



PROJECTS & DEVELOPMENT INDIA LIMITED
(A GOVT. OF INDIA UNDERTAKING)

SHEET
1 of 1

PDIL BHAWAN, SAMTA, SUBHANPURA, VADODARA-390 023, INDIA.
PHONE: EPBAX-2388418, 19, 20, 21, TELEFAX : 91(0265) 2388398, 99
E-MAIL: pdilwro@wro.pdilin.com

INVITATION TO BID (ITB)
(OPEN DOMESTIC TENDER)

Published in CPP e-Publishing Portal (e-Publishing ID: 2017_MCF_223243_1) & Hosted at PDIL Website	ITB NO. : PVMM/ARCM/MM/17-18/E-08/100921	
	TYPE OF BID (For submission of bids please refer ITB Clause No.2.0 of Annexure-II)	TWO BID SYSTEM
	TYPE OF OPENING	PUBLIC
	BID ISSUE DATE	16.06.2017
	BID CLOSING DATE & TIME	28.06.2017 (15.00 Hrs.)
	UNPRICED TECHNO-COMMERCIAL BID OPENING DATE & TIME	29.06.2017 (16.00 Hrs.)
	PRICE BID OPENING DATE & TIME	To be intimated later.
	VENUE OF BID OPENING	PDIL, Vadodara
	EARNEST MONEY DEPOSIT (EMD)	Not Applicable
	CONTRACT PERIOD :	01(One) Year from award of contract
DELIVERY PERIOD :	Within 10(Ten) Days of specific PO.	


- 1.0 **PROJECTS & DEVELOPMENT INDIA LTD.**, a company registered under the Companies Act, 1956 having its registered offices at PDIL Bhavan, A-14, Sector-1, Noida-201 301, India (hereinafter referred to as PDIL or OWNER), a Govt. of India Undertaking under the administrative control of the Dept. Of Fertilizers, Ministry of Chemicals & Fertilizers. We, PDIL, Vadodara, Gujarat invites sealed bids in two parts under National Competitive Bidding, addressed to HOD (MM), for the under mentioned item subject to the 'Scope of Work' and 'Term & Conditions' enclosed herein.

SL.	DESCRIPTION OF JOBS/SERVICES	TENTATIVE QUANTITY
1	Annual Rate Contract-Material for Printing & Supply of Office Stationary (Various Forms, Files, Pads, etc.) as per description/specifications given against Item SI No. 1 to 18 of enclosed SOR (Price Schedule)-Annexure-V for the period of 1 (One) year w.e.f. date of award of contract and as per Technical specification & Special Conditions mentioned at Annexure-IV and also Commercial Conditions of ITB at Annexure-III, IV.	As per SOR Annexure-V
SPECIAL NOTE:		
i) INSPECTION OF SAMPLES: THE SPECIMEN SAMPLE OF ALL THE DOCUMENTS/ITEMS CAN BE SEEN/INSPECTED IN OUR OFFICE DURING WORKING HOURS BETWEEN MONDAY TO FRIDAY (11 am TO 5 pm), UPTO BID CLOSING DATE & TIME.		
ii) PRINTING MATTER SHALL BE EXACTLY AS PER SAMPLE AND SHALL BE FURNISHED TO PDIL FOR APPROVAL BEFORE BULK PRINTING.		

- 2.0 The following enclosed documents are the part of ITB.

1.0	Pre Qualification Criteria (PQC)	ANNEXURE-I, Rev 0	Sheets-1
2.0	Instructions to Bidder- e Publish	ANNEXURE-II, Rev 0	Sheets-1 to 3
3.0	General Conditions of Purchase (GCP)	ANNEXURE-III, Rev 0	Sheets-1 to 3
4.0	Technical Specifications & Special Conditions of Contract (SCC)	ANNEXURE-IV, Rev.0	Sheets-1 to 2
5.0	Price Schedule/SOR (Submit Separately- in PRICE BID ENVELOPE)	ANNEXURE-V, Rev.0	Sheets-1 to 2
6.0	Checklist / Agreed Commercial Terms & Conditions (ACTC)	ANNEXURE-VI, Rev.0	Sheet-1
7.0	Declaration by Bidder	ANNEXURE-VII, Rev.0	Sheet-1
8.0	RTGS/NEFT Format For E-Payment	ANNEXURE-VIII, Rev.0	Sheet-1
9.0	Details Of Contractor / Company	ANNEXURE-IX, Rev.0	Sheet-1
10.0	Format of BG for Performance Security Not Attached	ANNEXURE-X, Rev.0	Not Attached

for and on behalf of
PROJECTS & DEVELOPMENT INDIA LIMITED
Banaji
Bishwanath Banerjee
Manager (MM)

	Pre Qualification Criteria(PQC) ANNEXURE – I	PVMM/ARCM/MM/17-18/E-08/100921/ANX-I	0
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PREQUALIFICATION CRITERIA (PQC): Please refer the [Pre Qualification Criteria \(PQC\)](#) which are given hereunder:

- Bidder should have executed at least three similar Works/ Orders in last three years ending last day of the month previous to the one in which Tenders/ Bids are invited.**

Similar works definition: Similar Works means Printing and Supply of Consumable Office Stationary items such as Files/Letterhead/Forms/ Cards/Envelopes etc.

- Bidder should have their local office Or Printing Press in Vadodara, Shop Establishment Certificate / Factory License or any other document issued by Government authority must be submitted in this regard.**

Note: The bidders are required to submit self attested (duly signed and stamped) copies of Purchase Order/ Annual Rate Contract / Completion Certificate/ Performance certificate documents towards proof of order executed.

	INSTRUCTION TO BIDDERS (for e-published tenders) ANNEXURE – II	PVMM/ARCM/MM/17-18/E-08/100921/ANX-II	0
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1.0 A bidder who meets the Pre-Qualification Criteria as per ITB and intends to quote against this ITB may download the bidding document from PDIL website <http://pdilin.com> OR Central Public Procurement Portal <https://eprocure.gov.in/cppp> and submit the Bid complete in all respects as per terms & conditions of contract on or before the bid closing date and time.

2.0 Submission of Bids:

Bidders are required to submit their bids under three (03) envelopes as below:

Envelope (A)

i. Earnest Money Deposit (EMD) as per Cl. 6.0 below.

OR

A copy of valid Registration Certificate, in case of NSIC/MSE registered Companies.

ii. Format of Bank Details (RTGS) for on line payment, all the details duly filled in [Annexure-X](#).

Envelope (B): Un-priced Technical and Commercial Bid along with the following documents (photocopies) shall be in this envelope:

- i. Documents in support of 'Pre-Qualification Criteria for Bidders' indicated in Annexure-I of ITB as per the requirement.
- ii. Complete ITB documents duly signed & stamped in each page with "Deviations"/"Exception" sheet (if any) and all Annexures duly filled in.
- iii. **Price Confirmation Copy** - A copy of Priced offer **keeping price blank** (hiding the price) **and in place indicating "Quoted" or "√"**, as a confirmation of price quoted against the enquired item and all applicable Taxes & Duties, shall be submitted
- iv. Copy of Check List & ACTC enclosed duly filled by the bidder making all the points clear and not leaving any voids.
- v. Photo copy of PAN card.
- vi. A Copy of valid Service Tax registration certificate
- vii. Any other document as per the requirement specified in the ITB.

Envelope C: Price Bid

Price Schedule as per Annexure-V indicating the required details as per the options mentioned in the Priced Schedule, the SOR Prices are in Rs.(Rupees) and Taxes & Duties, as applicable, signed and stamped.

All the above envelopes should be super scribed with respective **Envelope no., ITB No. and closing date of the bid**. All three (03) envelopes should be sealed and placed in a fourth envelop which should also be super scribed with our **ITB No. and closing date of the bid** and addressed to the under mentioned :


HOD(MM),
Projects & Development India Limited,
PDIL Bhawan, Samta, Subhanpura,
Vadodara-390023, Gujarat, India,
Email : bnbanerjee@wro.pdilin.com; ansisodiya@wro.pdilin.com; kswaroop@wro.pdilin.com

3.0 **Opening of Bids**

Bid opening will be Public. Envelope A and B only will be opened on Technical Bid Opening Date. Price Bids (Envelope C) of only those bidders will be opened which will be considered technically and commercially acceptable.

4.0 **Evaluation of Bids**

Bids shall be evaluated for Pre-Qualification Criteria (PQC) first and Techno-Commercial Bid Evaluation shall be carried out, only for those Bids which shall meet the Pre-Qualification Criteria (PQC).

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Bids shall be scrutinized on Techno-Commercial parameters. Bids having unacceptable deviation may be rejected at this stage. However, clarifications shall be sought from bidder for any shortcoming found in their Bid at this stage.

The PRICE BID shall be opened only of those bidders who will be technically and commercially suitable.

5.0 **Price Evaluation Criteria**

Price Evaluation of Bids shall be done considering the quoted prices, by the bidder in the Price Schedule, along with taxes and duties, on overall lowest bidder considering the CENVAT benefit to PDIL.

In case of any discrepancy, unit rate shall prevail for calculation to arrive at the total price.

In case a bidder does not fill up any amount and leaves it blank or writing 'N/A' or put '-' against any item of Price Schedule, it shall be deemed that cost of such item (s) is included in other item by the bidder elsewhere in the quoted price.

Incomplete Price Schedule may result into rejection of bid.

6.0 **Earnest Money Deposit (EMD) (Not Applicable for this tender)**

Earnest money deposit (Rs. _____ / Rupees _____ Only) shall be submitted by way of Demand Draft/ Banker's Cheque only drawn on any Scheduled/ Nationalized Bank in favour of 'Projects & Development India Ltd', Vadodara. ~~Quotation/Bid without EMD may not be considered.~~ However, NSIC/MSEs registered Companies are exempted from submission of EMD provided a valid Certificate in this regard is submitted.

~~6.1 EMD shall be refunded:~~

- ~~• To the unsuccessful bidders after acceptance of order by the successful bidder(s).~~
- ~~• To the successful bidder(s) after deposition of Security money/ confirmation by the Bank for the Security cum Performance Guarantee submitted by bidder~~

~~No interest shall be payable on EMD.~~

~~6.2 EMD may be forfeited without prejudice to any other right or remedy of PDIL including but not limited to following circumstances:~~

~~a) If a bidder withdraws his bid during the period of bid validity specified by the bidder~~

~~OR~~

~~b) In the case of successful bidder, if the bidder fails to accept the order~~

~~OR~~

~~c) If a bidder is found to have furnished Mis representation or wrongful declaration/ presentation of qualifying data and other facts in their Bid~~


7.0 **Validity of Bids**

Prices quoted should remain valid for our acceptance for a minimum **period of 90 days from the date of opening of technical bids**. PDIL will not allow any revision in prices within validity period after sealed tender are opened.


8.0 If at any later date, it is found that documents, information and data submitted by the Bidder in the Bid, and based on which the Bidder has been considered eligible or successful or has been awarded the Contract is incorrect or false to the extent that had the correct or true information been made available to the OWNER at the time of Bid evaluation, the bid would have been declared ineligible or unsuccessful, the Bidder shall be forthwith disqualified or, as the case may be, the contract awarded based on such incorrect or false information shall be cancelled and the EMD/PBG/Security Deposit shall be liable to be forfeited.

9.0 Bidders are required to carefully go through the entire scope of ENQUIRY, terms and conditions, and other requirements before quoting. They should feel free to contact PDIL before submission of bid if they have any query on it. Once the bid is submitted, PDIL will presume that the bidder has understood thoroughly the Scope of Supply along with terms & conditions and all these are acceptable to them.

10.0 Bids shall be typed or written in indelible ink and must be free from corrections / erasing / overwriting etc. Any changes made must be authenticated with initial by the Bidder.

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- 11.0 Bid shall be ideally in conformity to the Scope of supply/work along with all Terms & conditions, stipulated in the ENQUIRY. PDIL shall appreciate to receive a Bid having no deviation. However, under unavoidable circumstance, a Bidder may submit Deviations in a separate sheet, which PDIL at its own liberty may accept or reject. Deviations found elsewhere inside the Bid document shall not be considered. Deviations including condition(s), if any, found in the Price bid shall liable for rejection of a Bid in totality.
- 12.0 PDIL reserves the right to reject any or all the bids without assigning any reason whatsoever and does not bind itself to accept the lowest or any other bid. All bids in which any of the prescribed conditions are to be fulfilled or are incomplete in any respect are liable to be rejected. PDIL is at liberty to take any of the following actions in case of this ITB:
- a) to cancel the tender without reference to the bidders.
- b) to postpone the due date and time.
- 13.0 Bidders shall not be entitled to claim any costs, charges, expenses or incidentals for or in connection with the preparation and submission of their bids even though Project & development of India Limited may withdraw the enquiry/tender or reject all bids.
- 14.0 **SITE VISIT:** If needed, Bidder may visit the site before quoting their rates. For site visit and any clarifications please contact to:
Shri Bishwanath Banerjee
HOD (MM)
Projects & Development India Limited
Vadodara
Phone:0265-2388418-21, Extn: 135 FAX: 0265-2388398/99
Email : bnbanerjee@wro.pdilin.com; ansisodiya@wro.pdilin.com; kswaroop@wro.pdilin.com
- 15.0 Bids submitted thro' FAX and e-mail will not be accepted. No request from any bidder to PDIL to collect the bid from airlines, cargo agents etc. shall be entertained by PDIL.
- 16.0 PDIL reserve the rights to assess bidder's capability and capacity to perform the contract.
- 17.0 Bids must be submitted on or before the closing date and time physically in the bid box at the office of **HOD(MM), Projects & Development India Limited, PDIL Bhawan, Samta, Subhanpura, Vadodara-390023, Gujarat, India**, or by registered post/courier on the above address so as to reach well in advance of the closing date and time. Offers received late are liable for rejection & no complaint shall be entertained in this regard for any reason whatsoever including postal/courier delay.
- 18.0 To know more about PDIL, please visit our website <http://www.pdilin.com>.

	GENERAL CONDITIONS OF PURCHASE (GCP) ANNEXURE - III	PVMM/ARCM/MM/17-18/E-08/100921/ANX-III	0
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1.0 Scope of Purchase Order (P.O)

The Scope of P.O, shall be as per 'Technical Specification' and/or 'Price Schedule', attached to the ITB, unless & otherwise it is modified, at subsequent stage of bidding.

2.0 Firm Price

Price to be quoted shall be firm and subject to no escalation whatsoever during the delivery/completion period including extended period, if any, except for any statutory variations i.e. change in the rate of tax & duty and/or inclusion of any new tax & duty.

Bid with variable price will not be accepted.

3.0 Price Basis

FOR PDIL, duly delivered ~~and installed, tested, commissioned, if any,~~ in the location/address mentioned elsewhere in the ITB, including risk in transit

4.0 Taxes and duties (To be read in conjunction with SCC)

- 4.1 All applicable taxes & duties shall be paid at actual at the prevailing rate only. However, Rate of Sales tax / VAT, Service tax, any other tax as applicable should be indicated in the 'Price Schedule'.
- 4.2 Statutory variation in taxes and duties including imposition of any new tax & duty, within the scheduled Delivery/Completion period, as per P.O, shall be paid at actual on production of documentary evidence.
 - 4.2.1 In case of delay in supply, if there is any increase in the rate of tax & duty and/or there is imposition of any new tax/ duty by statutory authorities, PDIL shall restrict the payment of taxes & duties, as prevalent on the scheduled delivery/ completion period only, as mentioned in the P.O and amendment(s) there to.
 - 4.2.2 If there is any decrease in applicable rate of taxes & duties &/or there is any withdrawal of any tax & duty by statutory authorities, during the delivery/ completion period including extended/amended period of P.O, shall accrue to PDIL's a/c.
- 4.3 The Supplier has to submit / furnish all necessary documents / information to enable PDIL claim CENVAT in respect of Service tax/ Excise Duty / Countervailing Duties OR claim of GST, if any.
- 4.4 ~~PDIL shall not issue any form other than Form 38 i.e. Road Permit, if required, on written request by the Supplier.~~

5.0 Effective date of P.O: Shall be the Date of issuance of LOI/ P.O.

6.0 Delivery/ Completion Period (To be read in conjunction with SCC)

~~The delivery of the Equipment and/or Spares including Installation, testing, commissioning, if any, at PDIL, shall be completed within _____ from the Effective date of P.O~~

~~alternatively~~

The delivery of Materials/~~Spares~~, at PDIL, shall be completed within **10(Ten) Days** from the Effective date of P.O. (**Refer SCC Clause 3.0**).


6.1 For Annual Maintenance Contract (AMC)/ Annual Rate Contract (ARC)

The Contract shall be valid for a period of **One (01) Year** from the Effective date. This period can be further extended on mutual agreement.

7.0 Payment Terms (To be read in conjunction with SCC) (For Detail Refer SCC Clause 8.0).

7.1 ~~100% payment shall be released within 30 days after Supply and/or Installation, Testing & commissioning, and acceptance of the complete system, duly certified by the Engineer in charge of PDIL, on the invoice~~

~~alternatively~~

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100% payment shall be released within 30 days of receipt and acceptance of materials/spares, duly certified by the Engineer-in-charge of PDIL, on the invoice.

- 7.2 The above payments shall be released subject to submission of Security cum Performance Guarantee/ Security Deposit, **if applicable**, as mentioned herein below, failing which the same amount shall be deducted from the Supplier's Bill(s).
- 7.3 All payments will be made by account payee cheque or direct transfer in bank account through RTGS.
- 7.4 Tax deduction at source
Income tax, as applicable as per income tax act, shall be deducted at source from the Supplier's bills and a certificate towards this deduction shall be issued to the Supplier.

8.0 Warranty/ Guarantee (Not Applicable for this enquiry)

- ~~8.1 The Equipment/ Materials shall be supplied with warranty/ Guaranty against any manufacturing defect, for a period of 12 month from the date of commissioning
alternatively
Materials/ Spares, to be supplied shall be warranted/ guaranteed as per Original Equipment Manufacturer's (OEM's) policy.~~
- ~~8.2 Spares shall be supplied along with Fitment guarantee certificate.~~

9.0 Security cum Performance Guarantee/Security Deposit (Refer SCC Clause no. 9.0)

Security cum Performance Guarantee/ Security Deposit shall be applicable for P.O value more than Rs. 2.00 lac.


- ~~9.1 Security cum Performance Guarantee/ Security Deposit for an amount equivalent to 10% of P.O value shall be submitted within 15 days of issuance of P.O, in the form of Demand Draft (DD)/Banker's Cheque. The same shall be valid to cover delivery/completion period plus warranty/guarantee period, if any.
Bank Guarantee (BG) for Security cum Performance Guarantee/ Security Deposit shall be entertained for value ≥ Rs 1.00 lac. PBG shall be valid to cover delivery/completion period plus warranty/guarantee period plus three (03) months' claim period thereafter. PBG shall be issued by any Scheduled Commercial Bank. Format of PBG is enclosed herewith at Annexure VII.
In the absence of submission of Security cum Performance Guarantee/ Security Deposit, the equivalent amount after adjustment of EMD amt., if any, shall be adjusted from the bills.~~
- ~~9.2 In the case, where OEM's Guarantee/Warranty is applicable, as performance Guarantee, EMD shall be retained as Security Deposit which shall be refunded after 30 days on receipt and acceptance of Equipment/ Material(s).~~
- 9.3 No interest shall be payable on Security cum Performance Guarantee /Security Deposit.
- 9.4 PDIL, however, reserves the right to en-cash/ forfeit the Performance Guarantee / Security Deposit, if the Supplier fails to execute the P.O and/or abide by all the terms and conditions of the P.O.
- 9.5 Performance Guarantee / Security deposit shall be refunded after 30 days of completion of Guarantee / Warranty period / completion of delivery on the certification of Engineer In Charge for due fulfilment of the contractual obligations and after adjusting the expenditure incurred by the owner, if any, on account of any failure on the part of the contractor.

10.0 Price reduction clause (Refer Clause no. 11.0 of SCC-Annexure-IV)

In the event of delay in delivery/completion beyond contractual delivery/completion period, price reduction @ 0.5% per week or part thereof subject to maximum 5% of total order value shall be recovered from supplier's / Contractor's bill(s).

11.0 Insurance

Necessary insurance(s) to cover accident risk for his employees loss of life, material etc. to crew or the third party to be arranged by supplier at his cost.

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12.0 **Termination**

In the event of unsatisfactory performance, PDIL reserves right to cancel part or whole of the order / contract and make alternate arrangement at any time during currency of contract on risk & costs of contractor and / or forfeit security deposit

13.0 **Force Majeure**

The act of God, epidemic, wars, revolution, and official strike shall be treated as force majeure condition. In event of occurrence of such condition neither party shall be responsible for delay in performance provided that it is notified within 07 days of its occurrence. The Supplier shall provide justification by documentation countersigned by the local chamber of commerce.

14.0 **Arbitration**

All cases of dispute arising during execution of contract shall be resolved by mutual discussion of parties operating the Contract. In the event of failure to do so, matter will be settled as per Arbitration and Conciliation Act, 1996, as amended from time to time.


However, wherever applicable, in case of settlement of commercial disputes between PSEs inter SE and PSE(s) and Government Department(s), the same shall be settled through Permanent Machinery of Arbitrators (PMA) setup in the Department of Public Enterprises(DPEs) as per the following Clause:

“In the event of any dispute or difference relating to the Interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party for Arbitration to the sole Arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India in-charge of the Department of Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitration under this clause. The award of the Arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary/Additional Secretary, when so authorized by the Law Secretary, whose decision shall bind the Parties finally and conclusively. The Parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator”.

The performance under this contract, shall not stop for any reason, whatsoever, during the said dispute / proceedings, unless the service provider is specifically directed by PDIL to desist from working in this behalf.

15.0 **Jurisdiction**

The P.O shall be deemed to have been entered into at Noida/Vadodara/Sindri, for PDIL's different Unit, as the case may be and all cases of action in relation to the P.O shall, therefore, be deemed to have been assigned within its jurisdiction for respective Unit/location.

	TECHNICAL SPECIFICATIONS and SPECIAL CONDITIONS OF CONTRACT (SCC) ANNEXURE - IV	PVMM/ARCM/MM/17-18/E-08/100921/ANX-IV	0
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1.0 SCOPE OF SUPPLY :

- 1.1 Printing & Supply of various office stationary & Forms as per List of Items of [Schedule of Rates \(SOR\)-Annexure-V](#) on Annual Rate Contract basis. **Separate Purchase Order shall be placed against the Rate Contract for individual requirements.** On receipt of intimation over phone/order, supplier shall arrange for collection of documents, if required, for printing on priority basis and shall deliver the executed job **within 10 Days** at PDIL, Vadodara Office. Bidder shall ensure the quality of paper as specified and printing thereof in decent manner.
- 1.2 Bidder shall also undertake Printing jobs of similar nature but not included in this enquiry and the rates for the jobs shall be arrived at, from the available rates of nearest/ identical item.
- 1.3 Printing of **PDIL'S LOGO** as well as any printing matter shall be exactly as per sample and the proof shall be furnished to PDIL for approval before bulk printing.
- 1.4 **The quantity mentioned in the Schedule of Rates (SOR)-Annexure-V are tentative/indicative only and not binding on PDIL, the quantity may vary to the extent of it's requirement for any or all items. The Specific order shall be given during currency of contract as per PDIL's required quantity. PDIL also reserves right either to operate all the items or any selective items during currency of the contact.**
- 1.5 Delivery of Visiting cards to be done frequently at PDIL office based on requirement and PDIL does not guarantee any minimum or economic quantity for printing of the same at a time. i.e. it may be possible that single personnel's card may be ordered at a time for printing, in the case, contractor shall execute the order and supply the same, without demanding economic quantity.

2.0 TENURE OF JOB: **01(ONE) YEAR** from the date of award of contract.

3.0 DELIVERY PERIOD: Free Delivery at PDIL's Store **within 10 DAYS** from the date of Specific P.O.

4.0 PRICE BASIS : The bidder shall quote on overall percentage basis only applicable on UNIT RATE of [Schedule of Rates\(SOR\) at Annexure-V](#) - Either **Negative(-) %** i.e. **Below** the SOR Unit Rate **OR Positive(+)** % i.e. **Above** the SOR Unit Rate **OR At Par(=)** i.e. on the **Same** SOR Unit Rate, and **this % shall be applicable uniformly for all the items covered under Schedule Of Rates(SOR) and the same shall remain FIRM during the contract period.** Prices arrived shall be for **Free Delivery** upto destination at PDIL Bhawan, Vadodara on **Delivered Duty Paid (DDP)** basis including risk in transit. No extra payment shall be made for freight and transit insurance which shall be included in the the price, if applicable.

4.1 FIRM PRICE: Price shall be **FIRM** during the currency of the contract. **ANY INCREASE IN PRICE DURING THE CURRENCY OF THE CONTRACT SHALL NOT BE ENTERTAINED.**

5.0 DUTIES & TAXES :

5.1 Bidder must indicate the rate of VAT/GST as applicable as Extra clearly & separately in the Unpriced bid as well as Price Bid. The statutory change shall be considered only against documentary evidence.

5.2 Imposition of any new taxes & duties and changes in quoted taxes & duties after issuance of LOI/PO by statutory authorities during contractual period shall be considered on production of documentary evidence.


6.0 PART ORDER/SPLIT ORDER: Part Order / Split Order is **NOT APPLICABLE** for this tender, hence, evaluation shall be carried out on overall basis.

7.0 DISCREPANCIES IN QUOTED PRICES: ~~The prices must be written both in figures and words. Unit prices shall be considered correct in the event of any discrepancy with regard to total price. In the event of difference, prices written in words shall be valid & binding. If the bidder has submitted prices in the price schedule & also on their own letter head/format, the prices written in the Price Schedule shall be considered valid & binding, in case of any discrepancy.~~

8.0 PAYMENT TERMS :


8.1 Payment will be made within 30 days of receipt and acceptance of materials at our stores against item specific Purchase Order.

8.2 The mode of Payment to Supplier/Contractor in PDIL is generally E-Payment through RTGS/NEFT. To facilitate the same, **Successful Bidder to fill up the required details in the format for E-**

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Payment through RTGS/NEFT ([Refer Attached Annexure-VIII](#)) and submit the same with Envelope-A-Unpriced Offer.

- 8.3 [If the bidder is eligible/entitled for any privilege/benefit under any statutory body/act/law like MSMED Act 2006 for MICRO/MEDIUM/SMALL Scale Company etc, please submit the valid documentary evidence and clearly indicate in your offer.](#)
- 8.4 **CONTACT PERSON for OPERATION OF ORDER/CONTRACT:** This order/contract shall be operated by contact person of PDIL [Shri Bishwanath Banerjee, HOD \(MM\) PDIL, Vadodara, \(Email: \[bnbanerjee@wro.pdilin.com\]\(mailto:bnbanerjee@wro.pdilin.com\)\)](#) or his authorized representative.
- 9.0 **Security cum Performance Guarantee/Security Deposit**
- 9.1 Security cum Performance Guarantee/ Security Deposit shall be applicable for contract value more than Rs. 2.00 lac. **In such case Successful bidders are required to submit Security Deposit for an amount of Rs. 3000/- (Rupees Three Thousand Only)** shall be submitted within 15 days of issuance of order in the form of Demand Draft (DD)/Banker's Cheque. The same shall be valid to cover contract period.
- 9.2 In the absence of submission of Security cum Performance Guarantee/ Security Deposit, the equivalent amount after adjustment of EMD amt., if any, shall be adjusted from the bills.
- 9.3 No interest shall be payable on Security cum Performance Guarantee /Security Deposit.
- 9.4 PDIL, however, reserves the right to en-cash/ forfeit the Performance Guarantee / Security Deposit, if the Supplier fails to execute the P.O and/or abide by all the terms and conditions of the P.O.
- 9.5 Security deposit shall be refunded after 30 days of completion of Contract on the certification of Engineer In Charge for due fulfilment of the contractual obligations and after adjusting the expenditure incurred by the Owner, if any, on account of any failure on the part of the contractor..
- 10.0 **INSPECTION** : Supplied Items will be inspected on receipt at our office [by authorised personnel of PDIL's Store/Purchase Department.](#) The Supplier must ensure supply of ordered items/materials as per quantities and specifications specified in purchase order to avoid rejection.
- 10.1 **REJECTION** : In the event of rejection of **Supplied Materials**, the same must be replaced by supplier immediately, on intimation from consignee. In the event of lack of response from supplier, Purchaser do reserve the right of alternate procurement at supplier's risk and cost and or forfeit Security Deposit.
- 11.0 **PRICE REDUCTION CLAUSE ON DELAYED DELIVERY:** Delivery period shall be the essence of the contract and in the event of delay in delivery beyond contractual delivery date, **Damages @0.5% per week or part thereof subject to a maximum of 5% of total order value of specific order** shall be applicable. Accordingly, the amount towards price reduction shall be recovered from supplier's bills.
- 12.0 In case of an irreconcilable conflict between General Conditions of Contract, Special Conditions of Contract, terms specified in Special Conditions of Contract shall prevail.

	PRICE SCHEDULE ANNEXURE - V	PVMM/ARCM/MM/17-18/E-08/100921/ANX-V	0
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Name of Bidder _____ Offer No. _____

We agree to carry out the Printing & Supply of items listed below (item sl no. 1 to 18) in Schedule of Rates (SOR) at the rates arrived based on **QUOTED %** as below applicable on SOR Prices. We have understood the job as stated at clause no.1.0 of Annexure-IV of ITB and **we have seen & inspected all the samples before submission of the offer.**

We also noted & agreed that the quoted % Rates in price schedule shall be applicable for all the items covered under Schedule Of Rates (SOR):

FOR UNPRICED BID (ENVELOPE-B) ONLY	
<input checked="" type="checkbox"/>	FOR UNPRICED BID (ENVELOPE-B): we confirm that we have quoted % & marked in only one box in PRICE BID.

TO BE FILLED FOR PRICE BID (ENVELOPE-C) ONLY:	
Tick ANY ONE OPTION OUT OF THREE BELOW with <input checked="" type="checkbox"/> in below box and Indicate %	
<input type="checkbox"/>	BELOW (-) _____% (Percentage in words _____) applicable on Unit Price of all items (item SI no. 1 to 18 below) of SOR.
<input type="checkbox"/>	ABOVE (+) _____% (Percentage in words _____) applicable on Unit Price of all items (item SI no. 1 to 18 below) of SOR.
<input type="checkbox"/>	AT PAR (=) applicable on Unit Price of all items (item SI no. 1 to 18 below) of SOR

SL. NO.	DESCRIPTION OF ITEMS	SAP MATERIAL NO.	PAPER BRAND	SIZE IN MM.	PATTERN OF PRINTING	NATURE OF PACKING	Tentative QTY.	UNIT	SOR UNIT PRICE (₹)
1	JOINING REPORT FORM (English & Hindi) with PDIL's Logo duly printed the text as per sample.	1800259	White Maplitho - 58gsm	148x 210	DOUBLE SIDE (Bilingual)	Each PAD of 100 Sheets	5	PAD	68.46
2	GATE PASS BOOK consisting of 4 pages in 4 Different colours with serial nos. duly printed the text as per sample. (SI Nos. Shall be given in Specific PO)	1800252	Maplitho - 58gsm (4 colours)	220 x175	Single SIDE	Each book of 25 sets x 4 pages	10	Book	93.51
3	VEHICLE LOG BOOK FORM No.267 (Each book containing 30 sets of 2 pages) duly printed the text as per sample.	1800310	White Maplitho - 58gsm	210x 297	Single SIDE	Each book contain 30 sets of 2 pages	18	Book	68.46
4	LETTER HEAD SHEETS OF 80 GSM with Multi-Coloured PDIL Logo as per SAMPLE	1800089	Executive Bond of 80 GSM	210x 297	SINGLE SIDE	Each Packet of 100 Sheets in loose	50	PACK ET	173.66
5	SCRIBLING PAD RULED BIG duly printed with PDIL's logo.	1800423	White Maplitho - 58gsm	210x 297	DOUBLE SIDE	Each PAD of 100 Sheets	15	PAD	93.51
6	SCRIBLING PAD RULED SMALL of 100 sheets duly printed with PDIL's logo.	1800424	White Maplitho - 58gsm	141x 215	SINGLE SIDE	Each PAD of 100 Sheets	20	PAD	38.41
7	SCRIBLING PAD RULED SMALL of 30 sheets duly printed with PDIL's logo.	1800425	White Maplitho - 58gsm	141x 215	SINGLE SIDE	Each PAD of 30 Sheets	100	PAD	13.36



PRICE SCHEDULE ANNEXURE - V

PVMM/ARCM/MM/17-18/E-08/100921/ANX-V

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DOCUMENT NO

REV

SHEET 2 OF 2

SL. NO.	DESCRIPTION OF ITEMS	SAP MATERIAL NO.	PAPER BRAND	SIZE IN MM.	PATTERN OF PRINTING	NATURE OF PACKING	Tentative QTY.	UNIT	SOR UNIT PRICE (₹)
8	NOTE SHEET (SUDARSHAN CHAKRA) duly printed with PDIL's logo as per sample.	1800094	Ledger Paper	210x 297	SINGLE SIDE	Each PAD of 100 Sheets	5	PAD	98.52
9	WHITE ENVELOPE of good quality white paper duly printed with PDIL's Colour Logo & address as per sample.	1800360	100 GSM As per Sample	114x 254	SINGLE SIDE	Each	2000	NO	1.67
10	CLOTH LINE LAMINATED COVER duly printed with PDIL'S Logo & address with Adhesive sticker as per sample.	1800421	GARNET Laminated Paper of 100 GSM	280x 377	SINGLE SIDE	Each	1500	NO	13.36
11	CLOTH LINE LAMINATED COVER BOX TYPE duly printed with PDIL'S Logo & address with Adhesive sticker as per sample.	1800420	GARNET Laminated Paper of 100 GSM	300X 400X 50	SINGLE SIDE	Each	800	NO	18.37
12	BROWN ENVELOPE OF 90 GSM PAPER duly printed with PDIL'S Logo & address as per sample.	1800359	90 GSM GLAZED As per Sample	176x 250	SINGLE SIDE	Each	2000	NO.	1.67
13	VISITING CARDS White good quality Card with Multi-Coloured PDIL LOGO printing, as per sample.	1800311	WHITE CARD 300 GSM THICK	90x55	DOUBLE SIDE (Bilingual)	Each Box of 100 Cards	150	BOX	247.14
14	FLAT FILES (SPRING FILES) WITH CLOTH PATTY OUT SIDE , with good quality Spring CLIP, Front-Outside of File duly printed with PDIL's Logo, address & other details and Front-Inside of File printed with other texts, in assorted COLOURS as per sample.	1800072	COLOUR CARDS	260x 355	DOUBLE SIDE (Bilingual)	Each	600	NO	19.00
15	INDENT FILES duly printed with Cloth Patty at Bottom & Corners with good quality NADA & LESH as per Sample.	1800085	HARD BOARD	250x 345x 40	DOUBLE SIDE	Each	100	NO	15.03
16	BOX FILES Duly printed with PDIL's Logo & Other details on paper slip to be Sticked on Side Cloth patty of box file and Other texts to be printed/sticked on Front-Inside of File, with CLIP of Kangaroo/ Mumix OR Equivalent make as per Sample.	1800068	HARD BOARD	265x 330x 75	DOUBLE SIDE (Bilingual)	Each	700	NO	54.00
17	MOROCCO PLASTIC FILE with Panorama ECO Fastner, front side Transparent - size 33 x 24 x 2 cm duly printed with PDIL's Logo & address and Transparent Pocket of size 22.5 x 16 cm on inside bottom sheet as per Sample.	1800250	Morocco Plastic	300x 240x 20	SINGLE SIDE	Each	800	NO	16.70
18	MORCCO PLASTIC FOLDER ONE SIDE OPEN duly printed with PDIL Logo with two punch holes for filing as per Sample.	1800247	Morocco Plastic	350x 240	SINGLE SIDE	Each	200	NO	13.36

Notes/Confirmations:

- Presently VAT Extra @ _____% shall be applicable, however, on implementation- GST shall be Extra @ _____%, Indicate separately if rates are different for different items.

Date : _____

AUTHORISED SIGNATORY WITH OFFICIAL SEAL.


	CHECKLIST/AGREED COMMERCIAL TERMS & CONDITIONS (ACTC) ANNEXURE-VI	PVMM/ARCM/MM/17-18/E-08/100921/ANX-VI	0
		DOCUMENT NO	REV
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This ACTC should be duly filled and to be **Submitted/uploaded, as applicable** alongwith unpriced offer:

SL. NO.	DESCRIPTION	BIDDER'S CONFIRMATION / ACCEPTANCE
1.0	BIDDER'S NAME & ADDRESS with Telephone & FAX no., Name of Contact Person, Email ID	
1.1	BIDDER'S OFFER NO. & DATE	
2.0	Confirm acceptance of Technical Enquiry Specifications & Special Condition of Contract as per Annexure-IV , of ITB.	
3.0	Confirm acceptance of Commercial Terms & Conditions of ITB as per GCP (Annexure-III) .	
4.0	CONFIRM QUOTED PRICES for all the items strictly as per PRICE SCHEDULE (Annexure-V) and Submitted PRICE BID accordingly.	
5.0	We confirm that we have submitted Unpriced Schedule identical to submitted price bid and confirm that indicated our confirmation and % wherever applicable in submitted price bid.	
5.0	COFIRMATION OF FOLLOWING TERMS AND CONDITIONS:	=====
5.1	Confirm PRICE BASIS – The QUOTED Prices should be DDP (Delivered Duty Paid) at PDIL STORES, Vadodara . No extra payment shall be made for freight & transit insurance which shall be included in the quoted price.	
5.2	Confirm Quoted PRICES shall remain FIRM during tenure of contract.	
5.3	VAT, INDICATE %, IF APPLICABLE WITH SL NO. OF ITEMS ON WHICH IT SHALL BE APPLICABLE	VAT EXTRA @ _____% ON item sl no. _____ of SOR (Indicate separately if rates are different for different items)
5.4	GST shall be applicable after implementation in place of VAT. INDICATE % of GST WITH SL NO. OF ITEMS ON WHICH IT SHALL BE APPLICABLE.	GST EXTRA @ _____% ON item sl no. _____ of SOR (Indicate separately if rates are different for different items)
5.4.1	Indicate GST REGISTRATION NUMBER (Provisional ID Number) (Enclose copy)	
5.5	DELIVERY PERIOD & BASIS against specific PO shall be as per ITB requirement upto DDP PDIL Stores, Vadodara .	
5.5.1	EFFECTIVE DATE OF ORDER shall be from the date of issue of specific PO .	
5.6	PRICE REDUCTION CLAUSE for delay in Delivery against specific PO as per ITB.	
5.7	Confirm acceptance of PAYMENT TERMS AS PER ITB.	
5.8	Indicate PAN Card No. (Enclose copy)	
5.8.1	In Case submitted PAN card is in Individual name, Please Confirm that the person whose name is indicated on PAN card is "SOLE PROPRIETOR" of the company and note that income from the subject contract shall be under the indicated PAN No.	
5.9	Confirm PERFORMANCE SECURITY AS PER ITB	
5.10	Confirm acceptance of VALIDITY of Offer (90 Days from technical Bid opening date)	
5.11	CONFIRM THAT The invitation to Bid together with all its attachments thereto shall be considered to be read, understood and accepted by the Bidder while submitted their offer.	
5.12	It is confirmed that in case any of the TERMS & CONDITIONS mentioned in this Summary are at variance with those indicated anywhere else in our offer, the conditions indicated in this summary shall prevail.	

DATE :

AUTHORISED SIGNATORY OF THE BIDDER with Official Seal

	DECLARATION BY BIDDER ANNEXURE – VII	PVMM/ARCM/MM/17-18/E-08/100921/ANX-VII	0
		DOCUMENT NO	REV
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(To be submitted on Bidder's Letterhead as per below performa)

DECLARATION

To,
Projects & Development India Ltd.,
Vadodara-390023

Subject : ITB No. _____ Dt. _____

Sir,


We hereby declare that M/s _____ is neither put on holiday nor Black-Listed by any Government/PSU/Private Firm or Financial Institution.

Signature:

Name:

Designation:

Seal of the Bidder:

	DETAILS OF CONTRACTOR / COMPANY (for updating Award of Contract at CPP Portal (e-publishing)) ANNEXURE – VIII	PVMM/ARCM/MM/17-18/E-08/100921/ANX-VIII	0
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Date:

To,

Projects & Development India Ltd.
PDIL, Bhawan, Samta, Subhanpura,
Vadodara-390 023.
Gujarat.

Dear Sir,

With reference to your letter/E-mail, we hereby agree to accept the payment of our bills through "EFT/RTGS/Internet". The bank account details are as given below:

1	Beneficiary's Name	
2	Name of the Bank (to which payment should be sent)	
3	Branch name	
4	Address of the Branch	
5	STD Code No. and Telephone no. of Branch	
6	Branch Code	
7	9 digit code no. of Bank & Branch as appearing on the MICR cheque (copy of cancelled cheque must be enclosed.)	
8	Bank account number (As appearing on the cheque book)	
9	Account type (SB/CA/CC)	
10	Branch IFSC Code (Applicable only for RTGS payments)	
11	Copy of blank cancelled cheque or photocopy of a cheque for verifying the accuracy of the 9digit code number to be enclosed.	

A blank cancelled cheque leaf relating to the above bank account is enclosed for verifying the accuracy of the bank account details.

I hereby declare that the particulars given above are correct and complete.


(Signature of Account Holder)
Seal of the Vendor

Encl : Cancelled Cheque No.

**** We hereby confirm that the above bank account details of beneficiary are correct in all respects and the account of Beneficiary (PDIL vendor) is maintained at our bank branch .

(Name of Bank & Branch)
Authorized Signatory

**** Verification required only in case vendors name is not printed/appearing on the cancelled cheque leaf being submitted to PDIL office.

	DETAILS OF CONTRACTOR / COMPANY (for updating Award of Contract at CPP Portal (e-publishing)) ANNEXURE – IX	PVMM/ARCM/MM/17-18/E-08/100921/ANX-IX	0
		DOCUMENT NO	REV
		SHEET 1 OF 1	

In Case of Order, the contractor shall provide the below information [for updating Award of Contract at CPP Portal \(e-publishing\)](#), without fail.

SI	PARTICULARS	BIDDER'S COMMENTS
1.0	CONTRACTOR'S/COMPANY NAME	
2.0	CONTACT PERSON	
3.0	CONTACT PERSON'S DATE OF BIRTH	
4.0	COMPANY'S REGISTRATION NO.	
5.0	COMPANY'S REGISTERED ADDRESS	
6.0	COMPANY'S ESTABLISHMENT YEAR	
7.0	COMPANY'S NATURE OF BUSINESS	
8.0	COMPANY'S LEGAL STATUS (TICK <input checked="" type="checkbox"/> appropriate option)	<input type="checkbox"/> LIMITED
		<input type="checkbox"/> UNDERTAKING
		<input type="checkbox"/> JOINT VENTURE
		<input type="checkbox"/> PARTNERSHIP
		<input type="checkbox"/> OTHERS
9.0	COMPANY CATEGORY (TICK <input checked="" type="checkbox"/> appropriate option)	<input type="checkbox"/> MICRO
		<input type="checkbox"/> SMALL
		<input type="checkbox"/> MEDIUM
		<input type="checkbox"/> ANCILLARY UNIT
		<input type="checkbox"/> PROJECT AFFECTED PERSON OF THIS COMPANY
		<input type="checkbox"/> SSI
		<input type="checkbox"/> OTHERS
10.0	With reference to GOI Gazette Notification No.503 dt.26.03.12, Please confirm whether you are MICRO & SMALL Enterprises (MSEs) registered under MSMED Act 2006 and submit documentary evidence in this respect.	
11.0	Further to Above, If you are MICRO & SMALL Enterprises (MSEs) registered under MSMED Act 2006 and OWNED BY SC/ST ENTREPRENEURS, please confirm and submit documentary evidence issued by government authority in this respect.	

DATE :

AUTHORISED SIGNATORY OF THE BIDDER with Official Seal