

# भारतीय प्रबंध संस्थान अमृतसर

## INDIAN INSTITUTE OF MANAGEMENT AMRITSAR



पीआईटी बिल्डिंग, सरकारी पॉलिटेक्निक परिसर; पॉलिटेक्निक रोड; छेहरता, जी.टी. रोड अमृतसर- 143105

वेबसाइट : www.iimamritsar.ac.in, दूरभाष 0183-2820040

PIT Building, Inside Govt. Polytechnic Campus; Polytechnic Road; Chheharta, G.T. Road Amritsar – 143105,

Website: www.iimamritsar.ac.in, Ph. No. 0183-2820040

**Ref No. P102/22/V2/2022/267**

**Date: - 09.03.2022**

**Sub: - Call for quotations designing, printing and supply of “Degree certificate” to IIM Amritsar.**

Sir,

E-Quotations are invited on IIM Amritsar e-Tender portal super scribed as “**quotations for supply of “Degree Folder”**” addressed to the IIM Amritsar and uploaded on IIM Amritsar e-Tender portal by 01.00 PM. on or before 16.03.2022 and quotation may be opened on the e-Tender portal on the same day, i.e. 16.03.2022 at 01.30 PM. Quantity and specification of the items are mentioned in **Annexure A**.

### **TERMS & CONDITIONS**

1. Offer must be legible, clear and free from overwriting and cutting. The bid should be in the prescribed format, failing which proposal will be treated as incomplete and incomplete submissions are liable to be rejected.
2. This office reserves the right not to accept the lowest quotation without assigning any reason for the rejection.
3. The bidder should provide a blacklisting related certificate annexure ‘B’.
4. The Invitation is open to all registered suppliers who are having PAN/GST number and Bank A/c Number in their firm/Co. name.
5. If the misprinting/ mistakes will be found in the supplied certificates the supplier should replace it without any extra cost.
6. The sample designs may be shown/requested to/from IIM Amritsar. Vendor will have to produce the final design of the certificate first, once the design is approved by the institute then only the vendor shall make the final items.
7. The bidder shall provide the complete correspondence address, contact number and alternate number and email id.
8. Any other charges, such as packing and forwarding, delivery charges, sales tax, etc. if any should be included in the price.
2. IIM Amritsar reserves the right:
  - a. to accept or reject any or all quotations either in whole or in part or to invite revised price bids or to annul the bidding process or to postpone and/or extend the date of receipt/opening of quotation or to withdraw the same at any time before finalization without incurring any liability to the affected Tenderer / Bidder. The Director, IIM Amritsar does not bind himself to accept the lowest or any quotation and reserves to himself the right of accepting the whole or any part of the quotation. And, the Tenderer/Bidder shall be bound to perform the same at the rates quoted.
  - b. to postpone and/or extend the date of receipt/opening of quotation or to withdraw the same, without assigning any reason thereof.
  - c. to obtain feedback from the previous/ present clients of the vendor by contacting them or by visiting their site to get first-hand information regarding the services (being) provided by the vendor.
  - d. This office reserves the right not to accept the lowest quotation without assigning any reason for the rejection.
2. If the date of opening of the quotation is declared a holiday, it will be opened on the next working day at the same time.



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3. **Financial Evaluation:** The Financial Bid (Tender) should be submitted strictly in the prescribed 'Annexure A' and should remain valid for a minimum of three months.
  - a. Financial bids, which are incomplete and are not submitted in the prescribed format, will be summarily rejected.
  - b. The Financial Bid should clearly contain the details (without erasers/overwriting etc.) as mentioned in the form.
4. **SUMMARY OF REJECTION OR DISQUALIFICATION OF BIDS**
  - a. Applications received after the stipulated deadline
  - b. Any bid in which rates have not been quoted in accordance with the specified formats/ details as specified in the bid document.
  - c. If any bidder has filled more than one bid.
  - d. If unclear, poorly scanned copies are uploaded and received.
  - e. Conditional proposal/bid will not be accepted and will be rejected outright.
  - f. Canvassing in any form will make the quotation liable to rejection.
  - g. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the qualification document.
  - h. If any additions/ alternations are made in tender forms.
  - i. Bids are submitted through any other mode other than the E-Tendering portal on IIM Amritsar's website (<https://iimamritsar.ac.in/>).
  - j. Missing any supporting document(s) with the Bids.
  - k. False or misleading information is submitted.
  - l. Unhealthy participation Record of poor performance such as, abandoning work, not properly completing the contract, or financial failures /weakness etc.

### 5. **QUERIES & RESPONSES**

Queries related to the stated above should be submitted at [purchase@iimamritsar.ac.in](mailto:purchase@iimamritsar.ac.in) only till 12.03.2022, 05:00 pm. Queries submitted after due date and time, and on any other email id will not be entertained. The response to the queries will be given within 1-2 days by email after the last date of submission of queries.

Sd/-

Dr. Simrandeep Singh Thapar  
Administrative Officer



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### Annexure A

Sr. No	Name & Description of items	A/u	Total quantity	Unit Rate	Total
1	Degree, Gold medal, Director's Merit list certificates (A4 size, NEWhite 280GSM paper, Single side 4 color printing, blind embossing, with color logo and gold imprinting)	Pcs	243		
Total					
GST @					
Grand Total					

**Note: Bid/Offer Rates must be valid for three months beyond the date of opening of bids.**

**Supplier Signature, Name and Stamp**



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**Annexure-B**

**CERTIFICATE**

(To be provided on the letterhead of the firm)

I hereby certify that the above firm/agency neither blacklisted by any Central/State Government/ Public Undertaking/Institute nor is any criminal case registered/ pending against the firm or its owner/ partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case, at a later date it is found that any details provided above are incorrect, any contract given to the above agency may be summarily terminated and the firm blacklisted.

**Authorized Signatory Date:**

**Name: Place: Designation: Contact No.:**

**Seal**