

No. CCIC/P & S /2011-12/01

Central Cottage Industries Corporation of India Limited (CCIC)

(A Govt. of India Undertaking)

Jawahar Vyapar Bhawan

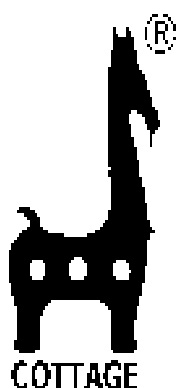
Janpath

New Delhi – 110 001

Tel: 011- 23320439

Email: - ccic.shipping@gmail.com

Website: www.thecottage.in



**Limited tender for packing contractor for packing of
merchandise for export / domestic sales**

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TENDER DOCUMENTS

1. TENDER NOTICE
2. TECHNICAL & FINANCIAL FORM (ANN-A)
3. STANDARD INSTRUCTIONS TO BIDDERS

Central Cottage Industries Corporation of India Ltd.

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10 June, 2011

**LIMITED TENDER NOTICE INVITING SEALED OFFERS
FOR RATE CONTRACT for packing of merchandise for export / domestic
sales**

**CCIC of India Ltd. invites sealed offers from reputed parties for rate
contract for packing of merchandise for export / domestic sales**

Interested parties may send their quotations as per Technical cum Financial form in a sealed envelope super scribing tender notice No and name of work (Tender for packing contractor) & a **DD of Rs.16, 000/-** (Rupees Sixteen Thousand only) favouring "**CCIC OF INDIA LTD.** "towards EMD (2% of the estimated value i.e. Rs. 8 Lakh) payable at New Delhi. Tender can be obtained from the office of the AGM (Showroom) or can be downloaded from our website- www.thecottage.in . Last date for submission of sealed offer is 4th July 2011 up to 3.00 PM In the tender box lying at reception counter, at the following name and address:-

**A.G.M (Showroom)
CCIC OF INDIA LTD
JAWAHAR VYAPAR BHAWAN
JANPATH NEW DELHI -110001**

Central Cottage Industries Corporation of India Ltd.

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Technical cum Financial form

(ANN-A)

Sl. No.	Details	Information to be furnished by the party
1.	Name & Address of the party	
2.	Contact Person	
3.	Telephone / Cell No.	
4.	Fax. No.	
5.	Email No.	

6.	PAN No.	
7.	TIN No.	
8.	Service Tax No.	
9.	CST No.	
10.	WCST No.	
11.	<i>Experience of the firm (as on 31/03/2011)</i> <i>(No of years)</i> <i>Details of major orders / clients</i>	
12.	<i>Turnover of the firm for the last three years</i> <i>(Rs in Lakhs)</i> <i>2008-09</i>	

	<p>2009-10</p> <p>2009-10</p> <p>(Please attach copy of balance sheet & profit and loss account)</p>	
13.	EARNEST MONEY DEPOSIT	
	<p>An Earnest Money Deposit of Rs.16, 000/- (Rupees Sixteen Thousand only) favoring “CCIC OF INDIA LTD. payable at New Delhi.</p>	<p>DD No._____</p> <p>Date_____</p> <p>Amt._____</p> <p>Bank_____</p>

14.

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Bill of quantity (BOQ)

(Description of work)

S.NO.	DESCRIPTION	RATE * PER CFT (Rs.)	MINIMUM * CHARGES (Rs.)	PER SHEET(Rs) *
1	Packing in wooden boxes (fur/ partal/ deal wood) of 1/2" thickness			N.A.
2	Packing in wooden boxes (fur/ partal/ deal wood) of 1" thickness			N.A.
3	Packing in Single Gunny			N.A.
4	Packing in double Gunny			N.A.
5	Packing of post Parcels with Cloth wrapping			N.A.
6	Packing of post Parcels in Plywood boxes with thermocol & Bubble air lining with cloth wrapping			N.A.
7	Packing in 3mm plywood boxes (Commercial ply)			N.A.
8	Packing in 6mm plywood boxes (Commercial ply)			N.A.
9	Packing in 12mm plywood boxes (Commercial ply)			N.A.
10	Packing in wooden crates (fur/ partal/ deal wood) of 1/2" thickness			N.A.
11	Packing in wooden crates (fur/ partal/ dealwood) of 3/4"thickness			N.A.
12	Packing in wooden crates (fur/ partal/ dealwood) of 1" thickness			N.A.
13	Packing in 9 ply cardboard box (all semicraft-outer waterproof)			N.A.
14	Supply of 9 ply cardboard box empty (all semicraft-outer waterproof)			N.A.
15	Thermocol lining all side(1")			

16	Thermocol lining all side(1/2")			
17	Bubble Air Polythene lining on all sides			
18	Bubble Air Polythene packing for individual items in the box			
19	Thermocol 1" with bubble air polythene lining			
20	Thermocol 1/2" with bubble air polythene lining			
21	Foam lining on all sides 72mm			
22	Special wooden handle (two pcs) to carry, plywood/wooden box			N.A.
23	Any other material			
	TOTAL OF PER CFT/ MINIMUM / PER SHEET			

Total of overall Rs

NOTE:-The packing includes brown, tissue paper corrugated, polythene, paper cutting, steel/ plastic band, stencil, etc. usually used in world class packing & marking, address, weight, size on the consignment.

