

**Telecom Engineering Centre  
(Department of Telecommunications)  
Khurshid Lal Bhawan, Janpath, New Delhi-01**

No.: 3-9/2018-MM/TEC

Date: 25.09.2018

**Subject: Inviting Sealed Quotations for Printing of TEC Documents Namely Technical Releases:**

Sealed quotations are invited by TEC for printing of 5 documents namely **Technical Releases**. Approximate printing requirements and specifications are as detailed below:

**1. REQUIREMENT:**

S.N.	Name of Document	Approx. no. of Single colour pages	Approx. no. of 4 colour pages	Approx. No. of total Pages ( $\pm 10\%$ )	No. of Copies
a	b	c	d	e (c+d)	f
1	TR On 'Urban Design and Design Thinking Considerations in ICT for Smart Cities'	40	45	85	60
2	TR on 'Data Models for Smart Cities'	35	25	60	60
3	TR on 'Communication Technologies in IOT domain Part-2'	40	35	75	60
4	TR on 'Smart Village & Agriculture'	40	40	80	60
5	IOT/M2M Security Work Group	65	27	92	100

- (i) No. of multi-colour covers = 340  
(Complete front & back pages)
- (ii) No. of Pages-Black(text) & white(Background) = Approx.15800
- (iii) No. of multi-colour pages = Approx. 11400
- (iv) No. of Copies in each set =60 for 4 documents  
And 100 for 1 document  
as tabulated above

**2. SPECIFICATION:**

**(A) For Multi-Color Cover:**

- (i) Paper: 300 GSM imported Art Card
- (ii) Size: A4 International (After trimming)
- (iii) Printing: Off Set Cover printing in Multi-Colour with Graphics
- (iv) Lamination: Thermal and Gloss (outside only), inside mat
- (v) Contents and Design: by TEC

**(B) For inside page:**

- (i) Size: A4 International (After trimming)
- (ii) Paper: 135 GSM imported art Paper
- (iii) Printing:
  - a) All 4 colored pages in Multi-Color digital print
  - b) All single colored pages in Black on white background in Digital print
- (iv) Contents and Design: by TEC

**(C) Binding:**

Perfect binding with cover pasted (without staple), so that the document can be spread fully for easy reading.

**3. TERMS & CONDITIONS:**

- (i) The Price Schedule duly signed and complete in all respect may be enclosed in sealed Cover addressed to the Assistant Director General (MM), TEC, New Delhi. The cover should also be super scribed "**Sealed Quotation for Printing of TEC Documents/Technical Releases**".
- (ii) Unsealed quotations will not be entertained.
- (iii) Your sealed quotation must reach by **10.10.2018 up to 1500 Hrs.** Sealed quotation received after the appointed date shall not be considered.
- (iv) The sealed quotations will be opened at **1530 Hrs. of the same day** in the Old Committee room of TEC, New Delhi in the presence of such vendors or their representatives who may wish to attend. If the opening date is declared as Government of India holiday, the quotations will be opened on the next working day at the time as notified above.
- (v) Sealed quotation should be deposited in the tender box kept at ground floor near reception. Telecom Engineering Centre, Khurshid Lal Bhawan, Janpath, New Delhi-110001. Quotation not deposited in tender box, will not be entertained.
- (vi) Offer will be valid for the period of 60 days from the date of opening the quotation.
- (vii) Vendors shall submit **Earnest Money Deposit/Performance security of amounting Rs.7500/-** in the form of demand draft /Bankers Cheque/ Pay Order from any Nationalized Bank drawn in favor of AO (Cash) TEC 'Payable at New Delhi along with the document. Vendors are requested to write its name & full address at the back of draft /Bankers Cheque submitted in support of the sealed quotation. No interest is payable on the Earnest Money Deposit (EMD)/Performance Security Deposit to the unsuccessful vendors.
- (viii) The sample document may be seen on TEC website using link [www.tec.gov.in/technical-reports/](http://www.tec.gov.in/technical-reports/) and physical sample copy may be seen with Director (IOT) and Director (SN), TEC on any working day between 1000 hours to 1700 hours.
- (ix) The documents for printing shall be given to the vendor in PDF format and in different lots. The selected vendor will have to make the arrangements for collecting and delivering the material from this office. No additional charges will be paid for this purpose.
- (x) The selected vendor shall hand over the Proof, after preparing it as per requirement of TEC as specified above, to Director (IOT) and Director (SN) TEC with respective document, within 5 days of offering of material for printing of document.
- (xi) For printing, vendor should upgrade the PDF to high resolution for having good quality of pictures. Sample copy (one or two) should be submitted to concerned

- director and after it's acceptance, final copy should be printed. Final printed document should be should be delivered to ADG (AS) TEC, within 5 days from the date of acceptance of the proof.
- (xii) Since the printing job is generally of urgent in nature, the work is to be done within time limit. In case of delay, either in submission of proof or in delivering of document, Liquidated Damages @ of 1% of the cost of the printing of that specific set of document for each day or part thereof, subject to a maximum of 10% of the cost of the printing of that document, shall be levied.
  - (xiii) In case, the selected vendor does not provide the proof/document up to the period of maximum Liquidated Damages or refuse to provide the proof/document or the printing of document are found to be unsatisfactory, TEC may proceed to get printed the same from any other source at the Vendor's risk and expenses. In this case Liquidated Damages will also be recovered from the Vendor's Bills/Security, in addition to the excess amount paid by the TEC for printing of that document.
  - (xiv) In case of unsatisfactory execution of work, no payment shall be made for that work.
  - (xv) In case of any loss/inconvenience caused due to any activity of the vendor, vendor will be liable to any or all of the following sanctions, viz., imposition of liquidated damages, forfeiture of its security and/or termination of the contract for default.
  - (xvi) If the services of the selected vendor remain perpetually unsatisfactory, the purchaser reserves the right to terminate the services and forfeit the security deposit.
  - (xvii) Secrecy of the job should be ensured.
  - (xviii) It shall be responsibility of the contractor to safe guard the documents from any loss / theft from his custody and subject to observance of rules on the subject.
  - (xix) Only the side of the paper where the printing will be done in multi-colour, shall be counted as multi-colored page.
  - (xx) The payment will be made by MM Section, TEC, only after the satisfactory certificate of each job from concerned unit of TEC.
  - (xxi) No correspondence/discussion/visits whatsoever will be entertained on the subject unless specially called by this office. Violation of the same firm is liable to be blacklisted.
  - (xxii) The rates must be quoted in figure and words both. In case of any discrepancy, the Item Wise Rates quoted in words will be considered for evaluation.
  - (xxiii) The evaluation and comparison will be made on the basis of Gross Total Cost. For calculating the Gross Total Cost, the Rates quoted against each item will be multiplied with the quantity mentioned in the Price Schedule and further will be added for all the items.
  - (xxiv) The work shall be awarded to the L1 vendor based on the Lowest Gross Total Cost and the accepted rates will be valid for 6 months from the date of award.
  - (xxv) In case of any disputes the decision of Sr. DDG (TEC), New Delhi shall be final.

**Following information may be furnished by the vendors:**

**A. Vendor's Particulars:**

S. No.	Items	Particulars
1	Name of the vendor	
2	Postal Address	
3	Telephone Nos.	
4	GST Registration. No. (Photocopy to be enclosed)	

**B. Price Schedule:**

S. No.	Item	Quantity	Rate in Fig. (Per Cover/page/doc.) (inclusive of GST and all taxes)	Rate in Words (Per page/doc.) (inclusive of GST and all taxes)	Item wise Total Cost
	a	b	c		d(b*c)
1	Multi-Color Cover as per 2(A) above	340 Covers			
2	Inside Page (Black Text & White background) as per 2(B) above	15800 pages			
3	Inside Multi Color as Page (inclusive of preparation of drawing as per 2(B) above	11400 pages			
4	Binding as per 2(C) above	340 documents			
Gross Total Cost					

**Note:**

1. The quantity of any item, given above may vary by  $\pm 25\%$ .
2. In case of increase/decrease of the quantity, the charges shall be paid/deducted on the basis of quoted rates.

Asstt. Director General (MM)  
Tel: 23320161  
Fax: 23326029