

**THE STATE TRADING CORPORATION OF INDIA LTD.  
Jawahar Vyapar Bhawan  
Tolstoy Marg,  
New Delhi - 110001**

TENDER NO. **STC/CO/PR&A/10030/2021-22**

25.08.2022

**NOTICE INVITING LIMITED TENDER (e-Tender)**

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

- (i) Annual Report (Shareholders' Copies) including AGM Notice**
- (ii) Coloured Annual Report 2021-22**

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

Start date and time	25.08.2022 (13:30 hrs (IST) onwards)
Closing date and time	29.08.2022 up to 14:00 hrs (IST)
Date and Time of opening the e-Tender	29.08.2022 at 14:30 hrs (IST)

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

For The State Trading Corporation of India Ltd.

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 notices and coloured Annual Report 2021-22.
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). 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. 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 STC.
9. The bid document uploaded by Prospective bidder at CPPP shall be taken as final. STC reserves its right to ask for more document as "Clarification/ supporting" only for verification of the uploaded documents. Decision of STC will be final and binding in this regard.

### **II. Earnest Money Deposit (EMD)**

1. An interest free EMD of ₹ 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 be paid by STC.

3. EMD to be deposited in company's account as per detail given below:

Name of the Account Holder:	The STC of India Ltd.
Name of the Bank:	State Bank of India, (04803)-Overseas Branch, New Delhi, Jawahar Vyapar Bhawan, 7 <sup>th</sup> , 8 <sup>th</sup> & 9 <sup>th</sup> Floor. 1-Tolstoy Marg, New 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 STC.

### IV. Soft Copies

Soft copy of black & white Annual Report 2021-22 (Shareholders Copy) and Colored Annual Report 2021-22 will be the property of STC.

## JOB 'A' SCOPE OF WORK

### 1. ANNUAL REPORT: 2021-22 (SHAREHOLDERS' COPY BLACK & WHITE)

#### 2. AGM NOTICES

##### i. Specifications:

Sl. No.	Particular	Specification
<b>1</b>	<b>ANNUAL REPORT : 2021-22 (SHAREHOLDERS' COPY</b>	
a.	Annual Report	7.75 (w) x 10.75 (h) inches
b.	No. of copies	<b>100 copies (English)</b>
c.	No. of Pages	<ul style="list-style-type: none"> <li>• <b>Inside Pages about 230</b> (back to back) in single color (text heavy)</li> <li>• <b>Cover 4/4 Colour (front &amp; back)</b></li> </ul>
d.	Paper Quality <ul style="list-style-type: none"> <li>• Cover Paper</li> <li>• Inside Text Pages</li> </ul>	<ul style="list-style-type: none"> <li>• 170 GSM Glossy Art Paper (Indian/Imported)</li> <li>• 70 GSM Maplitho Paper (white)</li> </ul>
<b>2</b>	<b>AGM NOTICE</b>	
a.	Size	<ul style="list-style-type: none"> <li>• (27.5 cm. X 21.5 cm.) Folded</li> <li>• (27.5 cm. X 43 Cm.) Opened</li> </ul>
b.	No. of Copies	<b>50 copies</b>
c.	No. of Pages	12 pages
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 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. <b>(1c &amp; 2c)</b> .
4.	Delivery	All material will be supplied in A4 size PDF 10 MB files 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 2-3 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 230 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 (2020-21) may be viewed on STC's website [www.stclimited.co.in](http://www.stclimited.co.in)
6. The final version of the report must be e-mailed (in PDF format) to 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 print stage) to be made available within three days after final OK is given in **digital format (upto 10 MB size)**.

## 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](http://www.stclimited.co.in).

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

**Quote required for Job No. A**

1. Annual Report black & white: 2021-22 (Shareholders' Copies)
2. AGM Notices, details & requirements specified in Job No. A-Scope of work

1	ANNUAL REPORT
A	Cost of Shareholder 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 (Shareholder copy)
B	Cost of Notices (50 GSM Maplitho- White) (All inclusive cost)
i.	For 50 Copies of Notices

**JOB NO. B–SCOPE OF WORK**

- i. Colored Annual Report 2021-22

a. Specifications:-

Sl. No.	Particular	Specifications
1.	Size	<ul style="list-style-type: none"> <li>• A-4</li> <li>• 8.25 x 11.75 (International A4) inches</li> </ul>
2.	Method of Printing	Offset printing
3.	Composing	Running matters, Report, tables, statements & photographs will be supplied by STC in CDs and / or mail. Printer may have to compose some matter at their end.
4.	No. of Copies	<ul style="list-style-type: none"> <li>• English - 50 copies</li> <li>• Hindi - 50 copies</li> </ul>
5.	No. of Pages	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Cover: 4/4 Colour (front &amp; back) &amp; Laminated</li> </ul>

6.	Paper	<ul style="list-style-type: none"> <li>• Inside text pages: Austrain Art Paper-Paper 130 GSM (Mat finish).</li> <li>• Cover: Munken Fine Paper 240 GSM (duly stamped sample paper to be provided by selected bidder).</li> </ul>
7.	Details of printing	<ul style="list-style-type: none"> <li>• Four covers: to be printed in four colors.</li> <li>• Also all the inside text pages to be printed in four colors including graphs and photographs etc.</li> </ul>
8.	Binding	Perfect Binding

**b. Other Requirement:-**

1. Please quote your rates in the attached specific format /proforma only.
2. Tax 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 4 pages will be calculated as proportion to the cost derived for 230 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 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 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 if required. 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 (2020-21) may be viewed on STC's website ([www.stclimited.co.in](http://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 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 30.09.2022. No extension shall be allowed.

**Cover Design**

- a) Like every year, Annual Report 2021-22 (coloured) and cover (the same design will be used for Shareholders' copy also) + about first sixteen pages with photographs and layout of design to be carried out.

- 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) 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 websites: [www.stclimited.co.in](http://www.stclimited.co.in).
- e) The designs may be sent to PR& A Division, Ground Floor, STC of India Ltd., New Delhi.

**CD & Stickers:-**

- a) In addition to the above 200(English) + 100 (Hindi) CD stickers of cover page of AR with gum sheet on the back will have to be supplied by the selected bidder without any additional cost.
- b) Original CDs to provided to STC:-
  - i) Entire content on CD in open file.
  - ii) Entire content on CD in PDF format with index and hyper links to respective pages.
  - iii) On copy of each master CD.
  - iv) One single non-fragmented PDF file.
  - v) Separate CD's for English & Hindi.

**Quote Required For Job no. B**

SI. No.	Particular
1.	<b>Cost of Colored Annual Report (Cover Paper: Munken Fine Paper 230 GSM)-(Inside Text pages: Austrain Art paper 130 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)</b>
a.	For 50 Copies English Annual Report 2021-22
b.	For 50 Copies Hindi Version Annual Report 2021-22

**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 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 or prepared by the Agencies for the Corporation 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 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 taxes) for both Job 'A' and Job 'B' should be provided in the BOQ.(Price Bid).



11. Tender will be awarded to L1 bidder only. In case L1 bidder fails to fulfil the commitment then L2 bidder would be given opportunity to match the price quoted by L1. If L2 bidder fails to match L1 bid then STC will exercise the option to ask L3 bidder to match L1 bid.
12. 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.
13. The successful bidder shall also not disclose all or any details w.r.t tender and content to any third party.
14. 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.
15. For any query the bidders may contact the following officials on any working day between 10 :00 AM to 4:00 P.M.
  - a) Dr. Jagdish Prasad, Chief Manager, Mob. No.: 9991135625
  - b) Ms. Anita Negi, Asstt. Manager, Mob. 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 taxes) for both Job 'A' and Job 'B' to be filled in the BOQ (Refer tender document page No. 3, 4, 5, 6 & 7 for Job 'A' & Job 'B' details)
2. BOQ (Price Bid) uploaded by STC at the CPP portal ([eprocure.gov.in/eprocure/app](http://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 (all inclusive).
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.