



F. NO. SEEPZ-SEZ/EMS/GC/05/2015-16/EDI Date

**Sub: SUPPLY AND PRINTING OF GATE PASSES (PVC CARD)
ON BASIS OF FORMAT & DATA SUPPLIED BY SEEPZ
AUTHORITY**

Sirs,

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 our website www.seepz.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.

(I) PROCEDURE FOR SUBMISSION OF TENDER :

1. The Tender should be submitted in a two bid system in two separate envelopes as under:

Envelope 1 superscribed '**Technical Bid**' should contain the documents required for Technical Eligibility, as stated in sub-paragraph III.

Envelope 2 superscribed '**Financial Bid**' should contain the Bid value as stated in sub-paragraph IV;

2. Both sealed envelopes should be submitted together in larger cover superscribed as **“SEEPZ SEZ TENDER FOR SUPPLY OF PRINTING CARDS AND PRINTING GATE PASSES 2015-16”** on the top addressing to **“The Manager (Estate), SEEPZ SEZ Authority, Office of the Development Commissioner, SEEPZ SEZ, Andheri (East), Mumbai - 400 096.**
3. The sealed envelope mentioned above will be received by this office up to office up to **6.00 P.M. on 09.10.2015** 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 specially for tenders.
4. Tenders received late, unsealed and without superscription are liable to be rejected.
5. The tender shall be duly signed with seal of Company/firm and complete in the printed form
6. Every page of the tender document, including the specifications, etc. shall be duly signed by the bidder, in the bottom at left hand corner;
7. Every correction/deletion/addition/overwriting/slip pasted shall be signed by bidder;
8. Incomplete, ambiguous and conditional tenders will not be entertained.
9. The bidder shall submit the certificate of authorization of the Authorized Signatory/ies (applicable in case of the association of person/company/partnership firm).
10. 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.

11. 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 lowest of the two will be taken as correct rate.
12. The quotation of rate for the tender should be accompanied by Earnest Money Deposit (EMD) for Rs. 1.00 lacs (Rupees One Lac 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". Cash payment, cheque and other mode of payment shall not be accepted.
13. The bidder may represent themselves personally or through authorized representative, if any, at the time of opening of tender.
14. 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 .
15. The technical competence/infrastructure facilities of the Entities will be ascertained before Selection.
16. The tenders not accompanied by EMD and the required documents mentioned, above will be summarily rejected.
17. 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.
18. In case of the withdrawal of the bid, the EMD will be forfeited

II) OPENING OF TENDER:

1. The ENVELOP 1 superscribed 'Technical Bid' will be opened at **5.00 P.M. on 12.10.2015** in the conference hall of the Office of the Development Commissioner, SEEPZ-SEZ 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".
2. The date and time for opening the ENVELOP 2 superscribed 'Financial Bid' will be intimated to the successful bidder at the time of opening the ENVELOP 1 superscribed 'Technical Bid'
3. 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.
4. ENVELOP 2 superscribed "Financial Bid" will be opened only for eligible bidder.

(III) CRITERIA FOR PRE-QUALIFICATION ON THE BASIS OF THE TECHNICAL BID:

ENVELOPE 1 superscribed 'Technical Bid' submitted by the Entities should contain the following documents to determine the Technical eligibility for empanelment.

1. Earnest Money Deposit (EMD) for Rs. 1,00,000/- (One Lacs 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".
2. Copies of PAN, TIN, VAT, Service Tax Number, Income Tax paid, Service Tax paid by the Firm for Last three years.

3. Sample of card as per the scope of work which will be provided for printing of Gate Passes.
4. 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 document.
5. An Affidavit duly notarized stating that he has not been blacklisted nor come any adverse notice by any office of Government/ semi-Government/ Public Sector undertaking.
6. 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.
7. Proof in terms of copy of work order in respect of contract awarded by Central Government /Central Government PSU/Government of Maharashtra / Government of Maharashtra Autonomous Body/industrial area located in Maharashtra/Bank/reputed private firms in previous three years.
8. 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, Telephone bill etc.

(IV) FINANCIAL BID:

1. ENVELOP 2 superscribed "Financial Bid" should contain the Bid Value inclusive of all taxes excluding service tax as the same is not applicable in SEZ .

2. Financial Bid should contain the rates per card basis:,.
 - (a) Rate of Printing of Permanent Card Rs.____ per card
 - (b) Rate of Printing of 15 days Gate Pass- Rs.____ per card



(VP Shukla)
Estate Manager
SEEPZ-SEZ.
Tel. Phone No. 28294770

: SCOPE OF WORK :

- i. On the spot supply and printing of Gate Passes on PVC Cards with the following specification:-

S. No	Item	Quantity	Size	Colour
1.	Permanent gate pass on PVC Cards	approx. 4000 per month . (approx. 154 per day)	Length 85 mm Width 54 mm. Thickness 30 mil	white colour
2.	15 days gate pass on PVC cards	approx.15000 per month. (approx.577 per day)	Length 85 mm Width 54 mm. Thickness 15 mil	coloured

- ii. The Successful bidder will be required to keep adequate stock of adequate PVC Cards & Printers.
- iii. The Successful bidder will be required to provide the printers with following specifications :
- i. double sided Card Printer to be used for colour ID Card Printing
 - ii. compatible with Windows XP Operating System (Drivers for 32 bit windows XP required)
 - iii. average printout of 1000 cards per day.
- iv. 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.
- v. 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 :

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 contract period. The matter for printing shall be neat & 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 entail the 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 matter 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 & 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

