



Chennai Metro Rail Limited
(A Joint Venture of Govt. of India and Govt. of Tamil Nadu)

NIT No: CMRL/MMD/501/S-023/TEN-01/2017

Date: 11.05.2017

Sub: Invitation of sealed quotation for "Printing of Check Sheets for Rolling Stock"

Chennai Metro Rail Limited (CMRL) is a Joint Venture of Government of India (GoI) and Government of Tamil Nadu (Go TN) and is entrusted for implementation of Metro Rail project in Chennai City. Sealed quotations are invited from the agencies for "**Printing of Check Sheets for Rolling Stock**" having details as mentioned in Annexure-A.

1. Bid security (EMD - Earnest Money Deposit):

- i. The EMD shall be made payable without any condition to the CMRL. A demand draft or banker's cheque in favour of "**Chennai Metro Rail Limited**" payable at Chennai should be submitted along with the bid as bid security, for the amount of **Rs.770.00/- (Rupees – Seven Hundred and Seventy Only)**.
- ii. All tenderers (including those who possess NSIC, SSIC, etc. certificate holders) should submit EMD along with the bid documents. Any bid document submitted without the EMD in the approved form will be summarily rejected. **No interest is payable for the EMD amount.**
- iii. Bid securities of the unsuccessful bidders will be returned at the earliest after expiry of the final bid validity & latest on or before the 30th day after the award of the contract.
- iv. EMD of successful bidders will be returned back within **30 days of acceptance of delivered items.**
- v. EMD shall stand forfeited, if bidders:-
 - a. Revokes or cancel their tender after submission or vary any terms thereof without the consent of the CMRL.
 - b. Changes/varies any terms and conditions mentioned in P.O. thereof without the consent of the CMRL.

2. Bid Price:

The prices should be quoted in Indian Rupees with delivery of item at CMRL failing which the bid would be rejected. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

- If any variation arises between the Unit Rate and the corresponding quoted Total Cost, then the Unit Rate will prevail for calculation of the Total Cost.
- In case of any discrepancy between the prices quoted in words and in figures, lower of the two shall be considered.
- Conditional bids would be summarily rejected.
- Price should be quoted as per price schedule attached at Annexure -B.

3. Confidentiality:

The documents/manuals which will be provided for printing are proprietary to CMRL and should not be shared with any third party without prior permission from CMRL.



4. Delivery details:

The printing agency has to print and deliver the documents at CMRL office within **04 weeks from the date of approval of proof**. Agency will have to work in close co-ordination with the Officer-In-charge (OIC) for finalisation of draft copy and proof reading. Soft and Hard copy of Check Sheet to be collected from OIC, and agency will have to get the clearance from OIC before printing of documents. OIC will be nominated in Letter of Award (L.O.A).

5. Evaluation of Quotation:

- a. The quotations would be evaluated and compared based on the substantial responsiveness to the technical specifications and commercial conditions set out in bidding documents and which are properly signed confirming the terms and conditions.
- b. The tender will be evaluated on Total bid price , which is the **total value of all items quoted in price schedule.**
- c. The price bid of eligible firms will be opened and work order would be considered on the lowest bidder subject to their capacity and performance.
- d. CMRL reserves the right to accept or reject any tender without assigning any reason thereof at any stage. It is open to CMRL to alter the conditions of the tender schedule in appropriate cases in the interest of CMRL. No representations will be entertained in the matter of selection of the L1.

6. Payment terms:

100% payment would be released through RTGS/NEFT within thirty days on receipt and acceptance of items against the following documents:

- a) Original invoice duly signed by the authorized signatory
- b) Item Acceptance Certificate duly signed and sealed from authorized representative of CMRL after delivery of all the items in full quantity as mentioned in Purchase Order.
- c) PAN Card number, Bank Account details, Bank address & RTGS details of the Agency are to be forwarded along with the Invoice.

In case if you are registered under MSME Act, 2006, the copy of the registration certificate to be provided.

7. Validity of Quotation:

Quotation shall remain valid for a period of **180 days** from the date of bid opening.

8. Supply of items:

The number of items to be supplied is indicative only and the same may be varied during the period of bid validity period. The number of items may increase or decrease during the bid validity period. The bidders should provide the item as per the rate quoted in the bid based on the requirement of CMRL.

9. Agency details:

The Agency has to fill in the vendor detail form enclosed with this Tender Document as **Annexure-C** and same shall be forwarded along with quotation.

10. Jurisdiction:

The court of jurisdiction is Chennai. The English language shall be the official language for all purposes

11. Acceptance of terms & conditions:

Bidders are requested to submit the sealed and signed copy of this tender document along with quotation as acceptance of all terms & conditions.

12. Quotation submission:

Quotation should be submitted on or before the date & time mentioned below:

Sr. No.	Particular	Schedule of tender opening	
		Date	Time
1.	Last date for submission of bid document	25.05.2017	1500 hrs.
2.	Opening of Bid document	25.05.2017	1530 hrs.

13. If the tenderers want to mention any specific condition, it should be clearly mentioned on the covering/forwarding letter only, and which shall be placed on the first page of the technical bid. Any special conditions mentioned in any other document will not be given any consideration.

14. In the event of the contractor backing out/violation of the contract in the midway without any explicit consent of CMRL, the contractor will be liable for the recovery of higher rates vis-a-vis contracted rates, which may have to be incurred by CMRL on procurement of said item by alternative means.

15. Sealed Quotation to be forwarded to below mentioned address or submitted in the tender box kept at CMRL, Depot on or before the specified time in the mentioned tender document. Late/delayed tenders by any means shall not be accepted and treated as rejected. No fax or Email copy of the tender will be accepted by CMRL. The tender envelope should be super scribed as **“Bid for Printing of Check Sheets for Rolling Stock and do not open before 1530 hrs. on 25.05.2017”**.

“Dy. Manager (RSM),
*Chennai Metro Rail Limited,
General Stores, CMRL depot,
Poonamallee High Road,
(Opp. to Daniel Thomas School)
Koyambedu, Chennai – 107”*
E-Mail – mm.cmrl@tn.gov.in

16. It shall be the responsibility of the tenderer to ensure that his tender reaches the designated officer before the deadline of submission. Any tender brought by any person / courier or any tender received through post after this deadline by the designated officer will not be considered.

17. Amendment of bid document:

At any time prior to the deadline for submission of bid, the CMRL may for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the bid document



by the issuance of addenda on its official website www.chennaiemtrorail.org or through email. In order to afford the Bidders a reasonable time for taking an addendum into account, or for any other reason, the CMRL may in its sole discretion, extend the Bid due date.

18. We look forward to receiving your quotations and thank you for your interest.

With regards,



T.P. Vinod Kumar
JGM (HR& MM)

For & on behalf of CMRL

Note:-

- i. Quotations received after the stipulated time will not be accepted. Bidders are advised to send their sealed bid preferably by courier/post or in person at above address. CMRL will not be responsible for any postal delay.
- ii. If due to any exigency, the due date for opening of tender is declared closed holiday, in such case the tenders will be opened on next working day at the same time or any other day/time as intimated by the CMRL.
- iii. The authorised representatives, who intend to attend the tender opening meeting, are to bring with them authority letter or company identity proof from the corresponding tenderers. In case of non-submission of authority letter or company identity proof, the concerned representative will not be allowed to attend the tender opening meeting.

Technical Specifications and Compliance Sheet

Sl. No.	Name of the Item	Qty (Pad/register)	No. of Pages in the Document	Specifications	Units	No. of Papers Required per Pad/ Register/ Set	Compliance (Yes/No)	Deviation (If any specify)
1.	Job Card Form	160	02	A4 Size Front & Back	Pad	120 Papers		
2.	Work Permit	35	01	A4 Size One side 1+1 Without Carbon	Binding Register	120 Papers (120 Original & 120 Duplicate)		
3.	Power Block	25	02	A4 Size Front & Back	Pad	120 Papers		
4.	Mainline Job Card Register	07	01	A3 Size Front & Back	Binding Register	120 Papers		
5.	Internal Job Card Register	05	01	A4 Size Front & Back	Binding Register	120 Papers		
6.	PPIO Log Register	04	02	A3 Size Front & Back	Binding Register	120 Papers		
7.	Train Movement Request	03	01	A4 Size One Side	Pad	120 Papers		
8.	Train Fitness	10	01	A4 Size One side 1+1 Without Carbon	Binding Register	120 Papers (120 Original & 120 Duplicate)		
9.	Mainline Withdrawn Register	02	01	A3 Size Front & Back	Binding Register	120 Papers		
10.	Material Handling Register	05	01	A3 Size Front & Back	Binding Register	120 Papers		
11.	Supervisor Diary	10	01	A4 Size Front & Back	Corner Binding Register	120 Papers		

Signature & Stamp of the Bidder

Date:



Sl. No.	Name of the Item	Qty (Pad/register)	No. of Pages in the Document	Specifications	Units	No. of Papers Required per Pad/ Register/ Set	Compliance (Yes/No)	Deviation (If any specify)
12.	72 Hrs Check Sheets	50	06	A4 Size Front & Back (One set is equal to 3 Paper front & back)	Pad	One Book should have Minimum 100 sets		
13.	Air Compressor Daily Maintenance Check List	03	01	A4 Size Front & Back	Pad	120 Papers		
14.	Air Compressor Weekly Maintenance Check List	01	01	A4 Size Front & Back	Pad	120 Papers		
15.	ARC Welding Machine Maintenance Functional Check Checklist	01	01	A4 Size Front & Back	Pad	120 Papers		
16.	Axle Box Cleaning Plant Functional Check Checklist	01	01	A4 Size Front & Back	Pad	120 Papers		
17.	Axle Box Cleaning Plant Monthly Maintenance Checklist	01	01	A4 Size Front & Back	Pad	120 Papers		
18.	Battery Pallet Truck Monthly Maintenance Checklist	01	04	A4 Size Front & Back	Pad	120 Papers		

Signature & Stamp of the Bidder

Date:



Sl. No.	Name of the Item	Qty (Pad/register)	No. of Pages in the Document	Specifications	Units	No. of Papers Required per Pad/ Register/ Set	Compliance (Yes/No)	Deviation (If any specify)
19.	Bogie Test Unit Monthly Maintenance Checklist	01	01	A4 Size Front & Back	Pad	120 Papers		
20.	Bogie Test Unit Weekly Maintenance Checklist	01	01	A4 Size Front & Back	Pad	120 Papers		
21.	Bogie Turn Table Monthly Maintenance Checklist	01	01	A4 Size Front & Back	Pad	120 Papers		
22.	Diesel Shunting Locomotive Weekly Maintenance Checklist	01	01	A4 Size Front & Back	Pad	120 Papers		
23.	EOT Crane Weekly Maintenance Checklist	02	01	A4 Size Front & Back	Pad	120 Papers		
24.	Forklift Monthly Maintenance Checklist	02	02	A4 Size Front & Back	Pad	120 Papers		
25.	Forklift Weekly Maintenance Checklist	02	02	A4 Size Front & Back	Pad	120 Papers		
26.	MIG Welding Maintenance Functional Check Checklist	01	01	A4 Size Front & Back	Pad	120 Papers		

Signature & Stamp of the Bidder

Date:



Sl. No.	Name of the Item	Qty (Pad/register)	No. of Pages in the Document	Specifications	Units	No. of Papers Required per Pad/ Register/ Set	Compliance (Yes/No)	Deviation (If any specify)
27.	Mobile Elevated Platform Monthly Maintenance Checklist	03	01	A4 Size Front & Back	Pad	120 Papers		
28.	Mobile Elevated Platform Weekly Maintenance Checklist	03	01	A4 Size Front & Back	Pad	120 Papers		
29.	Platform Truck Monthly Maintenance Checklist	01	01	A4 Size Front & Back	Pad	120 Papers		
30.	Platform Truck Weekly Maintenance Checklist	01	01	A4 Size Front & Back	Pad	120 Papers		
31.	Portable Air Compressor Functional Check Checklist	01	01	A4 Size Front & Back	Pad	120 Papers		
32.	Rail cum Road Rescue Vehicle Monthly Maintenance Checklist	01	01	A4 Size Front & Back	Pad	120 Papers		
33.	Rail cum Road Rescue Vehicle Weekly Maintenance Checklist	01	01	A4 Size Front & Back	Pad	120 Papers		

Signature & Stamp of the Bidder

Date:



Sl. No.	Name of the Item	Qty (Pad/register)	No. of Pages in the Document	Specifications	Units	No. of Papers Required per Pad/ Register/ Set	Compliance (Yes/No)	Deviation (If any specify)
34.	Roller Bearing Cleaning Plant Functional Check Checklist	01	01	A4 Size Front & Back	Pad	120 Papers		
35.	Roller Bearing Cleaning Plant Monthly Maintenance Checklist	01	01	A4 Size Front & Back	Pad	120 Papers		
36.	Synchronized Lifting Jack Monthly Maintenance Checklist	01	01	A4 Size Front & Back	Pad	120 Papers		
37.	Train Wash Plant Functional Check Checklist	04	01	A4 Size Front & Back	Pad	120 Papers		
38.	Train Wash Plant Weekly Maintenance Checklist	01	02	A4 Size Front & Back	Pad	120 Papers		
39.	TWP Operation Register	02	01	A4 Size Front & Back	Corner Binding Register	120 Papers		
40.	UDS Attendance Register Format	02	01	A4 Size Front & Back	Corner Binding Register	120 Papers		
41.	Under Floor Wheel Lathe Weekly Maintenance Checklist	02	04	A4 Size Front & Back	Pad	120 Papers		

Signature & Stamp of the Bidder

Date

