

**Tender No. 1/22/2013-AD.I/ANNUAL REPORT/CBI/2015/201 Dated : 20 January, 2016**

## **TENDER DOCUMENT**

**for**

**Content Development, Creative Designing & Reformatting  
of CBI Annual Report and Supply & Printing of 300 Nos  
(250 English Version & 50 Hindi Version) of CBI Annual  
Report – 2015.**

**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**

**INSTRUCTIONS**

**TO**

**TENDERER**

**Section-I**

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# Instruction to Tenderer

## 1.0 General

Please read the terms and conditions carefully before filling up of the prescribed formats for Technical & Commercial Bid and Financial Bid. It is in the interest of prospective Tenderer 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 Tenderer in r/o prescribed Terms and Conditions, in the Tender Document, CBI shall be conducting a pre-bid meeting on 25th January, 2016 at 14:30 Hrs. in the conference hall of 7<sup>th</sup> Floor of CBI HQ. It is advised in the interest of prospective Tenderer 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 Tenderer 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 tenderer 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 tenderer may be submitted in the pre-bid meeting alongwith 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](http://www.cbi.gov.in)). 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 Tenderer 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 Tenderer 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 Tenderer 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 Supdt. of Police (HQ), CBI, New Delhi

4.2. In case Tenderer 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 & Commercial Bid.

4.3 The Tender documents can be downloaded which are available on the website of the CBI ([www.cbi.gov.in](http://www.cbi.gov.in)). from 21/01/2016 from 09.30 Hrs to 10.00 Hrs of 27/01/2016. The Tenderer has only to provide a hard copy of his offer duly sealed & superscribed with Name of Work, Tender No., Due Date of Opening either which can deposited in Tender Box of CBI kept at Reception of CBI(HQ) or through Post/ Courier.

## **5.0 Submission of Bids**

5.1 The tenderer 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 & Commercial Bid**” and “**Envelope for Financial Bid**”. All these envelopes are to be kept in a one bigger sealed envelope supercribed as “**Tender for Content Development, Creative designing and reformatting of CBI Annual Report & Supply and Printing of 300 Nos. (250 English Version & 50 Hindi Version) of CBI Annual Report – 2015**” due for opening on 27/01/2016 (14.30 hrs.).

5.2 The tender 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 tender 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 7<sup>th</sup> floor in CBI HQ Building in the presence of tenderer 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 tenderer 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 Tenderer should be on the panel of Dte. of Advertising and Visual Publicity (DAVP), Government of India.
- 7.1.2 The Tenderer has to deposit a bank draft / banker's cheque for Rs. 500/- (Rs. Five hundred) towards cost of Tender document.
- 7.1.3 The Tenderer has to deposit interest free Earnest Money Deposit (EMD) of Rs. 15,750/- (Fifteen Thousand Seven hundred fifty) through Demand draft / Banker's Cheque / Fixed Deposit Receipt (FDR) / Bank Guarantee of a Scheduled Bank.
- 7.1.4 The Tenderer should have experience in printing field of at-least 5 (five) years as on date.
- 7.1.5 Registration with statutory authorities e.g. VAT/Sales Tax alongwith TIN Number, Income Tax etc.
- 7.1.6 The tenderer has to submit average Annual Turnover as well as Profit & Loss Statement for past 03(three) consecutive Financial years i.e. Financial year 2012-13, 2013-14 and 2014-15 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 tenderer should to 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'
- 7.1.8 In case of tenderer 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 tenderer 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 tenderer 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.15,750/- 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 & Commercial Bid.
- 8.1.4 Proof of execution of 03 (three) similar works executed by the tenderer as on date of uploading of tender by CBI along with performance certificate issued by the earlier department where the tenderer 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 tenderer 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 & Commercially evaluated of those tenderer who submit cost of tender document & EMD.

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

## **8.2 Evaluation of Financial Bid**

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

**CONDITION**

**OF**

**CONTRACT**

**(GENERAL & SPECIAL)**

**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, 2015.

9.1.3 Part-II shall contain Supply & Printing of 300 nos. of Annual Report, 2015

## **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 2015 shall be supplied by CBI to successful tenderer.

### **12.0 Performance Security / Guarantee**

12.1 The successful bidder shall have to furnish interest free Performance Security or Guarantee of Rs.31,500/- (Rupees Thirty One Thousand & Five Hundred 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 SP(HQ), CBI HO, New Delhi within 05 working days of issue of letter of award.

12.2 In case of successful tenderer, the Earnest Money Deposit shall be adjusted towards performance guarantee, if the tenderer request to SP (HQ), CBI, New Delhi. However, in case, successful tenderer request to replace the Bank Guarantee of Rs.15,750/- as Earnest Money Deposit with a new Bank Guarantee of Rs.31,500/-, 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 tenderer has to supply all printed copies of Annual Report, 2015 within 15 days of approval of final proof of Annual Report, 2015 to Superintendent of Police (HQ), CBI .

13.2 Time is the essence of the contract, hence tenderer 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 & tenderer are required to share their bank details.

14.2 No advance payment shall be made by CBI.

14.3 The tenderer has to submit the bill in triplicate of 100% payment to Supdt. of Police(HQ) 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 Tenderer**

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

15.2 The tenderer 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 tenderer 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 tenderer 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 tenderer who has been awarded the work without any compensation. In case, the tenderer 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 SP (HQ), 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 tenderer 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 settled the same.

## **22.0 Special Conditions**

22.1 The work is to be executed as per the direction of Supdt. of Police (HQ) and no deviation shall be acceptable.

22.2 All the technical parameters of the work are to be met by the tenderer.

**TECHNICAL**

**SPECIFICATIONS**

**Section-III**

## 23.0 Technical Specifications

23.1 Language & Quantity: 250 copies in English version & 50 copies in Hindi version  
ó Total 300 copies.

- 23.2 Size 8 ½ inch X 11 inch
- 23.3 No. of copies 300 (250 English version + 50 Hindi version)
- 23.4 No. of pages : 128 pages +/- 4 pages and cover pages
- 23.5 Process : Image setter
- 23.6 Printing : 4 colour Offset (4 colour in cover as well as inside pages)
- 23.7 **Paper quality** :-
- 23.7.1 Cover : 300 GSM Megnamat Art Card
- 23.7.2 Inside pages 130 GSM Megnamat art paper
- 23.7.3 Binding : Perfect binding
- 23.7.4 Text : As per layout
- 23.7.5 Print Quality Samples:- 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 Tenderer during Pre-Bid meeting scheduled on 25/01/2016 (at 14.30 hrs.). It is advised that prospective tenderer should attend the Pre-Bid meeting for any further clarification.

# **SCHEDULES**

## **Section-IV**

**SCHEDULE-I**

**SCHEDULE OF TECHNICAL & COMMERCIAL BID**

**Name of work :- Content Development, Creative designing & Reformatting of CBI Annual Report and Supply & Printing of 300 Nos. (250 English & 50 Hindi Versions) of CBI Annual Report – 2015.**

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

1.2. Details of EMD of Rs.15,750/- : 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 tenderer :

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 VAT No. :
- 2.3 Sales Tax :
- 2.4 TIN No. :
- 2.5 Service Tax :
- 2.6 Average Annual Turnover for past 3 consecutive Financial year duly certified by Chartered Accountant.
- 2.7 Profit & Loss duly Certified by Chartered Accountant :
- 3.0 Validity of Offer:
- 4.0 Proof of similar works executed during last five Years :  
(as on 31.12.2015)
- 5.0 Performance Certificates issued by earlier organizations where tenderer 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 tenderer is ready to accept all the terms & conditions stipulated in the tender document ; Yes or No ( please indicate)

Place & date :

Signature of Tenderer or Authorised Signatory to the tender

Name \_\_\_\_\_

Contact No. \_\_\_\_\_

E-mail address \_\_\_\_\_

Seal of the tenderer \_\_\_\_\_

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 tenderer shall not be declared as Technically qualified / responsive.



**SCHEDULE-II**

**SCHEDULE OF FINANCIAL BID**

**Name of work :- Content Development, Creative Designing & Reformatting of CBI Annual Report and Supply & printing of 300 Nos. (250 English& 50 Hindi Versions) of CBI Annual Report – 2015.**

S No.	NAME OF ITEM	UNIT	Quantity	Rate per Unit or Per Job	Total Amount (inclusive of taxes & duties)	
					In figures	In words
1	Content Development, Creative Designing & Reformatting of Annual Report	1 job	1 job (Lumpsum)			
2	CBI Annual Report for the year 2015 (English version) (As per specification mentioned in the tender document)	Nos.	250			
3	CBI Annual Report for the year 2015 (Hindi version) (As per specification mentioned in the tender document )	Nos.	50			

Place & date :

Signature of Tenderer or Authorised Signatory to the tender

Name \_\_\_\_\_

Contact No. \_\_\_\_\_

E-mail address \_\_\_\_\_

Seal of the tenderer \_\_\_\_\_