

# 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/13/2020-21 dated 07/09/2020

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 2019-20 (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](http://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 2019-20 in English and Hindi with envelope”
Tender Date	07/09/2020
Last date & Time for Submission of bids online	30/09/2020 upto 03 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.
Bid Security/EMD	Bidders are required to deposit an amount of Rs. 15,000 (Rupees Fifteen Thousand only) towards Earnest Money Deposit (EMD) to below mentioned bank account of Institute on or before the tender opening date. EMD through any other form will not be accepted. UTR number / Transaction ID and date of Deposit/Transfer of EMD shall be mentioned in Technical Bid at appropriate place. NSIC / MSME registered firms are exempted from submission of EMD on uploading of valid MSME certificate. Bank Account No. 07231450000294 IFSC Code HDFC0000723 Name of Bank & Type of Account HDFC/Savings
Name, Designation, Address of Tender Inviting Authority	<b>The Chief Administrative Officer</b> Indian Institute of Management Prabandh Nagar, IIM Road, Lucknow - 226013 <b>Phone :0522-6696917</b>



INDIAN INSTITUTE OF MANAGEMENT, LUCKNOW  
Prabandh Nagar, IIM Road, Lucknow – 226013 U.P. (India)  
Tel. 0522-6696917, Fax: 0522 2734025  
Website: [www.iiml.ac.in](http://www.iiml.ac.in)

## TECHNICAL BID

NIT No. – IIML/PUR/ANNUAL REPORT/13/2020-21 dated 07/09/2020

NOTICE INVITING E-TENDER from reputed and Creative Agencies and Designing firms for Designing, Formatting, Proof Reading, Printing and Supply of Annual Report 2019-20 (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)

- The “IIM Lucknow means Indian Institute of Management Lucknow.
- “Bidder” means the individual or agency who participates in this tender and submits its bid.
- Work Order means the order placed after issue of letter of intent by the IIML to the agency signed.
- 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 2019-20

- Designing, Formatting, Proof reading, Digital Proofing, Printing and Fabrication along with delivery
- Production of coloured Annual Report 2019-20 with single colour envelopes
- Conversion of fully developed Annual Report 2019-20 in PDF format for upload on our website

### Specifications of the Annual Report 2019-20

#### 1. Annual Report 2019-20 (English) without Financial Statements:

Designing, Formatting, Proof Reading and Supply of Annual Report 2019-20 (Coloured)

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

Pages:120 (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 2019-20

Paper - 100 gsm super print  
Colour - 1 (one)  
Quantity : 120 Nos

**2. Annual Report 2019-20 (Hindi ) with Financial Statements:**

Designing, Formatting, Proof Reading and Supply of Annual Report 2019-20 (Coloured)

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

Pages:170 (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: 50 Nos

**3. Annual Report 2019-20 (English) with Financial Statements:**

Designing, Formatting, Proof Reading and Supply of Annual Report 2019-20 (Coloured)

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

Pages:170 (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: 120 Nos

**TERMS AND CONDITIONS OF THE CONTRACT**

1. Design of Annual Reports should be finalized, as per satisfaction of IIM Lucknow within 10 days of awarding of the tender.
2. Upon finalization of the design, the printed Annual Reports should be delivered within **15 days** of awarding of the tender.
3. Place of delivery of Annual Report will be Indian Institute of Management Lucknow- Prabandh Nagar, IIM Road, Lucknow – 226013 U.P.
4. Soft copy of the Annual Report in PDF format to be provided without any extra cost.
5. After completions of the work, you should return all source files to the Corporate Communication & Media Relations Office, IIM Lucknow.

**Payment Terms:**

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

## TECHNICAL CRITERIA

8. For technical evaluation criteria, please refer Table 1.
9. 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>
10. The tenderer should have a valid GST, PAN & Firm Registration Numbers / and details thereof should be provided. (Photocopy of the certificate to be enclosed).
11. The bidder should furnish feedback from the clients against the similar kind of job undertaken during last two years.
12. The firm/agency should not have been blacklisted or debarred by any Government Organization / PSU etc. A self-declaration certificate to be provided.
13. Scan copy of the Screen-shot of online transaction / deposit receipt showing deposit of an amount of **Rs. 15000/- (Rupees Fifteen Thousand Only) towards EMD**. No interest will be paid on EMD and EMD to unsuccessful bidders will be returned as soon as the printer/bidder is finalized.
14. 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 completion of the awarded work. In case of deficiency in work, appropriate penalty will be levied and will be adjusted against future bills and /or Security deposit. EMD can be converted to Security Deposit on request and submission of balance amount towards security deposit. No interest will be paid on Security Deposit.

### Other conditions:

15. 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.
16. 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.
17. 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.
18. The vendor will depute technically qualified executive to coordinate the job with IIM Lucknow team.
19. The content of the Annual Report 2019-20 will be provided by IIM Lucknow.
20. The final colored draft and quality of the printing material will be approved by IIM Lucknow team before printing.
21. The printer will supply all the copies of the Annual Report 2019-20 with Envelope in proper packaging (water proof and fabric packing over carton).
22. 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: -

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

25. **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.
- viii. In case any party submits multiple proposals.

## 26. 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.

## 27. 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"> <li>- Above 5 Institutions - 25 Marks</li> <li>- 3 - 5 Institutions - 10 Marks</li> <li>- 2 or less Institutions - 05 Marks</li> </ul>	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"> <li>- 8 - 10 - 15 Marks</li> <li>- 5 – 7 - 12 Marks</li> <li>- 3 – 5 - 09 Marks</li> <li>- Less than 3 - 06 Marks</li> </ul>	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/13/2020-21 dated 07/09/2020

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	Earnest Money Deposit of Rs. 15,000/- (Scan copy of online transfer / bank deposit receipt)	UTR No. _____ Date: _____
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/13/2020-21 dated 07/09/2020

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S.No.	Specification of Items	Qty.	Unit Price In (Rs.)	Total Price in (Rs.)
1.	<p><b>Annual Report 2019-20 (English) without Financial Statements:</b> Designing, Printing and Supply of Annual Report 2019-20 (Coloured) Size - International A-4 size (8.25" x 11.75") Portrait/ Landscape Pages: 120 (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 (Kindly quote for +/- 5 pages) <b>Envelope:</b> Size - 9" x 12" for Annual Report 2019-20 Paper - 100 gsm super print Colour - 1 (one)</p>	120 Nos		
2.	<p><b>Annual Report 2019-20 (Hindi) with Financial Statements:</b> Designing, Printing and Supply of Annual Report 2019-20 (Coloured) Size - International A-4 size (8.25" x 11.75") Portrait/ Landscape Pages : 170 (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 (Kindly quote for +/- 5 pages) <b>Envelope:</b> Size - 9" x 12" for Annual Report 2019-20 Paper - 100 gsm super print Colour - 1 (one)</p>	50 Nos (Hindi)		
3.	<p><b>Annual Report 2019-20 (English) with Financial Statements:</b> Designing, Printing and Supply of Annual Report 2019-20 (Coloured) Size - International A-4 size (8.25" x 11.75") Portrait/ Landscape Pages : 170 (Approx)* Paper - Cover – 300 gsm Imported Art Card Text – 130 gsm Imported Art Card Multi-Colour Printing of Photo and text Finish - Varnish/ laminate</p>	120 (English)		



	Fabrication - Smart Binding with matt lamination on outer cover pages (Kindly quote for +/- 5 pages) <b>Envelope:</b> Size - 9" x 12" for Annual Report 2019-20 Paper - 100 gsm super print Colour - 1 (one)			
	Grand Total (in Rs.)			
*In case, there is increase / decrease in number of pages, the amount will be increased or decreased proportionately.				

Final payment will be as per actual numbers of pages and rates will be defined on pro-rata basis.  
 GST will be extra as applicable.

Place:

(Signature & Stamp of the Contractor or His authorized signatory)

Date:

(Name)