

CCRT/18011/2/2018
October 29, 2018

TENDER DOCUMENT FOR PRINTING OF ANNUAL REPORT 2017-18

Instructions to Bidders

1. Centre for Cultural Resources and Training (CCRT) invites tenders for printing of Annual Report 2017-18 from Delhi based "A" class printers empanelled with Directorate of Advertising and Visual Publicity, Government of India, New Delhi.
2. The offers are to be made on the Tender Forms issued by the CCRT for this purpose.
3. The prices are to be quoted in the Price Bid Form. **Rates excluding GST should be neatly typed and not hand written. Hand written rates and over-writing in any form will not be accepted.**
4. **The GST quoted will only be for estimation purpose. The actual rate of tax at the time of billing has to be charged by the printers, if required CCRT can ask the printers to provide the relevant document justifying the tax charged.**
5. The bidder or his/her authorized signatory must sign all the pages of the Tender Form and put rubber-stamp of his firm.
6. Earnest Money Deposit (EMD) of ` 5,000/- (Five thousand only) in the form of Demand Draft/Pay Order must be enclosed in a separate envelope and financial bid/price bid form in another envelope. The DD/Pay Order must be in favor of Director, CCRT and payable at New Delhi. The financial bid/price bid form envelope will be opened subject to receipt of earnest money demand draft or proof of exemption from MSME. EMD submitted earlier will not be adjusted.
7. The sealed envelope should be addressed to the Director, Centre for Cultural Resources and Training, 15A, Sector-7, Dwarka, New Delhi so as to reach this office before **November 12, 2018** before 2.00 p.m.. The outer envelope containing the Tender Document should be super scribed on the top right hand corner, "**Tender for Printing of Annual Report 2017-18**".
8. **The last date and time for receipt of Tender is up to 2.00 p.m. on November 12, 2018.**
9. **Tenders received after the due date and time will not be entertained under any circumstances. Firms will be responsible for postal or any other delay.**
10. **The Tender will be opened at 3.00 p.m. on November 12, 2018 in the CCRT Office at the above-mentioned address.**
11. The Tender form may be downloaded from the website www.ccrtindia.gov.in
12. The paper and other material will be used from Printers Stock. Samples of paper as per the specification must be enclosed with your quotation with full nomenclature.
13. Samples of printed jobs may be seen in the Centre during working days between 10.00 a.m. to 5.00 p.m.
14. Textual corrections/alterations, addition and deletion of text matter and colour corrections/ improvement on photographs etc. will have to be done by the Printer.

15. CCRT reserves the right to reject/cancel the tender without assigning any reason to the firms and the same is not questioned on any ground whatsoever it is.

15. TIME SCHEDULE Colour digital proofs of complete dummy (Annual Report 2017-18) form duly bound is to be submitted for approval within three days after receipt of soft copy.

In case of any changes/alteration in design, photographs and text matter etc. suggested in the dummy, proofs will have to be carried out by the Printer and revised proofs also to be submitted for final approval within three days after receipt of dummy proofs.

An overall three days will be allowed for printing, binding, fabrication and submission of 5 sample copies after the approval of digital proof/dummy. As soon as the sample copies are approved, the final material should be delivered within three days. Hence an overall **two weeks** time will be allowed for completing the job.

16. PACKING AND DISPATCH Each Annual Report is to be shrink wrapped/packed in suitable size thick self adhesive (eco friendly) polythene bag. Bulk copies will have to be supplied in packets of 5 copies each duly wrapped in thick Kraft Paper/Water Proof Sheet.

Other Remarks:-

- (a) Damaged supply, poor quality and delayed supply may attract heavy penalties. Centre keeps the right to reject the entire or part supply of printed material which is not satisfactory as per demand. In such cases Centre shall be entitled to get the work executed from elsewhere and recover the consequential loss sustain from the firm for getting the work executed either through other firm or through the firms selected through the process a fresh. The successful firm should print and supply the material as per accepted rates for a period of one year.
- (b) There will be no change whatsoever in rates till **March 31, 2019**.
- (c) The rates should be quoted both in the words and figures.
- (d) No packing and forwarding charges will be paid extra.
- (e) Firms backing out after participating in the process shall be liable for blacklisting from the Centre and the EMD shall stand forfeited.
- (f) The firms may nominate their authorized representative to be present at the time of opening of rates.
- (g) The time schedule is to be strictly adhered to, since this is time bound job, a serious view will be taken towards delay on Printer's part and this may attract penalties of 0.5% per day of the value of quantity delayed upto maximum of 20% of the total cost or supply may be rejected straightway without any liability of CCRT. In case the Contractor is still unable to supply the goods within the extended stipulated time the security deposit of Contractor shall be forfeited and the order shall be treated as cancelled and firm blacklisted.
- (h) In case of lower GSM the penalty imposed will be decided by an internal committee and decision of Director, CCRT will be final.
- (i) All the documents in support of eligibility criteria are also to be attached along with the Price Bid.
- (j) Consequent upon allotting the job to the firm, contract on stamp paper of appropriate amount will be signed between CCRT and the firm. Any dispute arising from the above will be subject to the jurisdiction of Delhi. No other argument will be entertained.



**CENTRE FOR CULTURAL RESOURCES AND TRAINING
15A, SECTOR-7, DWARKA, NEW DELHI-110075**

PRICE BID

Annual Report 2017-18

ITEM	QUANTITY	AMOUNT (₹) EXCLUDING GST	AMOUNT IN WORDS	GST IN %
Annual Report	400			
Rate of Additional 4 pages in 4 colour				
Rate of Additional 4 pages in Single colour				

SPECIFICATIONS

- Size : A4 size
- Paper : Cover: 240 GSM Royal Bilt Art Card Matt or its equivalent
Text : 130 GSM Indian Art Paper
- No. of pages : 152 ± 4 pages (Plus Cover)
- Printing : Cover: Four color printing on one side i.e.
Front / A side and single color on back side
- Text : 84 ± 4 pages in four color
68 ± 4 pages in Single color
- Lamination : Thermal lamination with Matt finish on one side of cover.
- Quantity : 400 Nos.
- Binding : Perfect binding with section sewing
Each report will be packed in resalable transparent cover.

Material for production: InDesign, and Corel open file will be provided to the Printer.

Yours faithfully,

Harish Palsule
Deputy Director