

Tender for Printing & Supply of Annual Report Tender No:RCIL/2018/P&A/42/2

RailTel Corporation of India Ltd. being a Public Sector Undertaking invites sealed quotations for Printing & Supply of Annual Report. The estimated value will be approximately Rs.405180/-(including GST). You are requested to quote your best offer along with the complete details of specification, terms & conditions.

S.No.	Description	Total Estimated value	EMD (in Rs.)
1	Tender for Printing & supply of Annual Report	405180/-	8200/-

Quotation should be sealed and superscripted with tender number and address to:

DyGeneral Manager/P&A
RailTel Corporation of India Ltd.
Corporate office, 143 Institutional Area
Sector-44, Gurugram(Haryana)

The sealed quotations should reach the RailTel by 28 May 2019 at 3:00 P.M. and it will be opened on same day at 3:30 PM in the presence of bidder(s) or their representative(s), who will be present at the scheduled date and time.

Terms & conditions

1. The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs.8200/-(Rs. Eight thousand two hundred only) by way of demand draft only. The demand draft shall be drawn in favour of RailTel Corporation of India Ltd. The EMD of the successful bidder shall be returned after the successful submission of Bank Guarantee/Security Deposit and for unsuccessful bidder(s) it would be returned after award of the contract. Bid(s) received without demand draft of EMD will be summarily rejected.

a) Request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill for any previous work will not be entertained.

b) Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulation made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.

c) The EMD, in case of unsuccessful bidders shall be retained by RaiTel, till the finalization of tender. No interest will be payable by RailTel on the EMD.



2. **Tender Fee:** Tender fee will be non refundable amount of Rs. 2000/- including GST (Rs. two thousand only) by way of Demand draft. The demand draft shall be drawn in favour of RAILTEL CORPORATION OF INDIA LTD payable at Gurgaon. Bids received without demand draft of Tender fee will be summarily rejected.

3. **RATE:** The Rates quoted should be indicated in words as well as in figures, as per format specified. In case of any discrepancy, rate quoted in words shall be considered.

4. **Taxes:** The price quoted in the offer should be firm, fixed indicating the breakup and inclusive of all taxes & duties like CGST, SGST, IGST, UGST etc. The offer should be inclusive of packing, forwarding, freight up to destination, insurance charges etc.

In case the successful tenderer is not liable to be registered under CGST/IGST/UTGST/SGST Act, the RailTel shall deduct the applicable GST from his/their bills under reverse charges mechanism (RCM) and deposit the same to the concerned tax Authority.

5. **Evaluation Criteria:** Inter se position of the offers will be determined on total unit rate on CIP destination basis which will include basis rate, custom duty, CGST, SGST, IGST, GST, freight, insurance and any other charges or cost quoted by the Tenderer, including GST payable.

6. **Opening of Tender:** The tenderer is at liberty to either present himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification. The late tenders received by RailTel will be ignored. Further, RailTel does not accept any liability and responsibility for the tenders in case the same are not properly sealed and marked and/or sent as above.

7. **Contract Period:** The contract for supply will be initially for a period of 01 (one year) subject to satisfaction of RailTel and extendable for one year with mutual consent of both parties on same rates, terms & conditions.

8. **Quality of goods:** The firm will be entirely responsible for quality of goods supplied. The supplier should replace the rejected/damaged stores within 10 days, failing which legal action will be taken as deemed fit by the RailTel.

9. **Validity:** The quoted rates must be valid for a period for 180 days from the date of closing of the Tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

10. **Authority of person signing document:** A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty, that he has authority to bind such other and if, on enquiry, it appears that the person so, signing has no authority to do so, the RAILTEL may without prejudice to other civil and criminal remedies cancel contract and hold the signatory liable for all cost and damages.



11. **Award of contract:** The authority will award the contract to the successful bidder/Contractor whose bid has been determined to be in full conformity to the bid document and has been determined as the lowest evaluation bid.

12 Delivery Schedule:

- a) All the inputs with regard to the Designing, Printing & Supply of Annual Report 2018-19 will be supplied by the Company Secretary.
- b) The agency shall submit final art work, designing of cover pages including composing page make-up and final artwork of the entire report to the satisfaction of the company Secretary.
- c) The agency shall provide first draft of Annual report based on the inputs provided within 7 days. The agency shall depute their executives at RailTel's office immediately as and when required for the purpose of carrying out corrections in the draft Annual Report. RailTel, upon satisfaction that all the corrections have been carried out in the draft Annual Report, shall give go ahead for printing to the Agency.
- d) The agency shall provide 25 Nos of advance copies of English version of Annual Report (Printed through Digital mode) within 48 Hrs after giving go ahead by RailTel. The scheduled delivery period for supply of the Annual Report 2018-19 through offset mode complete in all respects shall be 7 days, which shall be reckoned for all purpose whatsoever from the date of giving go ahead for off –set printing.
- e) The agency shall share soft copy (hyperlinked enabled file) of Annual Report.
- f) All the aspects as per safe delivery of Annual Report at the Corporate Office of the Company i.e. Delhi or Gurugram, as the case may be, shall be the exclusive responsibility of the agency.

12.1 Delayed delivery & Compensation for delay:

If the supplier fails to deliver any or all of the goods or fails to perform the services within the schedule delivery period, RailTel shall, without prejudice to other rights and remedies available to RailTel under the contract, deduct from contract price, as liquidated damages as per details given below:

- a) In case the agency fails to provide 25 Nos of advance copies of English version of Annual Report within stipulated time, RailTel shall be at its liberty to get the same printed from any other outside printing agency at the total cost/expense of the agency. The cost/expenses so incurred by RailTel in printing such 25 Nos of advance copies of English version of Annual Report (Printed through Digital mode) from outside printing agency, would be deducted from the payment due to the agency.
- b) If the delivery of material in full and in good condition is not completed for whatsoever reason within the scheduled delivery period, an amount @5%(five percent of the cost of undelivered material) would be deducted from the payment due to supplier for each day or part thereof, subject to the maximum of 100% (hundred percent of the total value). Further, If the delivery of materila/goods are not commenced at all for whatsoever reason within the scheduled delivery period,



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in that case the owner reserve the right to cancel the order without any notice and the security deposited by the firm/agency shall be forfeited.

13. Performance Security: The successful tenderer will be required to furnish a performance Security Deposit of 10% of tender amount in the form of Fixed Deposit Receipt or Bank Guarantee from any Nationalized/Scheduled Bank duly pledged in the name of the RailTel Corporation of India Ltd. Performance Security will be discharged after 60 days from the delivery and inspection of ordered materials by the Inspection committee of RailTel.

The security deposit can be forfeited by order of RailTel in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract.

14. Arbitration: The Arbitration shall be held in accordance with the provision of the Arbitration and conciliations Act, 1996 and the venue of arbitration shall be at Delhi. The decision of the Arbitrator shall be final and binding on the both parties.

15 Payment Term: The bill may be sent to this office for settlement after delivery of the material. The bill should have full particulars of the items.

No payment shall be made in advance nor shall the loan from any financial institutions be recommended on the basis of the order of award of work.

The contractor shall submit the bill only after delivery of the material to the satisfaction of the RailTel. The case of issuing sanction and passing of bill for payment will be initiated on receipt of a pre-receipted bill invoice from the contractor. No payment will be made for goods rejected.

Breach of Terms and conditions: An agreement shall be signed with the successful bidder. All terms and conditions are part of the contract/Agreement and noncompliance of any shall be deemed as breach of the Contract/Agreement.

In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to reject the bid at any stage without assigning any reason thereof and nothing will be payable by RailTel and in that event the EMD shall also stand forfeited.

16. Legal Jurisdiction: any disputes are subject to exclusive jurisdiction of competent court and forum in Delhi.

17. Applicable Law: The contract shall be governed by laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealing/processing.

18. The requirement for printing is as under:-



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i) Work Annual Report having 250+/-4inner pages for English version (250+/-4 for Hindi) excluding covers. All in 4 colours. Cover shall be UV laminated. RailTel Logo will be printed on each page. Approximate No. of Pages English: 87500 Hindi: 25000

ii) **Size:** 8.5inchX10.75inch.

iii) **Grammage:** Cover: Imported art Card (270) GSM) and Inner pages:-Imported art paper (130GSM)

IV) **Quantity:** 350 copies-English and 100 copies- Hindi

v) **Binding:** Prefect binding

vi) **Design:** The agency shall give the options of atleast 5-6 design for cover pages for the consideration of Approving Authority. The cover page shall be prepared with the use of modern designing tools, techniques, software's etc.

vii) **Delivery schedule:** As advised by RailTel while handing over the text material. This schedule must be observed by the printer.

viii) **Translation:** The Agency will arrange for the translation of English Annual Report into Hindi version to the satisfaction of RailTel's Raj Bhasha Division.

ix) **Proof reading:** will be aranged by the printer at its own cost.

X) **Payment terms:** After delivery of complete work to the satisfaction of RailTel.

xi) **Photographs:** 35+/-2 colour photos/charts/map etc.(in different dimensions) to be provided by RailTel for printing on front cover, inside of front cover and on inner sheets. No additional cost due to printing of colour photos/charts/maps etc. shall be acceptable at any later stage.

xii) English version & Hindi version should be printed as separate book as combined bilingual version becomes bulky and diffiult to bind .

19. Other terms and conditions:

i) The text will be given to the printer in CD/Pen Drive or by E-mail.

ii) The inside pages should be as per colour theme selected.

iii) The printing will be only on the front and back pages of the cover pages or in all cover pages as per theme. There shall be photographs of Chairman and Board Directors of RailTel in the inside of front cover.



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- iv) A lumpsum amount for the work should be quoted by the agency. Applicable taxes should, however, be indicated separately. If taxes are not indicated separately, it will be presumed that the rates quoted are inclusive of taxes.
- v) Rates quoted by the agency shall include delivery of printed material at RailTel Corporate office at Gurgaon.
- v) RailTel reserves the rights to increase or decrease the number of copies of Annual Report or the number of pages/photographs etc. contained therein. In case the final cost of the work exceeds beyond +25 percent of initial cost by any reason whatsoever, the firm will have to give a rebate of 3 percent of the incremental value.
- vi) Samples of imported art paper of 130 GSM and imported art card of 270 GSM duly stamped and signed by the agency, should be attached to the quotation as samples. Grammage of art papers/cards should also be indicated prominently on papers/Cards.
- vii) The complete bilingual material will be provided to RailTel in PDF format immediately after print copies are supplied.
- vii) RailTel Corporation reserves the right to reject any or all the quotations without assigning any reason.
- viii) Each copy of Annual Report shall be supplied in fully designed envelope printed in four colours. Paper used for envelope should be 120gm Maplitho.
- ix) The agency shall promptly carry out suggested corrections in the draft Annual Report as advised to him from time to time and make available the final draft version at corporate office. He should also provide sample printed copy of Annual Report whenever advised. No extra charges will be paid for such draft reports.
- x) The agency should have adequate infrastructure and competent persons of its trade so that they may arrange their visits at corporate office in relation to finalizing of Annual Report.
- xi) The agency shall provide desired number of copies of Annual Report within the scheduled time as communicated to the agency.
- xii) The agency shall provide an undertaking stating that the information so shared with the agency by RailTel during the printing assignment shall remain confidential and shall not be disclosed to any third party.



xiii) The cost of reprinting of extra number of copies of Annual Report at later stage, if so required by RailTel, may be pre-determined. Such cost should be lower than the price actually paid earlier for a single AR as designing and other overhead is already recovered.

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Dy.General Manager/P&A



At

Annexure

Tender for Printing & Supply of Annual Report

Tender No: RCIL/2018/P&A/42/2.

To

Dy. General Manager/P&A,
RailTel Corporation of India Ltd.
Corporate office, Gurgaon.

Sir,

- 1 I/We.....Submitted the quotation for TENDER FOR PRINTING AND SUPPLY OF ANNUAL REPORT AGAINST NO.RCIL/2018/P&A/42/1 DUE ON 28 May 2019 at 3.00 PM at RailTel Corporate office, Gurgaon.
- 2 I/We thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected out rightly.
- 3 I/We hereby offer to supply at the following rates:

S.No	Name	Qty	Rate in Rs (per page) exclusive of GST	GST	Total Price Inclusive of GST
1	Annual Report in English (Total 250 Pages approx) (inclusive of Designing, page layout ,one colour hard copy for proof reading, cover pages, Printing, Binding and Transportation)	350			
2	Annual Report in Hindi (Total 250 Pages approx) (inclusive of Translation of English version to Hindi, Designing, page layout, one colour hard copy for proof reading cover pages, printing, Bindling and Transporation	100			



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I/We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.

No other charges would be payable by the RailTel. Quantity mentioned above is tentative, it may increase or decrease as per requirement.

Date:

Place:

(Signature of Authorized Person)

Name.....

Name of Firm/Company/Agency.....

Phone.....

Email.....



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