

Government of India
CENTRAL BUREAU OF INVESTIGATION ACADEMY
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Tender No. A-5/3/Bulletin/2019-20/Trg./1878

Dated: 10 May, 2019

NOTICE INVITING TENDER

Online Tenders are invited on behalf of President of India from the reputed, experienced and financially sound firms/printers, on CPP Portal <http://eprocure.gov.in/eprocure/app> for following work at CBI Academy, Ghaziabad, Uttar Pradesh:-

Printing and Supply of CBI Quarterly Bulletin in English and Hindi (04 Quarters)

The method of submission of tender, amount of Earnest Money/Security Deposit and General Terms and Conditions of Tender are mentioned in the enclosed Sections. The terms and conditions specific to the work have also been mentioned in these sections. The format for submission of tender has been given in **Annexure I** (for Technical Bid) and **Schedule-I** (for Financial Bid) to this Notice Inviting Tender. The schedule of tender is given as under.

Name of work	Printing and Supply of CBI Bulletin (Quarterly) in English and Hindi (04 Quarters)
Tender No.	A-5/3/Bulletin/2019-20/Trg./_____
Amount of Earnest Money Deposit as per clause V(1) of Section-II	Rs. 6,000/- (Rupees Six Thousand only)
Venue	Central Bureau of Investigation Academy, Kamla Nehru Nagar, Hapur Road, Ghaziabad- 201002, Uttar Pradesh
Completion Period	12 Months reckoned from 3rd day after issue of LOA.
Date & Time of Publishing of Tender	14.05.2019 at 1100 hrs
Document Download start date & Time	14.05.2019 after 1115 hrs
Bid Submission Start date & Time	14.05.2019 after 1115 hrs
Bid Submission Closing Date & Time	03.06.2019 by 1100 hrs
Date & Time of Opening of Tender (Technical Bids)	04.06.2019 at 1100 hrs
Date & Time of Opening of Financial Bids	10.06.2019 at 1130 hrs

Hard copy of EMD in the form of Demand Draft in favour of Supdt. of Police, CBI Academy, Ghaziabad should be submitted in the office of Supdt. of Police (A/T), Central Bureau of Investigation Academy, Kamla Nehru Nagar, Hapur Road, Ghaziabad – 201002 on all working days before the last date and time of online submission of Bids.

Scanned copies of payment instrument of EMD should be submitted online. Tender form can be downloaded from the CBI's website (www.cbi.gov.in and www.cbiacademy.gov.in, for reference only) as well as CPPP website (<http://eprocure.gov.in/eprocure/app> for bid submission). The tender completed in all respects should be received only online at <http://eprocure.gov.in/eprocure/app> on or before the date and time indicated in the Schedule of Tender in Para 2 above.

Sd/-
Supdt. of Police(A)
CBI Academy, Ghaziabad
Contact No. 0120-2781725
e-mail: sptrgacd@cbi.gov.in

TENDER DOCUMENT
FOR
PRINTING AND SUPPLY OF CBI QUARTERLY
BULLETIN IN ENGLISH AND IN HINDI (04 QUARTERS)

CENTRAL BUREAU OF INVESTIGATION
Training Academy, Kamla Nehru Nagar
Hapur Road, Ghaziabad (UP)

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INTRODUCTION

&

GENERAL

REQUIREMENTS

SECTION-I

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting the same online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app> .

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidders should log into the site well in advance for bid submission so that they can upload their bid in time i.e. on or before the bid submission time. Bidder shall only be responsible for any delay due to other issues. However, it is made clear that no claim/ request for non-consideration of their bids uploaded after the scheduled date and time of submission of bids shall be entertained.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document & the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk. The Contact Number of helpdesk is 1800 3070 2232, 0120-4001062, 0120-4001002, 0120-4001005 and 0120-6277787.

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TENDER DOCUMENT
PRINTING AND SUPPLY OF CBI QUARTERLY BULLETIN IN ENGLISH
AND IN HINDI (04 QUARTERS)

TIME SCHEDULE

Date & Time for Downloading of Tender Document & Online submission of Tenders:

DOWN LOADING DATE AND TIME	14.05.2019 after 1115 hrs
LAST DATE AND TIME FOR ONLINE SUBMISSION	03.06.2019 by 1100 hrs
DATE AND TIME OF OPENING OF BIDS ONLINE (TECHNICAL)	04.06.2019 at 1100 hrs
DATE AND TIME OF OPENING OF BIDS ONLINE (FINANCIAL)	10.06.2019 at 1130 hrs

**CENTRAL BUREAU OF INVESTIGATION ACADEMY
GHAZIABAD**

**TENDER FOR PRINTING AND SUPPLY OF CBI QUARTERLY
BULLETIN IN ENGLISH AND IN HINDI (04 QUARTERS)**

<p>NAME OF THE TENDERER (as per Registration Certificate)</p>	
<p>COMPLETE POSTAL ADDRESS OF THE TENDERER (as per Registration Certificate)</p> <p>E-mail:-</p> <p>Telephone No./ Mobile No.</p>	

