

CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.

(Govt. of India Undertaking, Ministry of Textiles)

Jawahar Vyapar Bhawan, Janpath New Delhi -110 001.

Tel : +91-11-23323825,23701168,23320439,23731178 Fax : 23328354

Website : www.thecottage.in

SHORT TERM TENDER NOTICE

Sealed offers are invited from the advertising agencies/Printers presently empanelled with CCIC in two bid format for the Designing, Printing and Production of Annual Report (2010-2011) of Central Cottage Industries Corporation of India Ltd. The Technical and Financial bids in the prescribed formats are required to be submitted by 28/10/2011 till 1.00 P.M. at the above said address in Tender Box placed at Reception. For details please log on to our Website: www.thecottage.in

Online shopping Website: www.thecottage.in

Annexure A – Specification.

Annexure B - Format for Technical Bid.

Annexure C – Format for Financial Bid.

Annexure D – Dummy specimen of existing Annual Report for reference.

SPECIFICATION

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Specifications for Designing / Printing & Production of 600(Six hundred) copies of Annual report of CCIC for the year 2010-11'.

- | | | | |
|----|------------------------|---|--|
| 1. | Size | : | A-4 (Indian) |
| 2. | Quantity | : | 600 copies (300-English, 300-Bilingual) |
| 3. | Number of pages | : | English- 68 pages (excluding cover page)
Bilingual- 130 pages (excluding cover page)
(However bidders may indicate the increase/decrease in charges per copy depending upon number of pages increase or decrease up to +/- 4 pages) |
| 4. | Colour | : | Cover – Front/back 4 colour printing
Inside pages:
English – 4 pages colour rest black & white
Bilingual – 8 pages colour rest black &white |
| 5. | Paper Grammage | : | Inside: 130 GSM Art paper imported
Cover: 300 GSM Art card imported |
| 6. | Binding | : | Perfect binding |
| 7. | Lamination | : | Cover lamination single side.(outer surface front and back) |
| 8. | Photographs | : | Approximately 20 of major events and exhibitions of CCIC and few pictures of Handloom and Handicraft products. |

Design layout and content:

Main cover : Options of Artwork shall be provided by the Agency/Printer and shall be approved by CCIC.

1. Basic cover shall confirm to any pattern or design based on handicrafts and handloom products in order to give an ethnic look.
2. Cover shall highlight the company logo and its address along with the website.

Inside Main cover:

1. The inside main cover will carry any of the product photographs/textile designs etc. of CCIC.
2. As similar to the main cover the advertisement shall be fortified by all four sides by the same border that has been used on the main cover.

Back cover : Options of Artwork shall be provided by the Agency/Printer and shall be approved by CCIC.

1. The back cover shall also confirm to the same pattern and border based on handicrafts and handlooms as used on the main cover and the inside cover of the report.
2. It shall contain company logo along with name and website details. It shall also contain address, website, and e-mails of all branches and franchisee of CCIC.

Inside Back cover:

1. It shall again contain any of the product photograph /Textile designs of CCIC.

Contents:

1. The first page shall be the contents page.
2. The page should entail the contents of the annual report as well as the photographs of handlooms and handicrafts of CCIC. It shall also carry the slogan of the company as well as the website.
3. As done earlier it shall also be fortified on all four sides by the same pattern as used in the main cover.

Inside pages:

1. After the contents the first two pages shall be coloured and shall contain photographs of major events/ Exhibitions with photo captions held during the financial year 2010-11. The same shall be provided by CCIC.
2. The next page shall also be coloured and shall contain a brief introduction on CCIC and Indian Handicraft and Handloom products along with product photographs. It shall also contain the logo of CCIC.
3. The following all pages shall be black &white which shall also be fortified by the same border as used in the cover.

NOTE :

The bidders shall strictly adhere to the above design/content format.

Subsequent to the award of work /printing material, the qualifying agency/Printer will coordinate with Company Secretary's Office(Jawahar Vyapar Bhawan) for the proof checking of Directors Report/Balance Sheet etc. The Designing /Layout of the Annual Report including photographs will be finalized by the Publicity Department.

CCIC reserves the right to accept or reject any/all quotations without assigning any reason whatsoever.

(R. K. Singh)
Sr. General Manager

Technical Bid

Application for the Technical Bid for Designing / Printing & Production of 600(Six hundred) copies of Annual report of CCIC for the year 2010-11. All columns are necessarily to be filled. Enclosures (Wherever applicable) must be enclosed.

Name of the organization/agency/firm	
Name of the Managing Director / Director / owner / proprietor	
Address and Telephone number of the Organization / Agency / Firm	
PAN No. (Copy to be enclosed)	
Service Tax Registration No. (Copy to be enclosed)	
VAT Registration No. (Copy to be enclosed)	
Nature of business / services *SSI /**SSBE (Copy to be enclosed)	
Experience in business (No. of years)	
Experience in Designing and Printing of Annual Reports(No. of years)	
Successful execution of similar value order during the past three years ending on 31.03.2011 at either of the following: Minimum one contract of the value of Rs.3.00 lakhs in the last one year(attach certificate of completion) <p style="text-align: center;">Or</p> Minimum two contracts of the value of Rs.1.5 lakhs each in the last two years(attach certificate of completion) <p style="text-align: center;">Or</p> Minimum three contracts of the value of Rs.1 lakhs each in the last three years (attach certificate of completion) (Please attach copies of work orders and completion certificate)	

- * Small Scale Industries (Registration No., Date / Memorandum issued by competent authority) Certificate to be enclosed.
- ** Small Service Business Enterprise (Registration No., Date / Memorandum issued by competent authority) Certificate to be enclosed.

Name of the Important clients / Firms /to whom such services has been rendered / are being rendered by the organization / agency / firm	
<u>Infrastructure available/installed :</u> Printing and Production facility details (List of Plant Machinery to be enclosed)	
Volume of sales/ Turnover during last Three years (in lakhs)	
Whether the Agency/Printer is empanelled with the Govt. of India Departments/PSUs? (Please mention the name and address)	
Completion of the job within 25 days of awarding of the job/handing over of all documents whichever is later. To confirm please.	
Earnest Money deposit in favour of "CCIC OF INDIA LTD." through Bank Draft only. (Cheque will not be accepted)	Rs. 5,000(Rupees five thousand)

PENALTY: In case the work allotted is not completed within date of completion specified or the bidder backs out after acceptance of award, the Earnest Money Deposit (EMD) shall be forfeited. For delay of each day penalty of Rs. 1000/ per day will be levied.

Signature : _____

Name of the Proprietor/Director/Owner: _____

Seal of the Company / Firm / Proprietor

Financial Bid

Application for the Financial Bid for Designing / Printing & Production of 600 (Six hundred) copies of Annual report of CCIC for the year 2010-11.

Name / address / Telephone of the agency / organization/firm	
Total cost for designing and printing of 600 copies of annual report as per specification enclosed for complete job (English – 300 copies & Bilingual – 300 copies)	Amount : Rs.
Taxes / VAT applicable may be indicated separately	
Extra charges for extra \pm 4 pages per page per copy may also be indicated separately	Amount : Rs.

Signature : _____

Name : _____

(Proprietor/ Director/ Owner with stamp)

Important terms :

1. Details as above may be given on organization/ Agency/Firm letter's head signed by the Authorised signatory.
2. Applicants should strictly adhere to the application format.
3. Financial Bids may be submitted in a super scribed envelope.

TERMS AND CONDITIONS & INSTRUCTION FOR BIDDERS

1. Please apply in the enclosed formats enclosing Earnest Money Deposit (Refundable) in the form of Demand Draft from a Nationalised Bank for Rs.5,000/- (Rupees Five Thousand only) in favour of 'Central Cottage Industries Corporation of India Limited, New Delhi'.
2. The applications in the prescribed format shall be sealed in two separate envelopes. The envelopes shall be superscribed as 'Technical Bid' and 'Financial Bid'. Both the envelopes then will be sealed in one envelope. The outer envelope shall be superscribed as 'Offer for Designing and printing of Annual Report(2010-11)'. The envelope shall be addressed to :

Sh. R.K. Singh
Sr. General Manager
Central Cottage Industries Corporation of India Limited
Jawahar Vyapar Bhawan, Janpath
New Delhi – 110001

3. **Last date for receipt of application : 28th October, 2011; 1.00 PM. The technical bids will be opened in the Board Room of CCIC, Jawahar Vyapar Bhawan, Janpath New Delhi – 110 001 on the same day at 3.00 PM in the presence of bidders who may wish to be present. The date of opening of the Financial Bid will be intimated later.**
4. Incomplete applications shall be rejected.
5. The work has to be Completed in 25 days from the date of award/availability of material whichever is later. For each day of delay penalty will be Rs. 1000/- per day.
6. Management reserves the right to accept / reject any bid without assigning any reason there for.
7. Payment terms : 15 days after completion
8. The successful bidder has to submit Security @ 5 % of Bid value at the time of acceptance of work order. The earnest money received shall be refunded on award of tender.

Selection Criteria for Technical Bid:

1. **The bidder should have minimum three years experience in execution of similar work as mentioned in scope of work. (see annexure – “A “)**
2. **The bidder should have executed :-**
 - a. **Minimum one contract of the value of Rs. 3 lakhs in last one year (attach certificate of completion) or**
 - b. **Minimum two contract of the value of Rs. 1.5 lakhs each in last two years (attach certificate of completion) or**
 - c. **Minimum three contract of the value of Rs. 1 lakhs each in last three years (attach certificate of completion)**
3. **The total turnover of the bidder in each of the last 3 years should have been Rs.5.00 Lakhs (Rupees five lakhs) & above.**
4. **The firm should have proper infrastructure for Designing, Printing and Production of Annual Report.**