

BY SPEED POST



**रूरल इलेक्ट्रीफिकेशन कारपोरेशन लिमिटेड**

**RURAL ELECTRIFICATION CORPORATION LIMITED**

(भारत सरकार का उद्यम) (A Government of India Enterprise)

Regd Office: Core-4, SCOPE Complex, 7 Lodi Road New Delhi 110003

Tele. 24365161 Fax 24360644 Email reccorp@recl.nic.in Gram RECTRIC

Website www.recindia.com & [www.recindia.nic.in](http://www.recindia.nic.in)

N0.REC/Admn/Diary/2010-11

Dated: 22.10.2010

**ADMINISTRATION DIVISION**

**NOTICE INVITING TENDERS (NIT) FOR PRINTING OF REC DIARIES-2011**

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**TENDER DOCUMENT**

Rural Electrification Corporation Limited (REC), a Government of India Enterprise, invites 'Sealed Bids' for printing of REC Diaries-2011. The bidders are required to quote rates as per specifications indicated in Annexure-1. The format for Techno-commercial Bid is placed at Annexure – 2 and that of financial bid for printing of REC Diaries-2011 is at Annexure-3.

The bids are to be sent in two parts – one sealed enveloped superscribed as 'Techno-commercial Bid' giving details in the format as per Annexure-2 and the second sealed envelope superscribed as 'Financial Bid' in the format at Annexure-3. The two sealed envelopes as above will be placed in another sealed envelope superscribed as 'BID FOR PRINTING OF REC DIARIES-2011' AND 'NOT TO BE OPENED BEFORE 03.11.2010'. 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 11.30 PM on 03.11.2010. Any bid received after the prescribed deadline shall not be considered irrespective of rates. The Techno-Commercial bids will be opened on the same date i.e. 03.11.2010 at 12.00 Noon in the presence of the representatives of the bidders present. Date of opening of financial bids of such firms which meet the prescribed techno-commercial criteria will be notified separately.

4. Earnest Money (EMD) of Rs.5,000/- (Rupees five thousand only) should accompany the **Techno-commercial 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:

a) 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 be released after satisfactory completion of work.

7. The bid shall remain valid for a period of 2 months from the date of receipt of the bid.

## 8. PREFERENCE FOR MICRO, SMALL AND MEDIUM ENTERPRISES

8.1 As per directives of Ministry of Micro, Small and Medium Enterprises and Office of the Development Commissioner, Small Scale Industries, the preference will be given to MSMEs/SSIs as under:

- i) Issue of Tender Sets free of cost
- ii) Exemption form payment of Earnest Money
- iii) Waiver of Security Deposit upto the monetary limit for which the unit is registered
- iv) Price preference upto 15% over the quotation of large scale units

## 9. RATES AND PRICES

9.1 Bidders should quote the rates in the format given at Annexure-3.

9.2 All statutory duties, taxes, 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.

9.3.1 No additional freight or any other charges, etc, would be payable for supply and delivery of the Diaries.

## 10. TERMS OF PAYMENT

Payment will be released within a fortnight after satisfactory completion of work and receipt of bill.

## 11. TENTATIVE TIME SCHEDULE FOR EXECUTION OF WORK

i)	Last date for receipt of offers and opening of Techno-Commercial bids	03.11.2010
ii)	Evaluation of Techno-commercial bids and opening of Financial Bids	04.11.2010
iii)	Fin Evaluation of bids and issue of work order	09.11.2010
iv)	Finalisation of design, layout, charts and graphs by the printer and submission of Dummy Diary-2011	22.11.2010
v)	Finalisation of design by REC and delivery of final printing material to the printer.	23.11.2010
vi)	Submission of proof of printed Diary+additional proofs will also be arranged by the printer, if so required by REC	01.12.2010
vii)	Return of printed Diary with suggested changes to the printer	03.12.2010
viii)	Final delivery of printed REC Diaries-2011	10.12.2010

## 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 levying the above liquidated damages.

## 13. PREQUALIFICATION CRITERIA

The format for Tecno-commercial/ prequalification criteria bid is given at Annexure-2

## 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 connectead 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:-

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	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
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**PRINTING OF REC DIARIES–2011 : TECHNO-COMMERCIAL BID**

**1. THE FIRM**

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

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

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

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d) Contact Person's

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

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

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

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

**2. Type of Firm : Private Ltd./Public Ltd./ Cooperative/**

**NGO/PSU**

**(Please tick and enclose copy of Memorandum/ Articles of Association/  
Certificate of Incorporation)**

\_\_\_\_\_ enclosed.

**(Pl. specify)**

**3. PAN No. : \_\_\_\_\_**

**(Please enclose photocopy)**

**4. TIN No. : \_\_\_\_\_**

**(Please enclose photocopy)**

**5. VAT No. : \_\_\_\_\_**

**(Please enclose photocopy)**

6. Annual Turnover for the last 4 years :  
(Should be more than Rs.3 lakh)

2009-10 \_\_\_\_\_  
2008-09 \_\_\_\_\_  
2007-08 \_\_\_\_\_  
2006-07 \_\_\_\_\_

(Please enclose copies of audited balance sheet and P&L A/c /Annual Reports)  
\_\_\_\_\_ enclosed (Pl. specify)

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

Desired experience in handling similar contracts i.e. printing of diaries as main contractor during the last four financial years of either Rs. 2.80 lakhs value of services in single work order or two work orders of printing of diaries, each of Rs.1.75 lakhs value of services. The contractor must submit the successful completion certificate while claiming the experience.

\_\_\_\_\_ enclosed (pl. specify)

8. Earnest money details : DD No. \_\_\_\_\_ dated \_\_\_\_\_  
Amount Rs.5000/-  
Drawn On \_\_\_\_\_

Signatures of authorized signatory

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal:

## Format for financial bid – REC Diaries-2011

(Amount in Rs.)

Sl. No.	Description	Qty.	Unit Price	Total Price	Taxes & Duties *	Total Price (inclusive of taxes & duties) *
1.	Charges (excluding cost of paper) for printing, production of 3,500 REC Diaries-2011 as per specifications at Annex.I	3,500				
2.	Additional cost of $\pm$ 4 pages of write-up/ photographs					
3.	Taxes, if any					
4.	Other charges, if any					

(\* ) 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.

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

## Signatures of Authorized Signatory

Name\_\_\_\_\_

Designation\_\_\_\_\_

Seal:

**Annexure-1**

**SPECIFICATIONS FOR PRINTING OF REC DIARY-2011**

<b>S. No.</b>	<b>Item</b>	<b>Specification</b>
1	No. of Copies	<b>3500</b>
2	Size	5.75"x8.5"
3	No. of pages	300 pages text with monthly planner, 16 pages of company profile write-up in single colour, 12 monthly separators with 4 colour leaf printing
4	Colour/printing	Two colours of text, 4 colour printing for Company profile and separators and leaf printing, REC logo in three colour on first page, REC logo in single colour in rest of the pages, golden colour REC logo on front binding cover
5	Paper	70 gsm maplitho paper
6	Binding	Hard case on 2 mm board with pvc rexine stitching
7	Paper for carton	300 gsm duplex board (white back) with REC logo in single colour.

Specimen copy of diary is available for inspection at Front Office , REC Ltd., Core-4, Scope Complex, Lodi Road, New Delhi

