

Tender No - NIT/IIMBG/Photocopying Service/2019-20/3

Dated: 03 -05-2019

Tender Document
For Photocopying, Binding and Lamination Services at
IIM Bodh Gaya
Issued By
IIM Bodh Gaya (Bihar)

Chief Administrative Officer
IIM Bodh Gaya (Bihar)
Tender Inviting Authority (TIA)
Mail Id : cao@iimbg.ac.in

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Indian Institute of Management, Bodh Gaya invites bids for Photocopying, Binding and Lamination services to be made available and setup within the building in the campus of IIM Bodh Gaya as indicated by the TIA. Tender forms can be downloaded from the CPP Portal <https://www.eprocure.gov.in/epublish/app> and Institute website <http://www.iimbg.ac.in>.

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance of specifications/instructions in this document may lead to disqualification of bidders from the tender exercise. The Chief Administrative Officer, IIM Bodh Gaya, the Tender Inviting Authority (TIA) reserves the right to select the service provider or to reject any bid without assigning any reason. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored or rejected.

Bidder's Eligibility Criteria:

1. **Experience:** The bidder must have at least one-year similar experience in Govt. /State Govt. / Govt. Autonomous Institute. (PO/WO/Agreement/Experience Certificate signed by the authorized signatory of the employer with official stamp in original as of proof of the said experience should be enclosed along with the technical bid). In case adequate proof is not furnished the bid is likely to be rejected.
2. **GST and PAN:** The bidder must have valid PAN& GST registration number. Scan copy of both documents clearly legible should be an essential enclosure in the technical bid.
3. **Annual Turnover:** Minimum annual turnover of the firm should be Rs.15 lakhs or more in each year over a period of last 3 financial years i.e FY 2016-17, 2017-18, 2018-19 (CA Certified turnover certificate should be an essential enclosure in the technical bid in absence of which the bid is likely to be rejected).
4. The bidder should not have been blacklisted by any Govt, Semi-Govt Dept, or any other organization. *An affidavit in original (on non-judicial stamp paper duly notarized) to this effect shall be given by the firm along with the EMD which is a mandatory requirement.*

Special Note to Bidders:

IIM Bodh Gaya will be shifting into its new temporary campus shortly. Therefore, the bidders in their own interest at their cost are advised to visit, inspect and examine the existing and new site and its surroundings and satisfy themselves before submitting their bid.

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Instructions to Bidder:

1. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note that the number of covers in which the bid documents must be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
2. Bidder should consider any corrigendum published on the tender document before submitting their bids.
3. Sealed tender documents duly signed & stamped on all pages are required to be delivered at Indian Institute of Management Bodh Gaya, by Registered Post/Speed Post/By Hand/Courier (to be submitted in Receiving & Dispatch Office) on or before 24/05/2019 by 5:00 PM. The Technical Bids opening shall be at IIM Bodh Gaya campus in presence of the tenderers or their authorized representatives, if any, who wish to attend on 25/05/2019 at 3:00 PM. The Financial Bids of those bidders declared as qualified in Technical Bids will be opened on 30/05/2019 by 3:00 PM. If the office happens to be closed on the date of receipt of the bids or opening of bids as specified, the bids will be received and opened on the next day of opening of the office on the same time and venue which is announced in this bid document/website of the Institute/communicated through E-Mail.
4. The tenderer shall quote for the services to be provided as given in the tender document.
5. The tender must be submitted in three separately sealed envelopes marked as “A”, “B”, & “C”. The language used shall be English. In case any information given is in foreign language, in such cases translated (in English) copies of those pages must be enclosed, failing which the tender will be summarily rejected.

6. ENVELOPE “A” (Earnest Money)

Tender must be accompanied with earnest money as mentioned. The Demand Draft towards Earnest Money should be placed in sealed “Envelope A”.

- 7.1 The EMD is not required to be submitted by bidders who are exempted in terms of MSME, Govt. of India guidelines. However, they are required to furnish valid certificate in this regard issued by the Competent Authority

7. ENVELOPE “B” (Technical Bid Document)

- 8.1 Tenderers should establish their credentials by giving valid documentary evidences of similar services as defined in this document to have been executed in India.
- 8.2 Checklist for “Envelope B”

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- Bidder's General Information **Annexure-1** along with the documentary proof.
- Bidder's Eligibility Criteria **Annexure-2** along with the documentary proof.
- No Deviation Confirmation as per **Annexure-3**.
- LETTER OF AUTHORITY as per **Annexure -4**
- Declaration on the Company letter head stating acceptance of the terms and Conditions mentioned in the tender documents.
- Additional documents, if any.

8. ENVELOPE "C" (Financial Bid Document)

- The "Envelope C" shall contain the tender documents and information related to the schedule of services quoting the rates etc. of the item pertaining to the Financial Bid on the Financial Bid document.
- All columns shall be duly filled in with specific information on the cost involved.
- The rates for the services shall be quoted in Indian Rupees only. Overwriting or use of fluid in financial bid may lead to summary rejection of application.

***NOTE:** The Tenderer should clearly mention, in all the three envelopes (i.e. A, B and C), description of the items for which the offer is being quoted. If any discrepancy is observed the offer would be treated as non-responsive and would be rejected out rightly.

9. "Envelope A" (Earnest Money), "Envelope B" (Technical Bid Document) and "Envelope C" (Financial Bid Document), shall be in separate sealed envelopes, each marked as "Envelope A", "Envelope B" and "Envelope C", respectively.

All the three envelopes shall be submitted together in another big envelope sealed and super-scribing thereon Tender for Providing the "Photocopying Services at IIM Bodh Gaya".

The envelope should be superscripted with tender reference number and addressed to:

The Chief Administrative Officer
Indian Institute of Management Bodh Gaya
Magadh University Campus, Bodh Gaya
District Gaya
India.
PIN 824234,

The envelope marked "Envelope B" of only those Tenderers shall be opened, whose earnest money are placed in the "Envelope A" and found to be in order.

10. Bidder should furnish an EMD amounting to Rs 65,000/- (Rs. Sixty Five Thousand **Only**) through DD from a scheduled bank in India drawn in favour of "**Indian Institute of Management Bodh Gaya**" payable at **Bodh Gaya**. The bidders should enclose a pre-receipted bill for the EMD to enable us to return the EMD of

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unsuccessful bidders. **Failure to deposit Earnest Money will lead to rejection of tender.** EMD of awardee bidder if backs out will be forfeited. **EMD of successful bidder will be adjusted against Security Deposit and will remain with the Institute. It will be refunded only after two months of expiry of contract duration. No interest will be paid on this EMD.**

11. The earnest money of unsuccessful bidders will be returned to them without any interest within 30 working days from the date of awarding of the contract.

Tender Fee and EMD Exemption

The Institute may accept bids without EMD from those bidders who are registered with the MSME/ National Small Industries Corporation (NSIC). Certificate must be enclosed with technical bid for EMD Exemption.

Tender Notice

Sealed tenders are invited under two-bid system from reputed, well established & professional Photocopying Service providers according to the terms and conditions given in the tender form: -

Name of Service	Estimated Cost (In Rs.)	EMD	Security Deposit	Registration Fees
Photocopying, Binding and Lamination Services including Photocopy Machine and Operator(s)	13 Lakh	0.65 Lakh	5 % of estimated cost	Nil

Last date & Time of submission of bids: 24-05-2019 at 05:00 PM

Date & Time of Opening of Technical bids: 25-05-2019 at 03:00 PM

Date & Time of Opening of Financial bids: 30-05-2019 at 03:00 PM

Instructions to Bidder

- 1 IIM, Bodh Gaya may issue amendment / errata to the tender documents before due date of submission of tender. The Agency/Contractors are required to read the tender documents in conjunction with amendments, if any, issued by IIMBG.
- 2 The Agency/Contractor is not supposed to incorporate any amendment / errata in the body of tender documents either in ink or pencil. In case the Agency/Contractor on the body of tender incorporates amendments/errata issued, they shall not be considered, and the amendment / errata issued by the IIM Bodh Gaya shall only hold good. The amendments/errata issued to these documents subsequently would also need to be uploaded on website <http://www.iimbg.ac.in> and <https://www.eprocure.gov.in/epublish/app>. The contractors shall visit these sites from time to time to see these amendments/errata.
- 3 IIM Bodh Gaya reserves the right to postpone/modify and / or extend the date of receipt of opening of tenders or to withdraw the tender notice, without assigning any reason thereof. However, bidders could confirm the dates one day prior to the prefixed dates by contacting the **Tender Inviting Authority (TIA) through the mail- cao@iimbg.ac.in**. In such cases, the bidders shall not be entitled to any form of compensation from IIM Bodh Gaya.
- 4 **Validity of Bid:** Bid submitted by Bidder shall remain valid for acceptance for a period of 180 days from the date of opening of the BID. Bidders shall not be entitled during the said One Eighty days' period to revoke or cancel the BID or to vary the same or any term thereof without the consent in writing to the IIM Bodh Gaya.

Scope of work and Terms and Conditions of Tender

The terms, conditions and important instruction in respect of this tender are as follows:

1. Bids on behalf of Director, Indian Institute of Management Bodhgaya are invited for installation of two good quality Digital Photocopying Machine with minimum speed of 70-80 (Seventy to Eightly) copies per minute, at IIM Bodhgaya (hereinafter referred to as IIMBG) premises to meet day to day photocopying requirement of Institute. The number of machines may be increased during the tenure of contract, in case of requirement, which should be provided by the tenderer on the request of IIM BG at the same cost.
2. The speed of digital photocopy machine should be minimum 70-80 copies per minute (c.p.m.) **The make, type, model of machine to be used by the service provider must be clearly mentioned in the technical bid. In case the details are not given the tender may be rejected.**
3. The specification of paper to be used for photocopying / printing shall be of at least 75 GSM of J.K. Paper / TNPL / Bilt Matrix Xerox brands. However, IIMBG shall approve one or two other equivalent brands of 75 GSM paper.

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Upon approval the tenderer shall have the right to use any of the approved paper.

4. Photocopying Machine is required to be installed at the cost of service provider. Service Provider is required to submit rates for different services in the financial bid document. The rates will be settled on per copy basis. The rates will be inclusive of operator wage (employed by Service Provider) and all the consumables required for photocopying.
 5. The operating hours shall be from 8.30 am to 6.00 pm. The working days of the week will be all seven days in the week. 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.
 6. Service Provider shall provide fully trained and equally competent operators on relief duty who will be responsible for all aspects of running and managing the facility. The competence of the operator is liable to be checked by the TIA and if not found suitable shall be asked to be replaced by the contractor.
 7. Service Provider will provide substitute fully trained staff whenever the regular operator is on leave due to absenteeism or sickness. Any such substitute will be fully conversant with the operation of the photocopy machine/equipment and all relevant procedures. The cost of providing such replacement will be borne by service provider.
 8. Service provider will be responsible for arranging all equipment, service and maintenance to meet high standard of consistent quality.
 9. 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.
 10. All equipment and staff utilized in this service will be totally dedicated to the institute for exclusively and no outside work will be undertaken.
 11. In case of a break down, service provider will provide immediate backup machine as per requirement, so that the down time is minimized to less than 4 hours and work of IIM Bodh Gaya is not held up.
 12. Security of all documents will be protected and under no circumstance's papers given for photocopy or copies thereof shall be taken out of the premises or given to persons not authorized by IIM Bodh Gaya. No operator or any other staff shall retain any documents given for photocopying in their possession. Even waste paper shall be accounted for and handed over to the indenter of the work.
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11. It shall be the sole responsibility and liability of the service provider to carry out the obligations arising out of various labour legislations such as Contract

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Labour (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 Labour (Prohibition and Regulation) Act 1986 and such other relevant enactment which are in force from time to time in respect of staff engaged by the service provider to provide the service.

12. Service Provider shall raise bill on monthly basis and submit the same succeeding month for payment. IIM Bodh Gaya will normally settle the bill within 15 days from the receipt of the bill. However, for delayed payment, the service provider will not charge any penalty or interest to IIM Bodh Gaya.
13. IIM Bodh Gaya will provide suitable space along with back up electric supply of 16 Amps / 240 volts electricity supply for establishing the photocopying facility. The space provided will also cater for secure storage of stores related to the task in hand
14. If IIM Bodh Gaya 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.
15. Service Provider will be responsible for submitting periodic reports giving detailed, break up of complete job.
19. IIM Bodh Gaya may terminate the agreement after serving one-month notice in case the services are not found satisfactory. In such a case, IIM Bodh Gaya will pay on actual work basis for the duration for which the services were provided during the period in question. Similarly, the service provider could also terminate the agreement by giving two-month notice. However, on specific request of IIM Bodh Gaya, the service provider will continue to provide the service for one more month but not exceeding three months in total.
20. Tenders received without E.M.D would be straightway rejected or shall not be entertained.
21. 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.
22. The insurance of the equipment and staff utilized in this service will be borne by the service provider.
23. IIM Bodh Gaya will not be responsible for any damage to the machine arising out of unusual occurrences for example voltage fluctuations, seepage of water etc.
24. Periodic service of photocopying machine is to be undertaken by the service provider to ensure uninterrupted quality.

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25. 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.
26. **Back-up Support.** Kindly mention clearly in the tender document how the service support and back up support will be provided for both machines and manpower.
27. **Mode of Submission of Tender.** The bids in prescribed envelopes will be delivered at IIM Bodh Gaya. The Tender should be complete in all respects and should be duly signed. Late and delayed tenders due to any reason including postal delays shall not be considered at all. Offers sent through fax/personal e-mail will not be accepted.
28. **Period of Contract.** The period of contract would be for **two years** from the date of award of the contract and it may be further extended for another **one year** on the satisfactory performance of service provider at the discretion of TIA. The performance of the service provider will be evaluated on yearly basis by the TIA
29. **Execution of Contract Agreement.** The successful Bidder shall be required to execute a contract Agreement with IIM Bodh Gaya on the non-judicial stamp paper of Rs. 100/-(Rupees One hundred only). The cost of stamp paper shall be borne by successful bidder. IIM Bodh Gaya reserves the right to amend the terms & conditions of contract by mutual discussions and shall be in writing during the tenure of the contract. The amended terms and condition will form part of the agreement.
30. **Work at Risk and Cost:** The institute reserves the right to arrange to complete the whole or part of the work executed by some other agency at the risk and cost of the contractor if it is found that the quality and/or the progress in respect of whole or part of the work is not satisfactory.
31. **Insurance:** The successful bidder (contractor) shall take third party insurance to cover any accident or accidents of nature, for an amount as required for such type of work against damage /loss/ injury to property or person or loss of life during the entire period of the contract. A copy of insurance policy will be handed over by the contractor to the concerned authority of the Institute before commencing work as specified in the work order / letter of intent. In case the contractor fails to take the insurance policy, the Institute would arrange for the same at the cost of the contractor, alternatively, the institute may stop payments of bills to the contractor till insurance is arranged by the contractor or terminates the contract at the risk and cost of the contractor.
32. **Indemnity:** The contractor shall indemnify and keep indemnified the institute against all losses and claims for injuries and or damages to any person or property. The contractor shall abide by and observe all statutory laws and

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regulations in matters of Labour Law, Factory Act, Explosive Act, Workmen - compensation Act, Sales Tax, Royalty, Excise duty, Octroi, Works contract etc.

33. **Compliance with the Institute Rules and Regulations:** The contractor shall comply with all norms stipulated by the Institute to maintain discipline, safety, security and hygiene at and around the work site.
34. **Jurisdiction :**It is agreed and declared by and between the parties hereto that so far it concerns the jurisdiction of court in Gaya enforcing any of the rights or remedies of the parties hereto against each other or one another, a court in the city of Gaya alone shall have jurisdiction to the exclusion of all other courts in any place in the Union of India so that none of the parties hereto shall be entitled to any proceedings whatsoever in respect of any matters touching or relating to or in connection with or arising under agreement and the terms and conditions thereof in any court except the court or courts having jurisdiction in the city of Gaya Only.
35. **Authorization:** The Contractor shall submit to the institute the names, designation and specimen signatures of the persons authorized by him to draw materials, sign joint measurements, bills, receive payments, receive instructions / notices etc. on behalf of the contractor
36. **Access to site.** The contractor shall be not allowed unhindered access to the institute and/ or any other party or person, engaged by the Institute to work at the same site and /or to check / regulate /watch /guard/ measure/ inspect, solely or jointly with the contractor.
37. **Safety and Security.** Contractor shall abide by the safety code provisions as per safety code framed from time to time by the government.
41. **Penalty.** The tenderer should always ensure regular and uninterrupted quality services . 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 upto 5 % or not exceeding 5% of total monthly bill payable by IIM Bodh Gaya to the service provider.

Failure of service and negligence shall be measured in terms of the following:

1. The service provider delivers poor quality of copies / prints to the user even after receiving written notice by IIM Bodh Gaya regarding poor copy / print quality.
2. If the copy/printing activity stops due to service provider's failure in supplying paper, toner, and other consumables required to run the machines.
3. Service provider provides copy/printing services to any individual / organization not authorized by IIM Bodh Gaya.

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4. The service provider fails to supply paper as per specification.
 5. Operators are not available during the stipulated timings.
 6. All the machines fail and not even a single machine is rectified within 4 hours of breakdown.
 7. Breach of any clause of tender / agreement even after receiving prior written notice by IIM Bodh Gaya.
 8. Any other matter which an act of negligence or breach of ethics by the service provider.
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Annexure-1

BIDDER'S GENERAL INFORMATION

Bidder should indicate following information along with the self-attested photocopies of supporting documents:

1. Name of Firm/Agency/Contractor :
2. GST Registration Number :
3. Registered address :
4. PAN Number :
5. Shop Registration Number & Year :
6. Tele fax No. :
7. Mobile No. :
8. Official Email Address :
9. Name & Address of Branch, if any :
10. Type of Organization
(whether private limited/LLP/ partnership/sole proprietorship) as per attached proof)
11. Name of Proprietor/ Partners/Designated Partners/Directors of the Organization/Firm:

(Signature of Bidder with Seal)

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Annexure-2

BIDDER'S ELIGIBILITY CRITERIA

Sr.No	Description	Confirmation (Yes/No)	Proof Attached at Scan Page No.
1	Do you have any work experience of providing similar services in Govt. / State Govt. / Govt. Autonomous Institute?		
2	Does your agency have been in existence for the last 03 years?		
3	Does your agency comply with the statutory requirements such as GST Number and PAN Number?		
4	Do you have annual turnover of INR 15 Lakh in preceding three Financial Year?		
5	Does your agency have been blacklisted by any Organizations?		
6	Whether the Earnest Money in the form of DD are enclosed ?		

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Annexure-3

NO DEVIATION CONFIRMATION

To

The Tender Inviting Authority,
IIM Bodh Gaya.

Dear Sir,

I/We understand that any deviation/exception in any form may result in rejection of BID. I/We, therefore, certify that we have not taken any exceptions/deviations anywhere in the BID and I/ we agree that if any deviation/exception is mentioned or noticed, our BID may be rejected.

(SEAL AND SIGNATURE OF BIDDER)

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Annexure 4

LETTER OF AUTHORITY

PROFORMA LETTER OF AUTHORITY FOR ATTENDING TECHNICAL & FINANCIAL BID OPENING AND OTHER COMMUNICATION / CORRESPONDENCE RELATING TO

BID. No. ----- Date:

To
The Tender Inviting Authority,
IIM Bodh Gaya,

Dear Sir,

I/We hereby authorize following representative(s) to attend Technical/Financial BID opening and for any other correspondence and communication against Bidding Document:

Name & Designation _____

Signature _____

Name & Designation _____

Signature _____

We confirm that we shall be bound by all commitments made by aforementioned authorized representative.

Yours faithfully,

Signature

Name & Designation
For and on behalf of

Note: This letter of authority should be on the letterhead of the bidder and should be signed by a competent authority.

भारतीय प्रबंध संस्थान बोधगया
Indian Institute of Management Bodh Gaya
Magadh University Campus, Bodh Gaya- 824234, India

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“ENVELOPE C”
FINANCIAL BID (FORMAT)

Name of the Agency along with Address and Telephone No. :

Description of work: Photocopying, Binding and Lamination Services

Sl No.	Item Description	Item Code/ Make	Quantity	Units	Basic Rate in Figures to be entered by the Bidder in Rs. P.	Total Amount without Taxes in Rs. P.
1	2	3	4	5	6	7
1	Installation of Own Photocopying Machine with Material and Manpower					
1.01	A-4 Size Paper (Back to Back or Duplex Photocopying)	Photocopy1	1.000	Nos		
1.02	A-4 Size Paper (Single Side Photocopying)	Photocopy2	1.000	Nos		
1.03	A-3 Size Paper (Back to Back or Duplex Photocopying)	Photocopy3	1.000	Nos		
1.04	A-3 Size Paper (Single Side Photocopying)	Photocopy4	1.000	Nos		
2	Spiral Binding / Comb Binding with OHP Sheets (Front & Back) of 175 microns					
2.01	Book containing 1 to 50 pages	Spiral1	1.000	Nos		
2.02	Book containing 51 to 100 pages	Spiral2	1.000	Nos		
2.03	Book containing 101 to 150 pages	Spiral3	1.000	Nos		
2.04	Book containing 1 51 to 200 pages	Spiral4	1.000	Nos		
2.05	Book containing 201 to 250 pages	Spiral5	1.000	Nos		
2.06	Book containing 251 to 300 pages	Spiral6	1.000	Nos		
3	Strip Binding / Comb Binding with OHP Sheets (Front & Back) of 175 microns					
3.01	Book containing 1 to 50 pages	Strip1	1.000	Nos		
3.02	Book containing 51 to 100 pages	Strip2	1.000	Nos		
3.03	Book containing 101 to 150 pages	Strip3	1.000	Nos		
3.04	Book containing 1 51 to 200 pages	Strip4	1.000	Nos		
3.05	Book containing 201 to 250 pages	Strip5	1.000	Nos		
3.06	Book containing 251 to 300 pages	Strip6	1.000	Nos		
4	Lamination					
4.01	1/6th Size	Lamination1	1.000	Nos		
4.02	A4 Size	Lamination2	1.000	Nos		
4.03	A3 Size	Lamination3	1.000	Nos		
4.04	Foolscap Size	Lamination4	1.000	Nos		
4.05	Visiting Card or Identity Card Size	Lamination5	1.000	Nos		

भारतीय प्रबंध संस्थान बोधगया
Indian Institute of Management Bodh Gaya
Magadh University Campus, Bodh Gaya- 824234, India

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Note:

1. GST will be extra as per actual.
2. The successful bidder will be the tenderer who will quote lowest rates for providing photocopy services for Sr. No – 1, Sub. Sr. Nos-1.01 A4 Size (Back to back - (Duplex) photocopying and Sr.No.2, Sub.Sr. No-2.03 for spiral binding.
3. For evaluation purpose weightage will be given for L-1 of duplex side photocopying service.
4. As per Govt. Rule, L1 rates are required to be matched by successful bidder for other line items, if they will be found higher.