

**NIT No. CMRL/OPN/RC/PRO/TEN-01/2017-04**

CMRL invites online tenders through e-procurement portal from reputed suppliers under single bid system for the following work

1	<i>Name of the Work</i>	Tender for Printing of <b>REGISTERS FOR REVENUE MANAGEMNT</b>
2.	<i>Details of Techno-Commercial and Financial Bid</i>	<b>Techno-Commercial Bid :-</b> i. Earnest Money Deposit ( Online transaction) ii. Technical specification and compliance Documents (Annexure - A) & Financial offer (BOQ) & Vendor Information (Annexure – B).
3	<i>Earnest Money Deposit</i>	<b>Rs.2,175.00/-</b> (Rupees- Two Thousand one hundred and seventy five Only).
4	<i>Tender Validity</i>	Offers shall be valid for a period of <b>180 days</b> from the date of financial bid opening.
5	<i>Tender Publishing date</i>	<b>21.12.2017</b>
6	<i>Tender documents</i>	The tender documents can be downloaded from CMRL website <a href="http://www.chennaiemtorail.org">www.chennaiemtorail.org</a> . & CPP portal <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> .
7	<i>Tender inviting Authority</i>	<b>Joint General Manager(RSO),</b> Chennai Metro Rail Limited, Admin Building, CMRL Depot, Poonamallee High Road, Koyambedu, Chennai – 600 107, Tamil Nadu <b>Email id – <a href="mailto:mgrrev@cmrl.in">mgrrev@cmrl.in</a></b>
8	<i>Last date for Up-loading of Tender document in e-procurement portal</i>	<b>19-01-2018 at 11:00 Hrs.</b>
9	<i>Date and Time of Opening of Tender (Techno Commercial Bid &amp; Financial offer ) in e-procurement portal</i>	<b>20-01-2018 at 11:00 Hrs.</b>
10	<i>Bank account details of Chennai metro rail Ltd</i>	<b>i. Bank Name : Corporation Bank, Ashok Nagar Branch, Chennai</b> <b>ii. Account No. 510341000054264</b> <b>iii. IFSC code : CORP0000578</b>
11	<i>Bidders barred from bidding of this tender</i>	Single or JV under suspension, debarred, black-listed , by GOI, GOTN, PSUs, Metro rail corporations, CMRL or whose contracts were terminated as on date of submission of bid are ineligible to apply for this tender

With regards,

**S.Satheesh prabhu,**  
**JGM(RSO)**  
**Chennai Metro Rail limited.,**

**E-Tender for Printing of “REGISTERS FOR REVENUE MANAGEMENT”**

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

TEN No.: CMRL/OPN/RC/PRO/TEN-01/2017 -04

21.12.2017

**Sub: e-Tender for Printing of “REGISTERS FOR REVENUE MANAGEMENT ”**

Chennai Metro Rail Limited (CMRL) is a Joint Venture of Government of India and Government of Tamil Nadu and is entrusted for implementation of Metro Rail project in Chennai City. CMRL invites online tenders from reputed Printers through e-procurement on National Competitive Bidding (NCB) under Single bid system with initial filter (technical & financial offering) for printing of **“REGISTERS FOR REVENUE MANAGEMENT ”** as detailed below,

S.No.	Name of the Item	Qty. (No.)
1.	Shift Abstract Form (SAF)	200 books each 250 pages
2.	Daily station revenue register	350 books each 32 pages
3.	Unreadable smart card refund/replacement register	15 books each 300 pages
4.	Defective ticket stock register	20 books each 300 pages
5.	suggestion / complaint 's register	20 books each 300 pages
6.	Cash requisition form <b>(1+1) self carbon paper</b>	10 books each 100 sets
7.	Manual penalty receipt <b>(1+2) self carbon paper</b>	100 books each 100 sets
8.	Manual refund receipt <b>(1+2) self carbon paper</b>	50 books each 100 sets

The detailed technical specification is attached at **Annexure - A**

**1. Instructions to the Bidders:**

- i. **CPP portal:** The procurements of goods and services of CMRL will be done through e-procurement. This is implemented to ensure free & fair vendor participation, and to ensure greater transparency in procurement.
- ii. **Eligibility to participate in tender:**
  - Tenders are open to all eligible bidders. In order to submit the bid, the bidders have to get themselves registered on-line on the e-procurement portal (<http://eprocure.gov.in/eprocure/app>) with valid Class II/ III Digital Signature Certificate (DSC) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India.
  - The on-line registration of the bidders on the portal will be free of cost and one time activity only. If the bidder is an individual person then he should register himself under **“Individual”** category and if the bidder is a proprietorship firm/partnership firm/Joint venture/company/consortium then registration should be under **“Corporate”** category.
  - The registration must be in the name of bidder, whereas DSC holder may be either bidder himself or authorized person.
- iii. **Enrolment:** To participate in e-procurement all vendors must enroll themselves with the CPP portal. The procedure mentioned below is to be followed:
  - Ø Go to [“http://eprocure.gov.in/eprocure/app”](http://eprocure.gov.in/eprocure/app) web site.
  - Ø Click on **“Click here to enroll”**. It will take you to **‘online enrolment’** screen.
  - Ø Against **User type**, select either ‘individual’ or ‘corporate’.

- Ø Please specify your **log in ID**, indicated in the application while applying for DSC
- Ø Please create your own **password**. Before creating, please refer to ' **Password Policy**' that appears on the right side of the screen. Password should be in accordance with that policy.
- Ø **Confirm the password** once again.
- Ø Click on "**Next**"
- Ø You will see a screen which will have several fields. Please fill as many fields as possible, but keep in mind **to fill all mandatory fields which are marked with an asterisk (\*)**.
- Ø After entering the fields, click on "**Submit**".
- Ø You will get a message that Log in ID registered successfully, that completes your entry.

**iii. Registration:** Tenders are open to the eligible bidders, In order to submit the Bid, the bidders have to get themselves registered on-line on the e-Procurement portal (<http://eprocure.gov.in/eprocure/app>) with valid Digital Signature Certificate (DSC) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India. The on-line Registration of the Bidders on the portal will be free of cost and one time activity only. If the bidder is an individual person then he should register himself under "Individual" category and if the bidder is a proprietorship firm/partnership firm/Joint venture/Company then registration should be under "**Corporate**" category. The registration must be in the name of bidder, whereas DSC holder may be either bidder himself or his duty authorized person.

**iv. Tender dates:** Tenders will be published on-line on <http://eprocure.gov.in/eprocure/app> website and eligible bidders having Class II/ III Digital Signature Certificate (DSC) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India, will be able to participate.

**v. Detailed instructions on procedure of Submission of Bid are detailed below:**

**a.** It is the directive of Govt. of India to process tendering on line to ensure transparency, and fairness in the process and security of documents. Hence, the bidder has to submit the bids on line in the system available at the above referred portal. The bidder has to agree to the on-line user portal agreement. Then only the system will permit the bidder to proceed further in the system. He has to fill all mandatory fields indicated by an asterisk (\*). All documents indicated to be submitted in 'cover details' are to be enclosed without fail. These documents are to be uploaded only in.doc or .pdf or .jpg or .rar formats. Deviations in tender if any are to be mentioned in the document 'Deviation'. If 'Deviations' have cost implications, the same are to be explained in the document and the corresponding cost is to be indicated in the BOQ provided in the field. In case of difficulty in filling the form, the undersigned may be contacted.

**b. Price Bid:** The Price bid containing the Bill of Quantity will be in Excel format and will be downloaded by the bidder and he will quote the rates, taxes & duties etc. for his offered services on this Excel file. Thereafter, in the '**Item Rate**' **BOQ format** the bidder should quote for all the tendered items. Where, any row or column is not applicable, the bidder has to indicate '0' against this. The system will generate a comparative statement. Therefore, all costs are to be indicated in the BOQ format. Order will be finalized on technically cleared, L-1 offer. Lower bidder may be chosen from the item rates quoted inclusive of tax. The bidder may modify and resubmit the bid on-line, if he wishes before the bid submission date and time. The system will accept only the last submitted bid. Bidder can find out the status of his tender on line, any time after opening the bids. **The tenderer should not rename the BOQ file or modify the format while uploading in the system. The file name should be the same as the file given in the tender.**

**c.** All bids are to be submitted on-line on the website <http://eprocure.gov.in/eprocure/app>.

**d. Withdrawal of Bid:** Bidder may withdraw a bid submitted already before the bid submission date and time.

e. **Clarifications:** Bidders can seek clarification, if any before the due date and time. The clarifications sought will be furnished by CMRL before the due date. **These clarifications will be sent even to those who have not sought the clarification but participating in the tender.** Tender received offline won't be considered.

f. **Bid Validity:** The validity period of the bids shall be 180 (ONE HUNDRED EIGHTY) days from the last date of submission of bid. The bidder shall not, during the said period or within the period extended by mutual consent, revoke or cancel his tender or alter any terms/conditions thereof without the written consent of CMRL. If a bidder is found violating this condition, CMRL shall have right to take appropriate further action.

g. The bidder will be responsible for safe rendering of services to CMRL as mentioned above. The L1 bidder will be decided by the system on the basis of total price. It will be calculated automatically by the system based on the price quoted by the bidders, by summing up the basic rate with other price elements, as given by the bidders on-line. Non submission of any price component by bidder will be taken as 'zero' by the system, the evaluation will be done accordingly and that price element will be assumed to be included in the basic price quoted by the bidder.

h. It is the bidder's responsibility to comply with the system requirement i.e. hardware, software and internet connectivity at bidder's premises to access the e-tender website. Under any circumstances, CMRL shall not be liable to the bidders for any direct/indirect loss or damages incurred by them arising out of incorrect use of the e-tender system or internet connectivity failures.

i. The Technical bids will be decrypted and opened online, on or after the scheduled dates and time. Till such time, the bids will be only in the encrypted form. After the scheduled time, the bids will be opened by stipulated *Bid Openers* with their Digital Signature Certificates (DSC). The Technical-bids shall be evaluated based on the information furnished by bidders. If any clarification is required from bidder, CMRL will seek such clarifications.

j. After evaluation of Technical-bids, all the bidders who participated in the tender will get information regarding their acceptance or otherwise of their tender. In case of non-acceptance of tender, reason shall be furnished. Thereafter, a system generated e-mail confirmation will be sent to all successful bidders communicating the date and time of opening of price-bid, in case of SINGLE BID SYSTEM ONLY.

k. The Price-bid of the successful bidders (qualified in Technical-bid) will be decrypted and opened on-line, on or after the scheduled date and time by the Bid Openers with their Digital Signature Certificates (DSC). The bidders will get the information regarding the status of their financial bid and ranking of bidders on website.

## **2. Bid security (EMD - Earnest Money Deposit):**

- i. The EMD shall be made payable without any condition to the CMRL. An amount of **Rs.2,175/- (Rupees – Two Thousand one Hundred & Seventy five Only)** is required to be paid online through NEFT/RTGS to CMRL Bank Account, as bid security. The UTR no is required to be filled with the form for eligibility criteria from the tender and same need to be signed and submitted along with the technical bids.
- ii. 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 one month after the award of the contract. The

Bidders Bank details need to be mentioned from the eligibility criteria for the tender and same need to signed and submitted along with the technical bids.

- iv. The successful bidder's bid security will be returned after signing of contract by bidder & receipt of Performance Bank guarantee.
- v. As per CMRL policy, No exemptions for Tender Fee & EMD are permitted to bidders based on MSME or NSIC certificates.
- vi. 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.

### 3. **Bid Price:**

The prices should be quoted in Indian Rupees. 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.

- a. 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. (All including Taxes)
- b. In case of any discrepancy between the prices quoted in words and in figures, lower of the two shall be considered.
- c. Price should be quoted as per BOQ price schedule downloaded from CPP portal.

4. Dealers participating should enclose certificate from their parent manufacturer company.

### 5. **Delivery Period:**

The printing agency has to print and deliver the documents at CMRL office within **02 weeks from the date of approval of proof**. Agency will have to work in close co-ordination with the Officer-In-charge (OIC) for finalization of draft copy and proof reading. Soft and Hard copy of **Registers** to be collected from OIC, and agency will have to get the clearance from OIC before **printing of Registers**. OIC will be nominated in Letter of Award (L.O.A).

### 6. **Evaluation of Quotation:**

- a. The quotations would be evaluated automatically by the CPP portal. The committee nominated by Tender Inviting Authority would review the responsiveness to the technical specifications set out in bidding documents, which are properly signed confirming the terms and conditions.
- b. The tender will be evaluated on Item wise price of each item as per price schedule.
- c. The price bid of eligible firms will be opened and purchase 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 Lowest Bidder.
- e. The minimum eligibility criteria should be qualified as attached form **BOQ**.

**7. 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 and installation of all the items as mentioned in PO.
- c) GST Number, PAN Card number, Bank Account details, Bank address of the Agency are to be forwarded along with the Invoice.

**8. Validity of Quotation:**

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

**9. 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. CMRL may issue the LOA for the successful bidder for the items to be supplied. The number of items may increase or decrease during the bid validity period. The bidders should provide additional quantity of items as per on the requirement of CMRL during the tender validity period on the same rates quoted in the bid.

**10. Agency details:**

The Agency has to fill in the vendor information form and upload in CPP portal along with the bid.

**12. Jurisdiction:**

All questions disputes or differences under, out of, or in connection with contract if included shall be subject to the exclusive jurisdiction of the court within the Chennai Jurisdiction. The English language shall be the official language for all purposes

**13.** Bidders are required to submit the sealed and signed copy of all the necessary documents along with this tender document as acceptance of all terms & conditions.

**14.** If the tenderers want to mention any specific condition, it should be clearly mentioned on the column provided in the document from the technical bids. Any special conditions mentioned in any other document will not be given any consideration.

**15.** 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 vice-versa contracted rates, which may have to be incurred by CMRL on procurement of said item by alternative means.

16. Late/delayed tenders by any means shall not be accepted by CPP portal. Any other means of tender submission will not be accepted by CMRL. The Tender Inviting Authority is

**“Manager (Revenue),**

Chennai Metro Rail Limited, General Stores

CMRL depot, Poonamallee High Road,

(Opp. to Daniel Thomas School)

Koyambedu, Chennai – 107”

E-Mail – [mgrrev@cmrl.in](mailto:mgrrev@cmrl.in)

Contact- 9445868299.

17. It shall be the responsibility of the tenderer to ensure that his tender is submitted on time before the deadline of submission through CPP portal.

**18. 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 CPP portal. 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.

With regards,

**S.Satheeh Prabhu  
JGM(RSO)**

**For & on behalf of CMRL**

**Note:-** 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.



## Detailed Specification Annexure –A

Sr. No.	Description	Specification	Compliance (Yes/No)	Deviation (If any specify)
1.	<b>Name of Document</b>	<b>Shift Abstract Form (SAF)</b>		
	<b>Material Specification</b>	Text –70 GSM, Maplitho paper (full white), 2 lb Straw Board at bottom, Spine Edge and front with paper cover.		
	<b>Finished Size</b>	8 ½ x 11 Inches / 250 sheets to a pad		
	<b>Type of Process</b>	Offset - Printing / Gathering / Binding / Finishing / Packing.		
	<b>Type of printing</b>	TEXT-single color - Single Side and continued numbering on top		
	<b>Type of Finishing</b>	250 sheets should be gathered in one pad & glued on spine area and covered with straw board and full flap.		
2.	<b>Name of Document</b>	<b>Daily station revenue register</b>		
	<b>Material Specification</b>	Text – 80 GSM, maplitho paper (full white). 300 GSM Art Board with laminated cover.		
	<b>Finished Size</b>	Closed Size 8 ½ x 16Inches /32 Pages without cover.		
	<b>Type of Process</b>	Offset - Printing / Gathering / Centre pinning / Packing.		
	<b>Type of printing</b>	TEXT-single color - Double Side and Cover with multi colour.		
	<b>Type of Finishing</b>	32 Pages and Cover should be gathered in one book & Centre pinned at 2 places on spine area.		
3.	<b>Name of Document</b>	<b>Unreadable smart card refund/replacement register</b>		
	<b>Material Specification</b>	Text – 80 GSM, maplitho paper (full white), 2 lb Straw Board.		
	<b>Finished Size</b>	Closed Size 8 ½ x 11Inches /300 Pages without cover.		
	<b>Type of Process</b>	Offset - Printing / Gathering / Binding / Finishing / Packing.		
	<b>Type of printing</b>	TEXT-single color - Double Side, Cover and continued numbering on top of each page.		
	<b>Type of Finishing</b>	300 Pages and Cover should be gathered in one book & Quarter bound binding Calico/single colour cover paper for wrapper with printing, Section sewing.		

Sr.No.	Description	Specification	Compliance (Yes/No)	Deviation (If any specify)
4.	Name of Document	<b>Defective ticket stock register</b>		
	Material Specification	Text – 80 GSM, maplitho paper (full white). 2 lb Straw Board.		
	Finished Size	Closed Oblong Size 8 ½ x 11 Inches /300 Pages without cover.		
	Type of Process	Offset - Printing / Gathering / Binding / Finishing / Packing.		
	Type of printing	TEXT-single color - Double Side, Cover and continued numbering on top of each page.		
	Type of Finishing	300 Pages and Cover should be gathered in one book &Quarter bound binding Calico/single colour cover paper for wrapper with printing, Section sewing.		
5.	Name of Document	<b>suggestion / complaint 's register</b>		
	Material Specification	Text – 80 GSM, maplitho paper (full white). 2 lb Straw Board.		
	Finished Size	Closed Oblong Size 8 ½ x 11 Inches /300 Pages without cover.		
	Type of Process	Offset - Printing / Gathering / Binding / Finishing / Packing.		
	Type of printing	TEXT-single color - Double Side, Cover and continued numbering on top of each page.		
	Type of Finishing	300 Pages and Cover should be gathered in one book &Quarter bound binding Calico/single colour cover paper for wrapper with printing, Section sewing.		
6.	Name of Document	<b>Cash Requisition Form (1+1) Self carbon paper</b>		
	Material Specification	Text – 70 GSM, 1 <sup>st</sup> page: Maplitho paper (white), 2 <sup>nd</sup> page: SPB paper (pink colour), 2lb Straw Board.		
	Finished Size	Closed Size 5½ x 8 ½ Inches /100 Sets.		
	Type of Process	Offset - Printing / Gathering / Binding / Finishing / Packing.		
	Type of printing	TEXT-single color - Single Side, Cover and continued numbering on top of each page.		
	Type of Finishing	100 Sets and Cover should be gathered in one book &stiff binding with label Calico/marble cover paper for wrapper with printing, Section sewing, preferring in 1 <sup>st</sup> pages.		

Sr. No.	Description	Specification	Compliance (Yes/No)	Deviation (If any specify)
7.	Name of Document	<b>Manual penalty receipt (1+2) self carbon paper</b>		
	Material Specification	Text – 70 GSM, 1 <sup>st</sup> page: Maplitho paper ( white), 2 <sup>nd</sup> page:SPB paper (yellow colour), 3 <sup>rd</sup> page:SPB paper (pink colour),2 lb Straw Board.		
	Finished Size	Closed Size 5½ x 8 ½ Inches /100 Sets.		
	Type of Process	Offset - Printing / Gathering / Binding / Finishing / Packing.		
	Type of printing	TEXT-single color - Single Side, Cover and continued numbering on top of each page.		
	Type of Finishing	100 sets and Cover should be gathered in one book &stiff binding with label Calico/ single colour cover paper for wrapper with printing, Section sewing, preferring in 1 <sup>st</sup> and 2 <sup>nd</sup> pages.		
8.	Name of Document	<b>Manual refund receipt (1+2) self carbon paper</b>		
	Material Specification	Text – 70 GSM, 1 <sup>st</sup> page: Maplitho paper ( white), 2 <sup>nd</sup> page:SPB paper (yellow color), 3 <sup>rd</sup> page:SPB paper (pink color),2 IB Straw Board.		
	Finished Size	Closed Size 5½ x 8 ½ Inches /100 sets.		
	Type of Process	Offset - Printing / Gathering / Binding / Finishing / Packing.		
	Type of printing	TEXT-single color - Single Side, Cover and continued numbering on top of each page.		
	Type of Finishing	100 sets and Cover should be gathered in one book &stiff binding with label Calico/ single color cover paper for wrapper with printing, Section sewing, preferring in 1 <sup>st</sup> and 2 <sup>nd</sup> pages.		

(Signature of Bidder) with seal of the company/firm

Name of signatory: \_\_\_\_\_

Designation: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Vendor Information Form**

*Note: Bidders are requested to furnish the following information and enclose along with quotation.*

<b>Name &amp; Designation of the key person</b>				
<b>Name &amp; Address of the Company :</b>				
<b>Contact information</b>	<b>Mobile no:</b>	<b>Telephone No :</b>	<b>Fax No:</b>	<b>Email :</b>
<b><u>Bank details</u></b>				
<b>Bank name</b>				
<b>Bank address</b>				
<b>Bank account no</b>				
<b>IFSC code</b>				
<b>GST No.</b>				
<b>PAN No.</b>				
<b>EMD online transaction number with date</b>				

**Signature & Stamp of the Bidder**

**Date:**