TENDER NO. CS-T1-AGM AR/2019 DATED 03/06/2019

Sub: DESIGN, PRINTING AND SUPPLY OF 43rd ANNUAL REPORT -BLACK & WHITE MEMBER'S VESRION & COLOUR VERSION FOR THE YEAR 2018-19.

Sealed Tenders are invited from reputed Printers for "DESIGN, PRINTING AND SUPPLY OF 43rd ANNUAL REPORT – MEMBER'S VERSION & COLOUR VERSION FOR THE YEAR 2018-19" for Dredging Corporation of India Limited, Visakhapatnam (hereinafter referred to as "DCI" or the "Company" or the "Corporation") 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. 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 along with relevant documents and submit their tender on or before the time and date mentioned therein.
- 4. Tenders submitted without Tender cost/ EMD will be summarily rejected. Tender Cost/EMD to be submitted by NEFT/RTGS or any other electronic mode only. Demand Draft/ Cheque /Cash will not be accepted and will be tender submitted with Demand Draft/ Cheque /Cash rejected.
- 5. Addendum, modification, change of last date, if any etc., will be uploaded on the web-site and intimated through e-mail. Tenderers are requested to verify their email website before submitting the tenders.

Thanking you,

Yours faithfully, For Dredging Corporation of India Limited

-sd-

(K.Aswini Sreekanth) Company Secretary Encl: As above

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

TENDER NO. CS-T1-AGM AR/2019 DATED 03/06/2019



TENDER DOCUMENT

FOR

DESIGN, PRINTING AND SUPPLY OF 43rd ANNUAL REPORT – MEMBER'S AND COLOUR VERSION FOR THE YEAR 2018-19.

ADDRESS TO WHICH TENDER DOCUMENTS ARE TO BE DESPATCHED:

COMPANY SECRETARY COMPANY SECRETARY DEPARTMENT DREDGING CORPORATION OF INDIA LIMITED DREDGE HOUSE, PORT AREA VISAKHAPATNAM - 530001

LAST DATE FOR RECEIPT OF TENDER DOCUMENT-DATE OF OPENING OF TECHNICAL BIDS SCHEDULED DATE OF OPENING OF PRICE BIDS -SCHEDULED DATE OF PLACING WORK ORDER 17/06/19–1500 HRS 17/06/19–1530 HRS 20/06/19 24/06/19

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DESIGN, PRINTING AND SUPPLY OF MEMBERS (BLACK & WHITE) & COLOUR VERSION OF "43rd ANNUAL REPORT- 2018-19"

SECTION - I NOTICE INVITING E- TENDER

- 1. Dredging Corporation of India Limited (hereinafter referred to as "DCI"/ "Company") is a Government of India undertaking under the administrative control of Ministry of Shipping having its registered Office at Core II, First Floor, Scope Minar, Laxminagar District Centre, Delhi 110091 and Corporate office at "Dredge House", Port area, Visakhapatnam 530001. Bids are invited under two cover system from the eligible bidders for design, printing and supply of Members Version (Black and White) and Colour Version of "43rd Annual Report 2018-19." as per the Eligibility Criteria indicated at Section IV & Scope of Work indicated in Section III.
- 2. The complete tender document shall be available on the website of "DCI"- http://www.dredge-india.com,
- Details of tender:

5 <u>. Det</u>	alls of tender:	
I	Single Cover/ Two Cover	Two bid system
II	Cost of Tender document	Rs.250 + 18% GST payable by way of ECS/NEFT/RTGS or any other electronic mode only to the account number given at Sl.No. V
III	Earnest Money Deposit	Rs.8000 payable by way of ECS/NEFT/RTGS or any other electronic mode only to the account number given at Sl.No. V
IV	Security Deposit	10% of the total landed cost payable by ECS/NEFT/RTGS or by way of Bank Guarantee on any Scheduled Bank enforceable at Visakhapatnam payable within 15 days after the issuance of letter of intent. Confirmation of work order will be issued after receipt of the full Security Deposit.
V	Account No. to which Tender Cost/ EMD to be transferred	Account Name: DREDGING CORPORATION OF INDIA LIMITED Bank: SYNDICATE BANK, DCI LTD BRANCH, VISAKHAPATNAM A/C no: 35833070000014 IFSC Code: SYNB0003583 Swift Code: SYNBINBB032
VI	Last date of Submission of bids	17/06/2019 upto 1500 hours (IST)
VII	Date & Time of Opening of Technical Bids	17/06/2019 1530 hours (IST)
VIII	Period of the contract	From the date of issue of work order till payment of final bill after receipt of printed annual reports.
IX	Payment	Billing may be done separately for black and white and colour versions and payment will be made within 30 days of submission of Bill (s) in this regard after satisfactory completion of work and delivery of the annual reports for each of the colour and black and white versions and submission of bills in this regard subject deductions under any of the clauses mentioned in this tender or as mutually agreed upon as the case may be. The payment will be made through Electronic System to the Bank details submitted by the bidder in the bid document. Company reserves the right to deduct any amount pending to be deducted/ recovered from the bill of black and white version in the subsequent bill of colour version. If split work orders are issued then payment will be made within 30 days of submission of bills by the respective parties after satisfactory completion of work.
X	Place at which the bid documents are to be submitted	COMPANY SECRETARY COMPANY SECRETARY DEPARTMENT DREDGING CORPORATION OF INDIA LIMITED DREDGE HOUSE, PORT AREA VISAKHAPATNAM - 530001

4. 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 superscribed 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 NO. CS-T1-AGM AR/2018 dt 26/4/18, DESIGN, PRINTING AND SUPPLY OF MEMBERS (BLACK & WHITE) & COLOUR VERSION OF "43RD ANNUAL REPORT- 2018-19" along with the name of

DESIGN, PRINTING AND SUPPLY OF MEMBERS (BLACK & WHITE) & COLOUR VERSION OF "43rd ANNUAL REPORT- 2018-19"

the tenderer and sealed. Tenders submitted in open covers shall be summarily rejected.

- 5. 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.
- 6. Cover-I shall be marked as TECHNICAL BID and shall contain documents / information as stated in Section V
- 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.
- 8. 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.
- 9. For any clarification please contact COMPANY SECRETARY, Mobile: 9949825233, e-mail: sreekanth@dcil.co.in
- 10. Addendum, modification, change of last date, if any etc., will be informed to the bidders by e-mail only and uploaded on the website of the company. Tenderers are requested to verify the website/ their emails before submitting the tenders.
- 11. In the event of the scheduled due date of opening of bids being declared as a closed holiday for purchasers office or a "bundh", the due date for opening of bids will be the following working day at the scheduled time.
- 12. Dredging Corporation of India Limited reserves the right to:
 - i) Cancel or withdraw this enquiry at any stage without assigning any reason whatsoever, and no further correspondence shall be entertained in this regard.
 - ii) Reject or accept any tender offer irrespective whether it is lowest/otherwise without assigning any reasons, whatsoever.

**

DREDGING CORPORATION OF INDIA LIMITED

TENDER NO. CS-T1-43rd AGM AR/2019 dt 03/06/19

DESIGN, PRINTING AND SUPPLY OF MEMBERS (BLACK & WHITE) & COLOUR VERSION OF "43rd ANNUAL REPORT- 2018-19"

SECTION - II INSTRUCTION TO BIDDERS (ITB)

- 1. The bidder must upload all the documents required as per the terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
- 2. Language: The language of the bid shall be English. All documents uploaded should also be in English language. In case the original document is in a different language, self attested English translation must be furnished.
- 3. Communication: All communication sent by DCI as well as the e-procurement service provider by post/fax/e-mail/SMS shall be deemed as valid communication. The bidder must provide complete address, fax number, e-mail id and mobile number.
- 4. The tender cost/ EMD should be deposited only by way of RTGS/NEFT or any other electronic mode to the account details given. Copies of evidence of electronic transfer to be enclosed. Cash/ Demand draft/ Cheque will not be accepted. Tenders submitted with Cheque/Demand Draft/Cash will be rejected.
- 5. DCI Bank account details for submission of Tender Cost/ EMD/ Security Deposit are as under:-

Account Name: DREDGING CORPORATION OF INDIA LIMITED Bank: SYNDICATE BANK, DCI LTD BRANCH, VISAKHAPATNAM

A/C no: 35833070000014 IFSC Code: SYNB0003583 Swift Code: SYNBINBB032

- 6. DCI shall be at liberty to deduct appropriate amount from the Security/ Performance Guarantee Deposit such sums as are due and payable by the successful tenderer to the company as may be determined in terms of the contract, and the amount appropriated from the Security Deposit.
- 7. DCI shall be at liberty to encash the Bank guarantee either in part/full after providing a notice period of seven days to the party to rectify the defect/deficiency/non-performance or any other action/inaction of any of the terms and conditions of the tender document and/or agreement entered into subsequently thereafter. However if the defect/deficiency/non-performance or any other action/inaction is such that it is to be rectified immediately then the period of seven days is not necessary and the said Bank Guarantee can be enforced forthwith.
- 8. The Bank Guarantee shall remain valid upto 30/09/2019 and shall be renewed for a further period, if required so. Security/ Performance Guarantee Deposit or amount of money paid towards Performance Security Guarantee in form of bank draft will be discharged and returned to the successful tenderer after satisfactory performance of the contract for entire contract period from the date of commencement of service.
- 9. Security/ Performance Guarantee Deposit shall not fetch any interest.
- 10. The offer should be submitted strictly as per the terms & conditions laid down in the tender document, failing which the offer may not be considered. No deviation of the terms and conditions of the tender document is acceptable. Bids having terms and conditions which are in deviations of the tender terms are liable for rejection.
- 11. Information/documents are to be furnished serial wise as per the respective annexures of the NIT. If no information or document is applicable against any serial number, please mention Not Applicable.
- 12. All notices to the bidders shall be sent by e-mail only during the process of finalisation of tender by DCI. Hence Bidders are requested to indicate their valid corporate e-mail- id and mobile no. of authorised representative.
- 13. If at any point of time during procurement process or subsequently, any information or document submitted by the bidder, is found to be false/incorrect /forged/tampered in any way, the total responsibility shall lie with the bidder and DCI reserves the full right to take penal action as may be deemed fit including rejection of the offer and / or banning the bidder in DCI for future tenders. The penal action may include termination of contract / forfeiture of all dues including Security Deposit / banning of the firm along with all partners of the firm as per provisions of law. Further, suitable action may be taken for claiming damages from the bidder.
- 14. Bid Opening

The Technical Bids (Cover-I) will be opened on the pre-scheduled date and time of tender opening.

Price-Bid (Cover-II) will be opened after evaluation of Cover –I. The Cover-II of only the technically qualified bidders shall be opened for which separate intimation will be given to the technically qualified bidders.

15. VALIDITY: The offer must remain valid for a period of 90 days from the date of opening of the Technical Bid.

DESIGN, PRINTING AND SUPPLY OF MEMBERS (BLACK & WHITE) & COLOUR VERSION OF "43rd ANNUAL REPORT- 2018-19"

- 16. PRICES: Prices should be quoted as per the format at Section VI. Apart from other conditions stated elsewhere in this document, the following are to be carefully read before quoting.
 - i. Rates should be valid for entire period of contract. No enhancement will be given during the interim period for whatsoever reason.
 - ii. Evaluation of bids will be done based on TOTAL LANDED RATE With Taxes (in INR) as indicated in the above Price format.
 - iii. Rates are to be quoted strictly as per the format given above.
 - iv. Rates must include all taxes as applicable; except for service tax/ VAT which shall be payable extra as applicable, if quoted. If not quoted no service tax/VAT will be paid and the rate quoted will be construed as inclusive of service tax/VAT. If quoted the applicable rate of service tax/VAT will be paid.
 - v. The rates quoted as above are all inclusive. No separate reimbursement is allowed.
 - vi. Computational errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and the quantity, the unit price shall prevail, and the total price shall be corrected. If there is a mistake in addition / subtraction of the total of unit prices, the unit price shall prevail and total price shall be corrected.
 - vii. In case of replacement of Service Tax/VAT with any other tax, as per any statutory enactment or otherwise, it shall be admissible and paid at actuals on submission of documentary evidence.
- 17. LETTER OF INTENT / WORK ORDER: The Letter of Intent will be issued to the bidder who has been finalized based on the price bids. The bidder to whom the Letter of Intent is issued needs to submit the Security Deposit within 15 days of the issue of letter of intent. On receipt of the Security Deposit, confirmatory work order will be issued. The letter of intent will be cancelled if the security deposit is not received within the said period of 15 days.
- 18. TERMINATION FOR DEFAULT: DCI, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the vendor, may terminate the Contract in whole or in part,
 - a) If the bidder fails to deliver any or all of the Products within the period(s) specified in the Contract, or within any extension thereof granted by DCI and/or
 - b) If the bidder fails to perform any other obligations(s) under the Contract and/or
 - c) If the bidder in the judgment of DCI has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

 In the event DCI terminates the Contract in whole or in part, DCI may engage another party to undertake the printing job, upon such terms and in such manner as it deems appropriate for the same services and the bidder whose contract is terminated shall be liable to DCI for any excess costs for such Services.
- 19. SELECTION OF ANOTHER PRINTER: In the event of failure of the bidder to perform the services as per the contract for any breach of any clause of the contract, DCI reserves the right to engage any other printer to undertake the services detailed in the contract at the risks and cost of the original bidder. A notice will be given by DCI to the bidder before initiating selection of another printer. On such engagement of another printer, the bidder will be liable to pay the difference in value of the service charge paid at a higher rate, if any. For this purpose, DCI may forfeit any dues payable to the bidder whose contract is terminated to recover this amount.
- 20. STATUTORY APPROVAL: The bidder shall obtain all the required statutory and other clearances/ approvals as may be required from the respective Competent authorities. The bidder shall be responsible for complying with the all clearances obtained by them and also all the applicable/prevailing laws, rules, regulations, policies, procedures and guidelines of the Govt. of India and state where the service is provided.
- 21. RELEASE OF INFORMATION: The bidder shall not communicate or use in advertising, publicity, sales releases or any in medium, photographs or other reproduction or works under the contract or descriptions of the size, dimension, quantity, quality or other information concerning the service,, unless prior written permission has been obtained from DCI. Further, no information pertaining to the contents of the Annual Report shall be disclosed to anybody under any circumstances unless prior written permission has been obtained from DCI.
- 22. CONFIDENTIALITY/ NON-DISCLOSURE: The bidder shall not disclose or rent or lend to any third party, any information, data, record whether in electronic media or any other media related to providing the service to the DCI
- 23. NON SOLICITATION: The bidder shall not solicit or attempt to solicit the services of any employee of the DCI during the tenure of the contract.

DESIGN, PRINTING AND SUPPLY OF MEMBERS (BLACK & WHITE) & COLOUR VERSION OF "43rd ANNUAL REPORT- 2018-19"

- 24. TAXES, PERMITS AND LICENSES: The bidder shall be liable and pay all Indian taxes, duties, levies, and costs lawfully assessed against the bidder in pursuance to the contract. DCI will not pay any extra amount on account of any permits or licenses that is required to be obtained by the bidder in course of execution of the contract except to the extent specified in the Tender/Agreement.
- 25. INTELLECTUAL PROPERTY RIGHTS: The bidder will indemnify DCI from any claim against it by any third party for any infringement into the Intellectual Property Rights of the party in respect of any software used by the bidder in connection with the contract with DCI.
- 26. Shortfall Documents: DCI may ask for shortfall documents/ information during the evaluation of the bids. Request for information and the response shall be in writing through email. The documents, if required need to be submitted in physical copy. No change in the prices of the bid shall be sought, offered or permitted. No modification of the bid or any form of communication with the Purchaser or submission of any additional documents, not specifically asked for by the Purchaser, will be allowed and even if submitted, they will not be considered by the purchaser. The bidders will need to submit the additional documents/ information sought within the specified period stated in the request and no additional time will be allowed. In case the requested documents are not uploaded within the specified period, then the offer will be evaluated in accordance with NIT terms and conditions based on the documents already submitted at the time of bid opening.
- 27. 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, both parties shall try to resolve the same through mutual discussions and arrive at a settlement which may not be strictly as per the provisions of this tender/ work order but aimed at resolving the differences. Failing, any mutual settlement, the dispute shall be referred to Arbitration as per the provisions of Arbitration and Conciliation Act, 1996, (Act 26 of 1996) as amended by the Arbitration and Conciliation (Amendment) Act, 2015. The Arbitrator/ Tribunal has to give a reasoned award. The Arbitrator/ Tribunal is prohibited from awarding any interest in the award for the pre-reference period, pendent lite, post award period. The venue of the Arbitration will be at Visakhapatnam.
- 28. JURISDICTION OF COURTS: All contracts will be in accordance with the prevalent Indian Laws and all disputes will be subject to the Jurisdiction of Visakhapatnam only.
- 29. DCI, the Purchaser, reserves the right to accept or reject any or all offers in part or not to make any procurement against this tender, without assigning any reasons. No dispute of any kind can be raised against this right of the buyer in any court of law or elsewhere.
- 30. Notwithstanding anything said above, DCI reserves the right to follow any guideline or instruction received from the Government or any statutory bodies received from time to time.
- 31. Force Majeure:- If at any time before the actual stipulated date of delivery, the completion of the work is delayed due acts of God, war or other hostilities, civil war, flood, typhoons, hurricanes, storms, earthquakes, tidal waves, landslides, tsunami, fires all the foregoing, irrespective of whether or not these events could be foreseen, at the date of issue of the work order, and in any such case, both the parties will discuss regarding a mutually acceptable new date of delivery. However, if cumulative above force majeure delays exceed 75 days, DCI has the right to rescind the contract. The contractor cannot claim and DCI is not liable to pay for any damages of whatsoever nature that may have been suffered by the contractor due to Force Majeure.
- 32. Liquidated damages:
 - a) 1% of the contract value per week or proportionally for any part thereof of delay on the value of the contract.
 - 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 whether or not DCI suffers any financial loss.
- 33. Damages for defective work
 - a) Upto 10% of the value of the contract, if the copies are accepted by the Company. Defective work is defined as
 - b) the quality of the paper used and/or the size of the printed copies being different than the technical specifications specified at para 1 above and/or
 - c) 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.

- d) 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.
- 34. 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.
- 35. 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.
- 36. The matter for printing both hard copy and soft copy will be supplied to the printer 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 Annual Report would be provided by DCI.
- 37. Any change in the constitution of the tenderer shall not be permitted except with the clear written consent of the Corporation.
- 38. Please go through the tender documents carefully and submit your lowest offer accordingly.

DESIGN, PRINTING AND SUPPLY OF MEMBERS (BLACK & WHITE) & COLOUR VERSION OF "43" ANNUAL REPORT- 2018-19"

SECTION – III SCOPE OF WORK

	,	OPE OF WORK
1	Subject of Tender	Design, Printing and supply of Members version (black and white) & Colour version of "43 RD Annual Report- 2018-19"
2	No. of Copies to be printed and number of pages per copy.	 i) Members Version (Black and white) (English): 21,000 (approx.) of 60 pages each ii) Colour Version: 600 (approx) of 76 pages each. English Version – 600
		Hindi Version – 100 to be bound together with 100 English copies included in above 600. The contents/ text and layout for both the color and black and white version will be same and the color of text in both the versions will be black. However, only photographs to be printed in color, chairman's
		speech etc requiring about 4/6 extra pages, as per requirement will be added for color version. The header and footer for each page in colour version will be in colour. The actual number of copies and pages to be printed will be
		confirmed at the time of giving final strike order and payment will be made accordingly.
3	Size	B&W book size (completed): 10.5" x 8" Color book size (completed):11.75" x 8.25" (A4 SIZE)
4	Specifications of paper to be used	 i) Members version: 60 GSM Maplitho milk white paper for both inside and cover pages. ii) Colour Version: Inside colour pages 90 GSM milk white Art paper all finished with silk coat both sides. Printing will be done with text superimposed on photograph. Cover 4 pages with 220 GSM Art Card paper with U/v spot lamination all finished with silk coat both sides
5	Mode of binding	i) Members version: Centre pinning ii) Colour Version: Perfect Binding 100 colour Annual reports (Hindi and English) English and Hindi should be bound in single copy each for submission to Parliament. Rest 500- English are to be bound separately.
6	Variations	The actual no. of copies and pages to be printed would be informed at the time of giving the final strike order. The variation in number of copies to be printed is expected to be not more than 3000 for Members Version and 200 copies for colour version. The per copy rate will be proportionate to the actual number of pages printed in multiples of four pages for Member's version and multiples of two pages for colour version.
7	Time of printing and delivery	The tentative time of printing is as under:- For Black and white- Members version: First week of July 2019 to be delivered within five working days from the date of strike order or such other time as may be specified by Company Secretary For Color Version — Third week of August 2019 to be delivered within ten working days from the date of strike order or such other time as may be specified by Company Secretary
8	Place of Delivery	Black and white - Members Version- All except 600 copies:- Karvy Computershare Private Limited, Unit- Dredging Corporation of India Limited, Karvy Selenium Tower B Plot No. 31 to 32 Gachibowli Financial district Nanakramguda Hyderabad – 500032. Attn: Mrs. C.Shobha Anand, Asst.General Manager (or such other place in the city of Hyderabad as may be informed by Karvy Computershare Private Limited)

	1	"43rd ANNUAL REPORT- 2018-19"
		500 Copies:- K. Aswini Sreekanth Company Secretary Dredging Corporation of India Limited Dredge House, Port Area, Visakhapatnam – 530001.
		100 Copies:- C.B. Sharma, Joint General Manager (IT), Dredging Corporation of India Limited Core -2, 1 st Floor, SCOPE MINAR, Plot No. 2A & 2B, Laxmi Nagar District Centre Delhi – 110092
		COLOUR Version 475 - Colour English and 25 - Colour English and Hindi Combined K. Aswini Sreekanth Company Secretary Dredging Corporation of India Limited Dredge House, Port Area, Visakhapatnam - 530001.
		25 Copies of Colour English version and 75 copies - Colour English and Hindi Combined C.B. Sharma, Joint General Manager (IT), Dredging Corporation of India Limited Core -2, 1 st Floor, SCOPE MINAR, Plot No. 2A & 2B, Laxmi Nagar District Centre Delhi - 110092
9	Eligible parties and pre- qualification criteria	Reputed parties having experience in Printing of Annual Reports for Large Companies, PSUs etc. Only parties who satisfy and comply with the Pre-Qualification criteria as stated at Section – IV of this tender document will be technically qualified. Only those parties who are technically qualified will be considered for opening of price bids.
10	Method of evaluation for technically qualified bidder & Splitting of the tender	The price bids of those parties which are opened will be evaluated on the basis of the lowest offer (L-1) received as per the amounts quoted in price bid. In case of 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. Even if this fails, then the tender will be discharged.
		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. DCI also reserves the right to split the work for sl.nos (i) and (ii) and award the work separately to respective L1 bidders at negotiated price.
11	Letter of Intent/Work Order	Letter of Intent will be issued to the finalized L1 party. Confirmatory work order will be issued only after submission of the Security Deposit of the requisite amount in full. If the Security deposit is not submitted within the time stated in the Letter of intent, DCI reserves the right to cancel the Letter of Intent.
12	Modality of tender	The successful bidder to whom the work order is awarded is required to undertake the work of printing and supply of 43 rd Annual Reports –

both Member and Colour version of the company for the year 2018- 19 as per the quality, quantity and time frame mentioned in the tender
document.

SECTION - IV PREQUALIFICATION CRITERIA

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

- **Experience Criteria**: The tenderer should have successfully executing printing jobs of Annual Reports of Companies/ Scheduled Banks / Organizations costing not less than Rs.2.00 lakh (Two Lakh) of single work-order or Rs.3.00 Lakhs (Three Lakh) of Two Work orders in each of any three financials years of 2015-16, 2016-17, 2017-18 & 2018-19.
- **II Turnover Criteria**:-Average Annual turnover of the tenderer in each of any three financial years 2015-16, 2016-17, 2017-18 & 2018-19 should be atleast Rs.5.00 Lakhs p.a.

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 – V failing which his bid may not be considered/ he may be technically disgualified.

DESIGN, PRINTING AND SUPPLY OF MEMBERS (BLACK & WHITE) & COLOUR VERSION OF "43rd ANNUAL REPORT- 2018-19"

THIS SECTION SHOULD BE FILLED ON THE LETTER HEAD OF THE BIDDER

SECTION-V

DOCUMENTS TO BE SUBMITTED / INFORMATION TO BE FURNISHED ALONG WITH TECHNICAL BID .

SI.N os	Parti	Particulars		ns to be fill	led in whe	rever app	licable	
1	Parti	culars of Tenderor	•					
		Name of the PARTY						
	В	Postal Address						
	С	Authorised person's name						
		Authorised person's designation						
	E	Telephone Number						
	F	Mobile Number						
	G	e-mail address						
2	GST Provi with	der Cost – Rs 250 + 18% aggregating to Rs.295 ide the UTR number along date of online transfer and the scanned copy	Date	0 :				
3	EMD – Rs.8000 Provide the UTR number along with date of online transfer and attach the scanned copy.			0 :				
4	Com	plete Tender document s ptance of all the conditions				Tenderer's	seal in	token of
5		essfully executing printing		Name of the	PSU/Ot her	Year of v Rs.	vork and	cost in
	Orga than	of Annual Reports of panies/ Scheduled Banks / inizations costing not less Rs.2.00 lakh (Two Lakh) of	1	Compa ny/ Bank				
	Lakh	e work-order or Rs.3.00 s (Three Lakh) of Two c orders in each of any						
	three	e financials years of 2015- 2016-17, 2017-18 & 2018-	2					
	along	es of Purchase Orders/ bills g with copies of the Annua						
	Tenc abov	ort are to be enclosed. ders submitted without the e supporting documents						
	are li	able to be rejected	5					
6	Aver	age Annual turnover of the	<u> </u>					

	finan	erer in each of any three ocial years 2015-16, 2016-					
		2017-18 & 2018-19 should					
	be at	tleast Rs.5.00 Lakhs p.a.					
7	Bank	Details (Please provide the information agains	t each column)				
	1	Name of the Bank					
	2	Name of the Branch					
	3	Bank Address					
	4	Bank Account No					
	5	IFSC Code/ RTGS Code					
8		Card No.					
		by of relevant document issued by the relevant ority issuing the number to be attached)					
9	Service Tax/ VAT Registration number issued by						
	respective authorities						
	(Copy of relevant document issued by the						
	concerned authority issuing the number to be						
		ched)					
10	Annexure – 1:- Other Undertakings :						
11	Annexure- 2: PROFORMA OF BANK GUARANTEE FOR SECURITY DEPOSIT (on 100/-						
	Non-	-judicial stamp paper)					

SECTION-VI PRICE BID FORMAT

S.No	Item Description	Quantity	Basic Rate per book (₹)	GST Rate (in %)	Total Amount without Taxes (₹) (3 X 4)	Taxes (₹) (5 X6)	Total amount (₹) (6 + 7)	Total amount in words
1	2	3	4	5	6	7	8	9
	Members version Per book of 72 pages <u>:</u>							
	Colour Version: English Per book of 76 pages							
	Colour Version: Hindi Per book of 76 pages							

The detailed Scope of work is at Section III.

