



CEMENT CORPORATION OF INDIA LIMITED
(A Govt. of India Enterprise)
CCI House, 87, Nehru Place,
NEW DELHI 110 019
Phone : 30880183 / 26288487 : FAX : 26210232
CIN - U74899DL1965PLC004322

Ref : 7(8)/15-MMO

Dated : 21.07.2015

SPEED POST / COURIER
TENDER ENQUIRY

M/s.

Sub : Printing and supply of Annual Report for the year 2014-15.

We are to get our Annual Report for the year 2014-15 to be printed as per the following specifications. You are requested to send your offer in sealed cover so as to reach on or before 07.08.2015 upto 3.00 PM super-scribing the envelope with our enquiry 7(8)/15-MMO and the due date. The tender will be opened on the same day at 3.30 PM :

S.No.	Description	Qty.(nos.)	Amount(Rs.)
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SPECIFICATION :

1. Size : 8.5" x 11" 300 copies
1. **No. of copies** : 100 in both English and Hindi (Bilingual)
200 in English only

Total : 300 copies

Quantity given can vary (+/-) 20%
3. **No. of pages** : English = 85 pages approx.
English + Hindi = 167 pages i.e.
85 pages in English (+) 82 pages in
Hindi approx.
The total Number of pages may have a variation of (+/-) 5%.
4. **Design transparencies** : Outer cover i.e. cover page
should be in multi colours and the same
should be laminated Art Card (indigenous)
of 220 GSM should be used for cover page.
5. **Text printing** : It would be in multi colours and the paper to
be used would be imported gloss of 130 GSM
6. **Binding** : sectional sewing and stapling cover creasing and pasting.

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7. First 14 leaves (28 pages) are to be printed on superior quality art paper of 150 GSM, (Imported Gloss) in which photographs etc. which would be supplied by us would be printed in multi colours.
8. Current year's figures to be printed in shade in different colours.
9. Pictorial representation of financial results or any photograph are to be printed on the inside cover of the page.

TERMS & CONDITIONS :

1. Printer should have minimum 3 years of experience in the line of printing of Annual Report of reputed companies and should be conversant with latest technology and also possess full facility of man and machinery, under one roof.
2. Cover page designing acceptable to CCI has to be got approved within 10 days of the receipt of order failing which order is liable to be cancelled.
3. Proof reading shall be done by the printer. However, the final clearance will be obtained before printing from CCI, Finance department before printing. In case of any mistake found recovery shall be effected at appropriate rates.
4. Sample of paper required to be used as per specifications is to be submitted along with tender.
5. Time allowed for delivery of duly printed copies is within 55 days as per schedule hereunder:-
 - i) Submission of proof by printer : 25 days from the date of supply of material at SCOPE Complex
 - ii) Clearance given by CCI Finance : Within 15 days from the date of submission of proof by printer Deptt.
 - iii) Supply of final printed copy by : Within 15 days from the date of final The printer at SCOPE Complex clearance given by Finance Deptt.L.D. for the delay beyond ten days shall be effected @ Rs.500/- per day with an overall limit of 5% of the order value.
6. Printer should quote all inclusive rates for designing, proof reading, printing, binding and cost of paper etc. of 300 copies with the indication of page-wise rate beyond (+/-) variation. inclusive all taxes & levies F.O.R CCI, SCOPE Complex, Core-5, Lodhi Road, New Delhi.
7. In the price bid separate rate should also be quoted for :
 - i) Rate of cover page designing including transparency etc.
 - ii) Rate for lamination of cover page.
 - iii) Rate for sectional sewing cover creasing and pasting.
 - iv) Rate per page in case of increase/decrease in total number of pages of Annual Report.
8. **PAYMENT TERMS** : 100% payment will be released by HOD(Fin) after deducting the security deposit and statutory levies if any within one month from the date of receipt of goods satisfactorily at our office.
9. **SECURITY DEPOSIT** : 1% value of order will be deducted from your bill and will be kept as security deposit which will be returned to you without any interest after successful completion of the supplies.
10. Validity of offer should be 90 days from the date of tender opening.

The above contract will be initially valid for one year which can be extended for another one year on the same rate, terms & conditions provided contract is having satisfactory performance in the previous year.

Thanking you,

Yours faithfully,

SR. MANAGER(MM)

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