



# Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

(Web Site: [www.iimkashipur.ac.in](http://www.iimkashipur.ac.in))



## TENDER DOCUMENT

### FOR DESIGNING AND PRINTING OF ANNUAL REPORT

**NOTICE INVITING TENDER (NIT) NO.**  
**IIMKASHIPUR/PUR DEPTT /NIT/ 04 / 2023-24 DATED 03 JULY 2023**

### SECTION – I

The Indian Institute of Management (IIM) Kashipur, having its office at Kundeshwari, District – Udham Singh Nagar, Kashipur, Uttarakhand – 244713, is an Institute of national importance under the aegis of the Ministry of Education, Government of India set up to provide management education of high quality and to promote allied areas of knowledge and inter-disciplinary studies.

The IIM Kashipur invites bids in **Single bid system** from reputed, experienced and financially sound bidders/firms.

#### **Brief Tender Details:**

Tender Description	EMD Value (Rs.)
Designing and Printing of Annual report	10,000/-

The tender document can be downloaded from Institute website: [www.iimkashipur.ac.in](http://www.iimkashipur.ac.in) and Central Public Procurement (CPP) portal <http://eprocure.gov.in/epublish/app> and bids are to be submitted (hard copy) at IIM Kashipur as prescribed in the tender document. Kindly adhere to the last date and time of submission of the tender.

#### **Critical Dates of Tender:**

Sl. No.	Particulars	Date	Time
1	Date and Time of Online Publication/Download of Tender	<b>03 July 2023</b>	<b>1100hrs</b>
2	Bid Submission start date & time	<b>04 July 2023</b>	<b>1300hrs</b>
3	Bid Submission close date & time	<b>25 July 2023</b>	<b>1500hrs</b>
5	Opening of Bid	<b>25 July 2023</b>	<b>1530hrs</b>

### **INSTRUCTIONS TO BIDDERS**

Bids in sealed cover are invited for procurement of services of Designing and Printing Work of Annual Report at IIM Kashipur from reputed experienced and financially sound parties. Please super scribe the outer cover of the sealed bid as “Designing and Printing Work of Annual Report at IIM Kashipur”, NIT/04 (dated 03 July 2023) to avoid the bid being declared invalid. Bids not super scribed with the details mentioned above may be declared invalid.



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1. The Financial bids of only eligible and technically qualified bidders will be considered, after the same has been ascertained by evaluation by the Committee. Considering the urgency of the work, no requests for extending the deadline shall be considered.
2. The address, contact numbers, date of issue of quotations document, last date of submission of bids, date and time of opening of bids for sending Bids or seeking clarifications regarding this NIT are given below:–

Bids/queries to be addressed to	STORE AND PURCHASE OFFICER
Postal address for sending the Bids	STORE AND PURCHASE OFFICER INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR KUNDESHWARI, KASHIPUR, DIST. UDHAM SINGH NAGAR, UTTARAKHAND (INDIA) PIN – 244713 Website: <a href="http://www.iimkashipur.ac.in">www.iimkashipur.ac.in</a>
Name/Designation of the contact personnel	STORE AND PURCHASE OFFICER
Telephone numbers of the contact personnel	91-7088270882,7900444090 / 321
e-mail ids of contact personnel	<a href="mailto:purchase@iimkashipur.ac.in">purchase@iimkashipur.ac.in</a>
Last date and time of submission of bid	<b>25 July 2023 at 1500hrs</b> hrs. Any changes of the schedule will be notified on the Institute's website.
Date and time of opening of Bid	<b>25 July 2023 at 1530</b> hrs onwards. Any changes of the schedule will be notified on the Institute's website. If the date is holiday, the next working day will be the opening date of the tender. Financial bids shall be evaluated of those firms which are found compliant/suitable after Technical/ Eligibility evaluation is done by the duly constituted Committee.

**3. Cost of Bid Document/Tender Fee: NIL**

**4. Issue of Tender:** The tender document can be downloaded from the Institute website - [www.iimkashipur.ac.in](http://www.iimkashipur.ac.in) or [eprocure.gov.in](http://eprocure.gov.in). Please keep visiting our website for any corrigendum/amendments and submit the bid document accordingly.

**5. Manner of depositing the Bids:** Sealed Bids should be either dropped in the Tender Box placed at Main Gate of IIM Kashipur or should be sent by registered post/courier at the address given above to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal/courier delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or e- mail will not be considered.

**6.** The NIT is to be signed on all the pages by the bidder. This NIT is being issued with no financial commitment. IIM Kashipur also reserves the right to withdraw the NIT, should it become necessary at any stage for withdrawing the NIT.

**7.** The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. This event will not be postponed due to non-presence of your representative.

**8. Forwarding of Bids** – Bids should be forwarded by Bidders in a sealed envelope by duly super scribed as stipulated above. The NIT document duly signed and stamped on each page along with Annexure-I of the NIT supported by demand draft (EMD) as specified above and all the documentary proofs to establish eligibility and their potential of professional readiness for the services.



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9. **Clarification regarding contents of the NIT:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall send their query/queries at [purchase@iimkashipur.ac.in](mailto:purchase@iimkashipur.ac.in) latest by **20 July 2023**. Any queries received beyond the above mentioned timeline shall not be entertained. IIM Kashipur response to the queries shall be uploaded on the website.
10. **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission, provided that the written notice of modification or withdrawal is received by the IIM Kashipur prior to deadline prescribed for submission of bids. A withdrawal notice should on a signed confirmation copy to be sent by post or by email and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security. Submission of bid means that bidder has read all the terms and conditions of this Tender Documents carefully and will comply with them unconditionally. Conditional bids shall not be accepted.
11. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD.
12. **Validity of Bids:** The Bids should remain valid till **90 days** from the last date of submission of the Bids.
13. **Earnest Money Deposit (EMD):** Bidders are required to submit (EMD) of amount Rs. **10,000/- (Rupees Ten Thousand only)** along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft from any of the public sector banks or a private sector bank authorized to conduct government business payable **in favour of "Indian Institute of Management, Kashipur"** payable at Kashipur. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Security Deposit from them as called for in the contract. The EMD will be forfeited if the bidder withdraws, or amends impairs or derogates from the tender in any respect within the validity period of their tender.
14. **Security Deposit:** The Bidder will be required to furnish a Security Deposit by way of Demand Draft through a public sector bank or a private sector bank authorized to conduct government business for a sum equal to **Rs. 30,000/- (Rupees Thirty Thousand only)** within 30 days of receipt of the confirmed order. EMD shall be release after receiving Security deposit from the successful bidder.
15. **Payment Terms** - Payments will be made through ECS/ NEFT on satisfactory supply of items after submission of the ink- signed bills for the completed services. Taxes like GST etc. will be paid as per Govt. norms. No advance payment(s) will be made. On receipt of the Final payments, the Bidder shall furnish a **"No Claim Certificate"** to IIM Kashipur.

## **SECTION – II**

### **Conditions of the Contract**

#### **1. General Terms and Conditions:**

- (a) The Contractor shall not appoint any sub-Contractor to carry out any obligations under the contract or sub- let the contract. Any one or more the following action/commission/omission are likely to cause summary rejection of tender:



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- i. If the EMD and / or Tender fee is not found in order or receipts are not attached with the Bid.
- ii. Any bid received late without conclusive proof that it was delivered before the specified closing time.
- iii. Any bid received unsealed or improperly sealed
- iv. Any conditional bid or bid offering rebate
- v. Any bid in which rates have not been quoted in accordance with specified formats/details as specified in the Bid Documents.
- vi. Any effort by a bidder to influence the IIM Kashipur in the bid evaluation, bid evaluation, bid comparison or contract award decision.

(b) The IIM Kashipur reserves the right to accept / reject / select more than one Contractor and to annul the bidding process of any or all bids at any time prior to award of contract without thereby incurring any liability to the affected bidders.

(c) The contractor shall be responsible for registration under the Contract Labour (Regulation & Abolition) Act, 1970 in respect of employees / workers engaged by them. Contractor shall ensure compliance to the provisions of all labour Laws or any other law relating thereto, and rules made hereunder from time to time. IIM Kashipur shall not own any responsibility in this regard.

**2. Non-disclosure of Contract documents:** Except with the written consent of IIM Kashipur, other party shall not disclose or share any contract/ provision, specification, plan, design, pattern, sample or information about the institute thereof to any third party.

**3. Liquidated Damages:** In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of equipment, training, etc as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The Buyer may also deduct from the Seller as agreed, Liquidated Damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

**4. Termination of Contract:** IIM Kashipur shall have the right to terminate this Contract in part or in full in any of the following cases:-

- (i) This Agreement may be terminated in whole or in part, by either Party in the event of a material breach by a Party that is not cured within thirty (30) days of a notice from the non-breaching Party.
- (ii) This Agreement may be terminated in whole or in part, by a Party for convenience, on ninety (90) days prior written notice to the other Party.
- (iii) In addition to the above, either Party may terminate this Agreement if the other Party (a) admits in writing its inability to pay its debts generally as they become due, or (b) makes an assignment for the benefit of its creditors, or (c) institutes or consents to the filing of a petition in bankruptcy, whether for reorganization or liquidation, under federal or similar applicable state laws, or (d) is adjudged bankrupt or insolvent by a court having jurisdiction, then in any of such events, the other Party may, by written notice, immediately terminate this Agreement, without further liability to the other Party, except to produce or pay all accrued payments.

**5. Amendments:** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.



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6. **Force Majeure:** Neither Party shall be liable for damages for any delay or failure to perform its obligations hereunder, if such delay or failure is due to causes beyond its control or without its fault or negligence, including, without limitation, riots, wars, fires, epidemics, lack of human or material resources, quarantine restrictions, unusually severe weather, earthquakes, explosions, acts of god or state or any public enemy, or acts mandated by any applicable laws, regulation or order (whether valid or invalid) of any governmental body. If a force majeure event occurs the affected Party shall inform the other Party promptly and will use reasonable efforts to mitigate adverse effects and to resume performance as soon as practicable. Should the force majeure event extend beyond fifteen (15) days either Party shall have the right to terminate the Contract upon immediate written notice without any penalty or liability. However, the existing liabilities of the Parties and the IIM Kashipur's payment obligations for services successfully performed, provided the same is not affected by a force Majeure event, shall remain and not be affected by the force majeure event.

7. **Confidentiality:** Both the Parties hereby undertake that under no circumstances whatsoever they shall disclose any of the Terms of this Contract and all or any Confidential Information belonging to the other party like financial plans, business plans, and others, declared confidential to which they might have access during the association with one another in terms of this Contract, except to the extent that is already in public knowledge/ domain. The Confidential Information as hereinabove detailed shall not be disclosed during the subsistence of this Contract and thereafter for a period of five years from the date of termination of this Contract for whatever reason.

8. **Data Security:** The Bidder shall use inputs provided by IIM KASHIPUR solely for performing its obligations under this Contract, and will not, at any time, transfer, save, download, print, disclose, or in any other way use the inputs other than as directly required for the provision of the services under this Contract or as directed by IIM KASHIPUR in writing.

9. **Notices:** All notices, requests, demands or communications required hereunder shall be in writing inclusive of electronic means as recognized by IT Act 2000 (including any statutory modifications thereof ) and shall be deemed to have been given or made (a) if by mail when deposited in the mail by certified mail, postage prepaid return receipt, requested at its address set forth on the signature pages hereto (b) if by telecopy when sent by used telecopy to the telecopy number set forth on the signature page hereto provided. Either Party may change its address or telecopy number for notice, by providing notice to the other Party of such change in the manner and within such time as provided herein.

10. **Counterparts:** This Agreement may be executed in counterparts, each of which shall be deemed an original but all such counter parts shall together constitute but one and the same agreement.

11. **Non-Solicitation:** During the term of the Agreement and for a period of one (1) year thereafter, neither Party shall (either directly or indirectly through a third party) employ, solicit to employ, cause to be solicited for the purpose of employment or offer employment to any employee/s or subcontractor/s of the other Party, or aid any third person to do so, without the specific written consent of the other Party. For the avoidance of doubt, this restriction applies only to those employees who relate to the services performed under this Agreement. The clause does not prevent hiring based on responses by employees to public advertisement on any media that are not specifically targeted at the other Party's employees.

12. **Indemnity:** The Contractor (Indemnifying Party) shall indemnify, defend and hold harmless the IIM Kashipur (Indemnified Party), its directors, officers and employees from and against any and all losses



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claims, demands, liabilities (including attorney's fees) that arise from any errors and any act/commission/omission on the part of the Indemnifying Party or in connection with any work, obligation, authority delegated to the Indemnifying Party under this Contract.

**13. Arbitration:** In event of any dispute or difference arising out of or in connection with the Contract including the interpretation of its clauses or any other matter arising out of the Contract between the Parties, the same shall be resolved by mutual discussion and if any dispute or difference arising out of this Contract or interpretation of the Contract or any other matter related to it. If the contract still remains unresolved; it shall be then referred to the Sole Arbitrator who shall be appointed by the Director, IIM Kashipur alone. And the arbitral proceedings shall be conducted strictly in accordance with the Arbitration and Conciliation Act, 1996, as amended up-to-date (including the statutory modifications thereof). The place of conducting Arbitration / seat of Arbitration shall be Kashipur, Uttarakhand and the arbitral proceedings shall be conducted in English language only. The cost of arbitration shall be shared equally by both the parties and the decision/ interim orders passed by the Sole Arbitrator shall be final and binding on both the Parties.

## SECTION- IV

### SCOPE OF WORK

(a) The scope of work for the Designing and Printing of the Annual Report is appended below:

Sl. No.	Description	Qty
01.	Designing & Printing of Annual Report (English) Upto 104 Page + Cover, Size: 8.5"X11" Cover: 300 GSM Art Card Paper Paper: 130 GSM Art Paper Multicolor Perfect Laminated Binding	100 pcs
02	Designing of Annual Report (Hindi) (Specification: Same as per above column)	50 pcs
03.	Translation (English to Hindi) for Annual Report in Hindi	Per 01 page

(b) Content of the Annual Report (Text and Images) will be made available to the final selected vendor only.

(c) Designing of Annual Report in English and Hindi.

(d) Printing of Annual Report in English version -100 copies

(e) Specifications: -

- (i) Size: 8.5 X 11 Inches (Approx.) with perfect binding in book form.
- (ii) Cover: 300 GSM Art Card Paper
- (iii) Paper: 130 GSM Art paper Multicolour

(f) Number of Pages: Approximately **104** pages excluding cover pages (No. of pages may increase or decrease, based on content). The actual cost may be calculated on the basis of actual number of pages. The rate for additional / less pages if any, may also be mentioned on pro-rata basis (for 8 pages batch).





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(g) Number of Copies: 100 Copies for English Edition.

**Note:-** The soft copy preferably in PDF format will also be made available to IIM Kashipur by email or in pen drive as per requirement of IIM Kashipur for the purpose of uploading on website etc.

(h) Content: The content will be based on the information provided by IIM Kashipur as soon as the same is finalised. The content will be sent by email from the authorised representative (s) of IIM Kashipur.

(i) Point of Contact: The members will be finalised by the Institute as point of contact for all purposes including supply of content, photographs, proof reading and approval of draft for final printing to the selected vendor.

(j) Delivery: The hard copies of the Annual Report should be delivered at IIM Kashipur by required date as specified by the Institute. Hard copies must be delivered within 20 days after proof reading by the Institute.

(k) The soft copies of Annual Report (English version) must be forwarded on email for proof reading before printing.

(l) The contract may be extended for one more year (maximum period for three years from the date of contract or issue of Work Order) for designing and printing of Annual Report of the institute on same rates and terms and conditions of the NIT on mutual consent basis.

(m) **Penalty:** Delay in designing and printing of Annual reports (More than 07 days) : Rs. 1,000/- per instance.

## **SECTION – V**

### **Technical Eligibility Criteria of the Bidders**

#### **1. Eligibility Criteria**

(a) The agency should have valid GST registration (documentary evidence to besubmitted).

(b) Average Turn over in last 03 (three) financial years (2020-21, 2021-22 & 2022-23) shall not be less than Ten lakh. (A self-attested copy of certificate issued by a Chartered Accountant with UDIN Number shall be enclosed).

(c) Minimum 03 (three) years of experience in carrying out similar works (designing/printing of annual report) undertaken for Government / Public Sector Undertakings / Autonomous Body and CFTI's. (Documentary evidence, work orders/certificates, to this effect should be enclosed)

(d) The EMD is not required to be submitted by those MSE Bidders who are registered as Micro and Small Enterprises (**MSEs**) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase organization or the concerned Ministry or Department. Exemptions, if any, must be supported with



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legitimate documents and they shall have to enclose valid self-attested registration certificate(s) along with the tender to this effect.

(e) There should be no criminal case pending with the police against the Proprietor/ Firm/ Partner or the Company (Contractor) and the firm should not be blacklisted by Central Government/ State Government/ PSU/any other Institutes. The declaration to such state as incorporated will be assumed for this purpose.

## 2. **Evaluation Criteria** - The broad guidelines for evaluation of Bids will be as follows:

a. Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the NIT.

b. The Bids forwarded by the Bidders will be evaluated by the IIM Kashipur with reference to the technical/eligibility characteristics of the NIT. The compliance of Bids would be determined based on the parameters specified in the NIT and financial evaluation in total.

c. The financial bid will be evaluated as a whole in totality. No piecemeal tender will be awarded. Tender will be awarded as a whole to the overall Lowest bidder as per the Financial Bid on Annexure-I.

d. The bidder should preferably sign Annexure-I of the NIT on the letter head of the firm. All the rates quoted should be inclusive of all taxes.

e. In the event that the first lowest is more than one, then the financial capability of the firm (average of the turnover for last three years) is to be considered for finalizing the L-1 vendor. Decision taken by the committee, in this regard, shall be binding to all the applicants contesting for successful bidder position.

Signature of the Bidder  
Rubber Stamp of Prop. Or Firm or Company





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## ANNEXURE-I

(Refers to IIM Kashipur/NIT/04)

### FINANCIAL BID

Name of the Tenderer Firm: \_\_\_\_\_

Sl. No.	Description	Qty	Rate (Rs.)	GST @..... (Rs.)	Total Amount incl. of GST (Rs.)
01.	Designing & Printing of Annual Report (English) Upto 104 Page* + Cover, Size: 8.5”X11” Cover: 300 GSM Art Card Paper Paper: 130 GSM Art Paper Multicolor Perfect Laminated Binding	100 pcs			
02	Designing of Annual Report (Hindi Version) (Specification: Same as per above column)	50 pcs			
03.	Translation (English to Hindi) for Annual Report in Hindi	Per 01 page			
04.	Increased Pro- rata for every 08 pages- formed (in Rs. Per 08 pages per copy)	Per 08 pages			
* [Actual Number of Pages may increase or decrease. Rates of additional pages quoted at Sl. No. 4 will only apply for the additional pages indented.]		<b>Grand Total incl. of all Taxes</b>			

In words Total amount incl. of Taxes and other charges:- .....

.....

#### Note:

- The bidders are requested to give their rates as per the specification of items mentioned.
- The financial bid will be evaluated as a whole in totality. No piecemeal tender will be awarded. Tender will be awarded as a whole to the overall Lowest bidder.
- The price quoted should be the final price inclusive of all taxes and freight, miscellaneous cost etc. No extra amount shall be paid. The rates should be F.O.R basis.

**Declaration by the Tenderer:** This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions attached and undertake myself/ourselves to abide by them. The General Terms & Condition are part of the Tender.

Date:

Signature of the Tenderer / Firm's Seal