



INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW

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

Tel. 0522-6696765, Fax: 0522 2734025

Website: www.iiml.ac.in

Date: 25/10/2021

Corrigendum

Reference to ETENDER No. - - IIML/PUR/ANNUAL REPORT/11/2021-22 dated 13/10/2021 for designing, Formatting, Editing, Printing and Supply of Annual Report 2020-21 in English and Hindi with envelope

- Technical Corrigendum:

Please refer to the approx. numbers of pages mentioned in aforesaid tender of Annual report 2020-21 and reads it as below:

S. No.	Description of Item	Quantity of Pages
1.	Annual Report 2020-21 (English) without Financial Statements	Pages:100 (Approx)
2.	Annual Report 2020-21 (Hindi) with Financial Statements	Pages:150 (Approx)
3.	Annual Report 2020-21 (English) with Financial Statements	Pages:150 (Approx)

Number in each annual report

- Extension of last date of bid submission:

Last date of Submission of tender	10 th November, 2020 on or before 02:00 PM
Date of opening of Tender (Technical bids)	11 th November, 2020 on or before 03:00 PM

Prospective bidders are requested to kindly quote their rates considering the above.

Anil
25/10/21
Administrative Officer
Purchase & Stores

INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

Prabandh Nagar, IIM Road, Lucknow
Uttar Pradesh - 226013

E-TENDER NOTICE **NOTICE INVITING TENDER**

NIT No. - IIML/PUR/ANNUAL REPORT/11/2021-22 dated 13/10/2021

E-tenders are invited in Two-Bid System (i.e. Technical Bid & Financial / Price Bid) from reputed and Creative Agencies and Designing firms for Designing, Formatting, Editing, Printing and Supply of Annual Report 2020-21 (Hindi and English) with envelope. A free view of NIT is available on Govt. E-Procurement portal i.e. <https://eprocure.gov.in> and on Institute website www.iiml.ac.in. Interested agencies are requested to sign-in (new user sign-in only with DSC) online to obtain user-ID and password using Digital Signature. The tender documents comprise of Technical bid and price bid. It is requested to download the Tender on acceptance of terms & conditions. The technical bid in pdf format and price bid duly in excel format only duly filled will be uploaded on E-Portal of Govt. E-Procurement site i.e. <https://www.eprocure.gov.in> using Digital Signature before the last date & time of submission as mentioned in the tender notice. The credentials as listed below shall be uploaded online.

Bid Information Sheet

Document Description	Tender for "Designing, Formatting, Editing, Printing and Supply of Annual Report 2020-21 in English and Hindi with envelope"
Tender Date	13/10/2021
Last date & Time for Submission of bids online	03/11/2021 up to 03:00 PM
Venue, Date & Time for Opening of the Bid(s)	Purchase & Store Section, IIM Lucknow, Prabandh Nagar, IIM Road, Lucknow - 226013,
Validity of Tender	120 (One Hundred & Twenty) days from the date of opening of tender.
Estimated Tender value for three years	Rs. 4,20,000/-
Estimated Annual Tender value	Rs. 1,40,000/-
Bid Security/EMD	Bidders are requested to submit duly signed and stamped bid security declaration annexure- I along with bid.
Name, Designation, Address of Tender Inviting Authority	The Chief Administrative Officer Indian Institute of Management Prabandh Nagar, IIM Road, Lucknow - 226013 Phone : 0522-6696917



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

TECHNICAL BID

NIT No. – IIML/PUR/ANNUAL REPORT/11/2021-22 dated 13/10/2021

NOTICE INVITING E-TENDER from reputed and Creative Agencies and Designing firms for Designing, Formatting, Proof Reading, Printing and Supply of Annual Report 2020-21 (Hindi and English) with envelope.

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

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

Introduction (Definitions)

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

Validity Period of Bid

Bid shall remain valid for 120 days (One Hundred & Twenty Days) after the date of bid opening.

Scope of Work for Annual Report 2020-21

1. Designing, Formatting, Proof reading, Digital Proofing, Printing and Fabrication along with delivery
2. Production of coloured Annual Report 2020-21 with single colour envelopes
3. Conversion of fully developed Annual Report 2020-21 in PDF format for upload on our website

Specifications of the Annual Report 2020-21

1. Annual Report 2020-21 (English) without Financial Statements:

Designing, Formatting, Proof Reading and Supply of Annual Report 2020-21 (Coloured)

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

Pages:150 (Approx)

Paper - Cover – 300 gsm Imported Art Card

Text – 130 gsm Imported Art Card

Multi-Colour Printing of Photo and text

Finish - Varnish/ laminate

Fabrication - Smart Binding with matt lamination on outer cover pages

Envelope:

Size - 9" x 12" for Annual Report 2020-21

Paper - 100 gsm super print

Colour - 1 (one)

Quantity : 80 Nos

2. Annual Report 2020-21 (Hindi) with Financial Statements:

Designing, Formatting, Proof Reading and Supply of Annual Report 2020-21 (Coloured)

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

Pages:150 (approx..)

Paper - Cover – 300 gsm Imported Art Card

Text – 130 gsm Imported Art Card

Multi-Colour Printing of Photo and text

Finish - Varnish/ laminate

Fabrication - Smart Binding with matt lamination on outer cover pages

Envelope:

Size - 9" x 12" for Annual Report

Paper - 100 gsm super print

Colour - 1 (one)

Quantity: 55 Nos

3. Annual Report 2020-21 (English) with Financial Statements:

Designing, Formatting, Proof Reading and Supply of Annual Report 2020-21 (Coloured)

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

Pages:150 (approx..)

Paper - Cover – 300 gsm Imported Art Card

Text – 130 gsm Imported Art Card

Multi-Colour Printing of Photo and text

Finish - Varnish/ laminate

Fabrication - Smart Binding with matt lamination on outer cover pages

Envelope:

Size - 9" x 12" for Annual Report

Paper - 100 gsm super print

Colour - 1 (one)

Quantity: 65 Nos

TERMS AND CONDITIONS OF THE CONTRACT

1. The bidder quoting the lowest rates and obtaining the highest score will be awarded the contract for printing and designing of Annual report for three years. On the quoted rates and terms and conditions of this tender document subject to satisfactory performance in the preceding years. In case, there is increase in the number of copies mentioned in this tender document or/ and there is deviation in number of pages, the rates will be increased/decreased in the same proportionate of ratio.
2. Design of Annual Reports should be finalized, as per satisfaction of IIM Lucknow within 10 days of awarding of the tender.
3. Upon finalization of the design, the printed Annual Reports should be delivered within **15 days** of awarding of the tender.
4. Place of delivery of Annual Report will be Indian Institute of Management Lucknow- Prabandh Nagar, IIM Road, Lucknow – 226013 U.P.

5. Soft copy of the Annual Report in PDF format to be provided without any extra cost.
6. After completions of the work, you should return all source files to the Corporate Communication & Media Relations Office, IIM Lucknow.

Payment Terms:

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

TECHNICAL CRITERIA

9. For technical evaluation criteria, please refer Table 1.
10. For sample design (Table - 1, Sl. No. 5) - content and images may be downloaded from the below mentioned links:
 - I. <http://www.iiml.ac.in/gallery>
11. The tenderer should have a valid GST, PAN & Firm Registration Numbers / and details thereof should be provided. (Photocopy of the certificate to be enclosed).
12. The bidder should furnish feedback from the clients against the similar kind of job undertaken during last two years.
13. The firm/agency should not have been blacklisted or debarred by any Government Organization / PSU etc. A self-declaration certificate to be provided.
14. Please attach the Signed and stamped Bid security declaration.

Other conditions:

15. The successful bidder is required to furnish **10% of contract value as security deposit in form of Demand Draft in favour of ‘Indian Institute of Management, Lucknow’ payable at Lucknow**, which will be returned after 60 days of the completion of the contract. In case of deficiency in work, appropriate penalty will be levied and will be adjusted against future bills and /or Security deposit. No interest will be paid on Security Deposit.
16. In case, the last date for submission of bids is extended, the same will be updated on CPP Portal only. In that case, the bids will be opened on the next working day at 2:00 PM. The successful bidder will be selected on the basis of evaluation of technical and financial bid, as per the criteria mentioned in this document.
17. The bid documents should be duly signed on every page. By signing this document, it is assumed that you are abiding by all the terms and conditions mentioned in this document.
18. 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.
19. The vendor will depute technically qualified executive to coordinate the job with IIM Lucknow team.
20. The content of the Annual Report 2020-21 will be provided by IIM Lucknow.
21. The final colored draft and quality of the printing material will be approved by IIM Lucknow team before printing.
22. The printer will supply all the copies of the Annual Report 2020-21 with Envelope in proper packaging (water proof and fabric packing over carton).
23. Tender quotation should be uploaded on the online tender site (eProcurement on CPPP) in two-bid system (Techno-commercial bid and Price bid – AMC-) in the enclosed Performa duly filled in and signed. No price should be mentioned in the Techno-Commercial bid.

Penalty for Non-Compliance: -

24. Inferior or defective printed matter shall under no circumstances be accepted by IIM Lucknow.

25. Delay in delivery will attract a penalty of 0.5% of annual work order value for one week's delay subject to maximum of 10%.
26. In case any error or defect is discovered after delivery of the printed matter, vendor shall be bound to rectify such error or defect at his own cost to the satisfaction, and within the time limit fixed by IIM Lucknow. If the firm is unable to supply the material within the stipulated time Rs.5000/- will be charged per day and maximum 10% of work order value. However, IIM Lucknow reserves the right to reject the work order, in case the final printed Annual Reports are not received within the date specified in the Work-Order for Supply of Annual Reports.
In case of any damage is found in supplied / changed part under contract period and if same is not replaced even after penalty amount, the work will be carried out from other vendor on RISK and COST of successful firm/agency.
27. Agreement: The Lowest bidder has to execute an agreement on non-judicial stamp paper of Rs. 100/- between the Institute and successful bidder, within working 30 days from the date of issue of this letter. Payment will not be processed without agreement.
28. **Disqualification:** The proposal is liable to be disqualified in the following cases:
- i. Proposal not submitted in accordance with this document.
 - ii. During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices.
 - iii. Proposal is received in incomplete form.
 - iv. Proposal is received after due date and time.
 - v. Proposal is not accompanied by all requisite documents
 - vi. Information submitted in technical 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.
 - vii. Commercial proposal is uploaded with the technical proposal or rates are disclosed in the technical bid.
 - viii. In case any party submits multiple proposals.

29. Evaluation of Technical Bid

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

30. Evaluation of Financial Bid

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

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

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

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

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

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

Table 1: Technical Evaluation Criteria

Sl.No.	Particulars	Weightage %
1	Vendor Details (No. of technical Staff, Project In-charge, Software to be used for designing, type of printing machine)	5
2	Relevance and nature of past experience (last 3 years): Experience of Report / Brochure (Annual Report / Placement / Programme brochure etc.) of IIMs / IITs / IISER / NITIE <ul style="list-style-type: none"> - Above 5 Institutions - 25 Marks - 3 - 5 Institutions - 10 Marks - 2 or less Institutions - 05 Marks 	25
3	Total No. of Reports Report / Brochure (Annual Report / Placement / Programme brochure etc.) in IIMs / IITs / IISER / NITIE in last three years <ul style="list-style-type: none"> - 8 - 10 - 15 Marks - 5 - 7 - 12 Marks - 3 - 5 - 09 Marks - Less than 3 - 06 Marks 	20
4	Quality of published work (On the basis of three samples of actual work done to be submitted in last three years along with the technical bid) to be assessed by committee on parameters such as innovative design, quality of content etc.)	25
5	Proposed three sample designs to be submitted along with the technical bid (Understanding of the work, proposed format, Image / Printing Quality)	25

TECHNICAL BID
NIT No. - IIML/PUR/ANNUAL REPORT/11/2021-22 dated 13/10/2021

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

Table 2: Enclosures required

S.No.	Documents to be submitted	Proof Required
1	Designing, script writing, printing / publishing of Annual Report/ Brochure for IIMs or reputed institutes in past 3 years.	(To be Attached)
2	Three samples of actual work done in last three years along with the list of clientele	(To be Attached)
3	GST, PAN & Firm Registration Numbers	(To be Attached)
4	Bid Security Declaration	(To be Attached)
5	Tender Document duly signed and stamped on each page.	(To be Attached)
6	A self-declaration certificate of non-blacklisted company	(To be Attached)

(Signature and Stamp of the Bidder/ authorized signatory)

Date:

FORMAT FOR SUBMISSION OF FINANCIAL BID

NIT No. - IIML/PUR/ANNUAL REPORT/11/2021-22 dated 13/10/2021

BOQ / financial bid format has been provided separately in excel format on eprocure portal. The bidder are requested to fill the format and upload the same.

DON'T DISCLOSE YOUR RATES IN TECHNICAL BID.

Bid Security Declaration Form
<on the Letterhead of the Bidder>

To,

<Date>

Director,
Indian Institute of Management Lucknow

Dear Sir,

I/We, the undersigned declare that: I/We understand that bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with IIML for a period of two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity or its extended period, if any; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity:

(i) fail or reuse to execute the contract, if required, or

(ii) fail or refuse to furnish the Performance Bank Guarantee, in accordance with the Instructions to Bidders.

c) If the bidder is found indulging in any corrupt, fraudulent or other malpractice in respect of the bid;

I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of

(i) the receipt of your notification of the name of the successful Bidder; or

(ii) thirty days after the expiration of the validity of my/our Bid.

Date: _____

Place: _____

STAMP & SIGNATURE OF THE BIDDER