

CHENNAI METRO RAIL LIMITED

NIT No: 06573/CMRL/HR/Printing DCG/01/2020



**SEALED QUOTATION FOR PRINTING & SUPPLY OF DIARY, CALENDARS & GREETING
CARDS IN A CUSTOMISED WAY**

Chennai Metro Rail Limited (CMRL)
(A JV of Govt. of India and Govt. of Tamil Nadu)
CMRL Depot, Admin Building,
Poonamallee High Road,
Koyambedu,
Chennai – 600107.
Tamil Nadu



NIT No: 06573/CMRL/HR/Printing DCG/01/2020

Date: 21.08.2019

Sub: Invitation of sealed quotation for Printing & Supply of Diary, Calendars and Greeting Cards in a Customized way

Chennai Metro Rail Limited (CMRL) is a Joint Venture of Government of India (GoI) and Government of Tamil Nadu (GoTN) is entrusted for implementation of Metro Rail project in Chennai City. Sealed quotations are invited from the manufacturers or agencies **“for Printing & Supply of Diaries, Wall Calendars, Desktop Calendars and Greeting Cards for the year 2020 in a Customized way as per the details mentioned below: -**

Sr.No.	Name of the Item	Qty. (nos.)	Specifications.
1.	Printing & Supply of Official Diary With Enclosures like Schedule of Power and Tender procedure Manual.The contents for the same shall be issued by CMRL separately.	530	Detailed technical specifications are attached at <u>Annexure -A</u>
2.	Printing & Supply of Guest Diary (without Enclosures)	500	
3.	Printing & Supply of Pocket Dairy	530	
4.	Printing & Supply of Wall Calendar	400	
5.	Printing & Supply of Desktop Calendar	275	
6.	Printing & Supply of Greeting Cards	1810	

Note:

- (i) The number of items stipulated above is only tentative and the same will be increased or decreased based on CMRL requirement.
- (ii) The specifications along with contents to be printed and samples may 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 the CMRL. A demand draft 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. 4,560/- (Rupees four Thousand Five Hundred and Sixty 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 as per the approved format will be summarily rejected. **No interest is payable for the EMD amount. Tenders not accompanied by EMD will be summarily rejected as non-responsive.**
- 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 delivery of items.
EMD of the bidder shall stand forfeited, if the bidder revokes or cancels his tender after submission or vary any terms 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 5% 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. **Tender Fee:**

The cost of non-refundable tender document fee is Rs. 800/- (Rupees Eight Hundred only) should be submitted along with the bid as tender fee. The tender documents can be downloaded from CMRL website vide URL no: <https://chennaiemtrorail.org/> The tender fee shall be made payable without any condition to the CMRL. A demand draft in favour of "**Chennai Metro Rail Limited**" payable at Chennai from any Public Sector bank. The Tender Document is not transferable to any other bidder.

6. **Delivery Period:**

The entire printing works should be completed & delivered to CMRL Admin building within **04 weeks** from the date of reception of Purchase Order.

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 number of items required 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 in case of increase or decrease during the bid validity period.

8. 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 subject to qualifying the Technical Criteria stipulated at Annexure –A and having requisite experience in execution of similar of work in the past.
- 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. Proof of having successfully completed similar kind of works for Govt. Org/MNC/PSU/PVT/Institute of repute during last 7 years ending last day of month previous to the one in which applications are invited should be any one of the following: -
 - i. Three similar completed works of total costing not less than the amount equal to Rs. 1,82,154/- (Rupees One Lakh Eighty Two Thousand One Hundred and Fifty Four Only)
OR
 - ii. Two Similar completed works of total costing not less than the amount equal to Rs 2,27,693/- (Rupees Two Lakhs Twenty Seven Thousand Six Hundred and Ninety Three Only)
OR
 - iii. One Similar completed work of total costing not less than the amount equal to Rs 3,64,308/- (Rupees Three Lakhs Sixty Four Thousand Three Hundred and Eight Only)

9. 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.

10. Validity of Quotation:

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

11. 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.

12. **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.

13. **Force Majeure:**

In the event of any unforeseen event during the currency of the Contract, such as earthquake, war, fires, floods, or acts of God, as a result of which, either party (purchaser/contractor) is prevented, or hindered in performing any of its obligations under the contract, then it shall within a week from the commencement thereof, notify the same in writing to the other party with reasonable evidence thereof. If the force majeure condition(s) mentioned above be in force for a period of 90 days or more at any time, the either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days' notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other, save and except those which had occurred under any other clause of this contract prior to such termination.

14. **CONTRACTORS OBLIGATION TOWARDS TAX LAWS**

- a. The contractor shall ensure full compliance with various Tax Laws of India with regard to this contract and shall be solely responsible for the same. He shall submit copies to acknowledgements, evidencing filing to returns every year and shall keep CMRL fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise
- b. The Contractor shall bear and pay all taxes, duties, levies and charges assessed on the Contractor, its Subcontractors or their employees by all municipal, state or national government authorities in connection with the facilities in and outside India.

In the event of exemption or reduction of Custom Duties, Excise Duties, Sales Tax or any other Cess/Levy being granted by the Government in respect of the works, the benefit of the same shall be passed on to the purchaser.

15. **Resolution of Disputes & Arbitration**

In the event of any dispute or difference whatsoever arising under this contract or in connection there with including any dispute relating to existing meaning and interpretation of this contract shall be settled amicably through mutual negotiation by the parties. In case the amicable settlement is not possible, the same shall be referred to the sole arbitrator as appointed by CMRL. The arbitration shall be conducted in accordance with the provisions of the Arbitration and conciliation (Amendment) Act 2015. Notwithstanding any dispute between the parties, the Manpower Service Provider shall not be entitled to withhold delay or defer its obligations, under the contract, and the same shall be carried out strictly in accordance with the terms and conditions of contract.

16. **Corrupt Practices**

The Bidder shall not offer or give or agree to give to any person in the employment of the Purchaser or working under the orders of the Purchaser any gift or consideration of any kind as an inducement or reward of doing or forbearing to do or having done or forborne to do any act in relation to the obtaining or execution of the contract or any other contract with the Purchaser or Government for showing any favour or

for bearing to show disfavour to any person in relation to the contract or to any other contract with the Purchaser or Government. Any breach of the aforesaid condition by the Contractor, or any one employed by him or acting on his behalf, under Chapter IX of the Indian Penal code, 1860 or the Prevention of Corruption Act, 1947 or any other act enacted for the prevention of corruption by public servants shall entitle the Purchaser to cancel the contract and all or any other contracts with the Bidder and to recover from the bidder the amount of any loss arising from such cancellation in accordance with the provision of **clause 12.**

17. **LAWS GOVERNING THE CONTRACT:**

This contract shall be governed by the Laws of India for the time being in force irrespective of the place of delivery and the place of payment under the contract, the contract shall be deemed to have been made at the panel in India from where the acceptance of tender has been issued.

18. **PENALTY:**

- a. Penalty will be levied to the successful bidder, in case of delay from bidder side.
- b. Any delay due to administrative reasons of CMRL, the successful bidder will not be penalized and the same has to be supported by the authorized representative of CMRL on valid grounds with documentary evidence for delays.
- c. In case of delay on the side of successful bidder, following penalty will be levied:
The applicable rate is 1% of P.O value per week and the maximum deduction is 10% of the Purchase Order Value. As soon as maximum penalty charges reached, CMRL will initiate action for termination of the contract and seizure of Performance Security.

19. **AMENDMENTS**

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

20. **Jurisdiction:**

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

21. **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.

22. **Quotation submission:**

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

<i>Sr. No.</i>	<i>Particular</i>	<i>Schedule of tender opening</i>	
		<i>Date</i>	<i>Time</i>
1.	Last date for submission of bid document	05.09.2019	1500 Hrs
2.	Opening of Bid document	05.09.2019	1600 Hrs

23. If the tenderness want 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.
24. 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.

25. 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 & Supply of Diaries, Calendars & Greeting Cards for the year 2020" and do not open before 1600 hrs. on 05.09.2019"**.

26. 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..

27. **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://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.

With regards,



G. Rajarathinam
Chief General Manager (HR)

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.

Technical Specifications**(1) CMRL Customised New Year Diaries 2020 – Official Diary (with enclosures)**

S.No	Specifications	Compliance Yes / no	Deviation , if any
1	Paper quality: 70 GSM either ITC or Super Print or Equivalent		
2	Inside Page size: 18.5 cm by 24.06 cm		
3	Outer Size: 19.2 cm by 25.3 cm		
4	8 pages of Front and back printing to be added		
5	All inner will carry CMRL logo & dates sheets		
6.	Enclosures Like S.O.P and tender Manual Procedure to be part of the diary (Approximate Pages :30)		

(2) CMRL Customised New Year Diaries 2020- Guest Diary (without enclosures)

S.No	Specifications	Compliance Yes / no	Deviation , if any
1	Paper quality: 70 GSM either ITC or Super Print or Equivalent		
2	Inside Page size: 18.5 cm by 24.06 cm		
3	Outer Size: 19.2 cm by 25.3 cm		
4	8 pages of Front and back printing to be added		
5	All inner will carry CMRL logo & dates sheets		

(3) CMRL Customised New Year Diaries 2020– Pocket Diary

Sl no	Specifications	Compliance Yes / no	Deviation , if any
1	Paper quality: 70 GSM either ITC or Super Print or Equivalent		
2	Inside Page size: 16 cm by 7.7 cm		
3	Outer Size: 16.8 cm by 8.3 cm		
4	8 pages of Front and back multi-color printing to be added		
5	All inner will carry CMRL logo & dates sheets		

(4) CMRL New year Wall Calendar 2020

Sl no	Specifications	Compliance Yes / no	Deviation , if any
1	Size: 17w x 24h inches		
2	Total sheets: 13 nos (including Front Flyer)		
3	All sheets in Multicolor		
4	Paper quality: 170GSM Art		
5	Calendar finishing with Special quality Wiro in the top		

(5) CMRL New Year Desktop Calendar 2020

Sl no	Specifications	Compliance Yes / no	Deviation , if any
1	Paper quality : 150 GSM Matt		
2	Sheet Size : 8.5 inches by 5.5 inches with 13 sheets		
3	Calendar size including board : 8.5 inches by 7 inches		

(6) CMRL New Year Greeting Cards 2020

Sl no	Specifications	Compliance Yes / no	Deviation , if any
1	Greeting Cards Size:5wx7h cms		
2	Hue: Multicolor		
3	Centre Fold & Back		
4	Paper Quality: 300 GSM Board card full finishing with Special Narlin effect in inside and Art Glossy Lamination in outside		
5	Envelope Cover Size: 5.25wx7.25h inch		
6	Special Imported textured Paper		

Signature & Stamp of the Bidder
Date:

Note (i) Samples of all the above items mentioned at S. No. (1) to (6) are to be shown to CMRL for approval of proof prior printing.

(ii) The bidders should comply the technical specifications as stipulated vide Annexure – A and submit the necessary documentary proof for work order copies along with value. If non-submission of documents, the bid will be summarily rejected and will not be considered for further evaluation.

Price Schedule

Sr. No.	Item	Qty. (no.) (A)	Rate per Unit (in Rs.) (B)	Taxes		Unit rate including taxes (Rs.) (D=B+C)	Total amount required quantities including taxes (Rs.) (E=D*A)
				In %	In Rs. (C)		
1	CMRL Customised New Year Diaries 2020 – Official Diary (with enclosures)	530					
2	CMRL Customised New Year Diaries 2020 - Guest Diary (without enclosures)	350					
3	CMRL Customised New Year Diaries 2020 – Pocket Diary	530					
4	CMRL New year Wall Calendar 2020	306					
5	CMRL New Year Desktop Calendar 2020	300					
6	CMRL New Year Greeting Cards 2020	1700					
7	Any other charges (Rs.) if any, please specify (like delivery, packaging, labour charges etc.)			Charges for _____ Rs. _____			
8	Total amount including taxes and all other charges in figures (in Rs.) [1+2+3+4+5+6+7]						
9	Total amount including all charges in words (in Rupees) [1+2+3+4+5+6+7]						

Note:

- (i) All vendors are requested to quote for all the items as mentioned in above (Sl. No 1 to 6). Failure to quote for any of the items rate will be treated as non-compliance. The bid of such vendor who failed to quote the rate for any of the items mentioned above will be summarily rejected.
- (ii) The bidder has to quote his price both in figure and words along with the make of item for which the rate is being given.
- (iii) Price quoted should be inclusive of delivery at CMRL site, packaging, & all other additional charges, if any.
- (iv) If rates quoted are inclusive of tax, then specify the percentage of tax.
- (v) The L1 (lowest) bidder will be decided based on the lowest quoted amount mentioned at S. No (8). (L1= Sl. No (1) +(2) +(3) +(4) +(5) +(6) +(7)

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 :				
Name & Designation of the key person				
Contact information	Mobile no:	Telephone No :	Fax No:	Email :
<u>Bank details</u>				
Bank name				
Bank address				
Bank account no				
IFSC code				
PAN No.				
GST no.				

Signature & Stamp of the Bidder
Date: