



Competition Commission of India
Hindustan Times House(3rd Floor),
18-20, Kasturba Gandhi Marg,
New Delhi – 110 001

F.No.D29013/3/2015-CSD (101)

Date:05.10.2015

LIMITED TENDER ENQUIRY FOR PRINTING JOBS

Competition Commission of India invite sealed bids from experienced printers for designing ,printing and supply of material for day to day use in the office. Details of printing materials and other terms and conditions relating to the award of Contract are given in Annexure-I. The prospective bidders may peruse and download the tender document from the official website of the Commission i.e. www.cci.gov.in

2. The interested firms are requested to submit their sealed bids technical and financial separately in a single sealed cover to this office which may be dropped in the Tender Box kept at the Reception (3rd floor) of Hindustan Times House, 18-20,KG.Marg, New Delhi on or before 1500 Hrs of 03.11.2015.

3. The sealed Technical Bids will be opened on the same day i.e. 03.11.2015 at 1530 Hrs. in the presence of authorized representative of bidders. The Financial bid of only those firms who qualify in the Technical bid shall be opened.

(Surender Singh)
Assistant Director (CS)



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TERMS & CONDITIONS

1. LAST DATE & TIME OF RECEIPT OF BIDS : 03-11-2015
: 1500 Hrs
2. DATE & TIME OF OPENING OF TECHNICAL BID : 03-11-2015
: 1530 Hrs
3. PLACE OF SUBMITTING BIDS : Tender Box
Reception of CCI (3rd Floor)
HT House, K.G. Marg, N.D.
4. PRE-BID MEETING : 19-10-2015 at 1530 Hrs.
5. ITEMS & QUANTITY REQUIRED TO BE PRINTED:

S.No.	Items for printing	Qty. (No. of pads/packets/ bundles containing 100 pieces each)	Remarks
1.	Letter Heads (Official)	400	This is only a projection of the printing requirement in a year.
2.	Letter Heads(Individual)(15 officers)	80	
3.	A-4 Envelop with address printed (clothed)	60	
4.	A-4 Envelop with address printed (without cloth)	60	
5.	B-5 Envelop with address printed (clothed)	20	
6.	B-5 Envelop with address printed (without cloth)	20	
7.	Small Size Envelopes with address (10X4.5)	80	
8.	Small Size Envelopes with window (10X4.5)(with address)	80	
9.	Visitor Slip (with Sr.No)	100	
10.	File Covers with printing (Five Different colour)	80	
11.	Cobra file with printing & Clips	20	
12.	Spl. Cobra file with printing & Clips	40	
13.	Visiting Card(Individual)	400	

The quantity indicated against each of the above items is indicative only. The actual quantity may increase/decrease. The projected quantity is the requirement for a period of one year and printing order for these quantities will not be issued in a single order. Split Printing order will be issued as and when the need arise.

6. Sample of each item may be inspected in the Corporate Service Division of CCI, Hindustan Times House, 18-20,KG.Marg, New Delhi during working hours. The prospective bidders are requested to see the sample before quoting the rates.

7. A pre-bid meeting has been fixed at 3.30 P.M. on 19.10.2015 for clarification of any query relating to the tender.

8. **Earnest Money Deposit (EMD):** The bidder must submit along with the bids Earnest Money Deposit (EMD) of Rs.5,000.00 (Rupees five thousand only) in the form of Demand Draft in favour of "Competition Commission of India (Competition Fund) Account". Bids received without EMD will be rejected. The EMD of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's acceptance of the offer of contract. EMD of successful bidder shall be returned on receipt of Performance Security by the CCI and after signing the agreement.

EMD of the bidder(s) will be forfeited if:

- a) The bidder is not willing to abide by the terms and conditions after submission of the bid.
- b) The bidder withdraws the bid before receipt of final acceptance.
- c) The successful bidder fails to furnish Performance Security within the stipulated time.

9. Two bids viz, Technical Bid, Financial Bid and DD of EMD should be submitted in different envelopes with the superscription(i.e. Technical Bid, Financial Bid and EMD, as the case may be).All these three envelopes must be kept in a sealed cover which may be superscribed as "Tender for printing works due on 03-11-2015. The technical bid will provide the details about the firm, its capacity, printing machine, manpower, clientage etc.(Annexure-II) whereas the Financial Bid (Annexure-III) will contain the rates/ for the quantity shown (excluding taxes) of the desired sample. Tender Evaluation Committee (TEC) will open the Financial Bids of only those bidders who stand qualified on the basis of details provided in Technical Bid. There should be no cuttings/ overwriting. The cutting/overwriting if any should be duly attested. Non-attested/ amended/ overwriting figures will not be considered. Bids received in an unsealed cover or received after the due date and time are liable to be rejected. Ambiguous bids will also be rejected. Late / Delayed bids due to any reason whatsoever will not be accepted. The successful firm will have to execute an agreement with this office within fifteen days of issue of work order.

10. The bidder should have the following qualifications for bidding: (Necessary documents/certificates are required to be enclosed with technical bid)

- a. Shall have been in existence for not less than five years.
- b. Shall have annual turnover of not less than Rs.25 lacs during the last three years.

- c. Shall be having sufficient experience and expertise in the relevant field.
 - d. Shall have experience of working for Govt. Deptt. / PSU for at least 3 years.
 - e. Shall have PAN/TAN number, sales tax registration, VAT registration.
 - f. It is not blacklisted by any Ministry/Department of the Government of India or any PSU or any other organization.
11. The price quoted should be exclusive of all taxes. Taxes, if any, may be indicated separately.
12. Evaluation of Financial Bids: The financial bids will be evaluated by the Tender Evaluation Committee on the basis of comprehensive price offered by the bidder. For the purpose of evaluation of the bids, a weightage has been given to the items in proportion to their printing requirements.
13. The rates validity period is one year from the date of opening of tender.
14. The rates quoted by the selected firm, and approved by the Commission shall remain valid for one year. Any request to increase the rates for any items(s), during the currency of the contract, will not be considered.
15. The contract can be extended with the mutual consent of both the parties on the same rates, terms and conditions.
16. During the currency of the contract period, the selected Firm can be given work order repeatedly, as and when the requirement arises, on the same rates, terms & conditions.
- 17. Performance Security:**
- a. The successful bidder shall be required to deposit an amount of Rs.10,000/- (Rupees ten thousand only) with CCI within one week of receipt of "Letter of Offer." The performance security will be in the form of bank guarantee from any of the scheduled Bank pledged in the name of the "Competition Commission of India (Competition Fund) Account".
 - b. Performance security shall be valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended, the validity of Performance Security shall also be extended by the contractor accordingly. In the event of breach/violation or contravention of any terms and conditions by the firm/agency, the said Performance Security shall be forfeited.
 - c. Performance Security will be discharged after completion of all obligations as per terms and conditions of the contract.
 - d. If the contractor fails or neglects any of his obligations under the contract, CCI reserve the right to forfeit either whole or any part of Performance security furnished by the bidder as penalty for such failure.
- 18. Payment:**
- i) The firms will submit the printed materials as per the work order along with Bills.
 - ii) The payment will be released after certification and acceptance of the work completed by the firm.

19. The Commission, however, reserves the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed will be required to be rectified and compliance reported. If the firm fails to rectify the deficiencies or fails to comply with directions/instruction of the Commission, the contract is liable to be terminated. The Commission further reserves the rights to suo moto terminate the contract at any point of time without giving any prior notice.

20. Printing order, after due compliance of all formalities, will be placed on the selected supplier(s) to execute the job. The Printing Firm(s) shall print the items on urgent basis in a time schedule as decided by the CCI. The Commission may, at its discretion, place order in piecemeal depending upon the requirement. Printing orders can be placed in hard copy/soft copy.

21. The selected Firm(s) will be required to supply one sample each of the material being printed for the approval of competent authority. In the case of visiting cards/letter heads, the Firm(s) will get the proof approved from the CCI. No final printing should be resorted to unless proof/samples are approved by CCI. This Office will not be responsible for any loss occurred to the Printing Firm(s) in case printing is done without getting the proof/sample approved by CCI.

22. The selected Firm shall ensure the delivery of the items in the office of the Commission in HT House, Kasturba Gandhi Marg, New Delhi. No separate charges shall be paid for delivery of goods.

23. Supply should normally be made during the office hours on any working day. The Commission will have the authority to place order for supply of items beyond office hours and on holidays, for which, no additional payment will be made.

24. Order for items will be placed on requirement basis. As and when there will be requirement, the printing order will be placed by the Commission and the firm will print and supply the items as requirement of the Commission.

25. The Commission will make no advance payment. Payment will be released only after it is ensured that the items are in order and quality of items supplied is to the entire satisfaction of the Commission.

26. The Commission will have the authority to cancel any order, if the required items are not supplied on time or do not meet the specifications of the Commission.

27. Each job is required to be accomplished within the given period of time failing which CCI reserve the right to deduct a token amount not exceeding 50% of the payment for the said job.

28. The firm shall submit sample paper of each item proposed to be printed along with the technical bid.

29. The Commission may depute a team of officers to the Press of the bidder to adjudge their capability and to verify the claims furnished by the bidder.

30. The Commission reserves the right to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the tender will not be entertained.

PROFORMA FOR TECHNICAL BID

1. Name of the Firm & Owner :
(With Tel. /Mob. Nos.)
2. Office Address with :
Tel./Fax/Mob. Nos..
3. Press Address with :
Tel./Fax/Mob. Nos.
4. Contact Person (s) Name :
Tel./Fax/Mob. Nos.
5. Annual Turnover : 2012-13
: 2013 -14
: 2014-15
6. Make/Model of Printing :
Machines available
7. PAN NO./Service Tax No/
VAT Registration No. :
8. Past experience with Govt. :
Department- Name and
Period to whom service provided
9. Whether sample paper :
Of each item attached
10. Details of Earnest Money Deposit :
11. Whether Terms & Conditions :
Issued by CCI are acceptable to the firm
12. Undertaking regarding non-blacklisting :
13. Other details, if any :

(Signature of Owner/Authorized Representative)

Date:

Place:

Note: Necessary supporting documents/certificates are to be attached. In the absence of the required documents, the bids will be rejected.

PROFORMA FOR FINANCIAL BID

S. No.	Items for printing	Rate (per pad/ packets/ bundles containing 100 pieces each)	Percentage weight age of item for evaluation of the Financial Bid	Rate offered
(1)	(2)	(3)	(4)	(5) = (3) X (4)
1.	Letter Heads (Official)		27	
2.	Letter Heads (Individual)		06	
3.	A-4 Envelope with address printed (clothed)		04	
4.	A-4 Envelope with address printed (without cloth)		04	
5.	B-5 Envelope with address printed (clothed)		02	
6.	B-5 Envelope with address printed (without cloth)		02	
7.	Small Size Envelopes (10"×4.5")		06	
8.	Small Size Envelopes with window (10"×4.5") with address		06	
9.	Visitor Slip (with Sr. No.)		05	
10.	File Covers with printing (Five Different colour)		06	
11.	Cobra file with printing & Clips		02	
12.	Spl. Cobra file with printing & Clips		03	
13.	Visiting Card (Individual)		27	
		TOTAL	100	

*Taxes, if any, should be quoted extra.

I/We have read & understood the terms and conditions of the tender. I/We undertake that I/we are quoting the rates only after having seen the samples of the items and having understood the printing requirements of these items in CCI.

Date:

Place:

(Signature of Owner/Authorized Representative)