*** Rates should be excluding of any kind of taxes**

Signature of authorized signatory & Seal

Name

Designation

Date_____

Address

Place_____

Contact No.(LL)

Central Cottage Industries Corporation of India Ltd.
(A Government of India Undertaking)
Jawahar Vyapar Bhavan, Janpath,
New Delhi-110001

STANDARD INSTRUCTIONS TO BIDDERS

- 1. Period of Contract**
Rate contract shall be valid for a year and can be renewed with mutual agreement on same terms and conditions.
- 2. Tender Validity**
The Tender shall remain valid for 120 days from the date of opening of financial bid.
- 3. EMD**
 - a) Earnest Money Deposit of **Rs.16, 000/-** (Rupees Sixteen Thousand only) may be submitted by Bank Draft only drawn in favour of **“CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.”** of any Nationalized / Scheduled Bank payable at New Delhi.
 - b) The bid security of the unsuccessful bidder will be discharged / returned as promptly as possible and no interest would be paid thereon.
- 4. Forfeiture of EMD**
 - I. If a tenderer withdraws his tender during the period of tender validity, EMD shall be forfeited.
 - II. In case successful bidders fails to supply the goods / services / works at L-1 rate, EMD shall be forfeited.
5. The Tenderer is required to submit his offer in an envelope giving reference to Tender Notice No. date and Name of the work and name of Tenderer/Agency containing offer in the Technical, Financial Form as specified in the Tender documents.
6. Last date of Receipt of Tender : 4th July 2011 by 3.00 p.m.
7. Date of Opening of the Tender : 4th July 2011 at 4.00 p.m.
8. Tender document is to be submitted as specified.
9. Incomplete or without signed and stamped tender will summarily be rejected.
10. Relevant address for correspondence/submission of tender is given below:-

A.G.M (Showroom)
CCIC of India Ltd.
Jawahar Vyapar Bhawan
Janpath
NEW DELHI-110001

11. Tender Prices

- I. Prices quoted by the tenderer shall be exclusive of all taxes/duties/levies/ service tax, which shall be shown separately.
- II. The tenderer is required to quote prices as per BOQ.

12. Late Tenders

Any tender received in the office of CCIC after the deadline prescribed for submission of tenders will not be entertained.

13. Award of Tender

The tender shall be awarded to lowest financial bidder i.e. L-1 party (total **of overall**)

14. Eligibility Criteria

- 1. The packing contractor should have minimum experience of 5 years in the field of packing of items for export /domestic sales
 - 2. Average annual turnover in last 3 years should be as under:-
 - a. Rs 6 lakhs in each of the 3 previous financial years .
OR
 - b. Rs 8 lakhs in each of the 2 previous financial years .
OR
 - c. Rs 16 lakhs in last financial years (2010-11)
- 3. The packing contractor should be based in New Delhi / Delhi / NCR
- 4. Packing of merchandise will be done at Bharat Nagar / Jawahar Vyapar Bhawan of CCIC or any other places required by CCIC.

15. Payment terms

Payment shall be made within 30 days after submission of Bill.

PENALTY CLAUSE

- 16.1 For delay in assigned work as required by stipulated date informed from time to Time, penalty of 5% on amount of item value, will be levied for every week of delay in work.
- 16.2 If merchandise found broken, distorted, damaged, lost its shape due to mishandling or improper packing of the items, loss on this account if any will be recovered from the contractor.

Warranty: The contractor shall warrant that the material supplied for packing under the contract is new, unused and minimum standard quality.

Others:

All disputes and differences of any kind whatsoever arising out of or in connection with packing shall be referred to arbitration. The arbitrator may be appointed by both the parties or in case of disagreement; each party may appoint an arbitrator and decision of the arbitrator (s) shall be final. Such arbitration shall governed by the provisions of the Indian Arbitration Act

17. Management's right to accept any tender and reject any or all tenders

Management reserves the right to accept or reject any tender, and to annul the tender process and reject all the tenders, at any time prior to award of contract.

Signature of authorized signatory & Seal

Sd/-
A.G.M (Showroom)

CCIC of India Ltd. Jawahar Vyapar Bhawan

Janpath NEW DELHI-110001

Date...10/06/2011
Place --- NEW DELHI