



## **Cement Corporation of India Limited**

(A Govt. of India Enterprise)  
Core V, SCOPE Complex, 7 Lodhi Road  
NEW DELHI-110 003  
**CIN-U74899DL1965GOI004322**

PHONE: 011-24365340/42  
FAX: 011- 24365341  
E-mail: [mm\\_co@ccilttd.in](mailto:mm_co@ccilttd.in)  
Website: [www.ccilttd.in](http://www.ccilttd.in)

Ref No.: 7(06)/18-MMO

Dated :21-06-2018

### **SPEED POST / COURIER** **TENDER ENQUIRY**

Please quote your minimum rate for printing and supply of Annual Report for the year 2017-18 as per the specifications mentioned in the table below. You are requested to submit your offer in sealed cover so as to reach on or before **12.07.2018 upto 3:00 PM** superscribing the envelope with our enquiry 7(06)/18-MMO and the due date. The tender will be opened on the same day at 3:30 PM.

S.No.	Description	Unit	Qty.	Rate (Rs.) / Unit	Applicable GST in Percentage	Total Rate (Rs per Unit)
1.	Annual Report 2017-18: Size: 8.5"x11"	No.	200 (100 in English and 100 bilingual)			

#### **Detailed Specifications:**

- 1) **Size** : 8.5" x 11 "
- 2) **Total Number of Copies**: 200 Copies (100 Copies Bilingual and 100 copies in English only)
- 3) Number of Pages in 200 Copies of English : 104 pages (both sides printing).
- 4) Number of pages in bilingual (Both English and Hindi) copies : 204 pages (both sides printing).
- 5) **Variation of pages**: The total number of pages may vary by +/- 10%.
- 6) **Design Transparencies**: The Outer cover page should be in multi colors and the same should be laminated. Art Card (indigenous) of 180 GSM should be used for cover page.
- 7) **Text Printing**: It would be in Multi Colors and the paper to be used would be mate of 100 GSM. First 14 leaves (28 pages) are to be printed on superior quality art paper of 130 GSM (imported gloss), in which photographs etc. which would be supplied by us, would be printed in multi colors. Balance text pages shall be printed in multicolor in 100 GSM paper.
- 8) **Binding**: Sectional sewing and stapling cover creasing and pasting.

#### **TERMS & CONDITIONS:**

1. Printer should have minimum three years of experience in the line of printing of Annual Accounts of reputed companies and should be conversant with latest technology and also possess full facility of man and machinery under one roof. (The details may be enclosed as per Annexure D1 and D3).
2. Cover page designing acceptable to CCI has to be submitted within 10 days of receipt of the order for approval.

3. Proof Reading shall be done by the printer. However, the final clearance will be obtained from CCI-Finance Deptt. before final printing. In case any mistake is found, even after final clearance, printer shall rectify it in it's own computer, further recovery shall be effected at appropriate rates to the extent of loss occurred.
4. Offer Validity: 60 days from the date of opening of tender.
5. Sample of paper to be used shall be enclosed with the quotation and the same paper should be used while printing of Annual report.
6. A sample copy of last year Annual Report may be seen in MM Deptt or Finance Deptt. (CCI-SCOPE Complex).
7. Time allowed for delivery of duly printed copies is within 55 days as per schedule here under:
  - i. Submission of proof by Printer at SCOPE Complex : 25 days from the date of supply of materials.
  - ii. Clearance given by CCI Finance Deptt. : Within 15 days from the date of submission of proof by printer
  - iii. Supply of final printed copy : Delivery at CCI SCOPE Complex within 15 days from the date of final clearance given by Finance Deptt.
8. L.D for delay beyond above stipulated programme shall be effected @ Rs. 500/- per day with an overall limit of 5% of the order value.
9. Printer should quote all inclusive rate for designing, proof reading, printing, binding and cost of paper etc. of 200 copies with the indication of page wise rate beyond (+/-) variation, inclusive of all taxes & levies F.O.R CCI, SCOPE Complex, Core-5, Lodhi Road, New Delhi.
10. In the price bid separate rate should also be quoted for (as per format enclosed):
  - 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.
11. Please quote the minimum delivery period, if purchase order placed on your company.
12. **Payment Terms:** 100% payment shall be released by HOD (FIN) after deducting the security deposit and statutory levies if any within one month from the date of receipts of goods satisfactorily at our office. You are requested to submit your Account No., IFSC Code, alongwith the offer.
13. **Security Deposit :** 5% value of order will be deducted from your bill and will be kept towards security deposit which will be returned to you without any interest after 3 (three) months of successful completion of the supplies.
14. **Validity of contract:** The contract shall remain valid for period of 1 year from the date of award of contract. If Corporation desires so, the quantity required shall be repeated at same rate and terms & conditions.
15. Please send the duly signed and stamped copy of our Tender Documents to us, in token of acceptance of the Terms & Conditions of our tender in entirety.

Thanking You,

Yours Faithfully

Mgr (Mktg/MM)

DETAILS OF PLANT & MACHINERY INSTALLED

Name of Firm :

---

Sl.	Machinery	Size/Capacity	Qty.	Year of	General
No.				Manufacture	Condition

---

Signature :

Name :

Designation :

## DETAILS OF ORDERS EXECUTED

*INCLUDING CGI DURING THE LAST THREE YEARS*

-

Name of firm :

---

Type of items (give details)	Name of the party to whom supplied	Value	Date of order	Delivery date	Date of actual completion
---------------------------------	---------------------------------------	-------	------------------	------------------	---------------------------------

---

Date :

Signature :

Name :

Designation :

Price Bid Format

Name of Firm :

---

<b>Sl. No.</b>	<b>Item</b>	<b>Rate per Copy (In Rs./Copy)</b>
1.)	Rate of Cover Page designing including transparency	
2.)	Rate of Lamination of cover page	
3.)	Rate of Sectional sewing cover creasing and pasting	
4.)	Rate per page in case of increase in no. of pages	
<hr/>		
5.)	Rate per Copy of Annual Report	
6.)	Applicable GST In percentage	
<hr/>		
7.)	Total Rate per Copy of Annual Report	

Signature :

Name :

Designation :