

INDIAN INSTITUTE OF MANAGEMENT, RAIPUR
ATAL NAGAR, KURRU (ABHANPUR), RAIPUR C.G. (India)
Tel. 0771-2474-702/705, Fax: 0771-2474701/702
Website: www.iimr.ac.in

TECHNICAL BID

NOTICE INVITING TENDER FOR THE DESIGNING, FORMATTING, EDITING, PRINTING AND SUPPLY OF ANNUAL REPORT / BROCHURE OF IIM RAIPUR

Last date and time for submission of tender: 14th Oct, 2020 - 03:30 PM
Date and time for Opening of Tender : 15th Oct, 2020 - 03:30 PM
Date of opening of the financial bid will be intimated to eligible bidders later on.

NIT No. – IIMR/Tender/2020-21/09 date 21/09/2020. E-tender is invited from the Creative Agencies & Designing firms for the Annual Rate Contract for the Designing, Formatting, Editing, Printing and Supply of Annual Report / Brochure of IIM Raipur in English and Hindi with envelope. A free view NIT is available on Govt. E-Procurement portal i.e. <https://eprocure.gov.in>. Interested Creative and Designing Agencies meeting the eligibility criteria are requested to sign-in (new user sign-in only with DSC) online to obtain user-ID and password using Digital Signature. The tender documents comprise of technical and financial bid. It is requested to download the tender on acceptance of terms and conditions. The technical and financial bid duly filled may be uploaded on the E-Portal of Govt. site i.e. <http://eprocure.gov.in> using Digital Signature before the last date and time of submission as mentioned above. The credentials as listed / mentioned shall be uploaded online.

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 Raipur.

Complete tender documents are available on www.eprocure.gov.in. and www.iimr.ac.in

Introduction (Definitions)

- a) The “IIMR” means Indian Institute of Management Raipur.
- 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 IIMR 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

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

TERMS AND CONDITIONS OF THE CONTRACT

1. Design of Annual Report / Brochure should be finalized, as per the satisfaction of IIM Raipur within 15 days of awarding of the tender.
2. Upon finalization of the design the printed Annual Report / Brochure should be delivered within 45 days of awarding of the work order. Place of Delivery- IIM Raipur
3. Soft copy of the Annual Report / Brochure in PDF format to be provided without any extra cost (For which print, and supply will be required).

Payment Terms:

1. IIM Raipur will make the payment for the total work order within a month after supply of items mentioned above against your invoices.
2. Bill to be made in the name of the CAO, IIM Raipur.

TECHNICAL CRITERIA

1. For technical evaluation criteria, please refer Table 1.
2. For sample design (Table - 1, Sl. No. 5) - content and images may be downloaded from <http://www.iimr.ac.in>
3. The tenderer should have a valid GST, PAN & Firm Registration Numbers/and details thereof should be provided. (Photocopy of the certificate to be uploaded online).
4. The bidder should furnish feedback from the clients against the similar kind of job undertaken during the last three years (Photocopy of the certificate to be uploaded online)
5. The firm/agency should not have been blacklisted or debarred by any Government Organization/PSU etc. A self-declaration certificate to be uploaded online)
6. EMD in original of **Rs. 20,000/- (Rupees Twenty Thousand Only) (in favor of IIM Raipur)** along with samples must reach CAO Office, Indian Institute of Management Raipur, Atal Nagar, Kurru (Abhanpur), Raipur –C.G. before the tender opening date (Photocopy of the EMD to be uploaded online).
7. 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.
8. 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.

Other conditions:

1. The last date for receiving the tender in all respect is 03:30 pm on October 14, 2020.
2. The opening date of the technical bid will be at 03:30 pm on October 15, 2020 . The successful bidder will be selected on the basis of evaluation of technical and financial bid, as per the criteria mentioned in this document.
3. **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.**
4. The vendor will depute technically qualified executive to coordinate the job with IIM Raipur team.
5. The content of the Annual Report / Brochure will be provided by IIM Raipur.
6. The final colored draft and quality of the printing material will be approved by IIM Raipur team before printing.
7. The printer will supply all the copies of the Annual Report / Brochure with Envelope in proper plastic packaging (water-proof and fabric packing over carton).

Penalty for Non-Compliance: -

1. Inferior or defective printed matter shall under no circumstances be accepted by IIM Raipur.
2. 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 Raipur.

Evaluation of Technical Bid

Only those bidders who cross the threshold level 60% of the technical evaluation shall be considered for the evaluation.

Table 1: Technical Evaluation Criteria

Sl. No.	Particulars	Weightage %	Page No of the PDF file (To be filled by bidder for the relevant document/ proof)
1	Vendor Details (No. of technical Staff, Project In-charge, Software to be used for designing, type of printing machine, Turn-over of the firm etc.)	20	
2	Relevance and nature of past experience (last 3 years): Experience of Report / Brochure (Annual Report / Placement/ Programme brochure etc.) of IIMs/IITs/NITs/IISERs/AIIMs - Above 5 Institutions - 20 Marks - 3 - 5 Institutions - 10 Marks - 2 or less Institutions - 05 Marks	20	
3	Work order (any-one of the highest value of the work order) for printing of Reports / Brochure (Annual Report/ Placement/ Programme brochure etc.) in IIMs /IITs/ NITs/ IISERs/AIIMs in last three years - 8 – 10 lakh - 20 Marks - 5 – 7 lakh - 12 Marks - 3 – 5 lakh - 09 Marks - Less than 3 lakh - 06 Marks	20	
4	Performance Report (last 3 years): IIMs/IITs/NITs/IISERs/AIIMs -Excellent – 20 Marks -Very Good- 15 Marks -Good-10 Marks -Satisfactory-05 Marks	20	
5	Proposed two sample designs to be submitted along with the EMD fees (Understanding of the work, proposed format, Image/Printing Quality)	20	To be submitted / dispatched with EMD fees. Mode of dispatch through Speed Post/ Courier/ By hand etc. (Tender reference number should be mentioned in top of the envelop)

Table 2- Evaluation of Financial Bid

Sr. No	Particulars	Approx. Qty	Total Amount
*CATEGORY A			
1.	Size - A-4 size (8.25" x 11.75") Portrait / Landscape Inner 130 GSM Art Paper Matt Finish Multicolor Print Total Number of Pages Approx. 190 (+-10) Size - A-4 size (8.25" x 11.75") Portrait / Landscape Cover 4 Pages 300 GSM Glossy Paper Multicolor Print	200	= Qty x Rate quoted by the respective bidder in Financial bid
*CATEGORY B			
2.	Size - A-4 size (8.25" x 11.75") Portrait / Landscape Inner 130 GSM Art Paper Matt Finish Single Color Print Total Number of Pages Approx. 140 (+-10) Size - A-4 size (8.25" x 11.75") Portrait / Landscape Cover 4 Pages 300 GSM Art Paper Matt Finish Multicolor Print	200	= Qty x Rate quoted by the respective bidder in Financial bid
CATEGORY C			
3.	Size - A-4 size (8.25" x 11.75") Portrait / Landscape Art Paper Matt Finish Multicolor Print Total Number of Pages Approx. 50 (+-10) Size - A-4 size (8.25" x 11.75") Portrait / Landscape Cover 4 Pages 300 GSM Art Paper Matt Finish Multicolor Print	500	
CATEGORY D			
4.	Size - A-4 size (8.25" x 11.75") Portrait / Landscape Art Paper Matt Finish Multicolor Print Total Number of Pages Approx. 20 (+-10)	500	

	Size - A-4 size (8.25" x 11.75") Portrait / Landscape Cover 4 Pages 300 GSM Art Paper Matt Finish Multicolor Print		
CATEGORY E			
5.	Size - A-4 size (8.25" x 11.75") Portrait / Landscape Inner 130 GSM Glossy Paper Multicolor Print Total Number of Pages Approx. 50 (+-10 page)	60	
	Size - A-4 size (8.25" x 11.75") Portrait / Landscape Cover 4 Pages 300 GSM Glossy Paper Multicolor Print		

Notes: -

1. In past, we have done printing as per the specifications mentioned above. The quantity, specification and number of pages are tentative / approximate which may be increased and decreased as per the requirement of Institute. Therefore, bidders are advised to quote the rate in the Financial bid accordingly.
2. Please note that we have planned for printing the Category A & B items i.e Annual Report 2019-20 and the Research Book, which will be required within 45 days from the date of work order (by individual order or combined order). **Therefore, the successful bidder will be the tenderer that will quote lowest rates in avg./ totality for the Category A and B.**
3. The work will be awarded to successful bidder as per the rate quoted in the financial bid.
4. There would be no increase in rates during the Contract period including extension period.
5. There will be no minimum guarantee to get job / work for the printing services.
6. Other terms & conditions will remain the same as per tender document.

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:

Date:

(Signature and Stamp of the Bidder/ authorized signatory)

**FORMAT FOR SUBMISSION OF FINANCIAL BID
(To be filled Online)**

Sr.	Particulars	Unit	Rate without GST
1. Designing, Formatting, Proof Reading, Digital Proofing, Printing and Fabrication along with Delivery			
1.1	Size - A-4 size (8.25" x 11.75") Portrait / Landscape Inner 130 GSM Art Paper Matt Finish Multicolor Print	Page	
1.2	Size - A-4 size (8.25" x 11.75") Portrait / Landscape Inner 130 GSM Art Paper Matt Finish Single Color Print	Page	
1.3	Size - A-4 size (8.25" x 11.75") Portrait / Landscape Inner 130 GSM Glossy Paper Multicolor Print	Page	
1.4	Size - A-4 size (8.25" x 11.75") Portrait / Landscape Inner 130 GSM Glossy Paper Single Color Print	Page	
1.5	Size - A-4 size (8.25" x 11.75") Portrait / Landscape Cover 4 Pages 300 GSM Art Paper Matt Finish Multicolor Print	Cover per book	
1.6	Size - A-4 size (8.25" x 11.75") Portrait / Landscape Cover 4 Pages 300 GSM Glossy Paper Multicolor Print	Cover per book	
1.7	Envelope: Size - 9" x 12" for Annual Report / Brochure Paper - 100 GSM Multicolour Print	Pcs	
1.8	Envelope: Size - 9" x 12" for Annual Report / Brochure Paper - 100 GSM Single Colour Print	Pcs	
1.9	Designing, Formatting and Conversion of fully developed Annual Report / Broacher in PDF format for upload on our website (For which print, and supply will not be required).	Per Page	
2.0	English to Hindi Conversation charges for bulk job having more than 2500 words	Per Word	
2.1	English to Hindi Conversation charges having less than 2500 words	Per Word	

Terms & Conditions: -

1. Taxes: GST will be paid extra as per actual at the time of billing
2. Period of Contract: One year from date of contract which may be extended for further period of two years (01-year ext. + 01 year ext.) on same rate and Terms & Conditions.

(Signature and Stamp of the Bidder/ authorized signatory)

Date: