

South Delhi Municipal Corporation



Tender document

Request for Proposal

for

Supply of printed ID cards for employees of SDMC

(2017)

Tender No: ADC (HQ)/Caretaker/SDMC /306 Dated 19/12/2017

DISCLAIMER

The information contained in this tender document or subsequently provided to Bidder(s) or Applicant's whether verbally or in documentary form by or on behalf of South Delhi Municipal Corporation (SDMC) or any of their employees or advisors, is provided to the bidders based on the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided.

This tender document is not an agreement and is not an offer or invitation by the SDMC to any parties other than the Applicants who are qualified to submit the proposal. The purpose of this document is to provide the Bidders with information to assist the formulation of their proposals. This document does not purport to contain all the information each bidder may require. This document may not be appropriate for all persons, and it is not possible for SDMC, their employees or advisors to consider the investment objectives, financial situation and particular needs of each Bidder who reads or uses this document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this document and where necessary obtain independent advice from appropriate sources. The SDMC, their employees and advisors make no representation or warranty and shall incur no liability under any Law, statute, rules or resolutions as to be accuracy reliability or completeness of the RFP document.

The SDMC may in their absolute discretion but without being under any obligation to do so, update amend or supplement the information in this tender document.

TENDER DOCUMENT & CONDITIONS

Tender Notice No.	ADC (HQ)/Caretaker/SDMC/2017/306 Dt. 19/12/2017
Tender Estimated Cost:-	Rs 24.15 Lakh/- (Twenty four lakh fifteen thousand only) Inclusive of GST/Applicable taxes
Period of Completion of work	Three months from date of issue of work order
Tender Document Cost	Rs 500/- (Rs five hundred Only)
Earnest Money:-	Rs 1,00,000/- (One Lakh only)
Date of tender availability	22/12/2017
Date of Closing :-	19/01/ 2018
Technical Bid opening (Packet-A)	20/01/2018 (2.00 PM)
Financial Bid opening (Packet-B)	Will be notified after Technical Bid opening.
Name of work:-	Printing and Supply of High Definition Identity Cards for SDMC employees (2015-2017)

Scope of work:

South Delhi Municipal Corporation invites sealed tenders for Supply of High Definition Identity Cards with lanyard with SDMC engraving and card holder as per specifications mentioned in tender document as well as technology transfer with complete systems & training to Municipal. Approximate number of Identity Cards is 35000 (+_20%) at an estimated cost of Rs.24.15 Lakh (Inclusive of GST/Applicable taxes). The tender document is available for download at www.smcdonline.gov.in under Tender/e-Tendering portal.

Please Note:

1. Conditional bids will not be accepted.
2. Commissioner, SDMC is empowered to reject any bid without assigning any reason. There is no obligation on the part of the SDMC to inform the unsuccessful Tendered of the outcome of the Tender process and reasons for rejection of Tender, Further, the Commissioner, SDMC is under no obligation to accept the lowest Bid.
3. The bidders may be called for further negotiations.
4. If the last day for submission of bids or the day of opening of bids is declared as holiday the date will be shifted to the next work day.
5. The Identity Cards should be of good quality and as per specification laid down in the tender document and as per sample available with Care Taker SDMC.

The complete tender document may be sent by the last date of submission \in the Office of Care Taker, 2nd Floor Civic Center New Delhi-110002 through Speed Post/RAD or can be dropped in the tender box before the last date/time kept in the office of Care Taker, SDMC.

Color scheme of Identity Cards to be printed:

The proposed Colour coding is as under:-

Sr. No	Category of Employees	Colour Coding
1	All regular employees of Group A,B,C & D	Dark Blue
2	Contractual Officials /Daily wages	Dark Green

Specification of I-Card with card holder & lanyard:

“ISO standard High Definition Plastic Cards with unique hologram, Edges with round corner, size 805 cm x 505 cm. Thickness = 750 microns, Bilingual printing on both sides with SDMC logo on front side and scanned colour photograph (size 2.5 cm x 3.5 cm) along with lanyard & SS clip with SDMC engraving and match to color codes mentioned above and plain PVC cardholder in transparent color as per sample available with Care Taker,

SDMC. The Photograph should be taken by digital scanning method so as to appear in the card itself instead of pasting separate photo on the card.”

Details to be printed on I Card are Name of employees, Father's name/ Husband's name, Department, DOB, Designation, BMID, designation of issuer with date, etc. as provided by the SDMC. On the opposite side the details of Residence address, Office contact No. and instructions alongwith other information must be available.

Successful Bidder will be given the desired information in a set format accordingly.

Instruction to the Bidders:-

1. Earnest Money Deposit (EMD): Earnest Money Deposited should be in the form of Bankers cheque or bank draft drawn in favour of Commissioner, SDMC issued by any Nationalized/Scheduled Bank payable at Delhi. The tender not mentioned details of prescribed earnest money will not be considered and may be sum manly rejected.

2. Submission of Tender: Two Bid System

2.1 The Tender is invited under two bid system i.e Technical Bid (Envelop-A) and Financial BID (Envelop-B). The Interested companies/ agencies/ firms are requested to submit two separate sealed envelopes super scribing Technical Bids for preparation of identity cards and Financial Bids for preparation of Identity Cards. Both sealed envelopes should be kept in a third envelop super scribing Tender for preparation on Identity cards for SDMC.

2.2 The Technical Bid will be opened at the first stage and evaluated by Tender Evaluation Committee. At the Second stage, Financial Bids of technically qualified Bidder only will be opened for further evaluation and ranking before awarding the contract. Relevant Annexure 1-3 are required to be filled up and attached with technical bid in Envelop-A and Annexure-4 with Financial Bid in Envelope-B.

2.3 For any queries on tender, the intended bidders may contact Care Taker at 2nd Flr, SPM Civic Center during office hours.

2.4 The Financial Bid should indicate the price for the identity cards to be quoted as per the details given in Annexure-4.

2.5 The Technical bid should contain the following documents (signed by the authorized signatory of the bidder, with seal on each page of each document, except un- amended printed literary) to establish the Bidder's eligibility to the bid & his qualifications to perform the supply of Identity Cards, if his bid is accepted:

- a. Details of **Earnest Money Deposit'** furnished in accordance with the clause above;
- b. The downloaded bid document signed on each page by the authorized signatory of the bidder;

- c. Copy of PAN Card;
- d. Copy of GST registration of the bidder;
- e. Annexure –A. Annexure – B & FORM-1 duly filled and signed by the authorized signatory of the bidder;
- f. Experience Certificate of having successfully completed similar works in Govt./ PSU's during last five years ending as on date of NIT should be as following:-

Similar completed works costing not less than the amount of present contract during any of the last three financial years.

- g. The enclosed certificates and Performa duly filled in and signed
- h. Any other document (s) required as per tender conditions.
- i. Should have average turnover of Rs. 25 lakh per annum during the last three financial year (valid and certified proof has to be attached); and
- j. Should have not been blacklisted by the Depts./Ministries of the Govt. of India.

Declaration has to be given in this regard.

In the absence of any of the above documents/information , the offer may be summarily rejected without making any further reference to you, in this regard.

The sealed envelope should contain all the above required documents, having name/address/seal of the bidder on the envelope. The bid should be addressed to:-

**“Addl. Dy. Commissioner (HQ)
South Delhi Municipal Corporation,
2nd Flr, SPM Civic center,
J.L.N. Marg, New Delhi-110002”**

2.6 The sealed envelope should be submitted to the Addl. Dy. Commissioner, SDMC or can be dropped in the tender box kept in the room of care taker for this purpose. These will be opened as per schedule in the presence of bidders or their authorized representative, present at the scheduled date and time by a committee authorized by the Commissioner/SDMC.

3. The bid must remain valid for 180 days from the date of opening of bid. A bid valid for a shorter period may be summarily rejected.

4. Rates

Please quote your lowest rates R.O.R destination only otherwise your offer may not be considered. The rates should include insurance coverage, if necessary , for safe delivery.

5. Taxes and Duties.

Rates asked specified in the bids must be inclusive of all taxes. No extra claim/rebate be granted in this regard.

6. Sample

The bidder must provide the sample identify Cards, as per the specification. In the event, the supplied Identity Cards do not match the sample; the order will be summarily cancelled without considering any claim from vendor.

7. Payment Terms

7.1 Payments shall be made after satisfactory execution of the purchase/work order and supply of identity Cards in satisfactory condition on each Purchase Order/work order basis. The decision of the Commissioner towards satisfaction of quality of identity cards and its items shall be final.

7.2 Payments of the items supplied under purchase order will be as per following schedule:

On completion of 25% numbers of Identity cards: 10%

On completion of 50% numbers of Identity cards: Additional 15%

On completion of 75% numbers of identity cards: Additional 20%

On completion of 100% numbers of Identity cards: Additional 20%

On completion of the project including reconciliation of all accounts: Balance 35%

8. REJECTION CLAUSE

If the Identity cards received do not conform to the description and quality with the approved sample or have deteriorated the decision of the Commissioner/SDMC or any officer authorized by Commissioner, SDMC on that behalf will be final and conclusive SDMC will be entitled to reject the said items or such portion thereof, as may be discovered not to conform the the said description and quality. On such rejection the Identity cards/items will be replaced by the firm at its cost.

If the terms of the quotation, etc. are Vague, incomplete, contradictory and confusing : the offer will summarily be rejected without any information.

Detailed Terms and Condition of the Tender:-

- 1.** The rates shall be inclusive of all the duties, GST and charges. The prices should be quoted accordingly with clear details. The vendor shall be responsible for any discrepancy in mentioning the details.
- 2. Forfeiture of Performance Security:** In case the successful bidder fails to supply the required Identity Cards or the quality of Identity Cards is not satisfactory as

per specifications, the Performance Security of the bidder shall be forfeited and the tender shall be cancelled.

3. In the event of any breach of any terms and conditions or delay of default, the purchase order will be terminated and the EMD will be forfeited by the SDMC. The decision of the Commissioner regarding due performance terms and conditions of purchase shall be final.
4. In case some defect in printing or quality is developed in the Identity Cards within 15 days of receiving of I- Cards, the same must be rectified at the earliest but not later than 10 days failing which a penalty of Rs. 10 per day card will be levied on the concerned vendor.
5. Before awarding the final work order, the vendor shall give a sample of the Identity Cards to the Addl. Dy. Commissioner (HQ) SDMC. If it is found satisfactory, final work order will be issued.
6. Life Span of the Identity Cards shall be five years.
7. Identity Cards should be tampered proof and water proof.
8. The vendor shall furnish a performance security of the amount equivalent to 10 % of the approved contract value within 15 days of issuance of work order by SDMC.
9. Upon acceptance of the performance security deposit in the form of Fixed Deposit receipt or unconditional bank guarantee from Nationalized Bank/ Scheduled Bank, the SDMC of the successful bidder shall be returned, (EMD will be non interest bearing).
10. Vender will prepare a Performa and that will be filled by all the employments/officers and photograph will be provided by employees. Vender will collect all these data from all HODS's and submit it to Care Taker for giving work order/purchase order
11. **Prices:-**

11.1 In the case of revision of statutory levies/Taxes during the finalization period of tender, South Delhi Municipal Corporation reserves the right to ask of Reduction in the prices.

11.2 Prices once approved will remain valid during the scheduled delivery period. Increase and decrease of Taxes and other statutory duties will not affect the price during this period. The vender will be responsible for any increase in Taxes and duties.

11.3 Any increase in taxes and other statutory duties/levies after the approved of rates shall be to the supplier's account. However, benefit of any decrease in taxes/duties shall be passed on to the purchaser by the supplier.

11.4 validity of the rates approved by the purchaser shall be for two years from date of release of purchase order to the vendor; it may be continued thereafter for further one year, by a mutual consent/ agreement.

12. The numbers of identity cards mentioned in the tender documents are 35000 approximate and may vary upto + 20% depending on the actual numbers, but calculation (inclusive of Taxes) of rates will be permitted on the basis of actual supply.

13. DELIVERY PERIOD, PENALTY AND RISK & COST

13.1 Delivery of the identity cards to be made within 120 days by the supplier/vendor after releasing of the purchase/work order by the SDMC.

13.2 In case of failure of supply of the identity cards and items as per terms and conditions of the tender document or delays in supply, the SDMC will have right to outsource/ procure the identity card and related items from open market at the risk of the supplier/vender, in addition of imposition of the penalties

14. The database of the identity cards shall be provided by SDMC to the vendor prior to his completion of set up of printing & lamination systems in the designated place in the SPM Civic Center.

14.1. Confidentiality and secrecy to be maintained by the vendor with respect to the employees data provided by SDMC and the same should not be shared, used or sold to any third agency, call centers, etc. In case of breach of trust, the criminal proceedings shall be liable to be initiated against the vendor, as per the relevant existing laws.

14.2 The vendor shall establish a complete work station comprising of HD color printer with laminator in the premises of SPM Civic Center at designated place and after completion

of project the same shall be the property of SDMC. The cost of tender mentioned by the vendor shall comprise of work stations/printing set up. The system should be reliable and efficient.

14.3 The vendor shall impart the necessary training and assistance to the designated employees of SDMC who will work and print Identity cards as and when required after the project completion.

14.4 The printing set up/work station shall have the necessary warranties by Vendor as applicable and during warranty period, systems will be maintained by Vendor including supply of spares and consumables.

15. RIGHTS OF South Delhi Municipal Corporation:

15.1 Commissioner, SDMC reserves the right to accept or reject any or all the tenders in part or full without assigning any reason whatsoever

15.2 South Delhi Municipal Corporation reserves the right to award the work to one or more bidders

15.3 South Delhi Municipal Corporation, reserves the right to terminate the work order at any time by giving intimation in writing without assigning any reason.

15.4 In case of violation of terms and conditions of the tender document or unsatisfactory supply of identity Cards and its items or of poor quality and below standard South Delhi Municipal Corporation, reserves the right to terminate the supply order by giving intimation to the supplier/contractor and forfeit the EMD.

15.5 Bidder must acknowledge that he has understood all the terms and conditions mentioned in the Tender document and sign on each page of tender document in acknowledgement of this.

15.6 to reject the supplies already made if not found up to the mark, random checking may be adopted to test the correctness of the supply. In such an event further action may call to confirm the supply or discard further business.

15.7 All legal disputes are subject to “Delhi Jurisdiction” only.

15.8 The Commissioner, SDMC, reserves the right to vary, amend or alter any terms and conditions of the Tender Document.

15.9 SDMC, may in their discretion extend the last date for submission of the Tender and such extension shall be binding on all the bidders. The Decision of the Commissioner, SDMC in all respects shall be final and binding on all.

BID FORM (1 sheet) on Letter Head

Tender No. :

Date:

To

**The Addl. Dy. Commissioner (HQ),
South Delhi Municipal Corporation
Delhi – 110092**

Respected Sir,

1. Having examined the terms and conditions of tender document and specifications and annexure, the receipt of which is hereby duly acknowledged, we undersigned offer to supply and develop identity cards and items for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. We undertake, if our Bid is accepted, to complete delivery of all the items specified in the order within the delivery schedule specified in the tender.
3. We agree to abide by this Bid for a period of 180 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. Bid submitted by us is property sealed and prepared so as to prevent any subsequent alteration and replacement.
5. We understand that you are not bound to accept the lowest or any bid, you may receive and you may reject any bid without assigning reason therefore and you may vary amend or alter any terms and conditions of the Tender Document.
6. SDMC may call any or all of the parties for further negotiation.

Dated this day of2017

Name and Signature

In the capacity of

Duly authorized to sign the bid
for and on behalf of

Witness

Address

Bidder's Signature with seal

Information related to Envelope A**i. Information in support of eligibility criteria:**

Name of organization :	
Type of organization: (Please tick whichever is applicable & attach Company / LLP Incorporation Certificate)	Limited Liability Partnership Partnership firm Private Limited Company Public Limited Company
Address:	
Name & designation of the contact person for this project:	
Contact details:	Office Phone No.:
	Mobile:
	Fax:
	Email:
Annual Sales Turnover (Please attach unabridged annual reports or audited financial accounts for these years)	2016-17:
	2015-16:
	2014-15:
Year of Establishment: (Please attach Company/LLP incorporation certificate)	
Supporting documents: (Please attached relevant documents for each)	PAN Card no.:
	TIN no/GST No.
	DIN no.:

<p>Details of Earnest Money deposit of Rs 1.00 lakh/- (Attach demand draft)</p>	<p>DD No.: Dated: Drawn on Bank:</p>
<p>Details of Demand Draft towards cost of tender documents : Rs. 500/- (Attach demand draft)</p>	<p>DD No.: Dated: Drawn on Bank:</p>
<p>Details of past performance regarding supply of Identity Cards in the current year and last three years.</p>	<p>2016-17</p>
	<p>2015-16:</p>
	<p>2014-15:</p>

Certificate of declaration: (On letter head of firm)

TO WHOMSOEVER IT MAY CONCERN

1. The rate is inclusive all taxes.
3. The Identity Cards offered shall be of good quality and the supply will be strictly in accordance with the specifications and particulars as detailed in the quotation and also certificate of quality control system attached.
4. The information furnished by us in the quotation is true and correct to the best of our knowledge and belief.
5. We have read and understood the rules, regulations, terms and conditions of rate contract as applicable from time to time and agree to abide by them.
6. We shall maintain the confidentiality of the Database provided to us for developing the Identity Cards.
7. No misuse of the Photographs and database of employees will be done by us. If it is found so suitable action will be taken against us as per laws. No misuse of the I-Card will be done. No duplicate I-Card will be printed without the permission of SDMC. We will also ensure that all these works are done in confidential and secured way.
8. That the firm has neither blacklisted by SDMC/ NDMC/ SDMC or neither erstwhile MCD nor any criminal case is registered against the firm.

Name & Signature of authorized signatory alongwith Company Seal

Information related to Envelope A**Format for Submission of Technical Bid****i. Description of Printer set up proposed to be installed in SDMC premises.**

Name of Machines	Brand Name	Model No.	Purchase Year	Current Condition

ii. Past experience of Supply of Identity cards:

Fill in the following format for each project executed in last 3 years:

Identity cards type	Quantity Supplied	Total Value in INR	Date of Supply	Client Name & Address	Other Details

Note: Documentary proof (order document of the buyer, contract agreement, supply completion certificate from buyer / self-certification of supply completion etc. has to be given

Information related to Envelope B**Format for Submission of Financial Bid**

[Location, Date]

To:

DEPUTY COMMISSIONER (HQ)**2nd FLOOR, DR. S.P.M. CIVIC CENTRE,****J.L.N. MARG, NEW DELHI-110002.****Dear Sir / Madam,**

We, the undersigned, offer to supply Identity cards for SDMC employees in accordance with your tender document dated [Date] alongwith technology transfer with training and system equipments. We hereby submit our financial bid for this project in accordance with the scope of work mentioned in the tender document. I agree to the payment terms specified in the tender document. The prices mentioned below against each item will remain valid till the completion of the project.

Format for Financial Bid

Item	Total quantity to be supplied (Q1)	Unit Price (in Rupees), inclusive of all taxes/GST, (P1)	Taxes/GST etc (P2)	Total Cost Q1 x (P1+P2)
Identity Cards	35,000			

Rs. (In words): _____

DATE:

SIGNATURE

Sample form Performance Bank Guarantee (unconditional)

To:

**OFFICE OF THE ADDL. DEPUTY COMMISSIONER (HQ),
SOUTH DELHI MUNICIPAL CORPORATION ,2ND FLOOR,
DR. S.P.M. CIVIC CENTRE,J.L.N. MARG, NEW DELHI-110002**

WHEREAS _____ {name and address of Bidder} hereinafter called out Supplier Agency for **SUPPLY OF IDENTITY CARDS TO EMPLOYEES OF SDMC** (hereinafter called the Contract);

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder's shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligation in accordance with the Contract;

AND WHEREAS we have agreed to give the Bidder such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of Rs. {amount of Guarantee} _____ {in word}, such sum being payable Indian Rupees in which the contract price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument any sum or sums within the limits of _____ {amount of Guarantee} as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed there under or of any of the Contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

SIGNATURE AND SEAL OF THE

GUARANTOR: _____

NAME OF BANK: _____

ADDRESS: _____

DATE: _____