



Government eProcurement System

eProcurement System Government of India

Tender Details

Date : 20-Sep-2024 10:16 AM

Print

Basic Details			
Organisation Chain	Indian Institute of Management Sirmaur		
Tender Reference Number	IIMS/PUR/Annual Report/29/2024-25		
Tender ID	2024_IIMS_826830_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Works
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments		
Offline	S.No	Instrument Type
	1	Demand Draft
	2	R-T-G-S
	3	NEFT

Cover Details, No. Of Covers - 2			
Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	EMD, Certificate of MSME/NSIC, Valid Incorporation Certificate, PAN registration, GST registration
		.pdf	Work experience certificates, Average Annual Turnover statements duly certified by CA
		.pdf	Duly signed and stamped each page of the tender document
		.pdf	A self-declaration certificate of non blacklisted
		.pdf	Designing, printing publishing work for IIMs, IITs or any other reputed institute of atleast 3 years
		.pdf	Any other relevant



			document if any
2	Finance	.xls	Financial bid BoQ

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	10,000	EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	The Director, IIM Sirmaur	EMD Payable At	The Director, IIM Sirmaur

[Click to view modification history](#)

Work /Item(s)

Title	Notice Inviting Tender for Designing, Printing and Supplying of Annual Reports 2023-24 at IIM Sirmaur.				
Work Description	Notice Inviting Tender for Designing, Printing and Supplying of Annual Reports 2023-24 at IIM Sirmaur.				
Pre Qualification Details	As per tender document				
Independent External Monitor/Remarks	Central Purchas Committee IIM Sirmaur				
Show Tender Value in Public Domain	No				
Tender Value in ₹	2,00,000	Product Category	Miscellaneous Services	Sub category	Designing, Printing, Supplying of Annual Reports
Contract Type	Tender	Bid Validity(Days)	180	Period Of Work (Days)	30
Location	IIM Sirmaur	Pincode	173031	Pre Bid Meeting Place	IIM Sirmaur, Dhaula Kuan
Pre Bid Meeting Address	Virtual online meeting	Pre Bid Meeting Date	24-Sep-2024 11:00 AM	Bid Opening Place	Conference Hall of IIM Sirmaur
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	19-Sep-2024 06:00 PM	Bid Opening Date	03-Oct-2024 11:00 AM
Document Download / Sale Start Date	19-Sep-2024 06:00 PM	Document Download / Sale End Date	01-Oct-2024 05:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	19-Sep-2024 06:00 PM	Bid Submission End Date	01-Oct-2024 05:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	Notice Inviting Tender for Designing, Printing and Supplying of Annual Reports 2023 24 at IIM Sirmaur.	689.33	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	AnnualreportNIT.pdf	Notice Inviting Tender for Designing, Printing and Supplying of Annual	672.88



		Reports 2023-24 at IIM Sirmaur.	
2	BOQ	BOQ_868873.xls	Financial Bid BoQ 324.00

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	akdas@iimsirmaur.ac.in	Amiya Das	AMIYA KUMAR DAS
2.	ao_personnel@iimsirmaur.ac.in	HUKAM CHAND	Hukam Chand
3.	aao_purchase@iimsirmaur.ac.in	Sharad Prakash Bhosale	Sharad Prakash Bhosale

GeMARPTS Details

GeMARPTS ID	NUT8XCXNC9Z7
Description	Designing, Printing and Supplying of Annual Reports
Report Initiated On	19-Sep-2024
Valid Until	19-Oct-2024

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Stage to disclose Bid Details in, Public Domain	Technical Bid Opening
BoQ Comparative Chart model	Normal	BoQ Comparative chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No

TIA Undertaking

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	PPP-MII Order 2017	Agree	
2	MSEs Order 2012	Agree	

Tender Inviting Authority

Name	Senior Consultant (Administration)
Address	Senior Consultant (Administration), IIM Sirmaur, Dhaula Kuan, Sirmaur, HP

Tender Creator Details

Created By	HUKAM CHAND
Designation	Administrative Officer
Created Date	19-Sep-2024 05:34 PM







IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

(An Autonomous body under the aegis of Ministry of Education, Govt. of India)

NIT No. IIMS/PUR/Annual Report/29/2024-25 Dated 19.09.2024.

**Notice Inviting Tender for
Designing, Printing & Supplying of Annual Reports, 2023-24 at IIM Sirmaur.**

Purchase Office
Indian Institute of Management Sirmaur
Dhaura Kuan, Paonta Sahib, Distt. Sirmaur,
Himachal Pradesh-173031
Email: purchaseoffice@iimsirmaur.ac.in Website: www.iimsirmaur.ac.in



NOTICE INVITING TENDER

SECTION - I

IIM Sirmaur is one of the newer institutions of the IIM family. As a premier institution, under the aegis of the Ministry of Education, Government of India, it aims to provide Management Education of high quality, strengthen industry academia relationship and promotes allied areas of knowledge and interdisciplinary studies.

This document provides an overview of the requirements for the designing, printing & supplying of Annual Reports 2023-24 for IIM Sirmaur, along with the tender submission guidelines and selection criteria among other things.

Duly filled-in documents must be submitted online as prescribed in this tender only. The schedule of this tender is detailed below:

Sr. No.	Description of Tender	Notice Inviting Tender for Designing, Printing & Supplying of Annual Reports 2023-24 at IIM Sirmaur.	
1	Estimated value (Rs.)	Rupees Two Lakh (Approx.)	
2	EMD Value @ 5% of the estimated value (Rs.)	Rupees Ten Thousand (Rs. 10,000/-) Name of the Account: Indian Institute of Management Sirmaur Account Number: 140701000266 IFSC Code: ICIC0001407 Bank Address: Near Y Point, Main Market, Paonta Sahib, Sirmaur, H.P. 173031	
3	Tender Publish Date & Time	19.09.2024	06:00 PM
4	Tender Download Date & Time	19.09.2024	06:00 PM
5	Bid Submission Start Date & Time	19.09.2024	06:00 PM
6	Bid Submission Close Date & Time	01.10.2024	05:00 PM
7	Opening of e-Technical bid	03.10.2024	
8	Opening of e-Financial bid	Will be intimated later.	
9	Performance Security	5% of the Contract Value	
10	Date of Supply	As informed in the Award Of Contract, which may be extendable based on satisfactory performance and mutual consent year on year basis.	
11	Award of Contract	Will be intimated later	
12	Period of Contract	Initially for one year, which may be extendable based on satisfactory performance and mutual consent year on year basis.	
13	Contact Person	Senior Consultant (Administration), Indian Institute of Management Sirmaur, Dhaura	



		Kuan, Paonta Sahib, Sirmaur, H.P. 173031. Email Id:- sc@iimsirmaur.ac.in , purchaseoffice@iimsirmaur.ac.in Contact No. 01704-277321/312
14	Pre Bid Meeting	Pre-bid meeting will be held online on 24.09.2024 at 11:00 AM. (Bidders who are interested to participate online pre bid meeting, the Zoom link shall be shared and those who want to participate offline, may visit IIM Sirmaur at their own cost). The prospective bidder may submit their request for pre-bid meeting through email to purchaseoffice@iimsirmaur.ac.in with subject line: "Pre-Bid Meeting for Annual Report Printing, IIM Sirmaur" by 23.09.2024 up to 05:00 PM with all the relevant queries in the email. Any query received after this date & time will not be entertained further. All concerned are requested to keep regularly visit the website www.iimsirmaur.ac.in .
<i>*dates mentioned from Sl. No. 7-8 are subject to change</i>		



SECTION – II

GENERAL TERMS AND CONDITIONS

1. The prescribed **Earnest Money Deposit (EMD) @ 5%** i.e. Rs. 10,000/-, as mentioned in the document, shall be deposited to the institute with the bid documents and through Demand Draft (DD) drawn in favor of **“Indian Institute of Management Sirmaur”**, payable at Paonta Sahib, Distt. Sirmaur, H.P. 173031 or through NEFT in the Institute’s Account (Details are provided below).

Beneficiary Name: Indian Institute of Management Sirmaur

Bank Name: ICICI Bank Ltd.

Account Number: 140701000266

IFSC Code: ICIC0001407

Bank Address: Near Y Point Main Market, Paonta Sahib, Distt. Sirmaur,
H.P. 173031

2. A **Performance Security @ 5% of the quoted amount** is required to be submitted by the successful bidder within 15 days from the date of award of the Contract.
3. The bidder must submit the Registration Number of the bidder’s firm i.e. GSTIN and the PAN number allotted by the concerned authorities.
4. Amendments (if any) will be communicated to participating firms by way of Corrigendum.
5. The Demand Draft/NEFT details copy for the prescribed Earnest Money Deposit (EMD) must accompany the tender document submitted by the bidder as mentioned in this document. Offers received without the requisite EMD shall summarily be rejected.
6. Eligibility Criteria, Terms and Conditions, Scope of Work, various formats and Proforma for submitting the Tender offer and other details are described in this document.
7. **Do not change this document. Any change/s made in the document by the bidder will lead to disqualification. Bidders are required to sign and submit all the pages of this Tender document and all other required supporting documents.**



SECTION – III

1. **Essential general requirement:**

The firm must have all statutory registrations like PAN, TAN, Service Tax, PF, GST, ESIC, Shop and Establishment registration etc., as applicable from time to time, with respect to this NIT.

2. **EMD:**

The Bidder has to submit **Earnest Money Deposit of Rs 10,000/- (refundable to the unsuccessful bidders without interest).**

(EMD) of Rs. 10,000/- in the form of Demand Draft in the name of “**Indian Institute of Management Sirmaur**” payable at **Paonta Sahib** from any of the Nationalized Bank including the Public Sector Bank or Private Sector Banks authorized by RBI (operating in India having branch at Himachal Pradesh) should be dispatched to the Institute or through NEFT in the Institute’s Account. Bids without **EMD will not be termed valid.**

3. **Bid validity:**

Bid submitted by the bidder shall remain valid for a period of 180 days from the date of submission of offer. The Bidder shall not be entitled during this period to revoke or vary the content of Bid or any term thereof. In such case of making any variation subsequent to submission of bid at their own, the offer shall be treated as “REJECTED”.

4. EMD will be returned to unsuccessful firms as promptly as possible but not later than 30 days after the expiration of the period of bid validity OR upon the successful Bidder signing the Contract, and furnishing the Performance Bank Guarantee @ 5% of the total order value as prescribed by IIM Sirmaur, whichever is earlier. No interest is payable on EMD as well as PSD.

5. **Submission of Bid:**

This is a two bid system containing Technical and Financial Bid invited online through the CPP portal only. Technical bid shall contain only the documents pertaining to the technical eligibility and document requested as per the checklist of this tender document (Annexure-VI). Financial bid shall consist of the Price Bid wherein the bidders are requested to quote their rates in the financial bid BoQ only, complete in all respects in the prescribed format – Annexure V only.

6. **Bid Evaluation:**

Bids will be evaluated using the criteria as mentioned in the scope of work.

7. **Duration of Completion of Annual report printing:**

a. Within 15 (Fifteen) working days from the date of issuance of work order, the vendor should submit Security Deposit @5% 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,



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.

8. Amendment of the Document (Corrigendum):

At any time prior to the deadline for submission of bids, IIM Sirmaur may, for any reason, modify the tender notice and formal corrigendum (if any) will be issued in this regard.

9. Prices, Taxes and Duties:

The Bidder should quote firm prices/ rates taking in to account of all the Taxes, Duties, Levies, Personal Tax, Corporate Tax, GST and all other expenditure required to be incurred by the firm for providing required services etc. during the contract period as indicated above and afterwards no variation on any account unless otherwise specifically mentioned will be allowed. The quoted prices for all the items shall be inclusive of all applicable taxes.

10. Assignment & Sub-Contract:

The selected firm shall not assign, sub-contract or sub-let the whole or any part of the service in any manner without express approval of the Institute (IIM Sirmaur).

11. Taxes, labour laws and other regulations:

The selected firm shall accept and bear full and exclusive liability for the payment of any and all existing and future taxes of the Central or State Government or of any other authority with respect to the contract or any course pursuant thereto or anything done or service rendered pursuant thereto. The selected firm shall fully comply with all applicable laws, rules and regulations relating to P.F. Act, ESIC Act, Bonus Act, Minimum Wages Act, Agreement Labour Act, Workmen's compensation Act, C.L. (R & A) Act, Migrant Labour Act, Essential Commodities Act and/or such other Acts or Laws, regulations passed by the Central, States, Municipal and local governmental or authority.



21. **Other Information:**

- a) Institute (IIM Sirmaur) may accept or reject any or all the bids in part or in full without assigning any reason and is not bound to accept the bid. The Institute (IIM Sirmaur) at its discretion may change, upgrade or drop the criteria or part thereof at any time before awarding the contract.
- b) A bid submitted with false information will not only be rejected but the firm will also be debarred from participation in future processes at IIM Sirmaur.
- c) Bidders are required to sign and submit all the pages of this Tender document and all other required supporting documents.
- d) For any query pertaining to this bid document, correspondence may be addressed to Senior Consultant (Administration) at sc@iimsirmaur.ac.in or may call on 01704-277321.
- e) The award of contract will be based on the lowest quoted total cost as per the financial bid sent in financial Bid BoQ format only (L-1 bid).



12. **Confidentiality and Disclaimer**
All information supplied by the IIM Sirmaur in connection with this NIT must be treated as confidential and, for the avoidance of doubt, all parts of the NIT are to be treated confidentially by the Bidders.
13. **Conditional Participation:**
Conditional bids or Bids based on the process/ basic schemes other than mentioned and/ or not conforming to the technical specifications/ requirements of the Bidding documents shall not be considered.
14. **Contract Agreement:**
The successful Bidder shall be required to execute a Contract Agreement with IIM Sirmaur on the non-judicial stamp paper of Rs. 100/- (Rupees One Hundred Only) within 15 days from the date of Award of Contract. The cost of stamp paper shall be borne by the successful Bidder. IIM Sirmaur reserves the right to amend the terms & conditions of contract after mutual discussions and shall only be in writing.
15. **Liquidated Damages:**
In the event of failure to provide service beyond a specified date, liquidated damages @ 0.5 % per week or part thereof of total quoted price subject to a maximum of 5% or six months will be levied. The order will be canceled if project is not completed within six months after the award. Remaining service will be given to any other suitable firm at the risk and expense of the qualified firm.
16. **Force Majeure:**
If the whole of any part of the performance by the Parties of any part of their respective obligations hereunder is prevented or delayed by causes, circumstances or events beyond the control of the Parties including delays due to floods, fires, accidents, earthquakes, riots, explosions, wars, hostilities, acts of government, custom barriers, or other causes of like character beyond the control of the Parties, then to the extent the Parties shall be prevented or delayed from performing all or any part of its obligations hereunder by reason thereof despite due diligence and reasonable efforts to do so notwithstanding such causes, circumstances or events, the Parties shall be excused from performance hereunder for so long as such causes, circumstances or events shall continue to prevent or delay such performance.
17. **Interpretation:**
In the event of any difference in the interpretation of any of the clauses of the service contract and/or the documents, the clarification given by the SC(Administration) of Indian Institute of Management Sirmaur (IIM Sirmaur) shall be final and binding on the Parties.
18. **Exit Clause:**
IIM Sirmaur can terminate the contract at any time i.e. during the contract period on mutually-agreed terms.
19. **Settlement of Disputes:**
Any dispute or difference whatsoever arising between the parties out of or relating to the construction, interpretation, application, meaning, scope of operation or effect of the service contract or the validity or the breach thereof, shall be settled via negotiation.
20. Any dispute whatsoever shall be subject to the **jurisdiction of Paonta Sahib, Himachal Pradesh only.**



- SECTION – IV -

SCOPE OF WORK

Specifications and Requirements

1. The Annual Report (bilingual) of IIM Sirmaur for the year of 2023-24 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 2023-24

- 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 2023-24, Designing, Printing and Supplying) which may be further extendable on year on year basis (i.e. Annual Report 2024-25 and 2025-26 and so on, 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. All bidders are requested to check their email regularly for any update/corrigendum etc. with respect to this tender.
6. 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.
7. The successful bidder shall not sublet the work/contract or transfer the work



contract to any other agency or person in any manner.

Any act on the part of the tenderer to influence anybody in the institute is liable to rejection of their tender.

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.

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.

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.



SECTION – V

Evaluation will be conducted as follows:

(A) Qualification Criteria

- 1) The bidder/ Company should have been in the annual report printing business (Certificate of Incorporation to be attached).
- 2) Experience: The Bidder should have at least three years of similar work experience working with IIMs, IITs, or any other reputed Institution of India.
- 3) The company should be a registered firm. Copy of the registration certificate to be attached.
- 4) The company should have been in similar business for at least the last 03 years.
- 5) The company should have undertaken similar work. Copy of work order to be attached.
- 6) Bidder should be registered for Sales Tax/VAT/Service Tax/Excise/GST as applicable.
- 7) The bidder should have an average annual turnover of at least **Rs. 02 lacs** in the last/latest 3 financial years (2021-22, 2022-23 & 2023-24). The statement duly certified by the Chartered Accountant on his/her letterhead in this effect must be attached along Technical Bid.
- 8) The bidder **should not** have been debarred/ blacklisted by any Govt. Dept. /Semi-Govt. Dept. /Educational Institute/ IIM or any other organization in the last five years. **The undertaking in this regard is to be submitted by the bidder.**
- 9) The bidder/Company should have submitted Earnest Money Deposit (EMD) of **Rs. 10,000/-** in the form of Demand Draft in favour of “**Indian Institute of Management Sirmaur**” payable at Paonta Sahib, Sirmaur, HP or through **NEFT in the Institute’s Account.**

Account Number: 140701000266

IFSC Code: ICIC0001407

Bank Address: Near Y Point, Main Market, Paonta Sahib, Sirmaur, H.P. 173031

- 10) The bidder is required to submit all supporting documents for the above, duly signed and stamped.



(B) Selection of Bidder

1. Based on the technical eligibility as per the above document, the vendors shall be considered for financial bid opening.
2. The service provider who quotes the lowest (in total) will be shortlisted for consideration for the issue of the service order. The quote should be inclusive of GST and all other charges.
3. Other details/modifications can be added/made respectively as per the rules, requirements and policies of IIM Sirmaur by the competent authority.
4. 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.
5. The rates quoted by the bidder will be valid for a period of 180 days.
6. GST should be inclusive in the quoted rates.

SECTION – VI

PAYMENT TERMS

The payment shall be released as follows:

Hundred percent (100 %) of the work order value on the delivery of the Annual Report Hard Copies as per AOC and satisfactory work completion report submitted by the concerned department, IIM Sirmaur.



Annexure-I

To

Senior Consultant (Administration),
Indian Institute of Management Sirmaur
Rampur Ghat Road, Paonta Sahib,
Sirmaur. Himachal Pradesh 173031.

Sub: - EMD Details.

Ref: - NIT No. IIMS/PUR/Annual Report/29/2024-25 Dated 19.09.2024

Notice Inviting Tender for Designing, Printing & Supplying of Annual Reports 2023-24
at IIM Sirmaur.

Dear Sir,

The following demand draft/banker's cheque/ bank guarantee in favour of IIM
Sirmaur are enclosed herewith towards EMD

Detail of DD	Amount (Rs.)	DD/BC No.	DD/BC Date	Bank Name
EMD				



Thanking you yours faithfully,

(Authorized Signatory with Seal)



Annexure-II

To

Senior Consultant Administration
Indian Institute of Management Sirmaur
Dhaura Kuan, Distt. Sirmaur,
Pin Code- 173031 (Himachal Pradesh)

Sub: - Self Declaration Certificate

Ref: - NIT No. IIMS/PUR/Annual Report/29/2024-25 Dated 19.09.2024

Notice Inviting Tender for Designing, Printing & Supplying of Annual Reports 2023-24 at IIM Sirmaur.

Dear Sir,

With reference to the above, I/We are offering our competitive bids for Notice Inviting Tender for Empanelment of Marketing Partner and other related services for Designing, Printing & Supplying of Annual Reports 2023-24 at IIM Sirmaur, Paonta Sahib, Himachal Pradesh IIM Sirmaur. I / We hereby reconfirm and declare that I / We have carefully read, understood and complying the above referred tender document including instructions, terms and conditions, specifications, schedule of quantities and all the contents stated therein.

Date:

Authorized Signatory

Place

Name:

:

Designation:

Contact No.:

Email ID:



BID FORWARDING LETTER

(On the Letterhead of the Bidder)

Date:

To

The Senior Consultant (Admin)
Indian Institute of Management Sirmaur
Dhaura Kuan, Distt. Sirmaur,
Pin Code- 173031 (Himachal Pradesh).

Ref:- NIT No. IIMS/PUR/Annual Report/29/2024-25 Dated 19.09.2024

Notice Inviting Tender for Designing, Printing & Supplying of Annual Reports 2023-24 at IIM Sirmaur.

Sir,

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 Draft/ Bank Guarantee in favor of Indian Institute of Management Sirmaur and/ or certificate towards exemption of EMD, as applicable, are enclosed herewith.

I/ We also keep the offer open for 180 (One Hundred Eighty) days from the date opening of financial bids.

Yours faithfully,



(Name & signature with stamp of the bidder)

SELF-DECLARATION ABOUT NON BLACK- LISTING

(On the Letterhead of the Bidder)

Date:

To,

The Senior Consultant (Admin)
Indian Institute of Management Sirmaur
Dhaulta Kuan, Distt. Sirmaur,
Pin Code- 173031 (Himachal Pradesh).

Ref: - NIT No. IIMS/PUR/Annual Report/29/2024-25 Dated 19.09.2024.

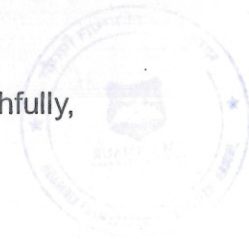
Notice Inviting Tender for Designing, Printing & Supplying of Annual Reports 2023-24 at IIM Sirmaur.

I/We hereby declare that our firm is not blacklisted/ debarred and not declared ineligible for reason by any National Level Institutions like IIMs, IITs, NITs, IIITs, IISER, NISERs, State/Central Universities and Government Institutions in fast five years from the last date of submission of proposal.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken. My / our performance security may be forfeited in full and the empanelment offer if any to the extent accepted may be cancelled.



Your faithfully,



(Name & Signature with stamp of the bidder)

Financial BID Proforma (IIM Sirmaur)

(To be submitted online in .xlsx format in CPP portal)

Bidders are required to fill Price Bid in the following formats (A) and quote total amount for the services inclusive of GST and all other charges.

A. PRICE BID

Sr. No.	Description Of Service	Quantity	Total Amount (in Rupees) (inclusive of GST and all)
1	<p>Designing, Printing & Supplying of Annual Reports 2023-24:</p> <p>a. Size of Annual report: 10.75" x 8.5" (Approx. in inches)</p> <p>b. Inner Pages: Approx.: 300 Pages (Laminated) excluding cover page.</p> <p>c. Printing of Approx.: 150 Pages (Laminated) each in English & Hindi.</p> <p>d. GSM of Inner Pages: 130 GSM.</p> <p>e. Cover Pages: 02 Pages (Printed), 300 GSM and Thermal Lamination.</p> <p>f. Embossing of IIM Sirmaur Logo.</p> <p>g. Hue: Offset printing, multicolor printing, best picture clarity, sharpness, brightness, good quality and high-resolution picture..</p> <p>h. Binding: Hardcover/Case Bound (best quality).</p> <p>i. 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.</p> <p>j. Annual Reports consist of approx. 300 pages per book/report in total.</p>	35 copies (approx.)	
Total Amount in Rs. (Inclusive of GST and all)			

Note: The bidder must quote the total amount for the service inclusive of all taxes and F.O.R



INDIAN INSTITUTE OF MANAGEMENT SIRMAUR

CHECKLIST TOWARDS ELIGIBILITY CRITERIA

MANDATORY

Name of the Bidder:

Address:

Contact No:

Email Id:

(Self-attested photocopies of all supporting document must be attached and uploaded in the Technical Bid PDF to be filled and uploaded on the CPP,portal by the bidder.)

Sl. No.	Documents to be submitted	Compliances (with Page No.) (Yes/No)
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. 2,00,000/- for last three financial years (i.e. 2021-22, 2022-23 & 2023-24) (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.	
6	Certificate of Incorporation	
7	Signed and Stamped Tender Document	

Note: It is mandatory to fill up the all points of the checklist.



Undertaking

I/We undertake that documents are genuine/authentic and nothing has been cancelled and that I/We are not debarred by any govt. organization and competent are to contract. I/We understand that the contract is liable to be cancelled, if found to be having obtained through fraudulent means/concealment of information.

(Authorized Signatory with Seal)

