



INDIAN INSTITUTE OF MANAGEMENT SHILLONG
Umsawli Shillong- 793018
Meghalaya

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ENQUIRY NO: IIMS/S&P/NIQ/24-25/30

Dated: 06.12.2024

Sub: Notice Inviting Quotation for Quotations for Design, Printing and Delivery of Students Yearbook

Offers are invited on behalf of Director, IIM Shillong from registered/ reputed dealer, supplier for tentative requirement of services in sealed cover with the words “ **Quotations for Design, Printing and Delivery of Students Yearbook**”, Enquiry No. with due date boldly superscribed on the top of the envelope and the offer be sent by registered cover/ speed post/ dropped in and must reach to The Chief Administrative Officer, Indian Institute of Management Shillong, Umsawli, Shillong 793018 latest by 13 December 2024 at 12.00 noon.

(Detailed Description)

| Sr. No. | Description | Qty | Rate per unit (Inclusive of GST) | Total Amount (Inclusive of GST) |
|------------------------------------|--|------------|---|--|
| 1 | Yearbook specification <ul style="list-style-type: none">• Close Size: Square 9 x 9 inches• Internal Page Count: 450 pages (225 Sheets)• Internal Paper Quality: 130 GSM Art Paper (Matte or Gloss Finish)• Cover Quality: Hard Bound Tough Cover• Cover Finishing: Laminated Finish (Matte / Gloss)• Nature of Printing: Multi-color Printing• Form of Binding: Section Sewing• Customization: 3-4 extended testimonial pages will be bound at the end of every yearbook. | 383 | | |
| Grand Total in Figures (Rs) | | | | |
| Grand Total in words | | | | |

The above mentioned rates is inclusive of all taxes.

Terms and Conditions:

1. The bidder should have a portal with the following features for data collection
 - i. User accounts for students to collect user details
 - ii. Students ability to send a receive testimonials from students
 - iii. Students should be able to receive testimonials from Faculty, Juniors, Passed out batch
 - iv. Students can make pages for clubs and committees
 - v. The Committee should be able to conduct student polls
 - vi. Students can add a customized collage for their book
 - vii. Students can include emojis in their text
 - viii. Students can select the profile layout for their page (text and pics)
 - ix. Students can download soft copy testimonials from portal
 - x. Every student of the batch will receive unique credentials on their respective email addresses to access the Yearbook web portal.
 - xi. Online portal setup using parameters set by the batch for data collection of Profile Pages and Polls Pages.
 - xii. Data for student profile pages will be collected through the portal, such as profile pictures, group pictures, fields, question answers, and testimonials.

2. Project Timeline:
 - Portal Closure final date: By 20th January 2025
 - Lay-outing Designing, Proofreading & Approval: By 15th February 2025
 - Printing, Binding, QC, Packaging & Institute Delivery: By 10th March 2025

3. No counter proposal is acceptable and conditional/late quotes are liable to be rejected.

4. **Vendors/Suppliers are required to submit copies of GST Registration, PAN, and copies of work orders of similar works carried out in the quote.**

5. Total price mentioned is Carriage Insurance Paid (CIP) at Central Stores IIM Shillong –793 018 including Loading / Unloading / Handling and other unforeseen charges.

6. It will be the prerogative of the Institute to place the supply order for the whole lot/item or in piecemeal basis depending upon the requirement of the Institute. The Institute shall have the right to reject any tender without assigning any reason thereof. No correspondence will be entertained in this regard. Only one best quality item (according to our specification) should be quoted against the item.
7. Stores will be accepted subject to the verification and inspection by the competent authority.
8. Time schedule of delivery is by **10th March** of receipt of supply order or else deduction on gross bill @0.5% per week or part thereof will be made as liquidated damages/ delay in supply subject to maximum of 10% of the value of the delayed supplies.
9. Bills should be submitted in quadruplicate along with a receipted copy of challan duly endorsed in the desk of the of the Receiving section of the Institute.
10. Payment of the approved vendor for supply of items at IIM Shillong shall be made through cheque or electronic clearing system. In case of cheque, the same will be dispatched registered post and postal charges shall be deducted from their bills.
11. The Institute reserves the right to reject any tender or all tender without any reason.
12. Director, IIM Shillong or his authorized representatives shall be the final authority in setting all disputes and decision will be binding on all concerned.

Sd/-
Stores and Purchase Officer
IIM Shillong