



Bid Number/बोली क्रमांक (बिड संख्या): GEM/2023/B/398

Dated/दिनांक : 27-09-

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	18-10-2023 15:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	18-10-2023 15:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Education
Department Name/विभाग का नाम	Department Of Higher Education
Organisation Name/संगठन का नाम	Indian Institute Of Management (iim)
Office Name/कार्यालय का नाम	173025
Item Category/मद केटेगरी	Paper-based Printing Services - Printing with Material; Report/Year Book; Offset
Contract Period/अनुबंध अवधि	3 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	5 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No

Bid Details/बिड विवरण	
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	3 Days
Estimated Bid Value/अनुमानित बिड मूल्य	500001
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	ICICI
EMD Amount/ईएमडी राशि	10000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	ICICI
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं, विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Office Assistant
173025, Department of Higher Education, Indian Institute of Management (IIM), Ministry of Education
(Gurmeet Kaur)

Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid support of having provided services during each of the Financial year.

5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service.

Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If the bidder is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference / price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which will be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

7. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost or

2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost or

3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost

Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :

REFERENCE/GUIDANCE TO QUOTE IN THE FINANCIAL BID - [1695804125.xlsx](#)

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Additional customization details:[1695718854.pdf](#)

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
05-10-2023 15:00:00	The Pre-Bid meeting would be scheduled virtually on request of the interested bidders by email to purchaseoffice@iimsirmaur.ac.in on or before 05.10.2023 at 10:00 AM.

Paper-based Printing Services - Printing With Material; Report/Year Book; Offset (35)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Printing	Printing with Material
Category of Printing	Report/Year Book
Mode of Printing	Offset
Single/ Double Sided	Double Sided (Both Sided - Front and Back)
Colour of Printing	Multi colour
Printing Content	Text + Pictorial
Paper Material	Laminated Paper
Standards of Paper	Conformity to Indian Standard IS 1848
Size of the Paper (in cm)	21.6 x 27.9
Thickness of Paper in GSM	131-140 GSM
Inserts	Not Required
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	NO
Number of languages of printing	Bilingual
Language	English and Hindi
Addon(s)/एडऑन	
Cover Page	300GSM, Gloss, Laminated, Printed
Binding	Hard
Packaging Required	Brown paper + Plastic sheet
Embossing	Yes
Additional Support	Designing Support , Formatting Support & Logist Support (Delivery of Order to the Consignee)
Finishing	Glossy Lamination
Scanning	Yes
Security Features	Numbering and Address Printing

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र.सं	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Copies	Additional Requirement/अतिरिक्त आवश्यकता
1	Gurmeet Kaur	173025,IIM Sirmaur, Rampur Ghat Road, Paonta Sahib PAN No-AAAAI9266R GSTIN-02AAAAI9266R1Z5	35	<ul style="list-style-type: none">Number of pages Item : 300

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें**1. Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 perc at the time of issue of the contract. However, once the contract is issued, contract quantity or contract durati can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Generic

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buye
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior writ consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally lia and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performanc the Contract and the Sellers obligations there under.

3. Purchase Preference (Centre)

Bid reserved for Make In India products: Procurement under this bid is reserved for purchase from Class 1 loci suppliers as defined in public procurement (Preference to Make in India), Order 2017 as amended from time t time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. minimum local content to qualify as a class 1 local supplier is denoted in the bid document 50%. All bidders n upload a certificate from the OEM regarding the percentage of the local content and the details of locations a which the local value addition is made along with their bid, failing which the bid is liable to be rejected. In cas bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) orde 2017 dated 04.06.2020 . In case Buyer has selected Purchase preference to Micro and Small Enterprises clau: the bid, the same will get precedence over this clause.

4. Purchase Preference (Centre)

Preference to Make In India products (For bids less than 200 Crore):Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document 50%. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along wi their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore the declaration relating to percentage of local content shall be certified by the statutory auditor or cost audit the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only C and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per order dated 04.06.2020 are not eligible to participate. In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get precedence over this clause.

5. Purchase Preference (Centre)

Preference to Make In India products (for bids greater than 200 Crore) (can also be used in Bids less than 200 Crore but only after exemption by competent authority as defined in Deptt of Expenditure OM dated 28.5.2020) Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India) Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document 50%. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant if the OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, same will get precedence over this clause.

6. Purchase Preference (Centre)

Procurement under this bid is reserved for purchase from Micro and Small Enterprises whose credentials are validated online through Udyog Aadhaar/URC for that product/service category. If the bidder wants to avail the reservation benefit, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service.

7. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

8. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria: a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed. b. Execution certificate by client with contract value. c. Any other document in support of contract execution like Third Party Inspection release note, etc. Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria: a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed. b. Execution certificate by client with contract value. c. Any other document in support of contract execution like Third Party Inspection release note, etc.

9. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

THE DIRECTOR, INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
payable at
PAONTA SAHIB, DISTRICT SIRMAUR, HIMACHAL PRADESH 173025

. Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to Buyer within 5 days of Bid End date / Bid Opening date.

10. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

THE DIRECTOR, IIM SIRMAUR, PAONTA SAHIB, H.P. 173025
payable at
PAONTA SAHIB, DISTRICT SIRMAUR, HIMACHAL PRADESH 173025

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

11. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

12. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

Scope of Work for Designing, Printing & Supplying of Annual Reports 2022-23 at IIM Sirmaur

Specifications and Requirements

1. The Annual Report (bilingual) of IIM Sirmaur for the year of 2022-23 containing approx. 300 pages (approx. 150 pages in Hindi and 150 pages in English) is required to be designed, translated from English to Hindi, printed and supplied to the institute, as per the technical specifications given below: -

Specifications of Annual Report Book 2022-23

- a. Qty. of Annual Report Book: 35 Nos. (Approx.)
 - b. Size of Annual report: 10.75" x 8.5" (Approx. in inches)
 - c. Inner Pages: Approx.: 300 Pages (Laminated) excluding cover page.
 - d. Printing of Approx.: 150 Pages (Laminated) each in English & Hindi.
 - e. GSM of Inner Pages: 130 GSM.
 - f. Cover Pages: 02 Pages (Printed), 300 GSM and Thermal Lamination.
 - g. Embossing of IIM Sirmaur Logo.
 - h. Hue: Offset printing, multicolor printing, best picture clarity, sharpness, brightness, good quality and high-resolution picture.
 - i. Binding: Hardcover/Case Bound (best quality).
 - j. Pages for Translation from English to Hindi: Approx. 150 pages in appropriate way without change in the meaning of the content, proper language and grammar is to be followed while translation.
 - k. Annual Reports consist of approx. 300 pages per book/report in total.
2. The Translation should be done by any expert/authorized Hindi translator and the bidder has to provide proof of having expertise in Hindi translation in Government organizations.

NO INTERNET/GOOGLE TRANSLATION IS ALLOWED.

3. Initially the contract will be for a period of one year (i.e. for Annual Report 2022-23, Designing, Printing and Supplying) which may be further extendable up to two more years (i.e. Annual Report 2023-24 and 2024-25, Designing, Printing and supplying) on same rates, terms & conditions subject to the satisfactory performance and mutual consent of both parties.
4. All charges with respect to Designing, Printing, Supplying, Translation from English to Hindi (approx. 150 pages), Final Artwork, Digital and Hardcopy Proof Material, Labour, Delivery FOR at IIM Sirmaur should be included in the price offer.

5. **Schedule of work/delivery:**

- a. Within 15 (Fifteen) working days from the date of issuance of work order, the vendor should deposit Security Deposit @3% of the total quoted amount.
- b. The institute will provide raw data/text (English version) to the successful vendor to whom work is awarded.
- c. The vendor will send a copy of Annual Report (English version) for PROOF CHECKING with rough design, running pages with photographs, tables, charts, graphs etc. within 10 (ten) days from the date of receipt of raw data/text of Annual Report by the vendor.
- d. After proof checking and due approval of English version, the translation from English to Hindi will be done by the vendor. The approved text of English will be provided to the vendor in electronic format for necessary translation into Hindi. It will be sole responsibility of the printer to ensure that translation into Hindi is carried out without any change in the meaning of the content, proper

- uage and grammar is followed while Hindi translation.
- e. The vendor will send the Translated work (Hindi version) for **PROOF CHECKING** within 5 (five) days from the date of approval of English texts/version by IIM Sirmaur to the vendor.
 - f. Subsequently, the vendor will make necessary corrections and arrange/position the Hindi text with respect to running page with photographs, tables, charts and graphs etc.
 - g. Printing and delivery of hard copy of Annual Report in whole quantity should be within 10 (ten) days from the date of final approval for printing after all proof checking by the institute.
 - h. Periodic schedule and final delivery should be strictly adhered to. Any delay in above steps will attract penalty as decided by the competent authority of IIM Sirmaur.
6. Experience: The Bidder should have at least three years' similar work experience of working with IIM or any other reputed Institution of India.
 7. The Bidder must have minimum average annual turnover of Rs. 5,00,000/- for last three financial years (i.e. 2020-21, 2021-22 & 2022-23).
 8. The price quoted by the bidder should be inclusive of Designing, Printing, Supplying and Translation of English to Hindi (approx.150 pages), Final Artwork, Digital and Hardcopy proof, Material Labour, Delivery and Installation at IIM Sirmaur, Paonta Sahib, Distt. Sirmaur, H.P. 173025 for 35 copies of Annual Reports. The Institute will pay no other extra cost.
 9. The rates quoted by the bidder will be valid for a period of 90 days.
 10. GST should be inclusive in the quoted rates.
 11. **Earnest Money Deposit (EMD):** Rs. 10,000/- (Rupees Ten Thousand Only) in the form of demand draft from any Nationalized bank in favour of the "Indian Institute of Management, Sirmaur payable at Paonta Sahib. Tender without EMD will not be considered unless the tenderer is exempted from such payment by Govt. Rules/Regulations as amended from time to time and claims such exemptions subject to submission of relevant and valid supporting documents along with price offer. EMD of unsuccessful bidders shall be returned to them at the earliest after the expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
 12. The firms registered under MSME/NSIC are exempted from submission of EMD (proof to be attached).
 13. **Performance security Deposit:** EMD of the successful bidder will be converted into performance security after issuance of the Letter of Award (LoA)/ Purchase Order/Work Order by the institute. If the successful vendor is unable to complete the work within the given time limit or any action of breach of contract, the EMD of vendor will be forfeited with the approval of the competent authority.
 14. **Liquidated Damage:** The ordered items, complete in all respect are required to be delivered within the period stipulated, failing which liquidated damages @0.5% per week or part thereof for the delayed delivery subject to a maximum of 10% of the total value of the order shall be deducted from the final bill of the supplier.
 15. **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.
 16. **Rejection and Replacement:** Rejection, if any, shall be notified to the supplier within 10 days of receipt and inspection of Annual Report. Rejected materials/work is to be removed from IIM Sirmaur Campus by the supplier at his own risk and cost within 10 days' intimation of rejection. Defective Supplies are required to be replaced within 10 days of the removal of the rejected materials/work.
 17. Joint Ventures are not allowed to bid.
 18. Conditional offers will not be accepted.
 19. Any kind of advance or part payment will not be released.
 20. Payment will be released after satisfactory supply, inspection & acceptance of items on submission of duly disputed Tax/GST invoice and delivery challan in triplicate along with copy of work order. The invoice shall be duly certified by the Head of Deptt. or any other IIM Sirmaur official authorized for this purpose after satisfactory supply and acceptance of the material.
 21. Last date of receipt/opening of tenders are as per GeM Bid schedule. In the event last date is a holiday, the date shall be treated as a holiday, next working day will be the last date for submission/opening of tender.
 22. All bidders are requested to check their email regularly for any update/corrigendum etc. with respect to this tender.
 23. 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 himself to accept the lowest bid.

24. The successful bidder shall not sublet the work/contract or transfer the work contract to any other person or person in any manner.
25. Any act on the part of the tenderer to influence anybody in the institute is liable to rejection of their bid.
26. The draft/final Annual Report and its all the soft copies will be the property of IIM Sirmaur which shall have absolute copyright over them.
27. The vendor will also deliver the final soft copy of the Annual Report-both English and Hindi version (pdf file) at the time of delivery of 35 copies (approx.) of the Report.
28. The vendor has to submit a final printed hard copy (01 No.) and after approval/acceptance of the bid, the vendor has to print all the required number of annual reports for further bulk supply to the Institute.
29. **Bid Evaluation criteria**

The Bidders should quote competitive rates for Designing, Printing and Supplying of Annual Report : 3. However, Bidder who will be L-1 in total in Financial Bid will be declared as successful Bidder. In the event of tie between two or more bidders, the bidder who is having maximum number of years' experience shall be declared successful bidder.

30. **Force Majeure:** Any failure or delay by the agency in fulfilling 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, 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.

31. **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 Director, IIM Sirmaur whose decision shall be final and legally binding on the parties. In the event of death, resignation, neglect, inability or incapability of the person so appointed to act as an Arbitrator, the Director, IIM Sirmaur may appoint a new Arbitrator. The venue of arbitration shall be the office of the Arbitrator or a place convenient 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.

32. **JURISDICTION**

All matters and dispute under this contract shall be subject to the jurisdiction of Sirmaur District Court.

Technical Eligibility Criteria

Sl. No.	Documents to be submitted	Compliances
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1	Designing, printing / publishing work for IIMs, IITs or any other reputed institute of at least 3 years (Relevant Certificates to be attached/Uploaded)	
2.	Minimum Average Annual Turnover of Rs. 5,00,000/- for last three financial years (i.e. 2020-21, 2021-22 & 2022-23) (Audited statement of CA certified must be attached/uploaded)	
3	GST, PAN & Firm Registration Numbers.	
4	Earnest Money Deposit of Rs. 10,000/- in the form of Demand Draft/Pay Order in favour of Indian Institute of Management Sirmaur payable at Paonta Sahib. MSME and NSIC organizations are exempted from EMD deposit.	To be attached/uploaded only in Technical Bid
5	A self-declaration certificate of non-blacklisted by any of Central/State Govt./Autonomous Bodies/PSU etc.	

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category being bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this they can raise their representation against the same by using the Representation window provided in the bid details

in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance with the laws of the country of origin and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के द्वारा पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने से अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

Scope of Work for Designing, Printing & Supplying of Annual Reports 2022-23 at IIM Sirmaur

Specifications and Requirements

1. The Annual Report (bilingual) of IIM Sirmaur for the year of 2022-23 containing approx. 300 pages (Approx. 150 pages in Hindi and 150 pages in English) is required to be designed, translated from English to Hindi, printed and supplied to the institute, as per the technical specifications given below: -

Specifications of Annual Report Book 2022-23

- a. Qty. of Annual Report Book: 35 Nos. (Approx.)
 - b. Size of Annual report: 10.75" x 8.5" (Approx. in inches)
 - c. Inner Pages: Approx.: 300 Pages (Laminated) excluding cover page.
 - d. Printing of Approx.: 150 Pages (Laminated) each in English & Hindi.
 - e. GSM of Inner Pages: 130 GSM.
 - f. Cover Pages: 02 Pages (Printed), 300 GSM and Thermal Lamination.
 - g. Embossing of IIM Sirmaur Logo.
 - h. Hue: Offset printing, multicolor printing, best picture clarity, sharpness, brightness, good quality and high-resolution picture.
 - i. Binding: Hardcover/Case Bound (best quality).
 - j. Pages for Translation from English to Hindi: Approx. 150 pages in appropriate way without any change in the meaning of the content, proper language and grammar is to be followed while Hindi translation.
 - k. Annual Reports consist of approx. 300 pages per book/report in total.
2. The Translation should be done by any expert/authorized Hindi translator and the bidder has to produce the proof of having expertise in Hindi translation in Government organizations.

NO INTERNET/GOOGLE TRANSLATION IS ALLOWED.

3. Initially the contract will be for a period of one year (i.e. for Annual Report 2022-23, Designing, Printing and Supplying) which may be further extendable up to two more years (i.e. Annual Report 2023-24 and 2024-25, Designing, Printing and supplying) on same rates, terms & conditions subject to the satisfactory performance and mutual consent of both parties.
4. All charges with respect to Designing, Printing, Supplying, Translation from English to Hindi (approx. 150 pages), Final Artwork, Digital and Hardcopy Proof Material, Labour, Delivery FOR at IIM Sirmaur should be included in the price offer.

5. Schedule of work/delivery:

- a. Within 15 (Fifteen) working days from the date of issuance of work order, the vendor should submit Security Deposit @3% of the total quoted amount.
- b. The institute will provide raw data/text (English version) to the successful vendor to whom the work is awarded.
- c. The vender will send a copy of Annual Report (English version) for **PROOF CHECKING** with respect to design, running pages with photographs, tables, charts,

Signature of Bidder

Date.....

graphs etc. within 10 (ten) days from the date of receipt of raw data/text of Annual Report by the vendor.

- d. After proof checking and due approval of English version, the translation from English to Hindi will be done by the vendor. The approved text of English will be provided to the vendor in electronic format for necessary translation into Hindi. It will be sole responsibility of the printer to ensure the translation into Hindi is carried out without any change in the meaning of the content, proper language and grammar is followed while Hindi translation.
 - e. The vendor will send the Translated work (Hindi version) for PROOF CHECKING within 5 (five) days from the date of approval of English texts/version by IIM Sirmaur to the vendor.
 - f. Subsequently, the vendor will make necessary corrections and arrange/position the Hindi text with respect to running page with photographs, tables, charts and graphs etc.
 - g. Printing and delivery of hard copy of Annual Report in whole quantity should be within 10 (ten) days from the date of final approval for printing after all proof checking by the institute.
 - h. Periodic schedule and final delivery should be strictly adhered to. Any delay in above steps will attract penalty as decided by the competent authority of IIM Sirmaur.
6. Experience: The Bidder should have at least three years' similar work experience of working with IIMs, IITs or any other reputed Institution of India.
 7. The Bidder must have minimum average annual turnover of Rs. 5,00,000/- for last three financial years (i.e. 2020-21, 2021-22 & 2022-23).
 8. The price quoted by the bidder should be inclusive of Designing, Printing, Supplying and Translation from English to Hindi (approx.150 pages), Final Artwork, Digital and Hardcopy proof, Material Labour, Delivery FOR at IIM Sirmaur, Paonta Sahib, Distt. Sirmaur, H.P. 173025 for 35 copies of Annual Reports. The Institute will pay no other extra cost.
 9. The rates quoted by the bidder will be valid for a period of 90 days.
 10. GST should be inclusive in the quoted rates.
 11. **Earnest Money Deposit (EMD):** Rs. 10,000/- (Rupees Ten Thousand Only) in the form of demand draft from any Nationalized bank in favour of the "Indian Institute of Management, Sirmaur payable at Paonta Sahib. Tender without EMD will not be considered unless the tenderer is exempted from such payment under Govt. Rules/Regulations as amended from time to time and claims such exemptions subject to submission of relevant and valid supporting documents along with price offer. EMD of unsuccessful bidders shall be returned to them at the earliest after the expiry of the final bid validity and latest on or before the 30 days after the award of the contract.
 12. The firms registered under MSME/NSIC are exempted from submission of EMD (proof to be attached).
 13. **Performance security Deposit:** EMD of the successful bidder will be converted into performance security after issuance of the Letter of Award (LoA)/ Purchase Order/Work Order by the institute. If the successful vendor is unable to complete the work within the given time limit or any action of breach of contract, the SD of vendor will be forfeited with the approval of the competent authority.
 14. **Liquidated Damage:** The ordered items, complete in all respect are required to be delivered within the period stipulated, failing which liquidated damages @0.5% per week or part thereof for the delayed goods subject to a maximum of 10% of the total value of the order shall be deducted from the final bill of the supplier.

Signature of Bidder

Date.....

15. **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.
16. **Rejection and Replacement:** Rejection, if any, shall be notified to the supplier within 10 days of receipt and inspection of Annual Report. Rejected materials/work is to be removed from IIM Sirmaur Campus by the supplier at his own risk and cost within 10 days' intimation of rejection. Defective Supplies are required to be replaced within 10 days of the removal of the rejected materials/work.
17. Joint Ventures are not allowed to bid.
18. Conditional offers will not be accepted.
19. Any kind of advance or part payment will not be released.
20. 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 of the material.
21. Last date of receipt/opening of tenders are as per GeM Bid schedule. In the event last date is a holiday/declared as a holiday, next working day will be the last date for submission/opening of tender.
22. All bidders are requested to check their email regularly for any update/corrigendum etc. with respect to this tender.
23. 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 himself to accept the lowest bid.
24. The successful bidder shall not sublet the work/contract or transfer the work contract to any other agency or person in any manner.
25. Any act on the part of the tenderer to influence anybody in the institute is liable to rejection of their tender.
26. The draft/final Annual Report and its all the soft copies will be the property of IIM Sirmaur which shall have absolute copyright over them.
27. The vendor will also deliver the final soft copy of the Annual Report-both English and Hindi version (docx & pdf file) at the time of delivery of 35 copies (approx.) of the Report.
28. The vendor has to submit a final printed hard copy (01 No.) and after approval/acceptance of the final copy, the vendor has to print all the required number of annual reports for further bulk supply to the Institute.

29. **Bid Evaluation criteria**

The Bidders should quote competitive rates for Designing, Printing and Supplying of Annual Report 2022-23. However, Bidder who will be L-1 in total in Financial Bid will be declared as successful Bidder. In the case of tie between two or more bidders, the bidder who is having maximum number of years' experience will be declared successful bidder.

30. **Force 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

Signature of Bidder
Date.....

Majeure event forthwith.

31. **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 previous 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 Director. 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 Director, 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.

32. **JURISDICTION**

All matters and dispute under this contract shall be subject to the jurisdiction of Sirmaur District Court only.

Signature of Bidder
Date.....

Technical Eligibility Criteria

Sl. No.	Documents to be submitted	Compliances
1	Designing, printing / publishing work for IIMs, IITs or any other reputed institute of at least 3 years (Relevant Certificates to be attached/Uploaded)	To be attached/uploaded on GeM in Technical Bid
2.	Minimum Average Annual Turnover of Rs. 5,00,000/- for last three financial years (i.e. 2020-21, 2021-22 & 2022-23) (Audited statement of CA certified must be attached/uploaded)	
3	GST, PAN & Firm Registration Numbers.	
4	Earnest Money Deposit of Rs. 10,000/- in the form of Demand Draft/Pay Order in favour of Indian Institute of Management Sirmaur payable at Paonta Sahib. MSME and NSIC organizations are exempted from EMD deposit.	
5	A self-declaration certificate of non-blacklisted by any of Central/State Govt./Autonomous Bodies/PSU etc.	

Signature of Bidder

Date.....