



भारतीय प्रबंध संस्थान तिरुचिरापल्ली
INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

MANLIBNET2018
International Conference on
EMERGING TRENDS IN LIBRARIANSHIP:
ROLE OF LIBRARIES IN LEARNING ENVIRONMENT
DECEMBER 10-12, 2018

Tender No: IIM/2018-19/Lib.Conf. /Print/01

Date: 17/10/2018

NOTICE INVITING TENDER

Publishing and Printing of Proceedings of MANLIBNET 2018

1. Sealed Tenders in Single Stage two Envelope bid system are invited for **Printing of Proceedings of MANLIBNET 2018**. The bidders must have at least 3 years of data processing, publishing and printing of such materials for institutions like IIM, IIT, NIT, Research Organizations, Government Departments and Autonomous Bodies and reputed private institutions and organizations.
2. Sealed tender is to be submitted in prescribed format **duly stamped, signed** and dated on each page of **Part 'A'** as unconditional acceptance to the terms prescribed by the Institution. Details/supporting documents wherever applicable, if attached with the tender should be duly authenticated by the Vendor/s. No over-writings shall be accepted unless authenticated with full signature of the Vendor/s.
3. The Tender shall be in two parts viz. Technical Bid (**Cover - A**) and Financial Bid (**Cover - B**). **Cover - A & B** with the content shall be clearly marked on the top of the envelopes separately.
4. The **Cover - A**, sealed envelope shall contain (i) Forwarding Letter, (iii) Signed & Stamped copies of all credentials under **Sl. No. 7** of the Tender Document, (iv) Signed-sealed copy of the Tender Document (Page 1 to 4). The **Cover - B** shall contain the offer price(s) in the **given format**. Both **Cover - A & B** shall be put in a **third envelope**, sealed and submitted within the prescribed date & time and with signature of the tenderer over it.
5. The sealed tender duly superscribed, "**Publishing with and Printing of Proceedings of MANLIBNET 2018**" should be addressed to CAO i/c (IIM TRICHY), sent at the Institution's address either by registered post/speed post/or by hand. Postal / couriered tender must reach to this office **within time and date i.e. up to 15-00 hrs on 02 November 2018**.
6. Tenders received after the stipulated date and time shall not be entertained. The Institution shall not be liable for any postal delays and tender received after the stipulated time/date are liable to be rejected summarily without giving any reason and any correspondence.


Administrative Officer

TENDER DOCUMENT

Printing of Proceedings of MANLIBNET 2018

Tender No: IIM/2018-19/Lib.Conf. /Print/01

Date: 17/10/2018

Name of Work/ Service	Printing and delivery of books and abstract MANLIBNET 2018
Tender Document	The tender document can be downloaded from the website www.iimtrichy.ac.in from 18.10.2018
EMD Amount (Refundable to unsuccessful Bidder after the Issue of work order to successful bidder)	Payment of INR 4,000/- (Rupees Four thousand only) towards EMD.
Security Deposit (Payable by successful Bidder)	Payment of INR 10,000/- (Rupees Four thousand only) towards security deposit. In respect of successful bidder, the EMD amount will be adjusted against the security deposit of INR 4,000/- and balance of Rs. 6,000/- payable by them.
Last date and time for submission of tender	02.11.2018 up to 15.00 hrs.
Date and Time of Opening of Technical Bid	02.11.2018 at 15.30 hrs. (Venue: IIM Tiruchirappalli, Trichy-Pudukkottai road, Chinna Sooriyur, Tiruchirappalli-24)
Date of Opening of Price Bid	05.11.2018 at 11.00 hrs.
Submission of Tender document	The Chief Administrative Officer (i/c), Indian Institute of Management Tiruchirappalli, Trichy-Pudukkottai road, Chinna Sooriyur, Tiruchirappalli – 620 024.
For any query to contact	Librarian & Chief Knowledge Officer - 0431-2505045, Library Office – 0431-2505046.
Completion of work	15 days from supply of content to delivery of books at site
Bid Validity	60 days from the date of Price bid opening.

TENDER DOCUMENT
(PART-A)

1. The Publisher should have the following mentioned credentials:
 - A. Minimum experience of 03 Years in book printing
 - B. Facility of Copy editing/proofreading. The cost should be submitted with and without proof reading.
 - C. The Publisher should be financially solvent, having annual turnover of at least Rs 05 Lakhs during the last three financial years (Copy of audited annual accounts have to be submitted)
 - D. The Publisher should be capable of delivery of books at site in time as mentioned in the tender document.
 - E. Having statutory documents like GST, PAN (Copies of certificates to be attached).
 - F. Having experience of carrying out job of similar category. (Self-certified copies of work order and completion certificates / documents in support of final bill payment have to be submitted).
 - G. Details of Machinery available with the agency.

Signature of the bidder with date and seal

Tender will have to be submitted in two parts i.e. **Cover-A** and **Cover-B** separately and put it in a single big envelope, sealed and super scribed with the name of the work and Name of the Bidder.

COVER-A : Sealed envelope containing the following : (i) Forwarding letter, (ii) Signed-sealed copies of all aforesaid credentials, (iii) Signed-sealed copy of the Tender Document (Except Price Bid) (iv) EMD of Rs.4,000/- by DD.

COVER-B : Sealed envelope containing the following : Shall contain only the offered price(s) in the given format. No other condition stipulated in Cover-II shall be accepted.

Delays in submission of any part arising out of the postal irregularities/or any other at any stage will not be considered. Also the IIM Trichy will not be responsible for damage in transit in case of Postal delivery.

2. After examining the Cover-A of the tender, IIM Trichy will only open the Cover-B of the successful tenderers who have satisfied the requirement of Cover-A.

**CHECK LIST OF PAPERS TO BE SUBMITTED WITH TECHNICAL BID IN
COVER-A**

CHECK LIST	YES	NO	REMARKS
Minimum experience of 03 Years in proceedings publication			
Experience in book printing			
Facility of Copyediting/proofreading			
In-house designing facility			
Details of Machinery available			
Forwarding letter in company letterhead duly signed			
Signed-sealed Copy of the Tender Document (Except Price Bid)			
Signed-sealed copies of all Credential arranged in accordance with the following serial:			
Copy of audited annual accounts for last two financial years.			
Copy of address proof			
Copy of GST Certificate			
Copy of PAN			
Copies of work order			

- The agency should not give any sub-contract to other agencies.

**CHECK LIST OF PAPERS TO BE SUBMITTED WITH PRICE BID IN COVER-B
(TO BE SEALED)**

Price Bid in the given format in Page-6 of the Tender Document, duly filled-up and signed	
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Signature of the bidder with date and seal

GENERAL TERMS AND CONDITIONS

ANNEXURE-A

1. The price should be **valid for two months** from date of final submission of tender and shall include all taxes, duties, levies, delivery charges, handling charges etc and no additional payment shall be admissible on any account.
2. IIM Trichy reserves the right to reject any or all the quotations without assigning any reason whatsoever.
3. Time is the essence of this contract. The agency to deliver the printed books on or before 26th November 2018. In case the agency is unable to deliver by the scheduled date, security deposit will be forfeited and expenses for the printing from other agency will be recovered from them.
4. The Publisher shall submit their bills for supply of printed IIM Trichy publication immediately after delivery. The Bills must be supported by original challans from the authorized persons.
5. The result of the test carried out on the printed material by IIM Trichy will be treated as final and binding on the Printer. The decision of IIM Trichy in this regard shall be final.
6. Failure to conform to the quality standard is liable for rejection of material or imposition of penalty deduction from the bills as will be decided by the IIM Trichy Authorities or both. IIM Trichy reserves the right to recover as per our guidelines in case the quality is found to be unmatched with the required specification and the party is liable to be black-listed for such failure.
7. **Delivery Schedule:**
 - Within 15 days from issue of work order.
8. **Payment Schedule:**
 - Payment will be given within 15 days from supply of printed books & abstract along with Invoice. The EMD of Rs. 4,000/- in the form of DD in favouring INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI, should be submitted in the sealed envelope of A.

TECHNICAL TERMS AND CONDITIONS

1. The printing should be undertaken only after final approval of the art-work by the Director IIM Trichy.
2. The approved artwork should be strictly followed for printing. Any change/ mistake, if occurred, from the approved artwork will be the publisher's responsibility and are liable for imposition of penalty and deduction of the requisite amount from their bills as will be decided by IIM Trichy authorities.
3. The paper required for printing publications should generally be of uniform formation, evenly finished and generally free from specks, holes and other blemishes.
4. In addition to thickness requirement, the paper type needed shall meet the requirement of brightness, in general.
5. The scope of printing paper-sampling test will include tests for GSM, and brightness or any other test as may be deemed necessary by the Institution.
6. Additional copies, if required will be intimated on confirmation of final proofs and would have to be supplied on the same rate per copy.

TECHNICAL AND OTHER SPECIFICATIONS:

1	a) No. of Pages b) No. of copies c) Size d) Paper e) Colour f) Binding g) Others	500 (approx.) - Printing of books 200 (anything above as pro-rata basis) 7" x 9½" Text 80 GSM Maplitho, Cover 300 GSM art paper Matt Cover will be in multicolor. Rest will be in single colour Soft Cover; Perfect Binding 1. Formatting/layout of the all the pages giving it a uniform style and consistency and according to the accepted standard publishing norms. 2. Proof reading of the content 3. References at the end of individual papers should be set consistently. 4. Complete setting of the prelim pages, like the title page, half title page, copyright page, list of contents and lists of committees etc, in a uniform style. 5. Preparation of the author index. 6. Cover preparation including designing; the design would incorporate visuals highlighting the contents.
2	a) No. of Pages b) No. of copies c) Size d) Paper e) Colour f) Binding g) Others	52 (approx.) - Printing of book of abstract 100 7" x 9½" Text 80 GSM Maplitho, Cover 300 GSM art paper Matt Cover will be in multicolor. Rest will be in single colour Soft Cover; Perfect Binding 1. Formatting/layout of the all the pages giving it a uniform style and consistency and according to the accepted standard publishing norms. 2. References at the end of individual papers should be set consistently. 3. Complete setting of the prelim pages, like the title page, half title page, copyright page, list of contents and lists of committees etc, in a uniform style. 4. Preparation of the author index. 5. Cover preparation including designing; the design would incorporate visuals highlighting the contents.

Signature of the bidder with date and seal

PART – B

PUBLISHING AND PRINTING AND DELIVERY OF
PROCEEDINGS OF MANLIBNET 2018
PRICE BID

Chief Administrative Officer i/c
Indian Institute of Management
Tiruchirappalli 620 024, Tamil Nadu

I/We hereby submit the following rates for printing and delivery as per the terms and conditions specified in your tender for the work for your kind consideration. **The rates are inclusive of all but exclusive of GST and valid for 1 (one) year from the last date of submission of tender.**

Sl. No.	Item	Rate (Rs)	% GST	Total Amount (Rs.)
1)	Printing of books (500 pages – 200 copies) with proof reading.			
2)	Printing of every additional 4 pages (single colour) with proof reading			
3)	Printing of books (500 pages – 200 copies) without proof reading.			
4)	Printing of every additional 4 pages (single colour) without proof reading			
5)	Printing of book of abstract (52 pages – 100 copies) without proof reading.			
6)	Printing of every additional 4 pages (single colour) for book of abstract without proof reading			

Date	Signature of Authorized Signatory with seal
Place	Name of the Company:
	Address with PIN Code:
	Telephone & Mobile Nos.:
	Email: