

No. CBI YEAR BOOK/2018/167/1/12/2017-AD.I

Dated: 16.01.2018

**NOTICE INVITING TENDER**

1. Administrative Officer (A), Central Bureau of Investigation, HO, Administration Division, 7<sup>th</sup> Floor, Plot No. 5-B, CGO Complex, Lodhi Road, New Delhi – 110003 invites Tenders through CPP Portal of the Government of India in Two Bid Systems for Printing and Supply of 2500 Nos. of CBI Year Book – 2018.

2. The Schedule of Tender process is as under:-

Tender to be downloaded from website	:	17.01.2018	(10:00 Hrs.)
Pre – Bid Meeting	:	24.01.2018	(14:30 Hrs.)
Last Date & Time for uploading the Tender on CPP Portal	:	01.02.2018	(11:00 Hrs.)
Opening of Tenders	:	02.02.2018	(15.00 Hrs.)
Venue of Pre-Bid Meeting & Tender Opening	:	Conference Hall, 7 <sup>th</sup> Floor, CBI HO, Administration Division, Plot No. 5-B, CGO Complex, Lodhi Road, New Delhi-110003	
Cost of Tender Document (non-refundable)	:	Rs. <u>500/-</u> through Bank Draft / Banker's Cheque in favour of the Administrative Officer (A), CBI HO, New Delhi payable at New Delhi.	
Interest Free Earnest Money Deposit (EMD)(refundable in case of non-successful tender and adjustable for Successful Bidder )	:	Rs. <u>12,000/-</u> through Bank Draft / Bank Guarantee/Banker's Cheque/ Fixed Deposit Receipt (FDR) in favour of the Administrative Officer (A), CBI HO, New Delhi payable at New Delhi.	

The Tender Document is to be downloaded from CPP Portal or CBI website i.e. <https://eprocure.gov.in/eprocure/app> and [www.cbi.gov.in](http://www.cbi.gov.in) only.

3. The Tender Document can be downloaded by the prospective bidders and the scanned copy of the same to be uploaded on the CPP Portal. The Bidders have also to upload scanned copy of the Bank Draft / Banker's Cheque for Rs. 500 /- as cost of Tender Document and Bank Draft / Banker's Cheque/ FDR (Fixed Deposit Receipt)/ Bank Guarantee for Rs. 12,000/- towards interest free EMD. However, the original bank instruments for Tender Fee and EMD have to be deposited in the Office of Administrative Officer (A), CBI, New Delhi – 110003 before the date of opening of Tender. In case, the original Bank Instruments are not received by the stipulated date and time, then the offers of such Bidder shall not be opened and no representation from the prospective Bidders shall be entertained.

4. It is expected that offers of prospective Bidders are to be uploaded on CPP Portal shall be legible. In case, it is observed that downloaded documents are illegible or not readable then the hard copy of the uploaded Tender Document shall be considered for evaluation as well as award of work.

  
Administrative Officer (A)  
CBI HO, New Delhi

**INSTRUCTIONS TO BIDDER (OFFLINE )**

- 1.0 SCOPE OF WORK
- 1.1 Printing and Supply 2500 Nos. of CBI Year Book 2018 along with associated works.
- 1.2 CBI invites Bids in a Two Bid System i.e. Technical and Financial Bid from the reputed Bidders who are working in such fields through CPP Portal.
- 2.0 TENDER AT CPP PORTAL
- 2.1 The prospective Bidders have to upload their Bid at CPP Portal as per the program indicated in Notice Inviting Tender.
- 3.0 PRE-BID MEETING
- 3.1 To clarify about the contents of Tender Documents uploaded on the CPP Portal, CBI has made a provision for Pre- Bid Meeting scheduled to be held as per program of NIT. All the prospective Bidders are therefore advised to attend the pre-bid meeting before submission of their Bids. The intention of pre-bid meeting is to apprise the prospective Bidders about the sample of the CBI Year Book 2018 and other terms and conditions as well as to get a feel of texture, colour and smoothness of paper to be used. No further clarifications shall be entertained by CBI after the scheduled pre-bid meeting from any prospective Bidder. It is advised in the interest of prospective Bidders that in case, it is decided to issue a corrigendum to the Tender Document than the corrigendum so issued by CBI shall also be a part of contract. In the interest of prospective Bidders, CBI advise that prospective Bidders may attend the pre-bid meeting along with their observations and solutions proposed by such Bidders that shall facilitate CBI to consider the same and shall be considered while issuing corrigendum.
- 4.0 The program of Tender Process is as under:-
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| Tender to be downloaded from website                    | : | 17.01.2018 (10:00 Hrs.)  |
| Pre – Bid Meeting                                       | : | 24.01.2018 (14:30 Hrs.)  |
| Last Date & Time for uploading the Tender on CPP Portal | : | 01.02.2018, 2017 (11:00 Hrs.)  |
| Opening of Tenders                                      | : | 02.02.2018 (15.00 Hrs.)  |
| Venue of Pre-Bid Meeting & Tender Opening               | : | Conference Hall, 7 <sup>th</sup> Floor, CBI HO, Administration Division, Plot No. 5-B, CGO Complex, Lodhi Road, New Delhi-110003     |
| Cost of Tender Document (non-refundable)                | : | Rs. 500/- through Bank Draft / Banker's Cheque in favour of the Administrative Officer (A), CBI HO, New Delhi, payable at New Delhi. |
| Interest Free Earnest Money Deposit                     | : | Rs.12,000/- through Bank Draft / Bank  |

(EMD)(refundable in case of non-successful tender and adjustable for Successful Bidder )

Guarantee/Banker's Cheque/ Fixed Deposit Receipt (FDR) in favour of the Administrative Officer (A), CBI HO, New Delhi payable at New Delhi.

### **INSTRUCTIONS TO BIDDER (ON-LINE )**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## PREPARATION OF BIDS

- 1) It is advised to prospective Bidders to understand the documents required to be submitted as part of the bid including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.
- 2) Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 3) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. GST Number, PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### 5.0 SUBMISSION OF BIDS

- 5.1 The prospective Bidders have to upload their Tenders on the CPP Portal for "Printing and Supply of CBI Year Book-2018" on Two Bid System i.e. Technical Bid and Financial Bid as per Instructions to Bidder (Online) before the stipulated last date and time. The Bids have to be uploaded in two parts.
- 5.2 The prospective Bidders have also to submit physical copies of all the documents in the Office of Administrative Officer (A), CBI HO, New Delhi before the stipulated date and time. The Bidder has to submit a sample of paper to be used in CBI Year Book 2018.
- 5.3 In case of any discrepancy between "uploaded" copy and physical copy, the physical copy will prevail for considering the same for evaluation and letter of award work.

#### **A) TECHNICAL BID**

- Part -- 1) Cost of Tender Document
- Part -- 2) Earnest Money Deposit
- Part -- 3) Technical Bid

#### **B) FINANCIAL BID**

- Part -- 4) Price Bid

- 5.4 The scanned copies of Bank Instruments towards cost of tender fee & EMD have to be uploaded on the CPP Portal along with the Tender Document. The prospective Bidders have to deposit the original Bank Instruments in the office of Administrative Officer (A) , CBI (HO), New Delhi before the last date & time of opening of Bids.
- 6.0 The Technical and Financial Bid shall be on the prescribed format appended here with in the Tender Document.
- 7.0 Both the Bids as prescribed have to be uploaded on the CPP Portal and Financial Bids of only Technically Successful Bidders shall be opened on the stipulated date and time in the presence of prospective Bidder or their authorized representative who may like to witness the opening of Bids. The Commercial/Financial Bid of only those Bidders who are technically qualified shall be opened for evaluation and award of work.

