



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 /PlaceCom. Brochure /003/2018

Date of Tender: 07th August, 2018

Request for Quotation: PGP-SM Summer & Final Placement Brochure 2018-19

1. Indian Institute of Management, Lucknow, an autonomous body, under the Ministry of Human Resources Development, Government of India invites quotations in prescribed templates from reputed Creative Agencies / Designing firms / vendors with the specified specifications in prescribed Performa. 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 PGP-SM Summer and Final Placement Brochure – 2018-19 at IIM Lucknow Noida Campus	Rs. 5000/-	365 days (1 Year)	22 nd August 22, 2018 before 5:00 PM	23 rd August, 2018 at 12.00 Noon

2. Institute invites the quotations in two bid system (Technical and Financial) for designing, printing and supply of **PGP-SM Summer and Final Placement Brochure – 2018-19** at IIM Lucknow Noida Campus
3. 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, tender will be completely rejected and EMD would be forfeited.
4. The details of terms and conditions are given (Technical Part and Financial Part). The bidder has to fill technical bid (Brief profile).
5. **All filled bids are to be submitted to IIM Lucknow Noida Campus by or before 05:00 PM on 22nd August 2018** on the below mentioned address:

6.
To,

Sr. Administrative Officer (I/c)
Indian Institute of Management Lucknow,
B-1, Sector – 62 Institutional Area, Noida – 201307

7. **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.
8. 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 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 40 days (Forty Days) after the date of bid opening. The bid valid for a shorter period shall be rejected by the IIM Lucknow as non-responsive. In exceptional circumstances, the IIM Lucknow 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 PGP-SM Summer and Final Placement Brochure 2018-19

1. Concept, visualization, Professional Photo Shoot, Design, Artwork Development, Editorial support, Digital Proofing, Printing and Fabrication along with delivery in the institute.
2. Conceptualizing theme for Summer and Final Placement Brochure
3. Professional Photo shoot of approximate 70 students and campus infrastructure required for Placement Brochures (Soft copies of the entire photo shoot to be submitted in DVD format within 7 days post completion of photo shoot)
4. Designing of Summer and Final Placement Brochure
5. Content editing
6. Production of multi colours of Summer and Placement Brochure with single colour envelopes
7. Conversion of fully developed Summer and Final Placement Brochure 2018-19 in Flip Book / E-Book copy for upload on our website portal in less than 5-8 MB in size)

Specifications of the brochures

1. Summer Placement Brochure 2018-19:

Designing, Printing and Supply of Summer Placement Brochures (Coloured)
Size - International A-4 size (8.25” x 11.75”) Portrait/ Landscape
Pages: 28 + 4

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 brochure
Paper - 100 gsm super print
Colour - 1 (one)
Quantity: 100 Nos

2. Final Placement Brochure 2019:

Specifications:

Designing, Printing and Supply of Final Placement Brochures (Coloured)
Size - International A-4 size (8.25” x 11.75”) Portrait/ Landscape
Pages: 28 + 4
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 brochure
Paper - 100 gsm super print
Colour - 1 (one)

TERMS AND CONDITIONS OF THE CONTRACT

1. Place of Photo shoot and delivery of brochure will be Indian Institute of Management Lucknow- B-1, Sector 62 Noida - 201307 U.P.
2. The work of Summer and Final Placement brochure will be organized in two Phases (Ist Phase and IInd Phase).
3. **Ist Phase** of work includes professional profile shoots of 70 (approximate) students, related infrastructure photo-shoots for Summer and Final Placement Brochure, Designing, Printing and Supply of Summer Placement Brochure with envelope, Flip-Book and PDF copy. **Delivery Deadline: Within 20 days after receiving the work-order.**
4. **IInd Phase** of the work include Designing, Printing and Supply of Final Placement Brochure with envelope, Flip-Book and PDF copy. **Delivery Deadline: October 25, 2018.**
5. Soft copy of both the brochures in PDF format to be provided without any extra cost.
6. After completions of the work for both the phases, you should be returned all sources file of Flip-Book, all digital format photographs to the Placement Office, IIM Lucknow.
7. No TA/DA/Stay provided to visit IIM Lucknow Noida Campus for that work.

Payment Terms:

8. IIM Lucknow will pay the 60% amount from the total work order amount after supply of items mentioned above in Ist Phase work at IIM Lucknow Noida Campus against your invoices
9. The balance amount will be paid only after delivery of the Final Placement Brochure items mentioned in IInd phase at IIM Lucknow Noida Campus
10. Insurance, Packing and Forwarding charges are inclusive in above price.
11. Consigned to Indian Institute of Management, Lucknow Noida Campus
12. Bill to be made in the name of Director, IIM Lucknow.

TECHNICAL CRITERIA

13. The tenderer should be reputed firm preferably having prior experience of designing, script writing, printing / publishing of Placement Brochure for PGP Programme of IIMs in past 3 years.
14. A sample of work done before along with the list of clientele needs to be submitted along with the bid.
15. The tenderer should have a valid PAN and GST Registration Numbers/and details thereof should be provided. (Photocopy of the certificate to be enclosed).
16. The firm/agency should not have been blacklisted or debarred by any Government Organization/PSU etc.
17. A Demand Draft/PO of **Rs. 5000/- (Rupees Five Thousand Only)** is required to be deposited as Earnest Money Deposit in favour of **INDIAN INSTITUTE OF MANAGEMENT LUCKNOW NOIDA CAMPUS** along with Sealed Tender (Technical and Financial Bid in separate envelope). Any bid not accompanied by required EMD, shall be deemed to be invalid & will be rejected by IIM Lucknow Noida Campus. The Earnest Money (No interest will be paid on EMD) will be returned as soon as the printer/bidder is finalized **to the bidders except the successful bidder.**
18. The successful bidder's EMD will be refunded after completion of the contract. In case of deficiency in work specifically pointed out by the Institute to the vendor, appropriate penalty will be levied by Director, IIML and will be adjusted against future bills and /or EMD deposit.
19. The date of the demand draft will be after the publication of this tender.

Other conditions:

20. The tenders will be opened at **12.00 Noon** on **23rd August, 2018** at IIM Lucknow Noida Campus. The successful bidder would be selected on the basis of technical qualification and lowest quoted (Financial Bid) amount as per the format enclosed at Annexure – II. The Offer shall remain valid for a period of 60 days from the last date of submission of tender documents.
21. **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.**
22. However, IIM Lucknow 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 reserves the right for accepting the whole or any part of the tenders and decision in the matter shall be final and binding.

23. 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.
24. The submission of tender will bind the tenderer to acceptance of all conditions specified herein and in addition to the conditions of the contract.
25. 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.
26. The vendor will depute technically qualified executive to coordinate the job with IIM Lucknow team.
27. The basic layout of the PGP SM Summer and Final Placement Brochures with Envelope- 2018-19 will be provided by IIM Lucknow. However the formatting of all pages will be carried out by the vendor.
28. The final corrections in the layout will be carried out by the vendor.
29. The vendor will provide pdf copies for the final dummy of the IIM Lucknow PGP-SM Summer and Final Placement Brochures with Envelope- 2018-19 before going to final printing at the vendor's premises.
30. The final colored dummy will be approved by IIM Lucknow team before printing.
31. Pre inspection of the quality of the printing material will be checked by the IIM Lucknow team before delivery at IIM Lucknow to avoid future dispute regarding the quality and supply all the copies of the above material in proper packaging at IIM Lucknow.
32. Sample of the paper for IIM Lucknow Summer and Final 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.
33. The printer will supply all the copies of the above PGP-SM Summer and Final Placement Brochure with Envelope- 2018-19 in proper plastic packaging (water proof and fabric packing over carton).
34. No overwriting, correction, insertion shall be permitted in any part of the Tenderer.
35. If the bidder withdraws his bid during the period of bid validity, the EMD shall be forfeited and the firm may be black listed.
36. IIM Lucknow reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons.
37. Late tenders will not be considered at all.

Penalty for Non-Compliance: -

38. Inferior or defective printed matter shall under no circumstances be accepted by the IIM Lucknow Noida Campus.
39. 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 IIM Lucknow for the purpose.
40. In case of the delivery of any defective printed material which, owing to urgency or any other reason, cannot be rejected wholly, the IIM Lucknow shall deduct such sums from the concerned vendor's bills as may be considered proper.
41. The rejected printed material shall lie in the IIM Lucknow premises entirely at the vendor's risk.
42. 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 shall have the right to dispose of such material as it deems fit.
43. In case of genuine difficulties beyond the control of the vendor, on request, he may be given extension of the time limit upto a maximum of 10 days in special case.

44. Tenders once submitted will not be allowed to be withdrawn, altered or cancelled in part or in whole.
45. 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.
46. If the job is returned by the firm unexecuted after accepting the same, earnest money will be forfeited in full and job will be got executed at firm's risk from some other firm. The firm is also liable to be black listed.
47. Execution of 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 upto 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

48. If any dispute(s) or difference(s) of any kind whatsoever arise between the parties, the parties hereto shall negotiate with a view to its amicable resolution & settlement through a Committee appointed by Director IIM Lucknow.
49. 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:

50. 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.
51. IIM Lucknow reserves the right to annul the bidding process at any time period to award of contract including rejection of any or all bids after the same have 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.
52. The Tender should be submitted and signed by a duly authorized person, giving full name of the firm with its current business address.
53. 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.
54. **Clarification regarding the tender document if any can be sought before last date of Tender.**

I accept the above terms & conditions

(Full Signature & Stamp of the Tenderer)



INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW
B-1, Sector – 62 Institutional Area, Noida – 201307 U.P. (India)
Website: www.iiml.ac.in

TECHNICAL BID

Quotations are invited from reputed creative agencies and designing firm for designing, Printing and Supply of PGP-SM Summer and Final Placement Brochures for 2018-19 with envelope at IIM Lucknow, Noida Campus.

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. :

Eligibility Criteria for Selection:-

S.No.	Documents to be submitted	Proof Required
1	The proof of the designing and printing of Placement Brochure for PGP Programme of any IIMs in past 3 years:	(To be Attached)
2	Registration Certificate in support of GST & validity etc.	(To be Attached)
3	Copy of PAN of the firm/Company for Income Tax	(To be Attached)
4.	Sample Papers with signature on every paper as mentioned in specification of brochure. Brand of the paper may also be mention on the sample paper, if any	(To be Attached)
5	Earnest Money Deposit in the form of Demand Draft/Pay Order in favouring Indian Institute of Management Lucknow Noida Campus payable at Noida	EMD DD No/. Dated: Amount : Rs:.....

I accept the above terms & conditions

Signature of the Contractor (or) His authorized signatory
with the seal of the agency/ firm



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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 PGP-SM Summer and Final Placement Brochures 2018-19 with envelope at IIM Lucknow, Noida Campus

S.No.	Specification of Items	Qty.	Unit Price In (Rs.)	GST	Total Price in (Rs.)
1.	<p>Summer Placement Brochure 2018-19:</p> <p>Designing, Printing and Supply of Summer Placement Brochures (Coloured) Size - International A-4 size (8.25" x 11.75") Portrait/ Landscape Pages : 28 + 4 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 (Kindly quote for +/- 4 pages)</p> <p>Envelope: Size - 9" x 12" for brochure Paper - 100 gsm super print Colour - 1 (one)</p>	100 Nos			
2.	<p>Final Placement Brochure 2019:</p> <p>Designing, Printing and Supply of Summer Placement Brochures (Coloured) Size - International A-4 size (8.25" x 11.75") Portrait/ Landscape Pages : 76 + 4 Paper - Cover – 300 gsm Imported Art Card, Text – 130 gsm Imported Art Card Multi-Colour Printing of Photo and text</p>	100 Nos			

	Finish - Varnish/ laminate Fabrication - Smart Binding with matt lamination on outer cover pages (Kindly quote for +/- 4 pages) Envelope: Size - 9" x 12" for brochure Paper - 100 gsm super print Colour - 1 (one)				
3.	Professional Photo Shoot for PGP-SM Summer and Final Placement Brochure 2018-19 Profile Photo shoot for 70 (approximate) students and infrastructure photos required for both the brochure at IIM Lucknow				
	(The total must be mentioned in words also. Any mistake, overwriting etc. in mentioning the price will result into cancellation of bid.)				

Place:

(Signature of the Contractor or His authorized signatory)

Date:

(Name)