



भारतीय प्रबंध संस्थान, लखनऊ नोएडा परिसर
INDIAN INSTITUTE OF MANAGEMENT LUCKNOW NOIDA CAMPUS

Plot no. B-1, Sector -62 Institutional Area, Noida-201307, U.P

Tel: 0120-6678410, 8520 8526, 8445 | Fax: 0120-6678506

Website :- www.iiml.ac.in Email id is cds@iiml.ac.in purchase_iimlnc@iiml.ac.in

Dated: 10th August 2020

To,

E-TENDER NOTICE

Online E-tender are invited in single Bid System (i.e. Price Bid) for work mentioned below in E-mode from Contractors (Indian Nationals/ Firms only) and free view NIT is available on Govt. E-Procurement portal i.e. <https://eprocure.gov.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 comprises details and price bid. It is requested to download the Tender on acceptance of terms & conditions. The required details and price bid duly filled may be uploaded on E-Portal of Govt. E-Procurement site i.e. <https://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.

Enquiry No. :- **E-Tender No. IIML/PURCHASE/IPMX-PLACEMENT BROCHURE/2020/06**

Name of Work :- **To Design digital placement E-Brochure & webpage for IPMX Program**

Last date and time of submission of E-Tender Wednesday 31th August 2020 till 3:00 PM

Thanking you,

Yours faithfully,

Head Administration
Indian Institute of Management Lucknow
Noida Campus

Encl: 1. General terms and conditions



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E-Tender Notice

The Indian Institute of Management Lucknow, is a national level educational institute set up by the Ministry of Human Resources Development, Government of India. The Noida Campus of the Indian Institute of Management Lucknow intends to engage a reputed Creative agency for designing of Placement E-Brochures & Webpage for IPMX Program at IIM Lucknow Noida Campus. International Programme in Management for Executives or IPMX (One-year MBA). This is a one-year residential programme designed for mid/ senior level professionals to prepare them for leadership roles.

Complete tender document is available on website <https://eprocure.gov.in> which can be downloaded. Beside this tender document is also available on the Institute website: www.iiml.ac.in. Tenders uploaded without proper information, without documentary evidence, **without submission of EMD/inadequate EMD** shall be summarily rejected.

A. ELIGIBILITY CRITERIA

1. The bidder should have a valid PAN, GSTIN and details thereof should be provided. (Photocopy of the certificate to be enclosed).
2. The bidder should be a reputed firm having prior work experience minimum of Three (3) years in designing, script writing, and developing websites/E-Brochure as on 31st March 2020. Please upload work completion report along with Work Order.
3. The bidder should have worked on similar scale projects in the educational sector or similar.
4. The bidder should upload a copy of ITR of last three years (2017-18, 2018-19 and 2019-20).
5. The bidder should not have been blacklisted. The bidder should submit a declaration on company's letter head **only**. The matter is given in Annexure-II.
6. The firm who does not meet anyone of above criteria will be treated as disqualified and will not be considered for processing. Therefore, please upload all relevant documents as requested.

B. SELECTION PROCESS: - The Organisation/Firm/Agency having qualified in all the points of eligibility criteria and fulfilling all the relevant details of Annexure –“I”, Annexure –“II”, Annexure –“III” and quoting BEST RATE in all, will be treated as a successful bidder.

In case two or more organisations/Firm/Agency are quoting same rate, in that situation the firm having highest average turnover of last three years (2017-18, 2018-19, 2019-20) will be treated as a successful bidder.

C. EARNEST MONEY DEPOSIT:

1. An EMD of Rs. 10,000/- (Rupees Ten Thousand Only) is required to be deposited in favour of INDIAN INSTITUTE OF MANAGEMENT LUCKNOW NOIDA CAMPUS, PAYABLE at NOIDA along with the bidding document. Any bid not accompanied by required EMD, shall be deemed to be invalid & will be rejected. The Earnest Money Deposit will be returned to the unsuccessful bidder without interest, after awarding the contract to the successful bidder. EMD of Rs. 10,000/- (Rupees Ten Thousand only) should be deposited in the below account details.

- **Payee Name : INDIAN INSTITUTE OF MANAGEMENT LUCKNOW-NOIDA CAMPUS**
- **Banker Name: AXIS BANK LTD.**
- **Account Number : 022010100356060**
- **IFSC Code :UTIB0000022**

Scanned Copy of receipt (EMD) should be uploaded on www.eprocure.gov.in.

2. The Organisation/Firm/Agency registered with NSIC/MSME should upload VALID document regarding exemption of EMD. Further in case of awarding the contract/order the Organisation/Firm/Agency has to deposit 10% contract value as Performance Security deposit.
3. The EMD and Performance Security deposit of successful bidder will be refunded without interest, after completion of the contract. In case of deficiency in work specifically pointed out by the Institute, appropriate penalty will be levied CDS Office, IIMLNC and the same will be adjusted against future bills and/or EMD deposit.

D. GUIDELINES FOR BIDDERS

1. Indian Institute of Management, Lucknow Noida Campus intends to engage a reputed Creative agency for designing of Placement Digital E-Brochures & Webpage for IPMX Program at IIM Lucknow Noida Campus.
2. Tenderer shall not tamper/modify the tender form including downloaded price 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.
3. The complete bidding document shall remain valid for 60 days (Sixty Days) after the date of bid opening. The bid valid for a shorter period shall be rejected by the IIM Lucknow as non-responsive. In exceptional circumstances, the IIM Lucknow may request the consent of the bidder for an extension to the period of bid validity. A bidder accepting the request and granting extension will not be permitted to modify his bid.
4. Intending tenderers are advised to visit the website <https://eprocure.gov.in> and also Institute website www.iiml.ac.in regularly till the closing date of submission of tender for any Corrigendum/Addendum/Amendment.
5. Students Profile for Placement Brochure will be provided by the Incharge, CDS Office, IIM Lucknow Noida Campus. After completion of the work, the bidder should return all sources file, Flip-Book, all digital format photographs to the Incharge, CDS Office, IIM Lucknow Noida Campus.
6. Place of Photo shoot and delivery of E-brochure will be Indian Institute of Management Lucknow Noida Campus, B-1, Institutional Area, Sector 62, Noida 201307 (UP). The work includes professional profile, related infrastructure photo-shoots for Placement E-Brochure, designing and delivery of Placement E-Brochure. The vendor is expected to correct the error or defect in E-Brochure, designing and delivery of Placement E-Brochure to the CDS Office, IIM Lucknow Noida Campus latest by – date mentioned as per the work order (within 20-30 days).

7. Soft copy of E-brochure in PDF format shall be provided by the selected vendor without any extra cost.
8. No TA/DA or any other incidental charges will be provided to visit IIM Lucknow Noida Campus for that work.
9. In case of any query contact:-
Email id is cds@iiml.ac.in purchase_iimlnc@iiml.ac.in
Phone :- Tel: 0120-6678410, 8520, 8526, 8445 | Fax: 0120-6678506

E. GENERAL SPECIFICATIONS FOR PLACEMENT DIGITAL E-BROCHURE, WEBSITE

- A 3 to 5 page dynamic website with profile details of 104 students along with supporting elements that describes the batch profile and diversity
- Interactive graphics
- Professional details with LinkedIn URLs and some basic contact details
- Export functionality for data(.xls, pdf, .csv, etc)
- Basic filters of Industry (~8 dropdown fields), functional area (~10 dropdown fields), years of work experience (5 dropdown fields) and International experience(Yes/No).
- High-level Infographics summarizing overall batch profile (Pop-up with a click of button)
- Animations for better user experience – eg. Profile highlight, details pop-up as we click anywhere over the profiles (refer to the image in appendix) and Bar Code of the URL (to access profile page with a scan
- Zero Loading time

