



**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(06)/19-MMO

Dated: 05-12-2019

**Last Date of Tender Submission: 19.12.2019**

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

Please quote your minimum rate for printing and supply of Marketing Manual-2019 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 19.12.2019 upto 3:00 PM superscribing the envelope with our enquiry 7(06)/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
1.	Marketing Manual-2019: Size: A4	No.	70	

\* Rates should be inclusive of GST

**Detailed Specifications:**

- 1) **Size** : A4 size
- 2) **Total Number of Copies**: 70 Copies in Bilingual form. (English & Hindi)
- 3) **Number of Pages per Booklet**: 300 pages approx (both sides printing)/ 150 sheets approx. .
- 4) **Variation of pages**: The total number of pages may vary by +/- 10%.
- 5) **Design Transparencies**: The front and Back page will be colored 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-Marketing 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. 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 Marketing 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 Marketing Deptt.
7. 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.
8. Printer should quote all inclusive rate for designing, proof reading, printing, binding and cost of paper etc. of 70 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.
9. Please quote the minimum delivery period, if purchase order placed on your company.
10. Consignee: DM (MKTG)- CCI, SCOPE Complex, Core-5, Lodhi Road, New Delhi
11. **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 along with 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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Date:

Signature:

Name:

Designation:

DETAILS OF ORDERS EXECUTED  
INCLUDING CCI DURING THE LAST THREE YEARS

Name of firm:

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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: