



Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

(Web Site: www.iimkashipur.ac.in)



BIDS ISSUED TO:

TENDER DOCUMENT

FOR DESIGNING AND PRINTING OF ANNUAL REPORT- 2019-20 AT IIM KASHIPUR

NOTICE INVITING TENDER (NIT) NO. IIMKASHPUR/PUR DEPTT /NIT/ 13 / 2020-21 DATED 13 Nov 2020

1. Bids in sealed cover are invited for from reputed, capable and experienced vendors listed in this NIT on LTE basis. Please super scribe the outer cover of the sealed bid as "DESIGNING AND PRINTING OF ANNUAL REPORT- 2019-20 AT IIM KASHIPUR", NIT/13 dated 13 Nov 20. Bids may be super scribed with the details mentioned above.
2. The address, contact numbers, date of issue of quotations document, last date of submission of bids, date and time of opening of bids for sending Bids or seeking clarifications regarding this NIT are given below –
 - a. Bids/queries to be addressed to: STORE AND PURCHASE OFFICER
 - b. Postal address for sending the Bids:

STORE AND PURCHASE OFFICER
INDIAN INSTITUTE OF MANAGEMENT, KASHIPUR
KUNDESHWARI, KASHIPUR, DIST. UDHAM SINGH NAGAR,
UTTARAKHAND (INDIA) PIN – 244713
Website: www.iimkashipur.ac.in
 - c. Name/Designation of the contact personnel: STORE AND PURCHASE OFFICER
 - d. Telephone numbers of the contact personnel:91-7088270882,7900444090 / 321
 - e. e-mail ids of contact personnel: purchase@iimkashipur.ac.in
 - f. Last date and time of submission of bid : 08 Dec 2020 at 11 AM. Any changes of the schedule will be notified on the Institute's website.
 - g. Date and time of opening of Bid : 08 Dec 2020 at 11:30 A.M onwards. Any changes of the schedule will be notified on the Institute's website. If the date is holiday, the next working day will be the opening date of the tender.
3. **Cost of Bid Document/Tender Fee:** NIL



Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

4. **Manner of depositing the Bids:** Sealed Bids should be either dropped in the Tender Box placed at Main Gate of IIM Kashipur or should be sent by registered post/courier at the address given above to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal/courier delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered.
5. The NIT is to be signed on all the pages by the bidder. This NIT is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage.
6. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. This event will not be postponed due to non-presence of your representative.
7. **Forwarding of Bids** – Bids should be forwarded by Bidders in a sealed envelope by duly super scribed as stipulated above.
8. **Clarification regarding contents of the NIT:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing or telephonically about the clarifications sought not later than two days prior to the date of opening of the Bids.
9. **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice should on a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
10. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
11. **Validity of Bids:** The Bids should remain valid till **90 days** from the last date of submission of the Bids.
12. **Earnest Money Deposit:** NIL
13. **SCOPE OF WORK:**
 - (a) The scope of work for the Designing and printing of the Annual Report-2019-20 is appended below:

Sl. No.	Description	Qty
01.	Designing & Printing of Annual Report (English) Upto 104 Page* + Cover, Size: 8.5"X11" Cover: 300 GSM Art Card Paper Paper: 130 GSM Art Paper Multicolor Perfect Laminated Binding	100
02	Designing of Annual Report (Hindi) (Specification: Same as per above column)	50
03.	Translation (English to Hindi) for Annual Report in Hindi	01



Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

- (b) Sample copy of the Annual Report 2018-19 (English Edition) is enclosed with NIT.
- (c) Content of the Annual Report 2019-20 (Text and Images) will be made available to the final selected vendor only.
- (d) Designing of Annual Report 2019-20 English and Hindi.
- (e) Printing of Annual Report 2019-20 English version -100 copies
- (f) Specification
 - (i) Size: 8.5 X 11 Inches (Approx.) with perfect binding in book form.
 - (ii) Cover: 300 GSM Art Card Paper
 - (iii) Paper: 130 GSM Art paper Multicolour
- (g) Number of Pages: Approximately **104** pages excluding cover pages (No. of pages may increase or decrease, based on content). The actual cost may be calculated on the basis of actual number of pages. The rate for additional / less pages if any, may also be mentioned on pro-rata basis (for 8 pages batch).
- (h) Number of Copies: 100 Copies for English Edition.

Note- The soft copy preferably in PDF format will also be made available to IIM Kashipur by email or in pen drive as per requirement of IIM Kashipur for the purpose of uploading on website etc.

- (i). Content: The content will be based on the information provided by IIM Kashipur as soon as the same is finalised. The content will be sent by email from the authorised representative (s) of IIM Kashipur.
- (j). Point of Contact: The members will be finalised by the Institute as point of contact for all purposes including supply of content, photographs, proof reading and approval of draft for final printing to the selected vendor.
- (k). Delivery: The hard copies of the Annual Report should be delivered at IIM Kashipur by required date as specified by the Institute. Hard copies must be delivered within 20 days after proof reading by the Institute.
- (l). The soft copies of Annual Report (English version) must be forwarded on email for proof reading before printing.
- (m) The contract may be extended for one more year (maximum period for three years from the date of contract) for printing of Annual Report of the institute on same rates and terms and conditions of the NIT on mutual consent basis.

14. General Terms and Conditions:

- (a). **Non-disclosure of Contract documents:** Except with the written consent of the Buyer/ Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.



Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

(b). **Liquidated Damages:** In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply of the stores/goods/services and conduct trials, installation of equipment, training, etc as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The Buyer may also deduct from the Seller as agreed, Liquidated Damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

(c). **Force Majeure:** Neither Party shall be liable for damages for any delay or failure to perform its obligations hereunder, if such delay or failure is due to causes beyond its control or without its fault or negligence, including, without limitation, riots, wars, fires, epidemics, lack of human or material resources, quarantine restrictions, unusually severe weather, earthquakes, explosions, acts of god or state or any public enemy, or acts mandated by any applicable laws, regulation or order (whether valid or invalid) of any governmental body. If a force majeure event occurs the affected Party shall inform the other Party promptly and will use reasonable efforts to mitigate adverse effects and to resume performance as soon as practicable. Should the force majeure event extend beyond fifteen (15) days either Party shall have the right to terminate the Agreement upon immediate written notice without any penalty or liability. However the existing liabilities of the Parties and the Institute's payment obligations for services successfully performed, provided the same is not affected by a force Majeure event, shall remain and not be affected by the force majeure event.

(d). **Intellectual Property Rights (IPR) :-**

- The Bidder undertakes not to, in any manner, claim all or any part of the IPR or commercially exploit all or any of the proprietary rights generated and developed by IIM KASHIPUR as vested whether trademarked, copyrighted or not.
- The Bidder acknowledges that all IPR relating to the entire content of the existing IIM KASHIPUR website, and all the output relating to the service belongs to and vests exclusively with IIM KASHIPUR and under no circumstances whatsoever the Bidder shall claim all or any rights proprietary or otherwise over all or any portion of the IPR belonging to IIM KASHIPUR.

(e). **Work made for hire:** The Bidder expressly acknowledges that the material contributed by it hereunder, and its services hereunder, are being specially ordered and commissioned by IIM KASHIPUR for use in connection with the service. The work contributed by the Bidder hereunder shall be considered a "work made for hire" as defined by the copyright laws. IIM KASHIPUR shall be the sole and exclusive owner and copyright proprietor of all rights and title in and to the results and proceeds of the Bidder's services hereunder in whatever stage of completion. If for any reason the results and proceeds of the Bidder's services hereunder are determined at any time not to be a "work made for hire", the Bidder hereby agrees to irrevocably transfer and assign to IIM KASHIPUR all right, title and interest therein, including all copyrights, as well as all renewals and extensions thereto.

(f). **Data Security:** The Bidder shall use inputs provided by IIM KASHIPUR solely for performing its obligations under this Contract, and will not, at any time, transfer, save, download, print, disclose, or in any other way use the inputs other than as directly required for the provision of the services under this Contract or as directed by IIM KASHIPUR in writing.



Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

(g). **Confidentiality:** Both the Parties hereby undertake that under no circumstances whatsoever they shall disclose any of the Terms of this Contract and all or any Confidential Information belonging to the other party like financial plans, business plans, and others, declared confidential to which they might have access during the association with one another in terms of this Contract, except to the extent that is already in public knowledge/ domain. The Confidential Information as hereinabove detailed shall not be disclosed during the subsistence of this Contract and thereafter for a period of five years from the date of termination of this Contract for whatever reason.

