



CORPORATION OF CHENNAI

**MECHANICAL ENGINEERING DEPARTMENT
PRINTING PRESS**

BID DOCUMENT

Purchase of New Flex machine with operation and Maintenance.

M.E.D.C.NO.P1/134/2013.

SUPERINTENDING ENGINEER (M)

RS. 15,000/- + TAX

(RS.17,175/-)

CONTENTS

SECTIONS	PARTICULARS	PAGE NOS.
SECTION I	Invitation for Bid (IFB)	3-4
SECTION II	Conditions of Contract	5-9
SECTION III	Bid Data Sheet	10
SECTION IV	Contract Data	11
SECTION V	5.1 Declaration by the Bidder/ Tenderer	12
	5.2 Letter of Bid	13
	5.3 Particulars of the Bidder/Tenderer	13-14
SECTION VI	Letter of Acceptance	15
SECTION VII	Specifications	16
SECTION VIII	Bill of Quantities { Schedule – A Schedule – B }	17
		19

SECTION I

CORPORATION OF CHENNAI
SUPERINTENDING ENGINEER
 MECHANICAL ENGINEERING DEPARTMENT
 PRINTING PRESS
 OLD NO.60, NEW NO.141,
 WALL TAX ROAD, CHENNAI-79
 TAMILNADU

INVITATION FOR BID (IFB)

M.E.D.C.No.P1 / 134 / 2013

Dt. 14.06.2013

Corporation of Chennai invites sealed Competitive Bids for the Purchase of New Flex machine as detailed in the table.

TABLE-1

Sl. No.	Bid No.	Description	Eligibility
1)	M.E.D.C.No.P1 /134/ 2013	Purchase of New Flex machine -1 No. with operation and maintenance for 3 years	Manufacturer / dealer of the Flex Machine

TABLE-2

Sl. No.	Estimated amount (in Rupees)	Earnest Money Deposit (Rs.)	Last date of issue of Bid Documents	Last date of submission of Bid	Date of Opening of Bid	Cost of Tender form (Rs.)	Contract Period in Months
1	2	3	4	5	6	7	8
1	Approx. 36.00 Lakhs	1%	Up to 3.00 pm on 03.07.2013	Up to 3.00 pm on 05.07.2013	3.10 pm on 05.07.2013	Rs.17,175/-	3 Months

1. Interested Bidders can procure the Bid documents by payment of a non refundable fee as outlined in the table above; in the form of Demand draft drawn in any Nationalized / Scheduled Bank in favour of the Commissioner, Corporation of Chennai, payable at Chennai, from the Tender sales Counter, Ripon Buildings, Chennai, on all working days upto 3.00 pm on or before the date specified in column no.4 of table 2 above. Bid documents can also be obtained by Registered Post or courier by sending a requisition letter addressed to The Superintending Engineer Mechanical Engineering Department, Corporation of Chennai, Ripon Building, Periyar EVR Salai, Chennai – 600 003 enclosing a Demand draft of any Nationalized / Scheduled Bank for the value of Bid documents and an additional payment of Rs.100/- at the risk and responsibility of the prospective Bidder. The Bid Documents shall be submitted without modification or insertion in the Bid documents or otherwise Bid will be liable for rejection.
2. The Bidder shall furnish, as part of the Bid, a **Bid Security (Earnest Money Deposit)** given in column 3 of table 2. The Bid Security shall be in the form of Demand Draft / Banker's cheque, drawn in favour of the Commissioner, Corporation of Chennai, or by a challan by remitting cash into the Corporation Treasury, to the credit of deposits. The Earnest Money will be refunded to the unsuccessful bidder on application after intimation is sent for the rejection of the tender or at the expiration of bid validity period. Tenders not accompanied by the Bid Security will summarily be rejected.
- 2.a. Tenderers registered under Small Scale Industrial units with competency certificate from National Small Industrial Corporation Limited are eligible for exemption from payment of Earnest Money Deposit.
3. The filled up Bid documents must be delivered with Earnest Money Deposit as outlined in Para 2.
4. The filled up Bid documents will be received up to the last date and time of submission as outlined in the table above. Duly filled in Bid documents shall be put in the tender box provided at the Tender Sales Counter , Office of the Public Relation Officer, Office of Vigilance Department and Office of Chief Engineer/General in the Ripon Buildings, Chennai.
5. The Bid will be opened at the time and date outlined in the table above at the office of the Superintending Engineer, Mechanical Engineering Department, Corporation of Chennai.
6. The filled up Bid documents can also be sent by post or courier to the Tender sales counter, Corporation of Chennai, Ripon Building, Periyar EVR Salai, Chennai – 600 003. **The Corporation of Chennai shall not be responsible for any delay in transit.**
7. The Bids received after the due date and time as outlined in the table above will not be considered under any circumstances.
8. All other details can be had from the Bid Documents.

