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 File Covers"** at Kapas Bhavan, Plot-No. 3A, Sector 10, Post Box No.60. CBD Belapur, Navi Mumbai- 400 614.
2	Tender Ref. No.	:	CCI/ADM/STATIONERY/2019-20 **dated 26.08.2019**
3	Product Category	:	Printing of 3000 File Covers.
4	Sub Category	:	-----
5	EMD	:	Rs. 2000/-
6	First announcement Date	:	**26.08.2019**
7	Last Date & Time of Tender form Collection	:	All working days upto **13.09.2019** between 11 a.m. to 5.00 p.m.
8	Last Date & Time of Submission	:	**16.09.2019** Upto 3:00 p.m
9	Opening Date & Time	:	**16.09.2019** at 3.30 p.m only.
10	Work description	:	Printing of 3000 File Covers at Kapas Bhavan, Plot-No. 3A, Sector 10, Post Box No.60, CBD Belapur, Navi Mumbai- 400 614.
11	Pre-Qualification	i.	Requisite EMD of Rs.2000/- to be drawn on any scheduled bank.
		ii.	PAN No. (self attested copy must be enclosed)
		iii.	GST No. (self attested copy must be enclosed)

भारतीय कपास निगम लिमिटेड, नवी मुंबई

(भारत सरकार का उपक्रम)

ûकपास भवन, प्लॉट नंबर 3/ए, सेक्टर नं.10, सीबीडी बेलापूर,
नवी मुबई-400614, टेलि. नं 27579217,फैक्स नं.27579219

Web site: http://www.cotcorp.gov.in http://www.ministryoftextiles.gov.in
E-mail: headoffice@cotcorp.com

भाकनि/प्रशा/स्टेशनरी/2019-20 **दि.26.08.2019**

निविदा सूचना

भारतीय कपास निगम लिमिटेड, कपास भवन, प्लॉट नंबर 3/ए, सेक्टर -10,सीबीडी बेलापूर, नवी मंबई-400 614 दो बिड यानि टेक्नीकल बिड-I व वित्तीय बीड-II अलग अलग कवर में स्टेशनरी आपूर्ति के लिए निर्धारित फॉर्म में मोहरबंद निविदाएँ आमंत्रित करता है ।

क्र.सं.	कार्य का स्वरूप	मात्रा	ईएमडी (रू.)	कथित कार्य पूरा करने की समयावधि
1.	फाईल कव्हर की छपाई का कार्य ।	3000 मात्रा	रू. 2000/- (दो हजार रूपये केवल)	कार्य अंतिम प्रुफ अनुमोदन से 15 दिनों में पूर्ण किया जाएगा एवं सुपुर्दगी दी जाएगी ।

1. निविदा फॉर्म कपास भवन में उपर्युक्त पते पर दिनांक 13.**09.19** तक किसी भी कार्य दिवस में प्रात: 11.00 बजे से सायं 5.00 बजे तक उपलब्ध है ।
2. टेंडर दस्तावेज निगम के वेबसाईट यानि www.cotcorp.gov.in अथवा सरकारी टेंडर पोर्टल www.tenders.gov.in से डाऊन लोड कर सकते है ।
3. टेंडरकर्ता भारतीय कपास निगम लिमिटेड के पक्ष में किसी भी शिड्यूल बैंक पर मुंबई/नवी मुबई में भुगतान योग्य डीडी/पीओ के रूप में 2000/- रू की जमा राशि निविदा की टेक्नीकल बीड-I के साथ संलग्न करें । जमा राशि के बगैर निविदाए रद्द की जायेगी ।
4. मोहरबंद निविदाएँ भारतीय कपास निगम, 4थी मंजिल पर स्थित टेंडर बॉक्स में प्रस्तुत करने की अंतिम तारीख **16.09.19** अप3.00 बजे तक है ।
5. टेक्नीकल बिड -I और वित्तीय बिड -II उसी दिन यानि 16.09.19 को अप 3.30 बजे टेंडर, टेंडरकर्ता जो उपस्थित रहना चाहते है, के समक्ष खोली जायेगी ।
6. टेंडरकर्ता अपना मोहरबंद टेंडर भारतीय कपास निगम लिमिटेड, कपास भवन, प्लॉट नंबर 3/ए, सेक्टर -10, सीबीडी बेलापूर, नवी मुंबई-400 614 के 4 थी मंजिल पर स्थित टेंडर बॉक्स में निम्नानुसार प्रस्तुत कर सकते है ।

लिफाफा क : टेक्नीकल बिड - I में ईएमडी राशि तथा तकनिकी पात्रता के विवरण शामिल होनी चाहिए ।
लिफाफा ख : वित्तीय बिड -II में केवल प्राईज बिड शामिल की जाये ।
लिफाफा ग : लिफाफा ग में लिफाफा क तथा लिफाफा ख रखा जायें ।

नोट : प्रत्येक लिफाफे पर टेंडरकर्ता अपना नाम तथा पता स्पष्ट रूप से लिखे । प्रत्येक लिफाफा क, ख तथा ग पर उसमें दस्तावेज के अनुसार स्पष्ट रूप से लिखें । इस टेंडर दस्तसवेज में कुल 9 पेज है ।
निगम किसी या सभी निविदा स्वीकार या अस्विकार करने का अपना अधिकार आरक्षित रखता है । तथापि निविदा कर्ता निगम से उनके टेंडर की अस्वीकृत करने का कारण पूछ सकता है ।

महा प्रबंधक (क्रय/प्रशा.)

संलग्न: टेंडर डाक्युमेंट

THE COTTON CORPORATION OF INDIA LTD.
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Kapas Bhavan, Plot-No. 3A, Sector 10, CBD Belapur,
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Web site: http://www.cotcorp.gov.in http://www.ministryoftextiles.gov.in
E-mail: headoffice@cotcorp.com

CCI/ADM/Stationery/2019-20 **Date : 26.08. 2019**

TENDER NOTICE

Sealed Tenders in prescribed form, are invited from reputed shops/authorized dealers & distributors for the supply of stationery items at The Cotton Corporation of India Ltd, Kapas Bhavan, Plot No.3A, sector -10, CBD Belapur, Navi Mumbai – 400 614 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. in Rs.	Time of completion.
1	Printing of File Covers	3000	2000/-	The work should be completed with 15 days from the date of final proof 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 am to 5.00 pm up to **13.08.2019.**

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.tenders.gov.in.**

3. Earnest money deposit of Rs.2000/- (Rupees Two 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 alongwith Technical Bid-I of tenders. Tenders without EMD shall be rejected.

4. Last date for submission of sealed tenders in tender box situated at 4th floor, Kapas Bhavan, Plot No. 3A, Sector-10, CBD, Belapur, Navi Mumbai – 400 614 is **upto 3.00 p.m. on 16.09.2019.**

5. Date of opening of Technical Bid –I & Financial Bid – II shall be at 3.30 p.m. on 16**.09.2019**. The tender shall be opened in presence of tenderer who wish to remain present.

6. **Tenderer should submit their sealed tender in the tender box placed at 4th 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 shall include EMD amount and Technical Eligibility Criteria.
   Envelope B : Financial Bid-II shall include the price bid only.
   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 9 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.

General Manager (Pur/Adm)

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 614ü
NAVI MUMBAI – 400 614.

TENDER DOCUMENT FOR

Printing of 3000 File Covers.

TECHNICAL BID-I

(should be placed in envelope marked " A ")

INDEX

Sr.No.	Particulars	Page No.
1.	Technical Eligibility Criteria	3
2.	Technical Specifications	4
3.	Terms and conditions	5
4.	Submission of tender and Declaration	6
5.	Check list of documents enclosed	7

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

Technical Eligibility Criteria:

1. Name of authorized Printers with address:	M/s. _____ Official Address: _____ _____ City:-_____PIN: - Tel.No. (O) _____ ® _____ MobileNo. _____
2. Earnest Money Deposit Amount & their details: **Drawn on any scheduled bank**	Rs. 2000/- (Rupees Two Thousand only) Drawn on_____ Vide DD/PO No. dt. _____ in favour of The Cotton Corporation of India Ltd. Mumbai/Navi Mumbai is enclosed.
3. Registration with various authorities and their Nos. *(Self attested Copies of the same shall be enclosed)*	A. PAN No._____ B. GST No. _____
4. Sample shoud be enclosed.	With similar specifications.

Seal and Signature of Tenderer

Name

Capacity /Authority to sign

Full address:

Technical Specifications for printing of 3000 file covers :-	
Sr.No.	**Particulars**
1)	Details for printing of File Cover: File cover –Size- 14”x10”. Card thickness - 31.5 gsm. Cotton Lace - 24 “ White colour Cloth Patti - 6” (Good Quality) with 4 Aluminum I-late Files should be 3fold Properly pressed measuring equal on both the sides. Printing: Black Colour offset Printing in Hindi & English on both side as per our sample. Files should be folded and pressed equally on both sides. File Cover Colour – Minimum 4 colours . **(File Cover Samples should be enclosed) .**

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

TERMS & CONDITIONS

1. The offer shall remain valid for a period of **60 days** from the last date of opening of tenders.
2. The scope of the tender is for Printing of file covers.
3. Evaluation of Technical Bid-I shall be as per technical eligibility criteria and Finacial Bids-II shall be opened of those tenderer who qualifies technically as per Technical Bid-I .
4. a) Earnest Money deposit amounting to **Rs.2000/-** (Rupees Two 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. <u>Such tenderers shall be exempted for payment of earnest money deposit.</u>
5. The tenderer should enclose self attested copies of their GST No. and PAN No.
6. 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 refuse to supply or do not execute the supply order the earnest money deposited shall be forfeited and future business dealings shall be banned for **5 years**.
7. The party who has been banned by CCI for future business dealings will not be entitled to participate in this tender.
8. Rates should be quoted inclusive of all taxes, transportation etc., delivery at Kapas Bhavan, Plot no.3A, Sector 10, CBD Belapur, Navi Mumbai 614.
9. The Financial Bid should be submitted on the letterhead of the tenderer. The tender document consisting of (Page No. 3 to 7) duly signed shall be submitted with Technical bid-I and Page No. 8 & 9 in Financial Bid-II.
10. Printing of File Covers should be strictly for the specified brands only otherwise the entire lot shall be rejected.
11. No extension of time shall be granted except for natural calamities and other unforeseen reasons.
12. The delivery of printed file covers shall be completed and delivered within **15 working days** from the date of final proof approval .If not supplied within stipulated period then liquidity damages will be @ 1% per week or part there of subject to maximum of 10%.
13. The sealed envelopes containing the tender should be superscribed **<u>"Tender for Printing of 3000 File Covers"</u>** and should be dropped in the tender box kept at 4th Floor of this office i.e. The Cotton Corporation of India Limited, Kapas Bhavan, CBD, Belapur office on or before **16.09.2019** at 3.00 hrs, the tenders received shall be opened on the same day at 3.30 p.m. before the tenderers present.
14. L-1 party will be decided on the basis of the grand total value of the tender.
15. The Corporation shall release payment of work in single bill as full and final after the satisfactory completion and delivery of the stationery items on submission of bills for the said work by the party **within 10 days.**
16. 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.

General Manager (Pur/Adm)

Declaration by Tenderer

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

Seal and Signature of Tenderer
Name
Capacity /authority to sign
Full address:

Date :
Place :

(**should be submitted on letter head of the reputed Printers)**

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 3000 file covers.

Dear Sir,

1 I/We have read and understood all the terms & conditions of the tender notice vide ref. no. CCI/Adm/Printing/2019-20/dated **26.08.2019** and other instructions and hereby undertake to abide by them.

2 I/We are enclosing herewith, Demand Draft/ Pay Order No. _____ Rs. 2000/- dated. _____ drawn on _____ in your favour, towards earnest money deposit.

3 I/We have filled and signed each page of the tender documents and the same are enclosed here with.

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

Seal and Signature of tenderer

Name

Capacity /authority to sign

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 of Rs. 2000/-** in favour of **"The Cotton Corporation of India Ltd.,"** Mumbai is enclosed.	Yes		No	
3.	**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	
4.	File Cover (Sample attached) .	Yes		No	
5.	Whether all the pages of the tender documents are signed and attached with Technical Bid and Financial Bid as the case may be.	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 614ü

NAVI MUMBAI – 400 614.

TENDER DOCUMENT FOR

Printing of File Covers 3000 in (No.s).

FINANCIAL BID -II

(should be placed in envelope marked " B ")

INDEX

Sr.No.	Particulars	Page No.
1.	Rates for Printing of 3000 file covers.	9

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

(To be submitted latest by 16.09.2019 at 3.00 hrs, at "Kapas Bhavan",CBD Belapur)

To, dt :
The Cotton Corporation of India Ltd.,
Kapas Bhavan,
Plot No.3A, Sector 10,
CBD Belapur,
NAVI MUMBAI – 400 614

Sir,

Sub: **Submission of tender for "Printing of 3000 file covers.**
Ref : **Your tender notice dated 26.08.2019.**

We are submitting our offer for the said work as below.

S.No.	Description of Printing of File Covers with Technical Specification as following	Quantity	Unit Rate (per file) in Rs.	Totacccc cl Amount in (Rs.)	% of taxes if any on V	Total Amount including all (V + VI)
I	II	III	IV	V	VI	VII
1.	File cover - (Size 14"x10"). Card thickness - 31.5 gsm. Cotton Lace - 24 " White colour. Cloth Patti - 6" (Good Quality) with 4 Aluminum I-late Files should be 3 fold Properly pressed measuring equal on both the sides. Printing: Black Colour offset Printing in Hindi & English on both side as per our sample . Files should be folded and pressed equally on both sides. File Cover Colour (Minimum 4 colours).	3000 in (no.s)				

Date: **Seal and Signature of Tenderer**

Place: