

**Central Information Commission**

2nd Floor, 'B' Wing  
August Kranti Bhavan  
Bhikaji Cama Place  
New Delhi – 110066

**F.No.19/1/2011-CIC-MoRe**

**Dated 19.10.2011**

**To**

All Delhi & NCR based 'A' class Printers/Publishers approved by Directorate of Printing, Govt. of India.

**Printing of Annual Report of Central Information Commission for the year 2010-11.**

**1. Invitation to bid:**

- 1.1 Central Information Commission invites sealed bids for printing of Annual Report 2010-11 from the experienced and well established **Printers empanelled with Directorate of Printing, Govt. of India, under 'A' Class Offset Printers** (copy of Certificate issued by Directorate of Printing to be enclosed along with the bid.) Your quotation in a sealed cover should reach the undersigned on following address on or before **03<sup>rd</sup> Nov, 2011 (Thursday) by 14.30 Hours.**

Central Information Commission  
Room No. 309, IInd Floor,  
August Kranti Bhawan,  
Bhikaji Cama Place,  
New Delhi-110 066  
(Telephone: 26183997)

- 1.2 The quotations received after this date and time shall not be entertained. The quotations will be opened at **15.00 Hours** on the same day. You or your representative may like to be present at the time of opening of the quotations.

Contd..2

## 2. Scope of Work:

2.1 Printing of Annual Report, 2010-11, as per the following specification;

1	<b>Description</b>	Printing of Annual Report 2010-11
2	<b>No. of copies</b>	2000 Nos. (English-1500 & Hindi-500)
3	<b>Size</b>	28 cm x 22 cm
4	<b>Colour</b>	(i) Four colours for outside covers and 15-20 colour pages containing Pie-chart/Bar graph/photograph (ii) Two colours for inside text pages
5	<b>Cover Page Printing</b>	One side printing on cover pages
6	<b>Binding &amp; Lamination</b>	Perfect with gloss lamination on Outer covers
7	<b>Paper to be used</b>	(i) Imported Art Paper 130 GSM, Matt (for inside pages) (ii) Imported Art Paper 300 GSM, Glossy (for cover pages)
8	<b>No. of pages</b>	150 (excluding index and cover pages) which is subject to slight change

2.2 Approved matter for the printing including photographs will be provided by the Commission. The Commission will not supply the papers.

2.3 The scope of work covers printing complete with design of cover page, layout of inside pages, composing, setting, processing, proof reading, binding, Gloss lamination of cover pages, packing and delivery at CIC, New Delhi.

## 3 Selection of Vendor:

3.1 Selection of a firm for award of Contract will not be made solely on the basis of lowest rates quoted by a tenderer. Previous experience/performance, latest machines/manpower, office location etc. will also be considered in this regard.

3.2 This Commission will have full authority to reject any/all offer(s) without assigning any reason thereof.

## 4 Earnest Money Deposit:

An earnest money of Rs. 5000/- (Rupees Five thousand only) in the form of DD/Pay Order drawn in favour of "Pay & Accounts Officer, CAT" payable at New Delhi to be sent along with the quotations failing which the quotation may not be considered. The EMD will be returned back to the unsuccessful bidders.

## **5. Instructions to bidders:**

5.1 The Printing Press must be empanelled with Directorate of Printing, Govt. of India, under 'A' Class Offset Printers (Copy of Certificate issued by Directorate of Printing to be enclosed along with the bid) and located in Delhi/National Capital Region (NCR).

5.2 The bidders should be well established professional printers with adequate capacity and must have printed Ministries/Department of Govt. Annual Report during last 03 years. Bidders are advised to see the copy, as sample, of the previous Annual Reports in this Commission before submitting the quotation.

5.3 If you are interested and in a position to print the copies of the Annual Report, you are requested to give your quotations for the above job. While quoting your rates, please bear in mind that you have to quote **an all inclusive rate** which should include paper, printing complete with designing & printing of the cover page, photo scanning, planning, layout, composing, setting, processing, binding, gloss lamination of cover pages, packing and delivery in CIC, New Delhi.

5.4 Bidders may clearly indicate in their quotation whether the rate quoted is inclusive or exclusive of sales tax/VAT as also the rate of Sale Tax/VAT, if any.

5.5 The bids submitted by the bidders should be valid for a period of 60 days from the date of opening of tender.

5.6 Samples of the paper to be used may be sent along with you quotations.

**5.7 While you may send your quotations on the basis of cover pages plus 150 text pages, you may kindly quote rates for each additional 4 pages (in case the number of text pages eventually exceeds or decrease 150 pages).**

5.8 The Commission will have an option to increase the order quantity by 25% at the same rate and terms & conditions.

5.9 The tenders should be sealed and clearly super-scribed with the words **“Tender for Printing of CIC’s Annual Report-2010-11.”**

## **6 Delivery Period:**

15 days from the date of handing over approved matter for the printing. This period will also cover the approval of cover pages, page layouts and other designs for which the printer has to coordinate the Commission on day to day basis and get them approved. Any delay on the part of the Commission in approving the matter, however, will not count in the delivery period.

## **7 Payment Terms:**

Payment will be made within 30 days of the delivery of the acceptable printed annual report subject to the fulfilment of all contractual obligations to the entire satisfaction of the Commission. The Secretary of the Commission would be competent to forfeit partially or in full the performance security deposit due to non-completion of work partially or in full.

**8 Performance Security:**

After acceptance of tender the same will be communicated to the successful tendered, hereafter referred to as the Contractor. He shall deposit an amount equal to the 5% of the contract value as performance security in the form of an irrevocable bank guarantee from any scheduled bank in the prescribed form within 10 days from the date of acceptance of tender.

**9 Liquidated damages and penalty:**

In the event of failure of the contractors to deliver the acceptable printed Annual Report 2010-11 within the delivery period, the Commission shall have the right to recover the liquidated damage/Penalty @ of 2% per week of contract value.

**10 Arbitration:**

All disputes and differences arising out of are concerning this contract whatsoever shall be referred to sole arbitrator nominated by the Chief Information Commissioner. The award of such arbitration shall be final and binding on both the parties to the contract. All disputes arising out of this contract will come under the jurisdiction of New Delhi.

Certified that I/We have read and understood the implication of the full terms and conditions for bidding as contained in the aforesaid Invitation to bid.

**Signature & Seal of the Bidder**