

Tender document against Short Term Tender No.
01/CE/LESA/Work/2017-18



PRINTING, SUPPLY & FIXING OF VARIOUS SIZES OF FLEX BANNERS, PAMPHLETS & POSTERS FOR OTS SCHEME IN LESA, LUCKNOW FOR LMV-1, LMV-2, LMV-4B, LMV-5 CONSUMERS (FOR RURAL & URBAN) & LMV-6 (FOR INDUSTRIAL CONSUMERS) FOR THE YEAR 2017-2018

Cost of document: Rs. 1050.00 (Including VAT)
Earnest Money: Rs 11400.00
Date opening: 24.04.2017

LUCKNOW ELECTRICITY SUPPLY ADMINISTRATION
MADHYANCHAL VIDYUT VITRAN NIGAM LIMITED
4-A, GOKHLE MARG
LUCKNOW

VERY SHORT TERM TENDER NOTICE

Sealed tenders in duplicate are invited for following Work from the reputed Printers / Firms /Suppliers having valid VAT/Service Tax registration, in two parts by the undersigned as detailed below. The Tender shall be submitted in two parts. The first part (PART-I) will contain Earnest Money deposit in the form of FDR/TDR/CDR/Bank Guarantee issued by the scheduled bank payable at Lucknow favouring PA (M) to CZE, LAAVESU, UPPCL, Lucknow alongwith the validity of 180 days, technical, commercial and other terms and conditions and second part(PART-II) will contain the financial bid. The tender shall be received upto 13.00 Hrs. and shall be opened publically at 15.00 Hrs on 24-04-2017 by the undersigned or his authorized representative. In case the tender opening day happens to be a holiday, the tender shall be opened on the next working day at the same time.

1- Tender No. 1 -CE/LESA/ Work/ 2017-2018

Printing /supply of Various sizes of Flex Banners, Pumphlet and Posters.

EMD- 11400.00 in the prescribed form. TENDER COST: Rs. 1050.00 (including VAT) in the form of DD.

Tender Documents/specifications can be obtained from the office of Chief Engineer, LESA, MVVNL, 4-A, Gokhle Marg, Lucknow on payment of tender cost in the form of Bank Draft as required for each tender in favour of PA(M) to CZE, LAAVESU, UPPCL, Lucknow payable at Lucknow one day prior to the date of opening of tenders. The above information is also available on Website of MVVNL. i.e. www.mvvnl.tender.in

The undersigned reserves the right to reject any or all the tenders/ items without assigning any reason thereto.

EXECUTIVE ENGINEER (HQ)
FOR CHIEF ENGINEER-LESA

SAVE ELECTRICITY IN NATIONAL INTEREST

(आचार्य श्रीवास्तव)
अधिसारी अभियन्ता (मु०)
कृते मुख्य अभियन्ता (लेसा)

Instructions to tenderers

- 1.0 Before submission of the tender, the contractors are required to make themselves fully conversant with the Technical Specifications, drawing, instructions to tenderers, General Requirement of Specifications, and General Conditions of Contract of Form 'B' as may be applicable so that no ambiguity arises at a later date in this respect.
- 2.0 Any inconsistency or ambiguity in the offers made by tenderers shall be interpreted to the maximum advantage of LESA, MVVNL and disadvantage to the tenderer. The tenderer shall have no right to question the interpretation of the purchaser in all such cases and the same shall be binding on the tenderer.
- 3.0 The cuttings and corrections made in the tender offers should be duly initialed by the tenderer
- 4.0 In case the tenderer does not work any of the required information at the time of tender, necessary loading may be made while evaluating the prices of his offer.
- 5.0 Telegraphic tenders shall not be considered under any circumstances.
- 6.0 Tenderer, if so desire, may authorize one representative for attending tender opening on his behalf.
- 7.0 The tenderers shall either themselves be manufacturer of the material offered or accredited representatives of such manufacturers or experienced supplier. Relevant documents in support of the above must be furnished.
- 8.0 (a) The tenderer must have all necessary facilities at their works for carrying out such routine and acceptance tests as prescribed in the relevant ISS.
(b) The offered material must have been type tested as per relevant ISS. Photocopy of such type test reports must be submitted along with tender bid part-I.
- 9.0 The tenderer shall submit his tender in two separate parts.
 - a. Tender Bid Part-I
This part shall contain the **Earnest Money, Validity, Technical , Commercial and other terms and conditions** . Part-I of the bid shall also contain Earnest Money for **Rs. 11400 (Rs. Eleven Thousand Four Hundred only)** in the shape of DD/FDR/CDR/TDR (ii) Proof of credibility of their firm (iii) List of supplies during in support of their past experience/ performance if any and the cover should be superscribed Part-I against " Tender Specification No. **1/CE/LESA/Work/2017-2018 due for opening on dated 24.04.2017 at 15.00 hrs.**"
 - b. Tender Bid Part-II
Part-II of the tender bid shall contain per unit item-wise rates only and the cover shall be superscribed "Tender Bid Part-II (PRICE BID) against "Short Term Tender Specification. No. **1/CE/LESA/Work/2017-2018 due for opening on dated 24.04.2017 at 15.00 hrs.**

It may be noted clearly that in case the offer is not with the valid Earnest money, Part-II of the tender bid will not be opened.

c. Earnest Money

Tenderer is required to deposit earnest money as specified in the tender notice i.e. **Rs. 11400 (Rs. Eleven Thousand Four Hundred only)** issued by a Scheduled bank. There shall be no exemption from earnest money even if the tenderer is registered with DGS & D, Stores Purchase Section of U.P. or U.P. Small Scale Industries etc. The Earnest Money shall be accepted in the form of Demand Draft of any Scheduled Bank payable at Lucknow or FDR pledged/ drawn in favour of **PA(M) To CZE, LAAVESU, UPPCL, Lucknow Payable at Lucknow.**

Offers without proper Earnest Money shall not be considered. The Earnest Money shall be refunded after award is finalized. The earnest money of successful tenderer shall however be retained till such time he deposits security.

- 9.0 Tenderer shall ensure to put initials on each and every page of the tender. Last page of each document forming part of the tender shall bear full signature under official seal fully disclosing the name, designation and relationship with the firm of the signatory.
- 10.0 The tenderer must quote Unit F.O.R. destination price. The Unit F.O.R. destination price shall include packing, forwarding, freight and insurance charges against all risks including insurance charges for 30 days storage after receipt of material at destination stores/substation against all risks.
- 11.0 The quoted prices shall be firm and firm in all respect through out the currency of the contract / agreement.
- 12.0 The prices quoted should be exclusive of all taxes, duties, octroi charges etc. on finished products which will be paid at actual on production of relevant original vouchers. However, the tenderer must indicate the rate of various taxes/duties livable as on the date of tender opening in Annexure-II. Form C/D for those having their establishment outside U.P. and for those having their establishment in U.P. will be obtained by the contractor from the concerned consignee. In no case Form C/D or Form III 'D' shall be demanded through Bank. Whenever Central Excise/Sales Tax and other statutory levies are not applicable, or the bidder is exempted at the time of tendering from payment of such duties/levies, he should clearly indicate whether he would charge the same or not at the time of Work. In the event of applicability at the time of Work (where there is possibility of charging) he should specify the maximum rates which may become applicable based on the present tax structure at the time of tendering.

Where firm (s) has/have quoted ambiguous or contradictory terms or have not categorically committed regarding charging of the amount of Excise Duty at the time of Work, their offer shall be loaded by the maximum rate of Excise duty applicable to tendered item among all bidders.

The total ordered Work/supply shall be completed within 07 days from the date of receipt of order. The firms quoting earliest completion period will be preferred.

The prices quoted by the tenderer shall be compared inclusive of Excise Duty and Trade Tax.

Loading on any account as may be deemed necessary in the opinion of purchaser to bring the various offers at par to each other for comparison purposes may be done at the discretion of the purchaser.

The purchaser reserves the right to split the order among various successful tenderers in any manner he choose without assigning any reason whatsoever.

13.0 Income and Trade Tax Clearance Certificate

The tenderer shall furnish with the tender, Income Tax and Trade Tax clearance certificate to current as well as of the preceding year from the competent authority.

14.0 All material shall conform to the requirement of the latest editions of relevant ISS otherwise the adopted standards shall be compared with relevant ISS, clarity in the proposal.

15.0 Any overwriting/ omitting / erasing etc. in the tender should be duly signed and stamped.

16.0 In no case, payment will be made by the letter of credit/ submission of RR.

17.0 The offer of tenderers quoting less than the specified validity i.e. 180 days from the date of opening of tenders, may not be accepted at all.

18.0 Exemption in the amount of Earnest Money will not be allowed in case part quantity the rates have been offered by the firm for the part quantity of tendered material.

19.0 Guarantee/ Warranty of their product will be mentioned specifically.

20.0 Any approach etc. officially or otherwise on the part of the tender or his representative shall render his tender liable to be summarily rejected.

21.0 Tenders of those tenderers who have not purchased tender document from this office shall not be read at the time of opening and shall be rejected outright.

22.0 Only tenders of those tenderers shall be considered who have sufficient experience of such type of supplies and have necessary resources & organization to undertake the work tendered for, to the satisfaction of the tendering authority. Conditional offers will not be considered for placement of order.

23.0 All the tenderers must furnish a list of major orders placed on them (such type of works) supplied by them during last three years.

- 24.0 All the tenderers must submit past performance reports of their product, if any, of the similar supplies made by them.
- 25.0 The quantity of the material indicated in the Tender Notice/Bill of quantity can vary to the extent of 20% on either side.
- 26.0 Any other information, which may be considered necessary by the tenderer but not covered in the specification, may be submitted.
- 27.0 The tendered material will be supplied to the consignee authorized by the undersigned within the jurisdiction of Lucknow Electric Work Administration at Lucknow.
- 28.0 For any dispute arising in between tenderer & tendering authority out of this tender, Managing Director, Madhyanchal Vidyut Vitran Nigam Ltd., 4A Gokhale Marg, Lucknow will decide and his decision will be binding on both the parties.

EXECUTIVE ENGINEER (HQ)

TENDER FORM

Tender Specification. No 01/CE/LESA/Work/2017-2018

From:

To: The Executive Engineer(HQ),
Lucknow Electricity Work Administration
Madhyanchal Vidyut Vitran Nigam Limited,
4-A,Gokhle Marg,
Lucknow.

Sub: **OFFER FOR THE WORK OF PRINTING, SUPPLY & FIXING OF VARIOUS SIZES OF FLEX BANNERS, PAMPHLETS & POSTERS FOR OTS SCHEME IN LESA, LUCKNOW FOR LMV-1, LMV-2, LMV-4B, LMV-5 CONSUMERS (FOR RURAL & URBAN) & LMV-6 (FOR INDUSTRIAL CONSUMERS) FOR THE YEAR 2017-2018**

Sir,

With reference to your invitation to tender for the above, I/We hereby offer to the Madhyanchal Vidyut Vitran Nigam Limited the items in the schedule of the prices and delivery annexed or such portion thereof as you determine in strict accordance with the annexed conditions of contract, Form B Specifications and schedule of price/ rates to the satisfaction of the purchaser and in default thereof to any way to UPPCL/ MVVNL the sum of money mentioned in the said conditions.

The rates quoted are firm and in full satisfaction of all claims.

I/We agree to abide by this tender for the period of 180 days from the date fixed for receiving the same.

A sum of Rs. in the form of as Earnest Money has been forwarded/ duly pledged, the full value of which shall be retained by the Madhyanchal Vidyut Vitran Nigam Limited against the Security Deposit specified in the said conditions of contract.

I/We hereby undertake and agree to execute a contract in the form annexed hereto in accordance with the condition of contract.

Yours faithfully,

Signature of the Tenderer

Date day of

Witness:

Address

TENDER PROFORMA

(To be filled & submitted by the Tenderer in Tender Bid Part –II)

IMPORTANT INSTRUCTIONS TO THE TENDERERS

Your tender shall not be considered, if you fail to submit this proforma duly filled. Replies should be complete without ambiguity and should be clearly written against each item.

Terms such as "Refer covering letter etc." shall not be acceptable. You may, however, attach extra sheets, if the space is not sufficient.

Sl. No.	Particulars	
1.	Specification No. against which you have tendered.	
2.	Receipt No.& Date by which cost of tender specification was deposited by you.	
3.	Name & Address of the tenderer.	
4.	Location of works / offices	
5.	Weather tenderer is manufacturer / supplier or agents of manufacturer (authentic proof regarding agents of manufacturer to be enclosed)	
6.	Amount of earnest money deposited with full details be submitted here.	
7.	Quantity offered (If there are too or more items, state quantities separately with unit)	
8.	Do you agree to all conditions of Form - B & tender specification? If not, state the deviations clearly in the schedule enclosed which you would desire in Form – B & other terms & conditions (It may please be noted the it shall be entirely at the discretion of the competent authority to accept or reject the deviation proposed.)	
9.	Pl. state clearly (answer Yes / No.), if you would agree to undertake the supplies in case the deviation as suggested under Sl. No. 8 are not acceptable to the corporation without imposing any further condition / conditions from the site.	
10.	Name & Detailed address of your Authorized representative against this order / agreement.	
11.	Name & detailed address of tenderer proprietor / partners / Directors be given.	
12.	Give two references who can certify your financial status & capability to undertake such Work order. One of the reference should be of schedule Bank of India.	

13.	Do you confirm that no typographical errors / omissions in your tender & all other documents, forming part of the tender (answer Yes / No)	
14.	What is the validity period of your Tender?	
15.	What is the your delivery period? Please state if the delivery is guaranteed under penalty?	
16.	Are you agreeable to the delivery period being reckoned from the date of receipt of letter of acceptance by you ?	
17.	Do you agree to furnish security deposit, if order is placed on you (Answer Yes / No) ?	
18.	What is the term of Payment ?	
19.	Give Sales Tax registration No.	
	a) Central Sales Tax No	
	b) State Sales Tax No.	
20.	Pl. enclosed the certified copy of the latest income tax clearance certificate.	
21.	Weather all the schedule & documents required have been submitted or not ?	
22.	Is the material offered is according to the specifications of the tendering authority.	
23.	What is the Guarantee/Warranty of your product?	
24.	Have you filled up the schedule of delivery (Annexure-VI) ?	
25.	Pl. indicate clearly if the quoted prices are Firm & Firm in all respect through out the currency of the contract / agreement.	
26.	If the quoted rates are inclusive of any tax / duty / other charges, give details of such taxes / duties / other charges, included & at what rate(s)	
27	Pl state, if you would claim any other charges over & above the prices as extra, which are not covered above. If Yes, please state each separately indicating the amount in Rs. against each item per unit basis.	
28	Do you offer any discount and if so, then what is the rebate / discount in Rs. per unit ?	

Place :

Signature of the tenderer with Co.
seal

Address:

Date:

DEVIATIONS FROM TERMS AND CONDITIONS OF TENDER DOCUMENT / FORM B & OTHER TERMS & CONDITIONS OF UPPCL / MVVNL AGAINST TENDER NO. 01 CE/LESA/WORK/2017-2018 DUE FOR OPENING ON DATED 24.04.2017 AT 15.00 HRS."

I/We the undersigned have carefully examined the General Conditions of contract form "B" and other terms & conditions of the tender specification and I/We hereby confirm that all the terms & conditions contained in form "B" and other terms and conditions of tender specification under reference are acceptable to me/us with the following deviations:

S. No.	Description Clause No. etc.	Stipulated in UPPCL/ MVVNL	Deviation offered	Remark, if any
1	2	3	4	5

Place:

Address:

Signature of the tenderer
with Seal

Date:

ANNEXURE-IV

BILL OF QUANTITY FOR OFFER FOR THE WORK OF PRINTING, SUPPLY & FIXING OF VARIOUS SIZES OF FLEX BANNERS, PAMPHLETS & POSTERS FOR OTS SCHEME IN LESA, LUCKNOW FOR LMV-1, LMV-2, LMV-4B, LMV-5 CONSUMERS (FOR RURAL & URBAN) & LMV-6 (FOR INDUSTRIAL CONSUMERS) FOR THE YEAR 2017-2018

Sl. No.	Particulars of work	Unit	Qty. of Flex Banner, Pamphlet & Poster (in Nos)
1.	Printing, Supply & fixing of flex banners of PVC sheet with eyelet in various size consisting of digital solvent print on 280 GSM for wide publicity of OTS in LESA (2017-2018). These Banners are to be tied on different locations of LESA as directed by the concerned authorities :		
i	12 Fit x 6 Fit (72 Sq. Fit)	Nos	300
i	8 Fit x 5 Fit (40 Sq. Fit)	Nos	500
2.	Printing, Supply & Distribution of Pamphlets & Posters between LESA Consumers in Lucknow :		
i	A-8 size pamphlet on 60/70 GSM paper (both side colour printed matter) as per sample attached.	Nos.	400000
ii	17 x 22" size posters on 60/70 GSM paper (one side black printed matter) as per sample attached.	Nos.	25000

EXECUTIVE ENGINEER(HQ)

ANNEXURE-V

PRICE SCHEDULE FOR OFFER FOR THE WORK OF PRINTING, SUPPLY & FIXING OF VARIOUS SIZES OF FLEX BANNERS, PAMPHLETS & POSTERS FOR OTS SCHEME IN LESA, LUCKNOW FOR LMV-1, LMV-2, LMV-4B, LMV-5 CONSUMERS (FOR RURAL & URBAN) & LMV-6 (FOR INDUSTRIAL CONSUMERS) FOR THE YEAR 2017-2018

Sl. No.	Particulars of work	Unit	Qty. of Flex Banner, Pamphlet & Poster (in Nos)	Rate (in Rs)/ P.No..	Total Amount (in Rs)
1.	Printing, Supply & fixing of flex banners of PVC sheet with eyelet in various size consisting of digital solvent print on 280 GSM for wide publicity of OTS in LESA (2017-2018). These Banners are to be tied on different locations of LESA as directed by the concerned authorities :				
i	12 Fit x 6 Fit (72 Sq. Fit)	Nos..	300		
i	8 Fit x 5 Fit (40 Sq. Fit)	Nos.	500		
2.	Printing, Supply & Distribution of Pamphlets & Posters between LESA Consumers in Lucknow :				
i	A-8 size pamphlet on 60/70 GSM paper (both side colour printed matter) as per sample attached.	Nos.	400000		
ii	17 x 22" size posters on 60/70 GSM paper (one side black printed matter) as per sample attached.	Nos.	25000		

EXECUTIVE ENGINEER(HQ)