



No. 16 – 2/2015 – GA

Telecom Regulatory Authority of India
Mahanagar Doorsanchar Bhawan
Jawahar Lal Nehru Marg
(Old Minto Road)
New Delhi – 110 002



BID DOCUMENT

Tender for award of "**Printing Contract in TRAI**"

PRICE OF BID DOCUMENT- ₹100/-

(Visit us at www.trai.gov.in)
Not transferable

A handwritten signature in blue ink, appearing to read "N. S. K. J." or a similar variation, located in the bottom right corner of the page.

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SECTION - I

No. 16 - 2/2015 - GA

Telecom Regulatory Authority of India
Mahanagar Doorsanchar Bhawan, Jawahal Lal Nehru Marg,
(Old Minto Road) New Delhi-2

Dated: March 15, 2016

NOTICE INVITING LIMITED TENDER

Office of Issue	: Telecom Regulatory Authority of India, GA Section, Mahanagar Doorsanchar Bhawan, Jawahar Lal Nehru Marg, New Delhi-110002.
Tender No.	: No. 16 - 2/2015 - GA
Date of issue of bid document	: March 15, 2016
Tender Forms Available From	: Sr. Research Officer (GA) Telecom Regulatory Authority of India Mahanagar Doorsanchar Bhawan, Jawahar Lal Nehru Marg, New Delhi-110002 Website: http://www.trai.gov.in
Due date of Receipt	: Up to April 4, 2016, Time 1500 Hrs.
Date of opening of Technical bid	: April 4, 2016, Time 1530 Hrs. [If the tender opening date is declared a holiday by Govt of India then the tender shall be opened on next working day at 16:00 Hrs.]
Date of opening of Financial bid	: To be notified later
Earnest Money	: ₹20,000/- (Rupees Twenty Thousand only)
Total Estimated Cost	: Approximately ₹12.00 Lakhs (Per annum)

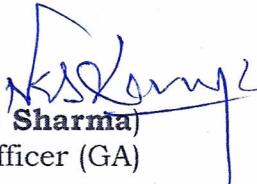
Sealed tenders under two bid systems i.e. "**Technical Bid**" & "**Financial Bid**" are invited from reputed firms for award of '**Printing Contract in TRAI**'. The Technical bid & the Financial bid should be sealed by the bidder in 'separate covers' duly superscripted "**Technical Bid**" & "**Financial Bid**" and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscripted "**Tender for Printing Contract in TRAI**".



Bidders are advised to go through the tender document carefully and understand various provisions contained therein along with their implications. The tender document is not transferable under any circumstances.

Bidders shall have to deposit bid security of ₹20,000/- (Rupees Twenty Thousand only) in the form of '**Pay Order**' or '**Demand Draft**' drawn on any scheduled bank in favour of "**TRAI**" payable at Delhi along with the bid.

Intending eligible bidders may obtain a copy of bid document from Sr. Research Officer (GA), TRAI, Mahanagar Doorsanchar Bhawan, Jawahar Lal Nehru Marg, New Delhi – 110002 on a cash payment of ₹100/- or the same can be downloaded from the website of TRAI & Govt. of India i.e. www.trai.gov.in & <https://eprocure.gov.in> respectively and the cost of bid document (₹100/-) may be deposited in cash in TRAI office or by way of '**Pay Order**' or '**Demand Draft**' in favour of "**TRAI**" payable at Delhi.



(N.K. Sharma)
Sr. Research Officer (GA)

NOTE: In case the prospective bidders need any clarification regarding terms and conditions of the tender, filling / submission of 'Technical and Financial bid, bidders may contact Sr. Research Officer (GA) on Ph. No. 23664-141 / (M) 9868115686 or can visit Telecom Regulatory Authority of India, General Administration Section 7th floor, Mahanagar Doorsanchar Bhawan, Jawahar Lal Nehru Marg (Old Minto Road), New Delhi- 110002.

SECTION - II

INSTRUCTIONS FOR SUBMISSION OF TENDER

1. PREAMBLE

TRAI intends to award contract for its printing work to a suitable firm. The details of the work are described in "**Scope of work & terms and conditions governing the contract**" in Section - III.

2. Eligibility Conditions:-

- (i) The firm should be registered in India.
- (ii) The firm should have a well established printing press and previous experience of working with any Central/State Government, Public Sector Undertaking / MNC for at least three years during the last five years.
- (iii) The firm must have at its disposal the necessary qualified and experienced staff and facility to enable it to perform properly and effectively the printing work.
- (iv) The firm should have annual turnover, not less than ₹60.00 lakhs
- (v) The firm should meet all the terms and conditions laid down in this tender document.

3. TENDER DOCUMENT:

The tender document consists of all documents listed at the page No.2 of this document. These must be submitted together in the manner indicated below, failing which the tender is liable to be rejected. **Incomplete or conditional tender is also liable to be rejected.**

4. SUBMISSION OF TENDERS-TIME LIMIT/MODE:

The bid complete in all respect should be submitted in **two separate** parts. The **First Part** should be sealed in a separate envelop and superscripted as "**Pre-Qualification Bid for contract of printing work in TRAI**". This should contain all information including details of present business and financial standing which would enable TRAI to decide on credentials of the firm for performing/doing the job besides earnest money (Para 5 of Chapter-2) and other documents listed below in Para 4.1.1 and elsewhere in the chapter.

The Financial bid should be submitted in a separate envelop and superscripted as "**Financial Bid for contract for printing work in TRAI**". Both the envelope should be sealed in one envelop and duly superscripted as "**Contract for Printing work in TRAI**" and addressed to SRO (GA), TRAI.



4.1.1. The following documents must be submitted with the Pre-qualification bid:-

- (a) Letter of submission of bid and tender documents, duly signed alongwith official seal. The tender documents must be serially numbered.
- (b) Papers indicating registration number of the firm, constitution of the firm/company and the requisite power of attorney, as the case may be.
- (c) Copy of PAN card & service tax registration.
- (d) Copies of Audited Accounts of last three years (2012-13, 2013-14 & 2014-15) should be enclosed with the Tender document. The turnover of the firm should not be less than ₹60.00 lakhs per annum.
- (e) Copies of previous experience in doing printing work for a minimum period of three years in any Central/State Govt. & Public Sector Undertakings/Multinational Company during the last five years.
- (f) Copy of at-least one ongoing contracts in hand.
- (g) Proof of deposit of price of bid document.
- (h) Earnest Money Deposit of ₹20,000/- (Rupees Twenty Thousand only) in form of bank draft/pay order.
- (i) A self-certificate to the effect that the tenderer has not been blacklisted by Central/State Govt./Public Sector Units or its contracts have not been terminated on account of poor performance
- (j) At least three samples of printing.
- (k) Samples of papers mentioned in **Annexure - IV**.

4.1.2 The schedule of rates given at Annexure - IV, duly filled in and signed by the bidder, shall be submitted with the financial bid.

- 4.2 The bid duly complete in all respect must reach the designated address by **1500 Hrs. on April 4, 2016 positively**. Tenders received **after due date** will not be opened and shall be liable to be rejected.
- 4.3 In case the last date for receiving the bids is declared holiday, the bids will be received and opened on the next working day at the same time and venue.
- 4.4 The Pre-Qualification Bid will be opened at TRAI's office located at Mahanagar Doorsanchar Bhavan, Jawaharlal Nehru Marg, New Delhi-110002 **at 1530 Hrs on April 4, 2016**.



- 4.5 Sealed bids may be submitted either by registered post with acknowledgement due or in person. Bids by Telegram/Fax/E-mail will not be considered. TRAI reserves the rights to extend the date of submission and opening of the bids.
- 4.6 **All rates should be quoted only on the proper form (Annexure-IV) of the Schedule of Rates and each page of this schedule shall be signed in full by the bidder or his authorised signatory.**
- 4.7 The schedule of rates should be filled in carefully after considering all the aspects of work as described in the Section-III on "**Scope of Work and Terms & Conditions**". No request for change or variation in rates or terms and conditions of the contract shall be entertained on the grounds that the bidder had not understood the work envisaged in this tender document for printing work in TRAI or any other reasons. Any overwriting in the schedule of rates shall not be accepted. In case of a mistake, the mistake should be clearly cut and the correction should be signed in full by the bidder or his authorised signatory.
- 4.8 The bidder shall submit an analysis of rates, if called upon to do so by TRAI.
- 4.9 TRAI reserves the right to re-tender or modify the terms & conditions of the tender. It also reserves the right to negotiate the rates with the lowest bidder (i.e L-1).
- 4.10 Bidder shall not increase his/their quoted rates in case TRAI negotiates for reduction of rates and such negotiation shall not amount to cancellation or withdrawal of the original offer and the rates quoted will be binding on the bidder.
- 4.11 Any variation, addition and/or omission in the items of work to be actually carried out shall not form a basis of any dispute regarding the rates quoted by the bidder in the bid. The rate quoted by the bidder shall be applicable irrespective of the volume of the work.
- 4.12 The rates for various printing related heads must be quoted in both words and figures. If there is a variation between the rates quoted in "figures" and in "words", the rates quoted in words shall be treated as correct and valid. If more than one or improper rate is quoted, the bid is liable to be rejected summarily and will not be considered.
- 4.13 Each folio of tender documents and every supporting documents attached with it shall be signed by the bidder or such person on his behalf as is legally authorised to sign for and on his behalf and embossed with official seal at the time of submission of tender.
- 4.14 Bids containing erasures, omissions or alterations are liable to be rejected. If any corrections become necessary these must be made in ink and all such corrections must be attested by full signature of the tenderer or his authorized person with date.



5. PREVIOUS EXPERIENCE

5.1 The bidder should enclose documents and certificates in proof, to the satisfaction of TRAI, of his previous experience of printing work for three years in any Central/State Govt or Public Sector Undertaking / MNC during the last five years.

5.2 The experience certificate should be in the name of the bidder. Bids, which are not supported by satisfactory credentials, will not be considered and shall be liable to be rejected.

6. CONSTITUTION OF THE FIRM:

6.1 The bidders who are the firm, company, association or society must enclose attested copies of the documents evidencing constitution of their firm/company/ association or society, power of attorney and/or partnership deed. Co-operative societies must submit an attested copy of the certificate of registration alongwith the documents mentioned earlier.

6.2 If the tender is submitted by a proprietary firm, it shall be signed by the proprietor above his full name and the name of his firm with its current address.

6.3 If the bid is submitted by a partnership firm, all partners of the firm shall sign the bid with their full names and current address or a partner holding the Power of Attorney for the firm shall sign the bid, in which case the certified copy of the Power of Attorney shall accompany the bid. A certified copy of the partnership deed, current address of the firm and the full names and address of all partners of the firm shall also accompany the bid.

6.4 If a Private Limited Company, Limited Company or a Limited Corporation submits the bid, such Private Limited Company, Limited Company or a Limited Corporation shall furnish satisfactory evidence such as Memorandum, Association and articles of Association of its existence the tender document shall be signed by a duly authorised person.

6.5 The cancellation of any documents such as Power of Attorney, Partnerships deed etc shall forthwith be communicated to TRAI in writing, failing which TRAI shall have no responsibility or liability for any action taken on the strength of the said documents submitted earlier.

6.6 TRAI may recognize changes in Power of Attorney and related documents mentioned in sub-para 6.1 after obtaining proper legal advice, cost of which will be chargeable to the tenderer/contractor.



7. STUDY OF LOCAL CONDITIONS

The bidder is advised in his own interest to visit TRAI's office and acquaint himself with the nature of work etc.

8. VALIDITY OF OFFER

The bidder shall keep the offer open for a period of **90 (Ninety) Days** from the last date of submission of the bid.

9. ACCEPTANCE OF BID

- 9.1 The authority for acceptance of the bid and tendered rates will rest with the competent authority of TRAI, who does not bind himself to accept the lowest or any other bid nor does he undertake to assign reasons for his decision in this matter.
- 9.2 Acceptance of tendered rates of the selected bidder will be communicated through a letter as soon as possible.
- 9.3 All the bid documents submitted by a bidder shall become the property of TRAI and TRAI shall have no obligation to return the same to the bidder.
- 9.4 Canvassing in connection with tenders is strictly prohibited and the bid submitted by the bidder, who resorts to canvassing, shall be liable to be rejected.
- 9.5 If the bidder deliberately gives wrong information or conceals any information/facts in his bid, TRAI reserves the right to reject such bid at any stage of execution without assigning any reason and any financial liability.

10. EVALUATION CRITERIA FOR FINANCIAL BIDS

The printing work in TRAI primarily involves printing of Annual Report and Consultation Papers / Regulations / Recommendations and Performance Indicator reports, etc. the details of which are as under :-

Four Colour Printing (Annual Report, TRAI Darpan & Performance Indicator Report etc.):

Frequency	: Multiple
No. of Pages	: 250 (approx)
Cover Page	: 300 GSM imported art card in four colours with lamination
Inner Pages	: 135 GSM imported paper in four colours.
Charts/graphs/	: 25 (approx)
Photographs	
No of Copies	: About 200 each in both Hindi and English versions



Single Colour Printing (Consultation Papers / Regulations / Recommendations /Performance Indicator Report):

Frequency : Multiple
No. of Pages : 50 each (approx)
Cover Page : 300 GSM imported art card in two colours with lamination
Inner Pages : 80 GSM Super sunshine in one colour with charts, graphs
No of Copies : About 300 each in English version only

On the basis of rates indicated by different bidders, the cost of printing of one four colour document and one single colour document as per specifications mentioned above will be worked out and the bidder with total lowest cost will be declared 'L1'.

11. EXECUTION OF AGREEMENT

- 11.1 The bidder whose bid is accepted shall be required to appear in the office of TRAI in person or if the bidder is a firm, company or a corporation, a duly authorised representative shall appear and execute the agreement within Fifteen (15) days of the date of issue of communication from TRAI's office and start the work from the date specified by TRAI. Failure to do so shall constitute non-compliance of the terms and conditions of the tender. In that event, TRAI will be at liberty to take appropriate action as deemed proper.
- 11.2 The bidder shall treat the contents of the printing documents as private and confidential.

12. POSTAL ADDRESS FOR COMMUNICATION

Every bidder shall state in the bid his postal address fully and clearly. Any communication sent to the bidder by post at his said address shall be deemed to have been delivered to the bidder in time.

13. CONFIDENTIALITY

The firm shall treat all the information provided by TRAI as confidential and shall not share the information with any person without the written permission of TRAI.

14. FORCE MAJEURE

- 14.1 If at any time, during the continuance of the agreement the performance in whole or in part, by the firm, of any obligation specified in the agreement, is prevented, restricted, delayed or interfered, by reason of war or hostility, act of the public enemy, civic commotion, sabotage, act of State or direction from statutory

authority, explosion, epidemic, quarantine restriction, fire, floods, natural calamities or any act of GOD, (hereinafter referred to as event), provided notice of happenings of any such event is given by the agency to TRAI in writing within seven calendar days from the date of occurrence thereof, the firm may be excused from performance of its obligation. Provided further that the obligations under the contract shall be resumed by the firm, as soon as practicable, after such event comes to an end or ceases to exist. The decision of TRAI as to whether the obligations may be so resumed (and the time frame within which the obligations may be resumed) or not, shall be final and conclusive.

- 14.2 However, the Force Majeure events mentioned above will not in any way cause extension of the period of the agreement.

15. LAWS GOVERNING CONTRACT

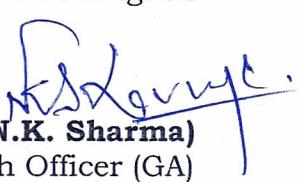
The contract shall be governed by the laws of India for the time being in force.

16. JURISDICTION OF COURTS

The court of the place from where the contract is signed shall alone have the jurisdiction to decide any dispute arising out of or in respect of the contract.

17. ARBITRATION

In the event of any dispute arising between TRAI and the firm in any matter covered under this Agreement or arising directly or indirectly therefrom or connected or concerned with the said agreement in any manner of its implementation of any terms and conditions of the said agreement, the matter shall be referred to the Advisor (A), TRAI who may himself act as sole arbitrator or may nominate an officer of TRAI as sole arbitrator, notwithstanding the fact that such officer has been directly or indirectly associated with this agreement. The firm will not be entitled to raise any objection for the appointment of such officer of TRAI as the sole arbitrator. The award of the arbitrator shall be final and binding on both the parties to the agreement subject to provisions of Arbitration and Conciliation Act, 1996 and rules made there under. The parties expressly agree that the arbitration proceedings shall be held at New Delhi. The language of arbitration shall be in English only.



(N.K. Sharma)
Sr. Research Officer (GA)

SECTION - III

SCOPE OF WORK, TERMS AND CONDITIONS GOVERNING THE CONTRACT

1. SCOPE AND NATURE OF WORK

- 1.1 Printing work in TRAI involves printing of Annual Report, Consultation Papers, Recommendations, Regulations and Performance Indicator Reports, etc. The annual estimated expenditure on printing of various documents is approximately ₹12.00 Lakh.
- 1.2 The firm will be required to collect the manuscripts etc, from TRAI office and deliver the final work at TRAI office. In between it shall also be required to bring and collect the proof of the job from the office without any extra charges.
- 1.3 Printed copies shall be supplied, duly tied up in suitable sizes and bundles of equal numbers at TRAI office.

2. PAYMENT CONDITIONS

- 2.1 The firm will produce bills for release of payment only after completion of the printing work.
- 2.2 A sum of not exceeding 2% of the composing, printing and binding charges will be deducted from the bill for every week's delay or part thereof in case the firms fails to deliver the printed copies by the due date of delivery. The entire job will be rejected if the same has not been carried out in accordance with the specifications. In that event the firm shall carry out the same job without any extra charge.
- 2.3 **TRAI can get the work done from other agency, if, printing work not executed in time. The amount shall be deducted from the payment to be made to firm.**
- 2.4 TDS and all other taxes will be deducted as per applicable rules.

3. DURATION OF CONTRACT

- 3.1 At the initial stage, the contract shall be awarded for a period of two years from the date of commencement of agreement. **TRAI will have discretion for extending it for further period of one or more years** on mutually acceptable terms and conditions and rates at the sole discretion of TRAI. TRAI also reserves the right to terminate the agreement at any time without assigning any reason.
- 3.2 It shall be obligatory on the part of the firm to continue to work at the rates prevailing on the last date of the expiry of the agreement even



beyond contracted period for at least 3 (three) months or till the new contract is finalized, whichever is earlier.

4. EARNEST MONEY DEPOSIT

- 4.1 The bidder shall deposit a sum of **₹20,000/-** (Rupees Twenty Thousand only) as earnest money alongwith the pre-qualification bid. The earnest money is towards an undertaking by the bidder that it will not back-out from his offer or modify the terms and conditions thereof in a manner not acceptable to TRAI. In case the bidder fails to observe or comply with the said stipulation, the entire amount (EMD) shall be liable to be forfeited by TRAI.
- 4.2 The deposit as referred to under Para 4.1 above shall be paid in the form of **Pay order or Demand Draft in favour of TRAI, payable at Delhi and valid for a minimum period of six months after the date of issue.**

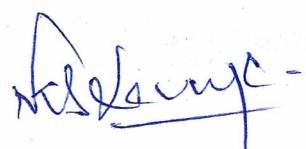
5. SECURITY DEPOSIT

The successful Tenderer whose rates are finally accepted must deposit as Security Deposit for successful performance under the contract a sum of **₹50,000/-** (Rupees Fifty Thousand only) within 15 days of issue of offer letter. **The EMD amount deposited by the Tenderer will be refunded after signing of Agreement including successful bidder.** The security deposit shall be made by **Pay Order or Demand Draft** made out in favour of TRAI payable at Delhi. If the Tenderer fails to observe or comply with the said stipulation, the amount of earnest money under 6 of this Section shall be liable to be forfeited by TRAI. **No interest will be payable on the security deposit by this office** and the security deposit will be returned only after completion of the contract period.

6. TRAI reserves the right to terminate the agreement at any time without assigning any reason.

7. EVALUATION OF PRE-QUALIFICATION BIDS:

- 7.1 The Pre-Qualification Bid will be evaluated by a Tender Evaluation Committee which will examine and evaluate the following papers submitted by the bidder:-
 - (a) Letter of submission of bid and tender documents, duly signed alongwith official seal. The tender documents must be serially numbered.
 - (b) Papers indicating registration number of the firm, constitution of the firm/company and the requisite power of attorney, as the case may be.
 - (c) Copy of PAN card & service tax registration.

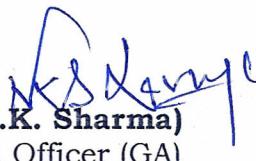


- (d) Copies of Audited Accounts of last three years (2012-13, 2013-14 & 2014-15) should be enclosed with the Tender document. The turnover of the firm should not be less than ₹60.00 lakhs per annum.
- (e) Copies of previous experience in doing printing work for a minimum period of three years in any Central/State Govt. & Public Sector Undertakings/Multinational Company during the last five years.
- (f) Copy of at-least one ongoing contracts in hand.
- (g) Proof of deposit of price of bid document.
- (h) Earnest Money Deposit of ₹20,000/- (Rupees Twenty Thousand only) in form of bank draft/pay order.
- (i) A self-certificate to the effect that the tenderer has not been blacklisted by Central/State Govt./Public Sector Units or its contracts have not been terminated on account of poor performance
- (j) At least three samples of printing.
- (k) Samples of papers mentioned in **Annexure – IV**.

7.2 The financial bids will be opened only in respect of those firms which qualify in the pre-qualification bid.

8. GENERAL

For any clarification in regard to the meaning or intent or interpretation of any of the provision of these terms and conditions may be sought from Pr. Advisor (A) TRAI, whose decision in the matter shall be final and binding. Any other matter relevant to but not covered in the tender document shall also be decided by making reference to him and his decision shall be final and binding.



(N.K. Sharma)
Sr. Research Officer (GA)

The scope of work and all terms and conditions listed from para 1 to 8 alongwith their sub-Para have been read carefully, understood and accepted.

ANNEXURE - I

**TELECOM REGULATORY AUTHORITY OF INDIA
LETTER OF SUBMISSION OF TENDER**

To

Sr. Research Officer (GA)

Telecom Regulatory Authority of India
Mahanagar Doorsanchar Bhavan
Jawahar Lal Nehru Marg (Old Minto Road)
New Delhi – 110002

Subject: Tender for 'Printing work in TRAI' for a period of two years from the date of award of contract.

Dear Sir,

Subject to the conditions given in the tender document issued to me in connection with the above-mentioned contract, I/We hereby submit my/our bid for printing work in TRAI at the rates specified in Schedule of Rates (SOR) (Annexure-IV) annexed with the documents. I/We hereby certify that I/We have examined and am/are fully familiar with all the provisions of the tender documents and I/we am/are satisfied that they are accurate and agree to abide by all these terms and conditions laid therein.

2. The following certificates/documents are enclosed herewith:-
 - (a) Letter of submission of bid and tender documents, duly signed alongwith official seal. The tender documents must be serially numbered.
 - (b) Papers indicating registration number of the firm, constitution of the firm/company and the requisite power of attorney, as the case may be.
 - (c) Copy of PAN card & service tax registration.
 - (d) Copies of Audited Accounts of last three years (2012-13, 2013-14 & 2014-15) should be enclosed with the Tender document. The turnover of the firm should not be less than ₹60.00 lakhs per annum.
 - (e) Copies of previous experience in doing printing work for a minimum period of three years in any Central/State Govt. & Public Sector Undertakings/Multinational Company during the last five years.
 - (f) Copy of at-least one ongoing contracts in hand.
 - (g) Proof of deposit of price of bid document.



- (h) Earnest Money Deposit of ₹20,000/- (Rupees Twenty Thousand only) in form of bank draft/pay order.
- (i) A self-certificate to the effect that the tenderer has not been blacklisted by Central/State Govt./Public Sector Units or its contracts have not been terminated on account of poor performance
- (j) At least three samples of printing.
- (k) Samples of papers mentioned in **Annexure - IV**.

2.1 A sum of ₹20,000/- (Rupees Twenty Thousand Only) towards earnest money in the form of pay order / demand draft No _____ dated _____ drawn on the bank / branch _____ in favour of TRAI, payable at New Delhi.

2.2 The details of other contracts undertaken by me/us with other Central / State Govt. / Public Sector Undertaking / Autonomous bodies / MNC are given below:-

- i. _____
- ii. _____
- iii. _____

The Schedule of Rates (**Annexure - IV**) duly filled and signed is enclosed in a separate sealed envelop. I/we clearly understand that this will be opened on a subsequent date only if my/our pre-qualified bid is acceptable to TRAI.

I/We do hereby declare that the entries made in the tender and annexure attached therein are true.

Yours faithfully,
Signature of Tenderer(s)

Bidder's Address

- 1. _____



ANNEXURE - II

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject: Authorization for attending bid opening on April 4, 2016 in the tender for Printing work in TRAI.

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder) in order of preference given below.

Order of Preference	Name	Specimen signature
---------------------	------	--------------------

I	_____	_____
---	-------	-------

II	_____	_____
----	-------	-------

Alternate Representative

Signatures of bidder

Or

Officer authorized to sign the bid documents on behalf of the bidder.

- Note:**
1. One representatives will be permitted to attend bid opening. Alternate representative will be permitted only if, the main representative is not able to attend.
 2. Permission for entry to the hall where bids are opened may be given only on submission of letter of Authorization.



ANNEXURE - III

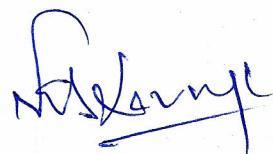
CHECK LIST and the order in which the documents are to be submitted
for the Technical Bid

Please check whether all the below mentioned documents have been supplied for participating in the tender for Printing Work in TRAI. The documents are to be submitted in descending order.

SN	Documents	Page No.
1	Letter of Submission of tender;	
2	Papers indicating registration number of the firm, constitution of the firm/company and the requisite power of attorney, as the case may be.	
3	Copy of PAN card & service tax registration;	
4	Copies of Audited Accounts of last three years (2012-13, 2013-14 & 2014-15).	
5	Copy of previous experience;	
6	Copy of ongoing contracts in hand;	
7	Proof of deposit of price of bid document;	
8	Demand Draft of ₹20,000/- (Rupees Twenty Thousand only) towards Earnest Money Deposit;	
9	A self-certificate to the effect that the tenderer has not been blacklisted by Central/State Govt./Public Sector Units or its contracts have not been terminated on account of poor performance;	
10	Samples of printing;	
11	Samples of papers mentioned in Annexure - IV ;	
12	Authorization letter for the bid opening [as per Annexure - II];	
13	Schedule of Rates (as per Annexure-IV in a separate sealed envelope);	
14	Any other document (s) [Please specify].	

Bidders to ensure

- A.. That all pages have been stamped and signed by the authorized person(s).
- B.. That all the pages have been numbered.
- C.. That all the documents are legible (Clearly readable).



ANNEXURE - IV

SCHEDULE OF RATES TO BE QUOTED FOR PRINTING WORK IN TRAI

SN	Item of Work	Unit	quoted Rate (₹)
1	Composing, typesetting, page layout/page making	per page	₹ _____
2	Plate/Processing	per page per colour	₹ _____
3	Scanning	per page	₹ _____
4	Printing	per page per colour	₹ _____
5	Cover Design	per page	₹ _____
6	Lamination	per side of cover	₹ _____
Binding			
7	(i) Normal binding (ii) Hard binding with Leather (iii) Hard binding with gold leaf printing	Per page Per binding Per binding	₹ _____ ₹ _____ ₹ _____
Paper (Text)			
8	(i) 80 GSM Super Sunshine Paper (ii) 135 GSM imported Paper	Per ream	₹ _____ ₹ _____
9	Paper (Cover) 300 GSM imported Art Card Paper	per ream	₹ _____
10	Printing of Cover	per page per colour	₹ _____
11	Processing of cover	per page per colour	₹ _____
12	Graph and Chart design/making charges	Per graph/ per chart	₹ _____
13	Proofing	Per page	₹ _____

Note:

- i. Lowest (L-1) shall be decided as explained in Para - 9 of Section-II of the Tender Documents.
- ii. Additional taxes, if any should be clearly spelt out by the bidder.
- iii. The firm will not charge for the items of work mentioned at SN 1, 2, 3, 5, 11 & 12 if the order is placed by TRAI for the printing of the same documents which has already been printed within six months.

Signature of the bidder

Name: _____

Designation _____