

Notice Inviting Tender for Designing, Printing and Supply of Invitation Cards (Bilingual) with Cover and Closing Stickers for the Eleventh Annual Convocation

Indian Institute of Management Tiruchirappalli (IIM Tiruchirappalli), an Institute of National Importance, established by the Ministry of Education (Shiksha Mantralaya), Govt. of India, is the eleventh IIM and was instituted on 4th January 2011. More details about IIM TRICHY are available on our website <http://www.iimtrichy.ac.in>.

IIM Tiruchirappalli invites Tender for the ***Designing, Printing and Supply of Invitation Cards with Cover and Closing Stickers for the Eleventh Annual Convocation*** as per the specifications on the terms and conditions given below:

S. No	Description of Items	Qty	Rate per Unit	Total Amount (Rs.)
1	Designing, Printing and Supply of Invitation Cards (Bilingual) with Cover and Closing Stickers for the Eleventh Annual Convocation <u>Specification:</u> a) Card thickness: 300 GSM b) Cover in texture board paper of 150 GSM c) Round sticker with printing of IIMT Logo Printing of Invitation in both English and Hindi in each card. d) Size: 20 cm x 15 cm e) Colour: Ivory/Off White (Natural Colour) Sample Invitation Image is placed as <i>Annexure -I</i>	1000 Nos.		
Total Amount including Printing, Supply (Delivery at IIMT), Packing, forwarding, Loading, Unloading and freight charges and Excluding GST				

I. PROCEDURE FOR SUBMISSION OF BID ALONG WITH SAMPLE

The participating Bidders should submit a Bid in Three Separate Sealed Envelopes.

i) Sample Invitation (Envelope A)

An envelope should contain Sample Invitation as per the above mentioned specifications, ***else the bid will not be considered for further process.***

ii) Price Bid (Envelope B)

Price bid must be quoted as per the format specified, failing which the bid will be rejected. Price Bid should be put in a separate cover and the cover should be in a sealed condition. This envelope should be SUPERSCRIBED with the following text: ***“Price Bid for the Designing, Printing and Supply of Invitation Cards (Bilingual) with Cover and Closing Stickers for the Eleventh Annual Convocation”.***

iii) Master Envelope (Envelope C)

Contains both Envelope A and Envelope B

Priya
16/01/2023
V Priya
In Charge (S&P)

II. EVALUATION PROCESS

The process for selection of the successful Bidder would be determined as under: -

Stage 1:

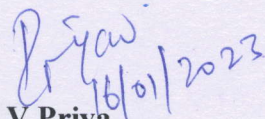
Evaluation/Verification of Sample Invitation – The user department will verify the sample Invitation submitted by the Bidders as per the specifications and images given in the Tender. The bidders in whose case, the sample Invitation fulfills the specifications and gets accepted by the User Department will be eligible to participate in further evaluation process. The decision taken by the user department will be final and binding.

Stage 2:

Opening of Price Bid: The price bids of all the eligible bidders (from Stage – I) will be opened in the presence of the user department and the committee members. Bidders who have participated and qualified in Stage 1 will be permitted to be present during the opening of the price bids. Date and time of opening of Price Bids will be published in the IIMT tender portal/communicated to the qualified bidders through email. The lowest price quoted by the Bidder in the Price Bid will be considered a successful Bidder (L1), and Purchase Order will be awarded to the L1 Bidder.

III. TERMS & CONDITIONS:

1. The above cost should be inclusive of Supply (Delivery at IIMT), Packing, forwarding, Loading and Unloading and freight charges. GST should be quoted separately.
2. The Successful bidder should submit a sample Invitation with the printing of contents provided by the institute for approval before going for the final printing.
3. ***The vendor should provide the e-Invitation to the Institute.***
4. ***Delivery Schedule:*** within 10 days from the date of providing the content of the invitation card by the user department. If the agency/firm fails to supply the items within the stipulated period, the Purchase Order will be canceled.
5. ***Additional Quantity Clause:***
IIM Trichy shall exercise an option to procure additional quantity of the items in addition to the quantity initially mentioned in the tender in accordance with the same rate, terms & conditions of the tender. It will be entirely at the discretion of the Buyer (IIM Trichy) to exercise this option or not.
6. ***Repeat Order Clause:***
IIM Trichy shall place a Repeat Order for the same quantity of the items or less as per the rate quoted by the successful Bidder (L1) within six months from the date of supply/successful completion of the work and also with the same terms & conditions of the tender. In extraordinary circumstances, Repeat Order shall be placed within 01 (one) year. It would be entirely at the discretion of the buyer (IIM Trichy) to place the repeat order or not.


V Priya
In Charge (S&P)

7. Delivery at:

Stores & Purchase Departments, 2nd floor of Administrative Block,
Indian Institute of Management Tiruchirappalli,
Trichy- Pudukkottai High way, Chinna Sooriyur, Tiruchirappalli – 620 024.

Contact: Email: purchase@iimtrichy.ac.in | Phone: 0431 – 250 5121/53.

8. Bidder should take into account the Corrigendum/Addendum published in the IIM Trichy website on the tender page from time to time before submitting the bids.
9. ***The bidder should submit the tender duly signed and stamped on all the pages.***
10. The vendor should be a GST registered vendor and the GST Number should be mentioned in the tender.
11. IIMT reserves the right to change/ extend/ modify/ amend or delete any of the conditions, clause or items stated therein, any or all provisions of this Tender document, before opening of the Price Bids. Such revisions / amendments/ corrigendum will be made available on the website of the IIMT Tender Portal.
12. IIMT reserves the right to withhold or withdraw the process at any stage with intimation to all the bidders who have submitted the tender.
13. No telex/telegraphic/fax Tender will be accepted.
14. IIMT will not be responsible for any loss in transit or postal delay.
15. **Payment:** 20 days from the date of delivery of items along with submission of Invoice / Bill.
16. Tax will be deducted as per the rule in force.
17. Any legal disputes that may arise shall be subject to the to the Courts at Tiruchirappalli.
18. GST Number of IIM Tiruchirappalli is **33AAAI5004R1ZO**.

The Tender should be submitted in the sealed cover superscribing “***Tender for Designing, Printing and Supply of Invitation Cards with Cover and Closing Stickers for the Eleventh Annual Convocation***” addressed to, “The Chief Administrative Officer (i/c), IIM Tiruchirappalli, Trichy Pudukkottai Highway, Chinna Sooriyur, Trichy – 620 024 to reach us on or before **3.00 PM, February 07, 2023.**”

V Priya
16/01/2023

V Priya

In Charge (S&P)

Annexure – I (Sample Invitation)

Front Page:

कार्यक्रम | Programme

शिक्षाविदों का दीक्षांत समारोह स्थल में प्रवेश
Academic procession enters the Convocation Venue

मंगलाचरण
Invocation

अध्यक्ष, शासक मंडल द्वारा दीक्षांत समारोह के शुभारंभ की घोषणा
Chairman, Board of Governors declares the Convocation open

निदेशक द्वारा संस्थान की रिपोर्ट का प्रस्तुतिकरण
Report of the Institute by the Director

अध्यक्ष द्वारा संबोधन
Address by the Chairman

अध्यक्ष द्वारा दाढ़िल और डिग्री पुरस्कृत करना
Award of Titles and Degrees by the Chairman

अध्यक्ष द्वारा मुख्य अतिथि का परिचय
Introduction of the Chief Guest by the Chairman

मुख्य अतिथि द्वारा पदक पुरस्कृत करना
Award of Medals by the Chief Guest

मुख्य अतिथि द्वारा दीक्षांत-भाषण
Convocation Address by the Chief Guest

अध्यक्ष द्वारा दीक्षांत समारोह के समापन की घोषणा
Chairman declares the Convocation closed

राष्ट्रगान
National Anthem


शिक्षाविदों का दीक्षांत समारोह स्थल से प्रस्थान
Academic procession departs the Convocation Venue

कृपया अपराह्न 6.10 तक अपना स्थान ग्रहण कर लें।
Please be seated by 6.10 p.m.

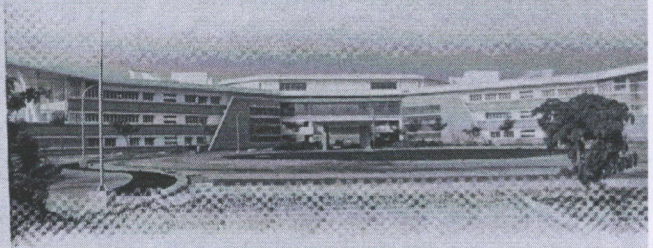
कृपया दीक्षांत समारोह में 12 वर्ष से कम आयु के बच्चों को न लाएं।
Please avoid bringing children below 12 years of age to the Convocation Venue.

कृपया दीक्षांत समारोह स्थल के अंदर अपना मोबाइल फोन बंद रखें।
Please keep your mobile phones switched-off inside the Convocation Venue.

सहायकाली : 0431-250 50 00/49, E-Mail: convocation@iimtrichy.ac.in
RSVP: 0431-250 50 00/49, E-Mail: convocation@iimtrichy.ac.in
साइट वेबकास्ट / Live website: <http://convocation.iimtrichy.ac.in>



भारतीय प्रबंध संस्थान तिरुचिरापल्ली
Indian Institute of Management Tiruchirappalli



आठवां वार्षिक दीक्षांत समारोह | EIGHTH ANNUAL CONVOCATION
२१ मार्च २०२० | 21st March 2020

Inner Page:

भारतीय प्रबंध संस्थान तिरुचिरापल्ली
के
अध्यक्ष
एवं
शासक मंडल के सदस्यगण,
निदेशक, संकाय सदस्य एवं कर्मचारीगण
आपको
आठवें वार्षिक दीक्षांत समारोह
में सादर आमंत्रित करते हैं।

दिनांक २१ मार्च २०२० शनिवार शाम ६:३० बजे
आईआईएम तिरुचिरापल्ली, पुदुकोट्टई मेन रोड,
चिन्ना सूरीयूर ग्राम, तिरुचिरापल्ली - ६२० ०२४

श्री बी. सन्तानम
अध्यक्ष और प्रबंध निदेशक, सेंट - गोबैन, इंडिया
समारोह के मुख्य अतिथि होंगे
और दीक्षांत भाषण प्रदान करेंगे।

श्री. जलज दानी
अध्यक्ष, शासक मंडल, आईआईएम तिरुचिरापल्ली
समारोह की अध्यक्षता करेंगे।

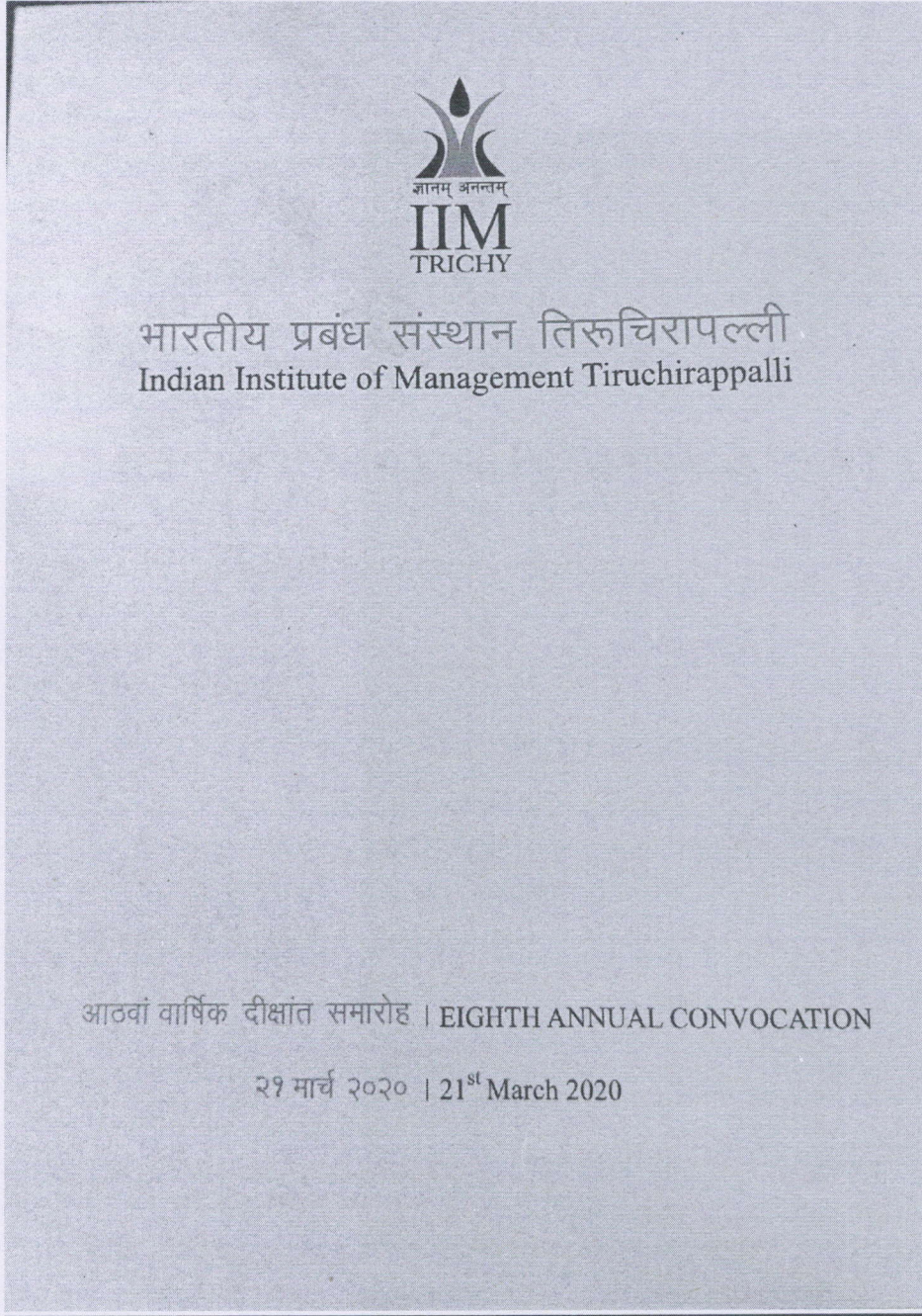
The Chairman
and
Members of the Board of Governors,
The Director, Members of the Faculty and Staff of the
Indian Institute of Management Tiruchirappalli
cordially invite you to the
EIGHTH ANNUAL CONVOCATION
at 6.30 p.m., on Saturday, 21st March 2020
at IIM Tiruchirappalli, Pudukottai Main Road,
Chinna Sooriyur Village, Tiruchirappalli - 620 024.

Shri. B. Santhanam
Chairman and Managing Director, Saint - Gobain India
will grace the occasion as the Chief Guest
and deliver the Convocation Address.

Shri. Jalaj Dani
Chairman, Board of Governors, IIM Tiruchirappalli
will preside over the ceremony.

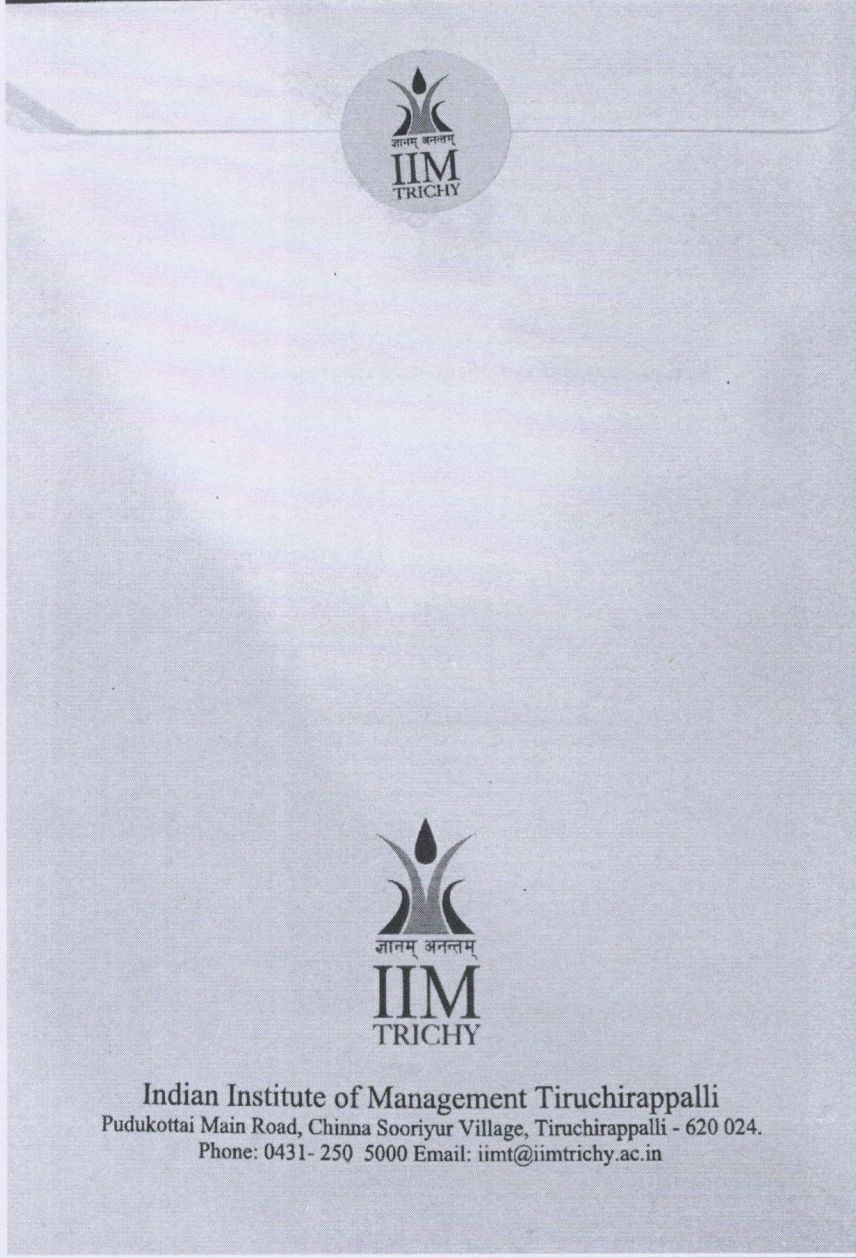
Pranav
16/01/2023

Cover Front Page



P. Jeyan
16/01/2023

Cover Back Page



Round sticker with printing of IIMT Logo



25 Jan
16/01/2023