



CONSORTIUM FOR EDUCATIONAL COMMUNICATION
IUAC CAMPUS, ARUNA ASAF ALI MARG,
NEW DELHI - 110 067



**NOTICE INVITING TENDER FOR EMPANELMENT OF AGENCIES FOR
 PRINTING & DESIGNING WORK**

Consortium for Educational Communication (CEC) an Inter University Centre of University Grants Commission (UGC) invites sealed Tenders for Empanelment of Printing & designing works in two bid systems (i.e. Technical Bid and Financial Bid) from interested and eligible reputed agencies having experience in conceptualizing designing and printing of documents etc. with sound technical and financial capabilities for giving their offer, initially for a period of one year.

Last date for submission of Tender (alongwith Earnest Money Deposit)	:	20/04/2018 by 02:30 PM
Date & Time of opening of Technical Bid	:	20/04/2018 at 3.00 PM (Technical bid)
Earnest Money Deposit (To be deposited with Tender)	:	Rs.50,000/- (only D.D./Pay order in favour of Director, CEC payable at New Delhi)

Tender Documents may be downloaded from the website www.cec.nic.in Sealed Tender should be addressed to the "Chief Administrative Officer, CEC, IUAC Campus, Aruna Asaf Ali Marg, New Delhi-110067" may be sent by Hand/Speed/Registered post or may be dropped in the tender box placed at CEC, latest by 20/04/2018 by 2:30 p.m.

CEC reserves the right to reject any or all the tenders without assigning any reason.

Chief Administrative Officer

**NOTICE FOR EMPANELMENT OF AGENCIES FOR
PRINTING & DESIGNING WORK**

Consortium for Educational Communication (CEC), an Inter University Centre of University Grants Commission (UGC), invites sealed TENDERS for Empanelment of Agencies for printing & designing work having sound backup for excellent designing, scanning, planning, printing etc. of publication of various descriptions and for black & white and multi colour jobs including Brochures, Bulletins, Reports, Posters, Pamphlets, Leaflets, Logos, Newsletter, Visiting Cards, Letter Heads, Bill Books, Banners, Glow Sign, Flex Board, etc. The agencies must have modern printing and designers facilities of international standards with available capabilities and track record of excellent delivery.

The empanelment would be valid for a period of one year and may be extended at the sole option / discretion of CEC, on the terms and conditions mutually agreed and acceptable to the agencies.

The Agency should have fully fledged unit of their own for usual design, preparation of art work, translation in English, Hindi and other regional languages etc., proof reading, designing, composing & printing etc.

The agency will be responsible for collecting the manuscript and other materials free of charge, preparation of designs, printing, proofreading, typesetting, editing, spiral binding, perfect binding, etc. as per directions of the CEC.

It will be the responsibility of the agency to return all the concerned materials concerned like manuscript, art work, photographs, negatives & positives, pendrive, CDs/DVDs etc. after completion of the job, failing which the costs of the items will be recovered from the firm.




General Terms and Conditions
Applicable to the Agencies on being selected
For printing and designing works

1. The tenders are to be submitted as per two bid system i.e. Technical Bid and Financial Bid.
2. The Technical Bid should contain all the relevant / supporting documents as per Annexure 'B' and the Financial Bid should contain the rates quoted for the services to be provided, as per Annexure 'C'. The other details are as follows :

Last date and time for receipt of sealed tenders	:	20/04/2018 by 02:30 PM
Date and Time for opening of Technical Bid	:	20/04/2018 at 03:00 PM
Date and Time for opening of Financial Bid	:	-----

3. Technical Bid will be scrutinized by the evaluation committee and only after scrutiny of Technical Bids, the Financial Bids will be opened. The Financial Bid of only those firms will be opened, whose Technical Bids are found suitable.
4. Both the bids should be submitted as per specified proforma in two separate sealed envelopes super scribed as "Technical Bid for Empanelment of agencies for printing & designing work" and "Financial Bid for Empanelment of agencies for printing & designing work". An Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees fifty thousand Only) in the form of Demand Draft/Pay Order in favour of Director, CEC payable at New Delhi should be in the third envelope alongwith covering letter and it should be superscribed "EMD for Empanelment of agencies for printing & designing work". All three sealed envelopes should be put in a fourth sealed envelope and should be superscribed "Tender for Empanelment of agencies for printing & designing work 2018-19". Sealed tender should be addressed to the Chief Administrative Officer, Consortium for Educational Communication, IUAC Campus, Aruna Asaf Ali Marg, New Delhi - 110067. The tender document may be sent by Hand/Speed/Registered Post to the above mentioned address or may be dropped in the tender box placed at CEC, New Delhi at above address before the stipulated date and time.
5. The tenderer shall quote for all the columns / items of Financial Bid (Appendix-C) failing which the bid shall be considered non-responsive, incomplete and tender will be summarily rejected.



6. Each page of the Tender Document and papers submitted along with, should be serially numbered, signed and stamped by the authorized signatory.
7. All entries in the Tender form should be legible and filled clearly. Any overwriting or correction, which is unavoidable, has to be signed by the authorized signatory.
8. In case the successful Tenderer declines the offer of Contract, for whatsoever reason(s), his EMD will be forfeited.
9. CEC reserves the right to reject the tender without assigning any reason thereof.
10. Proof of single job execution of a minimum of Rs.10 lakhs for printing & designing work during the last two years should be attached by the agency.
11. The work of the CEC is time bound and the agency which is assigned for the job would be required to complete the job within the time-frame set by the CEC failing which the agency will be liable to pay penalty as decided by Director CEC. The agency would keep the CEC informed about the status of the assigned job at every stage.
12. On completion of the job, the agency would be required to send / submit pre-receipted bills in triplicate (all originals) along with (i) delivery vouchers for the supply made (ii) manuscripts, photographs, graphs, negatives & positives, Pen Drive, CDs/DVDs and other materials given by the CEC, and (iii) samples of the job executed.
13. In the event of detection of any error or defect made by the agency at any time after the delivery of the work ordered, the agency shall be bound, if called upon to do so to rectify such error or defect at its cost to the satisfaction of and within time fixed by CEC. In the event of the delivery of any defective work which, owing to urgency or for any other reasons cannot be wholly rejected, the Director, CEC shall have the power to deduct from any payment due to the agency or security deposit amount, such sum as he may deem expedient not exceeding 10% of the value of the particular portion or portions adjudged to be defective.
14. A schedule for the work and for the delivery of printed copies will be drawn by the CEC and will be intimated to the agency while placing the order for the job. The agency should accept the job only if it is in a position to complete the job according to the schedule. If the agency is unable to adhere to the schedule, for reasons not attributable to the CEC, the Director shall have the power to cancel the order and



withdraw the printed (and folded) sheets, forms, etc. the original art work, paste ups, photographs, manuscripts etc. of the job and shall have the power to assign the job to another printer & designer for completing the remaining part of the job at the cost of the agency to which the job was originally assigned. The agency shall extend all facilities to the Director, CEC or his authorized representative for withdrawing the printed and unprinted material.

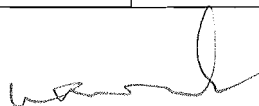
15. Notice of the printing job could also be sent to the empanelled agency by fax/mail/e-mail/voice telephone/by-hand etc.
16. The agency applying for empanelment should furnish all the particulars related to its status and functioning as per Appendix-B.
17. The agencies applying for empanelment will be required to mention Service Tax No., validity of registration with appropriate authority, PAN No. GST No. etc.
18. The date of declaration of qualified/empanelled agencies will be at the discretion of CEC.
19. The agency should not be placed in defaulter category by any Govt. Department.
20. No conditional bids will be accepted.
21. The successful bidder will have to deposit the **Performance Security Deposit** of Rs.50,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft drawn in favour of Director, CEC payable at New Delhi and commence the work within 15 days of acceptance of tender otherwise the contract may be cancelled and EMD will be forfeited.
22. Tender should be valid for a period of 12 months from the date of opening of the tender. It may be extended on basis of satisfactory service.



TECHNICAL BID

Details of Tenderer :

1.	Name of Tenderer		
2.	Name of Proprietor / Director / Partnership / Joint Venture / Consortium / Pvt. Ltd. / Limited.		
3.	Full Particulars of co./Firm/Agency		
	(a) Address		
	(b) Mobile no. / Telephone no.		
	(c) Fax no.		
4.	(d) E-mail Address		
	Type of Firm (Proprietor / Director / Partnership / Joint Venture / Consortium / Pvt. Ltd. / Public Ltd./ Limited /Co-operative / NGO / PSU / Govt.		
	5.	The firm should be registered with the registrar of Companies and Company Registration no.	
	6.	Registration Details	
(a) PAN no.			
(b) Service Tax registration no.			
(c) GST no.			
7.	(d) Any other registration which is mandatory for such agencies stipulated by concerned authorities.		
	Details of Earned Money Deposit		
	(a) Amount Rupees		
	(b) DD no. and Date		
8.	(c) Drawn on Bank		
	(d) Valid upto		
8.	Total Turnover of three preceding years		



	(a) 2014 - 2015	
	(b) 2015 - 2016	
	(c) 2016 - 2017	
9.	Minimum Annual Turnover 20 Lakh	Yes <input type="checkbox"/> No <input type="checkbox"/>
10.	Description of in-house facilities of the agency	a) Personal : Yes <input type="checkbox"/> No <input type="checkbox"/> b) Equipment : Yes <input type="checkbox"/> No <input type="checkbox"/>
11.	Minimum machinery required (Give details) i) Computers ii) Processing equipments - Scanner / Image set-up iii) Plate making iv) Offset machine - Four colours v) Cutting & binding vi) Any other item	Yes <input type="checkbox"/> No <input type="checkbox"/>
12.	Has your organization been placed in defaulter category by any Govt. Department? If not, please submit a self attested certificate to this effect.	Yes <input type="checkbox"/> No <input type="checkbox"/>
13.	Firm must provide customer satisfaction letter from customers from Govt. Department / PSU / Autonomous Body while submitted the technical bids.	Yes <input type="checkbox"/> No <input type="checkbox"/>
14.	Sample of work done to show creativity and designing capability.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Copies of certificates / documents in support of proof of above must be attached with Annexure - 'B'.

I declare that all the information made in the Technical Bid (Annexure-'B') is true to the best of my knowledge and belief.

Signature of the Proprietor/Authorized Signatory

Place:

Date:



FINANCIAL BID

S. No.	Name of the item(s)	Specification	Size	GSM	No.	Amount (in Rs.) to be filed by vender (Exclusive of tax)	Tax	Total Rates
1.	Newsletter, Envelope and Postal Address sticker	Consisting of minimum 32 pages, multicolor printing on both sides, glossy paper. White envelope with CEC address and logo. Printing in single colour.	11.75" x 8.25" 9" x 12"	170 90	i) 2,500 No. ii) Rate for extra 100 nos.			
No separate rate / quote for newsletter, envelope and postal address. Postal address sticker bearing address must be pasted on each envelope.								
2.	Letter Head	4 colors	A-4	100	Rate per 100 No.			
3.	Visiting Cards	i) Single color - Handmade ii) Multi color - Handmade iii) Natural Grained paper		300	Rate per 100 No. For each category			

Handwritten signature

4.	Poster	<p>i) Glossy paper with multicolor printing.</p> <p>ii) Matt finished paper with multicolor printing.</p>	<p>9"x11"</p> <p>11"x18"</p> <p>18"x23"</p> <p>A-4</p> <p>A-2</p> <p>A-1</p>	170	i) Rate per 100 nos.			
5.	Invitation Cards with Envelope	<p>i) Handmade paper single</p> <p>ii) Ivory paper -</p> <p>iii) Art cardstock folded</p> <p>Printing in 4 colours</p> <p>Printing in single colours</p>	<p>6"x4"</p> <p>8"x5"</p> <p>7"x5"</p>	300	i) Rate per 100 nos.			
6.	Annual Report	<p>Consisting of minimum 32 pages, glossy paper with both side multicolor printing, cover page in 300 GSM with lamination (one side) and binding.</p>	A-4	170	<p>i) 200 nos.</p> <p>ii) Rate for extra 50 nos.</p>			



7.	CEC Brochure	Consisting of minimum 12 pages, multicolor printing on both sides, glossy paper with lamination.	11.75" x 8.25"	300	i) 2000 No. ii) Rate for extra 100 nos.			
8.	CD Cover	Class Art Paper Digital printing in 4 + 4 colours)	12.5 x 12.5 cms	170	i) 100 no. ii) Rate for extra 50 nos.			
9.	File Cover (Spring)	Front page printing with logo	Standard size	400	500 no.			
10.	Gate Pass	Triplicate (with number) (Copy 1 + 2)			10nos. book {150 pages each book}			
11.	Form	(1) Single pages (2) Pages (front & back)	A-4	90	10nos. book {150 pages each book}			
12.	Poster	Gumming strip on top and bottom with lamination	A-3	170	Rate per 100 nos.			
13.	Flyers	(Front & back) Imported art paper	10" - 7"	135	Rate per 500			
14.	ID-Card	Delegate / Organiser plastic cover with string print (Video Competition, CEC)	5"-3"	300	Rate per 300 no. / Rate per 50 nos.			

Handwritten signature

15.	Standees	With aluminum frame and carry bags	2.5ft x 6ft		Rate per 01 nos.			
16.	Banner	Flex	3ft x 4ft		Rate per 01 nos.			
17.	Brochure	36 page with matt lamination, imported art paper centre stitching booklet	9"-7"	Cover 300 Inner 135	Rate per 400 nos.			
18.	Journal	116 pages	7.5" x 10.5"	Cover 300 Inner 135	Rate per 100 nos.			

Note : (i) The rates will be quoted in above format as per Appendix-C.

(ii) The quote should be mentioned with percentage of taxes for each item.

(iii) The increase / decrease in number of pages, size and quantity will be considered on proportionate basis (on prorated basis).

(iv) Address must be printed on postal address sticker and should be pasted on each envelope. No additional payment will be made in this regard.