**CENTRAL BUREAU OF
INVESTIGATION ACADEMY
GHAZIABAD**

**PRINTING AND SUPPLY OF CBI QUARTERLY
BULLETIN IN ENGLISH AND IN HINDI (04 QUARTERS)**

PROFORMA OF TECHNICAL BID

<p>Earnest Money Deposit (EMD) (Scanned Copy of Demand Draft to be submitted while submitting Technical Bid online.) Original Draft (In an envelope) deposited in the O/o SP, CBI Academy before the date and time of online submission of bids.</p>	<p>Demand Draft No. / Pay Order _____ dated _____ for Rs. 6,000/- (Rupees Six Thousand only) drawn on _____ (Name of the Bank) in favour of SP, CBI Academy, Ghaziabad</p>
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COMPANY/FIRM PROFILE	
<p>1. Name of the Company/Firm and Complete registered address</p> <p>1(a) Legal Status (Individual, Sole Proprietary firm, Hindu Undivided Family (HUF) business, Partnership firm, Consortium, Joint Venture, Limited Company or Corporation)</p> <p>1(b) Status of the signatory of the tenderer in case of Hindu Undivided Family(HUF) business/Partnership/</p> <p>1(c) Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof?</p> <p>1(d) Were you or your company ever required to suspend printing for a period of more than 06 months continuously after you commenced the printing? If so, give the name of the contract and reasons thereof</p>	
<p>2. Name, Designation and Tel. Nos) of the Contact Person</p> <p>-Fax No(s)</p> <p>-E-mail address</p>	
<p>3. (a) Year of commencement of Business</p> <p>(b) Nature of Business (Copies of Audited Balance Sheet for the last three Financial years to be enclosed)</p>	

<p>4. Statutory Details (Photocopy duly signed to be attached) -Registration No.</p> <p>- PAN –</p> <p>- GST-</p> <p>- Name & Address of Bankers along with Current Account Details</p>	
<p>5. Income Tax Assessment Completion Certificates for the financial years 2015-16, 2016-17 and 2017-18.(In the event of assessment of the years indicated not completed, the certificate of the latest assessment completed may be enclosed and the reason for non-completion of the assessment for the required years may be indicated).</p>	

6. List of present and past clients (Please use separate sheet for each) as per the following format. The information provided will facilitate evaluation of your Technical Bid:

S. No.	Name of the organization with complete postal address	Name & designation of the Contact Person with Tel/ Mobile No(s) and E-mail ID	Date of Contract & contract period

7. Details of Similar Works

S. No.	Name of Organization	Name of Work	Period of Work	Amount (In Rs.)
1				
2				
3				

8. **Volume of business done during the last three years** (please submit documentary evidence) (Rs. in Lakh)

Details of annual financial turnover (gross) (Duly certified by Chartered Accountant)	FY 2015-16	FY 2016-17	FY 2017-18

9. **Whether Performance Certificates as prescribed in Schedule-IV of Tender Document from previous organizations enclosed?**

Signature of Tenderer

NOTE:-

- a) In case of sole proprietary concern, the name of the sole proprietor, father’s/ husband’s name, age, residential address and office and residential phone numbers are to be indicated.
- b) In case of partnership concern, certified Photostat copy of the Registered Partnership Deed is to be enclosed. The partnership deed should state specifically that a particular partner or partners are authorized to deal with any matter of company. Certified Photostat copy of the Income Tax assessment of the partnership firm as well as individual partners (for last consecutive 3 years) is to be submitted.
- c) In the case of Hindu Undivided Family Firm, an Income Tax registration certificate is to be enclosed in addition to the above as per (b).
- d) In case of Limited Company, printed copies of Memorandum and Articles of Association as well as last three Annual Reports of Audited Accounts are to be annexed. Authorization on non – Judicial Stamp Paper of Rs. 100/- duly notarized by the Board of Directors in favour of the signatory of the tender as well as other documents on behalf of the company may also be enclosed.
- e) A declaration is to be recorded by the authorized signatories of the tender that no change in the status of sole proprietorship, Hindu Undivided Family/Partnership/ Company (as the case may be) will take place from the date of submission of tender and during currency of the Contract Agreement, if entered into with them. In case any change is necessary in the overall interest of the business’s purpose for which the premises is allotted, it will be with the prior written approval of the CBI, failing which the Contract Agreement will be terminated. It is also to be certified on letter head of Organization that there is no criminal record of the tenderer/applicant/ proprietor/Partners/Directors/ authorized signatory of the Tender Document or their close relatives affecting the business profession under this Contract Agreement..

- f) Bid submitted by a Consortium should comply with the following additional requirements:-
- i) Number of members in a consortium should be limited to two only;
 - ii) The bid should contain information of each member of the consortium;
 - iii) Any or one of the consortium members should purchase the tender document from CBI and /or intimate CBI, in case the tender document are downloaded from the web sites;
 - iv) An individual Bidder cannot at the same time be a member of a Consortium or member of any other consortium applying for the bid;

The members of the consortium shall nominate (on appropriate value of non-Judicial Stamp Paper duly notarized) any one member as their lead technical member and any one member as their financial member. Alternatively, the Members of the consortium can nominate one member as the lead member for both the bids also.

The nomination(s) shall be supported by a Power of Attorney as per standard practice of Govt. of India and signed by all members as well as by the lead technical and financial members;

- v) The Memorandum of Understanding (MOU) shall, inter alia:
 - a) Expressly convey the intent to form a Joint Venture Company, with their respective share holding commitment(s) in accordance with the prescribed clauses set forth in this Bid document, which would be entered into through the Contract Agreement and subsequently carry out all the responsibilities in accordance with the terms and conditions of the Contract Agreement;
 - b) Clearly outline the roles and responsibilities of each member at every stage.
 - c) Commit the minimum equity stake as required under the clause; and
 - d) Include a statement in the shape of Affidavit (on the appropriate value of non- Judicial Stamp paper duly notarized) to the effect that all the members of the Consortium shall be liable jointly and severally for the execution of the transaction process in accordance with the terms of the Contract Agreement.

A certified copy of the MOU should also be submitted alongwith the Bid.

The MoU entered among the members of the Consortium should be **specific to the tender** and should also contain the above requirements, failing which the **Bid shall be considered non-responsive.**

Any entity which has been debarred by CBI or any of the other entity of Govt. of India from participating in the transaction process and the debar stands as on the Bid Due Date, would not be eligible to submit the Bid, either individually or as a member of a Consortium.

Change in Consortium composition

Any change in the composition of a Consortium will not be permitted during the stage of the bidding process.

INSTRUCTIONS

TO

TENDERER

SECTION-II

INSTRUCTIONS TO TENDERER

I GENERAL

1. Please read the Terms & Conditions carefully before filling up the document. Incomplete Tender Documents shall be rejected. It is in the interest of perspective tenderer that he/she may inspect the proposed work before submitting the tender.
2. Before submitting the tender, details of documents to be enclosed and may be verified from the Check List (Refer Annexure-I) of the Tender Document.
3. The Tenderer must write the Name & Complete postal address of the bidding firm on the reverse side of the Demand Draft(s).
4. All pages of the Tender Document must be signed by the Authorized signatory along with his name & designation and the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Tender. Duly filled tender form should be supported by “Letter of Submission of Tender Document” as at Annexure-II of the Tender Document.
5. CBI reserves the right to obtain feedback from the previous/present clients of the Tenderer and also depute its team(s) to inspect the site(s) at present contract(s) for on- the-spot first hand information regarding the quality of printing work by the Tenderer. The decision of the CBI in this regard will be final and binding on all bidders.
6. Tender shall be submitted only in CBI’s official Tender Form document duly signed by authorized signatory of organization indicating his name & designation and contact number. However, it is clarified that Tender Document submitted in any other manner, shall be summarily rejected.
7. Tenders received without the prescribed Earnest Money Deposit (EMD) of Rs.6,000/- (Rupees Six Thousand only) shall be rejected. However a scanned copy of the same may be uploaded on CPP Portal.
8. Tenderer shall submit the tender documents as per the requirement of CBI otherwise CBI at its discretion shall reject the incomplete tender documents at the time of opening of Technical Bids itself and no further correspondence shall be entertained.
9. The Name and Address of the bidder shall be clearly written in the space provided for the purpose and no over-writing, correction; insertion or deletion shall be permitted in any part of the tender unless duly countersigned by the authorized signatory only stamped of the organization of the bidder. The tender should be filled in and submitted strictly in accordance with the instructions contained herein, otherwise the Tender is liable to be rejected.
10. **The bids submitted by all bidders should be valid for at least for a minimum period of 120 (One Hundred Twenty) day from the date of opening of Financial Bids.**
11. Person signing the bid or other documents connected with tender must clearly write his/her name and also specify the capacity in which signing. The person who is signing the bid on behalf of company/firm/organization must have authorization on Non-Judicial stamp paper of Rs.100/- (One hundred only) from all the directors of the company or partners of the firm. The authorization is also to be enclosed along with Technical Bid of the tender documents. Bids not accompanied with organization on Non-Judicial Stamp Papers shall be summarily rejected.

12. CBI reserves the right to reject any or all the tenders without assigning any reason whatsoever.
13. The bidder shall fill up their bids as per requirement as stated in the Document.
14. The profile of Company/Firm's as stated in pro-forma of Technical Bid enclosed in the Tender Document shall only be considered for the purpose of Eligibility and Technical Evaluation along-with the requirements as stated in Clause 18 of Section-II.
15. The successful bidder will have to enter into a Contract Agreement with CBI within **7 (Seven) Days** of issue of Letter of Award on Non-Judicial Stamp Paper of Rs.100/-(One Hundred), failing which CBI shall terminate the contract and forfeit the Earnest Money Deposit (EMD). **The specimen of agreement will be provided along-with Letter of Award.**
16. Canvassing in any form will make the tender liable to rejection.

II **ELIGIBILITY CONDITIONS:-**

- (a) The applicant should be in Printing field for a minimum period of consecutive Seven years as on 31.12.18
- (b) Experience of having successfully completed the printing of bulletin, etc. during the last consecutive Seven years ending on 31.12.18 as per following:-
 - i) **3 (Three) similar completed works each costing not less than Rs 2,40,000/- (Rs. Two Lakh only) only.**
 - OR**
 - ii) **2(Two) similar completed works each costing not less than Rs 3,00,000/-/- (Rs. Three Lakh only).**
 - OR**
 - iii) **1(One) similar completed work costing not less than Rs. 4,00,000/-- (Rs. Four Lakh only).**
- (c) The value of completed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7 (Seven) percent per annum ; calculated from the date of completion to the last date of receipt of tender

Similar nature of work means printing of Bulletin, Magazines and other printing work for the Organizations/Departments of Central/State Govt., PSUs, Autonomous Bodies, etc.

III **AVERAGE FINANCIAL TURN-OVER (GROSS)**

The bidder's average Annual Financial Turnover (gross) in Printing field during immediate last three consecutive financial years, i.e., **2015-16, 2016-17 and 2017-18** duly audited by Chartered Accountant (CA) should not be less than Rs. **5,00,000/-(Rupees Five Lakhs only)** . Financial Year in which no turnover is shown would also be considered for working out the average.

The tenderer should not have incurred any loss in more than two years available in last five consecutive Balance Sheets, duly certified by Chartered Accountant.

IV **PERFORMANCE CERTIFICATION**

The bidders' performance, as per format enclosed with the tender for each work completed in the last seven years and in hand should be certified by a responsible person i.e a person holding post of Section Officer to Govt. of India or equivalent from the concerned organization. In case where the Bidder has worked in a private sector, the performance certificate shall be certified by Manager or equivalent. The certificate should also indicate the compliance of Statutory Requirements complied by bidder.

Tenders received without proper documents, including demand draft, shall summarily be rejected.

V. **GUIDELINES FOR SUBMISSION OF TENDER:-**

The bids are to be submitted as under: -

- (1) Original Demand Drafts/ Pay Order towards Earnest Money Deposit for Rs.6,000/- (Rupees Six Thousand) only drawn in favour of **Superintendent of Police, CBI Academy, Ghaziabad** payable at GHAZIABAD should be deposited in separate envelopes in the Office of Supdt. of Police, CBI Academy, Ghaziabad before the date and time of online submission of Technical Bids. However, scanned copy of the Demand Drafts must be uploaded on CPP Portal.
- (2) Technical Bid containing requisite documents as listed in check list enclosed with the tender documents shall have to be uploaded on the CPP Portal **www.eprocure.gov.in**
- (3) Financial Bid containing Schedule of Rates as prescribed in the tender documents shall also have to be uploaded on the CPP Portal **www.eprocure.gov.in**
- (4) The Technical Bid of only those tenderer shall be opened who submit **Earnest Money Deposit** as prescribed above.
- (5) The Financial Bid of only technically qualified bidders shall be opened.

VI. **SUBMISSION OF COMPLETE TENDER DOCUMENT/BID :-**

The Complete Tender Document, duly signed by the bidder duly stamped on each page, along-with scanned copies of eligibility and Technical particulars/documents shall have to be uploaded on the CPP Portal www.eprocure.gov.in before the date and time of submission of online bids. No claim in respect of non-uploading of tender documents on CPP portal for whatsoever reasons shall be entertained.

VII. **OPENING OF BIDS**

- a) The Eligibility and Technical particulars as described in the pro-forma of Technical Bids shall be opened on **04.06.2019 at 1100 hrs. online** on CPP

Portal in the presence of those bidder who wish to witness the opening of Technical Bids. Alternatively bidder can watch the opening of Technical Bids at remote end. However, it is added that bidders who had deposited original draft towards cost of EMD shall be eligible for considering the opening of Technical Bid. However, the Technical Bids of those bidders shall be opened who deposit the original draft of EMD before the date and time of online submission of bids.

- b) The date and time of opening of financial bid(s) shall be intimated only to those bidders who are found eligible as per technical evaluation criteria prescribed by CBI. The Financial Bids of only technically qualified tenderer shall be opened **online** in presence of such bidders who wish to be present, either in person or through their authorized representatives (duly supported with authorization letter on letter head of the firm and stamped) for further consideration or the bidder can watch opening of Financial Bids at remote end. The same procedure shall also be adopted for opening of Technical Bids. The decision of the CBI in this regard shall be final & binding and no request etc. shall be entertained from the bidders.
- c) The EMD of bidder who after opening his Technical Bid backs out from the tender process shall be liable for forfeiture of 50% amount of the EMD deposited by him. In case the bidder after award of work refuses to execute the work shall be liable for forfeiture of 100% amount of EMD deposited by him. No representation in this regard shall be entertained.
- d) EMD of the unsuccessful bidders shall be returned, *without any interest*, within a period of **three months** from the date of award of work to the successful bidder. However, the EMD submitted by successful bidder shall be converted in Performance Security or alternatively can be refunded on submission of performance security as described in the Tender Document.

VII. Criteria for Evaluation of Bids

(A) Technical Bid (TB):-

- i) Technical Bids of only those tenderer shall be evaluated who submit the Cost of Earnest Money as described in the Tender Document and found eligible for opening of their Technical Bid. The evaluation criteria of the Technical Bid has been detailed as under:-

S.No.	Attributes with Marks	Evaluation Criteria
1	Financial strength (30 marks) a) Average Annual Turnover (30 Marks)	i) 50% Marks if financial strength meets as per Eligibility Criteria. ii) 100% Marks for twice the minimum eligibility Criteria or more iii) In between 50% to 100%, marks shall be allotted on pro-rata basis
2	Experience in similar works (30 marks) (i) 3 (Three) similar completed works each costing not less than Rs. 2,40,000/-(Rs. Two Lakh Fourty Thousand Only) OR	i) 50% Marks if meets as per Eligibility Criteria ii) 100% Marks for twice the minimum eligibility Criteria or more iii) In between 50% to 100%, marks shall be allotted on pro-rata basis

	(ii) 2 (Two) similar completed works each costing not less than Rs 3,00,000/- (Rs. Three Lakhs only) OR (iii) 1 (One) similar completed work costing not less than Rs. 4,00,000/- (Rs. Four Lakhs only)		
3	Performance reported by earlier organization where bidder has executed or executing similar works in last seven years ending 31.12.18 (Total Marks 20) (where LD(Liquidated Damages) has been imposed by earlier organization, 5 marks in each category shall be deducted)	Very Good (without imposition of LD)	20 marks
		Good (without imposition of LD)	15 marks
		Average or satisfactory (without imposition of LD)	10 marks
		Below Average	zero marks
	b) Adhering of statutory Laws viz. Goods Service Tax, etc. (20 Marks for the last one year ending 31.8.2015). i.e. 01-09-2016 to 31-8-2017	Proof for deposit of Goods Service Tax, etc. for amount deposited in Government Accounts	i.) 20 marks shall be allotted for submission of copies of challans/ certificate for one year

NOTE :

1. The Technical bids shall be evaluated by allotting the marks as described above in respect of the stipulated attributes and Bidder shall be declared as Technically qualified if he scores 60 (Sixty) marks out of 100 (One hundred) marks .

(B) Financial Bid:-

1. The Financial Bid of only those tenderer who have been declared Technically qualified shall only be opened online in presence of such bidders who wish to be present, either in person or through their authorized representatives (duly supported with authorization letter on letter head of the firm and stamped) for further consideration or alternatively the bidder can watch opening of Financial Bids at remote end.
2. The work shall be awarded to the bidder who have quoted the lowest rates in their financial bid.

IX CONDITIONAL OFFER:

Conditional offer, if any, received against this tender shall summarily be rejected by CBI Academy without intimation. Hence, all interested bidders may take a note while filing their Bids.

GENERAL CONDITIONS

OF

CONTRACT

SECTION-III

GENERAL CONDITIONS OF CONTRACT

1. INTERPRETATIONS

1.1 In construing these conditions, the following words shall have the meanings herein assigned to them except where the subject or context otherwise requires:

1.2 “Employer” shall mean the Superintendent of Police, CBI Academy or any of his authorized officer or his legal representatives, assigns and successors and shall be in-charge of the works for the purpose of this contract.

1.3 “Contractor” shall mean Individual, Sole Proprietary firm, HUF Firms, Firms in Partnership, Limited Company, Private or Public Corporation or consortium or Joint Venture company and his (their) heirs, legal representatives, assign and successors.

1.4 “Notice in Writing” or written notice shall mean a notice in typed or printed characters sent (unless delivered personally or otherwise proved to have been received) by registered post or fax or e-mail to the last known private or business address or registered office.

1.5 “Year” means Financial year unless stated otherwise.

1.6 The word “Contract” used herein shall mean the Clauses of Contract Agreement, General Conditions of Contract, Special Conditions of Contract, the Schedule of Rates as quoted by tenderer and accepted by CBI, and other terms and conditions as described in the Tender Document.

