



MUNICIPAL CORPORATION CHANDIGARH

(VENDOR CELL)

E-TENDER

FOR

E-Tender for Digital Printing of certificates on high strength thick Non Tearable /polyethylene /Terephthalate/Media upto 180 to 200 micron thickness with 100% water proof for certificates and 125 Microns as per approved design

MUNICIPAL CORPORATION CHANDIGARH

(VENDOR CELL)

PUBLIC NOTICE

The e-tender document received after the due date and time and without physical forms will not be considered/entertained under any circumstances. The tender document complete in all respect should reach in the office of Additional Commissioner(US), Municipal Corporation, Chandigarh as per schedule given below:-

Milestone dates of e- tender of printing of workbooks

I	Downloading of e-tender document	Start date : 16.10.2017 at 10.00 AM End Date : 07.11.2017 at 1.00 PM
II	Clarification, if any	Start date : 16.10.2017 at 10.00 AM End Date : 07.11.2017 at 1.00 PM
III	Date of submission of e-tender	Start date : 16.10.2017 at 10.00 AM End Date : 07.11.2017 at 1.00 PM
IV	Physical submission of EARNEST MONEY DEPOSITED (EMD), eligibility documents and other necessary documents	Start date : 16.10.2017 at 10.00 AM End Date : 07.11.2017 at 1.00 PM
V	Opening of Pre-Qualification & Technical Bid (online)	07.11.2017 AT 3.00 PM
VI	Opening of Price Bid	To be intimated to all eligible bidders separately

1. The Bid Document can be downloaded from the Municipal Corporation website <http://chandigarh.gov.in> or <http://etender.chd.nic.in/nicgep> However, for general information, guidance and reference, the Bid document can also be viewed and downloaded from Municipal Corporation website <http://mcchandigarh.gov.in>
2. All other terms and conditions, instructions to bidder regarding e-tender may kindly be seen from the detailed Notice Inviting Tender (NIT) available / downloaded on the above noted web sites of Municipal Corporation, Chandigarh.

Addl. Commissioner(US),
Municipal Corporation,
Chandigarh

Additional information to bidders regarding e-TENDER process

1. The Bidders shall have to submit their Bids online in Electronic Format Digital Signatures. For participation in the e-TENDER process, the Bidders need to register themselves on <http://etenders/chd.nic.in/nicgep> On registration, they will be provided with a user ID and a system generated password enabling them to submit their Bids online using Digital System Certificates (DSC).
2. Tenders without digital signatures will not be accepted by the Electronic tender System. No tender will be accepted in physical form and in case, it has been submitted in the physical form without E-Tender, it shall be rejected summarily.
3. Bids will be opened online as per time schedule mentioned above.
4. Before submission of online Bids, Bidders must ensure that scanned copies of all the necessary documents have been uploaded with the Bid well before the due date.
5. Municipal Corporation, Chandigarh will not be responsible for any delay in online submission of the Bids due to any reason whatsoever.
6. It will be mandatory for all the Bidders to upload all the documents mentioned under 'TENDER Details' template read under 'Cover Details'.
7. Bidders should get ready with the scanned copies of EARNEST MONEY DEPOSITED (EMD) amounting to Rs.10,000/- as specified in the TENDER documents. The original instructions in respect of Bid, EARNEST MONEY DEPOSITED (EMD) and Hard Copies of all the Eligibility Documents as uploaded by the Bidders should be submitted only to the designated Authority and within the stipulated time period.
8. The details of cost of Bid Document, EARNEST MONEY DEPOSITED (EMD) specified in the TENDER Documents should be the same as submitted online (scanned copies) otherwise TENDER will be rejected summarily.
9. The conditional bids shall not be considered and may be outrightly rejected at very first instance.

10. The bidders are required to upload self attested copies of the relevant documents required as per Terms & Conditions, failing which their bids may be summarily / out-rightly rejected and will not be considered any further.

**ANNEXURE –‘B’
MUNICIPAL CORPORATION, Chandigarh**

E-Tender for Digital Printing of certificates on high strength thick Non Tearable /polyethylene /Terephthalate/Media upto 180 to 200 micron thickness with 100% water proof for certificates and 125 Microns as per approved design

**CHECK LIST FOR ONLINE AS WELL AS PHYSICALLY SUBMISSION OF
TENDER**

1.	Name of the Printers/ Firms & Address and Telephone / Mob. No. / Fax No.	_____ _____
2.	Detail of offset/digital printing Machines with arrangement of manpower has been attached?	Yes / No
3.	Whether EARNEST MONEY DEPOSITED (EMD) for Rs.10,000/- in the shape of FD/DD in favour of the Commissioner, Municipal Corporation, Chandigarh payable at Chandigarh has been attached? FD No._____ dated _____ name of the Bank_____.	Yes / No
4.	Whether Non Black Listing affidavit has been attached?	Yes / No
5.	Whether Solvency Certificate amounting to Rs. 10 lacs issued by the Bank has been attached?	Yes / No
6.	Whether Annual turnover of Rs.10.00 lacs of last three years (2013-14, 2014-15 and 2015-16) has been attached duly certified by CA?	Yes / No
7.	Whether copy of Goods & Service Tax (GST) Certificate has been attached?	Yes / No
8.	Whether copy of Registration / declaration certificate issued from the competent authority?	
9.	Whether paper and sample of certificate has been submitted?	Yes / No

10.	Whether photocopy of last three Income Tax Return has been attached.	Yes / No
11	Whether photocopy of PAN has been attached.	Yes / No
12.	Any other attested copies as required in Technical Bid.	Yes / No

Place:_____ Signature of TENDERER_____

Dated:_____ Full Name of the TENDERER_____

Address_____

MUNICIPAL CORPORATION, CHANDIGARH

E-Tender for Digital Printing of certificates on high strength thick Non Tearable /polyethylene /Terephthalate/Media upto 180 to 200 micron thickness with 100% water proof for certificates and 125 Microns as per approved design

GENERAL INSTRUCTIONS / TERMS & CONDITIONS

1. The printers who are in the business of printing with an annual sale of Rs. 10.00 lacs of last three years (2014-15 to 2016-17) are eligible to participate in the TENDER.
2. Documents once submitted will be considered as final. Any deficiency in the documents shall render the TENDER liable for rejection.
3. An affidavit as per specimen enclosed (**Annexure –“A”**) should accompany the TENDER. The printer who has been Black-listed or his / her TENDERS / supply order have ever been cancelled or any legal proceedings have ever been initiated / pending or any penalty has ever been levied on account of delay or non completion of supply order or on this account related to execution of work by any State / UT / Central Government, his / her TENDER will be out rightly rejected.
4. Technical Bid Proforma for evaluation of technical performance of the TENDER is at **annexure “B”**.
5. Downloading and submission of TENDER will be done by e-tendering process through the website of Municipal Corporation <http://chandigarh.gov.in> or <http://etenders.chd.nic.in/nicgep>. However, for general information, guidance and reference, the Bid document can also be viewed and downloaded from Municipal Corporation website <http://mcchandigarh.gov.in>
6. **The documents of TENDER in physical form should be submitted as under:-**
 - (i) First envelope superscribed titled as “Pre-qualification bid” should contain EARNEST MONEY DEPOSITED (EMD), Solvency Certificate & Non-Black-Listing affidavit i.e.: Annexure-“A”.
 - (ii) Second envelope superscribed as “TECHNICAL BID” should contain the Documentary proof as per check list from Sr. No. 2 to 12.

These two Envelopes should be sealed and put in an outer envelope to be superscribed as “TENDER for **“digital printing of certificates”** due on 7.11.2017 by 1.00 P.M. TENDER must be sealed and must bear stamp of the venders on the face of the envelope. Unsealed envelope will not be entertained and rejected out rightly.

Infringement of this condition or any conditional tender shall render the TENDERER liable for rejection without assigning any reason.

7. Any TENDER submitted through e-tendering process but without physical submission of documents in hard copy and without the acknowledgement of the SDO (NULM) Vendor Cell, Ground Floor, Municipal Corporation Building, Sector-17E, Chandigarh, office will be treated as invalid and shall be rejected without opening. There will not be any liability on Municipal Corporation on this account.
8. The TENDER for **digital printing of certificates** will be opened in two parts / stages i.e. firstly, Pre-qualification bid will be opened and if documents therein are found as per the terms and conditions of TENDER document, then only Technical Bid will be opened. If documents therein are as per the terms and conditions of TENDER document, the qualified firms will be eligible for opening of the Financial Bid.
9. EARNEST MONEY DEPOSIT (EARNEST MONEY DEPOSITED (EMD)): TENDER SHOULD BE ACCOMPANIED WITH EARNEST MONEY OF Rs. 10,000/- (Rupees Ten Thousand only) TO BE PAID IN THE SHAPE OF FDR/DD from any Scheduled Bank in favour of THE Commissioner, MUNICIPAL CORPORATION, Chandigarh which shall be valid for Six months accompanied with a latest original Solvency Certificate amounting to Rs.10,00,000/- issued by any Nationalized Bank. No firm will be exempted from submission of EARNEST MONEY DEPOSITED (EMD) & Solvency certificate. The EARNEST MONEY DEPOSITED (EMD) deposited by the firm in respect of another similar TENDER will not be considered against this TENDER. **Scanned copy of EARNEST MONEY DEPOSITED (EMD), & Solvency Certificate issued by Bank duly attested and countersigned by the firms and non blacklisting affidavit shall be uploaded with the Tender by 7.11.2017 before 1.00 p.m.**

The EARNEST MONEY DEPOSITED (EMD) of unsuccessful vendors will be refunded immediately after finalization of the TENDER. No interest will be payable on EARNEST MONEY DEPOSITED (EMD). The EARNEST MONEY DEPOSITED (EMD) will be forfeited, if the vendor withdraws his / her Tender after submission. No Tender without EARNEST MONEY DEPOSITED (EMD) shall be considered.

10. **TECHNICAL BID:** The printer should submit documentary proof of his / her annual sale of Rs.10.00 lacs of last three years (2014-15 to 2016-17) in respect of **digital printing** duly certified by the Chartered Accountant alongwith other documents as per check list from Sr. No. 2 to 12 in the Technical Bid duly self attested.

11. The printers are required to upload self attested photocopies of the following documents along with the Technical Bid, failing which their bids may be summarily/out-rightly rejected and will not be considered any further :-

Detail of offset/digital printing Machines with arrangement of manpower has been attached?
EARNEST MONEY DEPOSITED (EMD) for Rs.10,000/- in the shape of FD/DD in favour of the Commissioner, Municipal Corporation, Chandigarh payable at Chandigarh
Non Black Listing affidavit
Original Solvency Certificate amounting to Rs. 10 lacs issued by the Bank
Annual turnover of Rs.10.00 lacs of last three years (2014-15, 2015-16 and 2016-17) duly certified by CA?
Self attested copy of GST Registration Certificate
Self attested copy of Registration / declaration certificate issued from the competent authority?
paper and Art paper sample of certificates including atleast three security features
Self attested photocopy of last three Income Tax Return
Self attested photocopy of PAN

12. **SAMPLE:** The samples of papers/ Art paper should be attached as per tender specifications.
13. Rates should be as per Financial BOQ. Rates are inclusive of all taxes, cost of paper and printing/supply as per FOR destination.
14. **FINANCIAL BID:** The Financial Bid shall be quoted by the printer through e-tendering as per BOQ pattern. The Financial bid should contain rates only and overall lowest rates bidder shall be considered for allotment as per CVC guidelines. Any change in rate quoted by the vendors afterwards will entail forfeiture of Security Deposit & Cancellation of TENDER and blacklisting of the firm as per instructions of the Municipal Corporation.
15. **Validity of rates :** The rates quoted by the printer should be F.O.R destination within the territorial limits of UT, Chandigarh including all taxes, freight etc. Rates quoted shall remain valid for the one year.
16. **The acceptance of TENDER** will have the binding effect on the vendors and will have to supply the required items/ordered items within the period stipulated in supply order. Subletting of Contracts shall not be allowed under any circumstances.

17. **Performance Security:** The successful printer will have to deposit performance security @5% of the total value of the order in the form of an account payee fixed deposit receipt from a commercial bank, bank guarantee from a commercial bank, in an acceptable form within 7 days of issuance of letter of intent by the Municipal Corporation, Chandigarh and the security deposited in connection with any other similar tender will not be considered against this tender. Thereafter, the supply orders will be issued for the supply of digital certificates. The performance security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations. If the successful vendor fails to submit requisite security deposit within prescribed 7 days, the Earnest Money will be forfeited.
18. **Inspection of Material** : The Technical Committee may inspect the **digital printing of certificates** printed by the printer in response to the purchase order/intent. The Addl. CMC(US), Municipal Corporation reserves all rights to reject the certificates if same are not found in accordance with the required description/specifications.
19. The competent authority reserves the right to get the material supplied laboratory tested from Govt./ Govt. approved agency at the cost of the vendor.
20. The successful printer shall complete the formalities i.e. Performance Bank Guarantee, material for proof reading within 07 days from the issue of letter of Indent. The successful printer shall supply the goods/material to the department within 15 days from the date of issue of supply order and data supplied. The time taken for proof reading by the department will not be included in the delivery period of the supply order. The payment shall be released only on the satisfactory inspection of material as per supply order/samples by the committee and by completing all the formalities. The competent authority reserves the right to increase or decrease the quantity of supply order.
21. The timely deliver/dispatch as stipulated in the supply order has to be strictly adhered to by the printer and in case of any request for extension of time made by the said printer in writing, the same may considered by the competent authority i.e. the Commissioner, Municipal Corporation.
22. **PENALTY:**
The competent authority reserves the right to impose penalties in the following exigencies:
 - a) In case the printer fails to complete the supply within time period as given in order, then penalty @ 0.5% per week or part thereof subject to maximum limit of 10%, on the value of delayed portion of supply will be levied. However competent authority may relax the penalty clause if

it is satisfied that reasons for the delay were largely due to circumstances beyond the control of vendor.

23. In case, there is any variation in the specifications / samples approved vis-à-vis the supply received, then that portion of supply will be rejected and the vendor shall be liable to print the certificates as per specification within a period of 07 days.
24. In case of defected supply, the vendors will be informed to lift the said supply within 10 days from the date of issuance of said letter by the competent authority at his own cost. In the event of non-lifting of said defective goods within the specified period by the vendors, the competent authority will not be responsible in any manner for the loss or damage if any, caused to the said goods.
25. **FORCE MAJEURE:** If the performance in whole / part by the vendors is prevented / delayed by any one or more of the force majeure events including but not limited to war, hostilities, civic commotion, acts of public enemy, sabotage, fire, floods and other natural causes, explosion, epidemics or non-availability of government controlled raw material under order / instruction of Central / State Govt. regulations, strikes, lockouts, agitations, embargo, act of civic or liminary authorities, the party shall not be made liable for the loss of damage due to delay or failure to perform during the currency of force majeure event provided that the happening is notified in writing (with documentary proof) within 7 days from the date of occurrence. The work shall be resumed as soon as practicable after the force majeure event ceases to exist.
26. **Schedule of e-Tender:** The schedule for submitting Tender through e-TENDER will be as under:-

Milestone dates of E- Tender

I	Downloading of e-tender document	Start date : 16.10.2017 at 10.00 AM End Date : 07.11.2017 at 1.00 PM
II	Clarification, if any	Start date : 16.10.2017 at 10.00 AM End Date : 07.11.2017 at 1.00 PM
III	Date of submission of e-tender	Start date : 16.10.2017 at 10.00 AM End Date : 07.11.2017 at 1.00 PM
IV	Physical submission of EARNEST MONEY DEPOSITED (EMD), eligibility documents and other necessary documents	Start date : 16.10.2017 at 10.00 AM End Date : 07.11.2017 at 1.00 PM
V	Opening of Pre-Qualification & Technical Bid (online)	07.11.2017 AT 3.00 PM
VI	Opening of Price Bid	To be intimated to all eligible bidders

	separately
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27. The Tender received through e-tendering & physical documents shall be opened by the Departmental Purchase Committee on 07.11.2017 at 3.00 PM in the office room of the Addl. Commissioner(US), Municipal Corporation, Chandigarh in the presence of tenderer or his/her authorized representative, if they so desire. In the event of the date of receipt or opening of Tender being declared a holiday or any other genuine reasons, **the due date of receipt/opening of the Tender will be the next working day at the same hours.**
28. This Tender is non transferable.
29. The rates will be accepted on the clear understanding that these are not charged higher than those charged from the DGS & D rates and other State Government Departments. No price revision will be accepted by the competent authority during the currency of the supply order.
30. **BLACK LISTING OF Applicant/Firms:** The applicant/firms participating in the TENDER and short listed after due processing of TENDER can be blacklisted, as per the Finance Department, Municipal Corporation Notification No.1927-F& PO(3)-2009/1170 dated 27th February, 2009 for non fulfilling the requisite requirements of the TENDER documents/supply order or for concealing any information or for furnishing any false documents/statements in the TENDER.
31. **ARBITRATION :** In the event of any dispute or difference the same shall be referred to the sole arbitrator i.e Commissioner, Municipal Corporation whose decision shall be final and binding on the parties thereto. The provision of Arbitration & Conciliation Act, 1966, shall apply to the said arbitration proceedings. The “Commissioner, Municipal Corporation, Chandigarh” shall include an acting/officiating Commissioner, Municipal Corporation, Chandigarh.
32. **Jurisdiction of Courts:** All disputes shall be subject to the jurisdiction of the Chandigarh courts only.

Addl. Commissioner(US),
Municipal Corporation,
Chandigarh

It is certified that I have gone through all the terms & conditions of the Tender and I/We further undertake to abide by all terms and conditions to be announced/mentioned at the time of opening of Tender or at the time of placing of supply order.

Date: _____ Signatures of the Applicant/Firm with seal and Designation

Time : _____

Annexure-“A”

(To be furnished on non judicial stamp paper duly attested by the Notary).

AFFIDAVIT

I/we M/s _____ are registered as Manufacturer/Distributor/Supplier of _____ as per GST Registration Certificate No. issued by _____ having registered office at _____ and manufacturing/supply base at _____ do hereby declare and solemnly affirm that I/We have not been Black-listed, nor mine/our Tenders or Supply Orders have ever been cancelled by any State/UT/Central Government or any partner or shareholder either directly or indirectly connected with or has any subsisting interest in the business of my/our firm nor any legal proceedings have ever been initiated / pending or any penalty has ever been levied due to delay of non completion of supply order by any State/UT/Central Government or by any authority.

Place : _____

DEPONENT

Dated: _____

Verification

I/we do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed therein.

Place : _____

DEPONENT

Dated: _____

SPECIFICATIONS OF PRINTING OF DIGITAL CERTIFICATES

S.No.	Description	Size of certificate
1	<u>Digital Printing of certificates on high strength thick Non Tearable /polyethylene /Terephthalate/Media upto 180 to 200 micron thickness with 100% water proof for certificates and 125 Microns as per approved design</u>	A 4

**PERFORMA OF THE
FINANCIAL BID/ BOQ
TO BE SUBMITTED
ONLINE
(THROUGH E-TENDERING
SYSTEM)**

Tender Inviting Authority: Addl. Commissioner(US), Municipal Corporation, Chandigarh			
Name of Work: <u>Digital Printing of certificates on high strength thick Non Tearable /polyethylene /Terephthalate/Media upto 180 to 200 micron thickness with 100% water proof for certificates and 125 Microns as per approved design</u>			
Contract No: SDO/NULM/Vendor Cell/MCC/2017-18/Digital certificate/01			
Bidder Name :			
SCHEDULE OF WORKS			
Sl. No.	Description of work	RATE In Figures To be entered by the Bidder Rs. P	
		Figures	Words
1	Rate of <u>Digital Printing of one certificate on high strength thick Non Tearable /polyethylene /Terephthalate/Media upto 180 to 200 micron thickness with 100% water proof for certificates and 125 Microns as per approved design (Rates upto 7500 certificates.</u>	0.00	#NAME?
2	Rate of <u>Digital Printing of one certificate on high strength thick Non Tearable /polyethylene /Terephthalate/Media upto 180 to 200 micron thickness with 100% water proof for certificates and 125 Microns as per approved design (Rates above 7500 certificates.</u>		
Total in Figures			0.00
Total in Words		#NAME?	

This part of tender document to be filled online in BOQ.