



Cement Corporation of India Ltd.
(A Govt. of India Enterprise
Core no. 5, Scope Complex ,7-Lodhi Road,
New Delhi-110003.

Speed post

Ref. No. 2(12)/Admn./17/2017

Date 06.12.2017

To,

**Sub.- Tender enquiry for Printing & supply of 1300 Nos, Diaries-2018 & 7150 Nos. Calenders- 2018
Due Date :- Date of submission of tender is 14.12.2017 upto 3.00 PM.**

Dear Sir,

Please quote your minimum rate in sealed & superscripted envelop for Printing & supply of 1300 Nos, Diaries-2018 & 7150 Nos. Calendars- 2018, as per our description & price bid of the tender **and the same will be opened on the due date of submission of tender at 3.30 PM i.e. 14.12.2017.**

Terms & conditions , specification of diary & Calendar and scope of work is as per the our tender documents. We are enclosing a set of tender documents for your reference.

The tender document is also available on our website No. www.ccilttd.in and the same may be downloaded.

Thanking you,

Yours Sincerely,

(A.K. Biswas)
Manager (Admn.)

Terms & conditions for printing & supply of Diaries & Calenders for the year 2018.

Scope of Work :-

1.	Description of work	Printing & supply of diaries & calenders for the year 2018 strictly as per the specification given at sr. No. 4 & 5.
2.	Quantity	1300 Nos. Diaries , 7150 Nos. Calenders
3.	Specifications	<p>a) Diaries :- Printing material/refill for dates, size etc. as per the specification mentioned below. There will be 08 leaves additional in starting of the diary, containing the matter about CCI, and 04 photographs of CCI's plants/ factories to be inserted after every 03 months.</p> <p>The specification for supply / printing of diary 2018 will be as under :-</p> <ol style="list-style-type: none"> 1. 2 date a page with month cut. 2. To be printed(double colour) inserted 6 / 8 pages company's information. 3. 04 Nos. photographs of CCI plants, to be inserted as a separators. 4. Size of the diary will be 8.5" x 6.50". 5. Diary's paper quality – 70gsm, natural shade paper 6. Cover – hard board binding, PP with UV coating, bearing company's name & address. 7. Quantity – 1300 diaries. <p>b) Calenders</p> <p>The specification for supply / printing of Calender 2018 will be as under :-</p> <ol style="list-style-type: none"> 1. Printing of Name & address of CCI Ltd. with CCI's logo 2. Printing of 01 photo of CCI's plant on every page. 3. size :13.5' x 19' 4. colour: 4 +4 5. leaf : 6 6. paper: 120 gsm maplitho 7. packing: box
4.	Packing	Each diary will be packed polypack along with white carton cover.
5.	Delivery destination	<p>Diaries :- 600 Nos. diaries to be delivered at Scope Complex office. 700 Nos. diaries to be delivered at our 03 units situated at Rajban (HP), Hyderabad & Bokajan (Assam).</p> <p>Calenders :- 600 Nos.calenders to be delivered at Scope Complex office. 1250 Nos. calenders to be delivered at our Rajban unit(HP). 3500 Nos. calenders to be delivered at Hyderabad office. 1800 Nos. calenders to be delivered at our Bokajan unit (Assam)</p> <p>Delivery charges should be mentioned separately in your quoted Rates for diaries & calenders.</p>
6.	Addresses of delivery destination	<p>1.Scope Office. : HOD (Admn.) Cement Corporation of India Ltd. Core No. 5, Scope Complex, 7-Lodhi Road, New Delhi.</p> <p>2.Rajban Office. : HOD (P&A), Rajban Cement Facotry, Cement Corporation of India Ltd. P.O. Rajban (Pounta Sahib), Distt. Sirmour, Himachal Pradesh-173028.</p> <p>3.Bokajan Office. : HOD (Admn.), Bokajan Cement Facotry, P.O.Bokajan Cement Facotry, Dist. Karbi Anglong,</p>

		Assam- 782490. 4. Tandur Office : HOD(P&A), Tandur Cement Facotry,P.O.Tandur Cement Facory, Distt. K.V.gaa Reddy, Telangana-501158.
7.	Proof reading and delivery of finished goods	Printing material for 08 pages and 04 photographs will be provided by CCI. The final responsibility for proof reading and correct printing of all material will be that of the printer. The printer shall, however, furnish the first photo composed proof of the text within 02 days from the date of handing over text duly signed by the representative of CCI. All the corrections and additions / deletions made in the first proof shall be incorporated in the 2 nd proof to be furnished immediately. The delivery of the furnished diaries / calanders should be completed within 15 days from the placement of order.
8.	Liquidated damage	The time is essence and no time extension will be given. Any delay may attract liquidated damage @ 5% per week of contract value.
9.	Firm rate only be quoted	Cost of printing & supply of diaries & Calenders in all respect as per the specification given at sr. No. 4 & 5, inclusive of all charges like GST, delivery charge as per the destination mentioned above at Sr. No. 5 & 6.
10.	Payment	After completion of supply of diaries / calenders pre-receipt bill in duplicate along with copy of delivery challan / proof of delivery of dispatches to units may be submitted to Manager (Admn.) CCI Ltd. Scope Complex, Lodhi Road, New Delhi.
11.	Banker's detail	Payment will be made through RTGS, hence banker details shall be submitted along with the quoted rates.
12.	Sample	Sample of diary & Calender has to be got approved before printing of both items.
13.	Validity	Your offer should remain valid for 60 days from the date of tender opening
14.	DISPUTE UNDER THIS CONTRACT AND ARBITRATION :	In the event of any question/dispute, breach or difference arising in respect of the meaning and scope of terms & conditions herein or in connection with any matter under this agreement (except for those matters which are to be referred to the Chairman-cum-Managing Director of Cement Corporation of India Limited for appointment of a Sole Arbitrator. There will be no objection if the Arbitrator so appointed is or was an employee of the Corporation and whether he had at any time in discharge of his duties as an employee had expressed view on all or any of the matters in dispute or dealt with the matter in substance. The Arbitrator shall give award with reasons in respect of each claim, dispute exceed Rs.50,000/=. The award of the Arbitrator shall be final and binding on the parties to this contract.
15.	JURISDICTION	It is hereby agreed by the parties here to that only courts at New Delhi / Delhi shall have jurisdiction to decide or adjudicate upon any dispute which may arise out of or be in connection with this agreement.

Price Bid (For Diary)

S.No	Item	Qty.(Approx.)	Rate (per item)	Delivery Charges of 600 diaries to SCOPE Complex office (N. Delhi)	Delivery Charges of 200 diaries to Rajban (HP)	Delivery Charges of 200 diaries to Bokajan (Assam)	Delivery Charges of 300 diaries to Tandur (Telengana)
1.	Diary	1300					

GST % = _____(on rate)

GST % = _____(on rate + delivery)

Note :-

1. The qty. mentioned above are tentative.
2. CCI reserve the right to calculate the cost of each item without delivery charge.

Price Bid (For Calenders)

S.No	Item	Qty. (Approx.)	Rate (per item)	Delivery Charges of 600 Calenders to Scope Complex office, Lodhi Road, (N.Delhi)	Delivery Charges of 1250 Calenders to Rajban (HP)	Delivery Charges of 1800 Calenders to Bokajan (Assam)	Delivery Charges of 3500 Calenders to Tandur (Telengana)
1.	Calender	7150					

GST % = _____(on rate)

GST % = _____(on rate + delivery)

Note :-

1. The qty. mentioned above are tentative.
2. CCI reserve the right to calculate the cost of each item without delivery charge.

(Signature of Tenderer)

