



## COMPETITION COMMISSION OF INDIA

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No. D-29012/1/2010-CCI

New Delhi the 25<sup>th</sup> June 2012

To

Printers/Publishers

Subject: Quotation for printing the CCI's News Letter (Quarterly) in a year- reg.

Sir,

Competition Commission of India has decided to publish quarterly News Letter and invite sealed quotations from experienced offset printers for designing, printing and supply of News Letters being brought out by the Commission for distribution amongst all stakeholders. Detail of printing material and other terms & conditions relating to the award of Contract are given in the Annexure-I.

2. In case you are interested to undertake this job you may submit your quotations – technical (as per Annexure-II) and financial (as per Annexure-III) separately in a single sealed cover including the cost of editing, designing and delivery along with sample paper to be used for News Letter and sample of already work done to the undersigned.

3. The quotation of the above may be dropped in tender box of this office in a sealed cover on or before **1500 hrs of 10<sup>th</sup> July 2012**. Both the bids as well as the main envelope containing the two bids must be superscribed as "Quotation for Printing of News Letter", "Technical Bid" or "Financial Bid", as the case may be.

4. These sealed quotations will be opened on the same day i.e. **10<sup>th</sup> July 2012 at 1600 hrs** and if you or your representatives desire to be present at the time of opening of quotations, you/he may be present.

Deputy Director

**TERMS AND CONDITIONS FOR AWARD OF CONTRACT  
FOR PRINTING OF NEWS LETTER OF CCI**

**1. Specification:**

Size	A4(8 ½ X 11 inches)
Quantity	1000 Nos. in English (Quarterly)
No. of pages	12-24 pages approximately including cover page – all in 4 colour with photographs/diagram/chart/graphs
Printing	Double sided printing material, Binding center stages-outer cover, Laminated mat finish.
Paper	150 GSM matt finish

**2. Pre-Press job:**

- i) Front page: includes a banner with special newsletter logo, volume number, and table of contents.
- ii) Back matter: includes a masthead etc.

**3. Samples for submission:**

The sample of the paper 150 GSM matt finish must be provided while applying for the tender.

**4. 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 1 <sup>st</sup> draft proof	:	within 03 days of award of contract
Submission of final proof	:	within 02 days of receipt of Corrected version of draft proof
Supply of printing material	:	within 02 days of receipt of approval of final proof

**5. Earnest Money**

Prospective bidders must deposit refundable Earnest Money amounting to Rs.2,000/- (Rs. Two Thousand only) along with Technical Bid by way of Demand Draft in favour of "Competition Commission of India (Competition Fund) Account".

## 6. Quotation

- The rate quoted should be inclusive of designing of front page, 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.

## 7. Agency

The Agencies must have following qualifications:

- i) The Agency should have average annual billing of Rs. One Crore during last two years.
- ii) The Agency must have handled similar design, print works for Ministries/ Departments of Government of India /PSUs.
- iii) The Agency should have professional competence in conceptualizing and Designing Newsletters and similar work.
- iv) The firms shall have PAN, TAN number, sales tax, VAT and Contract Tax registration.

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.

## 8. Damages

In case of default in maintaining time schedule by the bidder/vendor, the CCI will impose damages 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 News letter etc.

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

## 9. 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 contract work as per the terms and conditions herein. In the event of failure on part of vendor/bidder to fulfill his obligations herein, CCI shall encash the Performance Guarantee.

## 10. 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 price quoted should be **exclusive of all taxes.**
- iii. 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, whichever is later.
- iv. 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.
- v. The selected printer may be asked to print additional copies in multiple of 100 copies at a time. Charges for the additional number of copies will be determined as per the quoted rates.
- vi. 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.
- vii. Supply order, after due compliance of all formalities, will be placed on the selected supplier(s) to effect the supply.
- viii. 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.
- ix. The agency would also be required to provide the entire work with photographs, illustrations and graphs, etc., HTML Files, PDF file on CDs as per the following specifications:
  - a. PDF format Newsletter both in English.
  - b. Single file of the Newsletter in English HTML format

It should also include the index with proper hyperlink to the respective topic in the Newsletter. The Printer will not use the material anywhere else.

- x. 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.
- xi. 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.
- xii. 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.
- xiii. 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.

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**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 : 2009-10  
2010-11  
2011-12
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**

Sl. No.	Description	Pages * (Approx.)	Qty	Rate per copy** (up to 12 pages )	Rate for each additional 4 pages** (double sided printing)
1	2	3	4	5	6
1.	Newsletter	12	1000		

**\*\*exclusive of all taxes**

Date:

(Signature of Authorized Representative/Owner)

Name: \_\_\_\_\_

Seal