

**सं. 16-3/2012 - सा.प्र.**  
**भारतीय दूरसंचार विनियामक प्राधिकरण**  
**सामान्य प्रशासन**

द्वितीय तल, महानगर दूरसंचार भवन,  
जवाहरलाल नेहरू मार्ग, नई दिल्ली - 110 002

**निविदा सूचना**

भारतीय दूरसंचार विनियामक प्राधिकरण (भादूविप्रा) मुद्रण कार्य के लिए प्रतिष्ठित मुद्रण फर्मों से मुहरबंद बोलियां आमंत्रित करता है। निविदा दस्तावेज भादूविप्रा से प्राप्त किए जा सकते हैं अथवा भादूविप्रा की वेबसाइट [www.trai.gov.in](http://www.trai.gov.in) से डाउनलोड किए जा सकते हैं। निविदा दस्तावेज का मूल्य 100 रुपये है तथा इसका भुगतान नकद अथवा भादूविप्रा के पक्ष में आहरित और नई दिल्ली में देय डिमांड ड्राफ्ट द्वारा किया जा सकता है। बोलियां प्रस्तुत करने की अंतिम तारीख **जून 27, 2013 अपराह्न 03:00 बजे** तक है। अन्य किसी भी जानकारी के लिए सभी कार्यदिवसों में व. अनुसंधान अधिकारी (सा.प्र.) से संपर्क किया जा सकता है।

ह./-

वरिष्ठ अनुसंधान अधिकारी (सा.प्र.)

दूरभाष: 23233602

**No. 16 - 3/2012 - GA**  
**Telecom Regulatory Authority of India**  
**General Administration**  
2<sup>nd</sup> Floor, Mahanagar Doorsanchar Bhawan,  
J.L. Nehru Marg, New Delhi - 110 002

**TENDER NOTICE**

Telecom Regulatory Authority of India (TRAI) invites sealed bids from reputed printing firms for printing work. The tender documents can be obtained from TRAI or downloaded from the website of TRAI [www.trai.gov.in](http://www.trai.gov.in). The cost of ₹100/- of the tender documents shall be payable either in cash or DD in favour of TRAI payable at New Delhi. The last date for submission of bids is **1500 hrs. on June 27, 2013**. For further details please contact SRO (GA) on all working day.

**Sd/-**

Sr. Research Officer (GA)  
Tel. 23233602

## TENDER LETTER

**Subject: CONTRACT FOR PRINTING WORK IN TRAI**

Dear Sir / Madam,

The Telecom Regulatory Authority of India (TRAI) invites bids from competent agencies (herein after referred to as the "firm") for carrying out the printing work of TRAI. The complete set of tender documents is enclosed. Please note that this set of tender documents, comprising the following chapters and Annexure, is not transferable under any circumstances:-

- Chapter 1** - Instructions for submission of tenders
- Chapter 2** - Scope of work & Terms and Conditions governing the contract
- Annexure I** - Letter of submission of tender
- Annexure II** - Schedule of Rate

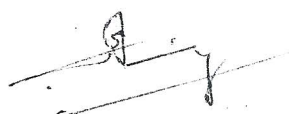
2. You are advised to go through the tender document carefully and understand various provisions contained therein alongwith their implications. You are required to submit your offer in **two separate sealed envelopes**. The first sealed envelope should contain all the documents listed in the chapter 1 "Instruction for Submission of Tender". Please ensure that all the documents submitted by you as required under Chapter-I are complete in all respects. You should also countersign each page of the bid submitted by you except the demand drafts. This envelop should be clearly superscripted as '**Pre-Qualification Bid**'.

3. The second sealed envelope should contain only the Schedule of Rates (Annexure -II) completely filled by you as mentioned in Para 4 of the Chapter 1 on "Instructions for submission of tender". Please ensure that you or your authorised representative signs each page of the Schedule of Rates before submitting it. This envelop should be clearly superscripted as "**Financial Bid**".

4. Both the sealed envelopes should again be sealed in one envelop and duly superscripted as "**Tender for Printing Work in TRAI**". This envelop duly sealed in covers as described above, should be deposited in office premises of TRAI in Mahanagar Doorsanchar Bhawan, Jawahar Lal Nehru Marg, New Delhi -110 002 on or before till **15:00 hrs on June 27, 2013**. It will be in your interest to ensure that the tender documents are deposited positively before the time indicated above. **Any tender documents received after 15:00 hrs. on June 27, 2013 will not be considered.**

5. Please note that the Pre-Qualification (Technical) Bid will be opened **at 16:00 hrs on June 27, 2013** at Second Floor, Room No. 203, TRAI office in the presence of such tenderer(s), who wish to be present. You may either be present yourself or send your duly authorised representative at the time of tender opening.

**Signature of the bidder**





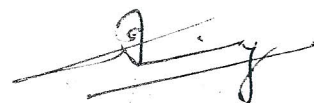
The envelopes containing the "**Financial Bids**" of such tenderer(s), who qualify in "**Pre-Qualification Bids**", will be opened on a subsequent date and time to be notified by TRAI.

**TRAI reserves the right to:-**

- ❖ accept or reject any or all the Pre-Qualification Bids in part or in full without assigning any reasons.
- ❖ accept or reject any or all the Financial Bids in part or in full irrespective of their being the lowest without assigning any reasons.
- ❖ award the contract for printing work in TRAI to a single firm or different firms
- ❖ relax the tender conditions at any stage if considered necessary for the purpose of finalizing the contract in the overall interest of TRAI.
- ❖ re-tender or negotiate with the lowest tenderer as regards the rates, terms and conditions of the tender.
- ❖ disqualify a tenderer blacklisted by State / Central Govt Undertakings / PSUs or whose contracts have been terminated on account of poor performance.

You are requested to peruse the tender documents carefully so as to avoid rejection of the tender for non-compliance of instructions or the terms and conditions. Before submitting the bid, you are required to ensure that you have understood the terms and conditions of this tender document and in no circumstances you will be permitted to withdraw your bid or raise any objection to any terms and conditions in the tender documents. For any clarification of any doubt before submitting your bid, you may contact the undersigned.

Dated: 10.06.2013



**[S.N. Tiwari]**

Sr. Research Officer (GA)

For and on behalf Telecom Regulatory Authority of India

Tele: 23233206

**Signature of the bidder**

**Telecom Regulatory Authority of India**

**Chapter -1**

**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 Chapter - 2.

**2. Eligibility Conditions:-**

- (i) The firm should have expertise and experience in carrying out good quality printing job.
- (ii) The firm should be registered in India.
- (iii) The firm should have a well established printing press and previous experience of working with any Central/State Government, Public Sector Undertaking / Reputed Private Company / MNC for at least three years during the last five years.
- (iv) 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.
- (v) The firm should meet all the terms and conditions laid down in this tender document.

**3. TENDER DOCUMENTS**

The tender documents consist of:-

- Chapter 1 - Instructions for submission of tenders**
- Chapter 2 - Scope of work & Terms and Conditions governing the contract**
- Annexure I - Letter of submission of tender**
- Annexure II - Schedule of Rate**

The bid should be submitted in the manner indicated below within time, failing which the bid is liable to be rejected. Further an **incomplete or conditional bid will be rejected.**

**Signature of the bidder**





#### 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 clearly indicating the name & designation of the person signing the document. The tender documents must be properly numbered and binded.
- (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 previous experience in doing printing work for a minimum period of three years in any Central/State Govt. & Public Sector Undertakings/reputed private company/Multinational Company during the last five years.
- (e) Copies of ongoing contracts in hand (at least two).
- (f) Earnest Money Deposit of **₹20,000/-** in form of bank draft/pay order.
- (g) At least three samples of printing.
- (h) Samples of papers mentioned in **Annexure - II**.

##### 4.1.2 The schedule of rates given at Annexure - II, 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 June 27, 2013 positively**. Tenders received **after 15:00 hrs on June 27, 2013** will not be opened and shall be liable to be rejected.

Signature of the bidder



- 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, Jawahar Lal Nehru Marg, New Delhi-110002 **at 1600 Hrs on June 27, 2013.**
- 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-II) 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 Chapter-2 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.

Signature of the bidder





- 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**

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/reputed private company/ MNC during the last five years.**

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.

**Signature of the bidder**



- 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 **120 (One Hundred Twenty) 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.

**Signature of the bidder**





## 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 seven (07) 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.

Signature of the bidder



11.2 The bidder shall treat the contents of the tender 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.

**Signature of the bidder**





## **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 Secretary, 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.



**(S.N. Tiwari)**

Sr. Research Officer (GA)

**Signature of the bidder**

**Telecom Regulatory Authority of India**

**CHAPTER - 2**

**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 rupees fifteen 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 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.

**Signature of the bidder**





- 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 4 (four) months or till the new contract is finalized, whichever is earlier.

#### 4. **EARNERST 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 New Delhi and valid for a minimum period of six months after the date of issue.**

#### 5. **SECURITY DEPOSIT**

The successful bidder whose rates are finally accepted shall deposit a sum of **₹30,000/- (Rupees Thirty Thousand Only)** as Security Deposit. The EMD amount deposited by the successful tendered will be adjusted towards the Security deposit. The balance amount of ₹10,000/- must be deposited by the successful bidder within seven days from the date of issue of offer letter by Pay Order or Demand Draft in favour of TRAI. If he declines or fails to remit the additional amount towards Security Deposit, the entire amount of ₹20,000/- of EMD adjusted towards Security Deposit will be forfeited and contract shall be liable to be cancelled.

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

#### 7. **EVALUATION OF PRE-QUALIFICATION BIDS:**

**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 with all pages duly signed alongwith official seal clearly indicating the name & designation of the person signing the document. The tender documents must be properly numbered and binded.

Signature of the bidder



- (b) Papers indicating registration (Optional) and 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 previous experience in doing printing work for a minimum period of three years in any Central/State Govt. & Public Sector Undertakings/ reputed private company/MNC during the last five years.
- (e) Copies of ongoing contracts in hand, if any.
- (f) Earnest Money Deposit of ₹20,000/- in form of bank draft/pay order
- (g) At least three samples of printing.
- (h) Samples of papers mentioned in Annexure-II

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.



(S.N. Tiwari)

Sr. Research Officer (GA)

The scope of work and all terms and conditions listed from para 1 to 9 alongwith their sub-Para have been read carefully, understood and accepted.

**Signature of the bidder**





**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**

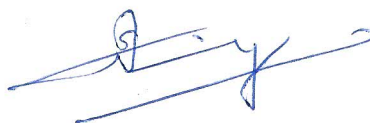
Dear Sir,

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-II) 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 with all pages duly signed alongwith official seal clearly indicating the name & designation of the person signing the document. The tender documents are properly numbered and binded.
- (b) Papers indicating registration (optional) and 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 previous experience in doing printing work for a minimum period of three years in any Central/State Govt & Public Sector Undertakings/ reputed private company/MNC during the last five years.
- (e) Copies of ongoing contracts in hand (at least two).
- (f) Earnest Money Deposit of ₹20,000/- in form of bank draft/pay order
- (g) At least three samples of printing.
- (h) Samples of papers mentioned in Annexure - II.

Signature of the bidder



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 / reputed private company / MNC are given below:-

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

The Schedule of Rates (**Annexure - II**) 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. \_\_\_\_\_
2. \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_

**Signature of the bidder**





**SCHEDULE OF RATES TO BE QUOTED FOR PRINTING WORK IN TRAI**

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

Note:

- i. Rates for per page per colour shall be specifically quoted, wherever applicable. Otherwise the rates quoted will be taken for per page only.
- ii. The item of works mentioned at Sl 13 and 14 shall be applicable only for printing of annual report.
- iii. Additional taxes, if any should be clearly spelt out by the bidder.
- iv. The firm will not charge for the items of work mentioned at SN 1, 2, 3, 5, 11, 12 & 13 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 \_\_\_\_\_

Address \_\_\_\_\_

Signature of the bidder

