THE COTTON CORPORATION OF INDIA LTD.
(A Government of India Undertaking)
Kapas Bhavan, Plot-No. 3A, Sector 10, CBD Belapur,
Navi Mumbai- 400 614. Telephone No. 27579217,
Fax No. 27579219.
Web site: http://www.cotcorp.org.in http://www.ministryoftextiles.gov.in
E-mail: headoffice@cotcorp.com

1	Title of the Tender	:	Printing of 50th Annual Report 2019-20 of the Cotton Corporation of India Ltd. - 400 copies
2	Tender Ref. No.	:	CCI/HO/CA/AR 19-20/2020 dated 30.09.2020
3	Product Category	:	Printing of 400 copies of 50th Annual Report
4	Sub Category	:	Printing
5	EMD	:	Rs.5000 /- (Rupees Five Thousand only) Refer point no 3 of Tender Notice
6	First announcement Date		30th Sep 2020
7	Last Date & Time of Document Collection	:	All working days upto 14.10.2020 between 11 a.m. to 5.00 p.m.
8	Last Date & Time of Submission	:	15.10.2020 Upto 3:00 p.m
9	Opening Date & Time	:	15.10.2020 at 3.30 p.m only.
10	Work description	:	Printing of Annual Report in diglot each containing approximately **Cover Page 4+240** pages (as per our sample) – Total 400 copies
11	Pre-Qualification	i)	Having experience of similar type of printing work of any two Govt./PSU/Reputed Private Sector Company. (self attested copy of work order/work completion certificate along with said printed material must be enclosed)
		ii)	Requisite EMD of Rs.5,000/- to be drawn on any scheduled bank. (Refer point no 3 of Tender Notice)
		iii)	Vendor must have an office/branch office located in Navi Mumbai/ Mumbai / Thane.
		iv)	PAN No. (self attested copy must be enclosed)
		v)	GST No. (self attested copy of registration must be enclosed)
		vi)	The work should be completed and delivered within 7 days from the date of final approval.

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CCI/HO/CA/AR 19-20/2020 Date :30.09.2020

TENDER NOTICE

Sealed Tenders in prescribed form are invited from reputed & experienced firms for printing of 400 copies of 50th Annual Report 2019-20 of the Cotton Corporation of India Ltd. in two bid system i.e. Technical Bid-I and Financial Bid-II, sealed in two separate envelopes.

Sr. No.	Name of the work	Quantity	E.M.D. (Rs.)	Time of completion for the said work
1.	Printing of 50th Annual Report in diglot each containing approximately Cover Page 4+240 pages (as per our sample)	400 copies	Rs.5,000/- (Rupees Five Thousand only)	The work should be completed and delivered within 7 days from the date of final approval.

1. Blank tender forms for the said work are available at the above address at free of costs on working days from 11.00 a.m to 5.00 p.m up to 14.10.2020.
2. The tender documents can also be down loaded from the Corporation's web site i.e. **www.cotcorp.gov.in** and govt. tender portal **www.eprocure.gov.in**
3. Earnest money deposit of Rs.5,000/- (Rupees Five thousand only) in the form of Bank DD/Pay Order on any scheduled bank in favour of The Cotton Corporation of India Ltd., payable at Mumbai/Navi Mumbai must be enclosed along with Technical Bid-I of tenders. Tenders without EMD shall be rejected. However, the firm/companies registered under Micro, Small & Medium Enterprises Development (MSMED) Act, 2006 and having valid certificate issued NSIC/SSI may submit self certified copy of registration certificate and they are not required to enclose the EMD of Rs. 5,000/-.
4. Last date for submission of sealed tenders is upto **3.00 p.m. on 15.10.2020**
5. Date of opening of Technical Bid –I/Financial Bid-II shall be opened at **3.30 p.m. on 15.10.2020**, in presence of tenderer who wish to remain present.
6. Tenderer should submit their sealed tender in the tender box placed at 6th floor, the Cotton Corporation of India Ltd, Kapas Bhavan, Plot No.3A, sector-10, C.B.D. Belapur, Navi Mumbai– 400 614 is as under:

Envelope A : Technical bid-I, which shall include EMD amount and Technical Tender documents.

Envelope B : Financial Bid-II, which shall include price bid.

Envelope C : Envelope "C" should contain Envelope "A" & Envelope "B" .

Note: State clearly on each envelope the name and address of the tenderer. State clearly on each envelope 'A','B',&'C" as per their contents as above. This document consists of total 10 pages.

Corporation reserves its right to accept or reject any tender (s). However, tenderer may seek the reasons for rejection of their tender from the Corporation.

Chief General Manager (Fin)

Encl: Tender document

भारतीय कपास निगम लिमिटेड,
THE COTTON CORPORATION OF INDIA LTD.
कपास भवन, सी बी डी बेलापूर,
KAPAS BHAVAN, CBD, BELAPUR,
नवी मुंबई - 400 614
NAVI MUMBAI – 400 614.

TENDER DOCUMENT FOR
Printing of 50th Annual Report 2019-20

TECHNICAL BID-I

(Should be placed in envelope marked "A")

भा.क.नि.
CCI

THE COTTON CORPORATION OF INDIA LTD.,
KAPAS BHAVAN, CBD BELAPUR, NAVI MUMBAI – 400 614.

TENDER DOCUMENT FOR
PRINTING OF 50th ANNUAL REPORT 2019-20

TECHNICAL BID-I
INDEX

Sr. No.	Particulars	Page No.
1.	Technical specifications	4
2.	Technical Eligibility criteria	5
3.	Terms and Conditions	6
4.	Submission of tender and Declaration	7
5.	Check list of documents enclosed	8

TECHNICAL BID –I

(should be enclosed with envelope marked " A ")

TECHNICAL SPECIFICATIONS ***:***

For printing of Printing of 400 copies of 50th Annual Report 2019-20 of the Cotton Corporation of India Ltd.

Sr.No.	Description	Details
1.	Paper size	A-4 size 8.5'' X 11.5''(close) 17"x11" (open)
2.	No .of copies	400 copies
3.	No. of pages	4+240 pages
4.	Printing specification	In diglot containing approximately 4 cover pages + 240 inside text pages (as per our sample)
5.	Paper specifications	a. Laminated cover page in 4 colors on 300 gsm Foreign art card. b. Inner text 232 pages in 2 colors on 100 gsm Paper on glossy finish. c. Inner text 8 pages in 4 colors on 100 gsm paper on glossy finish. d. Printing of 8 color photographs. e. Perfect binding. f. Increase/Decrease in number of copies/pages/ photos should be payable on prorata basis.
6.	Printing Process	Designing, processing, plate making, printing in four colours, cover lamination, scanning of b/w & colour photos and perfect binding.
7.	Completion	The work shall be completed & delivered within 7 (seven) days from the date of final approval.
8.	Quality	The annual report should be similar to 50th Annual Report (Annual Report of previous year is available on our website- www.cotcorp.org.in). Physical copy may be obtained from our Head Office as per the address already stated.

Date : **Seal and Signature of Tenderer**

Place :

TECHNICAL BID – I
(Should be placed in Envelope marked "A")

Technical Eligibility Criteria:

1. Name of the firm with address:	M/s. _____ Official Address: _____ _____ City:-_____PIN: - Tel. No. (O) _____ (R) _____ Mobile No. _____
1. Vendor must have an office/branch office located in Navi Mumbai/ Mumbai / Thane.	Office Address:
3. Earnest Money Deposit Amount & their details: Drawn on any scheduled bank	Rs.5,000/- (Rupees Five Thousand only) drawn on_____ Vide DD/PO No._____ date_____ _____ in favour of The Cotton Corporation of India Ltd. Mumbai/ Navi Mumbai is enclosed.
4. A Self attested Copy of their registration under NSIC (The National Small Industries Corporation Ltd.)/MSEs (Micro and Small Enterprises) or MSEs owned by SC/ST entrepreneurs	Registration No. under NSIC _____ Whether MSEs owned by SC/ST Entrepreneurs Yes / No
5. Registration with various authorities and their Nos. *(Self attested Copies of the same shall be enclosed)*	A. PAN No._____ B. GST No. _____
6. Experience Certificates The agency should have carried out at least two similar type of work in last three years of any Govt./PSU/Reputed Private Sector Company. *(Self attested copies of work order/ work completion certificate along with said printed material must be enclosed.)*	1.Name and address of the Agency: _____ Nature of Work Execution:_____ Period From _____to _____ 2.Name and address of the Agency: _____ Nature of Work Execution:_____ Period From _____to _____

Date: **Seal and Signature of Tenderer**
Place:

THE COTTON CORPORATION OF INDIA LTD.
CBD Belapur, Navi Mumbai - 400 614.

TERMS AND CONDITIONS:

1.	Evaluation of Technical Bid-I shall be as per technical elegibility criteria and Finacial Bids-II shall be opened of those tenderer who qualifies technically as per Technical Bid-I .
2.	Design and Art work of cover page and inner text, processing plate making, printing, packing and delivery at our office shall be vendor's responsibility. Art and design work shall be shown to CCI for approval before printing.
3.	Vendor must have an office/branch office located in Navi Mumbai/ Mumbai / Thane.
4.	a) Earnest Money deposit amounting to **Rs. 5000/-** (Rupees Five Thousand only) in the form of Crossed Demand Draft/Pay Order drawn on any scheduled Banks in favour of "The Cotton Corporation of India Ltd." payable at Mumbai/Navi Mumbai must accompany the Technical Bid-I. The EMD of the unsuccessful bidders will be refunded without any interest. b) If the tenderer is registered under NSIC (The National Small Industries Corporation Ltd.)/ MSEs (Micro and Small Enterprises) or MSEs owned by SC/ST entrepreneurs should enclose self attested copies of their registration along with the Technical Bid-I. Such tenderes shall be exempted for payment of earnest money deposit.
5.	If the tenderer neglects or refuses for their rates quoted after submission of their tender to comply with the above conditions or any of them, the earnest money deposit already paid shall be forfeited. Further, if the sucessful tenderer refuses to supply or do not execute the printing order the earnest money deposited shall be forfeited and future business dealings shall be restricted for 5 years.
6.	The party who has been banned by CCI for future business dealings will not be entitled to participate in this tender.
7.	Rates should be quoted inclusive of all taxes, transportation etc., delivery at Kapas Bhavan, 6th Floor, Plot no. 3A, Sector 10, CBD Belapur, Navi Mumbai 400614.
8.	The tenderer should enclose self attested copies of their GST and PAN No.
9.	The Financial Bid should be submitted on the letter head of the tenderer. The tender document consisting of (Page No. 3 to 8) duly signed shall be submitted with Technical bid-I and Page No. 9 & 10 with Financial Bid-II.
10.	No escalation in rate shall be considered during the work contract period.
11.	If the work of party is found good, the Corporation may award printing work at the same rate and same terms and conditions annually up to two years.
12.	Interested parties may visit the office before quoting their unit rate to understand the nature of work.
13.	Extension of time for completion of work shall not be granted except under natural calamities and other unseen reasons.
14.	Draft copy shall be submitted for approval to the Corporation within 7 working days from the date of placing order by the Corporation. Whereas supply shall be completed & delivered within 7 days from the date of final approval. If not supplied within stipulated period then liquidity damage will be @1% per week or part thereof subject to maximum of 10%.
15.	The Corporation shall release payment after satisfactory completion, delivery of the Annual Report and on receipt of bill within 7 days. TDS shall be deducted as per applicable rate.
16.	The sealed envelopes containing the tender should be super scribed **"Tender for printing of Annual Accounts 2019-20 "** and should be dropped in the tender box kept at 6th Floor of this office i.e., the Cotton Corporation of India Limited, Kapas Bhavan, Plot No 3/A, Sector 10, CBD Belapur-400614 upto 3.00 p.m. on 15.10.2020. The Technical Bid-I shall be opened on the same day at 3.30 p.m. in the presence of tenderers, who remains present.
17.	The Corporation reserves its right to accept or reject any tender (s). However, tenderer may seek the reasons for rejection of their tender from the Corporation.

Chief General Manager (Fin)

Declaration by Tenderer

I/We have read above terms and conditions and we agree with the same.

Date: Seal and Signature of Tenderer
Place:

(should be submitted on letter head of the reputed & experienced firms)

Date: _____

To,
The Cotton Corporation of India Ltd.,
Kapas Bhavan, Plot No.3A, Sector-10,
CBD, Belapur
Navi Mumbai- 400614

Sub: **Submission of tender for Printing of Annual Report.**

Dear Sir,

1 I/We have read and understood all the terms & conditions of the tender notice vide ref. no. CCI/HO/CA/AR 19-20/2020 dated 01.10.2020 and other instructions and hereby undertake to abide by them.

2 I/We are enclosing herewith, Demand Draft/ Pay Order No. _____ dated. _____ for Rs.5,000/- (Rupees Five thousand only) drawn on _____ towards earnest money deposit.

Or

I/We are enclosing herewith self attested copies of registration under the NSIC (The National Small Industries Corporation Ltd.)/MSEs (Micro and Small Enterprises).

3 I/We have filled and signed each page of the tender document and the same is enclosed herewith.

4 I/We hereby declare that tender document has been downloaded from CCI website www.cotcorp.gov.in/www.eprocure.gov.in and it is submitted in original without any alterations/modifications/ deletions/additions.

Seal and Signature of tenderer

Name

Full address:

THE COTTON CORPORATION OF INDIA LTD.
CBD Belapur, Navi Mumbai - 400 614.

CHECK LIST

Please mark (√) as applicable

1. a. Blank tender document obtained from office		Yes		No	
b. Tender document down loaded from web site		Yes		No	
2. Earnest Money Deposit Amount Rs.5,000/- in favour of The Cotton Corporation of India Ltd., Mumbai is enclosed.		Yes		No	
3. Self attested Copy of registration under NSIC (The National Small Industries Corporation Ltd.)/MSEs (Micro and Small Enterprises) or MSEs owned by SC/ST entrepreneurs, if applicable.		Yes		No	
4. Registration of various authorities and their Nos. for Eligibility Criteria *(Self attested Copies of the following must be enclosed)*					
i)	PAN No.	Yes		No	
ii)	GST No.	Yes		No	
5. a. Whether self attested copies of at least two work order/work completion certificates have been enclosed. b. Whether two copies of printed material are enclosed.		Yes Yes		No No	
6. Whether all the pages of the tender document are signed and attached with Technical Bid and Financial Bid as the case may be.		Yes		No	
7. Whether Vendor have an office/branch office located in Navi Mumbai/ Mumbai / Thane.		Yes		No	

Date: **Seal and Signature of Tenderer**

Place:

भारतीय कपास निगम लिमिटेड,
THE COTTON CORPORATION OF INDIA LTD.
कपास भवन, सी बी डी बेलापूर,
KAPAS BHAVAN, CBD, BELAPUR,
नवी मुंबई - 400 614
NAVI MUMBAI – 400 614.

TENDER DOCUMENT FOR

Printing of 50th Annual Report of The Cotton Corporation of India Ltd. – 400 copies

FINANCIAL BID –II

(should be placed in envelope marked " B ")

(Party should submit FINANCIAL BID on their **letterhead** and placed in Envelope-B)

(TO BE SUBMITTED LATEST BY 15.10.2020 UPTO 3:00 P.M.)

To,
Chief General Manager (Fin)
The Cotton Corporation of India Ltd.,
Kapas Bhavan,
Plot No.3A, Sector 10,
CBD Belapur,
NAVI MUMBAI – 400 614

Date :

Sir,

Sub: **Submission of tender for printing of 400 copies of 50th Annual Report of the Cotton Corporaiton of India Ltd.**

Ref **: Your tender notice no. CCI/HO/CA/AR 19-20/2020 dated 30.09.2020**

We are submitting our offer for the said work as below:-

Sl. No.	Description	Qty	Unit rate (per copy) in Rs	Total Amount (of 400 copies) in Rs.	% of taxes if any on V	Total Amount including all (V +VI)
I	II	III	IV	V	VI	VII
1.	Printing of 400 copies of 50th Annual Report 2019-20 of the Cotton Corporation of India Ltd. in diglot containing approximately Cover Page 4+240 pages.	400 copies				

1. Increase/decrease in number of copies/pages/photos should be payable on prorata basis.
2. Additional copies of Annual Report, if required will be printed at the rate as per above rate within 7 days from the placing of additional order. No hike will be considered for additional Annual Report.
3. The delivery of printed copies should be made within 7 days from the date of final approval by the Corporation. The vendor will have to delivery 400 copies at the Cotton Corporation of India Ltd., Kapas Bhawan, Plot No. 3A, Sector 10, CBD Belapur, Navi Mumbai. No separate delivery charges will be payable to vendor.
4. GST no. of the Cotton Corporation of India Ltd. is 27AAACT4053B1ZS. GST No. of the Corporation should be mentioned on the final Invoice for payment.

Date :
Place :

Seal and Signature of Tenderer