



TENDER DOCUMENT

For

Inviting Quotation for Printing of Identity Cards for Directorate of Economics and Statistics

Tender No.: 99/IT

**DIRECTORATE OF ECONOMICS & STATISTICS,
MADHYA PRADESH**

VINDHYANCHAL BHAWAN, BHOPAL – 462004 (MP)

Phone no. 0755 - 2551395

Fax no. 0755 - 2551225

<http://des.mp.gov.in>

1. Inviting Quotation for Printing of Identity Cards

The State Survey and Job work Division On behalf of the Directorate of Economics and Statistics, M.P Bhopal, is pleased to invite Sealed quotations from experienced and reputed Firms, Printers or Suppliers for printing and supply of PRINTED IDENTITY CARDS as per the details and conditions given in this document.

The intent of this document is to invite sealed quotations from the printers/agencies/ Firms/Companies/suppliers who will prepared and supply the required identity cards to DES.

2. Fact Sheet

S.No.	Items/Events	Description
1	Cost of tender document	INR 500.00 (Five hundred only) in the form of separate DD / Banker's Cheque drawn in favour of "COMMISSIONER, DES Payable at BHOPAL".
2	Earnest Money Deposit	INR 60,000.00 (Sixty thousand only) in the form of separate DD / Banker's Cheque drawn in favour of "COMMISSIONER, DES Payable at BHOPAL".
3	Date of NIT Issued	26/08/2015
4	Last date & time of submission of bid	18/09/2015, 15.30 HRS
5	Date & Time of opening bid	18/09/2015, 15.45 HRS
6	Address for Contact Person:	Mr. Arun Bapat, Deputy Director(IT) Directorate of Economics and Statistics, Ground floor, Vindhyachal Bhawan, Bhopal Phone 0755-2551228, Fax 0755 2551225). (E-mail – des@mp.nic.in)
7	Email ids for Communication	<u>des@mp.nic.in</u>
8	Address for Proposal submission against RFP	Dr. S Mahale Joint Director, Directorate of Economics & Statistics, Ground Floor, Vindhyanchal Bhawan, Bhopal 462004 Phone: +91-755-2551125 Fax: +91-755-2551225

3. Disqualification of Bids

DES may at its sole discretion and at any time during the processing of tender, disqualify any bidder from the tendering process if the bidder has:

- i. Not submitted the Cost of tender document.
- ii. Not submitted EMD as per specified timelines.
- iii. Made misleading or false representations in the forms, statements and attachments submitted.
- iv. If found to have a record of poor performance such as abandoning works, not properly completing the contract, inordinately delaying completion, being involved in litigation or financial failures, etc.

- v. Submitted bid document, which is not accompanied by required documentation and Earnest Money Deposit (EMD) or non-responsiveness.
- vi. Failed to provide clarifications related thereto, when sought.
- vii. Conditional bids will be summarily rejected.
- viii. Applicants who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.

4. Right to Accept/Reject any or all Proposals

DES reserves the right to accept or reject any proposal, and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for action of DES. DES may terminate the RFP process at any time and without assigning any reason. DES makes no commitments, express or implied, that this process will result in a business transaction with anyone. This RFP does not constitute an offer by DES.

5. Bid Security / EMD

- i. The Bid Security (EMD) shall be in Indian Rupees (INR) and shall be paid in the form of DD/Banker's Cheque of amount as given in the fact sheet
- ii. The EMD shall be valid for at least 85 (Eighty five) days from the last date of submission of proposal. No interest shall be payable on EMD under any circumstances.
- iii. Unsuccessful Bidder's Bid security shall be discharged or returned after awarding tender to successful Bidder.
- iv. The successful Bidder's EMD shall be discharged after complete supply of required goods.
- v. The Bid security will be forfeited at the discretion of Tenderer on account of one or more of the following reasons-
 - i. The Bidder withdraws its Proposal during the period of proposal validity
 - ii. Bidder does not respond to requests for clarification of its proposal
 - iii. In case of a successful Bidder, the said Bidder fails to sign the Agreement in time or fails to supply the goods within time.

6. Penalty

The bidder will be liable for penalty in case of delay in supply of required services or goods as under:-

- a) Rs. 10 per card per day will be charged for delay in supply
- b) Rs. 5 per card will be charged for any misprinting or erroneous printing of cards and also these cards will have to be replaced by correct one within 4 days of time. Cutting, pasting and alignment errors will also be treated as erroneous cards and Rs. 5 per card will be charged for these cards also.

7. Other conditions

- a) All the correspondence regarding this quotation should be addressed to the Commissioner, Directorate of Economics and Statistics, Ground Floor, Vindhyachal Bhawan, Bhopal, M.P.
- b) The financial rate quoted should be inclusive of all taxes.

- c) The supplier should be able to supply the material within 30 days from the receipt of the supply order.
- d) Quotations erased, overwritten or written in pencil will not be accepted.
- e) Sub-contracting is not allowed under this RFP.
- f) Firm should have its own unit of card preparation and also should have local office in madhya Pradesh.
- g) The bidder will be liable for penalty as given in the penalty clause, in case of any misprinting or delay in supply.
- h) The Bid will be awarded to bidder who has mentioned lowest cost.

8. Sample card

- a) **A sample card can be viewed during office hours from the person as given in para 10 of this document.** Bidder has to maintain the same / higher quality standards for supplying the same.
- b) For contents in the card to be print, bidder can refer the Annexure-1 however please note that the format and content may change during the period of 2 year rate contract. The bidder will have to prepare and submit 2/3 designs of the card. Cards will be printed after approval of design by DES.

9. How to apply

- a) Quotation documents can be downloded from the website of DES. The last date for submission of the quotation is given in the fact sheet. The bidders are required to go through this document and its annexures and the Terms and Conditions before submitting their quotations.
- b) The bidder has to supply necessary information strictly in format 1, 2, 3 and 4 in the same sequence along with EMD and submit all this in a sealed envelope. The bidder has also to submit all the pages of this document duly signed by the bidder as a proof that they have gone through all the terms and conditions given there. Bidder may download the soft copy of tender document and all formats and utilise the same for submitting the proposals.
- c) All envelopes shall indicate the bidder's name and address clearly.
- d) The envelope shall be addressed as follows:

Attention:

The Commissioner,
 Directorate of Economics and Statistics,
"Tender - Identity card"
 Ground floor, Vindhyachal Bhawan, Bhopal
Phone 0755-2551395, Fax 0755 2551225).
 (E-mail – des@mp.nic.in)

e) Sequence of the documents should be as follows:

- I. Draft of EMD
- II. Receipt of tender purchase document
- III. format-1
- IV. format-2
- V. format-3
- VI. format-4
- VII. supporting documents which bidder wants to submit
- VIII. one copy of tender document duly signed on each page along with seal

All the documents except DD of EMD should be numbered and in their reference should be given in the format-1 wherever required.

10. Clarification

For any clarification, please contact:

Mr. Arun Bapat,
Deputy Director(IT)
Directorate of Economics and Statistics,
Ground floor, Vindhyachal Bhawan, Bhopal
Phone 0755-2551228, Fax 0755 2551225).
(E-mail – des@mp.nic.in)

Format 1: Bidder's Profile

(To be submitted on letterhead of the Bidder)

BIDDER'S PROFILE		
Section 1: Organizational Details		
1.1 Name of the Firm/ Organization/ Individual		
1.2 Address of the Head Office:		
1.3 Address of the Project Offices:		
1.4 Telephone, 1.5 Fax and 1.6 Email details		
1.7 Name and Designation of the Authorized Representative of the tenderer to whom all the references shall be made :		
1.8 Address, phone, fax and email of the Authorized Representative		
Section 2: Subject Area		Reference page
2.1 Area of Expertise:		
2.2 Academic strength and reputation:		
Section 3: Registration Details		Reference page
3.1 Registration no., date and Act or rules under which registered		
3.2 PAN/TAN card number details		
3.3 Service tax registration		
3.4 Any other registration		
Section 4: Experience & Profile brief Summary of similar projects executed successfully in the past years; or the list of customers		

Section 5: Details of Employees/Experts and equipment's		
Availability of infrastructure, and equipment's etc. related to preparation of identity cards		
Section 6: Earnest money deposit (Bid Security) and validity		
6.2 Validity of Offer (not less than 180 days)		
6.3 Details of Earnest money deposit		
(I) Amount of DD		
(ii) Number of DD		
(iii) issue date		
(iv) name and branch of issuing bank		
Section 7: Any other credentials in the subject area		
Section 8: DECLARATION		
<p>The undersigned, having read the Terms and Conditions set out in the tender document, hereby offers to provide the services at the prices quoted, in advance with the specifications stated and subject to Terms and Conditions set out or specified in the tender document. We confirm that all the information and statements made above are true and accept that any misinterpretation contained in it may lead to our disqualification. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations. We understand you are not bound to accept any Proposal you receive.</p> <p>Name of authorized representative: Title: Postal address : Date: Telephone No. Fax No.: Email Address: Signature: (With stamp and date)</p>		

Format 2: Bid Form

(To be submitted on letterhead of the Prime Bidder)

To

Dated -----, 2015.

THE COMMISSIONER,
DIRECTORATE OF ECONOMICS & STATISTICS,
MADHYA PRADESH,
VINDHYANCHAL BHAWAN,
Bhopal (M.P.) 462004.

Ref: Tender document of printing of Identity cards.

Dear Sir,

Having examined the tender document Terms & Conditions and scope of procurement, Specifications etc., and having understood the provisions and requirements relating to the procurement. We hereby submit our offer for the tender document of printing of Identity cards in accordance with terms and conditions and confirm our acceptance to execute the order within the time period specified in the tender document, at the rates quoted by us in the accompanying financial Bid.

We accept the RFP document and if we fail to complete the delivery as per the order, we agree that, DES shall have full authority to forfeit the earnest money and cancel our order with no obligation on their part.

We confirm having submitted earnest money of INR 60,000/- (INR Sixty thousand only) in the form of DD drawn in favour of "COMMISSIONER, DES, payable at BHOPAL".

The quoted rates shall be valid for two years from the date of submission of the bid. We further confirm that all contents of the tender document have been read, understood and signed and there is no deviation/discrepancy.

Signature of the Bidder

With stamp and date

Format 3: Declaration Regarding Clean Track

(To be submitted on letterhead of the Bidder &

To

Dated -----, 2015.

THE COMMISSIONER,
DIRECTORATE OF ECONOMICS & STATISTICS,
MADHYA PRADESH,
VINDHYANCHAL BHAWAN,
Bhopal (M.P.) 462004

Ref: Tender document of printing of Identity cards.

Dear Sir,

I have carefully gone through the Terms & Conditions contained in the tender Document regarding “printing of Identity cards.”.

I hereby declare that my company has not been debarred/black listed by any Government/Semi Government organizations in India. I further certify that I am competent officer in my company to make this declaration.

In accordance with the above we would like to declare that:

1. We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
2. We are not blacklisted by any Central/State Government/Public Sector Undertaking in India.
3. The information provided in the tender document is true and no false representation has been made.

Yours faithfully,
(Signature of the Bidder)

Printed Name

Designation Seal

Date:

Business Address:

Place:

Date:

Bidder's signature
with seal.

Format 4: Detailed Commercial Bid Format

To,

THE COMMISSIONER,
DIRECTORATE OF ECONOMICS & STATISTICS,
MADHYA PRADESH,
VINDHYANCHAL BHAWAN,
Bhopal (M.P.) 462004.

Subject: Tender document of printing of Identity cards.

Sir/Madam,

With reference to tender document for printing of Identity cards, we submit our commercial bid as under -

S. NO.	Details of Specification	Rates Quoted for Per Card in Rs. including all applicable taxes
Identity Cards		
1	<ul style="list-style-type: none">• Size: 85 x 55 mm (slight variation to match with the card holder will be allowed)• Type: ISO Standard PVC Card with water proof lamination and pasted and fixed permanently on the card holder with both sides open and clearly visible (not covered)• Quick Response Code (QR Code) need to be printed on the ID card as per the design approved by DES• Edges: with round corner• Color: Multi colour as per the design approved by DES• Thickness: 750 Microns• Quantity: Approximately 10000. (may vary)• Printing: multicolour printing on both sides as per the design approved by DES• Accessories: standard good quality card holder and lace.• Department Name printed on Lace	

DECLARATION

I / We agree to keep this offer valid for 180 (One hundred and eighty) days from the date of submission of the bid. We shall also be agreeable to extent the validity of the bid, if so desired by the DES.

I/We agree that rate mentioned above is valid for two year from the date of bid submission.

I / We agree and undertake to abide by all the terms and conditions of the bid document.

In witness thereof, I/We submit this Bid under and in accordance with the terms of the bid document.

I / We agree to make deductions of TDS as per rules from the payments.

Yours faithfully,

Date :

(Signature of the Authorised Signatory)



Place :

(Name and designation of the Authorised Signatory)

Name and seal of Bidder/Lead Firm

Annexure-1

प्रस्तावित परिचय पत्र का अग्र भाग

	आर्थिक एवं सांख्यिकी संचालनालय, मध्यप्रदेश
जन्म तिथि 15 / 12 / 1990	धारक का नवीन रंगीन छायाचित्र
रक्त समूह A +	
	
नाम — रमेश प्रसाद विश्वकर्मा	
पद — सर्वेक्षण सहायक	
कार्यालय — कार्यालय, जिला योजना एवं सांख्यिकी जिला (म.प्र.)	
धारक के हस्ताक्षर	आयुक्त आर्थिक एवं सांख्यिकी

प्रस्तावित परिचय पत्र का पृष्ठ भाग

सूचनाएँ
1. यह परिचय पत्र पूर्णतः अहस्तांतरणीय है।
2. परिचय पत्र धारक मध्यप्रदेश शासन के आर्थिक एवं सांख्यिकी संचालनालय, में सर्वेक्षण सहायक के रूप में सूचीबद्ध है तथा प्रदेश के ग्रामीण/नगरीय स्थानों पर शासन के विभिन्न सामाजिक सर्वेक्षणों संबंधी कार्य करने के दौरान अपनी पहचान सुनिश्चित करने हेतु जारी किया गया है।
3. परिचय पत्र जारी किये जाने की तिथि से तीन वर्ष तक वैध रहेगा।
4. त्यागपत्र दिए जाने की स्थिति में परिचय पत्र कार्यालय में जमा करना होगा।
5. परिचय पत्र खोने अथवा किसी अन्य व्यक्ति को प्राप्त होने की स्थिति में कृपया निम्न पते पर सूचित करें :- आर्थिक एवं सांख्यिकी संचालनालय, भूलाल, विन्ध्याचल भवन, भोपाल पिन 462004 (म.प्र.) दूरभाष : 0755-2551395, ईमेल : des@mp.nic.in वेबसाइट : http://www.des.mp.gov.in
परिचय पत्र जारी करने का दिनांक 22/4/2015

- **Size:** 85 x 55 mm (slight variation to match with the card holder will be allowed)
- **Type:** ISO Standard PVC Card with water proof lamination and pasted and fixed permanently on the card holder with both sides open and clearly visible (not covered)
- Quick Response Code (QR Code) need to be printed on the ID card as per the design approved by DES
- **Edges:** with round corner
- **Color:** Multi colour as per the design approved by DES
- **Thickness:** 750 Microns
- **Quantity:** Approximately 10000. (may vary)
- **Printing:** multicolour printing on both sides as per the design approved by DES
- **Accessories:** standard good quality card holder and lace.
- Department Name printed on Lace

Note:-

A sample card can be viewed during office hours from the person as given in para 10 of this document. Bidder has to maintain the same / higher quality standards for supplying the same.