



Competition Commission of India

*Hindustan Times House(3rd Floor),
18-20, Kasturba Gandhi Marg,
New Delhi – 110 001
Tel.: 011-23473400 Fax : 011-23704686*

No. D-29012/1/2010-CCI

10th August, 2011

NOTICE INVITING TENDER FOR PRINTING OF 'ADVODACY BOOKLETS'

The Competition Commission of India invite sealed quotations from experienced offset printers for designing, printing and supply of Advocacy Booklets being brought out by the Commission. Detail of printing material and other terms & conditions relating to the award of Contract are given in the Annexure-I.

All interested printers are requested to submit their sealed quotations – technical (as per Annexure-II) and financial (as per Annexure-III) separately in a single sealed cover to the undersigned on or before **1500 Hrs. of 26th August, 2011**. Both the bids as well as the main envelope containing the two bids must be superscribed as "Quotation for Printing Work", "Technical Bid" or "Financial Bid", as the case may be.

3. The sealed quotations will be opened on the same day i.e. **26th August, 2011 at 1600 Hrs.** in the presence of authorized representatives of bidders.

4. With a view to reply the queries of prospective bidders, if any, the pre-bid Conference is proposed to be held at **1600 Hrs. of 23.08.2011**.

(Virendra Singh)
Deputy Director

**TERMS & CONDITIONS FOR AWARD OF CONTRACT FOR
PRINTING OF ADVOCACY BOOKLETS**

1. DATE & TIME OF PRE-BID CONFERENCE : **23.08.2011
1600 HRS.**
2. LAST DATE & TIME OF RECEIPT OF QUOTATIONS : **26.08.2011
1500 HRS.**
3. DATE & TIME OF OPENING OF QUOTATIONS : **26.08.2011
1600 HRS.**
4. PLACE OF SUBMITTING QUOTATIONS : Reception, CCI
5. ITEMS & QUANTITY REQUIRED TO BE PRINTED : Description of the booklets proposed to be printed are given hereunder. Rates must be quoted in Annexure III in figure and words in the prescribed proforma.

	Description	Pages * (approx.)	Qty
1	2	3	4
1	The Competition Act, 2002	68	1500
2	The Competition Act, 2002 – An Overview	3-fold brochure	1000
3	Frequently Asked Questions	12	1000
4	Cartels	08	1000
5	Bid Rigging	08	1000
6	Abuse of Dominance	12	1000
7	Combinations	12	1000
8	Competition Compliance Programme	16	1000
9	How to file information?	08	1000
10	Leniency Programme	20	1000
11	Bhartiya Pratispardha Kanoon-Ek Sankshipt Parichay	44	1000

*excluding Cover Page

6. Specification

- **Outer and Inner page :**

Outer/ Cover page	300 gsm Imported Art Card Paper with lamination (Glossy or Mat)
Inner/Text pages	150 gsm Art Card Paper (Mat)
Size	All the booklets are of the approximate size of 8-1/2" x 6"

- Binding : Perfect Binding
- Paper Size : 8-1/2" x 6"
- No. of pages (Text): As per samples provided by CCI and mentioned above at para 5 (Col. 3)

- Cover page color: Multi colour offset printing
- Inner pages :
 - (a) Text: Two colour offset printing
 - (b) Diagrams/charts/
Graphs Multi colour offset printing

7. **Pre-Press Job**

- Text of both the documents will be provided by CCI in electronic format (MS Word/PDF)
- Pre-press job such all DTP work including Designing/ creative options should be done with the printer's own DTP to the satisfaction of the CCI.
- Proof-reading of the manuscript by a good professional proof-reader.

8. **Samples for submission**

Samples of paper (Cover and Text) as per our specifications mentioned at Para 6 above be supplied along with the quotation.

9. **Schedule of work**

The work should be completed in all respects and material should be delivered within stipulated days from the date of placement of printing order as mentioned below:

Submission of 1st draft proof: within 10 days of award of contract

Submission of final proof : within 05 days of receipt of corrected version of draft proof

Supply of printing material : within 05 days of receipt of approval of final proof

10. Earnest Money : Prospective bidders must deposit refundable Earnest Money amounting to Rs.10,000/- (Rs. Ten Thousand only) along with Technical Bid by way of Demand Draft in favour of "Competition Commission of India (Competition Fund) Account".

11. **Quotation**

- The rate quoted should be inclusive of paper, creative options, plate layout design, proof reading, positives, printing, binding etc. and supply of materials.
- Vendor should be able to execute all the required jobs together, part quotation will not be entertained.

12. **Agency**

The bidder should have latest high quality color printing machine of their own. They should have latest DTP software and hardware & sufficient manpower to operate it.

13. **Penalty**

In case of default in maintaining time schedule, the CCI will impose a penalty of amount equivalent to 5% of the total tender cost per day subject a maximum of 10 days. Delay beyond the scheduled time in excess of 10 days will be deemed to have the Printing Order cancelled. CCI will in no way be held responsible for the loss, whatsoever, attributed due to the delay in printing of advocacy booklets etc.

Note : *The vendor must ensure safe custody and maintain confidentiality in the printing material supplied by CCI.*

14. **Performance Guarantee**

The selected printing firm shall deposit Performance Guarantee equivalent to 10% of the total present printing order in the form of Pay Order/FDR payable in favour of "Competition Commission of India (Competition Fund) Account". This Performance Guarantee is required to be deposited within 21 days of award of Contract. The Performance Guarantee will be returned to the Agency/Firm only on completion of the period of contract. In the event of refusal to carry out the printing of advocacy booklets during the period of contract, the Performance Guarantee may be forfeited.

15. **Other Terms & Conditions**

- i. Two bids viz., Technical and Financial should be submitted in a sealed cover which may be super scribed as "Quotation for Printing Works". The technical bid (Annexure II) will provide the detail about the Firm, its capacity, printing machines, manpower, clientage, sample of paper to be used etc. whereas the Financial Bid (Annexure III) will contain the rates/per hundred of the desired sample. Tender Processing Committee will open the Financial Bids of only those bidders who stands qualified on the basis of details provided in Technical Bid.
- ii. The bidder should have the following qualifications for bidding:
 - a) Shall have been in existence for not less than five years.
 - b) Shall be having sufficient experience and expertise in the relevant field
 - c) Should have PAN/TAN number, Sales tax registration, VAT registration.
 - d) Shall have experience in dealing with Government Departments.
 - e) Shall have annual turnover of more than Rs.25 lacs for the last three years
- iii. The price quoted should be exclusive of all taxes.

- iv. The tender validity period is 90 days from the date of opening of tender. The rates quoted by the bidders will remain valid for a period of 90 days or till the date of finalisation of tender, whichever is later.
- v. The rates quoted by the selected firm, and approved by the Commission shall remain valid for a period of **ONE YEAR** from the date of award of Contract. Any request to increase the rates for any item(s), during the currency of the contract, shall not be considered.
- vi. The selected printer may be asked to print additional copies in multiple of 500 copies at a time. Charges for the additional number of copies will be determined as per the quoted rates.
- vii. This Commission, however, reserves the right to conduct performance review at any time during the contract period and deficiencies, if any, will be rectified by the selected printer. If the selected Printer fails to rectify the deficiencies or fails to comply with other directions/instructions of the Commission his contract is liable to be terminated. The Commission further reserves the right to suo moto terminates the contract at any point of time without giving any prior notice.
- viii. Supply order, after due compliance of all formalities, will be placed on the selected supplier(s) to effect the supply.
- ix. The selected Firm(s) will be required to supply one sample each of the material being printed for the approval of competent authority. No final printing should be resorted to unless otherwise specifically asked for by the CCI. The selected Firm shall ensure the delivery of the items in the office of the Commission. No separate charges shall be paid for delivery of goods.
- x. The selected Firm will also submit **SOFT COPY** of the printed material in PDF Format or in any other format to this Office for future use. The soft and hard copy of the printed material will be property of CCI and the Printer will not use the material anywhere else.
- xi. 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.
- xii. Order for items will be placed on requirement basis. No advance payment will be made by the Commission. Payment will be released only after it is ensured that the items are in order and the quality of items supplied is to the entire satisfaction of the Commission.
- xiii. 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.
- xiv. In the event of different bidders quoting lowest rate for different work, the job will be awarded to the lowest bidders for the respective items of work.

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

16. All prospective bidders are advised to visit the office on the day of Pre-bid Conference for inspection of the books before submission of bids.

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 : 2008-09
2009-10
2010-11
6. Make/ Model of Printing :
Machines available
7. TIN No./ Service Tax No. :
8. Past experience with Govt. :
Departments – Name and
Period to whom service provided
9. Total staff strength of :
service provider
10. Whether sample paper :
of each item attached
11. Details of EMD :
12. Other details, if any :

I/We have read the terms & conditions of the Notice Inviting Tender. I/We agree with all the terms & conditions.

(Signature of Owner/Authorized Representative)

ANNEXURE – III

PROFORMA FOR FINANCIAL BID

	Description	Pages * (approx.)	Qty	Rate per copy**	Total***
1	2	3	4	5	6
1	The Competition Act, 2002	68	1500		
2	The Competition Act, 2002 – An Overview	3-fold brochure	1000		
3	Frequently Asked Questions	12	1000		
4	Cartels	08	1000		
5	Bid Rigging	08	1000		
6	Abuse of Dominance	12	1000		
7	Combinations	12	1000		
8	Competition Compliance Programme	16	1000		
9	How to file information?	08	1000		
10	Leniency Programme	20	1000		
11	Bhartiya Pratispardha Kanoon- Ek Sankshipt Parichay (Hindi Booklet)	44	1000		
T O T A L					

* **Cover Page extra**

** **please include the cost of cover page also**

*****exclusive of all taxes**

Date :

(Signature of Authorised Representative/Owner)