

कोल इण्डिया लिमिटेड

महारत्न कंपनी

3 तल्ला, कोर-2

प्रेमिसेस-04-एमआर, प्लॉट-ए एफ-III, एक्शन

एरिया, न्यूटाउन, रजरहट, कोलकाता-700156

फोन 033-23246526, फॅक्स-033-23246510

ई मेल: mviswanathan2@coalindia.in

वेबसाइट: www.coalindia.in



**Coal India Limited**  
**A Maharatna Company**  
**(A Govt. of India Enterprise)**

3rd floor, Core-2

Premises no-04-MAR, Plot no-AF-III, Action  
Area-1A, Newtown, Rajarhat, Kolkata-700156

PHONE; 033-2324-6526, FAX; 033-23246510

E-MAIL: mviswanathan2@coalindia.in

WEBSITE: www.coalindia.in CIN:

L23109WB1973GOI0228844

**Sub:- Quotation for Printing of Cover Page, Separator & Binding of Annual Report and Accounts of 2019-20 of CIL Volume-II (English & Hindi versions) i.e. Consolidation of Annual Report & Accounts of Subsidiary Companies.**

Quotation is invited from agencies for Printing of Cover Page, Separator & Binding of Annual Report and Accounts of 2019-20 of CIL Volume-II (English & Hindi versions) i.e. Consolidation of Annual Report & Accounts of Subsidiary Companies.

Interested parties may send their quotation at the below mentioned address either by ordinary post/ speed post/courier latest by **30<sup>th</sup> June' 20** with relevant documents for undertaking the job and other terms and conditions, if any. Email should be followed by hard copies. Detailed terms and condition is enclosed as Annexure-A.

Heading of the envelope should be- **"Quotation for Printing of Cover Page, Separator & Binding of Annual Report and Accounts of 2019-20 of CIL Volume-II (English & Hindi versions) i.e. Consolidation of Annual Report & Accounts of Subsidiary Companies"**

"To

**Company Secretary**

**Coal India Limited**

**Company Secretariat, Core-2, Third floor**

**Coal Bhawan, Action Area-1A, Rajarhat New town,**

**Kolkata-700156.**

**Phone-033-23246526**

**Email- mviswanathan2.cil@coalindia.in"**

M Viswanathan  
11/6/20

(M. Viswanathan),  
Company Secretary

Encl: Annexure-A

कोल इण्डिया लिमिटेड

(भारत सरकार का उपक्रम)

**COAL INDIA LIMITED**  
(A Govt. of India Enterprise)

कोल भवन "COAL BHAWAN"

PREMISES NO: 04, MAR, PLOT NO: AF-III  
ACTION AREA-1A, NEW TOWN, RAJHARHAT  
KOLKATA-700156 (WB)

महारत्न कंपनी

A Maharatna Company

(An ISO 9001:2015 &amp; ISO 50001:2011 Certified Company)

CIL West Bengal GSTIN: 19AABCC3929J1ZH

CS Department

E-MAIL:

complianceofficer.cil@coalindia.in

TEL: 033-23242426

FAX: 033-23246510

WEBSITE: www.coalindia.in

CIN:L23109WB1973GOI028844

Ref No: CIL:4036(z-2):2020:

.0 .2020

To,

**QUOTATION NOTICE**

Quotations in sealed cover are invited from Agency/Printer/Binder for printing of cover page, Separator and binding of Annual Report & Accounts 2019-20 of Subsidiary of CIL (both English and Hindi version). The Agency/Printer/Binder is required to submit their offer as per terms & condition mentioned below:

Sl No	Scope of work	Quantity	No of pages	Rates excluding of GST	GST
1.	Printing of cover page and back page, separator of Annual Report & Accounts 2019-20 of Subsidiary of CIL-English	100 (each consisting of 3 parts i.e 100*3=300)			
	Binding of Annual Report & Accounts 2019-20 of Subsidiary of CIL -English	100 (each consisting of 3 parts i.e 100*3=300)	Around 1000-1200 pages in each set.		
2	Printing of cover page and back page, separator of Annual Report & Accounts 2019-20 of Subsidiary of CIL -Hindi	75 (each consisting of 3 parts i.e 75*3=225 )			
	Binding of Annual Report & Accounts 2019-20 of Subsidiary of CIL -Hindi	75 (each consisting of 3 parts i.e 75*3=225 )	Around 1000-1200 pages in each set.		
3	Packing Charges of Annual Report(both English and Hindi version)		Per set		
4	Transportation Charges				
5	Storage Charges				

Other terms:

1.	A sample of each category of Book, mentioned above, has been kept at the office of Co. Secretary, CIL at Regd. Office: 3rd floor, Core-2Premises no-04-MAR, Plot no-AF-III, Action Area-1A, Newtown, Rajarhat, Kolkata-700156. The bidders may see the sample books before quoting.
2.	Binded materials is to be packed in cartoon. It is to be noted that 50 copies of English and 50 copies of Hindi version is to be packed in small cartoon of not more than 20 kg as per standard of Air cargo. Rest 50 copies of English version and 25 copies of Hindi version is to be packed normally in jute/plastic cartoon or any other mode specified by CIL.
3.	50 copies each of English and Hindi version is to be delivered at Kolkata Airport Air cargo(as per instruction to be provided by CS department, CIL). Balance copies are to be delivered at Regd. Office: 3rd floor, Core-2Premises no-04-MAR, Plot no-AF-III, Action Area-1A, Newtown, Rajarhat, Kolkata-700156.
4.	Printed materials of Annual Report will reach directly to the office of agency at different dates from our eight subsidiaries. Hence agency should ensure proper storage of Annual Report till delivery of Annual Report.
5.	The number of pages of the book may increase or decrease to the extent of 20%. In that case prior approval of CIL to be obtained regarding no of parts of each Annual Report(English and Hindi version) to be prepared.
Paying Authority	GM( Finance), CIL Kolkata
Payment	100% payment will be made within 30 days after receipt and acceptance of materials.
Payment mode	In order to facilitate payment through Electronic Fund transfer(EFT) method, the details pertaining to your bank account may please be furnished.
	a. Name of Bank and branch with IFSC details b. Account No. c. You have to submit PAN Card and GST registration Certificate copy.
GST	The tax invoice should be in the name of Coal India Limited mentioning the GSTIN of CIL Kolkata. In case firm/company not liable for GST registration, trade licenses is to be submitted.
Prices:	FOR Destination Basis & firm till execution of contract.
Taxes:-	All taxes and duties to be indicated separately.
Offered rate:	Offered rate shall be valid for 3 months from the date of opening of bid
Evaluation	The evaluation shall be done based on the total composite price for all the item indicated at SI no.1 to SL no. 5 excluding GST.

**Format for Bank Details for Electronic Payment**

To  
M/s. Coal India Ltd.,  
1<sup>st</sup> Floor, Premises No. 04,  
Plot no. AF-III, Action Area 1A,  
New Town, Kolkata – 700 156.

Dear Sir,

Sub: Authorization of all our payments through Electronic  
Fund Transfer system/RTGS/NEFT/LC.

We hereby authorize Coal India Ltd. to disburse all our payments through Electronic Fund Transfer system/RTGS/NEFT/LC. The details for facilitating the payment are given below:

1	Name of the Beneficiary, address with Telephone No.	
2	Bank name, address with Telephone No.	
3	Branch name & code	
4	Bank account number with style of account (Savings/Current)	
5	IFSC Code No. of the Bank	
6	PAN No. of the Beneficiary	
7	E-Mail No. and Mobile No. of the Beneficiary for intimation of release of payment.	

I/We hereby declare that particulars given above are correct and complete and if the transaction is delayed or credit is not effected due to incorrect information, I/we will not hold Coal India Ltd. responsible.

Authorized Signatory

Name:

Official Stamp with date

**Bank Certification**

It is certified that above mentioned beneficiary holds a Bank Account No. .... with our branch and the Bank particulars mentioned above are correct.

Authorized Signatory

Name:

Official Stamp with date