



भारत सरकार / Government of India  
वाणिज्य एवं उद्योग मंत्रालय / Ministry of Commerce & Industry,  
विकास आयुक्त का कार्यालय / Office of the Development Commissioner,  
सीपज़ - विशेष आर्थिक क्षेत्र / SEEPZ-Special Economic Zone,  
अंधेरी (पूर्व), मुंबई / Andheri (E), Mumbai - 400 096  
टेलि. / Tel. : 022-28294789/28294500 फैक्स / Fax : 28291754,  
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No. SEEPZ-SEZ/EMS/GC/05/EDI/2015-16

03.10.2017

**NOTICE INVITING TENDER**

**Sub: Supply and Printing of Gate Passes (PVC Card) on the basis of format and data provided by SEEPZ-SEZ Authority.**

The SEEPZ-SEZ Authority invites sealed tenders from reputed, experienced and financially sound agency for supplying the printed PVC Cards and printing of Gate passes along with printers and manpower for a period of three months. (Extendable)

Complete tender document available on this Office website i.e. [www.seepz.gov.in](http://www.seepz.gov.in) and Central Public Procurement Portal [www.eprocure.gov.in](http://www.eprocure.gov.in). Any further Corrigendum/Addendum to this tender document shall be made available on aforesaid website. The bidders may regularly visit the website for checking any corrigendum/addendum to this document.

**1. PROCEDURE FOR SUBMISSION OF TENDER:**

- i. The tender should be submitted in a two bid system in two envelopes i.e. Technical Bid and Financial Bid;  
Envelope-I superscribed as "Technical Bid" should contain the documents required for technical eligibility, as stated in sub para 3.  
Envelope-II superscribed as "Financial Bid" should contain the bid value as stated in sub para 4.
- ii. Both sealed envelopes should be submitted together in larger cover super scribed as "SEEPZ-SEZ TENDER FOR SUPPLY OF PRINTING CARDS AND PRINTING GATE PASSES 2017-18" on the top and address to "The Estate Manager, SEEPZ-SEZ Authority, Office of the Development Commissioner, SEEPZ-SEZ, Andheri (E), Mumbai - 400 096.

- iii. The sealed envelope mentioned above will be received by this office up to 2:30 p.m. on 18.10.2017 by post/courier/ by the bidder personally or through their authorized representatives or the same can be dropped in the Letter Box kept on the Ground floor near Inward Section especially for tenders.
- iv. Tenders received late, unsealed and without superscription are liable to be rejected.
- v. The tender shall be duly signed with seal of Company/firm and complete in the printed form.
- vi. Every page of the tender document including the specifications etc. shall be duly signed by the bidder, in the bottom at left hand corner;
- vii. Every correction/deletion/addition/overwriting/slips pasted shall be signed by bidder;
- viii. Incomplete, ambiguous and conditional tenders will not be entertained.
- ix. The bidder shall submit the certificate of authorization of the Authorized signatory/ies (applicable in case of the associations of person/company/partnership firm).
- x. In the event of the tender being submitted by a firm, it must be signed separately by each partner thereof, or in the event of the absence of any partner, it shall be signed on his behalf by a person holding a power of attorney authorizing him to do so.
- xi. The bidder should quote the rates in words and in figures; if the rates quoted in words, differ from the rate quoted in figures, the lower of the two will be taken as correct rate.
- xii. The quotation of rate for the tender should be accompanied by **Earnest Money Deposit (EMD) for Rs. 1.00 lakh (Rupees One lakh only)** in the form of Demand Draft/Pay Order, drawn on any Nationalized or Scheduled bank in favour of **"SEEPZ-Special Economic Zone Authority Fund"** payable at **Mumbai**. Cash payment, Cheque and other mode of payment shall not be accepted.
- xiii. The bidder may represent themselves personally or through authorized representative, if any, at the time of opening of tender.
- xiv. The Committee may, if so desire, relax/amend one or other condition to determine eligibility of the bidder, without assigning any reason,



thereof. Any enquiry after submission of the bid shall not be entertained.

- xv. The technical competence/infrastructure facilities of the Entities will be ascertained before selection.
- xvi. The tenders not accompanied by EMD and the required documents mentioned above will be summarily rejected.
- xvii. The SEEPZ-SEZ Authority reserves the right to reject any or all tenders at any time/stage without assigning any reasons whatsoever and the decision of the SEEPZ-SEZ Authority shall be final and binding on all the bidders.
- xviii. In case of the withdrawal of the bid, the EMD will be forfeited.

## **2. OPENING OF TENDER:**

- i. The Envelop-I superscribed as "Technical Bid" will be opened at 3:30 p.m. on 18.10.2017 in the Ground floor of Office of the Development Commissioner, SEEPZ-SEZ, Mumbai in the presence of bidders and or their representative(s) who may like to be present before the Tender Committee and other officers, so authorized.
- ii. The date and time for opening the Envelope-II superscribed as "Financial Bid" will be intimated to the successful bidder at the time of opening of Envelope-I.
- iii. All bids would be evaluated by Committee, on the basis of documents provided for technical eligibility. After scrutinizing the documents, the Committee shall select the eligible bidders.
- iv. Envelope-II superscribed as "Financial Bid" will be opened only for eligible bidders.

## **3. CRITERIA FOR PRE-QUALIFICATION ON THE BASIS OF THE TECHNICAL BID:**

Envelope-I superscribed as "Technical Bid" submitted by the entities should contain the following documents to determine the technical eligibility for empanelment:-


- i. Earnest Money Deposit (EMD) for Rs. 1.00 lakh (Rupees One lakh) in the form of Demand Draft/Pay Order drawn on any Nationalized or Scheduled bank in favour of "SEEPZ-Special Economic Zone Authority Fund" payable at Mumbai.



- ii. Copies of PAN, GST No. and Income tax paid of last three years should be enclosed.
- iii. Sample of cards as per the scope of work which will be provided for printing of Gate passes.
- iv. A copy of the Acceptance of Terms and Conditions duly signed by the firm(s) in token of having understood and agreed to the same should be attached along with the tender documents.
- v. An affidavit duly notarized stating that he has not been blacklisted nor come any adverse notice by any office of Govt./Semi-Govt./Public Sector Undertaking.
- vi. An undertaking stating that the bidder shall not assign, transfer, pledge or sub-contract the performance of services of part of services and shall further undertake to comply with the terms and conditions of the tender documents.
- vii. Proof in terms of copy of work order in respect of contract awarded by Central Govt./Central Govt. PSUs/Govt. of Maharashtra/Govt. of Maharashtra Autonomous body/Industrial Area located in Maharashtra/Banks/reputed Pvt. Firms in previous three (03) years.
- viii. The bidder should have its principal place of business at Mumbai. The successful applicant shall submit the documentary evidence to that effect such as Certificate of Incorporation, Certificate of Commencement of Business, Shop and Establishment License, Agreement/s acquiring the premises, Electricity Bill and Telephone Bill etc.

**4. CRITERIA FOR FINANCIAL BID:**

- i. **Envelope-II** superscribed "Financial Bid" should contain the bid value inclusive of GST. Please refer Annexure "B".

  
(Mahesh Yadav)  
Estate Manager,  
SEEPZ-SEZ Authority

## SCOPE OF WORK

1. On the spot supply and printing of Gate passes on PVC cards with the following specification:-

Sr. No.	Item	Quantity	Size	Colour
1	Govt. Employees I- Cards	When need arise	Length 85 mm Width 54 mm Thickness 30 mil	White
2	Permanent gate passes on PVC cards	Approx. 2200 (front/back) per month (Approx. 88 per day)	Length 85 mm Width 54 mm Thickness 30 mil	White

2. The successful bidder will be required to keep adequate stock of adequate PVC cards and printers.
3. The successful bidder will be required to provide the printers with the following specifications:-
- i. Double sided card printer to be used for colour ID cards.
  - ii. Compatible with Windows XP Operating System (Drivers for 32 bit windows XP required)
  - iii. Average printout of 1000 cards per day.
4. The successful bidder will be required to provide the manpower to ensure uninterrupted printing of Gate passes on basis of data supplied by SEEPZ-SEZ Authority.
5. Normal timing for printing the gate passes will be 9:30 a.m. to 6:00 p.m. however, the printing of gate passes shall be completed on the same day even after 6:00 p.m., if need arises.



## OTHER TERMS AND CONDITIONS (Refer Annexure "A")

1. The successful bidder shall provide the printers, manpower and printing cards and carry out their work as per the scope of work, failing which the same will be treated as breach of contract and in that case the Authority will have the right to cancel/terminate the contract, without assigning any reason and EMD amount will be forfeited. No representation will be entertained in this regard.
2. The successful bidder shall maintain the quality of printing cards and printing, during the period. The matter for printing shall be neat and clean and as per the proforma.
3. Printing of Gate passes shall be done in the place provided by the Authority. On each day the number of cards printed will be certified by the Gate Pass In-Charge.
4. The successful bidder and his personnel/workers/employees shall comply with all the rules and regulations and the guidelines provided by the Authority from time to time and further ensure to maintain the discipline during working hours.
5. The Authority shall not be responsible for payment of wages and/or any other emoluments to the personnel/workers/employees of the successful bidder so deployed. The successful bidder shall at all time keep the authority indemnified against any claim from its personnel/workers in this regard.
6. Any loss/damage sustained to the Authority due to any technical and or procedural lapses on the part of successful bidder or his personnel/workers/employees, the same shall be recovered by the Authority from the successful bidder.
7. In case of the disruption of work of supply and/or failure to supply Gate Passes for more than three hours will entitled for penalty of Rs. 1000/-.
8. **Successful bidder shall give acceptance within 3 days from the date of receipt of the work order failing which the work order issued will be treated as cancelled.**
9. **Billing:** The payment shall be made by the Authority after the supply of cards and printing work has been fully executed, as per the rate at which, the bid has been allowed.
10. The tender is not transferable. The successful bidder shall not engage to any sub-contractor or any other organization in any matte and also not permitted to transfer their rights and obligations under the tender notice.



11. EMD of the successful bidder will be retained with the SEEPZ-SEZ Authority as Security Deposit for due fulfillment of the work order and refunded on expiry of the same. This will be forfeited for non compliance of the terms and conditions of the tender document. The EMD of the other bidders will be refunded. This amount will not bear any interest.
12. If the services of the successful bidder are not found to be satisfactory, the Authority reserves the right to terminate or cancel the work order at any time during the currency of the contract period without assigning any reasons.
13. On termination or cancellation of Work Order, the successful bidder shall not be entitled for any sum or sums, whatsoever, from the Authority by way of compensation, damages or otherwise.
14. The successful bidder will be required to deposit performance security @ 10% of contract value.



**ANNEXURE - A**

**(I) PRIMARY DETAILS :**

1. Name of the Agency:
2. Office Address:
3. Telephone No.:
4. Mobile No.:
5. Fax No.:
6. E-mail address:
7. PAN No. (Attach proof)

**(II) PRE-QUALIFICATION DETAILS :**

1. If the Tenderer is a Firm / Company (Attach proof)
2. Copy of GST Registration (Attach proof)
3. Experience of last 03 years as on 17/10/2017 (Attach proof)
4. The copies of tender is duly signed with seal of company/firm (Yes/No)
5. The "financial Bid" is enclosed separate sealed envelope (Yes/No)
6. Copy/ies of Work Orders issued by Central Govt./Central Govt. PSUs/Govt. of Maharashtra/Govt. of Maharashtra Autonomous body/Industrial Area located in Maharashtra/Banks/Reputed Pvt. Firms in last three (03) years. (Attach proof)
7. Self declaration to the effect that they have not been black listed by the Government or any Public and Private sector undertakings.
8. An affidavit duly notarized stating that he has not been blacklisted nor come any adverse notice by any office of Govt./Semi-Govt./Public Sector Undertaking. (Affidavit attach)
9. An undertaking stating that the bidder shall not assign, transfer, pledge or sub-contract the performance of services of part of services and shall further undertake to comply with the terms and conditions of the tender documents. (Undertaking attach)
10. Acceptance of Terms and Conditions duly signed by the firm(s) in token of having understood and agreed to the same should be attached along with the tender documents. (Acceptance attach)
11. The firm should be of Mumbai / Greater Mumbai district. Attach copy of Certificate of Incorporation, Certificate of Commencement of Business, Shop and Establishment License, Agreement/s acquiring the premises, Electricity Bill and Telephone Bill etc.
12. Earnest Money Deposit in the shape of bank draft of Rs. 1,00,000/- in favour of the "SEEPZ Special Economic Zone Authority Fund" payable at Mumbai. (Attach Demand Draft)
13. Name of the responsible authorized representative of the firm/agency.
14. The firm should submit a following declaration :

