

**भारतीय प्रबंध संस्थान रायपुर**  
**Indian Institute of Management Raipur**

GEC Campus, Old Dhamtari Road, Sejbahar,  
Raipur 492 015 India

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**Limited Tender Enquiry**

**Subject: Request for Quotation for Designing of Placement Brochure (PGP 2017-19 & 2016-19)**

Please provide your best offer at the earliest through e-mail/post/fax for designing of placement brochure for PGP 2017-19 and 2016-18 batches with below terms & conditions.

RFQ No	IIMR/RFQ/Designing/17-18/02
RFQ For	Designing of Placement Brochure for PGP 2017-19 and 2016-18 Batches
Date of request for quotation on Institute Website & CPPP Portal	24.07.2017
Last date and time for submission of quotation / Proposal	04.08.2017 @ 3:30 PM
Work Completion Period	Within 30 days from date of Issue of Work Order
Contact Person Name	Dr. Satyasiba Das, Mobile No :08455084864 Mr.Ashwani Bhardwaj,Mobile No.09179858388
Eligibility Criteria or Condition for participation in LTE	Please refer Annexure-A
Technical Specification	Please refer Annexure-B
Financial Bid	Please refer Annexure-C

Quotation / Proposal will be send to below **e-mail id** or address:-

**To,**  
**Store and Purchase Officer,**  
Indian Institute of Management Raipur  
GEC Campus, Old Dhamtari Road, Sejbahar,  
Raipur 492 015 India  
Tel.: +91-771-2474705  
Email id – [cdpo@iimraipur.ac.in](mailto:cdpo@iimraipur.ac.in), [abhardwaj@iimraipur.ac.in](mailto:abhardwaj@iimraipur.ac.in) ,

**Eligibility Criteria**

1. Experience: Min.3 years for the similar filed (Exp. certificate must be enclosed).
2. Provided similar service to large govt. institution preferably large academic institutions such as IIMs or IITs (Min.one work order copy should be enclosed).
3. Vendor should be capable to deliver the required service within 30 days (Self declaration letter must be enclosed).
4. Vendor should be capable for delivering digital & interactive brochure (Self declaration letter must be enclosed).
5. Bids are required to be forwarded by Bidders under their original memo/letter pad inter alia furnishing all details as given below :

<b>Sl.</b>	<b>Information required</b>	<b>Details to be furnished by the bidder</b>
1	Name of firm	
2	Nature/name of business	
3	Registered office address	
4	Email id	
5	Contact person name	
6	*Mobile Number	
7	Email id	
8	PAN No.	
9	Major Clients during previous three years	

Seal and Signature of Authorised Signatory

**Technical Specification Details**

<b><u>Sr. No</u></b>	<b><u>Work Detail</u></b>
1.	<b>Designing of placement brochure for PGP 2017-19 and PGP 2016-18 batch.</b> <ul style="list-style-type: none"><li>- Containing 50-60 pages, title cover page and back cover page.</li><li>- Multi colour with photos and text.</li><li>- Designed for paper printing and interactive digital copy</li><li>- Ideal for A4 size printing.</li></ul>
2.	<b>Designing of cover envelope of placement brochure.</b> <ul style="list-style-type: none"><li>- Size as required for the above specifications</li><li>- Should be sufficient to hold both the booklets.</li></ul>

Seal and Signature of Authorised Signatory

**Annexure C**

**Financial or Price Bid**

<b><u>Sr. No</u></b>	<b><u>Work Detail</u></b>	<b>Total Value (In Rs.)</b>
1.	<b>Designing of placement brochure for PGP 2017-19 and PGP 2016-18 batch.</b> - Containing 50-60 pages, title cover page and back cover page. - Multi colour with photos and text. - Designed for paper printing and interactive digital copy - Ideal for A4 size printing.	
2.	<b>Designing of cover envelope of placement brochure.</b> - Size as required for the above specifications - Should be sufficient to hold both the booklets.	
	<b>GST (If applicable)</b>	
	<b>Grand Total</b>	

**Terms & Conditions:**

1. Taxes: Inclusive
2. Freight or delivery charges: Inclusive
3. Payment Terms: Within 15 days after completion of satisfactory work (No advance payment will be permissible).
4. Work Completion Period: Within 30 days from date of Issue of work order.
5. LD or Penalty Clause: 0.5 % of total order value per day. After 5% LD, order will be cancelled automatically and vendor will be blacklisted from Institute.
6. Other Charges, if any: Under vendor scope.

Seal and Signature of Authorised Signatory