



भारतीय प्रबंध संस्थान, लखनऊ नोएडा परिसर

**INDIAN INSTITUTE OF MANAGEMENT LUCKNOW NOIDA CAMPUS**

Plot no. B-1, Sector -62 Institutional Area, Noida-201307, U.P

Tel: 0120-6678545 – 8402 | Fax: 0120-6678506

E-Tender Notice

Ref.No.: IIML-NC/PUR/Photocopy/2023-24/04 dated 11/01/2024

**NOTICE INVITING TENDER (NIT): ANNUAL RATE CONTRACT (ARC) FOR PHOTOCOPY WORK, SPIRAL BINDING, AND LAMINATION WORK**

Dear Sir,

E-tenders are invited from reputed agencies/firms for an Annual Rate Contract (ARC) for Photocopy Work, Spiral Binding, and Lamination Work in the Indian Institute of Management Lucknow Noida Campus. Initially, the contract will be for one year which may be extended for another Three years. Total period four years (1+1+1+1).

**IMPORTANT DATES**

|                                             |                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tender announcement start date              | 11 <sup>th</sup> January 2024                                                                                                                                                                                                                                                                        |
| Last date and time for submission of tender | 01 <sup>st</sup> February 2024 (Thursday) by 3:00 PM                                                                                                                                                                                                                                                 |
| Date and time for Opening of Technical Bid  | 02 <sup>nd</sup> February 2024 (Friday) by 3:00 PM                                                                                                                                                                                                                                                   |
| Date and time for Opening of Financial Bid  | Will be communicated later on                                                                                                                                                                                                                                                                        |
| Earnest Money Deposit (EMD)                 | The EMD amount of Rs. 10,000/- (Rupees Ten Thousand only) shall be accepted only in electronic form by bank account deposit.<br>· Payee Name: INDIAN INSTITUTE OF MANAGEMENT LUCKNOW-NOIDA CAMPUS<br>· Banker Name: AXIS BANK LTD.<br>· Account Number: 022010100356060<br>· IFSC Code: UTIB0000022. |

NIT No. – IIML-NC/PUR/Photocopy/2023-24/04 dated 11/01/2024. A free view of NIT is available on Govt. E-Procurement portal i.e. <https://eprocure.gov.in>. Interested vendors/agencies are requested to sign in (new user sign-in only with DSC) online to obtain user ID and password using Digital Signature. The tender document comprised of the rate bid may be downloaded upon acceptance of the terms and conditions. Duly signed the terms and conditions of the tender document - Technical bid (ANNEXURE-A)) and a financial bid and evaluation as per ANNEXURE B) may be uploaded on E-Portal of Govt. site i.e. <http://eprocure.gov.in> Complete tender document using Digital Signature before the last date and time of submission as mentioned above. The credentials listed below shall be uploaded online.

## **IMPORTANT INSTRUCTIONS FOR BIDDERS**

1. The tenderer who has downloaded the tender from the Govt. site shall not tamper/modify the tender form including the downloaded price bid template in any manner. In case the same is found to be tampered/modified in any manner, the tender will be completely rejected and EMD will be forfeited.
2. Intending tenderers are advised to visit the website: <https://eprocure.gov.in> after 11<sup>th</sup> January 2024 regularly till the closing date of submission of tender for any Corrigendum/Addendum/Amendment.
3. A Bidder, who gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.
4. It is the responsibility of the Bidder to go through the Bidding Document to ensure the furnishing of all required documents in addition to the above.
5. All filled bids are to be uploaded on the above site well in advance or before the closing date and time **01<sup>st</sup> February 2024 (Thursday) by 3:00 PM**
6. **Manual bids shall not be accepted.**
7. IIM Lucknow Noida Campus reserves the right to reject any of the offers without assigning any reasons thereof. You may seek clarification with this office on working days between 09:30 hrs to 1700hrs) on 0120- 6678515.
8. The details of terms and conditions are given in this document (**Technical bid ANNEXURE-A; Financial bid and evaluation as per ANNEXURE B**).
9. The Tenderer shall be required to deposit the earnest money (EMD) for an amount of Rs. 10,000/- (Rupees Ten Thousand only) shall be accepted only in electronic form by bank account deposit.  
Payee Name: INDIAN INSTITUTE OF MANAGEMENT LUCKNOW-NOIDA CAMPUS  
Banker Name: AXIS BANK LTD.  
Account Number: 022010100356060  
IFSC Code: UTIB0000022
10. A registered firm under the NSIC/MSME scheme is exempted from submission of Earnest Money Deposit (EMD) on submission of valid attested documentary proof.
11. The successful bidder, has to submit a Performance Guarantee (Security Deposit), within seven days of the award of the contract. The Contractor shall furnish a Demand Draft of Rs 25,000/- (Rupees Twenty-Five Thousand only) as Performance Guarantee (Security Deposit) valid for 15 (fifteen) months, in favor of Indian Institute of Management Lucknow Noida Campus, payable at Noida
12. Last date and time for submission of tender is **01<sup>st</sup> February 2024 (Thursday) by 3:00 PM** **Only through online mode.** (through CPP portal)

**Head Administration**

**IIM Lucknow Noida Campus**



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Plot no. B-1, Sector -62 Institutional Area, Noida-201307, U.P

Tel: 0120-6678545 – 8402 | Fax: 0120-6678506

### **General terms and conditions**

Kindly upload your tender with the most competitive rates on [www.eprocure.gov.in](http://www.eprocure.gov.in) on or before **01st February 2024 (Thursday) by 3:00 PM** along with an EMD of Rs. 10,000/- (Rupees Ten Thousand only) in the form of a Demand draft from Nationalized bank/scheduled bank in favor of Indian Institute of Management, Lucknow Noida Campus payable at Noida.

Complete Tender uploaded on [www.eprocure.gov.in](http://www.eprocure.gov.in) on or before the closing date and time (ONLY) shall be accepted for consideration. Send the hard copy of EMD (only) well in advance or before the closing date and time **01st February 2024 (Thursday) by 3:00 PM** to the **Head Administration, Indian Institute of Management Lucknow Noida Campus, B-1, Sector – 62 NOIDA–201307 (UP)**.

### **Eligibility Criteria**

1. The Contractor/organization should have GSTIN and the PAN number allotted by the concerned authorities.
2. The Contractor/organization should have a minimum of Five years of experience in the Photocopy Work, Spiral Binding, and Lamination Work.
3. Out of a Minimum of Five years of experience in Photocopy Work, Spiral Binding, and Lamination Work, the Contractor/organization should have at least two years of experience in IIM, IIT, Government/State Government Offices/Semi-Government OR Public Sector Undertaking in Photocopy Work, Spiral Binding and Lamination Work.

### **Disqualification**

The proposal is liable to be disqualified in the following cases:

- 1) Proposal not submitted in accordance with this document
- 2) Proposal is received after due date and time.
- 3) The proposal is not accompanied by all requisite documents.
- 4) Information submitted in the tender proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.
- 5) If the quotation is without EMD received.

**A) Pricing:**

- Quote price for each of the components and also the total amount as per the tender document.
- The prices are to be quoted on individual items Exclusive of taxes rather than the total package.
- Quote only for the products specified in the tender. No changes in the configuration or deviation from the tender document will be permitted.
- Need not suggest any alternative product or different configuration in the same product.

**B) Payment Terms:**

- Payments will be made every month on the submission of bills and satisfactory reports from the user departments.

**C) Procurement Rights:** IIM Lucknow, Noida Campus Reserves the right to conclude the ARC quantity with entire or partial as mentioned in the RFQ.

D) Validity of bid/rates should be a minimum of 120 days.

E) The EMD of the unsuccessful bidder will be released after the finalization of the contract without any interest.

F) EMD of the successful bidder can be adjusted for the Security Deposit or shall be returned on furnishing the performance guarantee. The Security Deposit shall be returned after six months of completion of the contract period. Please note that EMD or Performance Guarantee (**Security Deposit**) will not bear any interest.

G) The EMD shall stand forfeited if the bidder withdraws or amends the bid/tender or in case fail to accept or sign the contract within the stipulated period. EMD shall also stand forfeited in the event of premature withdrawal of the tender(s) by any tenderers.

H) Micro and Small Enterprises (MSEs) Contractors as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) or the Contractors registered with the Central Purchase Organisation 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 Tender fee/EMD. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect.

**H) Period of Contract:** The period of the contract will be for a **total of Four (4) years (1+1+1+1)** subject to review after every year to year of service on such terms and conditions as mutually agreed upon subject to satisfactory services rendered by him.

I) **Commencement of work:** Photocopy Work, Spiral Binding, and Lamination Work will be commenced **as per the date mentioned** on the work order. Conveyance charges for the installation/lifting of any machines for working or repair will be borne by the Contractor.

J) **Performance Guarantee (Security Deposit):** The successful bidder, has to submit Performance Guarantee (Security Deposit), within seven days of the award of the contract. The Contractor shall furnish a Demand Draft of Rs 25,000/- (Rupees Twenty-Five Thousand only) as Performance Guarantee (Security Deposit) valid for 15 (fifteen) months, in favor of Indian Institute of Management Lucknow Noida Campus, payable at Noida. In case of an extension of the contract, the Performance Guarantee (Security Deposit) will also be extended for another 15 months. EMD already deposited along with the tender can be adjusted for the Security Deposit or shall be returned upon furnishing the performance guarantee. The Security Deposit shall be returned after six months of completion of the contract period. Please note that EMD or Performance Guarantee (**Security Deposit**) will not bear any interest.

## **Scope of Work**

IIM Lucknow Noida Campus intends to engage a vendor for an Annual Rate Contract for providing services of Photocopy Work, Spiral Binding, and Lamination Work.

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 Lucknow Noida Campus shall approve one or two other equivalent brands of 75 GSM paper. Upon approval, the tenderer shall have the right to use any of the approved paper

The service provider is required to install heavy-duty new photocopiers of approved models of reputed brands (Toshiba, Ricoh, Xerox, Minolta, Konica Gestener or similar) having all facilities including for set making, back-to-back photocopying, etc

The Photocopier Machine should be of standard brands digital heavy-duty machines with a capacity to print/copy at least 70 copies per minute with self-setting options. The Photocopier Machine should be manufactured after the year December 2022 and should be in excellent working condition. A copy of the invoice for the machine should be provided to IIM Lucknow Noida Campus for reference.

The approximate number of Photocopy Work may be 60,000 (Sixty Thousand) copies on an average monthly workload. The number of Photocopy Works may increase or decrease as per the requirement of the Institute.

A penalty of Rs 500/ (Rupees Five Hundred Only) per day will be imposed if the Photocopy Work, Spiral Binding, and Lamination Work cannot be done due to any Technical Fault in the Machine or due to the non-availability of the Operator/Any Machine related to the entire job work on any working day. During such period standby arrangements are to be made by the Contractor to avoid any disruption in office work.

In case of URGENT need in a compelling situation, Photocopy Work, Spiral Binding, and Lamination Work could not be done due to any Technical Fault in the Machine or due to the non-availability of the Operator/Any Machine on any working day. The IIM Lucknow Noida Campus has the right to get the work done through some other agency, the cost thus incurred shall be recovered from payment due or shall be adjusted against the bill submitted by the Agency/Contractor.

## **SELECTION PROCESS: -**

The Contractor who meets all the parameters of the eligibility criteria & **TECHNICAL PART (ANNEXURE – A)** will be treated as Technically qualified. Financial bids will be opened only of the Technically qualified bidders. **FINANCIAL PART (ANNEXURE – B) will be evaluated as under: -.**

### **Financial Bid Evaluation:**

The rates quoted for **A-4 Size Paper (Back to Back -Duplex)- B/W photocopy** will only be considered for scoring and selection of successful bidder. **The scoring of Financial Bids** is based on the following method: -

$$\text{Normalized Financial Bid Score} = \frac{\text{Lowest Price of the technically qualified bidder} \times 10}{\text{Price quoted by the bidder}}$$

For example, the quotes for rates for **A-4 Size Paper (Back to Back -Duplex)- B/W photocopy** are as follows-

| <b>CONTRACTOR NAME</b>  | <b>A-4 Size Paper (Back to Back -Duplex)-<br/>B/W photocopy Rate (Rs.)</b> |
|-------------------------|----------------------------------------------------------------------------|
| DELHI PHOTOCOPY Co.     | 0.60                                                                       |
| HARYANA PHOTOCOPY WORK  | 0.70                                                                       |
| BOMBAY PHOTOCOPY WORK   | 1.10                                                                       |
| RAJASTHAN PHOTOCOPY Co. | 0.90                                                                       |

The normalized score for financial bid would be as follows –

| <b>CONTRACTOR NAME</b>  | <b>Financial Score - FS</b> |
|-------------------------|-----------------------------|
| DELHI PHOTOCOPY Co.     | <b>10</b>                   |
| HARYANA PHOTOCOPY WORK  | 8.57                        |
| BOMBAY PHOTOCOPY WORK   | 5.45                        |
| RAJASTHAN PHOTOCOPY Co. | 6.66                        |

Note that the lower the price, the higher the score.

## **RESPONSIBILITIES OF THE CONTRACTOR**

1. The Contractor shall install the latest DIGITAL photocopier machines with SCANNING in the Institute premises.
2. The Contractor shall depute the operator. The operator shall have to be available during all working days from 9:00 AM to 6:00 PM and also on holidays (if required). However, the timing may be changed as per the requirement of the Institute.
3. The Contractor shall follow all the Central Govt. obligations related to manpower deployment to the IIM Lucknow Noida Campus.
4. The Contractor shall bear all costs incurred on paper, photocopy, maintenance, Insurance, necessary consumables, Labour (Manpower), etc. to be incurred in the entire job work.
5. The Contractor shall follow all obligations under the Employees State Insurance Act and the Provident Fund Act. rules and regulations required under the Act as may be in force from time to time. The Operator engaged in the works shall be covered under these schemes and the required amounts deposited by him directly with the concerned authorities. All records in connection with the above shall be properly maintained by the Contractor and produced for scrutiny by the Institute whenever called for.
6. All provisions of the Contract Labour (Regulation & Abolition) Act 1970 should be strictly complied with.
7. The workers engaged by the contractor will not be on the payroll of the Institute and will not be entitled to any benefit as applicable to the employee of the Institute.
8. The Operator shall be literate and should be within the age group of 20 to 60 years. The contractor shall be fully responsible for the work allotted to him and he or his workers shall not indulge in any other activities than doing the specified job allotted to them. In case of any loss/damage to the Institute property or its interest, the competent authority shall be free to impose the penalty of equivalent value of loss/damage as decided by the competent authority of the Institute.
9. In case the integrity, character, and behavior of any of the contractors/operator is found doubtful, she/he would be replaced as per instruction from the competent authority of the Institute.
10. The Operator deputed to IIM Lucknow Noida Campus for this contract is the SOLE responsibility of the Contractor. Any compensation for disengagement on account of death, or disability of any labors(s) provided for deployment in the Institute, even if such disability

- manifests after the termination of the contract shall be the contractor's exclusive & sole liability.
11. The contractor is wholly responsible for deputing the operator in the Institute premises and if any accident/untoward incident happens, on account of improper workmanship or safety precautions during duty, the whole responsibility for settling the case with police/court lies with the contractor.
  12. If the contractor fails or neglects to render the said service or any part of the services to the extent of the satisfaction level of the Institute. OR if the contractor commits a breach of any of its obligations. The Institute holds the discretion to terminate the contract for any reason whatsoever on giving three months' written notice. The contractor shall have no claim if the period of the contract is curtailed.
  13. **If the contractor wishes to discontinue the contract, he/she will have to give three months' notice well in advance (in writing) to the competent authority of the Institute, for discontinuing the work.**
  14. The Director of the Institute shall have the absolute right to impose penalties for unsatisfactory services rendered by the contractor. The decision of the Director, Indian Institute of Management LUCKNOW regarding any disputes whatsoever arising out of the contract will be final and binding on the contractor.

### **OBLIGATIONS OF THE INSTITUTE**

1. Place of work and Electricity will be provided by the Institute
2. In consideration of the services provided by the Contractor, the Institute shall pay the Contractor the contracted monthly amount after receipt of proper monthly bills.
3. The Institute can review the Scope of Works rendered by the Contractor from time to time and make required changes, if any, to the Contractor's operations. Payment will be made on a pro-rata basis.
4. The Institute shall have the discretion to direct the Contractor to remove and replace its labor deputed to IIM Lucknow Noida Campus under the contract.
5. The Institute shall terminate the contract with proper notice if the Contractor violates/does not fulfill any of the responsibilities entrusted to him/her in this tender document.

### **Disclaimer Clause:**

IIM Lucknow has the discretion and right at any stage to cancel/add or amend the information, terms, procedure, and protocol set out in the RFQ and the bidder has no claims against such right. The Institute has unfettered the right hereunder to terminate the arrangements at any time without assigning any reason whatsoever. The jurisdiction **for dispute (s), if any, shall be Lucknow**

### **DISPUTE SETTLEMENT & APPOINTMENT OF ARBITRATOR:**

“All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of the Tender and the resulting agreement or the breach thereof that cannot be settled by good faith and negotiations between the parties within 60 days of the commencement of negotiations shall be settled by referring the dispute to the Director, IIM Lucknow, who may either himself decide the dispute as Arbitrator or appoint some other person as Arbitrator to adjudicate the same, who shall be unconnected with IIM Lucknow. The proceedings will be governed by the provisions of the Arbitration & Conciliation Act 1996. By consent of the parties the jurisdiction of all other courts is excluded and the courts at Lucknow alone shall have jurisdiction. The language of the Arbitration shall be English. The venue of Arbitration proceedings shall be Lucknow”

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**ANNEXURE – A**

**TECHNICAL PART (To be filled up by the Tenderer)**

| Sl. No. | Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Complied (Yes / No.)... | Complied on page No. of the Tender document. |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------------------------------|
| 1.      | Name & Address of Contractor/Agency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                         |                                              |
| 2.      | Name of Contact person<br>e-mail id and mobile No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                         |                                              |
| 3       | GST No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                         |                                              |
| 4       | Income Tax PAN card No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                         |                                              |
| 5.      | EMD Details – Amount Rs.10,000/- (Rupees Ten Thousand only) Online Submission                                                                                                                                                                                                                                                                                                                                                                                                                                           |                         |                                              |
| 6.      | Do you have the following? -<br>Minimum Five years' experience in Photocopy Work, Spiral Binding, and Lamination Work. (Copies of <b>Certificates/work orders</b> must be uploaded).<br><br>Out of a Minimum of Five years of experience in Photocopy Work, Spiral Binding, and Lamination Work, the Contractor/organization should have at least two years of experience in Government/State Government of semi Government OR Public Sector Undertaking. (Copies of <b>Certificates/work orders</b> must be uploaded). |                         |                                              |
| 7.      | Have you ever been debarred by any Court of law OR penalized by any Government/ PSU/ Private organization?                                                                                                                                                                                                                                                                                                                                                                                                              |                         |                                              |
| 8.      | Do you meet all other eligibility criteria as required in the tender document?                                                                                                                                                                                                                                                                                                                                                                                                                                          |                         |                                              |

I hereby certify that the above-mentioned particulars/information are true and correct. Further, I certify that hereby accept all the Terms & Conditions along with ANNEXURES of the tender document.

Place:

Date:

Signature of the Tenderer





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**ANNEXURE – B**

**FINANCIAL PART (To be filled up by the Tenderer)**

| Sr. No. | Name of Service                                                                                                                            | Particulars                                     |       | Photocopy Rates (Rs.) (Including all Charges and excluding GST) |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-------|-----------------------------------------------------------------|
| 1.      | <b>Photocopying/Printing</b><br>The photocopier paper should be at least 75 GSM of any of the brands i.e. JK paper /TNPL/Modi Xerox brand. | A-4 Size Paper (Single Side)                    | Black |                                                                 |
|         |                                                                                                                                            |                                                 | Color |                                                                 |
|         |                                                                                                                                            | <b>A-4 Size Paper (Back to Back - (Duplex))</b> | Black |                                                                 |
|         |                                                                                                                                            |                                                 | Color |                                                                 |
|         |                                                                                                                                            | A-3 Size                                        | Black |                                                                 |
|         |                                                                                                                                            |                                                 | Color |                                                                 |

|    | Name of Service                                                                      | Particulars                               | Rates / Charges (Rs.) (Including all Charges and excluding GST) |
|----|--------------------------------------------------------------------------------------|-------------------------------------------|-----------------------------------------------------------------|
| 1. | <b>Spiral Binding/Comb Binding with OHP Sheets (front &amp; back) of 175 microns</b> | A book containing 1 to 50 pages           |                                                                 |
|    |                                                                                      | A book containing 51 to 100 pages         |                                                                 |
|    |                                                                                      | A book containing 101 to 200 pages        |                                                                 |
|    |                                                                                      | A book containing 201 to 300 pages        |                                                                 |
| 2. | <b>Strip Binding with OHP (front &amp; back) of 175 microns</b>                      | A book containing 1 to 25 pages           |                                                                 |
|    |                                                                                      | A book containing 25 to 50 pages          |                                                                 |
| 3. | <b>Lamination of single with 125 micron sheet</b>                                    | Visiting / Identity card size             |                                                                 |
|    |                                                                                      | 1/6 <sup>th</sup> size (small letterhead) |                                                                 |
|    |                                                                                      | A 4 size                                  |                                                                 |
|    |                                                                                      | Foolscap size (Legal)                     |                                                                 |
|    |                                                                                      | A 3 size                                  |                                                                 |

I hereby certify that the above-mentioned particulars/information are true and correct. Further, I certify that hereby accept all the Terms & Conditions along with ANNEXUREs of the tender document.

Place:

Date:

Signature of the Tenderer