



# भारतीय प्रबन्ध संस्थान लखनऊ

## INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW

Prabandh Nagar, IIM Road, Lucknow – 226013 U.P. (India)

Tel. 0522-6696917, 6929, Fax: 0522 2734025

Website: [www.iiml.ac.in](http://www.iiml.ac.in)

### NOTICE INVITING TENDER (NIT)

**No. IIML/PUR/ARC/PRINTING/11/2022-23**

**Date: 02/09/2022**

Indian Institute of Management Lucknow invites bids from reputed Agencies / Firms for empanelment for printing services:

IMPORTANT DETAILS	
Estimated Tender Value (Annual)	Rs.10,00,000/-
EMD	Rs.20,000/-
Performance Security Deposit	Rs.1,00,000/-
Pre bid Meeting	13/09/2022 at 11:00 AM
Last date and time for submission of Bid	22/09/2022 upto 11:00 AM
Date and time for Opening of technical bid	23/09/2022 at 03:00 PM
Bid validity	120 days from the date of opening of the technical bid.
Venue for opening of Technical and Financial bids	Samadhan Building Indian Institute of Management, Prabandh Nagar, IIM Road, Lucknow – 226 013 (U.P.)
Date of opening of financial bids will be updated on the CPP portal. Interested participating-bidders may attend the opening of technical and financial bids.	

E-tenders are invited for empanelment of the bidder for providing printing services at Indian Institute of Management, Lucknow. A free view NIT is available on Govt. E-Procurement portal i.e. <https://eprocure.gov.in/eprocure/app> and on institute website [www.iiml.ac.in](http://www.iiml.ac.in). Interested Firms /Agencies/Dealers/ Vendors are requested to sign-in with DSC online. The tender document comprises of technical and financial bid. The bid duly filled in may be uploaded on E-Portal of Govt. i.e. <https://eprocure.gov.in/eprocure/app> using Digital Signature before the last date and time of submission as mentioned above.

**Chief Administrative Officer  
IIM Lucknow**

## **About IIM Lucknow:**

The Indian Institute of Management Lucknow is fourth in the prestigious IIM family of management schools to be established in India after IIM Calcutta, IIM Ahmedabad and IIM Bangalore. The Institute was established in the year 1984. Since then IIML has touched million lives directly or indirectly through its faculty, alumni and support staff. IIML molds its students into value driven leaders, managers and global players. The institute undertakes a diverse range of academic activities aimed at creation, dissemination and application of management knowledge and practice.

## **IMPORTANT INSTRUCTIONS FOR BIDDERS**

1. The details of terms and conditions are being given in this document.
2. The technical specification of printing work are to be complied with by the bidder, as detailed.
3. Tenderer who has downloaded the tender document from the Govt. site shall not tamper/modify the tender document including downloaded Financial bid template in any manner. In case, if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited.
4. Amendments to Bidding Documents: At any time prior to the deadline for submission of Bids, the Institute may, for any reason deemed fit by it, modify the Bidding Documents by issuing suitable amendment(s) to it. Prospective bidders are advised to check the same before submission of bids.
5. All pages of the Bid should be stamped and signed by the bidder.
6. A Bidder, who gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.
7. It is the responsibility of Bidder to go through the Bidding Document to ensure furnishing of all required documents in addition.
8. IIM Lucknow reserves the right to reject any of the offer without assigning any reasons thereof. The bidders may seek clarification with this office on working days between 09:30 hrs to 1700hrs) on 0522- 6696917/29.
9. **PRE BID MEETING:** The interested bidders may attend the pre-bid meeting. The time, date and venue is given above. In case, the bidder needs any clarification on the tender document, the same shall be submitted 48 hours prior to the scheduled pre-bid meeting to [purchase@iiml.ac.in](mailto:purchase@iiml.ac.in). After the pre-bid meeting, no query or clarification regarding tender will be entertained.

## **I- TERMS & CONDITIONS**

### **1. ELIGIBILITY CRITERIA: The bidder should have following qualifications for bidding:**

- a. The bidder shall submit filled, signed & stamped Technical Bid (Annexure-I)
- b. Shall have valid registration with Income Tax Department (enclose copy of PAN Card)
- c. Shall have valid GSTN (Enclose copy of GST registration certificate)
- d. Shall have an average annual turnover of not less than 5.00 lakhs during Financial Years 2018-19, 2019-20 & 2020-21
- e. Experience: The bidder must be in the business of Printing Services for last 5 years. (Enclose a copy of the Registration of the Bidder's firm).
- f. Experience: The bidder must meet one of the following conditions:
  - i. During last 3 years, the bidder should have provided printing (similar) services to any **one client** (Government Deptt./ PSU./ Institution/ Organization) with annual billing (12 months) of not less 80% of the tender value (refer page-1 of NIT for tender value).
  - ii. During last 3 years, the bidder should have provided printing (similar) services to any **two clients** (Government Deptt./ PSU./ Institution/ Organization) with annual billing (12 months) of not less 60% of the tender value (refer page-1 of NIT for tender value).
  - iii. During last 3 years, the bidder should have provided printing (similar) services to any **three clients** (Government Deptt./ PSU./ Institution/ Organization) with annual billing (12 months) of not less 40% of the tender value (refer page-1 of NIT for tender value).  
(The last date for submission of bids will be treated as cutoff date for calculating last years)
- g. The bidder must accept the terms & conditions of this NIT and shall not have blacklisted by any Ministry/Department of the Govt. of India or PSU or any other organization (please submit a self-declaration as per format at Annexure-II.)
- h. Proof of depositing EMD or valid MSME certificate for exemption from deposit of EMD.
- i. The cut-off date (wherever not specified shall be last date for submission of bids).

### **2. DISQUALIFICATION**

- a. Proposal not submitted in accordance with this document required or without enclosing proper documents while uploading bid documents on e-procurement portal.
- b. During the validity of the proposal or its extended period, if any, the bidder increases his quoted prices.
- c. Proposal is received without duly filled and signed with a stamp of the technical bid (Part-I). The proposal is not accompanied by all requisite documents.
- d. If the Technical bid is received without EMD or valid certificate for exemption (NISC/MSME).
- e. The financial bid/ BoQ must not be enclosed /uploaded with the Technical bid. Disclosure of rates in Technical bid will result in Technical Disqualification.
- f. Information submitted in the tender proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly, or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.
- g. In case any component of the price bid is quoted "NIL" by the bidder. Such bid shall be considered an unresponsive bid and shall not be considered for further evaluation.

3. **CONSIGNEE:** Indian Institute of Management Lucknow (IIML), Prabandh Nagar, IIM Road, Lucknow-226013
4. **PERIOD OF CONTRACT:** One year, contract period may be extended for another 2 years on yearly basis subject to mutual consent of both the parties. No increase in rates will be considered during the contract period including extension(s), if any.
5. **TERMINATION OF CONTRACT:** IIM Lucknow shall have the right to terminate this Contract in part or in full in any of the following cases: -
  - a. The agreement may be terminated in whole or in part, by Institute in the event of a material breach by the successful bidder that is not cured within thirty (30) days of notice from the institutes.
  - b. This Agreement may be terminated in whole or in part, by a Party for convenience, on 3 months' prior written notice to the other Party.
  - c. In addition to the above, either Party may terminate this Agreement if the other Party (a) admits in writing its inability to pay its debts generally as they become due, or (b) makes an assignment for the benefit of its creditors, or (c) institutes or consents to the filing of a petition in bankruptcy, whether for reorganization or liquidation, under federal or similar applicable state laws, or (d) is adjudged bankrupt or insolvent by a court having jurisdiction, then in any of such events, the other Party may, by written notice, immediately terminate this Agreement, without further liability to the other Party, except to produce or pay all accrued payments.
6. **Firm & Fixed Rates-** Rates should be quoted on a firm & fixed price basis. Request for RATES enhancement of contracted rates shall not be considered under in any circumstances. Rates should be quoted for the specific brand, where the brand name is specified, and the rates should not be above MRP.
7. **TERMS & CONDITIONS:** Terms & Conditions as set in this Tender Document shall have to be complied with by the bidder. Offers not complying with such terms & conditions may be ignored/rejected at the discretion of the Institute.
8. **EARNEST MONEY:** Bidders are required to deposit an amount (mentioned on page-1 of this NIT) towards Earnest Money Deposit (EMD) to below mentioned bank account of Institute on or before the last date & time mentioned above:

Account No.	07231450000294
IFSC Code	HDFC0000723
Name of Bank & Type of Account	HDFC BANK/Saving

EMD through any other form will not be accepted. UTR number / Transaction ID and date of Deposit/Transfer of EMD shall be mentioned in Technical Bid at appropriate place. **Those who are exempted from deposit of EMD shall upload the valid certificate in this regard.**

9. **FORFEITURE OF EMD:** On the following occasions, the EMD shall be forfeited:
  - a. In case the bidder withdraws his bid after the last of the submission of the bid.
  - b. In case the bidder does not fulfill his obligations after the awarding of the work order within the stipulated time period.
  - c. In case the bidder provides misleading or false information or modified specifications of software or Maintenance service in his technical bids and denies

to complete software development/maintenance as per requirement in the bid documents.

- d. In case the bidder accepts the work order on a conditional basis after winning the bid and not submitting the performance security. The process of debarred/blacklisting shall be initiated in this case.

10. **PERFORMANCE SECURITY:** Successful bidder shall be required to furnish a Performance Security of Rs. 1,00,000/- (Rupees One Lakh only) in form of Demand Draft/PBG/FDR from any scheduled bank, drawn in favour of Indian Institute of Management Lucknow within 15 days from date of issue of LOI/Work Order. PBG/FDR shall be valid **for the period of contract plus 60 days or more.**

After issue of LOI/ Empanelment Letter, delay in submission of Security Deposit will attract a penalty of Rs.500/- per day and non-submission of penalty for a period exceeding 30 days may lead to cancellation of the LOI/Work Order/ termination of the contract/ forfeiture of EMD/ Blacklisting of the bidder's firm for a period of 2 years.

In case of any breach of the contract condition, non-acceptance or non-execution of work order, repeated delay in supply or supply of material of poor quality may lead to forfeiture of the Security Deposit. The Performance security will be released after successful completion of the contract period without any interest.

#### 11. **FORFEITURE OF PERFORMANCE SECURITY/SECURITY DEPOSIT:**

- a. Non-execution of the awarded work leading to termination of the contract.
- b. In case the bidder is debarred from the bidding process by the competent authority of the institute on whatsoever grounds including committing breach of any of the provisions of the integrity pact (available on <https://cvc.gov.in> )
- c. Conditional acceptance of the work order which differs from the tenders.
- d. In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender evaluating process or after awarding the contract, Earnest Money/Performance Security shall be forfeited whatever is convenient.

12. **PURCHASER'S RIGHT:** IIML reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.

#### 13. **EVALUATION & AWARD OF CONTRACT –**

Stage-1: The bids received against this NIT shall be evaluated by the Tender Evaluation committee based on the documents submitted by the bidders submitted in support of their eligibility. The committee may obtain (not compulsory) feedback from any of the clients of the bidder and in case the feedback is not satisfactory, such bid may be technically disqualified. The feedback received, if any, from the client(s) will be treated as CONFIDENTIAL for all purposes and will not be shared with any bidder.

Stage-2: The bidders, who are found eligible in stage-1 (based on documents submitted in support of their eligibility), will be required to submit physical samples of Letter Head, Visiting Card, Certificates, Certificate Folder, Answer-sheet Box File & Plastic folder with Institute's name & logo printed on it, etc to **The Chief Administrative Officer, IIM Lucknow, Prabandh Nagar, IIM Road, Lucknow-226013 with 15 days from date of issuing communication in this regard**

**(email).** The quality of these samples will be assessed by the committee and the bidders' whose samples are acceptable to the committee, will be declared as 'Technically qualified'.

Stage-3: In this stage, the financial / price bid of those bidders will be opened, who are declared as Technically qualified in Stage-2. The items, mentioned in Annexure-III (Financial bid) against the following serial numbers, are required at higher frequency than other items/ services:

26, 27, 32, 33, 34, 35, 40, 41, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 64, 65, 66, 67, 68, 69, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 91, 101, 104, 105, 114, 115, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 136, 137, 145 & 146,

Therefore, to give higher weightage to these items / preference to bidders quoting lower rates for these items, the rates quoted by the bidders for these items / services will be multiplied by 75. The rates of remaining items will be multiplied by 25. After multiplication, the results shown for all items will be added and will be compared for determine the lowest bidder (L-1) and Letter awarding ARC on the rates actually quoted by the bidder will be issued after approval of the Competent Authority.

2. This format shall not be filled. The quoting of rates, separate excel sheet on CPP portal has been provided with this NIT. Don't disclose rates in Technical bid.

Note: The decision of the tender evaluation committee, formed by IIM Lucknow shall be acceptable to all bidders.

## **II – OTHER TERMS AND CONDITIONS**

1. The Rate Contracts shall be valid for the period of one year from the date of awarding the Contracts. The contract period may be extended on year to year basis & on mutual consent for a maximum period of 3 (Three) years including the initial one-year contract, subject to satisfactory performance of the firm.
2. The Annual Rate Contract awarded as a result of this NIT will be in the nature of a Standing offer. Actual Supply Order may be placed from time to time against the (Annual Rate Contract) ARCs concluded on the basis of such rate contract(s). No guarantee can be given as to the minimum or actual requirement. Based on the expenditure incurred during the current year, contract value for the proposed Rate Contract is expected to be equal to Annual Estimated Tender value (mentioned on page-1 of this NIT). Even during ARC period, IIM Lucknow (the Institute) is free to acquire ARC goods/services from open market and the ARC vendor/contractor will have not right to force the Institute to procure the ARC goods/service from it.
3. The successful bidder/contractor will be required to execute an agreement on a non-judicial stamp paper of Rs.100/- (cost to be borne by the contractor) within 30 days from the date of issue of work order/ LoI (Letter of Indent). The successful Bidder who has been awarded the contract will be required to execute an agreement on a non-judicial stamp paper of Rs.100/- (cost of stamp paper to be borne by the successful bidder).
4. IIML reserves the right to conclude parallel Rate Contracts with one more supplier and place Orders on such firm that may be the most economical to it or suitable to its requirements.

5. If the successful Bidder fails to fulfill his obligations under this Tender i.e., Non-adherence to terms and conditions contained in this Tender, the IIM Lucknow has reserve the right to terminate the contract and forfeit the EMD/Performance Security of such Firm.
6. Delivery period:

Order Value including GST	Delivery period from date of placing the order (email)
Rs.5,000/-or less	7 days or the number of days mentioned in the order, whichever is more
Between Rs.5001 to Rs.20,000/-	15 days or the number of days mentioned in the order, whichever is more
Between Rs.20,001 to Rs.50,000/-	20 days or the number of days mentioned in the order, whichever is more
Above Rs.50,000/-	30 days or the number of days mentioned in the order, whichever is more

In case of delay in supply, a penalty of 0.5% of the work order value per week of delay may be imposed, subject to a maximum of 10%. Delay may cause cancellation of work order and may lead to other penalties including termination of contract and forfeiture of security deposit.

7. Payment terms: 100% payment shall be released on satisfactory receipt of the goods/articles ordered. Advance payment will not be made under any circumstances.
8. Dispatch Instructions: Goods/Articles are required to be delivered at IIML premises on free of cost.
9. Institute will not pay separately for transit insurance and the supplier will be responsible till the entire goods/articles received in good condition at the IIM Lucknow.
10. Tenderers are requested to quote their prices on a firm & fixed basis only for the entire period of the Rate Contract. Tenders of the firms received with prices quoted on variable basis shall be rejected straightaway.
11. GUARANTEE/WARRANTY: The contractor shall guarantee that the goods, articles sold and supplied to the IIM Lucknow under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry. The date of manufacturing of the items supplied will not be more than 6 (six months) old.
12. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified by the Institute.
13. Duties & Taxes -Tenderers should quote their rates without taxes / GST.
14. TENDERERS ARE REQUESTED TO QUOTE THEIR RATES ON F.O.R DESTINATION BASIS (Free delivery to the consignee's premises i.e. IIM Lucknow).
15. Bids should be valid for a minimum period of One Hundred Twenty Days (120) days after the due date.

16. Bidders are requested to kindly go through PDF format of financial bid before quoting rates.

17. **CONFIDENTIALITY:** All documents, drawings, samples, data, associated correspondence or other information furnished by or on behalf of the Procuring Entity to the contractor, in connection with the contract, whether such information has been furnished before, during or following completion or termination of the contract, are confidential and shall remain the property of the Procuring Entity and shall not, without the prior written consent of Procuring Entity neither be divulged by the contractor to any third party, nor be used by him for any purpose other than the design, procurement, or other services and work required for the performance of this Contract. If advised by the Procuring Entity, all copies of all such information in original shall be returned on completion of the contractor's performance and obligations under this contract.

This contract declares the subject/data of students matter of this Contract as coming under confidential and sensitive, the contractor shall take all reasonable steps necessary to ensure that all persons employed in any connection with the contract, have acknowledged their responsibilities and penalties for violations under this contract to keep the data confidential

**18. LIQUIDATED DAMAGE:**

- i. In case of delay in supply, a penalty of 0.5% of the work order value per week of delay may be imposed, subject to a maximum of 10%. Delay may cause cancellation of work order and may lead to other penalties including termination of contract and forfeiture of security deposit
- ii. In case, the delivery is not made within the period specified in the Work Order and the need of the items cannot be postponed by the user department, the Institute/IIM Lucknow will be free to make the purchase from the open market at the cost of the ARC vendor (successful bidder) i.e. the amount paid over & above the ARC rate will be billed to the ARC Vendor or the amount will be reduced from future payments / security deposit. The institute reserves the right to exercise this option without any further notice to him beyond the stipulated delivery period. The contractor will have no claim for compensation for any loss, which he suffers in case of default of the contracted terms.
- iii. In case the material supplied is of the requisite quality and is not accepted by the user department, the ARC Vendor / successful bidder will be required to replace the material and in such case the date of delivery of replacement will be treated as the date of delivery for the purpose of calculation of penalty.

19. **DISCLAIMER CLAUSE:** IIM Lucknow has the discretion and right at any stage to cancel/add or amend the information, terms, procedure and protocol set out in the RFQ and the bidder has no claims against such right. The institute has unfettered right hereunder to terminate the arrangements at any time without assigning any reason whatsoever. The jurisdiction for dispute (s), if any, shall be Lucknow.

20. **ARBITRATION & JURISDICTION:** All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or subject thereof or the breach thereof that cannot be settled by good faith and negotiations between the parties within 60 days of the commencement of negotiations shall be settled by referring the dispute to the Director, IIM, Lucknow, who shall appoint an Arbitrator to adjudicate the same who should be unconnected with IIM Lucknow and the cost of arbitration shall be divided equally between IIML and the bidder. The proceedings

will be governed by the provisions of the Arbitration & Conciliation Act, 1996. The place of arbitral proceedings will be Lucknow. By consent of parties the jurisdiction of all other courts are excluded and the courts at Lucknow alone shall have jurisdiction. The language of the arbitral proceedings shall be English.

21. **FORCE MAJEURE:** Force majeure is hereby defined as any cause which is beyond the control of the contracted bidder or IIML as the case may, which they could not foresee with a reasonable amount of diligence and which could substantially affect the performance of the contract, such as natural phenomena (including but not limited to floods, droughts, earthquakes, epidemics, etc.), acts / directions of any Government (including but not limited to war, declared or undeclared, priorities quarantines, embargos, etc.); provided that either party shall within 15 days from the occurrence of such a cause notify the other party in writing of such causes. Bidder to note that rains, droughts and monsoons are not part of force majeure and bidder is required to provide all its facility as per the stipulated minimum requirements.

The bidder or IIML shall not be liable for delays in performing their obligations resulting from any force majeure cause as referred to the defined above. Hence during the period of force majeure, as indicated and covered above, during which the services are not provided by the contracted bidder or not availed by IIML, both parties will not be liable for their obligations under the contract. Thus the Force Majeure will free both parties from contractual obligations / liability when prevented by such events from fulfilling obligations as the same will be suspended for the period of Force Majeure. However, if the performance in whole or part or any obligation under this contract is prevented or delayed for period exceeding 120 days, either party may at its option terminate the contract without any financial repercussions on either party by giving at least 15 days notice.

**TECHNICAL BID**

This filled, signed & stamped for documentary evidence in support of the information provided / sought in the NIT shall be submitted by the bidders

S. No.	Particulars	:	To be filled by the bidder
1.	Name of the Supplier/ Organization /Stationers.		
2.	Address	:	
3.	Contact number/s & Email id (All communication will on the email id provided by the bidder)	:	
4.	Year of Establishment (Enclose registration certificate, must be older than 5 years as last date for submission of bids)	:	
5.	GSTIN (attach self-attested copy)		No. ....
6.	PAN No. (attach self-attested copy)		No. ....
6.	Experience: The bidder must meet one of the following conditions: i. During last 3 years, the bidder should have provided printing (similar) services to any <b>one client</b> (Government Deptt./ PSU./ Institution/ Organization) with annual billing (12 months) of not less 80% of the tender value (refer page-1 of NIT for tender value). ii. During last 3 years, the bidder should have provided printing (similar) services to any <b>two clients</b> (Government Deptt./ PSU./ Institution/ Organization) with annual billing (12 months) of not less 60% of the tender value (refer page-1 of NIT for tender value). iii. During last 3 years, the bidder should have provided printing (similar) services to any <b>three clients</b> (Government Deptt./ PSU./ Institution/ Organization) with annual billing (12 months) of not less 40% of the tender value (refer page-1 of NIT for tender value).	:	Please specify the condition meet by the bidder: (i) or (ii) or (iii) also enclose experience certificate with clear mention of Annual Billing (under one same contract)  Condition met: _____  Documents enclosed: Yes / NO  <b>Note:</b> (The last date for submission of bids will be treated as cut off date for calculating last years). The extension of a contract will be treated as separate contract.
7.	Shall have an average annual turnover of not less than 5.00 lakhs during Financial Years 2018-19, 2019-20 & 2020-21	:	2018-19: _____ 2019-20: _____ 2020-21: _____
8.	Proof of depositing EMD or valid MSME certificate for exemption from deposit of EMD		UTR No. _____ Date of Transaction _____ <b>OR</b> MSME Cert No. _____
9.	The bidder must accept the terms & conditions of this NIT and shall not have blacklisted by any Ministry/ Department of the Govt. of India or		

	PSU or any other organization (please submit a self-declaration as per format at Annexure-II.)	
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The undersigned declares that she/he is legally authorize to submit this bid behalf of the firm/bidder. The undersigned declares that information provided above are true and complete and the documents provided in support of the information are relevant and genuine. The undersigned understands that in case, the information / documents provided are found to be false/ misleading, the bid will be cancelled / disqualified and EMD may be forfeited.

Further I accept all the terms & conditions of this document.

Place.....

Name Signature & Seal of the Bidder

Date: .....

**UNDERTAKING TO BE SUBMITTED BY BIDDERS ON ITS LETTER HEAD**

With respect my/our bid submitted against NIT No. \_\_\_\_\_ dated \_\_\_\_\_, I / We \_\_\_\_\_ Partner / Sole Proprietor (Strike out which is not applicable) hereby declare(s) and solemnly affirm (s):-

- a) That the individual/ firm/ Agency is /are not debarred or black-listed by any department of the Union Govt./State Government or any Autonomous Institute.
- b) That no partner or shareholder, directly or indirectly connected with the applicant has been debarred or blacklisted by any department of Union Govt./State Govt. or Autonomous Institute.
- d) That the terms and conditions mentioned in this NIT are acceptable to me/ us. I/We will abide by them in Letter and spirit.
- e) That I/ We will “Development & Management of PGP Software package” the stipulated period.
- f) That no partner or shareholder, directly or indirectly is connected/related to IIM Lucknow.

I/ We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my/our knowledge and belief. No part of it is false and nothing has been concealed therein. We understand that in case the information provided by us found to be false/ incomplete at any stage, our bid / empanelment will be liable to be cancelled / terminated and attract appropriate action.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

STAMP & SIGNATURE OF THE  
BIDDER

**FINANCIAL BID (FOR REFERENCE ONLY- NOT TO BE UPLOADED IN TECHNICAL BID)**

(A)	(B)	(C)	(D)
S. No.	Description of items	Unit for quoting rates	*Rate to be quoted for the quantity mentioned below the item's name (in INR)
1	Indian Art Paper 100 gsm A/4 (Quote rate per unit)	1	
2	Indian Art Paper 100 gsm 5.5" x 8" (Quote rate per unit)	1	
3	Indian Art Paper 100 gsm 7" x 10" (Quote rate per unit)	1	
4	Indian Art Paper 120 gsm A/4 (Quote rate per unit)	1	
5	Indian Art Paper 120 gsm 5.5" x 8" (Quote rate per unit)	1	
6	Indian Art Paper 120 gsm 7" x 10" (Quote rate per unit)	1	
7	Indian Art Paper 130 gsm A/4 (Quote rate per unit)	1	
8	Indian Art Paper 130 gsm 5.5" x 8" (Quote rate per unit)	1	
9	Indian Art Paper 130 gsm 7" x 10" (Quote rate per unit)	1	
10	Imported Art Paper 100 gsm A/4 (Quote rate per unit)	1	
11	Indian Art paper Card 220 gsm 23x36 (Quote rate per unit)	1	
12	Indian Art paper Card 250 gsm 23x36 (Quote rate per unit)	1	
13	Indian Art paper Card 300 gsm 23 x 36" (Quote rate per unit)	1	
14	Composing of A/4 per page (Quote rate per unit)	1	
15	Composing of 5.5" x 8" per page (Quote rate per unit)	1	
16	Composing of 7" x 10" per page (Quote rate per unit)	1	
17	Printing on 4 colour printing 4 page set or part thereof per four colour set (Quote rate per unit)	1	
18	Plate making charges per plate (Quote rate per unit)	1	
19	Printing charges per colour (Quote rate per unit)	1	
20	Composing, Processing and Printing on Designing with commercial Artist Dummy & final proof text with cover colour proof per job (Quote rate per unit)	1	
21	Lamination per cover (Glossy lamination)	1	

	(Quote Rate per unit)		
22	Binding (Stapler binding) (Quote rate per unit)	1	
23	Lamination per cover(Matt lamination) (Quote rate per unit)	1	
24	Composing, Processing and Printing on Cover printing (Quote rate per unit)	1	
25	Binding (perfect binding upto 100 pages)	1	
26	Bilingual Visiting card on 300 GSM both side printing colored of size 3.5 x 2 inches (Quote Rate for set of 100 cards)	1	
27	Bilingual Visiting card on texture sheet 350 GSM both side printing colored of size 3.5 x 2 inches (Quote Rate for set of 100 cards)	1	
28	A4 size pad four colour 100 GSM Excel Bond- Pad of 100 sheets (Quote Rate for pad of 100)	1	
29	B5 size pad four colour 100 GSM Excel bond (18 cm x 24 cm)- Pad of 100 sheets (Quote Rate for pad of 100)	1	
30	A5 size pad four colour 100 GSM Excel bond (14 cm x 21 cm) - Pad of 100 sheet (Quote Rate for pad of 100)	1	
31	A6 size pad Imported paper 5 colour (screen printing) - Pad of 100 sheet (Quote Rate for pad of 100)	1	
32	Letter pad A4 Executive Bond 5 colour (screen printing)- Pad of 100 sheet (Quote Rate for pad of 100)	1	
33	Letter pad B5 Executive Bond 5 colour (screen printing) - Pad of 100 sheet (Quote Rate for pad of 100)	1	
34	Letter pad A5 Executive Bond 5 colour (screen printing)- Pad of 100 sheet (Quote Rate for pad of 100)	1	
35	Letter pad A6 Executive Bond 5 colour (screen printing)- Pad of 100 sheet (Quote Rate for pad of 100)	1	
36	MDP Brochure in 4 colours of size A4 on 250 gsm art card - 4 pages (Quote Rate for 500 brochures)	1	
37	PGP Brochure in 4 colours of size A4 on 250 gsm art card - 4 pages (Quote Rate for 1000 brochures)	1	
38	MDP Brochure in 4 colours of size A4 on 250 gsm art card - 8 pages (Quote Rate for 500 brochures)	1	
39	PGP Brochure in 4 colours of size A4 on 250 gsm art card - 8 pages (Quote Rate for 1000 brochure)	1	
40	Envelopes for MDP/PGP Brochure in one colour - 100 gsm Maplitho JK SHB (Quote Rate for 500 envelopes)	1	

41	Envelopes for MDP/PGP Brochure in one colour - 100 gsm Maplitho JK SHB (Quote Rate for 1000 envelopes)	1	
43	Covering Letter in one colour/A-4 printing both side JK Bond 80 gsm (Quote Rate for 500 quantity)	1	
44	Nomination Form A4 size single side printing (Quote Rate for 500 quantity)	1	
45	Guest Information Card (visiting card size on 300 gsm art card paper) - (Quote Rate for 500 quantity)	1	
46	MDP Certificate of A4 size on card sheet 350 GSM (Quote Rate for 100 quantity)	1	
47	MDP Certificate of A4 size on card sheet 350 GSM (Quote Rate for 40 quantity)	1	
48	MDP Certificate leather folder (Quote Rate for 100 quantity)	1	
49	PGP Certificate leather folder (Quote Rate for 100 quantity)	1	
50	PGP Diploma certificate of A4 size on 350 gsm on card sheet (Quote Rate for 500 quantity)	1	
51	Table top calendar (color printing on A3, 150 gsm) (Quote Rate for 100 quantity)	1	
52	Table planner (It a kind of yearly diary with 20 pages (120 gms) of 28 X 22 cm and rexine cover (printed name of the Institute with logo on front page of the cover) (Quote Rate for 100 quantity)	1	
53	Binding of Library Books normal binding (Quote Rate for 1 quantity)	1	
54	Binding of Library Books in Law book type binding (1/2 leather & raxin cloth binding with 2.5 lbs card board corner also LB and gold letter with cross cloth & sectional stitching with cloth tape) (Quote Rate for 1 quantity)	1	
55	Binding of PGP Course Material book with cover printing (Quote Rate for 1 quantity)	1	
56	Invitation Cards 7" x 5" (Ivory) Offset Printing one colour on One side (Quote Rate for 100 quantity)	1	
57	Invitation Cards 7" x 5" (Ivory) Offset Printing one colour on both side (Quote Rate for 100 quantity)	1	
58	Invitation Cards 7" x 5" (Ivory) Offset Printing five colour on One side (Quote Rate for 100 quantity)	1	
59	Invitation Cards 7" x 5" (Ivory) Offset Printing five colour on both side (Quote Rate for 100 quantity)	1	
60	Invitation Cards 8" x 5" (Ivory) Offset Printing one colour on One side (Quote Rate for 100 quantity)	1	
61	Invitation Cards 8" x 5" (Ivory) Offset Printing one colour on both side (Quote Rate for 100 quantity)	1	
62	Invitation Cards 8" x 5" (Ivory) Offset Printing five colour on One side (Quote Rate for 100 quantity)	1	
63	Invitation Cards 8" x 5" (Ivory) Offset Printing five colour on both side (Quote Rate for 100 quantity)	1	
64	Greeting Card offset on 300 gsm With envelope on 120 gsm maplitho paper of size A4 (Quote Rate for 200 quantity)	1	
65	Greeting Card offset on 300 gsm With envelope on 120 gsm maplitho paper of size A5 (Quote Rate for 200 quantity)	1	

66	Greeting Card offset on 300 gsm With envelope on 120 gsm maplitho paper of size A6 (Quote Rate for 200 quantity)	1	
67	Greeting Card offset on 300 gsm With envelope on 120 gsm maplitho paper of size A7 (Quote Rate for 200 quantity)	1	
68	Greeting Card offset on 300 gsm With envelope on 120 gsm maplitho paper of size A8 (Quote Rate for 200 quantity)	1	
69	Calendar – 4 sheet offset printing hanging type on art paper 170 gsm – Size: H:57 cm & W:43cm (Quote Rate for 500 quantity)	1	
70	Diaries, pocket size (eagle brand)- with printing of name of the Institute on it with logo (Quote Rate for 1 quantity)	1	
71	Diaries Medium size (eagle brand) (Quote Rate for 1 quantity)	1	
72	Printing of A4 size Answer Sheet 24 pages on 120gsm maplitho paper cover will on card sheet (Quote Rate for 500 quantity)	1	
73	Printing of A4 size Answer Sheet 20 pages on 120gsm maplitho paper cover will on card sheet (Quote Rate for 500 quantity)	1	
74	Printing of A4 size Answer Sheet 16 pages on 120gsm maplitho paper cover will on card sheet (Quote Rate for 500 quantity)	1	
75	Printing of A4 size Answer Sheet 12 pages on 120gsm maplitho paper cover will on card sheet (Rate for 500 quantity)	1	
76	A4 size Continuation Sheet 4 pages on 120gsm (Rate for 500 quantity)	1	
77	Summer placement confidential envelope of 11x5 inch, paper: 120 maplitho with 4 color printing on one side (Rate for 100 quantity)	1	
78	Printing of Scribling pad on 80 gsm map. Size 5 – ¼” x 8 – ¾” (25 sheets) (Quote rate for 100 quantity)	1	
79	Printing of Scribling pad on 80 gsm map. Size 5 – ¼” x 8 – ¾” per (100 sheets) (Quote rate for 100 quantity)	1	
80	Printing of writing pad on 80 gsm paper both side A/4 size with ruling pad (50 sheets) (Quote rate for 100 quantity)	1	
81	Spiral binding writing pad cover 4 colour printing on 80 gsm maplitho paper with ruling etc. (Quote rate for 100 quantity)	1	
82	Guest House Register/Stock Register of 200 pages (as per sample) on 80 gsm ledger paper 17/27/2 (Quote rate for 5 quantity)	1	
83	Plain Register 4 quire with printing (IIM Lucknow on top cover) (as per sample) on 80 gsm ledger paper 17/27/3 (Quote rate for 5 quantity)	1	
84	Plain Register 2quire with printing (IIM Lucknow on top cover) (as per sample) on 80 gsm ledger paper 17/27/4 (Quote rate for 5 quantity)	1	
85	Guest House bill book (100 pages) on 80 gsm ledger paper 18 x 22 /4 (Quote rate for 5 quantity)	1	

86	Daily Receipt book(DRB) 200 pages (as per sample) on 80 gsm paper 18x22/4 (Quote rate for 5 quantity)	1	
87	Bus pass monthly (as per sample) (Quote rate for 100 quantity)	1	
88	Bus pass daily (As per sample) (Quote rate for 100 quantity)	1	
89	Dak Despatch Register (200 pages) on 80 gsm ledger 17/27/4 (Quote rate for 5 quantity)	1	
90	LTC Register (200 pages) on 80 gsm ledger 17/27/4 (Quote rate for 5 quantity)	1	
91	Student name tag of size 12x4 inch with hard lamination and backside two Velcro (Quote rate for 50 quantity)	1	
92	Identity card size 9cm x 6.5 cm of PVC material with lamination (Quote rate for 100 quantity)	1	
93	Plastic Identity card holder and good quality strips with single line printing (Quote rate for 100 quantity)	1	
94	PGP poster of 300 gsm art card (Quote rate for 100 quantity)	1	
95	Guest card on 300 gsm with numbering on each card digital (Quote rate for 100 quantity)	1	
96	Log book of 200 pages on 80 gsm ledger paper (Quote rate for 10 quantity)	1	
97	PGP Diary (H:13.5cm x W:9.00 cm) printing with rexine cover with embossing on cover page (120 gsm maplitho paper) (Quote rate for 10 quantity)	1	
98	Printing of medical form both side on 80 gsm paper A/4 - Pad of 100 sheets (Quote rate for 1-pad/ quantity)	1	
99	Local Conveyance form A/4 single side printing on 80 gsm paper - Pad of 100 sheets (Quote rate for 1 pad/quantity)	1	
100	Receipt Book printing hard bound with numbering 5 - ½" x 8 - ¾" on 100 gsm maplitho (Quote rate for 10 quantity)	1	
101	PGP Calendar printing on 300 gsm size A3 (Quote rate for 100 quantity)	1	
102	File cover with printing both side printing on hard board with file tag card sheet 31.5 Kg. M/c fold six (3 cm) cover round (Quote rate for 200 quantity)	1	
103	Accession Register Library on 80 gsm ledger paper 17/27/2 (Quote rate for 5 quantity)	1	
104	Diploma Certificate of A4 size on 300 gsm on card sheet (Quote rate for 100 quantity)	1	
105	Grade Sheet of A4 size on 350 gsm on card sheet (Quote rate for 100 quantity)	1	
106	Application Form FPM of A4 size on 120 gsm maplito paper (Quote rate for 10 quantity)	1	
107	Prepaid single journey ticket (as per sample) (Quote rate for 100 quantity)	1	
108	Attendance Register (100 pages) on 80 gsm ledger paper (Quote rate for 5 quantity)	1	
109	Telephone directory folder (9"x12")	1	
110	Service book 32 pages approx on 80 gsm legder paper	1	

	(Quote rate for 10 quantity)		
111	Prescription pad (100 pages) (A-6 size) on 80 gsm maplitho paper (Quote rate for 10 quantity)	1	
112	Measurement Book of A4 size, 100 pgs. On 90 gsm maplitho paper (Quote rate for 5 quantity)	1	
113	Measurement Book of A4 size, 200 pgs. On 90 gsm maplitho paper (Quote rate for 5 quantity)	1	
114	Award Certificate on 300 gsm art card (Quote rate for 40 quantity)	1	
115	Envelopes printing/making on 120 gsm maplitho paper A/4 size single colour (Quote rate for 50 quantity)	1	
116	Envelopes printing/making on 120 gsm maplitho paper A/4 size four colours (Quote rate for 50 quantity)	1	
117	Envelopes printing/making on 120 gsm with cloth maplitho paper A/4 size single colour (Quote rate for 50 quantity)	1	
118	Printing of B/4 size envelopes on 120 gsm paper (Quote rate for 50 quantity)	1	
119	Printing of B/4 size envelopes on 120 gsm paper with cloth (Quote rate for 50 quantity)	1	
120	Printing of B/4 size envelopes on 120 gsm paper with laminated without cloth (Quote rate for 50 quantity)	1	
121	Printing of B/4 size envelopes on 120 gsm paper with cloth laminated (Quote rate for 50 quantity)	1	
122	Printing of B/4 size envelopes on 120 gsm paper without cloth laminated (Quote rate for 50 quantity)	1	
123	Printing of envelopes A/4 size with cloth laminated (Quote rate for 50 quantity)	1	
124	Printing of envelopes A/4 size 150 gsm without cloth laminated (Quote rate for 50 quantity)	1	
125	Printing of envelopes B/4 size 150 gsm paper with cloth (Quote rate for 50 quantity)	1	
126	Envelopes printing hand made paper size 9" x 4" (Quote rate for 50 quantity)	1	
127	Poster on gumming sheet A3 Size (Quote rate for 10 quantity)	1	
128	poster on gumming sheet A4 Size (Quote rate for 10 quantity)	1	
129	Banner on normal flex per sq.ft (Quote rate for 1 sq. ft)	1	
130	Banner on star flex per sq.ft (Quote rate for 1 sq. ft)	1	
131	Installation charges per sq.ft (Quote rate for 1 sq. ft)	1	
132	Poster on A3 size normal 300 gsm art card (Quote rate for 10 quantity)	1	
133	Poster on A4 size normal 300 gsm art card (Quote rate for 10 quantity)	1	
134	Standee with installation (with stand and flex per sq.ft.) (Quote rate for 1 sq. ft.)	1	
135	100% Cotton Handkerchief size 56x56 cm with name of the Institute printed on it (Quote rate for 500 quantity)	1	
136	Customized Box File (Boss/ Sangam file or equivalent) with title "IIM Lucknow" printed on it with logo (Quote rate for 50 quantity)	1	

137	Cello Freeflow Gel Pen (present MRP-Rs.20)or equivalent (to be selected by IIML) with single line printing (In case of decrease/increase in MRP, proportionate decrease/increase will be considered) (Quote rate for 100 quantity)	1	
138	Designing/ page making, composing and printing of magazines (Quote rate for 1 page)	1	
139	For Continuation Sheet attachment purpose Tag (Length : 18.5 cm, cotton) (Quote rate for 100 quantity)	1	
140	Duplicate Name Tag – White Card Sheet (130-180 GSM, Art card paper, Size : A4) (Quote rate for 100 quantity)	1	
141	White Card (Plain) HRM Class purpose (80-100 GSM, Art card, Size : A4) (Quote rate for 100 quantity)	1	
142	Black Board Duster (with Sponge Base) (Plastic) (Quote rate for 10 quantity)	1	
143	White Board Duster (with Sponge Base) (Wooden) (Quote rate for 10 quantity)	1	
144	Attendance Sheet (Card Sheet 300 GSM) of A4 Size in Pink or Green or Yellow colour (Quote rate for 100 quantity)	1	
145	Transparent Plastic Folder of size 22 cms (W) x 30 cms (H) of WorldOne or equivalent (sample to be approved before supply) (Quote rate for 100 quantity)	1	
146	“L” Type Plastic Folder of Nilgagan/World one/equivalent (Quote rate for 100 quantity)	1	
147	Id card cassette with printed lanyard (Quote rate for 100 quantity)	1	

\*Rate to be quoted for the quantity mentioned below the item’s name (in INR). Where no quantity is mentioned rate should be quoted for one unit.

**Date .....**  
**seal**

**Signatures of the bidder with**

Note:

1. The items, mentioned against the following serial numbers above, are required at higher frequency that other items/ services:

26, 27, 32, 33, 34, 35, 40, 41, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 64, 65, 66, 67, 68, 69,72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 91, 101, 104,105, 114, 115, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 136, 137, 145 & 146,

Therefore, to give weightage to these items / preference to bidders quoting lower rates for these items, the rates quoted by the bidders for these items / services will be multiplied by 75. The rates of remaining items will be multiplied by 25. After multiplication, the results shown for all items will be added and will be compared for determine the lowest bidder (L-1) and Letter awarding ARC on the rates actually quoted by the bidder will be issued after approval of the Competent Authority.

2. In case of abnormally low rates are quoted, the bidder may asked to provide break-up / cost component analysis and if the provided analysis / break-up of cost is not acceptable to the Tender

Committee, such bid may be cancelled and EMD of such bidder may be forfeited or the bidder may be debarred from bidding for a period of two years.

3. It compulsory for the bidder to quote rates for all items. "Zero" shall not be quoted for any item.
4. This format shall not be filled. The quoting of rates, separate excel sheet on CPP portal has been provided with this NIT. Don't disclose rates in Technical bid.