

**NOTICE INVITING TENDER (NIT)  
FOR  
DESIGNING AND PRINTING OF COFFEE TABLE BOOK**

**NIT No. Coffee-book/2023-24/20 Dated: 08.12.2023.**

Tender Document can be downloaded from following websites:

<http://www.iimj.ac.in/tender-and-notice>  
<https://www.eprocure.gov.in/eprocure/app>

Address To:

Chief Administrative Officer  
Indian Institute of Management Jammu  
Old University Campus, Canal Road  
Jammu- 180016 (J&K)

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# NOTICE INVITING TENDER (NIT) FOR DESIGNING AND PRINTING OF COFFEE TABLE BOOK AT INDIAN INSTITUTE OF MANAGEMENT JAMMU

Date: 08/12/2023

NIT No. Coffee-book/2023-24/20

Indian Institute of Management (IIM Jammu) invites NOTICE INVITING TENDER (NIT) through online bids in two bid system from printers/ publishers with ISO 9001: 2015 Certification for Creation (Designing) & Printing of Coffee Table Book.

The NIT document/details can be downloaded from the IIM Jammu website <https://www.iimj.ac.in> and <https://www.eprocure.gov.in/epublish/app>

## TENDER SCHEDULE/ BID-DATA SHEET:

Date of Issue/Publishing	:-	11.12.2023
Start date and time of submission of Bid	:-	20.12.2023
Last Date and Time for Uploading of Bids	:-	01.01.2024 upto 03:00 PM
Last Date and Time for receipt of queries	:-	25.12.2023 upto 3.00 PM
Date and Time of Opening of Technical Bids (Cover-I)	:-	02.01.2024 @ 3.00 PM
Date of Opening of Financial Bids (Cover-II)	:-	Shall be Communicated after the technical evaluation.
Online Pre bid Meeting on 18.12.2023	:-	Online Pre-bid Meeting on Zoom or Google Meet. Send prebid meeting queries to <a href="mailto:purchase@iimj.ac.in">purchase@iimj.ac.in</a> till 15.12.2023 5 PM
Presentation	:-	The date for presentation will be declared later on, after Technical Bids opening
Number of Covers	:-	02 (Two)- Cover-I (Technical Bid) and Cover-II (Financial Bid)
Tender Process Fee (Non-refundable) <b>Not exempted</b>	:-	Rs. 1080/- (Rupees One thousand and eighty only) Including GST
Cost of Tender Document/ Registration Fee	:-	Nil
EMD (Earnest Money Deposit)	:-	Rs. 100,000/- (Rupees One Lakhs only)

Performance Security	:-	Rs. 1,75,000/- (One Lakhs Seventy five thousand only)
Contact detail	:-	CAO Office, 0191-2585837, cao@iimj.ac.in Purchase Office, +91-7298076792, purchase@iimj.ac.in
Bid Validity	:-	90 days from the date of opening of financial bid
Location of the Delivery	:-	Indian Institute of Management Jammu, Old University Campus Canal Road, Jammu-180016 (J & K)

**Note:**

- (i) Bids submitted with incomplete information or information not in conformity with the Bid Documents will summarily be rejected. While submitting the Bids, the Bidders must exercise utmost care to fill up the bid in all respect as per the specified terms and conditions.
- (ii) The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise.
- (iii) In case, the last date of receipt of tenders and / or the day of opening of tender is declared as a Public Holiday or there is non- functioning of the Institute due to any unavoidable reason, the next working day will be treated as a day for the purpose at same time. No separate intimation will be given.

**SD/-**  
**Chief Administrative Officer**  
**IIM Jammu**

## 1. BACKGROUND:

- 1.1 Indian Institute of Management Jammu, hereinafter known as IIM Jammu is one of the Institutions of National Importance (INIs) in India governed by the Indian Institute of Management Act 2017 under the Ministry of Education (MOE), Government of India. The Institute imparts quality/ world class education in Management and conducts MBA program, IPM Program, Doctoral level programmes and executive training programs in all the functional areas of Management.
- 1.2 IIM Jammu is operating from its permanent campus at Jagti, the 200 acres of state-of-the-art campus at Jagti, 14 Kms. from Jammu City, about 16 Kms from Jammu Railway Station and 18 Kms. from Jammu Airport. The proposed Campus is a blissful mix of modern architecture, culture and heritage of Jammu and Kashmir.
- 1.3 IIM Jammu is also operating from its temporary campus at the Old University Campus, Canal Road, Jammu, since August 2016.
- 1.4 IIM Jammu is also operating its transit Satellite campus for Executive's Education Programs at Srinagar-190015 J&K.
- 1.5 IIM Jammu is also opening an Off-Campus, at Leh, Ladakh.
- 1.6 This NIT is for engaging services of a Company/Firm/Agency to design and publish Coffee Table Book on the theme "IIM Jammu – Beginning of an Era" to be published on behalf of the IIM Jammu. The Book will be of approximately 200 pages with innovations and will also have a digital adaptation (E-book) for the IIM Jammu website. The book will be of a very high standard. In pursuance of the above, the IIM Jammu has decided to commission a Coffee Table Book in accordance with the scope of work and deliverables mentioned in this Tender Document. The scope of Coffee Table Book would include pictorial depiction and use of charts, graphs etc. along with text matter.

