

NOTICE INVITING TENDER FOR PROVIDING PHOTOCOPIER SERVICES FOR TIRUCHIRAPPALLI CAMPUS AND CHENNAI CAMPUS OF IIM TIRUCHIRAPPALLI

Tender No. 23SP004T dated: 11.04.2023

| Details | Date | Time | Venue |
|--|---|--------------------|--|
| Name of Work/ Service | “Tender for Providing Photocopier Services for Tiruchirappalli Campus and Chennai Campus of IIM Tiruchirappalli” | | |
| Date of issue of Tender Document | 11.04.2023 | 18.00 Hrs. onwards | - |
| Pre-bid Meeting | 21.04.2023 | 11.00 Hrs. | Deans Office Meeting Room, Administrative Block, IIM Tiruchirappalli. The Bidders are requested to visit site before coming for the Pre-Bid meeting. |
| Last date of Submission of Tenders | 03.05.2023 | 17.00 Hrs. | - |
| Opening of Technical Bid | 04.05.2023 | 10.00 Hrs. | - |
| Opening of Price Bid | To be informed later | | |
| Tender Document | The tender document can be downloaded from the IIM Tiruchirappalli website https://www.iimtrichy.ac.in/tender-published | | |
| EMD Amount (Refundable to unsuccessful bidders) | EMD Amount of Rs. 1,20,000/- for IIM Tiruchirappalli Campus and Rs. 40,000/- for IIMT Chennai Campus to be remitted in the below IIM Tiruchirappalli Bank Account through online mode. Bank Account Details Name of the Beneficiary: IIM Tiruchirappalli Bank Name: State Bank of India SB A/c. No: 32170808935 IFSC Code: SBIN0071187 | | |
| Copies of payment transaction receipt for EMD has to be attached with the application form, without which the bid won't be considered. The payment of EMD is exempted for MSME Bidders. Bidders claiming exemption should attach necessary document proof should be attached with tender document. | | | |
| SD Amount | Rs. 1,20,000/- for IIM Tiruchirappalli Campus and Rs. 40,000/- for IIMT Chennai Campus to be remitted by the successful Bidder to IIM Tiruchirappalli as SD. The SD amount will have to be remitted to IIM Tiruchirappalli within seven days along with the letter of acceptance from the receipt of the Work Order, failing which the Work Order will stand cancelled. | | |
| Address for submission of Tender | The Chief Administrative Officer (i/c) Indian Institute of Management Tiruchirappalli Trichy - Pudukkottai Main Road Chinna Sooriyur Village, Trichy - 620 024. | | |
| Mode of Submission of Tender | Speed Post/Registered Post/Courier or Hand delivery – during office hours (9.30 to 17.00 hrs) only (To be submitted at Dispatch Section of IIM Tiruchirappalli @ Administrative Wing – 2 nd Floor and obtain acknowledgement) | | |

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Notice Inviting Tender

Over View

Indian Institute of Management Tiruchirappalli (IIM Tiruchirappalli), an Institute of National Importance, established by the Ministry of Education (Shiksha Mantralaya), Govt. of India, is the Tenth IIM and was instituted on 4th January 2011. More details about IIM Tiruchirappalli are available on our website www.iimtrichy.ac.in.

IIM Tiruchirappalli invites Tender for **“Providing Photocopier Services for Tiruchirappalli Campus and Chennai Campus of IIM Tiruchirappalli”**.

Period of Contract

The contract period is initially for a period of 01 (One) Year. However, the contract shall be extended for a further period of up to 03 (three) more years on a yearly basis if the services provided by the Agency are found to be satisfactory, on the same terms and conditions and at the sole discretion of the Institute.

The Amount payable to IIM Tiruchirappalli

1. Rental Charges - The Vendor shall pay a sum of Rs. 5,000/- plus GST per month towards monthly which is inclusive of Rs. 100/- towards drinking water charges.
2. IIMT shall provide electricity to the Photocopier Room. Electricity charges will be levied as per the prevalent tariff of TNEB Ltd, applicable to IIMT as per actual consumption. A separate meter will be installed.

Approximate Utilization (Last Year)

| Particulars | Total Copies |
|---|--------------|
| A4 Single | 30,000 |
| A4 Back to Back | 37,00,000 |
| A3 100 GSM | 8,000 |
| A4 Colour Sheet | 12,000 |
| Lamination A4/B4 | 1,000 |
| Spiral Binding upto 201-250 Sheet | 200 |
| Spiral Binding 250 and above | 8,000 |
| Chart Binding upto 150 Sheets | 50 |
| Chart Binding upto 151-200 Sheets | 200 |
| Chart Binding 250 Sheets and above | 9,000 |
| Colour Printing A4 | 7,000 |
| Colour Printing Cover Page for Book 130 GSM | 13,000 |
| Colour Printing Cover Page for Book 170 GSM | 400 |
| OHP Sheet | 34,000 |
| Transparency | 700 |
| B4 | 2,000 |

Scope of Work

Hiring of photocopier machine with operator and paper. We require a photocopier machine at IIM Tiruchirappalli Campus, Trichy, and at Chennai Campus of IIM Tiruchirappalli which is located at Ekkattuthangal. Good quality photocopier machines of not older than 02 years should be provided. The machines offered should be in good running condition.

Note: Manpower is not required at the Chennai centre.

A. IIM Tiruchirappalli Campus:

The requirement of the photocopier machine and operator are as follows for IIM Tiruchirappalli Campus:

| Department | Number of Photocopier machines | Additional Required Items | Photocopier Machine Operators |
|------------------|--|---|--|
| Photocopier Room | Black and White – 04 Nos. Colour Machine – 01 No. | Computer – 01 No, Paper Cutter – 01 No. Lamination – 01 No. Spiral facility - 01 No. | Two (02) Numbers of Photocopier Operators are required at all times, and Three (03) operators during the peak period (May-June, August-September, November-December) |
| For office use | Black and White – 02 Nos. | Nil | Nil |

B. IIM Tiruchirappalli (Chennai Campus):

The requirement of the photocopier machine for Chennai Campus of IIM Tiruchirappalli is given below:

| Department | Number of Photocopier machines | Additional Required Items | Photocopier Machine Operators |
|--|--------------------------------|---------------------------|-------------------------------|
| Chennai Campus of IIM Tiruchirappalli | Black and White – 01 No. | Nil | Nil |

Eligibility Conditions for Bidders

The tendering Agency must fulfil the conditions mentioned in the succeeding paras in order to be eligible for technical evaluation of the Bid.

1. The Bidders could be based anywhere from Tamil Nadu, however, should have an outlet in Trichy.
2. The Bidder (s) should be registered with the Goods and Services Tax Council for the purpose of Goods & Service Tax (GST). A copy of the GST Registration Certificate has to be submitted with the tender document. A copy of the GST Registration Certificate, PAN and Bank account details should be submitted along with the Technical Bid. The names appearing on all these documents and the tender document should be the same or linked.
3. The bidder must outlet a minimum of five (05) photocopiers for rent or lease (Proof of documents needs to be attached).
4. The bidder should currently have atleast two (02) Photocopier outlets in Tamil Nadu (Proof of

documents needs to be attached).

5. The bidders should be able to provide supporting evidence such as copy(ies) of work order(s) and testimonials/completion certificates from clients and details of current works on hand, and other contractual commitments shall be provided by the Bidder as on 31st March 2023.
6. The bidders should have executed a similar job in the last five years as on 31st March 2023. ***Similar Work shall mean: Rental / Lease of Photocopier.***
7. The bidders should not have been blacklisted by any department of the Government of India or any State Government and Private organization in the past. There should not be any criminal case registered against the bidding firm or its owners/partners anywhere in India. The Bidder should give a self-declaration certificate for acceptance of all terms & conditions of tender documents. An undertaking to this effect in the Company letterhead duly signed by the owner/partner or both to be enclosed, as per [Annexure-IV](#).

Instructions to Bidders

1. Tender Documents are to be downloaded from the Institute's website <https://www.iimtrichy.ac.in/tender-published>. No Tender fee is payable.

2. A. Earnest Money Deposit

- a. A copy of the EMD payment transaction receipt has to be attached with the Tender application form, without which the bid will not be considered for the bidding process.
- b. The EMD of the successful Bidder will be adjusted against the interest-free security deposit.
- c. The EMD of the unsuccessful bidders will be released after the finalization of the Tender. No interest is payable on the Earnest Money Deposit (EMD).
- d. Receipt of Security Deposit from an individual account will not be accepted. The Security Deposit must be paid from the company's bank account only.
- e. The vendors who have MSME/NSIC/DIPP certificates are exempted from EMD. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect, without which the bid won't be considered for further process.
- f. The bidders who seeks exemption from EMD as per clause above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the bid document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.

C. Forfeiture of Earnest Money:

The earnest money will be forfeited in the following cases:

- a. Earnest Money is liable to be forfeited and bid is liable to be rejected, if the bidder(s) withdraws or amends impairs or derogates from the tender in any respect within the period of validity and/or after opening the tender.
- b. When information/certificate/document furnished is found to be false at any stage.
- c. When the bid documents have been manipulated or altered after they are downloaded from the website.
- d. When the successful tenderer does not deposit the interest free security deposit money after the work order is given.

- e. If the successful bidder(s) fails to commence the work within the prescribed time after the confirmed orders.

3. Relationship Certificate

- a. The Bidder should give a certificate that none of his/her near relative is working in the units as defined below where he is going to apply for the Tender. In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of limited company by all the Directors of the company. Due to any breach of these conditions by the company or firm or any other person the Tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed and IIM Tiruchirappalli will not pay any damage to the company or firm or the concerned person. The company or firm or the person will also be debarred for further participation in the concerned unit.
- b. The near relatives for this purpose are defined as Members of a Hindu undivided family/Spouse/The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).

4. Site Visit

The bidder is advised to visit the site, at his own cost, and examine it and its surroundings to make himself aware of all information that he considers necessary for proper assessment of the prospective assignment.

5. Amendment to Bid Document

IIM Tiruchirappalli also reserves the right to, at any time and in its absolute discretion - Accept or reject all bids/To obtain further clarification or supporting documents during the technical bid evaluation/To suspend, discontinue, modify and/or terminate the Tendering process at any time/To reject any unreasonable bid/To modify/change/delete/add any further terms and conditions/To extend the last date or cancel the tender without assigning any reason. Such amendments shall be notified on IIM Tiruchirappalli website only and these amendments will be binding on all prospective bidders.

6. Conditional Bids

Conditional bids or Bids based on the process / basic schemes other than mentioned and / or not conforming to the technical specifications/requirements of the Bidding documents will not be considered.

7. Validity of Bids and Rates

- a. The quote shall remain valid and open for acceptance for a period of 90 days from the date of opening of price bid.
- b. Please note that all rates quoted by the bidder shall remain fixed and valid until the completion of the contract and no escalation/price increase, whatsoever shall be considered during this period. Accordingly, contractor has to take due care on this account while quoting

the rates. No escalation of Material or labour component will be allowed during the contract period, including extended period if any.

8. Procedure for Submission of Bids

- All correspondence and documents relating to the Tender shall be written in English. The Bidder needs to fill, sign and seal the required bid documents as indicated in the tender document. The tender document should be filled in legible handwriting/printing/typing without ambiguity. All pages of the tender document being submitted must be duly signed as per the procedures and requirements stipulated herein.
- The Bidder(s) shall not make any changes, additions or amendments in the tender document as published in the IIM Tiruchirappalli website. If any correction is necessary in the information provided by the Bidder, the same should be made after scoring out the old entry. In any case, there should not be any overwriting. All the corrections should be attested with the full signature of the Bidder with date.
- The bidders are cautioned that furnishing of incomplete/ambiguous information, suppression of facts and any alteration of the prescribed tender format will entail outright rejection of the bid application.
- Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.

9. Bid Submission:

The Bidder should submit the Bid in two parts viz. Technical Bid and Price Bid. Technical Bid along with required documents should be attached in Cover-1. ***Price Bid as per Annexure-II only should be submitted in Cover- 2.***

Since this tender is based on two bid system, the bids (complete in all respect) must be submitted in ***Three Separate Sealed Envelopes*** as explained below:

a. **EMD payment receipt/MSME Registration Certificate (Envelope A):**

The EMD payment receipt or MSME Registration Certificate, as applicable, should be put in a separate envelope marked as ***“EMD payment receipt/MSME Registration Certificate”***, without which the tender will not be considered for evaluation process.

b. **Technical Bid – (Envelope B)**

The information provided in the technical bid will be used for understanding and assessing/evaluating the quality of solution being proposed by the Bidder. All the information should be organized in logically structured form and attached as a technical bid with an index. Bidders should comply with eligibility criteria and technical requirements.

The following documents are to be attached by the Bidder (s) along with Technical Bid as per the tender document:

- Duly filled Annexure – I.
- Application form, Undertaking, Near Relative Certificate as per [Annexure - IV](#).
- Copy of PAN and GST Registration.
- Copy of constitution or legal status of the service provider /Sole proprietorship/firm Agency etc., like an Attested copy of the deed of partnership, if the firm is a partnership concern. Certificate of Incorporation duly certified in case of Company.

- v. EMD Payment Receipt / MSME Certificate for Exemption of EMD.
 - vi. Copy of work orders, testimonials / completion / performance certificate from the present and past clients of equivalent order sized (received in the last five years) with verifiable contacts need to be attached with the Tender document.
 - vii. Signed Tender document and all annexes and Corrigendum/Addendum if any.
 - viii. All other documents mentioned in the tender document, except the Price Bid document. The Technical Bid Cover with the aforementioned required enclosures should be in sealed condition and SUPERSCRIBED as ***“Technical Bid for Providing Photocopier Services for Tiruchirappalli Campus and Chennai Campus of IIM Tiruchirappalli”***.
- c. **Price Bid - (Envelope C)**
Price must be quoted as per the format specified for all the items, failing which tender shall be rejected. Duly filled Price Bid as per [Annexure-II](#) alone should be put in a separate cover and the cover should be in sealed condition. This envelope should be SUPERSCRIBED as ***“Price Bid for Providing Photocopier Services for Tiruchirappalli Campus and Chennai Campus of IIM Tiruchirappalli”***.

Points to note:

- i. The quantities mentioned in Price Bid are tentative and shall be increased or decreased depending upon the requirements of the Institute.
- ii. Bids must be submitted with the rates for all the item(s) of the work involved and any incomplete bid will not be considered.
- iii. The Rates quoted by the tenderer should be inclusive of all charges, except GST, and must hold good till the completion of work and should not be subjected to any escalation. No claim on this account whatsoever shall be entertained at any stage including the extended period, if any.

If the three inner envelopes A, B & C and the one outer envelope (i.e., larger envelope) are not marked as instructed, IIM Tiruchirappalli will assume no responsibility for the misplacement of the envelopes. Any unsealed bid will be rejected.

10. Pre-Bid Meeting

A Pre-Bid Meeting with the intending bidders will be conducted in person at Deans' Office Meeting Room, Administrative Block, IIM Tiruchirappalli on 21.04.2023 at 11.00 Hrs., to clarify doubts that shall arise before submitting the bids. The bidders who are unable to visit IIM Tiruchirappalli in person can join the pre-bid meeting through virtual mode.

The bidders need to send the scanned copy of the letter of authorization from their firm (or firms they are representing) to purchase@iimtrichy.ac.in before 16.30 Hrs., on 19.04.2023 to attend the Pre-bid meeting. The format of authorization letter is enclosed vide [Annexure-V](#). The Bidders are requested to mail their doubts/queries along with the authorization letter.

11. Opening of Master Envelope & Technical Bid

The Master Envelope and Technical Bid will be opened by the Tender Opening Committee on **04.05.2023 at 10.00 Hrs.** in the presence of the available bidders or their authorized representatives through physical/video conferencing mode. A maximum of two representatives per bidder shall be permitted to attend the bid opening. Bidders / Representatives have to send the scanned copy

of letter of authorization as per [Annexure -V](#) to purchase@iimtrichy.ac.in before attending the meeting on the given date (to be informed later).

12. Opening of Price Bid

The price bids of all the technically eligible bidders will be opened in the presence of available eligible bidders or their authorized representatives through Physical/video conferencing mode. The date and time for opening of the Price Bid will be informed later. Bidders / Representatives have to send the scanned copy of letter of authorization as per [Annexure -V](#) to purchase@iimtrichy.ac.in before attending the price bid meeting on the given date (to be informed later).

The work order will be awarded to the overall lowest quoted Bidder (L1) in Part-A of the Price Bid. The Institute reserves the right to accept or reject all the offers, including the lowest, without assigning any reason.

13. Selection of Vendor:

- Part A & Part B of Price Bid will alone be considered for the selection of L1 Bidder.
- The rates for the extra items will not be considered for selection. The rates for extra items mentioned in the Price Bid will be negotiated with the selected Bidder and finalized.
- The bidders should quote rates excluding GST.
- The bidder should quote the rate for all the above items, else the bid will not be considered. The work order will be awarded to the overall lowest quoted Bidder (L1) in the Price Bid Part A & B.

14. General Terms & Conditions

- IIM Tiruchirappalli will provide the Photocopier Room. Only the space would be provided to the vendor. Required furniture and fittings are to be provided by the vendor.
- No definite volume of work to be performed can be guaranteed during the currency of the contract and no assurance can be given as to the quantum of requirement.
- The number of photocopier machines and operators is tentative and the count may be increased or decreased in both campuses.
- The vendor should provide High-Speed A3 Monochrome Laser Multifunctional (Heavy Duty) photocopier machines (80 PPM). The vendor should provide only laser photocopier machines, Inkjet machines will not be accepted.
- For Black & White photocopier machine, the print resolution should be 1,200 dpi x 1,200 dpi, scan resolution should be Min 300 x 300 dpi, and copy resolution should be of Min 300 x 300 dpi. For the color photocopier machine, the print, scan and copy resolution should be Min 600 x 600 dpi.
- The contract is valid for hiring of photocopier machine with operators and papers and at no point of time any or all of the Staff of Photocopierer shall raise a claim for employment in the Indian Institute of Management Tiruchirappalli and not use the name of our Institute any where.
- The successful bidder should be able to handle large volume of copies, at least 2,000 copies per day.
- Spare parts including Drum and other mechanical spares and consumables like toner, etc., shall be replaced by the party as and when required.

9. Periodical preventive maintenance should be carried out every month by the respective contractor free of cost at both the campuses.
10. The employee deployed at IIM Tiruchirappalli campus should have the capability to scan and send documents via email/pendrive.
11. The vendor should ensure 99% uptime of the photocopying machines by having a proper service support and replacement or standby machines.
12. One machine should always be available for piecemeal photocopying/scanning/printing.
13. Complaints should be attended immediately, but not later than 24 hours of complaint.
14. The bidder should be required to replace the machine if the same is facing frequent failures.
15. In some urgent circumstances, IIM Tiruchirappalli reserves the right to call the operators for photocopies in odd hours or on Holidays.
16. The photocopier machine operators provided by the contractor will have to abide by the timings of the office i.e. 09.00 AM to 05.30 PM currently which may change as per the guidelines of the office. The photocopier services will remain closed on Sunday only.
17. The Manpower should be provided as per the requirements of the Institute. The contractor has to engage Two (02) Numbers of Photocopier Operators required at all times, and Three (03) operators during peak period (May-June, August-September, November-December). The details of the operators/staff should be submitted to the institute on acceptance of the Work Order.
18. The successful vendor should get consent from the competent authority of IIM Tiruchirappalli before deploying the employees to IIM Tiruchirappalli by submitting their profiles to the institute.
19. In case IIM Tiruchirappalli, in its discretion, finds any deployed staff not desirable and not suitable to work in the premises for whatever reasons will be at the sole discretion of IIM Tiruchirappalli and upon so being notified by IIM Tiruchirappalli, the Service Provider shall be liable to withdraw such staff(s) forthwith and substitute a staff(s) acceptable to IIM Tiruchirappalli without further delay. In such cases, if the alternative staff is not deployed with immediate effect, penalty of Rs. 1,000/- per day would be imposed.
20. The photocopier office should be open from 09:00 AM to 6:00 PM on daily basis (Monday to Saturday). This arrangement would help the institute in procuring relentless photocopying services after office hours. Occasionally, the operators might be asked to come on Sunday also, on need basis.
21. If any of the operators are unable to perform his/her duties due to illness, absence, or other reasons, the supplier shall provide replacement staff members within one hour from the starting of the office hours. If the party failed to do so, a liquidity damage charges of Rs. 1,000/- per person per day will be deducted from the monthly bills for the expenditure borne by IIM Tiruchirappalli in the absence of the operator.
22. The deployed staff should complete all the allocated photocopying/scanning works before leaving the office every day. He/she should not return the documents/ keep the work pending for any reasons. Such delays will attract a penalty of Rs. 1,000/- per day.
23. The staff members provided by the vendor shall conduct themselves in a professional and courteous manner while on our premises. They shall adhere to our organization's policies and procedures, including those related to security and confidentiality.

24. Strict discipline must be observed by the staff of the service provider. The staff working in the Xerox Office should maintain proper office etiquette and discipline, and should not be rude to the students and staff.
25. Our organization shall conduct periodic performance reviews of the staff members provided by the supplier. The supplier shall cooperate fully with such reviews and take appropriate action to address any issues identified.
26. The machine operator would not be allowed to leave the Institute without the permission of the controlling officer (i.e General Administration).
27. The material for running and maintenance of machine including spares & consumables shall be arranged by the contractor. No payment will be made to the contractor by IIM Tiruchirappallia on arranging such items and services.
28. In case of breakdown of any machines, the Contractor shall, immediately provide another machine at no extra cost. The Institute shall have absolute right to charge Rs.1,000 per day if the work is not provided on time.
29. Standby arrangement will be made by the contractor round the clock to avoid any disruption in office work.
30. Transportation charges for installation/lifting of the Photostat machines will be borne by the contractor. Photocopier installation charges and other incidental charges should be borne by the tenderer for both IIM Tiruchirappalli campus and Chennai campus.
31. Proper record should be maintained by the operator for all photocopies in the indent form and the indent form should be signed by each and every official who has got the photocopier work done from the operator mentioning his name and designation and number of copies.
32. The contractor shall issue Identity Cards to its employees and shall be fully responsible for any theft, burglary, fire or any other mischievous deed done by its workers.
33. Insurance and accident risks of the workers including any serious injuries or even death will be the responsibility of the contractor and IIM Tiruchirappalli will not be responsible for such accidents.
34. Employment of child labour is strictly prohibited under the law. Therefore, the Contractor will not employ any child labour.
35. If required, the Institute may, for its convenience purpose, decide to shift all or any of the copier machines from one location to any other location of the Institute's premises and all the expenses in this regard should be borne by the tenderer.
36. The Institute will provide rental space and power to the Agency for carrying out the work. The electricity charges consumed will be charged (a separate sub meter will be fixed for electricity consumption) as per the consumption. All other infrastructural facilities for running of the business of the Agency like providing for consumables like furnitures and stationery etc. will be responsibility of the Agency.
37. Photocopying work other than official purposes of the Institute may be executed by the Agency on 'Cash & Carry' basis. Any credit facility provided to the individuals like students, residents and other people inside the campus are at the sole risk of the contractor.
38. The Agency shall not cause any damage or loss to the Institute's premises during the period of occupation by the Agency. The quantum of damage/ loss, if caused by the Agency shall be determined by the Institute and it is final.

39. Contractor would be responsible for the good conduct of the employees employed and if at any point of time any one person is found to be working against the interest of the Institute, the said person shall be withdrawn and a fresh person shall be provided to the Institute immediately.
40. The employees provided by the Agency for carrying out the photocopying work, shall maintain discipline and decorum of the Institute at all times and are not at any time to be considered as the employees of the Institute.
41. In case any photocopier machine is required to be taken away for repairs or for any other purpose by the contractor, a standby machine of same or higher configuration and in excellent working condition should be provided by the contractor till the machine taken away is brought back into operation.
42. The machine should remain functional all the time with production of acceptable quality of reprints.
43. The manpower provided by the contractor should fulfill the following conditions:
 - i. Should come neat and proper.
 - ii. Should be qualified enough and should be able to read and write, and have minimum three years of experience in this area.
 - iii. Should not smoke, drink; chew Pan/Pan masala/Tobacco inside the office premises.
 - iv. Should not get indulged in any activity inimical to security of the officials.
 - v. Should be in possession of Mobile phone with valid connection.
44. In the event of employees not being in presentable dress, not behaving properly, engaging in rash behaviour, the Institute shall have right to expel or refuse entry to such of the employees.
45. In case on a particular day, if more number of copies are required, the service provider should arrange to provide additional manpower and machines as per the rate mutually agreed upon.
46. The vendor should switch off the Computers, Photocopier Machines, Fans and Lights properly before leaving from the Institute. If any cause occur the vendor will be responsible for the loss/damage.
47. Photocopier machines to be supplied by the contractor should be of latest model of branded company and should be in excellent working conditions. The necessary documentary proof has to be submitted.
48. The vendor should accept digital payments made by students towards their photocopying requirements.
49. Signing of contract: The contract document shall be signed by the Contractor with his/her usual signature. Contracts by a company shall be signed with the name of the Company by a person authorized in this behalf and a power of attorney or other satisfactory proof showing that the persons signing the contract documents on behalf of the company is duly authorized to do so, shall accompany the contract.
50. Additional Work - Should any new areas of work transpire, which the Institute considers are not envisaged, as being part of this tender, the prices for the new scope of work shall be mutually decided and agreed upon between the Institute and the contractor based on actual rate analysis on established norms. In the event of non-agreement of the rates, the Institute

reserves the right to get the same carried out through any other agency so appointed for.

51. Force Majeure Clause: In the event of force majeure, either party to the agreement will be absolved of its responsibilities under this agreement subject to the condition that prevalence of such force majeure condition shall be brought to the notice of the other party within 24 hours of occurrence. Where the force majeure eventuality continues to prevail for a period of more than one week from the date of occurrence, the parties will consult each other and come to a decision about the continuation of the agreement.
52. Arbitration: In the event of the disputes, differences, claims and question arising between the parties hereto arising of this contract shall be held in accordance with the provision of Arbitration and Conciliation Act 1996, or re-enactment thereof for the time being in force and arbitration proceedings shall be held at Tiruchirappalli.
53. Termination of Contract: This contract can be terminated with a notice period of three months by either side.
54. Jurisdiction: All disputes arising out of this contract shall be heard in courts having jurisdiction over Trichy.
55. The Institute reserves the right to review and modify the terms and conditions based on necessity of the Institute.
56. In case, the Service Provider(s) fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIM Tiruchirappalli is put to any loss / obligation, monetary or otherwise, IIM Tiruchirappalli shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary terms. This shall be in addition to the right of IIM Tiruchirappalli to initiate penal measures against the Service Provider including the termination of the Contract.
57. The Bidder should have requisite licenses from appropriate governmental regulatory bodies for operating the services in India, if applicable. (License documents obtained from Government authorities should be attached).
58. In respect of services rendered to IIM Tiruchirappalli, the Service Provider shall be liable for depositing all taxes, levies, cess, etc. to the concerned tax collection authorities from time to time as per existing rules and regulations on the matter.
59. While making payment to the Service Provider, TDS and other statutory deductions will be effected by the Institute.
60. The Income Tax (TDS) shall be deducted at prevailing rate from the bills, as amended from time to time in accordance with the provisions of Income Tax Department, and the relevant certificate to this effect shall be issued by IIM Tiruchirappalli to the Agency.
61. Works Site Cleanliness: During the work, the contractor shall always keep the working area and store free from waste or rubbish. On completion of work, he shall remove all debris, additional materials and leave the premises clean to the full satisfaction of the Institute.
62. The contractor/vendor is to ensure adequate safeguards for personnel when employed on work where human risk of health/injury is involved.
63. The persons to be deputed by the service provider, being their own employees or otherwise, shall be their sole employees and IIM Tiruchirappalli shall not have any relation whatsoever with the employees of the service provider. He / She will be fully responsible for their acts,

conduct and any other liability. No right whatsoever, much less a legal right shall vest in the Service Provider's employee to claim/have employment or otherwise seek absorption in the Institute nor the Service Provider's employee shall have any right whatsoever to claim the benefits and for emoluments that may be permissible or paid to the employees of the Institute. The employee of Service Provider will remain the employee of the Service Provider and this shall be solely the responsibility of the Service Provider to make it clear to their employees before deputing them on work at the Institute.

64. Canvassing in connection with the tenders is strictly prohibited and tenders submitted by the tenderers who resort to canvassing will be liable to rejection. Any bribe, commission or advantage offered or promised by or on behalf of the tenderer to any officer or staff of IIM Tiruchirappalli shall block his/ her Tender from being considered. Canvassing on the part or on behalf of the tenderer will also make his Tender liable to rejection.
65. A person signing the tender application or any documents forming part of the Contract on behalf of another shall be deemed to warranty that he/she has authority to bind such other and if, on enquiry, it appears that the person so signing had no authority to do so, the IIM Tiruchirappalli may without prejudice to other Civil and criminal remedies cancel Contract and held the signatory liable for all cost and damages.
66. The firm/agency should not assign or sublet the work/job or any part of it to any other person or party, without the prior consent of the Institute in writing. The Tender is not transferable. Only one Tender shall be submitted by one tenderer.

15. Payment Terms:

- a) No advance payment will be made in any case.
- b) Payment will be made only on the total number of copies printed on a monthly basis.
- c) The Vendor shall submit the bill in the form of Tax Invoice containing the details of GST Registration number of the Vendor and IIM Tiruchirappalli (33AAAI5004R1ZO) every month on or before 7th of subsequent month. After deducting the amount towards rent, electricity, and TDS etc., and penalty if any, payment will be made within 25 days from the date of receipt of the bill.
- d) 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 vendor's bills.

16. Penalty Clause

- a) Deficiency/delay in supply/work, will be construed as lapses on the part of the service provider. Such lapses due to the service provider will be viewed seriously and penalties will be imposed on the service provider in case of any delay in providing the required services as covered by this Tender within the stipulated date and timings. IIM Tiruchirappalli reserves the right to impose the penalty and the quantum of the penalty will be decided in individual cases and decision of the competent authority at IIM Tiruchirappalli, shall be final and binding
- b) In case of failure to carry out the services to the satisfaction of IIM Tiruchirappalli as per the terms and conditions, the Institute will be free to get services done by any other agency at the cost and risk of the service provider.

17. Warranty of Quality

- a) In case, the firm fails to complete the work within the specified period, the same services will be obtained from the open market and the difference of cost, if any, will be recovered from Performance Security or from the pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.
- b) If it is observed at any stage that the quality of the work is not satisfactory, the Contract/ Work Order as a whole may be terminated and the security deposit forfeited. Applicable penalties would be levied from all the monies payable to the Service Provider on such termination and the balance amount, if any, would be paid. The decision of the competent authority in the matter of penalties, would be final and binding.

18. Performance Security Details

- a) The successful Bidder will be required to remit an interest free Performance Security Deposit of Rs. 1,20,000/- for IIM Tiruchirappalli Campus and Rs. 40,000/- for IIMT Chennai Campus through online transfer to IIM Tiruchirappalli Bank Account, within seven working days from receipt of the work order. The security deposit will be refunded to the vendor after the completion of the contract period.
- b) Receipt of Security Deposit from an individual account will not be accepted. The Security Deposit must be paid from the company's bank account only.
- c) Any request for refund of security deposit to an individual account will not be entertained.
- d) Performance Security will be forfeited if the Service Provider fails to perform/abide by any of the terms or conditions of the Contract.

ANNEXURE – I: (TECHNICAL BID)

PROFILE OF THE BIDDER

| Sr. No. | Required information | | Description |
|---------|--|---|-------------|
| 1 | Name of the agency / firm /company | | |
| 2 | Address of the agency / firm /company | | |
| 3 | Legal status (Individual, proprietary, partnership firm, limited company, etc.) | | |
| 4 | Authorized Signatory Details | Name | |
| | | Designation | |
| | | Email | |
| | | Phone | |
| | Details of Contact other than Authorized Signatory | Name | |
| | | Designation | |
| | | Email | |
| | | Phone | |
| 5 | Month and Year of commencement business. | | |
| 6 | Statutory details (Photocopies to be attached): | Registration number of the firm. (as per Shops and establishment act.). | |
| | | PAN No. of the Agency | |
| | | GST No. of the Agency | |
| 7 | Has your firm/company ever changed its name any time? If yes, provide the previous name and the reasons there for? | | |

| | | |
|----|---|--|
| 8 | Have you or your constituent ever left the Contract awarded to you incomplete? If so, give name of the Contract and reasons for not completing the Contract. | |
| 9 | Brief details of litigations, if any, connected with related work, current or during the last five years, the opposite party and the disputed amount. | |
| 10 | Give details of Termination of previous Contract, if any | |
| 11 | Details of bank mandate; Name of the Bank Name of the Branch Account No. Type of Account IFSC Code No. (copy of the cancelled cheque should be enclosed) | |
| | | |
| | | |
| | | |
| | | |
| 12 | Total experience (years/ months) Related work in Central Educational Institution/Organization: | |

List of present and past clients in the following format. The information provided will facilitate the evaluation of the Technical Bid (***Please use a separate sheet if required without changing the format***). Please attach client certificate and work orders etc., clearly giving a period of contact.

| S. No. | Name of the organization with complete postal address | Nature or type of work undertaken | Period for which the Contract is/was awarded | Work order Value INR | Name and designation of the contact person with Tel. / Mobile No (s), Email ID |
|--------|---|-----------------------------------|--|----------------------|--|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |

ANNEXURE-II: PRICE BID – BOQ

PART - A

| Sl.No. | Particulars | Requirement | Rate per unit (Excluding GST) |
|--------|--|---|----------------------------------|
| 1 | A4 (Single side) – Black and white printing | 80 GSM | |
| 2 | A4 (Back to Back) – Black and white printing | 80 GSM | |
| 3 | A3 (Single side) – Black and white printing | 80 GSM | |
| 4 | A3 (Back to Back) – Black and white printing | 80 GSM | |
| 5 | A4 (Single side) - Colour printing | 80 GSM | |
| 6 | A4 (Back to Back) - Colour printing | 80 GSM | |
| 7 | Lamination A4/B4 | 100 Microns | |
| 8 | Spiral Binding (below 250 sheets) | 1st Quality sheet & 1st quality rings wire and metal | |
| 9 | Spiral Binding (251 sheets and above) | | |
| 10 | Chart Binding (below 250 sheets) | 120 GSM colour chart / white chart for the outer cover page | |
| 11 | Chart Binding (251 sheets and above) | | |
| 12 | Colour Printing (Cover page for books) | 130 GSM | |
| 13 | Colour Printing (Cover page for books) | 170 GSM | |
| 14 | Colour Printing (Cover page for books) | 300 GSM | |
| 15 | OHP sheets | 1st Quality sheet - 100 microns | |
| 16 | B4 - Colour printing | 80 GSM | |
| 17 | Ordinary book binding | | |

Part B (Hiring of Photocopier Machine without Manpower)

| Sl.No. | Particulars | Rate per unit/Copies (Excluding GST) |
|--------|---|---|
| 1 | Monthly rental for heavy duty network printer cum photocopier cum scanner (with same specification as mentioned in Annexure – III) without paper Per Machine including the spares & consumables replacement and monthly maintenance along with minimum 11,000 free copies. | Rs. 5,000/- |
| | No of free copies offered by the vendor (above 11,000 copies) | |
| | Additional Cost for extra Copies of more than 11,000 | |

EXTRAS

| Sl.No. | Particulars | Requirement | Rate per unit / copies (Excluding GST) |
|--------|--|-----------------------------------|---|
| 1 | Full Scape (Single side) – Black and white printing | 80 GSM | |
| 2 | Full Scape (Back to back) – Black and white printing | 80 GSM | |
| 3 | B4 (Single side) – Black and white printing | 80 GSM | |
| 4 | B4 (Back to Back) – Black and white printing | 80 GSM | |
| 5 | Full Scape (Single) - Colour printing | 80 GSM | |
| 6 | Full Scape (Back to back) - Colour printing | 80 GSM | |
| 7 | B4 - Colour printing | 80 GSM | |
| 8 | Ex. Bond A4 - Black and white printing | 100 GSM | |
| 9 | Ex. Bond A4 - Colour printing | 100 GSM | |
| 10 | Lamination ID | 100 Microns | |
| 11 | Lamination A3 | 120 Microns | |
| 12 | Cost for Thermal Binding | 300 GSM | |
| 13 | Photo sheet (Classroom seating chart) (Similarly for colour prints) | 1st Quality sheet - 100 microns | |
| 14 | Metallic Board | 300 GSM | |
| 15 | Art Board | 100 GSM | |
| 16 | Art Board | 200 GSM | |
| 17 | Art Board | 300 GSM | |
| 18 | Designing and printing of Visiting card (Single side) | 300 GSM (Linen Board Cream Color) | |
| 19 | Designing and printing of Visiting card (Double side) | 300 GSM (Linen Board Cream Color) | |
| 20 | Scanning | Per paper | |

Note:

- Part A & Part B of Price Bid will alone be considered for the selection of L1 Bidder.
- The rates for the extra items will not be considered for selection. The rates for extra items mentioned in the Price Bid will be negotiated with the selected Bidder and finalized.
- The bidders should quote rates excluding GST.
- The bidder should quote the rate for all the above items, else the bid will not be considered. The work order will be awarded to the overall lowest quoted Bidder (L1) in the Price Bid Part A & B.

ANNEXURE-III: SPECIFICATIONS

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

ANNEXURE – IV: SUBMISSION OF TENDER DOCUMENT

Date:

The Chief Administrative Officer (i/c),
Indian Institute of Management Tiruchirappalli,
Trichy-Pudukkottai Main Road,
Chinna Sooriyur Village,
Tiruchirappalli 620 024.

Subject: Tender for Providing Photocopier Services for Tiruchirappalli Campus and Chennai Campus of IIM Tiruchirappalli

Reference: Tender Notice published in IIM Tiruchirappalli website. - **Tender No: 23SP004T**
dated: 11.04.2023

Dear Sir,

With reference to the tender notice published in above mentioned website, I / We hereby submit my/ our Tender in a required format. I / We have carefully gone through the terms and conditions and prescribed given and I / We accept the same without any alterations / modifications.

It is certified that I, _____ (name of the person)
S/o Shri _____ r/o _____

- a) am authorized to sign this document on behalf of M/s. _____ (the name of the firm / company which is bidding in this tender) and that our firm / company have never been blacklisted by any of the Government Organization / Agencies in the past and there is no criminal case registered against our firm / company or its owner / partners anywhere in India.
- b) hereby certify that none of my relative (s) as defined in the tender document is / are employed in IIM Tiruchirappalli as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, IIM Tiruchirappalli shall have the absolute right to take any action as deemed fit / without any prior intimation to me.
- c) further declare that:
- All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our Agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/ terminated.
 - I understand that the decision taken by the IIM Tiruchirappalli is final and binding in all



INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024 (TN)

Phone: 0431-2505121/5122 | email: purchase@iimtrichy.ac.in

matters.

- iii. I hereby agree to work as per the terms and conditions stipulated by IIM Tiruchirappalli.
- iv. I understand that the IIM Tiruchirappalli reserves the right to accept or reject and to cancel the Tender and reject all bids at any time prior to the award of the contract, without detailing any specified reasons whatsoever

Place: _____

Signature _____

Name _____

Date: _____

Designation: _____

Seal of agency / Firm / Company

ANNEXURE – V: LETTER OF AUTHORISATION

LETTER OF AUTHORISATION FOR ATTENDING PRE-BID MEETING

To

The CAO (i/c)

IIM Tiruchirappalli

Pudukkottai Main Road,

Chinna Sooriyur Village,

Tiruchirappalli - 620 024

Subject: Authorization for attending Site Visit/ Pre Bid Meeting/ Technical Bid/ Price Bid opening on _____ (*Date*) in the ***Tender for Providing Photocopier Services for Tiruchirappalli Campus and Chennai Campus of IIM Tiruchirappalli.***

Following persons are hereby authorized to attend the Site Visit/ Pre Bid / Technical Bid / Price Bid meeting for the Tender mentioned above on behalf of.
.....(Bidder) in order of preference given below.

| Order of preference | Name | Designation | Contact No | Specimen Signatures |
|---------------------|------|-------------|------------|---------------------|
| I | | | | |
| II | | | | |

Alternate Representative

Signatures of Bidder

or

Officer authorized to sign the bid Documents on behalf of the Bidder.

Note:

1. Maximum of **two representatives** will be permitted to attend Pre Bid Meeting / bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.

CHECKLIST FOR DOCUMENTS TO BE ATTACHED WITH THE TENDER

| Sl. No | Covers | Details | Remarks | Tick (√) |
|--------|-----------|---|---------|----------|
| 1 | (Cover 1) | All the documents and Annexures, <i>except Price Bid document.</i> | | |
| 2 | (Cover 2) | Only Price Bid documents as per the BoQ format | | |
| 3 | | Whether GST Registration Certificate is enclosed. | | |
| 4 | | Whether PAN is enclosed. | | |
| 5 | | Whether documents in support of meeting the basic eligibility conditions of this Tender document (i.e., proof for experience in similar nature of work, performance certification with verifiable contacts and financial solvency have been enclosed with Technical Bid). | | |
| 6 | | Whether duly filled in Technical Bid documents (i.e., Annexure-I to the tender document) along with all the related enclosures have been enclosed with the Tender: | | |
| | | i. Documents in support of the Legal Status of the Bidder. Copy of Registered Partnership Deed or Articles / Memorandum of Association in the case of partnership firm or Private Limited Company. | | |
| | | ii. Authorization / Power of attorney for signing the tender document | | |
| | | iii. Details of completed contracts in the prescribed format during the last five years along with proof with verifiable contacts. | | |
| | | iv. Details of ongoing contracts in the prescribed format along with proof with verifiable contacts. | | |
| | | v. All other information/ details/ supporting documents/proof desired in the Tender document | | |
| 7 | | Whether Technical Bid documents as per Annexure-I of the tender document is submitted. | | |
| 8 | | Whether Undertaking, Declaration and Near Relative Certificate attached as per Annexure-IV . | | |
| 9 | | Whether Letter of Authorization to attend pre-bid and tender opening meetings as per Annexure-V is submitted. | | |
| 10 | | Whether Technical Bid documents and all the required enclosures to the Technical Bid are serially numbered and overwriting/ erasures, if any, in the technical Bid duly been signed and endorsed with the seal? | | |
| 11 | | Whether an Index or Table of Content of all enclosures to the Technical Bid has been prepared and attached with the Technical Bid to facilitate quick reference? | | |
| 12 | | Whether Tender documents and its Corrigendum have been signed with seal in all the pages by the Bidder. | | |