*"I / We hereby declare that all the terms and conditions of tender document has / have been read by me / us and I / We accept all the terms and condition mentioned in the tender and shall comply with them strictly."*

Date : \_\_\_\_\_

Name & Address of tenderer  
with seal and signature





ANNEXURE "B"

FINANCIAL BID FORMAT FOR SUPPLY OF PRINTED I-CARDS  
AND PRINTING OF GATE PASSES (PVC CARDS)

Sr. No.	Name of Items	Rate per Card
1	Govt. Employees I-Cards	
2	Entry Gate Pass	

*The quoted fee should be inclusive of all Expenses.*

We undertake that the rates quoted above by us will not change during the Contract period and accept the payment schedule as described in the appropriate column.

Date : \_\_\_\_\_

Name & Address of tenderer  
with seal and signature



## GENERAL TERMS & CONDITIONS

1. Every tenderer must go through the terms and conditions carefully and understand them before submitting their tender. No excuse that the conditions have not been read/ understood will be entertained later.
2. The tender must be delivered in sealed envelope superscribed "**Tender for Supplying and Printing of I-Cards and Gate Passes (PVC Cards)**" addressed to **The Estate Manager, SEEPZ-Special Economic Zone, Andheri (E), Mumbai – 400 096.**
3. Tenders can also be dropped in the Tender Box kept at Ground floor near Inward Section, SEEPZ-SEZ, Mumbai. The tender should reach this office or be dropped in the tender box on or before 18.10.2017 up to 2:30 P.M.
4. Tenders must be written in English/Hindi. All correspondence in connection with or arising from a bid shall be in English/ Hindi.
5. Single cover systems will be adopted. Signed copy of terms and condition , EMD and Annexure "A" filled in with relevant details along with all mandatory documents should be placed in an envelope, sealed and superscribed "**Tender for Supplying and Printing of I-Cards and Gate Passes (PVC Cards)**" on the top of the envelope. Unsealed materials will not be accepted.
6. In exceptional circumstances, the SEEPZ-SEZ Authority may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
7. The Tenderer shall furnish, as a part of its tender, Earnest Money of Rs. 1,00,000/-. The Earnest Money shall be in the form of Demand Draft/Pay Order drawn on any Nationalized or Scheduled Bank in favour of "**SEEPZ Special Economic Zone Authority Fund**" payable at **Mumbai.**
8. Any tender not accompanied by EMD will be rejected. Unsuccessful Tenderer's EMD will be discharged or returned as promptly as possible.
9. The EMD may be forfeited, in case of withdrawal of tender during the period of tender or withdrawal of the bid after opening of tender.
10. All Tenders will be opened in public on 18.10.2017, at 3: 30 PM in the Office of Development Commissioner, SEEPZ-SEZ, Andheri (E), Mumbai – 400 096. Tenderers or their representatives may be present during the opening of tender.
11. Any tender received by the SEEPZ-SEZ Authority after the deadline/last date for submission of tender will be rejected.
12. The SEEPZ-SEZ Authority will award the contract to the successful Tenderer whose tender has been determined to be substantially responsive and finalized based on the suitability of the agency with reference to the prescribed criteria and competitiveness of the price quoted provided further that the Tenderer is determined to be qualified to perform the contract satisfactorily.
13. The SEEPZ-SEZ Authority reserves the right to accept or reject any or all tenders without assigning any reason.