

Commercial Requirement of the Firm/Vendor/Contractor

1. Name & Address of the Firm/Vendor/Contractor:

2. Contact Person's name with Phone/Mobile No. /e-mail id:

3. Trade License No.
(Attach photocopy of document)

4. (i) PAN :
(Attach photocopy of document)

(ii) GST Registration, if applicable
(Attach photocopy of document)

(iii) IT Returns for last three years:

(iv) Annual Turnover (2016-17):

5. Details of EMD:
 - a. Amount :
 - b. Demand Draft No. :
 - c. Issuing Bank :
 - d. Date of issue :

6. Experience/ Credentials (if assigned such job by other organization, enclose copy of the order).

DECLARATION

We are ready to execute the work on receipt of the work order from your Institute. We /I declare that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/distorted. We/I are/am found to have concealed/distorted any material information; the Institute shall have the right to cancel the order without any notice.

Place:

Date:

**Signature of the Tenderer
With name and Seal**

SCHEDULE 'A'
CONTRACT
FOR
PROVIDING PHOTOCOPY SERVICES AT VARIOUS LOCATIONS
INSIDE THE IIMC CAMPUS, JOKA
W.E.F 1ST JUNE, 2018 TO 31ST MAY, 2020

COMPRISING OF:-

- (A) SCHEDULE OF WORKS
- (B) DETAILED SCOPE OF WORKS
- (C) GENERAL TERMS AND CONDITIONS

(A) SCHEDULE OF WORKS

NAME OF WORK:- PROVIDING PHOTOCOPY SERVICES AT VARIOUS LOCATIONS INSIDE THE IIMC CAMPUS, JOKA W.E.F 1ST JUNE, 2018 TO 31ST MAY, 2020.

SL. NO.	DESCRIPTION OF ITEMS	QTY.	RATE (Rs.)	UNIT	AMOUNT (Rs.)																						
1.	<p>Providing photocopy services along with hiring charges of new/ excellent condition photocopier machine (Model: Photocopier machine with printer and internet connectivity of Canon iR405 Digital or similar superior make) at the following locations, for a period of two years w.e.f. 01.06.2018 to 31.05.2020 as per the terms and conditions mentioned in the 'Scope of Works'.</p> <table> <thead> <tr> <th><u>Location</u></th> <th><u>No. of Machines</u></th> </tr> </thead> <tbody> <tr> <td>1. MDC Office</td> <td>01</td> </tr> <tr> <td>2. Engineering Division</td> <td>01</td> </tr> <tr> <td>3. PGP Office</td> <td>03</td> </tr> <tr> <td>4. New Teaching Block</td> <td>01</td> </tr> <tr> <td>5. Library</td> <td>01</td> </tr> <tr> <td>6. Personnel Section</td> <td>01</td> </tr> <tr> <td>7. Accounts</td> <td>01</td> </tr> <tr> <td>8. Duplication Section</td> <td>01</td> </tr> <tr> <td>9. PGPEX Office</td> <td>01</td> </tr> <tr> <td>Total Quantity:</td> <td>11</td> </tr> </tbody> </table> <p>(Only consolidated rate for all the ELEVEN machines to be quoted)</p>	<u>Location</u>	<u>No. of Machines</u>	1. MDC Office	01	2. Engineering Division	01	3. PGP Office	03	4. New Teaching Block	01	5. Library	01	6. Personnel Section	01	7. Accounts	01	8. Duplication Section	01	9. PGPEX Office	01	Total Quantity:	11	24 Months		Month	
<u>Location</u>	<u>No. of Machines</u>																										
1. MDC Office	01																										
2. Engineering Division	01																										
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9. PGPEX Office	01																										
Total Quantity:	11																										
2.	<p>Per copy charge for Full Service Maintenance Agreement (FSMA) of all the machines including supplying of all consumables, spares along with service and maintenance etc.</p> <p>(only single rate to be quoted, which shall be applicable for all the machines)</p>	Not Applicable		Per Copy	Not Applicable																						

(B) DETAILED SCOPE OF WORKS

NAME OF WORK:- PROVIDING PHOTOCOPY SERVICES AT VARIOUS LOCATIONS INSIDE THE IIMC CAMPUS, JOKA W.E.F 1ST JUNE, 2018 TO 31ST MAY, 2020.

NOTE:- All the areas and services mentioned in this document are to provide an overall idea of the work to be done. However, minor variations shall not entail the contractor to any additional claim thereof.

- i) The proposed digital photocopier machine (Model: Canon iR405 Digital) should be new or should be in excellent condition with printer and internet connectivity having a capacity of producing at least 40 copies per minute and with a scanning capacity of 90 to 150 pages with automatic sharing facility.
- ii) The machine should be able to copy at an average of 15000-20000 copies per month.
- iii) The Institute will provide space, electricity and paper. The machine will be exclusively maintained by the Service Provider including supply of all spares and consumables at no additional cost on the institute.
- iv) The machine will usually be operated from 9.15 a.m. to 5.45 p.m. from Monday to Friday. However, based on requirement, usage may be additional, for which no additional payment will be claimed by the Service Provider.
- v) Apart from the consolidated charges for providing photo-copying services, Full Service Maintenance Agreement (FSMA) charges per copy, will be paid to the Service Provider as per actual meter reading.
- vi) Any report or complaint relating to the machine must be attended instantly. For any major breakdown, alternative arrangement is to be made by you for continuation of the work. If the machine remains inoperative for more than one day, a penalty of Rs.200/- (Rupees Two Hundred) only per day will be imposed and will be deducted from the bill.
- vii) The Institute reserves the right to add, delete, modify and terminate the contract by serving one month notice at any point of time.
- viii) In case of any change in the number of machines in future, the Service Provider shall be bound to take the same into account, as per Instruction of the authorized officials of the Institute and payment for the same shall be done on pro-rata basis.

(C) GENERAL TERMS & CONDITIONS:

1. **Evaluation of the tender** will be based on the sum of the following:
 - (i) Monthly rate quoted by the Service Provider for Item No. 1 in the schedule of work
(+)
 - (ii) F.S.M.A charges quoted by the Service Provider for Item No. 2 in the schedule of work X 40,000 (Assuming approx. 40,000 copies per month, as per number of average copies done in the previous year from 1st January 2017 to 31st December 2017).
Accordingly, the L1 vendor will be decided.

2. **Earnest Money Deposit:** The bid should be accompanied with an EMD of Rs.10,000/-(Rupees ten thousand only) in the form DD in favour of Indian Institute of Management Calcutta and payable at Kolkata. The EMD of selected bidder will be kept as Performance Security Deposit till completion of the contract. EMD of rest bidders will be released within 30 (thirty) days from the date of opening of the bid without any interest.

3. **Validity of Contract:** The Service/Job contract shall be valid for a period of two years, which may be renewed further upon mutual consent, depending on satisfactory performance of the Service Provider as well as requirement by the Institute. However, in the event of any breach of contract or unsatisfactory performance, the Institute shall have the right to terminate the contract at any point of time by issuing a notice of one month.

4. **Payment of Bills:** Service Provider will raise their monthly bill along with all relevant documents against the service duly certified by the concerned department by 7th of every month. The monthly charges will become payable to the Service Provider preferably within 30 working days after receipt of the bill, which will be subject to verification with the relevant produced documents and satisfactory performance in completing the specified works as per Schedule 'A'.

5. The service provider in providing the schedule service shall be liable to and/or complying with and abide by all applicable statutory provisions/liabilities, applicable taxes etc. Statutory deductions of applicable taxes shall be made at source against each payment as per rules.

6. During the period of contract, the Service Provider shall not make any claim for additional charges other than expressly mentioned in the Terms & Conditions.

7. **Arbitration:** In the event of any disagreement/dispute arising in connection with execution of the contract which cannot be settled in an amicable manner between the Service Provider and the concerned Officer of IIM Calcutta, the matter shall be referred to Director, IIM Calcutta for his intervention towards amicable settlement. Even then if it is not settled, the Director will appoint an arbitrator for arbitration whose award will be final and binding on both the parties. Such arbitration shall be governed by the provisions of the Indian Arbitration and Conciliation Act, 1996 or as amended from time to time. The venue for such arbitration will be in Kolkata.

8. The Service Provider will comply with all rules and regulations, as applicable.

Senior Administrative Officer (Purchase)