

**ATAL INDORE CITY TRANSPORT SERVICES LIMITED, INDORE**

***AICTSL*** 

**SECOND CALL**

**E-TENDER**



**TENDER FOR SUPPLY OF  
COLOUR PRE-PRINTED PVC  
CARDS USED FOR MONTHLY  
PASSES OF STANDARD SIZE  
WITH NUMERIC CODING**

**YEAR-2017**

**30, Residency Area, A.B. Road, Opp. MGM Medical College, Indore**

**Ph. : (0731) 2499888, 2904488, 9754-999-888,**

**E-Mail Id :info@citybusindore.com,**

**Website : www.mpeproc.gov.in,www.citybusindore.com**

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**1. NOTICE INVITING E-TENDER:****ATAL INDORE CITY TRANSPORT SERVICES LIMITED**

Plot No. : 30, Residency Area, A.B. Road, Opposite M.G.M. College,  
Indore, M.P. Telephone No. 0731-2499888, 2904488

**SECOND CALL**  
**NOTICE INVITING E-TENDERS**

AICTSL/2017/NIT/EPROC/No.233

Indore, Date 03/11/2017

Atal Indore City Transport Services Ltd. (AICTSL) is a special purpose vehicle in the form of a Public Limited Company set up to operate and manage Public Transport in the city of Indore. AICTSL invites online tenders from the reputed & established manufacturing companies, agencies and dealers. Important dates for tender processing are as under :-

|   |  |
|---|--|
| <b>Name of work</b>   | Tender for Supply of Colour Pre-Printed PVC Cards used for Monthly Passes of Standard Size with Numeric Coding |
| <b>Quantity</b>   | 50,000   |
| <b>Start date for online purchase of E-tender document</b>                          | 06/11/2017   |
| <b>Last date for online purchase of E-tender document</b>                           | 13/11/2017 till 1730 hrs.  |
| <b>Last date for online submission of E-tender technical and financial document</b> | 14/11/2017 till 1730 hrs.  |
| <b>Last date for submission of hard copy tender with technical bid submission</b>   | 15/11/2017 till 1500 hrs.  |
| <b>Earnest money and technical bid will be opened online</b>                        | 15/11/2017 at 1600 hrs.  |

1. Tender document purchase, submission, detailed terms and conditions, specification and other eligibility criteria details shall be available on **Website :- [www.mpeproc.gov.in](http://www.mpeproc.gov.in)** and NIT can be seen only on **AICTSL official Website :- [www.citybusindore.com](http://www.citybusindore.com)**.
2. Cost of tender form Rs. 2,000/- (non refundable).
3. Earnest money deposit Rs. 20,000/- (twenty thousand only) in the form of DD/FDR in favour AICTSL, Indore.
4. The bidder fulfilling the criteria as per NIT are eligible to participate in the tenders.

AICTSL reserves to itself the right to reject any or all the tenders or extend the date and time of its sale, submission or opening under its sole discretion without assigning any reason whatsoever.

**Chief Executive Officer,**  
**Atal Indore City Transport Services**  
**Ltd., Indore**

## 2. INSTRUCTIONS FOR TENDERING :

1. The last date of online submission of technical and financial bid is 14/11/2017 till 05:30 PM and the EMD and technical bid will be opened online 15/11/2017 at 4:00 PM.
2. The Bidder submitted in response of Tender shall be accompanied by a Interest free bid security Rs.20,000/- (Rs.twenty thousand only) in the from of a demand draft/FDR from a Nationalised/ Scheduled Bank in India drawn in favour of “Atal Indore City Transport Services Ltd”. and payable at Indore and shall be encashable at any branch of the bank at Indore. The bid document shall not be opened if no earnest money deposit.
3. The Earnest Money Deposit/FDR of successful bidder shall be retained as interest free performance guarantee during the agreement period. This will be treated as performance guarantee.
4. The Managing Director, Atal Indore City Transport Services Limited, Indore reserves the right to accept or reject any or all tender without assigning any reasons there for. Any attempt of negotiation on the part of bidder to influence by any means will render the tender liable for exclusion from consideration.
5. The bidder should quote the rates both in figures and words without cuttings and over writing and the rate should be inclusive of all taxes. No fluctuation in the rates is permitted during the currency of the bidding document.
6. Specific mention should be made of whether the delivery will be ex-stock or will have to be imported and how much time will be required for delivery after placing of the order.
7. In case of supply order for the PVC card material the date of delivery should be strictly adhered to otherwise the supply order is liable to be cancelled.
8. **In the case of supply order for stores other than PVC card material :-** As time is essence of this order, the date of delivery should be strictly adhered to otherwise the Managing Director, AICTSL reserves the right not to accept delivery.
9. The payments will be made according to requirement on monthly basis after receiving of the materials in good condition.
10. The acceptance of the tender will be decided by the Managing Director, AICTSL who does not bind himself to accept to lowest bid and reserves the right to himself to reject or partially accept any or all the tender received without assigning any reason.
11. The pre-printing has to be carried out strictly as per the specification (Annexure-I). In case any defective or damaged or substandard material is supplied by supplier, the same shall not be accepted and same is to be replaced by new PVC card as per specified material.
12. The bidder should be enclosed pre-printed 4sample PVC cards with company seal and signature as per the technical specification (Annexure-I). If not attach sample PVC card bid will not be consider.
13. Any clarifications required on the tender documents may be obtained from the office of the AICTSL 30, Residency Area, A.B. Road, Opp. MGM Medical College, Indore.
14. Time is the essence of the contract and the time required for completion of work from the date of placing the work order has been indicated in the appendix to the general conditions of the contract.
15. The tenderer shall complete the annexed form of Tender, each page of the tender shall bear tenderer sign and also shall bear the stamp of the tenderer.
16. The tender form and documents attached to it shall not be detached one from the other and no alteration other than filling in of all blank spaces shall be made in the documents.
17. Bidder to quote rates inclusive of all Taxes, Levies and Duties present and future imposed by State Govt., Central Govt. and local bodies.
18. The final rates quoted are inclusive of Income tax, commercial tax, VAT and other taxes if applicable & the same will be deducted as per rules.
19. The tender shall be made on the basis of the rates and there will be no adjustment with variation in wage rates, taxes, prices of materials or any other costs, unless indicated otherwise. The AICTSL does not guarantee that any or all the items of work will be in purview of the contract.

20. The AICTSL reserves the right to adjust arithmetical or other errors in any tender in the way which he considers suitable, any adjustment so made by the AICTSL shall be informed to the tenderer.
21. The tender shall remain valid for acceptance for the period of 90 days from the date of submission. If the tenderer withdraws or modifies his offer during validity period the EMD deposit shall be forfeited in favor of AICTSL.
22. Forfeiture of Bid Security:  
The Bid Security of a Bidder shall be forfeited in the following events:
- (i) If a Bidder withdraws or amends the bid proposal during the period of Bid validity or,
  - (ii) In the case of a Successful Bidder, if the Bidder fails to sign the Agreement.
  - (iii) In the case of any other situation as may be specified in the Tender document.
23. Tender will not be considered if not accompanied by a sum of Rs.20,000/- as Earnest Money. The Earnest Money of unsuccessful tenderer will be returned without interest after a decision is taken in respect of awarding the work. The earnest money deposited by the successful tenderer will be adjusted towards security deposit and will not bear any interest.
24. **Online E-Tender submission process for Bidder :**
- i) For participation in e-tendering module for any department, it is mandatory for prospective bidders to get registration on website [www.mpeproc.gov.in](http://www.mpeproc.gov.in). Therefore, it is advised to all prospective bidders to get registration by making on line registration fees payment at the earliest.
  - ii) Tender documents can be purchased only online and downloaded from website [www.mpeproc.gov.in](http://www.mpeproc.gov.in) by making online payment for the tender documents fee.
  - iii) Service and gateway charges shall be borne by the bidders.
  - iv) Since the bidders are required to sign their bids online using class-III Digital Signature Certificate, they are advised to obtain the same at the earliest.
  - v) For further information regarding issue of Digital Signature Certificate, the bidders are requested to visit website [www.mpeproc.gov.in](http://www.mpeproc.gov.in). Please note that it may take upto 7 to 10 working days for issue of Digital Signature Certificate. Department will not be responsible for delay in issue of Digital Signature Certificate.
  - vi) If bidder is going first time for e-tendering, then it is obligatory on the part of bidder to fulfill all formalities such as registration, obtaining Digital Signature Certificate etc. well in advance.
  - vii) Bidders are requested to visit our e-tendering website regularly for any clarification and / or due date extension.
  - viii) Bidder must positively complete online e-tendering procedure at [www.mpeproc.gov.in](http://www.mpeproc.gov.in).
  - ix) Department shall not be responsible in any way for delay /difficulties /inaccessibility of the downloading facility from the website for any reason whatever.
  - x) For any type of clarification bidders can / visit [www.mpeproc.gov.in](http://www.mpeproc.gov.in) and held desk contract no. 18002588684 Mail id: [eproc\\_helpdesk@mpsdc.gov.in](mailto:eproc_helpdesk@mpsdc.gov.in) Support timings: Monday to Saturday from 10:00 AM to 7:00 PM.
  - xi) Interested bidders may attend the free training program in Bhopal at their own cost. For further query please contact help desk.
  - xii) The bidder who so ever is submitting the tender by his Digital Signature Certificate shall invariably upload the scanned copy of the authority letter as well as submit the copy of same in physical form with the offer of particular tender.
25. E-Tender submitted without following procedure as described above will be disqualified.
26. Subletting the work in any form will not be allowed.
27. AICTSL reserves the right to accept or reject any one or all the tenders without assigning any reasons whatsoever.
28. Conditional tenders are liable to be treated as non-responsive tender and hence liable for rejection.
29. Tender will be evaluated as a whole and not component wise.
30. Printed conditions of the tender document shall not be binding on us.
31. Tender must be clearly written or typed without any cutting or over writing.
32. **Terms of Payment:** The payments in respect of the Services shall be made as follows:

The Supplier shall submit the invoice for the supplies made in particular month along with necessary challans/invoices and acknowledgement of receipt of the PVC cards delivered. Process for payment will be made after submission of invoice along with challans and acknowledgement.

**33. Schedule of Supply :**

Order will be placed as per requirement in the Piecemeal.

**34. Period of the Contract :**

The period of the contract shall be one year.

**35. Minimum Quantity :**

AICTSL can be increase the minimum quantity of PVC cards if required.

### 3. MEMORANDUM

|    |  |  |
|----|--|--|
| a) | Description of works   | Tender for Supply of Colour Pre-Printed PVC Cards used for Monthly Passes of Standard Size with Numeric Coding |
| b) | Amount of EMD  | Rs. 20,000/-   |
| c) | Period of Contract   | One year from the date of work order.  |
| d) | Start date for online purchase of E-tender document                          | 06/11/2017   |
| e) | Last date for online purchase of E-tender document                           | 13/11/2017till 1730 hrs.   |
| f) | Last date for online submission of E-tender technical and financial document | 14/11/2017till 1730 hrs.   |
| g) | Last date for submission of hard copy tender with technical bid submission   | 15/11/2017till 1500 hrs.   |
| h) | Earnest money and technical bid will be opened online                        | 15/11/2017at 1600 hrs.   |

- (1) We undertake to complete and deliver the whole of the works comprised in contract within the time stated in the Appendix to Bid of the general conditions of the contract.
- (2) **We have independently considered the amount of liquidated damage in the Appendix to Bid of the general conditions of the contract and agree that it represents fair estimate of the loss likely to be suffered by us in the event of the works not being completed in time.**
- (3) If our tender is accepted, we will, furnish the performance security deposit for the sum named in the appendix to Bid of the general conditions of the contract for the due performance of the contract. The performance security of the contract shall be in the name of the lead firm of which the financial credentials have been considered.
- (4) We agree to abide by this tender for the period of 90 days from the date fixed for receiving the same and it shall remain binding upon us and maybe accepted at any time before expiry of that period.
- (5) Unless until a formal agreement is prepared and executed this tender together with our written acceptance thereof shall constitute a binding contract between us.
- (6) We understand that you are not bound to accept the lowest or any tender you may receive and reserves to itself, the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reason thereof.

- (7) Should this tender be accepted I/We hereby agree to abide by and fulfill the terms and provisions of the said conditions of contract annexed hereto as far as they may be applicable or in default thereof to forfeit and pay to AICTSL the amount mentioned in the said conditions.
- (8) I/We have deposited Demand Draft/FDR for a Sum of Rs. 20,000/- as earnest money deposit with AICTSL. Should I/We do fail to execute the contract when called upon to do so, I/We hereby agree that this sum shall be forfeited in favour of AICTSL, Indore.

(9) Our Bankers are :

(10) The names of partner of our firm are :

- (i)
- (ii)
- (iii)
- (iv)
- (v)

Name of the partner of the firm authorised to sign. OR Name of person having Power of Attorney to sign the Contract.

(Certified True copy of the Power of Attorney should be attached).

**(Signature and addresses of witnesses)**

(1)

(2)

Yours Faithfully,

**SIGNATURE OF BIDDER WITH RUBBER STAMP**



#### **4. GENERAL CONDITIONS OF CONTRACT :**

##### **1. Rates :**

The bidder should quote his rates for the items mentioned in the schedule of items. The rates should be written in figures as well as in words. All corrections and alterations made while filling the tender must be attested by initials of the tenderer. Overwriting of figures is not permitted. The bidder will not have the freedom to change the unit. No percentage above or below the schedule is to be quoted. If there is any difference between the amount of words and figures written in the tender forms by the bidder the lesser amount will be treated as valid, if the bidder is not ready to accept the amount so fixed in the above manner and declines to do the work earnest money deposit of the bidder shall be forfeited.

The rates quoted shall be firm and shall not be subjected to any change variations, labour conditions, and fluctuations in railway freight, taxes, royalties and any conditions whatsoever. All rates & prices quoted shall remain firm throughout the tenure of contract (till the completion of all major & minor works in the scope of bidder& its certification by AICTSL). Escalation will not be paid in any case.

The rate quoted in the tender shall also include all required material, man-power, tools & plants, temporary water & electric connection and consumption charges required to execute the work, sales tax, excise duty, octroi, royalty and any other tax and duty or other levy levied by the Central Government or any State Government or Local authority, if applicable No claim in respect of sales-tax, excise duty octroi or other tax duty or levy whether existing or future shall be entertained by the AICTSL.

##### **2. Type of Contract:**

The contract shall be lump sum contract. The Bidder shall be paid for the actual quantity of work done, as measured at site, at the rates quoted by him in the contract also as per the payment terms.

3. AICTSL shall check and approve such samples, with reasonable promptness only for conformity with the design concept of the project and for compliance with the information in the contract documents. The work shall be in accordance with the approved samples.

4. THAT, all dues regarding taxes present or imposed in future, including the Sales Tax, VAT, Octroi duties, Royalties, and/or all such other taxes/fees levied on the Bidder's work by Government and/or Local Bodies will be payable by the Bidder, and the Employer will not be liable to compensate the Bidder any expenses incurred by the Bidder on any such account/s.

##### **5. Dispute Resolution :**

##### **5.1 Amicable Resolution**

- (a) Save where expressly stated otherwise in this Agreement, any dispute, difference or controversy of whatever nature howsoever arising under, out of or in relation to this agreement between the Parties and so notified in writing by either Party to the other (the "Dispute") in the first instance shall be attempted to be resolved amicably by the Parties, in accordance with the procedure set forth in sub-article (b) below.
- (b) Either Party may require the Dispute to be referred to the Managing Director, AICTSL for amicable settlement. Upon such reference, both the Parties and the MD or his nominee (who may or may not be an employee of AICTSL shall meet at the earliest mutual convenience and in any event within 15 (fifteen) days of such reference to discuss and attempt to amicably resolve the Dispute. If the Dispute is not amicably resolved within 15 (fifteen) days of such meeting, either Party may refer the Dispute to arbitration in accordance with the provisions of Article 6 below.

#### **6.Arbitration :**

- (a) Arbitrators

Any Dispute which is not resolved amicably as provided in Article 5.1 shall be finally settled as per stipulation in Arbitration & conciliation Act 1996.

- (b) Place of Arbitration

The place of arbitration shall be Indore.

#### **7.Technical Bid with Bid Security :**

- **E-Technical Eligibility Criteria (Mandatory Document) :**

A bidder shall be required to fulfill the following eligibility criteria:

1. 3 years experience for the supply of PVC Cards in government organization.
2. The bidder should be enclosed colour pre-printed 4 sample PVC Cards as per defined specification in Annexure-I Page No.12 with company seal and signature.
3. Bidders must submit GST tax registration certificate in Technical bid document.
4. Bidder must show minimum 25 lakh turnover of their company. Last three financial year balance sheet and income tax returns shall be reckoned as Financial Assessment Year 2014-2015, 2015-2016 and 2016-2017.
5. Bidder to submit the copy of Permanent Account Number (PAN Card) on your Tender Document.

**Note :E-Technical documents submitted online as described above. If a bidder will not submitted defined mandatory documents technical evaluation immediately disqualified.**

#### **8.Sealing and Marking of Bids :**

1. **“Envelope-A: Technical Bid for Tender for Supply of Colour Pre-Printed PVC Cards used for Monthly Passes of Standard Size with Numeric Coding”**

Should contain:

- (a) The original of the Technical Bid.

- (b) Original RFP document/MoM/any other correspondence, certificates and samples duly signed by authorized signatory
- (c) Original EMD (Earnest Money Deposit)

2. All technical documents & EMD copy also should be submitted in online website **www.mpeproc.gov.in**.

3. **Financial Bid**: The Financial Bids open in online after technical evaluation.

4. Financial Bids shall not be submitted in the form of Hard copy. Only online submission of Financial proposals shall be evaluated and if submitted in hard copy than tender shall be liable to be rejected

**ANNEXURE I****TECHNICAL SPECIFICATIONS FOR COLOUR PRE-PRINTED PVC CARDS**

1. The cards should conform to ISO standards as applicable for ID cards.
2. Card height - 53.98 mm +/- 0.1 mm
3. Card width - 85.6 mm +/- 0.1 mm
4. Card thickness - 0.76 mm +/- 0.076 mm
5. Radius (all corners) - 3.175 mm +/- 0.125 mm
6. Material - PVC / PVCA as specified in the International Organization for Standardization Standard 7810.
7. Cards are printed by using the printing methods such as 'Offset Printing' or any other relevant technology with UV Glossy lamination.
8. The finished pre-printed finished cards are compatible to personalization processes and digital printing/dye sublimation printing/Thermal Printing.

- 1. Card Type :** Colour Pre-printed PVC Card with Serial Numbering (Pre-printed card specific design given by AICTSL)
- 2. Card Size :** ISO 7810 Standard, CR80 size 2.12" (53.98mm) X 3.385" (85.6mm)
- 3. Card Thickness :** 0.76mm (As per ISO 7810)

## ANNEXURE-II

**DECLARATION**

Indore, Date :.....

To,

**Managing Director,  
Atal Indore City Transport Services Limited,  
30, Residency Area, AB Road,  
Opp. MGM Medical College,  
Indore (M.P.)**

Dear Sir,

Having examined the all tender terms & conditions, specifications, designs relating to the works specified in the memorandum and having visited and examined the site of the works specified in the said memorandum and having acquired the requisite information affecting the tender, I/WE hereby offer to execute the works specified in said memorandum within the time specified in the said memorandum on the item rate basis mentioned in the attached schedule and in accordance with all respects with the specifications, designs and instruction in writing referred to in condition of tender, the Articles of Agreement, and with such materials as are provided for, by and in all other respects in accordance with such condition so far as they may be applicable.

**SIGNATURE OF BIDDER WITH RUBBER STAMP**

## ANNEXURE-III

(Should be on Company letterhead & duly signed by person authorised to sign on behalf of the company with company seal)

**DECLARATION REGARDING COMPANY NOT DE EMPANELED OR BLACK LISTED  
BY ANY OF THE INDIAN GOVERNMENT ORGANISATION**

We hereby declare that M/S (Company Name) and any of its group company or subsidiaries not been black listed or de empanelled from the empanelment list of any of the government organization in India for, product quality/delay in supply/breach of data security.

This certificate/declaration is true to best of our knowledge and we agree for any actions disqualifying our bid if department finds that the above mentioned declaration is false.

**SIGNATURE OF BIDDER WITH RUBBER STAMP**

**(Full Name and Designation of Bidder)**

## ANNEXURE-IV

**BIDDER DETAILS**

|           |   |  |
|-----------|---|--|
| <b>1.</b> | <b>Name and Address of the Firm/<br/>Company</b>  |  |
| <b>2.</b> | <b>Registered Address of the Firm/<br/>Company</b>  |  |
| <b>3.</b> | <b>Year of Formation/Incorporation</b>  |  |
| <b>4.</b> | <b>Local Agent/Partner Contact<br/>Address</b>  |  |
| <b>5.</b> | <b>Contact Person(Company/Local)</b><br><br>a) <b>Name:</b><br><br>b) <b>Designation:</b><br><br>c) <b>Contact No:</b><br><br>d) <b>Fax:</b><br><br>e) <b>E-mail Id :</b> |  |
| <b>6.</b> | <b>GST Tax Number :</b><br><br><b>Income Tax PAN Number :</b>   |  |
| <b>7.</b> | <b>Name and address of Principal<br/>Company(if there is any).</b>  |  |

|            |   |  |
|------------|---|--|
| <b>8.</b>  | <b>Brief description of the main and subsidiary business line of the company.</b>   |  |
| <b>9.</b>  | <b>No of Years of Experience of the company in PVC Card Management / Production Services.</b>   |  |
| <b>10.</b> | <b>Number of Personalized PVC Cards issued by the vendor during the last 3 years in Govt. Organisation.</b><br><br><b>a) Year 2014-2015 :</b><br><br><b>b) Year 2015-2016 :</b><br><br><b>c) Year 2016-2017 :</b> |  |
| <b>11.</b> | <b>Company's financial indicators for the last 3 years. (Show Turnover)</b><br><br><b>a) Year 2014-2015 :</b><br><br><b>b) Year 2015-2016 :</b><br><br><b>c) Year 2016-2017 :</b>                                 |  |



## ANNEXURE-V

**FORMAT FOR E-FINANCIAL BID (PRICE BID)**

To,

**Managing Director,  
Atal Indore City Transport Services Limited,  
30, Residency Area, AB Road,  
Opp. MGM Medical College,  
Indore (M.P.)**

Sir,

I have gone through the Terms and Conditions as detailed in the Tender Notice AICTSL/2017/NIT/EPROC/NO.233, dated 03/11/2017, for “Tender for Supply of Colour Pre-Printed PVC Cards used for Monthly Passes of Standard Size with Numeric Coding”

I am agreeable to all the terms and conditions mentioned therein. My rates are furnished below.

| S.No. | Particulars  | Quantity | Rate per PVC card (in figures) | Total Amount |
|-------|--|----------|--------------------------------|--------------|
| 1     | Tender for Supply of Colour Pre-Printed PVC Cards used for Monthly Passes of Standard Size with Numeric Coding | 50,000   |                                |              |

**Note:**

1. The bidder should quote the rates in figures without cuttings and over writing.
2. The rate should be include all taxes.
3. The provisions of all applicable tax regulation of the Indore Municipal Corporation, State of M.P. and Govt. of India borne by successful bidder.
4. Financial Bids shall not be submitted in the form of Hard copy. Only online submission of Financial proposals shall be evaluated and if submitted in hard copy than tender shall be liable to be rejected. The Financial Bids open after technical evaluation completed.

**SIGNATURE OF BIDDER WITH RUBBER STAMP**

## ANNEXURE-VI

## PVC PASSENGER PASS LAYOUT

|  |                   |
|--|-------------------|
| <b>अटल इंदौर सिटी ट्रान्सपोर्ट सर्विसेस लिमिटेड</b><br><b>महापौर पास योजना</b> |                   |
| वैधता :  |                   |
| नाम :  | <b>COMP. LOGO</b> |
| पता :  |                   |
| उम्र :   |                   |
| NUMERIC CODE   |                   |

WIDTH OF CARD : 85.6 MM

HEIGHT OF CARD : 53.98 MM