



**Enquiry notice for Purchase of Stationary and Printing Material for Corporate Office at CPA, MSETCL, Prakashgad office, Bandra (E)**

- Enquiry No.** : SP/P&C/E-01/0522/PM dt. .05.2022
1. Name of work : Purchase of Stationary and Printing Material for Corporate Office
2. Place of work : At Central Purchase Agency, Prakashgad, 1<sup>st</sup> Floor, Plot No. G-9, Anant Kanekar Marg, Bandra (East), Mumbai : 400 051
3. Enquiry Fee : Nil
4. Period / Value of contract : One year from the date of award of contract or value upto Rs. 10 lakhs whichever is earlier.
5. Last date & time for submission: 06.06.2022 upto 17.00 Hrs.  
of offer
6. Place of Submission of offers : The Executive Engineer (P&C), CPA, Prakashgad, 1<sup>st</sup> Floor, Plot No. G-9, Anant Kanekar Marg, Bandra (East), Mumbai : 400 051
7. Due date & time of opening of : 06.06.2022 at 17.15 Hrs.  
part-I (Techno-Commercial bid)  
of offer
8. Place of opening of offers : As at Sr. No. (6) above
9. Due date & time of opening of : Will be informed later.  
part-II (Price bid) of offer
10. Down loading from website : The enquiry document can be down loaded from our website 'www.mahatransco.in' on all days and time. The same is to be submitted with Schedule - D of the enquiry notice along with Part - I of the offer.
-

### Annexure-I List of Items to be procured

Item No	Description of material	Quantity in Nos	Value in Lakhs Rs.
1	Case Board	5000	1.20
2	A4 thin file cover 24bm board 23x32cm	3000	0.495
3	Plastic file cover a4 size	4000	0.78
4	Inward register	100	0.43
5	Outward register	140	0.602
6	Spiral binding big	1230	0.885
7	Spiral binding small	1100	0.623
8	Box file	1500	1.12
9	2 Quar vertical register	288	0.34
10	Meeting book notepad	1600	0.19
11	192 Ruled Pages Bound Exercise Notebook.	810	0.283
12	10''x5'' Plain Manila Paper Envelope	30,000	0.45
13	10''x5'' Window Manila Paper Envelope	15,000	0.375
14	10''x12'' Craft Paper Envelop (Brown)	15,000	0.405
15	16''x12'' Canvas Paper Envelop (Green)	3000	0.21
16	21x34 cm 65 GSM Horizontal Register (3 QR)	150	0.27
17	21x34 cm 65 GSM Horizontal Register (4 QR)	100	0.24
18	21x34 cm 65 GSM Vertical Register (3 QR)	170	0.30
Total			<b>9,22,285.00</b>

Executive Engineer (P&C)

**Enquiry Notice for Purchase of Stationary and Printing Material for Corporate Office at CPA, MSETCL, Prakashgad office, Bandra (E)**

**1. PROOF/DELIVERY:**

a) The manuscript for printing items shall be collected from Manager HR MSETCL Prakashganga, BKC, Bandra east, mumbai-51 immediately after issue of LOA and proof shall be submitted within 10 days from date of letter of Award. The supply should be completed within 30 days after final proof is OK.

**2.0 PRICE :**

- a) The price shall be quoted in prescribed format enclosed as SCHEDULE - B attached herewith.
- b) The rates shall be quoted on per copy basis applicable for all types of paper sizes i.e. FC, A4 and A3. The same shall be inclusive of charges for the operator, duties, taxes, insurance and transit insurance etc. and shall be inclusive of complete scope as above. No extra amount will be payable on any account like duties, taxes, insurance and transit insurance etc. The price quoted shall be on '**FIRM**' Price basis valid for entire contract period.
- c) In case of any variation in Statutory taxes / duties / levy etc or any new tax / duty / levy is introduced or any existing tax / duty / levy is revoked by the Government, the same shall be passed through on either side upon production of valid documentary proof in this regard.
- d) The offer in which the price bid is not submitted as stated above or rates are ambiguous or conditional or are without inclusion of any of taxes/charges on date, would be rejected.
- e) Any variation in the rate will not be allowed on any ground such as mistake, misunderstanding etc. after the date and time of submission of enquiry.

**3.0 SAMPLE:**

It is mandatory for all bidders to submit two dummy samples of each item complete in all respect except actual printing to enable the purchaser to judge the quality and workmanship of material. The matter for printing of dummy samples shall be collected by the bidder from HR-Claims. Corporate office, MSETCL, Prakashganga, 7<sup>th</sup> floor, BKC, Bandra (East) Mumbai-51 well in advance so as to print and submit the same with their offer. **The tenders without dummy samples would be summarily rejected.**

**4.0 SUBMISSION / SUPERSCRIBING OF THE BID DOCUMENTS:**

The offer is to be submitted as follows:

- a) **Techno-Commercial Bid** (Part-I)

This part shall contain all Technical and Commercial aspects of the Bid and documents supporting the same except the price bid along with samples.

- b) **Price Bid** (Part-II)

This part shall contain only the Price Bid, strictly in the prescribed format i.e. 'SCHEDULE - B'.

- c) The offer shall be submitted by the bidder in physical form (in duplicate) separately for Techno-Commercial bid (Part-I) and price bid (Part-II) in a sealed envelop. These two sealed envelopes shall intum be submitted in a single common envelope duly sealed. Full name and address of the bidder shall be written on the bottom left hand corner of all the sealed envelopes and following details shall be mentioned on the right hand corner of the main envelope. :

<u>Quotation for Enquiry No. SP/P&amp;C/E-01/0221 for utilization of services of Photocopying Machine</u>	
i) Due date and time of submission	:
ii) Due date and time of opening of part-I of offer:	

- d) Envelope as above shall be opened on the scheduled date of opening of Techno-commercial Bid (Part-I).
- e) In respect of bidder whose techno-commercial bid is acceptable, their Price Bid (Part-II) shall be opened at a later date. This date shall be intimated to such bidders separately.

#### **5.0 INSTRUCTIONS TO THE BIDDERS:**

- a) The bid in sealed envelop shall be submitted to the following upto due date and time as given in the enquiry notice.

The Executive Engineer (P&C),

M.S.E.T.C.L., C.P.A.,  
Prakashgad, 1<sup>st</sup> Floor,  
Anant Kanekar Marg, Bandra (E),  
Mumbai : 400 051

- b) Offers received after due date and time shall be rejected forthwith. The bidders are requested to submit their offers in person or by registered post.
- c) The offer which is submitted by the bidder will become the property of the MSETCL and the MSETCL shall have no obligation to return the same to the bidder.
- d) Before quoting the rates, bidder is expected to go through the requirements and condition of contract and inspect the site to get acquainted with the work.
- e) Corrections where unavoidable shall be made by crossing out and rewriting and attested with full signature of the bidder or his representative who is signing the offer.
- f) Bidder shall furnish full information regarding his name, postal address, phone number and email ID in his offer.
- g) In case of any doubt regarding the bid document, the bidder may submit to the official inviting tender a written request at address mentioned above or by email on 'eepc@mahatransco.in' for clarification within 3 days from the date of enquiry notice. The clarification will be issued to all bidders.

- h) MSETCL reserves the right to postpone the date of receipt and opening of offers or cancel the enquiry without assigning any reason whatsoever.
- i) The offers will be opened on due date and time in the presence of attending bidders. The representative attending the opening of the enquiry shall have authorisation and signature attested by the person who has signed the bid documents.
- j) The bidder shall submit a copy of this enquiry notice alongwith the Techno-Commercial Bid, with each page duly signed by the authorized signatory (who has signed the Bid) in token of bidders confirmation to accept the terms and conditions and other provisions contained in it. In absence of above, the offer may be considered incomplete.
- k) Conditional bids shall not be considered and will be rejected out-rightly at the first instance.
- l) The offers shall be deemed to be under consideration immediately after they are opened and until such time the official intimation of award / rejection is made by the purchaser to the bidders. While the offers are under consideration, the bidders and / or their representatives or other interested parties are advised to refrain from contacting by any means, the purchaser and / or his employees / representatives on matters related to the enquiry under consideration. The purchaser, if necessary, shall obtain clarifications on the offer by requesting for such information from any or all the bidders in writing, as may be necessary. All unsolicited correspondence, discussions etc. by the bidder after opening of the price bid shall be treated as post tender development / information and shall not be considered for tender evaluation purpose.

#### **6.0 TERMS OF PAYMENT:**

100% payment will be released within 45 days from the submission of bills. The bills shall be submitted complete in all respects, in triplicate to the Executive Engineer (P&C), CPA, MSETCL, Prakashgad, Bandra (E) which will be forwarded to Manager (ET), MSETCL, Prakashganga, 6<sup>th</sup> floor, Bandra (E) Mumbai-51 duly certified for arranging payment. The bills shall be submitted on monthly basis. No advance amount shall be paid.

The following documents shall be enclosed with the bill :

- (i) Bill / Invoice prepared on the basis of rates accepted as per A/T.
- (ii) Certified copy of number of photocopies made during the month.

#### **7.0 LANGUAGE OF THE BID:**

The offer submitted by the bidder and all correspondence & documents relating to the enquiry exchanged between the bidder and Purchaser shall be written in English language. Any document furnished alongwith the offer in a local vernacular language shall be accompanied with the English translation.

#### **8.0 JURISDICTION OF CONTRACT:**

Any disputes or difference arising under, out of or in connection with this enquiry or contract if concluded, shall be subject to the exclusive jurisdiction of the Courts in Mumbai.

## **9.0 BID VALIDITY :**

The bidder shall keep the offer valid for acceptance upto and including last date of calendar month, covering the date of completion of **90 days** (Ninety days) from the date of opening of the tender and shall also agree to extend the period of validity required by the Purchaser. The bidder shall not be allowed to modify or change the conditions of the offer while extending the period of validity.

## **10.0 OPENING OF BIDS :**

- a) The offers shall be opened at scheduled date and time mentioned in Enquiry Notice or as intimated. The Bidder's representative may attend the tender opening with authorization letter and signature attested by the person who has signed the bid documents.
- b) During the tender opening as above, the envelopes containing Techno-Commercial Bid (Part-I) shall be opened. The envelopes containing Price Bid (Part-II) shall be signed by all the members of tender opening committee and kept unopened for opening at later stage.
- c) The date and time of opening of Price bid shall be informed to all such bidders who qualify in technical evaluation. The bidder's representative may choose to attend the opening of Price bid with authorisation letter and signature attested by the person who has signed the bid documents.

## **11.0 EVALUATION AND AWARD OF CONTRACT:**

- a) TECHNO-COMMERCIAL BID :
  - i) The preliminary scrutiny of the Techno-Commercial Bid shall be made first to check whether all pages of the Bid are properly signed and whether the samples submitted are as per Purchases requirement.
  - iii) The bidders whose samples submitted are found to be acceptable & in line with Purchaser's requirement shall be considered as Technically Responsive bidders and their offers shall be considered for opening of Price Bid.
- b) PRICE BID:

The price bid of only those bidders would be opened whose offer meets stipulated Qualifying Requirements. The techno-commercially qualified bidder who quotes the lowest rate of photocopying service per page as per the format given in Schedule B, would be the L1 bidder and shall be considered for award of contract.

## **12.0 TERMINATION OF CONTRACT:**

In case the Contractor/Supplier fails to deliver the stores/material or any consignment thereof or to make good the shortages/breakages/damages as per Clause 30.1 and the other terms of the tender documents within the contracted period of delivery or in case the Stores/materials are found not in accordance with the prescribed specification and the approved samples (if applicable), the Purchaser shall exercise its discretionary power either, (a) to purchase from elsewhere, after giving 15 days notice to the Contractor, such stores/material not so delivered or other of similar description, in respect of consignment not yet due for delivery Page 16 of 17 (b) to cancel the contract after giving 15 days notice to the Contractor, reserving Purchaser's right to recover damages. Notwithstanding that the powers under (a) and (b) referred above are in addition to the rights and remedy available to the Purchaser under the General Law of India relating to contract.

### **13.0 INFORMATION TO BE FILLED / SUBMITTED INVARIABLY BY THE BIDDER:**

For ready reference of the bidder, the items of information/documents (in duplicate) required to be invariably furnished by the bidder in his offer in physical form duly sealed and signed on each page on or before the scheduled date of submission of the bid, are as listed below :

i) **In Part-I Envelop (Techno-Commercial bid):**

- 1) Statement of Photocopying Services for at least one year with a Government Department/Public Sector Undertaking in Mumbai or Mumbai Metropolitan Region (MMR) in prescribed format (Schedule A).
- 2) Undertaking by bidder declaring that bidder is not debarred/ blacklisted by government / semi-government / other power utilities in prescribed format (Schedule C)
- 3) Certificate from the bidder who has downloaded enquiry document from MSETCL website in prescribed format (Schedule D)
- 5) This enquiry notice with each page duly signed by the authorized signatory.
- 6) Copy of Goods & Services Tax registration (GSTIN) / GST Exemption Certificate as the case may be.
- 8) Copy of PAN card

ii) **In Part-II Envelop (Price Bid):**

- 1) Price bid in prescribed format (Schedule B).
- iii) Offers without the above information or with incomplete information may be rejected.

## **SCHEDULE - A**

### **BIDDER'S EXPERIENCE**

The bidder shall submit the list of orders executed/under execution for Photocopying Services for atleast one year with a Government Department/Public Sector Undertaking in Mumbai or Mumbai Metropolitan Region (MMR) in following format:

<b>Sr. No.</b>	<b>Name of Organisation</b>	<b>Order ref. No. &amp; date</b>	<b>Period of contract</b>	<b>Remarks (if any)</b>

Note : Bidder shall furnish a copy of work order alongwith their offer in support of above.

Name of Firm : \_\_\_\_\_

Signature of the Bidder : \_\_\_\_\_

Designation : \_\_\_\_\_

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

Seal of Company : \_\_\_\_\_



## **SCHEDULE- C**

**(To be filled in by Bidder)**

### **UNDERTAKING BY BIDDER DECLARING THAT BIDDER IS NOT DEBARRED / BLACKLISTED BY GOVERNMENT / SEMI-GOVERNMENT / OTHER POWER UTILITIES**

I/We hereby declare that I/We is/are participating in MSETCL's Enquiry Tender No.\_\_\_\_\_. As on date of submission of this Enquiry I/We hereby declare that My Firm/We is/are not Debarred/Blacklisted by Any Government / Semi-Government / Other Power Utilities, anywhere.

The above declaration is true to the best of My/Our knowledge and belief.

I/We hereby agree that in case My Firm/We are Debarred/Blacklisted by Any Government / Semi-Government / Other Power Utilities, anywhere, My/Our Offer is liable for rejection at any stage of Tendering process as per Tender Conditions.

Further, I/We hereby understand and agree that in case My Firm/We are Debarred/Blacklisted by Any Government / Semi-Government / Other Power Utilities, anywhere, My/Our Order is liable for termination at any stage of Order execution process and My Firm/We shall be solely responsible for the consequences arising out of it.

Name of Firm : \_\_\_\_\_

Signature of the Bidder : \_\_\_\_\_

Designation : \_\_\_\_\_

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

Seal of company : \_\_\_\_\_

## **SCHEDULE- D**

### **CERTIFICATE FROM THE BIDDER WHO HAS DOWNLOADED TENDER DOCUMENT FROM MSETCL WEBSITE**

This is to certify that I/We have downloaded this tender document from MSETCL website and is being submitted without tampering on any page. Further we understand that in the event of such tampering being detected at any stage or time, MSETCL has the right to terminate this work and our firm can be black listed.

Name of Firm : \_\_\_\_\_

Signature of the Bidder : \_\_\_\_\_

Designation : \_\_\_\_\_

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

Seal of company : \_\_\_\_\_