



भारतीय पैकेजिंग संस्थान
Indian Institute of Packaging

An autonomous body under the Ministry of Commerce & Industry, Govt. of India

Address: Plot E-2, MIDC Area, Andheri (East),
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IIP/MUMBAI/ADMIN/TENDER/2019/04

Dated: 22/03/2019

Tender Notice No. 2019/04

**NOTICE INVITING TENDER FOR ANNUAL MAINTENANCE CONTRACT
(AMC) SERVICES REQUIRED AT IIP MUMBAI**

Indian Institute of Packaging (IIP) an autonomous body under Ministry of Commerce & Industry, Government of India invites sealed proposals from Reputed/Authorized Service providers for AMC of below given services, requirements, contracts, supplies etc. for a period of One Year for its Head Office at Mumbai with effect from May 2019.

1. Garden Maintenance Services
2. House Keeping Services
3. Supply of Contractual Manpower
4. Maintenance of Air Conditioners, Water Coolers, Refrigerators & Chilled Conditioned Chamber
5. Supply of Office Stationery Items as per requirement of the Institute (as and when required)
6. Supply of Hardware, Electrical Fitting & Plumbing Materials as per requirement of the Institute (as and when required)
7. Courier Services
8. Comprehensive Printer Maintenance Services (Repairing/Serviceing) with supply of Refurbished/Refilled/Original Printer Cartridges & Toners as per requirement of the Institute (as and when required)
9. Supply of Office Stationery, Printing of Letterheads, Brochures, Booklets, Envelopes, Visiting Cards, Test Reports and Various other Printed Literature as per requirement of the Institute (as and when required)
10. Appointment of Advertising Agency for Publishing Tenders/Advertisements in Local and Regional National Newspapers as and when required as per DAVP and Non-DAVP Rates

- 11.Comprehensive AMC of Copiers
- 12.Fire Extinguisher
- 13.Scrap Disposal
- 14.Coconut Plucking

Interested service providers can download tender documents from IIP website (www.iip-in.com) or CPP portal (<https://eprocure.gov.in/eprocure/app>) and forward their Quotation as per specifications/requirements mentioned in the tender document in sealed envelope with name of the service to be offered addressed to Assistant Director (General Administration & IT), Indian Institute of Packaging, Plot E-2, MIDC Area, Andheri East, Road No.8, Post Box No. 9432, Mumbai – 400093 or submit tenders/bids online through CPP Portal (<https://eprocure.gov.in/eprocure/app>). Last date of tender/bid submission is 12th April 2019 up to 4:00 pm.

Afsha Siddiqui
Asst. Director (General Admin. & IT)

About the Institute

Indian Institute of Packaging (IIP) is an autonomous body under the administrative control of the Department of Commerce, Ministry of Commerce & Industry, Government of India. Indian Institute of Packaging (IIP) engaged in Research and Development, imparts Post-Graduate Education Programme in Packaging Technology, undertakes testing and evaluation of packages, consultancy etc. IIP also offers large number of short terms and long term professional courses for junior, middle and senior level executives for the executives/Officers of Govt. as well as Corporate Sectors. It also organizes National/International Seminars and Conferences in the field of Packaging.

Instruction to Bidders and General Terms & Conditions:

1. Interested Service Providers can also log on to Central Public Procurement Portal (eProcurement) (<https://eprocure.gov.in/eprocure/app>) and download the tender documents to submit Online Tender Bids as per Specifications/Requirements mentioned in the Tender Document.
2. Interested service providers can bid for one or more AMC services mentioned in the tender document. In case of offline submission of bid/s, bid for each service is to be submitted in separate sealed envelope. In case of online bid submission through CPP portal, the bidder should upload the technical and financial bid in pdf format for each of the service to be offered by the bidder.
3. Copy of Audited Balance Sheet for the last three years ending 31.03.2018 along with Audit Reports.
4. Copy of Income Tax Return (ITR) for last 3(three) years ending 31.03.2018.
5. Copy of PAN, GST Registration Certificate, Service Tax Registration Certificate.
6. As a proof of experience, bidders should submit copies of contracts/orders along with the Successfully Execution Certificate from Government Organizations/PSUs/Reputed Private Industrial Establishments for the last 3(three) years ending 31.03.2018.
7. Copy of any Valid Current License/Certificate for Engagement in the same Business issued by any other Appropriate Authority.
8. Offers submitted by Fax/email will not be considered. No correspondence will be entertained in this matter.

9. Price Bid should include quantities of item, unit rates, total cost with all applicable taxes, duties, fees, levies, freight, transportation cost and any other charges except GST. GST component if applicable to be shown separately and will be paid extra, if applicable. All applicable taxes, duties, fees, levies, freight, transportation cost payable by contractor under the contract or any other cause shall be included in the quoted prices. (All rates to be given in INR).
10. The quoted rates shall remain firm throughout the first year of the contract and no revision is permissible for any reason.
11. Validity of Tender is 60 (Sixty) days, the bid shall remain valid for a period of two months from the date of opening of tender or for a further period if mutually accepted.
12. Delivery: The delivery of goods shall be made by the bidder in accordance with the terms specified by IIP in the conditions of contract. The delivery of goods/items/services should be made within 3 working days from the date of issue of Purchase Order. The supplier shall warrant that goods/items/services to be supplied shall be in full conformity with specifications. In case the goods/items/services are not as per specifications, the same will not be accepted. The firm will have to replace the goods/items as per the actual specifications and requirement. IIP will not be responsible for any loss occurred for this to the supplier/firm/agency/bidder.
13. IIP reserves the right to accept or reject any or all of the tenders/bids received by it either in part or full relating to the work under this Tender Document without assigning any reason whatsoever.
14. The Institute has the right to split the scope of work to more than one agency/agencies without assigning any reason whatsoever. No claim will be entertained on account of this.
15. IIP may also withdraw or cancel the tender either in part or in full to its sole discretion. IIP also does not bind itself to accept the lowest bid.
16. Contract Period will be One Year with effect from May 2019. In case of services not found to be satisfactory, the contract will be terminated with 30 day notice in writing. The contract may also be terminated, extended or curtailed subject to requirements and non-satisfactory services.
17. IIP can decide to extend the period of annual maintenance contract for next two years for any or all AMC services mentioned in the tender document as per the

rates fixed for the AMC period (2019 – 2020) based on good quality service/s offered and satisfactory performance rendered by the appointed contractor.

18.IIP reserves the right to negotiate the quoted price with the successful bidder.

Bid Evaluation System: Technical and Financial Bid/s of Bidder/s will be opened who qualify the Pre-Qualification Criteria.

Tender Fee:

Rs.1000/- plus 18% GST = Rs.1180/-(Rupee One thousand one hundred and eighty only) payable through DD/Pay Order/Online from Scheduled Commercial banks payable at Mumbai in favor of Indian Institute of Packaging, Mumbai. Tender fee is not refundable. Bidders must send DD/Pay Order to Indian Institute of Packaging, Mumbai on or before the tender submission date and time. However, MSME/NSIC registered units are exempted from the payment towards cost of tender fees on e-submitting relevant documents. Due certificate is to be attached.

Tender fees is non-refundable. If the tender is cancelled or recalled on any ground, the Tender document fees (Tender Fees) will not be refunded to the bidders.

Earnest Money Deposit (EMD):

Rs.25,000/-(Rupees Fifty Thousand Only) payable through DD/Pay Order/Online from Scheduled Commercial banks payable at Mumbai in favor of Indian Institute of Packaging, Mumbai. Bidders must send DD/Pay Order to Indian Institute of Packaging, Mumbai on or before the tender submission date and time.

All applicable bank charges shall be borne by the applicant. Tender submitted without EMD is liable to be rejected.

EMD of unsuccessful Bidders shall be returned after the award of the contract. EMD of successful Bidder will be converted into PSD.

Performance Security Deposit (PSD):

EMD of successful Bidder will be converted into PSD. If any amount remains liable to be recovered by IIP from the bidder or in the event of termination of contract by IIP on account of breach of any terms and conditions of the contract by the bidder, the

appropriate amount will be deducted from PSD. No interest will be paid on PSD amount. It will be released after successful completion of the contract.

Pre-Qualification Bid

The tenderer/bidder should upload pre-qualification documents & Annexure-B on Company Letterhead with signature of authorized signatory and company stamp as tender acceptance & price bid undertaking.

Payment Terms:

Payment will be made based on the certification of IIP Officials on part (as Running Account Bill) or full satisfactory completion of work. No Advance Payment will be made.

Payment will be made within 30 days of submission of invoice, provided the same is complete and duly authenticated by the specified Officer(s) of IIP (after submission of report for successful completion of the entire work received from the concerned Officer). Payment will be made by E-payment/NEFT/RTGS after deducting the TDS as applicable under IT & GST.

Rejection of Tender (s):

IIP reserves the right to reject any or all the bids either in part or full relating to the work under this Tender Document without any reason whatsoever. IIP reserves the right to accept or reject any or all tenders received by it without assigning any reason whatsoever. IIP may also withdraw or cancel the tender either in part or in full to its sole discretion. IIP also does not bind itself to accept the lowest bid.

Error in Tender submission:

IIP does not take any responsibility for the tender being wrongly submitted in the e-procurement portal and malfunction of the system at bidder's end or not received in the portal by the stipulated date and time.

Authorization:

Bidder signing the tender form or any other documents forming part of the contract on behalf of the Bidder shall be deemed to warranty that he has authority to bind the Bidder. If subsequently comes to light that the person so signed had no authority to do so, IIP may without prejudice to any other civil & criminal remedies cancel the tender and hold the Bidder liable for all costs, charges and damages.

Conditional Bids:

Conditional tenders/bids based on the process / basic schemes other than mentioned and / or not conforming to the technical specifications / requirements of the Bidding documents will not be considered. Conditional tenders shall be straightway rejected and no additional clause will be entertained.

Escalation / De-Escalation of Rates: The rates shall be firm up to 31.03.2020.

Compliance of statutory obligations:

The bidder will be required to comply with all statutory obligations from time to time applicable to this contract. In the event of violation of any contractual or statutory obligations by the bidder, the bidder shall be fully and solely responsible for the same. Further, in the event of any action, claim, damages, suit initiated against IIP by any individual, agency or government authority due to acts of the bidder, the bidder shall be liable to make good / compensate such claims or damages to the IIP. As a result of the acts of the bidder, if IIP is required to pay any damages to any individual, agency or government authority, the bidder would be required to reimburse to IIP such amount along with other expenses incurred by IIP or IIP reserves the right to recover such amount from the payment(s) due to the bidder while settling its bills.

Assignment and sub-contracting: The successful bidder shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner.

Exit Clause: The annual rate contract can be terminated by IIP after giving one month notice.

Award/Assignment of work: Lowest Bid (L1) qualifying technically and financially.

The decision of the competent authority will be final and binding to all for interpretation of any ambiguity.

Hardcopies of documents required as per below given details to be submitted and scanned copies uploaded for clearing Pre-Qualification Criteria

Bidder is required to fill-up this checklist which is as follows:

Sr. No.	Item Description	Yes/No	Bid Reference
	Documents for Pre-Qualification		
1	DD for Tender Fee or MSME/NSIC/Exemption Certificate		
2	DD for EMD (Earnest Money Deposit)		
3	Copy of Certificate		
4	Copy of PAN Card		
5	Copy of GSTIN (GST Registration) Certificate		
6	Contact Details		
7	Relevant documents to be uploaded as a proof that the firm is in business for the period mentioned The firm should be in similar type business for at least THREE years as on 31.03.2018. The right to accept contracting business of the vendor will rest with IIP. Please upload Chartered Accountant's Certificate.		
8	Chartered Accountant's Certificate for turnover of period mentioned. The average annual turnover of the firm in last three consecutive financial years as on 31.03.2018 (For Assessment Year 2016-17, 2017-18 and 2018-19)		
9	Chartered Accountant's Certificate for Net Profit (Profit Before Tax) as per the period mentioned below The bidder must be a profit making organization in last three consecutive financial years as on 31.03.2018 (For Assessment Year 2016-17, 2017-18 and 2018-19)		
10	Annexure-B on Company Letterhead as tender acceptance & Price Bid undertaking.		
11	Price Bid		

Annexure : 1

1. Garden Maintenance Services

Scope of work:

Location at which Service is to be provided: IIP Mumbai

Institute has a land area of about 10 acres at Mumbai and has a well maintained garden. The contractor is required to maintain existing garden with following manpower:

- 1. Supervisor: 1**
- 2. Malis: 5**

The Garden contractor is required to deploy the manpower in the Institute for 8 hours for all days with 1 weekly off. The payment will be as per the notification of Minimum Wages Act issued by Government of India, Ministry of Labour and Employment, Office of the Chief Labour Commission. Payment will be on monthly basis.

The garden contractor is also required to arrange and manage tools and equipment for the garden purpose (Including sprinklers, plastic pipes, sticklers, garden mourner, phawda, samples, spade etc.)

The contractor is required to sweep the internal roads of the entire premises i.e. Staff Quarters, Student Hostel and its surroundings, front office building, rear side etc. in addition to maintenance of garden lawns, shrubbery, ground cover, flowerbed, spraying insecticides, putting of lowering seeds, etc. The contractor is also required to maintain the garden in evergreen condition with available water arrangement within the institute.

The contractor will be required to pay to the employees as per the Minimum Wages Act fixed by the Government from time to time and the statutory compliances such as Provident Fund, ESIC facility, Gratuity etc. and shall be solely responsible for all liabilities of garden workers.

Annexure : 2

2. House Keeping Services

Scope of work:

The Contractor is required to depute the following Manpower at our office:

- 1) Supervisor: 1**
- 2) Cleaning boys / sweepers: 9**

The House Keeping contractor is required to deploy the manpower in the institute from 8:00hrs to 17:00 hours daily except Sunday. The contractor is required to depute only the trained housekeeping workers at the Institutes' premises and hostel premises.

The contractor is also required to keep the office premises clean at all time by sweeping and mopping twice a day.

The contractor is required to arrange for the cleaning and other materials including hand wash liquid soap for bathroom, phenyl and cleaning chemical for floor i.e. acid bleaching powder, washing air purifier in the toilet (brooms, mopping, buckets etc.)

The contractor will pay the employees as per the Minimum Wages Act fixed by the Government from time to time and the statutory compliances such as Provident Fund, ESIC facility, Gratuity etc. and shall be solely responsible for all liabilities of cleaning boys / sweepers.

Annexure: 3

3. Supply of Contractual Manpower

Scope of work:

The Supplier should possess the approved license from Government for providing following types of manpower:

- (A) Un-skilled**
- (B) Semi-skilled**
- (C) Skilled**
- (D) Highly skilled**

The type and nature of work may be obtained from Admin. Division at IIP-Mumbai and Heads of Regional Centers at Delhi, Chennai, Kolkata and Hyderabad.

The Supplier should ensure that workers/contractual staff are paid as per the Minimum wages of Act and shall comply with all statutory requirements for payment. The supplier shall solely be responsible and liable for all liabilities of their staff deployed at the Institute.

Annexure : 4

4. Maintenance of Air Conditioners, Water Coolers, Refrigerators & Chilled Conditioned Chamber

Scope of work:

The Contractor will be required for maintained the Air-conditioners from various brand name like, Videocon, Voltas, LG, General etc of following types:

The contractor will be required to submit the comprehensive and non-comprehensive charges for maintaining each type of equipment.

The contractor will be required to provide service for attending the urgent calls within one hour from the time of intimation and will maintain the maintenance log book of each equipment separately. The payment will be on quarterly basis i.e. after servicing.

Details of Split Air Conditioners			
SR. NO.	CAPACITY	MAKE	QTY.
1	2 TON	VOLTAS	2
2	1 TON	VOLTAS	1
3	2 TON	VOLTAS	1
4	2 TON	VOLTAS	5
5	1 TON	VOLTAS	1
6	1 TON	VOLTAS	1
7	1 TON	VOLTAS	2
8	2 TON	VOLTAS	1
9	2 TON	VOLTAS	1
10	2 TON	VOLTAS	1
11	2 TON	VOLTAS	3
12	2 TON	VOLTAS	3
13	2 TON	VOLTAS	1
14	2 TON	VOLTAS	2
15	1.5 TON	VOLTAS	4
16	2 TON	VEDIOCON	2
17	2 TON	HITACHI	2
18	1.5 TON	VOLTAS	1
19	2 TON	VOLTAS	2
20	1 TON	VOLTAS	1
21	1 TON	VOLTAS	1
22	1 TON	VOLTAS	1
23	2 TON	VOLTAS	3
24	2 TON	VOLTAS	3
25	2 TON	SAMSUNG	1
26	2TON	VOLTAS	2
27	2TON	VOLTAS	2
28	2TON	VOLTAS	2
29	2TON	VOLTAS	1
30	3TON	VOLTAS	4
31	3.5 TON	BIUE STAR	1
32	1.5 TON	VOLTAS	3
		TOTAL	61

Details of Window Air Conditioners

SR.NO.	CAPACITY	MAKE	QTY.
1	1.5 TON	CARRIER	1
2	1.5 TON	VIDEOCON	1
3	1.5 TON	CARRIER	1
4	1.5 TON	CARRIER	1
5	1.5 TON	VIDEOCON	1
6	2 TON	VOLTAS	1
7	1.5 TON	CARRIER	1
8	1.5 TON	VOLTAS	2
9	1.5 TON	VOLTAS	2
10	1.5 TON	VIDEOCON	1
11	1.5 TON	VIDEOCON	1
12	1.5 TON	L.G.	2
13	1.5 TON	CARRIER	14
14	1.5 TON	CARRIER	1
15	1.5 TON	VOLTAS	1
16	1.5 TON	VOLTAS	1
17	1.5 TON	VIDEOCON	1
18	1.5 TON	CARRIER	1
19	1TON	CARRIER	1
20	1.5 TON		1
		TOTAL	36

Annexure : 5

5. Supply of Office Stationery Items

Scope of work:

The suppliers will be required to supply branded company stationery to the Institute.

