

MUNICIPAL CORPORATION OF GREATER MUMBAI
Municipal Printing Press
Quotation Notice
DMC/DM/1429 Dt.24.11.2021

Subject: - Providing Binding Service for MCGM Diary 2022.

The Municipal Commissioner of Greater Mumbai invites the following Quotation.
The Quotation copy can be Collected from the office of Manager, Municipal Printing Press.

All interested bidders, whether already registered or not registered in MCGM, are mandated to get registered with MCGM.

The quotations shall be submitted up to the Quotation End Date & Time mentioned below.

Sr. No.	Name of the work	Earnest Money Deposit (Rs)	Quotation price (Rs.)	Quotation Start Date & time	Quotation End Date & time
1	2	3	4	5	6
1	Providing Binding Service for MCGM Diary 2022.	Rs. 5,960 /-	Rs.201/- <u>GST 5%</u> Rs.12/- Rs.213/-	From 25 November 2021 11.00hrs	Till 02 December 2021 13.00hrs

The bidder shall have to pay the “quotation price” as mentioned in the above table after obtaining the challan from the office of Manager, Municipal Printing Press.

EMD should paid at any of CFC Centres of MCGM. The vendor having Standing Deposit with MCGM should also have to pay EMD. The Copy of EMD receipt shall be submitted while submitting the quotation

If such a receipt of or EMD receipt is not submitted physically in quotation, the quotation shall be treated as non-responsive and shall not be opened.

A) The Quotationers fulfilling the following criteria are eligible to fill and submit the quotation: -

Any Binder having their own Binding unit can quote the offer.

By the order of DMC (DM)
-SD-
Manager
Municipal Printing Press

For Detailed Tender Document Please Scroll Down

MUNICIPAL CORPORATION OF GREATER MUMBAI

Municipal Printing Press Department, 546, N M Joshi Marg, Byculla W

This is Quotation DMC/DM/1429 Dt.24.11.2021

Technical Specifications and Cost Estimate

Subject: - Providing Binding Service for MCGM Diary 2022.

Quotation No. MMP/1429/sp/ dt.25.11.2021

Contract Period: - **From the date of Acceptance letter to 6 Months.**

Total Estimated cost: - **Rs. 2,97,891/-**

Quotation Deposit EMD: - **Rs. 5,960/-**

Sr. No.	Long Description	Qty in nos.	Estimated Rate per no incl.GST @ 18% in Rs	Total Estimated cost in Rs. 18% including GST
1	Providing Binding Service for MCGM Diary 2022.	3300 nos	Rs.90.27/-	Rs. 2,97,891/-

Evaluation of Qoutation on Total Cost of Work

Unit Abbrivation;- No. = Per one number (Diary)

Scope Of Work:-

- 1) The successful quotationer will Supply of Diary 2022 to Municipal Printing Press including Folding, Gathering, Sewing and Perfect Binding.
- 2) The Municipal Printing Press will provide the Printed Sheets to successful qoutationer as per following specification given below:
 - A) Paper Size: 20" X 30" Or 15" X 20"
 - B) Diary Quantity: 3300no's
 - C) Pages: appx. 560 pages (16 pages = 1 section)
 - D) Two colour printing
- 3) The Successful Qoutationer should see the Dummy before quoting the rate
- 4) The rate should be inclusive of GST.
- 5) Delivery Period: - free delivery to the consignees at Municipal Printing Press, **within 3 days (including public holidays and Sundays) after the collection from Municipal Printing Press.**
- 6) The Rate should be inclusive of all charges for labour, transport, material, collecting of printed sheets of diaries from press and providing binding service to the Municipal Printing Press.
- 7) The rate should be inclusive of Raw Material that used for Diary Binding

Sd/
Manager
Municipal Printing Press

MUNICIPAL CORPORATION OF GREATER MUMBAI

Q U O T A T I O N

Ref: Quotation No. MMP /1429/SPdt.25.11.2021 of

QUOTATION DUE ON / Dt.02.12.2021

Manager,
Municipal Printing Press,
546, N. M. Joshi Marg,
Byculla, Mumbai - 400 011

QUALIFICATION CRITERIA FOR QUOTATIONER/MANUFACTURER	Any Binder having their own Binding unit can quote the offer.																
VALIDITY	Every Quotation shall remain open for acceptance for a minimum period of 90 days from the date of opening of Quotation. Quotations specifying validity less than 90 days shall be rejected outright.																
SUPPLY if applicable	The supplier should mention / stick the MM code provided by the Municipal printing press on each packet / container etc..for his each and every supply.if applicable.																
Replacement of rejected material	All substandard material will be rejected and the rejected material will have to be replaced at his own risk to the cost & consequence, by the supplier within six days from the date of intimation to the supplier. If the rejected material is not replaced by material of approved quality within aforesaid period, action deem feet will be taken against him.																
SOLVENCY (Not Applicable)	<p>The Quotationer should upload solvency certificate as mentioned below from the Nationalized/Scheduled/Foreign bank issued valid for 12 months and the issue date should not be more than 6 months prior to due date of Quotation/within financial year.</p> <p>Total Estimated Cost</p> <p>Solvency Certificate</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">(Rupeesin Lakhs)</th> <th style="text-align: right;">value</th> </tr> </thead> <tbody> <tr> <td>Above 300 Lakhs</td> <td style="text-align: right;">Rs.60</td> </tr> <tr> <td>Above 100 to 300 Lakhs</td> <td style="text-align: right;">Rs.30</td> </tr> <tr> <td>Above 50 to 100 Lakhs</td> <td style="text-align: right;">Rs.20</td> </tr> <tr> <td>Above 25 to 50 Lakhs</td> <td style="text-align: right;">Rs.15</td> </tr> <tr> <td>Above 10 to 25 Lakhs</td> <td style="text-align: right;">Rs.10</td> </tr> <tr> <td>Above 5 to 10 Lakhs</td> <td style="text-align: right;">Rs.5</td> </tr> <tr> <td>LakhsUp to 5</td> <td style="text-align: right;">Rs.1 Lakhs</td> </tr> </tbody> </table>	(Rupeesin Lakhs)	value	Above 300 Lakhs	Rs.60	Above 100 to 300 Lakhs	Rs.30	Above 50 to 100 Lakhs	Rs.20	Above 25 to 50 Lakhs	Rs.15	Above 10 to 25 Lakhs	Rs.10	Above 5 to 10 Lakhs	Rs.5	LakhsUp to 5	Rs.1 Lakhs
(Rupeesin Lakhs)	value																
Above 300 Lakhs	Rs.60																
Above 100 to 300 Lakhs	Rs.30																
Above 50 to 100 Lakhs	Rs.20																
Above 25 to 50 Lakhs	Rs.15																
Above 10 to 25 Lakhs	Rs.10																
Above 5 to 10 Lakhs	Rs.5																
LakhsUp to 5	Rs.1 Lakhs																
PENALTY	“Penalty ½ % per week or part thereof subject to maximum limit @ 10% of the value of supply not received in time is to be deducted from the supplier’s bills.”																

<p>PANCARD WITH PHOTOGRAPH</p>	<p>Quotationer should scan and upload his own "Pan Card" in case of retailer/ Dealers/Supplier /Distributor etc.</p> <p>In case of Company or firm the Quotationer should scan and upload</p> <p>'PAN' Card of proprietor in case of proprietary /Ownership firm</p> <p>i. 'PAN' Card of Company in case of Private limited Company</p> <p>ii. 'PAN" Card of a firm in case of Partnership firm</p> <p>The Santhas /Societies /Trust which are registered under Public Trust Act 1950 / Registration Act 1860 / The Maharashtra Co Op Society Registration Act 1960 (whichever is applicable) has to scan and upload the pan card of Santha Society or Trust only. However, in case of public limited companies, semi government undertakings, government undertakings, no 'PAN' documents will be insisted.</p>
<p>VAT/CST/Service tax/ GST</p>	<p>Quotationer must scan & upload his valid Certificate of registration of VAT/CST issued by Government Authorities in prescribed form. Quotationer may up load Service Tax / GST Registration certificate if applicable.</p>
<p>ORDER</p>	<p>The successful Quotationer should supply specified goods after receiving indent from Municipal Printing Press/ROTA Printing Unit with specified quantity mentioned in thereon, i.e. Indent will be placed by Municipal Printing Press Printing Unit as and when the material is required.</p>
<p>DELIVERY</p>	<p>The quotation shall include free delivery at site Municipal Printing Press, 546, N. M. Joshi Marg, Byculla, Mumbai-400 008 Or as per instructions provided by he MCGM officials within MCGM limit. Within 3 days after collection of material from MPP (Inclusive of Sunday and Public Holidays.) from the date of receipt of orders.</p>
<p>PAYMENT</p>	<p>As per the Municipal procedure, the payment for work done / material supplied will be made within 30 days from the receipt of the bill, subject to verification as per normal rates. In case of supply of any articles, the payments shall be made within 30 days from the receipt of the bill subject to satisfactory test of the article.</p>
<p>Payment of EMD</p>	<p>EMD should paid at any of CFC Centers of MCGM. The vender having Standing Deposit with MCGM should also have to pay EMD .If such a receipt of or EMD receipt is not submitted physically in quotation, the quotation shall be treated as non-responsive and shall not be opened.</p>
<p><u>Refund of EMD</u></p>	<p>1) The EMD of the Quotationer who have been awarded the contract will be refunded only after 5 % contract deposit is submitted to MCGM</p> <p>2) The contractor paying 5% in cash , only their EMD will be refunded after submission of receipt in this respect along with the contract documents. Whereas ,the contractor who have submitted BG in lieu of of 5% contract deposit ,the EMD of such contractors will be refunded only after the BG is sent to the safe custody.</p>

<p>Authentication of the Documents</p>	<p>The responsibility to produce correct authentication rests with the Quotationer, If any document detected to be forged, bogus etc, the Quotation shall be rejected and the Quotation deposit forfeited. Any contract entered under such conditions shall also be liable to be canceled at any time during its currency and further penal action like criminal prosecution, blacklisting against the said contractors and /or the partners. The Municipal Commissioner shall also be entitled to purchase the items from the open market at the risk and cost of the said Quotationer and the damage thereof shall be recovered from the contractor's dues.</p>
<p>TESTING OF SUPPLY SAMPLE (applicable)</p>	<ul style="list-style-type: none"> a. Sample from supply lot will be drawn on random basis, by user Dept. and the representative of supplier for testing through Govt./Govt. approved Lab/Lab having NABL accreditation b. Probability of sample testing <u>should be</u> <ul style="list-style-type: none"> (i) Three times during the one year contract period if required and (ii) Six times during the two years contract period. c) If the test report of the supply sample is not found as per MCGM specification, the supply shall be rejected and <ul style="list-style-type: none"> i) If the default committed by the Quotationer/supplier is of first time he is liable for penalty up to 20% of the total purchase cost and ii) If the default committed is of second time, the firm shall be blacklisted for a period of three years and iii) If the default committed is of third time or more than that, the firm shall be permanently blacklisted. d) The supplier shall mention lot number for his supply. e) Test report of Government/Government approved laboratory / Lab having NABL accreditation of supply sample sent for testing by M.C.G.M. will be considered as final and no correspondence will be entertained in this regard. f) The supply sample will be used for testing etc. and therefore, will not be returned to the Quotationer and the cost thereof will not be reimbursed. g) The sample from the supply lot will be got tested at Municipal Cost and in the event of failure, the testing charges will be recovered from the contractor's bill pending with the Corporation. h) The test results will be circulated to all departments who have received material from the supplied lot. User department should not use the supplied material unless & until the satisfactory test report is received. i) The Sample from the supply destroyed in testing is to be replaced free of cost by the supplier. <ul style="list-style-type: none"> j. Necessary action regarding defective supply/incomplete supply/delay supply and dispute if any, with the vendor shall be resolved by the user department with the help of the competent authority. k) No payment should be made to the contractor unless the samples from the supplied lot are found as per MCGM specifications and requirements.
<p>Taxes and levies</p>	<p>Rates quoted should be inclusive of GST.</p>

Legal and Stationery charges	Estimated Cost in Rs. Amount in Rs.	Legal & Stationery charges Amount in Rs.
Legal Dpart. dt.22.06.2021	Rs.10000/- Up to 50,000/- Rs. 50,001/-Up to Rs.1,00,000/- Rs.1,00,001 to 3,00,000/- Rs.3,00,001 to 5,000000 Rs.5,00,00,001 to 10,00,000	Nil Rs.5710/- Rs.9430/- Rs. 11330/- Rs. 13190/-

Check List of the Mandatory documents to be up loaded while submitting the Bid:-

- 1) To attach Xerox copy of GST,
- 2) The Quotationer should submit certified copies of the PAN Documents and photographs of the individuals owners, karta of the Hindu undivided family, partners of the Partnership Firms & Directors in case of Private Limited / Public Limited Companies of the authorized representatives of the Registered Co-operative Societies / Semi-Government Undertakings as the case may be the documents can be certified by the Gazzeted Officer or Assistant Engineer / Administrative Offices of M. C. G. M. or Notarised by the Notary, appointed by the Government of Maharashtra.
- 3) EMD receipt/~~Standing deposit receipt.~~
- 4) Lowest Quotationer should submit the affidavit for best rate as per attached format on Rs.500/-stamp Paper.
- 5) Lowest Quotationer should submit Format for Declaration by the bidder for not being Blacklisted/Debarred.
- 6) Lowest Quotationer should submit the irrevocable undertaking on Rs.500/- Stamp Paper.
- 7) The quotationer should submit the undertaking for his own Binding Unit on his letterhead.

Note :-

1. All the above mandatory conditions should be strictly adhered to failing which the Quotation will be treated as non-responsive and no correspondence will be entertained in the matter.
2. If any Quotationer fails to comply with any of the above mandatory conditions or fails to submit relevant documents on call within 3 days, it will be open to the department to consider the Quotation as Non Responsive.

Sd/-
Manager,
Municipal Printing Press

**Municipal Corporation of Greater Mumbai
Municipal Printing Press**

Schedule of Quantities & Rates

Sr No.	Long Description	Quantity	unit	Basic rates (Rs.)	Total Basic Amount(Rs.)	SAC/HSN CODE	Applicable Taxes		IGST	TAXES	IF any	Total amount of Taxes(Rs.)	Total cost inclusive GST and other Taxes if any (Rs.)			
							CGST	SGST								
							%	Amt.(Rs)	%	Amt.(Rs)	%	Amt.(Rs)	%	Amt.(Rs)		
1	2	3	4	5	6(3 X 5)	7	8	9	10	11	12	13	14	15	16(9+11+13+15)	17(6+16)
	Providing Binding Service for MCGM Diary 2022.	3300	nos													
												Total Cost in Rs.				

Signature of the Quotationer & office stamp

Trading under The Name & Style of

To,
The Municipal Commissioner,
Brihanmumbai Mahanagarपालिका,
Mahapalika Marg,
Mumbai 400 001.

Sir,

I /We have read all the Terms and Conditions as stipulated in the above Quotation Notice and accept the same.

Yours faithfully,

Quotationer's Signature, Address,
Office Stamp & Telephone No., if any

Copy to :

M/s.
.....
.....
.....

Sd/-
Manager,
Municipal Printing Press

Annexure -5
Tender No./Bid No.
MUNICIPAL PRINTING PRESS

The undertaking to be obtained from the prospective bidders on Rs. 500 /- stamp paper along with the tender should be as under-
Affidavit in terms of condition No 13 (Incl of 13A.13B and 13 C) of Articles of Agreement and for quoted Rate

CA/CPD/36 dt. 3/11/2013

To,

The Municipal Commissioner,

For the Municipal Corporation to Greater Mumbai

Sir,

Bid No. _____

“I/ We _____

_____ (full

name in capital letters, starting with surname), the Proprietor/Managing Partner/Managing Director/Holder of the Business/Manufacturer/Authorized Dealer, for the establishment/firm/registered company, named herein below, do hereby, state and declare that I/We _____ whose names are given herein below in details with the addresses have not filled in this tender under any other name or under the name of any other establishment /firm or otherwise, nor are we in any way related or concerned with any establishment / firm or any other person, who have filled in the tender for the aforesaid work".

"I/We _____

(full name in capital letters, starting with surname), the Proprietor/Managing Partner/Managing Director/ Holder of the Business/Manufacturer/Authorized Dealer, for the establishment/firm/registered company, named herein below, do hereby undertake that we have offered the best prices for the subject supply/work as per the present market rates and that we have not offered less prices for the subject supply/work to any other outside agencies including Govt./Semi Govt. agencies and within the MCGM also. Further, we have filled in the accompanying tender with full knowledge of the above liabilities and therefore we will not raise any objection or dispute in any manner relating to any action including forfeiture of deposit and blacklisting, for giving any information which is found to be incorrect and against the instruction and direction given in this behalf in this tender.

I/We further agree and undertake that in the event it is revealed subsequently after the allotment of work/ contract to me/us that any information given by me/us in this tender is false or incorrect, I/We shall compensate the Municipal Corporation of Greater Mumbai for any such losses or inconveniences caused to the Corporation in any manner and will not resist any claim for such compensation on any ground whatsoever. I/We agree and undertake that I/We shall not claim in such case any amount, by way of damages or compensation for cancellation of the contract given to me/us or any work assigned to me/us or is withdrawn by the Corporation."However, in case of price difference, if it is a result of differential tax structures, different Dollar value of Rupee, differential logistic of transport etc. Considering this aspect, before invoking the penalty, blacklisting, I/we will be given a reasonable opportunity of being heard by representing our, case as to why such price variation/differential has been arisen.

In case if the explanation submitted by me/us is unsatisfactory then action including forfeiture of deposit & blacklisting may be taken against me/us.

TENDERER'S FULL SIGNATURE
WITH RUBBER STAMP

Note :This affidavit should be given on Rs.500/- stamp paper duly notarized by Notary with red seal and registration Number.

Format for Declaration by the bidder for not being Blacklisted / Debarred (On Rs. 500/- Stamp paper)

UNDERTAKING CUM INDEMNITY BOND

We, (1) Mr. _____, (2) Mr. _____ and (3) Mr. _____ aged (1) _____ Yrs, (2) _____ Yrs, and (3) _____ Yrs respectively; Proprietor / Partner/ Directors / Power of attorney holders of the firm _____ having its office at _____ hereby gives an UNDERTAKING CUM INDEMNITY BOND as under:

AND WHEREAS we are registered contractor/s with the Municipal Corporation of Greater Mumbai and/ or (Name of other Authority), having Registration number _____ valid up to _____ AND WHEREAS the Municipal Corporation of Greater Mumbai had published the notice for the work of _____

_____ in Ward .

AND WHEREAS I/We want to participate in the said tender procedure, I/We hereby give an undertaking cum indemnity Bond as hereinafter appearing:-

I/We hereby agree to undertake that my/our firm is not under any penal action such as Demotion, Suspension, Blacklisting, De-registration etc. by any Government, Semi-Government and Government undertakings etc.

I/We hereby further undertake to communicate if my/our firm comes under any penal action such as Demotion, Suspension, Blacklisting, De-registration etc. by any Government, Semi-Government and Government undertakings etc.

I/We hereby further agree and undertake that, at any stage of tendering procedure, if the said information is found incorrect, it should be lawful for the MCGM to forthwith debar me/us from tendering procedure and initiate appropriate penal action.

The undertaking-cum-indemnity Bond is binding upon us/our heirs, executors, administrators and assigns and /or successor and assigns.

Place:

Dated:Holder

Proprietor / Partner/ Directors /POA

(Seal of Firm/Co.)

Identified by me

BEFOR ME,

Annexure-A

Irrevocable Undertaking
(on Rs. 500/- Stamp Paper)

I Shri/Smt.....aged,.....years Indian
Inhabitant,Proprietor/Partner/Director of M/s.....
resident at.....do
hereby give Irrevocable undertaking as under :

1) I say & undertake that as specified in section 171 of CGST Act,2017 any reduction in rate of tax on supply of goods or services or the benefit of input tax credit shall be mandatorily passed on to MCGM by way of commensurate reduction in prices.

2) I further say and undertake that I understand that in case the same is not passed on and is discovered at any later stage, MCGM shall be at liberty to initiate legal action against me fr its recovery including, but not limited to m an appeal to the Screening Committee of the GST Counsel.

3) I say that above said irrevocable undertaking is binding upon me/my partners/company/other Directors of the company and also upon my / our legal heirs, assignee, Executor, administrator etc.

4) If I fail to compliance with the provisions of the GST Act, I shall be liable for penalty/punishment or both as per the provisions of GST Act.

Whatever has been stated here in above is true & correct to my/our own knowledge & belief.

Solemnly affirmed at

DEPONANT

This day of

BEFORE ME

Interpreted Explained and Identified by me.