The rate are all inclusive including packing and forwarding charges and delivery at places mentioned of the number of copies specified in section III

Amount will be paid for the actual number of copies and pages printed. The variation in number of copies to be printed is expected to be not more than 3000 for Members Version and 200 copies for colour version. The per copy rate will be proportionate to the actual number of pages printed in multiples of four pages for Member's version and multiples of two pages for colour version.

ANNEXURE -1 OTHER UNDERTAKINGS (TO BE GIVEN ON LETTER HEAD OF THE "BIDDER")

Place : Date :

Dredging Corporation of India Ltd., "Dredge House", Port Area, VISAKHAPATNAM-530001.	Dated
I/We hereby confirm having read by me/us read and/orand conditions stated in the documents in connection datedand hereby declar	with the subject Tender Ref No. No.
1 I/we further confirm and declare that all the Tender docu	ments have been signed.
2. We have not been banned or de-listed by any	YES/ NO
Government or Quasi-Government agencies or PSUs including DCI" in the last three financial years	(Strike off as may be applicable) If YES, the details to be furnished.
3. We (in case of firm- this is applicable to the promoters	YES/ NO
or persons who have controlling interests in the firm) are not	(Strike off as may be applicable)
related to any Officer of Dredging Corporation of India Ltd.,	If YES, the shall furnish the details with
or any Officer of the rank of the Deputy Secretary or above in	name and nature of relationship.
the Ministry of Shipping, Government of India and also certify	
that we do not have any relatives employed in DCI. (Relative to have the same definition as under Companies Act.	
4. With reference to your subject Tender we hereby give any payment or illegal gratification to any person/authority cor as to influence the tender process and have not committee Corruption Act in connection with the Tender. We also do a payment made or proposed to be made to any intermediaries in connection with this Tender.	nnected any with the Tender Process so d any offence under the Prevention of under take that we shall disclose if any (agents etc.) during the tender process
5. With reference to subject Tender, we hereby certify	
that, we do not have any current litigation with the company.	applicable) If YES, please furnish the details of litigation:
6 I/we hereby give consent that my/our response to thi Company/ Assignment, if awarded be cancelled if undertaking(s)/information/document(s) given in/along with thi misleading, incorrect, manipulated, forged or has been obtained	s Tender may not be considered by the it has been found any of the s TENDER has been found to be wrong,
	Thanking you, Yours faithfully,
SIC	SNATURE OF THE "BIDDER" WITH SEAL

ANNEXURE - 2 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 Nationalised 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 datedNo
made between the DCI and the Tender for
(herein after called the said "Tender") of Security Deposit in cash for the due fulfillment by the said
Tenderer of the terms and conditions contained in the said Tender on production of a Bank Guarantee
for Rs
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 not withstanding 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 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.

DREDGING CORPORATION OF INDIA LIMITED TENDER NO. CS-T1-43rd AGM AR/2019 dt 03/06/19 DESIGN, PRINTING AND SUPPLY OF MEMBERS (BLACK & WHITE) & COLOUR VERSION OF "43rd ANNUAL REPORT- 2018-19" This Guarantee will remain in force until 30/09/18 unless discharged earlier by the company

8.	This Guarantee will remain in for	rce until 3	0/09/18 unless discharged earlier by the company. Al
claims u	under this guarantee shall be ma	de by Re	gd. Post/ Hand Delivery against acknowledgement/ by
courier.	Notwithstanding what is stated	above, o	our liability under this guarantee will be limited to Rs.
	(Rupees		_ only).
Date the	e day of	2019	
For			
(indicat	e the name of Bank)		