



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 NOTICE TO SHAREHOLDERS AND POSTAL BALLOT

TENDER DOCUMENT

Rural Electrification Corporation Limited (REC), a Government of India Enterprise, invites '**Sealed Bids**' for printing of Notice to Shareholders and Postal Ballot. The specifications of work and estimated requirement of the items is given in Annexure-1. The bidders are required to quote rates in the format placed at Annexure-2.

The bids are to be sent in the sealed envelope superscribed as '**Bids for printing of Notice to Shareholders and Postal Ballot**' in the prescribed proforma given at Annexure-2. The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be sent to :-

Shri A.K. Arora,
DGM (Administration),
Rural Electrification Corporation Limited,
Core-4, SCOPE Complex,
NEW DELHI – 110 003

3. The sealed bids will be received by REC up to 3.00 PM on 15th July, 2009. Any bid received after the prescribed deadline shall not be considered irrespective of rates. The bids will be opened on the same date i.e. 15th July, 2009 at 4.00 PM in the presence of the representatives of the bidders present
4. Earnest Money (EMD) of Rs.5000/- (Rupees five thousand only) should accompany the **bid document**. The EMD shall be paid in the form of Demand Draft/Banker Cheque from a Nationalized bank/Scheduled commercial bank in favour of Rural Electrification Corporation Limited payable at New Delhi. Such 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 if the bidder withdraws his bid during the period of bid validity.
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 completion of the contract.
7. The bid shall remain valid for a period of 4 months from the date of receipt of the bid.

8. RATES AND PRICES

- 8.1 Bidders should quote the rates in the format given at Annexure-2.
- 8.2 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.
- 8.3 No additional freight or any other charges, etc, would be payable for supply and delivery of magazines, books, etc. The delivery of the items will be made at REC office at Scope Building as specified by REC.
- 8.4 Any discounts offered will be unconditional.

9. TERMS OF PAYMENT

Payment will be released within a fortnight after receipt of bill and on a certification by REC authorized officer towards satisfactory performance of services.

10. EVALUATION OF BIDS

Valid bids will be evaluated on the basis of lowest rates offered. Even one valid responsive bid will qualify for award of work. Bids which do not fulfill the qualifying criteria prescribed in Annexure-2 will summarily be rejected even if the rates quoted are lower.

11. LIQUIDATED DAMAGES FOR DELAY IN SUPPLY

11.1 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.

11.2 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 levying the above liquidated damages.

12. CONCILIATION/ ARBITRATION

12.1 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.

12.2 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.

12.3 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.

12.4 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.

12.5 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.

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

13. FORCE MAJEURE

13.1 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.

13.2 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.

13.3 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.

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

14. APPLICABLE LAW AND JURISDICTION

All matters connectad 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.

15. No alternative offer shall be considered.

16. 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.

17. 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.

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

Shri A.K. Arora DGM (Administration), Rural Electrification Corporation Limited, Core-4, SCOPE Complex, <u>NEW DELHI – 110 003.</u> Telephone No: 24366921	Mr. O.P. Aggarwal Sr. Officer (Admn) Rural Electrification Corporation Limited, Core-4, SCOPE Complex, <u>NEW DELHI – 110 003.</u> Telephone No: 24365392
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SCOPE OF WORK AND ESTIMATED REQUIREMENT OF ITEMS

Printing and supply of Notice to Shareholders with explanatory statement, Postal Ballot Form and Business Reply Envelope as per following details:-

1	Size	8.25" x 10.50"
2.	Paper	
	a) For Notice with explanatory statement	2 pages(back to back); 60 GSM Maplitho paper
	b) Postal Ballot Form	2 pages(back to back); 75 GSM Maplitho paper
	c) Business Reply Envelope	11 cm x 22 cm; 60 gsm Maplitho paper
	d) Main Envelope (optional, if required by REC)	16cm x 23 cm; 60 gsm Maplitho paper with appropriate address window duly affixing cellophane
3.	Printing	(i)Single colour printing of 2(a) (b) (c) and (d); (ii)Printing of Postal Ballot Form (2 b) would be serial numbered and have distinguishing water marks. The paper would be on continuous computer stationery with printing of addresses and other details of the shareholders* (iii)Offset printing, die cutting
4.	Quantity	3,35,000 of 2(a), (b), (c) & (d)

*For computer printing softcopy of the information will be provided by REC giving details of name, address, dp id, client id, folio no., of shareholders,

Delivery within NCR; the place of delivery will be intimated separately by REC.

Time Schedule: Complete printing and supply within 7 days from the date of order.

**PRINTING OF NOTICE TO SHAREHOLDERS & BALLOT PAPER
– TECHNO-FINANCIAL BID**

1. THE FIRM

a) Name _____

b) Regd. Address _____

c) Address of Office at Delhi/NCR _____

d) Contact Person's

i) Name & Design. _____

ii) Address _____

iii) Tel No. Landline _____ Mobile _____

iv) Email ID _____

**2. Type of Firm : Proprietary/Partnership/Pvt Ltd./PublicLtd./
Cooperative/ NGO/PSU**

(Please enclose copy of Regn./document)

3. PAN No. : _____
(Essential; Please enclose photocopy)

4. VAT/TIN No. : _____
(Essential; please enclose photocopy)

5. Experience of similar work in the field during the last three years

(Should have supplied similar items to atleast three reputed companies including atleast one PSE/Govt. Deptt. during the last three years)

Please submit copies of documentary evidence)

_____ enclosed (pl. specify)
6. Earnest money details : DD No. _____ dated _____
Amount Rs.5,000
Drawn On

7. RATES QUOTED FOR PRINTING OF NOTICE FOR AGM & BALLOT PAPER AS PER SPECIFICATIONS GIVEN IN ANNEXURE-1

Sl. No.	Item	Rate excluding Taxes (Rs.)
1.	Cost of supply and printing of 3,35,000 copies of Notice of AGM, Ballot Paper and Business Reply Envelope (excluding main envelope) as per specifications given in Annexure-1 of Tender Docuemtn	
2.	Taxes/VAT (Pl. specify) _____	
3.	TOTAL	

ADDITIONAL/DIFFERENTIAL RATES

i) Supply and Printing of ± of all items (at Sl.No.1 above)

- a) ± 1000 Rs. _____
b) ± 500 Rs. _____

ii) Supply and printing of Main Window Envelopes (at Sl.No.2 d of Annex.I)

- a) 3,35,000 nos. Rs. _____
b) ± 1000 Rs. _____
c) ± 500 Rs. _____

I/We hereby accept the terms and conditions contained in the Tender Document.

Signatures of authorized person

Name _____

Designation _____

Seal: