

Sub: Tender no. DCI/HR/PR-02/2017 – Tender for Design, printing and supply of Dairies for the year 2018.

Sealed tenders are invited from reputed printers in Visakhapatnam for design, printing and supply of Dairies for the year 2018 at Visakhapatnam for Dredging Corporation of India Limited numbering 1200 in two cover system, i.e., Technical Bid & Price Bid as per the Scope of the work given in the tender document.

2. Tenderers are requested to go through the tender documents in detail, before filling up the tender documents, enclosing relevant supporting documents/ information and giving their offer as per the Price Bid. The bids should be strictly as per the tender document and no editing, addition, deletion or modification of the tender document as hosted on website/ as given to the tenderer is permitted. If such action is observed at any stage, such tender will not be considered and will be rejected.

3. Tenderers are requested to submit their bid in two cover system - Technical Bid and Price Bid as per the conditions stated in the tender document and submit their tender so as to reach the office mentioned in the tender document on or before the time and date mentioned therein. Addendum, modification, change of last date, if any etc., will be uploaded on the web-site only. Tenderers are requested to verify the website before submitting the tenders

4. DCI will not be responsible for postal or courier delays, if any, in receipt of the tender documents. The tender documents received after the closure of the time and date are liable to be rejected. Tenders submitted by e-mail/fax will not be accepted under any circumstances.

Thanking you,  
Yours faithfully,  
For DREDGING CORPORATION OF INDIA LIMITED

Head of the Department (HR)  
Encl: As above.

**DREDGING CORPORATION OF INDIA LIMITED  
VISAKHAPATNAM  
(A GOVERNMENT OF INDIA UNDERTAKING)**

**TENDER NO. DCI/HR/PR-02/2017 DATED 29/08/2017**



**FOR  
DESIGN PRINTING AND SUPPLY OF DAIRIES FOR THE YEAR-2018.**

**ADDRESS TO WHICH TNDER DOCUMENTS ARE TO BE DESPATCHED:**

**Head of the Department**

**HR Department**

**DREDGING CORPORATION OF INDIA LIMITED**

**DREDGE HOUSE, PORT AREA**

**VISAKHAPATNAM - 530001**

<b>LAST DATE OF RECEIPT OF TENDER DOCUMENTS</b>	<b>-</b>	<b>15/09/17-1500 HRS</b>
<b>DATE OF OPENING OF TECHNICAL BIDS</b>	<b>-</b>	<b>15/09/17-1530 HRS</b>

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**DESIGN, PRINTING AND SUPPLY OF DAIRIES FOR THE YEAR-2018.**

**SECTION - I NOTICE INVITING TENDER**

Sealed Tenders are invited in two cover system i.e. Technical & Price Bids as under:

I	Name of Work	Design, printing and supply of Diaries for the year 2018 for Dredging Corporation of India Limited numbering 1200 Nos as per the Scope of the work stated at Section – II.
II	Eligible parties and pre-qualification criteria	Reputed parties having rich experience in Printing of Dairies, Calenders for Large Companies, PSUs etc. Only parties who satisfy and comply with the Pre-Qualification criteria as stated at Section - III of this tender document will be technically qualified. Only those parties who are technically qualified will be considered for opening of price bids.
III	Method of evaluation for technically qualified bidder:	The price bids of those parties which are opened will evaluate on the basis of the lowest offer (L-1) received as per the amounts quoted in price bid.  In case more than one bid is L1 then reverse auction will be conducted amongst the bidders who have quoted the same L1 price and such bidders will be required to reduce the price on lumpsum basis. The L1 bidder after reduction will be considered for award of the work. DCI reserves the right to have negotiations with L1 party if the amount quoted by the party is found to be on the higher side.
IV	Modality of tender	The successful tenderer to whom the work order is awarded is required to undertake the work printing and supply of Dairies of the company for 2018 as per the quality, quantity and time frame mentioned in the tender document.
V	Cost of Tender document	Rs.263 (Inclusive of Taxes)
VI	Earnest Money Deposit	Rs.5,000/- payable along with technical bid by way of DD drawn on any Scheduled Commercial Bank in favour of "DREDGING CORPORATION OF INDIA LIMITED", payable at Visakhapatnam.  EMD submitted by successful party, will be converted to Security Deposit and the successful party is required to submit balance amount of Security Deposit by DD or BG. EMD of unsuccessful parties will be returned after finalization of tender.  Tenders submitted without EMD will be summarily rejected.
VII	Security Deposit	5% Work Value. The EMD submitted by the successful bidder will be converted into Security Deposit. The party is required to submit the balance within ten days of the date of award of work to him by way of DD payable at Visakhapatnam or Bank Guarantee issued by a Nationalized Bank and enforceable at Visakhapatnam as per format attached at Annexure – 4. If the balance Security Deposit is not submitted within said time, DCI

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		reserves the right to cancel the contract and get the work done through another party at the risk and cost of this bidder. and no payment will be made for the work done/ expenditure incurred during this period i.e from the date of beginning of the work till date of cancellation of the work order for non-submission of the balance security deposit and the EMD of Rs.5000 converted into security deposit will be forfeited. The total Security Deposit amount will be returned after satisfactory completion of the contract after making deductions as may be required.
IX	Single Cover/ Two Cover	Two Cover system
X	Place of obtaining tender documents	Downloading from website, addresses of which are given below or collecting from HOD (HR), HR Department, DREDGING CORPORATION OF INDIA LIMITED, DREDGE HOUSE, PORT AREA VISAKHAPATNAM - 530001
XI	Website for downloading tender documents	<a href="http://www.dredge-india.com">www.dredge-india.com</a> <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> <a href="http://www.tenders.gov.in">www.tenders.gov.in</a>
XII	Period of Issue of Tender Documents	From 30/08/2017 to 15/09/2017 on all working day from 09.30 hrs. to 17.30 hrs. On last day i.e 15/09/2017, the tender documents will be available upto 12.00 noon
XIII	Last date for Receipt of Tenders	<b>up to 15:00 hrs. on 15/09/2017</b>
XIV	Address to which tender documents should be sent	Head of The Department (HR) HR Department, DREDGING CORPORATION OF INDIA LIMITED DREDGE HOUSE, PORT AREA VISAKHAPATNAM - 530001
XV	Date & Time of Opening of Technical Bids	1530 hrs on 15/09/2017 in the presence of such Tenderers / their Authorised representatives who are present, if any, at DCI, Head Office, Visakhapatnam at that time.
XVI	Addendum etc.	Addendum, modification, change of last date, if any etc., will be uploaded on the web-site only. Tenderers are requested to verify the website before submitting the tenders

Note : -

Dredging Corporation of India Limited reserves the right to:-

- a) Cancel or withdraw this enquiry at any stage without assigning any reason and whatsoever, and no further correspondence shall be entertained in this regard.
- b) Reject or accept any tender offer irrespective whether it is lowest/ otherwise without assigning any reasons, whatsoever.

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**DREDGING CORPORATION OF INDIA LIMITED**  
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**DESIGN, PRINTING AND SUPPLY OF DAIRIES FOR THE YEAR-2018.**

SECTION – II SCOPE OF WORK

1	Name of the Work	:	Design, printing and supply of Diaries for the year 2018 at Visakhapatnam for Dredging Corporation of India Limited numbering 1200 Nos as per the Scope of the work stated at Section – III.
2	No. of copies	:	1200
3	Colour	:	Single colour inside pages with Multi Colour (Advertisements) front and Back covers. Inside color pages for each month.
4	Size	:	6 x 8.5 Inches
5	No. of pages	:	Two-day- a page layout, one page action plan for each month, general information pages, Saturday and Sunday separate pages. General information pages which should include:- I. DCI logo in single colour with address II. DCI advertisement ( 1 page matter in multi colour print on art paper) III. Addresses, telephone nos. and e-mail IDs of all project offices of DCI. IV. Telephone, Fax, and e-mail IDs of Functional Director, Heads of Department etc., of DCI. V. List of holidays of DCI for the year 2018. VI. Personal data VII. Dates to remember VIII. Standard Medical information like Basic first aid etc. IX. Planner for 2018 X. Tour Plan for 2018 XI. World standard times XII. Conversion tables, measurements, distances, STD & ISD Codes XIII. Telephone index XIV. Calendars for 2017, 2018 & 2019 clubbed in one page. XV. Notes pages The actual no. of pages to be printed would be informed at the time of giving the final strike order. The overall increase/decrease in pages is not expected to be over 8 pages per copy. Payment will be regulated as per the actual number of pages printed.
6	Specifications of paper to be used	:	I. Cover of diary :wire –O-wire II. Inside pages :70 GSM Super Print paper with single colour printing..
7	Mode of binding	:	SMT Cover Support Flab, SMT Wings binding with out separator

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**SECTION - III            PREQUALIFICATION CRITERIA**

The following are the basic prequalification criteria for a bidder to be technically qualified :-

- I      Experience Criteria :-** The tenderer should have successfully executing printing jobs of Dairies, Calenders similar type of works of Companies/ Scheduled Banks costing not less than Rs.1.00 lakh (One Lakh ) of single work-order in each of the last three financial years i.e 2014-15, 2015-16 & 2016-17. Copies of Purchase Orders (containing both quantity and value) and/or Bills (containing both quantity and value) along with copies of the Dairies to be enclosed to the Technical bid. Tenders submitted without the above supporting documents are liable to be rejected.
  
- II     Turnover Criteria:-** Average Annual turnover of the tenderer for the last three financial years i.e 2014-15, 2015-16 & 2016-17 should be at least Rs.2.00 Lakhs p.a. Supporting documents which are certified true copies by the tendered like Balance Sheet/ Profit and Loss A/C/ Auditor Certificate should be submitted.

The tenderer is required to fulfill the above pre-qualification criteria and submit the information/documents with regard to pre-qualification criteria etc., in the Technical Bid cover as stated in Section – IV failing which his bid may not be considered/ he may be technically disqualified.

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**SECTION - IV GENERAL AND SPECIAL CONDITIONS OF CONTRACT**

1. Tender shall be submitted in two covers. Cover-I – Technical bid and Cover-II – Price Bid. Both the covers of the tender shall be sealed individually and super scribed in bold letters as **“COVER-I – TECHNICAL BID”** or **“COVER-II – PRICE BID”** as the case may be. Both the sealed covers shall be put in another cover, super-scribed in bold letters with the name of the work as **“TENDER FOR DESIGN, PRINTING AND SUPPLY OF DAIRIES FOR THE YEAR OF 2018 – TENDER NO. DCI/HR/PR-02/2017”**, along with the name of the tenderer and sealed. Tenders submitted in open covers shall be summarily rejected.
2. The tender shall be sent so as to reach the address mentioned at and by the time and date mentioned in Section – I. Tenders received beyond specified time and date shall be summarily rejected. The Company shall not be in any way responsible for postal delays. The technical bid will be opened at the time and place mentioned in Section- I Tenders have to be sent by post/courier/handed over personally to/at the above address in closed cover as specified above. **Quotations received by E-mail/ Fax would not be accepted and would be rejected.**
3. **Cover-I shall be marked as TECHNICAL BID** and shall contain documents / information as stated in Section V
4. **Cover-II shall be marked as PRICE BID** and shall contain price schedule as per Section VI of tender document enclosed, duly filled in under each head and signed with company's/firm's seal/stamp.
5. On evaluation of technical bid, the price bids of the technically qualified bidders will be opened at a later date which will be communicated to all the technically qualified bidders.
6. Security Deposit: As at Section - I
7. All tenders must be absolutely clear, failing which the same will not be considered.
8. All columns would be properly and legibly filled in. No column would be left blank. Any correction in the rates etc. would be duly attested by the tenderer. Alterations, if any, not authenticated with attestation may result in the rejection of the tender.
9. Rates quoted by the tenderer in item rate tender in figures and words will be accurately filled in so that there is no discrepancy in the rates written in figures and words.
10. Special care should be taken to write the rates in figures as well as in words and the amounts in figures only, in such a way that the interpolation is not possible. The total amount would be written both in figures and in words. In case of figures word Rs. would be written before the figures of Rupees and word paisa after decimal figures viz., Rs.2.15 Ps. And in the case of words, the word Rupees should precede and the word paisa would be written at the end. Unless when the rate is in whole rupee and followed by the words only, it would be invariably be up to two decimal places.
11. If the amount of an item is not worked out by the tenderer, it does not correspond with the rate written either in figures or in words, then the rate quoted by the tenderer in words will be taken as correct.
12. Where the rate quoted by the tenderer in figures and words tallies but the amount is not worked out correctly, the rate quoted by the tenderer will be taken as correct and not the amount.



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13. Item rate tender bearing any inscription either to increase or decrease the rate quoted, they will not be considered and such tender will be rejected summarily.
14. The rate quoted in the tender will remain firm during the currency of contract including the extended period if any. Escalation is not admissible during the period of the contract, towards increase in the rates of the materials and labour or any other charges during the contract period including the extended period if any.
15. The bids prepared by the tenderer and all correspondence and document relating to the bids exchanged by the bidder and the Company shall be written in English.
16. The tenderers should acquaint themselves with the work and the working conditions of the canteen premises/area and no claim will be entertained on this issue later.
17. The tender should be valid for a period of 90 days (ninety) days from the date of opening.
18. DCI reserves the right to inspect the premises of the Tenderer to assess their credentials/capability in executing the subject work.
19. Conditional tenders and additional conditions of the tenderer will not be considered.
20. In the event of any breach of contract on the part of the contract, the Corporation reserves the right to forfeit the entire security deposit. Corporation also reserves the right to get the balance work executed by some other sources at the risk and cost of the tenderer.
21. All rules and regulations governing the Dredging Corporation of India Limited will be applicable.
22. If as a result of any post audit,, any amount is found to be recoverable from the tenderer, the same will be recovered first from any sum due to the tenderer against any current bill of the tenderer and/or from their security deposit and/or from any other amount due from the Corporation and/or on demand.
23. All claims of the Dredging Corporation of India Limited against this contract whatsoever will be recovered from the amounts due to the tenderer under this account
24. If the tenderer fails to execute the work as per conditions of the contract the Corporation reserves the right to cancel the contract and to get the work executed through other agencies at the risk and cost of the tenderer. The Corporation would be entitled to withhold any sum due and payable to the tenderer towards the sum as a result of the said breach or default. The contractor will not have any claim for compensation or otherwise on this account.
25. Liquidated damages:
  - a) 1% of the contract value per day or part thereof of delay on the value of the contract. The upper limit of liquidated damages is 20% of the contract value.
  - b) Liquidated damages will be recovered being pre-estimated cost.
  - c) In case of delay beyond 5 days over and above the agreed time schedule, the Company reserves the right to cancel the contract at the risk cost of the party and undertake the printing with any other party. No payment would be made to the existing party in such case.
  - d) For levy of liquidated damages, the decision of DCI will be final and binding on the party.
26. Damages for defective work

**DREDGING CORPORATION OF INDIA LIMITED**  
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- a) Upto 10% of the value of the contract, if the copies are accepted by the Company. Defective work is defined as
    - i) the quality of the paper used and/or the size of the printed copies being different than the technical specifications specified at Section II i.e Scope of Work or
    - ii) the content/text/graphics/images/design of the printed copy being different in full or any part or place from the one certified as "OK" in the final proof.
  - b) For levy of damages for defective work, the decision of DCI will be final and binding on the party whether or not DCI suffers any financial loss due to said the defective work.
27. No advance payment will be made. Full payment within 30 days of the receipt of all Dairies at the place and within the time schedule mentioned above subject to deductions, if any, as per clauses mentioned elsewhere in the tender document. Applicable Income Tax would be deducted at the time of making payment.
  28. Canvassing in connection with tenders is strictly prohibited and the tender submitted by the tenderer who resorts to canvassing will be liable for rejection.
  29. Tenders which do not fulfill all or any of the above conditions or are incomplete in any respect, are liable for summary rejection. The tender containing uncalled for remarks or any additional conditions is also liable for summary rejection.
  30. The work will be commenced and completed as per the time schedule mentioned. In the event of delay in commencing the subject work, as stipulated in the work order, the work order issued to the party will be cancelled and EMD/SD will be forfeited.
  31. No claim for the increase in any rates other than specified elsewhere in the tender will be entertained by DCI.
  32. Post-tender negotiations are banned, except in the case of negotiations with L-1 (i.e. lowest tenderer).
  33. Notwithstanding anything stated elsewhere in this tender document, DCI reserves the right to terminate the contract before, the actual job of printing has begun by giving 3 day's notice.
  34. This work order/contract awarded to the successful party is not transferable. The party to whom the work order is given is not allowed to sub-contract this work by whatever name called to anybody. If it is found that this work is transferred or sub-contracted to anybody at any point of time, DCI reserves the right to cancel the contract with all its consequences including forfeiture of the Security Deposit and carrying out the work for the balance period at the risk and cost of the party whose work order is cancelled plus levy of fine/ claim of damages from the party whose work order is cancelled.
  35. In the event of any breach of contract on the part of the party on whom the tender/work is awarded, during any time during the execution of the contract, after the award of work till the time of completion of delivery and payment, the Corporation reserves the right to forfeit the entire security deposit. Corporation also reserves the right to get the work executed (either balance or in full) by some other sources at the risk and cost of the party on whom the tender/work is awarded, if the breach of the contract occurs during the course of execution of the contract
  36. The matter for printing both hard copy and soft copy will be supplied to you while placing the order, or soon thereafter. The printer should submit proof(s) to the Company for verification before the Company gives the final strike order. The design for the cover pages of the dairies would be provided by DCI.

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37. The copies of dairies, duly packed are required to be delivered to the following address within 5 days from the date of giving the final work order or such other time as may be specified by HOD (HR):-  
Jt.Manager (Public Relations)  
HR Department,  
Dredging Corporation of India Limited (DCIL)  
Dredge House, Port area,  
Visakhapatnam.
38. Any change in the constitution of the tenderer shall not be permitted except with the clear written consent of the Corporation.
39. **ARBITRATION:** Should any dispute or difference arise between the Corporation and the contractor in connection with this contract, or as to the rights and liabilities of the parties hereto, it will be referred to Arbitration by a Sole Arbitrator, a person to be appointed by the Chairman-cum-Managing Director, Dredging Corporation of India Ltd., Visakhapatnam from amongst the officer of the company not below the rank of Deputy General Manager and the award of the Arbitrator shall be final and binding upon the parties hereto, subject to the provisions of the Arbitration and Conciliation Act, 1996, (Act 26 of 1996). The Arbitrator has to give a reasoned award. It will be in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications or re-enactment thereof. The Arbitrator may from time to time with the consent of the parties enlarge the time for making & publishing the award. The Sole Arbitrator is prohibited from awarding any interest in the award for the pre-reference period, pendent lit, post award period. The venue of the Arbitration will be at Visakhapatnam, and the courts at Visakhapatnam will have exclusive jurisdiction on all matters with reference to this contract.

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**SECTION - V DOCUMENTS TO BE SUBMITTED / INFORMATION TO BE FURNISHED  
ALONG WITH TECHNICAL BID**

**THE TENDERER SHOULD FURNISH THE FOLLOWING INFORMATION/ PROVIDE THE FOLLOWING DOCUMENTS IN THE TECHNICAL BID COVER FOR EVALUATION OF TECHNICAL BID.**

1	Particulars of Firm/ Proprietor						
	a	Name					
	b	Postal Address					
	c	Contact person's name					
	d	Contact persons designation					
	e	Telephone Number					
	f	Mobile Number					
	g	e-mail address					
2	EMD of Rs.5000						
3	All the Tender documents signed on each page with Tenderer's seal in token of acceptance of all the conditions of the Tender document.						
4	<b>Experience Criteria</b>						
	<b>Sl.No.</b>	<b>Nature of work</b>	<b>Year</b>	<b>Organization for whom Dairies is printed</b>	<b>Quantity printed</b>	<b>Value of each work done in ₹ in Lakh</b>	<b>Supporting documents attached</b>
	1						
	2						
	3						
	4						
	5						
5	<b>Turnover Criteria</b>						
	<b>Sl.No</b>	<b>Year</b>	<b>Turnover (₹ in lakh)</b>		<b>Document attached</b>		
	1						
	2						
	3						
6	<b>Bank Details</b>						
	1	Name of the Bank					
	2	Name of the Branch					
	3	Bank Address					
	4	Bank Account No					
	5	IFSC Code/ RTGS Code					
7	Pan Card No. (Copy of relevant document issued by the relevant authority issuing the number to be enclosed)						
8	GST Registration number issued by respective authorities (Copy of relevant document issued by the concerned authority issuing the number to be enclosed)						
9	A declaration by the tenderer as to compliance of all conditions and having put no counter conditions in the format in Annexure – 1.						
10	An undertaking as at Annexure - 2 that the tenderor has not made any payment or illegal gratification to any person / authority connected with the bid process so as to influence the bid process and have not committed any offence under the Prevention of Corruption Act in connection with the bid.						
11	The details of the employees in Dredging Corporation of India Limited with whom the tenderer has any relationship along with nature of relationship in the format in Annexure – 3.						

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**SECTION - VI          PRICE BID – RATE SCHEDULE**

Designing, Printing and supply of Diaries for the year -2018:-

Sl. No	Description	Quantity In Nos	Amount (In Rs.)
1	For “ <b>DESIGN, PRINTING AND SUPPLY OF DAIRIES - 2018</b> ” per specifications at Section – II.	1200	
2	Packing and forwarding		
3	<b>Taxes:</b> All Taxes including GST should be specified separately: otherwise the rate quoted will be taken as all inclusive and no extra payment will be allowed		
4	<b>Total</b>		
5	Rates for variances		
	No.of pages	Increase or decrease of every inside 4 pages or part thereof over / less of pages (The increase/ decrease is not expected to exceed 8 pages per Dairy)	

- i. The tender of the technically qualified bidder would be evaluated on the basis of the total amount quoted for printing of the Diaries for 1200 copies including packing & forwarding costs i.e all inclusive cost as per Sl.No. 4 of the Price Bid above as quoted by the tenderer or as computed GST if any as per the quotation of the tenderer.
- ii. DCI reserves the right to negotiate with the L1 bidder for sl. Nos. 4 above including for matching the rates for variances at 5 above with the lowest quoted by other bidders
- iii. The actual number of copies and pages to be printed will be intimated at the time of giving the final strike order and the payment will be regulated accordingly.
- iv. If the taxes are claimed in the above price bid and the rates of tax are changed/New taxes levied subsequently, the payment will be made as per the new rates/taxes as may be levied at the time of making payment as may be applicable.  
 If no taxes are claimed in the price bid( left blank or stated “Nil” or Stated as “all inclusive”) the rates quoted will be considered as inclusive of all taxes and no changes in rates/new taxes will be considered whatsoever.  
 If taxes are claimed the details of the registration of appropriate registration No. etc will have to be provided in bill.

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**ANNEXURE – 1      COVERING LETTER AND UNDERTAKING AS TO COMPLIANCE OF  
CONDITIONS AND NO COUNTER CONDITIONS**

Dated \_\_\_\_\_

To

M/s. Dredging Corporation of India Ltd.,  
Visakhapatnam

Sir,

Sub : Tender no. DCI/HR/PR-02/2016 – Tender for Design, printing and supply of  
Dairies for the year 2018.

Reg.

I/We hereby confirm having read by me/us read and/or explained to me/us so far all the terms and conditions stated in the tender documents and agree to be abide unconditionally the terms and conditions stated therein.

2. Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and conditions and other provisions contained in the tender documents, which have been read by me/us read and/or explained to me/us so far as they are applicable. In default of compliance any of these conditions, I/We agree to set off the extra cost if any, for carrying out the work at my/our risk and cost against the Security Deposit available with the Dredging Corporation of India Limited, or its successors and to pay the DCI or its successors on demand as debt due any amount required to meet the extra cost of carrying out the work over and above Security Deposit furnished by me/us.

3. I/We hereby confirm having read and understood all the terms and conditions of the tender and abide by these terms and conditions. All the pages in the tender documents have been initialed/signed and stamped in token of acceptance of the terms and conditions of the tender documents.

4. I/ We hereby confirm that we have not put/ specified/ laid down any counter conditions and we accept the tender conditions and agree to abide by the same

Thanking you,

Yours faithfully,

Place :

Date :

SIGNATURE OF THE TENDERER WITH SEAL, NAME AND ADDRESS

**DREDGING CORPORATION OF INDIA LIMITED  
TENDER NO. DCI/HR/PR-02/2017 DATED 29/08/2017  
DESIGN, PRINTING AND SUPPLY OF DAIRIES FOR THE YEAR-2018.**

ANNEXURE – 2            DECLARATION ABOUT RELATIVES

Dated \_\_\_\_\_

To  
M/s. Dredging Corporation of India Ltd.,  
Viakhapatnam.

Sir,  
Sub :     Tender no. DCI/HR/PR-02/2017– Tender for Design, printing and supply of Dairies for the year 2018.

We hereby certify that, we are not related to any person employed in Dredging Corporation of India Limited.

Or

We hereby certify that, the following are the persons who are employed in Dredging Corporation of India Limited and are related to me

Sl.No.	Name of the employee in DCI and designation	Nature of relationship

(strike out /fill-in as applicable)

Thanking you,

Yours faithfully,

Place :

Date :

SIGNATURE OF THE TENDERER WITH SEAL, NAME AND ADDRESS

**DREDGING CORPORATION OF INDIA LIMITED  
TENDER NO. DCI/HR/PR-02/2017 DATED 29/08/2017  
DESIGN, PRINTING AND SUPPLY OF DAIRIES FOR THE YEAR-2018.**

**ANNEXURE – 3      UNDERTAKING ABOUT ILLEGAL GRATIFICATION**

Sub :      Tender no. DCI/HR/PR-02/2017 – Tender for Design, printing and supply of Dairies for the year 2018.

With reference to your subject Tender we hereby give an Undertaking that we have not made any payment or illegal gratification to any person/authority connected any with the Tender Process so as to influence the tender process and have not committed any offence under the Prevention of Corruption Act in connection with the Tender. We also do under take that we shall disclose if any payment made or proposed to be made to any intermediaries (agents etc.) during the tender process in connection with this Tender.

Place :

Date :

SIGNATURE OF THE TENDERER WITH SEAL, NAME AND ADDRESS



**DREDGING CORPORATION OF INDIA LIMITED  
TENDER NO. DCI/HR/PR-02/2017 DATED 29/08/2017  
DESIGN, PRINTING AND SUPPLY OF DAIRIES FOR THE YEAR-2018.**

**ANNEXURE - 4      PROFORMA OF BANK GUARANTEE FOR SECURITY DEPOSIT**

**(To be executed on Rs.100/- Non-Judicial Stamp Paper)**

NOTE : The Bank Guarantee should be issued by a Nationalized Bank and enforceable at Visakhapatnam.

In consideration of Dredging Corporation of India Limited, a Company incorporated under the Company's Act 1956 and having its Head Office at Dredge House, port Area, Visakhapatnam - 530001 (hereinafter called the "DCI" having awarded the work for \_\_\_\_\_ (name of work) of Tender No. \_\_\_\_\_ dated \_\_\_\_\_ vide work order issued vide letter no. \_\_\_\_\_ dated \_\_\_\_\_ to M/s. \_\_\_\_\_ (indicate Name & Full Address of the Tenderer) (hereinafter called the said "Tenderer") exempt from payment under the terms and conditions of the said tender dated \_\_\_\_\_ No. \_\_\_\_\_ made between the DCI and the Tender for \_\_\_\_\_

(herein after called the said "Tender") of Security Deposit in cash for the due fulfilment by the said Tenderer of the terms and conditions contained in the said Tender on production of a Bank Guarantee for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only).

We \_\_\_\_\_ (indicate the name of Bank) (hereinafter referred to as "the Bank") at the request of M/s. \_\_\_\_\_ the said Tenderer do hereby undertake to pay to the DCI an amount not exceeding Rs. \_\_\_\_\_ against any loss or damage caused to or suffered or would be caused to or suffered by the DCI by reason of any breach by the said tenderer of any of the terms or conditions contained in the said tender.

2. We \_\_\_\_\_ do hereby undertake to pay the amounts due and \_\_\_\_\_ (indicate the name of Bank) Payable under this guarantee without any demur, merely on a demand from the DCI stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the DCI by reason breach by the said Tenderer of any of the terms or conditions contained in the said Tender or by reason of the Tenderer's failure to perform the said Tender. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_.

3. We undertake to pay to the DCI any money so demanded notwithstanding any dispute or disputes raised by the said Tenderer in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment thereunder and the said Tenderer shall have no claim against us for making such payment.

4. We \_\_\_\_\_ (indicate the name of Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Tender and that it shall continue to be enforceable till all the dues of the DCI under or by virtue of the said Tender have been fully paid and its claim satisfied or discharged or till the DCI certifies that the terms and conditions of the said Tender have been fully and properly carried out by the said Tender and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before \_\_\_\_\_, we shall be discharged from all liability under this Guarantee thereafter.

5. We \_\_\_\_\_ (indicate the name of Bank) further agree that the DCI shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Tender or to extend time of performance by the said Tenderer from

**DREDGING CORPORATION OF INDIA LIMITED  
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time to time or to postpone for any time or from time to time any of the powers exercisable by the DCI against the said Tenderer and to forbear or enforce any of the terms and conditions relating to the said Tender and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Tenderer or for any forbearance, act or omission on the part of the DCI or any indulgence by the DCI to the said Tenderer or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Tenderer.

7. We, \_\_\_\_\_ (indicate the name of Bank) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the DCI in writing.

Date the \_\_\_\_\_ day of \_\_\_\_\_ 2016

For \_\_\_\_\_  
(Indicate the name of Bank)

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