

Advertisement

Sealed Tenders are invited in two bid system

(i) Technical Commercial

(ii) Financial from DAVP approved Class `A` printers (preferably Delhi based) for printing and production of Annual Report of Rural Electrification Corporation Ltd. (REC). Details are as under:

NIT No.	Particulars	Place of Delivery	EMD (Rs.)	Last date & time for Submitting Tender	Date & Time For opening of Tenders
4/3/08-09/ Admn.	Shareholder Version, Quantity: ,422,000 copies with envelopes (4,20,000 in English & 2000 in Hindi) pages104 (apprx.) Plus Cover Cover in 4 colour and inside pages in 2 colour Printing Web Offset, Binding Centre Stitch Size :A4 Paper: Cover 170 GSM Sinarmas Art Paper Envelopes:Qty:4,22,000(apprx.) Size 9"x12" Colour Single Paper:90 GSM Maplitho Finishing: Die Cutting and Pasting	1.REC Corporate Office, Core-4, 7, Scope Complex, Lodhi Road, New Delhi-03 2.Despatch of Shareholder version to Shareholders by the printer Under Certificate of Posting (List of addresses will be provided by REC)	2,50,000/-	2.7.08 3.30 PM	Same day i.e. 2.7.08 at 4.30PM

Tenders specifications comprising bid details regarding quantity, technical specification, general terms and conditions etc. may be obtained from REC Office at Core 4, Scope Complex, 7,Lodhi Road, New Delhi-110003 or visit our Website: www.recindia.com & wwwrecindia.nic.in

Sd/-
(S.A. Jawaid)
Chief Manager (Admn..)

Sirs,

Sub: Tender Enquiry for Printing and production of REC's
Annual Report (Shareholders Version) for 2007-08
on Turnkey basis

On behalf of Rural Electrification Corporation Ltd. (A Govt. of India Enterprise) New Delhi, the Sealed quotations are invited from reputed Agencies/Printers in A-class category (approved by DAVP, Ministry of I&B), for printing of 39th Annual Report of Corporation (Shareholders Version) for the year 2007-08, on turn-key basis. The scope of work will include the entire process of printing and production of the 'Report', including the supply of paper, printing of photographs etc, proof-reading, supervision of printing-job, etc. until the delivery/supply of Annual Reports, as per Purchase Order, at our office premises viz Core 4, SCOPE Complex, 7-Lodhi Road, New Delhi-110003 and dispatch by the Printer to Shareholders by Under Certificate of Posting.

In this connection, the following important factors should be taken into account while submitting the comprehensive offer/quotation by the interested parties:

1.Scope of Work

i.) 4,22,000 (4,20,000 in English and 2000 in Hindi) in "Shareholders Version" of Annual Report (each comprising of 104 pages (approx.) are to be printed along with envelopes. The detailed/specifications are given in Annexure-I.

ii)The 'Theme' for the cover design and internal lay out of the 'Report' will be given by REC. It will have to be printed as per layout & design approved by REC. (Dummy CD shall be provided by REC).

2.Specifications of the Report

The specifications are indicated, in Annexure I&2. The numbers of pages and photographs etc. are based on the last year's Annual Report of the Corporation. Copy of last year Annual Report can be obtained from the office of Chief Manager (Admn.) for reference. It may vary in quantity i.e. depending upon the design, internal lay-out of the text of the "Report" to be printed in the Annual Report for the year 2007-08. In accordance with the specifications the financial bid in Annexure-2 (Format) should

furnish /indicating together with the cost of variation per page (both for more & less etc.) and related details by the agency/firm.

3.Content of the Report

i.)The “Report” will be printed in Hindi and English languages separately. Hindi version/translation of the text will also be provided by REC. Entire Proof- reading of text as per Dummy copy (hard-copy) of the ‘Report’ will be the sole responsibility of Agency. Only the final proofs i.e. ‘Farrow-prints’ of the entire Annual Report will be shown to REC by the firm and clearance obtained, in writing, before final printing is executed.

ii) The “Agency/Firm” may have to print the photographs, computer-generated-images or “Graphics”, related to the operations and/or performance of the Corporation, so as to make the ‘Report’ presentable and reflective. The internal lay-out, photographs/graphs etc. will have to be got approved from REC positively.

4. Quality of Card/Paper (Shareholders Version)

Specifications

- a) Size : A4
- b) Paper: Cover 170 GSM Sinarmas Art Paper
inside pages – 41 GSM ITC Superfine paper
- c) Printing : Cover in 4 colour and text in two colour
Other details regarding specifications are given at Annexure-1&2

5. Requirements of Offer/Quotation

The offer/quotation must consist-of the following essentials :

- i) A Crossed/Account Payees Demand draft for Rs. 2,50,000/-(Rs.Two lacs Fifty thousand only) towards Earnest Money (EMD), as mentioned under Para 8 of this enquiry-letter.

ii) The Financial Bid (in the prescribed format) as detailed in Annexure- 2 should be placed in a ‘sealed envelope’, duly super-scribed as “Financial Bid for 39th Annual Report of REC” (Shareholders Version). Accordingly, the charges for printing of Annual Report (as per specifications given in Annexure-I) shall have to be indicated in the format given at Annexure-II.

iii) Incomplete offers/quotations are liable to be rejected/not considered.

iv) The Offers/quotations received after the specified due date are also liable to be rejected, summarily.

6. Tentative Time Schedule for Execution of Work

a)	D Date for receipt of offers from tenderers	0 02. 07.2008
b)	Fo For screening of offers, finalization and placing the the work order by REC to Firm/Agency	1 10.07.2008
c)	Fin Finalization of cover-design, internal layout of the , se Report, selection of photographs, charts, graphs etc.	18. 18.07.2008
d)	Su Supply of printing material by REC	25.07.2008
e)	Su Submission of final proof and Dummy CD of the Re Report	01.08.2008
f)	Fi Final clearance, to be given by REC, before printing.	06.08.2008
g)	Su Supply of printed copies of the Report by Firm/Agency	16.08.2008

Note :The above time schedule is tentative and it may vary due to unavoidable reasons.

7. General Pre-Conditions

Consequent on conveying the decision to award the contract for printing and production of Annual report, the rates etc. for the printing & production of Annual Report shall be valid till the completion of entire work/delivery of all the copies at this office address and to Shareholders.

The “High quality” and “timely delivery” of the “Reports” are essential features of this contract. The selected Agency shall have to provide “high quality” of services in accordance to terms & conditions of the “work order” and “delivery time”, the final printed-copies, within the stipulated time. In case the entire work or part there-of printing is found not up to the acceptable standard and/or quality, or not conforming to REC’s specifications/work order, REC shall have the right to get such part of the work executed, from any other Agency, at the risk-and-cost of Agency, who is awarded the Contract. For any delay in the delivery of the final printed copies of the Annual Report, as conveyed by us in due course, REC will levy liquid damages @1% of the total value of work order per day of delay, subject to a maximum Liquidated damages of 5% of total value of contract.

General Terms and conditions of the contract applicable to this work are detailed in Annexure-3.

8. Earnest Money

Each tender/quotation should accompany an Earnest Money of Rs. 2,50,000/- (Rs. Two lacs Fifty Thousand only) by way of a crossed “Demand Draft” in favour-of ‘Rural Electrification Corporation Ltd.,’ payable at New Delhi. No interest will accrue on Earnest Money. This amount will be refunded to the successful “Tenderer” on

completion of the job satisfactorily. The Tenders received without Earnest Money are liable to be rejected, summarily.

Your sealed offer/Tender/quotation containing Financial Bid, duly superscribed as “Offer/Quotations for 39th Annual Report of REC” addressed to The Chief Manager(Admn.) REC Ltd., New Delhi, should reach the undersigned on or before 02.07.2008 by 3.00 P.M. positively. The tenders will be opened on the same day at 4.00 P.M., in the presence of the representatives of the firms who wish to be present there.

For any further information or clarification in this regard you may contact the Administration Division either in person or over Tel. No.24362056 on any working day between 10.00 to 5.00 PM.(except Saturday/Sunday/Holiday)

Encl: as above

Yours faithfully

Sd/-
(S.A. Jawaid)
Chief Manager(Admn.)

Annexure-1

Quality of Cover & Paper (Shareholders' Version) Specifications)

- 1.Quantity : 4,22,000 (4,20,000 (apprx.) in English and 2000 in Hindi (together with Envelopes 4,22,000 (apprx.)
- 2.Size : A4 size
- 3.Paper : Cover- 170 GSM Sinarmas Art Paper
Inside pages – 41 GSM ITC Superfine paper
- 4.Total pages : 104 pages (apprx.) - Cover in 4 colour
- 5.Colour : Cover in 4 colour & inside pages in 2 colour
6. Printing : Web Offset
7. Binding : Centre-Stitch

2 Printing of Envelopes for Annual Report (Shareholders' Version)

- | | |
|-----------|---------------------------|
| Size | : 9"x12" |
| Colour | : Single colour |
| Paper | : 90 GSM Maplitho |
| Finishing | : Die Cutting and Pasting |
| Quantity | : 4,22,000 (apprx.) |

Note: Despatch of Shareholders Version to Shareholders Under Certificate of Posting (UPC) to be ensured by the Printer. List of addresses will be provided by REC.

Annexure-2

**Format for financial bid – REC Annual Report
(Shareholders' Version)**

(Specifications as per Annexure-1)

- | | | |
|----|--|-----|
| 1. | Professional charges for supervision of printing & production of Annual Report (2007-08) (Shareholders Version) with Envelopes including lamination, card, paper, binding and all other Miscellaneous charges etc(including sales tax/service tax) for 4,22,000 (4,20,000 nos. in English and 2000 in Hindi) with envelopes. | Rs. |
| 2. | Mailing Charges including postage per copy (Under Certificate of Posting). Payment will be made as per actuals. | Rs. |
| 3. | Additional and differential charges: | |
| | i) Printing charges of ± 4 pages | |
| | a) One colour | Rs. |
| | b) Two colours | Rs. |
| | c) Four colours | Rs. |

GENERAL TERMS AND CONDITIONS

- 1) Rural Electrification Corporation reserves the right to reject any or all the quotations without assigning any reason, whatsoever.
- 2) The validity of rates indicated in the tender shall be valid up to 60 days from the opening of the tenders.
- 3) The rates (inclusive of Service Tax/other taxes) to be quoted by the firm and valid/applicable till the completion of the entire work, as per the work order. Therefore, no request whatsoever for enhancement of rates will be acceded-to within the said period.
- 4) Printed copies of the Annual Report (Deluxe version) must be properly packed and delivery made at our office at Core-4, SCOPE Complex, 7, Lodi Road, New Delhi, free of cartage in packets of 10 Nos. in each packet. However, the printed copies of the Annual Report (shareholder version) will be dispatched under certificate of posting by the Printer to the shareholders
- 5) This Contract shall be governed by the Indian laws, for the time-being in force. However, in case of any legal proceedings, the jurisdiction of Court to decide any dispute shall be the Delhi Court.
- 6) Payment will be made by REC within 30 days from the date of receipt of bills after total delivery is made in good and satisfactory condition, provided the bills/memos. etc. are found to be in order. PAN No.S.T./CST No. must be quoted in the quotation/Bill.
- 7) Sales or any other tax (on material) in respect of this contract shall be payable by the contractor and the Corporation will not entertain any claim whatsoever in this respect.
- 8)Income Tax/Service Tax deductions as per statutory rules, may be made as applicable.

9) ARBITRATION

Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives or assignees, in connection with construction, meaning, operation, effect, interpretation of the contract or breach thereof which parties are unable to settle mutually, the same shall be referred to Arbitration as provided hereunder:

- 1.A party wishing to commence arbitration proceeding shall invoke Arbitration Clause by giving 60 days notice to the other party.
2. The party invoking arbitration shall specify all the points of disputes with details of the amount claimed to be referred to arbitration at the time of invocation of arbitration and not thereafter.

3.REC shall appoint a Sole Arbitrator with the approval of Chairman & Managing Director.

4.It is agreed that there will be no objection that the Arbitrator appointed holds equity shares of REC or is a retired employee of REC.

5.If any of the Arbitrators so appointed dies, resigns, becomes incapacitated or withdraws for any reason from the proceedings, it shall be lawful for the concerned party to appoint another person in his place in the same manner as aforesaid. Such person shall proceed with the reference from the stage where his predecessor had left if both parties consent for the same; otherwise, he shall proceed de novo.

6.It is a term of the Contract that neither party shall be entitled for any pre-reference or pendente-lite interest on its claims. Parties agree that any claim for such interest made by any party shall be void.

7.The Arbitrator(s) shall give reasoned and speaking award and it shall be final and binding on the parties.

8.The parties to the arbitration will bear the fees and expenses to be determined by the arbitrators.

9.The venue of arbitration will be New Delhi..

10. Subject to aforesaid, provisions of the Arbitration and Conciliation Act, 1996 and any statutory modifications or re-enactment thereof shall apply to the arbitration proceedings under this clause.
