NOTICE INVITING TENDER


2. The details of the cost of tender document, Earnest Money deposit, last date & time of Submission & Opening of Tender etc. are indicated as below:

| Cost of Tender Document (Non-Refundable and Non-Transferable) | Rs. 500/- (Rupees Five Hundred) |
| Interest free Earnest Money Deposit (EMD) | Rs. 5,000/- |
| Scheduled Date of Downloading of Tender Document from CPP Portal and CBI website | 03.01.2018 (1500 hrs.) onwards |
| Date and time of Pre-Bid Meeting | 05.01.2018 (1430 hrs.) |
| Last Date & Time of Submission of Tender | 15.01.2018 (by 1600 hrs.) |
| Date & Time of opening of Tender | 16.01.2018 (1700 hrs.) |

3. The Tender document may be downloaded from the CBI website w.e.f 03.01.2018 (1500 hours) onwards till 15.01.2018 (1600 hours) and the scanned copy of the same to be uploaded on the CPP Portal. The Bidder has also to upload scanned copy of the Bank Draft / Banker’s Cheque of Rs. 500/- as cost of Tender Document and Bank Draft / Banker’s Cheque/ FDR (Fixed Deposit Receipt)/ Bank Guarantee of Rs. 5000/- towards interest free EMD. However, the original bank instruments for
Tender Fee and EMD have to be deposited in the Office of Administrative Officer (A), CBI, New Delhi – 110003 before the last date and time of submission of Tender. The Tender should be sent (through courier/post) to CBI Head Office in a sealed cover duly superscribed as Tender for the work of “Content Development, Creative designing and reformatting of CBI Annual Report & Supply and Printing of 325 Nos. (275 English Version & 50 Hindi Version) of CBI Annual Report – 2017”. 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. In case, it is observed that downloaded documents are illegible or not readable then the hard copy of the uploaded Tender Documents shall be considered for evaluation as well as award of work.

5. The Bidder should clearly furnish their telephone numbers, FAX numbers, e-mail ID.

[Signature]
(D.P. SINGH)
Administrative Officer (A)
CBI, Headquarter, New Delhi
Tender No. 1/22/2013-AD.I/ANNUAL REPORT/CBI/2017/ Dtd: 28th Dec., 2017


TO BE DEPOSITED IN THE TENDER BOX KEPT AT THE RECEPTION

COST OF TENDER DOCUMENT RS. 500/-

CENTRAL BUREAU OF INVESTIGATION
5-B, CBI HEADQUARTERS
CGO COMPLEX, LODHI ROAD,
NEW DELHI. - 110003

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<td>V</td>
<td>Schedule-II – Format for Financial Bid</td>
<td>14</td>
</tr>
</tbody>
</table>
INSTRUCTIONS TO BIDDER

Section-I

Instruction to Bidder

1.0 General

Please read the terms and conditions carefully before filling up of the prescribed formats for Technical Bid and Financial Bid. It is in the interest of prospective Bidder to attend the scheduled pre-bid meeting for clarifications in respect of terms and conditions of the Tender as well as the requirements for the Technical particulars etc. and to apprise himself with sample copy of available Annual Reports in respect of Content Development, Creative Designing and re-formatting of CBI Annual Report which are required to be supplied after printing.

2.0 Pre-Bid Meeting

2.1 To clarify about the doubts of Bidders in respect of prescribed Terms and Conditions, in the Tender Document, CBI shall be conducting a pre-bid meeting on 05.01.2018 at 14:30 Hrs. in the conference hall of 7th Floor of CBI HQ. It is advised in the interest of prospective Bidders may attend or depute their authorised representative for this meeting before submission of their Bids. The intention of pre-bid meeting is to apprise the prospective Bidders about the sample of the CBI Annual Report for earlier years and other terms and conditions as well as to get a feel of texture, colour and smoothness of paper which are to be used. No further clarifications of prospective Bidders if any, after the pre-bid meeting shall be entertained by CBI. It is further stated that clause wise deviations if any, required by prospective Bidders may be submitted in the pre-bid meeting along with desired action plan. CBI shall consider the same and address the same by issue of corrigendum; if any required; to the Tender Document. The corrigendum if any, issued by CBI shall also be a part of Tender Document.

3.0 Preparation of Bids

3.1 The tender document is to be downloaded from the CBI Website (www.cbi.gov.in) or CPP Portal. However, the cost of tender document of Rs.500/- is to be paid through Demand Draft / Banker's Cheque and Earnest Money Deposit as defined in the tender document.

3.2 Prospective Bidder should take into account any corrigendum uploaded on the website or published in the newspapers in respect of this tender document before submitting their bids.
3.3 It is advised that tender document including corrigendum issued if any, may be carefully considered by prospective Bidders before preparation and submission of the Tender.

3.4 The Tender Document may be prepared accordingly with the requirement of CBI.

4.0 Cost of Tender Document & Earnest Money Deposit

4.1 Each Bidder has to submit the cost of Tender Documents of Rs.500/- (Rupees Five hundred only) in the form of a Crossed Demand Draft/Banker’s Cheque drawn in favour of Administrative Officer (A), CBI, New Delhi

4.2. In case Bidder wish to seek exemption for furnishing of cost of Tender Document & EMD, he shall have to append the Valid documents issued by Govt. of India/ State Govt. and the self certified copies of the same with Technical Bid.

4.3 The Tender documents can be downloaded which are available on the website of the CBI (www.cbi.gov.in) and CPP Portal from 03.01.2018 from 15.00 Hrs to 16.00 Hrs of 15.01.2018. The Bidder has only to provide a hard copy of his offer duly sealed & superscribed with Name of Work by the prescribed date and time in Tender Box of CBI kept at Reception of CBI(HQ) or through Post/ Courier.

5.0 Submission of Bids

5.1 The Bidder has to submit the documents as stipulated in the tender document and submit the same in separate sealed Envelopes by supercribing as “Envelope for cost of Tender Document” and “Envelope for interest free EMD” as well as “Envelope for Technical Bid” and “Envelope for Financial Bid”. All these envelopes are to be kept in a one bigger sealed envelope supercibred as “Tender for Content Development, Creative designing and reformatting of CBI Annual Report & Supply and Printing of 325 Nos. (275 English Version & 50 Hindi Version) of CBI Annual Report – 2017” due for opening on 16.01.2018 (17.00 hrs.).

5.2 The Bidder is to be deposited in a BOX kept at the Reception of CBI HQ or through Courier / Post. The delay if any, on this part shall not be entertained.

5.3 The Bidder is required to be deposited along with duly self certified photocopies of Statutory Registration / Original Certificate of Chartered Accountant. Only hard copies of tender shall be received for consideration & evaluation.
6.0 Opening of Tenders

6.1 The tender shall be opened on the scheduled date and time in Conference Hall in 7th floor in CBI HQ Building in the presence of Bidder or their authorized representatives who are allowed to witness the opening of bid. The authorization (on letter head of the company / firm) in respect of authorized representative shall have to produce the same to the Authorized Committee of CBI. In case, the Bidder or their authorized representatives are not present on the scheduled date & time, the tender shall be opened by a Committee duly authorized by Competent Authority of CBI.

7.0 Eligibility Criteria

7.1. The Eligibility Criteria of tender may be referred as under:

7.1.1 The Bidder should be on the panel of Dte. of Advertising and Visual Publicity (DAVP), Government of India.

7.1.2 The Bidder has to deposit a bank draft / banker’s cheque for Rs. 500/- (Rs. Five hundred) towards cost of Tender document.

7.1.3 The Bidder has to deposit interest free Ernest Money Deposit (EMD) of Rs. 5,000/- (Five Thousand only) through Demand draft / Banker’s Cheque / Fixed Deposit Receipt (FDR) / Bank Guarantee of a Scheduled Bank.

7.1.4 The Bidders should have experience in printing field of at-least 5 (five) years as on date.

7.1.5 Registration with statutory authorities e.g. GST/VAT/Sales Tax alongwith TIN Number, Income Tax etc.

7.1.6 The Bidders have to submit average Annual Turnover as well as Profit & Loss Statement for past 03(three) consecutive Financial years i.e. Financial year 2014-15, 2015-16 and 2016-17 duly certified by the Chartered Accountant. In case in particular Financial Year, the Annual Turnover is “Nil” then while computing the average, the same shall also be considered.

7.1.7 The Bidders should submit an undertaking on Non-Judicial stamp paper of Rs. 100/- duly notarized 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 / directors anywhere in India” as well as that “No relative of them and their employees are presently working in CBI.”

- 3 -
7.1.8 In case of Bidders who are Limited Company, then authorization in respect to signatory to the tender is to be enclosed. The authorization is to be made on a Non-Judicial Stamp Paper of Rs.100/- duly Notarized. All the partners / Directors of the Company has to signed the Power of Attorney (POA) for authorization on behalf of the company.

7.1.9 The Bidders should have experience in the printing field of at least 5(five) years as on date of uploading of tender on CBI Website.

7.2.0 The Bidders should have executed at least 03(three) similar works for designing and printing of Annual Report of any Deptt. of Govt. of India / Public Sector Undertakings / Public Sector Enterprises / Public Sector Corporations as on date of uploading of tender on CBI Website.

8.0 Evaluation Criteria

8.1 Technical Evaluation

8.1.1 Cost of Tender document of Rs.500/- through Bank Draft / Banker's Cheque.

8.1.2 Earnest Money deposit of Rs.5,000/- through Banker's Cheque / Bank Draft / Fixed Deposit Receipt (FDR) / Bank Guarantee issued a scheduled bank.

8.1.3 The Registration with Statutory Authorities as per format of Technical Bid.

8.1.4 Proof of execution of 03 (three) similar works executed by the Bidders as on date of uploading of tender by CBI along with performance certificate issued by the earlier department where the Bidder has executed. The amount of these 03 (three) similar works shall be at least of Rs.1,26,000/- or 02 (two) similar works shall be at least of Rs.1,89,000/- or 01 (one) similar works shall be at least of Rs.2,52,000/-

8.1.5 The bids of Bidder who submitted the prescribed cost of tender document shall be considered for opening of Envelope in respect of EMD.

8.1.6 The bids shall be technically further evaluated in respect of those Bidders who submit cost of tender document, EMD, Two Sample of each of the following pages

i) Cover Page for CBI Annual Report (Two options including Title)

ii) Inside Page likely to be printed for CBI Annual Report (Two options), alongside other documents as called for in Schedule-1 to this Tender document. For reference of the Bidder, the CBI shall allot marks as per following table:

- 4 -
8.1.7 The Bidder who has submitted all the required documents (as prescribed Technical Bid Format) shall be declared as Technically Qualified for purpose of opening of their Financial Bid.

8.1.8 The technical evaluation criteria shall be as under:

<table>
<thead>
<tr>
<th>Clause of Tender</th>
<th>Requirements</th>
<th>Maximum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1.3</td>
<td>Average Annual Financial turnover of Rs. 4 (four) Lakh during financial year 2014-2015, 2015-16 and 2016-17. (In case in a particular financial year the Annual turnover is Nil than while computing the average, the same shall also be taken into account.)</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>The Registration with Statutory Authorities viz. GST, CST, VAT, Service Tax, and Income Tax as per format of Technical &amp; Commercial Bid. (3 marks for each attribute)</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Proof of execution of 03 (three) similar works executed by the Bidder as on the date of uploading of tender by CBI along with performance certificate issued by the earlier department where the Bidder has executed the work. The amount of these 03 (three) similar works shall be at least of Rs.1,26,000/- or 02 (two) similar works of at least of Rs.1,89,000/- or 01 (one) similar work of at least of Rs.2,52,000/-</td>
<td>20</td>
</tr>
<tr>
<td>8.1.4</td>
<td>Sample copy of Cover page and Inside page of CBI Annual Report 2017 with Creative Design (two numbers English Version)</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>Sample copy of Cover page and Inside page of CBI Annual Report 2017 with Creative Design (two numbers Hindi Version)</td>
<td>28</td>
</tr>
</tbody>
</table>

The qualifying criteria for Technical evaluation shall be as under:

Note: Bidders who secures 60% marks of above attributes shall be declared as technically qualified for opening of their financial bid.

8.1.9 Bidders shall have to submit two samples which they propose to print and supply of Creative Designing (Cover page & inside page) for CBI.
Annual Report 2017 along with Technical bid for which no payment shall be made by CBI in any case.

8.1.10 The Successful Bidder has to execute the work after approval of proof copies of the CBI Annual Report 2017 (English and Hindi Version both) and Content Development, Creative Designing and Re-formatting shall be done in consultation with CBI.

8.2 **Evaluation of Financial Bid**

8.2.1 The Bidder who has quoted the overall lowest cost along with Statutory Taxes & Duties shall be declared as successful Bidder for the purpose of award of work.
Section-II

9.0 General Conditions

9.1 Scope of Work
9.1.1 The scope of work shall be limited in two parts i.e. Part-I & Part-II
9.1.2 Part-I shall contain the content development, creative designing and reformatting of Annual Report, 2017.
9.1.3 Part-II shall contain Supply & Printing of 325 nos. of Annual Report, 2017

2.0 Period of validity of Tender

10.1 The item wise rates in tender shall have to remain valid for a period of six months from the date of opening of tender. Any tender for the shorter period shall be rejected by CBI, being non-responsive. No demand for revision of rate on any account shall be entertained by CBI during the contract period.

11.0 Information to be supplied by CBI

11.1 The soft copy of Information to be included in the CBI Annual Report for the year 2017 shall be supplied by CBI to successful Bidder.

12.0 Performance Security / Guarantee

12.1 The successful bidder shall have to furnish interest free Performance Security or Guarantee of Rs.10,000/- (Rupees Ten Thousand only) in the form of Bank Draft / Banker’s Cheque / Fixed Deposit Receipt (F.D.R.) / Bank Guarantee issued by Schedule Banks which have been notified by Reserve Bank of India (RBI). The Bank Guarantee / FDR should have to be hypothecated in the name of the AO(A), CBI HO, New Delhi within 05 working days of issue of letter of award.

12.2 In case of successful Bidder, the Earnest Money Deposit shall be adjusted towards performance guarantee, if the Bidder request to AO (A), CBI, New Delhi. However, in case, successful Bidder request to replace the Bank Guarantee of Rs.5,000/- as Earnest Money Deposit with a new Bank Guarantee of Rs. 10,000/-, the Bank Guarantee already with CBI shall be returned to him.

12.3 The performance security or guarantee should remain valid for a period of ninety (90) days after the completion of work and complying of all contractual obligations. The same shall be refunded by CBI without any interest after 90 days of completion of work.
12.4 Performance Security or guarantee shall be forfeited if the firm fails to perform any of the terms or conditions of the contract after notification of the same through E-mail or FAX.

13.0 Delivery Schedule

13.1 The Bidder has to supply all printed copies of Annual Report, 2017 within 10 days of approval of final proof of Annual Report, 2017 to AIG(P), Policy Division, CBI.

13.2 Time is the essence of the contract, hence Bidders may consider the same before the submission of their bids.

14.0 Terms of Payment

14.1 The 100% payment for the work shall be made through NEFT & Bidder is required to share their bank details.

14.2 No advance payment shall be made by CBI.

14.3 The Bidder has to submit the bill in triplicate of 100% payment to AIG(P), Policy Division, CBI after completion of the work. However, Income Tax as applicable shall be deducted from the 100% payment.

14.4 The full payment shall be made only after receipt of material on good condition on the basis of prescribed technical specifications.

15.0 Responsibilities of Bidder

15.1 No extra charge shall be paid by CBI for the proof of Annual Report to be supplied & printed.

15.2 The Bidder shall not undertake any printing work without getting the approval of proof by the competent authority of CBI. It is made clear that material without approval of proof by CBI shall be summarily rejected.

15.3 The Bidder shall whenever called upon to do so, has to provide full information with regard to works in hand and also permit any authorized officer of CBI to inspect the printers premises at all reasonable times.

16.0 Right & Obligations of CBI

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

16.2 The information to be printed in the Annual Report has to be submitted to successful Bidder with soft copy.
17.0 Termination for Insolvency

The CBI may at any time terminate the Contract Agreement by giving a written notice to the Bidder who has been awarded the work without any compensation. In case, the Bidder is declared by Competent Court as bankrupt or otherwise insolvent, then CBI shall have any right of action or remedy, under the laws and loss accrued or shall accrue to CBI, then contract shall be terminated without any payment.

18.0 Liquidated Damages or Penalty:

18.1 The liquidated damages or penalties on account of delay of completion of work shall be recovered by CBI at the rate of 0.5% of award value per week subject to maximum of 10%. The same shall be recovered either from final payment or Performance Security or Guarantee available with CBI.

19.0 Force Majeure

19.1 Circumstances i.e. force majeure as defined below in case arises during execution of work, or non-fulfilment or for the delayed fulfilment of any of its contractual obligations, the contractor shall have to notify the circumstance to AO (A), CBI within 07 days of its occurrence.

19.2 Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts which are beyond the control of both the party i.e. CBI as well as Contractor.

20.0 Arbitration

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 / Tribunal consisting of three Arbitrators. The arbitration proceedings shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 (amended till date of submission of Tender in case of Private Firms. The venue for arbitration shall be at New Delhi. In case of Public Sector Organisation who are 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 / Tribunal 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 successful Bidder who has been awarded the work.
21.0 Jurisdiction

21.1 The courts at Delhi/New Delhi alone shall have the jurisdiction to try any matter/ dispute or reference between parties arising out of award of tender. No court outside and other than Delhi/New Delhi court shall have jurisdiction to settle the same.

22.0 Special Conditions

22.1 The work is to be executed as per the direction of AIG(P), Policy Division, CBI and no deviation shall be acceptable.

22.2 All the technical parameters of the work are to be met by the Bidder.
23.0 Technical Specifications

23.1 Language & Quantity: 275 copies in English version & 50 copies in Hindi version (Total 325 copies).
23.2 Size : 8 ½ inch X 11 inch
23.3 No. of copies : 325 (275 English version + 50 Hindi version)
23.4 No. of pages : 128 pages +/- 4 pages and cover pages
23.5 Process : Image sette
23.6 Printing : 4 colour Offset (4 colour in cover as well as inside pages)
23.7 Paper quality : 300 GSM Megnamat Art Card
23.7.1 Cover : 130 GSM Megnamat art paper
23.7.2 Inside pages : Perfect binding
23.7.3 Binding : As per layout
23.7.4 Text : As per requirement of CBI

24.0 Sample Copy of Previous Annual Reports

24.1 The specimen copy of the CBI Annual Report shall be available for inspection of the prospective Bidder during Pre-Bid meeting scheduled on 05.01.2018 (at 14.30 hrs.). It is advised that prospective Bidders should attend the Pre-Bid meeting for any further clarification.

24.2 The Bidders shall have to submit the 02 (two) numbers of samples of Cover & inside page.

1.1 Cost of Tender Document (Rs. 500/-): Demand Draft / Banker’s Cheque No., issued by _____.

1.2. Details of EMD of Rs.5,000/-: Demand Draft / Banker’s Cheque / Fixed Deposit Receipt (FDR) / Bank Guarantee, issued by _________.

1.3. Name of the firm:

1.4 Address of the firm:

1.5 Contact No.:

1.6 Fax No.:

1.7 E-mail address:

1.8 Status of the firm:

1.8.1 Individual firm owned by Bidder:

1.8.2 Private Limited / Limited (please specify along with self certified copy of Certificate of Incorporation issued by Deptt. of Company Affairs, GoI)

1.9 Authorized person on behalf of the firm and his contact details

1.9.1 Designation of authorized person of the firm who signed the tender document on behalf of the firm / company

2.0 Registration with Statutory Authorities: (self certified copy to be enclosed)
2.1 PAN No. (issued by Income Tax Authorities) :

2.2 GST No. :

2.3 VAT No. :

2.4 Sales Tax :

2.5 TIN No. :

2.6 Service Tax :

2.7 Average Annual Turnover of Rs. 4 (four) Lakh for past 3 consecutive financial year duly certified by Chartered Accountant (enclosed).

2.8 Profit & Loss duly certified by Chartered Accountant (enclosed) :

3.0 Validity of Offer :

4.0 Proof of similar works executed During last three Years as on date :

5.0 Performance Certificates issued by earlier organizations where Bidder executed similar works.

6.0 Whether self certified photocopies of all the requirements from Sl. No. 1 to 5 above enclosed or not.

7.0 Whether Bidder is ready to accept all the terms & conditions stipulated in the tender document; Yes or No (please indicate)

8.0 Whether 02 (two) samples of Cover & inside page are enclosed or not:

Place & date : Signature of Bidder or Authorised Signatory to the tender
Name __________________________
Contact No. ______________________
E-mail address ____________________
Seal of the Bidder ________________

NOTE: Self certified photocopies of tender document, eligibility conditions as stipulated above are mandatory to be enclosed for technical evaluation. In case, no proof is enclosed, then bidder shall not be declared as Technically qualified / responsive.
## SCHEDULE-II

### SCHEDULE OF FINANCIAL BID


<table>
<thead>
<tr>
<th>S No.</th>
<th>NAME OF ITEM</th>
<th>UNiT</th>
<th>Quantity</th>
<th>Rate per Unit or Per Job</th>
<th>Total (inclusive of all taxes &amp; duties)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Content Development, Creative Designing &amp; Reformatting of Annual Report</td>
<td>1 job (Lumpsum)</td>
<td>1 job</td>
<td>1 job</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>CBI Annual Report for the year 2017 (English version) (As per specification mentioned in the tender document)</td>
<td>Nos.</td>
<td>275</td>
<td>275</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>CBI Annual Report for the year 2017 (Hindi version) (As per specification mentioned in the tender document)</td>
<td>Nos.</td>
<td>50</td>
<td>50</td>
<td></td>
</tr>
</tbody>
</table>

Place & date:

Signature of Bidder or Authorised Signatory to the tender

Name ________________

Contact No. ________________

E-mail address ________________

Seal of the Bidder ________________