



भारतीय प्रबंध संस्थान, लखनऊ नोएडा परिसर
INDIAN INSTITUTE OF MANAGEMENT LUCKNOW NOIDA CAMPUS

Plot no. B-1, Institutional Area, Sector -62, Noida-201307, U.P
Tel: 0120-6678545, 8496, 8410 | Fax: 0120-6678506
Email id is pgpsm-placementoffice@iiml.ac.in, purchase_iimlnc@iiml.ac.in

RFQ No. IIML/PURCHASE/PGPSM-PLACEMENT BROCHURE/2020/004

Dated: 04th August 2020

To,

M/s

.....

.....

Request for Quotation: To Design digital placement E-Brochure & webpage for PGP-SM

Dear Sir's/ Madam's,

IIM Lucknow -Noida Campus intends to engage a reputed Creative agency for designing of Placement E-Brochures & Webpage for PGPSM-05 and PGPSM-06 at IIM Lucknow Noida Campus.

Kindly send your most competitive rate along with an EMD in shape of a Bank Demand Draft/PO of Rs. 5000/- (Rupees Five Thousand Only), along with duly filled **ANNEXURE- "I"** as per terms & condition of the RFQ. All relevant details should be send in a sealed envelope addressed to "The Head Administration, Indian Institute of Management Lucknow Noida Campus, B-1, Institutional Area, Sector 62, Noida 201307- UP". Last date for submission of complete RFQ is Monday 17th August 2020 till 1400 hours. The date of opening sealed quotations will be Wednesday 19th August 2020 at 11:30 AM

On the envelope, mention RFQ No. IIML/PURCHASE/PGPSM-PLACEMENT BROCHURE/2020/004. The quotations should be sent by Registered/Speed post or Courier services only. Quotations received after the due date/time (Monday 17th August 2020 till 2:00 PM) or by any other mode (by hand/email) shall not be considered for processing.

Thanking you,

Yours faithfully,

Head Administration

Encl: 1. General terms and conditions

A. ELIGIBILITY CRITERIA

1. The bidder should have a valid PAN, GSTIN and details thereof should be provided. (Photocopy of the certificate to be enclosed).
2. The bidder should be reputed firm, having prior work experience minimum of three years in designing, script writing, printing/publishing of Placement E-Brochure as on 31st March 2020. **Please attach work completion report along with Work Order.**
3. Preference will be given to those bidders/vendors having work experience in IIMs/IITs/Central/State Universities. **Please attach work completion report along with Work Order.**
4. The bidder should attach a copy of ITR of last three years (2017-18, 2018-19, 2019-20).
5. The bidder should not have been blacklisted or debarred by any Government Organization/PSU etc. The declaration should be on company's letter head **only**. The matter is given in Annexure-II.
6. A sample of work done before along with the list of clientele should be submitted along with this bidding document. **Please attach sample brochure.**
7. The RFQ should be sent by Registered/Speed post or Courier services only. The RFQ received after the due date/time (Monday 17th August 2020 till 1400 hours) or by any other mode shall not be considered for processing.
8. The firm who does not meet anyone of above criteria will be treated as disqualify and will not be consider. Therefore, please attach all relevant document as requested.

B. EARNEST MONEY DEPOSIT (EMD):

1. An EMD in shape of Bank Demand Draft/PO of **Rs. 5000/- (Rupees Five Thousand Only)** in favour of **INDIAN INSTITUTE OF MANAGEMENT LUCKNOW NOIDA CAMPUS, PAYABLE at NOIDA** along with sealed quotation. Any bid not accompanied by required EMD, shall be deemed to be invalid & will be rejected. The Earnest Money Deposit will be returned to the unsuccessful bidder without interest, after award of work to the successful bidder.
2. The firm registered with NSIC/MSME should attach VALID document (in relevant area) regarding exemption of EMD. Further in that case the firm may be exempted only from depositing EMD but in case of awarding the contract/order the vendor has to deposit Performance Security deposit.
4. The successful bidder's EMD will be refunded after completion of the contract without interest. 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.
5. The date of the demand draft should be after the publication of this tender.

C. GUIDELINES FOR BIDDERS

1. Indian Institute of Management, Lucknow, an autonomous body, set by the Ministry of Human Resources Development, Government of India. Indian Institute of Management, Lucknow Noida Campus is an extension of IIM Lucknow. IIM Lucknow Noida Campus invites offers from reputed Creative Agencies/Designing firms/vendors with the specified specifications in prescribed Performa.
2. Institute invites the quotations for designing and supply of PGPSM 05 and PGPSM 06 Placement Digital E-Brochures at IIM Lucknow Noida Campus.
3. The bidder who has downloaded the RFQ from the Institute website shall not tamper/modify the tender form including downloaded price 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.
4. The RFQ/bid shall be remain valid for 60 days (Sixty 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.
5. Intending tenderers are advised to visit Institute website www.iiml.ac.in regularly till closing date of submission of tender for any Corrigendum/Addendum/Amendment.
6. Place of Photo shoot and delivery of E-brochure will be **Indian Institute of Management Lucknow Noida Campus, B-1, Institutional Area, Sector 62, Noida 201307, UP.**
7. The work includes professional profile, related infrastructure photo-shoots for Placement E-Brochure, designing and Supply of Placement E-Brochure latest by **Delivery Deadline: 30th September 2020.**
8. Soft copy of E-brochure in PDF format shall be provided by the selected vendor without any extra cost.
9. Students Profile for Placement Brochure will be provided by the Incharge, PGPSM Placement Office, IIM Lucknow Noida Campus. After completions of the work, the bidder should returned all sources file, Flip-Book, all digital format photographs to the Incharge, PGPSM Placement Office, IIM Lucknow Noida Campus..
10. No TA/DA or any other incidental charges will be provided to visit IIM Lucknow Noida Campus for that work.
11. In case of any query, please contact:-

Email id is pgpsm-placementoffice@iiml.ac.in, purchase_iimlnc@iiml.ac.in
Phone number : 0120 6678496, 0120-6678545, 8410

D. SCOPE OF WORK FOR PLACEMENT DIGITAL E-BROCHURE & PLACEMENT WEBPAGE/WEBSITE

1. Concept, visualization, Design, Artwork Development, Editorial support, Digital Proofing.
2. Conceptualizing theme for Placement E-Brochure and placement website.
3. Professional Photo shoot of campus infrastructure required for Placement E-Brochures. Soft copies of the entire photo shoot to be submitted in DVD format within 7 days post completion of photo shoot. (Photoshoot is on requirement basis; a final call will be taken depending on the circumstances by end of the year).
4. Designing of Placement E-Brochure and Placement website, in consultation with the PGP-SM placement office.
5. Web portal development which would contain the details of all students and have various filters based on industry, experience etc.
6. Content editing: The content will be provided by PGPSM Placement Office which will contain around 8-10 pages having the following information: -
 - a) Director's Message
 - b) Chairman's Message
 - c) Placement Committee Message
 - d) About IIM Lucknow Campus and IIM Lucknow Noida Campus
 - e) Academic Programme Details
 - f) Faculty
 - g) Courses
 - h) Campus imitative and activities
 - i) Batch profile
 - j) Details of new batch students with photographs etc.
 - k) Last year recruiters' details with logo's
7. Conversion of fully developed PGPSM 05 and PGPSM 06 Placement Brochure in E-Brochure for upload on our website portal in a compatible size which could be linked and hosted on the website of IIM-L. (which should be less than 5 MB in size).

E. GENERAL TERMS AND CONDITIONS:

1. This RFQ document should be duly signed and stamped by the authorized person agencies/firms/Contractor on each page as a proof to confirm the acceptance of the entire Terms & Conditions of Tender. Tender with an additional condition shall be rejected forthwith.
6. At any stage, if it is found that the documents and certificates submitted by the bidder/tenderer agencies/firms/Contractors are found forged or have been manipulated, the contract shall be cancelled and Performance Security deposited in the Institute shall be forfeited without any claim whatsoever on Institute. Further the Institute can also take action as appropriate under the extant laws.
7. Subletting the work to another agencies/firms/Contractors is not be allowed without prior written permission of the competent authority of the Indian Institute of Management Lucknow Noida Campus.
8. The decision of Director, Indian Institute of Management Lucknow will be final and binding.

F. PAYMENT TERMS: -

- a. Payment will be made after successful completion of complete work.
- b. Insurance, Packing and Forwarding charges are inclusive in above price.
- c. Consigned to Indian Institute of Management Lucknow Noida Campus
- d. Bill to be made in the name of Director, IIM Lucknow, Noida Campus

G. OTHER CONDITIONS:

1. The date of opening sealed quotations will be 19th August 2020 at 11:30 AM. In case of any change in date and time of opening of sealed quotations, will be communicated in due course of time through e-mail.
2. **THE RFQ IS LIABLE TO BE IGNORED IF COMPLETE INFORMATION IS NOT PROVIDED AS PER PRESCRIBED FORMAT AND REQUIRED INFORMATION. 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.**
3. However, IIM Lucknow Noida Campus reserves the right not to accept the lowest bidder or not to assign any reason for rejection of any or all the bids. IIM Lucknow reserves the right for accepting the whole or any part of the bids.
4. 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.
5. The submission of tender will bind the tenderer to acceptance of all conditions specified herein and in addition to the conditions of the contract.
6. 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.
7. The successful bidder will depute technically qualified executive to coordinate the job with PGPSM Placement Team of IIM Lucknow Noida Campus.
8. The basic guidelines/layout of the PGPSM Placement E-Brochure will be provided by PGPSM Placement Coordinator, IIM Lucknow Noida Campus. However, the final correction formatting will be carried out by the vendor.
9. If the bidder withdraws his bid during the period of bid validity, the EMD shall be forfeited and the firm may be blacklisted.

Penalty for Non-Compliance: -

1. In case any error or defect is noticed in E-brochure/Webpage after delivery, 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.
2. The vendor will be expected to correct the error or defect in E-Brochure, designing and Supply of Placement E-Brochure latest by **Delivery Deadline: 30th September 2020.** In case of delay penalty shall be imposed by the PGPSM Placement Office, IIM Lucknow Noida Campus.
3. 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 blacklisted.

4. Execution of job should be of standard quality, neat and accurate according to the specifications, where IIM Lucknow Noida Campus 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 risk & cost of the selected vendor.

Conciliation/Arbitration

1. 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.
2. 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:

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.

I have read all the terms and conditions of this document. I hereby accepting all the mentioned Terms & Conditions of the above contract of IIM Lucknow Noida Campus.

Signature _____

Company Seal _____

ANNEXURE-“II”

To,

The Director
Indian Institute of Management Lucknow Noida Campus,
Plot B-1, Institutional Area, Sector -62
Noida 201307 - UP.

Subject:- Non-Blacklisting declaration in reference to the Tender No: IIML NOIDA
CAMPUS/PGPGM PLACEMENT BROCHURE /2020/004 dated 04th August 2020

Dear Sir,

This is to notify you that our Firm/Company/Organization-----
----- intends to submit a proposal in response to invitation from
Creative Agencies and Designing firm for designing and Supply of Placement E-Brochures
for PGPSM 05 and PGPSM 06 at IIM Lucknow Noida Campus B-1, Sector-62 Noida UP
201307. In accordance with the above we declare that our Firm/Company/Organization
does not involved in any major litigation that may have an impact of affecting or
compromising the delivery of services as required under this assignment.

We are not blacklisted by any Central/State Government/agency of Central/State
Government of India or any other country in the world/Public Sector Undertaking/any
Regulatory Authorities in India or any other country in the world for any kind of fraudulent
activities.

Date :

Yours Faithfully,

(Signature of the Bidder, with Official Seal)



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INDIAN INSTITUTE OF MANAGEMENT LUCKNOW NOIDA CAMPUS

Plot no. B-1, Institutional Area, Sector -62, Noida-201307, U.P

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Email id is pgpsm-placementoffice@iiml.ac.in, purchase_iimlnc@iiml.ac.in

Website: www.iiml.ac.in

FINANCIAL DETAILS

ANNEXURE- "I"

Name of the Firm/Agency		:
Name of the authorized person who signs on the tender document)		
Address of the Firm/Agency		
E-mail address Phone No/Mobile No.		
S.No.	Documents to be submitted in proof of Eligibility	Details Required
1	GST No. Attach a photocopy as documentary evidence.	
2	PAN No Attach a photocopy as documentary evidence.	
3	Non Black Listing Certificate (Self declaration) on company letter head	
4.	Attach a copy of sample of similar work done along with the list of clients.	
5.	ITR of last three years (2017-18, 2018-19, 2019-20). Attach a photocopy as documentary evidence.	
6.	Earnest Money Deposit of Rs. 5,000/- (Rupees Five Thousand only) in the form of Demand Draft in favoring Indian Institute of Management Lucknow Noida Campus, payable at Noida.	Name of Bank
	
		EMD DD No/.
		Dated:
		Amount : Rs:.....

S. No	Specification of Items	Price In (Rs.)	GST	Total Price in (Rs.)
7	<p>PGPSM Placement E- Brochure Profile Photo shoot, and infrastructure photos required for this E-Brochure and Placement webpage/website a under:-</p> <p>Concept, visualization, Design, Artwork Development, Editorial support, Digital Proofing. Conceptualizing theme for Placement E-Brochure and placement website. Professional Photo shoot of campus infrastructure required for Placement E-Brochures. Soft copies of the entire photo shoot to be submitted in DVD format within 7 days post completion of photo shoot. (Photoshoot is on requirement basis; a final call will be taken depending on the circumstances by end of the year). Designing of Placement E-Brochure and Placement website, in consultation with the PGP-SM placement office. Web portal development which would contain the details of all students and have various filters based on industry, experience etc.</p> <p>Content editing: The content will be provided by PGPSM Placement Office which will contain around 8-10 pages having the following information: -</p> <p>Director’s Message, Chairman’s Message, Placement Committee Message, About IIM Lucknow Campus and Noida Campus, Academic Programme Details, Faculty Courses, Campus imitative and activities, Batch profile Details of new batch students with photographs etc. Last year recruiters’ details with logo’s.</p> <p>Conversion of fully developed PGPSM 05 and PGPSM 06 Placement Brochure in E-Brochure for upload on IIML website portal in a compatible size which could be linked and hosted on the website of IIML. (which should be less than 5 MB in size).</p>			
8	Any other charges, if any			
9.	After issuance of Work Order complete scope work will be successfully completed.	Delivery Deadline: 30th September 2020.		
10.	Grand Total			
(Rupees				

I have read all the terms and conditions of this RFQ document give my/we acceptance of the above work of IIM Lucknow Noida Campus.

Place :

(Signature of the Contractor or His authorized signatory)

Date :

(Name with Official Seal/Stamp)