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

No. 1/04/2015-AD.I/YEAR BOOK/CBI/2016/3332

Dated: 10 December, 2015

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 – 2016.**

2. The Schedule of Tender process is as under:-

Tender to be downloaded from website	:	10 December, 2015 (16.00 Hrs. onwards)
Pre – Bid Meeting	:	14 December, 2015 (14:30 Hrs.)
Last Date & Time for uploading the Tender on CPP Portal	:	16 December, 2015 (16:00 Hrs.)
Opening of Tenders :	:	16 December, 2015 at 17:00 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
Tender Fee (non-refundable)	:	Rs. 500/- through Bank Draft / Banker's Cheque
Earnest Money Deposit (EMD)	:	Rs. 30,000/- through Bank Draft / Bank Guarantee / Banker's Cheque/ Fixed Deposit Receipt (FDR)

1) Interest free Earnest Money Deposit (refundable / adjustable) (non – successful Tenderer)

2) Interest free Earnest Money Deposit (adjustable) (in case of successful Tenderer)

3) The Tender Document is to be downloaded from CPP Portal or CBI website i.e. www.cbi.gov.in and https://eprocure.gov.in//eprocure/app, Government of India with uploading on CPP Portal only.

3. The Tender Documents can be downloaded by the prospective Tenderer and the same can be uploaded on the CPP Portal. The Tenderer has also to upload scanned copy of the Bank Draft / Bank Guarantee/ Banker's Cheque/ Fixed Deposit Receipt (FDR) for Rs. 500 /- as cost of Tender Document and for Rs. 30,000/- towards interest free EMD. However, the original bank instruments for Tender Fee and EMD have to be deposited in the Office of Supdt. Of Police (HQR) , 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 Tenderer shall be entertained.

4. It is expected that offers of prospective Tenderer to be uploaded on CPP Portal shall be legible. In case, it is observed that downloaded documents are illegible or not readable then the offers of such Tenderer shall not be entertained.

(PANKAJ SINGH)
Supdt of Police (HQ)
CBI HO, NEW DELHI.

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INSTRUCTIONS TO TENDERER (OFFLINE)

1.0 SCOPE OF WORK

1.1 Printing and supply 2500 nos. CBI Year Book 2016 along with associated works.

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

2.0 TENDER AT CPP PORTAL

2.1 The prospective Tenderer has 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 Tenderer 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 Tenderer about the sample of the Year Book 2016 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 Tenderer. It is advised in the interest of prospective tenderer that in case, it is decided to issue a corrigendum to the Tender Document that shall also be a part of contract. In the interest of prospective Tenderer, CBI advise to prospective Tenderer that in case any change of terms and conditions etc., if any required, the queries along with desired action plan to be adopted by CBI at the time of Pre-Bid Meeting.

4.0 The program of Tender Process is as under:-

Tender to be downloaded from website	:	10 December, 2015 (16.00 Hrs. onwards)
Pre – Bid Meeting	:	14 December, 2015 (14:30 Hrs.)
Last Date & Time for uploading the Tender on CPP Portal	:	16 December, 2015 (16:00 Hrs.)
Opening of Tenders :	:	16 December, 2015 at 17:00 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

Tender Fee (non-refundable)	:	Rs. 500/- through Bank Draft / Banker's Cheque
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1) Interest free Earnest Money Deposit (refundable / adjustable) (non – successful Tenderer)

2) Interest free Earnest Money Deposit (adjustable) (in case of successful Tenderer)

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 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 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) 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.

5.0 SUBMISSION OF BIDS

5.1 The prospective Tenderer have to upload their Tenders on the CPP Portal for "Printing and Supply of CBI Year Book-2016" on Two Bid System i.e. Technical Bid and Financial Bid as per Instructions to Tenderer (Online) before the stipulated last date and time. The Bids have to be uploaded in two parts.

5.2 The prospective Tenderer has also to submit physical copies of all the documents in the Office of Superintendent of Police (HQ), CBI HO, New Delhi before the stipulated date and time. The Tenderer has to submit a sample of paper to be used in CBI Year Book 2016.

5.3 In case of any discrepancy between "uploaded" copy and physical copy, the physical copy will prevail for considering the same for evalution.

A) TECHNICAL BID

Part -- 1) Cost of Tender Document
Part – 2) Earnest Money Deposit
Part – 3) Technical and Commercial Bid

B) FINANCIAL BID

Part – 4) Price Bid

5.4 The scanned copies of Bank Instruments towards cost of tender fee & EMD have to be uploaded on the CPP Portal along with the Tender Document. The prospective Bidders have to deposit the original Bank Instruments in the office of Supdt. Of Police (HQR) , CBI (HO), New Delhi before the last date & time of opening of Bids.

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

7.0 The Financial Bids as per prescribed proforma 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 Tenderer or their authorized representative who may like to witness the opening of Bids.

8.0 ELIGIBILITY CRITERIA

8.1 TECHNICAL & COMMERCIAL BID

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

a) Cost of Tender Documents
b) Earnest Money Deposit for Rs.30,000/- (Rupees Thirty thousands only)
c) VAT / Sales Tax Registration Certificate along with TIN Number
d) The firm must have an average annual turnover of at least Seven (7) lakhs for each Financial Year in last three consecutive years as on 30/11/2015. 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.

Note:- The Financial Bid (Price Bid) of only those Tenderer shall not be opened who do not submit any of the above documents.

8.2 FINANCIAL BID

Second sealed cover superscribed as "Financial Bid" for printing and supply of " CBI Year Book-2016 " should contain price schedule, duly signed and stamped on each page, in the prescribed format. Unstamped and / or unsigned Bids will not be entertained. The price bid should be in the same format as per Annexure – I. The rates are also to be inclusive of all taxes, duties & other charges i.e., cost of item, delivery charges and all other taxes except VAT.

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 tenderer has to quote the rate of item mentioned in Annexure – I 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 Tenderer who quote the lowest overall rate shall be declared successful.

9.0 OPENING OF THE BIDS

9.1 The Technical Bids will be opened on the date indicated at para – 1 above **at 17:00 Hrs on 16th December, 2015** at Conference Hall, CBI HO Administration Division, 7th Floor, Plot No. 5-B, CGO Complex, Lodhi Road, New Delhi – 110 003 in the presence of the bidders or their representatives who may like to be present.

9.2 Financial Bids of only those Tenderer who are found eligible in technical bid will be opened on a later date in the presence of Technically successful Tenderer or their authorized representative to witness the opening of Financial Bid or Tenderer can see from the remote end. The date, time and venue for opening of financial bids will be informed later.

9.3 Late Bids: Bids received after the specified date and time, as indicated, will not be considered.

10.0 EARNEST MONEY DEPOSIT (EMD) / BID SECURITY

10.1 EMD of Rs. 30,000/- (Rupees Thirty thousands only) in the form of demand draft from any Public Sector Banks/Commercial bank, payable in favour of the SP(HQ), CBI HO, 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 bidders will be returned only after receipt of the Performance Security.

10.3 In case of successful Tenderer, the Bid Security may be adjusted towards the Performance Security Deposit to be payable, on request. In the case of unsuccessful Tenderer, the Bid Security will be refunded / returned within one month.

10.4 The amount towards Bid Security is liable to be forfeited if the successful Tenderer resiles 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.

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

11.0 INSTRUCTIONS TO TENDERER

Technical Specifications of CBI Year Book, 2016

LANGUAGE & QUANTITY : English – Total 2500 copies

I. **500 No. of copies** as per technical specification as mentioned below :-

- **i)** Cover page : Raxine sponge, hard bound, blue colour, with leaf printing of CBI Logo and 2016 of golden edge.
- **ii)** No. of pages : Approximately 470 pages (235 leaves) inclusive of 4 multi-colour pages with Year Book 2016.
- **iii)** Page Size: Text pages - 8.25” x 10.5”
  Finished Size : 8.5” x 10.75”
- **iv)** Paper Quality : 100 GSM, Extra Laid Cream / Acqua Avery Colour, 130 GSM Full Glossy Built Royal Art for colour leaves, 2 MM imported mill board for Year Book cover, Fine quality imported PVC coated paper raxine.
- **v)** Additional : Screen printing of near about 200 names of Officers at right bottom line of the CBI Year Book 2016.

II. **2000 No. of copies** as per technical specifications as mentioned below :-

i) Raxine Jacket in finished size of 7.25” x 9.25” containing CBI Year Book in size 6.75” x 8.75”, sponge, blue colour with leaf printing of CBI Logo

with pen holder, calculator holder and picture/visiting card holder of golden edge multi colour golden printing of CBI Logo and 2016 on the CBI Year Book to be inserted in the jacket.

ii) No. of pages : Approximately 470 pages (235 leaves) inclusive of 4 multi-colour pages with Year Book 2016.

iii) Page Size: Text pages - 6.75" x 8.75"
Finished Size : 7.25" x 9.25"

iv) Paper Quality : 100 GSM, Extra Laid Cream / Acqua Avery Colour, 130 GSM Full Glossy Built Royal Art for colour leaves, 2 MM imported mill board for Year Book cover, Fine quality imported PVC coated paper raxine (blue colour Year Book)

The Specification of CBI Year Book- 2016 is as under:-

1. The 500 nos. of Year Book 2016 with above specifications..
2. The 2000 nos. of Year Book 2016 with above specifications
3. The sample of both the Year Books 2015 shall be shown to the prospective Tenderer during Pre-Bid meeting to be held on 14th December, 2015 at 14.30 Hrs for references so that competitive prices may be obtained.

12.0 PERFORMANCE SECURITY

12.1 The successful bidder will have to furnish Performance Security of Rs. 50,000/- (Rupees Fifty Thousands only) 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 SP(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 SP(HQ), CBI HO, New Delhi, within 05 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 Performance Security will be forfeited if the firm fails to perform any of the terms or conditions of the contract.

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. The rate quoted excluding VAT should remain firm during the entire contract period. No demand for revision of rate on any account shall be entertained during the contract period. It will be open to the SP(HQ)/CBI HO, New Delhi to extend the term agreement for a further period, if necessary.

13.1 The firm would be required to supply 2500 copies of CBI Year Book-2016, within 07 days from the date of issue of supply order, at CBI HO, Administration Division, 7th Floor, Plot No. 5-B, CGO Complex, Lodhi Road, New Delhi – 110003.

14.0 PAYMENT TERMS

14.1 The payment will be made after successful delivery of the CBI Year Book-2016 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 SP(HQ), CBI HO 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-2016 is to be supplied within 07 days from the date of issue of supply order.

(ii) Soft copy of Information to be included in the CBI Year Book 2016 shall be supplied by CBI.

(iii) The Tenderer has to supply **proof copy** of both types of CBI Year Book 2016 for approval before finally printing it.

(iv) The Tenderer has to supply one **dummy copy** each of CBI Year Book 2016 of both types 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 supply of the item of the approved quality.

(vi) The rate quoted by the supplier will be valid for a period of one year from the date of issuing of the supply order.

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

1. Income Tax : Deductable at source from supplier's bill, as applicable.

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 tenderer 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 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 tenderer.

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.

(PANKAJ SINGH)
Supdt of Police (HQ)
CBI HO, NEW DELHI.

Annexure-I

Ref: Supdt. of Police (HQ), CBI HO New Delhi letter No. 1 / 04/ 2015-AD.I / YEAR BOOK/CBI/2016 /_____dated 10 December, 2015.

S No.	NAME OF ITEM	UNITS	Quantity	RATE PER UNIT	
				In figures	In words
1.	**CBI Year Book - 2016 (As per specification mentioned in the tender notice)**	**Nos.**	**500**		
2	**CBI Year Book - 2016 (As per specification mentioned in the tender notice)**	**Nos.**	**2000**		

Total Amount (inclusive of all taxes)

(in figure) Rs._____

(in words)Rs._____

(Signature of the Bidder)
With Name, Address & Seal)

Dated _____

Name of the firm : _____

Authorized person : _____

Address of the firm : _____

Contact No. : _____

Fax No : _____

Service Tax No. : _____(Copy enclosed)

PAN No. : _____ (Copy enclosed)

TIN No. : _____(Copy enclosed)

Details of EMD enclosed.

DD No and date : _____

Amount : Rs. 30,000/-

Name of the Bank/Branch _____

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

Dated, the _____2015. Signature _____

Name _____

Contact No._____

Note: The firm must attach the documents regarding annual turnover of the firm & IT return for the last three financial years.