



IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

No. 1-19/2022-IIMS (PUR)/Misc.-

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
भारतीय प्रबन्ध संस्थान सिरमौर

Rampur Ghat Road,
Paonta Sahib, Sirmaur,
Himachal Pradesh-173025, India.

रामपुर घाट रोड,
पांवटा साहिब, सिरमौर।
हिमाचल प्रदेश - 173025, भारत।

Dated: September 02, 2022

To,

As per list attached at Annexure-A.


.....
.....

Subject: Short Term Tender Notice through Limited Tender Enquiry for "Designing, Printing and Supplying of Placement Brochure 2022-23 for IIM Sirmaur".

Dear Concerned,

Kindly find attached a copy of the Short Term Tender Notice through Limited Tender Enquiry for "Designing, Printing and Supplying of Placement Brochure 2022-23 for IIM Sirmaur" and for further necessary action at your end. The last date of submission of duly signed and stamped tender document alongwith supporting documents is 16.09.2022 by 11:00 am.

II. A copy of tender document has also been uploaded into Institute's website <https://www.iimsirmaur.ac.in>.


Dr. K. Selvanathan,
Senior Consultant (Admin.)

Encl: As above

Copy:

1. Director's Secretariat, IIM Sirmaur.
2. Chairperson- Placements and External Linkages, IIM Sirmaur.
3. I.T. Office, IIM Sirmaur for uploading the tender in the official website.
4. Office Copy.

Annexure-A

Sr. No.	Name of Bidder and address
1.	M/s Sujal Packers, Village- Bherewala, Tehsil- Paonta Sahib, Sirmaur (H.P)-173025.
2.	M/s More Magic, 30 Rash Behari Avenue, Kolkata-700026.
3.	M/s Adservice Ltd., 4 Chowringhee Lane, Diamond Chambers, Block-II, 8 th Floor, Kolkata-700016.
4.	M/s Sangya Brand Solutions, 20/3 Ashwini Dutta Road, Kolkata-700029.
5.	M/s Capital Graphics , Address: S.C.O 133-135, Sector17-C, Chandigarh, E-mail: capital17@gmail.com Phone: 01722703954
6.	M/s Speedways Advertising, Corporate Office, SCO-84 LI-LII Sector-46C Chandigarh-160047.
7.	M/s Ridge Advertising & Marketing Consultants, Spaze i-Tech Park, 138, 1 st Floor, Tower B-3, Sector-49, Sohna Road, Gurgaon, Haryana-122002. Phone No. 7033094457, 9899168421.
8.	M/s Sasthi Infotech49/72, Mohan Nagar, Sahibabad Industrial Area Site 4, Sahibabad, Ghaziabad, Uttar Pradesh 201010.
9.	M/s Azad Offset, Plot no. 144, Press Site, Industrial Area Phase I, Chandigarh, 160002.
10.	M/s Fine Printers, Kesho Ram Complex, SCO 544, Burail, Sector 45C, Sector 45, Chandigarh, 160047.
11.	M/s CONTACT YELLOW PAGES PRIVATE LIMITED, 159 , ISLAM GANJ, NEAR_ NAAZ CINEMA, JALANDHARCITY PUNJAB PB IN Email: contactadvt@gmail.com
12.	M/s Printing 360 Chandigarh, Plot No.74, Dariya Reserved Forest, Industrial Area Phase I, Chandigarh, 160002
13.	M/s Icon Advertising & Marketing, 76, B Chatterjee Road, Kasba, Kolkata - 700042

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IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

**Tender No. IIMS/PUR/Placement Brochure/24/2022-23, Dated: 02.09.2022
INDIAN INSTITUTE OF MANAGEMENT SIRMAUR**

Short Term Tender Notice through Limited Tender Enquiry

For

**“Designing, Printing and Supplying of Placement Brochure
2022-23 for IIM Sirmaur”**

Last Date for submission of Tender: 16.09.2022 at 11:00 AM

Date & Time for opening of Tender: 16.09.2022 at 03:00 PM

**Place of submitting quotations: Tender Box, Academic Block,
IIM, Sirmaur, Paonta Sahib,
Distt. Sirmaur, H.P-173025.**

**STORES & PURCHASE OFFICE,
INDIAN INSTITUTE OF MANAGEMENT SIRMAUR,
Rampurghat Road, Paonta Sahib, H.P-173025.
Website: www.iimsirmaur.ac.in**

Signature of Bidder:.....

Date:.....

Tender No. IIMS/PUR/Placement Brochure/24/2022-23; Dated: 02.09.2022
Indian Institute of Management Sirmaur
Rampur Ghat Road, Paonta Sahib, Distt. Sirmaur, H.P-173025

**Tender for Designing, Printing and Supplying of Placement Brochure
2022-23 for IIM Sirmaur**

“LIMITED TENDER ENQUIRY”

I. Introduction

Indian Institute of Management Sirmaur (HP) is an Institute of national importance under the Ministry of Education, Government of India to provide management education of high quality and to promote allied areas of knowledge and inter-disciplinary studies. The Institute invites sealed tender from registered and reputed agencies / firms including partnership firms for designing, printing and supply of the Placement Brochures as per terms and conditions mentioned in tender document.

II. Scope of Work

1. The Indian Institute of Management Sirmaur from reputed Printers/Printing Press invites sealed Price Quotes for Designing, Printing and Supplying of 2 Sets of Placement Brochure 2022-23 and 2 Sets of Placement Reports adhering to the specifications and as per the terms & conditions mentioned below: -

a) Specifications of Summer and Final Placement Brochures and Reports

Sr. No.	Particulars	Qty. required
1.	Designing, Printing and Supplying of Final Placement Brochure of MBA07 Batch –(2022-23) containing: Cover Page: 300 GSM Mat Art Paper Inner Page: 130 GSM Mat Art Paper No. of Pages: 80 Inner + 4 Cover pages Binding Multi Colour Offset Printing, Section Sewing and Perfect Binding, Lamination: : Mat Lamination on Front Cover (UV coating), size : A4	30
2.	Designing, Printing and Supplying of Final Placement Brochure MBA(THM02) Batch (2022-23) containing: Cover Page: 300 GSM Mat Art Paper Inner Page: 130 GSM Mat Art Paper No. of Pages: 70 Inner + 4 Cover pages Binding Multi Colour Offset Printing, Section Sewing and Perfect Binding, Lamination: Mat Lamination on Front Cover (UV coating), size : A4	30
3.	Designing, Printing and Supplying of Final Placement Report of MBA07 Batch (2022-23) containing: Cover Page: 300 GSM Mat Art Paper Inner Page: 130 GSM Mat Art Paper No. of Pages: 11 Inner + 4 Cover pages Binding Multi Colour Offset Printing, Section Sewing and Perfect Binding, Lamination: Mat Lamination on Front Cover (UV coating), size : A4 Total Number of pages: 15	10
4.	Designing, Printing and Supplying of Final Placement Report of MBA (THM02) Batch (2022-23) containing: Cover Page: 300 GSM Mat Art Paper Inner Page: 130 GSM Mat Art Paper No. of Pages: 11 Inner + 4 Cover pages Binding Multi Colour Offset Printing, Section Sewing and Perfect Binding, Lamination: Mat Lamination on Front Cover (UV coating), size : A4	10

Signature of Bidder:.....

Date:.....

	Total Number of pages: 15	
5.	Designing, Printing and Supplying of Summer Placement Brochure MBA08 Batch(2022-23) containing: Cover Page: 300 GSM Mat Art Paper Inner Page: 130 GSM Mat Art Paper No. of Pages: 90 Inner + 4 Cover pages Binding Multi Colour Offset Printing, Section Sewing and Perfect Binding, Lamination: Mat Lamination on Front Cover (UV coating), size : A4 Total Number of pages: 94	20
6.	Designing, Printing and Supplying of Summer Placement Brochure MBA (THM03) Batch (2022-23)containing: Cover Page: 300 GSM Mat Art Paper Inner Page: 130 GSM Mat Art Paper No. of Pages: 70 Inner + 4 Cover pages Binding Multi Colour Offset Printing, Section Sewing and Perfect Binding, Lamination: Mat Lamination on Front Cover (UV coating), size : A4 Total Number of pages: 74	20
7.	Designing and Supplying of Summer Internship report of MBA08 batch Total Number of pages: 15 (soft copy)	01
8.	Designing and Supplying of Summer Internship report of THM03 batch Total Number of pages: 15 (soft copy)	01
9.	Designing, Printing and Supplying of Envelope for dispatching Brochures through post / courier: Paper: 120 GSM Size: 33X25 Cm Multi-colour offset printing pasting should be good	130
10.	Designing, Printing and Supplying of Corporate Profile of the Institute. Cover Page: 300 GSM Mat Art Paper Inner Page: 170 GSM Mat Art Paper No. of Pages: 36 Inner + 4 Cover pages Total Number of pages: 40 Imported Texture Paper with online coating, Fabrication perfect binding, Closed Size: 8.5" (W) X 11.5" (H).	10
11.	Student (individual/profile) photography for MBA07, MBA08, THM02, THM03 Batches	

2. The number of pages mentioned above are tentative. If there is a marginal change in the number of pages over and above the specified pages for each Brochure, an additional payment will be made on pro-rata basis.
3. Materials like texts, tables, pie charts etc. for designing and printing work will be supplied by the Institute to the service provider in electronic format only.
4. The Bidder should provide cloud based proof correction tool/software without any additional charge to expedite the workflow.
5. Delivery of hard copy of entire quantity of brochures, batch profiles and envelopes should be within 10 days from the date of clearance of sample copy of final print. Delivery time should be strictly adhered to.
6. Institute has the right to reject the work done, if material is not supplied as per specification and no clarification will be entertained.
7. Proof is to be got approved by Institute before execution of work, for logo and other printing matters.
8. A sample copy of the final print in the actual paper material should be confirmed with the Institute before printing.
9. The Printer will provide the photography services as per requirement of the Institute.
10. No additional payment will be released for photography at IIM Sirmaur campus, Paonta Sahib and its permanent campus site at Dhaula Kuan.
11. Boarding, lodging and other miscellaneous expenses will be borne by the successful Bidder.



Signature of Bidder:.....

Date:.....

III. General Eligibility Conditions

1. The Bidder should have at least Two Years experience / Work Orders in designing Placement Brochures or equivalent printed material at IIMs, IITs, IISERs and equivalent Institutions. Copy of successful work completion report must be provided with the Technical Bid.
2. Bidder must have Rs. 05.00/- lakh turnover during last three financial years i.e. 2019-20, 2020-21 and 2021-22 and an audited copy of balance sheet is required to be submitted by the Bidder alongwith the tender documents.
3. Earnest money deposit (EMD):
An EMD of Rs. 10,000/- (Ten Thousand Only) in the form of demand draft from any scheduled commercial bank should be submitted alongwith the Price Offer. If the successful printer fails to act on the offer made by the Institute and/or the printer withdraw/amend their offers after opening of price offers which is not agreeable to the Institute, the EMD of such printer shall be forfeited without any notice to the printer and no claim on this account shall be entertained.
4. Performance Security Deposit:
EMD of successful printer shall be automatically converted to Performance Security Deposit. Performance Security shall be returned to the service provider, without any interest, whatsoever, after successful printing, supply and acceptance of items by the IIM Sirmaur. In the case of MSME organization the successful Bidder will submit Performance Security separately.
5. Each page of the tender document must be signed and stamped by the Bidder.

IV. General Terms and Conditions

1. Offer received through email/by hand/fax etc. will not be accepted. Late/delay offers will not be considered under any circumstances and IIM Sirmaur will not be responsible for any delay in delivery by post/courier.
2. The sealed price offers will be opened by the designated Purchase Committee of IIM Sirmaur at 03:00 PM on 16.09.2022 in the presence of the printers or their representatives, if desires to attend the proceedings.
3. The rates quoted by the printers should be inclusive of Designing, Printing, Supplying, Photography work, Final Artwork, Digital and Hardcopy proof, Material, Labour, GST and Delivery F.O.R at IIM Sirmaur. The Institute will pay no extra cost.
4. The offer should be submitted on the letterhead of Printer/Printing Press as per attached format at Annexure-I.
5. The rate quoted by the printers will be valid for a period of at least 90 days.
6. The service provider shall not sublet the work or transfer the work contract to any other service provider or printing press or person in any manner.
7. Any act on the part of the printer to influence anybody in the Institute is liable to rejection of his price offer.
8. GST should be as applicable.
9. Inspection: Inspection shall be carried out at IIM Sirmaur after arrival of the materials and decision of the Institute in this regard shall be final.
10. Conditional offers will not be accepted.
11. Any kind of advance or part payment will not be released.
12. Ambiguity in filling the rate quotes will be liability of the Bidder no later amendment will be made in the quoted rates at any belated stage.
13. Payment will be released after satisfactory supply, inspection & acceptance of items on submission of undisputed Tax/GST invoice and delivery challan in triplicate along with copy of work order. The invoice should be duly certified by the Head of Deptt. or any other IIM Sirmaur official authorized for this purpose towards satisfactory supply and acceptance.
14. Last dates for receipt and opening of tenders are given above. In the event the last date is a holiday/declared as a holiday, next working day will be the last date for

Signature of Bidder:.....

Date:.....

- submission and opening of tender.
15. All bidders are requested to check their email regularly for any update/ corrigendum etc. with respect to this tender.
 16. IIM Sirmaur reserves the right to accept or reject any or all the bids in part or in full without assigning any reason and does not bind itself to accept the lowest bid.
 17. The successful bidder shall not sublet the work/contract or transfer the work contract to any other agency or person in any manner.
 18. Any act on the part of the Bidder to influence anybody in the institute is liable to lead to the rejection of his tender.

V. Submission of the Tender:

The tenderer should invariably submit the tender in two sealed covers viz

- (i) Technical bid cover alongwith EMD demand draft.
- (ii) Financial bid cover.

Technical bid cover

Technical bid should contain the following:-

- i. EMD of **Rs.10,000/- (Rupees Ten Thousand Only)** in the form of demand draft from any Nationalized Bank drawn in favour of "**IIM Sirmaur**" payable at Paonta Sahib, Distt. Sirmaur. The tender without EMD will out rightly be rejected. EMD will be liable to be forfeited, if the contractor selected for the work fails to sign the formal agreement or to start the work on the date stipulated in the work order. MSME/NSIC organizations are exempted from EMD deposit on production of proof.
- ii. Original copy of duly signed and stamped tender documents (except Financial Bid documents).
- iii. Two Years experience / Work Orders in designing Placement Brochures or equivalent printed material at IIMs, IITs, IISERs and equivalent Institutions. A Copy of work successful work completion must be supplied as proof.
- iv. The tenderer should furnish details regarding nature of their firm, name and address of partners/proprietors/directors, if any.
- v. GST/PAN registration certificate.
- vi. Bidder must have Rs. 05.00/- lakh turnover during last three financial years i.e. 2019-20, 2020-21 and 2021-22 and an audited copy of balance sheet is required to be submitted by the Bidder alongwith the tender documents.

Financial bid cover

- i. The Financial Bid shall be put in the format detailed at Annexure-I in a separate sealed cover superscribed as "Tender for designing, printing and supply of the Placement Brochures at IIM Sirmaur".
- ii. Selection of successful bidder: In the Financial Bid, the bidder offering the lowest price in total will be declared as the successful Bidder for subject work at IIM Sirmaur.

Both Technical and Financial Bids should put in the third envelope which should be completely sealed and super-scribed as "Tender for Designing, Printing and Supplying of Placement Brochure 2022-23 so as to reach within 15 days at "**Tender Box, Main Security Gate, IIM Sirmaur, Rampurghat Road, Paonta Sahib, Distt. Sirmaur, H.P.173025**" by 11:00 AM on 16.09.2022.

VI. Criteria for Technical Evaluation

1. Bidder is required to supply the Brochure as per the specification given under the scope of work.
2. A sample of similar work done by the Bidder should be submitted.

Signature of Bidder:.....

Date:.....

Each of above two parameters contain 50 marks for technical evaluation out of 100 marks and evaluation of technical requirement will be made as under:

Sr. No.	Technical evaluation criteria	Marks obtained out of 100
1.	Meeting the specification of Brochure as given into scope of work (50 marks).	
2.	Material quality and design layout of the sample of similar work done by the Bidder (50 marks).	
Total		

The bidder who will score more than 60 % marks out of 100 marks will be considered for Financial Bid opening. Lowest quoted amount for all items will be taken for consideration and selection.

VII. Financial evaluation criteria

For detail please refer Annexure-I (i.e. Financial Bid)

VIII. FORCE OF MAJEURE: Any failure or delay by the agency its obligations due to any failure or delay caused by fire, flood, earthquake or similar elements of nature, or Acts of God, War, Terrorism, Riots, Civil Disorders, Rebellions or Revolutions or other events beyond the reasonable control of the non-performing party, is not a default or a ground for termination of contract. The affected party shall notify the other party of the occurrence of a Force Majeure event forthwith.

IX. ARBITRATION

In the event of any dispute arising between the bidder and the Institute (IIM Sirmaur) during the currency of the contract or after conclusion thereof, the same shall be settled by Arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any statutory amendments thereof or any statute enacted for replacement thereof and shall be referred to the sole Arbitrator to be appointed by the CAO, IIM Sirmaur whose decision shall be final and legally binding on the parties. In the event of death, refusal, neglect, inability or incapability of the person so appointed to act as an Arbitrator, the CAO, IIM Sirmaur may appoint a new Arbitrator. The venue of arbitration shall be the office of the Arbitrator or a place suitable to IIM Sirmaur. Unless otherwise specified in the arbitral award, the cost of such arbitration shall be borne by the bidder and there will be no objection to this effect by any of the bidder.

X. JURISDICTION

All matters and disputes under this contract shall be subject to the jurisdiction of Paonta Sahib Courts only.



Signature of Bidder:.....

Date:.....

FINANCIAL BID

(To be submitted on the letterhead of the bidder as per this format only)

Date of Submission of Technical and Financial Bid:

Tender for: Designing, Printing and Supply of the Placement Brochures.

Tender No.: **No. IIMS/PUR/Placement Brochure/24/2022-23; Dated: 02.09.2022**

Name of the Bidder: _____

Correspondence: Address: Tell Mob No.: _____

Email Id: _____

Sr. No	Particulars	Qty. required	Rate in figure per Copy	Rate in words per Copy
1.	Designing, Printing and Supplying of Final Placement Brochure of MBA07 Batch (2022-23) containing: Cover Page: 300 GSM Mat Art Paper Inner Page: 130 GSM Mat Art Paper No. of Pages: 80 Inner + 4 Cover pages Binding Multi Colour Offset Printing, Section Sewing and Perfect Binding, Lamination : Mat Lamination on Front Cover (UV coating), size : A4	30		
2.	Designing, Printing and Supplying of Final Placement Brochure MBA (THM02) Batch (2022-23) containing: Cover Page: 300 GSM Mat Art Paper Inner Page: 130 GSM Mat Art Paper No. of Pages: 70 Inner + 4 Cover pages Binding Multi Colour Offset Printing, Section Sewing and Perfect Binding, Lamination : Mat Lamination on Front Cover (UV coating), size : A4	30		
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4.	Designing, Printing and Supplying of Final Placement Report of MBA (THM02) Batch (2022-23) containing: Cover Page: 300 GSM Mat Art Paper Inner Page: 130 GSM Mat Art Paper No. of Pages: 11 Inner + 4 Cover pages Binding Multi Colour Offset Printing, Section Sewing and Perfect Binding, Lamination : Mat Lamination on Front Cover (UV coating), size : A4 Total Number of pages: 15	10		
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Signature of Bidder:.....

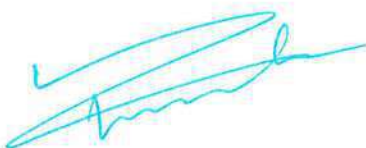
Date:.....

6.	Designing, Printing and Supplying of Summer Placement Brochure MBA (THM03) Batch (2022-23) containing: Cover Page: 300 GSM Mat Art Paper Inner Page: 130 GSM Mat Art Paper No. of Pages: 70 Inner + 4 Cover pages Binding Multi Colour Offset Printing, Section Sewing and Perfect Binding, Lamination : Mat Lamination on Front Cover (UV coating), size : A4 Total Number of pages: 74	20		
7.	Designing and Supplying of Summer Internship report of MBA08 batch Total Number of pages: 15 (soft copy)	01		
8.	Designing and Supplying of Summer Internship report of THM03 batch Total Number of pages: 15 (soft copy)	01		
9.	Designing, Printing and Supplying of Envelope for dispatching Brochures through post / courier: Paper: 120 GSM Size: 33X25 Cm Multi-colour offset printing pasting should be good	130		
10.	Designing, Printing and Supplying of Corporate Profile of the Institute. Cover Page: 300 GSM Mat Art Paper Inner Page: 170 GSM Mat Art Paper No. of Pages: 36 Inner + 4 Cover pages Total Number of pages: 40 Imported Texture Paper with online coating, Fabrication perfect binding, Closed Size: 8.5" (W) X 11.5" (H).	10		
11.	Student (individual/profile) photography for MBA07, MBA08, THM02, THM03 Batches			
Total amount				
GST @ %				
Grand Total amount				

Note: The above quoted price by the bidder should be inclusive of cost of Designing, Printing, Photography, Final Artwork, Digital and Hardcopy proof, Material, Labour, Delivery on F.O.R. at IIM Sirmaur, Paonta Sahib, Distt. Sirmaur, H.P-173025. No other extra cost will be paid on above quoted rates. However, any increase/decrease in pages will be paid on pro-rata basis. The rate quoted by the bidders will be valid for a period of 90 days. **GST should be shown separately in the price offer.**

DECLARATION

I/We (Name of the Partners or Authorized Representative of Bidder) of (Name of the firm) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.



Signature of Bidder:.....

Date:.....

BID FORWARDING LETTER

(To be submitted on the letterhead of the bidder as per this format only)

To,

The Purchase Office,
Indian Institute of Management, Sirmaur,
Rampurghat Road, Paonta Sahib, Distt. Sirmaur,
H.P-173025.

Subject: Tender for 'Designing, Printing and Supply of Placement Brochures'; Tender No. IIMS/PUR/Placement Brochure/24/2022-23; Dated: 02.09.2022.

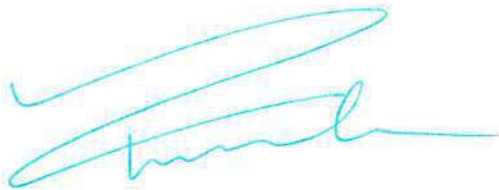
I/ We hereby confirm and declare that I/We have carefully studied the tender documents therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the tender document.

The EMD of 10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft in favour of Indian Institute of Management Sirmaur and/ or certificate towards exemption of EMD, as applicable, is enclosed herewith.

We also keep the offer open for 90 (Ninety) days from the date of opening of bid,

Yours faithfully,

(Name & signature with stamp of the bidder)



Signature of Bidder:.....

Date:.....

