



CEMENT CORPORATION OF INDIA LTD.
(A Govt. of India Enterprise)
Core V, SCOPE Complex, 7 Lodhi Road
NEW DELHI-110 003
CIN-U74899DL1965GOI004322

Ref No.: 7(08)/18-MMO

Dated :01-10-2018

Last Date of Tender Submission: 15.10.2018

SPEED POST / COURIER
TENDER ENQUIRY

Please quote your minimum rate for printing and supply of Purchase Policy-2018 Booklet 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 15.10.2018 upto 3:00 PM superscribing the envelope with our enquiry 7(08)/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 (inclusive of GST)
1.	Purchase Policy Booklet 2018: Size: A5	No.	100	

Detailed Specifications:

- 1) **Size** : A5 size
- 2) **Total Number of Copies**: 100 Copies ($\pm 20\%$) in Bilingual form. (Hindi and English)
- 3) **Number of Pages per Booklet**: 80 pages approx (both sides printing) / 40 sheets approx.
- 4) **Variation of pages**: The total number of pages may vary by $\pm 10\%$.
- 5) **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.
- 6) **Text Printing**: Text pages shall be printed in 100 GSM paper.
- 7) **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 Booklets/ Annual Accounts Reports 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-MM 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 in final copies of Booklet.

6. Soft Copy in MS-Word shall be provided by us at the time of printing. However, changes as and where required, in sample copy, shall be done by the printer.
7. Time allowed for delivery of duly printed copies to our office is as per schedule here under:
 - i. Submission of proof by Printer at SCOPE Complex : 10 days from the date of supply of final text for printing
 - ii. Clearance given by CCI MM Deptt. : Within 7 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 MM Deptt.
8. Delay in delivery of final printing material shall attract Liquidated Damage @ 0.5% of the order value per fortnight 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 100 copies with the indication of page wise rate beyond (+/-) variation, inclusive of GST F.O.R CCI, SCOPE Complex, Core-5, Lodhi Road, New Delhi.
10. Please quote the minimum delivery period, if purchase order placed on your company.
11. Consignee: DGM (MM)- CCI, SCOPE Complex, Core-5, Lodhi Road, New Delhi
12. **Payment Terms:** 100% payment shall be released through RTGS/NEFT by HOD (FIN) after deducting the statutory levies if any within one month from the date of receipts of goods satisfactorily at our office. You are requested to submit your Bank details alongwith the offer.

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 :

ANNEXURE – D-3

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 :