



**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(03)/19-MMO

Dated :24-10-2019

**Last Date of Tender Submission: 07.11.2019**

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

Please quote your minimum rate for printing and supply of Log Book and Tender Terms 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 07.11.2019 upto 3:00 PM superscribing the envelope with our enquiry 7(03)/19-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<br>(Inclusive of GST) |
|-------|----------------------------------|------|------|---|
| 1.    | Log Book:<br>Size: A4            | No.  | 50   |   |
| 2.    | Tender Terms Booklet<br>Size: A5 | No.  | 50   |   |

**Detailed Specifications:**

- 1) **Total Number of Copies:**
  - a. For Log Book 50 Booklets as per format attached.
  - b. For Tender Terms 50 Booklets in Bilingual Form (Hindi & English)
- 2) **Number of Pages:**
  - a. For Log Book 40 leaves (2 pages per leaf) per Booklet.
  - b. For Tender Terms 30 leaves (2 pages per leaf) per Booklet
- 3) **Variation of pages:** The total number of pages may vary by +/- 10%.
- 4) **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.
- 5) **Text Printing:** Text pages shall be printed in 100 GSM paper.
- 6) **Material for Reproduction:** For Tender Terms Booklet English and Hindi matter will be provided in MS Word, MS Excel or PDF format as it will be available. Any additional/ required changes has to be done by printer, the printer should have adequate technical manpower / staff to handle typing, page setting, proof reading and correction etc. For Log Book Booklet the single page format of text in hard copy required to be printed shall be given. Please note that soft copy for Log Book format will not be provided.
- 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 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. The printing matter will be provided by CCI in word/pdf format. However, CCI shall not be responsible for any change in formatting/ text of matter ensued in the bidder's computer. Any changes in the text/formatting will be done by the tenderer itself. The proof hard copy complete in every respect shall be forwarded to CCI each time after any change is made in the text. CCI reserves the right to make any number of changes/at any stage in the printed text and the tenderer shall have to incorporate the necessary changes and send the hard copy of booklet/text complete in every respect to CCI for verification
3. Successful tenderer has to visit the office of CCI whenever called upon. Successful tenderer may be asked to visit the office of CCI any number of times until the completion of work
4. Cover page designing acceptable to CCI has to be submitted within 10 days of receipt of the order for approval.
5. Proof Reading shall be done by the printer. However, the final clearance will be obtained from CCI-Admin/ MM Deptt. before final printing. In case any mistake is found, even after final clearance, printer shall rectify it in its own computer, further recovery shall be effected at appropriate rates to the extent of loss occurred.
6. Offer Validity: 60 days from the date of opening of tender.
7. Sample of paper to be used shall be enclosed with the quotation and the same paper should be used in final copies of Booklet.
8. Time allowed for delivery of duly printed copies 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 Admin/ 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 Admin/ MM Deptt.
9. 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.
10. 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.
11. In the price bid separate rate should also be quoted for (as per format enclosed):
12. Please quote the minimum delivery period, if purchase order placed on your company.
13. **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 :

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

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Signature :

Name :

Designation :

## DETAILS OF ORDERS EXECUTED

*INCLUDING CCI DURING THE LAST THREE YEARS*

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Name of firm :

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

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Date :

Signature :

Name :

Designation :

