



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

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Tender No – IIML-NC /Placement Brochure /001/2019

Date of Tender: 18th April 2019

Request for Quotation (RFQ): for Designing and Printing Placement Brochures

Indian Institute of Management Lucknow – Noida Campus invites quotations from competent vendors to design and print placement brochures for its one year full-time management programme (IPMX) at Noida Campus. The credentials as listed below:

Sr. No.	Description of Works	EMD (in Rs.)	Contract Period	Last date & Time of Submission of Tender	Date of tender opening
1	Designing, printing and supply of Placement Brochure – 2019-20 one year full-time management programme (IPMX) at IIM Lucknow Noida Campus	Rs. 5000/-	365 days (1 Year)	6 th May 2019, before 5:00 PM	7 th May 2019 at 2.30 PM

1. Institute invites the quotations in two bid system (Technical (Annexure-I) and Financial (Annexure-II)) for designing, printing, and supply of **IPMX Placement Brochure – 2019-20** at IIM Lucknow Noida Campus
2. Tenderer who has downloaded the tender from the Institute Website: <http://www.iiml.ac.in> shall not tamper/modify the tender form in any manner. In case if the same is found to be tampered/modified in any manner, the tender will be completely rejected and EMD would be forfeited.
3. The details of terms and conditions are given (Technical Part and Financial Part). The bidder has to fill a technical bid (Brief profile).
4. **All filled bids are to be submitted to IIM Lucknow Noida Campus by or before 05:00 PM on 6th May 2019** on the below-mentioned address:

To,
Head Administration
Indian Institute of Management Lucknow,
B-1, Sector – 62 Institutional Area, Noida – 201307
Utter Pradesh (India)

5. **Earnest Money Deposit of Rs. 5,000/- (Rupees Five thousand only)** in the form of Demand Draft in favour of “Indian Institute of Management Lucknow Noida Campus“ from any Bank payable at Noida. Deposition of EMD through any other form will not be accepted. The scanned image of EMD to be uploaded online along with the bid document and the original hard copy of original instrument should reach to the address mentioned below **so as to reach latest by 05:00 PM on the last date** of submission of tender.
6. 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 evaluation criteria prescribed by the IIM Lucknow.

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 the issue of letter of intent by the IIML to the agency signed.
- d) The Contract Price means consideration payable to the agency under the work order for the full and proper performance of its contractual obligations.

Validity Period of Bid

Bid shall remain valid for 90 days (Ninty Days) after the date of bid opening. The bid valid for a shorter period shall be rejected by the IIM Lucknow Noida Campus as non-responsive. In exceptional circumstances, the IIM Lucknow Noida Campus 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.

Scope of Work for IPMX Placement Brochure 2019-20

- Conceptualize the theme of the brochure
- Layout designing along with all the creative elements
- Photoshoot (campus and individual students and faculty; full length & profile shots)
- Production (four color offset printing)
- Approval on email to be sought from brochure team from IIM L for every step/ change in any element
- Delivery at IIML Noida Campus
- e-brochure
- The editable version of the complete brochure design
- A CD of all photographs and designs to be submitted to IIM Lucknow, Noida Campus.

Specifications of the brochures

Paper size - A4 (Customizable; A4 as maximum space limit)

Paper quality - Imported art paper (options for both matte & gloss paper)

Cover: 250-300 GSM

Inside: 130-150 GSM

No of colors - 4 colors with a theme/ story (the concept behind) with color options for the first cut selection to finalize 4 colors

No of pages - 55+4 approx.*

No of copies - 500 (along with printed envelopes) approx.

(*rates quoted in financial bid shall be reduced/increased on a pro-rata basis in case of any addition/reduction in the number of pages.)

TERMS AND CONDITIONS OF THE CONTRACT

1. Place of Photoshoot and delivery of brochure will be Indian Institute of Management Lucknow, Noida Campus, Address: B-1, Sector 62 Noida - 201307 U.P.
2. The work of the IPMX Placement brochure will be organized in Single Phases.
3. The work includes professional profile shoots of 103 (approximate) students, related infrastructure photo-shoots for Placement Brochure, Designing, Printing and Supply of Placement Brochure with envelope, Flip-Book and PDF copy. **Delivery Deadline: Within 30 days after receiving the work-order.**
4. Soft copy of both the brochures in PDF format to be provided without any extra cost.
5. After completion of the work, you should be returned all sources file of Flip-Book, all-digital format photographs to the CDS Office, IIM Lucknow, Noida Campus.
6. No TA/DA/Stay provided to visit IIM Lucknow Noida Campus for that work.

Payment Terms:

7. IIM Lucknow will pay the 100% amount from the total work order amount after the supply of items mentioned above at IIM Lucknow Noida Campus against your invoice.
8. Insurance, Packing and Forwarding charges are inclusive in above price.
9. Consigned to Indian Institute of Management, Lucknow Noida Campus
10. Bill to be made in the name of IIM Lucknow Noida Campus

Other conditions:

11. The tenders will be opened at **2.30 PM** on 7th May, **2019** at IIM Lucknow Noida Campus. The successful bidder would be selected on the basis of technical qualification (Annexure – I) and lowest quoted (Financial Bid) amount as per the format enclosed at Annexure – II. The Offer shall remain valid for a period of 90 days from the last date of submission of tender documents.
12. **TENDER IS LIABLE TO BE IGNORED IF COMPLETE INFORMATION IS NOT PROVIDED AS REQUIRED.** 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 including annexure.**
13. However, IIM Lucknow Noida Campus reserves the right not to accept the lowest tender or not to assign any reason for rejection of any or all the tenders. IIM Lucknow Noida Campus reserves the right for accepting the whole or any part of the tenders and decision in the matter shall be final and binding.
14. Any failure on the part of the tenderer to observe the prescribed procedure and any attempt to canvass for the work will prejudice his/her tender. Tenders/rates quoted in other than the prescribed proforma are liable to be rejected.
15. The submission of tender will bind the tenderer to acceptance of all conditions specified herein and in addition to the conditions of the contract.
16. 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.
17. The vendor will depute technically qualified executive to coordinate the job with IIM Lucknow Noida Campus team.

18. The basic layout of the IPMX Placement Brochures with Envelope- 2019-20 will be provided by IIM Lucknow Noida Campus. However, the formatting of all pages will be carried out by the vendor.
19. The final corrections in the layout will be carried out by the vendor.
20. The vendor will provide pdf copies for the final dummy of the IIM Lucknow Noida Campus IPMX Placement Brochures with Envelope- 2019-20 before going to final printing at the vendor's premises.
21. The final colored dummy will be approved by IIM Lucknow Noida Campus CDS Office before printing.
22. Pre-inspection of the quality of the printing material will be checked by the CDS Office, IIML-NC before delivery at IIML-NC to avoid future dispute regarding the quality and supply all the copies of the above material in proper packaging at IIM Lucknow Noida Campus.
23. Sample of the paper for IPMX Placement Brochure and Envelope with detailed specification i.e.name of the paper, GSM etc., should be enclosed along with Tender Document as per specifications enclosed.
24. The printer will supply all the copies of the above IPMX Placement Brochure with Envelope- 2019-20 in proper plastic packaging (water proof and fabric packing over carton).
25. No overwriting, correction, insertion shall be permitted in any part of the Tenderer.
26. If the bidder withdraws his bid during the period of bid validity, the EMD shall be forfeited and the firm may be blacklisted.
27. IIM Lucknow Noida Campus reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons.
28. Late tenders will not be considered at all.

Penalty for Non-Compliance: -

29. The inferior or defective printed matter shall under no circumstances be accepted by the IIM Lucknow Noida Campus.
30. In case any error or defect is discovered after delivery of the printed matter 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 IIML-NC for the purpose.
31. In case of the delivery of any defective printed material which, owing to urgency or any other reason, cannot be rejected wholly, the IIML-NC shall deduct such sums from the concerned vendor's bills as may be considered proper.
32. The rejected printed material shall lie in the IIML-NC premises entirely at the vendor's risk.
33. The vendor will be expected to remove it at the earliest. However, if such rejected material is not removed within 7 days of notice to the vendor regarding rejection, the IIM Lucknow Noida Campus shall have the right to dispose of such material as it deems fit.
34. In case of genuine difficulties beyond the control of the vendor, on request, he may be given an extension of the time limit up to a maximum of 10 days in a special case.
35. Tenders once submitted will not be allowed to be withdrawn, altered or canceled in part or in whole.
36. The EMD will be released on receipt of the bill completed with all delivery vouchers and other documents. No interest will be paid on the EMD.
37. If the job is returned by the firm unexecuted after accepting the same, earnest money will be forfeited in full and the job will be got executed at the firm's risk from some other firm. The firm is also liable to be blacklisted.
38. Execution of a job should be of standard quality, neat and accurate according to the specifications, quality of paper where IIM Lucknow 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 cost of firm risk.

Conciliation/Arbitration

39. If any dispute(s) or difference(s) of any kind whatsoever arising between the parties, the parties hereto shall negotiate with a view to its amicable resolution & settlement through a Committee appointed by Director IIM Lucknow.
40. 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.

Applicable Law & Jurisdiction:

41. 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.
42. IIM Lucknow reserves the right to annul the bidding process at any time period to the award of contract including rejection of any or all bids after the same has been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of IIM Lucknow action.
43. The Tender should be submitted and signed by a duly authorized person, giving full name of the firm with its current business address.
44. The bidders should satisfy themselves before submission of the tender to IIM Lucknow that they meet the qualifying criteria and capability as laid down in the Tender document.
45. **Clarification regarding the tender document if any can be sought before the last date of Tender.**

I accept the above terms & conditions

(Full Signature & Stamp of the Tenderer)

Name and signature of the competent authority
With company seal

**Indian Institute of Management Lucknow – Noida
Campus
Technical Bid**

S.N.	Criteria	Details
1	Name of the Organization/Agency/Firm	
2	Name of the Managing Director/ Director/ Owner/Proprietor	
3	Address & Telephone No. of the Organization/Agency/ Firm	
4	PAN No.	
5	GST No.	
7	Nature of the Business / Services	
8	Experience as a publishing house	
9	Experience in designing & printing brochures for educational institutes (min 5 yrs reqd.)	
10	Experience in Designing and Printing <i>placement brochure</i> for educational institutes	
11	Experience in Designing and Printing <i>placement brochure for IIMs (mention all)</i>	
12	Name of the Important Clients / Firms to whom such services has been rendered/ are being rendered by the Organization/ Agency/ Firm	
13	Infrastructure available / installed :	
	1. Designing Team –Number of qualified designers- In-house	
	2. Printing & Production facility- In-house. (Please mention complete address, phone numbers and fax in both the cases).	
	3. Photography facilities (in-house or otherwise, mention details)	
14	Volume of business sales during the last Two years	
15	Whether the Agency is Empanelled with the Govt. of India Departments/PSUs? (Please mention names)	
16	Completion of work after awarding of contract:	
	• Photo shoots within two days – to confirm please	
	• Conceptualization and designing within five days - to confirm please.	

	<ul style="list-style-type: none">• Production within 15 days - to confirm please.	
17	(Please attach copies of some major brochures/catalogs printed during two years)	

- Note:** 1) Please enclose all supporting documents in a zip file.
2) Please send a copy of e-brochure (if any via mail)

Name and signature of the competent authority
With company seal



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ACCEPTANCE FORM

I/ We _____ (Designation) _____ of
(Name of the company) _____ I
hereby accept the above-mentioned Terms & Conditions along with Appendixes of the above
contract of IIM Lucknow, containing the technical bid terms and conditions in the tender.

Signature _____

Company Seal _____



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FINANCIAL BID

Quotations are invited from reputed and Creative Agencies and Designing firm for Designing, Printing and Supply of IPMX Placement Brochures 2019-20 with the envelope at IIM Lucknow, Noida Campus

Specification:

Paper size - A4 (Customizable; A4 as maximum space limit)
 Paper quality - Imported art paper (options for both matte & gloss paper)
 Cover: 250-300 GSM
 Inside: 130-150 GSM

No of colors - 4 colors with a theme/ story (the concept behind) with color options for the first cut selection to finalize 4 colors

No of pages - 55+4 approx.*

No of copies - 500 (along with printed envelopes) approx.

(*rates quoted in financial bid shall be reduced/increased on a pro-rata basis in case of any addition/reduction in a number of pages.)

S.No.	Detail of work	Unit cost (In Rs.)	Total Cost (in Rs.)
1.	Photoshoot (Campus, student, faculty, theme, etc.)		
2.	Designing (Conceptualizing, design, and layout of brochure and envelope)		
3.	Production (four color offset printing)		
4.	e-brochure		
5.	Tax as applicable		
	Grand Total in Rs.		

Place:

(Signature of the Contractor or His authorized signatory)

Date:

(Name)