



Endless energy. Infinite possibilities.

**Rural Electrification Corporation Limited**

A Government of India Enterprise

Core-4, SCOPE Complex, 7 Lodi Road, New Delhi-110 003,

Tel. : 24365161, Fax: 24360644, E-mail: reccorp@recl.nic.in. Website: www.recindia.nic.in

## NOTICE INVITING TENDERS (NIT) FOR PRINTING OF ANNUAL REPORT 2010-11 – SHAREHOLDERS VERSION & DELUXE VERSION

---

### **E-TENDER DOCUMENT**

1. Rural Electrification Corporation Limited (REC), a Government of India Enterprise, invites online **Bids** for printing of Annual Report for the year 2010-11– Shareholders’ Version and Deluxe Version.. The scope of work, specifications and pre-qualification criteria are given in Annexure-1. The format for Techno-commercial Bid is placed at Annexure – 2 and that of Financial Bid at Annexure- 3.

Time schedule of various e-tender related events:-

Date of Issue	-	14.5.2011
Late Date & Time of bid submission	-	30.5.2011, 15.00 hrs.
Date of opening of Techno-commercial bids	-	30.5.2011, 16.00 hrs.
E.M.D.	-	Rs.1.00 lakh
Date of opening of Financial Bids	-	To be notified separately

The submission and opening of bids will be through e-tendering process. Tender document can be downloaded from the website “[www.tenderwizard.com/REC](http://www.tenderwizard.com/REC)” or from e-tender link given in REC website [www.recindia.nic.in](http://www.recindia.nic.in).

Note: To participate in the E-Bid submission, it is mandatory for the bidders to have user ID & Password. For this purpose, the bidder has to register itself with REC through Tender Wizard Website given above. Please also note that the bidder has to obtain digital signature token for applying in the tender. In this connection, vendor may also obtain the same from Tender Wizard.

#### **Steps for Registration**

- i) Go to website <http://www.tenderwizard.com/REC>
- ii) Click the link ‘Register Me’
- iii) Enter the details about the bidder as per format
- iv) Click ‘Create Profile’
- v) Bidder will get confirmation with Login ID and Password

#### **Steps for application for Digital Signature from Tender Wizard**

Download the Application Form from the website <http://www.tenderwizard.com/REC>. Follow the instructions as provided therein. In case of any assistance may please contact REC officers details of which are given at page-6.

2. The bidders are required to send the bids in the following format:-
- i) DD of Rs.1.00 lakh towards **EMD** in favour of 'Rural Electrification Corporation Ltd.' Payable at Delhi to be sent in a single envelope superscribing the Tender Document No. and should be dropped in the Tender Box placed at Main Reception of REC by 3.00 PM on 30.5.2011.  
A scanned photocopy of DD is to be appended by the bidder in the Techo-commercial bid to be submitted online.
  - ii) Specimen of sample of papers proposed to be used as per specification for shareholders and deluxe version are to be sent in an envelope superscribed as Sample Papers and sent in a Main Envelope alongwith EMD. Thus the Main Envelope superscribed as Bid for Annual Reports shall contain two envelopes – one for EMD and another for Sample Papers and to be dropped in the Tender Box at REC Reception by 3.00PM on 30.5.11.
  - iii) Techno-commercial Bid to be submitted through online mode only on website [www.tenderwizard.com/REC](http://www.tenderwizard.com/REC) in the prescribed form
  - iv) Financial Bid to be submitted through online mode only on website [www.tenderwizard.com/REC](http://www.tenderwizard.com/REC) in the prescribed form
  - v) Bids can be submitted online only upto 15.00 hrs. of 30.5.2011. Bids of such bidders whose EMD and Sample Papers are not received within the due date and time shall not be considered and shall be rejected inspite of photocopy of the DD having been appended in the online Bid submission.

3. Tentative requirement of Printing of Annual Report for the year 2010-11 is as under:

<b>i) Shareholder version</b>			
English	-		<b>2,75,000 copies</b>
Hindi	-		<b>1,000 copies</b>
<b>Total</b>	-		<b>2,76,000 copies</b>
 <b>ii) Deluxe version</b>			
English	-		<b>1,500 copies</b>
Hindi	-		<b>250 copies</b>
<b>Total</b>	-		<b>1,750 copies</b>

The specifications are given in Annexure-I.

4. EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be rejected by REC.
5. The EMD shall be forfeited:
  - a) If the bidder withdraws his bid during the period of bid validity.
  - b) In the case of successful bidder, if he fails to furnish the required Performance Gurantee within the specified time limit.
6. The EMD of successful bidder shall be retained towards making of the security for the performance of the contract and shall only be discharged after submission of the required Performance Guarantee.

7. The bid shall remain valid for a period of 4 months from the date of receipt of the bid.

8. The scope of work, specifications and the pre-qualification criteria are given in Annexure-I.

#### 9. RATES AND PRICES

9.1 Bidders should quote the rates in the format given at Annexure-3. The bidders should quote rates both for Shareholders' Version as well as Deluxe Version besides for 'Additional and Differential Charges'. Incomplete bids will summarily be rejected.

9.2 All statutory duties and taxes (including excise and customs) VAT and other charges that may be payable by the bidder in connection with supply may be clearly specified. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.

9.3 No additional freight or any other charges, etc, would be payable for supply and delivery of the reports at Corporate Office. Charges for dispatch of shareholder reports would however be payable as per Annexure-I

#### 10. TERMS OF PAYMENT

10.1 Payment will be released within a fortnight after satisfactory completion of work and receipt of bill, independently for shareholders' version and for deluxe version as per terms of payment given in Annexure-I.

#### 11. TENTATIVE TIME SCHEDULE FOR EXECUTION OF WORK

##### 11.1 Shareholders' version

i)	Last date for receipt of offers and opening of Techno-Commercial bids	30.05.2011
ii)	Evaluation of Techno-commercial bids and opening of Financial Bids	02.06.2011
iii)	Evaluation of bids and issue of work order	8.06.2011
iv)	Finalisation of design, layout, charts and graphs by the printer and submission of Dummy Report	17.06.2011
v)	Delivery of Preliminary Data, graphs, charts to the printer	24.06.2011
vi)	Submission of 1st Dummy Annual Report by the printer	29.06.2011
vii)	Finalisation of design by REC and delivery of final printing material to the printer (English <sup>@</sup> version)	04.07.2011
viii)	Submission of 1 <sup>st</sup> proof of printed Annual Report (English version)	08.07.2011
ix)	Return of 1 <sup>st</sup> proof with suggested changes to the printer	12.07.2011
x)	Submission of 2 <sup>nd</sup> proof of the Annual Report by	14.07.2011

	printer	
xi)	Return of 2 <sup>nd</sup> proof to the printer *	20.07.2011
xii)	Final delivery of printed Annual Reports to C.O. / Dispatch	28.07.2011
xiii)	Completion of dispatch activity to shareholders and submission of proof of dispatch	02.08.2011

\* : additional proofs shall also be arranged by the printer, if so required by REC.

@ : Hindi translation version printing material is scheduled to be given by REC on 29.7.2011 and the final delivery of Hindi version copies to be effected by 12.8.2011.

## 11.2Deluxe version

i)	Finalisation of design, layout, charts and graphs by the printer and submission of 1 <sup>st</sup> Dummy Report	12.07.2011
ii)	Delivery of Preliminary Data, graphs, charts to the printer	13.07.2011
iii)	Submission of 2 <sup>nd</sup> Dummy Annual Report by the printer	19.07.2011
iv)	Finalisation of design by REC and delivery of final printing material to the printer (English@ version)	05.08.2011
v)	Submission of 1 <sup>st</sup> proof of printed Annual Report (English version)	10.08.2011
vi)	Return of 1 <sup>st</sup> proof with suggested changes to the printer	12.08.2011
vii)	Submission of 2 <sup>nd</sup> proof of the Annual Report by printer	17.08.2011
viii)	Return of 2 <sup>nd</sup> proof to the printer *	19.08.2011
ix)	Final delivery of printed Annual Reports to C.O.	27.08.2011

\* : additional proofs shall also be arranged by the printer, if so required by REC.

@ : Hindi translation version printing material is scheduled to be given by REC on 10.8.2011 and the final delivery of Hindi version copies to be effected by 31.8.2011.

The above time schedule is tentative and indicative of the time limit. The time schedule for execution of works in the work order will be final binding on the parties.

## 12. LIQUIDATED DAMAGES FOR DELAY IN SUPPLY

12.1 Time is essence of the contract. The successful bidder must adhere to the time limit and ensure delivery. Failure to supply all or part of the delivery on or before the stipulated date will entail a pre-estimated pre-determined liquidated damages equal to 1% of the value of total contract price per day subject to maximum of 10% of total contract value.

12.2 In case of delay in compliance with the order beyond 10 days of the stipulated time period, REC will have the right to cancel the order besides levying the above liquidated damages.

## 13. PERFORMANCE GUARANTEE

13.1 The successful bidder shall furnish a performance guarantee for an amount equal to ten (10) percent of the awarded value, within 10 calendar days from the date of acceptance of the bid for due and proper fulfillment of contract.

13.2 EMD of successful bidder shall be discharged after receipt and acceptance of the Performance Guarantee towards full Security Deposit in the valid format. EMD of unsuccessful bidders shall be discharged after award of work to the successful bidder and signing of contract thereof.

13.3 The performance guarantee provided by the successful bidder may be in the form of a bank guarantee from a Nationalized Bank (as per format given in Annexure-4) and should be valid for the period of contract / guarantee from the date of issue.

#### 14. CONCILIATION/ ARBITRATION

14.1 If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by CMD, REC.

14.2 In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by CMD, REC.

14.3 Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.

14.4 The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.

14.5 The venue of the arbitration shall be New Delhi, India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.

14.6 The arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendente-lite interest during arbitration proceedings.

#### 15. FORCE MAJEURE

15.1 In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.

15.2 The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely REC and the Contractor.

15.3 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by

Force Majeure conditions lasting for more than 2 (two) months, REC shall have the option of canceling this contract in whole or part at his discretion without any liability at his part.

15.4 Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

16. APPLICABLE LAW AND JURISDICTION

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

17. No alternative offer shall be considered.

18. REC reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of REC's action.

19. REC reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.

20. Any clarification on the documents may be obtained from:-

Shri A.K. Arora DGM (Administration), Rural Electrification Corporation Limited, Core-4, SCOPE Complex, <b><u>NEW DELHI – 110 003.</u></b> Telephone No: 43091516	Mrs.Renu Mittal, Chief Manager (Admn.) Rural Electrification Corporation Limited, Core-4, SCOPE Complex, <b><u>NEW DELHI – 110 003.</u></b> Telephone No: 43091673
--	---

20. After award of LOA, the Contractor is required to accept the terms and conditions contained in the LOA by signing the duplicate copy in token of acceptance.

**SCOPE OF WORK, SPECIFICATIONS AND  
PREQUALIFICATION CRITERIA**

**A) SCOPE OF WORK**

The scope of work shall include printing of Shareholders Version and Deluxe Version Annual Reports as per specifications given hereunder and dispatch of annual reports to shareholders in respect of shareholder version and supply of specified number of annual reports of shareholder version and deluxe version at REC C.O. New Delhi. Tentative number of shareholder's version annual reports required to be sent by Book-Post across India and Abroad is given hereunder :

a) Across India	2,72,000 (*)
b) Foreign countries	900
c) Balance quantity to be delivered in the Registered Office of REC	3,100

(\*) The list of shareholders will be made available by REC in soft copy well in advance. Dispatch of annual reports shall be made through P&T by the printer. The cost of dispatch to P&T will be incurred by REC on the advice of the printer.

Deluxe version Annual Reports (1750) are to be delivered at REC Scope Complex, New Delhi within the time schedule indicated in Clause 11.2.

**B) TERMS OF PAYMENT**

I) Payment will be released within a fortnight after satisfactory completion of work and receipt of bill independently for shareholders' version and for deluxe version, as also the proof of dispatch and franking records.

II. Cost of dispatch to P&T, including advance deposit, shall be borne by REC, as per requirement indicated by the printer. The proof of dispatch by franking records shall be submitted by the printer as per schedule of dispatch indicated in clause 10.1. of tender document.

**C) SPECIFICATIONS**

**1. Specifications for Annual Report (Shareholders' version)**

1. Size	:	8.25" x 10.50"
2. No. of pages	:	112 (Text) + 4 (cover)
3. Printing process	:	Quality Web Offset
i) Cover	:	Four Color
ii) Inside pages	:	Four Color

4. Designing : Cover design of Deluxe Version is to be done in-house by REC. Adaptation of the design from cover page of REC Annual Report 2010-11 (Deluxe version) and reproducing it on the cover pages of Shareholders' version will be the responsibility of the Printer.
5. Paper
- (i) Cover : 160 gsm IRIS SG white FSC Art Paper
- (ii) Text: : 52 GSM Ballarpur/AP/West cost/ Century/ Khanna
6. Quantity : 2,76,000 (English: 2,75,000; Hindi: 1000)
7. Binding : Centre-Pinning
8. Lamination : Outer cover in Matt lamination

**2. Specifications for Envelopes for Annual Report (Shareholders' version):**

1. Envelopes (50 micron poly envelopes) : 2,75,000
2. Size : 8.35" x 11.00" (flap 2") Or Appropriate size to ensure that Annual Report (Shareholders version) properly fits into the envelopes.
3. Printing: In Hindi and English on front side of the envelopes in single color.

**3. Dispatch of Annual Reports :**

Dispatch of Annual Report to shareholders has to be handled by the printer duly arranging for address-stickers, sorting, insertion, franking and actual dispatch through P&T. The dispatch activity has to be completed as per the time schedule given in clause 11.1 of the tender document. The addresses of shareholders would be supplied by REC in soft copy well in advance of the time schedule.

Specified number of copies of shareholder version and deluxe version are also required to be supplied at Corporate Office, New Delhi as per numbers indicated by REC.

**4. Specifications for Annual Report (Deluxe version)**

1. Size : 8 ¼" x 11 ¾" (International A4)
2. No. of pages : 116(Text) + 4 (cover)
3. Printing process : Quality Offset
  - i)Cover : Four Color
  - ii) Inside pages : Four Color
4. Designing : Cover page design would be finalized by REC in-house and a

soft copy of the same would be supplied in CD besides a hard copy. Design of inside pages is to be arranged by the printer in the backdrop of REC Annual Report for the year 2009-10.

5. Paper		
i) Cover	:	300 GSM imported Art Card (Magnostar)
ii) Inside pages	:	135 GSM imported Art Paper (Magnostar)
6. Quantity	:	1,750 (English: 1500; Hindi: 250).
7. Binding	:	Section sewing, cover creasing and perfect binding
8. Lamination	:	Outer cover in Matt lamination
9. Photographs/Graphs	:	About 26 (all in mm size – 300 sq.cms.)
10. Proofing	:	Epson proofing of photographs / Graphs/Maps/Charts

**Specifications for Envelopes for Annual Report (Deluxe version):**

i) No. of envelopes	:	800
a. Paper	:	120 gsm Ballarpur paper
b. Size:	:	9" x 12¼" (flap 2") Or appropriate size to ensure that Annual Report (Deluxe version) properly fits into the envelopes.
c. Printing	:	In Hindi and English on front side of the envelopes in single color

**5. Sample of Paper :**

Specimen of sample of papers proposed to be used as per specification for shareholders and deluxe version are to be sent along with the EMD.

**D) PRE-QUALIFICATION CRITERIA**

1. The bidder should have valid income tax Pan No. and Tin No. The average annual turn over of the bidders for the last 4 years should not be less than Rs. 50 lakhs per year.
2. Should have successfully printed and supplied Annual Reports for PSU/Public Ltd. Company at least (i) 3,00,000 copies of Annual Reports with order value not less than Rs.40 lakh in a single order; or (ii) 1,50,000 copies with order value of not less than Rs.20 lakh each in two orders during the last four years.
2. The bidders should have the required infrastructure as per following details

Should have at least

- (i) Four automatic high speed web printing machines including one multi colour automatic high speed web printing machine;
- (ii) One automatic folding machine;
- (iii) One automatic gang/saddle/central stitching machine

The bidder should submit photocopies of documents in support of prescribed pre-qualification criteria as per following details :

- |                    |  |
|--------------------|--|
| 1. PAN / TIN       | Photocopy  |
| 2. Annual Turnover | Photocopy of audited balance sheet and P&L A/c for 4 years   |
| 3. Experience      | Receipted challans, or invoice copies or corresponding satisfactory job completion certificates from clients specifying the no. of copies and order value from concerned clients |

**Consolidated State-wise Shareholders as on 29.04.2011**

<b>S.No.</b>	<b>City</b>	<b>Shareholders</b>
1	Agartala	37
2	Agra	1016
3	Ahmedabad	21500
4	Aizwal	2
5	Allahabad	531
6	Amritsar	572
7	Bangalore	10625
8	Bhavnagar	1499
9	Bhopal	266
10	Bhubaneswar	365
11	C/O APO	67
12	Calicut	188
13	Chandigarh	1661
14	Chennai	9834
15	Cochin	619
16	Coimbatore	894
17	Dhanbad	120
18	Foreign Addresses	963
19	Gandhi Nagar	410
20	Gangtok	18
21	Guntur	321
22	Guwahati	694
23	Gwalior	453
24	Hubli	299
25	Hyderabad	7013
26	Imphal	12
27	Indore	4095
28	Itanagar	12
29	Jabalpur	258
30	Jaipur	14586
31	Jamnagar	1440
32	Jamshedpur	502
33	Jodhpur	1135
34	Kakinada	98
35	Kanpur	5965
36	Karur	32
37	Kohima	25
38	Kolkatta	14120
39	Kurnool	80
40	Lucknow	1918

41	Ludhiana	1199
42	Madurai	436
43	Mangalore	601
44	Meerut	504
45	Mumbai	51056
46	Nagpur	1260
47	Nellore	5
48	New Delhi	33824
49	Others	51482
50	Palghat	170
51	Panaji	571
52	Patna	1865
53	Pune	4511
54	Rajamundry	30
55	Rajkot	4128
56	Ranchi	735
57	Salem	172
58	Shillong	66
59	Simla	387
60	Solapur	137
61	Srinagar	349
62	Surat	3159
63	Tiruchirapalli	459
64	Tirupathi	104
65	Trichur	145
66	Trivandrum	618
67	Ulhasnagar	103
68	Vadodara	7450
69	Varanasi	375
70	Vijayawada	493
71	Vijayanagaram	1
72	Visakhapatnam	631
73	Warangal	185
	<b>Total</b>	<b>271456</b>

## PRINTING OF ANNUAL REPORT 2010-11 – TECHNO-COMMERCIAL BID

## 1. THE FIRM

a) Name \_\_\_\_\_

b) Regd. Address \_\_\_\_\_

c) Address of Office at Delhi/NCR \_\_\_\_\_

---

**d) Contact Person's**

i) Name &amp; Design. \_\_\_\_\_

ii) Address \_\_\_\_\_

iii) Tel No. Landline \_\_\_\_\_ Mobile \_\_\_\_\_

iv) Email ID \_\_\_\_\_

2. PAN No. : \_\_\_\_\_  
(Please upload photocopy)3. TIN No. : \_\_\_\_\_  
(Please upload photocopy)4. Specimen copy of paper for shareholders (Please upload duly  
version & deluxe version affixing company seal  
signatures)5. Annual Turnover for the last 4 years : 2009-10 Rs. \_\_\_\_\_ lacs  
(Should be more than Rs.50 lakh) 2008-09 Rs. \_\_\_\_\_ lacs  
2007-08 Rs. \_\_\_\_\_ lacs  
2006-07 Rs. \_\_\_\_\_ lacs

(Please upload copies of audited balance sheet and P&amp;L A/c /Annual Reports)

## 6. Experience of similar work in the field during the last four years

Should have printed and supplied Annual Reports for PSU/Public Ltd. Company during the last four years with at least (i) 3,00,000 copies of Annual Reports with order value not less than Rs.40 lakh in a single order; or (ii) 1,50,000 copies with order value of not less than Rs.20 lakh each in two orders

- Please upload copies of documentary evidence i.e. receipted challans; or invoice copies; or corresponding satisfactory job completion certificates from clients specifying no. of copies and order value.

**7. Infrastructure Details**

(Should have atleast (i) Four automatic high speed web printing machines including one multi colour automatic high speed web printing machine; (ii) One automatic folding machine; and (iii) One automatic gang/saddle/central stitching machine)

➤ Please upload the Certificate by a CA Firm towards infrastructure details.

**8. Earnest money details : DD No. \_\_\_\_\_ dated \_\_\_\_\_**  
**Amount Rs.1.0 lakh**  
**Drawn On**  
\_\_\_\_\_

**Signatures of authorized signatory**

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Seal:**

**ANNEXURE-3**

**Format for financial bid – REC Annual Report 2010-11**

**(Amount in Rs.)**

Sl. No	Description	Qty.	Unit Price	Total Price	Taxes & Duties * (Pl.specify)	Total Price (inclusive of taxes & duties) *
<b>A. SHAREHOLDERS' VERSION</b>						
1.	Charges (excluding cost of paper) for printing, production, lamination, binding etc. of annual reports as per Specifications at Annex. I.	2,76,000 (2,75,000 in English & 1,000 in Hindi)				
2.	Cost of paper for inside 112 pages as per Specifications at Annex.I.	2,76,000				
3.	Cost of paper for the cover pages as per specifications at Annex.I.	2,75,000				
4.	Cost of envelopes as per Specification given in Annex-I-C(2)	2,75,000				
5.	Dispatch handling, label printing etc. charges	2,75,000				
6.	<b>Total A (1-5)</b>					
<b>B. DELUXE VERSION</b>						
Sl. No	Description	Qty.	Unit Price	Total Price	Taxes & Duties (pl. specify*)	Total Price (inclusive of taxes & duties)*
7.	Charges (excluding cost of paper) for designing, printing, production, lamination, binding etc. of 1750 copies as per Specifications at Annex.IA	1,750 (1500 in English & 250 in Hindi)				
8.	Cost of paper for inside 116 pages as per Specifications at Annex. I-C(4).	1750 (1500 in English & 250 in Hindi)				
9.	Cost of paper for the cover pages 300GSM imported Magnostar Art card Annex. I-C(4).	1750 (1500 in English & 250 in Hindi)				
10.	Charges for printing and cost of envelopes as per Specification given in Annex- I-C(5)	800				
11	<b>Total B (6-9)</b>					
12	<b>GRAND TOTAL (A+B)</b>					

*(\*) No reimbursement on account of any additional service tax or any other tax which might not have been included herein will be given by REC on any account. In case, however, there is any change in specified statutory taxes/duties at the time of delivery/billing, the same would be applicable.*

**.....contd.**

Sl. No.	Description	Rate Quoted (Rs.) (exclusive of taxes & duties <sup>#</sup> )
C	<b>ADDITIONAL &amp; DIFFERENTIAL CHARGES - SHAREHOLDERS' VERSION</b>	
	i) Cost of printing and paper ±4 pages	
	ii) Cost of printing and paper for ± 100 quantity of reports	
	iii) Cost of dispatch / courier within India + 10 units	
	iv) Cost of dispatch / courier outside India + each unit	
D	<b>ADDITIONAL &amp; DIFFERENTIAL CHARGES - DELUXE VERSION</b>	
	i) Cost of printing and paper ±4 pages – One colour	
	ii) Cost of printing and paper ±4 pages – Two colour	
	iii) Cost of printing and paper ±4 pages – Four colour	
	iv) Cost of printing and paper for ± 100 quantity of reports	
	v) Designing of cover page to the satisfaction of REC <sup>@</sup>	

@ Although designing of cover page is proposed to be done in-house; in case it is decided to go in for designing of cover page through printer, the rates quoted would be applicable.

# Taxes and duties quoted for A&B would be applicable for C&D.

The terms and conditions contained in the Tender Document are acceptable to us.

**Signatures of Authorized Signatory**

Name \_\_\_\_\_

Designation \_\_\_\_\_

**Seal:**

### Proforma towards Performance Security

Ref. No. \_\_\_\_\_ Bank Guarantee No \_\_\_\_\_  
Dated \_\_\_\_\_

To

**Rural Electrification Corporation Limited**

\_\_\_\_\_

\_\_\_\_\_

Dear Sirs,

1 In consideration of **Rural Electrification Corporation Limited Core-4, SCOPE Complex, 7, Lodhi Road, New Delhi** (hereinafter called the "Owner" which expression shall unless repugnant to the subject or context include its successors and assigns) having entered into a contract No. \_\_\_\_\_ dated \_\_\_\_\_ (hereinafter called 'the Contract' which expression shall include all the amendments thereto) with M/s \_\_\_\_\_ having its registered/head office at \_\_\_\_\_ (hereinafter referred to as the 'Contractor') which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) and REC having agreed that the Contractor shall furnish to REC a performance guarantee for Indian Rupees/US\$ ..... for the faithful performance of the entire contract.

2. We (name of the bank) \_\_\_\_\_ registered under the laws of \_\_\_\_\_ having head/registered office at \_\_\_\_\_ (hereinafter referred to as "the Bank", which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any /all moneys to the extent of Indian Rs./- (in figures) \_\_\_\_\_ [Indian Rupees/- (in words) \_\_\_\_\_] without any demur, reservation, contest or protest and/or without any reference to the Contractor. Any such demand made by REC on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by REC in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the Contractor and shall remain valid, binding and operative against the bank.

3. The Bank also agrees that REC at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the Contractor and notwithstanding any security or other guarantee that REC may have in relation to the Contractor's liabilities.

4. The Bank further agrees that REC shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in REC against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of REC or any indulgence by REC to the said Contractor(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the contract and all dues of REC under or by virtue of this contract have been fully paid and its claim satisfied or discharged or till REC discharges this guarantee in writing, whichever is earlier.

6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of REC or that of the Contractor.

7. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.

8. The Bank also agrees that this guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase order has been placed.

9. Notwithstanding anything contained hereinabove, our liability under this Guarantee is limited to Indian Rs./ (in figures) \_\_\_\_\_ [Indian Rupees/- (in words) \_\_\_\_\_] and our guarantee shall remain in force until 30.9.2011 at least 30 days after final delivery of the Annual Reports whichever is later. In case of any delay in delivery, Performance Guarantee will be suitably extended.

Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of REC under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of REC under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorised officer has set its hand and stamp on this ..... day of ..... 20 at .....

WITNESS NO. 1

-----  
(Signature)  
Full name and official  
address (in legible letters)  
Bank stamp

-----  
(Signature)  
Full name, designation and  
address (in legible letters) with

Attorney as per Power of  
Attorney No.....  
Dated .....

WITNESS NO. 2

-----  
(Signature)  
Full name and official  
address (in legible letters)