



भारतीय प्रबन्ध संस्थान, लखनऊ

INDIAN INSTITUTE OF MANAGEMENT LUCKNOW

Prabandh Nagar, IIM Road, Lucknow, Uttar Pradesh - 226 013

Phone: 0522-6696929, 6696917,

Website: www.iiml.ac.in; E-mail: purchase@iiml.ac.in

To, M/s	ENQUIRY No: IIML/PUR/PROJECT REPORT-C-292 /2019 Date: 14 th February 2019
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Dear Sirs,

IIM Lucknow invites quotation for **DESIGNING, FORMATTING, EDITING, PRINTING AND SUPPLY OF PROJECT REPORT**. Three PROJECT REPORT needs to be printed with thirteen copies each. Accordingly, Approx. Total 39 (Thirty-Nine) (13X3=39) PROJECT REPORT to be printed. Each PROJECT REPORT contains 80, 100 -120 pages.

Kindly submit your quotation as per **Annexure-"A"** with the most competitive rates, validity of rates etc., in a sealed envelope addressed to the **Officer on Special Duty, Indian Institute of Management, Prabandh Nagar, IIM Road, Lucknow - 226 013 (UP) latest by 3:00 PM of 06th March 2019 (06/03/2019)**. The quotations should be sent titled by "ENQUIRY No: IIML/PUR/ PROJECT REPORT-C-292" through Registered/Speed post/Courier services only. Quotations received after the due date/time i.e. **06th March 2019 (06/03/2019) after 3:00 PM** will not be consider for further processing.

Thanking you,

Yours faithfully,


Administrative Officer
Purchase & Stores



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QUOTATIONS ARE INVITED FOR DESIGNING, FORMATTING, EDITING, PRINTING AND SUPPLY OF PROJECT REPORT.

1.	Name of the work	DESIGNING, FORMATTING, EDITING, PRINTING AND SUPPLY OF PROJECT REPORT
2.	Bid Advertisement No & Date	ENQUIRY No: IIML/PUR/PROJECT REPORT-C-292 /2019 Dated: 14/02/2019
3.	Availability of Bid forms on IIM LUCKNOW official website www.IIM Lucknow.ac.in (tender & notices)	06th March 2019 (06/03/2019) upto 3:00 PM
4.	Date of Opening Bid	07th March 2019 at 3:00 PM IIM LUCKNOW
5.	Minimum eligibility criteria	<ul style="list-style-type: none">• GST No. of the Firm• Minimum two years work experience (as on 31st December 2018) in designing formatting, editing printing and supply of Project report/Annual Report.• Experience in IIMs/IITs Govt. Institutions University will be given preference.
6.	Application Fee	Rs. 500/- (Rupees Five Hundred only) in the form of Demand Draft (any nationalized bank) in favour of Indian Institute of Management Lucknow
7.	Address to which Bid along with Application Fee, is to be sent	The Officer on Special Duty Indian Institute of Management Lucknow Prabandh Nagar, IIM Road, Lucknow – 226 013 Uttar Pradesh Tel : 0522-6696988 -6696983
8.	Contact Person (if any clarification is required in this matter)	The Administrative Officer (Purchase & Store) Indian Institute of Management Lucknow Prabandh Nagar, IIM Road, Lucknow – 226 013 Uttar Pradesh Tel : 0522-6696929, 6696917

Introduction:

The Indian Institute of Management Lucknow was established by the Govt. of India in the year 1984. Since then IIM LUCKNOW has touched a million lives directly or indirectly through its faculty, alumni and support staff. IIM LUCKNOW moulds its students into value-driven leaders, managers, and global players. The institute undertakes a diverse range of academic activities aimed at creation, dissemination, and application of management knowledge and practice.

General Terms and Conditions:

For the purposes of this Tender Document, the Indian Institute of Management Lucknow, Prabandh Nagar, IIM Road, Lucknow – 226 013 Uttar Pradesh shall be referred to as 'IIM Lucknow' and the intending, participating and successful bidders shall be referred to as 'BIDDER/ CONTRACTOR/AGENCY'. The tender document may downloaded tender document from our web site www.iiml.ac.in. The Bidder who had downloaded the tender document should submit the tender document before last date of along with the supporting document; else tender document for the bid will not be accepted.

(A) INSTRUCTIONS

- (1) The Bidders who are interested in participating in the tender must read and comply with the instructions and the terms and conditions contained in the tender document.
- (2) The bids shall be filled in by the Bidder clearly, neatly and accurately. Any alteration, erasures or over-writing would be liable to make the tender invalid unless the same is neatly carried out and attested over the full signature of Bidder. The decision of IIML to interpret the information and rates filled in by the Bidder shall be final and binding on the Bidder.
- (3) The Bidders are requested to make themselves fully conversant with the General Conditions, Technical Specifications, and norms to be observed, etc. at the time of submitting their bids. The Bidder is deemed to have examined and understood this tender document, and fulfil his contractual obligation within the scheduled rates and to have satisfied himself to the sufficiency for his offer.
- (4) The Bidders are required to fill in complete and accurate details as required under the tender documents. Failure to furnish all the information as required under the bid documents or submission of a bid containing deviations from the contractual terms and conditions, specifications or requirements shall be treated and rejected as being non-responsive.
- (5) The Bidders are expected to carefully examine all instructions, forms, terms and specifications in the bid documents and to fully inform themselves as to all the conditions and matters, which may affect the subject matter of the work/tender or the cost thereof. If any errors, discrepancies or omissions are found in the documents or any Bidder is in doubt as to the true meaning or interpretation of any part, he shall seek necessary clarifications. However, no claim of any nature on account of any errors found in the tender documents shall be entertained.
- (6) Conditional offers shall be rejected at the outset.

