



भारतीय प्रबन्ध संस्थान लखनऊ
INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

Prabandh Nagar, IIM Road, Lucknow
Uttar Pradesh - 226013
Tel. 0522-6696917, Fax: 0522 2734025
Website: www.iiml.ac.in

NIT No. – IIML/PUR/ANNUAL REPORT/003/2024-25

Date: 21/05/2024

NOTICE INVITING TENDER (NIT) FOR DESIGNING AND PRINTING OF ANNUAL REPORTS

E-tenders are invited in a Two-Bid System (i.e., Technical Bid & Financial / Price Bid) from reputed and Creative Agencies and design firms for Designing, Formatting, Editing, Printing, and supplying of Annual Report (Hindi and English) with envelope. A free view of NIT is available on the Govt e-procurement portal, i.e., <https://eprocure.gov.in>, and on the Institute website, www.iiml.ac.in. Interested bidders/ agencies are requested to submit their bids through eProcure portal using their Digital Signature. The tender documents comprise a technical bid and a Financial / price bid. You are requested to download the Tender upon acceptance of the terms & conditions. The technical bid in pdf format and price bid duly in excel format only duly filled will be uploaded on e-Procure portal i.e., <https://www.eprocure.gov.in>, using Digital Signature before the last date & time of submission as mentioned in NIT. 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 2023-24 in English and Hindi with envelope”
Last date & Time for Submission of bids online	21 days from date of publishing the bid
Date of opening of the Technical Bids	Next working day after the closing date Interested bidders may attend the technical bid opening.
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 tender's opening date.
Estimated Tender value for three years	Rs. 5,10,000/-
Estimated Annual Tender Value	Rs. 1,70,000/-
Bid Security/EMD	Rs. 10,200/-
Name, Designation, and Address of Tender Inviting Authority	The Chief Administrative Officer Indian Institute of Management Lucknow Prabandh Nagar, IIM Road, Lucknow - 226013 Phone: 0522-6696917



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Introduction and Definitions:

Indian Institute of Management Lucknow invites bids from the reputed and Creative Agencies and Designing firms for Designing, Formatting, proofreading, Printing, and supplying the Annual Report (Hindi and English) with envelopes.

- The "IIM Lucknow" means Indian Institute of Management Lucknow.
- "Bidder" means the individual or agency participating in this tender and submitting its bid.
- "Successful bidder" means the bidder whom the contract is awarded and work order is issued.
- "Work Order" means the order placed after the issue of a letter of intent signed by the IIML to the agency.
- The Contract Price means the consideration payable to the agency under the work order for the full and proper performance of its contractual obligations.

Scope of Work for Annual Report

- Designing, Formatting, Proof-reading, Digital Proofing, Printing and Fabrication along with delivery
- Production of coloured Annual Report 2023-24 with single colour envelopes
- Conversion of fully developed Annual Report 2023-24 in PDF format for upload on our website

Specifications of the Annual Report 2023-24

1. Annual Report 2023-24 (English) without Financial Statements:

Designing, Formatting, Proof Reading and Supply of Annual Report 2023-24 (Coloured)

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

Pages: 160 (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 2023-24

Paper - 100 gsm super print

Colour - 1 (one)

Quantity: 80 Nos

2. Annual Report 2023-24 (Hindi) with Financial Statements:

Designing, Formatting, Proof Reading and Supply of Annual Report 2023-24 (Coloured)

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

Pages: 200 (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: 55 Nos

3. Annual Report 2023-24 (English) with Financial Statements:

Designing, Formatting, Proof Reading and Supply of Annual Report 2023-24 (Coloured)

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

Pages: 200 (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: 65 Nos

TERMS AND CONDITIONS OF THE CONTRACT

1. The Earnest Money (amount mentioned above) shall be deposited in the below mentioned Institute Bank Account and share the UTR / Transaction number and date of Transaction in the Technical bid and the copy of transaction receipt must be uploaded online on portal with other documents. Those bidders, who are exempted from the deposit of Tender Fee & EMD (Earnest Money Deposit) must submit the relevant certificate to claim the exemption and mention ‘Exempted’ in the Technical Bid where UTR number has been asked. In case the enclosed certificate is not valid or not acceptable to the Institute, the submitted bid will be treated as bid without Tender fee/EMD and will be rejected. EMD will be forfeited in the event of withdraw of bid after the last date or/and Non-acceptance of awarded work order after finalization of the tender documents

Bank Account No.	07231450000294
IFSC Code	HDFC0000723
Name of Bank & Type of Account	HDFC/Savings

2. The obtaining the highest score will be awarded the contract for printing and designing of Annual report for three years on the quoted rates and terms and conditions of this tender document subject to satisfactory performance in the preceding years. In case there is an increase in the number of copies mentioned in this tender document or/ and there is a deviation in the number of pages, the rates will be increased/decreased in the same proportionate ratio.
3. The design of the Annual Reports should be finalized, as per the satisfaction of IIM Lucknow.
4. The vendor will depute a technically qualified executive to coordinate the job with the IIM Lucknow team.
5. The content of the Annual Report of that financial year will be provided by IIM Lucknow.

6. The Cover page design is to be provided within 2 days of receiving the final document (in Word format without an account statement).
7. Draft design of the Annual Report of that financial year to be provided (via email) within 15 days of approval of cover design.
8. Final design (Print ready) without accounts in English to be provided (via email) within 7 days of approval of draft design.
9. Draft design in English & Hindi with accounts to be provided within 15 days of receipt of the compiled Annual Report document.
10. Final design (Print ready) with accounts in English & Hindi to be provided (via email) within 7 days of approval of draft design.
11. The final draft and quality of the printing material will be approved by the IIM Lucknow team before printing.
12. **The Final printed Annual Reports should be delivered to the IIM Lucknow campus within 7 days of approval of the Final Print-ready format of the Annual Report of that financial year.**
13. The vendor should share the dispatch details with the CCMR office on the same day of dispatching (from his office to the IIM Lucknow Campus) the Annual reports. **The place of delivery of the Annual Report will be Indian Institute of Management Lucknow- Prabandh Nagar, IIM Road, Lucknow – 226013 U.P.**
14. The printer will supply all the copies of the Annual Report with Envelope in proper packaging (waterproof and fabric packing over carton).
15. A soft copy of the Annual Report in PDF format will be provided without any extra cost.
16. After completion of the work, you should return all source files to the Corporate Communication & Media Relations Office, IIM Lucknow.

Payment Terms:

17. After completion of the work, the vendor will submit the invoice with necessary enclosures i.e. acceptance of delivered material by CCMR and delivery challans. IIM Lucknow will make the payment for the total work order as per the actual accepted supply of items.
18. Bill to be made in the name of Director, IIM Lucknow.

TECHNICAL CRITERIA

19. For technical evaluation criteria, please refer to Table 1.
20. For sample design (Table - 1, Sl. No. 5) - content and images may be downloaded from the below-mentioned links:
<http://www.iiml.ac.in/gallery>
21. The tenderer should have valid GST, PAN & Firm Registration Numbers / and details thereof should be provided. (Photocopy of the certificate to be enclosed).
22. The bidder should furnish feedback from the clients against the similar kind of job undertaken during the last two years.
23. The firm/agency should not have been blacklisted or debarred by any Government Organization / PSU etc. A self-declaration certificate is to be provided on their letterhead.
24. Bidders are required to produce proof of payment of Earnest Money Deposit (EMD).

Other conditions:

25. The successful bidder is required to furnish **10% of the contract value as a security deposit in the form of a Demand Draft in favor of 'The Indian Institute of Management, Lucknow,' payable at Lucknow**, which will be returned after 60 days of the completion of the contract. In case of deficiency in work, the appropriate penalty will be levied and will be adjusted against future bills and /or Security deposit. No interest will be paid on Security Deposit.
26. 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 the evaluation of technical and financial bids, as per the criteria mentioned in this document.
27. 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.

28. 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.
29. Tender quotation should be uploaded on the online tender site (eProcurement on CPPP) in a 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: -

30. Inferior or defective printed matter shall under no circumstances be accepted by IIM Lucknow.
31. Delay in delivery will attract a penalty of 0.5% of the annual work order value for one week's delay, subject to a maximum of 10%.
32. In case any error or defect is discovered after delivery of the printed matter, the 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 a maximum of 10% of the work order value. However, IIM Lucknow reserves the right to reject the work order if the final printed Annual Reports are not received within the date specified in the Order for the Supply of Annual Reports.
In case any damage is found in the supplied/changed part under the contract period and if the same is not replaced even after the penalty amount, another vendor will carry out the work on RISK and COST of the successful firm/agency.
33. Agreement: The Lowest bidder has to execute an agreement on non-judicial stamp paper of Rs. 100/- between the Institute and the successful bidder within working 30 days from the date of issue of this letter. Payment will not be processed without agreement.
34. Disqualification: The proposal is liable to be disqualified in the following cases:
 - i. Proposal not submitted in accordance with this document.
 - ii. During the 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 the due date and time.
 - v. Proposal is not accompanied by all requisite documents
 - vi. Information submitted in the 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, or rates are disclosed in the technical bid.
 - viii. In case any party submits multiple proposals.

35. Evaluation of Technical Bid

Only those bidders who cross the threshold level of 60% of the technical evaluation shall be considered for the evaluation. Scoring Parameters and weightage percentage are as follows.

36. Evaluation of Financial Bid

Financial proposals of only those agencies/bidders who 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, the former will prevail in case of discrepancies between the partial amount and the total amount or

between words and figures. 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 a weightage of 70 %, while the financial proposals will be allotted a weightage of 30 %. A proposal with the lowest cost may be given a financial score of 100, and other proposals are given financial scores that are inversely proportional to their prices. The total technical and financial score 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.

$$\text{Overall Score} = \frac{\text{Score of Technical Bid} \times 70}{\text{Highest Score of Best Technical Bid}} + \frac{\text{Lowest Financial Bid} \times 30}{\text{Price of Financial Bid}}$$

The selection of tender will be based on the overall score calculated from the formula. An Example of the same is presented below:

Tenderer	The 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

S. 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 with Report / Brochure (Annual Report / Placement / Programme brochure etc.) of IIMs / IITs / IISER / NITIE - Above 5 Institutions - 25 Marks - 3 - 5 Institutions - 10 Marks - 2 or less Institutions - 05 Marks	25
3	Total No. of Reports Report / Brochure (Annual Report / Placement / Programme brochure etc.) in IIMs / IITs / IISER / NITIE in last three years - 8 - 10 - 15 Marks - 5 – 7 - 12 Marks - 3 – 5 - 09 Marks - Less than 3 - 06 Marks	20
4	Quality of published work (On the basis of three samples of actual work done to be submitted in the last three years along with the technical bid) to be assessed by the 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/00/2023-24 dated /05/2024

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. :
7. Details of EMD deposited or valid MSME :

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 the past 3 years.	(To be Attached)
2	Three samples of actual work done in the last three years, along with the list of clientele	(To be Attached)
3	GST, PAN & Firm Registration Numbers	(To be Attached)
4	Bid Security Declaration	(To be Attached)
5	The tender document is duly signed and stamped on each page.	(To be Attached)
6	A self-declaration certificate of a non-blacklisted company	(To be Attached)

(Signature and Stamp of the Bidder/ authorized signatory)

Date:

FORMAT FOR SUBMISSION OF FINANCIAL BID

BOQ / financial bid format has been provided separately in Excel format on the procure portal. The bidder is requested to fill in the format and upload the same.

DON'T DISCLOSE YOUR RATES IN THE TECHNICAL BID.