

# MUNICIPAL CORPORATION OF GREATER MUMBAI

## Municipal Printing Press Quotation Notice DMC/DM/2227 Dt.17.03.2022

### Subject:- “Services of Lamination on Preprinted sheets to Municipal Printing Press”

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	Services of Lamination on Preprinted sheets to Municipal Printing Press	Rs.2900/-	Rs.220/- <u>Rs. 40/-GST 18%</u> Rs. 260/-	From Dt. 19.04.2022 Time 11.00hrs	Till Dt.26.04.2022 Time 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 will be accepted either in the form of Demand Draft (DD) or in Cash. The vendors having standing deposit with MCGM are exempted from paying EMD. The copy of valid standing deposit 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:-

**Printer / Binder who is having thier own Lamination unit or their authorised firms may quote their offer.**

-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/ 2227 Dt.17.03.2022**

Technical Specifications and Cost Estimate

**Subject:- Services of Lamination on Preprinted sheets to Municipal Printing Press**

Quotation No. MPP/9815/SP/ dt.25.03.2022

Contract Period:- **From the date of Acceptance letter to 1 year.**

Total Estimated cost:- **Rs. 141600/-**

Quotation Deposit EMD:- **Rs.2900/-**

Sr. No	Long Description	Quantity	Unit	Estimated Rate (inclusive of GST)
1	Services of Lamination on Preprinted sheets to Municipal Printing Press	10000	Nos	Rs.141600/-(Rs.14.16/- per no)

Unit abbreviation:- Nos = per one sheet of size 13” x 19”

Providing Lamination service on preprinted sheets to Municipal Printing press

**Scope of work**

1. The successful quotationer will execute the work of processing lamination service and supply various jobs to municipal printing press.
2. Lamination should be Thermal Lamination. (Matt or Gloss lamination as per requirement)
3. Up to 13” x 19” size sheet will be calculated as 1 No.
4. Maximum size of sheet is 13” x 19”, more than 13” x 19” sheet size will allow to charge double to the successful quotationer.
5. As per MCGM requirement If 13” x 19”size sheet need to laminate both the sides then the rate should be allowed to charge double.
6. After creasing or any other value addition process lamination should not be de laminate or wrinkle.
7. If de lamination occurs, Municipal printing press reserves right to Reject the Laminated sheet. No charges will impose by Successful renderer for rejected material.
9. Municipal printing press will provide printed sheet.
10. The rate should be inclusive of all charges for Labour, Material transport, material loading and unloading, delivery of laminated sheets to Municipal printing press, etc.
11. Only 30 Sheets per job will provide to successful quotationer for make-ready.

12. Quoted rate should be inclusive of one Sample per job if require.
13. Rate quoted should be inclusive of GST.
14. The successful quotationer should supply laminated material in proper packing with label. (Label with name of job, Non-schedule no. quantity, etc) as per MCGM officials instructions.
15. The successful quotationer will submit the challans after completion of work and will take the signature of MCGM officials. The challan should contain , Gate pass no.- Job no.- Description of job – Quantity Etc. If the Challan is not received with material the material will not be accepted.
16. The successful tender should attend the call within 4 hour after intimation from MCGM Office.
17. MCGM Officials will raised the purchase order as and when required through out the year.
18. If the authorised firms are filling up quotation, authority letter from the printer / binder should be submitted.

Sd/-  
**Manger**  
**Municipal Printing Press**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

**Q U O T A T I O N**

**DMC/DM/2227 Dt.17.03.2022**

Ref : Quotation No. MMP /9815/SP of dt.25.03.2022

QUOTATION DUE ON Dt.

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

<b>QUALIFICATION CRITERIA FOR QUOTATIONER/MANUFACTURER</b>	Printer / Binder who is having their own Lamination unit or their authorised firms may quote their offer.																
<b>VALIDITY</b>	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.																
<b>SUPPLY if applicable</b>	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.																
<b>Replacement of rejected material</b>	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 deemed fit will be taken against him.																
<b>SOLVENCY (Not Applicable)</b>	<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> <table><thead><tr><th><b>Total Estimated Cost (Rupeesin Lakhs)</b></th><th><b>value</b></th></tr></thead><tbody><tr><td>Above 300</td><td>Rs.60 Lakhs</td></tr><tr><td>Above 100 to 300</td><td>Rs.30 Lakhs</td></tr><tr><td>Above 50 to 100</td><td>Rs.20 Lakhs</td></tr><tr><td>Above 25 to 50</td><td>Rs.15 Lakhs</td></tr><tr><td>Above 10 to 25</td><td>Rs.10 Lakhs</td></tr><tr><td>Above 5 to 10</td><td>Rs.5 Lakhs</td></tr><tr><td>Up to 5</td><td>Rs.1 Lakhs</td></tr></tbody></table>	<b>Total Estimated Cost (Rupeesin Lakhs)</b>	<b>value</b>	Above 300	Rs.60 Lakhs	Above 100 to 300	Rs.30 Lakhs	Above 50 to 100	Rs.20 Lakhs	Above 25 to 50	Rs.15 Lakhs	Above 10 to 25	Rs.10 Lakhs	Above 5 to 10	Rs.5 Lakhs	Up to 5	Rs.1 Lakhs
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<b>PENALTY</b>	“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.”
<b>PANCARD WITH PHOTOGRAPH</b>	<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>
<b>VAT/CST/Service tax/ GST</b>	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.
<b>ORDER</b>	The successful Quotationer should supply specified goods after receiving indent from Municipal Printing Press 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.
<b>DELIVERY</b>	Free delivery to the Consignees at Municipal Printing Press, within <b>2 working day.(Excluding of Sundays and Public Holidays) from the date of receipt of orders.</b>
<b>PAYMENT</b>	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.
<b>Payment of EMD</b>	EMD will be accepted either in the form of Demand Draft (DD) or in Cash. The venders having standing deposit with

	<p>MCGM are exempted from paying EMD. The copy of valid standing deposit receipt shall be submitted while submitting the quotation.</p> <p>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><b><u>Refund of EMD</u></b></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><b>Authentication of the Documents</b></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 .</p> <p>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><b>TESTING OF SUPPLY SAMPLE ( applicable)</b></p>	<p>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</p> <p>b. Probability of sample testing <u>should be</u></p> <p>(i) Three times during the one year contract period if required and</p> <p>(ii) Six times during the two years contract period.</p> <p>c) If the test report of the supply sample is not found as per MCGM specification, the supply shall be rejected and</p> <p>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</p> <p>ii) If the default committed is of second time, the firm shall be blacklisted for a period of three years and</p> <p>iii) If the default committed is of third time or more</p>

	<p>than that, the firm shall be permanently blacklisted.</p> <p>d) The supplier shall mention lot number for his supply.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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 &amp; until the satisfactory test report is received.</p> <p>i) The Sample from the supply destroyed in testing is to be replaced free of cost by the supplier.</p> <p>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.</p> <p>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>														
<b>Taxes and levies</b>	Rates quoted should be inclusive of GST.														
<b>Legal and Stationery charges</b>	<table border="0"> <tr> <td>Estimated Cost in Rs.</td> <td>Legal &amp; Stationery charges</td> </tr> <tr> <td>Amount in Rs.</td> <td>Amount in Rs.</td> </tr> <tr> <td>Rs.10000/- Up to 50,000/-</td> <td>Nil</td> </tr> <tr> <td>Rs. 50,001/-Up to Rs.1,00,000/-</td> <td>Rs.5710/-</td> </tr> <tr> <td>Rs.1,00,001 to 3,00,000/-</td> <td>Rs.9430/-</td> </tr> <tr> <td>Rs.3,00,001 to 5,000000</td> <td>Rs. 11330/-</td> </tr> <tr> <td>Rs.5,00,00,001 to 10,00,000</td> <td>Rs. 13190/-</td> </tr> </table>	Estimated Cost in Rs.	Legal & Stationery charges	Amount in Rs.	Amount in Rs.	Rs.10000/- Up to 50,000/-	Nil	Rs. 50,001/-Up to Rs.1,00,000/-	Rs.5710/-	Rs.1,00,001 to 3,00,000/-	Rs.9430/-	Rs.3,00,001 to 5,000000	Rs. 11330/-	Rs.5,00,00,001 to 10,00,000	Rs. 13190/-
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**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) Authority letter from the printer / binder if a quotationer is authorized firm.

While submission of Quotation quotationer should attach the xerox copy of authority letter on the envelop. After verification only quotationer is allowed to dispatch the quotation.

**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 7 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)
1	<b>Services of Lamination on Preprinted sheets to Municipal Printing Press</b>	10000	Nos													

Figures in words

Total

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

**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,