

**NOTICE INVITING TENDER FOR PRINTING AND SUPPLY OF
ANSWER SHEETS TO IIM TIRUCHIRAPPALLI**

Tender No. IIMT/2022-23/Academic/Answersheets/10 dated: 26.05.2022

(E-Procurement Mode)

Details	Date	Time	Venue
Name of Work/ Service	“Tender for Printing and Supply of Answer sheets to IIM Tiruchirappalli”		
Date of issue of Tender Document	26.05.2022	18.00 Hrs. onwards	-
Pre bid Clarification	04.06.2022	15.00 Hrs.	If the Bidder has any query/clarifications, please e-mail to purchase@iimtrichy.ac.in till 3.00 pm, 04.06.2022.
Last date for Submission of Tenders	17.06.2022	10.00 Hrs.	-
Opening of e-Tenders	17.06.2022	10.05 Hrs.	
EMD	EMD Amount Rs. 9,000/- to be remitted in MoE’s E-Wizard Portal through online mode.		
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 the necessary documentary proof along with the tender document.			
Tender Document	The tender document can be downloaded from the IIM TIRUCHIRAPPALLI website https://www.iimtrichy.ac.in/tender-published and MoE e-Wizard Portal (https://mhrd.euniwizarde.com)		
Mode of Submission of Tender	In MoE’s e-Wizard Portal(https://mhrd.euniwizarde.com/)		

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Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information, bidders may visit the Portal (<https://mhrd.euniwizarde.com/>)

1. Registration Process on Online Portal

- a. Bidders to enroll on the e-Procurement module of the portal <https://mhrd.euniwizarde.com/> by clicking on the link “Bidder Enrolment”.
- b. The bidders need to choose a unique username and assign a password for their accounts.
- c. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. This would be used for any communication from the e-Wizard Portal.
- d. Bidders to register upon enrolment, with their valid Digital Signature Certificate (Class III Certificates with signing and Encryption key) issued by any Certifying Authority recognized by CCA India with their profile.
- e. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible for ensuring that they do not lend their DSCs to others which may lead to misuse.
- f. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token

2. Tender Documents Search

- a. Various built-in options are available in the e-Wizard Portal like Department name, Tender category, estimated value, Date, other keywords, etc. to search for a tender published on the Online Portal.
- b. Once the bidders have selected the tenders they are interested in; they may download the required documents/tender schedules. These tenders can be moved to the respective ‘Interested tenders’ folder.
- c. The bidder should make a note of the unique Tender No assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

3. Amendment of Bid Document

- a. At any time prior to the deadline for submission of proposals, IIM Tiruchirappalli (IIMT) reserves the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding

on all bidders and will form part of the bid documents.

- b. The Institute may at its own discretion extend the last date for the receipt of bids.
- c. IIM Tiruchirappalli reserves the right to cancel the tender without assigning any reason at any stages of evaluation before finalization.
- d. IIM Tiruchirappalli also reserves the right to, at any time and in its absolute discretion the following:
 - Accept or reject all bids.
 - To obtain further clarification or supporting documents during the evaluation.
 - To suspend, discontinue, modify and/or terminate the Tendering process at any time.

4. Assistance to Bidders

- a. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b. Any queries relating to the process of online bid submission or queries relating to e- Wizard Portal, in general, may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 8448288994/87/89/88/81/90/92/82 011-49606060, 07903269552, 9355030608, 9055030613, 7903810198, 9355030606, 9315620706, 9355030623, 9355030628, 8800526452, 9205898228, 9122643040, 9355030604, eprochelpdesk.01@gmail.com, eprochelpdesk.03@gmail.com, eprochelpdesk.06@gmail.com

5. The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).

6. The bid should be submitted through the e-Wizard portal (<https://mhrd.euniwizarde.com>) only.

NOTICE INVITING TENDER

1. OVERVIEW

Indian Institute of Management Tiruchirappalli (IIMT) is an Institute of National Importance, established by the Ministry of Education (Shiksha Mantralaya), Government of India, is the eleventh IIM and was instituted on 04th January 2011. More details about IIM TIRUCHIRAPPALLI are available in our website www.iimtrichy.ac.in.

IIM TIRUCHIRAPPALLI invites e-Tender for *Printing and Supply of Answer sheets to IIM Tiruchirappalli*.

2. BASIC ELIGIBILITY CONDITIONS FOR THE BIDDERS

- The bidder(s) should be registered with the Goods and Services Tax council for the purpose of Goods & Service Tax (GST). A copy of GST Registration Certificate, PAN and Bank account details should be submitted along with the tender document. The names appearing on all these documents and tender document should be the same or linked.
- The Bidder should give a self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per [Annexure-IV](#).
- The bidders should not be 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. An undertaking to this effect in the Company letterhead duly signed by the owner / partner or both to be enclosed, as per [Annexure-V](#).

3. BID PREPARATION

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 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 the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to the rejection of the bid.
- Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLSX/PNG, etc. formats.

4. PROCEDURE FOR SUBMISSION OF TENDER

- a. Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time, i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b. The tender document should be downloaded from the IIM Tiruchirappalli website <https://www.iimtrichy.ac.in/tender-published> and e-Wizard Portal <https://mhrd.euniwizarde.com/>
- c. The bidder(s) shall not make any changes or amendments to the tender document as published on the IIM Tiruchirappalli website and MoE's e-Wizard Portal.
- d. All the pages of the tender document being submitted must be duly (Digitally) signed as per the procedures and requirements stipulated herein.
- e. The tender document should be filled in legible handwriting/printing/typing without any ambiguity.
- f. If any correction is necessary on 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 the date.
- g. Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.
- h. 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.

5. EARNEST MONEY DEPOSIT

- a. The bidder(s) should remit an Earnest Money Deposit (EMD) of Rs. 9,000/- (Rupees Nine thousand only) at MoE's e-Wizard Portal. A copy of the payment transaction receipt has to be attached with the e-Tender application form, without which the tender won't be considered for the bidding process.
- b. The EMD of the successful bidder will be returned after the making of the Final payment.
- 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. Micro and Small Enterprises (MSEs) firms as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organization 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 EMD. However, they have to enclose valid self-attested registration certificate(s) along with the tender to this effect.

- e. The bidders who seek exemption from EMD as per the 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 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.

6. SUBMISSION OF BIDS

The Online bids (complete in all respect) must be uploaded online in single covers as explained below:

- i. The following documents are to be furnished as a single PDF file by the bidder(s) as per the tender document except for [Annexure-II](#) of Price bid-BoQ
- ii. Bid declaration form as per [Annexure - IV](#).
- iii. Undertaking certificate as per [Annexure – V](#).
- iv. Copy of PAN and GST Registration.
- v. EMD Payment receipt/MSME Certificate for Exemption.
- vi. Duly (Digitally) Signed Tender document and its all annexures.
- vii. [Annexure-II of Price bid](#) –BoQ in MS Excel “.xls” format should be uploaded on the same cover.

7. PRE-BID CLARIFICATION

If the Bidder has any queries/clarifications, please e-mail to purchase@iimtrichy.ac.in by 3.00 pm, 04.06.2022.

The answers/clarifications to the bidders will be communicated after the pre-bid clarification deadline (i.e 3.00 pm, 04.06.2022).

8. OPENING OF BIDS

The bids will be opened by the Tender Opening Committee on 17.06.2022 at 10.05 Hrs through the e-wizard online portal.

The Institute reserves the right to accept or reject any or all the offers, including the lowest, without assigning any reason.

GENERAL TERMS & CONDITIONS

a) *The successful bidder (L1), upon receipt of the Purchase Order, should submit a sample for two types of Answer sheets as per the specification mentioned in the Tender document for approval before going for the entire production.*

b) PAYMENT TERMS

- i. No advance payment will be made in any case.
- ii. Payment will be released after supply of all the items/successful commissioning of all the items within 25 days subject to submission of Invoice/Bill with all relevant documents like warranty certificate, etc.
- iii. 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 Supplier/Vendor/Service Provider's bills.

c) QUALITY OF THE ANSWER SHEETS

- i. The item supplied should carry the specification as per the requirement mentioned in Technical Specification Section ([Annexure-III](#)).
- ii. If any defects in the quality of paper and/or in printing are found in the supplied answers sheets, the same should be returned to the vendor, and no amount will be paid to the vendor. Hence, the vendor should ensure that the quality of the paper and printing should be as per the specifications of the tender document.

d) PENALTY CLAUSE

Deficiency/delay in Supply/Quality will be construed as lapses on the part of the vendor. Such lapses due to vendor will be viewed seriously, and penalties will be imposed on the vendor in case of any delay in providing the required materials 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

In case the Vendor fails to supply any items within a specified delivery period, the same items will be obtained from the open market and the difference in cost, if any, will be recovered from the EMD or from the pending bill(s) of the defaulting firm or the Vendor if the recoverable amount exceeds the EMD and if there are no pending bills due to be paid to the respective Vendor.

e) DELIVERY SCHEDULE

- i. The successful bidder should complete the Supply of Answer sheets within **20 days** from receipt of the Purchase Order.
- ii. In case the firm fails to supply the required items within the specified period, the Purchase

Order as a whole may be terminated. Applicable penalties would be levied to the supplier/vendor. The decision of the competent authority in the matter of penalties would be final and binding.

f) Additional Quantity Clause:

IIM Tiruchirappalli shall exercise an option to procure an additional Quantity of the Answer sheets in addition to the quantity initially mentioned in the tender in accordance with the same rate, terms & conditions of the tender. It will be entirely at the discretion of the Buyer (IIMT) to exercise this option or not.

g) Repeat Order Clause:

IIM Tiruchirappalli shall place the repeat order for the same quantity of the Answer sheets or less as per the rate quoted by the successful Bidder(L1) within six months from the date of supply/successful completion of the work with the same terms & conditions of the tender. In extra-ordinary circumstances, a repeat order shall be placed within 1(one) year. It would be entirely at the discretion of the buyer (IIMT) to place the repeat order or not.

h) 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.

i) BIDS CRITERIA

- i. The bidder should quote the rate for all the items (i.e. for both the Answer sheets) mentioned in the Price Bid (BoQ), otherwise, the price bid will not be considered for evaluation.
- ii. The rates quoted by the tenderer should be inclusive of all charges (Delivery to IIM Tiruchirappalli), Supply, Packing, Loading and unloading, etc., but **except GST** and must hold good till the completion of the supply/work and shall not be subjected to any escalation. No claim on this account whatsoever shall be entertained at any stage, including the extended period, if any.
- iii. Price Bid i.e. BoQ given with the tender to be submitted after filling all relevant information and it should be as per the specifications **mentioned in the price Bid (Annexure-II)** and as per the format available with the tender, failing which the offer will be rejected (renaming or changing the format of BoQ) will not be acceptable. The Bidder should quote the price inclusive of all charges but **exclusive of GST**.
- iv. The quantities mentioned in Price Bid are tentative and shall be increased or decreased depending upon the requirements of the Institute.

- v. **Price Bid** (BoQ) given in tender to be submitted after filling in all relevant information. The priced BoQ should be submitted strictly as per the Price Bid (BoQ) **Annexure-II**, failing which the offer will be rejected.
- vi. Arithmetical errors, if any, shall be rectified on the following basis. If there is a discrepancy between the unit price and total price, then the unit price shall prevail, and the total price shall be corrected by the Institute. If the Bidder does not accept the correction of the errors, the bid shall be rejected. All Rates, Prices, Amounts and Sums quoted by the bidder shall be in Indian currency only. The language used throughout shall be English.

j) VALIDITY OF BIDS AND RATES

- i. All the quoted rates would be valid until the completion of the contract. No escalation of price whatsoever would be allowed during the currency of the contract, including an extended period if any.
 - ii. The quote shall remain valid and open for acceptance for a period of 90 days from the date of opening of the bid.
- k) 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 Tiruchirppalli 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.**
- l) Authority of the person signing the document:** 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 Tiruchirppalli may without prejudice to other civil and criminal remedies cancel the contract and held the signatory liable for all cost and damages.
- m) In respect of the supply to IIM Tiruchirppalli, the vendor 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.**
- n) Arbitration:** In case of any unreconciled disputes between the parties IIM Tiruchirppalli and the agency/firm to whom the contract had been awarded, arising out of any of the terms of the Tender document, the dispute shall be referred to a single Arbitrator mutually agreed, as per Arbitration and Reconciliation Act 1996, in Tiruchirappalli jurisdiction. The decision of the Arbitrator shall be final and binding on both parties. The language of the arbitration shall be English. The Place and seat of arbitration shall be in Tiruchirppalli.
- a) Jurisdiction:** All disputes arising out of this contract shall be subjected to the jurisdiction of Madurai Bench of Madras High Court.

ANNEXURE – I: PROFILE OF THE BIDDER

Sl. No.	Required Information	Description
1	Name of the agency / firm / company	
2	Address of the agency / firm / company	
3	Mobile / Telephone Number	
4	E- Mail Id	
5	Legal status (Individual, proprietary, partnership firm, limited company, etc.)	
6	Statutory details (Photocopies to be attached):	
	a. Registration number of the firm. (as per Shops and establishment act.).	
	b. PAN No. of the Agency	
	c. 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	BANK ACCOUNT DETAILS:	
	Name of the Bank	
	Name of the Branch	
	Account Number	
	Type of Account	
	IFSC Code No. (copy of the cancelled cheque should be enclosed)	

ANNEXURE-II: (PRICE BID - BOQ)

Price Bid in MS Excel (.xls format) file should be uploaded separately as per the instructions provided in the online submission of bid

Note: Bidder Should not make any changes in Specification mentioned in Price Bid and should quote the rate for only Brands and Specification Mentioned in Technical Specification Section/Price Bid, else bid will be rejected.

ANNEXURE – III (TECHNICAL SPECIFICATIONS)

Description	Approximate Quantity
<p>Printing and Supply of Main Answer sheet (Containing of 4 Sheets-8 Pages) using 80 GSM printing paper along Serial Numbers. Papers needs to be pasted neatly and punched at the Left top corner for tying the thread. Front page first page in multicolour and all other inner pages are in Single Colour.</p> <p>Paper Size: 27” x 17” Type: Ballapur Double Cap Deluxe Maplitho</p>	15,000 Nos
<p>Printing and Supply of Additional sheet (Containing of 2 Sheets-4 Pages) having 80 GSM printing paper and punched at the Left top corner for tying the thread. Front page in multicolour, inner Single Colour.</p> <p>Paper Size: 27” x 17” Type: Ballapur Double Cap Deluxe Maplitho</p>	25,000 Nos

Note: The Bidder Should quote the rate as per the specifications mentioned in The Price Bid, or else the bid will be rejected.

ANNEXURE-IV: BID DECLARATION FORM

To

The CAO (i/c)

IIM Tiruchirappalli

Pudukkottai Main Road,

Chinna Sooriyur Village,

Tiruchirappalli - 620 024,

I, _____(name of the person) hereby declare that I am authorized to sign this document and that:

- a. 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.
- b. I understand that the decision taken by the Tiruchirppalli is final and binding in all matters.
- c. I hereby agree to work as per the terms and conditions stipulated by Tiruchirppalli.
- d. I understand that the Tiruchirppalli 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.

Authorized signatory with seal

ANNEXURE – V (UNDERTAKING CERTIFICATE)

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

Shri _____ r/o _____

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.

Name:

Place:

Designation:

Date:

Signature: