



# MADHYA PRADESH POWER TRANSMISSION CO.LIM.

(A wholly owned Government of Madhya Pradesh Undertaking)

CIN: U40109MP2001SGC014880

Block No: 4, Shakti Bhawan, Rampur, Jabalpur (MP) 482008,  
Tel No: 0761-2702268, 0761-2702278, Fax No: 0761 - 2661618  
email: ehtcm@yahoo.com

No.04-06/C/ 1195

Jabalpur, dated : 18.07.2018

To,

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub:- Enquiry for Printing & Supply of Special Size Measurement Books (MBs)

Tender Price : Rs. 560/- (Rs. FIVE HUNDRED & SIXTY Only) shall have to be deposited in the shape of DD/Banker's cheque drawn in favour of Regional Accounts Officer, MPPTCL, Jabalpur.

Dear Sirs,

Sealed bids are invited for printing & supply of special size Measurement Books (MBs) for the type and quantities as provided in enclosed Schedule-I. The details technical specifications of the MBs are given in enclosed Schedule-II. The invitation of bids against the enquiry is subject to the following terms and conditions:-

1. DUE DATE & TIME FOR RECEIPT/OPENING OF BIDS:

- |      |                                       |                          |
|------|---------------------------------------|--------------------------|
| (i)  | Due date and time for receipt of bids | 17.08.2018 upto 03.00 PM |
| (ii) | Date and time for opening of bids     | 17.08.2018 at 03.30 PM   |

Enquiry No. & date alongwith aforesaid subject must be superscribed on the envelope.

2. MODE OF SUBMISSION OF BID:- The bid may be delivered in the office of C.E. (EHT-Construction), Block No.4, Shakti Bhawan, Jabalpur

Bids which do not reach in this office upto 03.00 PM on the due date will not be opened and will be returned to the bidder. The MPPTCL may not be responsible for any delay in receipt of bids by post whatsoever may be the reason.

3. EARNEST MONEY DEPOSIT:- Earnest money amounting to ₹2040.00 shall have to be deposited in the shape of DD/Banker's cheque drawn in favour of Regional Accounts Officer, MPPTCL, Jabalpur. The firms who are exempted from payment of EMD are indicated as below:-

- (i) a. Registered units under MSMED Act. The registration should be permanent and for the items noted in the enquiry.

b. MP State / Central Government Undertakings fully owned State Govt. Manufacturing unit with 100% Govt. shares.

- (ii) The bid received without proper EMD shall be rejected summarily.
- (iii) Earnest Money Deposit shall be forfeited in case the bidder withdrawn his bid during the validity period OR the bidder fails to pay the security deposit and execute the order.

**4. SECURITY DEPOSIT:-**

- (i) On acceptance of offer, the supplier will have to deposit an amount equal to 10% of the total value of the order in the form of Banker's Cheque or Demand Draft towards Security Deposit.
- (ii) Demand Draft to be drawn in favour of RAO, MPPTCL, Rampur, Jabalpur drawn on any nationalized/scheduled Bank and payable at Jabalpur.
- (iii) All Units registered with Industries Department of MP under MSMED Act shall be required to pay Security Deposit for only 5% (five percent) value of the order subject to maximum of ₹ 20,000/- DD or Banker's Cheque. This concession is for such SSI Units of M.P. who are doing business up to ₹50 Lacs annually only.
- (iv) The Security Deposit shall have to be deposited within 10 days from the date of receipt of this order.
- (v) The MPPTCL shall forfeit the security deposit in the event of non-execution/part execution of the order(s)/poor performance of supplier/contractor besides invoking the Penalty Clauses.
- (vi) The Security deposit shall be returned to the successful bidder only after due and faithful of guarantee period provided there are no claims which are to be recovered against the supplier.
- (vii) No interest shall be paid by the MPPTCL on security deposit furnished by the supplier.

**5. SAMPLE PAPERS :-** Sample for 70 GSM maplitho Paper and 24 OZ Brown Suaw Board (1350 GSM) be submitted along-with bid. For this one sheet each of these items (A 4 Size) be submitted duly indicating Grammage, Enquiry No. & date. The bid without sample is likely to be rejected.

**6. VALIDITY OF BID:-** The bid shall have to be kept valid to a period of 6 months from the date of its opening.

**7. PRICES :-** The prices quoted shall be FIRM & FIXED and FOR destination for delivery to the office of Chief Engineer (EHT-Construction), Block No. 4, Shakti Bhawan, MPPTCL, Jabalpur, on door delivery basis inclusive of packing, forwarding & freight charges, , GST etc .. Payment of any type of Govt. Statutory levies/taxes will be bidder's responsibility.

**8. DISCOUNTS OFFERED BY THE BIDDERS :-**

The rates must be offered in the prescribed format and in appropriate columns only. Conditional discount, if any, offered by the bidders shall not be accepted under any circumstances.

**9. PAYMENT :-** After receipt of material in full & good condition, 100% (Hundred percent) value of each consignment shall be paid within 30 days from the date of receipt of firm bill/invoice. For this purpose, after making supplies supplier shall submit bills/ invoice in triplicate to the consignee i.e. Chief Engineer (EHT-Construction), Block No. 4, Shakti Bhawan, MPPTCL, Jabalpur for arranging payment.

**10. PAN NUMBER AND GST REGISTRATION NUMBER :-** "PAN" number & "GSTIN" number of the firm may invariably be indicated at appropriate place in the commercial questionnaire as well as in the bill to be submitted for payment.

**11. CONSIGNEE:-** Consignee of the Material shall be the Chief Engineer (EHT-Construction), Block No. 4, Shakti Bhawan, MPPTCL, Jabalpur.

**12. DELIVERY:-** The delivery of material shall have to be completed within two months from the date of receipt of final approval for printing as indicated in Schedule-II. The approval shall be conveyed by office of Chief Engineer, (EHT-Construction), MPPTCL, Jabalpur. Early deliveries shall however be preferred.

The delivery in the scheduled time will be the essence of the contract and has to be strictly adhered to by the firm. Hence only those firms who shall be able to complete the order within stipulated delivery period shall participate in the enquiry.

**13. SOFT COPY OF ORDERD ITEM :-** Firm shall have to provide 3 CDs containing design of MBs as stipulated in this order (including text matter & its font etc.) at the time of supply. These 3 CDs, shall be meant for CDR package as well as for JPEG format. In case of non-submission of these CDs (as indicated in Schedule-III), 1% penalty of the total ordered amount, shall be deducted from the firm's bill, it may carefully be noted.

**14. PERFORMANCE GUARANTEE: -** If during the period of 12 months from the date of receipt of the material any of the material is found to be defective in material of workmanship or develops defects during service, the same shall have to be replace by the firm free of all charges/cost. All necessary arrangement on the account will be made by supplier.

**15. PACKING :-** The packing shall be similar to that as is done for transit through Road. Material should be supplied duly packed in airtight, humidity free, polythene cover. The material so packed be kept in card board cover or in suitable cover as directed by consignee at the time of supply. For easy handling weight of each packet should not exceed 15 Kg.

**16. PENALTY :-** The delivery of the above items in time shall be the essence of the order and the firm shall have to adhere to the delivery schedule. For late delivery of printed material MPPTCL may :-

(A) (i) Recover from the supplier towards liquidated damages a sum of ½% (half percent) of the price of any stores not delivered for a week or part there of subject to maximum of 10%. Recovery against GST on penalty will be made from contractor's bill.

OR

(ii) Purchase from elsewhere on account and at the risk of the supplier, the material not delivered.

OR

(iii) Forfeit the security deposit.

(B) MPPTCL however reserves complete rights to invoke any single sub-clause given above or combination of Sub-clause (i), (ii) or (iii) in Clause-16 (A) above, depending up-on the severity of violation done by the firm.

**17. PRINTING :-** The MBs shall consist of text tabular matter along-with other Mono of MPPTCL matter printed in single colour. Accordingly the firm shall print & supply the MBs as per directive issued by the consignee. For very minor printing mistakes penalty up to 10% (maximum) or its part thereof, of the amount of material supplied shall separately be imposed.

**18. DESIGN, ART AND MATTER :-** The firm shall have to depute his representative to the O/o Chief Engineer (EHT-Construction), MPPTCL, Jabalpur for collection of manuscript and for discussions regarding printing of the same. The approval of the composed matter prior to final printing will be done by the Chief Engineer (EHT-Construction) and for this the firm shall have to again depute a representative to receive approved composed matter. The printing shall have to be done on machine by photo-offset process, for which inspection at press, may be made by Chief Engineer (EHT-Construction) or his authorized representative. The measurement book shall contain 1 to 8 pages for instructions and indexing. Further, page 1 to 100 serially numbered shall be utilized for recording details of measurements. As such, each measurement book shall have total 108 pages.

**19. DEFECTIVE SUPPLIES :-** The quality of material shall have to be ensured by the supplier. The defective or inferior supplies shall not be accepted. For minor defect penalty up to 10% (maximum) or its part thereof, of the amount of material supplied, shall separately be imposed.

**20. EXTENSION ORDER:-** MPPTCL reserves full right to place an extension order for any additional quantity to the extent of 50% quantity of the main order on the same rates, terms and conditions within six months from the date of placement of main order.

**21.** Bidders are requested to confirm their acceptance to the Commercial terms and conditions as per Schedule-III enclosed. Please ensure that the Questionnaire as per above schedule is attached with the bid duly filled.

**22.** It may please be noted that all photocopies submitted by the firm must invariably be self attested bearing name & signature of the authorized signatory on behalf of the firm alongwith its seal.

The MPPTCL reserves full rights to accept or reject any or all the bids without assigning any reason whatsoever. It shall not be obligatory for the MPPTCL and its representatives to accept the lowest bid. No correspondence shall be entertained on this account.

Thanking you,

Encl:- Schedule-I (Price & Quantity)  
Schedule -II (Specifications)  
Schedule-III (Questionnaire)

Yours sincerely,

A handwritten signature in blue ink is enclosed within a hand-drawn rectangular box.

**CHIEF ENGINEER (EHT- CONSTRUCTION)**

A handwritten signature in blue ink.

**SCHEDULE-I****PRICE & QUANTITY**

S.No.	Name of item	Unit	Qty.	FOR destination price (inclusive of all charges/ GST etc.)	
				Unit Rate (in ₹)	Total Amount (in ₹)
1	2	3	4	5	6
1	Measurement Book (Big) Misc-29 (Spl.)	Nos.	1700		

1. Packing, forwarding & freight charges for delivery of - Inclusive Goods at O/o C.E. (EHT-CONSTRUCTION) , MPPTCL, Rampur Jabalpur included in quoted rate
2. GST - @ .....%  
(Please mention rate at which the same had been Inclusive Included in the aforementioned quoted rates).
3. Other Taxes & statutory levies (if any) - Inclusive

Signature of Bidder : \_\_\_\_\_

Name of the firm: \_\_\_\_\_

Firm's Seal: \_\_\_\_\_

**SCHEDULE-II****DETAILED SPECIFICATIONS**

S. No:	FOR M No.	Name of item & its finished size	Specification
1.	2.	3.	4.
1.	Misc-29 (Spl)	Measurement Book (Big) (Size 7.5" X 10")	<ul style="list-style-type: none"> <li>i. To be printing on 70 GSM white maplitho Paper.</li> <li>ii. To be supplied in calico bound with thread stitching binding.</li> <li>iii. Each book to contain 100 leaves, 4 instructions pages &amp; 4 index pages.</li> <li>iv. Printing, binding, ruling and numbering etc should be done as per specimen sample which may be seen on any working day in office of the CE EHT (Construction), Jabalpur.</li> <li>v. Both side printing.</li> <li>vi. Pages to be ruled and sheets to be numbered main heading to be printing in dark black Colour, while other grid lines of table to be printing in Grey colour.</li> <li>vii. Brown straw board of 24 OZ (1350 GSM) on top &amp; bottom cover to be used for binding.</li> <li>viii. Name of item name of company, its mono and other details (as directed) shall have to be printing after approval of matter from consignee on top cover.</li> <li>ix. Book No. to be given as per instruction.</li> <li>x. Book No. should be given on cover &amp; instruction sheet also.</li> </ul>

NOTE: Soft copy of entire printing work (Text Tabular matter font etc) to be provided in the office of CE (EHT- CONSTRUCTION), Block No.- 4, Shakti Bhawan, Jabalpur, in total 3 CDs. These shall be meant for CDR/page-maker (package) as well as for JPEG format.

 

**SCHEDULE-III****(QUESTIONNAIRE)**

S. No:	Particulars	Answers
1.	Whether Earnest Money Submitted? i. (a) Amount of EMD (b) Particulars/details of EMD ii. If exempted, state whether the bidder is registered under MSMED Act'2006 & eligible for exemption. iii. Whether suitable documentary evidence for exemption (as indicated above) has been enclosed ?	
2.	Whether the prices quoted in schedule-I are FIRM & FIXED?	
3.	Whether agreeable to the stipulated bid validity period (i.e. 6 months)?	
4.	Whether MPPTCL's payment terms acceptable?	
5.	Whether agreeable to security deposit clause of the enquiry?	
6.	Whether the delivery period mentioned in enquiry is acceptable?	
7.	Whether agreed to deliver the material on door delivery basis upto consignees point including loading un-loading stacking etc. as directed?	
8.	Whether MPPTCL penalty clause is acceptable?	
9.	Whether agreeable to extension order clause?	
10.	Whether agreeable to performance guarantee clause?	
11.	Whether Pan number & GSTIN number have been given?	
12.	State whether firm is proprietary OR partnership?	
13.	Whether singnatory's authorization letter (Power of Attorney) has been enclosed?	
14.	(in case of partnership firm ) Whether it has been noted that conditional discount offered if any, shall not be accepted, under any circumstances.	

