Central Bureau of Investigation  
Government of India  
Plot No. 5-B, CGO Complex, Lodhi Road,  
NEW DELHI -110003

No. CBI YEAR BOOK/ 2019/ 3154/ 1/14/2018-AD-1  
Dated: 31/1/11 / 2018

NOTICE INVITING TENDER

1. Superintendent of Police (HQ), Central Bureau of Investigation, HO, Administration Division, 7th Floor, Plot No. 5-B, CGO Complex, Lodhi Road, New Delhi – 110003 invites Tenders through CPP Portal of the Government of India in Two Bid System for Printing and Supply of 2500 Nos. of CBI Year Book – 2019.

2. The Schedule of Tender process is as under:

   Tender to be downloaded from website : 05/11/2018, (15:00 Hrs.)
   Pre – Bid Meeting : 16/11/2018, (14:30 Hrs.)
   Last Date & Time for uploading the Tender on CPP Portal : 26/11/2018, (11:00 Hrs.)
   Opening of Tenders : 27/11/2018, (11:00 Hrs.)
   Venue of Pre-Bid Meeting & Tender Opening : Conference Hall, 7th Floor, CBI HO, Administration Division, Plot No. 5-B, CGO Complex, Lodhi Road, New Delhi-110003

   Interest Free Earnest Money Deposit (EMD)(refundable in case of non-successful tender and adjustable for Successful Bidder) : Rs.15,000/- through Bank Draft / Bank Guarantee/Banker’s Cheque/ Fixed Deposit Receipt (FDR) in favour of the “Superintendent of Police(HQ), CBI, New Delhi” payable at New Delhi.

   The Tender Document is to be downloaded from CPP Portal or CBI website i.e. https://eprocure.gov.in//eprocure/app and www.cbi.gov.in only.

3. The Tender Document can be downloaded by the prospective bidders and the scanned copy of the same to be uploaded on the CPP Portal. The bidder has to upload scanned copy of Bank Draft/Banker’s Cheque/FDR(Fixed Deposit Receipt)/Bank Guarantee for Rs.15,000/- towards interest free EMD. The original bank instruments for EMD have to be deposited in the Office of the Superintendent of Police (HQ), CBI, New Delhi – 110003 before the date of opening of Tender. In case, the original Bank Instruments are not received by the stipulated date and time, then the offers of such Bidder shall not be opened and no representation from the prospective Bidder shall be entertained.

4. It is expected that offers of prospective bidders are to be uploaded on CPP Portal shall be legible.
INSTRUCTIONS TO BIDDER

1.0 SCOPE OF WORK

1.1 Printing and Supply 2500 nos. CBI Year Book 2019 along with associated works.

1.2 CBI invites Bids in a Two Bid System i.e. Technical and Financial Bid from the reputed Bidders who are working in such fields through CPP Portal.

2.0 TENDER AT CPP PORTAL

2.1 The prospective Bidders have to upload their Tender at CPP Portal as per the program indicated in Notice Inviting Tender.

3.0 PRE-BID MEETING

3.1 To clarify about the contents of Tender Documents uploaded on the CPP Portal, CBI has made a provision for Pre- Bid Meeting scheduled to be held as per program of NIT. All the prospective Bidders are therefore advised to attend the pre –bid meeting before submission of their Bids. The intention of pre-bid meeting is to apprise the prospective Bidders about the sample of the Year Book 2019 and other terms and conditions as well as to get a feel of texture, colour and smoothness of paper to be used. No further clarifications shall be entertained by CBI after the scheduled pre- bid meeting from any prospective Bidder. It is advised in the interest of prospective Bidder that in case, it is decided to issue a corrigendum to the Tender Document than the corrigendum so issued by CBI shall also be a part of contract. In the interest of prospective Bidder, CBI advise that prospective Bidder may attend the pre-bid meeting along with their observations and solutions proposed by such Bidder that shall facilitate CBI to consider the same and shall be considered while issuing corrigendum.

4.0 The program of Tender Process is as under:-

Tender to be downloaded from website : 05/11/2018, (15:00 Hrs.)

Pre-Bid Meeting : 16/11/2018, (14:30 Hrs.)

Last Date & Time for uploading the Tender on CPP Portal : 26/11/2018, (11:00 Hrs.)

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Venue of Pre-Bid Meeting & Tender Opening : Conference Hall, 7th Floor, CBI HO, Administration Division, Plot No. 5-B, CGO Complex, Lodhi Road, New Delhi-110003
Interest Free Earnest Money Deposit (EMD) (refundable in case of non-successful tender and adjustable for Successful Bidder) : Rs.15,000/- through Bank Draft / Bank Guarantee/Banker’s Cheque/ Fixed Deposit Receipt (FDR) in favour of the “Superintendent of Police (HQ), CBI, New Delhi” payable at New Delhi.

INSTRUCTIONS TO TENDERER (ON-LINE)

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 their bids 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 enrol 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 Enrolment” 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) It is advised to prospective Bidders to understand the documents required to be submitted as part of the bid including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.

2) Bidders, 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.

3) 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. GST Number, 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.

5.0 SUBMISSION OF BIDS

5.1 The prospective Bidder have to upload their Tenders on the CPP Portal for “Printing and Supply of CBI Year Book-2018” on Two Bid System i.e. Technical Bid and Financial Bid as per Instructions to Bidder (Online) before the stipulated last date and time. The Bids have to be uploaded in two parts.

A) TECHNICAL BID
   Part -- 1) Earnest Money Deposit
   Part -- 2) Technical Bid

B) FINANCIAL BID
   Part -- 3) Price Bid

5.2 The scanned copies of Bank Instruments towards EMD have to be uploaded on the CPP Portal along with the Tender Document. The prospective Bidders have to deposit the original Bank Instruments and sample paper to be used in CBI Year Book in the office of Superintendent of Police (HQ), CBI, New Delhi before the last date & time of opening of Bids.

6.0 The Technical and Financial Bid shall be on the prescribed format appended here with in the Tender Document.

7.0 Both the Bids as prescribed have to be uploaded on the CPP Portal and Financial Bids of only Technically Successful Bidders shall be opened on the stipulated date and time in the presence of prospective Bidder or their authorized representative who may like to witness the opening of Bids. The Financial Bid of only that Bidder who is technically qualified shall be opened for evaluation and award of work.
8.0 **ELIGIBILITY CRITERIA**

8.1 **TECHNICAL BID in Annexure-I**

Scanned copy of the following documents is to be uploaded on CPP Portal.

a) Earnest Money Deposit for Rs.15,000/- (Rupees Fifteen thousand only)

b) GST/VAT / Sales Tax Registration Certificate along with TIN Number

c) The firm must have an average annual turnover of at least Rupees Ten lakhs for each consecutive last three Financial Year. The firm must attach the documents regarding annual turnover of the form for the last three consecutive financial year duly certified by the Chartered Accountant only. In case of turnover in particular financial years is nil then while computing the average of the same shall be considered.

d) The firm should submit an undertaking to the effect that the firm is neither blacklisted by any Government Department nor any criminal case is registered / pending against the firm or its owner / partners anywhere in India. (as per Annexure-‘B’)

8.2 **FINANCIAL BID in Annexure-II**

Financial Bid for printing and supply of “CBI Year Book-2019” should contain price schedule, duly signed and stamped on each page, in the prescribed format is to be uploaded on CPP Portal. Unstamped and/ or unsigned Bids will not be entertained. The price bid should be in the same format as per Annexure –II. The rates are also to be inclusive of all taxes, duties & other charges i.e., cost of item, delivery charges and all other taxes.

8.3 The bidders should quote their unconditional rates, strictly as per the tender format. Cutting / overwriting, if any, should be countersigned.

8.4 The Bidder has to quote the rate of item mentioned in Annexure –II in both figure and words. In case of discrepancy of amount in figure and words, the amount in words will be taken as final and correct otherwise, the Financial Bid would not be considered by the department.

8.5 The Bidders who quote the lowest overall rate shall be declared successful.

8.6 Evaluation criteria:-

I. Technical Bid:

a) The documents as stated in the Tender Documents.

b) Earnest Money Deposit for Rs.15,000/- (Rupees Fifteen thousand only)

b) GST/VAT / Sales Tax Registration Certificate along with TIN Number

c) The firm must have an average annual turnover of at least Ten lakhs for each consecutive last three Financial Years. The firm must attach the documents regarding annual turnover of the firm for the last three consecutive financial years duly certified by the Chartered Accountant only. In case of turnover in particular Financial Year is nil then while computing the average the same shall also be considered.

e) The firm should submit an undertaking to the effect that the firm is neither blacklisted by any Government Department nor any criminal case is registered /pending against the firm or its owner / partners anywhere in India(As per Annexure ‘B’)

9.0 **OPENING OF THE BIDS**

9.1 The Technical Bids will be opened on the date & time indicated in NIT of this tender document in Conference Hall, CBI HO Administration Division, 7th Floor, Plot No. 5-B, CGO
Complex, Lodhi Road, New Delhi – 110003 in the presence of the bidders or their representatives who may like to be present.

9.2 Late Bids: Bids received after the specified date and time, as indicated, will not be considered and no representation shall be entertained.

10.0 EARNEST MONEY DEPOSIT (EMD) / BID SECURITY

10.1 EMD of Rs.15,000/- (Rupees Fifteen thousand only) as indicated in favour of the Superintendent of Police (HQ), CBI, New Delhi must accompany the Technical Bid. The Bid Security should be valid for one year. The Tenders received without EMD / Bid Security will be summarily rejected.

10.2 EMD of all the unsuccessful bidders will be returned to them after finalisation of the contract. EMD of the successful bidder will be adjusted or returned only after receipt of the Performance Security as indicated in the tender document.

10.3 The amount towards Bid Security is liable to be forfeited if the successful Bidders resile from the offer after submission of the tender or after the acceptance of the offer by the department or fails to sign the contract or to remit the Performance Security Deposit.

10.4 No interest will be paid by the department on the Bid deposited /remitted.

11.0 INSTRUCTIONS TO TENDERER

TECHNICAL SPECIFICATIONS:

LANGUAGE & QUANTITY: English & 2500 No. of copies as per technical specifications mentioned below:-

i) Page size : Text pages – 15 cm x 22 cm

ii) Finished Size : 17 cm x 23.5 cm

iii) Colours:
   Outer cover – Dark Blue leatherite, little spongy
   Inner cover: Velvet Maroon with flap for placing cards

iv) CBI Emblem - 6.2 cm x 6.2 cm by Gold printing & (year) 2019 under the logo. Lower portion of emblem should be red background. Central Bureau of Investigation written below the emblem.

v) Spiral Ring diary, Diameter- Medium size

vi) Text pages and End paper – Single Colour on both side

vii) Colour leaf – 4 colours

viii) Month separator by color photographs which will be provided by CBI

ix) No water mark of CBI Emplcm inside.

x) Process of Production: Text pages – Offset
   Cover – Gold Leaf printing

xi) Paper: Following paper and materials are to be used from the printer’s stock

1. 80 GSM Sunshine Super Printing Paper for text pages

2. 120 GSM Sunshine Super printing Paper for end pages

3. 130 GSM Full Gloss Bilt Royal Art paper for colour leaf

4. 2 MM Imported Mill board for cover case

xii) No. of pages: Total 310 pages (155 leaves) (+/- 5) – including 4 colour pages, 12 colour photographs, one each after every month, 4 pages notes (2 leaves) each, after every month, 44 pages of information regarding CBI Officers/Offices, 29 pages of Act, 1 page conversion table, 1 page Swachh Bharat mission.
Ink quality should be at the best.

Additional: Screen printing of near about 300 names of Officers at right bottom line of the CBI Year Book 2019

TIME SCHEDULE:
1. Leaf printed proof of cover, one form of text pages, one leave of colour plates and complete Ferro proof - 2 days
2. Printing and submission of advance copies and urgent requirement of 500 copies - 5 days
3. Another 7 days time will be allowed for the bulk supply after approval of advance copies.
4. The sample of the Year Book 2019 shall be shown to the prospective Bidder during Pre-Bid meeting to be held on the date & time indicated in NIT of this tender document, for references so that competitive prices may be obtained.

12.0 PERFORMANCE SECURITY

12.1 The successful bidders will have to furnish performance security of 10% of the value of the contract as specified in the bid documents in the form of F.D.R. from any of the Public Sector Bank/commercial bank, in the name of the firm / agency, but hypothecated in the name of the Supdt. of Police (HQ), CBI, HO, New Delhi or in the form of Bank Guarantee, from any of the commercial bank or bank draft/banker cheque, in favour of the Superintendent of Police (HQ), CBI, New Delhi, within 95 working days of the award of the contract.

12.2 The performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligation.

12.3 Performance Security will be refunded to the supplier without interest after 60 days on completion of the contract in all respect.

12.4 Penalty: If the work of printing and supply of Year Book is not completed on within the stipulated time (days), a penalty for delay will be imposed at of 5% per week (i.e. 7 days) on pro-rata daily basis in the total value of the printing and supply of the Year Book remaining un-supplied. For any unusual delay beyond 30 days the CBI will have the discretion to take any or all the following action:
   i) Forfeiture of its Performance Security and payment of bill
   ii) Termination of Contract
   iii) Debarring of the firm for specific period
   iv) Blacklisting of the firm
   v) Any other action as deemed fit by the CBI

13.0 Period of Validity of Tender

13.1 The tender will remain valid for a period of one year. A tender for a shorter period shall be rejected by the department, being non-responsive. No demand for revision of rate on any account shall be entertained during the contract period. It will be open to the Supdt. of Police (HQ)/CBI HO, New Delhi to extend the term agreement for a further period, if necessary.

13.2 The firm would be required to supply 2500 copies of CBI Year Book-2019, within 14 days from the date of issue of letter of award, at CBI HO, Administration Division, 7th Floor, Plot No. 5-B, CGO Complex, Lodhi Road, New Delhi – 110003.
13.3 CBI reserves the right to increase/decrease the quantity of the CBI Year Book 2019 and payment will be based on actual quantity.

14.0 PAYMENT TERMS

14.1 The 100% payment will be made after successful delivery of the CBI Year Book-2019 to the consignee(s) on production of following documents:-

14.2 Receipt from the concerned officer in the location for having received the material with quantity of each item.

14.3 Bills in triplicate should be sent later and the payment shall be released only after it is ensured that the items / quality of the items supplied are to the entire satisfaction of the department. If any item is found to be defective, or not of the desired quality etc., the same shall be replaced by the firm(s) immediately for which no extra payment shall be made.

15.4 In case the bidders / successful bidder(s) are found in breach of any condition(s) at any stage of the tender, legal action as per rules / laws shall be initiated against the agency concerned. In that case, Earnest Money / Performance Security Money, deposited shall be forfeited after giving proper opportunity through show cause notice.

15.5 The Tender Processing Committee, in order to satisfy itself, may conduct a spot enquiry to verify soundness, capability and viability with regard to capacity to execute the orders placed on the firms(s) and also may check the godowns of the firm(s).

16.0 The Superintendent Of Police (HQ), CBI reserves the right to accept or reject any or all the tenders in part or in full, without assigning any reason thereof and CBI is not bound to accept the lowest or any tender.

17.0 The department reserves the right to relax / amend / withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.

18.0 OTHER TERMS AND CONDITIONS

(i) The CBI Year Book-2019 is to be supplied within 14 days from the date of issue of supply order.

(ii) Soft copy of Information to be included in the CBI Year Book 2019 shall be supplied by CBI.

(iii) The Bidder has to supply proof copy of CBI Year Book 2019 for approval before finally printing it.

(iv) The Bidder has to supply one dummy copy of CBI Year Book 2019 for approval of material and paper used before finally printing and supply.

(v) The firm/supplier concerned will be responsible for supplying only genuine item of approved quality/quantity. No advance payment would be made. Payment would be made after complete supply of the item of the approved quality.

(vi) No advance payment will be made in any case.

(vii) Supply and Packing of Year Book should be in bundles of 10 copies each, tied with plastic string and wrapped with brown paper etc.
(viii) Income Tax: Deductable at source from supplier’s bill, as applicable.
(ix) The CBI reserves the right to inspect the material/Year Book at any time and day if desires, at the premises of the diary/Year Book manufacturer/Printer.

19.0 TERMINATION FOR INSOLVENCY

The department may at any time terminate the Contract Agreement by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.

19.1 CBI reserves the right to amend or cancel any part(s) of the Tender or the entire Tender without assigning any reason whatsoever.

20.0 FORCE MAJEURE

20.1 Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within 07 days of its occurrence informs in a written form the other party.

20.2 Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts beyond the control of either party.

21.0 ARBITRATION

(a) Arbitration, if any for the disputes raised and not settled mutually shall be resolved by appointing a sole arbitrator by CBI. However, the sole arbitrator shall ask both the parties to submit the name of one arbitrator from each party. The final award of the sole arbitrator shall be based on the majority decision of arbitration board consisting of three arbitrators. The arbitration proceedings shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 of India and venue of arbitration shall be at Delhi/New Delhi. In case of Bidder who is governed by rules of Govt. of India, the arbitration proceedings shall be held as per the approved procedure of Govt. of India. The award of the Arbitration Board shall be final and binding on both the parties. It is also clarified that the expenses incurred on arbitration proceedings shall be equally borne by CBI and the Bidder.

22.0 JURISDICTION:
The courts at Delhi/New Delhi alone shall have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender / order. It is specifically agreed that no court outside and other than Delhi/New Delhi court shall have jurisdiction in this matter.

Supdt. of Police(HQ)
CBI, HO, New Delhi.
ANNEXURE – I

SCHEDULE OF TECHNICAL & COMMERCIAL BID

1) Name of the firm : ________________________________
2) Authorized person : ________________________________
3) Address of the firm : ________________________________
4) Contact No. : ________________________________
5) Fax No : ________________________________
6) Service Tax No. : ________________________________
7) GST No. : ________________________________
8) PAN No. : ________________________________
9) TIN No. : ________________________________

10) Details of EMD enclosed.
   a. DD No. and date : ________________________________
   b. Amount : Rs. ________________________________
   c. Name of the Bank/Branch : ________________________________

11) Average Annual turnover : ________________________________
    (As per Annexure-‘A’) Certificate of Charted Accountant

12) Undertaking for blacklisting: ________________________________
    (As per Annexure-‘B’) Debarring & criminal case

13) We are ready to accept all the terms and conditions mentioned in the tender.

Dated, the _______ 2018.  
Signature ________________________________
Name ________________________________
Contact No. ________________________________

Note: The firm shall have to submit the documentary proof of the above technical & commercial criteria.
# SCHEDULE OF PRICE BID

Ref: Supdt. of Police(HQ), CBI, HQ, New Delhi letter No. -AD.I-

<table>
<thead>
<tr>
<th>S No.</th>
<th>NAME OF ITEM</th>
<th>UNITS</th>
<th>Quantity</th>
<th>RATE PER UNIT (Inclusive of all taxes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CBI Year Book - 2019 (As per specification mentioned in the tender notice)</td>
<td>Nos.</td>
<td>2500</td>
<td></td>
</tr>
</tbody>
</table>

Total Amount (inclusive of all taxes)  
(in figure) Rs. __________________________
(in words) Rs. __________________________

(Signature of the Bidder)  
With Name, Address & Seal  
Dated __________
Certificate regarding Turn-over of Bidder/Tendered during the last three Financial years

I/we, M/s ___________________________ the Bidders for manufacturing, Printing, Stitching, Binding, Packing and supply of Year Book as mentioned in the tender document, hereby confirm that the average total turnover of the firm/Company during the last three financial years i.e. 2015-16, 2016-17 & 2017-18 is 10 Lacs or more than 10 Lacs. The financial year-wise break up given below:-

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Financial Year</th>
<th>Amount of Turn-over for the year (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2015-16</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2016-17</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2017-18</td>
<td></td>
</tr>
</tbody>
</table>

Signature and Seal of the Bidders

CERTIFICATE BY CHARTED ACCOUNTANT

I/We ________, Charted Accountants, certify that the figures regarding Annual Turnover for the year mentioned above in respect of M/s ___________________________ are true as per the Books of Accounts and other records.

Signature and seal of the Charted Accountant
Specimen of undertaking regarding Non-Blacklisting/Prosecution of the Firm

(To be submitted on the Letter Head of the Bidder/Tenderers)

TO WHOMSOEVER IT MAY CONCERN

I/we /Our organization, M/s _____________________________ here by undertake and declare that neither me nor our organization including our partners/shareholders/Directors were ever blacklisted/prosecuted by any Government Department/Statutory Bodies/Public Sector undertakings in any state or by any court of Law.

(Signature Bidders)
With date and stamp