

REQUEST FOR QUOTATION (RFQ) FOR SUPPLY AND INSTALLATION OF FLEX, BANNER & STANDY

RFQ Ref No: IIMJ/RFQ/Flex-Banner/2021-22/09

Dated: 30.12.2021

Indian Institute of Management Jammu, an autonomous body, under the Ministry of Education, Government of India invites Quotations for SUPPLY AND INSTALLATION OF FLEX, BANNER & STANDY, supported by documentary evidence for consideration by the Institute.

Interested Agencies meeting the eligibility criteria as per terms & conditions RFQ document may submit their Quotations complete in all respect.

THE IMPORTANT INFORMATION AND SCHEDULE RELATED TO RFQ

Date of Issue/Publishing	:-	30.12.2021
Last Date and Time for Submissions of Bids	:-	19.01.2022 up to 3.00 pm
Date and Time of Opening of Bids	:-	21.01.2022 at 3.00 pm
Presentation Date	:-	Will be informed later
Place of Submission of Quotation	:-	Tender Box, Main Building, Room No 311, Purchase Section, Indian Institute of Management Jammu, Old University Campus Canal Road, Jammu-180016
Bid Validity	:-	90 days (From date of opening of Bids)
Contact detail	:-	Chief Administrative Officer 0191-2585837 cao@iimj.ac.in

Note: The Applicants are requested to read the RFQ document carefully and ensure compliance with all specifications/ instructions herein. Non-compliance with specifications/instructions in this document may disqualify the Applicants from selection process.

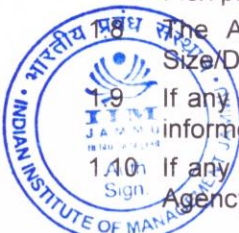
1. REQUIREMENT / SCOPE OF WORK:

- 1.1 The Agency shall be given all types of works of printing, supplying & installation of Flex without Frames, Flex with Frames, Standee Rolling type.
- 1.2 **Scope of Work** includes Designing, Artwork Development, Formatting, Editing, Proof reading, Printing and Supply of Flex/ Standee Rolling type.
- 1.3 Font types as prescribed by IIM Jammu to be used.
- 1.4 The Agency shall arrange the Manpower and Equipment for hanging/fixing the Flex. Institute shall not be the responsible for providing any such support.
- 1.5 Before final printing, the vendor must get the Proof and design approved by IIM Jammu. The approved design from the Competent Authority shall be sent to the Agency by E-mail for the works.
- 1.6 The Agency shall be given only 48 Working Hours from the time of Approved design sent, for all types Flex works which involves making of Frames also along with printing of flex like Rolling Standee & Flex with Frame.
- 1.7 The Agency shall be given only 24 Working Hours from the time of Approved design sent, for all types Flex printing works which do not involve any Frames.

The Agency shall not be allowed to do any editing in the approved design neither for any Size/Dimensions changes nor for any design color/text/image.

1.9 If any design sent to the Agency found not meeting with the size of required flex, the same shall be informed to the Institute immediately for correction and updated design.

1.10 If any changes done by the Agency in the approved design, it will be complete responsibility of the Agency and no payment shall be made to Agency for that work.



2. Terms and Conditions:

- 2.1 **Period of Contract:** Contract period will be initially for one year. This period may be extended by two more years on one year extension + one year extension basis i.e (1 yr. + 1 yr ext.+1 yr ext) on same rate and terms & conditions subject to the satisfactory performance.
- 2.2 **Sub-Contracting:** The contractor shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner. In case of an unavoidable circumstance, the contractor shall be able to do it with the approval of the Institute. However, the job shall be sublet only to the party approved by the Institute.
- 2.3 The quoted rates shall remain firm throughout the tenure of the contract including extension period and no revision is permissible for any reason.
- 2.4 **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.
- 2.5 The Vendor is expected to maintain high level of professional ethics and will not act in any manner, which is detrimental to Institute's interest. Vendor will maintain confidentiality on matters disclosed. IIM Jammu reserves the right to impose penalty in case of any violation of the above.
- 2.6 **Payment Terms:** The payment will be done after the satisfactory delivery/completion of the assignment / job contract services and submission of the invoice. IIM Jammu will normally settle the bill within 30 days from the receipt of the bill. However for delayed payment, the Contractor will not charge any penalty or interest to IIM Jammu. No advance payment will be made under any circumstances.
- 2.7 **FORCE MAJURE:** If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restriction or act of God (hereinafter referred to as events), provided notice of happenings of any such eventuality is given by either party to the other within 7 days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance. The operation of contract shall be resumed as soon as practicable after such event may come to an end or cease to exist and the decision of the IIM JAMMU as to whether the operation have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under his contract is prevented or delayed by reason of any such event for a period exceeding 90 days either party may at his option terminate the contract.
- 2.8 The decision of Competent Authority, IIM Jammu will be final in all matters relating. Indian Institute of Management Jammu reserves the right to reject any application without assigning any reason. 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 Jammu 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 shall be settled in the court of competent jurisdiction located within the local limits of Jammu, J&K.

3. Eligibility Criteria

- 3.1 The bidder must have branch / registered office / shop / operational support centre at Jammu. Proof to be submitted.
- 3.2 The Agency should have GST Registration. Proof to be submitted.
- 3.3 The Agency should have adequate experience in similar work of at least two years in SUPPLY AND INSTALLATION OF FLEX, BANNER & STANDY to a Central Govt./State Govt./Govt. Autonomous Institute /large reputed institution / organization. POWO/Agreement/Experience Certificate/ Performance certificate from the clients is to be submitted.

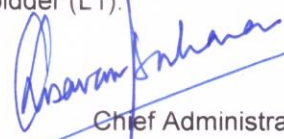
4. Submission of Quotation and Evaluation

- 4.1 The Agencies should quote their rates in the prescribed format as per **Annexure-I** inclusive of all the charges for the work mentioned in Scope of Work. All duties, taxes, transportation, labour, material and other levies payable by the vendor shall be included in the Financial Bid. Taxes/ GST, if any, should be indicated separately in the Financial Bid.
- 4.2 The Quotation duly signed Authorized Signatory should be submitted in separate sealed envelope and should be super-scribed in bold letters with the statements "QUOTATION FOR SUPPLY AND INSTALLATION OF FLEX, BANNER & STANDY".



(Handwritten mark)

- 4.3 Quotations received by REGISTERED POST/SPEED POST/COURIER/BY HAND (dropped in the Box entitled 'Purchase Section' kept in Admin Office of the Institute) will only be accepted. Quotations received by any other mode like FAX, EMAIL etc will not be accepted. IIM Jammu will not be responsible for any postal delay.
- 4.4 **Selection of successful bidder:** After evaluation of bids, the bidder who is technically qualified as well as quotes the lowest rate shall be declared as the successful bidder (L1).



Chief Administrative Officer
Indian Institute of Management Jammu



FINANCIAL BID

(To be submitted on the letterhead of the Agency)

RFQ for: SUPPLY AND INSTALLATION OF FLEX, BANNER & STANDY	
RFQ Ref No: IIMJ/RFQ/Flex-Banner/2021-22/09	Dated:
Name of the Bidder/Agency:	
Correspondence Address:	
Tel/Mob No.:	
Email Id:	

Sr. No.	Specification	UoM	Rate (in Rs. per Sqft)
1.	Printing, supplying & installation of Flex without M.S. Frame Eco Solvent printing on Star Blackout Flex	Sq ft	
2.	Printing, supplying & installation of Flex with M.S. Frame (3 KG per length) eco solvent printing on star blackout flex	Sq ft	
3.	Printing & supplying of Flex with Rolling Aluminium Standee eco solvent printing on star blackout flex	Sq ft	
4.	Vinyl: Providing of vinyl ECO Print with mat lamination	Sq ft	
5.	Vinyl Board: Providing of vinyl Board with Eco solvent printing to be pasted on 3 mm Sun Board with mat lamination	Sq ft	

GST: (GST shall be paid as per actual).

Place:

Date:

(Signature with stamp of the Agency)