



**आईटीआई लिमिटेड**  
पंजीकृत एवं निगमित कार्यालय :  
आईटीआई भवन, दूरवाणीनगर,  
बेंगलूर - 560 016, भारत  
फोन : +91 (80) 2561 4466  
फैक्स : +91 (80) 2561 7525  
वेबसाइट : www.itiltld-india.com

## ITI LIMITED

**Registered & Corporate Office :**  
ITI Bhavan, Dooravaninagar,  
Bangalore - 560 016, India  
Phone : +91 (80) 2561 4466  
Fax : +91 (80) 2561 7525  
Website : www.itiltld-india.com

To,	<b>ENQUIRY</b>			
	CRP5F004/1			
	DATE	26	06	2015

**Dear Sir / Madam,**

**Please send your quotation with most competitive rate, in a sealed cover, superscribed with our enquiry reference and due date, for the following:-**

Sl.No	DESCRIPTION		QTY
1	<b>PRINTING OF 65<sup>TH</sup> ANNUAL REPORT OF ITI LIMITED</b>  Scope of the Work – Layout, Designing, Printing, Graphics, Perfect binding and supply of 65 <sup>th</sup> Annual Report.  (a) Ordinary copies for shareholders (in English) (b) Special copies for Ministry (in English) (c) Bilingual Copies (diglot) for Parliament		25,000 Nos 200 Nos 200 Nos
A	Tender Due Date	<b>on or before 5.00 PM on 31-07-2015</b>	
B	Tender Opening Date	<b>11.00 AM on 01-08-2015, at ITI Bhavan, Dooravaninagar, Bangalore</b>	
C	Terms of Payment (TOP)	30 days credit from the date of submission of invoice, after publishing the Notice, with proof of publication in original. Loading @ 14.75% will be done for tabulation purpose, for those who do not comply with the terms of payment.	
D	Validity of the offer	The offers shall be valid for a period of 90 days from the date of tender opening of the technical bid.	
E	Delivery	Delivery should be within ONE WEEK from the date of approval of Proof and to be delivered as per guidelines given in the annexure.	
F	All suits shall be subject to jurisdiction of ICADR court		
G	ITI Ltd reserves the right to cancel the Purchase Order, in case of default/breach Of the contract		
H	Compliance sheet	Point-wise compliance to be furnished for terms & conditions and specification as per enclosure	
I	Late Tenders	Quotes received after the given date & time will not be considered under any circumstances.	
J	Proof correction	All matters shall be subjected to proof correction and clearance by ITI Limited. Contact person for proof correction and all other related clarification shall be: Shri B.K SINHA, Dy. General Manager (OL & PR), ITI Limited, ITI Bhavan, Dooravaninagar, Bangalore – 560 016. Mobile No 9535258696 (08025617518). E-mail: bks_crp@itiltld.co.in	
	For ITI Ltd., Corporate Office,		
	CHIEF MATERIALS MANAGER – CO & CPIO Phone: 080-25614466 Extn : 2337 & 2226 Email : prk_crp@itiltld.co.in		

1. Sample of the paper and other materials being used in the work, indicating the brand/thickness/GSM etc., on the sample. All samples of papers as required vide serial number (8) of annexure I are to be enclosed compulsorily.
2. Details of infrastructure available with the bidder.
3. List of Central/State Governments PSUs / Multi Nationals, by whom the bidder has been entrusted with similar work of this magnitude, during the previous two years. Copies of Work Order along with completion report, performance certificate in support of their having executed the work done by the bidder for other customers.
4. Copies of PAN / TIN / SERVICE TAX and other Commercial Tax Registration Certificates.
5. Technical bids shall not carry any commercial conditions or any indication with regard to the rates / price for the items being quoted. If any indication with respect to price is available in the technical bid, such offers are liable for rejection and the EMD amount shall be forfeited.
6. Undertaking by the bidder for acceptance of the work as per the scope of the work in Annexure 1.
7. Clause-wise compliance as per annexure 2
8. Awarding of the contract shall be purely on merit and competitive basis. Therefore, the bidders are advised to provide us with all details on the facilities available for undertaking such quality oriented work.

**PRICE BID** shall contain;

1. Rate / pricing details and other relevant commercial conditions ONLY.
2. Applicability of statutory levies, if any, has to be indicated clearly in the quotation. No claim on any statutory levy shall be entertained on a later date.
3. The price quoted shall be on FOR ITI / Destination basis.
2. No payment shall be made for any rejections and also for the Blank Pages in the Annual Report.
3. The printed Annual Reports are to be delivered to M/s Integrated Enterprises (India) Ltd., (formerly known as Alpha Systems Pvt Ltd., ) 30 Ramana Residency, 4<sup>th</sup> Cross, Sampige Road, Malleswaram, Bangalore – 560 003
4. Offers received after the due date and time will not be considered, under any circumstances. Offers received without indication of tender enquiry reference and due date on the envelope is also liable for rejection.
5. Bidders are to provide Earnest Money Deposit of Rs 8,000/- (Rupees Eight Thousand only) along with the quotation. Offers received without EMD will not be considered. The EMD has to be made in the form of a Demand Draft / Pay Order in favour of ITI Limited, Bangalore and shall not carry any interest. The EMD of un-successful bidders will be returned on awarding of contract.
6. The successful bidder has to submit interest free Security Deposit amount of 5% of the Purchase Order value, within seven days of receipt of such purchase order. The difference in amount of 5% of the Purchase Order value and the EMD of Rs 8,000/- already paid has to be submitted in the form of a Demand Draft / Pay Order in favour of ITI Limited, Bangalore and will be refunded on completion of the contract period.
7. Our Terms of Payment shall be within 30 days, upon receipt of bills. Bills are to be raised in favour of The Dy. General Manager (OL & PR), ITI Limited, ITI Bhavan, Dooravaninagar, Bangalore 560 016 and will be certificated by the Public Relations Department and forwarded to Finance for payment. Loading of 14.75% shall be made for tabulation purposes for those who are not accepting our terms of payment.
8. All clarifications relating to text, photographs, proof checking etc., shall be addressed by the Dy. General Manager (OL & PR), ITI Limited, ITI Bhavan, Dooravaninagar, Bangalore – 560 016.
9. In the event of any dispute arising on account of quality, text and other related matter connected with the scope of the work , the same shall result in with-holding payments and short closing the purchase order. It would also result in identifying alternate sources for getting the work done at your risk & cost. Additional expenses, if any, on such occurrences shall be to your account.
10. ITI Limited reserves the right to accept or reject any / all the offers without assigning any reason whatsoever.
11. In the event of the agency backing out during the contract period, breach of any of the clauses incorporated in the Enquiry/Purchase Order, delaying the printing work inordinately beyond the stipulated time, the Security Deposit shall stand forfeited totally.
12. All suits shall be subject to the jurisdiction of ICADR Court.

**SPECIFICATIONS**

1	Scope of the work	Layout, Designing, Printing, Graphics, Perfect binding and supply of 65 <sup>th</sup> Annual Report of ITI Limited.		
2	Size	¼ Demmy		
3	No of pages	English : 100 Pages (4 + 96) approximately Diglot (Bilingual) – 194 (4 + 190) approximately		
4	No of photos	15 Nos (approximately) Color photos, graphics diagram and charts for cover pages 10 Nos (approximately) Black & White photos for inside the text.		
5	Unicode software for Hindi	Hindi Unicode software for printing of bilingual Annual Report		
6	Color	Cover Page : Colours for Jacket (F&B) (2+2) Inner Pages : Single Colour		
7	Printing process	Offset		
8	Quality & Paper	ORDINARY COPIES	Cover Page	80 GSM White Maplitho paper without lamination
			Inner Pages	50 GSM White Malitho paper
		SPECIAL COPIES	Cover Page	170 GSM Indian Art Paper with Lamination
			Inner Pages	80 GSM White Maplitho paper
		BILINGUAL COPIES	Cover Page	170 GSM Indian Art Paper with Lamination
			Inner Pages	80 GSM White Maplitho paper
9	Binding of Annual Report	Perfect Binding (All copies)		
10	Packing	Pack of 20 Nos		
11	Designated CD	Two Nos of CD in PDF and Word Format along with the bills to be supplied		
12	Paper samples	Samples of all papers to be enclosed.		
13	Previous experience	List of Central/State Governments PSUs / Multi Nationals, where similar work of this magnitude, during the previous three years have been executed. Copies of Work Order along with performance certificate in support of their having executed the work done by the bidder for other customers to be submitted along with the quotation		
14	Delivery	Within 7 days from the date of clearance of final proof by ITI and to be delivered to  M/s Integrated Enterprises (India) Ltd., (formerly known as Alpha Systems Pvt Ltd., ) 30 Ramana Residency, 4 <sup>th</sup> Cross, Sampige Road, Malleswaram, Bangalore – 560 003		

**COMPLIANCE STATEMENT** (to be furnished by the bidders along with the quotation)

Sl No	Particulars	Specification			Yes (if agreed)	No (if not agreed)				
1	Scope of the work	Layout, Designing, Printing, Graphics, Perfect binding and supply of 65 <sup>th</sup> Annual Report of ITI Limited								
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3	No of pages	English : 100 Pages (4 + 96) approximately Diglot @bilingual) – 194 (4 + 190) approximately								
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**SPECIAL NOTES**

- 1) *Annual Report materials (English / Hindi) will hand over to the L1 Bidder in the form of CD / e-mail.*
- 2) *In case of any decrease or increase in the inner pages of the Annual Report, payment would be made on pro-rata basis for the actual number of papers printed.*
- 3) *Printers may visit the office of the Company Secretary, ITI Corporate Office, Dooravaninagar, Bangalore – 560 016 for previous Annual Reports, for references, if required.*
- 5) *List of Central/State Governments PSUs / Multi Nationals, where similar work of this magnitude, during the previous three years have been executed. Copies of Work Order along with performance certificate in support of their having executed the work done by the bidder for other customers to be submitted along with the quotation*
- 6) *After the receipt of the raw material of the Annual Report for printing, the first proof in soft mode and hard copy to be handed over to the Dy. General Manager (OL & PR) within 3-4 days.*

Chief Materials Manager (CO) & CPIO