

NOTICE INVITING TENDER

Ref: Tender No. IIMV/IT/Tender/Print/18-19/04

February 26, 2019

BACKGROUND AND OBJECTIVE:

Indian Institute of Management, Visakhapatnam (IIMV) invites tender for its day to day activities related to printing, scanning and photocopying (black & white and/or colour) services at IIMV Campus from the bidders eligible as per the eligibility criteria mentioned in the tender document. The tenders are invited in two-part system (Technical and Financial bids). Tender documents can be downloaded from the CPP Portal <http://eprocure.gov.in> and Institute website <http://www.iimv.ac.in>.

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. IIMV reserves the right to select the service provider or to reject any bid wholly or partly without assigning any reason(s). Incomplete tenders, conditions, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

NOTICE INVITING -TENDER:

Sr. No.	Item name	Description
1	Name of the work	Printing, scanning and photocopying (black & white and/or colour) of documents
2	Tender No and Date	Tender No.: IIMV/IT/Tender/Print/18-19/04 dated 26 February, 2019
3	Tender cost/Fee	Rs. 500/- (DD/Pay Order to be drawn, on any nationalized bank in favour of “Indian Institute of Management, Visakhapatnam” and payable at Visakhapatnam)
4	Earnest Deposit Money (EMD)	Rs. 36,000/- (DD/Pay Order to be drawn in any nationalized bank in favour of “Indian Institute of Management, Visakhapatnam” and payable at Visakhapatnam)
5	Contract Period	Three years
6	Issue of tender	Tender documents can be downloaded from http://www.iimv.ac.in/tender-notices or from CPPP https://eprocure.gov.in/cppp/
7	Last date for submission of tender	11-Mar-2019 (Monday) 03:00 pm
8	Opening of tender	11-Mar-2019 (Monday) 04:00 pm
9	Contact person	Senior Administrative Officer, Indian Institute of Management Visakhapatnam, Andhra Bank School of Business Building, Andhra University Campus, Visakhapatnam, Ph: 0891 2824 453; sao@iimv.ac.in

SCOPE OF WORK:

1. The bidder shall install one good Heavy-Duty quality Digital Printing, Scanning and Photocopying Machine with minimum speed of 35 pages per minute, at IIMV premises to meet day to day requirement of printing, scanning and photocopying of A4 and A3 size papers. The number of machines may be increased during the tenure of contract, in case of requirement, which should be provided by the bidder at the same cost. The specifications of the machine should be provided as per **Annexure – 1**.
2. The speed of the machine should be minimum 35 pages per minute (p.p.m.) The make, type, model of machine to be used by the service provider must be mentioned in the technical bid along with catalogue and OEM authorization. Machines should be manufactured in 2018 or later and should be brand new. Used machine should not be accepted in any case. The copy of invoice of machines should be provided to IIMV by the successful bidder.
3. The specification of paper to be used for printing / photocopying shall be of at least 70 GSM of J.K. Paper / TNPL / Bilt Matrix Xerox or similar brands. However, IIMV shall approve one or two other equivalent brands of 70 GSM paper. Upon approval the bidder shall have the right to use any of the approved brand paper.
4. Printing/ photocopying machine is required to be installed at the cost of service provider. Service provider is required to submit rates for different services in the financial bid document. The rates will be settled per copy basis. The rates will be inclusive of operator wage (employed by service provider) and all the consumables required for printing/ photocopying including paper, stapler pins, toner, all consumables and necessary software to run the machine. Machine should support the login through Access Card Readers also.
5. The operating hours shall be from 9.00 am to 6.00 pm. The working days of the week will be six days, Monday through Saturday. In case of any additional and emergency work when the machine needs to be operated beyond the normal working hours or holidays, the service provider will have to provide such services at no extra cost.
6. Service provider shall provide adequate competent full-time staff who will be responsible on site for all aspects of running and managing the facility. Service provider will provide substitute fully trained staff whenever the regular operator is on leave due to absenteeism or sickness, with prior intimation to this office. Any such replacement will be fully conversant with the operation of the machine/equipment and all relevant procedures. The cost of providing such replacement will be borne by service provider.
7. Service provider shall provide a Network Print, Copy and Scan Management Software (Client-Server) to administrate the printing services like print jobs monitoring, securing and controlling the print jobs, report generating, print charging service etc. Software shall be able to integrate with Active Directory (AD) and Lightweight Directory Access Protocol (LDAP). IIMV will provide required server hardware to run the software.
8. Service provider will be responsible for arranging all equipment, service and maintenance to meet high standard of consistent quality. Service provider will maintain a stock control system and provide

all relevant supplies including paper, stapler pins, toner and all consumables necessary to run the machine/ equipment.

9. All equipment and staff utilized in this service will be totally dedicated for exclusive use of IIMV and no outside work will be undertaken.
10. In case of machine break down, service provider will provide immediate backup machine so that the down time is minimized to less than 4 hours and work of IIMV is not held up.
11. Security of all documents shall be protected and under no circumstance, papers given for photocopy or copies thereof shall be taken out of the premises or given to persons not authorized by IIMV.
12. Service provider shall raise bill on monthly basis and submit the same succeeding month for payment. IIMV will normally settle the bill within 21 days from the receipt of the bill. However, for delayed payment, the service provider will not charge any penalty or interest to IIMV. GST, TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from service provider's bills.
13. IIMV will provide suitable space along with supply of 16 Amps / 240 volts electricity supply. The space to install the machine and to keep material such as paper and ink etc. will be provided by IIMV.
14. Service provider will be responsible for submitting periodic reports giving detailed, break up of complete jobs.
15. The insurance of the equipment and staff utilized in this service will be borne by the service provider. IIMV will not be responsible for any damage to the machine arising out of unusual occurrences for example voltage fluctuations, seepage of water etc.
16. Periodic service of photocopying machine is to be undertaken by the service provider to ensure uninterrupted quality. The printouts/copies of inferior quality (faded/inconsistent/ blurred/light or improper coloured/ smudged /shaped out etc) will not be accepted. Such prints/copies will not be considered for billing. The bidder shall take all remedial actions for any such faulty operations, to provide best quality printouts.
17. The period of contract would be for three years from the date of award of the contract and it may be further extended for another one or two years on the satisfactory performance of service provider. The performance of the service provider will be evaluated on yearly basis.
18. IIMV may terminate the agreement with one-month notice in case the services are not found satisfactory or otherwise. In such a case, IIMV will pay on actual work basis for the duration for which the services were used during the year in question. Similarly, the service provider may also terminate the agreement by giving two-month notice. However, on specific request of IIMV, the service provider will continue to provide the service for one month but not exceeding three months in total.

INSTRUCTION TO BIDDERS:

1. Bidders are requested to go through the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid. The Tender should be complete in all respects and should be duly signed. Late and delayed tenders due to any reason including postal delays shall not be considered at all. Offers sent through fax/ e-mail will not be accepted.
2. Any amendments/corrigenda to this tender document will be published in the website <http://www.iimv.ac.in/tender-notices> or <https://eprocure.gov.in/cppp> only. Neither it will be published in any newspaper nor a separate communication given to the bidders. Hence bidders are requested to visit the tenders link periodically before submitting the bid documents. Conditional bids will not be accepted and summarily rejected.
3. The documents/material/communication received from IIMV are the sole property of IIMV and the same shall be in safe custody of the bidder. Any misuse of this material shall attract suitable penal action as deemed fit by the Director, IIMV.
4. IIMV may seek certain clarification or any additional documents from the bidders during the tender process, if so required.
5. IIMV reserves the right to postpone/modify and / or extend the date of receipt of tenders or to withdraw the tender notice, without assigning any reason thereof. In such cases, the bidders shall not be entitled to any form of compensation from IIMV.
6. **VALIDITY OF BID:** Bid submitted by bidder shall remain valid for acceptance for a period of 90 days from the date of opening of the BID. Bidders shall not be entitled during the said 90 days period to revoke or cancel the BID or to vary the same or any term thereof without the consent in writing to IIMV.
7. Tenders received without Tender Fee and E.M.D. as mentioned, would be rejected. However, bidders who are registered with the MSME / National Small Industries Corporation (NSIC) must submit a valid Certificate seeking exemption for Tender Fee and EMD.

QUALIFICATION CRITERIA:

1. The bidder should have registered/branch office at Visakhapatnam. Copy of Registration of Office and Establishment must be submitted with the technical bid.
2. The bidder should have valid PAN & GST registration number (Photo copy of both should be an essential enclosure in the technical bid).
3. The bidder should have at least 05 years of experience in the field of document printing and photocopying services. Copies of Work orders /contracts/ agreements and work completion certificates for providing these services during the last 5 years

4. The bidder should have work experience of providing similar services in Central/ State Govt./ PSU/Autonomous Organisation of not less than Rs. 20,000 (Rupees Twenty thousand only) billing per month in last three years. (Work orders /contracts/ agreements and work completion certificates should be submitted in the technical bid).
5. The average annual turnover of the bidder firm should be at least Rs.6 lacs or more during last 3 financial years i.e. FY 2015-16, 2016-17, 2017-18 (Copies of Audited Balance sheet / IT Returns/ CA Certified turnover certificate showing the firm's name and values clearly should be an essential enclosure in the technical bid).
6. The bidder should not have been blacklisted by any Govt., Semi-Govt. Dept., or any other organization. Self-declaration as per the prescribed format (**Annexure- 4**) should be submitted on company letterhead.

PROPOSAL SUBMISSION:

1. **Technical Bid:** All details and relevant documents as mentioned in **Annexure-2** to be submitted in one separate sealed cover. All the documents to be signed and stamped by the authorised signatory of the firm. DDs for Tender Fee and EMD also should be placed in this cover. The envelop cover should be labelled as "**Technical Bid for Tender No.: IIMV/IT/Tender/Print/18-19/04**". This envelop cover shall contain signed and stamped Technical Bid Document and **Annexures – 1,2,3,4**
2. **Financial Bid:** The Financial bid should be filled in completely, signed and stamped by the authorised signatory of the firm. The envelop should be properly placed in a separate envelope, sealed and labelled "**Financial Bid for Tender No.: IIMV/IT/Tender/Print/18-19/04**".
3. Both the above covers (Technical Bid and Financial Bid) should be kept in a bigger outer envelope cover and sealed. This outer cover should be labelled as "**Bid for printing, scanning and photo copying services against Tender No.: IIMV/IT/Tender/Print/18-19/04**". This outer cover should bear the name and address of the firm clearly and addressed to "**The Senior Administrative Officer, Indian Institute of Management Visakhapatnam, Andhra Bank School of Business Building, Andhra University Campus, Visakhapatnam – 530 003**".
4. The information furnished in the bid documents shall be clear and legible. Any corrections in the bid documents should be clearly attested by the authorised signatory of the bidder. Incomplete/ unclear/vague information in the bids will be treated as 'non-responsive' and the bids are liable to be rejected.
5. **Submission of Bids:** The bid should be submitted at the give address by Post/Courier/ Hand on or before the last date and time mentioned in the Notice Inviting Tenders. BIDS SUBMITTED/RECEIVED AFTER THE DUE DATE AND TIME WILL BE TREATED AS 'LATE BIDS' AND WILL BE SUMMARILY REJECTED. IIMV IS NOT RESPONSIBLE FOR DELAY IN DELIVERY OF BIDS DUE TO ANY REASON.

OPENING OF BIDS:

- Opening of Technical Bid:** The Technical Bids will be opened on the date and time at the venue mentioned above, in presence of these bidders or their authorised representatives. The persons attending this opening meeting shall produce a letter of authorization from their office for the same. The documents submitted in the technical bid will be evaluated by the Committee. The bidders do not meet the eligibility criteria will not be considered for further evaluation.
- Opening of Financial Bid:** The Financial Bids of the technically qualified bidders only will be opened in presence of these bidders or their authorised representatives. The persons attending this opening meeting shall produce a letter of authorization from their office for the same. The date and time of Financial bid opening will be communicated to the qualified bidders separately.

EVALUATION OF BIDS:

- The Technical bids will be first evaluated for matching of the bidder with the prescribed eligibility criteria. The bidders who not matching with the eligibility criteria will be declared as 'disqualified' and their bids will not be considered for further evaluation.
- Evaluation of Technical Bid:** The Technical Bids of the pre-qualified bidders only will be evaluated, and scoring will be done as per given terms and conditions. The bidders who score minimum qualifying marks i.e 70 or more will only be considered as Technically qualified and considered for next stage of evaluation.

Evaluation Matrix: Total Score: 100 of Technical Bid

S.No.	Criterion	Details	Reference Documents	Max. Points
A	Financial Strength of the Bidder			30
1	Average annual Turnover for last three financial years more than or equal to Rs. 15 Lakhs	30 points	Last 3 years Audited Financial Statements	
2	Average Turnover for last three financial years more than or equal to Rs. 10 Lakhs	20 points		
3	Average Turnover for last three financial years more than or equal to Rs. 6 Lakhs	10 points		
B	Experience in Printing and Photocopying services			60
1	Projects Handled in Central/State Government/Public Sector Undertaking Organizations during last 3 years	20 points per project for a maximum of 3 projects	Work orders/ contracts/ agreements and work completion certificates	
2	Projects Handled in Private Sector during last 3 years.	10 points per project for a		

S.No.	Criterion	Details	Reference Documents	Max. Points
		maximum of 3 projects		
C	Company Experience in years			10
1	Company work experience - 5 years and above	10 points		
2	Company Work Experience - less than 5 years	5 points		
	Total			100

3. **Evaluation of Financial Bid:** The Financial Bids of the Technically qualified bidders only will be opened and evaluated.

Method of Selection:

Quality and Cost Based Selection (QCBS) – QCBS -70:30 (Quality (70%) cum Cost (30%) Based Selection. Wherein 70% weightage will be given to the technical proposal and 30% to the financial proposal. Financial bid proposals of only those bidders who qualify technically (Minimum Qualifying Marks: 70) will be opened.

QCBS Evaluation:

$$B = \frac{C_{low}}{C} X + \frac{T}{T_{high}} (1-X)$$

where,

C = Evaluated Bid Price

C_{low} = the lowest of all Evaluated Bid Prices among responsive Bids

T = the total Technical Score awarded to the Bid

T_{high} = the Technical Score achieved by the Bid that was scored best among all responsive Bids

X = weightage for the Price as specified in the BDS

The Bid with the best evaluated Bid Score (B) among responsive Bids shall be the Most Advantageous Bid.

OTHER TERMS & CONDITIONS:

1. It shall be the sole responsibility and liability of the service provider to carry out the obligations arising out of various labour legislations such as Contract Labour (Regulation and Abolition) Act 1970, Minimum Wages Act 1948, Payment of Wages Act 1936, Payment of Bonus Act, Industrial Disputes Act 1947, Employee Provident Fund and Misc. Provisions Act 1952, Employees' State Insurance Act 1948, Women's Compensation Act 1923, Child Labour (Prohibition and Regulation) Act 1986 and such other relevant enactment are in force from time to time in respect of staff engaged by the service provider to provide the service.

2. **Performance Security:** The successful bidder will have to furnish performance security of 5% of the final Work Order value (before taxes) calculated for the entire contract period, i.e., three years, in the form of bank transfer or Demand Draft or Bank Guarantee in favour of Indian Institute of Management Visakhapatnam, payable at Visakhapatnam within 10 days of award of contract. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier. Performance Security will be forfeited if the firm fails to perform any of the terms or conditions of the contract, besides the firm may also be black listed. Performance Security will be refunded to supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects. In case, the firm fails to provide the required services within specified delivery period, the same services will be obtained from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security. In case of non-receipt of Security Deposit within the stipulated time, EMD will be converted into Security Deposit and the balance amount will be recovered from the bill submitted for the payment.
3. **Agreement:** The successful Bidder shall be required to execute a contract Agreement with IIMV on the non-judicial stamp paper of Rs. 100/- (Rupees One hundred only) within 15 days of receipt of letter of award. The cost of stamp paper shall be borne by successful bidder. IIMV reserves the right to amend the terms & conditions of contract by mutual discussions and shall be in writing during the tenure of the contract. The amended terms and condition will form part of the agreement.
4. **Work at Risk and Cost:** The institute 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 contractor if it is found that the quality and/or the progress in respect of whole or part of the work is not satisfactory and the fault is attributable to the contractor.
5. **Insurance:** The successful bidder (contractor) shall take third party insurance to cover any accident or accidents of nature, for an amount as required for such type of work against damage /loss/ injury to property or person or loss of life during the entire period of the contract. A copy of insurance policy will be handed over by the contractor to the concerned authority of the Institute before commencing work as specified in the work order / letter of intent. In case the contractor fails to take the insurance policy, the Institute would arrange for the same at the cost of the contractor, alternatively, the institute may stop payments of bills to the contractor till insurance is arranged by the contractor or terminates the contract at the risk and cost of the contractor.
6. **Indemnity:** The contractor shall indemnify and keep indemnified the institute and its representatives against all losses and claims for injuries and or damages to any person or property. The contractor shall abide by and observe all statutory laws and regulations in matters of Labour Law, Factory Act, Explosive Act, Workmen compensation Act, Sales Tax, Royalty, Excise duty, Octroi, Works contract etc. and shall keep the institute indemnified against all penalties and liabilities of kind of breach of any such statute ordinance or law / regulations or Bylaws. The contractor shall not employ child labour. Payment to workers must be according to Minimum Wages Act.
7. **Compliance with the Institute rules and Regulations:** The contractor shall comply with all norms stipulated by the Institute to maintain discipline, safety, security and hygiene at and around the work site.

8. **Arbitration:** In the event of any question, dispute or difference arising under this NIT or in connection there with except as to matter the decision of which is specifically provided under this NIT, the same shall be referred to an arbitrator appointed by the Director, Indian Institute of Management Visakhapatnam and the decision of the Arbitration will be binding on both parties of this NIT.
9. **Jurisdiction:** It is agreed and declared by and between the parties hereto that so far it concerns the jurisdiction of any court in enforcing any of the rights or remedies of the parties hereto against each other or one another, a court in the city of Indore alone shall have jurisdiction to the exclusion of all other courts in any place in the Union of India so that none of the parties hereto shall be entitled to any proceedings whatsoever in respect of any matters touching or relating to or in connection with or arising under agreement and the terms and conditions thereof in any court except the court or courts having jurisdiction in the city of Visakhapatnam Only.
10. **Authorization:** The Contractor shall submit to the institute the names, designation and specimen signatures of the persons authorized by him to draw materials, sign joint measurements, bills, receive payments, receive instructions / notices etc. on behalf of the contractor.
11. **Access to site:** The contractor shall allow unhindered access to the institute and/ or any other party or person, engaged by the Institute to work at the same site and /or to check / regulate /watch/ guard/ measure/ inspect, solely or jointly with the contractor.
12. **Safety and Security:** Contractor shall abide by the safety code provisions as per safety code framed from time to time by the government.
13. **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, which also includes monetary penalty upto 5% of total monthly bill payable by IIMV to the service provider.

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

- The service provider delivers poor quality of copies / prints to the user even after receiving written notice by IIMV regarding poor copy / print quality.
- If the copy/printing activity stops due to service provider's failure in supplying paper, toner, and other consumables required to run the machines.
- Service provider provides copy/printing services to any individual / organization not authorized by IIMV.
- The service provider fails to supply paper as per specification.
- Operators are not available during the stipulated timings.
- Not accepting or not doing the assigned jobs.
- Machine fails and not rectified within 4 hours of breakdown.
- Breach of any clause of tender / agreement even after receiving prior written notice by IIMV.
- Any other matter which an act of negligence or breach of ethics by the service provider.

ANNEXURE - 1

Specifications of Photocopy Machine:

The machines should be of standard brands digital heavy-duty machines with a capacity to print/copy at least 35 copies per minute with self-setting options. The detailed specification of the machine being installed should be mentioned in the following format along with Catalogue and OEM authorization.

Note:

1. Machines should be manufactured in 2018 or later and should be brand new. Used machine should not be accepted in any case.
2. The copy of invoice of machines should be provided to IIMV by the successful bidder.

Sr. No.	Specification of Required Machine
1	Machine Brand and Model No.
2	Year of Purchase / Manufacturing
3	Core Functions
4	Speed Print/Copy/Scan
5	Finishing Capabilities
6	Print/Copy/Scan Features
7	Memory and HDD
8	Control Panel
9	Document Feeder
10	Print/Copy/Scan Resolution
11	Continuous Copy
12	Original Size
13	Warm up time
14	Zoom / Magnification Ratio
15	Paper Capacity
16	Duplex Copy /Print
17	Authentication
18	Interface Connection
19	Network Operating System
20	Scan Output Format
21	Any other features

I hereby certify that the above-mentioned particulars are true and correct.

Date:

Signature:

Place:

(Company Seal)

Name:

Designation:

ANNEXURE - 2

List of documents to be submitted for 'Qualification Criteria':

S. No	Criteria	Documents required	Submitted YES/NO
1	The bidder should be a firm with registered office or branch office at Visakhapatnam	Copy of Certificate of registration of the firm with registered office in Visakhapatnam	
2	Should have a valid PAN, GST registration	Copies of PAN card and GST registration certificate	
3	Should have at least 05 years of experience in the field of document printing and photocopying, etc.	Copies of Work orders/contracts/agreements and work completion certificates for providing these services during the last 5 years	
4	The bidder should have at least one similar experience in Central/State Govt./PSU/Autonomous Organisations of not less than Rs. 20,000 (Rupees Twenty thousand only) billing per month during last 3 years	Copies of the Work orders/contracts/agreements and work completion certificates	
5	Should have an average annual turnover of at least Rs. 6,00,000 (Rupees Six lakhs only) in the preceding three years.	Copies of Audited Balance sheet /IT Returns/ CA Certified turnover certificate showing the firm's name and values clearly	
6	The bidder should not be black listed by any Central/State Govt./PSU/Autonomous bodies	Self-declaration as per the prescribed format (Annexure- 4) should be submitted on company letterhead.	

I hereby certify that the above-mentioned particulars are true and correct.

Date:

Signature:

Place:

(Company Seal)

Name:

Designation:

ANNEXURE - 3

Technical Bid for Printing, Scanning and photocopying services against

Tender No.: IIMV/IT/Tender/Print/18-19/04

Name of the Bidder: _____

Registered Address: _____

Authorised person's Name and designation: _____

Contact No: _____ E-mail: _____

PAN (of the firm): _____ GSTN: _____

Details of the documents to be submitted:

S. No	List of Documents	Details	Submitted Yes/NO
For Technical Bid			
1.	All documents related to Eligibility criteria as per Annexure-2	Attested and stamped photo copies of all the documents/originals (wherever applicable)	
2.	Tender Document	Tender document signed on all pages	
3.	DD for Tender fee, wherever applicable		
4.	DD for EMD, wherever applicable		
For Financial Bid			
5.	Financial Bid	Financial bid	

* All documents at S.No 1,2,3and 4 shall be placed in one cover, sealed and labelled as 'Technical bid for Tender No.: IIMV/IT/Tender/Print/18-19/04'. Document at S.No. 5 shall be placed in separate envelop cover, sealed and labelled as "Financial Bid for Tender No.: IIMV/IT/Tender/Print/18-19/04'. Both these covers shall be placed outer cover, sealed and labelled as "Bid for Printing, scanning and photocopying services against Tender No.: IIMV/IT/Tender/Print/18-19/04and delivered at above address before closing date.

Declaration

I _____, the undersigned being authorised signatory for _____ for submission of bid for Printing, scanning and photocopying services against Tender No.: IIMV/IT/Tender/Print/18-19/04 hereby declare that all the documents submitted and details furnished are true and correct to the best of my knowledge. I understand that if at any time, during or after the tender process or after award of contract, the documents or the details submitted are found to be false/ manipulated/ fabricated with a mal-a-fide intention, the bid will be summarily rejected/contract be nullified and suitable action as deemed fit be initiated against my agency.

Date:

Signature:

Place: (Company Seal)

Name:

Designation:

ANNEXURE -4

**Declaration regarding Non-Blacklisting of company and acceptance of
tender terms and conditions
(To be provided on letter head of the Bidder)**

I / We _____do hereby certify that our firm at Visakhapatnam is not blacklisted and no enquiries / cases are pending against us by Govt. of India / Govt. of Andhra Pradesh or any State Board Universities, since inception of the firm / company.

All the terms and conditions given in the document “Request for Proposal (RFP) for Printing, scanning and photocopying (black & white and/or colour) of documents at IIM Visakhapatnam Campus” issued by IIM Visakhapatnam are acceptable to us.

I also certify that the above information is true and complete in any every respect and explicitly agree that in case at a later date it is found out by the Institute (IIMV) that any details provided herein by us are incomplete/incorrect, any contract given to us may be summarily terminated forthwith, our firm may be blacklisted, and that the Institute may also initiate any other legal/penal proceedings, as deemed fit by it.

Date:

Signature:

Place: (Company Seal)

Name:

Designation:

FINANCIAL BID (FORMAT)

Name of the Agency along with Address and Telephone No.:

Description of work: Printing and Photocopying Services

Sl. No.	Item Description	Quantity	Printing and Photocopying Rates (Rs.) (Including all Charges and excluding GST)
1	A-4 Size Paper (Back to Back or Duplex Printing & Photocopying) Black & White	1	
2	A-4 Size Paper (Single Side Printing & Photocopying) - Black & White	1	
3	A-4 Size Paper (Back to Back or Duplex Printing & Photocopying) – Color		
4	A-4 Size Paper (Single Side Printing & Photocopying) – Color		
5	A-3 Size Paper (Back to Back or Duplex Printing Photocopying) - Black & White	1	
6	A-3 Size Paper (Single Side Printing & Photocopying) - Black & White	1	
7	A-3 Size Paper (Back to Back or Duplex Printing Photocopying) – color	1	
8	A-3 Size Paper (Single Side Printing & Photocopying) – Color	1	

Note :

1. GST will be extra as per actual.
2. The rates quoted for A-4 Size Paper (Back to Back or Duplex Printing & Photocopying) Black & White will only be considered for scoring
3. The rates quoted shall be firm throughout the contract period i.e., three years and extension if any.