



**INDIAN INSTITUTE OF MANAGEMENT SHILLONG**  
East Khasi Hills, Umsawli Shillong- 793018

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ENQUIRY NO: IIMS/S&P/NIQ/22-23/001

Dated: 10.02.2023

**Sub: Notice Inviting Quotation for Designing & Printing of Year Book 2023.**

Quotations are invited on behalf of Director IIM Shillong from registered/ reputed dealer/supplier for tentative requirement of goods/services as per Terms & Conditions mentioned therein. The Quotation as per format given below are to be submitted in **Sealed Envelope**, addressed to the Chief Administrative Officer, IIM Shillong with the words “**Quotation for Designing & Printing of Year Book 2023**”, with due date **boldly superscripted on the top of the envelope**. The offers are to be sent by Speed Post/ Registered Post/ By Hand/Drop in Tender/Quotation Box or E-mail to [spo@iimshillong.ac.in](mailto:spo@iimshillong.ac.in) on or before 17.02.2023 by 11:30 am.

**Format for Quotation Submission**

Sr. No.	Description/Specification	Qty	Rate (Rs)	Discount if any	GST %	GST Amount	Amount (Inclusive of GST)
1	All required specification/ Scope of Work are attached at Annexure- I	260 Copies					
	<b>Total Amount in Figures</b>						
	<b>Total Amount in Words:</b>						

**Additional Specifications/Requirement:**

**Validity of Quoted Rate:**

**Delivery/Supply Time:**

**Terms and Conditions**

1. This is Notice Inviting Quotation (NIQ) only hence does not bind the Institute in any commitment to place order to any vendor.
2. The Quotation should be submitted **as per the format given on Official Letter Head** of the vendor indicating GST No. & PAN. The Quotation submitted should be signed, seal of vendor affixed with date. The rate quoted should be Carriage and Insurance Paid (CIP) at Central Store IIM Shillong.
3. **If required, the sample of the above items may be asked after accepting the quotation.**

4. It will be the prerogative of the Institute to place the supply order for the whole lot or in staggered manner depending upon the requirement of the Institute. The Institute shall have the right to reject any quotation without assigning any reason thereof. No correspondence will be entertained in this regard. Only one best quality item according to Institute approved specification should be quoted against the item.
5. The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 % of required quantity at the time of placement of contract. Vendors are bound to accept the orders accordingly.
6. Quotation will be accepted subject to the verification and inspection by competent authority of IIM Shillong.
7. Quotation will only be entertained when received within the stipulated date and time mentioned in the NIQ.
8. Validity of Quotation, Rate, GST & Delivery Period must be mentioned clearly in the quotation.
9. The vendor should have experience of working with reputed educational institutes. Work experience with IIMs/IITs Govt. Institutions shall be preferred. Vendor need to provide the relevant similar work order/ work completion certificate from the FY 2021-22 to FY 2022-23 (order value more than 2 lakh).
10. The NIQ queries (if any) should only be e-mailed on [spo@iimshillong.ac.in](mailto:spo@iimshillong.ac.in).
- 11. The vendor has to provide the undertaking for acceptance of Terms and Conditions of NIQ on their company's letter head.**

**Store and Purchase Officer (i/c)**  
**IIM Shillong**

**The detailed required Specification:**

<b>Specification</b>	<b>Values</b>
<b>Core</b>	
Type of Printing	Printing with Material
Category of Printing	Report/Year Book
Mode of Printing	Offset
Single/ Double Sided	Double Sided (Both Sided – Front and Back)
Colour of Printing	Front Multi-color Back Multi-color
Printing Content	Text + Pictorial
Paper Material	Art Paper
Standards of Paper	Conformity to Indian Standard IS 1848
Size of the Paper (in cm)	21CM*29.7CM (A4 Paper)
Thickness of Paper in GSM	130-140 GSM
Inserts	Not Required
Number of languages of printing	Single
Language	English, Hindi and other regional language
<b>Designing work</b>	
a4 landscape	280 pages (4-page addition and deletion)
collage customization	The vendor should have professionally developed software/website to collect online testimonials, photos, and other details which is easily accessible to each of the students. Customized testimonial pages should have pictures of the person writing the testimonials with the testimonial.
testimonial customization	
Design approval	Design need to be pre-approved by IIM Shillong
<b>Addon(s)</b>	
Cover Page	170-200 GSM, Matt, Laminated, Printed
Binding	Section Thread Sewing Hard Binding (Sewn Binding)
Packaging Required	Brown paper + Plastic sheet
Embossing	No
Finishing	Glossy Lamination
Scanning	No
Additional Support- Logistics Support	Delivery of Order to be provided at IIM Shillong, Umsawli 793018 (Meghalaya) (by 15 <sup>th</sup> March 2023 if all data given by 28 <sup>th</sup> February 2023)

## Scope of work:

The Scope of work is as mentioned below but not limit to,

Data Collection through web portal, design, and printing Yearbooks for PGP Batch of 2023.

### 1. Setting up an online portal

a. Setting up a secure online portal for all the students (approx. number of students 250) for data collection of student profile pages with Desktop as well as mobile accessibility.

b. Login credentials are to be mailed individually to every student in their respective mailbox.

c. The portal should have the other following functionalities:

- A second-year student should be able to request all other students to write a testimonial for them
- All testimonials written for a second-year student should be visible to them. They should be able to order it as per their preference - A limited number will be published in the main pages of the yearbook common to all students and balance testimonials will be printed for a particular student at the back of the yearbook after all the common pages
- A functionality for photo upload and being able to order it for every second-year student
- Admin access to be provided to the Student Coordinators for the project (Upto 10 such student IDs)

d. Online portal for students to fill in the feedback will be active and accessible to students.

### 2. Laying out & Designing:

a. The vendor shall share 30+ yearbook themes. Every theme will have 6 to 7 templates, i.e., Student Profile page, page template, Dean, Professors & staff section templates, Photo Collage template, Clubs & Committees templates, article template and front- & back-page cover template.

b. The institute will approve/suggest modifications to the themes shared. The agency needs to incorporate the suggestions and get approval from the institute on the final template.

c. Once the entire yearbook is created as per the approved theme, the copy of the same in the two formats (open word file, PDF file) will be shared for proofreading, and the approved file will be forwarded for the printing stage.

d. The layout and design of the yearbook will be completed and shared with the institute within a week period of suggestion/modification given by the institute.

### 3. Timeline to provide final printed material: Time is the essence of this NIQ. The printed yearbook should arrive on the IIM Shillong campus by 15<sup>th</sup> March 2023.

In case of the successful vendor fail to deliver the yearbook in campus (at IIMS Umsawli Campus) till 15<sup>th</sup> March 2023 then the successful vendor will bear the damages and ensure delivery of the yearbook within one month to the student' individual addresses at his own cost. The institute shall not be responsible for any delay and cost implications.

If the successful vendor fails to deliver of the yearbook as specified above, penalty will be levied Rs. 100 per week per yearbook from 16<sup>th</sup> March onwards.

**4. Deductions and Liquidity Damages In case of following issue, the penalty shall be imposed by IIMS as per the Work Order:**

- Defective/Damaged Item (as per specification mentioned) - Any kind of damage/ destruction of printed material and/or Damage of product during logistics.
- Delay in Delivery - Delay in delivery of the order. Order not received at the desired location on time, as specified.
- Non-supply of complete order (Shortfall) - The quantity of order supplied is less than ordered.

Note: In case of unanticipated/unforeseen delay because of Institute's action, the Institute and the vendor may mutually agree to the period of delay and for the said period, liquidity damage clause will not be applicable.

**6. Other terms and conditions :**

- if required, Vendors to visit the IIMS campus for review the sample.
- All items should be delivered as specified in the NIQ at vendors' cost.
- Supplier should arrange 1 (one) person as a Single Point of Contact with 24 hours telephone / mobile / email facility to cater to yearbook designing request of the Institute.
- Successful vendor shall be responsible to provide defect free product as mentioned in the scope of work. In case of any defect in the yearbook supplied to IIMS, vendor shall be fully responsible to replace yearbook within 10 days at his own cost without any implication on IIMA.
- The successful vendor's responsibility for any loss ends and the title passes when products are delivered to the institute or to the student, whichever occurs first as specified in the NIQ.

**7. Payment:**

Payment shall be made after successful delivery of error free yearbook to IIMS/ delivery to respective address of the students within 30 days.

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