

Indian Institute of Management Calcutta

Tender Enquiry No: **EOI/IIMC/Printer/2/22-23**

Dated 14/06/2022

Expression of Interest **For** **Empanelment of Printing Agencies**

Indian Institute of Management Calcutta, which is an autonomous body under the aegis of Ministry of Human Resources Development, Government of India invites Expression of Interest (EOI) for empanelment of Printing Agencies experienced in conceptualizing, designing, printing of documents etc. having sound back-up for excellent designing, scanning, planning etc. of publication of various descriptions/literature for black & white and multi-colour jobs etc. The printing and designing jobs broadly include designing and printing of In-house Magazines, Newsletters, Bulletins, Guidelines, different types of Brochure for different programmes, Annual Report, Posters, Pamphlets, Visiting Card, Security Printing of Grade Sheet, Diploma Certificate, Greeting Card, Desk Calendar, Special types of files, Folders, etc. on the basis of modern facilities standards available in the industry.

Interested Agency may apply for empanelment to IIM-Calcutta in the prescribed Format given at Annexure-“A” can be downloaded from CPP Portal and the documents duly filled in need to be submitted through CPP Portal only.

Sl. No	Name of Work	Important Dates and Times
1	Date & Times of Online publication of EOI	14/06/2022 at 15:00 hrs.
2	Document submission start time and date	14/06/2022 at 15:30 hrs.
3	Document submission close date and time	04/07/2022 at 14:00 hrs.
4	Opening of documents	05/07/2022 at 14:30 hrs.

Terms & Conditions for Empanelment:

1. The empanelment is valid for a period of two years from the date of approval of the competent authority which may be extended for a further period of one year subject to satisfactory performance and verification of documents as asked for by the authority of IIM Calcutta.
2. Printing Agencies experienced in conceptualizing, designing, printing of documents etc. having sound back-up for excellent designing, scanning, planning etc. of publication of various descriptions/literature for black & white and multi-colour jobs, security printing of grade sheet, diploma certificate are eligible to apply. The printing and designing jobs broadly include designing, photography as

and when necessary, printing of In-house Magazines, Newsletters, Bulletins, Guidelines, different types of Brochures for different programmes, Annual Report, Posters, Pamphlets, Visiting Card, Greeting Card, Desk Calendar, Special types of files, Folders, etc. on the basis of modern facilities and standards available in the industry.

3. The Agency should be in the profession of printing work at least for the last 5 financial years.
4. The Agency should be on the approved panel of Central Govt./State Govt./PSUs./IITs/IIMS/NITs.
5. The Agency should have registration with state & local authorities for undertaking the profession (copies of all such registrations may be enclosed).
6. The Agency should have at least one single colour & colour offset machine, In-house stitching & binding unit & screen-printing unit.
7. The rights to postpone/cancel/terminate the empanelment or its process at any stage is reserved by the competent authority of IIM-Calcutta.
8. Application of the intending Agency can also be rejected at the sole discretion of IIM-Calcutta, if any application found incomplete or information provided by the Agency is not in the prescribed format and /or is inconsistent and inaccurate.
9. IIM-Calcutta reserves the right to remove any Agency from the approved empanelled list for designing and printing work etc. for any administrative reason.
10. The Agency should have full-fledged unit of their own for visual design facility, preparation of art work and translation in English, Hindi etc. proof reading, designing, composing, photograph, printing etc.
11. In the event of the delivery of any defective work/materials, owing to urgency or for any other reasons, IIM-Calcutta shall reserve the right to deduct such suitable sum subject to maximum of 10% of order value from any payment due to the Printer.
12. Tender Enquiry for the printing work will be sent to the empanelled Printing Agencies through e-mail or by-hand or speed post/registered post-courier etc.
13. The empanelment can be terminated by either party prior to the duration of 36 months by serving one month's notice to the other party. In case of termination, the entire materials whatsoever pending with the Agency will liable to be returned to IIM-Calcutta.
14. A schedule for completing the work and delivery of printed copies will be drawn by the competent authority of IIM Calcutta and will be intimated to the Agency concerned while placing the work-order for the work. The Agency will strictly follow the schedule for completing the work and delivery of items, failing which the name of Agency will be de-listed from the empanelment by IIM-Calcutta authority.
15. The Agency applying for empanelment should furnish all the particulars as per Annexure – "A".

16. All the items to be received from the Agency will be checked by the concerned department in order to ensure specifications/quality as per samples approved by the concerned department.
17. Payment will be released on submission of bill supported with the copy of the work order of the authorized offers of IIM-Calcutta and upon such certification to the effect that the work got printed from the Printers are as per approved specifications.
18. Additional/modified/revised terms & conditions can also be made applicable to the empanelled Agencies including those who are being awarded any work by IIM-Calcutta at any stage as per requirements of IIM-Calcutta, if felt necessary.
19. It will be the responsibility of the Agency to return all materials concerned like manuscript, art-work, photographs, CDs/DVDs etc. after completion of the work, failing which the costs of the items will be recovered from the Printer.
20. The empanelled Agency should have adequate arrangements for packing and dispatching the documents, if so required.
21. The Agency must have office and press in Kolkata.
22. The Agency should not have been placed in defaulter category by any Government department/institutions. If not, please submit a self-attested certificate to this effect.
23. No terms & conditions from the applicants will be entertained.
24. 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 Calcutta 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 pertaining to this empanelment shall be settled in the court of competent jurisdiction located within the local limits of Kolkata, West Bengal

Senior Administrative Officer (Purchase)

Indian Institute of Management Calcutta

Annexure - "A"

Format for Empanelment of Printing Agencies for printing & designing work

I **General Information**

- (i) Name of the Firm/Agency
Address (including e-mail, telephone numbers)
 - (a) Administrative/Corporate Office
 - (b) Printing Press
 - (c) Landmark
 - (d) Contract Persons
Name(s)
Telephones/Mobiles Nos.
E-mail ID:
 - (e) Year of establishment:
- (ii) Type of Organization
Whether Private Limited Company, Partnership or Proprietary
- (iii) Name of Directors/Partners/Proprietors etc.
- (iv) No. of types in the business
- (v) Financial Details (last 3 years: 2018-19, 2019-20 and 2020-21)
 - a. Annual Turnover
 - b. Annual Net Profit
 - c. Name of the Bankers/& Address(s)
- (vi) No. of Employees
 - a. Administrative
 - b. Technical (give details)

II. **Pre-press facilities**

- i) Typesetting (in English and Hindi)
- ii) Designing and Colour Processing

III. **Translation**

Facilities available for translation into Hindi/other vernacular languages

- 1. Whether translators employed by the Press

2. If there is arrangement with outside translators, details need to be furnished

III. **Printing**

1. No. of printing machines (one colour/two colour/four colour/five colour)
 - a. Make
 - b. Year of Purchase
 - c. Type
 - d. Capacity
 - e. Speed – Actual
2. Whether all the machines are located in the same premises or at different premises, details need to be furnished.
3. Whether facility for work like preparing positives, colour works, binding and varnishing is available, in-house. In case of these works being outsourced, details to be furnished.
4. Details of other machines – Cutting, binding, laminating machines, others
5. Location/s of the Printing Presses

IV. **Credentials**

1. Whether the Printing Agency has done any work for IIM-Calcutta in the past, if so, give details.
2. A list of organizations that have used the Press for similar work in the past. Please give details of type of work done and samples of work.
3. Current work, if any, being done for large organizations.

V. **The following essential documents (self-attested photocopy), whichever is applicable, should accompany with the application for empanelment and submit through CPP Portal:**

- a) Trade License/Registration :
- b) Income Tax Permanent Account Number:
(In the name of the firm, if not proprietorship firm)
- c) GST Registration :
- d) Income Tax Returns (last 3 years, 2018-19, 2019-20 and 2020-21) :
- e) Audited Balance Sheet (last 3 years, 2018-19, 2019-20 and 2020-21) :

Note: Institute may ask the Agency to submit any other certificate/document as it may deem fit.

Date:
Signatory

Signature of the Proprietor/Authorized

Name:

Designation:

Seal

Note: IIM-Calcutta reserves the right to accept or reject any or all application without assigning any reason thereof.

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Annexure-“B”

DECLARATION BY AGENCY

I/we.....
.....declare and confirm that the information furnished and attachments submitted with the application are true and correct.

I/we are aware that any false information provided herein will result in the rejection of my/our application for empanelment.

I/we shall be bound the acts of the duly authorized signatory who has signed this application and of any other person, who in future, may be appointed by us in his place whether or not an intimation of such changes has been given.

I/we undertake to communicate promptly to IIM Calcutta any changes in the conditions or working of the firm.

No employee or direct relation of any employee of IIM Calcutta is in way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Agency.

I/we have read and understood IIM Calcutta's terms and conditions for empanelment and agree to abide by the same in all respects.

Signature

Place :

Name :
(In Capital Letter)

Designation:

Date :

(Seal of vendor)