(h). **Indemnity:** Either Party (Indemnifying Party) shall indemnify, defend and hold harmless the other Party (Indemnified Party), its directors, officers and employees from and against any and all claims, demands, liabilities, and reasonable attorney's fees but only in proportion to and to the extent such claims, liabilities, and attorney's fees arise from any errors and any act/commission/omission on part of the Indemnifying Party or in connection with any work, authority or jurisdiction delegated to the Indemnifying Party under this Contract.

(i) The Contractor shall fulfill all the obligations arising under the contract and shall not enter into sub-contract with other party/parties. He shall have no right for tenancy, demise or any interest whatsoever in respect of said premises.

(j) **The payment shall be made within 30 days of the receipt of original bill from the vendor.**

14. **ARBITRATION:** In event of any dispute or difference arising out of or in connection with the agreement including the interpretation of its clauses or any other matter arising out of the Agreement between the Parties, the same shall be resolved by mutual discussion and if any dispute or difference arising out of this Agreement or interpretation of the Agreement or any other matter related to the Agreement remains unresolved, it shall be then referred to the Sole Arbitrator to be appointed by the Director, IIM Kashipur alone and the arbitral proceedings shall be conducted strictly in accordance with the Arbitration and Conciliation Act, 1996, as amended up-to-date (including the statutory modifications thereof). The place of conducting Arbitration / seat of Arbitration shall be Kashipur and the arbitral proceedings shall be conducted in English language only. The cost of arbitration shall be shared equally by both the parties and the decision / interim orders passed by the Sole Arbitrator, so appointment by the Director, IIM Kashipur, shall be final and binding on both the Parties.

15. **Performance Guarantee:** N/A

16. **Documents to be submitted by the bidders along with the tender :-**

(i) The Contractor should have a legal status, whether it will be a registered Partnership Firm/Company under Companies Act having legal entity having all statutory licenses/registration for carrying out such activity as well as have registration for tax liabilities GST/income tax. (Bidders are mandatorily to furnish relevant documents to support)

(ii) Average Annual turnover of the firm in last three financial years should be greater than or equal to 5 lakh (Rupees Five Lakh). (Bidders are mandatorily to furnish relevant documents to support)

(iii) There should be no criminal case pending with the police against the Proprietor/Firm/Partner or the Company (Agency) and the firm should not be blacklisted by Central Government/State Government/PSU/any other Institutes. The declaration to such state as incorporated in the Bid will be assumed for this purpose.



Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

- (iv) The firm should have atleast two year's experience in the relevant field. Minimum one work order of Central/ State Government /PSU to be submitted along with the bid.
17. Evaluation Criteria - The broad guidelines for evaluation of Bids will be as follows:
- a. Only those Bids will be evaluated which are found to be fulfilling all the requirements of the NIT.
 - b. The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format on Annexure-I:
 - c. The rate contract will be awarded to the overall L-1 bidder for the services. The value of Total cost (inclusive of all taxes) will be ascertained for determination of L-1 vendor.**
 - d. All the rates quoted should be inclusive of all freight charges / taxes.**
 - e. If there are more than one bidder fulfilling the requisite criteria, then the bidder who is having the highest average turnover for last three years shall be awarded the contract.

Date:

**Signature & Seal of the Applicant /Firm
Contact No.**



Indian Institute of Management Kashipur

Kundeshwari, District – Udham Singh Nagar, Kashipur – 244713

ANNEXURE-I

(Refers to IIM Kashipur/NIT/13)

FINANCIAL BID

Name of the Tenderer Firm: _____

Sl. No.	Description	Qty	Rate (Rs.)	GST @..... (Rs.)	Total Amount incl. of GST (Rs.)
01.	Designing & Printing of Annual Report 2019-20 (English) Upto 104 Page* + Cover, Size: 8.5”X11” Cover: 300 GSM Art Card Paper Paper: 130 GSM Art Paper Multicolor Perfect Laminated Binding	100			
02	Designing of Annual Report 2019-20 (Hindi Version) (Specification: Same as per above column)	50			
03.	Translation (English to Hindi) for Annual Report in Hindi	01			
04.	Increased Pro- rata for every 08 pages-forme (in Rs. Per 08 pages per copy)	Per 08 pages			
* [Actual Number of Pages may increase or decrease. Rates of additional pages quoted at Sl. No. 4 will only apply for the additional pages indented.]			Grand Total incl. of all Taxes		

In words Total amount incl of GST and other chages:-

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Declaration by the Tenderer: This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions attached and undertake myself/ourselves to abide by them. The General Terms & Condition are part of the Tender.

Date:

Signature of the Tenderer / Firm's Seal