



No. SEEPZ-SEZ/EMS/GC/05/2015-16/EDI-Vol-III/ 06973

Dated 22/06/2020

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 and printing of PVC Cards and Gate passes along with printers and manpower for a period of **One year** (Extendable, subject to the satisfactory performance).

(I) PROCEDURE FOR SUBMISSION OF TENDER:

1. 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 III.
Envelope-II superscribed as "Financial Bid" should contain the bid value as stated in sub para IV.
2. Both sealed envelopes should be submitted together in larger cover super scribed as "TENDER FOR SUPPLY AND PRINTING PVC CARDS AND GATE PASSES FOR THE YEAR 2020-21" on the top of the envelope and should be submitted/addressed to Assistant Development Commissioner/Admin, SEEPZ-SEZ, Andheri (E), Mumbai - 400 096.
3. The sealed envelope mentioned above will be received by this office up to **2:30 p.m. on 22/07/2020** by hand delivery to Assistant Development Commissioner/Admin or by post/courier and acknowledgement of the same to be obtained.
4. The interested bid participants should ensure the quality of the PVC Card being used by this office at present. For this purpose, they may collect the samples of Gate Passes/Employee's ID-Card (PVC Cards) from the Security Officer/Asstt. Security Officer on any working day from Monday to Friday between 10:00 a.m. to 05:00 p.m.
5. Any deviation in the quality of PVC Card shall be liable for rejection of bid and no further communication in this regard would be entertained.
6. Tender received late, unsealed and without superscription are liable to be rejected.
7. Tender should duly signed and complete in printed form.

8. Incomplete, ambiguous and conditional quotations will not be entertained.

(II) OPENING OF TENDER:

1. The **Envelop-I** super scribed as "**Technical Bid**" will be opened at **04:00 p.m. on 22/07/2020** in the Office of the Development Commissioner, 2nd floor, SEEPZ-SEZ, Mumbai in the presence of bidders and or their representative(s) who would like to be present before the Tender Committee and other officers, so authorized.
2. The date and time for opening the **Envelope-II** super scribed as "**Financial Bid**" will be intimated to the successful bidder at the time of opening of Envelope-I.
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 for opening of "**Financial Bid**".

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

As per Annexure-A.

(IV) FINANCIAL BID:

As per Annexure-B



(Raju Kumar)

Asstt. Development Commissioner,
SEEPZ-SEZ

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	Employee's 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.

2

ANNEXURE – A

(I) PRIMARY DETAILS :

1. Name of the Agency:
2. Office Address:
3. Telephone No./Mobile No.:
4. E-mail address:

(II) PRE-QUALIFICATION DETAILS :

1. 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-SEZ Authority Fund" payable at Mumbai OR Exemption Certificate i.e. MSME/NSIC, if any.
2. Copies of PAN, GST Registration No. should be enclosed.
3. Sample of cards as per the scope of work which will be provided for printing of Gate passes shall be provided.
4. An affidavit on Rs. 100/- non judicial stamp paper duly notarized stating following:-
 - 4.1 I/We have read the terms and conditions of tender notice and understood and accepted the same without deviation.
 - 4.2 M/s_____ has not been blacklisted by any Office of Govt./Semi-Govt./Public Sector undertaking in the past.
 - 4.3 Neither I/We nor any employee of M/s _____ have criminal background nor convicted by any Court of Law till submission of the tender. Further, I/we assure that I/we will depute the representative/s from our agency who do not have any criminal background till the date of attending opening of tender (technical + financial bid) nor have been convicted by any Court of Law by so far.
 - 4.4 I/We shall not assign, transfer, pledge or sub contract the performance of services or part of services and shall further undertake to comply with the terms and conditions of the tender documents.
5. Copies 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 for similar kind of work.
6. The bidder should have its principal place of business at Mumbai. In this respect, any documentary evidence 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. must be submitted along with technical bid.
7. Name of the responsible authorized representative of the firm/agency.

**All above documents mentioned at above from Sr. No. 1 to 7 of Para (II) "PRE-QUALIFICATION DETAILS" duly signed are essential for technical qualification. In case of absent of any document/s, the tender will be rejected and no communication in this regard will be entertained.*

ANNEXURE "B"

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

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

* *The quoted fee should be inclusive of all Expenses and exclusive of taxes. As, SEEPZ-SEZ Authority is exempted from the payment of all kind of taxes under Chapter II of SEZ Act, 2005 and subsequent Notification No. 18/2017 dated 5th July, 2017 issued by Ministry of Finance, Department of Revenue, Government of India.*

COST ABSTRACT

f "Supply and Printing of Gate Passes (PVC Card) on the basis of format and data provided by SEEPZ-SEZ Authority for the year 2020-21" Rupees _____ only.

I/We agree to execute the above items at the rates quoted by me/us. All the terms & conditions mentioned in the tender document are acceptable to me/us.

Signature of Authorized person
with Agency seal

OTHER TERMS AND CONDITIONS

1. Tenders received late, unsealed and without superscription are liable to be rejected.
2. The tender shall be duly signed with seal of Company/firm and complete in the printed form.
3. Every correction/deletion/addition/overwriting/slips pasted shall be signed by bidder;
4. Incomplete, ambiguous and conditional tenders will not be entertained.
5. The bidder shall submit the certificate of authorization of the Authorized signatory/ies (applicable in case of the associations of person/company/partnership firm).
6. In the event of the tender being submitted by agency, 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.
7. 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.
8. Bidder may represent themselves personally or through authorized representative, if any, at the time of opening of tender.
9. 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.
10. The technical competence/infrastructure facilities of the entities will be ascertained before selection.
11. The bid not accompanied by EMD or Exemption Certificate and the required documents mentioned in Annexure - A & B, will be summarily rejected.
12. 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.
13. In case of the withdrawal of the bid, EMD will be forfeited, as submitted.
14. The successful bidder should conduct the police verification of the authorized employees before entry into the SEEPZ-SEZ premises and the same should be made available to the office as and when required and demanded by the authorities.
15. 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.
16. 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.
17. 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.

18. 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 shall further ensure to maintain the discipline during working hours.
19. 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.
20. 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.
21. 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/-.
22. **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.**
23. **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.
24. 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.
25. 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, if submitted. This amount will not bear any interest.
26. 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.
27. 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.
28. Every bidder 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.
29. Tender must be written in English/Hindi. All correspondence in connection with or arising from a bid shall be in English/ Hindi.
30. Single cover systems will be adopted. Signed copies mentioned in 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 and address to **The Assistant Development Commissioner (Admn), SEEPZ-Special Economic Zone, Andheri (E), Mumbai – 400 096.** Unsealed materials will not be accepted. Annexure – "B" i.e. Financial Bid should be in separate envelope and same is placed in an envelope.
31. In exceptional circumstances, the SEEPZ-SEZ Authority may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

32. Any tender not accompanied by EMD/Financial bid and required documents (as per Annexure – "A" and Annexure – "B") will be rejected. Unsuccessful bidder's EMD will be discharged or returned as promptly as possible.
33. The SEEPZ-SEZ Authority will award the contract to the successful bidder 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 bidder is determined to be qualified to perform the contract satisfactorily.

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