



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/YEARBOOK/31/2018-19 Date: 21/12/2018
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Dear Sirs,

IIM Lucknow intend to hire agency / firms for DESIGNING AND PRINTING OF YEAR BOOK FOR OUTGOING BATCH OF 2019. ACCESS TO PROPRIETARY PORTAL TO ALL PGP/ABM STUDENTS. Approx. Total 450 (Four Hundred fifty) year books to be printed. Each book contains 280 (Two Hundred Eighty) pages.

Kindly submit your quotation on www.eprocure.gov.in in **Annexure-"A"** with the most competitive rates, validity of rates etc. and send Earnest money Deposit of Rs. 10,000/- (Rupees Ten Thousand only) in shape of Demand Draft, in a sealed envelope addressed to the Officer on Special Duty, Indian Institute of Management, Prabandh Nagar, IIM Road, Lucknow - 226 013 (UP) before 1500 hours on 27/12/2018. The quotations should be sent titled by "ENQUIRY No: IIML/PUR/YEARBOOK/31/2018-19 Date: 21/12/2018-TENDER of YEAR BOOK 2019" through Registered/Speed post/Courier services only. Quotations received after the due date/time i.e. 27/12/2018 upto 3 PM will not be consider for further processing.

Thanking you,

Yours faithfully,

Administrative Officer
Purchase & Stores



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1.	Name of the work	DESIGNING AND PRINTING OF YEAR BOOK FOR OUTGOING BATCH OF 2019 ACCESS TO PROPRIETARY PORTAL TO ALL PGP/ABM STUDENTS OF IIM LUCKNOW
2.	Bid Advertisement No & Date	IIML/PUR/YEARBOOK/31/2018-19 dated 21/12/2018
3.	Availability of Bid forms on IIM LUCKNOW official website www.IIM Lucknow.ac.in (tender & notices)	Seven days i.e. upto 27/12/2018 at 03:00 PM
4.	Earnest money Deposit (EMD)	INR 10,000/- (Rupees Ten Thousand Only) by way of Demand Draft drawn in favour of Indian Institute of Management Lucknow payable at Lucknow should be submitted along with the bid.
5.	Mode and Deadline for submission of Bid	Quotation should be submitted on www.eprocure.gov.in before 27/12/2018 at 03:00 PM
6.	Date of Opening Bid	28/12/2018 at 03:30 PM, IIM LUCKNOW Campus, Lucknow
7.	Technical Discussion, Presentation & Demo Date.	Will be informed later.
8.	Address to which Bid along with EMD, is to be sent	Officer on Special Duty Indian Institute of Management Lucknow Prabandh Nagar, IIM Road, Lucknow – 226 013 Uttar Pradesh Tel : 0522-6696988 -6696983
9.	Contact Person (if any clarification is required in this matter)	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 to this Tender Document 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 of Contract, Special Conditions of Contract, Technical Specifications, and norms to be observed, etc. at the time of submitting their bids. The Bidder is deemed to have examined and understood the 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) The Bidder shall be disqualified if any untrue statement or misrepresentation is made in the bid forms, attachments and other supporting documents submitted by the Bidder.

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

(10) 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.

(11) Under no circumstances Agency is entitled to claim any charges over and above the charges prescribed in the terms of this contract.

(12) In case of non-compliance/non-performance of the services according to 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.

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

(B) EARNEST MONEY DEPOSIT

(1) The Bidder shall deposit an amount of Rs. 10,000/- (Rupees Ten Thousand only) as earnest money deposit (EMD) along with the bid. The EMD shall be in the form of Demand Draft in favour of Indian Institute of Management Lucknow payable at Lucknow and from any nationalized bank.

(2) The EMD of the successful Bidder will be converted as Security Deposit and will be returned after successful completion of work.

(3) Any bid not accompanied with EMD or if the same are found to fall short, the bid will be rejected.

(4) No interest shall be payable on EMD.

(5) The EMD will be forfeited if the BIDDER (i) withdraws his tender after acceptance or (ii) withdraws his tender before the validity date of the tender Or (iii) not complete the work/event at per instruction received from concerned department.

€ 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.

(2) Further, the successful bidder shall give his request/consent for conversion of EMD into Security Deposit.

€ MINIMUM ELIGIBILITY CRITERIA

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

1. Designing and printing of yearbook for outgoing batch of 2019. Access to proprietary portal to all PGP/ABM students of IIM Lucknow.
2. Software required: Gradi5 portal.
3. Paper quality: 130 GSM. Glossy Paper
4. COVER OF YEAR BOOK: - HARDBOUND
5. YEAR BOOK Size: - A4 PAPER
6. Submission of Proof Reading of YEARBOOK-2019 to the Authorize Person of IIML:- **Within Two Weeks after awarding work order.**
7. Delivery of YEARBOOK 2019 to the Authorize Person of IIML:- **Within Three Weeks after getting OK of proof reading.**
8. Additional Deliverables:
 - A) Creation of community pages and profile content structure in the portal for students to interact
 - B) Softcopy of yearbook to be provided to Media Cell, IIM Lucknow on print sign off
 - C) Testimonial softcopy to be sent to student email ids separately
9. Service Tax Registration certificate / GST Registration.
10. Experience in IIMs/IITs Govt. Institutions University will be given preference.

(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 thereupon the suspension of obligations shall follow.

For this purposes hereof, force majeure conditions shall mean an 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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TENDER FOR DESIGNING AND PRINTING OF YEAR BOOK FOR OUTGOING BATCH OF 2019

ACCESS TO PROPRIETARY PORTAL TO ALL PGP/ABM STUDENTS. ENQUIRY No:

IIML/PUR/YEARBOOK/31/2018-19 Date: 21/12/2018.

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	Address of Tendering Company/ Firm/ Contractor	
6.	Relevant Experience in IIT/IIM/Govt. Universities (in months)	

Please Quote competitive rates:-

Sr No.	Particulars	Rate	GST	Total Amount
1	Designing and printing of yearbook for outgoing batch of 2019. Access to proprietary portal to all PGP/ABM students of IIM Lucknow. 1. Software required as GRADI 5 portal. 2. PAPER: 130 GSM, GLOSSY PAPER, 3. COVER OF YEARBOOK HARDBOUND, 4. SIZE :- A4 PAPER, 5. NUMBER OF PAGES OF YEARBOOK - 280			

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