ENGINEERING PROJECTS (INDIA) LTD
(A Government of India Enterprises)

Short Tender Notice

Tender No. DLI/CON/SEC/550 03.10.2016
Last Date & Time of Submission of Tender : 13.10.2016 upto 11.00 AM
Date & Time for opening of Envelope-1(Technical Bid): 13.10.2016 at 12.00 PM

TENDER ENQUIRY IN TWO BID SYSTEM

TENDER FOR DESIGNING AND PRINTING OF “ANNUAL REPORT 2015-16”

Sealed tenders are invited by Engineering Projects (India) Ltd. in two separate envelopes for designing and printing of “Annual Report 2015-16” with paper as per the specifications given below:

1. **Technical Bid:**

   - Technical specifications with Terms & Conditions of Supply along with Pre-Qualification documents and un-priced copy of Price bid in Duplicate and EMD (Earnest Money Deposit) in one sealed cover duly superscripted “Technical Bid” in Ist Envelope.
   
   - Original tender document duly signed and stamped by the bidder on each page accepting tender terms & conditions to be submitted.

2. **Price Bid:**

   The Bidders are required to quote as per enclosed “Price Bid Format” in the second sealed envelope duly superscripted “Price Bid” in 2nd Envelope.

   **Note:** Both the above envelopes should be kept in 3rd sealed Envelope which should be sealed and superscripted No. and date of NIT and last date of receipt of tender

3. **Pre-Qualification Criteria:**

   - Should have designed and printed atleast two Annual reports in the last three years from the previous month of date of Tender. Sample of the printed Annual Report (colored Deluxe version) shall be enclosed with the technical bid which will be evaluated along with technical bid. If the quality of sample is not satisfactory and upto EPI requirements, the offer is liable to be summarily rejected.
   
   - Should have office at Delhi/NCR
   
   - Should have valid registration of Sales Tax/VAT, Service Tax and valid PAN.
4. Documentary proof for all the Pre Qualification Criteria specified above is to be submitted. Bidders who fail to provide documentary proof of pre-qualification criteria are liable to be rejected.

5. Tenders shall be accompanied by An Earnest Money Deposit (EMD) of ₹10,000/- (Rupees Ten Thousand only) by way of a Bank Draft/Pay order in favour of “Engineering Projects (India) Ltd.” payable at New Delhi. Tenders not accompanied by Earnest Money Deposit are liable to be rejected.

6. Bidders have to submit confirmation letter whether they are registered under MSME Act or not and if yes, then relevant copies of the registration letter (Registered under single point registration scheme of NSIC, GOVT. of India, Ministry of MSME, New Delhi vide Gazette Notification dated 26.03.2012 along with the form of Memorandum-2 with the concerned DIC) to be enclosed in Technical bid and a request letter for exemption from submission of Tender fee and EMD.

7. The offer should be valid for a period of 90 days from the date of opening of price Bids of Tender.

8. EPI reserves the right to accept or reject any or all tenders or to annul this tender process and also the right to place orders for full or part quantities or distribute amongst various bidders without assigning any reason whatsoever.

9. **Tender to be addressed to:**

   Group General Manager (Contracts)
   ENGINEERING PROJECTS (INDIA) LTD.
   Core-3, Scope Complex,
   7 Lodhi Road,
   New Delhi-110003
   TEL No. 011-24361666 Extn.2313 and 2314,
   FAX No. 011-24363426
   E-mail - contracts@epi.gov.in
   Website - [www.engineeringprojects.com](http://www.engineeringprojects.com)

   Tender documents comprising of the following are available on EPI’s Website [www.engineeringprojects.com](http://www.engineeringprojects.com)/ CPP Portal [www.eprocure.gov.in](http://www.eprocure.gov.in)

**Enclosures:**

   i) Technical Specifications - Annexure-I
   ii) Terms and Conditions - Annexure-II
   iii) Price Bid Format- Annexure-III
## Technical Specifications

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Particulars</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Size</td>
<td>22 x 30 (cms) (A-4 Size)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8.25 * 11.75 (inches) (A-4 Size)</td>
</tr>
<tr>
<td>2.</td>
<td>Quantity</td>
<td>850 copies in English and 150 copies in Hindi</td>
</tr>
<tr>
<td>3.</td>
<td>Pages</td>
<td>Inside pages: Approx. 128 pages (including 4 cover pages) and may increase/decrease multiples of 4 pages.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cover: 4</td>
</tr>
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<td>4.</td>
<td>Printing</td>
<td>TEXT (English and Hindi)-four colour printing</td>
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<td></td>
<td></td>
<td>Laser type setting and offset colour printing.</td>
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<td></td>
<td></td>
<td>COVER – Offset colour printing as per design approved by EPI. Lamination by polypropylene on outer cover.</td>
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<tr>
<td></td>
<td></td>
<td>Hindi Unicode software will be preferred for Hindi version.</td>
</tr>
<tr>
<td>5.</td>
<td>Paper</td>
<td>Cover: 300 GSM Imported Art paper</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inside pages: 135 GSM Imported milky white (matt finish)</td>
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<tr>
<td></td>
<td></td>
<td>(sample of the above specified paper to be enclosed with the technical bid)</td>
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<tr>
<td>6.</td>
<td>Binding</td>
<td>Perfect binding with section sewn</td>
</tr>
<tr>
<td>7.</td>
<td>Packing</td>
<td>In multiples of 20 wrapped together in thick paper.</td>
</tr>
<tr>
<td>8.</td>
<td>Delivery</td>
<td>All 1000 copies to be delivered to EPI’s Corporate Office at Core-3, SCOPE Complex 7, Lodhi Road New Delhi 110003.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note: Per copy rate to be quoted should be inclusive of above, no extra cost will be payable separately.</td>
</tr>
<tr>
<td>9.</td>
<td>Photographs &amp; Graphs</td>
<td>Approx. 30 photographs &amp; 10 Graphs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any corrections/system work for enhancing the photographs quality, as required, shall be the printer’s responsibility.</td>
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</tbody>
</table>
Annexure-II

Terms and Conditions

1. **Delivery** : (a) Printed copies of Annual Report should be supplied duly tied up in suitable size/bundles or equal numbers at our Corporate Office, Core-3, Scope Complex, 7, Institutional Area, Lodhi Road, New Delhi positively within 25 days from the date of providing inputs from EPI.

   (b) Soft copy of both Hindi and English Annual Reports in 4 Nos. CDs each

   (c) While the designing for all cover pages shall remain same, the cover for English will be bilingual and the Hindi Annual Report cover shall be only in Hindi.

   (d) **Charges for collection of inputs and delivery of proofs:** Collection of inputs from our Corporate Office, and delivery of pages proofs to us would be the printer’s responsibility and all the expenses on this shall be borne by the printer.

   (e) **Paper:** Paper used by the printer should be strictly as per our specification as per Annexure-I. Sample enclosed with technical bid should also bear brief specification, signature and stamp of the bidder.

   (f) **Proof Reading and Designing:** Agency shall provide 3 dummy colored copies (2 in English and 1 in Hindi) before final printing. Lay out and proof reading of the text pages will be the sole responsibility of the party. However final approval of the text shall be given by EPI before start of printing.

   (g) Designs/photographs supplied by EPI to be returned immediately after completion of printing.

   (h) All the material sent to the printer shall be treated as confidential and should not be disclosed in any manner to any unauthorized person under any circumstances.

   (i) **Payment:** 100% Payment will be released within one month from the date of submission of bill/invoice to be submitted after completion of supply of Annual Reports and its acceptance by EPI in all respects.

   (j) **Penalty**

   **Quality:** If the final output does not match the desired quality, EPI reserves the right to return the printed reports and payment shall be released at the quoted rates for only number of accepted copies. EPI further reserves the right to get the printing and designing done from any other printer at the cost of the successful bidder.

   **Delay:** Any delay beyond specified schedule for completion of dispatch attributable to the printer, will invite imposition of penalty at the rate of 1% of the total order value per day of delay subject to maximum penalty of 10% of total order value.
(k) **Validity of the rates:** The rates quoted shall be valid period of 90 days from the date of opening of price Bids of Tender.

(l) **TDS:** TDS as applicable shall be deducted from the payment to be released.

(m) **Self-attested copies of PAN card and proof of registration for various taxes as may be applicable shall be provided.**

2. **Specifications:** The specifications indicated in the NIT in Annexure – I are strictly to be met.

3. **Variation in rates:** The rates shall remain fixed for the entire contract. No variation or increase in cost shall be paid.

4. **Variation in Quantity:** The rates shall remain valid for variation in quantity up to \( \pm 25\% \) of the total number of Annual Reports

5. **Conditional Offers:** Offer with conditions will not be accepted by EPI.

6. No other terms and conditions will be accepted. Conditional offers shall be rejected.
## PRICE BID

**Tender No. DLI/CON/SEC/550 dated 03.10.2016**

<table>
<thead>
<tr>
<th>S.NO.</th>
<th>Description</th>
<th>Qty. (Nos.)</th>
<th>Unit Rate (₹)</th>
<th>Amount(₹)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Unit rate for designing, printing and supply of the Annual Report 2015-16 (120 Plus/Minus 4 pages) &amp; cover as per above specifications inclusive of cost of paper packing, forwarding, handling freight &amp; transportation, all taxes, duties, levies, VAT, service tax or any other taxes, etc.</td>
<td>1000</td>
<td>(850 English &amp; 150 Hindi)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Addition/deletion unit rates for a unit consisting of 4 pages.</td>
<td>Set</td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td>Addition/deletion unit rate for per photograph (in case total number of photographs exceeds 30)</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

In Words (Rs._______________________________)

**Note :**

(i) The above Unit rate shall remain valid for variation upto ± 25% of the total number of Annual Reports.

(ii) The above Unit rate shall also include the following:
- Soft copy of both Hindi and English Annual Reports in 4 Nos. CDs each
- Cost of packing and delivery.
- Cost of 30 Photographs & 10 Graphs
- 3 dummy colored copies (2 in English and 1 in Hindi)