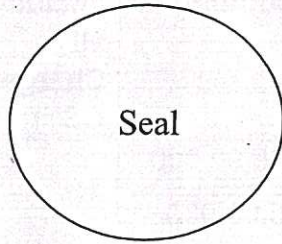


12	Duly signed & stamped Appendix-A with detailed technical brochure.	
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**Note:** The bidders are required to fill all the points of above checklist and submit along with the supporting documents pertaining to the technical eligibility as per this tender.

**Date:**

**Place:**



**Authorized Signatory:**

**Name:**

**Designation:**

**Contact No.**



**PROFORMA OF FINANCIAL BID**

(To be submitted in .xls format online on CPPP)

Sr. No.	Name of Service	Particulars		Quantity (Approx. per Annum)	Unit Price/Rate (Rs.) (Including all Charges & GST)	Total Price (Including all Charges & GST)
1.	<b>Photocopying/Printing</b> The paper should be 75 GSM of JK paper /TNPL/Modi Xerox or any good quality of similar brand.  Approx. No. of printing/photocopies per annum- 25 Lakh or above.	A-4 Size Paper (Single Side)	Black	25,00,000		
			Color	5,00,000		
		A-4 Size Paper (Back to Back - (Duplex)	Black	20,00,000		
			Color	2,00,000		
		A-3 Size Paper (Single Side)	Black	5,00,000		
			Color	1,00,000		
		A-3 Size Paper (Back to Back - (Duplex)	Black	2,00,000		
			Color	75,000		
2.	<b>Spiral Binding / Comb Binding with OHP Sheets (front &amp; back) of 175 microns</b>	Book containing 1 to 100 pages		10,000		
		Book containing 101 to 200 pages		7,500		
		Book containing 201 to 300 pages		5,000		
3.	<b>Strip Binding with OHP (front &amp; back) of 175 microns</b>	Book containing 1 to 25 pages		5,000		
		Book containing 25 to 50 pages		2,500		
4.	<b>Lamination</b>	1/6 <sup>th</sup> size (small letter head)		5,000		
		A 4 size		5,000		
		Foolscap size		2,500		
		A 3 size		2,500		
		Visiting / Identity card size		2,500		
<b>Grand Total Amount (Inclusive of all taxes &amp; charges)</b> (In Rs.)						



## Notes-

1. The bidders have to quote rates for all items as mentioned in the BoQ, failing which their financial bids shall not be considered for evaluation.
2. The Service Provider will also arrange for the photocopy for the documents which are in odd size and not covered under this agreement, however, the rates for that will be certified by Head of concerning department and bills will be paid accordingly.
3. Rate quoted should be inclusive of GST as applicable & all other charges.
4. **The selection of bidder shall be done on the basis of lowest quotes/rates for services in Grand Total (Incl. of all taxes & charges) in the Financial Bid BoQ as given in the Financial Bid Cover on CPPP. The bidder who will be lowest in Grand Total shall be declared as L-1 and considered for award the contract.**
5. The bidders are requested to quote their rates in the Financial Bid BoQ (.xls file) separately provided on CPP Portal in the financial bid cover, failing which their bids will not be considered for evaluation.
6. Bidders do not disclose their rates in the above table as this table is given just for reference for quoting in the Financial Bid BoQ (.xls file).
7. The approximate quantity may have +/- 25% of the annual requirement to the Institute depending upon the nature of requirements.
8. The rates quoted in the financial bid will be same and valid throughout the duration of the Award of Contract. No request/correspondence regarding increase in rates during the period of contract will be entertained/considered.
9. Bidders are requested to go thoroughly through the tender documents, terms and conditions etc. before quoting the rates in the Financial Bid BoQ (.xls file).



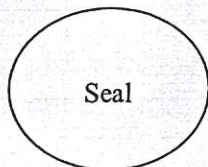
**SPECIFICATIONS OF PRINTING/PHOTOCOPY MACHINE**

**(To be provided by the bidding firm)**

- a) The vendor should provide High-Speed A3 Monochrome Laser Multifunctional (Heavy Duty) photocopier machines (80 PPM). The vendor should provide only laser photocopier machines; Inkjet machines will not be accepted.
- b) For Black & White photocopier machine, the print resolution should be 1,200 dpi x 1,200 dpi, scan resolution should be Min 300 x 300 dpi, and copy resolution should be of Min 300 x 300 dpi. For the color photocopier machine, the print, scan and copy resolution should be Min 600 x 600 dpi.
- c) The vendor should ensure 99% uptime of the photocopying machines by having a proper service support and replacement or standby machines.

I hereby certify that the above-mentioned particulars are true and correct.

Date:



Authorized Signatory:

Name:

Designation:

Contact No.:



Place:

