

## LIMITED TENDER NOTICE

Memo No.MCC/CAO/SO-II/CT/2016/

Dated: 16.03.2016

Sealed quotations are hereby invited in two parts i.e. **Technical bid and financial bid** in separate sealed covers. The two sealed cover should be contained in **bigger** sealed cover. The technical bid would contain **EMD deposit and filled Specifications Performa** (enclosed herewith) duly signed by the firm with stamp/seal. The rates would be mentioned only in the financial bid not in the technical bid. The financial bids of those firms, who qualify on the basis of technical bid, would only be opened.

### **CONDITIONS:**

1. Attached specification performa must be sent with technical bid alongwith EMD with Signatures with stamp by Firm otherwise quotation will be rejected. The EMD of unsuccessful bidder will be returned within 30 days after the finalization of contract.
2. The successful bidder will submit Rs.10,000/- by FDR or Bank Guarantee in favour of the Commissioner, Municipal Corporation, Chandigarh with **the validity of One year and sixty days.**
3. The quotation must reach in **office room of the Chief Accounts Officer, Municipal Corporation, Chandigarh at 3 p.m. on/before the 30.03.2016.** The quotation so received will be opened on the same day at **3.30 p.m.** in presence of Purchase Committee and firms/person, who wish to be present. The date, time and venue of opening the quotations are office of **the Chief Accounts Officer, Municipal Corporation, Chandigarh.** The quotations received after the given date and time shall not be entertained.
4. The Quotation must be in sealed cover. The envelopes containing quotation must be super scribed with the subject on the top of outer envelope. The name of the firm must be mentioned on the envelopes.
5. It may be delivered either by post or by hand. The quotation must be addressed to the Commissioner. Municipal Corporation, Chandigarh.
6. Sale Tax/VAT/Service Tax will be applicable as per Govt. instructions issued from time to time.
7. Any quotation can be rejected by the CMC/Purchase committee without assigning any reason.
8. The CMC/committee reserves the right to verify the particulars furnished by the applicant. If any information found incorrect the quotation is liable to be cancelled.
9. Conditional quotation shall not be entertained.
10. In-case of date of receiving of quotation/opening of quotation declares/ happens to be public holiday, quotation shall be opened on next working day.

11. In case of any dispute, jurisdiction of courts of UT Chandigarh is applicable.
12. Payment will, only be released subject to the satisfaction of the CMC or the committee constituted by the CMC after verifying the quality, specification and quantity of the material.
13. **Bench mark-** Work will be allotted to the said firm, who is found to be lowest in overall total. However the said firm in individual shall be lowest in Sr. no.1,2,3 also.
14. For further detail please contact office of the CMC during the working hours.
15. The period of contract will initially be valid for a period of One year. The contract may be further extended for another period of one year based on the satisfactory performance of the service and at the sole discretion of the Corporation. The performance will be reviewed annually.

**-Sd-**  
**Chief Accounts Officer,**  
**Municipal Corporation,**  
**Chandigarh.**

## TECHNICAL BID (PART "A")

- 1) Name of the firm: \_\_\_\_\_  
(In capital letter)
- 2) Complete Postal Address: \_\_\_\_\_
- a) Telephone No. : (Off) \_\_\_\_\_
- b) Fax No. : \_\_\_\_\_ e-mail \_\_\_\_\_
- 3) Is the firm proprietary/Partnership/  
Public Ltd/Pvt. Ltd./Others (specify) \_\_\_\_\_
- 4) Is the firm registered with: \_\_\_\_\_  
Any Central Government/ State Govt./Semi Govt./  
Govt. undertakings/ Municipal Corporation  
If so furnish details of registration. \_\_\_\_\_
- 5) PAN Number: \_\_\_\_\_
- 6) Service Tax/VAT/Sales Tax No. \_\_\_\_\_
- 7) EMD Details: Demand Draft /Pay Order No. \_\_\_\_\_ Date \_\_\_\_\_  
Bank (Branch) \_\_\_\_\_

### Conditions:-

1. The Earnest money in the form of demand draft/call deposit receipt in favour of Commissioner. Municipal Corporation, Chandigarh and payable at Chandigarh for Rs. 10,000/- (Rupees Ten Thousand only) must be enclosed.
2. The firm should submit the Pan No.
3. The Service Tax No./VAT/Sales Tax number must be provided.
4. The Service Provider shall raise the bill on monthly basis and submit the same in the succeeding month for payment.
5. The affidavit regarding black listing is also required to be submitted.
6. The firms should submit the experience certificate of two years in the relevant field.
7. An undertaking with regard to sufficient infrastructure and capacity to do the work as per specification mentioned in the financial bid should also be submitted.

## FINANCIAL BID 'B'

1. Name : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Residence Address : \_\_\_\_\_
4. Telephone No./Mobile No. : \_\_\_\_\_
5. Rates quoted for the following items:-

Name of Work	Sr. No.	Description	Rate quoted by the firm
Providing black & white and colour photostat, colour print out, Punjabi and Hindi type work, spiral/tap/ hard binding etc.	1.	Black and white Photostat on superior paper A) A4 B) FS C) A3 D) A2 E) A1 F) A0	
	2.	Coloured Photostat on superior paper A) A4 B) FS C) A3 D) A2 E) A1 F) A0	
	3.	Spiral binding of A4 and FS papers front cover should be of transparent plastic and back cover should be coloured plastic. A) 1 to 50 page B) 51 to 100 page C) 101 to 150 page D) 151 to 200 page E) 201 to 250 page	
	4.	Tape binding of A4 and FS papers A) 1 to 50 page B) 51 to 100 page C) 101 to 150 page D) 151 to 200 page E) 201 to 250 page	
	5.	Hard binding of A4 and FS papers A) 1 to 50 page B) 51 to 100 page C) 101 to 150 page D) 151 to 200 page E) 201 to 250 page	
	6.	Spiral binding of A4 and FS papers front cover should be of transparent plastic and back cover should be coloured plastic.	
	7.	Punjabi and Hindi typing work for agenda etc. per copy.	

**Note:**

1. Quote the rate as per above specification/Terms & Condition.
2. Please quote rates of each item separately.

3. Work will be allotted to the said firm, who is found to be lowest in overall total. However the said firm in individual shall be lowest in item no.1,2,3 also.
4. This form duly filled should be put in an envelope marked 'B' and alongwith name of the contract.

Dated:

(SIGNATURE)

## MUNICIPAL CORPORATION, CHANDIGARH.

To

- \* Notice Board.  
M.C., Chandigarh.
- 1. M/s Deepak Printographics,  
SCO.10-11-12, Sector 17-A,  
Chandigarh.
- 2. M/s Print Point,  
125-126, Sector 8-C,  
Madhya Marg, Chandigarh.
- 3. M/s Documents Copying Centre,  
SCO.136-37-38,  
Sector 17-C, Chandigarh.
- 4. M/s Print Cottage,  
SCO 81-82, Sector 34-A,  
Chandigarh.
- 5. M/S Azad Hind Store Pvt. Ltd,  
SCO.34, Sector 17,  
Chandigarh.
- 6. M/S A to Z Printing Works,  
#1301, Sector 15-B,  
Chandigarh.
- 7. M/s AB Print Media,  
SCO.1104-05, Sector 22-B,  
Chandigarh.
- 8. M/s Conference Aids,  
SCO.64-65, 1<sup>st</sup> Floor,  
Sector 17-A, Chandigarh.
- 9. M/s Ajanta Graphics,  
SCO.132, Sector 17-C,  
Chandigarh.
- 10. M/s Shukla Sons,  
SCO.93-94, Sector 17-B,  
Chandigarh.
- 11. M/s Chandigarh Business System,  
SCO.84-85, Basement, Sector 8-C,  
Chandigarh.
- 12. M/s Gaurav Trading Co.,  
Plot No.14, Ind. Area, Phase-1,  
Chandigarh.
- 13. M/s Deepak Printpack,  
Shed No.182/49, Ind. Area, Phase-1,  
Chandigarh.
- 14. M/s Adroit Graphics,  
SCO.41, Top Floor, Sector 30,  
Chandigarh.
- 15. M/s Anjali Trader,  
Anand Complex, Sector 17-A,  
Basement, Chandigarh.

