

INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

Prabandh Nagar, IIM Road, Lucknow
Uttar Pradesh - 226013

E-TENDER NOTICE **NOTICE INVITING TENDER**

NIT No. - IIML/PUR/ANNUAL REPORT2019/37/2019-20 dated 22/10/2019

E-tenders are invited in Two-Bid System (i.e. Technical Bid & Financial / Price Bid) from reputed and Creative Agencies and Designing firms for Designing, Formatting, Editing, Printing and Supply of Annual Report 2018-19 (Hindi and English) with envelope. A free view of NIT is available on Govt. E-Procurement portal i.e. <https://eprocure.gov.in> and on Institute website www.iiml.ac.in. Interested agencies are requested to sign-in (new user sign-in only with DSC) online to obtain user-ID and password using Digital Signature. The tender documents comprise of Technical bid and price bid. It is requested to download the Tender on acceptance of terms & conditions. The technical bid and price bid duly filled will be uploaded on E-Portal of Govt. E-Procurement site i.e. <https://www.eprocure.gov.in> using Digital Signature before the last date & time of submission as mentioned in the tender notice. The credentials as listed below shall be uploaded online.

Bid Information Sheet

Document Description	Tender Document for “Designing, Formatting, Editing, Printing and Supply of Annual Report 2018-19 in English and Hindi with envelope”
Tender Date	22.10.2019
Last date & Time for Submission of bids online	05.11.2019 (2:00 pm)
Venue, Date & Time for Opening of the Bid(s)	Purchase & Store Section, IIM Lucknow, Prabandh Nagar, IIM Road, Lucknow - 226013, 06.11.2019 (2:00 pm)
Validity of Tender	90 (Ninety) days from the date of opening of tender.
Bid Security/EMD	Rs. 15000/- (Rupees Fifteen Thousand Only) in the form of Demand Draft through Nationalized bank in favor of “Indian Institute of Management, Lucknow”. EMD in any other form will not be accepted. The scanned copy of EMD has to be uploaded online along with the bid. All the uploaded technical bid documents (along with original EMD) should reach the address mentioned below on or before the date & time mentioned above for opening of the bids.
Name, Designation, Address and other details (For Submission of Response to Tender Document)	The Officer on Special Duty Indian Institute of Management Prabandh Nagar, IIM Road, Lucknow - 226013 Phone :0522-6696917

- Please mention NIT Number along with tender title on top of the envelope.



INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW
Prabandh Nagar, IIM Road, Lucknow – 226013 U.P. (India)
Tel. 0522-6696917, Fax: 0522 2734025
Website: www.iiml.ac.in

TECHNICAL BID

NIT No. - IIML/PUR/ANNUAL REPORT2019/37/2019-20 dated 22/10/2019

NOTICE INVITING E-TENDER from reputed and Creative Agencies and Designing firms for Designing, Formatting, Proof Reading, Printing and Supply of Annual Report 2018-19 (Hindi and English) with envelope.

Only those bidders, whose technical bids are complete in all respects, will be considered for evaluation. Financial Bids of only those bidders will be opened whose technical bids qualify as per criteria prescribed by IIM Lucknow.

Complete tender documents are available on <https://eprocure.gov.in>

Introduction (Definitions)

- a) The “IIM Lucknow means Indian Institute of Management Lucknow.
- b) “Bidder” means the individual or agency who participates in this tender and submits its bid.
- c) Work Order means the order placed after issue of letter of intent by the IIML to the agency signed.
- d) The Contract Price means consideration payable to the agency under the work order for the full and proper performance of its contractual obligations.

Validity Period of Bid

Bid shall remain valid for 90 days (Ninety Days) after the date of bid opening.

Scope of Work for Annual Report 2018-19

1. Designing, Formatting, Proof reading, Digital Proofing, Printing and Fabrication along with delivery
2. Production of coloured Annual Report 2018-19 with single colour envelopes
3. Conversion of fully developed Annual Report 2018-19 in PDF format for upload on our website

Specifications of the Annual Report 2018-19

1. Annual Report 2018-19 (English) without Financial Statements:

Designing, Formatting, Proof Reading and Supply of Annual Report 2018-19 (Coloured)

Size - International A-4 size (8.25” x 11.75”) Portrait / Landscape

Pages:120 (Approx)

Paper - Cover – 300 gsm Imported Art Card

Text – 130 gsm Imported Art Card

Multi-Colour Printing of Photo and text

Finish - Varnish/ laminate

Fabrication - Smart Binding with matt lamination on outer cover pages

Envelope:

Size - 9" x 12" for Annual Report 2018-19

Paper - 100 gsm super print

Colour - 1 (one)

Quantity : 120 Nos

- .

2. Annual Report 2018-19 (Hindi) with Financial Statements:

Designing, Formatting, Proof Reading and Supply of Annual Report 2018-19 (Coloured)

Size - International A-4 size (8.25" x 11.75") Portrait/ Landscape

Pages:170 (approx..)

Paper - Cover – 300 gsm Imported Art Card

Text – 130 gsm Imported Art Card

Multi-Colour Printing of Photo and text

Finish - Varnish/ laminate

Fabrication - Smart Binding with matt lamination on outer cover pages

Envelope:

Size - 9" x 12" for Annual Report

Paper - 100 gsm super print

Colour - 1 (one)

Quantity: 50 Nos

3. Annual Report 2018-19 (English) with Financial Statements:

Designing, Formatting, Proof Reading and Supply of Annual Report 2018-19 (Coloured)

Size - International A-4 size (8.25" x 11.75") Portrait/ Landscape

Pages:170 (approx..)

Paper - Cover – 300 gsm Imported Art Card

Text – 130 gsm Imported Art Card

Multi-Colour Printing of Photo and text

Finish - Varnish/ laminate

Fabrication - Smart Binding with matt lamination on outer cover pages

Envelope:

Size - 9" x 12" for Annual Report

Paper - 100 gsm super print

Colour - 1 (one)

Quantity: 120 Nos

TERMS AND CONDITIONS OF THE CONTRACT

1. Design of Annual Reports should be finalized, as per satisfaction of IIM Lucknow within 10 days of awarding of the tender.
2. Upon finalization of the design, the printed Annual Reports should be delivered within **15 days** of awarding of the tender.
3. Place of delivery of Annual Report will be Indian Institute of Management Lucknow-Prabandh Nagar, IIM Road, Lucknow – 226013 U.P.
4. Soft copy of the Annual Report in PDF format to be provided without any extra cost.
5. After completions of the work, you should return all source files to the Corporate Communication & Media Relations Office, IIM Lucknow.

Payment Terms:

6. IIM Lucknow will make the payment for the total work order and as per actual after supply of items mentioned above against your invoices.
7. Bill to be made in the name of Director, IIM Lucknow

TECHNICAL CRITERIA

8. For technical evaluation criteria, please refer Table 1.
9. For sample design (Table - 1, Sl. No. 5) - content and images may be downloaded from the below mentioned links:
 - i. <http://www.iiml.ac.in/gallery>
10. The tenderer should have a valid GST, PAN & Firm Registration Numbers / and details thereof should be provided. (Photocopy of the certificate to be enclosed).
11. The bidder should furnish feedback from the clients against the similar kind of job undertaken during last two years.
12. The firm/agency should not have been blacklisted or debarred by any Government Organization / PSU etc. A self-declaration certificate to be provided.
13. EMD in original of **Rs. 15000/- (Rupees Fifteen Thousand Only)** must reach Purchase Office, Indian Institute of Management Lucknow, Prabandh Nagar, IIM Road, Lucknow – 226013 U.P. on or before the tender opening date.
14. The Earnest Money (No interest will be paid on EMD) will be returned as soon as the printer/bidder is finalized.
15. The successful bidder's is required to furnish 10% of contract value as security deposit which will be returned after completion of the In case of deficiency in work, appropriate penalty will be levied and will be adjusted against future bills and /or EMD deposit.

Other conditions:

16. The last date for receiving the tender in all respects is 02:00 PM on 05/11/2019.
17. The technical bid of tender will be opened at **02:00 PM** on 06/11/2019 at IIM Lucknow. The successful bidder will be selected on the basis of evaluation of technical and financial bid, as per the criteria mentioned in this document.
18. **The bid documents should be duly signed on every page. By signing this document, it is assumed that you are abiding by all the terms and conditions mentioned in this document.**
19. The rates should be mentioned in figures as well as in words. (**Erasing / overwriting should be avoided/duly attested by the tenderer.**) Taxes, however, should be indicated separately. In case, nothing is mentioned, it will be assumed that all taxes are included in the rates quoted.
20. The vendor will depute technically qualified executive to coordinate the job with IIM Lucknow team.
21. The content of the Annual Report 2018-19 will be provided by IIM Lucknow.
22. The final colored draft and quality of the printing material will be approved by IIM Lucknow team before printing.
23. The printer will supply all the copies of the Annual Report 2018-19 with Envelope in proper packaging (water proof and fabric packing over carton).

Penalty for Non-Compliance: -

24. Inferior or defective printed matter shall under no circumstances be accepted by IIM Lucknow.
25. In case any error or defect is discovered after delivery of the printed matter, vendor shall be bound to rectify such error or defect at his own cost to the satisfaction, and within the time limit fixed by IIM Lucknow. If the firm is unable to supply the material within the stipulated time Rs.5000/- will be charged per day and maximum 10% of work order value. However, IIM reserves the right to reject the work order, in case the final printed Annual Reports are not received within the date specified in the Work-Order for Supply of Annual Reports.
26. In case of any damage is found in supplied / changed part under contract period and if same is not replaced even after penalty amount, the work will be carried out from other vendor on RISK and COST of successful firm/agency.

Evaluation of Technical Bid

Only those bidders who cross the threshold level 60% of the technical evaluation shall be considered for the evaluation. Scoring Parameters and weightage percentage is as under.

Evaluation of Financial Bid

Financial proposals of only those agencies / bidders which are technically qualified shall be opened on the date & time specified in the presence of the Bidders' representatives who choose to attend. The evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between the partial amount and the total amount, or between word and figures the former will prevail. In addition to the above corrections, the items described in the Technical Proposal but not priced shall be assumed to be included in the prices of other activities or items.

IIM Lucknow will use Cost Evaluation under Combined Quality Cum Cost Based System (CQCCBS), the technical proposals will be allotted weightage of 70 % while the financial proposals will be allotted weightages of 30 %. Proposal with the lowest cost may be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices. Total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up.

The following formula will be used to evaluate the overall ranking of the qualified tenders.

$$\text{Overall Score} = \frac{\text{Score of Technical Bid} \times 70}{\text{Highest Score of Best Technical Bid}} + \frac{\text{Lowest Financial Bid} \times 30}{\text{Price of Financial Bid}}$$

Selection of tender will be based on overall score calculated from the formula. An Example of the same is presented below:

Tenderer	Score of Technical Bid	Price of Financial Bid	Overall Score	Overall Rank
Company A	90	480	98.75	First
Company B	80	470	91.58	Third
Company C	80	460	92.22	Second

Table 1: Technical Evaluation Criteria

Sl.No.	Particulars	Weightage %
1	Vendor Details (No. of technical Staff, Project In-charge, Software to be used for designing, type of printing machine)	30
2	Relevance and nature of past experience (last 3 years): Experience of Report / Brochure (Annual Report / Placement / Programme brochure etc.) of IIMs / IITs / IISER / NITIE - Above 5 Institutions - 20 Marks - 3 - 5 Institutions - 10 Marks - 2 or less Institutions - 05 Marks	20
3	Total No. of Reports Report / Brochure (Annual	15

	Report / Placement / Programme brochure etc.) in IIMs / IITs / IISER / NITIE in last three years - 8 - 10 - 15 Marks - 5 – 7 - 12 Marks - 3 – 5 - 09 Marks - Less than 3 - 06 Marks	
4	Quality of published work (On the basis of three samples of actual work done to be submitted in last three years along with the technical bid) to be assessed by committee on parameters such as innovative design, quality of content etc.)	15
5	Proposed three sample designs to be submitted along with the technical bid (Understanding of the work, proposed format, Image / Printing Quality)	20

FORMAT FOR SUBMISSION OF TECHNICAL BID

1. Name of the Agency :
2. Name of the authorized person (who signs on the tender document) :
3. E-mail address :
4. Address of the Agency :
5. Phone No :
6. Mobile No. :

Table 2: Enclosures required

S.No.	Documents to be submitted	Proof Required
1	Designing, script writing, printing / publishing of Annual Report/ Brochure for IIMs or reputed institutes in past 3 years.	(To be Attached)
2	Three samples of actual work done in last three years along with the list of clientele	(To be Attached)
3	GST, PAN & Firm Registration Numbers	(To be Attached)
4	Earnest Money Deposit in the form of Demand Draft/Pay Order in favouring Indian Institute of Management Lucknow payable at Lucknow	EMD DD No/. Dated: Amount:Rs:.....
5	Tender Document duly signed and stamped on each page.	(To be Attached)
6	A self-declaration certificate of non-blacklisted company	(To be Attached)

(Signature and Stamp of the Bidder/ authorized signatory)

Date:

FINANCIAL BID

NIT No. - IIML/PUR/ANNUAL REPORT2019/37/2019-20 dated 22/10/2019

NOTICE INVITING TENDER from reputed and Creative Agencies and Designing firms for Designing, Formatting, Proof Reading, Printing and Supply of Annual Report 2018-19 in English and Hindi with envelope.

S.No.	Specification of Items	Qty.	Unit Price In (Rs.)	Total Price in (Rs.)
1.	<p>Annual Report 2018-19 (English) without Financial Statements: Designing, Printing and Supply of Annual Report 2018-19 (Coloured) Size - International A-4 size (8.25" x 11.75") Portrait/ Landscape Pages: 120 (Approx)* Paper - Cover – 300 gsm Imported Art Card Text – 130 gsm Imported Art Card Multi-Colour Printing of Photo and text Finish - Varnish/ laminate Fabrication - Smart Binding with matt lamination on outer cover pages (Kindly quote for +/- 5 pages) Envelope: Size - 9" x 12" for Annual Report 2018-19 Paper - 100 gsm super print Colour - 1 (one)</p>	120 Nos		
2.	<p>Annual Report 2018-19 (Hindi and English Separately) with Financial Statements: Designing, Printing and Supply of Annual Report 2018-19 (Coloured) Size - International A-4 size (8.25" x 11.75") Portrait/ Landscape Pages : 170 (Approx)* Paper - Cover – 300 gsm Imported Art Card Text – 130 gsm Imported Art Card Multi-Colour Printing of Photo and text Finish - Varnish/ laminate Fabrication - Smart Binding with matt lamination on outer cover pages (Kindly quote for +/- 5 pages) Envelope: Size - 9" x 12" for Annual Report 2018-19 Paper - 100 gsm super print Colour - 1 (one)</p>	50 Nos (Hindi)		
3.	<p>Annual Report 2018-19 (Hindi and English Separately) with Financial Statements: Designing, Printing and Supply of Annual Report 2018-19 (Coloured) Size - International A-4 size (8.25" x 11.75") Portrait/ Landscape Pages : 170 (Approx)* Paper - Cover – 300 gsm Imported Art Card Text – 130 gsm Imported Art Card Multi-Colour Printing of Photo and text Finish - Varnish/ laminate Fabrication - Smart Binding with matt lamination on outer cover pages</p>	120 (English)		

(Kindly quote for +/- 5 pages) Envelope: Size - 9" x 12" for Annual Report 2018-19 Paper - 100 gsm super print Colour - 1 (one)			
Grand Total (in Rs.)			
*In case, there is increase / decrease in number of pages, the amount will be increased or decreased proportionately.			

(The total must be mentioned in words also. Any mistake, overwriting etc in mentioning the price will result into cancellation of bid.)

Final payment will be as per actual numbers of pages and rates will be defined on pro-rata basis.

GST will be extra as applicable.

Place:

(Signature & Stamp of the Contractor or His authorized signatory)

Date:

(Name)