

## Empanelment of Graphic Design Agency



**IIM KASHIPUR FOUNDATION FOR INNOVATION  
AND ENTREPRENEURSHIP DEVELOPMENT**

2nd Floor, Academic Block

IIM Kashipur(U.S Nagar) , PIN- 244713

Uttarakhand

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## Invitation for Empanelment

IIM Kashipur FIED invites applications from eligible and reputed organizations having in house graphic designing facilities for empanelment through this Request for Empanelment (RFE).

Applicant Firms may note the following:

- a) This request for empanelment is not a request for proposal (RFP) in any form and would not be binding on IIM KASHIPUR-FIED in any form.
- b) Empanelment shall in no way guarantee allotment of work to the shortlisted Firms. IIM KASHIPUR-FIED reserves the right to adopt measures deemed fit for allotment of work as and when deemed fit.
- c) The Applicants must submit their applications in accordance with the requirements contained in this RFE.
- d) IIM KASHIPUR-FIED reserves the right to update, amend and supplement the information in this document including qualification process before the last date and time of submission of applications.
- e) The duration of empanelment through this RFE shall be for a period from date of empanelment notice to **31<sup>st</sup> March 2022**. The period may be extended further in case of ongoing projects, good performance delivery and other reasons as deemed fit by IIM KASHIPUR-FIED and on approval of the competent authority for a period up to **two years**.

### Application Submission:

S.No.	Information	Details
1.	Addressee and the address at which the application is to be submitted	Mr. Shibananda Dash Chief Executive Officer IIM KASHIPUR-FIED 2 <sup>nd</sup> Floor, Academic Block, IIM Kashipur Kashipur-244713
2.	Date of issue of this Request for Empanelment (RFE)	01/09/2020
3.	Last date and time for submission of Applications	25/09/2020
4.	Duration of Empanelment	From date of empanel to 31 <sup>st</sup> March 2022.
5.	Validity of the Application	90 days
6.	Contact Person for clarification	Mr. Sanjay Pal

**Tender Application Fee: No.**

## **Scope of Work:**

### **Graphic Designing**

The scope of services would broadly include the following for Graphic Design House:

- a) Conceptualize, design and develop creative ideas and plans for designing of various documents from time to time such as Reports, Brochures, , hand- Books/booklet, social media postars and other documents.
- b) Designing and insertion of Newspaper advertisements.
- c) Designing of advertorials/editorials and other publicity material including project reports, brochures (8-10 pages), posters, flex/hoardings, logo design, diaries, web site banner, etc. The Graphic Design House will also be called upon to do any such activity approved by IIM KASHIPUR-FIED to further its promotional efforts by preparing materials to popularize the various initiatives of IIM KASHIPUR-FIED.
- d) Production of advertising material and promotional material.
- e) The applicant agency must have full-fledged in-house unit for preparation of art- work, translation in English, Hindi and other regional languages. The agency must also have proof reading facilities in house.

While the above-mentioned activities are to give an idea on the nature and type of projects, there can be any additional activities of similar nature, which the empanelled firms/companies would be required to undertake, based on the requirements from time to time.

The quality of the services is extremely critical and as part of their proposal the bidder/proposer should demonstrate core competencies/strengths on the above key aspects including adherence to quality and timely execution.

### **Presentation**

As a part of Evaluation of proposals submitted by the applicants, IIM KASHIPUR-FIED may seek further information or a presentation from the Organizations for evaluation purposes. IIM KASHIPUR-FIED may call for such information/presentation at a short notice.

### **Duration of Empanelment:**

The duration of empanelment through this RFE shall be for a period from date of empanelment notice to 31<sup>st</sup> March 2022. The period may be extended further in case of ongoing projects, good performance delivery and other reasons as deemed fit by IIM KASHIPUR-FIED and on approval of the competent authority for a period up to two year. Firms/Companies already empanelled with IIM KASHIPUR-FIED shall not apply again in the same domain as their period of empanelment shall be continued further.

## Pre-qualification Criteria

Bidders are expected to meet the following prequalification criteria. Bidders failing to either meet these criteria or not furnishing the requisite supporting documents/documentary evidence is liable to be summarily rejected. IIM KASHIPUR-FIED shall evaluate the prequalification proposal with reference to the information and supporting documents furnished.

S. No	Eligibility Criteria*	Supporting Document Required	Yes / No and Deviation, if any
1	The applicant shall be a single entity, registered as a Company under the Companies Act 2013 or Companies Act, 1956, Partnership Firm registered under the Indian Partnership Act, 1932, LLP registered under the Limited Liability Partnership Act, 2008 or a Proprietorship and should have been in existence in India for the last two years.	Certificate of Registration/Incorporation under the respective Acts in India; Self Certificate in case of Proprietorship.	
2	The agency must be registered in India with appropriate tax and other administrative authorities.	GST Registration Certificate PAN Card	
3	The Graphic Design House should have had a business turnover of at least Rs. 3 lakhs in each of the previous two financial years.	Audited Financial Statements for last two years and Certificate from the Statutory Auditor certifying the Turnover for previous two financial years from the relevant business	
5	Past Experience of working with the education institute, autonomous bodies, statutory bodies is preferred.	Sanction Order /relevant documents and Completion Certificate for the same.	
6	The applicant must have at least skilled designers/manpower specializing in executing the various activities in the defined scope of work	Self Certificate certifying The no. of employees	
7	The applicant should furnish an undertaking to the effect that the firm has not been black listed in India.	Letter of undertaking	

## Other Terms and Conditions:

- **Last date of submission:** Last date of receipt of sealed applications is September 25, 2020 up to 5 PM. No application shall be entertained after the expiry of the due date and time.
- **Superscription:** The envelope containing the application must be sealed properly and must be super scribed as “**Application for Empanelment of Graphic Design Agency**”.
- **Validity of the Bids:** The applications submitted shall be valid for a period of 90 days subject to increase in the period by mutual consent.
- **Authorized Signatory:** The application must be signed by the authorized signatory and their contact details must be mentioned on the cover page of the application.
- **Applications sent by post/courier:** The applications may be sent by post/courier to reach before the scheduled date and time as indicated above.
- **Empanelment Letter:** IIM KASHIPUR-FIED shall issue an empanelment letter to the successfully qualified Applicants depending upon their area of participation among the ones mentioned in the scope of work. The suitability of the firms will be ascertained based on their experience, background and quality of past work for empanelment only.

**The empanelment letter shall not confer any right to engagement.**

The vendor or its associates/companies who are empanelled with IIM KASHIPUR-FIED as a result of this empanelment process are not allowed to use the name of IIM KASHIPUR-FIED, its logo, service marks or any document for any purpose without the prior written approval of IIM KASHIPUR-FIED.

- IIM KASHIPUR-FIED will empanel the successful applicant whose proposal has been determined to be substantially responsive as per the process outlined for the same. Applicants are required to demonstrate their expertise through their application and subsequent presentation (if any). **Applicants are advised to apply in their respective domains of expertise only.**
- **Blacklisting/debarring:** IIM KASHIPUR-FIED reserves the right to cancel the empanelment letter issued and debar the firm if it is discovered that the firm had produced any false information, on delivery of unsatisfactory services, insolvency of the company or any other ethical ground as deemed fit by giving a 7 days prior written notice.
- **Allocation of work post empanelment:** The allocation of work post empanelment among all the empanelled agencies will be made by floating limited tender enquiries/nomination basis as and when the requirements arise.
- **Plagiarism:** The Graphic Design House will at no time resort to plagiarism. IIM KASHIPUR-FIED will not be a party to any dispute arising on account of plagiarism resorted to by any of the empanelled agency.

- Payment Term:** The payment from FIED will be done once the work item meets the Standard and is ‘satisfactory’ to the receiving party.

## Amendment to RFE

At any time prior to the last date for receipt of applications, IIM KASHIPUR-FIED may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFE document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals.

IIM KASHIPUR-FIED may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the RFE.

The applicant is required to visit the Tenders Section of IIM KASHIPUR-FIED website for any changes or amendments in the RFE before submitting their Applications.

## Rejection of Application

The application is liable to be rejected if:

- a) Not in prescribed forms and not containing all required details.
- b) Received after the expiry of due date and time.
- c) Missing of any supporting document(s) with the Proposal

## Documents required:

The proposal should contain the following information:

- a) The Supporting documents mentioned above in the pre-qualification section along with the annexures to this document.
- b) Profile of the Company/ Design Agency
- c) Rate Card for the services provided
- d) Any other details that the bidder may like to provide.

## Disclaimer

a. The IIM KASHIPUR-FIED shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered and returned unopened to the applicant.

b. The IIMKASHIPUR-FIED reserves the right

- To reject any/all applications without assigning any reasons thereof.
- To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the IIM KASHIPUR-FIED without assigning any reasons thereof.
- To include any other item in the Scope of work at any time after consultation with applicants or otherwise.

## Submission Details

Interested parties may send their applications along with the profile and other details inside a sealed envelope super-scribing '**Application for Empanelment of Graphic Designing Agency**' to Chief Executive Officer, IIM Kashipur- FIED, 2nd Floor, Academic Block, IIM Kashipur- 244713, Kundeshwari Road Kashipur, Uttarakhand latest by September 25, 2020, time 5PM. For covid pandemic, we accept documents in ZIP format at [fied.ceo@iimkashipur.ac.in](mailto:fied.ceo@iimkashipur.ac.in).

For any further queries, you may please contact the below mentioned person:

Mr. Sanjay Pal, Email: [fied.sanjay@iimkashipur.ac.in](mailto:fied.sanjay@iimkashipur.ac.in)

# Annexure-1

## Application

Date:

To,  
Chief Executive Officer  
IIM KASHIPUR-FIED  
2<sup>nd</sup> Floor, Academic Block, IIM Kashipur  
Kashipur-244713

Subject: Empanelment as a Graphic designing

Dear Sir,

Having examined the pre-qualification document indicating scope of works, I/We hereby submit our proposal together with all the necessary information and relevant documents for empanelling us with IIM KASHIPUR-FIED for the Professional Services for Graphic Design.

The proposal is made by me/us on behalf of.....  
(Company/Firm/Association of individuals/ Proprietorship) in the capacity of .....  
duly authorized to submit the proposal.

I/We understand that IIM KASHIPUR-FIED reserves the right to reject any proposal without assigning any reasons thereof. I/We undertake that all the information furnished by me/us in the proposal is true to the best of me/our knowledge and belief. If any of the information is found to be false on subsequent verification, I/We undertake that I/We may be excluded from the list of empanelled Firms.

AUTHORISED SIGNATORY

(Name and Designation)

Name of Firm:

Address: E-mail

id: Contact

details:

## Annexure-II

### Company Profile:

1	Name of the Applicant Firm	
2	Ownership (Government/ PSU/ Private)	
3	Type of Organization: Partnership firm/ Public Limited Company/ Pvt. Limited Company/ Limited Liability Partnership/Proprietorship/Others (please specify and attach proof)	
4	(i) PAN Number (ii) GST Number	
5	Name and Designation of Key Management Person(s)	
6	Date & Year of establishment of firm	
7	Number of years of experience in Graphic Design services	
8	Name of software and tools use for design	
9	Adress of Agency/firm/company	
10	Core Competency	
11	Any other important information about the organization	
12	E-mail Id and contact details of the authorized person	

**Signature with Seal**