

भारतीय प्रबंध संस्थान जम्मू

Indian Institute of Management Jammu

ओल्ड यूनिवर्सिटी कैंपस, कैनाल रोड, जम्मू (जम्मू-कश्मीर) – 180016 भारत

Old University Campus, Canal Road, Jammu (J&K) – 180016 India

Phone: +91-191-2585837 Email: cao@iimj.ac.in Url: www.iimj.ac.in



NOTICE INVITING TENDER (NIT)

FOR

PHOTOCOPYING, PRINTING, BINDING AND LAMINATION SERVICES

AT IIM JAMMU

Tender Ref No: IIMJ/NIT/Photocopying-Service/2023-24/18

Dated: 07.12.2023

Tender Document can be downloaded from following websites:

<http://www.iimj.ac.in/tender-and-notice>

<https://www.eprocure.gov.in/epublish/app>

Address To:

Chief Administrative Officer

Indian Institute of Management Jammu

Old University Campus, Canal Road

Jammu- 180016 (J&K)

Notice Inviting Tender

Tender Ref No: IIMJ/NIT/Photocopying-Service/2023-24/18

Dated: 07.12.2023

Notice Inviting Tender (NIT) for Photocopying, Printing, Binding and Lamination Services

Indian Institute of Management Jammu, an autonomous body, under the Ministry of Human Resources Development, Government of India invites tenders for Photocopying, Printing, Binding and Lamination Services. Interested Agencies meeting the eligibility criteria as per Tender document may submit their Bids complete in all respect.

The Important information related to tender are as follows:

TENDER SCHEDULE:

Date of Issue/Publishing	:-	07.12.2023
Start date and time of submission of Bid	:-	11.12.2023 11 AM onwards
Last Date and Time for Submissions of Bids	:-	27.12.2023 up to 3.00 PM
Last Date and Time for receipt of queries	:-	22.12.2023 up to 4.00 PM
Date and Time of Opening of Tender	:-	27.12.2023 at 3.30 PM
Tender Processing Fee (Non-Refundable) Not Exempted	:-	Rs. 590/- (Rupees Five Hundred and Ninety only) Including GST
Cost of Tender Document / Registration Fee	:-	NIL
EMD	:-	Rs. 50,000/-
No. of Covers	:-	02 (Two Bid System)
Bid Validity	:-	90 days from the last date of submission of Bids
Contact detail	:-	Chief Administrative Officer 0191-2585837 cao@iimj.ac.in Purchase department +91-7298076792 purchase@iimj.ac.in
Location of the Service	:-	Indian Institute of Management Jammu, Jagti Campus - 181221 and Old University Campus Canal Road, Jammu-180016 (J & K).

Note: The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise.

Chief Administrative Officer
IIM Jammu

1. BACKGROUND

- 1.1 Indian Institute of Management Jammu, hereinafter known as IIM Jammu is one of the Institutions of National Importance (INIs) in India governed by the Indian Institute of Management Act 2017 under the Ministry of Human Resources Development (MHRD), Government of India. The Institute imparts quality education in Management and conducts postgraduate programme in management.
- 1.2 IIM Jammu is operating from its permanent campus at Jagti, the 200 acres of state-of-the-art campus at Jagti, 14 Kms. from Jammu City, about 16 Kms from Jammu Railway Station and 18 Kms. from Jammu Airport. The proposed Campus is a blissful mix of modern architecture, culture and heritage of Jammu and Kashmir.
- 1.3 IIM Jammu is also operating from its temporary campus at the Old University Campus, Canal Road, Jammu, since August 2016.
- 1.4 IIM Jammu is also operating its transit Satellite campus for Executive's Education Programs at Pohroo Chowk, Nowgam Bypass, Srinagar-190015 J&K.
- 1.5 IIM Jammu invites tender from Reputed Agencies/ Firm / Company for Photocopying, Printing, Binding and Lamination Services.

2. SCOPE OF WORK:

- 2.1 **Name of Service:** Photocopying, Printing, Binding and Lamination Services including Photocopier Machine and Printer and Manpower.
- 2.2 The Bidder is required to provide colour and black & white photocopying (A3, A4 size), spiral/comb binding and lamination services as and when required by the Institute as per the following:

Sl. No.	Name of Service	Particular
1.	Photocopying The paper should be 75 GSM of JK Copier or equivalent.	A4 Size Paper (Single Side) Black
		A4 Size Paper (Single Side) Colour
		A4 Size Paper (Back-to-Back duplex) Black
		A4 Size Paper (Back-to-Back duplex) Colour
		A3 Size Paper (Single Side) Black
		A3 Size Paper (Single Side) Colour
		A3 Size Paper (Back-to-Back duplex) Black
		A3 Size Paper (Back-to-Back duplex) Colour
2.	Spiral Binding / Comb Binding with OHP Sheets (Front & Back) of 175 microns	Book containing 1 to 50 pages
		Book containing 51 to 100 pages
		Book containing 101 to 150 pages
		Book containing 151 to 200 pages
		Book containing 201 to 250 pages
		Book containing 251 to 300 pages
3.	Strip Binding / Comb Binding with OHP Sheets (Front & Back) of 175 microns	Book containing 1 to 50 pages
		Book containing 51 to 100 pages
		Book containing 101 to 150 pages
		Book containing 151 to 200 pages
		Book containing 201 to 250 pages
		Book containing 251 to 300 pages
4.	Book Binding Saddle Stitched (Center Stapled)/ Soft Cover/ Hard Cover (Case Binding)	Book containing 1 to 50 pages
		Book containing 51 to 100 pages
		Book containing 101 to 150 pages
		Book containing 151 to 200 pages
		Book containing 201 to 250 pages
		Book containing 251 to 300 pages
5.	Lamination	1/6th size
		A4 Size
		A3 Size

Sl. No.	Name of Service	Particular
		Foolscrap Size
		Visiting Card or Identity Card Size

- 2.3 **No of Photocopies:** 10 Lakh copies per Annum.
- 2.4 Contractor is required to install good quality / heavy duty Digital Photocopier Machine and Printer of approved models of reputed brands with minimum speed of 35 copies per minute with self-setting options, at IIM Jammu premises to meet day to day requirement of photocopying.
- 2.5 Machines should be in good / serviceable conditions.
- 2.6 Photocopier Machine should be compatible with Local Area Network (LAN) and shall have one USB port /LAN Port for connection/ removable storage device.
- 2.7 The specification of paper to be used for photocopying / printing shall be of at least 75 GSM of J.K. Paper / TNPL / Bilt Matrix Xerox brands. However, IIM Jammu shall approve one or two other equivalent brands of 75 GSM paper.
- 2.8 Photocopying Machine is required to be installed at the cost of Contractor.
- 2.9 Quality of printing and photocopy and non-disruption of services has to be ensured and maintained by the Contractor.
- 2.10 Contractor will be responsible for arranging all equipment, periodic service and maintenance of photocopying machine to ensure high standard of consistent quality at his cost.
- 2.11 Contractor will provide all relevant supplies including paper, stapler pins, toner and all consumables necessary to run the Photocopier Machine and Printer/ equipment without any hindrance.
- 2.12 The Contractor shall be responsible for proper maintenance of all registers, records of prescribed format, prescribed by IIM Jammu.
- 2.13 Contractor shall provide adequate competent full-time staff who will be responsible on site for all aspects of running and managing the facility.
- 2.14 The Operator shall be literate. The contractor shall be fully responsible for the work allotted to him and he or his workers shall not indulge in any other activities than doing specified job allotted to them.
- 2.15 All equipment and staff utilized in this service will be totally dedicated for exclusive use of IIM Jammu and no outside work will be undertaken.
- 2.16 The operating hours shall be from 9.30 am to 6.30 pm on all working days of the institute. If required, any emergency will have to be undertaken at no extra cost.
- 2.17 IIM Jammu will provide suitable space to install the machine and to keep material such as paper and ink etc. along with the electricity supply. However, the vendor shall pay the electricity charges as per rate fixed by IIM Jammu as per the standard rates.
- 2.18 Security of all documents will be protected and under no circumstance's papers given for photocopy or copies thereof shall be taken out of the premises or given to persons not authorized by IIM Jammu.

3. ELIGIBILITY CRITERIA:

- 3.1 The bidder should have Trade License issued by the appropriate Authority to carry out the similar business of Photocopying, Printing, Binding and Lamination Services.
- 3.2 The Agency should have a PAN Number and GST Registration.
- 3.3 The bidder should have not been debarred/blacklisted/should have not been terminated /ceased without completing the entire duration of contract period by any Central/State Govt. Department, Public Sector Undertaking, Autonomous Bodies, Academic Institutions, CFTIs etc. during past five years from the last date of submission of bids.

4. PREPARATION AND SUBMISSION OF BID

- 4.1 Both the bids (Technical and Financial) duly signed by the owner, or his/her Authorised Signatory should be submitted in two separate sealed envelopes as described below:
- (a) **Envelope 1:** containing Technical BID in **Annexure-I** duly completed in all respects along with all relevant documents, duly signed and stamped by Authorised Signatory on each page of technical bid and relevant documents and should be super-scribed in bold letters with the statements: **'TECHNICAL BID FOR PHOTOCOPYING, PRINTING, BINDING AND LAMINATION SERVICES'**.

- (b) **Envelope 2:** containing the Financial BID, as prescribed in the **Annexure-IV** and should be superscribed in bold letters with the statements: **'FINANCIAL BID FOR PHOTOCOPYING, PRINTING, BINDING AND LAMINATION SERVICES'**.
- 4.2 Finally, the above-mentioned envelopes should be kept in a single sealed cover/envelop superscribed in bold letters with the statements - **'TENDER FOR PHOTOCOPYING, PRINTING, BINDING AND LAMINATION SERVICES'** and to be submitted at:
- Chief Administrative Officer,
Indian Institute of Management Jammu, Old University Campus, Canal Road, Jammu- 180016.**
- 4.3 **List of documents to be submitted with the application (as applicable):**
- Technical Bid as per **Annexure-I** along with the Demand Draft of Tender Processing Fee.
 - Tender Acceptance Letter as per **Annexure-II**.
 - Copy of valid Trade License issued by the appropriate Authority to carry out the similar business.
 - Copy of Permanent Account Number (PAN) in the name of the firm, if not proprietorship firm.
 - Copy of GST Registration Certificate.
 - Self-Declaration about Non-Black Listing as per **Annexure-III**.
 - All other documents, as required in terms of the tender, to claim eligibility.
- 4.4 **TENDER PRECESSING FEE AND EMD:** The Bidder should submit Tender Processing Fee of Rs. 590/- (Rupees Five Hundred and Ninety only) – Non-Refundable / Not-Exempted and an amount of Rs. 50,000/- payable in the form of Demand Drafts from any scheduled commercial Bank in favor of **'Indian Institute of Management Jammu' payable at Jammu**. The Technical Bid without Tender Processing Fee and EMD would be considered as UNRESPONSIVE and will not be accepted.
- 4.5 Bids must reach on or before the closing time and date as indicated in the beginning of this document. Any bid received after closing date/time shall not be considered.
- 4.6 Bids received by REGISTERED POST/SPEED POST/COURIER/BY HAND (dropped in the Box entitled 'Purchase Section' kept in Admin Office of the Institute) will only be accepted. Bids received by any other mode like FAX, EMAIL etc will not be accepted. IIM Jammu will not be responsible for any postal delay.
- 4.7 Bids not submitted, as per the above Performa will be summarily rejected.
- 4.8 The Technical Bid should be accompanied by the relevant documents duly signed and stamped by Authorised Signatory on each page of Technical Bid and relevant documents, without which the tender will be considered incomplete and hence, summarily rejected.
- 4.9 The bid should be precise, complete and in the prescribed format as per the requirement of the tender document. Failure to furnish all information required through the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
- 4.10 Tender forms containing 'over written' or 'erased' rate or rates and amount not shown in figures and words in English are liable to rejection.
- 4.11 The bid should be clear and without any condition. Conditional bids shall be summarily rejected.
- 4.12 The bidders should quote their rates in the prescribed format as per **Annexure-IV**. The Bidder shall not tamper/modify Financial Bid Format in any manner. Taxes/ GST, if any, should be indicated separately in the Financial Bid.
- 4.13 The Bidder shall not tamper/modify Financial Bid Format in any manner. In case, if the same is found to be tempered/modified in any manner, tender will be completely rejected.
- 4.14 Technical Bid containing commercial details or Revelation of Prices in any form or by any reason before opening the Financial Bid shall not be considered.
- 4.15 **Bid Validity:** The bids shall remain valid for a period of 90 days from the last date of submission of Bids. In case the Bidder 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.
- 4.16 Any change/corrigendum/extension of closing/ opening dates in respect of this tender shall be issued through the website only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit IIM Jammu website for updates.
- 4.17 Application of Tender as submitted by a bidder shall become the property of IIM Jammu and IIM Jammu shall have no obligation to return the same to the bidder.

4.18 The application for tender does not entitle any bidder for automatic grant of award.

5. BID OPENING & EVALUATION

5.1 The bids will be opened by a committee duly constituted for this purpose. Bids (complete in all respect) received will be opened as per Schedule as mentioned above, in presence of Agencies representative if available. Only one representative will be allowed to participate in the Bids opening.

5.2 **Place for opening of Bids:** Indian Institute of Management Jammu, Jagti Campus Road, Jammu-181221 (J & K).

5.3 In case the day of opening of tender is declared as a Public Holiday or there is non- functioning of the Institute due to any unavoidable reason, the next working day will be treated as a day for the purpose. No separate intimation will be given.

5.4 **The Technical bid** will be first opened and evaluated. In the primary screening, technical bid of only those who satisfy the eligibility criteria will be evaluated. **The Financial bid** of only those bidders whose technical bid is found to be technically responsive by the Committee will be opened. The Financial bids of ineligible bidders will not be opened.

5.5 **Selection of successful bidder:** After evaluation of bids, the bidder who is technically qualified as well as quotes the lowest rate shall be declared as the successful bidder (L1). In case two or more agencies are found to have quoted the same lowest rates, the competent authority, IIM Jammu shall decide about the agency to which the offer shall be granted based on the past credentials / report on the past performance of the firm, and length of experience etc. The decision of the competent authority, IIM Jammu shall be final.

5.6 The successful bidder will be the Bidder that will quote lowest rates for providing photocopy services for Sr. No – 1, Sub.Sr. Nos-1.01 A4 Size paper (Back-to-back - (Duplex) photocopying and Sr.No.3, Sub. S.No. 3.03 for spiral binding. For evaluation purpose weightage will be given for L-1 of duplex side photocopying service. However, the institute reserves the right to ask the L1 vendor to match the lowest itemise price of the other bidders.

5.7 The institute reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid. Such clarification(s) or additional information/document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the bidder does not furnish the clarification(s) or additional information/document(s) within the prescribed date and time, the proposal shall be liable to be rejected.

6. AWARD OF CONTRACT

6.1 The Successful Bidder should accept the offer within 10 days from the date of receipt of "Letter of Offer", failing which the offer will be cancelled.

6.2 In case the successful bidder backing out before actual award or execution of agreement or declines the offer of contract, for whatsoever reason(s), IIM Jammu will have right to forfeit the EMD.

6.3 If L1 Vendor fails to provide acceptance within stipulated time, IIM Jammu will be free to award the contract to L2 Vendor provided L2 matches L1's price and if L2 does not agree, it will be awarded to L3 subject to L3 matching L1's price and in that order.

6.4 It is clearly understood by the parties that no financial liability of any type is created by issuance of work order. The Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and your performance.

7. TERMS OF CONTRACT

7.1 **Period of Contract:** Contract period will be initially for one year. This period may be extended by two years on yearly basis subject to the satisfactory performance and approval of competent authority.

7.2 **Performance Security:** EMD shall be converted into Performance Security which would be returned after successful completion of contract. In case of breach of contract or poor performance, performance security shall be forfeited, and the agency shall be blacklisted for such period as decided by the competent authority in addition to termination of the contract.

7.3 **Sub-Contracting:** The contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of an unavoidable circumstance, the contractor shall be able to do it with the approval of the Institute. However, the job shall be sublet only to the party approved by the Institute.

7.4 The Bidder has to pay monthly rent of Rs. 50.62/- per sq. foot (Plus GST) for Jagti Campus. However, no rent is payable for Canal Road campus. The quoted rates in the BoQ shall remain firm throughout the initial year of the contract. Increase of rates after the end of the initial term shall not be normally

admitted. However, in exceptional market linked scenario(s), revision may be considered on mutually agreeable terms in reference to the recurrent inflation subject to a maximum extent of 5% per extension, after due diligence.

- 7.5 **Exit Clause:** The contract can be terminated by giving one-month notice period by the Institute and three-month notice by the contractor. However, in any instant contract will be terminated if service of the vendor will not find satisfactory.
- 7.6 **Contract Agreement:** The successful bidder shall be bound to execute an agreement on non-judicial stamp paper of Rs. 100/- (One hundred only). IIM JAMMU reserves the right to amend the terms & conditions of contract by mutual discussions and shall be in writing. The amended terms and condition will form part of the agreement.
- 7.7 It shall be the sole responsibility and liability of the Contractor to carry out the obligations arising out of various labour legislations.
- 7.8 The contractor 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 contract or any item sold or supplied pursuant thereto or anything done, or services rendered pursuant thereto.
- 7.9 **Compliance with the Institute rules and Regulations:** The contractor and his employees shall comply with all norms stipulated by the Institute such as Gate Passes, Checking, Maintenance of Cleanliness, Discipline & Decency at and around the work site, Safety Precautions /Safety Regulations, security and hygiene at and around the work site.
- 7.10 The persons employed by the contractor will be the employees of the contractor and the IIM Jammu 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 IIM JAMMU and the personnel employed by the contractor shall have no right whatsoever to claim employment or other rights from the IIM Jammu.
- 7.11 IIM Jammu will not be responsible for any damage to the machine arising out of unusual occurrences for example voltage fluctuations, seepage of water etc.
- 7.12 **Penalty:** The Bidder 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.

8. PAYMENTS TERMS

- 8.1 Bill shall be raised on monthly basis and submit the same succeeding month for payment. IIM Jammu will normally settle the bill within 30 days from the receipt of the bill. However, for delayed payment, the Contractor will not charge any penalty or interest to IIM Jammu.
- 8.2 The payment under this agreement shall be made on satisfactory completion of job contract services, through NEFT/RTGS/IMPS (online transfer). The final payment shall, however, be made only after adjusting all the dues / claims of the IIM JAMMU. No advance payment will be made under any circumstances.
- 8.3 Bill to be made in the name of Indian Institute of Management Jammu. TDS/ Income Tax etc. are to be deducted at source from the bills of Contractor as per rule. GST No, Pan No and account details should be clearly mentioned on the bill of Vendor.

9. GENERAL TERMS & CONDITIONS

- 9.1 **Work at Risk and Cost:** The institute reserves the right to get the whole or part of the work executed by some other Agency / Firm at the risk and cost of the contractor if it is found that the quality and/or the progress in respect of whole or part of the work is not satisfactory.
- 9.2 **Non-disclosure of Contract documents:** Except with the written consent of the Buyer, the Seller/Service provider/other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
- 9.3 **FORCE MAJEURE:** 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 Force Majeure situation. The Agency/ Firm shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Agency/ Firm and not involving the Agency/ Firm's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Institute either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. 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.

- 9.4 IIM Jammu reserves the right to modify, expand, change, alter, restrict, scrap, refloat or cancel the Tender at any stage without assigning any reason whatsoever.
- 9.5 The decision of Competent Authority, IIM Jammu will be final in all matters relating. Indian Institute of Management Jammu reserves the right to reject any application without assigning any reason. In case of any dispute arising out of the terms and conditions of contract or assignment, the matter shall be referred to the Sole Arbitrator to be appointed by the Director, IIM Jammu and the award of the Sole Arbitrator will be binding on both the parties. Further, any legal dispute arising out of any breach of contract shall be settled in the court of competent jurisdiction located within the local limits of Jammu, J&K.

Chief Administrative Officer
Indian Institute of Management Jammu

Name, Signature and Seal of Authorized Signatory of Bidder

TECHNICAL BID

(To be submitted on the letterhead of the bidder)

Tender for: For Photocopying, Printing, Binding and Lamination Services.**(Copies of all supporting documents duly signed and stamped by the bidder in support of below particulars must be attached along with this checklist)**

1.	Name of the Agency (In Block Letters)	::	
2.	Registered Office Address (with telephone no. & email address)	::	
3.	Address of Jammu Office (with telephone no. & email address)	::	
4.	Status of the organization Proprietary/Partnership/Pvt. Ltd./Public Ltd. Company	::	
5.	Year of incorporation /constitution of agency	::	
6.	Registration No./Trade License No.	::	
7.	PAN No.	::	
8.	GST No.	::	
9.	Authorized Signatory Details	::	Name: _____ Designation: _____ Mobile No: _____ Email: _____
10.	Details of Contact Person Other than Authorized Signatory:	::	Name: _____ Designation: _____ Mobile No: _____ Email: _____
11.	Total No. of Year of Similar Experience (Please Attach Proof)	::	
12.	Website, if any	::	
13.	Details of Infrastructure available at Jammu, If Applicable	::	

14. Bank Details	:: Beneficiary Name: _____ Account No: _____ Bank Name: _____ Branch: _____ IFSC Code: _____ MICR No.: _____ Type of Account: (Saving/Current) _____
15. Name of the cities where Agency / Firm / Company is having branches	::
16. Annual Business turnover for last financial year, duly certified by the Chartered Accountant	:: FY 2022-23 Rs _____ FY 2021-22: Rs _____ FY 2020-21: Rs _____
17. Whether the Agency faced any litigation with any organization earlier, if yes, kindly furnish the same with name of the organization and brief details of litigation.	::
18. Whether any case is pending with the police against the Proprietor/Firm/Partner or the Company (Agency) and the firm should not be blacklisted. An undertaking to this effect on firm letterhead should be attached.	::
19. Any other information	::

Note: Please attach proof for above furnished information, a applicable.

Declaration

I/we.....(Name of the Authorized Representative of Bidder) of.....(Name of the bidder) do hereby declare that The details furnished in the application are true and correct to the best of my/our knowledge and that in case of furnishing any false information or suppression of any material information. The application shall be liable to be rejected besides initiation of panel proceedings by IIM Jammu, if it deems fit. I/We hereby agree to abide by all terms and conditions laid down in Tender document.

Place & Date:

Signature of authorized signatory

Name:

Seal:

TENDER ACCEPTANCE LETTER

(On the letter head of the Agency)

To

Date:

Chief Administrative Officer,
Indian Institute of Management Jammu
Old University Campus, Canal Road
Jammu-180016 (J&K)

Sub: Acceptance of Terms & Conditions of tender for 'Photocopying, Printing, Binding and Lamination Services' vide Tender' Ref. No: IIMJ/NIT/Photocopying-Service/2023-24/18

Dear Sir,

I/We have downloaded / obtained the tender document(s) for the above mentioned "Tender/Work" from the web site(s) namely as per your notice given in the above mentioned website(s).

1. I/We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organization with this tender has also been taken into consideration, while submitting this acceptance letter.
3. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.
4. No employee or direct relation of any employee of IIM Jammu is in way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Agency / Firm / Company.
5. I/We certify that all information and data furnished and attachments submitted with the application by our Agency / Firm / Company are true & correct.
6. I/We are aware that if any information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason thereof summarily reject our bid or terminate our contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money Deposit/ Performance Security absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

SELF-DECLARATION ABOUT NON-BLACK-LISTING

(To be submitted on the letterhead of the bidder)

To

Date:

Chief Administrative Officer,
Indian Institute of Management Jammu
Old University Campus, Canal Road
Jammu-180016 (J&K)

Subject: Self Declaration About Non-Black-Listing for “**Photocopying, Printing, Binding and Lamination Services**” vide Tender Ref. No. **IIMJ/NIT/Photocopying-Service/2023-24/18**

Sir,

In response to tender under reference, I/ We hereby declare that presently our firm/ agency/ company is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our agency / firm / company is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in last five years from the last date of submission of bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD / Performance Security may be forfeited in full and the tender, if any to the extent accepted may be cancelled.

Yours faithfully,

(Name & signature with stamp of the bidder)

FINANCIAL BID

(To be submitted on the letterhead of the bidder)

Tender for: For Photocopying, Printing, Binding and Lamination Services.	
Tender Ref. NO: IIMJ/NIT/Photocopying-Service/2023-24/18	
Name of the Bidder/Agency:	
Correspondence Address:	
Tel/Mob No.:	
Email Id:	

SI. No	Item Description	Quantity	Basic Rate in Figure (in Indian Rupees only)	Rate in words
1	Installation of Own Photocopying Machine with Material and Manpower (Black and White Photocopy / prints)			
1.01	A-4 Size Paper (Back-to-Back or Duplex Photocopying)	01 (one)		
1.02	A-4 Size Paper (Single Side Photocopying)	01 (one)		
1.03	A-3 Size Paper (Back-to-Back or Duplex Photocopying)	01 (one)		
1.04	A-3 Size Paper (Single Side Photocopying)	01 (one)		
2	Installation of Own Photocopying Machine with Material and Manpower (Color Photocopy / prints)			
2.01	A-4 Size Paper (Back-to-Back or Duplex Photocopying)	01 (one)		
2.02	A-4 Size Paper (Single Side Photocopying)	01 (one)		
2.03	A-3 Size Paper (Back-to-Back or Duplex Photocopying)	01 (one)		
2.04	A-3 Size Paper (Single Side Photocopying)	01 (one)		
3	Spiral Binding / Comb Binding with OHP Sheets (Front & Back) of 175 microns			
3.01	Book containing 1 to 50 pages	01 (one)		
3.02	Book containing 51 to 100 pages	01 (one)		
3.03	Book containing 101 to 150 pages	01 (one)		
3.04	Book containing 151 to 200 pages	01 (one)		
3.05	Book containing 201 to 250 pages	01 (one)		
3.06	Book containing 251 to 300 pages	01 (one)		

Sl. No	Item Description	Quantity	Basic Rate in Figure (in Indian Rupees only)	Rate in words
4	Strip Binding / Comb Binding with OHP Sheets (Front & Back) of 175 microns			
4.01	Book containing 1 to 50 pages	01 (one)		
4.02	Book containing 51 to 100 pages	01 (one)		
4.03	Book containing 101 to 150 pages	01 (one)		
4.04	Book containing 151 to 200 pages	01 (one)		
4.05	Book containing 201 to 250 pages	01 (one)		
4.06	Book containing 251 to 300 pages	01 (one)		
5	Book Binding: Saddle Stitched (Centre Stapled)/ Soft Cover/ Hard Cover (Case Binding)			
5.01	Book containing 1 to 50 pages	01 (one)		
5.02	Book containing 51 to 100 pages	01 (one)		
5.03	Book containing 101 to 150 pages	01 (one)		
5.04	Book containing 151 to 200 pages	01 (one)		
5.05	Book containing 201 to 250 pages	01 (one)		
5.06	Book containing 251 to 300 pages	01 (one)		
6	Lamination			
6.01	1/6th size	01 (one)		
6.02	A4 Size	01 (one)		
6.03	A3 Size	01 (one)		
6.04	Foolscrap Size	01 (one)		
6.05	Visiting Card or Identity Card Size	01 (one)		

Note:

- Bidder is required to quote the rate including GST.
- Rate should be quoted in Indian rupees only.
- Bidders are required to submit rates inclusive of operator wage (employed by Contractor) and all the consumables required for photocopying.
- The contractor is required to submit rates (per copy basis) for different services in the financial bid document. The rates will be inclusive of operator wage (employed by Contractor) and all the consumables required for photocopying.

Place:

(Signature with stamp of the bidder)

Date: