

THE STATE TRADING CORPORATION OF INDIA LIMITED
Jawahar Vyapar Bhawan Tolstoy
Marg
New Delhi - 110001

TENDER NO: **STC/CO/PR&A/10030/2022-23**

Date: 02.08.2023

NOTICE INVITING LIMITED TENDER (e-Tender)

Sub: Notice Inviting Limited Tender (e-Tender) for Printing of:

- (i) Annual Report : 2022-23 (Shareholders' Copies) including AGM Notice**
- (ii) Coloured Annual Report : 2022-23**

Tender documents can be downloaded from STC's website i.e. www.stclimited.co.in and Central Public Procurement Portal (CPPP) i.e. eprocure.gov.in/eprocure/app. The bids shall be submitted online as per following details:

Start date and time	02.08.2023 (14.00 hrs (IST) onwards)
Closing date and time	07.08.2023 up to 14:00 hrs (IST)
Date and Time of opening the e-Tender	07.08.2023 at 14:30 hrs (IST)

Bidders should read the Tender document carefully before submission of Tender.

For The State Trading Corporation of India Ltd.

(Dr. Jagdish Prasad)
Chief Manager
PR&A Division

Instructions for filling the e-bid

I. General Instructions

1. Bids are invited via e-tendering process for Printing of Annual Report (Shareholders' Copies, Black & White) including AGM Notice and Coloured Annual Report : 2022-23.
2. Bids have to be uploaded online only at NIC's Central Public Procurement Portal (CPPP) (<https://eprocure.gov.in/eprocure/app>) i.e the e-procurement portal of NIC. No bids shall be accepted in hard copy or any other form.
3. For submission of e-bids, bidders are required to get themselves registered with using class-II/ Class-III Digital Signature Certificate. All the details mentioned during registration/ enrolment process should be correct and true. Bidders have to abide by all the terms and conditions mentioned during registration process.
4. Bidders are advised in their own interest to upload the online bids well before the bid document submission closing date and time (as per server system clock of CPPP). The STC shall not be responsible for any delay or the difficulties encountered by the bidder during submission of bids at the eleventh hour on account of any technical or other issues.
5. For any queries relating to the process of online bid submission or queries relating to CPPP, the bidders may contact CPP Portal Helpdesk on Tel No's 0120-4001-002, 4001-005, 6277-787 and email ID support-eproc@nic.in.
6. Bidders may regularly visit STC website and CPPP for any information/ clarification/ addendum/ corrigendum etc. related to this e-tender. The STC shall not be liable to send any information individually or publish a public notice for any further information regarding this bid in Newspapers.
7. If there is a discrepancy between words and figures, the amount in words shall prevail. However, where the amount expressed in words does not represent arithmetically correct total, the amount in figures shall prevail.
8. Bidder has to satisfy STC for ensuring sufficiency of documents necessary for Tender evaluation at his cost if so desired by The STC.
9. The bid document uploaded by Prospective bidder at CPPP shall be taken as final. The STC reserves its right to ask for more document as "clarification/ supporting" only for verification of the uploaded documents. Decision of The STC will be final and binding in this regard.

II. Earnest Money Deposit (EMD)

1. An interest free EMD of Rs.25,000/- (Rs. Twenty Five Thousand Only) is required to be furnished online in STC's bank account No.40302127653 IFSC code: SBIN0004803. This EMD shall be returned to the successful bidder after satisfactory completion of the job. The EMD for unsuccessful bidders will be returned within 30 days from the last date of closing of tender.
2. No interest upon return of EMD shall
3. EMD to be deposited in company's account as per detail given below:

Name of the Account Holder:	The STC of India Limited
Name of the Bank:	State Bank of India, (04803) Overseas Branch, New Delhi, Jawahar Vyapar Bhawan, 7 th , 8 th & 9 th Floor. Tolstoy Marg, New Delhi - 110001.
Account No:	40302127653
IFSC Code:	SBIN0004803

- Bids received without EMD, if applicable shall be rejected.
- The bidders who are covered under MSME are exempted from submitting EMD (subject to exemption certificate).

III. Validity of Bid

The bid shall remain valid for 30 days from the last date of closing of Tender. However, validity of the bid can be extended as per requirement of The STC.

IV. Soft Copies

Soft copy of black & white Annual Report 2022-23 (Shareholders Copy) and Colored Annual Report 2022-23 will be the property of The STC and shall be provided in digital format - PDF (upto 10 MB size).

JOB 'A' SCOPE OF WORK

1. ANNUAL REPORT: 2022-23 SHAREHOLDERS' COPY (B & W) - ENGLISH

2. AGM NOTICE

i. Specifications:

Sl. No.	Particular	Specification
1.	ANNUAL REPORT : 2022-23 (SHAREHOLDERS' COPY)	
a.	Annual Report	7.75 (w) x 10.75 (h) inches
b.	No. of copies	100 copies (English)
c.	No. of Pages	<ul style="list-style-type: none"> • Inside Pages about 240 (back to back) in single color (text heavy) • Cover 4/4 Colour (front & back)
d.	Paper Quality <ul style="list-style-type: none"> • Cover Paper • Inside Text Pages 	<ul style="list-style-type: none"> • 170 GSM Glossy Art Paper (Indian/Imported) • 70 GSM Maplitho Paper (white)
2.	AGM NOTICE	
a.	Size	<ul style="list-style-type: none"> • (27.5 cm. X 21.5 cm.) folded • (27.5 cm. X 43 Cm.) opened
b.	No. of Copies	50 copies
c.	No. of Pages	13 pages (approx.)
d.	Paper Quality	50 GSM Maplitho (white)

ii. Other Details:

Sl. No.	Particulars	Specification
1.	Method of Printing	Offset Printing
2.	Composing	Approximately 70% of the text material will be provided by The STC through mail. The balance composing of text material shall be done by the Printer subsequently.
3.	Binding	Centre stitching with wire for Annual Report & Notice, etc. (1c & 2c) .
4.	Delivery	All material will be supplied in A4 size PDF version (upto 10 MB size) and will have to be converted into printable file of appropriate page size. The Complete typeset matter is to be submitted within the five days of issuance of LoA, after which printing and delivery to be completed within 02-03 days. Zero tolerance for any delay.

iii. Others Requirement:-

1. Cost of addition or deletion of 4 pages will be calculated as proportion to the cost derived for 250 pages of Shareholders' copy. Similarly cost of increase or decrease in quantity will also be calculated as proportion to the cost of one copy of Shareholders' copy.
2. **Please submit quotes inclusive of all applicable taxes** in the attached specific format/ performa only.
3. Taxes as applicable will be deducted at source from the billed amount while releasing the payment.
4. The responsibility of proof reading, correcting and checking will be that of the bidder/printer. However, the final proof will be shown to STC for approval before printing.
5. If desired, the specimen copy of last year's STC's Annual Report (2021-22) may be viewed on STC's website www.stclimited.co.in.
6. **The final version of the report must be e-mailed in PDF format (upto 10 MB size)** to The STC by the printer, enabling STC to upload the same on Company's website.
7. Soft copy of Shareholders' copy of Annual Report and AGM Notice (ready for printstage) to be made available within three days after final OK is given.

3 Cover Design

- a) The designs should be very dignified and balanced, loud colors must be avoided. Elegance and sophistication are important features of the designs.
- b) At least 2-3 designs must be prepared for the cover along with layout of at least 4-8 inside pages.
- c) Kindly send all designs/creative of covers, separators, inside pages creative in a dummy Annual Report forms enabling us to select the complete Annual Report design. For reference, please see our Annual Report of last year available at STC websites: www.stclimited.co.in.

d) The designs may be sent to PR&A Division, Ground Floor, The STC of India Limited, New Delhi.

Quote required for Job No. A

1. Annual Report : 2022-23 (Shareholders' Copies) B&W
2. AGM Notices, details & requirements specified in Job No.A - Scope of work

1	ANNUAL REPORT
A	Cost of Shareholders' copy (170 GSM Glossy Art paper for cover page & 70 GSM Maplitho-white inside pages) including designing/ conceptualization, composing, typesetting, proof reading, checking & correcting etc. of COVER PAGE as well as for INSIDE PAGES of Shareholders copy (all inclusive cost).
i.	For 100 copies of Annual Report (Shareholders' copy)
B	Cost of Notices (50 GSM Maplitho- White) (all inclusive cost)
i.	For 50 Copies of Notices

JOB 'B' – SCOPE OF WORK

i. Colored Annual Report : 2022-23

a. Specifications:-

Sl. No.	Particular	Specifications
1.	Size	<ul style="list-style-type: none"> • A-4 • 8.25 x 11.75 (International A4) inches
2.	Method of Printing	Offset printing
3.	Composing	Running matters, report, tables, statements & photographs will be supplied by STC in via mail. Printer may have to compose some matter at their end.
4.	No. of Copies	<ul style="list-style-type: none"> • English – 50 copies • Hindi - 50 copies
5.	No. of Pages	<ul style="list-style-type: none"> • Inside pages 250 (back to back), out of which 190-210 would be text in 3/3 colour and approx. about 40 pages would be text with graphics/photos (approx. 50 photos will be provided by STC) in 4/4 Colour, which should be UV printed. • Cover: 4/4 Colour (front & back) & Laminated

6.	Paper	<ul style="list-style-type: none"> • Inside text pages: Austrain Art Paper-Paper 170 GSM (Mat finish). • Cover: Munken Fine Paper 240 GSM (duly stamped sample paper to be provided by selected bidder).
7.	Details of printing	<ul style="list-style-type: none"> • Four covers: to be printed in four colors. • Also all the inside text pages to be printed in four colors including graphs and photographs etc.
8.	Binding	Perfect Binding

b. Other Requirement:-

1. Please quote your rates in the attached specific format /proforma only.
2. Taxes as applicable will be deducted at source from the billed amount.
3. Quote should be inclusive of applicable taxes/GST etc.
4. **Cost of addition or deletion of 04 pages will be calculated as proportion to the cost derived for 250 pages of Annual Report.** Similarly cost of increase or decrease in quantity will also be calculated as proportion to the cost of one copy of Annual Report.
5. The collection of photographs and other graphs etc. may be collected from The STC (PR&A Division) at the time of award of work.
6. With mutual discussions and deliberations, the final artwork of the selected design will be prepared. The selected cover design/creative will become the property of The STC.
7. The final proof of English as well as Hindi Annual Reports will be shown to STC by the printer after duly checking and correcting the text vis-à-vis the manuscript. The printer will also be responsible for proof reading, checking, correcting and conversion of Hindi matter into the required format/software. The Hindi translated matter will be provided to the printer in Softcopy by STC.
8. If desired, the specimen copy of STC's last year's Annual Report (2021-22) may be viewed on STC's website (www.stclimited.co.in), before quoting the rates.
9. After completion of printing of Colored Annual Report, printer must send the soft copy of the report in PDF format (upto 10 MB size) enabling STC to upload on its website as and when required.
10. Packing:- 10 Annual reports packed in brown paper forming one packet, each packet property placed in cartons of manageable volumes; delivery in perfect condition to be done at STC office without additional cost.
11. **Timeline/Schedule:- Annual Reports packed as specified above shall be delivered to STC's premises by 18.08.2023. No extension shall be allowed.**

Cover Design

- a) Like every year, cover design of Coloured Annual Report : 2022-23 shall be used for Shareholders' copy also.
- b) The designs should be very dignified and balanced, loud colors must be avoided. Elegance and sophistication are important features of the designs.
- c) At least 2-3 designs must be prepared for the cover along with layout of at least 4-8 inside pages.
- d) In Coloured Annual Report first sixteen pages are with photographs, layout of design to be carried out.
- e) Kindly send all designs/creatives of covers, separators, inside pages creatives in a dummy Annual Report forms enabling us to select the complete Annual Report design. For reference, please see our Annual Report of last year available at STC's websites: www.stclimited.co.in.
- f) The designs may be sent to PR&A Division, Ground Floor, STC of India Limited, New Delhi.

DVD:-

Original DVDs of following content to be provided to STC:-

- i) Entire content on DVD in open file.
- ii) Entire content on DVD in PDF format with index and hyper links to respective pages (upto 10 MB size)
- iii) One copy of each master DVD.
- iv) One single non-fragmented PDF file.
- v) Separate DVD for English & Hindi.

DVDs will have to be supplied by the selected bidder without any additional cost, above content may also be provided in a pen drive.

Quote Required For Job 'B'

Sl. No.	Particular
1.	Cost of Colored Annual Report (Cover Paper: Munken Fine Paper 240 GSM)- (Inside Text pages: Austrain Art paper 170 GSM) – (Mat Finish) including designing/ conceptualization, composing, typesetting, proof reading, checking and correction etc. of COVER PAGE as well as for INSIDE PAGES of Annual Report (all inclusive cost)
a.	For 50 Copies English Coloured Annual Report : 2022-23
b.	For 50 Copies Hindi Version Coloured Annual Report : 2022-23

JURISDICTION OF COURTS

The Tender and other ensuing documents will be governed by the Laws of India and within the framework of applicable legislation and enactment made from time to time. Legal disputes if any, shall be governed by the courts/tribunals/forums situated in Delhi and shall have the exclusive jurisdiction, to entertain such disputes.

TERMS & CONDITIONS

1. The Agencies shall print, bind and deliver in accordance with the specifications laid down by the Corporation (STC) within the limits of time as The State Trading Corporation of India Ltd. (STC) may deem reasonable and specify. Any correction or overwriting in the figures in quotations, alterations/deletions shall be attested by the Bidder, with full signatures. The rates may also be written in words within brackets.
2. The Agencies shall, whenever called upon to do so, give full information with regard to the work in hand.
3. The Agencies shall take every care to see that the work or any portion thereof does not fall into unauthorized hands.
4. After the work has been completed the bill for the work, in triplicate prepared on the basis of the accepted rates should be submitted to the STC for necessary action together with (i) receipted delivery vouchers for the supply made. (ii) representative specimen of work done (iii) any other document(s) in support of the items charged for in the bill.
5. All material which may be supplied by the Corporation (STC) or prepared by the Agencies for the Corporation (STC) should be returned by the Agencies within 15 days of the completion of order and the same may be preserved by the Agencies till the completion of the job.
6. In the event of the Agencies failing to (i) observe or perform any of the condition of the work as set out herein, or (ii) to execute the work in good and workman like manner and to the satisfaction and within the time fixed by the STC, the decision of the STC in this regard shall be final and binding on the Agencies. The STC may at its own discretion either :(i) permit the Agencies to re-do the same within such time as The STC may specify at the Agencies' cost which shall include the cost of paper and other material (ii) arrange to get the work done elsewhere and by any other person or from any other source than the Agencies, in which case the amount of extra cost, if any, shall be recovered from the Agencies.
7. In the event of any discovery of error or defect due to the fault of the Agencies at any time after the delivery of the copies ordered, the Agencies shall be bound, if called upon to do so, rectify such error or defect at their cost to the satisfaction of and within the time fixed by The STC. In the event

of any delay in the delivery of defective work, which owing to urgency or for any other reasons cannot be wholly rejected, The STC shall have the power to deduct from any payment due to the Agencies such sum as it (STC) may deem expedient.

8. STC reserve the right to reject any or all tenders without assigning any reason. The decision of The STC in this regard shall be final.
9. Any quotation received by Email/Fax/Courier/Speed Post etc. shall be rejected.
10. Total combined Quote (inclusive of all applicable taxes) for both Job'A' and Job'B' should be provided in the BOQ (Price Bid).
11. **Tender will be awarded to L-1 bidder only.** In case L-1 bidder fails to fulfill the commitment then L-2 bidder would be given opportunity to match the price quoted by L-1. If L-2 bidder fails to match L-1 bid then STC will exercise the option to ask L-3 bidder to match L-1 bid.
12. No sub-contracting by the applicant/ bidder shall be accepted. Any sub-contracting shall be treated as breach of the terms and conditions of this agreement, as the consequence of which the security deposit, if any, shall be forfeited in addition to right of termination of the contractual relations with such applicant at the sole discretion of STC.
13. **Penalty Clause:-** Any delay will attract a penalty of Rs.1,000 per day inclusive of weekends and holidays, if any happen to fall within the given period.
14. The successful bidder shall also not disclose all or any details w.r.t tender and content to any third party.
15. **Indemnity Clause:-** The bidder undertakes to indemnify STC for any loss, fraud, loss of content, loss of time or any other damage till the completion of the Job. Further, STC shall also be indemnified from any act or any factual concealment causing thereby damages or any legal proceedings against STC by any third party or by applicant/ bidder or its employees.
16. For any query the bidders may contact the following officials on any working day between 10:00 a.m. to 4:00 p.m.
 - (a) Dr. Jagdish Prasad, Chief Manager/ HoD (PR&A Division) M. No. 9991135625
 - (b) Ms. Anita Negi, Asstt. Manager (PR&A Division) M. No. 9013310727

Price Bid / B.O.Q. (Inclusive of Taxes)

Procedure for online uploading of filled BOQ (price bid) by the Prospective bidder.

1. Total combined Quote (inclusive of all applicable taxes) for both Job 'A' & Job 'B' to be filled in the BOQ (refer tender document page No.3, 4, 5, 6 & 7 for Job 'A' & Job 'B').
2. BOQ (Price Bid) uploaded by The STC at the CPP Portal (eprocure.gov.in/eprocure/app) is to be used for submission of price.
3. The BOQ template must not be modified/ replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the bidder name and quoted price (inclusive of all applicable taxes).
4. At the time of uploading of BOQ bidder, the file name for uploading the BOQ (Price Bid) should remain the same as it was downloaded from the CPP Portal.
5. Leaving an un-filled entry in the Price Bid/ BOQ against any column shall mean as 'ZERO' cost and the Bid shall be evaluated accordingly.