



Indian Institute of Management Udaipur
भारतीय प्रबंधन संस्थान उदयपुर

INDIAN INSTITUTE OF MANAGEMENT UDAIPUR
(An Autonomous Institute under Ministry of Education, Govt. of India)

**E-TENDER DOCUMENT FOR
PHOTOCOPYING AND BINDING SERVICES FOR IIM UDAIPUR**



Tender No. : IIMU/Tender/Photocopy/2021/01

Dated: 15 July 21

Last date for submission of Tender : 09 Aug 21

Date of Opening of Technical Bid : 10 Aug 21

Indian Institute of Management Udaipur
Balicha, Udaipur-313001, Rajasthan
Website: www.iimu.ac.in



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NOTICE INVITING TENDER (NIT)
FOR PHOTOCOPYING AND BINDING SERVICES FOR IIM UDAIPUR

Indian Institute of Management Udaipur (hereinafter referred to as “Institute” or “IIMU”) is an Autonomous Institute under the Ministry of Education, Government of India. IIM Udaipur is recognized as premier management institution in the country. IIM Udaipur has started its operations from the year 2011 and operating from its permanent campus located at Balicha, Udaipur, Rajasthan with a present strength of approximately 750 (Seven Hundred & Fifty) students, faculty and staff on campus with a projected increase of 10% per year.

IIM Udaipur invites E-tender (online tender) from the well-established / experienced service providers (hereinafter referred to as "Agency" or “Bidder”) under two bid system Technical Bid (Part-I) & Financial Bid (Part-II) for Photocopying and Binding Services for IIM Udaipur.

The schedule and other details of Tender are as under:

Tender Name	Photocopying and Binding Services for IIM Udaipur
Tender No.	IIMU/Tender/Photocopy/2021/01 dt 15 July 21
Estimated Cost	30,00,000/- (Rupees Thirty Lakh only) per Annum
Published Date	19 July 21
Bid Document download start date	19 July 21
Bid Document download end date	09 Aug 21
Pre Bid Meeting	27 July 21
Last date & time for receipt of Bid	09 Aug 21
Date of Opening of Technical Bid	10 Aug 21
Date of Opening of Financial Bid	10 Aug 21
Tender Fee (Non-refundable)	Rs. 5,000/- (Rupees Five Thousand only)
EMD (Earnest Money Deposit)	Rs. 75,000/- (Rupees Seventy Five Thousand only)
Performance Bank Guarantee	Rs. 90,000.00/- (Rupees Ninety thousand only)

This tender document containing eligibility criteria, scope of work, terms and conditions, specification and other documents, can be downloaded at/from the Central Public Procurement (CPP) Portal <https://eprocure.gov.in/cppp/> or Indian Institute of Management Udaipur website: www.iimu.ac.in .



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The tenderer shall sign and stamp each page of this tender document as taken of having read, understood and comply with tender, the terms and conditions contained herein.

Manual bid/tender will not be accepted under any circumstances. Incomplete bid/documents shall be rejected with out giving any reason.

Tender will be submitted through online mode under the e-procurement system. **The bidders have to apply online through E-Procurement portal <https://eprocure.gov.in/cppp/> only.** The original EMD and tender fee is to be submitted in a sealed envelope to be super scribed this tender name & the name of your agency and must reach the below address before the last date & time for receipt of Bid.

*The Chief of Administration
IIM Udaipur,
Balicha, Udaipur-313001,
Rajasthan*

Chief of Administration



PHOTOCOPYING AND BINDING SERVICES FOR IIM UDAIPUR

PART-I : TECHNICAL BID

1. Scope of Work and Specific Terms & Condition

The Bidder is required to provide black & white / color photocopying (A3, A4 size), spiral/comb/strip binding and lamination services as and when required by the Institute as per the following:

Sr. No.	Name of Service	Particulars	
A	Photocopying The paper should be 75 gsm of JK Copier (Red) or equivalent	A-4 Size Paper (Single Side)	Black
			Color
		A-4 Size Paper (Back to Back - Duplex)	Black
			Color
		A-3 Size Paper	Black
			Color
B	Spiral Binding / Comb Binding / Strip Binding with OHP Sheets (front & back) of 175 microns	Book containing 1 to 50 pages	
		Book containing minimum 51 to 100 pages	
		Book containing minimum 101 to 150 pages	
		Book containing minimum 151 to 200 pages	
C	Lamination	1/6 th size (small letter head)	
		A 4 size	
		Foolscap size	
		A 3 size	
		Visiting / Identity card size	



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Specific Terms & Condition for Photocopying & Binding Service

1. The specification of paper to be used for photocopying / printing shall be of at least 75 GSM of J.K. Paper, TNPL, Modi Xerox or equivalent brands. However, IIM Udaipur shall approve one or two other equivalent brand of 75 GSM paper. Upon approval, the agency shall have the right to use any of the approved paper.
2. The printing/xerox machines deployed at site should be of the latest specifications with a minimum total printing/xerox capacity equivalent of printing 1,00,000 A4 sheets in a month. The machines make should be on or after 2019. Machines of make prior to 2019 will not be permitted.
3. The operating hours shall be from 8.00 am to 8.00 pm. The working days of the week will be seven days, Monday through Sunday. In case of any additional and emergency work when the machine(s) need to be operated beyond the normal working hours or holidays, the agency will have to provide such services at no extra cost.
4. In case the any of the machines breaks down, agency will provide immediate backup machine so that the down time is minimized to less than 4 hours and work of IIM Udaipur is not held up.
5. Security of all documents will be protected and under no circumstances papers given for photocopy or copies thereof shall be divulged to persons not authorized by IIM Udaipur.
6. The agency will be responsible for submitting periodic reports giving detailed, break up of complete job.
7. The Institute will provide office space to the agency for the photocopy and binding services and no rent will be charged.
8. An electricity meter will be fitted to the office space and the agency has to pay for the cost per unit basis for the actual electricity consumed. The cost of per unit will be decided on pro-rata basis from the bills received by the Institute from RSEB.
9. Confidential Printing: The agency will maintain the confidentiality of the documents. IIMU will provide a dedicated space within the campus for confidential printing and agency has to place one or more machine(s) with manpower in this place for confidential printing. No document will be allowed to be taken outside of this space without approval of IIMU.
10. Distribution of material: The agency will distribute printed material to the students at a dedicated space at no extra cost along with textbooks which will be provided by the Institute from outside. The agency will also ensure receipt of material and textbooks. The bulk of the distribution activity will happen in two days in every three month and additional manpower may be required for the distribution.
11. Lean day: The agency has to prepare for any lean day(s) where no material may be



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given for photocopy and binding services.

12. The agency has to prepare for any number of pages for photocopy starting from one page at the same rate quoted in the tender. No minimum quantity of printing is required for the photocopy and binding services.
13. The agency will also arrange for the photocopy for the documents which are in odd size and not covered under this agreement, however, the rates for that will be certified by Head of concerning department and bills will be paid accordingly.
14. The agency awarded the work can be disqualified during the tenure of the contract in case of poor-quality work, unreasonable delay in responding to the Institute's requirements, lack of minimum standard of service/work.
15. The agency should deploy atleast two manpower on a daily basis at the photocopy office space issued by the Institute.



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2. Eligibility Criteria

Only those agencies which meet the following minimum criteria will be considered for opening of financial bid. Supporting documents/annexures should be attached with this.

1. The agency shall submit the original EMD and tender fee in a sealed envelope super scribing this tender name & the name of the agency and must reach at IIMU before the last date & time for receipt of Bid. Photocopy of the same EMD and tender fee should be uploaded online with tender document.
2. The agency shall submit the copy of the license/registration from any authority/body, if required to run photocopy, binding & lamination services.
3. The agency should be neither blacklisted by any Government Dept., nor is any criminal case registered / pending against the agency or its owner / partners anywhere in India. An undertaking on agency letterhead should be attached as per ***Annexure-I***.
4. The Agency should give 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 the ***Annexure-II***.
5. Other Important Documents viz. Agency details, Agency Incorporation Certificate, PAN details, GST etc. details are to be provided as per ***Annexure-III***.

NOTE:

- The agency shall sign and stamp each page of this tender document as taken of having read, understood and comply with tender, the terms and conditions contained herein.
- All third party certificates should be duly signed, stamped by the bidding agency.
- Please attach separate sheet, if required.
- No price should be specified in the technical bid, including such information will entail rejection of the bid.

Certified that all above information's are correct to the best of my/our information, knowledge and belief. All the attached relevant documents are duly signed, sealed and serially numbered.

Place :

Date :

(Signature of the bidder with seal)



3. General Terms and Conditions of Contract

1. **Preparation and submission of Tender:** The tender should be submitted in two parts i.e. Technical Bid and Financial Bid. For submission of bids, all interested bidders have to register online on e-procurement portal. After registration, bidders shall submit their Technical Bid and Financial Bid documents online on <https://eprocure.gov.in/cppp/> duly signed and sealed on each page of Tender. For details, kindly see Annexure-V of this tender: Instructions for Online Bid Submission. The agency has to submit the relevant & readable documents only as indicated in the tender document. In case of any irrelevant or non-readable document, the bid may be rejected.
2. **Period of Contract:** Contract period will initially be for One (01) year. The contract may be extended subject to satisfactory performance at the sole discretion of IIMU on an annual basis for a further period of up to two (02) years. In case performance of the agency in respect of one or more parts of the contract is found to be unsatisfactory as per operational parameters set out in the contract or is not in conformity with the terms & conditions of the tender, then the contract may be terminated by IIMU even before the scheduled time by giving advance notice of one month to this effect. In the event of premature termination of contract for reasons mentioned herein above, the Performance Bank Guarantee shall be absolutely forfeited.
3. **Exit Clause:** Notwithstanding anything contained in any other clause of this tender, the contract can be terminated by IIMU by giving one-month notice without giving any reason and by the agency by giving three-month notice.
4. **Contract Agreement:** The successful bidder shall be bound to execute an agreement on non-judicial stamp paper of Rs. 500/- (Rupees Five Hundred only). IIMU reserves the right to amend the terms & conditions of contract by mutual discussions and such amendments shall be in writing. The amended terms and conditions will form part of the agreement.
5. **Tender Fee:** The tenderer shall deposit Non-refundable Tender fee of **Rs. 5,000/- (Rupees Five Thousand only)** through Demand Draft drawn in favour of “Indian Institute of Management Udaipur” payable at Udaipur.
6. **Earnest Money Deposit (EMD):** The tenderer shall deposit interest free Earnest Money of **Rs. 75,000/- (Rupees Seventy Five Thousand only)** through Demand Draft drawn in favour of “Indian Institute of Management Udaipur” payable at Udaipur. The Earnest Money Deposit will be refunded to the tenderers without any interest whose offers have not been accepted. Earnest Money Deposit of the tenderer whose offer is accepted will be kept until such time that the Performance Bank Guarantee is received.



7. **Performance Bank Guarantee:** The successful tenderer will have to deposit a Bank Guarantee of Rs. **90000.00 (Rupees Ninety Thousand only) in favour of “Indian Institute of Management Udaipur” payable at Udaipur** drawn on any scheduled Bank before signing of the contract and valid for 60 days beyond the expiry period of contract.
8. IIM Udaipur shall not be responsible for any postal delay, non-receipt or non-delivery of the Tender Fee or/and EMD.
9. IIMU reserves the right to reject the tender in whole, or in part, without assigning any reasons thereof. IIMU reserves the right to withdraw/relax/modify any of the terms and conditions mentioned in the tender document if it is felt necessary in the benefit of the IIMU.
10. **Sub-Contracting:** The agency shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner except with the specific approval of Institute.
11. **Risk & Cost:** IIM Udaipur reserves the right to arrange to complete the whole or part of the work executed by some other agency at the risk and cost of the agency if it is found that the quality and/or the progress in respect of whole or part of the work is not satisfactory.
12. Intending tenderers are advised to inspect and examine at their own cost, the site and its surroundings and satisfy themselves before submitting their tenders. The nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstance which may influence or effect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a tenderer implies that he has read this notice and all other contract documents has made himself aware of the scope and specifications of the work to be done.
13. **General condition for the agency and his employees:**
 - a) The agency and his employees shall comply with all norms stipulated by the Institute such as Gate Passes, Checking, Maintenance, Cleanliness, Discipline & courteous behavior at and around the work site, Safety Precautions and Regulations.
 - b) The persons employed by the agency will be the employees of the agency and the Institute shall have nothing to do with their employment or non-employment. Under no circumstances any liability in respect of matters connected with their employment shall be held against the



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Institute and the personnel employed by the agency shall have no right whatsoever to claim employment or other rights from the Institute.

- c) None of the employees of the agency shall enter into any kind of private work within the campus of Institute. Non-compliance with this provision will be deemed to be violative of the contract inviting penalty / cancellation of contract.
- d) The staff employed by the agency will not form any union. They shall also not form any union associated with the Institute and shall have absolutely no claim to subscribe or for election in any of the unions of the Institute.
- e) The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the Institute / Govt. of India / any State or any Union Territory.
- f) **Misconduct:** The conduct/characters/antecedents and proper bonafide of the workers shall be the sole responsibility of the agency.
- g) The agency will provide all his employees' details to IIMU who will be working along with a copy of their photographs, residential address, police verification certificate, any Government issued ID card etc as required.
- h) The Institute will not provide any residential space for accommodation and transport facility to the agency. The agency has to make its own arrangement for the residential accommodation and transport facility to the deployed staff.

14. **Taxes, Labour Laws and Other Regulations:**

- a) The agency should be aware of the provisions of all laws enacted affecting their activities and should be registered with statutory bodies (if required).
- b) The agency shall comply with all statutory requirements existing as well as those promulgate from time to time viz. Contract Labour Act, P.F. Act, ESI Act, Bonus Act, Central Minimum Wages Act, Workmen's Compensation Act, Casual Labour (R & A) Act, Migrant Labour Act, Goods & Service Tax (GST) and/or such other Acts or Laws of Central, State, Municipal and local governmental agency or authority etc whichever is/are applicable to the agency and shall be held responsible, accountable, answerable, explainable & liable, as the case may be, for the lapses committed by them in this regard.
- c) The agency is liable for the payment of any and all existing taxes of the Central or State Government or of any other authority with respect to the



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contract or any item sold or supplied pursuant thereto or anything done or services rendered pursuant thereto.

- d) The agency shall be responsible for proper maintenance of all registers, records and accounts relates to compliance with any statutory provisions/ obligations. The agency shall be responsible for making the records pertaining to Payment of Wages Act and for depositing the P.F. and ESI contributions, with the authorities concerned.
- e) The agency shall take at his own cost, if required, necessary insurance cover in respect of staff and other personnel to be employed or engaged by him in connection with the aforementioned services to Institute and shall indemnify Institute against all acts of omissions, fault, breaches and or any claim or demand, loss injury and expenses to which Institute may have party as a result of the agency's failure to comply and of the obligation under the relevant act law which the agency is to follow.
- f) The agency shall be responsible and liable for all the claims of his employees.
- g) Further, the agency shall not involve the matters of IIMU in any way whatsoever in any dispute with regard to compliance of statutory provisions and in case of any violation of any law; the agency shall be solely responsible.
- h) The agency shall not employ child labour as per Central Government Act. They shall be medically fit and keep neat and clean.
- i) The agency shall indemnify and keep indemnified IIMU against all losses and claims for injuries and or damages to any person or property.
15. **Interpretation:** All the terms and conditions of contract shall be read in conjunction with all other documents forming part of this contract. Notwithstanding the subdivisions of the documents into these separate sections, every part of which shall be deemed to be supplementary to and complementary of every part and shall be read with and into the contract.
16. **Corrigendum(s):** IIM Udaipur may issue corrigendum to tender documents before due date of Submission of bid. The bidder is required to read the tender documents in conjunction with the corrigendum, if any, issued by IIM Udaipur. The corrigendum will be issued online on CPP portal only. The bidder is not supposed to modify the tender document.
17. **Bid Validity Period:** The quoted rates must be valid for a period for 90 (ninety) days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.



However, in exceptional circumstances, the IIMU may request the bidders's consent for an extension of the period of bid validity. A bidder agreeing to extend the validity of bid will not be allowed to modify his bid.

18. In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof.
19. Anyone or more of the following actions / commissions / omissions are liable to cause summary rejection of tender:
 - Any BID/EMD received late without conclusive proof that it was delivered before the specified closing time.
 - Any conditional bid or bid offering rebate.
 - Any bid in which rates have not been quoted in accordance with specified formats / details as specified in the Bid Documents.
 - Any effort by a bidder to influence the IIMU in the bid evaluation, bid comparison or contract award decision.
20. **Bid Evaluation:**
 - a) Bid will be opened online on CPP portal.
 - b) Technical bid will be opened of only those bidders whose original TENDER FEE and EMD are reached at IIMU before the last date & time for receipt of Bid.
 - c) Financial bid will be opened of only those bidders who qualify in the Technical evaluation.
 - d) The successful bidder will be the tenderer that quote lowest rates. The Institute reserves the right to negotiate the rates with L-1 (Lowest one) bidder. The decision of Institute will be final in all respect.
 - e) In case the successful agency (L1) declines the offer of contract, for whatsoever reason(s) his EMD will be forfeited.
 - f) In case of first lowest is more than one, then it would be at the discretion of the Institute to decide the L1.
21. **Authority of person signing document:** A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warrant, that he has authority to bind such other and if, on enquiry, it appears that the person so signing had no authority to do so, the IIMU may without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all cost and damages.
22. **Payment of Bills:**
 - a) No advance payment will be made in any case.
 - b) The payment for services under this agreement shall be made on monthly basis on satisfactory completion of job contract services, through crossed-cheque, drawn in favour of agency payable at Udaipur or



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NEFT/RTGS/IMPS (online transfer). The final payment shall, however, be made only after adjusting all the dues/claims of the IIMU.

- c) Income Tax (TDS) as applicable at current prevailing rate will be deducted at source.

23. **PENALTY CLAUSE:**

The agency should ensure regular and uninterrupted quality services at all times. In case of failure in services or negligence (as defined below), appropriate punitive action shall be taken by the Institute, which also includes monetary penalty not exceeding 5% of total monthly bill payable by IIMU to the agency.

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

- a) The agency delivers poor quality of copies / prints to the user even after receiving written notice by Institute regarding poor copy / print quality.
- b) Unreasonable delay in responding to the Institute's printing/xerox requirements.
- c) Operators are not available during the stipulated timings.
- d) Breach of any clause of tender / agreement even after receiving prior written notice by IIMU.
- e) Any other matter which is an act of negligence or breach of ethics by the agency.

24. **FORCE MAJURE:** If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restriction or act of God (hereinafter referred to as events), provided notice of happenings of any such eventuality is given by either party within 7 days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance. The operation of contract shall be resumed as soon as practicable after such event may come to an end or cease to exist and the decision of the IIMU as to whether the operation have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under his contract is prevented or delayed by reason of any such event for a period exceeding 90 days, either party may at his option terminate the contract.

25. **Feedback:** IIMU may ask the agency to submit monthly feedback collected from the users. On the basis of feedback, IIMU may at its own discretion impose financial penalty depending on gravity of the issue and in case of similar repetition IIMU can cancel the contract unilaterally without notice and bank guarantee will be forfeited.



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26. **Confidentiality:** The bidder and their personnel shall not, either during implementation or after completion of the contract, disclose any proprietary or confidential information relating to the services, agreement or IIM Udaipur contract or operations without the prior consent of IIM Udaipur.
27. **Arbitration & Jurisdiction:**
- a) That in case of any dispute between party of first part and the party of other part arising out of or in relation to the agreement, either during the currency of its operation or any time thereafter, the dispute shall be referred to arbitration of a sole arbitration to be appointed by the Director, IIM Udaipur. The award of the said arbitrator shall be binding on both parties. The decision of the said arbitrator is final and binding on the contract.
 - b) All matters and disputes arising out of this agreement will be subject to the jurisdiction of the courts located at Udaipur only.



4. Instructions for online bid submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/cppp/>

1. Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the agencies/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
2. Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the agency/bidder through email id provided.
3. Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
5. The DSC that is registered only should be used by the bidder and should ensure safety of the same.
6. Agency/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
7. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
8. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
9. Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
10. Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.



11. From my tender folder, he selects the tender to view all the details indicated.
12. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
14. If there are any clarifications, this may be obtained through the site. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
15. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
16. Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
17. While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
18. The bidder has to select the payment option as offline to pay the Tender Fee/EMD as applicable and enter details of the instruments.
19. The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
20. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General



conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.

21. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
22. If the price bid format is provided in a spread sheet file like BoQ_XXXX.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price-bid BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
23. The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The **TIA will** not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
24. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
25. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
26. All the data being entered by the bidders would be encrypted using PK! encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
27. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
28. The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
29. The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.



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भारतीय प्रबंधन संस्थान उदयपुर

30. For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone: 180030702232 or send a mail over to cppp-nic@nic.in.



5. Proforma of Performance Bank Guarantee

- 1 In consideration of the Director IIM Udaipur (hereinafter called "IIM Udaipur") having offered to accept the terms and conditions of the proposed agreement between IIM, Udaipur and (hereinafter called "the said agency(s) for the work of "Photocopying and Binding Services for IIM Udaipur" (hereinafter called "the said agreement") having agreed to production of an irrevocable Bank Guarantee for Rupees..... only) as a security/ guarantee from the agency(s) for compliance of his obligations in accordance with the terms & conditions in the said agreement.
- 2 We (hereinafter referred to as the "Bank") do hereby undertake to pay amounts due and payable (indicate the name of the Bank) under this Guarantee without any demur, merely on a demand from the IIM, Udaipur stating that the amount claimed is required to meet the recoveries due or likely to be due from the said agency(s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this Guarantee we shall be restricted to an amount not exceeding `..... (Rupees... ..)
- 3 We, the said Bank, further undertake to pay to the IIM, Udaipur any money so demanded notwithstanding any dispute or disputes raised by the agency(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under bond shall be a valid discharge of our liability for payment thereunder, and the agency(s) shall have no claim against us for making such payment.
- 4 We..... further agree that the Guarantee herein contained shall (indicate the name of the Bank) remain in full force and effect during the period that would be taken for the performance of the said agreement, and it shall continue to be enforceable till all the dues of the IIM Udaipur under or by virtue of the said agreement have been fully paid, and its claims satisfied or discharged, or till the Chief Administrative Officer, IIM Udaipur on behalf of the IIM Udaipur, certifies that the terms & conditions of the said agency(s), and accordingly discharges this guarantee.
- 5 We..... further agree with the IIM Udaipur that the IIM Udaipur (indicate the name of the Bank) shall have the fullest liberty without our consent , and without effecting in any manner our obligations hereunder, to vary any of the terms & conditions of the said agreement or to extend time of performance by the said agency(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the IIM Udaipur against the said agency(s) and to forbear or enforce any of the terms and conditions relating to the said agreement, and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said agency(s) or for any forbearance, act of omission on the part of the IIM Udaipur or any indulgence by the IIM Udaipur to the said agency(s) or by any such matter or thing



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- whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
- 6 This Guarantee will not be discharged due to the change in the constitution of the Bank or the agency(s).
 - 7 We lastly undertake not to revoke this Guarantee except with (indicate the name of the Bank) the previous consent of the IIM Udaipur in writing.
 - 8 This guarantee shall be valid up tounless extended on demand by the IIM Udaipur.

Notwithstanding anything contained hereinabove:

- a) our liability under this Guarantee shall not exceed `.....(Rupees..... Only);
- b) This Bank Guarantee shall be valid up toand
- c) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or beforeAll yours rights under the said guarantee be forfeited and we shall be relieved and discharged from all liabilities thereunder.

Dated the day of for

(Indicate the name of the Bank)



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(to be provided on letter head of the agency)

Annexure-I : Declaration regarding Blacklisting

Agency Name:

I hereby certify that the above agency neither blacklisted or debarred in the past by any Central/State Government/Public Undertaking/Autonomous Institute from taking part in Government tenders nor is any criminal case registered / pending against the agency or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above agency may be summarily terminated and the agency blacklisted.

Date :

(Authorized Signatory with seal)

Place :

Name:

Designation:



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(To be given on Agency Letter Head)

***Annexure – II
Tender Acceptance Letter***

To
Director,
IIM Udaipur Balicha,
Udaipur-313001,
Rajasthan.

Sub. : Acceptance of Terms & Conditions of Tender.

Tender Reference No.: IIMU/Tender/Photocopy/2021/01 dt 15 July 21

Name of Tender/Work : Photocopying and Binding Services for IIM Udaipur

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____ as per your advertisement, given in the above mentioned website(s).
2. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. ___ to ___ (including all documents like annexure(s), schedule(s), etc.) which form part of the contract agreement and I/we shall abide by with the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full earnest money deposit absolutely.

Date :

(Authorized Signatory with seal)

Place :

Name:

Designation:



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(To be given on Agency Letter Head)

Annexure-III: Agency and Statutory Details

I – Details of the Tendering Agency

SI No.	Particulars	Details
1	Name of Tendering Agency	
2	Name of the Proprietor / Director / Partner	
3	Registered official Address of Tendering Agency with pin code	
4	Telephone Number of Tendering Agency	
5	E-mail address of Tendering Agency	
6	Website of the agency, if any	
7	Name and designation of authorized person with telephone/mobile number. (authorization letter to be enclosed)	

II –Statutory details of the Tendering Agency

Self-attested copy of the relevant certificate/document to this effect is required to be submitted as a documentary evidence.

1	Registration as proprietary firm/ Partnership firm/ Limited Company/ Corporate body/ Others (please specify)	
2	Date of Incorporation/ Establishment	



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3	Permanent Account Number (PAN)	
4	GST Registration Number	
5	PF Registration Number, if any	
6	ESI Registration Number, if any	
7	Labour License Number of existing business, if any	
8	Any other registration which is mandatory for such agencies stipulated by concerned agencies	
9	ISO or equivalent certified Company, if available	

Certified that all above information's are correct to the best of my/our information, knowledge and belief. All the attached relevant documents are duly signed, sealed.

Date :

(Authorized Signatory with seal)

Place :

Name:

Designation:



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PRE-BID MEETING THROUGH VIDEO CONFERENCE

This is to inform that all the intending Bidders to share the following information to the procurement@iimu.ac.in email id so that we can share the zoom meeting link to the representatives of interested parties to join the pre-bid meeting.

Name of the Firm:

Name of the Representative: -

Designation:

Email Address:

Mobile Number:

The Procurement Committee will allow only one nominated representative per Firm. It is important to note that details of the nomination should reach the above-mentioned email address by 5 PM on 26 July 21, failing which no further request/s will be entertained.

Any firm unable to attend the online pre-bid meeting can also share the questions/queries, if any to the above email ID on or before 5 PM of 26 July 21. Any questions/queries received through email after this shall not be entertained.

All questions/queries received on email and shared during the pre-bid meeting will be answered on eprocurement portal only.