



## Chennai Metro Rail Limited, Chennai 600107, India.

**NIT No: CMRL/RS/26/2017**

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

1	Name of the work	Tender for printing of check sheets for Rolling Stock maintenance.
2	Details of Techno-Commercial and Financial bid	<b>Techno-Commercial Bid:-</b> Technical & Commercial documents with all Annexures.
		<b>Financial Bid:-</b> Price Schedule in Excel format.
3	Tender validity	<b>180 days</b> from the date of opening of technical bid.
4	Publishing of tender in e-procurement portal	28.05.2018
5	Tender Documents	The tender documents can be downloaded from CMRL website <a href="http://www.chennaiemrortrail.org">www.chennaiemrortrail.org</a> . & CPP portal " <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> ".
6	Tender Inviting Authority.	<b>Joint General Manager (RSO),</b> Address - Chennai Metro Rail Limited. Admin Building, CMRL Depot, Poonamallee High Road, (Adjacent to Koyambedu Metro Station), Koyambedu, Chennai – 600107 <b>Email – <a href="mailto:dgmrs@cmrl.in">dgmrs@cmrl.in</a>.</b>
7	Last date for up-loading of Tender document in e-procurement portal	11.06.2018 upto 1430 hrs
8	Date and time of opening of Tender (Techno-Commercial & Financial Bid) in e-procurement portal	12.06.2018 at 1530 hrs
9	Bank Account details of Chennai Metro Rail Ltd	i. Bank name : Corporation Bank, Ashok Nagar Branch, Chennai ii. Account no: 510341000054264 iii. IFSC Code : CORP0000578
10	Bidders barred from bidding of this tender:-	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.

**Note:** If the date of submission of tenders happens to be a Public Holiday, then tender will be opened on the next working day at the same venue and time.

**With regards,**

**S. Satheesh Prabhu,**  
**Joint General Manager (RSO),**  
**Chennai Metro Rail Limited.**



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

NIT.No: CMRL/RS/26/2018

Date: 28.05.2018

**Sub: E-tender for “printing of check sheets for Rolling Stock maintenance”.**

Chennai Metro Rail Limited (CMRL) invites online tenders from reputed manufacturers & suppliers through e-procurement under Single bid system for **“printing of check sheets for Rolling Stock maintenance”** having following details:-

Sl. No.	Name of the Item	Specifications.
1.	Printing of Check Sheets	Detailed quantity, technical specifications and compliance sheets are attached in <b><u>Annexure -A</u></b>

**1. Instructions to the Bidders:**

**a. 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.

**b. Eligibility to participate in tender:**

- i. 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.
- ii. 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.
- iii. The registration must be in the name of bidder, whereas DSC holder may be either bidder himself or authorized person.

**c. Enrolment:**

To participate in e-procurement all vendors must enroll themselves with the CPP portal. The procedure mentioned below is to be followed:

- i. Go to “<http://eprocure.gov.in/eprocure/app>” web site.
- ii. Click on “**Click here to enroll**”. It will take you to ‘**on line enrolment**’ screen.
- iii. Against **User type**, select either ‘**individual**’ or ‘**corporate**’.
- iv. Specify your **log in ID**, indicated in the application while applying for DSC.
- v. Create your own **password**. Before creating, refer to ‘**Password Policy**’ that appears on the right side of the screen. Password should be in accordance with that policy.
- vi. **Confirm the password** once again.
- vii. Click on “**Next**”.
- viii. 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 (\*)**.
- ix. After entering the fields, click on “**Submit**”.
- x. You will get a message that Log in ID registered successfully, that completes your entry.

- d. The bidder shall submit the bids on line in the system available at the e-procurement portal (<http://eprocure.gov.in/eprocure/app>). 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.
- e. The bidder shall 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.
- f. **Price Bid:**
- i. The Price bid containing the Price schedule will be in excel format and the bidder shall quote the rates, taxes & duties etc. for his offered services on this excel file only. Where, any row or column is not applicable, the bidder has to indicate '0' against this and no cells shall be left blank.
  - ii. Lowest bidder shall be chosen on the value as specified in "Total" value (inclusive of all taxes, duties and other charges) of the price schedule.
  - iii. The bidder may modify and resubmit the bid on-line, if he wishes so, before the bid submission date and time.
  - iv. 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.
  - v. **The bidder shall not rename the Price Schedule file (BOQ) or modify the format while uploading in the system. The file name should be the same as the file given in the tender.**
  - vi. All bids are to be submitted on-line on the website (<http://eprocure.gov.in/eprocure/app>).
- g. **Withdrawal of bid:** The bidder may withdraw already submitted bid before the bid submission date and time.

## 2. **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.

## 3. **Delivery details:**

- i. The printing agency has to submit the proof for approval within 01 week.
- ii. The complete ordered document shall be printed and supplied within 01 week from the date of proof approval.
- iii. Agency will have to work in close co-ordination with the Officer-In-charge (OIC) for finalisation of draft copy and proof reading.
- iv. 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).

## 4. **Evaluation of Quotation :**

- i. All quotations will be evaluated and compared based on the substantial responsiveness to the technical specification and commercial conditions set out in the bidding documents and fully conforming to the terms and conditions.
- ii. The tenderer has to completely fill all the spaces in price schedule in excel format and upload the

- same as financial bid.
- iii. The techno-commercial bids and financial 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.
  - iv. Bids will be evaluated on the value as specified in “**Total**” value (inclusive of all taxes, duties and other charges) of the price schedule.
  - v. The system will generate a comparative statement. Therefore, all costs are to be indicated in the price schedule format. The successful bidders will get the information regarding the status of their financial bid and ranking of bidders on website.
  - vi. The purchase order will be issued to the lowest techno-commercially qualified bidder subject to fulfilling other requirements specified in this tender document.
  - vii. No representations will be entertained in the matter of selection of the L1 bidder.
  - viii. CMRL reserves the right to accept or reject any tender without assigning any reason thereof at any stage. CMRL reserves the right to alter the conditions of the tender schedule in appropriate cases, in the interest of CMRL.
  - ix. CMRL reserves the right not to return back or disclose any documents that are submitted along with this tender.

**5. 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.

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

**6. Validity of Quotation:**

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

**7. 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 bidders should provide the item as per the rate quoted in the bid based on the requirement of CMRL.

**8. Bidder details:**

The bidder has to fill in the vendor detail form enclosed with this tender document as **Annexure-B** and same shall be uploaded in CPP portal along with the bid.

**9. 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.

**10. 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.

**11.** 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.

**12.** 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

**“Joint General Manager (RSO),**

*Chennai Metro Rail Limited,*

*CMRL depot, Admin Building, Poonamallee High Road,  
(Adjacent to Koyambedu Metro Station), Koyambedu, Chennai – 107”*

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

**13.** 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.

**14. 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. chennaiemtorail.org](http://www.chennaiemtorail.org). and the e-procurement portal (<http://eprocure.gov.in/eprocure/app>) or through email.

**With regards,**

**S. Sathesh Prabhu.  
Joint General Manager (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.

Technical Specifications & Compliance sheet

Sl. No.	Technical specification						To be filled and signed by the bidder	
	Name of the Item	Qty (Pad/register)	No. of Pages in the Document	Specifications	Units	No. of Papers Required per Pad/ Register/ Set	Compliance (Write YES or NO only)	If NO, state the deviation
1.	Job Card Form	160	02	A4 Size Front & Back	Pad	120 Papers		
2.	Work Permit	15	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.	Mainline Withdrawn Register	02	01	A3 Size Front & Back	Binding Register	120 Papers		
9.	Material Handling Register	05	01	A3 Size Front & Back	Binding Register	120 Papers		
10.	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		

Sl. No.	Technical specification						To be filled and signed by the bidder	
	Name of the Item	Qty (Pad/register)	No. of Pages in the Document	Specifications	Units	No. of Papers Required per Pad/ Register/ Set	Compliance (Write YES or NO only)	If NO, state the deviation
11.	EOT Crane Weekly Maintenance Checklist	02	01	A4 Size Front & Back	Pad	120 Papers		
12.	Synchronized Lifting Jack Monthly Maintenance Checklist	02	01	A4 Size Front & Back	Pad	120 Papers		
13.	Train Wash Plant Functional Check Checklist	04	01	A4 Size Front & Back	Pad	120 Papers		
14.	TWP Operation Register	02	01	A4 Size Front & Back	Corner Binding Register	120 Papers		
15.	UDS Attendance Register Format	02	01	A4 Size Front & Back	Corner Binding Register	120 Papers		
16.	Request form for utilisation of depot machines	10	01	A4 Size	Pad	120 Papers		
17.	Monthly Maintenance Checklist (One Check List Set is From to Page to 1 to 7)	06	07	A4 Size Front & Back (One set is equal to 4 Paper front & back)	Pad	One Book should have Minimum 60 sets		
18.	Quarterly Maintenance Checklist (One Check List Set is From to Page to 1 to 11)	06	11	A4 Size Front & Back (One set is equal to 6 Paper front & back)	Pad	One Book should have Minimum 40 sets		
19.	Half-Yearly Maintenance Checklist (One Check List Set is From to Page to 1 to 13)	02	13	A4 Size Front & Back (One set is equal to 7 Paper front & back)	Pad	One Book should have Minimum 20 sets		

Sl. No.	Technical specification						To be filled and signed by the bidder	
	Name of the Item	Qty (Pad/register)	No. of Pages in the Document	Specifications	Units	No. of Papers Required per Pad/ Register/ Set	Compliance (Write YES or NO only)	If NO, state the deviation
20.	Yearly Maintenance Checklist (One Check List Set is From to Page to 1 to 20)	02	20	A4 Size Front & Back (One set is equal to 10 Paper front & back)	Pad	One Book should have Minimum 20 sets		
21	i.75 GSM Paper will be used for A4 Printing ii.80 GSM Paper will be used for A4 Printing							
22	All pages in tender document is duly signed and stamped.							
23	Technical compliance statement (Annexure- A) is signed and stamped.							
24	Price Schedule (Annexure B) is signed and stamped							
25	Vendor Information form (Annexure C) is signed and stamped.							



**Annexure-B**

**Vendor Information Form**

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

<b>Name &amp; Address of the Company :</b>					
<b>Name &amp; Designation of the key person</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>Beneficiary name</b>					
<b>Bank address</b>					
<b>Bank account no</b>					
<b>IFSC code</b>					
<b>PAN No.</b>					
<b>GST no.</b>					