



चन्द्रगुप्त प्रबन्ध संस्थान पटना  
CHANDRAGUPT INSTITUTE OF MANAGEMENT PATNA

RFQNo. CIMP/PURCHASE/PLACEMENTBROCHURE/24/2024-25 dated 09/08/2024

To,  
M/s.....  
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**REQUEST FOR QUOTATION: Designing and Supply of Placement Brochures 2025**

Dear Sirs,

CIMP intend to engage a reputed and Creative Agencies and Designing firm for designing and Supply of Placement Brochures 2025 at Chandragupt Institute of Management Patna basis. Kindly send your most competitive rates, validity of rates in a sealed envelope addressed to **Chandragupt Institute of Management Patna, Mithapur, Old Bus Stand, Beside Gate No.- 1, Patna-800001** with Enquiry No. and date super scribed before **17:00 hours** on 20/08/2024 the due date. The quotations should be sent by Registered/Speed post or Courier services only. Quotations received after the due date/time or by any other mode (by hand/email) shall not be considered for processing.

Thanking you,

Yours faithfully,

Stores and Purchase  
Officer

Encl: 1. General terms and conditions

## **GUIDELINES FOR BIDDERS**

1. CIMP, Patna invites offers in prescribed BOQ from reputed Creative Agencies / Designing firms / vendors with the specified specifications in prescribed Performa.
2. Institute invites the quotations for designing and supply of Placement Brochures 2025 at CIMP, Patna.
3. Tenderer who has downloaded the tender from the Institute site shall not tamper/modify the tender form in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected.
4. Intending tenderers are advised to visit Institute website [www.cimp.ac.in](http://www.cimp.ac.in) regularly till closing date of submission of tender for any Corrigendum/Addendum/Amendment.

## **GENERAL TERMS AND CONDITIONS:**

### **1. Scope of Work for Placement Brochure 2025:**

1. Concept, visualization, Professional Photo Shoot, Design, Artwork Development, Development of Interactive Flipbook E- Brochure (Soft copy as CDR file and Open Source File to be submitted to CIMP)
2. Conceptualizing theme for Placement Brochure.
3. Professional Photo shoot of approximate 280 students, Director, Placement Chairperson and faculties and campus infrastructure required for Placement Brochures (Soft copies of the entire photo shoot to be submitted in DVD format within 15 days post completion of photo shoot)
4. Designing (Ideation & conceptualization| Theme design | Visualization & info-graphical presentation | Designing of inside pages and sections in line with theme design | Image enhancement and artwork management | Final artwork and print file preparation) of Placement Brochure.
5. Content editing: The content will be provided by Placement Office which will contain around 70 pages including 4 cover pages having the following information:-
  - a) Director's Message
  - b) Chairman's Message
  - c) About CIMP (The Institute)
  - d) Key Highlights
  - e) Campus Infrastructure
  - f) Research and consulting Activities
  - g) Management Development Programmes (MDPs)
  - h) Program Design - PGDM
  - i) Faculty Members
  - j) Startup cell at CIMP
  - k) Students Achievement
  - l) Corporate connect programme
  - m) Life at CIMP
  - n) Final Placement 2024
  - o) Our Recruiters
  - p) PGDM 2023-2025
  - q) Summer Placement 2024
  - r) PGDM 2024-2026
  - s) How to reach CIMP
6. Specifications of brochure & Envelopes

- a) Paper : Inside 170 GSM Art Paper
  - b) Cover : 300 GSM Art Paper
  - c) Size : 8.5" \* 12" approx
  - d) High quality digital printing
  - e) Matt Lam on cover, section – sewn perfect binding, coloured printed envelope on 120 GSM (Design and print)
  - f) Glossy Pages : 70 Approx (Including 4 cover Pages)
  - g) Total quantity : 100 brochures
7. Conversion of fully developed Placement Brochure 2025 in E-Brochure.

### **3. TERMS AND CONDITIONS OF THE CONTRACT**

1. Place of Photo shoot and delivery of brochure will be CIMP, Patna, Bihar.
2. The work includes professional profile shoots of 280 (approximate) students, faculties, related infrastructure photo-shoots for Placement Brochure 2025, designing and Supply of Placement Brochure with envelope, Flip-Book (Soft copy as CDR file and Open Source File) and PDF copy. **Delivery Deadline: Fourth week of September 2024.**
3. Soft copy of brochure in PDF format to be provided without any extra cost.
4. Students Profile for Placement Brochure will be provided by CIMP Patna.
5. After completions of the work, the bidder should returned all sources file of Flip-Book (Soft copy as CDR file and all Open Source File), all digital format photographs to the Placement Office, CIMP Patna.
6. No TA/DA provided to visit CIMP Patna for that work.
7. In case of selected bidder/firm is out of Patna premises, stay at Institute's Guesthouse will be provided by us for two persons and three days only during the photo shoot.

### **4. Payment Terms:**

1. Insurance, Packing and Forwarding charges are inclusive in above price.
2. Consigned to Chandragupt Institute Of Management Patna, Patna
3. Bill to be made in the name of Director, CIMP Patna

### **5. ELIGIBILITY CRITERIA**

1. The tenderer should have a valid PAN, GSTIN and details thereof should be provided. (Photo copy of the certificate to be enclosed).
2. The tenderer should be reputed firm preferably having prior experience of three years in designing, scriptwriting, printing/publishing of Placement Brochure in reputed organization. Preference will be given to those vendor having experience in IIMs/IITs or other reputed institutions.
3. The firm/agency should not have been blacklisted or debarred by any Government Organization/PSU etc.
4. A sample of work done before along with the list of clientele needs to be submitted along with the bid.
5. The firm who is not meeting above criteria will be treated as disqualify and will not be consider.

### **6. Other conditions:**

1. The tenders will be opened at CIMP Patna. The successful bidder would be selected on the basis of technical qualification and lowest quoted (Financial Bid) amount.
2. **TENDER IS LIABLE TO BE IGNORED IF COMPLETE INFORMATION IS NOT PROVIDED AS REQUIRED. Conditional offer/offers which are not in conformity to the prescribed document will be summarily rejected. The proposal should be duly signed on every page.**

3. However, CIMP Patna reserves the right not to accept the lowest tender or not to assign any reason for rejection of any or all the tenders. CIMP Patna reserves the right for accepting the whole or any part of the tenders and decision in the matter shall be final and binding.
4. Any failure on the part of the tenderer to observe the prescribed procedure and any attempt to canvass for the work will prejudice his/her tender. Tenders/rates quoted in other than the prescribed proforma are liable to be rejected.
5. The submission of tender will bind the tenderer to acceptance of all conditions specified herein and in addition to the conditions of the contract.
6. The rates should be mentioned in figures as well as in words. **(Erasing / overwriting should be avoided/duly attested by the tenderer.)** Taxes, however, should be indicated separately. In case, nothing is mentioned, it will be assumed that all taxes are included in the rates quoted.
7. The vendor will depute technically qualified executive to coordinate the job with CIMP Patna team.
8. The final corrections in the layout will be carried out by the vendor.

**Penalty for Non-Compliance:-**

1. In case any error or defect is noticed in brochure after delivery which is ascribable to the vendor, he shall be bound to rectify such error or defect at his own cost to the satisfaction, and within the time limit fixed by the CIMP Patna for the purpose.
2. The vendor will be expected to correct the error or defect in Brochure it at the earliest.
3. If the job is returned by the firm unexecuted after accepting the same, the firm is liable to be blacklisted.
4. Execution of job should be of standard quality, neat and accurate according to the specifications, where CIMP Patna is satisfied. If the execution of the job is not upto the standard, suitable deductions will be made or the entire job will be rejected, as the case may be, at the cost of firm risk.

**Conciliation/Arbitration**

1. If any dispute(s) or difference(s) of any kind whatsoever arise between the parties, the parties hereto shall negotiate with a view to its amicable resolution & settlement through a Committee appointed by Director CIMP Patna.

**In the event no amicable resolution or settlement is reached between the parties within 15 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to & settled by Director CIMP Patna.**

**Applicable Law & Jurisdiction:**

All matters connected with this shall be governed by the Indian Law both substantive & procedural for the time being in force & shall be subject to the exclusive jurisdiction in Patna.

I have read all the terms and conditions of the tender document. I hereby accept the above-mentioned Terms & Conditions of the above contract of CIMP Patna.

Signature\_\_\_\_\_

CompanySeal\_\_\_\_\_



# चन्द्रगुप्त प्रबन्ध संस्थान पटना

CHANDRAGUPT INSTITUTE OF MANAGEMENT PATNA

Website: [www.cimp.ac.in](http://www.cimp.ac.in)

1. Name of the Vendor :
2. Name of the authorized person :
- (Who signs on the tender document) :
3. E-mail address :
4. Address of the Agency :
5. Phone No. :
6. Mobile No. :

S. No.	Documents to be submitted in proof of Eligibility	Proof Required
1	PAN No..... GSTIN.....	(To be Attached)
2	Experience of three years in designing, scriptwriting, printing/publishing of Placement Brochure in reputed organization. Preference will be given to those vendor having experience in IIMs/IITs	(To be Attached)
3	Non Black Listing Certificate (Self declaration)	(To be Attached)
4.	A sample of work done along with the list of clients	(To be Attached)

S. No	Specification of Items	Qty.	Unit Price In (Rs.)	Tax	Total Price in(Rs.)
1	<b>Placement E-Brochure 2025:</b>	1			
2	<b>Professional Photo Shoot for Placement E-Brochure 2025</b> Profile Photo shoot for 280 (approximate) students, Faculties and infrastructure photos required for the brochure at CIMP Patna	1			
3	<b>Any other charges, if any</b>				
	Grand Total				
(Rupees.....)					

I have read all the terms and conditions of the tender document. I hereby accept the above-mentioned Terms & Conditions of the above contract of CIMP Patna.

Place :

(Signature of the Contractor or His authorized signatory)

Date:

(Name)