

Government of Manipur
Directorate Head Quarter, Social Welfare

Near 2nd MR Gate
A.T. Line, Imphal-795001

NOTICE INVITING TENDER

Imphal, the 19th January, 2016

No. 6/96/2015-D(SW) : Sealed tenders are invited for the printing and supply of Identity Cards under Manipur Old Age Pension Scheme (MOAPS) and National Assistance Programme (NSAP) of Manipur State. Interested bidders may download detailed tender notice and tender documents from the following website www.manipur.gov.in

The dates of submission of bids and opening are as below :

Publishing and Downloading of Tender Documents :	11.00 hrs of 20.01.2016
Last date of seeking clarification:	16.00 hrs of 30.01.2016
Last date of Submission of Tender:	16.00 hrs of 10.02.2016
Date of Opening Technical Bid:	11.00 hrs of 11.02.2016

2. The tender documents containing all details of Printing and Supply of Identity Cards for MOAPS and NSAP can be downloaded from www.manipur.gov.in and should be submitted along with the tender documents as per the datelines given above.

3. Separate sealed envelopes containing "Technical Bid" and "Financial Bid", complete in all respect should be superscribed as **"Printing and Supply of Identity Cards (MOAPS) and (NSAP)"** may be sent to Director, Social Welfare, Manipur and should reach the office of the Director, Department of Social Welfare, Manipur at the Directorate Office, Near 2nd M R Gate, A T Line, Imphal on or before 10th February, 2016 by 16.00 hrs without fail. Bids received after the deadline will not be entertained. **All items are to be quoted and no partial quoting will be entertained. The Financial Bid should not exceed Rs. 30.lakhs.**

4. Duly filled in tenders will be received at the office of the Director, Department of Social Welfare, Manipur at the Directorate Office, Near 2nd M R Gate, A T Line, Imphal during the specified period on all working days from 11.00 a.m. to 3.00 p.m.

5. Director, Department of Social Welfare, Manipur reserves the right to reject all or any of the tenders or cancel the whole tender process itself without assigning any reason thereof. The tender bid which is conditional/incomplete/received after deadline/without earnest money, will not be entertained.


(L. Nabakishwar Singh, IAS)
Director (Social Welfare)
Manipur

**GOVERNMENT OF MANIPUR
DEPARTMENT OF SOCIAL WELFARE**

No. 6/96/2015-D(SW)

Dated, Imphal, the 19/01/2016

REQUEST FOR PROPOSAL

1. **Quotation in Two Bids system (Technical Bid & Price Bid)** are invited from Competent and reputed printing presses for printing and supply of Identity Cards under Manipur Old Age Pension Scheme (MOAPS) and National Social Assistance Programme (NSAP) implemented by the Department of Social Welfare, Manipur as per specification at Annexure-A and the terms and conditions below :
2. The technical bid and price bid must be sealed separately in two separate envelopes marked with clear and full identity of the bidder and supercribed with the words **'Technical Bid for printing and supply of identity cards under MOAPS & NSAP'** and **'Price Bid for printing and supply of identity cards under MOAPS & NSAP'** respectively. Both the envelopes are then to put in another envelope properly sealed and marked with full identity of the bidder and tender.
3. **Bids are to be submitted to the Directorate office and the dates of submission of bids are as below :**

Downloading of Tender Documents	:	11.00 hrs of 20.01.2016
Last date of seeking clarification	:	16.00 hrs of 30.01.2016
Last date of Submission of Tender	:	16.00 hrs of 10.02.2016
Date of Opening Technical Bid	:	11.00 hrs of 11.02.2016

4. ELIGIBILITY CRITERIA

- a. Bidder shall be a registered Printing Press having well established printing and binding facilities.
- b. The bidder shall have a market standing continuously for the past 3 years in supplying similar items with customers' satisfaction.
- c. The average annual gross turnover of the bidder during the last 3 years shall not be less than 15 lakhs.
- d. Printing and supply shall be affected directly by the bidder and not through any other agency.

5. GENERAL CONDITIONS

A complete set of bidding documents may be downloaded from the website www.manipur.gov.in with a non-refundable fee of **Rs 5,000** in the form of Demand Draft/Banker's Cheque in favour of "Director, Social Welfare, Manipur".

- a. All bids must be accompanied by the Earnest Money Deposit (EMD) as specified in the bid document and must be furnished with the bid.
- b. The bid and all correspondence and documents shall be in the English language.
- c. The tender document is not transferable.
- d. The tender document shall be signed by the bidder in all the pages with official seal.
- e. Interested eligible bidders, if so desire, may obtain further information from the office of the authority inviting tender.
- f. The Tender Inviting Authority reserves the right to accept or reject any or all quotations without assigning any reason thereof.
- g. The sample specifications of the Identity Cards to be printed may be seen in the office of the undersigned during office hours in all working days.
- h. The bidder shall offer only one price and one sample each for all the types of Identity Cards.



6. TECHNICAL BID

- i). The bidder shall furnish along with the bid, the following :
- a) All bids must be accompanied by **EARNEST MONEY DEPOSIT** of an amount of Rs 60,000/- (rupees sixty thousand) only in the form of Demand Draft issued by a Nationalized Bank in favour of "Director, Social Welfare, Manipur". EMD submitted in any other form or bids without EMD shall not be accepted. The EMD of the successful bidder shall be retained till completion of the tender period but shall not carry any interest. If the successful bidder fails to execute the agreement and or fails to deposit the performance security within the specified time, or withdraws his bid within the validity period of the bid, the EMD shall be forfeited. The EMD of the unsuccessful bidders will be returned within 30 days after the finalization of the tender.
 - b) The Bidder should submit information of experience issued by the concerned authorities for the last three financial years in prescribed format attached as **Annexure-I**.
 - c) The minimum annual average turnover for the last three years should not be less than Rs.15,00,000/- (rupees fifteen lakhs) exclusively from printing and supply of similar items to Government or non Government bodies. The bidder should submit the Annual Turnover Statement for the last 3 (three) financial years (Refer **Annexure-II**) duly certified by an Auditor/Chartered Accountant.
 - d) The Bidder should submit an undertaking in the form at **Annexure-III** confirming acceptance of all terms and conditions of the tender.
 - e) The Bidder should submit an undertaking on Fraud and Corruption as per **Annexure-IV**.
 - f) In the technical bid, the bidder shall confirm that, in case he becomes the successful bidder he shall abide by the following stipulations which shall also form a part of his undertaking at Annexure III.
 - g) List of items quoted shall be furnished in **Annexure-V**. The list shall specifically indicate the items along with technical specifications. But **this list shall not indicate prices of the items**.
 - h) If sample of any bidder are not found as per the standards specified, the bids of such bidder will out rightly be rejected.
 - i) Samples of the Identity Cards will have to be submitted by the bidder along with the bids to examine the quality of the Identity Cards.
 - j) The bidder shall also submit copies of the following registration/licenses:-
 - i) Registration Certificate issued by Govt. approved bodies for the Printing and Press.
 - ii) Current & Valid VAT Certificate.
 - iii) Upto date Sales Tax Clearance Certificate
 - iv) Copy of PAN Card/Income Tax Statement duly certified by a CA
 - v) Excise registration Certificate, if applicable.
 - k) Price Bid to be quoted as in **Annexure VI**.

7. PRICE BID:

- a) The rate quoted per item shall be the landed cost at destination, inclusive of packing, forwarding, taxes/duties, freight, insurance etc, as applicable, showing the breakup of cost.
- b) Each page of the price bid shall be duly signed by the bidder with official seal.
- c) Budget Provision for the procurement is Rs.30 lakhs (Rupees thirty lakhs) only.



8. TENDER EVALUATION

Tenders will be evaluated with reference to various criteria and one of such criteria is the rate per unit (Lowest rate). Conditional discounts shall not be taken into account for price comparison. However same shall be considered in case of placing order if the bidder happens to be L1.

9. VALIDITY OF TENDER

The validity of tender of the successful bidder shall be at least 1 year from the date of finalization of the order and the successful bidder(s) are bound to supply the items at agreed rates during this period. This validity period may be further extended with mutual consent.

10. STATUTORY TAXES/DUTIES

In case of any enhancement of Taxes and or duties or levy of fresh Taxes/duties due to Statutory Act of the Govt., after date of submission of the tender and during the contractual delivery period, additional or fresh levies so imposed will be allowed to be claimed as extra without any change in the price structure approved under the tender. For this purpose, the supplier shall produce a certificate from the authority concerned certifying that the item supplied falls under particular tariff resulting in additional/fresh levies for the supplied item.

However, the same shall not be borne by the purchaser in case such levies become applicable after expiry of the contractual delivery period stipulated in the contract.

11. PERFORMANCE SECURITY DEPOSIT:

The successful bidder, within 15 days of receipt of Purchase Order, shall be required to submit Performance Security Deposit of 5% of the order value in the form of Bank Draft/Performance Bank Guarantee from a Nationalized Bank in favour of the purchaser valid for a period of 6 months **beyond** the date of completion of order. The performance security will be discharged by the Purchaser and returned to the Supplier after completion of the Supplier's performance obligations, including any warranty obligations, unless specified otherwise.

However, if the supplier fails to execute the order or fails to perform the services as per the contract or the supplied goods not conforming to the quality or specifications regarding its contents, or non-compliance with the standards as furnished in the tender documents and samples, or in case of breach of any terms of this agreement by the supplier, in addition to other penal actions, the Bank Guarantee shall be encashed & the amount forfeited.

12. AGREEMENT

The successful tenderer shall be required to execute an agreement on non-judicial stamp paper of value of Rs.100/- (stamp duty to be paid by the tenderer) as per proforma in **Annexure-VII** within 15 days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted.

13. NON ASSIGNMENT

The tenderer shall not, at any time, assign, sub-let or make over the contract or the benefit thereof or any part thereof to any person or persons what so ever.

14. ANNULMENT OF AWARD, FORFEITURE OF SECURITY DEPOSIT & FRESH AWARD

Failure of the successful bidder to comply with the requirements of signing of contract and/or submission of performance security within the time schedule as stipulated above shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security.

Under such a situation, the proposal may be reviewed for award of the contract on the next lowest evaluated technically qualified bidder or go for a fresh bid depending on the circumstance. In case it is decided to go for the next lowest bidder, negotiation may be considered to bring down their price nearer to the originally evaluated & lowest bidder.

15. TENTATIVE QUANTITY

The quantity mentioned is only the tentative requirement and may increase or decrease as per the decision of Tender Inviting Authority. The rates quoted should not vary with the quantum of the order or the destination.

16. DELIVERY CONDITION

- a) The place of delivery will be at Social Welfare Godown, Takyel, Imphal-795001 in the State of Manipur.
- b) The selected supplier will have to deliver the Identity Cards within 45 days of receipt of order from the Department to the destination.
- c) The supplier will be responsible for delivery of product in intact condition. Any damage caused during the delivery will have to be replaced by the supplier.
- d) The units as per order shall be handed over to the authorized representative(s) of the purchaser at the specified location and the same shall be duly received after ensuring satisfaction to its condition and quantity.

17. PAYMENT TERMS

- a) **No advance payment shall be made.** Payment for the supplied items shall be made after 100% receipt of the items and completion of all codal formalities subject to submission of Bank Guarantee for Performance Security, relevant documents etc.
- b) **No payment shall be made for rejected materials nor shall the Tenderer (s) be entitled to claim for such items.** The rejected items shall be removed by the Tenderer (s) within two weeks of the date of rejection at his or their own costs and replace immediately. In case these are not removed these shall be auctioned at the risk and responsibility of the suppliers (s) without any further notice.

18. FORCE MAJUERE

The above condition of delivery period, price reduction & termination etc. are subject to force majeure conditions which are beyond the control of the supplier, do not involve fault or negligence of the supplier and are not anticipated. However, the condition shall not include scarcity of raw materials, power cut, labour dispute, failure of sub-vendor and increase in cost of raw material.

19. FRAUD & CORRUPTION:

The bidders, suppliers & contractors shall observe the highest standard of ethics during bidding and during performance of the contract. During the process of evaluation of a bid or proposal for award of a contract, if it is detected that a bidder directly or through agent has engaged in corrupt, fraudulent, collusive or coercive practice in competing for the contract in question, then

- a) the bid shall be rejected and
- b) declare the firm ineligible for a specific period or indefinitely to participate in a bidding process.

20. LOCAL CONDITIONS

It will be imperative on each bidder to fully acquaint himself of all local conditions and factors that would have any effect on performance of the Contract. The purchaser shall not entertain any request for clarifications from the bidder regarding such local conditions nor shall accept any offer conditional to the local factors. No request for any change of price or extension of time schedule of delivery of goods shall be entertained after purchaser accepts the bid.

21. ADJUDICATION/REVIEW BOARD

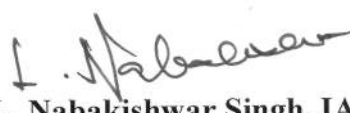
Any dispute arising out of or during execution of the contract shall be settled with mutual agreement through an Adjudication/Review Board appointed by the appropriate authority of the purchasing organization, having officers belonging to other Departments not related to the purchasing Department.

22. SAVING CLAUSE

No suit, prosecution or any legal proceedings shall lie against Tender Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of tender.

23. LAWS GOVERNING THE CONTRACT & JURISDICTION

The contract shall be governed by the laws in force in India. In the event of any dispute arising out of the tender such dispute would be subject to the jurisdiction of the Civil Court within the city of Imphal only.


(L. Nabakishwar Singh, IAS)
Director (Social Welfare)
Manipur

Memo No.6/96/2015-D(SW)

Dated, Imphal, 19/01/2016.

Copy forwarded to for information and necessary action to:

1. The Principal Secretary, Social Welfare, Govt. of Manipur.
2. The SIO, NIC for kind information and uploading the tender documents in the website.
3. The OSD, Department of Information Technology, Govt. of Manipur for necessary action.
4. The Director, Information and Public Relations for publication of the NIT in the Manipur Gazette/Local News Papers.
5. Office Notice Board.


(L. Nabakishwar Singh, IAS)
Director (Social Welfare)
Manipur

ANNEXURE-A**SCHEDULE OF REQUIREMENT**

The details and estimated total requirement of the Identity Cards under the MOAPS and NSAP for the sub-scheme wise is given below :

Sl No.	Name of the Scheme	No. of beneficiaries	No. of Identity Cards to be printed	Proposed colour of Pension Card	Size of the Identity Card	Remarks
1	MOAPS	45905	46200	Pink	4.5"X6"	No. of Identity Cards to be printed is in the higher side i.e. 150-300 extra keeping into account the errors likely to be committed while recording the details etc.
2	IGNOAPS (60-79 years)	61935	62300	Orange	4.5"X6"	
3	IGNOAPS (80 and above)	6225	6400	Green	4.5"X6"	
4	IGNWPS	4661	4800	Violet	4.5"X6"	
5	IGNDPS	1325	1500	Blue	4.5"X6"	

Proforma for Performance Statement (for the period of last three years)

Request for Proposal (RFP) for printing and supply of Identity Cards under MOAPS and NSAP in the State of Manipur.

Name of Proposer:

Order placed by (full address of Purchaser)	Order No. & Date	Description & Quantity of Identity Cards	Value of Order (in Lacs)	Has the supply of Printing and Supply of Identity Cards been satisfactory? (Attach a certificate from the purchaser/consignee)
1	2	3	4	5

Signature and seal of the Proposer : _____



ANNEXURE-II

ANNUAL TURN OVER STATEMENT

The Annual Turnover of M/s _____ for the past three years and concurrent commitment for the current financial year are given below and certified that the statement is true and correct.

Sl.No.	Year	Turnover in Lakhs (Rs)
1.	-	
2.	-	
3.	-	

Total - Rs. _____ lakhs

Average turnover per annum - Rs. _____ Lakhs.

Date:
Seal:

Signature of Auditor/
Chartered Accountant
(Name in Capital)



UNDERTAKING

To,

Tender enquiry No. _____

For supply of _____

Sir,

1. I, Shri _____, on behalf of M/s _____ having registered office at _____, do hereby declare that I have gone through the terms and conditions mentioned for the above and undertake to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance for a period of one year from the date of award of contract to us.
2. I/We undersigned hereby bind myself/ourselves to the Office of _____ to supply _____
The rates quoted by me/us for the items tendered for are specified against each. It is certified that rates quoted are lowest quoted for any institution in India and not higher than the MRP/prevaling market rate.
3. The articles shall be strictly as per specification and of the best quality as per requirement of the institution. The decision of the Office of _____ (hereinafter called the said Purchaser) as regards to the quality and specification of article shall be final and binding on me/us.
4. We agree to the conditions of the tender under which the EARNEST MONEY DEPOSIT and PERFORMANCE SECURITY DEPOSIT shall be forfeited by us.
5. We hereby undertake to pay the **penalty** as per the terms and conditions of the contract for delayed supply of the ordered items.
6. We agree to accept the amount of the bill to be paid by the purchaser after completion of all codal formalities and should any amount of the bill found by the purchaser/auditors to have been over-paid; the amount so found shall be refunded by me/us.
7. We hereby undertake to supply the items during the validity of the tender as per direction given in supply order within the stipulated period.
8. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.
9. We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
10. We hereby declare that there is no vigilance/CBI or court case pending/contemplated against us at the moment.

SIGNATURE

:

NAME & DESIGNATION

:

DATE

:

NAME & ADDRESS OF
THE FIRM

:

SEAL



UNDERTAKING ON FRAUD AND CORRUPTION

We, M/s do hereby undertake that, in competing for (and, if the award is made to us, in executing) the subject contract for supply of under tender reference no. dated We shall strictly observe the laws against fraud and corruption in force in the country.

Sd/-

Signature of Proprietor/Partner/Director
Designation:

Seal:



UNPRICED BID

Tender No. _____

A List of Items

Sl No.	Description	Qty.



PRICED BID

Tender No. _____

**A List of Items
SCHEDULE OF RATES**

SI No.	Description	Qty	Unit Price	Landed Cost

[Handwritten Signature]

FORM OF CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT is made

The day of, year.....

BETWEEN

(1) Name and Address of the Purchaser:

(2) Name and Address of the supplier:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., (insert: brief description of goods and services) and has accepted a bid by the Supplier for the supply of those goods and services in the sum of (insert: contract price in words and figures) (hereinafter called "the Contract Price")

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Condition of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and constructed as an integral part of the Contract:
 - (a) This Contract Agreement
 - (b) General Condition of Contract
 - (c) Technical Requirements (including Technical Specifications)
 - (d) The Supplier's Bid and Original Price Schedules
 - (e) The Purchaser's Notification of Award
 - (f) (Add here: any other documents)
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

For and on behalf of the Purchaser

Signed: _____

In the capacity of (insert: title or other appropriate designation)

In the presence of _____

For and on behalf of the Supplier

Signed: _____

In the capacity of (insert: title or other appropriate designation)

In the presence of _____