



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

E-mail: mm_co@ccilttd.in
Website: www.ccilttd.in

Ref: 7(06)/19-MMO

Due Date of Tender Opening: 19.11.2019

NOTICE INVITING TENDER

Tender is invited for printing & supply of regular printing items such as Visiting Cards, Letter pads-A4 Size and Letter pads-A5 Size, as per our description given below, the tender shall be opened on the due date of submission of Tender at 3:30 PM i.e. 19.11.2019.

S.No.	Description	Unit	Tentative Qty
1.	Visiting cards RB9 paper (300 GSM) Printed double folding (one side Hindi and other side English) in black / blue in box of 100 cards.	Box	20
2.	Visiting cards Mat paper (300 GSM) Printed both sides (one side Hindi and other side English) in black / blue in box of 100 cards.	Box	80
3.	Letter Pads A-5 size (containing 100 leaves in each pad) for Doctor prescription in black white Ex-Bond screen paper	Pad	30
4.	Letter Pads A-4 size (containing 100 leaves in each pad) on Royal Ex-Bond 80 GSM paper, screen printing and CCI logo embossive	Pad	20

E-TENDER NO.	CCI/CO/7-06/19-MMO
MODE OF TENDER	e-Procurement System through www.cci-etender.com of Antares Systems Ltd.
Date of NIT available to parties to download	From 05.11.2019 (10:00 hrs.) Till 19.11.2019 (15:00 hrs.)
Last date of submission of valid documents SSI/NSIC/MSME certificate and other documents required as per tender terms & conditions under covering letter	19.11.2019 (15:00 hrs.)
Date of Starting of e-Tender for submission of on line Techno-Commercial Bid and Price Bid at www.cci-etender.com	From 05.11.2019 (10:00 hrs.) Till 19.11.2019 (15:00 hrs.)
Date & time of opening of Tender	19.11.2019 at 15:30 hrs.
Validity of bids	60 days from the date of the techno- commercial bid opening.

The complete set of tender documents is available on our websites www.ccilttd.in

DGM (MM)

List of Annexure

The tender documents comprise of following:-

Annexure: A-I	Important instructions for E-procurement
Annexure: A-II	Part-I - Instruction to tenderers
Annexure: A-III	Part-III- Special terms & conditions
Annexure: A-IV	Price Bid Performa (Price schedule)

Important Instructions for E-procurement

This is an e-procurement event of CEMENT CORPORATION OF INDIA. The e-procurement service provider is Antares Systems Ltd., No.24, 1st Floor, Sudha Complex, 3rd Stage, 4th Block, Basaveshwaranagar, Bangalore-560079

You are requested to read the tender terms & conditions (**Annexure: A-I, A-II, A-III, A-IV, A-V & A-VI**) of this tender before submitting your online tender. Tenderers who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid.

1	<p>Process of E-Tender: Registration: The process involves vendor's registration with Tenderwizard e-procurement portal. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Techno-Commercial Bid as well as Price Bid over the internet will be done. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. Antares Systems Ltd is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature). SPECIAL NOTE: THE PRICE BID AND THE TECHNO-COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT www.cci-etender.com</p> <p>Vendors are required to register themselves online with www.cci-etender.com → 'Register Me' link. Filling up details and creating own user id and password→ Submit. Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.</p> <p>In case of any clarification, please contact CCI/Antares Systems Ltd, (before the scheduled time of the e- tender). Contact person (Cement Corporation of India): 1 .DGM (MM), Landline: 011-30880183, Mobile: 09873277104, Email: mm_co@ccilttd.in 2. Manager (MM) Landline: 011-24365342, Mobile: 9435397065, E-mail: mm_co@ccilttd.in</p> <p>Contact person (Antares Systems Ltd): 1. Mr. Pravesh Mani Sr.Exe-CRM Mobile:09044314492 2. Helpdesk Ph: 0804935200 Ph:03346046611 Email:praveshmani.t@antaressystems.com</p> <p>B) System Requirement: Windows 8,10 Professional Operating System, Internet Browser-9,10 &11. Signing type Class 3 digital signature Java JRE 6 and above</p>
2	<p>(A) Part-A Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can witness electronic opening of bid. (B) Part-B Price bid will be opened electronically of only those bidder(s) who's Part-A Techno- Commercial Bid is found to be Techno-Commercially acceptable by CCI. Such bidder(s) will be intimated date of opening of Part-B Price bid, through valid email confirmed by them. Note:</p>

	The tenderers are advised to offer their lowest possible rates taking into account the prevailing market conditions. There would generally be no negotiations hence please submit your most competitive prices while submitting the price bid. However, if the rate is still considered high, action as per prevailing instruction/guideline shall be taken.
3	All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
4	In case of failure to access the payment towards non-refundable fees for any reason, the vender, in term, will not have the access to on line e-tender and no correspondence in this respect will be entertained and CCI will not be responsible for any such lapses on this account. Bidder(s) are advised to make remittance of non-refundable fees through separate DD well in advance and verify completion of transaction in respect of non-refundable fees. Vendors are instructed to use Upload Documents link in My menu to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB. Once documents are uploaded in the library, vendors can attach documents through Attach Document link against the particular tender. For further assistance please follow instructions of vendor guide
5	All notices/corrigendum and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by CCI. Hence the bidders are required to ensure that their corporate email I.D. provided is valid and updated at the stage of registration of vendor with Tenderwizard (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).
6	The responsibility of downloading the related corrigenda, if any, will be that of the downloading parties.
7	E-tender cannot be accessed after the due date and time mentioned in NIT.
8	Bidding in e-tender: a.) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system. b.) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof. c.) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender. d.) Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.
9	Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein.
10	No deviation to the technical and commercial terms & conditions are allowed.
11	After submitting online bid, the bidder cannot access the tender, once it has been submitted with digital signature
12	CCI has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
13	The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website www.cci-etender.com of Antares Systems Ltd.
14	The bidders must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
15	The bid will be evaluated based on the filled-in technical & commercial formats.
16	The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, punitive action including suspension and banning of business can also be taken against defaulting bidders.
17	Bidders are requested to read the vendor guide in the page www.cci-etender.com to familiarize themselves with the system before bidding.

For and on behalf of CCI Ltd.

Deputy General Manager (MM)

COVERING LETTER WHICH MUST BE SUBMITTED ONLINE BY THE TENDERER
DULY FILLED IN, SIGNED AND STAMPED NIT NO. 7(06)/19-MMO SO AS TO
REACH US BY 19.11.2019

Ref: 7(06)/19-MMO

Date: 05.11.2019

To
The Deputy General Manager (MM)
Cement Corporation of India Ltd.,
Core-V, SCOPE Complex,
7-Lodhi Road,
New Delhi-110003

SUB: Submission of Tender for printing & supply of regular printing items such as Visiting
Cards, Letter pads-A4 Size and Letter pads-A5 Size
REF: Your NIT No. **7(06)/19-MMO dated 05.11.2019**

Dear Sir,

With reference to your tender for the above supply, We/I hereby submit our / my tender in
two Parts i.e.; Part-A Techno- commercial bid and Part-B Price-bid as per NIT and instructions
as per Annexure: A-III of the tender documents.

Part-A: Techno-Commercial Bid:

The following documents duly signed and stamped are enclosed here with.

1. Declaration (Annexure: E), duly filled in and stamped, on Bidder's letterhead.
2. GST Registration Certificate.
3. Copy of the PAN card in the name of company/ dealer . (in case of proprietary firm it can
be in the name of the proprietor).
4. Copies of Performance Reports from the Customers issued against orders executed
during last 3 years.

Part-B: Price bid: submitted as per "**PRICE BID**" format (Annex: A-VI)

We/I hereby declare that We/I have not been debarred from tendering for contracts in any of the
departments of Govt. /Semi Govt. /Public Sector Undertaking and Local Bodies.

We/I certify that the information given by us/me in the tender documents is correct and if at any
stage the same is found to be incorrect, the contract will be liable to be terminated/rescinded and
action may be taken against us/me by the Corporation for damages.

We are/I am duly authorized/empowered to sign all the tender documents.

- a) Name of the Tenderer.....
- b) Full Postal Address:
-
-

- c) Telegraphic Address/Telex/Fax.....
- d) Phone: Office.....Residence.....
- e) E-mail

Yours faithfully,

(SIGNATURE OF THE TENDERER WITH SEAL)

WITNESS (NAME & ADDRESS)

1-----

2-----

**CEMENT CORPORATION OF INDIA LTD.
(A GOVT.OF INDIA ENTERPRISE)**

PART-I: INSTRUCTIONS TO TENDERER:

1. GENERAL:

- a) The tender should be addressed to the officer who has invited the tenders.
- b) Any offer made in response to this tender, when accepted by the Cement Corporation of India Ltd., will constitute a contract between the parties.

2. SUBMISSION OF TENDER:

2.1 Two-Part Bid procedure shall be adopted for preparation, submission and evaluation of the bids. The bid submitted should be duly signed by the bidder. The duly filled Tender should reach us on or before the submission time and date as stipulated in the Tender document.

2.2 Other conditions:

- i) The tenderer has/have to declare that he/they have not been debarred from tendering for contracts in any of the departments of Govt./Semi Govt./Public Sector Undertaking and Local Bodies.
- ii) The tenderer has to certify that the information given by him/them in the tender documents is correct and if at any stage the same is found to be incorrect, the contract will be liable to be terminated/rescinded and action may be taken against him/them by the Corporation for damages.
- iii) In the event of the tender being submitted by a firm, it must be signed separately by each partner thereof. In the event of the absence of any partner, it must be signed on his behalf by a partner holding power of attorney authorizing to do so.
- iv) In the case of a company, the tender should be signed in the manner as laid down in the said Company's Article of Association.
- v) Tenders received after the specified time & date are liable for rejection.
- vi) Tenders not submitted in the prescribed formats and not completed in all respect are likely to be rejected.
- vii) The tender documents are non-transferable. Only those firms can participate in whose name the tender has been sold.

- viii) Tenderers shall not be entitled to claim any costs, charges, expenses or incidentals for or in connection with the preparation and submission of their tenders even though the Corporation may decide to withdraw the “Invitation of Tender” or reject any/all tender(s) without assigning any reasons thereof.

3. CLEAR UNDERSTANDING:

When a tenderer submits his tender in response to this tender documents, he will be deemed to have understood fully about the requirement, terms and conditions. No extra payment will be made or any other claim whatsoever entertained on the pretext that the tenderer did not have a clear idea of any particular point(s)

4. VALIDITY OF OFFER:

Tender shall remain open for acceptance for 60 days or as may be specified from the date of opening of commercial bid. No revision/modification in the tendered rate will be allowed during the period of original validity of tender or the extended period except for any reduction/ revision as may be asked for specifically by CCI during negotiations.

5. REFERENCE LIST:

The tenderer(s) should submit along with their tender(s) the list of unexecuted orders in hand, if any, for same/similar jobs and period by which jobs are proposed to be completed (Performa enclosed Annexure ‘C’)

6. AWARD OF CONTRACT:

a) The Corporation reserves the right:

- i) To accept in its sole and unfettered discretion any tender for whole or part quantities/ part work or to reject any or all tenders without assigning any reasons thereof and without entitling the tenderer to any claim whatsoever.
 - ii) To award the contract to one or more number of firms, either at equal price or on different prices.
 - iii) To enter into parallel contracts simultaneously or at any time during the period of the contract with one or more tenderer(s) as the Corporation may deem fit.
 - iv) To place adhoc order simultaneously or at any time during the period of the contract with one or more tenderer(s) for such quantity and for such jobs as the Corporation deem fit.
- b) Normally no price negotiation will be conducted. Tenderers are advised to quote lowest rates on firm basis in their offers.
- c) Firms which have failed to fulfil earlier contractual obligations may not be considered.
- d) If no separate agreement has been signed by the parties to the contract, the LOI/ Order resulting from this tender including all negotiation and detailed order to be issued subsequently, with its terms and conditions and stipulation as agreed to by the tenderer and to the extent modified during negotiations, constitutes the contract agreement relating to the work between the successful tenderer and the Corporation

- and the parties shall be bound by the terms and conditions and all provisions of this contract.
- e) The Corporation does not bind itself to accept the lowest or any tender to assign any reason for non-acceptance of the same.
 - f) The Corporation shall mean and include the administrative and executive officers of its Corporation Office at New Delhi as well as of factories/ projects as the case may be who are identified to deal with matter relating to this contract on its behalf.
7. In case of the due date of sale/ submission/opening of tender falling on Government holiday(s), the succeeding working day/date will be treated as due day/date automatically. However, the time will remain unchanged.
 8. The tenderer should have adequate experience in the related field and should furnish supporting documents giving details of similar job executed during last three years.
 9. **MSME ACT-** As per MSME Act-2012, 20% of the total tendered quantity shall be reserved for the vendors, registered with MSME, with quoted landed cost within the band L-1 +15%, provided they agree to supply at the landed cost of L-1. Out of the 20% of tendered quantity, 20% shall be reserved to the MSME entrepreneurs' with SC/ST category. For award of this quantity, the vendors shall have to submit the valid MSME certificate (with SC/ST category, if any) along with the techno-commercial bid of the tender. This shall be possible only if the L-1 bidder is not MSME. In case of more than one such MSME, the quantity shall be shared proportionately.
 10. **START UP INDUSTRIES-** For industries who have started the business during last 3 financial years, the submission of the credentials like audited balance sheets, performance certificates for materials supplied during last 3 years may not be mandatory for the purpose of meeting the eligibility criteria of the tender. They can submit the documents for the financial years during which their plant was in operation. However the list & documents of plant and machineries etc. are required to be submitted.

CEMENT CORPORATION OF INDIA LIMITED

PART – III - SPECIAL TERMS & CONDITIONS

In addition to the General Terms & Conditions of the tender under Part-I & II, the following special terms & conditions will also apply to the contract.

