



भारतीय प्रबंध संस्थान लखनऊ नोएडा परिसर

**INDIAN INSTITUTE OF MANAGEMENT LUCKNOW NOIDA CAMPUS**

**B-1, Sector 62, NOIDA – 201 307 (UP)**

**Website: [www.iiml.ac.in](http://www.iiml.ac.in); E-mail:- [purchase\\_iimlnc@iiml.ac.in](mailto:purchase_iimlnc@iiml.ac.in)**

Contact No. 0120-6678545, 8660

M/s .....	ENQUIRY No: IIMLNC/PUR/ARC/PRINTING
.....	STATIONERY/2020/17
.....	Date: 07/12/2020.

REQUEST FOR QUOTATION:-PRINTING AND SUPPLY OF PRINTED WORK ON REQUIREMENT BASIS AT IIMLNC ON ANNUAL RATE CONTRACT BASIS.

<b>IMPORTANT DATES</b>	
Last date and time for submission of tender	<b>Monday 04<sup>th</sup> January 2021 till 2:30 PM</b>
Date and time for Pre-Bid Meeting	<b>Tuesday 22<sup>nd</sup> December 2020 at 11:30 AM</b>
Venue, date and time for opening of Bid	<b>Administrative Block, A1 Building Indian Institute of Management Lucknow, Noida Campus- 201307 (U.P.)</b>
If any change in date and time of opening of bids, it will be communicated to the vendors through e-mail.	

Dear Sirs,

IIM Lucknow Noida Campus intends to invite quotation for Printing and supply of Printed work on requirement basis for a period of three (3) years (year to year basis on mutual consent) on Annual Rate Contract basis.

Kindly send us your quotation duly filled in Part- I, Part- II, Part III with the most competitive rates, delivery period, validity of rates etc. along with Earnest Money Deposit of Rs. 10,000/- (Rupees Ten Thousand only) in shape of Demand Draft in favour of IIM Lucknow Noida Campus, payable at Noida Campus. Submit the along with relevant documents and EMD in a sealed envelope addressed to the Administrative Officer (P&S), Indian Institute of Management Lucknow, Noida Campus- 201307 latest by Monday 04<sup>th</sup> January 2021 before 2:30 PM. The quotation should be sent titled by “RFQ- PRINTING AND SUPPLY OF PRINTED WORK ON REQUIREMENT BASIS AT IIMLNC ON ANNUAL RATE CONTRACT BASIS ENQUIRY No: IIMLNC/PUR/ARC/PRINTING STATIONERY/2020/17 Date: 07/12/2020” through Registered/Speed post or Courier services only. Quotations received Manual/after the due date/time shall not be considered for further processing.

Thanking you,

Yours faithfully,

Administrative Officer  
Purchase & Stores

Enclosure : 1. General Terms & Conditions

## 2. Annexure- A

### **Eligibility Criteria**

1. The bidder must have valid GSTIN and the PAN number allotted by the concerned authorities.
2. The bidder must have four (4) years' experience as on 31<sup>st</sup> December 2020 for supplying of printed material/stationery items. Out of four (4) years' experience the bidder must have two-year experience in supplying printed material/stationery items in Govt. Office/PSU/ University/Institutes
3. The bidder should have an average annual turnover of at least Rs. 2 lacs during the last three years (2016-17, 2017-18, 2018-19).
4. The bidder has not been blacklisted (an undertaking in this regards is required)

### **Selection Criteria**

The agencies/firm/vendor offering best rate in maximum items with higher brand/quality will be treated as successful bidder. IIM Lucknow Noida Campus reserve rights to select more than one agencies/firm/vendor. The decision of IIM Lucknow Noida Campus regarding shortlisting of the agencies/firm/vendors shall be final and binding on all concerned.

### **General terms and conditions**

1. The Rate Contracts shall be valid for a period of three (3) years (year to year basis on mutual consent) on requirement basis ON Annual Rate Contract basis. The Annual Rate Contract awarded as a result of this Tender Enquiry will be in the nature of a Standing offer. Actual Supply Order may be placed from time to time on requirement basis against the (Annual Rate Contract) ARCs concluded on the basis of such rate contract(s). Annual expenditure incurred in the last year, is expected to be around Rs.1,90,000/- (Rupees One Lakh Ninety Thousand only). This is tentative expenditure, No guarantee can be given as to the minimum or actual requirement.
2. EMD of Rs. 10,000/- (Rupees Ten Thousand only) will be returned to the unsuccessful bidders immediately after award of the Rate Contract to the successful bidder. Successful Bidder will have to submit a Performance Security of Rs. 20,000/- (Rupees Twenty Thousand only) through Demand Draft within 15 days of the award of the Contract. In case of failure the EMD furnished by the Successful Bidder will be stand forfeited.
3. The Organisation/Firm/Agency registered with NSIC/MSME should attach 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.
4. **Payment Terms:-** Payments will be made on quarterly basis on after successful completion of work and satisfactory report from user department of each event. Advance payment will not be made under any circumstances.
5. **Agreement:** Successful bidder has to sign a MoU/Agreement with the institute.
6. **GUARANTEE/WARRANTY:** The contractor shall guarantee that the stores, articles sold/supplied to the purchaser 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.

7. **Procurement Rights:** IIMLNC Reserves the right to conclude, curtail the quantity partly/entire as mentioned in the RFQ with other vendors that may be the most economical to it or suitable to its requirements.
8. Dispatch Instructions: Stores are required to be delivered at IIMLNC premises to the consignee's premises i.e. upto Stores section or allocated site within campus.
9. All pages of the Bid of this RFQ should be stamped and signed by the bidder.
10. A Bidder, who gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.
11. It is the responsibility of Bidder to go through the Bidding Document to ensure furnishing of all required documents in addition to above.
12. **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 goods of specific brand where the brand name is specified and the rates should not be above MRP.
13. 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.
14. 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.
15. All the 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.
16. Delivery period: Within 15 days or as urgency of the placing of confirmed supply order on the firm or as stipulated in the Supply Order.
17. Dispatch Instructions: Goods/Articles are required to be delivered at Store at IIMLNC premises on free of cost.
18. 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 Noida Campus.
19. Bidding 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.
20. Bidder should quote their rates without GST.
21. Bids should be valid for a minimum period of One Hundred Twenty Days (120) days after the due date.
22. Bidders are requested to kindly go through the RFQ carefully before quoting rates.
23. **Disclaimer Clause:-** IIM Lucknow Noida Campus 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.

#### **DISPUTE SETTLEMENT & APPOINTMENT OF ARBITRATOR:**

"All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of the Tender and the resulting agreement 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 may either himself decide the dispute as Arbitrator or appoint some other person as Arbitrator to adjudicate the same, who shall be unconnected with IIM Lucknow. The proceedings will be governed by the provisions of the Arbitration &

Conciliation Act 1996. By consent of parties the jurisdiction of all other courts are excluded and the courts at Lucknow alone shall have jurisdiction.



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Contact No. 0120-6678545, 8660

**PART-I**

ENQUIRY No: IIMLNC/PUR/ARC/PRINTING STATIONERY/2020/17 Date: 07/12/2020.

S.No.	Descriptions of the Firm	
1	<b>GST No. of the Firm</b> (attach attested copy)	
2	<b>PAN/ GIR No. of the Firm</b> (attach attested copy)	
3.	<b>Registration No. of the Firm</b>	
4.	Name of Tendering Company/ Firm	
5.	Name and Contact No. proprietor/Director of company/Firm/ Contractor	
6.	Address of Tendering Company/ Firm/ Contractor	
7.	E-mail Address of proprietor/Director	
8.	Earnest Money Deposit	Demand Draft No. .... Dated ..... Bank:.....
9.	Do you have four (4) years' experience as of 31 <sup>st</sup> December 2020 for supplying printed material/stationery items?	(please attach supporting documents)
10.	Out of four (4) years' experience, do you have two-year experience in supplying printed material/stationery items in Govt. Office/PSU/ University/Institutes?	(please attach supporting documents)
11.	Do you have an average annual turnover of at least Rs. 2 lacs during the last three years (2016-17, 2017-18, 2018-19)?	2016-17      2017-18      2018-19

Certified that all above information's are correct to the best of my/ our information, knowledge and belief.

Dated

Name & Signature with Seal of the Bidder

**UNDERTAKING**

To,

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

Subject:-Declaration in reference to the ENQUIRY No: IIMLNC/PUR/ARC/PRINTING  
STATIONERY/2020/17 Date: 07/12/2020.

Dear Sir,

This is to notify you that our Firm/Company/Organization-----  
----- intends to submit a proposal for Printing and supply of Printed  
work on requirement basis for a period of three (3) years (year to year basis on mutual  
consent) on Annual Rate Contract basis at IIM Lucknow Noida Campus B-1, Institutional  
Area, Sector-62 Noida UP 201307.

I/We have read the terms & conditions of the RFQ with its specifications. I/We hereby duly  
acknowledged the same. I/We undertake, if our bid is accepted to execute the work in  
accordance with specification, time limits, terms and conditions stipulated, I/We work  
neatly and carefully as per the requirement of the Institute.

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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ENQUIRY No: IIMLNC/PUR/ARC/PRINTING STATIONERY/2020/17 Date: 07/12/2020.

**PART-II**

**FINANCIAL BID**

**List of Printing and supply of Printed Work at IIM Lucknow Noida Campus**

Sr. No.	Item Description	Size	Unit	Offered rate (Rs)	GST	Total Amount
1	Printing on Paper 70 gsm	A/4	per leaf			
2	Printing on Paper 70 gsm	5.5" x 8"	per leaf			
3	Printing on Paper 70 gsm	7" x 10"	per leaf			
4	Printing on Paper 80 gsm	A/4	per leaf			
5	Printing on Paper 80 gsm	5.5" x 8"	per leaf			
6	Printing on Paper 80 gsm	7" x 10"	per leaf			
7	Printing on Paper 90 gsm	A/4	per leaf			
8	Printing on Paper 90 gsm	5.5" x 8"	per leaf			
9	Printing on Paper 90 gsm	7" x 10"	per leaf			
10	Printing on Paper 100 gsm	A/4	per leaf			
11	Printing on Paper 100 gsm	5.5" x 8"	per leaf			
12	Printing on Paper 100 gsm	7" x 10"	per leaf			
13	Printing on Paper 100 gsm	22 x 29.7 cm	per leaf			
<b>Indian Art Paper</b>						
1	Printing on Paper 100 gsm	A/4	per leaf			
2	Printing on Paper 100 gsm	5.5" x 8"	per leaf			
3	Printing on Paper 100 gsm	7" x 10"	per leaf			
4	Printing on Paper 120 gsm	A/4	per leaf			
5	Printing on Paper 120 gsm	5.5" x 8"	per leaf			
6	Printing on Paper 120 gsm	7" x 10"	per leaf			
7	Printing on Paper 130 gsm	A/4	per leaf			
8	Printing on Paper 130 gsm	5.5" x 8"	per leaf			
9	Printing on Paper 130 gsm	7" x 10"	per leaf			
<b>Imported Art Paper</b>						
1	Printing on Paper 100 gsm	A/4	per leaf			
2	Printing on Paper 100 gsm	5.5" x 8"	per leaf			
3	Printing on Paper 100 gsm	7" x 10"	per leaf			
4	Printing on Paper 120 gsm	A/4	per leaf			
5	Printing on Paper 120 gsm	5.5" x 8"	per leaf			
6	Printing on Paper 120 gsm	7" x 10"	per leaf			

7	Printing on Paper 130 gsm	A/4	per leaf			
8	Printing on Paper 130 gsm	5.5" x 8"	per leaf			
9	Printing on Paper 130 gsm	7" x 10"	per leaf			
<b>Indian Art paper</b>						
1	Printing on Card 220 gsm	22" x 28"	per gross			
2	Printing on Card 250 gsm	22" x 28"	per gross			
3	Printing on Card 300 gsm	22" x 28"	per gross			
4	Printing on Card 350 gsm	22" x 28"	per gross			
<b>Imported Art Card</b>						
1	Printing on Card 220 gsm	22" x 28"	per gross			
2	Printing on Card 250 gsm	22" x 28"	per gross			
3	Printing on Card 300 gsm	22" x 28"	per gross			
4	Printing on Card 350 gsm	22" x 28"	per gross			
<b>Composing, Processing and Printing</b>						
1	A/4		per page			
2	5.5" x 8"		per page			
3	7" x 10"		per page			
4	Second colour page printing: 4 pages set or part thereof		per colour			
5	Three colour printing		per three colour			
6	4 colour printing 4 page set or part thereof		per four colour set			
7	Planning & Art Work Digital Designing with commercial Artist Dummy & final proof Digital Media (Social Media Promotion)		per job (per page)			
8	Full ground printing per colour		per 500			
9	Cover printing – 4 colours		per colour			
10	Cover printing per colour		per colour			
11	Flyers Printing					
12	Poster Printing					
<b>Miscellaneous with Paper</b>						
1	Visiting Cards five colour (Victoria Special) single side (single printing)		per 100			
2	Visiting Cards five colour (Victoria Special) double side (screen printing)		per 100			
3	(a) Letter Head Pad A/4 Executive Bond (21.5 cm x 29.7 cm) single colour (screen printing)		per pad (100 sheet)			
4	(b) Letter Head Pad A/4 Executive Bond (21.5 cm x 29.7 cm) single colour (offset printing)		per pad (100 sheet)			
5	(a) Letter Head Pad A/4 Executive Bond (21.5 cm x 29.7 cm) double colour (screen printing)		per pad (100 sheet)			

6	(b) Letter Head Pad A/4 Executive Bond (21.5 cm x 29.7 cm) double colour (offset printing)	per pad (100 sheet)				
7	Letter Pad A/6 size single colour (JK Bond 80g)	per pad (100 sheet)				
8	Letter Pad 5.5" x 8" single colour (JK Bond 80g)	per pad (100 sheet)				
9	A/4 pad 5 colour Imported paper (screen printing) (21.5 cm x 29.7 cm)	per pad (100 sheet)				
10	A/6 size pad Imported paper 5 colour (screen printing)	per pad (100 sheet)				
11	5" x 8" pad Imported paper 5 colour (screen printing) (21.5 cm x 29.7 cm)	per pad (100 sheet)				
12	Letter pad A/4 Executive Bond 5 colour (screen printing) (21.5 cm x 29.7 cm)	per pad (100 sheet)				
13	A/6 size pad Executive Bond 5 colour (screen printing)	per pad (100 sheet)				
14	5.5" x 8" size pad Executive Bond 5 colour (screen printing)	per pad (100 sheet)				
15	MDP Brochure in 2 colours (250 gsm art card)	per 500				
16	MDP Brochure in 4 colours (250 gsm art card)	per 500				
17	MDP Brochure in 2 colours (250 gsm art card)	per 500				
18	MDP Brochure in 4 colours (250 gsm art card)	per 500				
19	MDP Brochure in 2 colours (250 gsm art card)	per 500 (rate for above 500)				
20	MDP Brochure in 4 colours (250 gsm art card)	per 500 (rate for above 500)				
21	PGP Brochure in 4 color (250gsm art card)	per 500 (rate for above 500)				
22	Envelopes for MDP Brochure in one colour - 100 gsm Maplitho JK SHB 7.5 x 10.5	per 500				
23	Envelopes for MDP Brochure in one colour - 100 gsm Maplitho JK SHB 7.5 x 10.5	per 500				
24	Envelopes for MDP Brochure in single colour - 100 gsm Maplitho JK SHB 7.5 x 10.5	per 500 (rate for above 500)				
25	Nomination Form single side printing.	Per 500				
26	Nomination Form single side printing.	Rate for above 500				
27	Nomination Form both side	Per 500				

	printing.					
28	Nomination Form both side printing.	Rate for above 500				
29	Guest Information Card	per 500				
30	MDP Certificate (normal)	per 100				
31	MDP Certificate (special)	per 40				
32	MDP Certificate folder	Each				
33	Binding of Library Books upto 100 pages	Each				
34	Binding of Library Books upto 101- 200 pages	Each				
35	Binding of Library Books upto 201-500 pages	Each				
36	Binding of Library Books in Law book type binding	Each				
37	Binding of Course Material book with cover printing	Each				
38	Invitation Cards 7" x 5" (Ivory) Offset Printing	per 500 (rate for above 500)				
39	a. One side	Each				
40	b. Both side	Each				
41	c. 5 color-one side	Each				
42	d. 5 Color- both side	Each				
43	Invitation Cards 8" x 5" (Ivory) Offset Printing	per 500 (rate for above 500)				
44	a. One side	Each				
45	b. Both side	Each				
46	c. 5color - one side	Each				
47	d. 5 Color - both side	Each				
48	Invitation Cards 7" x 5" (Ivory) Screen Printing	per 500 (rate for above 500)				
49	a. One side	Each				
50	b. Both side	Each				
51	c. 5 color-one side	Each				
52	d. 5 Color - both side	Each				
53	Invitation Cards 8" x 5" (Ivory) Screen Printing	per 500 (rate for above 500)				
54	a. One side	Each				
55	b. Both side	Each				
56	c. 5 color - one side	Each				
57	d. 5 Color - both side	Each				
58	Envelopes for Invitation cards 7" x 5" Offset Printing	per 500 (rate for above 500)				
59	a. Single color	Each				
60	b. 5 colours	Each				
61	Envelopes for Invitation cards 8" x 5" Offset Printing	per 500 (rate for above 500)				

62	a. Single color	Each				
63	b. 5 colours	Each				
64	Envelopes for Invitation cards 7" x 5" Screen Printing	per 500 (rate for above 500)				
65	a. Single colour	Each				
66	b. 5 colours	Each				
67	Envelopes for Invitation cards 8" x 5" Screen Printing	per 500 (rate for above 500)				
68	a. Single colour	Each				
69	b. 5 colours	Each				
70	Greeting Card offset ptg. With envelope	Each				
71	Calendar – offset printing hanging type	Each				
72	Diaries, pocket size (eagle brand)	Each				
73	Diaries Medium size (eagle brand)	Each				
74	Printing of Answer Sheet 24 pages	Each				
75	Printing of Answer Sheet 20 pages	Each				
76	Printing of Answer Sheet 16 pages	Each				
77	Printing of Answer Sheet 12 pages	Each				
78	Continuation Sheet 4 pages	Each				
79	Printing of Scribling pad on 80 gsm map. Size 5 - 1/4" x 8 - 3/4"	pad (25 sheets)				
80	Printing of Scribling pad on 80 gsm map. Size 5 - 1/4" x 8 - 3/4"	per (100 sheets)				
81	Printing of writing pad on 80 gsm paper both side A/4 size with ruling	pad (50 sheets)				
82	Spiral binding writing pad cover 4 colour printing on 80 gsm maplitho paper with ruling etc.	pad (50 sheets) pad (50 sheets) 500 pad				
83	Guest House Register 200 pages (as per sample)	Each Register				
84	Award Certificate	Each				
85	Guest House bill book (100 pages)	Each Register				
86	Daily Receipt book(DRB) 200 pages (as per sample)	Each Register				
87	Stock Register (200 pages) (as per sample)	Each Register				
88	Travel Form in 70 GSM (as per sample)	100 sheet				
89	Dak Despatch Register (200 pages) (as per sample)	Each Register				
90	GATE Pass Register (200 pages) (as per sample)	Each Register				

91	Student name tag with plastic cover	Each				
92	Student Identity card with lamination	per 100				
93	PROGRAM poster (300 gsm)	per 50				
94	Guest card	per 100				
95	Log book (200 pages)	Each				
96	Printing of medical form both side on 80 gsm paper A/4	pad (100 sheets)				
97	Receipt Book printing hard bound with numbering 5 - ½" x 8 - ¾" on 100 gsm maplitho	book				
98	File cover printing both side printing on hard board with fita card sheet 34.5 Kg. M/c fold six (3 cm) cover round	each file 1000 file				
99	Accession Register Library	Each				
100	Diploma Certificate	Each				
101	Grade Sheet	Each				
102	Application Form	Each				
103	Attendance Register (100 pages)	Each				
104	Service book with plastic cover	Each				
105	Prescription pad (100 pages) (A-6 size)	each pad				
106	Window Envelopes 9" x 4" - single colour	pack of 250				
107	Window Envelopes 10" x 4 - ½" - single colour	pack of 250				
108	Plastic L Folder a) Thickness - 175 micron b) Thickness - 200 micron	per 500 (rate for above 500)				
<b>ENVELOPE</b>						
1	Envelopes printing/making on 120 gsm maplitho paper A/4 size single colour	Each Envelope				
2	Envelopes printing/making on 120 gsm maplitho paper A/4 size two colours	Each Envelope				
3	Envelopes printing/making on 120 gsm maplitho paper A/4 size four colours	Each Envelope				
4	Envelopes printing/making on 120 gsm with cloth maplitho paper A/4 size single colour	Each Envelope				
5	Envelopes printing/making on 120 gsm with cloth maplitho paper A/4 size two colours	Each Envelope				
6	Envelopes printing/making on 120 gsm with cloth maplitho paper A/4 size four colours	Each Envelope				

7	Printing of B/4 size envelopes on 120 gsm paper	Each Envelope				
8	Printing of B/4 size envelopes on 120 gsm paper with cloth	Each Envelope				
9	Printing of B/4 size envelopes on 120 gsm paper with laminated without cloth	Each Envelope				
10	Printing of B/4 size envelopes on 120 gsm paper with cloth laminated	Each Envelope				
11	Printing of B/4 size envelopes on 120 gsm paper without cloth laminated	Each Envelope				
12	Printing of envelopes A/4 size with cloth laminated	Each Envelope				
13	Printing of envelopes A/4 size 150 gsm without cloth laminated	Each Envelope				
14	Printing of envelopes B/4 size 150 gsm paper with cloth	Each Envelope				
15	Printing of envelopes A/4 size 150 gsm with cloth laminated	Each Envelope				
16	Envelopes printing handmade paper size 9" x 4"	Each Envelope				
<b>ENVELOPE</b>						
1	Taj Mahal	7" x 5"	Per 500			
		8" x 5"	Per 500			
		6" x 3"	Per 500			
		9" x 4" window	Per 500			
		9" x 4" ordinary	Per 500			
		10" x 4"	Per 500			
		11" x 5"	Per 500			
		10" x 12"	Per 500			
		12" x 16"	Per 500			
		10"x5.6"	Per 500			
		10"x4.5" window	Per 500			
10"x4.5" ordinary	Per 500					
2	Century	7" x 5"	Per 500			
		8" x 5"	Per 500			
		6" x 3"	Per 500			
		9" x 4" window	Per 500			
		9" x 4" ordinary	Per 500			
		10" x 4"	Per 500			
		11" x 5"	Per 500			
		10" x 12"	Per 500			
		12" x 16"	Per 500			
		10"x5.6"	Per 500			

		10"x4.5" window	Per 500			
		10"x4.5" ordinary	Per 500			
3	Surya	7" x 5"	Per 500			
		8" x 5"	Per 500			
		6" x 3"	Per 500			
		9" x 4" window	Per 500			
		9" x 4" ordinary	Per 500			
		10" x 4"	Per 500			
		11" x 5"	Per 500			
		10" x 12"	Per 500			
		12" x 16"	Per 500			
		10"x5.6"	Per 500			
		10"x4.5" window	Per 500			
		10"x4.5" ordinary	Per 500			

**NOTE:-** Please note it is not a guarantee that all above stated items will be printed. However, considering the govt. advisory (time to time to save environment) and institutional requirement, minimum quantity will be printed on need basis.

Send your quotation duly filled in Part- I, Part- II, Part III with the most competitive rates, delivery period, validity of rates etc. along with Earnest Money Deposit of Rs. 10,000/- (Rupees Ten Thousand only) in shape of Demand Draft in favour of IIM Lucknow Noida Campus, payable at Noida Campus. Submit the along with relevant documents and EMD in a sealed envelope addressed to the Administrative Officer (P&S), Indian Institute of Management Lucknow, Noida Campus-201307 latest by Monday 04<sup>th</sup> January 2021 before 2:30 PM. The quotation should be sent titled by "RFQ- PRINTING AND SUPPLY OF PRINTED WORK ON REQUIREMENT BASIS AT IIMLNC ON ANNUAL RATE CONTRACT BASIS ENQUIRY No: IIMLNC/PUR/ARC/PRINTING STATIONERY/2020/17 **Date: 07/12/2020**" through Registered/Speed post or Courier services only. Quotations received Manual/after the due date/time shall not be considered for further processing.

Total \_\_\_\_ number of pages/ documents from S. No. \_\_\_\_ to \_\_\_\_\_ are Attached 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 :  
Date :

(Signature of the Contractor or His authorized signatory)  
(Name with Official Seal/Stamp)