



Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

(Web Site: www.iimkashipur.ac.in)



TENDER DOCUMENT

RATE CONTRACT FOR STATIONARY ITEMS AND PRINTING WORK

NOTICE INVITING TENDER (NIT) NO.

IIMKASHIPUR/PUR DEPTT /NIT/ 13 / 2025-26 DATED 10 September 2025

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 two bid system from reputed, experienced and financially sound supplier bidders/firms.

Brief Tender Details:

Tender Description	EMD Value (Rs.)
Rate Contract for Stationery items and Printing Work	10,000/-

The tender document can be downloaded from the Institute website: www.iimkashipur.ac.in and the 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	10 September 2025	1100hrs
2	Bid Submission start date & time	10 September 2025	1100hrs
3	Bid Submission close date & time	01 October 2025	1100hrs
5	Opening of Bid	01 October 2025	1130hrs

INSTRUCTIONS TO BIDDERS

Bids in sealed cover are invited for the procurement of Stationery Items and Printing Work from reputed, experienced and financially sound parties listed in this NIT. Please super scribe the outer cover of the sealed bid as “Rate Contract for Stationery items and Printing Work”, NIT/13 (dated 10 September 2025) 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	SR. ADMIN. OFFICER (STORE & PURCHASE)
Postal address for sending the Bids	SR. ADMIN. OFFICER (STORE & PURCHASE) INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR KUNDESHWARI, KASHIPUR, DIST. UDHAM SINGH NAGAR, UTTARAKHAND (INDIA) PIN – 244713 Website: www.iimkashipur.ac.in
Name/Designation of the contact personnel	SR. ADMIN. OFFICER (STORE & PURCHASE)
Telephone numbers of the contact personnel	91-7088270882,7900444090 / 321
e-mail ids of contact personnel	purchase@iimkashipur.ac.in
Last date and time of submission of bid	01 October 2025 at 1100hrs hrs. Any changes of the schedule will be notified on the Institute's website.
Date and time of opening of Bid	01 October 2025 at 1130 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 or 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, latest by **25 September 2025**. 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 a 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 the expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in the 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

- The following items are required for rate contract by IIM Kashipur.

Sl. No.	Particulars of Item	DOQ
1	Visiting Card Printed Colour	EA
2	Visiting Card Both Sided Printed 2 colour	EA
3	Making of Acrylic Name Plate, colour Printed – Size 5'x12'	EA
4	Making of Rubber Stamps Digital (Normal) (Small)	EA
5	Making of Rubber Stamps Digital (Normal) (Medium)	EA
6	Making of Rubber Stamps Digital (Normal) (Large)	EA
7	Making of Rubber Stamps self-inking Digital (Small)	EA
8	Making of Rubber Stamps self-inking Digital (Medium)	EA
9	Making of Rubber Stamps self-inking Digital (Large)	EA
10	ID Cards printed B3 size without PVC	EA
11	Letter Pad printed Bond paper	EA
12	Envelope Printed window size 9 x 4 with printed institute logo, Name and address	EA
13	Envelope Printed window size 11.5 x 5.5 with printed institute logo, name and address	EA
14	Envelope Printed window size 10.5 x 8.5 with printed institute logo, name and address	EA
15	Envelope Printed window size 12.5 x 10.5 with printed institute logo, name and address	EA
16	Envelope Printed window size 14.5 x 10.5 with printed institute logo, name and address	EA
17	Envelope Printed window size 16.5 12.5 with printed institute logo, name and address	EA
18	Money receipt booklets 2/3 layers 100 sheets	EA
19	Gate Pass 2/3 layers	EA
20	L- Folder with printed institute logo name and address or customized printing as required	EA
21	Button folder with customized printing as required	EA
22	File Cobra No 4000 with printed institute logo/design as required	EA
23	File SKU RB 10 B (MDP) with separator and printed cover page	EA
24	Conference Note Pad 10 sheets (Customized)	EA



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25	Box file No 1008 with printed institute's logo/design as required	EA
26	Answer sheets 16 pages ≥ 29x21cm, ruled, serially numbered and customized. Min. GSM 75	EA
27	Answer sheets 12 pages ≥ 29x21cm, ruled, serially numbered and customized. Min. GSM 75	EA
28	Answer sheets 04 pages ≥ 29x21cm, ruled, serially numbered and customized. Min. GSM 75	EA
29	Printed pamphlet min 100 gsm customized	EA
30	Glossy Paper pamphlet A4 size	EA
31.	Customized Degree Folder for Convocation and MDP	EA
32.	Customized Certificate with Lamination	EA
33.	Customized Certificate without Lamination	EA
34.	PVC Flex Star 300GSM and above	Sq. Ft.
35.	PVC Flex Black out 280GSM and above	Sq. Ft.

Note: The bidders are requested to give their rates as per the specification of items mentioned.

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 (2022-23, 2023-24 & 2024-25) 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 02 (two) years of experience in carrying out supply works 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 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



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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 Total of Column (c) x (e) at Column (f) will be taken into account for evaluating the financial bid. 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



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ANNEXURE-I

(Refers to IIM Kashipur/NIT/09)

FINANCIAL BID

Name of the Tenderers Firm: _____

Sl. No.	Particulars of Item	Annual Consumption Qty Approx.	DOQ	Rate (incl. of GST) (Rs.)	Total Cost (incl. of GST) (Rs.)
(a)	(b)	(c)	(d)	(e)	(f)
1	Visiting Card Printed Colour	200 pcs	EA		
2	Visiting Card Both Sided Printed Colour	3000 pcs	EA		
3	Making of Acrylic Name Plate, colour Printed – Size 5'x12'	60 pcs	EA		
4	Making of Rubber Stamps Digital (Normal) (Small)	30 pcs	EA		
5	Making of Rubber Stamps Digital (Normal) (Medium)	30 pcs	EA		
6	Making of Rubber Stamps Digital (Normal) (Large)	30 pcs	EA		
7	Making of Rubber Stamps self-inking Digital (Small)	30 pcs	EA		
8	Making of Rubber Stamps self-inking Digital (Medium)	30 pcs	EA		
9	Making of Rubber Stamps self-inking Digital (Large)	30 pcs	EA		
10	ID Cards printed B3 size	600 pcs	EA		
11	Letter Pad printed Bond paper 100 GSM	3000 pcs	EA		
12	Envelope Printed window size 9 x 4 with printed institute logo, Name and address	2000 pcs	EA		
13	Envelope Printed window size 11.5 x 5.5 with printed institute logo, name and address	2000 pcs	EA		
14	Envelope Printed window size 10.5 x 8.5 with printed institute logo, name and address	2000 pcs	EA		
15	Envelope Printed window size 12.5 x 10.5 with printed institute logo, name and address	2000 pcs	EA		
16	Envelope Printed window size 14.5 x 10.5 with printed institute logo, name and address	1000 pcs	EA		
17	Envelope Printed window size 16.5 x 12.5 with printed institute logo, name and address	1000 pcs	EA		
18	Money receipt booklets 2/3 layers 100 sheets	12 pcs	EA		
19	Gate Pass 2/3 layers	12 pcs	EA		
20	L- Folder with printed institute logo name and address or customized printing as required	1200 pcs	EA		
21	Button folder with customized printing as required	1500 pcs	EA		



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22	File Cobra No 4000 with printed institute logo/design as required	2000 pcs	EA		
23	File SKU RB 10 B (MDP) with separator and printed cover page	200 pcs	EA		
24	Conference Note Pad 10 sheets (Customized)	1000 pcs	EA		
25	Box file No 1008 with printed institute's logo/design as required	200 pcs	EA		
26	Answer sheets 16 pages \geq 29x21cm, ruled, serially numbered and customized. Min. 75 GSM	3000 pcs	EA		
27	Answer sheets 12 pages \geq 29x21cm, ruled, serially numbered and customized. Min. 75 GSM	3000 pcs	EA		
28	Answer sheets 04 pages \geq 29x21cm, ruled, serially numbered and customized. Min. 75 GSM	3000 pcs	EA		
29	Printed pamphlet min 100 gsm customized	2500 pcs	EA		
30	Glossy Paper pamphlet A4 size	500 pcs	EA		
31.	Customized Degree Folder for Convocation and MDP	1500 pcs	EA		
32.	Customized Certificate with Lamination	1500 pcs	EA		
33.	Customized Certificate without Lamination	1500 pcs	EA		
34.	PVC Flex Star 300GSM and above	50 pcs of 10feet x 15feet	Sq. Ft.		
35.	PVC Flex Black out 280GSM and above	50 pcs 10feet x 15feet	Sq. Ft.		
Total (inclusive of Taxes)					

Note:

- (a) The bidders are requested to give their rates as per the specification of items mentioned.
- (b) The Total of Column (c) x (e) at Column (f) will be taken into account for evaluating the financial bid. 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.
- (c) 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.

Date:

Signature of the Tenderer with Firm's Seal