



**भारतीय पैकेजिंग संस्थान**  
**Indian Institute of Packaging**

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

**Plot E-2, MIDC Area, Andheri (East), Road No.8, Post Box No.9432, Mumbai - 400093**  
**Tel:022-28219803/9469/6751 Email: iip@iip-in.com, Website: http://iip-in.com/**

**Tender Notice No. Tender-Advt-Notice/IIP-Mumbai/04-16/03/2021 Dated:16/03/2021**

**TENDER NOTICE FOR ANNUAL MAINTENANCE CONTRACTS/ SUPPLIES / WORKS/ SERVICES REQUIRED AT IIP MUMBAI**

Indian Institute of Packaging (IIP) an autonomous body under Ministry of Commerce & Industry, Government of India invites Proposals from Reputed/Authorized Service Providers for AMC of below given Services, Requirements, Contracts, Works, Supplies etc. for a period of One Year for its Head Office at Mumbai with effect from 1<sup>st</sup> April 2021.

<b>Sr. No.</b>	<b>Details of Services Required at IIP Mumbai</b>
<b>1</b>	Supply of Office Stationery Items & other Stationery Items as and required.
<b>2</b>	Printing of office letterheads, brochures, prospectus, envelopes, booklets, journals, in-house journal (IIP bimonthly Packaging India journal), IIP annual report, pamphlets, course material, flyers and any other printing requirement as and when required by the Institute.
<b>3</b>	Supply of Contractual Manpower (technical & non-technical):  Technical Staff as per R&D, Laboratory Consultancy requirements  Non-Technical Staff: Office assistant/clerks/admin. assistant having good Computer Skills, Fluency in English reading & English writing, English typing skills, Letter Writing & Drafting skills.  The agency should be a registered agency with Government
<b>4</b>	Supply of Contractual Manpower for Housekeeping Services
<b>5</b>	Supply of Contractual Manpower for Garden Maintenance Services
<b>6</b>	Comprehensive AMC of Window & Split Air Conditioners, Water Coolers & Refrigerators
<b>7</b>	Supply of Hardware and Related Materials for Civil, Interior, Electrical, Plumbing & Bathroom/Toilet Fittings, Painting & Carpentry work.
<b>8</b>	Advertising Agency for Publishing Tenders/Advertisements/Corrigendum etc. in Local, Regional & National Newspapers as and when required as per DAVP and Non-DAVP Rates.

Interested service providers can download tender documents from IIP website ([www.iip-in.com](http://www.iip-in.com)) 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. Last date of tender/bid submission is 25/03/2021 up to 4:00 p.m.

**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 download the tender documents to submit 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. Bid for each service is to be submitted in separate sealed envelope.
3. Copy of Audited Balance Sheet for the last three years ending 31.03.2020 along with Audit Reports.
4. Copy of Income Tax Return (ITR) for last 3(three) years ending 31.03.2020.
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 31.03.2020.
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 April 2022. In case of services not found to be satisfactory, the contract will be terminated with 30 days' 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 (2021 – 2022) 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 submitting of relevant documents. Due certificate is to be attached.

Tender fee is non-refundable in any case. 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):**

The successful bidder has to pay security deposit depend on the volume of contract within 10 days from receipt of work order.

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.

**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 what-so-ever. 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 offline tender being wrongly submitted.

**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 31.03.2022.

**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 ( $L_1$  – Lowest one) qualifying technically and financially.

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

**Service No. 01: Supply of Office Stationery Items & other Stationery Items as and required.**

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

**Contract Period:** One year from 1<sup>st</sup> April, 2021 to 31<sup>st</sup> March 2022 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	Binder Clip (2 inch 2.25 inch)
2	Binder Clip (1.5 inch 1.75 inch)
3	Binder Clip (1.25 inch 1.375 inch)
4	Binder Clip (1 inch 1.25 inch)
5	Binder Clip (0.75 inch 1 inch)
6	Binder Clip (0.5 inch 0.75inch)
7	Spring File Clot Patty
8	Folder MARCO full size
9	Folder A4 size transparent
10	Folder A4 size punching
11	Pen - Lexi Pen (Blue, Black, Red)
12	Natraj Classic Fine (Blue, Black, Red)
13	Buttergel Gel Pen (Blue)
14	Rorito Gel Pen (Blue)
15	Rotomac Gel Pen (Blue)
16	Chalk, Dustless (Kores)
17	Writing Pads (Small) A-4 with Ruled
18	Paper – Pads (Ledger) Plain
19	Pencil Black Lead – HB (Apsara)
20	Pencil Black Lead – HB (Natraj)
21	Plastic Rope Bundle
22	Punching Machine - Big- Kangaroo DP 900
23	Punching Machine – Big – Kangaroo DP.800
24	Punching Machine (Small) Kangaru 52
25	Punching Machine (Medium) Kangaru DP-700
26	Register Alphabetical Ledger- 2 quire, 3 quire, 1quire
27	Register Rulled Lines- 4 quire
28	Rubber Bands (Big) 100 GSM Vandan
29	Rubber Bands (Small) 100 GSM Vandan
30	C.D. Cover (Plastic)
31	C.D Cover (Paper)
32	C.D Cover (Transparent)
33	TNPL – A4 size – 75 GSM
34	TNPL – A3 size – 75 GSM

35	Mouse Pad
36	Clips – Triangular Big packet 35 mm (Rolex)
37	Clips – Triangular Small packet 26 mm (Rolex)
38	Exercise Book 100 Pages Sundram
39	Exercise Book – 200 Pages 11
40	Exercise Book- Small 200 Pages
41	FEVI Stick 15 GSM Kores
42	Fevicol (Angular tip) Pidilite Industries Ltd
43	Fevicol Bottel (50gm) Pidilite Industries Ltd
44	Fevicol Bottel (100gm) Pidilite Industries Ltd
45	File Box Steel Clip (Raj Deluxe File)
46	File Box Steel Clip Voucher (Raj Deluxe File)
47	Stamp Pad – Small Kores
48	Stamp Pad Ink – Camel
49	Stapler Pins (Small) Max & Kangaroo
50	Stapler Pins (Big) 24/6 IM
51	Stapler Kangaru 10
52	Stapler Kangaru HD-23 S13
53	Stapler Kangaru HP 45
54	Binder clip (Gorila) 224
55	Color Tag – Big
56	Scale Omega (full – size)
57	Scale Steel (full- size)
58	Eraser Pencil (Camlin / Apsara)
59	Color Tag (Small)
60	Conference Pad 1/8 (full)
61	Conference Pad 1/4 (half)
62	Carbon Box 4 size (kores)
63	Permanent Marker (Blue, Red, Green, Black) - (Faber Castle)
64	CD-DVD Marker pen ( Blue, Red, Green, Black) - (Camlin)
65	White Board Marker (Blue, Black, Red) - (Faber Castle)
66	Highlighter (All Colours) - (Faber Castle)
67	Envelopes, White, Brown, Clothes 6*9, 9*12, 4*12 (white)
68	Brown Tape (Self Adhesive Tape)
69	Cello Tape (Big) 4.5 cm
70	Cello Tape (Small) 2.5 cm
71	Double Sided Foam Tape (SC)
72	Yellow Duster
73	Correction Pen- (Kores)
74	Correction Pen - (Camlin)
75	Correction Tape (10M ) - (kokuyo)
76	Correction tape (6M ) - (kokuyo)
77	Scissor (185mm) -Kangaroo

78	Ink jet Sticker sheet
79	Calculator, - (Citizen, Casio)
80	Dustbin (Simple) Plastic
81	Plastic Mug
82	Tissue Roll (Toilet)
83	Spray (Room Fresheners)
84	Tag Files
85	Any other document as per requirement

**Service No. 02:      PRINTING OF OFFICE STATIONERY & OTHER IIP LITERATURE.**

Supply of Printed Office Stationery, (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.

**Service No. 03: Supply of Contractual Manpower (technical & non-technical):**

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.

**Service No. 04: Supply of Contractual Manpower for Housekeeping Services**

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.

## **Service No. 05: Supply of Contractual Manpower for Garden Maintenance Services**

### **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 done 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.

## **Service No. 06: Comprehensive AMC of Window & Split Air Conditioners, Water Coolers & Refrigerators**

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
		<b>TOTAL</b>	<b>61</b>

## 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	1 TON	CARRIER	1
20	1.5 TON		1
		<b>TOTAL</b>	<b>36</b>

### **Service No.07: Supply of Hardware and Related Materials for Civil, Interior, Electrical, Plumbing & Bathroom/Toilet Fittings, Painting & Carpentry 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.

Advertising Agency for Publishing Tenders/Advertisements/Corrigendum etc. in Local, Regional & National Newspapers as and when required as per DAVP and Non-DAVP Rates.

### **Service No. 08: 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 artwork 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 A

### 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
<b>Documents for Pre-Qualification</b>			
1	DD for Tender Fee or MSME/NSIC/Exemption Certificate		
2	Copy of Certificate		
3	Copy of PAN Card		
4	Copy of GSTIN (GST Registration) Certificate		
5	Contact Details		
6	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 31.03.2019. The right to accept contracting business of the vendor will rest with IIP. Please upload Chartered Accountant's Certificate.		
7	Chartered Accountant's Certificate for turnover of period mentioned. The average annual turnover of the firm in last three consecutive financial years as on 31.03.2020 (For Assessment Year 2017-18, 2018-19 and 2019-20)		

8	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 31.03.2020 (For Assessment Year 2017-18, 2018-19 and 2019-20)		
9	<b>Annexure-B</b> on Company Letterhead as tender acceptance & Price Bid undertaking.		
10	<b>Price Bid separate envelop</b>		

## 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://iip-in.com>

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 IIP also to be taken into consideration in its totality / entirety, while submitting this acceptance letter.
3. We have not tampered/modified the downloaded price bid template 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 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)



**Vendor Registration Form**  
**Indian Institute of Packaging**

Interested Vendor/Contractors can forward filled vendor registration form with the required information in the given format along with supporting documents in a sealed envelope to Assistant Director (GA & IT), Indian Institute of Packaging, Plot No. E-2, Road No. 8, MIDC Area, Andheri (East), Mumbai-400093.

Please complete in full – type or print in ink

<b>Section 1: Company details &amp; General Information</b>	
Name of Company	
Address	
Telephone Number	
Fax Number	
E-mail Address	
Website address	
Following information of company representative	
Name and Title of company representative	
Direct email address of company Representative	
Telephone numbers of company representative	
Direct number	
Mobile Number	
Date, company was established (Min. 3 years required)	
Gross annual sales for the last three year	YEAR ..... CHF.....
Last 3 years ITR	YEAR ..... CHF.....
	YEAR ..... CHF.....
Legal structure (tick one)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Corporation</li> </ul>

	<ul style="list-style-type: none"> <li>• Partnership</li> <li>• Sole Proprietorship</li> <li>• Joint Venture</li> <li>• Franchise</li> <li>• Non-Profit</li> </ul>
<p>Type of Business / Commodity Service (Check one) / Goods supplied for minimum 3 years</p>	<ul style="list-style-type: none"> <li>• Retailer</li> <li>• Publication/Broadcaster</li> <li>• Manufacturer</li> <li>• Wholesaler</li> <li>• Construction Contractor</li> <li>• Professional services</li> <li>• Consultant</li> <li>• Other</li> <li>• Distribution /Dealer</li> <li>• Service Provider</li> <li>• Freight /Transportation</li> <li>• Others (please specify)</li> </ul>
<p>Details on your company supplies (Minimum 10 major services or goods)</p>	<p>. .</p>
<p>Client list and profile considering previous 03 years for service or goods your company supplies.</p>	<p>Geographic service area (Check One)</p> <p>Local Regional</p>

	National International
Have your previously done business with IIP	YES      Year(s).....No
<b>Section 2: Banking Information</b>	
Bank Name	
Bank address	
Beneficiary Name	
International Bank Account Number (IBAN)	
Swift / Bank Identifier Code (BIC)	
Account Currency	
Bank Account Number	
<b>Section 3: Supporting Documentation</b>	
In order to be considered for registration by IIP procurement section please provide the following information in English.	
a) Certified/audited financial information i.e. Balance Sheet and Income Statement, Copy of your signed income tax return or your Annual Report to Shareholder. b) Current and valid copy of certificate of incorporation / business certificate or national equivalent.	
<b>Section 4: Certification</b>	
Signature	
The warrant that the information provided in this form is correct and in the event of changes, details will be provided as soon as possible;	
Name	Title
Signature	Date

- The bank account to which any payment will be made must be the company's bank account.
- IIP reserve the right to request additional documents relating to your company to substantiate the registration request, e.g. Letters of reference from at least three (3) clients to whom your company has provided goods / services last three years, copy of latest ISO Certificate or equivalent. The acceptance for Empanelment is subject to approval, Approved list of Vendor will be displayed on IIP website.