Contract Period: One year from 1st April, 2019 to 31st March 2020 but in case of services not found to be satisfactory, the contract will be terminated with 30 days notice in writing. The list of stationery item is given below. The payment will be on monthly basis.

ITEM NO.	NAME OF STATIONERY ITEM
1	File Clip
2	Spring File Clot Patty
3	Folder MARCO full size
4	Lexi Pen (Blue, Black, Red)
5	Chalk, Dustless (Kores)
6	Writing Pads (Small) A-4 with Ruled
7	Paper – Pads (Ledger) Plain with
8	Pencil Black Lead – HB (Apsara)
9	Plastic Rope Bundle
10	Punching Machine – Big – Kangaroo DP.800
11	Register Alphabetical Ledger Two quire
12	Rubber Bands (Big) 100 GSM Vandan
13	Rubber Bands (Small) 100 GSM Vandan
14	C.D. Cover
15	TNPL – A4 size – 75 GSM
16	TNPL – A3 size – 75 GSM
17	Mouse Pad
18	Clips – Triangular Big packet 35 mm (Rolex)
19	Clips – Triangular Small packet 26 mm (Rolex)
20	Exercise Book 100 Pages Sundram
21	Exercise Book – 200 Pages 11
22	FEVI Stick 15 GSM Kores
23	File Box Steel Clip
24	Stamp Pad – Small Kores
25	Stamp Pad Ink – Camel
26	Stapler Pins (Small) Max & Kangaroo
27	Stapler Pins (Big) 24/6 IM
28	Stapler Kangaru 10
29	Binder clip (Gorila) 224

30	Color Tag – Big
31	Scale Omega (full – size)
32	Eraser Pencil (Camlin / Apsara)
33	Color Tag (Small)
34	Conference Pad 1/8 (full)
35	Conference Pad 1/4 (half)
36	Punching Machine (Small) Kangaru 52
37	Carbon Box 4 size (kores)
38	Permanent Marker
39	White Board Marker
40	Highlighter
41	Envelopes, White, Brown, Clothes 6*9, 9*12, 4*12 (white)
42	Brown Tape (Self Adhesive Tape)
43	Cello Tape
44	Yellow Duster
45	Correction Pen (Kores)
46	Ink jet Sticker sheet
47	Calculator, - Citizen, Casio
48	Plastic Folder
49	Dustbin (Simple) Plastic
50	Plastic Mug
51	Tissue Roll (Toilet)
52	Spray (Room Fresheners)
53	Tag Files
54	Any other document as per requirement

Annexure: 6

6. Supply of Hardware, Electrical Fitting & Plumbing Materials

Scope of work:

The supplier will be required to provide and supply on credit basis all the types of hardware and fitting materials at approved rates.

The supplier will also co-ordinate identifying and procuring after Electrical fitting etc. The payment will be on monthly basis.

Annexure: 7

7. Courier Services

Scope of work:

The perspective bidder should be in a position to undertake the job as per the given specifications and complete the work within the prescribed time schedule. Indian Institute of Packaging (IIP) invites quotations from reputed and experienced Courier service provider. IIP has an average courier about Rs. 60,000/- per month.

S.No.	Particulars	Rate	Rate	Rate
		Mumbai, Thane, Navi Mumbai	Domestic – All India	International
1	Documents etc. weighing up to 100 gm.			
2	Documents etc. weighing up to 200 gm			
3	Documents etc. weighing up to 250 gm			
4	Documents etc. weighing up to 500 gm			
5	Documents etc. weighing above 500 gm			
6	Parcels etc. weighing up to 500 gm.			
7	Parcels etc. weighing up to 2 kg.			
8	Parcels etc. weighing up to 5 kg.			
9	Parcels etc. weighing up to 10 kg.			
10	Parcels etc. weighing above 10 kg.			
11	Others, if any			
12	Others, if any			
13	Other charges, if any			
14	Other taxes, if any			

1. Delivery shall be made strictly within the stipulated time frame with guarantee.
2. Required online tracking system for tracing the documents/parcels courier and all PODs shall be submitted to the office after the delivery of the documents.

Annexure: 8

8. Comprehensive Printer Maintenance Services (Repairing/Serviceing) with supply of Refurbished/Refilled/Original Printer Cartridges & Toners

Scope of work:

Reputed printer maintenance agency will be responsible for comprehensive maintenance of printers at IIP Mumbai (servicing & repairing of printers). The vendor will be required to supply printer spare parts /components as and when required for replacing unserviceable printer spares for smooth functioning of printers in various departments of IIP Mumbai. The agency will also provide refurbished/refilled/original toners/cartridges as per requirement of various divisions/departments of IIP Mumbai.

The agency will conduct periodic servicing of printers and submit the service reports to the Institute.

The agency will be required to conduct site survey to assess the current status of printers installed and in use at IIP Mumbai before submission of tender bid.

List of Printers at IIP Mumbai

Sr.No	Printer Model	Cartridge	Toner	Serial no.
1	HP Laserjet 1022		LLS12A	CNBJ54K050
2	HP Laserjet p2055dn		505A	VNC3H05053
3	HP 910	900 Color		CB722A
4	HP Deskjet D2460	4999/4409		CB607A
5	HP Laserjet P1108		CC388A	CE655A
6	Canon Image Class		LI325A	NCCA117326
7	HP Laserjet Pro M 154A		T6B51A	VNC8m00881
8	HP Laserjet P1108		C388A	VNP5N24245
9	HP Laserjet 1320		C388A	CNMKR98381
10	HP Deskjet 1050	Ink 802		CNOCG3H44D
11	HP Laserjet P2055 dn		505A	VNC3H4200
12	EPSON L380	Color		V2Q5296285
13	HP Laserjet 1020		LLS12A	CNCJM52478

14	HP Laserjet P2055 dn		505A	CNCJF15566
15	HP Laser Pro MFP M26		CF279A	CNBKK7BF
16	HP Laserjet P2055 dn		505A	VNC3H05759
17	HP Laserjet 1022		LLs12A	CNCBJ5K06B
18	HP Laserjet P2055 dn		505A	VNC3H05099
19	HP Deskjet 2132	F5341d		F552880023
20	HP Laserjet P1007		LLS12A	VNFNBO1649
21	HP Laserjet P1102w		LLS285A	VNF5835172
22	HP Laserjet CP 1525n Color		CE323A (4 Color Toners)	6110803408
23	HP Laserjet P21055 dn		505A	VNC3D06542
24	Canon MultiFunction		418 (4 Color Toners)	EX002737
25	HP Laserjet M1136 MFP		CC388A	CE849A
26	HP Laserjet 1106		LLS12A	CE653A
27	HP Deskjet 1510	802		CN3AI19PK7

Annexure: 9

9. Supply of Printed Office Stationery, Printing of Office Stationery like Letterheads, Brochures, Booklets, Envelopes, Visiting Cards, Test Reports and Various other Printed Literature as per requirement (as and when required) of the Institute's head-office (Mumbai) and regional offices in Delhi, Chennai, Kolkata, Hyderabad & Ahmedabad.

List of printed material required by the Institute is as below:

1. IIP Letterheads
2. Laboratory Test Report Letterheads
3. Brochures
4. Booklets
5. White envelopes of three sizes with IIP logo and IIP Address (Mumbai, Delhi, Chennai, Kolkata, Hyderabad & Ahmedabad): 4.5x9.5 inches (white window envelope), 6x9 inches (white envelope) & 9.5x12 inches (white envelope)
6. Bilingual Visiting Cards
7. Pamphlets
8. Notepads
9. Posters & Books
10. Journals
11. Designing, Layout & Printing of Packaging India – Bimonthly Journal
12. Gate pass – returnable & non-returnable
13. Green sheet Letter pads
14. Labels/Stickers/Cards
15. Bill Book
16. Student Gate pass
17. UN Certificates by Sea & Air
18. Banners

- 19.Certificates
- 20.Designing, Layout & Printing of Annual Report
- 21.Printing of Packaging Technology Volumes I, II, III & IV
- 22.Printing of IIP Letterheads with Embossed IIP Logo
- 23.Printing of Indiarstar / Pacmachine Certificate
- 24.Certificates Badges with Lanyards & Programme Booklet
- 25.Identity Cards / Lanyards
- 26.Prospectus, Application form, Admission form, Admit Card, Flyers for training courses
- 27.Folder for Convocation Certificates with Logo
- 28.Single color and four colors offset printing
- 29.Consultancy Report Letterheads with embossed IIP Logo
- 30.Flex printing
- 31.Screen Printing.
- 32.Printing of any other IIP literature as and when required by IIP

Supply and printing of various other printed literature/material as and when required by the Institute. The work will also include designing, page planning, layout, artwork, DTP, composing and printing.

Annexure: 10

10.Appointment of Advertising Agency (on annual rate contract) for Publishing Tenders/Advertisements in Local and Regional National Newspapers as and when required as per DAVP and Non-DAVP Rates

The firm has to work under guidelines of Communications Department. The scope includes releasing print advertisements in Newspaper.

Offers are invited from reputed Publishing Agencies through for publication of Tender/Appointment/Advertisements matters in local and regional national newspapers as and when required by the Institute.

Period of Contract: Contract will be awarded for 12 (Twelve) months. IIP however reserves the right to extend the contract by another period or Periods as may be required or terminate the contract at any time without assigning any reason whatsoever by giving three one month notice in advance.

1. **Rate:** Offered Percentage of Discount on Offered Rates of individual Newspapers and their respective Editions and the same percentage of discount will be valid for a period of one year. In case of any rate revision made by individual newspapers, your same quoted percentage of discount will be applicable over revised rate on production of revised Newspaper Card Rates and Offered Rate. GST (as applicable) will be extra.
2. **Scope of Work:** Publication of different type of Tenders and Advertisement matters in national local and regional Newspapers as and when required by the Institute. After getting intimation from IIP, awarded publishing agency should collect the matter of publication and submit one copy of proof for approval. Publication for IIP in the Newspapers is purely as and when required basis.
3. **Publication Time :** After getting intimation from IIP, publishing agency should collect the matter for publication along with date of publication from IIP Mumbai
4. **Payment:** Within 30 days from the date of publication and submission of bill with copy of publications.
5. **Termination of Contract:** If the publishing agency persistently disregard the instruction of IIP or fail to adhere to the agreed publication within the stipulated period, IIP shall be at liberty to terminate the contract/service in full or part as would be applicable by issuing one month notice. In case of failure to complete the publication as per requirement and within the stipulated completion period, IIP reserves the right to cancel the order, either in part or full as the situation demands and get the work done by deploying other publishing agency/agencies.

Important points to be noted while quoting price in Price bid:

1. All quoted rates shall be exclusive of Goods and Service Tax (GST). GST shall be quoted separately in separate column in price bid.
2. An agency will be selected for each publication's L-1 category and not on the lowest 'total' quotation. (Example: An agency quoting the lowest price for 'XYZ' publication will be selected for only that particular newspaper/publication).
3. Each requested advertisement will be given based on the requirement of the user department. (Example: If the user department wants to publish an advertisement in a specific newspaper, only that selected agency will be contacted)
4. If an advertisement is not published on the given date, that agency can be disqualified by IIP (if so deemed fit by IIP) for further jobs.
5. In case, the party does not have any particular publication mentioned in the schedule and does not want to quote rate(s) for such item(s), they can write "Not Quoted" against such item(s).
6. The advertisement creative will be designed by the selected agency as per requirement of IIP. The responsibility of releasing the advertisement is with the selected agency.
7. Copy of Current INS Accreditation Certificate or any Valid Current License/Certificate for engagement in the same business issued by any other Appropriate Authority.

Annexure: 11

11. Comprehensive AMC of Canon A3 Digital Copiers & Multifunction Canon Laser Printer – Model IR 2525

Scope of Work:

Comprehensive contract of Canon A3 Digital Photocopier will include the following:

1. All Electronic parts servicing / repairs / replacement.
2. Servicing/repairing of the product.
3. Attending breakdowns, troubleshooting and resolving the problems on the same day the problem is reported on phone or through email to the service provider.
4. Supply of consumables like Toner / Drum / Fixing Film free of cost.
5. Per print / copy cost including taxes (all inclusive). The all-inclusive cost will include cost of servicing, cost of consumables, and cost of electronic spare parts/components of digital copier.

Annexure: 12

12. Annual Maintenance Contract for Fire Extinguishers

Refilling & revamping of fire extinguishers with best quality of ISI marked refill powder/gas. Certificate to be issued by the party for inspection and record.

Dry chemical powder/BC (10 Kg.) – Qty. 3

Carbon Dioxide/BC (4.5 kg) – Qty. 14

Mechanical Foam-Aff-AB (9 Ltr.) – Qty. 4

Dry Chemical Powder/ABC (5 Kg.) – Qty. 15

Annexure: 13

13. Disposal of Scrap & Obsolete Items

Sealed quotations are invited from registered, licensed scrap dealers / processors, preferably from Mumbai for purchase of scrap, obsolete, outdated, unserviceable/non-repairable items/equipment from the Institute. The scrap mainly consists of various laboratory tested samples/ items.

The terms /conditions and the details of items are given in list below:

EMD amount submitted by the successful bidder will be converted as “**Security Money Deposit**”.

	Name of Disposal	Capacity / Unit
	Items	(Liter / Kg)
1	Aluminium Scrap	Per KG
2	Aluminium wire / Cable	Per KG
3	Brass	Per KG
4	CFB Box Scrap	Per KG
5	CFB Box with Glass	Per Unit
6	CFB Box with Metal	Per Unit
7	CFB Box with Plastic	Per Unit
8	CFB Box with Pouches	Per Unit
9	Composite Drum	200 Ltr
10	Composite Drum	50 Ltr
11	Composite Drum	25 Ltr
12	Copper	Per KG
13	Copper wire / Cable	Per KG
14	Electrical Items -Scrap	Per KG
15	FIBC Bag / PP Bag/ HDPE Bag	Per KG
16	Fibre Drum	100 Ltr
17	Fibre Drum	50 Ltr
18	Fibre Drum	20 Ltr
19	Galvnised Patra / sheet	Per KG
20	Glass (Boriken / Scrap)	Per KG
21	IBC Plastic Containers	1200kg
22	IBC Plastic Containers (Damaged/Scrap)	Per Unit
23	Ice Box	25 to 50 Litre
24	Ice Box	51 to 100 Litre
25	Ice Box	101 to 200 Litre
26	Ice Box	201 to 500 Litre
27	Ice Box	501 to 1000 Litre
28	Magezines	Per KG
29	M S Drum	200 Ltr
30	M S Drum	100 Ltr
31	M S Drum	50 Ltr
32	M S Drum	30/20 Ltr
33	M S Drum - Scrap	Per KG
34	M S Jali	Per KG
35	M S Scrap / Pipe	Per KG
36	M S Scrap / Chura	Per KG
37	News paper	Per KG
38	Plastic Water Bottles, e.g. Bisleri	Per KG
39	Plastic Bucket / Pails	Per KG
40	Plastic Crate / Box / Scrap	Per KG

41	Plastic Drum	200 Ltr
42	Plastic Drum	100 Ltr
43	Plastic Drum	50 Ltr
44	Plastic Drum Damage / ICE Box	Per KG
45	Plastic Jerry Can / Drum	35 / 40 Ltr
46	Plastic Jerry Can / Drum	25 Ltr
47	Plastic Jerry Can / Drum	20 Ltr
48	Plastic Jerry Can / Drum	10 Ltr
49	Plastic pallet	Per Unit
50	Stainless Steel	Per KG
51	Stainless Steel Patra / Chura	Per KG
52	Tin Container	Per KG
53	Wastage paper	Per KG
54	Wooden Box	Per KG
55	Wooden Pallet	Per KG
56	Wood Scrap	Per KG

Annexure: 14

14.Coconut Plucking

Plucking of coconuts from IIP Mumbai premises for a period of one year on annual contract basis during IIP working days and hours (Monday – Friday between 9:30 a.m. to 6:00 p.m.) under the supervision of IIP official.

IIP will not be responsible and no claim in case of accident/injury of any manner or type to the contractual manpower enrolled by the vendor for plucking of coconuts will be entertained by the Institute.

Note: EMD fees not applicable for Serial No. 14.

Annexure B

Tender acceptance letter & Price bid undertaking (To be given on Company Letter Head)

Date:

To,
Indian Institute of Packaging
Plot E2, MIDC Area, Andheri East,
Road No. 8, Post Box. No. 9432
Mumbai 400093

Sub: Acceptance of Terms and Conditions of Tender & Price bid under taking.

Tender Reference No: _____

Dear Sir,

We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: <https://eprocure.gov.in/eprocure/app>

Name of Tender: _____
as per your advertisement, given in the above mentioned website(s).

We hereby certify that:

1. We have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by IIMA too have also been taken into consideration in its totality / entirety, while submitting this acceptance letter.

3. We have not tampered/modified the downloaded price bid template from CPP portal in any manner.
4. We offer to work at the rates as indicated in the Price Bid, inclusive of all applicable taxes except GST component and GST if applicable will be paid extra as mentioned in separate column of Price bid format.
3. We do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public sector undertaking and there has been no litigation with any Government department on account of these services.

We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then IIP shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,
(Signature of the Bidder, with Official Seal)