



INDIAN INSTITUTE OF MANAGEMENT CALCUTTA

**Diamond Harbour Road, Joka,
Kolkata - 700104**

NOTICE INVITING TENDER

NIT NO: NIT/IIMC/CMDP/III/64/2022-23

NIT DATE: 12 JANUARY 2023

FOR

**DESIGNING, PRINTING AND SUPPLY OF CMDP BROCHURES,
ANNUAL CALENDAR AND PROGRAMME BROCHURES FOR USE
OF VARIOUS PROGRAMS AT MDP OFFICE AT IIMC FOR A
PERIOD OF TWO YEARS**

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Tender Information Summary (TIS)			
1.0 Basic Tender Details			
Tender Title	DESIGNING, PRINTING AND SUPPLY OF CMDP BROCHURES, ANNUAL CALENDAR AND PROGRAMME BROCHURES FOR USE OF VARIOUS PROGRAMS AT MDP OFFICE AT IIMC FOR A PERIOD OF TWO YEARS		
Tender Ref.	NIT/IIMC/CMDP/III/64/2022-23 DATE 12 JANUARY 2023		
Tender Type	LTE – Domestic	Form of Contract	Item Rate
Tender Category	Goods	No. of Covers	One
Bidding System	One	e-Reverse Auction to be held after Financial bid opening	No
Procuring Organisation	Indian Institute of Management Calcutta	Procuring Entity	The Director, IIMC
Tender Inviting Authority (TIA)	Senior Administrative Officer (Purchase)	Address	Diamond Harbour Road, Joka, Kolkata, West Bengal - 700104
Appointing Authority for Arbitration	Head of the Procuring Organisation		
2.0 Requirement Details			
Evaluation Basis	L1- Bidder will be selected.	Part quotation allowed or not	Not Allowed
Inspection Type	N.A.	Inspection Agency	By Procuring Entity
Inspection Schedule	After completion of work and before making payment		
Item Details	As per Schedule of Requirement	Quantity and Units	As per Schedule of Requirement
Indicative HSN Code	Item wise	Consignee/ State	IIMC, Kolkata/ West Bengal
Terms of Delivery	As per Tender Document	Completion date of Delivery	As per Tender Document
3.0 Critical Dates			
Published Date	12 JANUARY 2023 at 1600 hrs	Bid Validity	75 days from the date of opening of Bid
Document Download Start Date & Time	12 JANUARY 2023 at 1615 hrs	Document Download End Date & Time	24 JANUARY 2023 at 1000 hrs
Clarification Start Date & Time	12 JANUARY 2023 at 1630 hrs	Clarification End Date & Time	24 JANUARY 2023 at 0930 hrs
Bid Submission Start Date & Time	12 JANUARY 2023 at 1630 hrs	Bid Submission Closing Date & Time	24 JANUARY 2023 at 1000 hrs.
Tender opening (Techno commercial bid) Date & Time	25 JANUARY 2023 at 1030 hrs	Tender Opening (Financial bid) Date & Time	NA
4.0 Eligibility to Participate			
Is this item reserved for exclusive Procurement from MSEs	No		
Nature of Bidders eligible – OEMs/ Dealers authorised by OEMs	No Restriction		
Entities from countries not eligible to participate on reciprocal basis	Not applicable as only Empanelled Agencies are eligible		

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Minimum local content for eligibility to participate	As per Govt Orders		
Classes of Local Suppliers eligible to participate	As per Govt Orders		
Mandatory Joint venture with Indian Company	Not applicable		
5.0 Obtaining the Tender Document and clarifications			
eProcurement Portal and helpdesk for Document availability and submission	https://eprocure.gov.in/eprocure/app www.iimcal.ac.in under Information/ Tender Tab	[0120-4001 002; 0120-4001 005; 0120-6277 787 or support-eproc@nic.in]	
Cost of Tender Document (INR)	Not applicable		
Office/ Contact Person/ email for clarifications	Purchase Section		
6.0 Pre-bid Conference			
Pre-bid Conference applicable or not	YES		
Place, time, and date of the Pre-bid Conference	Date and Time: 17 January 2023 at 1430 hrs. Indian Institute of Management Calcutta		
Place, time, and date before which Written queries for the Pre-bid conference must be received	Date and Time: 17 January 2023 by 1100 hrs. Indian Institute of Management Calcutta		
Place, time, and date before which registration of participants for the Pre-bid conference must be received	Date and Time: 17 January 2023 by 1100 hrs. Indian Institute of Management Calcutta		
7.0 Preparation and Submission and Opening of Bids			
Bids to be Addressed to	Senior Administrative Officer (Purchase) Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal - 700104		
Instructions for Online bid Submission	[https://etenders.gov.in/eprocure/app?page=HelpForContractors&service=page]		
Tender Opening Place	On e-procurement portal(s) mentioned above		
Alternate Bids allowed or not	No		
9.0 Physical submission of Originals/ Self-attested copies of Originals of Scanned Documents uploaded			
Physical documents required/ permitted to be submitted	Not required / As per discretion of Bidder		
If Yes, List of Documents to be submitted physically			
Deadline for physical submission of originals/ self-attested copies of Originals of uploaded scanned documents	As per Tender Document		
Address of Physical Submission of Originals	Senior Administrative Officer (Purchase) Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal - 700104		
10.0 Documents relating to Bid Security and Performance Security			
Bid Security and Validity	NA	Form of Security and To whom to be addressed	NA

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Performance Security and Validity	3% of Contract Value 60 days beyond the date of completion of all contractual obligations including Warranty obligations (if any)	Form of Security and To whom to be addressed	Acct Payee DD/ FDR from a Commercial bank/ Bank Guarantee /e-Bank Guarantee from any Indian Commercial Banks in favour of Indian Institute of Management Calcutta, Payable at Kolkata
11.0 Additional Clauses			
Integrity Pact to be Signed and Submitted along with bid	Not Applicable	Independent External Monitor, Name and Contact Details	No
Price Variation Clause	No		
Quantity Splitting/ Parallel Orders	NO	If Yes, Ratio of Distribution among L-1 and others	NA