F. SCOPE OF WORK FOR PLACEMENT DIGITAL E-BROCHURE, WEBSITE

- Conceptualize and design the theme of the website/brochure
- Domain and Hosting of the website(1 year)
- Details of Design Process (With UX and UI purview)
- Code development and technical support (2 changes a month for 10 months)
- Sample websites or work (previous work examples)
- Timelines of various deliverables(Project Flow Document)
- Sample Images (.psd files)
- Photoshoot of the students, Classrooms, Faculty and Campus
- Editing of all the creatives and photographs(Photoshop and editing)
- Approval on email to be sought from IIM L for every step/ change in any element
- Delivery at IIML Noida Campus

Please Note :- Institute reserve the right to curtail or enhance the scope of work as required and reviewed by the Institute from time to time and therefore, the final value of the work shall be worked out and paid to the extent of work actually carried out.

G. GENERAL TERMS AND CONDITIONS:

1. This bidding document should be duly signed and stamped by the authorized person agencies/firms/Contractor on each page as a proof to confirm the acceptance of the entire Terms & Conditions of Tender. Tender with an additional Terms & conditions shall be rejected forthwith.
2. The successful bidder will depute technically qualified executives to coordinate the job with Incharge CDS Office, IIM Lucknow Noida Campus.

3. At any stage, if it is found that the documents and certificates submitted by the bidder/tenderer agencies/firms/Contractors are found forged or have been manipulated, the contract shall be cancelled and Performance Security deposited in the Institute should be forfeited. Further the Institute can also take action as appropriate under the extant laws.
4. Subletting the work to another agencies/firms/Contractors is NOT allowed. In exceptional cases prior written permission of the competent authority of the Indian Institute of Management Lucknow Noida Campus should be taken well in advance.
5. E-TENDER IS LIABLE TO BE IGNORED IF COMPLETE INFORMATION IS NOT PROVIDED AS PER PRESCRIBED FORMAT AND REQUIRED INFORMATION. Conditional offer/offers which are not in conformity to the prescribed document will be summarily rejected. The proposal should be duly signed on every page.
6. However, IIM Lucknow Noida Campus reserves the right not to accept the lowest bidder or not to assign any reason for rejection of any or all the bids. IIM Lucknow reserves the right for accepting the whole or any part of the bids.
7. Any failure on the part of the tenderer to observe the prescribed procedure and any attempt to canvas for the work will prejudice his/her tender. Tenders/rates quoted in other than the prescribed proforma are liable to be rejected.
8. 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.
9. The basic guidelines/ layout of the IPMX Placement E-Brochure will be provided by Incharge CDS Office, IIM Lucknow Noida Campus. However, the final correction formatting will be carried out by the vendor.
10. The submission of tender will bind the tenderer to acceptance of all the Terms & Conditions specified herein and in addition to the conditions of the contract. If the bidder withdraws his bid during the period of bid validity, the EMD shall be forfeited and the firm may be blacklisted.

H. PENALTY FOR NON-COMPLIANCE

11. In case any error or defect is noticed in E-brochure/Webpage after delivery, which is ascribable to the vendor, he shall be bound to rectify such error or defect at his own cost to the satisfaction, and within the time limit fixed by the IIM Lucknow for the purpose.
12. The vendor will be expected to correct the error or defect in E-Brochure, designing and delivery of Placement E-Brochure to the CDS Office, IIM Lucknow Noida Campus latest by – date mentioned as per the work order (within 20-30 days). In case delay in submission of E-Brochure, designing and delivery of Placement E-Brochure, a penalty of Rs 5,000/- (Rupees Five Thousand only) per week will be deducted from the BILL.
13. If the job is returned by the firm unexecuted after accepting the same, earnest money will be forfeited in full and job will be executed at firm's risk from some other firm. The firm is also liable to be blacklisted.
14. Execution of job should be of standard quality, neat and accurate according to the specifications, where IIM Lucknow Noida Campus is satisfied. If the execution of the job is not up to the standard, suitable deductions will be made or the entire job will be rejected, as the case may be, at the risk & cost of the selected vendor.

I. PAYMENT TERMS: -

- a. Payment will be made after successful completion of complete work.
- b. Insurance, Packing and Forwarding charges are inclusive in above price.
- c. Consigned to Indian Institute of Management Lucknow Noida Campus
- d. Bill to be made in the name of Director, IIM Lucknow, Noida Campus

Conciliation/Arbitration/Applicable Law & Jurisdiction:

1. If any dispute(s) or difference(s) of any kind whatsoever arise between the parties, the parties hereto shall negotiate with a view to its amicable resolution & settlement through a Committee appointed by Director IIM Lucknow.
2. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to & settled by Director IIM Lucknow.
3. All matters connected with this shall be governed by the Indian Law both substantive & procedural for the time being in force & shall be subject to the exclusive jurisdiction in Lucknow (UP).

I have read all the terms and conditions of this document. I hereby accept all the mentioned Terms & Conditions of the above contract of IIM Lucknow Noida Campus.

Date :

(Signature of the Bidder, with Official Seal)



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ANNEXURE- "I"

Enquiry No. :- E-Tender No. IIML/PURCHASE/IPMX-PLACEMENT BROCHURE/2020/06

Dated :- 10th August 2020

Sr. No.	PARTICULARS	DETAILS TO BE FILLED BY THE ORGANISATION/FIRM/AGENCY
1.	Name of the Organisation/Firm /Agency	
2.	Address of the Organisation/Firm/ Agency	
3.	Name of the Managing Director/ Director/ Owner/Proprietor (who signs the tender document). E-mail address Phone No/Mobile No.	
4.	GST No. of the Organisation/Firm/ Agency. Upload a photocopy as documentary evidence.	
5.	PAN No of the Organisation/ Firm/ Agency. Upload a photocopy as documentary evidence.	
6.	ITR of last three years (2017-18, 2018-19, 2019-20). Upload a copy as documentary evidence.	
7.	Non Black Listing Certificate (Self declaration) on company letter head. Upload Certificate as documentary evidence.	
8.	Earnest Money Deposit of Rs. 10,000/- (Rupees Ten Thousand only) in favor of Indian Institute of Management Lucknow Noida Campus, payable at Noida.	

9.	Do you have prior work experience of a minimum of three (3) years (36 months) in designing and development of websites or ebrochures as on 31st March 2020? Please write in Months. Please upload work completion report along with Work Order.	
10.	Total Work Experience (in months) Organisation/Firm/Agency in website design and development	
11	Total Work Experience (in months) Organisation/Firm/Agency in Designing and developing e-<u>placement brochure</u> for educational institutes.	
12.	Total Work Experience (in months) Experience in Designing and developing e-<u>placement brochure for IIMs/other educational institutes (mention all).</u>	
13.	Important Clients/Firms to whom such services have been rendered/ are being rendered by the Organization/ Agency/ Firm (Upload a list of clients).	
14	Whether your Firm/Agency is Empanelled with the Govt. of India Departments/PSUs? (Upload Details).	
15.	Completion of work after awarding of contract:	
A	UX flowchart within 4 days	
B	Conceptualization and designing within 10 days - to confirm please.	
C	Website development within 20 days - to confirm please.	
D	Final Testing and production release in 25 days	
16.	Please upload copies of some major brochures/catalogs printed during two years	

I/We have read the terms and conditions of the tender document.

Place :

(Signature of the Contractor or His authorized signatory)

Date :

(Name with Official Seal/Stamp)

ANNEXURE-“II”

To,

**The Director
Indian Institute of Management Lucknow
Noida Campus
Plot B-1 Sector -62 Noida UP 201307.**

**Subject:-Non-Blacklisting declaration in reference to the Tender No: IIML NOIDA
CAMPUS/IPMX PLACEMENT E-BROCHURE/2020/06 dated 10th August 2020.**

Dear Sir,

This is to notify you that our Firm/Company/Organization-----
----- intends to submit a proposal in response to invitation from
Creative Agencies and Designing firm for designing and Supply of Placement E-Brochures
for IPMX Program at IIM Lucknow Noida Campus B-1, Institutional Area, Sector-62 Noida
UP 201307. In accordance with the above I/we declare that our
Firm/Company/Organization does not involved in any major litigation that may have an
impact of affecting or compromising the delivery of services as required under this
assignment.

I/We are not blacklisted by any Central/State Government/agency of Central/State
Government of India or any other country in the world/ Public Sector Undertaking/ any
Regulatory Authorities in India or any other country in the world for any kind of fraudulent
activities.

Date :

Yours Faithfully,

(Signature of the Bidder, with Official Seal)



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ANNEXURE- “III”

Enquiry No. :- E-Tender No. IIML/PURCHASE/IPMX-PLACEMENT BROCHURE/2020/06

Date :- 10th August 2020

FINANCIAL DETAILS

PARTICULARS	Amount (in INR)	GST	Total Amount (in INR)
<p>PART-I (E-BROCHURES & WEBPAGE) Designing of Placement E-Brochures & Webpage for IPMX Program at IIM Lucknow Noida Campus. International Programme in Management for Executives or IPMX (One-year MBA). This is a one-year residential programme designed for mid/ senior level professionals to prepare them for leadership roles. Having specifications and scope of work as under:-</p> <ul style="list-style-type: none">● A 3 to 5 page dynamic website with profile details of 104 students along with supporting elements that describes the batch profile and diversity<ul style="list-style-type: none">○ Interactive graphics○ Professional details with LinkedIn URLs and some basic contact details○ Export functionality for data● Basic filters of Industry (~8 dropdown fields), functional area (~10 dropdown fields), years of work experience (5 dropdown fields) and International experience(Yes/No).● High-level Infographics summarizing overall batch profile (Pop-up with a click of button)● Animations for better user experience – eg. Profile highlight, details pop-up as we click anywhere over the profiles (refer to the image in appendix) and Bar Code of the URL (to access profile page with a scan)● Zero Loading time● Conceptualize and design the theme of the website/brochure			

<ul style="list-style-type: none"> ● Domain and Hosting of the website (1 year) ● Details of Design Process (With UX and UI purview) ● Code development and technical support (2 changes a month for 10 months) ● Sample websites or work (previous work examples) ● Timelines of various deliverables ● Sample Images (.psd files) <p>Approval on email to be sought from Incharge CDS Office IIML Noida Campus for every step/change in any element Delivery at IIML Noida Campus</p>			
SUB TOTAL -1			
<p>PART-II (PHOTOSHOOT)</p> <ul style="list-style-type: none"> ● Photoshoot of the students, Classrooms, Faculties and Campus ● Editing of all the creatives and photographs <p>Approval on email to be sought from Incharge CDS Office IIML Noida Campus for every step/change in any element Delivery at IIML Noida Campus</p>			
SUB TOTAL -2			
Any other charges (if any)			
GRAND TOTAL (SUB TOTAL 1+2+Any other charges)			
TOTAL AMOUNT (in words)			
After issuance of Work Order, complete scope work will be successfully completed.			

Total ____ number of pages/ documents from S. No. ____ to _____ are uploaded with the tender document and all the duty numbered, signed and stamped on each page with office seal and date.

Institute reserve the right to curtail or enhance the scope of work as required and reviewed by the Institute from time to time and therefore, the final value of the work shall be worked out and paid to the extent of work actually carried out.

I/We have read the terms and conditions of the tender document. I/We hereby agree to abide by all the terms & conditions of the tender document.

Place :

(Signature of the Contractor or His authorized signatory)

Date :

(Name with Official Seal/Stamp)