These special terms & conditions, if contradictory to any conditions given in Part-I & Part-II, shall prevail upon the conditions given therein:

A) General

1.0 Specifications:

1.1 The specifications of the material required are attached as Part –IV (Annex A V).

2.0 Quantity & Delivery

2.1 The supply has to be made within 7 days from the date of placement of the requirement.

2.2 The quantities given are tentative and subject to variation by $\pm 20\%$.

3.0 Proof Reading shall be done by the printer. The Printer shall 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 2nd proof to be furnished immediately. 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.

4.0 Liquidated Damage

LD for delay in delivery shall be levied @ $\frac{1}{2}\%$ per week or part thereof on the belated supplies against each indent subject to maximum of 5% of the delayed portion of supplies against that indent. The corporation will, however, not be bound to prove that it has suffered to the extent of LD claimed. The LD for delay in delivery shall be levied on the landed cost at CCI's units inclusive of basic prices, taxes, duties & freight etc.

5.0 Validity of Offer

Offer should remain valid for 60 days from the date of Tender Opening.

6.0 PRICES

6.1 Rate should be quoted on F.O.R. destination basis i.e. Admin Deptt. SCOPE Complex, Lodhi Road, New Delhi – 110003.

7.0 PAYMENT TERMS:

7.1 100% payment shall be released through RTGS/NEFT within 30 days of receipt and acceptance of material at our end. You are advised to provide the bank details on confirmation of order

8.0 QUALITY

8.1 The supplier shall guarantee that the materials to be supplied shall confirm to the specifications and dimensions as specified in the order. Materials shall be free from any defects arising out of use of defective material or any manufacturing or any other defects.

9.0 DURATION OF CONTRACT

9.1 These rates will be valid for one year from the date of award of contract and extendable for another one year on the same terms & conditions provided performance of the party is found satisfactory in the previous year.

10.0 OTHER TERMS & CONDITIONS

10.1 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.

10.2 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.

10.3 The office of the printer should preferably be located within 10 km from SCOPE Complex, New Delhi so as to facilitate the successful bidder in visiting the CCI Office from time to time whenever called upon during the duration of contract.

**DECLARATION LETTER WHICH MUST BE UPLOADED ONLINE BY THE
TENDERER DULY FILLED IN, SIGNED AND STAMPED**

Ref.....

Date:

We/I have gone through the Part – I (Instructions to tenderers), Part- II (General Terms & Conditions), Part- III (Special Terms & Conditions) and Part- IV (Technical Specifications) of NIT No. 7(06)/19-MMO, understand them completely and accept in entirety. Our offer is in confirmation to all the terms and conditions of the tender including all corrigendum/ addendum, if any. In the event of award of contract to us, the complete tender documents shall be considered for constitution of contract agreement.

We also confirm that no tampering is done with original tender documents. We understand that any tampering of tender documents will lead to rejection of our bid/ Action for disqualification in participation of Tenders in CCI.

We/I hereby declare that We/I have not been debarred from tendering for contracts in any of the departments of Govt./Semi Govt./Public Sector Undertaking and Local Bodies.

We/I certify that the information given by us/me in the tender documents is correct and if at any stage the same is found to be incorrect, the contract will be liable to be terminated/rescinded and action may be taken against us/me by the Corporation for damages.

We are/I am duly authorized/empowered to sign all the tender documents.

- a) Name of the Tenderer.....
- b) Full Postal Address:
.....
.....
- c) Telegraphic Address/Telex/Fax.....
- d) Phone: Office.....Residence.....
- e) E-mail

Yours faithfully,

(SIGNATURE OF THE TENDERER WITH SEAL)

WITNESS (NAME & ADDRESS)

1-----

2-----

PRICE BID FORMAT

S.No	Description	Unit	Qty	Rate (Rs.) per Unit (Box/Pad)	Applicable GST in percentage
1.	Visiting cards RB9 paper (300 GSM) Printed double folding (one side Hindi and other side English) in black / blue in box of 100 cards.	Box	20		
2.	Visiting cards Mat paper (300 GSM) Printed both sides (one side Hindi and other side English) in black / blue in box of 100 cards.	Box	80		
3.	Letter Pads small size (containing 100 leaves in each pad) for Doctor prescription in black white Ex-Bond screen paper	Pad	30		
4.	Letter Pads A-4 size (containing 100 leaves in each pad) on Royal Ex-Bond 80 GSM paper, screen printing and CCI logo embossive	Pad	20		

- Note-
1. GST must be quoted considering successful availment of ITC by CCI
 2. Certified that the GST indicated as above are as per the prevailing Act of GST and provision made thereunder
 3. The Lowest Bidder(L-1) shall be evaluated on the basis of net cost to the corporation i.e. Total landed cost but excluding the input credits from GST (applicable on basic rate).
 4. The delivery in New Delhi shall be in our Coporate Office in SCOPE Complex, Lodhi Road.
 5. The rates should be quoted on For destination basis..

Signature of the tenderer
with name, designation
and stamp