SECTION II

CONDITIONS OF CONTRACT

- 2.1 The Corporation of Chennai invites bids from Manufacturer / authorized dealer of Flex machine described in the Bid Data Sheet. The name and identification number of the Contract is provided in the Contract Data.
- 2.2 The successful Bidder will be expected to complete the supply by the completion date stipulated in the Contract Data.
- 2.3 The Bid submitted by the Bidder shall comprise the following:
- (a) The Bid,
 - (b) Bid Security;
 - (c) Priced Bill of Quantities;
 - (d) Qualification Information Form and Supporting Documents;
 - (e) Sales Tax clearance certificate for the current year obtained from the appropriate authority; and any other materials required be completing and submitting by bidders, as specified in the Bid Data sheet.
- 2.4 The Contract shall be for the whole supply of the materials based on the priced Bill of Quantities submitted by the Bidder.
- 2.5 All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause shall be included in the rates, prices, and total Bid price submitted by the Bidder.
- 2.6 The Bidder shall furnish, as part of the Bid, a Bid Security (Earnest Money Deposit) as specified in the column no 3 of table 2 of IFB. The Earnest Money Deposit shall be either in the form of Demand Draft drawn from any Nationalised / Scheduled Bank in favour of the Commissioner, Corporation of Chennai; Banker's cheque; specified small saving instrument (KV, SSC); irrevocable Bank Guarantee in a prescribed form or a chalan by remitting cash into the Corporation Treasury, to the credit of deposits which do not bear interest. The Earnest Money will be refunded to the unsuccessful bidder on application after intimation is sent for the rejection of the tender or at the expiration of Bid validity period. Bids not accompanied by the Bid Security will be rejected.
- 2.7 The Bid Security of the successful Bidder will be discharged when the Bidder has signed the Agreement and furnished the required Performance Security.
- 2.8 The Bid Security will be forfeited:
- (a) If a bidder withdraws his Bid during the period of Bid validity.
 - (b) If a successful Bidder fails to:
 - i) Execute the agreement or
 - ii) Furnish the necessary performance security within the specified time limit of 30 days from the date of issue of letter of acceptance of his bid.
 - (c) If the Bidder does not accept the correction of the Bid price, pursuant to

Clause 2.15

- 2.9 The Bid shall contain no alterations or additions, except those to comply with instructions issued by the Employer, or as necessary to correct errors made by the Bidder, in which case such **corrections shall be initiated by the person or persons signing the Bid.**
- 2.10 The Bidder shall be responsible for properly superscribing and sealing the cover in which the Bid is submitted and Bid inviting authority shall not be responsible for accidental/ misplacement/premature opening of the covers that are not properly superscribed and sealed, before the time appointed for Bid opening.
- 2.11 The filled up Bid documents shall be submitted up to the last date and time of submission as given in Bid Data sheet. Duly filled in Bid documents shall be put in the Tender box provided at the Tender Sales Counter, Office of the Public Relation Officer, Office of Vigilance Department and Office of Chief Engineer/General in the Ripon Buildings, Chennai. Tenders can also be submitted by Post or Courier, provided that the Bid inviting authority shall not be responsible for any delay in transit in such cases
- 2.12 The bid shall be opened at the time specified in the Bid Data sheet in the presence of attending tenderers.
- 2.13 Notwithstanding any Terms and Conditions stipulated in the tender documents, Employer reserves the right to accept or reject in part or whole any, or all the tenders received at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Employer's action.
- 2.14 Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Errors will be corrected by the Employer where there is a discrepancy between the amounts in figures and in words, the lowest amount will govern; and
- 2.15 The amount stated in the Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited.
- 2.16 The Bidder whose Bid has been accepted will be notified of the award by the Employer prior to expiration of the Bid validity period by cable, telex, or facsimile confirmed by registered letter. This letter (hereinafter and in the Conditions of Contract called the "Letter of Acceptance" will state the sum that the Employer will pay the Contractor in consideration of the supply, installation, trial running etc by the Contractor as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price").

- 2.17 The notification of award will constitute the formation of the Contract, subject to the Bidder furnishing the Performance Security in accordance with Clause 2.19 and signing the Agreement in accordance with Sub-Clause 2.19.
- 2.18 The bidder shall have to enter into an agreement with the employer within 30 days from the date of receipt of letter of acceptance. The form of agreement will have to be stamped at the stamp office at the cost of the bidder.
- 2.19 Within 30 days after receipt of the Letter of Acceptance, the successful Bidder shall deliver to the Employer a Performance Security. The Performance Security (Security Deposit) will be 2% of the contract amount as in the form of Demand draft National Savings Certificate/ Small savings instrument/ deposits/ Accounts pledged in favour of Commissioner, Corporation of Chennai; irrevocable Bank Guarantee. However it is open to the Commissioner to insist on higher deposit as per rules in force.
- 2.20 The quantity of procurement as provided in the tender documents is of indicative nature. The actual quantity will be as drawn by the Department through call ups and the same will be within the overall quantity of the Purchase order to be issued by this office.
- 2.21 The Employer reserves the right to reallocate the quantities between the locations within the Purchase order quantity in case the order placed is for multiple locations.
- 2.22 The Employer also reserves the right to short close the order at any time during the currency of the contract / validity of the Purchase order before drawing the full quantity.
- 2.23 The Corporation does not undertake the responsibility for obtaining the necessary import license or permits or any documents of a like nature. It is the sole concern and responsibility of the contractor to make his own arrangements to procure the materials and comply with the indent placed on him.
- 2.24 The rate / price offered by the tenderer should be open for acceptance for a minimum period as mentioned in the Contract data, from the date of opening of the tender. No upward revision in the price will be allowed during the above period and after communication of the acceptance of the tender during the validity period.
- 2.25 The tenderers are requested to quote the Unit rate and taxes, if applicable, in Format given in the Price Bid. They should also specifically state the element of Excise Duty, Education Cess, Sales Tax, Octroi and any other levies, if applicable, as extra and the rate at which the same are chargeable, failing which, the delivered price quoted will be treated as inclusive of all such levies.

- 2.26 If a particular tenderer is not registered under Sales Tax Act, the price quoted by him will be treated as net and inclusive of sales tax and any further claim made by him for reimbursement of the same on account of retrospective registration under the Sales Tax Act will not be entertained by the Corporation. Any such liability for payment of Sales Tax will be wholly and exclusively that of the tenderer quoting against our tender.
- 2.27 The price should be firm and irrevocable and not subject to any upward revision due to increase in cost of raw material, components and labour cost till the completion of the order. However, any increase / decrease in statutory levies on finished materials during the scheduled delivery period will be on Employer's account on production of documentary evidence.
- 2.28 All the rates given in the tender schedule should be expressed both in words and in figures and where there is difference between the two, the lowest rate among them will be taken as authentic.
- 2.29 The tenderers should indicate their price inclusive of packing, stenciling, handling cost, loading and unloading at Employer's locations.
- 2.30 The product supplied should fully confirm to the purchase specification agreed while participating in the tender. Such conformity of the material to the specifications shall be determined by testing the product/material as specified in the Special Conditions. The Test Report issued by the Employer alone will be considered as final and binding on the tenderer.
- 2.31 The tenderer shall be responsible for the quality of the material delivered until the same is verified and accepted by the Employer.
- 2.32 In the event the material delivered against the tender is found to be not in accordance with the specifications, the entire quantity/consignment will be rejected and the tenderer will be responsible for replacement of the rejected material free of cost and / or reimbursing the Employer for resultant losses sustained on this account. Such materials will be lying at the Employer's site/ location at the risk and cost of the supplier for a period not exceeding 15 days.
- 2.33 The tenderer will be obliged to collect the rejected material from the Employer's premises/ locations at his own cost, within 15 days of such notification to him in writing, failing which, the Corporation will be free to dispose off such material as it deems fit without any obligation whatsoever to the tenderer.
- 2.34 The delivery period indicated in the tender, or in our order, or separately in the form of a letter, from time to time, is to be strictly adhered to. In case of delay in supplying, the Employer reserves the right to ask for compensation for such late deliveries at its sole discretion. Such compensation will be payable on

- demand or shall be recovered from the EMD or Security Deposit or from any other payment due to the tenderers from the Employer.
- 2.35 The Employer at its sole discretion also reserves the right to purchase the goods from other sources at the risk and cost of the tenderer in case of failure to effect supplies within the stipulated delivery period. The differences in cost shall also be recovered.
- 2.36 Small Scale Industries registered with NSIC, provided the material tendered is part of the Registration Certificate and such certificate is valid. However, the exemption will be available provided the monetary limit indicated in the NSIC Registration Certificate covers the value of items ordered.
- 2.37 Security of all material in the section where the work is in progress shall be the contractor's responsibility and he shall arrange to guard the same from theft/pilferage/vandalism. The cost of providing such security shall be deemed included in the offer, whether or not explicitly mentioned so. In the event of any loss the contractor shall be responsible for the same. The contractor shall insure the materials. Any stores lost, prior to formally taking over by the Purchaser, shall be made good by the contractor at no cost to the Purchaser.
- 2.38.1 The validity of Purchase order which will be placed on the successful tenderer / tenderers shall be valid for 12 months from the date of the Purchase order or till the time the total quantity is supplied, whichever is earlier, unless otherwise specified in Contract data.
- 2.39 Liquidated Damages**
- The Sellers hereby agree to pay to the Employer by way of Liquidated damages, and not as penalty, an amount equal to ½% (half percent) of the material so delayed for each week or part thereof of such delay in delivery subject to a maximum of 10 % of such prices.
- 2.40 The employer may at any time terminate the Contract by giving 30 days notice without assigning any reason.
- 2.41 Any dispute arising out of this agreement or that which may arise in future, will be resolved by taking recourse to mutual settlement in the instance, failing which the dispute will be subject to Chennai Jurisdiction only.
- 2.42 The Purchaser shall carry out verifications whether the quality of the materials/goods supplied satisfies the specification requirements. The purchaser reserves the right to include any other tests which in his opinion is necessary to ensure that the equipment meets the specifications.
- 2.43 The contractor shall rectify all deficiencies immediately, if found, in the performance of the supplied commodity as per the requirement during the product inspection, at no cost to the Purchaser.

**SECTION III
Bid Data Sheet**

Bid data sheet shall be filled in by the Employer before issuing the bidding document

Instructions to Bidders (ITB) Clause Reference	Bid Data			
	A. General			
(2.1.1)	The Scope of bid is to Purchase of New Flex machine with operation and maintenance to printing press.			
(2.3.2c)	Experience in the supply of materials for the last 5 years			
	Year	Details of Purchaser(s)	Details of Supply	Value of Work
			Total for the last 3 years	
(2.11.1)	The amount of Bid Security shall be <i>1% of Tender Value</i>			
	C. Submission of Bids			
(2.14.1)	The address for the purpose of Bid submission is Superintending Engineer, Mechanical Engineering Dept. Corporation of Chennai			
	The deadline for submission of bids shall be upto 3.00 pm on 05.07.2013.			
	D. Bid Opening, Evaluation and Award of contract			
(2.16.1)	The opening of the Bid shall take place at 3.10 pm on 05.07.2013			
(2.19)	The Standard Form of Performance Security acceptable to the Employer shall be in the form of DD / Bank Guarantee in favour of The Commissioner, Corporation of Chennai.			

SECTION IV
Contract Data

The name of the Contract	Supply of Flex Machine with operation and maintenance for 3 years
Identification number of the Contract	Manufacturer / dealer of the Flex Machine
Validity of Order	3 Months
Contract Period	3 Years
Performance Security	2% of the total value
Contract Value	Rs.36,00,000/- (approx)
Warranty/operation Maintenance Period	1 year warranty + 3 years operation and Maintenance (included 1 year warranty period)
Location of Delivery	No.60/141, Wall tax Road, Chennai-600079. Corporation Printing Press

SECTION V

5.1. DECLARATION BY THE BIDDER/TENDERER

I/We _____ hereby declare that I/We am/are not in any way related to any officer who is in charge of.....or having control of this work as referred ITB. I/We agree that if, at any stage, it is found that this declaration is untrue, the bid security/performance security paid by me/us will be forfeited and the contract entered will stand cancelled at the risk and cost of contractor. It is understood that the relationship with the officer referred to herein will be restricted to those referred in ITB.

Signature of the bidder

Place:

Date:

5.2. Letter of Bid

_____ (Location)
_____ (Date)

From
(Name & Address of the Bidder)

To

Dear Sir/Madam,

Sub : Tender for the Purchase of New Flex machine to corporation Printing Press.

We, the undersigned, confirm that we meet all the qualification criteria given in the Tender Document

We are submitting this tender for our eligibility for the above assignment.

Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e. [Date _____].

Our attached financial proposal is for the sum of Rs. _____ (Amount in words). This amount is inclusive of the all taxes, duties etc.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,
Authorised signatory:
Name and title of Signatory:
Name of Firm:
Address:

5.3 PARTICULARS OF THE BIDDER/TENDERER

Name of the Tenderer	
Whether Sole Trader / Partnership / Private Limited Co. or Public Limited Co.	
Residential Address	

Address of the Registered Office	
Address of the Branch / Office Quoting against the Tender	
Address of the Factory	
Names and addresses of the Proprietors / Partners / Directors	
Year of Establishment	
Registration No. & Date	
Registered under (give details under which Act the Company is registered)	
Whether the item is completely manufactured in Tenderer's factory	Yes / No
Testing facilities available	
Whether there is any ISI Registration, if so, details thereof	
List of large companies / Public Sector Undertakings / Companies to which the item(s) quoted for have been supplied earlier with details of value of order and year of execution	
Annual Turnover in the last 5 years	
State Sales Tax Registration No.	
Central State Sales Tax Registration No.	
Names of the Bankers	

Note : For providing the above information, if required, separate sheet may be enclosed.

DATE _____
SEAL _____

SIGNATURE _____
NAME _____
DESIGNATION _____
ADDRESS _____
Email ID _____

SECTION VI

61. LETTER OF ACCEPTANCE

By Cable/Registered Post with acknowledgement due/

From

To

Letter No.-----

Dt.....

Sub:

Ref: M.E.D.C.NO.P1/134/2013 due on 05.07.2013

This is to notify you that your Bid for the Purchase of New Flex machine -1No. for the Contract Price of [Rs. _____], is hereby accepted.

You are hereby requested to furnish performance security in the form detailed in ITB for an amount of Rs..... within 30 days of the receipt of this Letter of Acceptance. The performance security shall be valid upto 28 days from the date of expiry of defect liability period, which is ----- days from the date of completion of the work certified by the Engineer in Charge. You are also requested to sign the Contract within 30 days from the date of receipt of this letter, failing which action as stated in ITB will be taken.

You are hereby instructed to proceed with the execution of the said supply of materials in accordance with the Contract documents.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____

Attachment: Agreement

SECTION VII

Specifications

[Insert Specifications]

(Schedule to be included)

Purchase of New Flex machine for the use of Printing Press with the following specification.

- 1. Print Modes : 8 Heads**
- 2. Printing Speed : 4 Pass**
- 3. Printing width : 3000 – 3200 mm**
- 4. Ink Supply System : Auto Ink Supply System**
- 5. RIP Software : Photo Print, Ultra Print, Topaz, Maintop, Caldera**
- 6. Ink type : Solvent, pigment Boxed Ink.**

Operation and Maintenance conditions:	Penalty
a. The contractor shall see that their representative attends any recorded faults regarding the flex machine within 24 hrs.	More than 24 hrs. Rs.500/- per day for first 10 days and Rs.1000/- per day there after
b. The list of names of designer and machine operators are to be employed exclusively for corporation should not be shifted frequently to avoid dislocation of work.	Rs.500/- per staff / day in case of absenteeism.

Submission of bills conditions Spares : Bills for every month shall be submitted not later than 15th of the next month (For operation and maintenance)

Ink and Printed materials will be supplied by corporation.

Schedule A and Schedule B should be duly filled by contractor

SECTION VIII

Bill of Quantities

Schedule for the Purchase of New Flex machine.

Schedule – A

Sl. No	Description	Unit cost (Rs.)	Total cost (Rs.) Inclusive of Tax loading and unloading charges
1.	New Flex Machine – 1 no. as per specification enclosed		
TOTAL			

Total cost in words

.....

Signature of Tenderer

Address with seal

Schedule – B

Operation and Maintenance

Sl. No	First Year Operation and maintenance	Per Month	Per Annum
1.	Designer - 1 Person Machine operator – 2 Persons		
TOTAL			

Sl. No	Second Year Operation and maintenance	Per Month	Per Annum
2.	Designer - 1 Person Machine operator – 2 Persons		
TOTAL			

Sl. No	Third Year Operation and maintenance	Per Month	Per Annum
3.	Designer - 1 Person Machine operator – 2 Persons		
TOTAL			

1 + 2 + 3 =

Total cost in words

.....

Signature of Tenderer

Address with seal

