



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. F.D-29013/2/2012-CSD(25-A)

Dated : 08.10.2015

LIMITED TENDER ENQUIRY FOR PRINTING OF ADVOCACY MATERIAL IN CCI.

The Competition Commission of India invite sealed quotations from experienced offset printers for designing, printing and supply of Advocacy Booklets and other material. Detail of printing material and other terms & 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

2. Interested eligible printing firms are, therefore, requested to submit their sealed quotations – technical bid (as per Annexure-II) and financial bid (as per Annexure-III) separately in a single sealed cover to the undersigned on or before **1500 Hrs. of 2nd November, 2015**. Both the bids as well as the main envelope containing the two bids must be superscribed as “Quotation for Printing of Advocacy material due on 2nd November, 2015”, “Technical Bid” or “Financial Bid”, as the case may be. The financial bid will include the cost of editing, designing, formatting, creating options, proof-reading, printing and supply/delivery of the Advocacy material.

3. The sealed quotations will be opened on the same day i.e. **2nd November, 2015 at 1530 Hrs.** in the presence of authorized representatives of bidders.

(Surender Singh)
Assistant Director

**TERMS & CONDITIONS FOR AWARD OF CONTRACT FOR
PRINTING OF ADOVACY MATERIAL IN CCI.**

1. LAST DATE & TIME OF RECEIPT OF QUOTATIONS : **2nd November, 2015**
: **1500 HRS.**
2. DATE & TIME OF OPENING OF QUOTATIONS : **2nd November, 2015**
: **1530 HRS.**
3. PLACE OF SUBMITTING QUOTATIONS : Tender Box at 3rd
Floor, Reception, CCI
HT House, K.G. Marg, N.D.
4. PRE-BID MEETING : 19th October, 2015 at 1600 Hrs.
5. ITEMS & QUANTITY REQUIRED TO BE PRINTED:

S.No.	Discription	No. of inner pages (excluding outer/cover pages)	No. of copies to be printed
01.	Frequently Asked Questions	20	250 copies of each booklet
02.	Provisions relating to Cartels	12	
03.	Provisions relating to Bid Rigging	12	
04.	Provisions relating to Abuse of Dominance	16	
05.	Provisions relating to Combinations	16	
06.	Competition Compliance	20	
07.	How to File Information	12	
08.	Leniency Programme	24	
09.	Provisions relating to Public Procurement	24	
10.	Competition Act, 2002	64	
11.	Folder-cum-carry bags for the above mentioned Advocacy booklets	-----	
12.	Compilation of the Advocacy material as a single consolidated volume.	84 (Approx.)	

Note : During the currency of the contract period, as per requirement by CCI, work order can be placed to print additional copies (in multiple of 50 copies) for the Advocacy booklet(s).

6. **Specifications :**

For item at Sr. No. 1 to 10 :

S.No.	Particulars	Specifications
01.	Cover page (Thickness and quality of paper)	300 GSM Imported Art Paper with lamination (Glossy or Mat)
02.	Inner Page (Thickness and quality of paper)	150 GSM Art Card Paper (Mat)
03.	Size	8 ½” X 6” (Approx.)
04.	Binding	Staple Binding
05.	Page Colour	Multi Colour offset printing

Note : The Printers are advised to see the samples/specimen i.e. already printed booklets for examining the specifications. In case, there is some difference between the above mentioned specifications and the already printed booklets, the specifications of already printed booklets will prevail. Further, exact number of pages can be verified by the bidder on going through the sample booklets.

Specification for item at Sr. No.11 : As per sample

Specification for item at Sr. No.12 :

S.No.	Particulrs	Specifications
01.	Cover page (Thickness and quality of paper)	300 GSM Imported Art Paper with lamination
02.	Inner /Text Page	150 GSM Art Card Paper (Mat)
03.	Size	A-4
04.	Binding	Perfect Binding
05.	Page Colour	Multi Colour offset printing

7. **Pre-Press Job**

- Text of the documents will be provided by CCI in electronic form (MS Word/PDF)
- Pre-press job such as 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.
- Front page : includes a banner/heading with special CCI logo.
- Back matter : includes a masthead etc.

8. **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 05 days of providing the documents in electronic form, by CCI.

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 for final proof

9. 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 advised to see the sample before quoting the rates to avoid any confusion/ambiguity at a later stage.
10. A pre-bid meeting has been fixed at 4.00 P.M. on 19th October, 2015 for clarification of any query relating to the tender.
11. **Earnest Money Deposit (EMD) :** The bidder must attach Earnest Money Deposit 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 Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder’s acceptance of the offer of contract. Bid Security of successful bidder shall be returned on receipt of Performance Security by the Department 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.

12. **Quotation**

- The rate quoted should be inclusive of paper, creative options, plate layout design, positives, editing, designing, formatting, creating options, proof-reading, printing, binding and supply/delivery of materials.
- Vendors should be able to execute all the required jobs together, part quotation will not be entertained.
- The prospective bidders are advised to see the sample booklets before quoting the rates to avoid any confusion/ambiguity at a later stage. Further, exact number of pages (in different booklets) can be verified by the bidder on going through the sample booklets.

13. 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.

14. Damages

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 to 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 booklets/material.

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

15. 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 “Tender for printing of Advocacy material due on 2nd November, 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, if any should be duly attested. Non-attested/ amended/overwriting figures will not be considered. Quotations 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 tenders due to any reason whatsoever will not be accepted. The successful firm will have to execute an agreement with CCI within fifteen days of issue of work order.

16 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 three years.
- b. Shall have annual turnover of not less than Rs.10 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 2 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.

17. The price quoted should be exclusive of all taxes. The tender will be awarded to that eligible Printer who has quoted the lowest rates (per copy) on comprehensive basis.

18. The tender validity period is 120 days from the date of opening of tender. The rates quoted by the bidders will remain valid for a period of 120 days or till the date of finalization of tender, whichever is later.

19. The selected firm will execute a contract with CCI for a period of 6 months. The rates quoted by the selected firm, and approved by the CCI shall remain valid throughout the period of contract and requests to increase the rates for any item(s), during the currency of the contract, shall not be considered.
20. The contract will remain operative for a period of 6 months from date of award of the same and the vendor/printer may be asked to print additional copies in multiple of 50 copies at a time. Charges for the additional number of copies will be determined as per the quoted rates.
21. The contract can be extended for another 6 months with the mutual consent of both the parties on the same rates, terms and conditions.
22. 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.
- 23. 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 contractor's performance obligations.
 - d. If the contractor fails or neglects any of his obligations under the contract, CCI reserves the right to forfeit either whole or any part of Performance security furnished by the bidder as penalty for such failure.
- 24. Payment:** Payment to the printing firm shall be released on the basis of satisfactory work done by the Printer.
25. The CCI, 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 Printer fails to rectify the deficiencies or fails to comply with direction/ instruction of the CCI his contract is liable to be terminated. The CCI further reserves the rights to suo moto terminate the contract at any point of time without giving any prior notice.
26. 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 CCI may, at its discretion, place order in piecemeal depending upon the requirement. Printing orders can be placed in hard copy/soft copy. Repeat work order can be placed in hard copy/soft copy.

27. The selected Firm(s) will be required to supply one sample each of the material to be printed for the approval of competent authority. The Printer 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.
28. The selected Firm shall ensure the delivery of the items in the office of the CCI in HT House, Kasturba Gandhi Marg, New Delhi. No separate charges shall be paid for delivery of goods.
29. Supply should normally be made during the office hours on any working day. The CCI 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.
30. Order for items will be placed on requirement basis. As and when their will be requirement, the printing order will be placed by the CCI and the printer will print and supply the items as per requirement of the CCI.
31. The CCI 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 CCI.
32. The CCI 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 CCI.
33. Each job is required to be accomplished within the given period of time failing which CCI reserves the right to deduct a token amount not exceeding 50% of the payment for the said job.
34. The printer shall submit sample paper of each item proposed to be printed along with the technical bid.
35. The CCI may depute a team of officers/Press of the bidder to adjudge their capability and to verify the claims furnished by the bidder.
36. The CCI 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.

ANNEXURE-II

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 Earnnest 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)

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

PROFORMA FOR FINANCIAL BID

S.No.	Discription	No. of pages	Rate per copy
01.	Frequently Asked Questions	As per samples.	
02.	Provisions relating to Cartels		
03.	Provisions relating to Bid Rigging		
04.	Provisions relating to Abuse of Dominance		
05.	Provisions relating to Combinations		
06.	Competition Compliance		
07.	How to File Information		
08.	Leniency Programme		
09.	Provisions relating to Public Procurement		
10.	Competition Act, 2002		
11.	Folder-cum-carry bags for the above mentioned Advocacy booklets		
12.	Compilation of the Advocacy material as a single consolidated volume.	84	
12(a)	For additional 04 pages	04	
	TOTAL		

I/We have read & understood the terms and conditions of the tender. I/We undertake that 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.

(Signature of Owner/Authorized Representative)

Date : 7th October, 2015

Place : New Delhi