



**INDIAN INSTITUTE OF MANAGEMENT LUCKNOW
NOIDA CAMPUS**

Plot no. B-1, Sector -62 Noida-201307, U.P (India)
Tel: 0120-6678401 Fax: 0120-6678506
Website: www.iiml.ac.in ; Email : admin_nc@iiml.ac.in

Ref: IIML-NC/Printing Work/006/2018

Date: September 28, 2018

Request for Quotation for Printing Work – Rate Contract

The Indian Institute of Management Lucknow, Noida Campus situated in Plot No.B-1, Sector -62, Noida – 201307 (U.P) is a national level educational institute set up by the Government of India. From time to time as per requirement the Institute get printing work of their regularly required items like Envelopes (various sizes), Visiting Cards, Letter Pads, Writing Pads, Certificates, Answer sheets, Office Files, Plastic Folders (L-Shape) etc. etc.

Sealed quotations are invited from interested parties to enter into rate contract initially for a period of One year (extendable based on the quality & performance) for the printing work as detailed in the list '**Annexure- A**' enclosed. The rates shall be quoted in the same format indicating the tax applicable for each item. **The rate quoted for printing should be inclusive of material.**

The rates are required to be quoted on the following terms and conditions:

1. The proposed rate contract will be valid initially for a period of One year (extendable based on the quality & performance). IIM Lucknow, Noida Campus reserves the right to enter into rate contract with one or more parties without assigning any reason thereof.
2. The vendors who are submitting quotation may check the samples of printing items mentioned in '**Annexure-A**', visiting the Institute Purchase & Store section (with pre appointment) before submission of the quotation.
3. The approved vendors shall have to keep the sample of items (wherever required) with the Institute to enable the Institute to check the quality of items delivered/would be delivered against the rate contract order.
4. The intending party must have PAN number and must be registered with GST. Photocopy of the PAN number, GST registration certificate bearing number to be attached with the quotation.
5. Payment terms would be by NEFT after delivery. Bill in duplicate to be sent to the attention of Sr. Administrative Officer, IIM Lucknow, Noida Campus.

6. Delivery period would be as mentioned in the Institutes Purchase Order. On receipt of the Order, the firm should confirm in writing immediately that they will arrange to supply the material within the stipulated delivery period. If not the Order will automatically stand cancelled.
7. **TERMINATION CLAUSE:** The Institute reserves its right to terminate the contract by giving one month's notice without assigning any reason thereof.
8. All disputes will be subject to Lucknow jurisdiction.

The rate contract is intended to be entered into with one or more parties after assessing the rates quoted by them for different brands /quality of service in a composite manner taking an overall view for all brands/ quality/ service etc.

IIM Lucknow, Noida Campus reserves the right to cancel the tender without assigning any reason.

Sealed quotations subscribing “**Quotation for Printing Work – Rate Contract**” on the envelope should be placed in the Tender Box kept in the Reception, A-1 Building, Ground Floor latest **by 2.00 PM on October 23, 2018**. The sealed quotation may also be sent through Speed/ Registered Post or by Courier addressed to the Sr. Administrative Officer, Indian Institute of Management Lucknow, Noida Campus, B-1, Sector- 62, Noida – 201307 (U.P) so as to reach before the due date and time. The quotations will be opened on the same date at **3.00 PM**. The Institute reserve the right to ask the vendor to provide sample(s) of item(s) wherever required before finalization.

Date:

**Indian Institute of Management Lucknow
Noida Campus, B-1, sector-62
Noida- 201307(UP)
Website: www.iiml.ac.in**

IIM LUCKNOW-NOIDA CAMPUS
List of Printing Work – ‘ Annexure – A’

S.NO.	ITEM	Size	Unit	Unit/	Total Rate	GST %
				Rate		Rs.
1	Writing Pad with IIML Logo printing	Big	50 Pages			
2	Writing Pad with IIML Logo printing	Small	25 pages			
3	Writing Pad –Spiral with IIML Logo printing	Big	70 Pages			
4	Visiting Card -Screen	Standard	100 nos.			
5	Visiting Card -Digital	Standard	100 nos.			
6	Printed Folders (Plastic)	13”X9”	Each			
7	File Covers with IIML Logo printing	14”X10”	Each			
8	Certificate for 200, 500, 1000	A-4 Size	Each			
9	Certificate printed with name of individual	Both Side	Each			
10	Certificate printed with name of individual	Single Side	Each			
11	Certificate - Folder Printed- Single Colour	Single Side	Each			
12	Letter Head Printed in Single Colour	A-4 Size	100 nos.			
13	Letter Head Printed in 4 colours	A-4 Size	100 nos.			
14	Letter Head Printed in 4 colours	A-5 Size	100 nos.			
15	Envelopes - Laminated	8"x10"	Each			
16	Envelopes - Laminated	8"x 11"	Each			
17	Envelopes - Cloth	10"x12"	Each			
18	Envelopes - Laminated	10"x12"	Each			
19	Envelopes - Laminated	12"x16"	Each			
20	Envelopes - Cloth	12"x16"	Each			
21	Envelopes - plain	10"x4 (1/2)"	Each			
22	Envelopes - Window	10"x4 (1/2)"	Each			
23	Answer Sheets	of 16 pages	Each			
24	Continuation Sheet	of 4 pages	Each			
25	Receipt Book (1 + 1)	8" x 5"	100 pages			
26	Receipt Book (1+2)	8" x 5"	150 Pages			
27	CLA Forms	A-4 Size	100 nos.			
28	Library Card-Single Colour	-	Each			
29	Register Inward / Outward (Guest House)	Big Size	200 pages			
30	Admission Brochure (Pages 6 Colour + 6 application form + 1Envelop Colour	A4 Size	Each			

Note: The rate quoted for printing should be inclusive of material.

Date:

Signature of the tenderer with seal