

EdCIL/PR-Media/Printing-CB/2016-17

01st August, 2017

M/s

All interested bidders

Subject: Quotation for Printing of EdCIL Corporate Brochure

EdCIL (India) Ltd., a Mini Ratna category –I, CPSE under Govt. of India is required to print EdCIL's Corporate Brochure for various promotional and business development activities. Therefore, we invite a sealed quotation as per the specifications given below:-

S.No.	Specification	Qty.
1	Good quality 300 GSM imported art paper Multi colour printing, Thermal Matt Lamination, A 4 size, Finishing, creasing Three Fold- Total pages-6	2000

If you are in a position to meet the above-mentioned requirement, you are requested to submit your sealed quotation, based on our terms and conditions as under.

The quotation is based on single bid system. The envelope should contain the following documents.

1. Earnest Money Deposit (EMD) of Rs. 2,000/- (Rupees Two Thousand only) by Demand Draft only drawn in favour of EdCIL (India) Limited' Payable at Delhi/Noida. **Any bid received without EMDs will be summarily rejected.** However, Bidders registered with DGS&D, NSIC or MSMEs are exempted for payment of EMD.
2. MSEs registered agencies who have valid certificate of registration are required to submit the copy of the same for claiming the relevant benefits such as exemption of EMD etc. as prescribed by Govt. of India. As per Govt. norms Bidders who are registered with MSME/NSIC will be given preference. Any owner of the bidder who is registered with DGS&D, NSIC & MSME, if belongs to SC/ST category please specify in their quotation.
3. Price Bid as per Annexure- I.
4. Letter of acceptance to the terms and conditions of the NIQ.
5. The bidder should furnish details of Printing Contracts carried out by them in two years giving complete details viz. name of the clients/ customer and their contact numbers with copies of the award letters indicating the amount of contract (excluding taxes).

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6. The bidder should have successfully executed the contracts related to printing jobs of minimum 2 Lakhs in last 2 years.
7. The bidder shall furnish an undertaking regarding their non-blacklisting in any of the Government Department and Public Sector undertaking /enterprise in India and central vigilance commission during the last three financial years.
8. The bidder should have GST No. & attach the documentary proof of the same.

TERMS AND CONDITIONS:-

1. All the amount shall be indicated by the vendor/agency in figures as well as in words. Where there is any difference between price quoted in figure and words, amount quoted in words shall prevail.
2. Your quotations shall remain open for acceptance for 90 days or as may be specified from the date of opening. No revision/modifications in the quoted rates will be allowed during the period of validity of quotation or the extended period.
3. The material on receipt at our office will be inspected. The supplier shall have to replace the materials, if any, found defective at site/office on free of cost basis.
4. The Corporation reserves the right to cancel the contract if the quality of material supplied fall below the required specifications and also if the deliveries are not made in accordance with the delivery schedule.
5. The successful vendors/agencies shall not sub-let or assign this contract or any part thereof without obtaining prior written permission of the Corporation otherwise the Corporation shall have the right to cancel the contract and to get the printing job done from elsewhere and the successful vendors/agencies shall be liable to the Corporation for any loss or damage which the Corporation may sustain in consequence or arising out of such job.
6. The payment will be made through NEFT within 20 days on receipt of invoice (in duplicate) against the goods supplied & acceptable to EdCIL/work done at the satisfaction of EdCIL .
7. Your quotation should be free from overwriting. All corrections and alteration should be duly attested by the vendor/agency.
8. You are requested not to erase or mutilate any word(s) or figures occurring in your quotation, otherwise the quotation may be ignored. Any overwriting is not allowed.
9. The quotation for printing of the EdCIL Corporate Brochure in the enclosed prescribed Performa as per specifications given above may please be sent to us in a sealed cover super scribed of "**Quotation for printing of EdCIL Corporate Brochure**" addressed to **Manager (Corporate Communication), EdCIL (India) Ltd., EdCIL House, 18A, Sector 16A, NOIDA-201301** so as to reach not later than **1500 hrs. on 08/08/2017**. The quotation received after the due date will not be entertained.

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10. **OPENING OF THE QUOTATION:** Sealed quotations received up to **15.00 hours on 08/08/2017** will be taken up for opening. Quotations received after the specified date and time will not be accepted. Ed.CIL reserves the right to disqualify any or all of the tenders in case it is not satisfied with the documents furnished or otherwise without assigning any reasons thereof. **The quotations will be opened up on the same day at 16.30 hrs on 08/08/2017** before the evaluation committee and the bidders in the office premises at EdCIL (India) Limited, Sector 16A, Plot 18A, NOIDA – 201 301.
11. The soft copy of printing material will be provided by mail. However, you may visit & see the sample before submit your quotation. Delivery of printed material is required to be made within 5 working days from the date of receipt of final proofs duly approved by EdCIL.
12. The EMD of successful bidder will be withheld till completion of job as a performance guarantee. However, in the case of unsuccessful bidder(s), the EMD will be refund/returned through NEFT after finalization of contract.
13. This Corporation reserves the right to accept or reject any quotation in whole or in parts without assigning any reasons thereof. This corporation also reserves the right to terminate the contract without any notice in the event of your services is not being found satisfactory.
14. This Corporation is not bound to accept the lowest quotation and may reject without any reason assigned for notice thereof.
15. The quotation should be unambiguous in all respects.

Yours faithfully,

Bikash Mohapatra
01/08

(Bikash Mohapatra)
Manager (Corporate Communication)

ANNEXURE - A

S.No.	Specification	Qty.	Rate per brochure (Rs.)	Total cost (Rs.)	GST
1	EdCIL Brochure Good quality 300 GSM imported art paper Multi colour printing, Thermal Matt Lamination, A 4 size, Three Fold, Finishing, creasing	2000			
Total amount excluding taxes (Rs.)					
Amount in words:					

***Note: You may visit & see the sample before submit your quotation.**

Signature of the authorized person

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