## 2. SCOPE OF WORK:

IIM Jammu has decided to commission a Coffee Table Book in accordance with the scope of work and deliverables mentioned in this Tender Document. The scope of Coffee Table Book would include pictorial depiction and use of charts, graphs etc. along with text matter.

- (a) Creation/Generation & Organization of content without violation of the Copyright Act and any other applicable Central and State Acts.
- (b) Editing of contents, preparing the design/layout.
- (c) Preparation of Headings.
- (d) Type setting of the book.
- (e) Ensuring illustrations and captions are correct.
- (f) Procuring relevant photographs.
- (g) Appropriately placing of photographs.
- (h) Ensuring high quality of work (editorial, design and production);
- (i) Effective coordination for collating content and reference material, photos, and design.

- (j) Preparing bibliography.
- (k) Digital adaptation of the coffee table book as E-version for the IIM Jammu website.
- (l) It would involve a visit by two to three personnel of the selected Agency to locations and subsequent photo shoot at shortlisted places.

### 2.1.1 LOCATIONS:

IIM Jammu is having offices at following locations:-

**Location 1:** Permanent Campus at Jagti, Nagrota, about 16 Kms. from Jammu Railway Station and 18 Kms. from Jammu Airport - 181221.

**Location 2:** Indian Institute of Management Jammu, Old University Campus, Canal Road Jammu- 180016.

## 3. GENERAL TERMS & CONDITIONS

- 3.1 Tenders received after closing date & time shall be rejected.
- 3.2 All the columns in Technical Bid format needs to fill by the bidders and submitted online on CPP portal.
- 3.3 Bidders who Score more than 60% and above marks in technical bid assessment will qualify for the financial bid.
- 3.4 In the event of default in supply, IIM Jammu reserves the right to cancel the order and to claim damages from the successful bidder, and also reserves the right to award the contract to another vendor at the cost and risk of the successful bidder.
- 3.5 The Technical Bid should not contain any indication of the price. In case any indication of the price quoted is included in the Technical Bid, such Bids shall be rejected. No correspondence will be entertained in this regard.
- 3.6 Amendments and clarifications, if any, to this tender will be hosted on the website of the IIM Jammu and CPP portal and IIM Jammu shall not intimate the bidders individually of the same. The bidders, are therefore, advised to visit the IIM Jammu 's website regularly till the date of closing of the tender.
- 3.7 All material, artwork, photographs, write-ups and all such information, etc used in printing of Coffee Table Book will be the property of the IIMJ and will have sole rights for its use in future. Content shared online must be copyright protected.
- 3.8 For verification of information submitted by the Bidders, the Committee at their discretion may, if required, visit the Bidder's offices at its own cost.
- 3.9 The Bidders shall provide all the necessary documents, samples, and reference information as desired by the Committee.
- 3.10 The Bidders shall also assist the Committee in getting relevant information / references/ photographs, etc if desired.

- 3.11 Consortium of two advertising or printing or publishing houses would be allowed only for the purpose of execution of job. However, all the technical and financial formalities will have to be met by the main bidding agency in the selection process.
- 3.12 The expenditure on travelling, accommodation, any other allowance, etc for collecting, collating, compiling of any data, information or any other such material required for printing of the Coffee Table Book would be borne exclusively by the Agency.
- 3.13 IIM Jammu reserves the right:
- (i) To reject any / all applications without assigning any reasons thereof.
  - (ii) To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the IIM Jammu without assigning any reasons thereof.
  - (iii) To include any other item in the scope of work at any time after consultation with prospective agencies or otherwise.

#### **4. ELIGIBILITY CRITERIA:**

- 4.1 The bidder should have a minimum turnover of Rs. 3 Crores per year in printing/designing/publishing in the last three years. Bidders shall be required to submit copies of Income Tax Returns for the last 3 years along with Turnover certificates attested by a Chartered Accountant.
- 4.2 The bidder should be an advertising/publishing/printing house with an experience of minimum of 3 years in content generation/designing/publishing magazines/coffee table books and should have at least printed/designed/published two (2) coffee table books for Govt Deptt. /PSUs/autonomous organizations of Union of India/States/International organizations like WHO, UNICEF, UNFPA, UNDP.
- 4.3 The bidder should have an in-house team of editors, writers, proof-readers, designers, image correctors, digital & production and any other personnel and equipment/ machinery necessary for carrying out the work. Bidder to submit resumes, Employer's Form 16 and experience of the team members who will be working on this book behalf of the IIM Jammu.
- 4.4 The bidder should provide user satisfaction certificates from 2 clients on successful completion of publishing of coffee table book published/ printed by them.
- 4.5 The Bidder will submit a certificate to the effect that the information submitted by him is correct and he will abide by the decision of competent authority of IIM Jammu regarding commissioning of Coffee Table Book. In the event of the information submitted by the bidder is found to be false or fabricated in any manner whatsoever, the bidder may be suspended and/or debarred from bidding for all future projects/proposals of IIM Jammu.
- 4.6 The bidder should have a background in providing digital services to clients like application for website (E-Book), etc. Bidder to indicate his experience in digital services provided to clients with examples and details.



4.7 The bidder should have not been de-registered/blacklisted, previously by any government organization. A Certificate to this effect to be submitted on the letter head of the firm/ agency.

4.8 The Agency should have a PAN Number and GST Registration.

## 5. TENDER FEE & EARNEST MONEY DEPOSIT (EMD):

5.1 The Bidder should submit Tender Processing Fee of Rs. 1080/- (Rupees One thousand and eighty only) – Non-Refundable / Not-Exempted and Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakhs only) separately in the form of NEFT/RTGS in the name of “Indian Institute of Management Jammu”.

### Bank Details of IIM Jammu for NEFT/RTGS:

NAME OF THE ACCOUNT HOLDER: INDIAN INSTITUTE OF MANAGEMENT JAMMU

NAME OF BANK: THE JAMMU & KASHMIR BANK LTD.

BRANCH NAME: E/C GOVT. COLLEGE OF ENGINEERING CANAL ROAD

ADDRESS OF BANK: GCET CANAL ROAD JAMMU

IFSC CODE: JAKA0EGCENG

A/C NUMBER: 1250040500000042

MICR CODE: 180051027

5.2 The Technical Bid without Tender Fee & EMD would be considered as UNRESPONSIVE and will not be accepted. NSIC / MSME registered bidders must submit copy of valid NSIC / MSME Registration Certificate for exemption of EMD.

5.3 The Tender Fee and EMD shall be denominated in Indian Rupees only. No interest will be payable to the bidders on the amount of the EMD.

5.4 The public sector companies will not be exempted from submitting EMD until and unless they submit document pertaining to directives of Government of India in this regard of the Tender.

5.5 **Refund of EMD:** The EMD will be refunded without any interest to the unsuccessful Bidders only after the Tenders are finalized.

## 6. SUBMISSION OF BID (INSTRUCTIONS FOR ONLINE BID SUBMISSION):

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Class 3 Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal and submitting their bid online on the e-tendering portal as per uploaded bid. **Prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal (URL: <http://eprocure.gov.in/eprocure/app>).** For more information, bidders may visit the CPP Portal <http://eprocure.gov.in/eprocure/app>. Tender document can also be downloaded from IIM Jammu Website ([www.iimj.ac.in](http://www.iimj.ac.in))

## 6.1 REGISTRATION:

- 6.1.1 Bidders to enroll on the e-Procurement module of the portal <http://eprocure.gov.in/eprocure/app> by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- 6.1.2 The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 6.1.3 Bidders to register upon enrolment their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- 6.1.4 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. Foreign bidders are advised to refer “DSC details for Foreign Bidders” for Digital Signature requirements on the portal.
- 6.1.5 Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

## 6.2 SEARCHING FOR TENDER DOCUMENTS:

- 6.2.1 Various built-in options are available in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- 6.2.2 There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 6.2.3 Once the bidders have selected the tenders they are interested in; they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 6.2.4 The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

## 6.3 PREPARATION OF BIDS:

- 6.3.1 Bidder should consider any corrigendum published on the tender document before submitting their bids.

- 6.3.2 Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 6.3.3 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- 6.3.4 Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 6.3.5 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 6.3.6 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard Documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

#### 6.4 **SUBMISSION OF BIDS (GENERAL INSTRUCTIONS):**

- 6.4.1 Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 6.4.2 The bidder must digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by RGIPT, Jais.
- 6.4.3 Bidder must select the payment option as “e-payment” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 6.4.4 Bidder should prepare the EMD as per the instructions specified in the tender document. The EMD in original should be posted/couriered/given in person to the concerned official before the Online Opening of Financial Bid. In case of non-receipt of EMD amount in original by the said time, the uploaded bid will be summarily rejected.
- 6.4.5 Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender

document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

- 6.4.6 The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6.4.7 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 6.4.8 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 6.4.9 Upon the successful and timely submission of bid click "Complete" (i.e., after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
- 6.4.10 The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

## 6.5 **BID SUBMISSION PROCESS:**

The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid. Financial Bids to be submitted in BOQ format only.

### 6.5.1 **TECHNICAL BID SUBMISSION:**

- 6.5.1.1 Bidder should number the pages submitted in form of Technical Bid and provide an INDEX/ COMPLIANCE SHEET (As per Annexure-I)

indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid, without which the tender will be considered incomplete and hence, summarily rejected.

- 6.5.1.2 **The Technical Bid should be accompanied by the relevant documents, duly signed, and stamped by Authorised Signatory on each page of Technical Bid & relevant documents and all supportive documents to be attached with related annexure only, without which the tender will be considered incomplete and hence, summarily rejected.**
- 6.5.1.3 **Due date:** The tender has to be submitted online on or before the due date. The offers received after the due date and time will not be considered.
- 6.5.1.4 The Technical Bid should be accompanied by a copy of this Tender Document with each page duly signed by the authorized signatory of the bidders, who has signed the bid, as taken of having read, understood and complied with tender, the terms, and conditions contained herein. Bids not accompanied by a duly signed copy of the Tender Document will not be considered.
- 6.5.1.5 The bid should be precise, complete in all respect and in the prescribed format as per the requirement of the bid document. Failure to furnish all information required through the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
- 6.5.1.6 The bid should be clear and without any condition. Conditional bids shall be summarily rejected.
- 6.5.1.7 IIM Jammu reserves the right to modify, expand, change, alter, restrict, scrap, refloat or cancel the Tender at any stage without assigning any reason whatsoever.
- 6.5.1.8 IIM Jammu reserves the right to relax/amend/add/withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any enquiry after submission of the quotation will not be entertained.
- 6.5.1.9 Any change/corrigendum/extension of closing/ opening dates in respect of this tender shall be issued through e-tender Portal (URL:<http://eprocure.gov.in/eprocure/app>) and IIM Jammu website only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit IIM Jammu website for updates.

6.5.1.10 Bids submitted with incomplete information or information not in conformity with the Bid Documents will summarily be rejected. While submitting the Bids, the Bidders must exercise utmost care to fill up the bid in all respect as per the specified terms and conditions.

#### 6.5.2 **FINANCIAL BID SUBMISSION:**

6.5.2.1 A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidder to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable. The format of Financial Bid is also given at **Annexure-VIII** for reference only.

6.5.2.2 The Financial Bid (Price Bid) shall be submitted in electronic form only in conformity with the tender specifications on the portal only by the time & date as specified in NIT.

6.5.2.3 The financial cover shall contain price bid in the enclosed “Price Bid format” i.e. in BOQ format. Submission of the Financial Bid (Price Bid) by any other means shall not be accepted by the Institute in any circumstances.

6.5.2.4 The Bidder shall not tamper/modify Financial Bid Format in any manner. In case, if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited.

6.5.2.5 Online submission of the bid will not be permitted on the portal after expiry of submission time and the Bidder shall not be permitted to submit the same by any other mode.

6.5.2.6 The bidders are advised to quote their rates in Indian Rupees (INR) only.

6.5.2.7 All duties, taxes and other levies payable by the vendor shall be included in the total price. However, GST will be extra paid as actual.

6.5.2.8 Quoted rate should be all-inclusive. No extra charges shall be entertained other than the quoted rate.

6.5.2.9 The cost of Domain based readable (for at least 20 roles) shall be inclusive in above quoted rates

#### 6.5.3 **ONLINE BID SUBMISSION:**

The Online bids (complete in all respect) must be uploaded online in two covers as explained below:

**COVER - 1 (TECHNICAL BID)**

All Documents establishing conformity to the Eligibility Criteria  
(Following documents to be provided as single PDF file)

Sr. No.	Documents	Content	File Types
1.	Technical Bid	INDEX/ COMPLIANCE SHEET (As per Annexure-I) indicating the page number of each document submitted	.PDF
2.		Technical Bid As per Annexure - II	.PDF
3.		Proof of Tender Processing Fee and EMD.	.PDF
4.		Tender Acceptance Letter as per Annexure-III.	.PDF
5.		Copy of Permanent Account Number (PAN) in the name of the firm, if not proprietorship firm.	.PDF
6.		Copy of GST Registration Certificate.	.PDF
7.		Details of the Proprietor, Directors, contact person (with Names, address, phone number etc.) should be furnished with the tender on the letter head of the agency.	.PDF
8.		Annual turnover of the agency in the area of printing/designing/publishing jobs for the years 2019-21, 2021-22 and 2022-23	.PDF
9.		Detail of Experience as per Annexure-V, along with the copy of work order and completion / performance certificates in the same sequence.	.PDF
10.		Proof of Experience: PO/ WO/ Agreement/ Experience Certificate/ Performance certificate from the clients.	.PDF
11.		MANDATE FORM FOR Electronic Fund Transfer/ RTGS TRANSFER As per Annexure- VI.	.PDF
12.		Self-Declaration about Non-Black Listing as per Annexure-VII.	.PDF
13.		Duly signed and stamped of the entire tender document along with its addendum/ corrigendum, if any.	.PDF
14.		All other documents, as required in terms of the tender, to claim eligibility.	.PDF

Note: Institute may ask the vendor to submit any other certificate/document as it may deem fit.

**COVER - 2 FINANCIAL BIDS (PRICE-BID)**

Sr. No.	Types	Content	File Types
1.	Financial Bid	Price Bid in given format BOQ only. (Format is given at Annexure-VIII for reference only)	.xls

## 6.6 ASSISTANCE TO BIDDERS:

- 6.6.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 6.6.2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

## 6.7 GENERAL INSTRUCTIONS TO THE BIDDERS:

- 6.7.1 The tenders will be received online through portal <https://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- 6.7.2 Possession of Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/ eToken in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link 'Information about DSC'.
- 6.7.3 Bidders are advised to follow the instructions provided in the 'Instructions to the Bidders for the submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure>.

- 6.8 **BID VALIDITY:** The bids shall remain valid for a period of 120 days from the date of opening of the financial bid. In case the Bidder withdraws, modifies or changes his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The Bidder should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

In case the Bidder withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The Bidder should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

- 6.9 The Submission of bids does not entitle any Agency for automatic grant of award.
- 6.10 Any enquiry after submission of the proposal will not be entertained.
- 6.11 Canvassing/marketing /offering promotional services etc. in any form whether directly or indirectly in connection with the tender is strictly prohibited and the tenders submitted by the Agency/ Firm / Company who resort to canvassing will be liable for rejection without any further reference.
- 6.12 IIM JAMMU reserves the right to reject all or any tender in whole, or in part, without assigning any reasons thereof.



## 7. BID OPENING:

- 7.1 The online bids will be opened by a Tender Process Committee duly constituted for this purpose. Online bids (complete in all respect) received along with Tender Fee and EMD (if any) will be opened as mentioned at “Tender Schedule” in presence of bidder’s representative if available.
- 7.2 The Agencies may depute their authorized representatives to remain present during the Proposal opening process subject to submission of valid authorization letter in the name of the representative to attend the Proposal opening process. Only one representative will be allowed to participate in the tender opening.
- 7.3 **Place for opening of Bids:** Indian Institute of Management Jammu, Old University Campus Canal Road, Jammu-180016 (J & K)
- 7.4 **The Technical bid** will be opened first and evaluated. **The Financial bid** of only those bidders whose technical bid is found to be technically responsive by the Committee will be opened. The Financial bids of ineligible bidders will not be opened.
- 7.5 **Presentation:** A Separate online meeting for presentation will be conducted through Google Meet or any other platform, to assess the technical competence of the bidders. The link of Online meeting for presentation will be shared with only those bidders, whose bid / application would have been received by the closing time and date as indicated in the beginning of this document. Maximum of two representatives per bidder will be permitted to attend online meetings for presentation, subject to the submission of valid authorization letter.
  - 7.5.1 This presentation will be the part of evaluation of technical bids and the date for presentation will be declared later, after Technical Bids opening and pre-qualification of Technical Tenders. The link of Online meeting for presentation will be shared with only those bidders, whose bid / application would have been received by the closing time and date as indicated in the beginning of this document. Maximum of two representatives per bidder will be permitted to attend online meetings for presentation, subject to the submission of valid authorization letter.
- 7.6 In case the last date of receipt of tenders or the day of the opening of tender is declared as a Public Holiday, or there is non- functioning of the institute due to any unavoidable reason, the next working day will be treated as a day for the purpose at the same time. No separate intimation will be given.

## 8. BID EVALUATION:

IIM Jammu will use Cost Evaluation under Combined Quality Cum Cost Based System (CQCCBS), the technical proposals will be allotted weightage of 70% while the financial proposals will be allotted weightages of 30%. Proposals with the lowest cost may be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices. Total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up.

## 9. TECHNICAL SPECIFICATIONS

Particulars	Specifications for 1000 copies
Name of Work	Creation (Designing) & Printing of Coffee Table Book
Quantity Size in inches	1000 copies Approx. Quantities may change. 27.5cm X 27.8cm
No. of Pages	200 pages including cover
Paper Quality	220 GSM Art Paper
Binding & Colour Schemes	Hard Bound with Multi Color Jacket Cove
Offset Printing of Photographs and illustrations	Anywhere and in any size as per requirement/design Photos. The Book must consist of a minimum of 60% pictorial illustrations
Cost of Photographs	As per DAVP norms and actual.
Digital	An e-version for the IIM Jammu website, content featuring the contents of the coffee table book.
Language	English
Binding	Section sewn with good quality library book style with head and tail bands, flat spine bound with hard case binding machine i.e., perfect binding with hard case. Bookmark both side printing 4/c on 300 GSM super white rendezvous or similar grade.
IIM Jammu logo and India's National Emblem	IIM Jammu Logo is to be put on the (Top left) and logo on (top right) spine along with the credit are to be placed on back cover. IIM Jammu Logo & National Emblem will be provided by IIM Jammu
Process of Composing & Printing	Laser typesetting and offset printing. Proofing of the colors will be done by the agency/firm & get approved from IIM Jammu before final printing.
Proof Reading	It will be the sole responsibility of the agency/firm in coordination with IIM Jammu .
Liaison	It will be the responsibility of the Agency/firm to collect & deliver the proofs and each & every related job.
Pacing	Each book to be put in 200 GSM paper board envelop to be packed in corrugated boxes 5 ply of 20 copies each.
Delivery Period	200 nos. after 30 days from date of job order and balance 45 days from the date of Job Order or as per requirement of IIM Jammu.
Delivery	The Agency will, at her/ his own cost, deliver the consignment at the given addresses as and when directed by IIM Jammu :

## 10. TECHNICAL EVALUATION:

### TECHNICAL EVALUATION CRITERIA:

S.No.	Parameter	Scoring Protocol	
	<b>QUALITY</b>	<b>TOTAL: 100 MARKS</b>	
1	The annual turnover of the agency in the area of printing/designing/publishing jobs for the years 2019-21, 2021-22 and 2022-23 should be at least Rs. 3 Crore in each year: For three years (annual turnover): - Upto Rs. 3 crores More than Rs. 3 crores to Rs. 5 crores More than Rs. 5 crores	10 11 12	Max. Marks  <b>12</b>
2	Production facilities:		Max. Marks
	Editorial team with minimum four numbers: Design Team four numbers Proof Reading Team three numbers Digital Team four numbers	6 6 4 4	<b>20</b>
3	Experience of the Production team:		Max. Marks
	Editorial team with minimum four numbers with more than 4years experience With less than 4 years' experience	3 2	<b>3</b>
	Design Team four numbers with more than 4 years' experience with less than 4 years' experience	3 2	<b>3</b>
	Proof Reading Team three numbers with more than 4 years' experience with less than 4 years' experience	3 2	<b>3</b>
	Digital Team four numbers with more than 4 years' experience with less than 4 years' experience	3 2	<b>3</b>
4	Details of past experience of the agency:		Max. Marks
	Printing, Designing & Publishing jobs of Coffee Table Book for Govt. Deptt./PSUs/Autonomous /International Organizations like WHO, UNICEF, UNFPA, UNDP, etc. Two coffee table books More than two coffee table books	8 12	<b>20</b>
5	Experience in designing/publishing of e-coffee table book:		

Sr. No.	Parameter	Scoring Protocol	
	<b>QUALITY</b>	<b>TOTAL: 100 MARKS</b>	
	Upto 2 e-book publications	7	7
	More than 2 e-book publications	9	9
6	Presentation	20	20

#### 10.1 FINANCIAL EVALUATION:

10.1.1 The financial evaluation will be for 30 marks and will be only for the technically qualified bidders. The lowest priced qualified bidder will get the maximum financial score (30) while the others will have a pro-rated score lower than 30. More specifically, the financial score of a technically qualified bidder is calculated as financial score = 30 \* (lowest price bid)/ (price bid of the bidder).

10.1.2 The Financial Evaluation shall be done on the total amount of quoted rates.

#### 10.2 SELECTION OF SUCCESSFUL BIDDER:

10.2.1 The bidder with the highest total score (technical + Financial) will be declared as the successful bidder. In case of tie, the bidder having higher financial score will be declared successful.

10.2.2 The following formula will be used to evaluate the overall ranking of the qualified tenders.

$$\text{Overall Score} = \frac{\text{Score of Technical Bid} \times 70}{\text{Highest Score of Best Technical Bid}} + \frac{\text{Lowest Financial Bid} \times 30}{\text{Price of Financial Bid}}$$

10.2.3 Selection of tender will be based on overall score calculated from the formula. An Example of the same is presented below:

Bidder	Score of Technical Bid	Price of Financial Bid	Overall Score	Overall Rank
Company A	90	480	98.75	First
Company B	80	470	91.58	Third
Company C	80	460	92.22	Second

10.3 The institute reserves the right to seek clarifications or additional information/ documents from any Agency regarding its technical Proposal. Such clarification(s) or additional information/document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the Agency does

Not furnish the clarification(s) or additional information/document(s) within the prescribed date and time, the proposal shall be liable to be rejected.

- 10.4 Technical Bid containing commercial details or Revelation of Prices in any form or by any reason before opening the Financial Bid shall not be considered.
- 10.5 IIM Jammu reserves the right to reject any application without assigning any reason.
- 10.6 The decision of Competent Authority, IIM Jammu will be final in all matters relating.
- 10.7 In case the day of opening of proposal is declared as a Public Holiday or there is non-functioning of the Institute due to any unavoidable reason, the next working day will be treated as a day for the purpose. No separate intimation will be given.

## 11. AWARD OF CONTRACT:

- 11.1 The Successful Bidder should accept the offer within 10 days from the date of Receipt of “Letter of Offer”, failing which the offer will be cancelled.
- 11.2 In case the successful bidder backing out before actual award or execution of agreement or declines the offer of contract, for whatsoever reason(s), IIM Jammu will have right to forfeit the EMD.
- 11.3 The service provider should be able to execute the on-campus workshop within the 10 days of receiving the work order and should be able to complete the detailed components and submit the exhaustive report within 30 days after the on-campus workshop.
- 11.4 The IIM Jammu is not bound to award contract at the lowest price received in the Tender and reserves the right to decide on fair and reasonable price of the services tendered for any counter offer the same to the bidders. All other terms and conditions of the tender shall remain operative even if a counter offer rate is offered to the bidders.
- 11.5 IIM Jammu reserves the right to negotiate the quoted price with the successful Agency to arrive at the fair and reasonable price.
- 11.6 The Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and your performance.
- 11.7 It is clearly understood by the parties that no financial liability of any type is created by issuance of work order. The Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and your performance.

## 12. PERFORMANCE SECURITY:

- 12.1 The successful Agency is required to furnish 5 % of Total Estimated Contract Value as security deposit. EMD will automatically be converted into performance security and the Agency will be required to furnish balance amount (if any) for performance security in form of Demand Draft from any scheduled commercial Bank or through NEFT in favor of ‘Indian Institute of Management Jammu’ payable at Jammu, which

would be returned after completion of work. No interest will be payable on performance security.

- 12.2 In case of breach of contract, performance security shall be forfeited, and the agency shall be blacklisted for such period as decided by the competent authority in addition to termination of the contract.

Chief Administrative Officer  
Indian Institute of Management Jammu

**INDEX/ COMPLIANCE SHEET**  
(To be submitted on the letterhead of the agency)

Sr. No	Document Name	Compliance (Yes / No)	Page No		Remarks
			From	To	
1.	Technical Bid as per <b>Annexure-II</b>				
2.	Proof of Tender Processing Fee and EMD				
3.	Tender Acceptance Letter as per <b>Annexure-III</b>				
4.	Copy of Permanent Account Number (PAN)				
5.	Copy of GST Registration Certificate				
6.	Details of the Proprietor, Directors, consultant and top executives (with Names, address, phone number etc.) on the letter head of the agency.				
7.	Annual turnover of the agency in the area of printing/designing/publishing jobs for the years 2020-21, 2021-22 and 2022-23				
8.	Details of work experience (as per Annexure-V)				
9.	Proof of Experience: PO/ WO/ Agreement/ Experience Certificate/ Performance certificate from the clients.				
10.	MANDATE FORM FOR Electronic Fund Transfer/ RTGS TRANSFER As per Annexure- VI.				
11.	Self-Declaration about Non Black Listing as per Annexure-VII				
12.	Duly signed and stamped of the entire Tender document along with its addendum/corrigendum, if any				
13.	All other documents, as required to claim eligibility				

Place:

Date: .

(Signature with stamp of the Agency)

**TECHNICAL BID**

(To be submitted on the letterhead of the Agency/ Firm)

**Copies of all supporting documents duly signed and stamped by the Agency in support of below particulars must be attached along with this checklist.**

Sr.No	Particulars	To be filed in by the Tenderer				
1.	Name of the Bidder (Agency)					
2.	Whether brief profile of the agency is enclosed (Max 2-3 pages)					
3.	Address of the Bidder (Agency)	Email ID:				
		Tel (with Code).		Fax.		
4.	Authorised person to be contacted	Name: Position in the Company: Email ID: Tel: Fax:				
5.	Year of establishment					
6.	Whether agency empanelled with DAVP (Yes or No) (copy of empanelment to be furnished)					
7.	Details of empanelment with DAVP					
8.	Type of Company (Proprietorship / Public Sector Unit/ Private Limited/ Public Limited) (Copy of certificate to be enclosed)					
9.	Registration Details (copy of the registration to be enclosed)					
10.	PAN No: (Copy to be enclosed)					
11.	Service Tax No. (Copy to be enclosed)					
12.	Annual Business turnover for last three financial years, duly certified by the Chartered Accountant (in Lakhs)	FY 20__-20__: Rs _____ (in Lakhs)				
		FY 20__-20__: Rs _____ (in Lakhs)				
		FY 20__-20__: Rs _____ (in Lakhs)				
		Avg. Turnover of Last Three Years: Rs. _____ (in Lakhs)				
13.	GSTN No.					
14.	Number of key officials and employees in the agency to be associated with the proposed work	Particular	Name of Members	Qualification	Length of service	Experience
		Editorial team				
		Writers/ Composers				
		Design Team				



		Proof Reading Team				
		Digital team				
		Production team				

13.	One sample each of the Papers to be used for printing to be attached (inside page and outer cover)	
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**(B). A write up on qualification on Content/Design/ Digital/ Creative Experience and a roadmap for the proposed work:**

- a) Details and experience in creating Coffee Table Books. Kindly emphasize any experience in compiling and printing Coffee Table Books. Give details in 200-300 words.
- b) Write up on production facilities available including logistics.
- c) Number, detail and qualification of editor and assistant editorial team with experience (along with names).
- d) Number, detail and qualification of designing team with experience (along with names).
- e) Number, detail and qualification of proof-reading team with experience (along with names).
- f) Details and qualifications of art director and assistant design team, photo editor, illustrator, image corrector on the project.
- g) Number, detail and qualification of the digital team with experience (along with names).
- h) Detail presentation on the roadmap for the work (bidders are to provide a comprehensive road map on the entire work).
- i) Any other relevant information.

**(C). Details of the Software :Experience in designing/publishing of e-magazines/ e-books (Also mention at least two e-books completed)**

- a) Experience and professional knowledge in the latest design software (e.g.: In Design etc). Give details.
- b) Expertise in Photographic Hardware & Software. Give details.

(Self-certified documents on any of the above information may be furnished)

**Verification:**

The details furnished in the application are true and correct to the best of my/our knowledge and that in case of furnishing any false information or suppression of any material information. The application shall be liable to be rejected besides initiation of panel proceedings by IIM Jammu, if it deems fit.

Signature of authorized signatory  
Name:  
Seal:

**TENDER ACCEPTANCE LETTER**

(On the letter head of the Agency/ Firm)

To

Date:

Chief Administrative Officer,  
Indian Institute of Management  
Jammu Old University Campus,  
Canal Road Jammu-180016 (J&K)

Sub: Acceptance of Terms & Conditions of tender for “DESIGNING AND PRINTING OF COFFEE TABLE BOOK” vide Tender Ref. No. NIT No. Coffee-book/2023-24/20  
Date: 08/12/2023

Dear Sir,

I/We have downloaded / obtained the tender document(s) for the above mentioned “Tender/Work’ from the web site(s) namely as per your notice given in the above-mentioned website(s).

1. I/We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organization with this tender has also been taken into consideration, while submitting this acceptance letter.
3. I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirely.
4. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. No employee or direct relation of any employee of IIM Jammu is in way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Agency / Firm / Company.
6. I/We certify that all information and data furnished and attachments submitted with the application by our Agency / Firm / Company are true & correct.
7. I/We are aware that if any information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason thereof summarily reject our bid or terminate our contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money Deposit/ Performance Security absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**DETAILS OF EXPERIENCE**

(To be submitted on the letterhead of the Agency)

Sr. No	Name of the organization/ Institute where services were provided with Name of Contact Person, Contact No. & email id.	Value of the contract in INR	Duration of contract		Remarks
			From (DD/ MM/ YYYY)	To (DD/ MM/ YYY Y)	
1.					
2.					
3.					
4.					
5.					

**Note:** Agencies are required to provide the information on above format only in reverse chronological order (start from latest/recent most organization to oldest organization) and also attach Copy of contract / performance certificate in same sequence. Agencies may add row / rows in the above format, if No of organizations / Institutions are more or may add additional sheet also.

Signature of Agency

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact No.: \_\_\_\_\_

**MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER**

(To be submitted on the letterhead of the Agency/ Firm)

The Chief Administrative Officer  
 Indian Institute of Management Jammu  
 Jammu

Date: / /

Sub: Authorization for release of payment / dues from Indian Institute of Management Jammu through Electronic Fund Transfer/RTGS Transfer.

1. **Name of the Firm/Company/Institute:**2. **Address of the Firm/Company/Institute:**

City \_\_\_\_\_

Pin Code \_\_\_\_\_

E-Mail ID \_\_\_\_\_

Mob No: \_\_\_\_\_

Permanent Account Number \_\_\_\_\_

3. **Particulars of Bank**

Bank Name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)			
IFS Code: (11 digit alphanumeric code)			
Account Type	Saving	Current	Cash Credit
Account Number:			

**DECLARATION:**

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information, I shall not hold Chief Administrative Officer, Indian Institute of Management Jammu responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature & Seal of the Authorized Signatory of the Firm/Company/Institute:**


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 Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: \_\_\_\_\_

**Signature of the Authorized Official from the Bank**

**N.B:** Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.

## SELF-DECLARATION ABOUT NON-BLACK-LISTING

(To be submitted on the letterhead of the bidder)

To

Date:

Chief Administrative Officer,  
Indian Institute of Management Jammu  
Old University Campus, Canal Road  
Jammu-180016 (J&K)

Subject: Self Declaration About Non-Blacklisting for “DESIGNING AND PRINTING OF COFFEE TABLE BOOK” vide Tender Ref. No. NIT No. Coffee-book/2023-24/20 Date: 08/12/2023

Dear Sir,

In response to tender under reference, I/ We hereby declare that presently our firm/ agency/ company is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our agency / firm / company is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in last five years from the last date of submission of bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD / Performance Security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Date:

Yours faithfully,

(Name & signature with stamp of the bidder)

**PART-II: FINANCIAL BID (FORMAT)**  
(To be submitted online in BOQ Excel Sheet)

Name and Address of the Bidder:

Tender Inviting Authority: CAO IIM Jammu						
Name of Work: DESIGNING AND PRINTING OF COFFEE TABLE BOOK						
Contract No: NIT No. Coffee-book/2023-24/20 Dated 08/12/2023						
Name of the Bidder/ Bidding Firm / Company:						
<b>PRICE SCHEDULE</b>						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )						
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE Per Copy In Figures To be entered by the Bidder in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	13	53	55
1.01	DESIGNING AND PRINTING OF COFFEE TABLE BOOK	1000.000	Nos.		0.00	INR Zero Only
1.02	DESIGNING AND PRINTING OF COFFEE TABLE BOOK e Book (Digital copy)	1.000	Nos.		0.00	INR Zero Only
Total in Figures					0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only				

Place:

(Signature with stamp of the Agency)

Date: