



## 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)

### E-Tender Notice

NOTICE INVITING TENDER from reputed Printing Agency / Firm for Annual Rate Contract for printing work for IIM Lucknow.

IMPORTANT DATES	
Last date and time for submission of tender	03/05/2019 upto 11:00 AM
Date and time for Opening of technical bid	08/05/2019 at 03:00 PM
Venue for opening of Technical and Financial bids	Indian Institute of Management, Prabandh Nagar, IIM Road, Lucknow – 226 013 (U.P.)
Date of opening of financial bids will be intimated to the eligible vendors later on.	

NIT No. – IIML/PUR/Printing/04/2019-20 date 11/04/2019. E-tenders are invited for printing work for Indian Institute of Management, Lucknow. A free view NIT is available on Govt. E-Procurement portal i.e. <https://eprocure.gov.in> and on institute website [www.iiml.ac.in](http://www.iiml.ac.in). Interested Firms /Agencies/Dealers/ Vendors are requested to sign-in (new user sign-in only with DSC) online to obtain user-ID and password using Digital Signature. The tender document comprises of technical and financial bid. The bid duly filled in may be uploaded on E-Portal of Govt. site i.e. <http://eprocure.gov.in> using Digital Signature before the last date and time of submission as mentioned above. The credentials as listed below shall be uploaded online.

### IMPORTANT INSTRUCTIONS FOR BIDDERS

1. Indian Institute of Management, Lucknow, an autonomous body, setup by the Ministry of Human Resources Development, Government of India invites quotations in two bid system (Technical and Financial) in prescribed format for Annual Rate Contract for printing work for IIM Lucknow.
2. The details of terms and conditions are being given at part 1 (Technical) and part 2 (Financial).
3. The technical specification of printing work are to be complied with by the bidder, as detailed.

4. 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.
5. Amendments to Bidding Documents: At any time prior to the deadline for submission of Bids, the purchaser 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.
6. All pages of the Bid should be stamped and signed by the bidder.
7. A Bidder, who gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.
8. It is the responsibility of Bidder to go through the Bidding Document to ensure furnishing of all required documents in addition to above.
9. All filled bids are to be uploaded on the above site on or before 11:00 AM before last date of submission. Manual bids shall not be accepted.
10. IIM Lucknow reserves the right to reject any of the offer without assigning any reasons thereof. You may seek clarification with this office on working days between 09:30 hrs to 1700hrs) on 0522- 6696917, 6929.

Earnest money of Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft in favour of Director, Indian Institute of Management Lucknow from any Nationalized Bank payable at Lucknow. Deposition of EMD through any other form will not be accepted. The scanned image of EMD to be uploaded online along with the technical document and the original instrument of EMD should reach to the address mentioned below to reach latest by 11:00 AM on the last date of submission of tender. Registered firm under NSIC/MSME scheme are exempted from submission of Earnest money Deposit (EMD) on submission of valid attested documentary proof.

**To,**

**The Officer on Special Duty (OSD)  
Indian Institute of Management  
Prabandh Nagar, IIM Road,  
Lucknow — 226 013 (U.P.)**

NIT No. IIML/PUR/Printing/04/2019-20 date 11/04/2019

**PART-I (TECHNICAL BID)**

**CONSIGNEE:** Indian Institute of Management Lucknow (IIML), Prabandh Nagar, IIM Road, Lucknow-226013

**PERIOD OF CONTRACT:** One year, 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.

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

- a. Shall have annual turnover of not less than 2.50 lakhs during the last three years.
- b. Shall have experience of working for Govt. Deptt./PSU./Institution/Organization of repute for 03 years
- c. Shall have PAN and GST registration.
- d. The bidder shall not have blacklisted by any Ministry/Department of the Govt. of India or PSU or any other organization (please submit a self-declaration.)
- e. The bidder shall submit Earnest money deposit of Rs. 10,000/- (Rupees Ten Thousand only) has to be deposited in the form of Demand Draft in favour of Indian Institute of Management, Lucknow from any nationalized bank.

**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.

**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.

**EARNEST MONEY:** An amount of Rs. 10,000/- (Rupees Ten Thousand only) has to be deposited in the form of Demand Draft in favour of **Indian Institute of Management, Lucknow** from any nationalized bank while submitting the tender. Tenders received without EMD shall be ignored and will not be considered under any circumstances. EMD of bidders who submit the sealed quotations but withdraw the same before expiry of the tender validity date may be forfeited at the discretion of IIML. Registered firm under NSIC/MSME scheme are exempted from the submission of Earnest money Deposit on submission of valid attested documentary proof.

**PERFORMANCE SECURITY:** Successful bidder shall be required to furnish a Performance Security of Rs.50,000/- (Rupees Fifty Thousand only) in form of Demand Draft from any nationalized bank **for the contract period**. The Performance security will be released after successful completion of the contract period.

**LATE/DELAYED TENDERS:** Tenders received after closing date and time prescribed in this tender's enquiry shall NOT be accepted under any circumstances.

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

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

Contract shall be awarded to the firm (s) offering the lowest price for maximum items. The firm (L-1) will deposit their sample (quality mentioned in tender notice) items in the Purchase section which they will be supplying during the contract period.

The IIML will award the contract to the tenderer (s) whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price.

In case two firms offering the lowest evaluated prices, then only item-wise rate will be evaluated for those two firms and the contract will be awarded to the two firms item-wise on L-1 basis.

#### **II - 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 Tender Enquiry 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 around Rs. 5 lakhs per annum.
2. 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.
3. 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 terminated the contract and the EMD/Performance Securities of such Firm shall be forfeited.
- 4 All disputes arising out of or in any way connected with the agreement shall be referred to the Director Indian Institute of Management, Lucknow” and the decision of Director will be final and binding. However, any existence dispute arising out this Contract will be full under the Jurisdiction of Courts of Lucknow District.
6. 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.
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. Liquidated damage:  
If the supplier fails to deliver any or all of the goods within the period specified in the purchase order, the purchaser shall without prejudice to its other remedies, deduct as liquidated damage 5% of the price of the delayed goods for each and every week (part of the week shall be considered as full week) subject to maximum of 20% of the delayed supply value and the same shall be deducted from the bill(s) or any other payment due to the party. Department shall be at liberty to terminate the agreement, cancel the purchase order and may also forfeit the Performance Security in case, supplier fails to deliver the items within stipulated delivery period.

**Date .....**

**Signatures of the bidder with seal**

**Information to be furnished by the Bidder**

1.	Name of the Supplier/ Organization /Stationers.	:	
2.	Address	:	
3.	Contact Phone number/s: Mobile :	:	
4.	Year of Establishment	:	
5.	GSTIN (attach self-attested copy)		No. ....
6.	PAN No. (attach self-attested copy)		No. ....
6.	Customer Profile of the firm (Letters of Intent / last 3 Work Order / Certificate from other employers, details of work, value, etc., Done in last three financial years may be enclosed). Samples of the various jobs indicated may also be enclosed	:	Details to be furnished in the prescribed Proforma
7.	Year of Establishment	:	
8.	Yearly turnover of the firm during last 3 financial years (Year wise). Please attach certified copies in this regard. (a) 2017 - 2018 (b) 2016 - 2017 (c) 2015 - 2016 The average annual turnover of the contractor should not be less than Rs. 2.50 lacs (Rupees Two Lac Fifty Thousand only for the last three years.	:	

Additional Information, if any

(Attach separate sheet, if required) \_\_\_\_\_

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

Place.....

Name Signature & Seal of the Bidder

Date: .....