



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

Ref. No: 4/5/2008-9/Admn./

Dated 1st May,2009

M/s

.....

.....(As per list enclosed and open to other firms through REC website

Subject : Bids for Printing of Cover pages for the year 2009-10

Sir,

The Corporation invites bids for empanelment of firms/agencies for printing of cover pages as per details given in the tender document, a copy of which is enclosed.

The sealed bids will be received by the Corporation up to 3.00 PM on 11.5.2009 (Monday) as per terms and conditions contained in the tender document. The technical bids will be opened on the same day at 3.30 PM.

Encl: Tender document

Yours faithfully,

Sd/-

(A.K. Arora)

Dy. General Manager (Admn.)



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Tender Document

Bids are invited for Printing of Cover pages initially for a period of one year i.e. 2009-10, extendable by another one year on mutual consent. The estimated cost towards this job is about Rs. 2.00 lakh p.a. The bidder shall be required to quote rates as per specifications indicated in the Annexure-I&III,

1. The sealed bid shall be signed by a person duly authorized on behalf of the bidder organization and shall be sent to :-

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

- 1.1 The bids are to be sent in one main cover superscribed as bids for printing of cover pages for the year 2009-10. The main cover will contain two separate covers – one for Technical Bid as per Annexure-2 prescribed as Technical Bid and the second sealed cover as per Annexure-3 superscribed as Financial Bid.
- 1.2 The bids will be received upto 3.00 PM on 11.5.2009 (Monday) Non-receipt of the bids by the stipulated time/date will disqualify the bidder from the tendering process. The technical bids will be opened in the presence of representatives of the firms on 11.5.2009 at 3.30 PM.
2. Earnest Money (EMD) of Rs.5,000/- should accompany the bid documents. The EMD shall be paid in the form of Demand Draft/Banker Cheque from a Nationalized bank/Scheduled bank in favour of Rural Electrification Corporation Limited, New Delhi. Any bid not accompanied by valid EMD shall deemed to be invalid and will be rejected by REC.

- 2.1 The EMD shall be forfeited:

If the bidder withdraws his bid during the period of bid validity.

- 2.2 The firm may quote rates as per specification`s indicated in Annexure-I and Annexure-III.
- 2.3 The bid shall remain valid for a period of 4 months from the date of receipt of the bid.

3.RATES AND PRICES

- 3.1 Bidders should quote item-wise rates/prices for each in the prescribed proforma.
- 3.2 All statutory duties and taxes (including excise and customs) Sales Tax and other Charges that may be payable by the bidder in connection with supply, installation and commissioning of machines shall be included in the price of equipment/material quoted.
- 3.3 No additional freight or any other charges, etc, would be payable for supply and commissioning of equipments.
- 3.4 Unconditional discount shall only be accepted, if offered, and shall be clearly Indicated in the item Schedules.

4.PENALTY FOR DELAYS IN SUPPLY/COMMISSIONING

- 4.1 Time is essence of the contract. The successful bidder must supply, install, test and commission all the equipments within 15 days of entrustment of the order. Failure to supply or commission all or some of the equipment(s) on or before the stipulated date will entail a penalty equal to 5% of the value of contracted package price per week subject to maximum of 10% of total contract value. In the 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.

5.SPLITTING OF SUPPLIES

- 5.1 The Corporation may decide to have more than one source of supply for services/supplies indicated at Annexure-I and that at Annexure-2. The Corporation may also empanel more than one supplier/service provider standardizing the rates based on lowest bid received on mutual agreement.

6.ARBITRATION

- 6.1 If any dispute or difference of opinion arises between parties concerning the terms of agreement or their respective rights, responsibilities, or liabilities, then the parties shall meet and try to settle these amicably. If the parties fail to reach an amicable settlement within a reasonable time, the dispute, doubt or difference of opinion shall be referred to arbitration of a sole arbitrator to be nominated by the CMD, REC. The decision of the arbitrator shall be conclusive, final and binding on both the parties. The jurisdiction of the court will be Delhi.
7. No alternative offer shall be considered.

8. REC reserves the right to cancel/withdraw this invitation for bids without assigning any reason for such decision. Such decision will not incur any liability whatsoever on the part of REC consequently.
9. 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.
10. Any clarification on the documents may be obtained from the DGM (Admn.) at the address given below:-

DGM (Administration),
Rural Electrification Corporation Limited,
Core-4, SCOPE Complex,
NEW DELHI – 110 003.
Telephone No: 24366921

DGM (Administration)
Rural Electrification Corporation Limited

Encls: as above

SPECIFICATION FOR PRINTING OF COVER PAGES

SPECIFICATIONS

1	Quantity	5000 cover pages 2000 Cover pages 1000 Cover pages
2	Size	A4 size
3	Card/Paper	Indian Art Card (Ballarpur) 300 GSM for cover pages
4	Printing	Cover in multi colour, Offset printing and Die cutting and affix transparent sheet
5	Lamination	Cover to be laminated

NIT for printing of Cover pages:

FINANCIAL BID

S.N.	Description	Amount (Rs.)
1	a)Total cost as per Specification given in Annexure-1 a) Cost of 5000 Cover pages b) Cost of 2000 Cover pages	Rs. Rs.
2	Taxes/VAT	Rs.
3	<u>Differential Rates:</u> a) \pm 1000 cover pages: b) \pm 500 cover pages:	Rs. Rs. Rs.

The firm accepts the terms and conditions stipulated in the Tender Document.

Authorized Signatory,
(With full name and designation)
Seal:

ANNEXURE-2

TECHNICAL BID

1. a) Name of the Firm
b) Address
c) Telephone No.
Mobile No.
d) Type of firm: Propriety/Partnership/Private/Private Limited/Cooperative/
MNC/Govt. Undertaking
2. Pan No. (essential) _____
3. Tin No. (essential) _____
4. Vat No. (essential) _____
5. Annual Turnover for the last 3 years
(Should be more than Rs. 60,000/-)
6. Experience of similar work in the field
during last 2 years (Please attach copy of
work order)
7. Pre-Press facility:
a) No. of DTP Operators (Min. 2)
- b) No. of Computers for publishing job (Min.2)
8. Post – Press facility:
a) No. of Printing Machine (Min. one) _____ 4 colour / 2 colour 1 colour
b) No. of cutting machines: (min. one)
9. Earnest money details bank draft:
DD/Bank draft No.Date.....of Rs. 5,000/-
In favour of Rural Electrification Corporation Ltd. Name of the bank.....

Authorized Signatory,
(With full name and designation)
Seal: