



**Competition Commission of India**

Hindustan Times House  
18-20, Kasturba Gandhi Marg,  
New Delhi – 110001  
Tel : 011-23473690 Fax : 011-23704686

F.No.D-29012/1/2010-CCI

Dated : 26<sup>th</sup> July, 2010.

To

**Sub. : Printing Jobs – Invitation of Tenders – reg.**

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Sirs,

The Competition Commission of India invite sealed quotations from experienced offset printers for designing, printing and supply of printing material. Details of printing material and other terms and conditions relating to the award of Contract are given in the Annexure –I. The prospective bidders may peruse and download the tender document from the official web site of the Commission i.e., [www.cci.gov.in](http://www.cci.gov.in).

2. All interested printers are, therefore, requested to submit their sealed quotations – technical and financial separately in a single sealed cover to this office which may be dropped in the Tender Box kept at the Reception (3<sup>rd</sup> floor) of Hindustan Times House, 18-20, K.G. Marg, New Delhi on or before 1100 Hrs. of 9<sup>th</sup> August, 2010.

3. The main envelope containing the two bids must be superscribed as “Quotation for Printing Work” whereas the envelopes containing technical bid and financial bid may be superscribed as “Technical Bid” or “Financial Bid”, as the case may be. The sealed quotations “Technical Bid” will be opened on the same day i.e. 9<sup>th</sup> August, 2010 at 1200 Hrs. in the presence of authorized representatives of bidders. The “Financial Bids” of only those firm(s) shall be opened who qualify the eligibility criteria of “Technical Bid” as stipulated in the tender document.

Yours faithfully,

(Virendra Singh)  
Under Secretary

**ANNEXURE – I**



**Competition Commission of India**

Hindustan Times House  
18-20, Kasturba Gandhi Marg,  
New Delhi – 110001

Tel : 011-23473690 Fax : 011-23704686

**F.No. D-29012/12010-CCI**

**Dated : 26.07.2010**

**TERMS & CONDITIONS FOR AWARD OF CONTRACT  
FOR SUPPLY OF PRINTING MATERIAL**

1. LAST DATE & TIME OF RECEIPT OF QUOTATIONS : **09.08.2010**  
: **1100 Hrs.**
2. DATE & TIME OF OPENING OF TECHNICAL BID : **09.08.2010**  
: **1200 Hrs.**
3. PLACE OF SUBMITTING QUOTATIONS: Tender Box  
Reception of CCI (3<sup>rd</sup> Floor)
4. PAPER QUALITY : Sample to be submitted  
by the Bidder for each item
5. ITEMS & QUANTITY REQUIRED TO BE PRINTED :

S.No.	Material for printing	Quantity
<b>CATEGORY - A</b>		
1.	Letter Heads (Official)	5000 Nos.
2.	Letter Heads (Individual) approx.-16 Officers	100/ 300 Nos. each
3.	Letter Head (Pad size) – official	2000 Nos.
4.	Letter Head (Pad size) – (individual) approx – 16 officers	100/ 300 Nos. each
<b>CATEGORY - B</b>		
5.	A-4 Envelop with address printed (clothed)	5000 Nos.
6.	A-4 Envelop with address printed (without cloth)	5000 Nos.
7.	B-5 Envelop with address printed (clothed)	5000 Nos.
8.	B-5 Envelop with address printed (without cloth)	5000 Nos.
9.	Small Size Envelopes (11X4½)	10000 Nos.
10.	Small Size Envelopes with window (11X4½)	10000 Nos.
<b>CATEGORY - C</b>		
11.	File Covers with print work	10000 Nos.
12.	Visiting Card (Individual) approx – 52 officers	500 Nos. each
<b>CATEGORY - D</b>		
13.	Visitor Slip (with Sr. No.)	10000 Nos.
14.	Hospitality Slip	10000 Nos.
15.	Annual Performance Appraisal Report Form (5 type of Forms in different color)	100 each

6. Earnest Money : An amount of Rs.10,000/- (Rupees Ten Thousand) is required to be deposited along with Technical and Financial Bid in the form of Demand Draft drawn in favour of "Competition Commission of India (Competition Fund) Account". The EMD to the unsuccessful bidders will be returned only after award of contract to the shortlisted firms.
7. Two bids viz., Technical Bid, Financial Bid and Amount 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 "Quotation for Printing Works". 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 will open the Financial Bids of only those bidders who stands qualified on the basis of details provided in Technical Bid.
8. 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. Shall have experience of working for Govt. Deptt./ PSU etc. for more than 3 years
  - d. Shall have PAN/TAN number, Sales tax registration, VAT registration
  - e. It is not blacklisted by any Ministry/ Department of the Government of India or any PSU or any other organization.
9. The price quoted should be exclusive of all taxes.
10. The received tenders will be evaluated as per the mentioned Categories viz., Category A to Category D. Rate of items mentioned in each category will be summed up for evaluation. In brief, for all the requirement of printing, a maximum of four Printing Firms could be engaged by CCI.
11. 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 finalization of tender, which is later.
12. 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 item(s), during the currency of the contract, shall not be considered.
13. The Commission, however, reserves the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed will require to be rectified and compliance reported. If the tenderer 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 rights to suo moto terminate the contract at any point of time without giving any prior notice.

14. Printing order, after due compliance of all formalities, will be placed on the selected supplier(s) to execute the job. The Commission may, at its discretion, place order, in toto, or in piecemeal, depending upon the requirement.
15. 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 in HT House, Kasturba Gandhi Marg, New Delhi. No separate charges shall be paid for delivery of goods.
16. The selected Firm(s) will be required to submit performance security of an amount equivalent to 10% of total cost of annual requirement of the printing material for which the respective firm(s) is awarded the contract. The performance security shall be deposited in the form of Banker's Cheque drawn in f/o Competition Commission of India (Competition Fund) Account payable at New Delhi. The performance security of the Firm(s) is liable to be forfeited in case of non-compliance of terms and conditions laid by Commission.
17. 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.
18. Order for items will be placed on requirement basis. 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.
19. 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
20. 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.
21. 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.
22. The contract can be extended for another year with the mutual consent of both the parties on the same rates, terms & conditions.
23. The printer shall submit sample paper along with the technical bid in respect of each item proposed to be printed.

**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 : 2007-08  
2008-09  
2009-10
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 Earnest Money :
12. Whether Terms & Conditions  
issued by CCI are acceptable  
to the Firm
13. Other details, if any

(Signature of Owner/Authorized Representative)

**ANNEXURE – III****PROFORMA FOR FINANCIAL BID**

<b>S.No.</b>	<b>Material for printing</b>	<b>Quantity</b>	<b>Rate per 100</b>	<b>Total</b>
<b>CATEGORY - A</b>				
1.	Letter Heads (Official)	5000 Nos.		
2.	Letter Heads (Individual) approx.-16 Officers	100/ 300 Nos. each		
3	Letter Head (Pad size) – official	2000 Nos.		
4	Letter Head (Pad size) – (individual) approx – 16 officers	100/ 300 Nos. each		
TOTAL				
<b>CATEGORY - B</b>				
5	A-4 Envelop with address printed (clothed)	5000 Nos.		
6	A-4 Envelop with address printed (without cloth)	5000 Nos.		
7	B-5 Envelop with address printed (clothed)	5000 Nos.		
8	B-5 Envelop with address printed (without cloth)	5000 Nos.		
9	Small Size Envelopes (11X4½)	10000 Nos.		
10	Small Size Envelopes with window (11X4½)	10000 Nos.		
TOTAL				
<b>CATEGORY – C</b>				
11	File Covers with print work	10000 Nos.		
12	Visiting Card (Individual) approx – 52 officers	500 Nos. each		
TOTAL				
<b>CATEGORY – D</b>				
13	Visitor Slip (with Sr. No.)	10000 Nos.		
14	Hospitality Slip	10000 Nos.		
15	Annual Performance Appraisal Report Form (5 type of Forms in different color)	100 each		
TOTAL				

(Signature of Authorised Representative/Owner)