2.0 GENERAL:

2.1 The following items will form part of the tender document.

2.1.1 Offer letter to be read with Schedule of Prices and Quantities.

2.1.2 Instructions to the tenderer and conditions of tender.

2.1.3 General conditions of contract.

2.1.4 Technical specifications and other stipulations.

3.0 PRINT QUALITY AND SAMPLES

The specimen copy of the CBI Bulletin will be available for inspection of the bidder at any working day except Saturday & Sunday during **9.30 a.m. to 5 p.m.** with In-Charge Bulletin Section, CBI Academy, Kamla Nehru Nagar, Hapur Road, Ghaziabad in the Academic Block (Tel. No. 0120-2782985-88 Extn. 225).

4.0. TERMS AND CONDITIONS

4.1. The contract will be for Printing and Supply of CBI Quarterly Bulletin in English and Hindi (4 quarters) ending March, 2020.

4.2 Time is the essence of the contract and must be adhered to and the job should be executed within the stipulated time from the date of supply of MSS.

- 4.3 Job must be of high standard. Sub-standard work will not be accepted. No kind of deviation from the specification i.e. type of paper, accuracy, quality of printing and delivery schedule etc. is acceptable and no payment will be made in such eventualities.
- 4.4 Cover of Bulletin and text has to be colour proofed and get approved.
- 4.5 The Contractor shall have to deliver the printed copies duly completed in all respect at our office premises at CBI Academy, Ghaziabad without any extra cost/charges.
- 4.6. Positive copy of the cover and back page in colour should be delivered to this office alongwith the text material in CD in open and PDF file.
- 4.7 Contractor shall be duty bound to ensure secrecy and safety of the job and to avoid any leakage and misuse during the contract period.
- 4.8 The tender is liable to be rejected if the complete information as sought/ asked for in the tender inquiry is not provided by the bidder or the tender is otherwise incomplete. CBI Academy is not bound to accept any quotation including the lowest quotation and reserves the right to reject any or all tenders without assigning any reasons. The submission of tender by the bidder shall signify the bidder's acceptance of the terms and conditions referred to in this tender enquiry.
- 4.9 No claim on account of any escalation on whatsoever ground shall be entertained at any stage. All rates as per amount quoted in financial bid. No escalation shall be applicable in this contract.

5.0 **PERIOD OF VALIDITY OF BIDS**

Bids shall remain valid for 120 (One Hundred Twenty) days after the date of opening of bid.

6.0 **LAWS GOVERNING THE CONTRACT**

The contract will be governed by the laws of India for the time being in force and in case of any dispute the competent court situated at Ghaziabad, UP shall have the jurisdiction.

7.0 **TIME FOR COMPLETION**

The printing of Bulletin shall be completed within given time frame after finalization of proof reading and placing order by the CBI Academy

7.1 **PACKING AND DELIVERY**

Finished Bulletin shall be Packed in Bundles of 25 copies each and bundles will be first tied with plastic string and then wrapped with brown paper sheet and delivered to CBI Academy, Ghaziabad. No extra cost shall be paid.

8.0. **PAYMENT TERMS**

8.1 The payment will be released by CBI Academy only after the completion of the assigned job and satisfactory acceptance by CBI Academy office.

8.2 The applicable Tax Deduction at Source (TDS) shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by CBI Academy i.e. Employee.

9.0 **PENALTY CLAUSE**

In the event of the bidder/Contractor failing to:-

- (i) Observe or perform any of the conditions of the work as set out herein OR
- (ii) Execute the work as per required quality and performance and within the stipulated time fixed by CBI Academy
OR
- (iii) Perform the contract by repudiating or cancelling it

It shall be lawful for CBI Academy: -

- (a) To reject the work and ask the bidder to redo the same at the cost of bidder within such stipulated time as any be fixed by CBI Academy,
OR
- (b) To get the work done elsewhere and by other person or source than the bidder, at the risk and cost of the bidder.

And the bidder/contractor shall be liable to make good the loss (2% of the Contract Value), if incurred by the CBI Academy and the sum shall be charged to the bidder and may be deducted from any sum due to the bidder/contractor under this or any other contract or from the Security Deposit. Any sum, if remains due and unpaid, shall be paid by the bidder to the CBI Academy within seven days after such demand has been made by the CBI Academy from him.

10.0 **PERFORMANCE SECURITY**

The successful bidder shall have to submit with CBI Fixed Deposit Receipt (in original) or Bank Guarantee, the Bank Guarantee/ FDR has to be made in favour of Supdt. of Police, CBI Academy, Ghaziabad for a sum equivalent to 05% (Five) percent of the contract value as Performance Security within 7(Seven) days of issue of Award Letter. The Fixed Deposit Receipt/ Bank Guarantee, shall have to be renewed from time to time, and will be retained by the CBI for the entire period of the contract. On termination of the contract; the CBI shall return the Fixed Deposit Receipt/ Bank Guarantee *without any interest*. The proforma for furnishing Performance Security shall be issued to successful bidder after award of the work.

10.1 Performance Security should remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

10.2 EMD shall be refunded to the successful bidder on receipt of Performance Security.

11. FAILURE BY CONTRACTOR TO COMPLY WITH INSTRUCTIONS AND TERMINATION OF CONTRACT

- a) The Employer reserves the right to terminate the contract if it has been found that the contractor is not complying with the instructions of Employer after giving a Notice of one month. In such case, the employer can get the work done from other agencies at the risk and cost of Contractor.
- b) The Contract can be terminated by either party i.e. Employer or the Contractor by serving one months notice to the other party or extendable by mutual agreement till alternate arrangements are made.
- c) Further, Employer may at any time issue notices for termination of the contract without assigning any reason whatsoever, it may be. However, such notices shall be applicable from the date of their receipt by the Contractor. On the expiry of the period as mentioned in the notices, the Employer shall issues Final letter of Termination of Contract.

12) RECOURSE

Employer shall have recourse for any cost(s), claim(s), demand(s), proceeding(s), damage(s) & expense(s) whatsoever arising out of or in connection with failure of Contractor to perform any of the obligations under the terms of this contract either from the Payments due or Performance Security.

13. Discrepancies and Adjustment of Errors

The several documents forming the contract are to be taken as mutually explanatory of one another, detailed scope of Printing work. The conditions shall be understood in the following sequence:-

- a) Financial Bid
- b) Special Conditions of Contract
- c) General Conditions of Contract
- d) Instructions to Tenderer

14. Forfeiture of EMD:-

EMD of the successful bidder shall be liable to be forfeited if the contractor does not fulfill any of the following conditions:

- i. Contract Agreement not signed in the prescribed form within 07 (seven) days of the receipt of the Letter of Award of the Contract;
- ii. The Contractor does not commence printing of bulletin within a period of 15 days from the date of issue of letter of intent. However, in case Contractor intimates about reasonable and genuine reasons which are beyond control of the Contractor, this period can be relaxed by the Employer.

15. ARBITRATION

Dispute or difference between the parties hereto arising under the agreement or its interpretation shall be referred to the Arbitration of Sole Arbitrator to be appointed by the mutual consent of Employer and Contractor. The arbitration shall be conducted in accordance with the Provisions of the Arbitration and Conciliation Act, 1996 at Ghaziabad and the decision of the Sole Arbitrator shall be final and binding upon both the parties. However, the cost of Arbitration shall have to be borne equally by Bidder and CBI.

SECTION – V

**TECHNICAL SPECIFICATIONS,
SCHEDULES AND ANNEXURES**

**TECHNICAL SPECIFICATION OF PRINTING AND SUPPLY OF CBI
QUARTERLY BULLETIN IN ENGLISH AND IN HINDI (04 QUARTERS)**

SIZE	:	21 X 27 Cm
No of Copies	:	600 English (+15% or -10%) 200 Hindi (+15% or -15%)
No. of Pages	:	100 (96 Text +4 cover pages) (+10% or – 10%)
Process	:	Image setter
Printing	:	Offset
Periodicity	:	Quarterly

PAPER QUALITY

Cover	:	220 GSM Sinarmas (Glossy) Art Card
Text	:	100 GSM Sinarmas (Glossy) Art Paper
Colour	:	Outer Cover and text in 4 (four) colours
Binding	:	Section stitch & Cover laminated.

FINANCIAL BID FORMAT

**NAME OF WORK:- PRINTING AND SUPPLY OF CBI
QUARTERLY BULLETIN IN ENGLISH AND IN HINDI
(04 QUARTERS)**

NAME OF BIDDER

Description	Quantity	Offered Price			Total Amount (In Rs.)
		Basic Price	GST	Packing, handling, freight and insurance, Octroi, Royalty Charges,	
PRINTING AND SUPPLY OF CBI QUARTERLY BULLETIN IN ENGLISH AND IN HINDI (04 QUARTERS)	2400 copies in English (+15% or -10 %) 800 copies in Hindi (+15% or -15%)				

The Bids must be valid for minimum 120 days after opening.

Certified that:-

1. These are our minimum offered prices for the above items.
2. We have understood the instructions to bidders and all the terms and conditions specified in the Tender Document and are thoroughly aware of the nature of work to be executed.
3. We agree to abide all the terms and conditions as stated in the Tender Document.
- 4. We abide/undertake to deliver the printed copies duly completed in all respect at CBI Academy, Ghaziabad without any extra cost/charges.**

Signature of Tenderer/Bidder
Rubber Stamp

Place

Dated

NOTE:

1. All the above Columns of Prices of schedule must be filled up clearly by the Bidder, otherwise CBI Academy shall be at the discretion to treat the above bid as incomplete and bid is liable to be rejected.
2. Prices must be indicated in the words as well as in figures. In case, there is discrepancy between the words and figures, the amount in words shall prevail and shall be considered.

DECLARATION

(To be furnished on Non-Judicial Stamp Paper of Rs. 100/-)

1. I _____ Son/ Daughter/ Wife of
Shri _____
Signatory of the agency/firm mentioned in the Tender Document is competent to sign this declaration and execute this Tender Document.
2. I have carefully read and understood all the terms and conditions of the Tender and undertake to abide by them.
3. The information/documents furnished along with the Technical Bid Format are true, authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my Tender at any stage besides liabilities towards prosecution under appropriate law:
4. There is no Civil and Criminal case pending in the Court in respect of me and Agency / Firm.

Signature of authorized person

Full Name _____

Seal

Date

Place

SCHEDULE III

FINANCIAL INFORMATION

I. Financial Analysis- Details to be furnished duly supported by figures in balance sheet/profit & loss account for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

Sr. No.	Financial Years	Turnover (Rs.)	Profit or Loss (Rs.)	Remarks
1.	2015-16			
2.	2016-17			
3.	2017-18			

(i) Gross Annual turnover .

(ii) Profit / Loss

II. Financial arrangements for carrying out the proposed work.

Date:-

Place:-

Signature of Chartered Accountant with Seal

Signature of Bidder (S).

Schedule IV
PERFORMANCE CERTIFICATE

1. Name of work & location
2. Agreement no.
3. Estimated cost
4. Tendered awarded cost
5. Date of start
6. Date of Completion
 - (i) Stipulated date of completion
 - (ii) Actual date of completion
7. Amount of compensation levied / liquidated damages / penalties imposed for delayed completion, if any
8. Performance Report
 - (i.) **Quality of Printing work**
VeryGood/Good/Average/Satisfactory
 - (ii.) **Financial soundness**
VeryGood/Good/Average/Satisfactory
 - (iii.) **Resourcefulness**
VeryGood/Good/Average/Satisfactory
 - (iv.) **General Behaviour**
VeryGood/Good/Average/Satisfactory
 - (v.) **Professional Experience**
VeryGood/Good/Average/Satisfactory

Dated:

Signature of previous employer

NOTE: This certificate is to be issued by Section Officer of Government of India or Manager of PSU or Private Sector Company.

CHECK LIST OF DOCUMENTS TO BE UPLOADED
(TENDER NO. A-5/3/Bulletin/2019-20/Trg./_____
DATED _____)

1. Demand Draft for Rs.6,000/- (Rs. Six Thousand only) towards Earnest Money Deposit (EMD) in a separate envelope. **(To be deposited in CBI Academy before the date and time of online submission of Tender)**
2. Pro-forma of Technical Bid, duly filled in, with all supporting documents.
3. Financial Turn Over Certificate
4. Experience of having successfully completed the similar work
5. Copy of PAN Card issued by Income Tax Department, Registration Certificate, and GST.
6. Assessment Order (Certificate) for the last three consecutive Financial years in respect of Income Tax, GST.
7. Signature of the bidder or his/her authorized signatory on each and every page of the Tender Document with stamp towards acceptance of the terms and conditions contained in the Tender Document.
8. Documentary evidence in support of the following:
 - (i) Number of years of having performed the printing work of Bulletin, Magazines, etc. in the Govt. offices/organizations, PSU, Semi-Govt.offices, etc.
 - (i) List of institutions/organizations (with complete postal addresses) served in the past. Names, designations and telephone numbers along with e-Mail address of concerned officers in the respective organizations/institutions may also be indicated.
9. Any other document mentioned in the tender document.

Signature of the Bidder

Stamp

Place:

Date:

LETTER FOR SUBMISSION OF TENDER DOCUMENTS

From: (Name & Complete Postal Address of the Applicant)

To:

The Supdt. of Police(Trg.),
CBI Academy, Kamla Nehru Nagar
Hapur Road, Ghaziabad (UP)

**SUBJECT: PRINTING AND SUPPLY OF CBI QUARTERLY
BULLETIN IN ENGLISH AND IN HINDI (04
QUARTERS)**

Sir,

Having visited the site & examined the details given in Tender Documents published in the newspapers and on the website of CBI or CPP Portal for the above cited work, we hereby, submit the Tender Documents duly filled as well as enclosing therewith, the required Annexure and Schedules.

1. We hereby certify that all the statements made and information supplied in the enclosed forms from Page No. _____ to Page No. _____ are true and correct.
2. We have furnished all information and details necessary for award of Tender and have no further pertinent information to supply.
3. We authorize SP, CBI Academy to approach individuals/ employers/ firms and corporations/organizations and to verify the works completed by us in the past and being executed at the present organization so as to establish our competence and general reputation either by a visit or through correspondence or E-Mail.
4. We, hereby, also submit the following Performance certificates in support of our trained know-how & capability for having successfully completed the following works:-

S. No.	NAME OF WORK	CERTIFICATE FROM
1		
2		
3		

5. In case, work is awarded, then it shall be acceptable to us without any conditions.

Encl:

Place & Date:

Signature of Applicant

Seal