



Cement Corporation of India Limited
(A Govt. of India Enterprise)
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NOTICE INVITING E-TENDER (NIT)
(Only through e-procurement)

NIT: 7(01)/20-MMO

Dt: 21.07.2020

E-Tender is invited in two bid for printing and supply of Annual Report for year 2019-20, 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. 11.08.2020.

The complete set of tender documents is available on websites www.ccilttd.in, www.eprocure.gov.in and www.cci-etender.com of Antares Systems Ltd.

E-TENDER NO.	Tender No. CCI/ND/AR/2020-21
MODE OF TENDER	e-Procurement System (Online Part A - Techno-Commercial Bid and Part B - Price Bid) through www.cci-etender.com of Antares Systems Ltd.
Date of NIT available to parties to download	From 21.07.2020(10:00 hrs.) Till 11.08.2020 (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 21.07.2020 (10:00 hrs.) Till 11.08.2020(15:00 hrs.)
Date & time of opening of Part-A (i.e. Techno-Commercial Bid) Part-B Price Bid: Date of opening of Part-B i.e. price bid shall be informed separately	11.08.2020 at 15:30 hrs. To be communicated separately.
Validity of bids	60 days from the date of techno- commercial bid opening.

Sr Manager (MM)

Note: The tenderers are advised to keep visiting our website till last/extended date of submission/due date of opening of tender for corrigendum /addendum, if any, to the tender.

List of Annexure

The tender documents comprise of following:-

Annexure: I	Important Instructions to Bidders
Annexure: II	Checklist
Annexure: III	Part-III- Special terms & conditions
Annexure: IV	Price Bid Performa (Price schedule) to be submitted duly filled in on-line as Part-B. Cost break up rates quoted may also be furnished.

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, Basaveshwar anagar, Bangalore-560079.

You are requested to read the tender terms & conditions (**Annexure: I, II, III & IV**) 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: (To be done by our service provider M/s Antares System Ltd. at Free of cost) The process involves vendor's registration with Tender wizard 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 .Manager (MM), Landline: 011-24360099 Mobile:9315535897 Email: mm_co@ccilttd.in 2. Dy. Manager (Systems) Landline: 011-24360099 Mobile: 08750732135 E-mail: mandcs_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.</p> <p>(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</p>

	<p>email confirmed by them.</p> <p>Note: 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.</p>
3	All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
4	<p>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.</p> <p>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.</p> <p>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</p>
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 Tender wizard (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	<p>Bidding in e-tender:</p> <ol style="list-style-type: none"> It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system. 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. 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. 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.

Sr Manager (MM)

Checklist

The following documents have to be submitted in online mode alongwith Techno-commercial and Price Bids of the tender. The Bidder's are requested to visit the website of CCI: www.ccilttd.in and click on "Tenders" tab to view the General Terms & Conditions (GTC) of the contract. Bidders are advised to go through the detailed GTC and successively submit the various Annexure as given in the table below:

S.No.	Item	Yes/No/NA
1	Scanned copy of covering letter (Annexure-1)	
2	Copy of GST Registration Certificate and PAN Card	
3	Balance Sheet for last 3 financial years	
4	Udyog Aadhar Number (For MSME bidders)	
5	Annexure 3 (Declaration of relation to officer of CCI)	
6	Annexure 4 (unexecuted / present contracts / jobs in hand)	
7	Annexure 5 (Bidder's firm/company profile)	
8	Annexure 6 (Details of plant & machinery installed)	
9	Annexure 8 (Details of orders executed including CCI during the last three years)	
10	Annexure 9 (Declaration letter of having read and understood the GTC)	
11	Purchase Order Copies of Last 3 yrs	

CEMENT CORPORATION OF INDIA LIMITED

PART – III

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).

The broad scope of work & other Terms & Conditions are given below:-

1. Size : 8.5” x 11 ”
2. Total Number of Copies: 200 Copies, out of which 100 copies would be in English only and 100 copies Bilingual (both in Hindi and English)
3. The number of Pages in ‘English only’ would be approximately 100 and in case of bilingual approximately 200 pages considering both side printing and not considering the cover page. The total number of pages could have a variation of (+/-) 10%.
4. Design Transparencies: The outer cover page should be in multi colours with complete design required to be done by printer and the same would be laminated. Art Card (indigenous) of 180 GSM should be used for cover page.
5. Text Printing: It would be in Multi Colours and the paper to be used would be mate of 100 GSM. Pages containing photographs are to printed on superior quality are paper of 130GSM (Imported Gloss), would be printed in multi colours alongwith designing if any.
6. Binding: Sectional sewing perfect binding with cover creasing and pasting.
7. Material for Reproduction: The English matter will be provided in MS Word, MS Excel or PDF format as it will be available. Typing is to be done by printer, the printer should have adequate technical manpower / staff to handle typing, page setting, proof reading and correction etc.
8. Translation to Hindi: The material shall be provided in English. Translation of entire English content as in Point no. 7 to Hindi including typing, proof reading and corrections will be carried out by the printer and submit to our Finance Deptt. for verification, as stated at Cl.3 of Other Condition.

Other Conditions:

1. Printer should have minimum three years of experience in the business of printing of Annual Accounts of reputed companies (PSU and/or Listed Companies) and should be conversant with latest technology and also have full facility of man and machinery under one roof.
2. Few samples of cover page designing has to be submitted to CCI within 10 days of the receipt of the order.
3. Proof reading shall be done by the printer. However, the final clearance will be obtained from CCI-Finance Department before printing. In case mistake is found, even after final clearance, printer should rectify it. Further, recovery shall be effected at appropriate proportionate rates to the extent of loss occurred.

4. Sample of paper to be used shall be sent to our office within 3-4 days of opening of techno-commercial bid-duly signed and stamped, the same paper should be used while printing of Annual Report
5. Time allowed for delivery of printed copies is mentioned as under:-

i)	Submission of proof of bilingual copy(1 st Run) by printer at SCOPE Complex Office (Editable soft copy and one set hard copy in loose pages)	Within 15 days from the date of supply of input data for printing.
ii)	Submission of proof of bilingual copy (2 nd Run) by printer at SCOPE Complex Office (Editable soft copy and one set hard copy in loose pages)	Within 3 days from the date of providing feedback on the 1 st run.
iii)	Supply of final printed copy (Editable soft copy and bound book as per work order)	Within 1 week of intimation by CCI.

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. The tentative time by which the 1st set of information to be provided to the printer will be around last week of July-20.

6. Printer should quote rate (excluding taxes) indicating designing, typing, proof reading, printing, binding and cost of paper etc. of 200 copies with the indication of page wise rate beyond + (-) variation. The data for printing will be provided in the form of soft copy/ scan copy as it will be available with CCI.
7. The total quantity indented by Corporate Office against the order placed may vary by +/-20% at the discretion of the Corporation though variation in quantity for a specific type could be to any extent, but within the total qty. ordered with a variation of +/- 20%.
The tenderer should be capable of supplying the tendered quantity +/- 20% within the delivery period and should quote accordingly.
8. Printers intending to quote may have a look and feel of the previous year Annual Report, if asked for.
9. Earnest money of Rs 5,000 (Rupees Five Thousand) through e-Payment (through e-tendering portal Gateway).
10. Security Deposit: The successful firm is also required to submit a Performance Security Deposit for an amount equivalent to 5% of the tender value which will be deducted from the bill and will be refunded, after one month of final bill payment on successfully fulfilling the conditions of the tender.

2.0 Validity of Offer

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

3.0 PRICES

- 3.1 The firm rates as per clause no. 15.1 of Part-II should be quoted in our prescribed price bid Performa as per Annexure-A VI, indicating separately prices for different elements.
- 3.2 The rates should be quoted on FOR destination basis exclusive of GST.

4.0 PAYMENT TERMS:

- 4.1 100% payment towards cost of material including GST and freight shall be released within 30 days after receipt, physical inspection and acceptance of material at our office & after adjustment of any recovery/ liquidated damages for delay in delivery, if any.

5.0 QUALITY

- 5.1 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.

6.0 DURATION OF CONTRACT

- 6.1 The contract shall remain valid till the completion of delivery of the entire order quantity. CCI in its discretion may repeat the contract on same rate and terms and conditions for a further period of up to twelve months or until the completion of contract for printing of Annual Report of next financial year- whichever is later.

Price Bid Format

Name of Firm :

Sl. No.	Item	Qty (In Nos)	Element	Total Cost of Work (Excluding GST)	Applicable GST (in percentage)
1.)	Annual Report 2019-20: Size: 8.5"x11" (Bilingual Copy)	100	Designing Typing Proof Reading Printing Binding Cost of Paper Translation (English to Hindi)		
			----- TOTAL (Rs/ Copy) -----		
2.)	Annual Report 2019-20: Size: 8.5"x11" (English Copy)	100	Designing Typing Proof Reading Printing Binding Cost of Paper		
			----- TOTAL (Rs/ Copy) -----		

* Lowest bidder will be decided on the basis of overall cost of work.

Signature :
Name :
Designation :