



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

TECHNICAL BID

NOTICE INVITING E-TENDER from reputed and Creative Agencies and Designing firms for Designing, Formatting, Editing, Printing and Supply of Annual Report 2017-18 in English and Hindi 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 www.eprocure.gov.in.

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 120 days (One hundred and twenty Days) after the date of bid opening.

Scope of Work for Annual Report 2017-18

1. Designing, Formatting, Proof reading, Digital Proofing, Printing and Fabrication along with delivery
2. Production of coloured Annual Report 2017-18 with single colour envelopes
3. Conversion of fully developed Annual Report 2017-18 in PDF format for upload on our website

Specifications of the Annual Report 2017-18

1. Annual Report 2017-18 (English) without Financial Statements:

Designing, Formatting, Proof Reading and Supply of Annual Report 2017-18 (Coloured)

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

Pages: 110 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)

Envelope:

Size - 9" x 12" for **Annual Report 2017-18**

Paper - 100 gsm super print

Colour - 1 (one)

Quantity: 150 Nos

2. Annual Report 2017-18 (English) with Financial Statements:

Designing, Formatting, Proof Reading and Supply of Annual Report 2017-18 (Coloured)

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

Pages: 140 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)

Envelope:

Size - 9" x 12" for Annual Report

Paper - 100 gsm super print

Colour - 1 (one)

Quantity: 150 Nos

3. Annual Report 2017-18 Hindi with Financial Statements:

Designing, Formatting, Proof Reading and Supply of Annual Report 2017-18 (Coloured)

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

Pages: 140 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)

Envelope:

Size - 9" x 12" for Annual Report

Paper - 100 gsm super print

Colour - 1 (one)

Quantity: 50 Nos

TERMS AND CONDITIONS OF THE CONTRACT

1. Design of Annual Reports should be finalized, as per the satisfaction of IIM Lucknow within 15 days of awarding of the tender.
2. Upon finalization of the design the printed Annual Reports should be delivered within 30 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 within a month after supply of items mentioned above against your invoices.
7. Bill to be made in the name of the 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 <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 the last two-three 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. EMD in original of **Rs. 7,000/- (Rupees Seven Thousand Only) (in favor of IIM Lucknow)** along with Sealed Tender (Technical Bid) must reach Purchase Office, Indian Institute of Management Lucknow, Prabandh Nagar, IIM Road, Lucknow – 226013 U.P. before the tender opening date.
14. The Earnest Money of the unsuccessful bidder(s) (No interest will be paid on EMD) will be returned as soon as the printer/bidder is finalized.
15. The successful bidder's EMD will be refunded after completion of the contract. In case of deficiency in work, appropriate penalty will be levied and will be adjusted against future bills and /or EMD deposit.
16. The successful bidder is required to furnish 10% of the contract value as security deposit, which would be returned on successful completion of the job.

Other conditions:

17. The last date for receiving the tender in all respect is 12:00 noon on October 31, 2018.
18. The opening date will be intimated to the bidders. The successful bidder will be selected on the basis of evaluation of technical and financial bid, as per the criteria mentioned in this document.
19. **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.**
20. 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.
21. The vendor will depute technically qualified executive to coordinate the job with IIM Lucknow team.
22. The content of the Annual Report 2017-18 will be provided by IIM Lucknow.
23. The final colored draft and quality of the printing material will be approved by IIM Lucknow team before printing.
24. The printer will supply all the copies of the Annual Report 2017-18 with Envelope in proper plastic packaging (water proof and fabric packing over carton).

Penalty for Non-Compliance: -

25. Inferior or defective printed matter shall under no circumstances be accepted by IIM Lucknow.
26. 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.

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.

Evaluation of Financial Bid

Financial proposals of only those companies 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, 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%. Proposals 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) | 30 |
| 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 - Above 5 Institutions - 20 Marks - 3 - 5 Institutions - 10 Marks - 2 or less Institutions - 05 Marks | 20 |
| 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 | 15 |
| 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.) | 15 |
| 5 | Proposed three sample designs to be submitted along with the technical bid (Understanding of the work, proposed format, Image/Printing Quality) | 20 |

FORMAT FOR SUBMISSION OF TECHNICAL BID

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. GST Number :
6. Phone Number :
7. Mobile Number :

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 | PAN & Firm Registration Numbers | (To be Attached) |
| 4 | Earnest Money Deposit in the form of Demand Draft/Pay Order in favouring Indian Institute of Management Lucknow payable at Lucknow | EMD DD No/. Dated: Amount: Rs:..... |
| 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
(To be submitted on the letter head of the bidder)

| S. No. | Documents to be submitted | Rate per unit (₹) |
|---------------|--|--------------------------|
| 1 | Designing, Formatting, Proof reading, Digital Proofing, Printing and Fabrication along with delivery | |
| 2 | Production of coloured Annual Report 2017-18 with single colour envelopes | |
| 3 | Conversion of fully developed Annual Report 2017-18 in PDF format for upload on our website | |
| 4 | Cartage charges | |
| 5 | Delivery charges | |
| 6 | GST (if applicable) | |
| 7 | Total cost per unit | |

(Signature and Stamp of the Bidder/ authorized signatory)

Date: