

Subject : Printing of Annual Report 2009-10

Introduction : Dedicated Freight Corridor Corporation of India (DFCCIL) invites sealed quotations on lump sum basis for printing of its Annual Report 2009-10, which will be laid before Parliament.

Annual Report – Specifications

Brief Specifications - The Annual Report shall have approximately 150 pages including cover page, which will be printed on **170 gsm imported art paper in multicolor**. The cover page will be **350 gsm imported art paper with matt lamination and UV lamination on certain patches**. The Annual Report may also have approximately photographs/illustrations. The Annual Report should be **thread-stitched with perfect binding**. 1,000 copies shall be printed in **Diglot** (English and Hindi). The detailed Terms & Conditions and specifications are annexed as **Annexure I and II** respectively, The bidder shall have to furnish an Undertaking on a Non-Judicial Stamp Paper duly signed by the authorized representative of the bidder in the format prescribed in **Annexure III**.

Cost of Tender: Rs.500/- (Rupees five hundred) only. Document can also be downloaded from the DFCCIL web site www.dfcc.in and www.dfccil.org. Bidder with downloaded documents will have to attach a DD/BC of Rs.500/- (non-refundable) with their tender as tender cost.

How to apply : The interested firms should submit their bids in enclosed format, in one envelope duly sealed and super-scribed "**Financial Bid for DFCCIL Annual Report**" addressed to **Deputy General Manager/Accounts, DFCCIL, 5th Floor, Pragati Maidan Metro Station Building, New Delhi**. The envelope should contain: -

1. ***Earnest Money Deposit of Rs 35,000 (Rupees thirty Five Thousand only) in the form of a Demand Draft*** drawn in favour of 'DFCCIL, New Delhi issued by any **Indian scheduled bank**. EMD of unsuccessful bidders will be returned.
2. The envelope may also contain one all-inclusive lump-sum figure indicating the cost of typesetting, designing, proof-reading, printing, fabricating, binding, etc. and delivering the annual report at the Corporate Office of DFCCIL in New Delhi.
3. An Undertaking on a Non- Judicial Stamp Paper duly signed by the authorized representative of the bidder in the format prescribed in Annexure II.
4. Sample of the Paper(s) to be used for the work, duly signed and stamped by the bidder.

Last Date: The last date for receiving completed quotations is Monday, August 2010 up to 15.00 hrs.

The Financial Bids shall be opened on 9th **Aug, 2010 at 15.30 p.m.** in the office of DGM/Accts, DFCCIL. The representatives of the firms are welcome to be present during the opening of the bids.

Evaluation: The financial bids of all the firms shall be scrutinized by a Committee of DFCCIL set up for the purpose. DFCCIL reserves the right to award the contract on the basis of the report submitted by its Evaluation Committee.

To be Printed on the Letter Head of the Firm submitting the Bid

Format for submission of the Bid

1. Tender No. : HQ/F&AC/Printing/Annual Accts/2009-10
2. Name of the Work : Printing of Annual Report 2009-10
3. Name of the Firm/Bidder
4. Address
5. Contact No.
6. VAT/TIN/Service Tax No.
(a copy to be attached)
7. PAN No.
(a copy to be attached)
8. Amount & Details of DD attached with the Bid
9. Have you attached a sample along with the Bid
10. Total Cost of the Job as specified (inclusive of Taxes)

In numerals & words – Any erasing/overwriting shall not be accepted)

(in case the number of pages are less than 150, the cost of the work shall be reduced by the number of pages less than 150 multiplied by the cost of printing additional page as given in col.11 below)

11. The cost of printing additional page

I/We have participated in the Tender for the Printing of the Annual Report of DFCCIL for the year 2009-10 as per the specifications given in the Tender Notice and undertake to abide by Evaluation Procedure of DFCCIL. We also undertake to acknowledge that we have read the Tender Document and the Terms & Conditions and would abide by them.

Signature
Name of the Firm
Designation
Rubber Stamp
Place
Date

Annexure-I

TERMS & CONDITIONS

1. DFCCIL reserves the right to accept or reject any offer without assigning any reason thereof.
2. Any failure on the part of the tenderer to observe the prescribed procedure and any attempt to canvass for the work will prejudice the his/her/its tender. Tenders/rates quoted in other than the prescribed proforma are liable to be rejected.
3. The submission of the tender will bind the tenderer to accept all conditions specified in the Tender Document.
4. Time is the essence of contract. It shall be the responsibility of the successful bidder to ensure timely completion of the work. If the firm fails to adhere to the agreed time schedule (10 working days from the date of placement of order), DFCCIL reserves the right to summarily terminate the contract and no compensation whatsoever can be claimed by the firms including the EMD given at the time of bidding.
5. The successful bidder shall be provided hard copies of the matter for printing.
6. Annual report being the prestigious publication all care should be taken to ensure quality reproduction and high standards of Designing, printing and binding etc.
7. In case the final product is found to be falling short of specified standards the entire consignment will be subjected to rejection.
8. The payment shall be made after the successful completion of tender.

9. The rate quoted in the tender shall be valid for one year from the date of submission of tender.
10. ***Successful bidder shall be required to submit Performance security equal to 10 % of the total value of the contract, in the form of an Account payee Demand Draft favouring DFCCIL within two working days. EMD shall be refunded on receipt of Performance Security.***
11. ***The Performance Security should be valid for a period of 60 days beyond the date of completion of all contractual obligation of the supplier.***
12. ***Under no circumstances the bidder, on award of contract, shall appoint sub-contractors for the work.***
13. Any dispute regarding the job will be resolved through mutual consultations failing which the matter shall be referred to an Arbitrator nominated by DFCCIL. The arbitration procedure shall be conducted as per the provisions of the Indian Arbitration and Conciliation Act 1996. The venue of arbitration shall be New Delhi.
14. The decision of DFCCIL is final on all matters pertaining to the tender.
15. For any other information of clarification pl call / e-mail: Mrs. Manmohan Ahluwalia, DGM/Accts, DFCCIL at telephone number 23454775
Email : mahluwalia@dfcc.co.in
16. Estimated cost per copy is Rs.600/-(rupees six hundred)only.
17. DFCCIL will also shortlist the Bidders for this purpose
- * The attachment for short listing would be samples of similar printing of Annual Reports completed in the last 3 years.
 - * Experience in last 3 years including empanelment with Companies.

Annexure-II

To be printed on the Letter Head of the Firm submitting Bid

To

Dy.General Manager/Accounts,

DFCCIL, New Delhi.

No.HQ/F&AC/Printing/AnnualAccts/2009-10.

1. I/We-----have read the various conditions of tender attached hereto and hereby agree to abide by the said conditions. I /We offer to the work as set out in the Bid Document. I /We also agree to abide by the conditions of this contract and to carry out the work according to the specification as given Annexure-1.
2. Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between us, subject to the modifications, as may be mutually agreed to, between us and indicated in the letter of acceptance for the work.

Contractor's Address

Signature of Tenders

Witness.

Annexure-III

Specification

1. Size : 11.6 " x 8.2 "
2. Paper quality : 170 gsm Imported Art Paper with matt finish
3. Cover page : 350 gsm imported Art Paper with matt/Gloss finish
4. Lamination : Matt/Gloss Lamination on cover page
5. UV treatment : Cover page with UV treatment
6. Number of pages : Approximately 150 pages
7. Binding : Perfect Binding with tread stich
8. Images : There may be colourephotographes/Images/Graphs
9. Colour : 4+ 4 MULTI COLOUR
10. Quantity : 1000 Diglot
11. Delivery : DFCCIL premises