(7) IIML reserves the right to amend and modify the bidding documents at any time prior to the deadline for submission of bids, either at its own discretion or in response to a clarification requested by a prospective Bidder. In such cases, the IIML may in its discretion extend the deadline for submission of bids in order to facilitate the prospective Bidders for incorporating the effect of the amendment in their bids.

(8) IIML reserves the right to qualify / disqualify any applicant without assigning any reason.

(9) The IIML shall pay the agreed amount on production of bill. No other charges of any kind shall be payable except as under the contract.

(10) Under no circumstances the successful bidder/Agency is entitled to claim any other charges over and above the charges prescribed in the terms of this contract.

11) In case of non-compliance/non-performance of the services according the terms of the contract, the IIML shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.

12) The decision of IIML in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.

(B) PERFORMANCE SECURITY DEPOSIT

(1) The successful Bidder shall deposit an amount of Rs. 2500/- (Rupees Two Thousand Five Hundred only) as a performance security in the form of Demand Draft (any nationalized bank) in favour of Indian Institute of Management Lucknow payable at Lucknow.

(2) The Performance security shall be returned to the successful Bidder after successful completion of work. No interest shall be payable on Performance security.

(5) The Performance security will be forfeited if the successful bidders do not complete the contractual work at per instruction received from concerned department.

(C) EFFECT & VALIDITY OF BID

(1) The Bid offer shall be kept valid and shall have the validity period of thirty days from the due date for submission of bid.

(D) AWARD OF CONTRACT

(1) The successful Bidder shall be intimated of his selection through the Letter of Intent or Letter of Award / Work Order, which shall be sent to him through e-mail.

(E) MINIMUM ELIGIBILITY CRITERIA

- GST No. of the Firm
- Minimum two years work experience (as on 31st December 2018) in editing, designing and printing of Project report/Annual Report.
- Experience in IIMs/IITs Govt. Institutions University will be given preference.

Director/Officer on Special Duty, IIM Lucknow reserves right to modify/relax eligibility criteria in case none of the Bidder is able to fulfil the required criteria as cited below:-

PROJECT REPORT specifications are as under:-

- Designing, Formatting, Editing and Supply of Project Report
- Size - International A-4 size (8.25" x 11.75") Portrait/ Landscape
- Tentative page of each project Report is 120, 80, 100
- Cover :- 300 GSM Imported Art Card
- Text - 130 GSM Imported Art Card
- Multi- Colour Printing of Photo and text
- Finish - Varnish/ laminate
- Fabrication - Smart Bind with matt lamination on outer cover pages
- Copies required 13 (thirteen) each
- Envelope :-
- Size 9 " X 12 " for Project Report Paper 100 GSM, Super Print Colour 1 (one)
- Submission of Proof Reading of PROJECT REPORT to the Authorize Person of IIML:- **Within Two Weeks after awarding work order.**
- Delivery of PROJECT REPORT to the Authorize Person of IIML:- **Within Three Weeks after getting OK of proof reading.**

(F) WORK CERTIFICATION

(1) The work done and executed by the Contractor shall be approved and certified by the authorised personnel of IIML in accordance with the terms and conditions of this contract and the rules and norms of IIML.

(G) FORCE MAJEURE

The Parties hereto shall be relieved from the performance of the obligations as herein contemplated or from any penal consequences on account of non-performance which is attributable directly to force majeure conditions, which conditions are not in the power, domain or control of the Party affected. The Party seeking protection of such force majeure condition shall be required to send a notice of the existence and continuation of such conditions to the other Party and only there upon the suspension of obligations shall follow.

For this purposes hereof, force majeure conditions shall mean in event beyond the control of the Party and not foreseeable by the Party and shall include events of floods, explosions, riots, wars, hurricane, epidemics, any other Act of God, quarantine restrictions, terrorism, government actions and provided always that such acts result in the impossibility of the further performance of the contract.



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QUOTATIONS ARE INVITED FOR DESIGNING, FORMATTING, EDITING, PRINTING AND SUPPLY OF PROJECT REPORT.

Please Quote competitive rates:-

S.No.	Descriptions of the Firm	
1	GST No. of the Firm (attach attested copy)	
2	PAN/ GIR No. of the Firm (attach attested copy)	
3	Name of Tendering Company/Firm	
4	Name and Contact No. and E-mail Address of proprietor/Director of company/Firm/ Contractor	
5	Application Fee Details	
6.	Relevant Experience (in months) as on 31/12/2018	
7.	Experience IIT/IIM/Govt. Universities (in months)	

Sr No.	Particulars	Rate	GST %	Total Amount
1	<ul style="list-style-type: none"> ➤ Designing, Formatting, Editing, Printing and Supply of Project Report ➤ Size - International A-4 size (8.25" x 11.75") Portrait/Landscape ➤ Text – 130 GSM Imported Art Card ➤ Multi- Colour Printing of Photo and text ➤ Finish - Varnish/ laminate ➤ COVER Fabrication - Smart Bind with matt lamination ➤ Copies required 13 (thirteen) each ➤ Tentative page of each project Report- 120, 80, 100 	Rate of one complete project report		
2.	Rate of thirteen (13) complete project report			
3.	Any other charges (if any)			

Certified that all above information's are correct to the best of my/ our information, knowledge and belief.

Dated

Name & Signature with Seal of the Bidder