



IIM SIRMAUR
KNOWLEDGE . LEADERSHIP

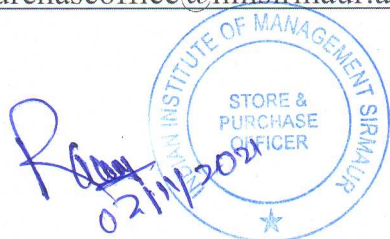
INDIAN INSTITUTE OF MANAGEMENT SIRMAUR
(An Autonomous body under the aegis of the Ministry of Education, Govt. of India)

Tender No.: IIMS/PUR/Annual Report/19/2021-22, Dated 02.11.2021

**Tender Document for “Designing, Printing, and Supplying of
Annual Report 2020-21 of IIM Sirmaur”**

Stores and Purchase Office
Indian Institute of Management Sirmaur
Rampurghat Road, Paonta Sahib, Distt. Sirmaur,
Himachal Pradesh-173025

Email: purchaseoffice@iimsirmaur.ac.in Website: www.iimsirmaur.ac.in



Signature of Bidder

Date.....

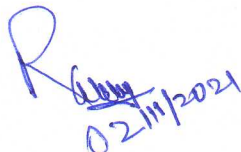
Tender No.: IIMS/PUR/Annual Report/19/2021-22, Dated 02.11.2021
Tender Document for Designing, Printing, and Supplying of Annual Reports
2020-21 of IIM Sirmaur

“Notice Inviting Tender”

The Indian Institute of Management Sirmaur (HP) is an Institute of National importance under the aegis of 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. Sealed Tender under are invited from registered, reputed parties/firms including partnership firms for “Designing, Printing and Supplying of Annual Reports 2020-21” of IIM Sirmaur as per terms and conditions mentioned below.

Tender Description	Tender Document for “Designing, Printing and Supplying of Annual Report 2020-21 in English and Hindi version”
Tender Start/Publishing Date	02.11.2021
Last date & Time for Submission of Tender bids	25.11.2021 by 11:00 am
Date & Time of Opening of Tender bids	25.11.2021 at 03:00 pm
Venue, Date & Time for Opening of the Bids	Conference Room, Academic Block, Indian Institute of Management Sirmaur, Rampur Ghat Road, Paonta Sahib, Distt. Sirmaur, H.P-173025
Bid Security/EMD	Rs. 10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft through Nationalized bank in favour of “Indian Institute of Management Sirmaur”. EMD in any other form will not be accepted. Tenderers who are exempted from EMD deposit need to produce supporting document.
Submission of Response to Tender Document and any query/ clarification	The Stores & Purchase Office, IIM Sirmaur, Rampur Ghat Road, Paonta Sahib, Distt. Sirmaur, H.P-173025 Ph. No. 01704-277312 Email:- purchaseoffice@iimsirmaur.ac.in

Note: All bidders are requested to read all terms and conditions, duly sign and stamp tender document carefully before filling up the tender. Make sure that all required compliance with the tender document herein before postal/courier. Unsigned/stamped documents/ non-compliance with specifications/instructions may disqualify the bidder from the tender exercise.


02.11/2021

Signature of Bidder

Date.....

Specifications and Requirements:

1. The Annual Report (bilingual) of IIM Sirmaur for the year of 2020-21 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 2020-21

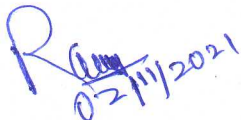
- a. Qty of Annual Report Book: 40 Nos. (Approx.)
 - b. Size of Annual report: 10.75- x 8.5” (Approx. in inches)
 - c. **Inner Pages:** Approx.: 300 Pages excluding cover page and printing of Approx.: 150 Pages each from Hindi to English.
 - d. GSM of Inner Pages: 130 GSM.
 - e. **Cover Pages:** 04 Pages, 300 GSM and Thermal Lamination.
 - f. IIM Sirmaur Logo embossing.
 - g. Hue: Offset printing, multicolor printing, picture clarity, sharpness, brightness, quality branch mark and high-resolution picture.
 - h. Section sewing and perfect binding.
 - 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.
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-2020-21, Designing, Printing and Supplying) which may be further extendable upto two more years (i.e. Annual Report 2021-22 and 2022-23, Designing, Printing and supplying) 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 work order and submission of Security Deposit, the institute will provide raw data/text (English version) to the successful vendor to whom the work is awarded.
- b. The vendor 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.


02/11/2021

Signature of Bidder

Date.....

- c. 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.
 - d. The vendor will send the Translated work (Hindi version) for PROOF CHECKING within 5 (five) days from the date of approval and supply of English texts by IIM Sirmaur to the vendor.
 - e. 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.
 - f. 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.
 - g. 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. Sealed price offers as per Annexure-A alongwith Bid Forwarding Letter as per Annexure-B, Certificate for self-declaration for non-blacklisted company as per Annexure-C of this tender document, duly signed and stamped by the bidder should be submitted to “ The Stores and Purchase Office, IIM Sirmaur, Rampur Ghat Road, Paonta Sahib, Distt. Sirmaur, H.P. 173025 either by speed post or by courier only. The price offers should be completely sealed and super-scribed as Tender No. IIMS/PUR/Annual Report/19/2021-22; Dated 02.11.2021, “Tender for Designing, Printing, and Supplying of Annual Report 2020-21’.
 7. The sealed price will be opened by the designated Purchase Committee of IIM Sirmaur on prescribed date/time in the presence of the bidders or their representatives if they desire to attend the opening process.
 8. **Experience:** The Bidder should have three years similar work experience of working with IIMs, IITs or any other reputed Institution of India.
 9. 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 40 copies of Annual Report. The Institute will pay no other extra cost. Payment will be made as per actual pages printed & translated.
 10. The rates quoted by the bidder will be valid for a period of 90 days.
 11. GST should be mentioned separately as applicable.
 12. The contract period may be extended upto two more years after completion of one year contract period subject to the satisfactory performance and mutual consent of both parties.
 13. **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

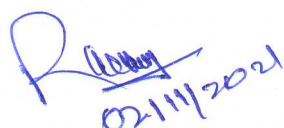

02/11/2021

Signature of Bidder

Date.....

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.

14. **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.
15. **Liquidated Damage:** The ordered items, complete in all respect are required to be delivered within the period stipulated, failing which liquidated damages @1% 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.
16. **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.
17. **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.
18. Joint Ventures are not allowed to bid.
19. Conditional offers will not be accepted.
20. Any kind of advance or part payment will not be released.
21. 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.
22. Last date of receipt/opening of tenders are given above. 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.
23. All bidders are requested to check their email/Institute Website regularly for any update/corrigendum etc. with respect to this tender.
24. 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.
25. The successful bidder shall not sublet the work/contract or transfer the work contract to any other agency or person in any manner.
26. Any act on the part of the tenderer to influence anybody in the institute is liable to rejection of their tender.
27. The draft/final Annual Report and its all the soft copies will be the property of IIM


02/11/2021

Signature of Bidder

Date.....

- Sirmaur which shall have absolute copyright over them.
28. 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 40 copies (approx.) of the Report.
 29. **Bid Evaluation criteria**
The Bidders should quote competitive rates for Designing, Printing and Supplying of Annual Report-202021. However, Bidder who will be L-1 in maximum cases as per **Sr. No. 1 to Sr. No. 3** in the Financial Bid will be declared as successful Bidder. In the case of tie between two or more bidders, the bidder who 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 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.

Stores & Purchase Officer
IIM Sirmaur

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02/11/2021

Signature of Bidder

Date.....

FORMAT FOR SUBMISSION OF TECHNICAL BID

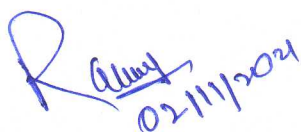
1. Name of the Agency :
2. Name of the authorized person : (who signs on the tender document)
3. E-mail address :
4. Address of the Agency :
5. Phone No :
6. Mobile No. :

Enclosures required

S. No.	Documents to be submitted	Compliances
1	Designing, printing / publishing of Annual Report for IIMs, IITs or any other reputed institute in past 3 years.	Yes/No
2	Two samples of actual work done in last three years along with the list of clients.	Yes/No
3	GST, PAN & Firm Registration Numbers.	Yes/No
4	Earnest Money Deposit 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.	EMD DD No/. Dated:..... Amount: Rs:.....
5	Tender Document duly signed and stamped on each page.	Yes/No
6	A self-declaration certificate of non-blacklisted company	Yes/No

(Signature and Stamp of the Bidder/ authorized signatory)

Date:


R. Arora
02/11/2024

Signature of Bidder

Date.....

FINANCIAL BID

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

Date of Submission of Financial Bid:

Tender for: Designing, Printing, and Supplying of Annual Report 2020-21.

Tender No: IIMS/PUR/Annual Report/19/2021-22; Dated 02.11.2021

Name of the Bidder:

Correspondence:

Address, Contact No.:

Email Id:

Sr. No.	Description	Approx. Quantity	Per Page rate quoted in Rupees (Both figure and words)
1.	Multi-color per Inner page designing, printing and supplying of Annual Report of IIM Sirmaur (Inner page 130 GSM) with thermal lamination (Approx. 150 pages).	40 Nos.	Rs.
2.	Multi-color per Cover page designing, printing and supplying of Annual Report of IIM Sirmaur with logo embossing (Cover page 300 GSM) with thermal lamination.		Rs.
3.	Hindi Translation per page charges (150 pages approx.).	150 pages	Rs.
4.	Total		Rs.
5.	GST		As applicable

Note:

- 1.The price quoted above by the bidder should be inclusive of cost of Designing, Printing, Translation from English to Hindi (approx. 150 pages), Final Artwork, Digital and Hardcopy proof, Material, Embossing, Labour, Delivery FOR at IIM Sirmaur, Paonta Sahib, Distt. Sirmaur, H.P. 173025. No other extra cost will be paid on pro-rata basis.
2. The rates quoted by the bidder will be valid for a period of 90 days.
3. Selection of the vendor will be made on the basis of being L-1 in maximum cases at **Sr. No. 1 to 3** as above.
4. Quote the rates on per page basis only.
5. Hindi translation will only be made through authorized translator having similar work experience.
6. PDF, word file and any other format of the Annual Report as per requirement of the Institute will also be provided by the vendor.

DECLARATION

I/We Name of the (Authorized Representatives) 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 Officer,
Indian Institute of Management Sirmaur,
Paonta Sahib, Distt. Sirmaur, H.P.-173025.

Subject: Tender for 'Designing, Printing and Supplying of Annual Report 2020-21'; Tender No.: IIMS/PUR/Annual Report/19/2021-22; Dated: 02.11.2021.

Sir,


I/We hereby confirm and declare that I/We have carefully read the tender document terms and conditions 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 the "Indian Institute of Management, Sirmaur" and/or certificate towards exempted of EMD, as applicable in 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)


02/11/2021

Signature of Bidder

Date.....

SELF DECLARATION CERTIFICATE FOR NON-BLACKLISTED COMPANY

(To be provided on letter head of the firm)

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

(Name & Signature with stamp of the authorized signatory)

Date:

R. Singh
02/11/2024

Signature of Bidder

Date.....