



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

Website: www.ccilttd.in

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

Dated :10-09-2018

SPEED POST / COURIER **TENDER ENQUIRY**

Please quote your minimum rate for printing and supply of the following items 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 **01.10.2018 upto 3:00 PM** superscribing the envelope with our enquiry 7(7)/18-MMO and the due date. The tender will be opened on the same day at 3:30 PM.

SI No.	Item Name	Specification	Qty (In Nos.)	Rate (Rs/Unit)	Applicable GST in %	Gross Total (In Rs)
1	Letter Head Pad	A4 Size, Ex Bond Paper, 100 GSM, 100 sheets in each pad	80 Pad			
2	Note Sheet Pad	A4 Size, 90 GSM, 100 sheets in each Pad	100 Pad			
3	Medical Form	60 GSM Paper, 100 sheets in each Pad	50 Pad			
4	Dispatch Register	Size: 8" x 13" 70 GSM, Green Page, Rexine Binding, 200 pages in each register	20 Register			
5	File Cover-Khaki	Size: 11"x14" With Green Tag, Two Holes. 20 File Pack in each Bundle	2000 Nos/ 100 Bundles			
Grand Total:						

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. Proof Reading shall be done by the printer. However, the final clearance will be obtained from CCI-Admin 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.
3. Offer Validity: 60 days from the date of opening of tender.
4. Sample of paper to be used shall be enclosed with the quotation and the same paper should be used while printing.
5. A sample copy of the required items may be seen in Admin Deptt. (CCI-SCOPE Complex).
6. 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 Admin 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 Admin Deptt.
7. 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.
8. Printer should quote all inclusive rate for designing, proof reading, printing, binding and cost of paper 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.
9. **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.
10. **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.
11. 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

Sr. Mgr (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 CCI DURING THE LAST THREE YEARS

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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
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Date :

Signature :

Name :

Designation :