



## **INDIAN INSTITUTE OF MANAGEMENT NAGPUR**

### **TENDER DOCUMENT**

**For providing printing, photocopying and allied services at IIM Nagpur Campus**

**Client**

Stores & Purchase Office  
Indian Institute of Management Nagpur - 440010  
Email : [procure@iimnagpur.ac.in](mailto:procure@iimnagpur.ac.in)  
Phone no. 0712-7102358, 0712-7102360

Sealed bids are invited from interested vendors for providing Printing, photocopying and allied services at IIM Nagpur campus.

**Notice inviting Tender and Schedule of Events**

Clause No.	Title	Description
101	Bid for	Printing, photocopying and allied services at IIM Nagpur campus.
102	Reference no.	IIMN/138/2018-19/012 dated 16.05.2018
103	Schedule of events	<ol style="list-style-type: none"> <li>1. Bid download from institute website www.iimnagpur.ac.in/procurement.php – 17.05.2018</li> <li>2. Pre-Bid meeting - 21.05.2018 at 11:00 AM</li> <li>3. Last date for submission of bids - 28.05.2018 up to 06:00 PM</li> <li>4. Opening of Bids - 29.05.2018 at 11:00 AM</li> </ol>
104	Name of the Bidding agency	
105	Bid format	<p>The bid shall be submitted in a sealed envelope by hand or by post / courier so as to reach IIM Nagpur before the last date as per schedule.</p> <p>Bids received after the last date &amp; time of submission will not be considered.</p> <p>The Bid includes</p> <ol style="list-style-type: none"> <li>1. The complete Bid document signed and stamped on each page</li> <li>2. Annexure-A duly filled, signed and stamped</li> <li>3. Price Bid filled in , signed and stamped</li> </ol>
106	Bid evaluation	<p>The contract will be awarded to the vendor capable of providing the required services and who has quoted lowest rates for printing &amp; photocopying.</p> <p>The rates for binding and scanning quoted by the vendor may be negotiated to reach a recommended rate for the annual contract. These rates will not be used for comparative analysis of the bids.</p>
107	Rejection of bid(s)	IIMN reserves the right to reject any or all the tenders relating to the service under this Tender Document without assigning any reason whatsoever.
108	Contract	Initial contract for One year extendable to three years provided the services are found to be satisfactory. Rates will be firm during first year and revised rates after One year will be as per mutual agreement.

109	Payment	<ol style="list-style-type: none"><li>1. The Photocopy machines with the operator will be on Zero rental basis.</li><li>2. Payment will be made on monthly basis for actual number of copies printed, scanned and binding.</li><li>3. The paper required will be provided by the institute.</li></ol>
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PARTICULARS OF BIDDER

1	Name of the Bidder	
	a. Trade name	
	b. Status of the bidder (Company / Authorized agent)	
2	Postal address for communication	
3.	Telephone numbers	
4	Email address	
5	PAN No. (Enclose self-attested copy)	
6	GST No. (Enclose self-attested copy)	
7	Shop & Establishment /Registration / License details (Enclose self-attested copy)	

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/ as stipulated in the tender notice No IIMN/138/2018-19/012 dated 16.05.2018. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for **Providing printing and allied services at IIM Nagpur** as per requirements in Annexure B and as per rates quoted in Price Bid Annexure C.

Name of the BIDDER \_\_\_\_\_

Signature of authorized person \_\_\_\_\_

With date

Official seal of BIDDER

**SCOPE OF SERVICES**

<b>Scope of Services</b>	<b>Compliance Yes /No</b>	<b>Details to be provided by the vendor</b>
Providing Two All in One High Speed Photocopy machines (One colour and One Black & White) at IIM Nagpur campus (with complete maintenance and consumables) Brands: Canon 2545, Ricoh or higher New machines to be provided on <b>Zero Rental basis</b>		<b>Machine details:</b>
A desktop computer to be provided for the operator.		
An Operator, well versed with the all the machine operations, having working knowledge of English to be provided for 8 hrs/day, 6 days/week.		
Spiral binding services with associated consumables		
Scanning services		
Printing services (Coloured and B&W)		
Photocopy services		

**Notes:**

1. Approximate printing volume 2.25 to 2.50 lakh pages per year
2. Paper required for printing will be provided by the institute.
3. A log of work has to be maintained by the operator for verification of Bill on monthly basis.
4. Additional manpower may be needed during high volume material reproduction.
5. The vendor will have to provide substitute operator in case of absence of regular operator.
6. As the material reproduction is a part of academic activity, the operator has to understand the requirements and work with Programme office for the same. To maintain the system smoothly, the operator should not be changed randomly or without intimation to the institute authorities.

**ANNEXURE C**

**Price Bid**

**Table 1**

Sr. no	Service	Rate per page
1	Printing/ Photocopying services (Black & White) (Excluding page cost)	

**Table 2**

Sr. no	Service	Rate per page
1	Printing / Photocopying services (Coloured) (Excluding page cost)	
2	Scanning services	
3	Spiral binding of printed material with Plastic cover sheets. (Per 100 pages)	

**Rates quoted in Table 1 will only be used for evaluation / comparison of bids.**

Signature of Bidder :

Seal :