



FAIR

CHENNAI METRO RAIL LIMITED.20  
(A Joint Venture of Govt. of India and Govt. of Tamil Nadu)

NIT No: CMRL/HR/Limited tender-01/Printing & Stationery/2021

Date: 22.06.2021

**Sub: Invitation of sealed quotation for "Annual Rate Contract for Printing and Supply of ID cards, Visiting cards, Rubber stamps and Tea/Coffee tokens for CMRL employees"**

Chennai Metro Rail Limited (CMRL) is a Joint Venture of Government of India (GoI) and Government of Tamil Nadu (GoTN) and is entrusted for implementation of Metro Rail project in Chennai City. Sealed quotations are invited from the manufacturers or agencies for "Annual Rate Contract for Printing and Supply of ID cards, Visiting cards, Rubber stamps and Tea/Coffee tokens for CMRL employees" as per the details mentioned below:

Sr.No.	Name of the Item	Qty. (no.)	Specifications.
1.	Printing & Supply of ID cards, Visiting cards, Rubber stamps & Tea/Coffee tokens	Per unit rate	Detailed technical specifications are attached at <u>Annexure -A</u>

**Note:**

The specifications & samples are to be collected from CMRL office prior submission of quotations.

1. **BID SECURITY (EMD - EARNEST MONEY DEPOSIT):**

- i. The EMD shall be made payable without any condition to CMRL. An amount of 4,830 /- (Indian Rupees Four Thousand Eight Hundred and Thirty only) is required to be paid by means of DD drawn in favour of Chennai Metro Rail Limited, payable at Chennai. No other mode of payment shall be accepted.
- ii. Any bid document submitted without the EMD will be summarily rejected. No interest is payable for the EMD amount.
- iii. Bid securities of the unsuccessful bidders will be returned on or before one month after the award of the contract to the L1 bidder. The Bidders Bank details need to be mentioned in the tender document at Annexure – "C" 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 EMD is 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.

2. **PSD (Performance Security Deposit):**

- i. To ensure due performance of the contract, Performance Security is to be given from only **Public Sector Bank** by the successful bidder awarded the contract.
- ii. **Performance Security will be 10% of the value of the contract.** Performance Security may be furnished in the form of an account payee demand draft payable at Chennai from Public Sector bank or in the form of irrevocable bank guarantee bearing "**Chennai Metro Rail Limited**" name.
- iii. ***Within 14 days of the receipt of notification of award from the Purchaser, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security form provided in the bidding documents.***
- iv. **Performance Security should remain valid for a period of 02 months beyond the date of completion of all contractual obligations by the supplier including warranty obligations.** No interest will be paid for the Performance Bank Guarantee during the validity period of B.G.
- v. The proceeds of the performance security shall be payable to the CMRL as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- vi. If the successful Bidder fails to furnish a Performance Bank Guarantee, then the Earnest Money Deposit shall be liable to be forfeited by the Purchaser.
- vii. ***Failure of the successful bidder to submit the required Performance Security shall constitute sufficient grounds for the annulment of the award of the Tender and forfeiture of the EMD.***

3. **Special Condition:**

The agency should submit the brochure for the quoted product & technical compliance statement (annexed in **Annexure –A**). If any deviation is there between the required & quoted item, same should be mentioned clearly.

4. **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.

- Any variation arises between the Unit Rate and the corresponding quoted Total Cost then the Unit Rate will prevail for calculating 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**.

5. **Rate contract & mode of delivery:**

- (i) The period of contract shall be for a period of one year w.e.f the date of acceptance of LOA. The quoted rates shall be same during the period of contract. The period of contract is subject to extension for an additional one year period as per L1 Rate based on the performance of the service provider.
- (ii) The items are to be delivered to CMRL office based on the intimation given by CMRL within 3 days.
- (iii) The requisite number of ID cards, Visiting cards, Rubber stamps & Tea/Coffee tokens needed by CMRL has to be supplied to this office only on issue of letter/email by CMRL for delivery as per the technical specification stipulated vide Annexure – "A".

6. **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 as per **price schedule**. 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.
- c. CMRL reserves the right to accept or reject any tender without assigning any reason there of 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.

7. **Payment Terms:**

100% payment would be released through RTGS 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, Bank Account Details, Bank address & RTGS details of the Agency are to be forwarded along with the Invoice.

8. **Validity of Quotation:**

Quotation shall remain valid for a period of **365 days** from the date of bid opening.

9. **Agency details:**

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

10. **Language:**

The Bid and all related correspondence and documents in relation to the bidding process shall be in English language. Supporting documents and printed literature furnished by the Bidder with the Bid may be in any other language provided that they are accompanied by translations of all the pertinent passages in the English language, duly authenticated and certified by the Bidder. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Bid, the English language translation shall prevail.

11. **AMENDMENTS**

Any changes or modifications to this contract can only be made by a written amendment mutually signed by both the parties.

12. **Jurisdiction:**

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

13. **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.

14. **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	15-07-2021	1500 Hrs
2.	Opening of Bid document	15-07-2021	1600 Hrs

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

16. In the event of the contractor breaking 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.

17. 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 "Annual Rate Contract for Printing and supply of ID cards, Visiting cards, Rubber stamps and Tea/Coffee tokens for CMRL employees" as per the schedule mentioned above.**

18. 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.

19. **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 <https://chennaietrorail.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.

With regards,

  
T.P. Vinod Kumar  
Jt. General Manager (HR)  
For & On behalf of CMRL

**Note: -**

- i. Quotation received after the stipulated time will not be accepted. Bidders are advised to send their sealed bid preferably by Courier 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, 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.
- iv. Contract will get cancelled, if the service is found not satisfactory at any point of time.
- v. In case of contract getting cancelled, the Performance security will be forfeited.
- vi. The period of contract shall be for a period of one year w.e.f the date of acceptance of LOA. The quoted rates shall be same during the period of contract. The period of contract is subject to extension for an additional one year period based on the performance of the service provider.

## Technical Compliance Sheet

Sl no	Particulars	Specifications	Compliance (yes/no)	Deviation, if any
1	ID card	(i) ID cards with printing and lamination as per sample		
		(ii) ID rope with Blue & white colour printing		
		(iii) ID card Holder		
2	Visiting cards	(i) Single side colour printing as per sample		
		(ii) Double side colour printing as per sample		
		(iii) Multi colour double side printing as per sample		
3	Rubber stamp	Self ink seal of size- 59mmx19mm		
		Self ink seal of size - 70mmx19mm		
		Self ink seal of size - 62mmx29mm		
		Self ink seal of size - 26mmx26mm		
		Self ink seal of size - 99mmx72mm		
		Self ink seal of size - 125mmx40mm		
		Self ink seal of size - 85mmx40mm (Box type seal)		
		Rubber seal of size: 85mmx40mm (Box type seal)		
		Self ink seal of size - 55mmx32mm (Box type with dated)		
		Self ink seal of size - 49mmx29mm (Box type with dated)		
		Self ink seal of size - 36mm (Round type with dated & Timer)		
		Self ink seal of size - 36mm (Round type with dated)		
		26 mm Dia (Self – ink Stamp Received Seal Date with Time)		
		28mm (Round type with dated)		
Automatic Number Stamp				
4	Printing of Tea/Coffee Coupon book 2021	(i) Total no of pages per book: 50 pages		
		(ii) Size: 5w x 7h cms		
		(iii) Paper GSM: 70 GSM		
		(iv) Paper Colour: White, Yellow, Green & Pink		
		(v) Serial number printing, finishing with Perforation and Center Pinning		

**Note:**

*All samples of the above items are to be collected at CMRL office prior submission of bid.*

## Price Bid

Sr. No.	Item	Qty. (no.) (A)	Rate per Unit (in Rs.) (B)	Taxes		Unit rate including taxes (Rs.) (D=B+C)
				In %	In Rs. (C)	
1	<b>ID cards</b> (i) ID cards with printing and lamination as per sample (ii) ID rope with Blue & white colour printing (iii) ID card Holder	01 No				
2	(i) With White & Blue Single side colour printing as per sample	01 box (Consist of 100 cards)				
	(ii) With white & Blue double side colour printing as per sample	01 box (Consist of 100 cards)				
	(iii) Multi colour double side printing as per sample	01 box (Consist of 100 cards)				
3	<b>Rubber stamp</b> Self ink seal of size - 59mmx19mm	01 No				
	Self ink seal of size - 70mmx19mm	01 No				
	Self ink seal of size - 62mmx29mm	01 No				
	Self ink seal of size - 26mmx26mm	01 No				
	Self ink seal of size - 99mmx72mm	01 No				
	Self ink seal of size - 125mmx40mm	01 No				
	Self ink seal of size - 85mmx40mm (Box type seal)	01 No				
	Rubber seal: 85mmx40mm (Box type seal)	01 No				
	Self ink seal of size - 55mmx32mm (Box type with dated)	01 No				
	Self ink seal of size - 49mmx29mm (Box type with dated)	01 No				

	Self ink seal of size - 36mm (Round type with dated & Timer)	01 No				
	Self ink seal of size - 36mm (Round type with dated)	01 No				
	28mm (Round type with dated)	01 No				
	Automatic Number stamp	01 No				
	26 mm Dia (Self – ink Stamp Received Seal Date with Time)	01 No				
4	<b>CMRL Tea/Coupon Book 2021</b> (i) Total no of pages per book: 50 pages (ii) Size: 5w x 7h cms (iii) Paper GSM: 70 GSM (iv) Paper Color: White, Yellow, Green & Pink (v) Serial number printing, finishing with Perforation and Center Pinning	One book (Consists 50 pages)				
5	<b>Any other charges (Rs.) if any, please specify</b> (like delivery, installation etc.)		Charges for _____ Rs. _____			
6	<b>Total amount including taxes and all other charges in figures (in Rs.)</b>					
7	<b>Total amount including all charges in words (in Rupees)</b>					

**Note:** (i) The L1 bidder will be decided based on the lowest value quoted for Total amount in the Price Bid (including taxes and all charges) for Printing of ID cards, Visiting cards, Rubber stamps and Tea/Coffee tokens. All bidders are mandatorily required to quote for all items. In case of non-quoting for any of the items in the price bid, the concerned bidder's bid will not be considered for further evaluation.

- (ii) The rate quoted should be valid for a period of one year from the date of acceptance of LOA of successful bidder.
- (ii) The number of items requested or to be supplied will be based on requirement projected by CMRL.
- (iii) The specifications & sample may be collected from CMRL office prior submission of quotations
- (iv) Price quoted should be inclusive of delivery and all other additional charges
- (v) If rates quoted are inclusive of tax, then specify the percentage of tax

Signature & Stamp of the Bidder

Date:



**Vendor Information Form**

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

Name & Address of the Company : Competent Authority (Along with GST Registration Proof)				
Name & Designation of the key person				
Contact information	Mobile no:	Telephone No :	Fax No:	Email :
<b><u>Bank details</u></b>				
Bank name				
Bank address				
Bank account no				
IFSC code				
PAN No.				
Service tax no.				

Signature & Stamp of the Bidder  
Date: