

TRANSPORT DEPARTMENT
EZHILAGAM, CHENNAI-600 005

TENDER DOCUMENT

For

**PRINTING AND SUPPLY OF "COMPUTER PRE-PRINTED / PLAIN
STATIONERY ITEMS ALONG WITH PAPERS"
FOR THE USE OF COMPUTER AT VARIOUS OFFICES
OF THE TRANSPORT DEPARTMENT**

Ref No. 40825/S3/2016

Dated:07/11/2016.

ANNEXURE -I

GOVERNMENT OF TAMIL NADU

OFFICE OF THE TRANSPORT COMMISSIONER, CHEPAUK, CHENNAI-600 005.

NOTICE INVITING TENDER

40825/S3/2016

dated: 07/11/2016.

Sealed tenders are invited from the eligible printers for the works of printing and supply of "Computer Pre-printed Stationery items along with papers to various RTO/Unit Offices/Zonal Offices and Check posts" by the Transport Commissioner, Chennai - 600 005. Bidding will be conducted through Open Tender System under two cover system confirming to the Tamil Nadu Transparency in Tenders Act, 1998 and Rules 2000.

1.	Name of the Department	State Transport Authority, Chepauk, Chennai-05
2.	Name of the Work	The printing and supply of "Computer Pre-printed stationery items alongwith papers" to various RTO/Unit Offices/Zonal offices and Check Posts
3.	Address for obtaining and submission of tender document.	O/o the Transport Commissioner, Joint Transport Commissioner's Chamber, 1 st Floor, Ezhilagam, Chepauk, Chennai-600 005. Tele. - 28588989 Telefax . 28412244 E-Mail : sta.tn@nic.in Website: www.tn.gov.in/sta www.tenders.tn.gov.in
4.	Earnest Money Deposit (Rs.)	Rs.23100/-
5.	Cost of Tender Document	Rs.1500/- for charge of Tender Schedule + Rs.75/- VAT @ 5%) by way of two separate crossed Demand Draft drawn in favour of " The Transport Commissioner, Chennai-600 005"Payable at Chennai.

6.	Sale of Tender document	From 09/11/2016 to 23/11/2016 on all working days from 10.00 a.m. to 5.45 p.m
7.	Last date & time of submission of Tenders	24.11.2016 upto 3.00 P.M.
8.	Opening of Technical Bid	24.11.2016 at 3.30 P.M
9.	Validity of Bid	180 days

Note:- If bid documents are required by post an amount of Rs.250/- to be paid additionally and in such cases the Transport Department shall not be responsible for any postal delay or otherwise for non-receipt/non delivery of the bids.

2. The bid documents can also be downloaded from the website www.tn.gov.in/sta and www.tenders.tn.gov.in and used at free of cost. The eligibility criteria and other items and conditions as per the bid documents will be followed strictly. The undersigned reserves the right to reject any or all bids without assigning any reasons therefore.
3. The opening of price bid will be intimated to the technically qualified tenderers.

Transport Commissioner.

தமிழ்நாடு அரசு

போக்குவரத்து ஆணையர் அலுவலகம், சேப்பாக்கம், சென்னை-5

ஒப்பந்தப் புள்ளி அறிவிப்பு

40825/S3/2016

நாள்: 07/11/2016.

மூடிய அரசுக்கு முத்திரையிட்ட ஒப்பந்தங்கள் தகுதி வாய்ந்த ஒப்பந்ததாரர்களிடமிருந்து பல்வேறு போக்குவரத்துத் துறை அலுவலகங்களுக்கு “கணினியில் பயன்படுத்துவதற்கான அச்சடிக்கப்பட்ட தாள்கள் வாங்கி அச்சடிக்கும் பொருட்டு” போக்குவரத்து ஆணையர், சென்னை-5 அவர்களால் முத்திரையிடப்பட்ட ஒப்பந்தப் புள்ளிகள் கோரப்படுகிறது. போக்குவரத்து ஆணையர் அலுவலகத்தில் திறந்தவெளி ஒப்பந்தம் மூலமாக முறைப்படி இரு உறைகளில் தமிழ்நாடு ஒளிவு மறைவற்ற ஒப்பந்தங்கள் சட்டம் 1998 மற்றும் விதிகள் 2000 மற்றும் 2012க்குட்பட்டு ஒப்பந்தங்கள் கோரப்படும்.

1.	ஒப்பந்தப்புள்ளி கோரும் துறை	மாநில போக்குவரத்து அதிகாரி அலுவலகம், சேப்பாக்கம், சென்னை-5
2.	பணியின் பெயர்	பல்வேறு போக்குவரத்துத் துறை அலுவலகங்களுக்கு கணினியில் பயன்படுத்துவதற்கான அச்சடிக்கப்பட்ட தாள்கள் வாங்கி அச்சடிக்கும் பொருட்டு
3.	ஒப்பந்தப் பத்திரங்களை வழங்குதல் மற்றும் சமர்ப்பித்தல் விலாசம்	போக்குவரத்து ஆணையர் அலுவலகம், இணைப் போக்குவரத்து ஆணையர் (சாலைப் பாதுகாப்பு) (பொ) எழிலகம், சேப்பாக்கம், சென்னை-600 005. தமிழ்நாடு. தொலைபேசி : 28588989 தொலை அஞ்சல்: 28412244 மின் அஞ்சல் : sta.tn@nic.in இணையதளம் : www.tn.gov.in/sta தமிழ்நாடு அரசின் ஒப்பந்தப் புள்ளி இணையதளம்: www.tenders.tn.gov.in
4.	ஒப்பந்த முன்வைப்புத் தொகை	Rs.23100/-
5.	ஒப்பந்தப் புள்ளி ஆவணம் பெற செலுத்த வேண்டிய தொகை	ரூ.1500./ ஒப்பந்தப் புள்ளி ஆவணத்தின் விலை மற்றும் ரூ.75/- மதிப்புக் கூட்டு வரி 5%ஆக இரு தனித்தனி கேட்பு காசோலை (Demand Draft) அல்லது வங்கியாளரின் காசோலையாக “போக்குவரத்து ஆணையர், சென்னை-5” என்ற பெயரில் செலுத்தி எழுத்து வடிவ கோரிக்கை மூலம் பெற்றுக் கொள்ளலாம்.

6.	ஒப்பந்தப் புள்ளி வழங்கப்படும் நாட்கள்	09/11/2016 முதல் 23/11/2016 வரை அனைத்து வேலை நாட்களிலும் காலை 10 மணி முதல் மாலை 5.45 மணி வரை.
7.	ஒப்பந்தப்புள்ளிகள் பெறப்படுவதற்கான கடைசி நாள்	24/11/2016 அன்று மாலை 3.00 மணிவரை
9.	ஒப்பந்தப்புள்ளிகள் திறக்கப்படும் நாள் மற்றும் நேரம்	24/11/2016 அன்று மாலை 3.30 மணிக்கு
10.	ஒப்பந்தம் செல்லுபடி காலம்	180 நாட்கள்

குறிப்பு: ஒப்பந்தப் பத்திரத்தினை தபால் மூலமாக பெறுவதற்கு கூடுதல் முன் கட்டணமாக ரூ.250/- செலுத்தினால் ஒப்பந்தப் பத்திரங்கள் தரைவழி தபாலில் அனுப்பப்படும். எனினும் தபாலில் அனுப்பப்படும் ஒப்பந்தப் பத்திரங்களின் கால தாமதத்திற்கோ, இழப்பிற்கோ இவ்வலுவலகம் பொறுப்பேற்காது.

2. இந்தப் பணிக்கான ஒப்பந்த ஆவணங்களை தமிழ்நாடு அரசு, போக்குவரத்து துறை இணையதளம் www.tn.gov.in/sta மற்றும் தமிழ்நாடு அரசின் ஒப்பந்தப்புள்ளி இணையதளமான www.tenders.tn.gov.in விருந்தும் இலவசமாக எடுத்து பயன்படுத்தலாம். ஒப்பந்தப் புள்ளி ஆவணத்தில் குறிப்பிட்டுள்ள தகுதி அளவுகோல்கள், பிற நிபந்தனைகள் கண்டிப்பாக பின்பற்றப்படும். ஒப்பந்தப்புள்ளி கோரும் அலுவலர் ஒப்பந்தப்புள்ளியை எந்தவித காரணமும் இன்றி இரத்து செய்ய உரிமை உடையவர்.

போக்குவரத்து ஆணையர்

SECTION II
TRANSPORT DEPARTMENT
INSTRUCTION TO BIDDERS
PRINTING AND SUPPLY OF "COMPUTER PRE-PRINTED / PLAIN
STATIONERY ITEMS ALONG WITH PAPERS "
TO VARIOUS OFFICES
OF THE TRANSPORT DEPARTMENT

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1. ELIGIBLE BIDDERS:

Sealed Tenders are invited from the reputed vendors who are in the field of printing and supply of "Computer Pre-printed / stationery items" specified at of Section IV of this Tender Schedule. Sealed covers only superscribed as " PRINTING AND SUPPLY OF COMPUTER PRE-PRINTED STATIONERY ITEMS alongwith PAPERS TO VARIOUS RTOs/UOs OF TRANSPORT DEPARTMENT" should be addressed to "THE TRANSPORT COMMISSIONER, EZHILAGAM, CHEPAUK, CHENNAI- 600 005".

2. SCOPE OF THE WORK:

The Offices of Regional Transport Officers and Motor Vehicle Inspectors (Unit Offices) have been computerized. All the transactions viz., issuance of the Driving Licence, Registration Certificate, Permit and taxation works are being carried out in the computer. The related printouts are being issued through the pre-printed stationery purchased from the companies selected through Open Tender System.

3. Cost of Bidding:

The Bidder shall bear all costs associated with the preparation and submission of its Bid, including cost of presentation for the purposes of clarification of the Bid. The Department will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

B. THE BIDDING DOCUMENTS

4. CONTENTS OF BIDDING DOCUMENTS:

Content and preparation of the Tender Document:

The Tender procedure, the Contract terms are prescribed in the Tender Document. In addition to Section-I – invitation for bids, the Tender Document includes:

- i. Instruction to Bidders (Section-II-B)
- ii. Preparation of Bids (Section -II -C)
- iii. General conditions of the Tender (Section-III)
- iv. Proforma for schedule of requirements(Section IV)
- v. Proforma for Price bid (Section-V)
- vi. Proforma for Firm's Description (Section-VI)
- vii. Performance Statement and Bidder's
Authorization certificate (Section VIIA, VIIB)
- viii. Proforma of the Agreement (Section- VIII)
- ix. Location of offices(Section IX)

The Bidder is expected to examine all instructions, forms terms and specifications in the Bidding Documents. Failure to furnish all information required in the Bidding Document or submission of a bid not substantially responsive to the Bidding Document in every respect will be at the Bidder's risk and may result in the rejection of the bid.

5. CLARIFICATION:

The Tender Inviting Authority or the Tender Accepting Authority may seek bonafide clarifications from Bidders relating to the Bids submitted by them during the evaluation of tenders.

6. AMENDMENT IN THE TENDER DOCUMENT:

At any time, prior to the last date of receipt of bids, the Department may for any reason whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by an amendment.

This amendment will be notified in writing or by fax or by cable or by e-mail to all prospective bidders who have received the Tender Document and will be binding on them.

In order to afford prospective bidder reasonable time to take the amendment into account in preparing their Bids, the Department, may, at its discretion, extend the last date for the receipt of bids.

C. PREPARATION OF BIDS:

7. LANGUAGE OF THE BID:

Bidders are required to furnish all information and documents, as called for in this Document, in English Language. Any printed literature furnished by the bidder may be in another language, provided that this literature is accompanied by an English translation, in which case, for the purpose of interpretation of the document, the English version duly authenticated will prevail.

8. BID PRICES:

The Bidder shall indicate on the Price bid the unit prices and total Bid prices of the goods it proposes to supply under the Contract. The bidder should not have any deviation on the terms of this bid document. The bidder should furnish a no deviation statement along with the bid. The bidding shall be unconditional and no partial bidding. The price bid without signature shall be rejected.

9. BID CURRENCIES:

Prices shall be quoted in Indian Rupees.

10. ELIGIBILITY CRITERIA

Eligible Bidders:

The Bidding is open to all qualified Bidders who meet the following qualifying requirements:

1. Earnest Money Deposit furnished
2. The company's turnover in the field of pre printed stationery should be at least Rs.20 lakhs for any one of the last three financial years (2013-14, 2014-15 and 2015-16) (Section VII-A)
(Auditors certificate shall be enclosed with bid document)
3. Should have satisfactorily supplied pre-printed stationery to at least one public sector or Government department during the last three financial years. (2013-14, 2014-15 and 2015-16) (Section VII-B)
(Work order or Certificate of satisfactory completion shall be enclosed with bid document)
4. Sample papers of preprinted stationery as per the requirements.
5. The bidder should possess latest/ current Income Tax Clearance Certificate certified by Chartered accountant.

The Department reserves the right to carryout the capability assessment if necessary, by site visit/factory inspection and Technical presentation on the project. The Department's decision shall be final.

11. EARNEST MONEY DEPOSIT:

The Bidder shall furnish as parts of his bid, Earnest Money Deposit of Rs.23,100/- only.

The Earnest Money Deposit is required to protect the Department against the risk of Tenderers conduct which would warrant the Earnest Money Deposit's forfeiture.

The Earnest Money Deposit shall be denominated in Indian Rupees and shall be in the form of crossed demand draft issued by a Nationalized Bank in favour of "Transport commissioner, Chennai 600 005" payable at Chennai.

Any bid not submitted with EMD will be rejected by the Department as non-responsive.

Unsuccessful Bidder's Earnest Money Deposit will be discharged/ returned as promptly as possible as but not later than 30 days after the expiry of the period of bid validity prescribed by the Department.

Successful Bidder's Earnest Money Deposit will be discharged upon the Bidder executing the Contract and furnishing the Security Deposit.

No interest will be payable by the Department on the amount of Earnest Money Deposit.

The Earnest Money Deposit may be forfeited:

- (a) If a Bidder withdraws his bid during the period of bid validity specified by the Bidder in the bid (or)
- (b) In the case of successful Bidder, if the Bidder fails:
 - (i) to sign the Contract
 - (OR)
 - (ii) to furnish Security Deposit if the Bidder indulges in corrupt or fraudulent practices in securing the award of contract in his favour.

12. PERIOD OF VALIDITY OF BIDS:

Bids shall remain valid for 180 days after the date of opening of Technical Bids prescribed by the Department. A bid valid for a shorter period may be rejected by the Department as non-responsive.

In exceptional circumstances, the Department may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by cable or fax or e-mail). The validity of Earnest Money Deposit shall also be suitably extended. A Bidder may refuse the request without forfeiting its Earnest Money Deposit. A Bidder granting the request will not be required nor permitted to modify its bid.

13. FORMAT AND SIGNING OF BIDS:

The Bidder shall prepare the Technical Bid and Price Bid. The bids (both Technical and Price bid) shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to

bind the Bidder to the Contract. The letter of authorization shall be indicated by written power-of-attorney accompanying the bid. All pages of the bid, except for unamended printed literature, shall be initialed by the persons or persons signing the bid with date. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct the bid in which case such corrections shall be initialed by the person or persons signing the bid. If the Tender is made by an individual, it shall be signed with his full name and his address shall be given. If it is made by a firm, it shall be signed by the partner or duly authorized person. The Tenderer shall sign in all pages and also attest all corrections and overwriting, if any.

D. SUBMISSION OF BIDS

14. PROCEDURE FOR SUBMISSION OF BIDS:

The two cover system shall be followed

- (a) Technical Bid in one cover
- (b) Price Bid in one cover.

Each copy of Technical Bid of the Tender should be covered in a separate sealed cover super scribing the words "**BID FOR PRINTING AND SUPPLY OF "COMPUTER PRE-PRINTED / PLAIN STATIONERY ITEMS ALONG WITH PAPERS "**"

"**Technical Bid**", It may be addressed to:-

Transport Commissioner,
Joint Transport Commissioner's Chamber,
(Road Safety)(i/c)
O/o the Transport Commissioner,
1st Floor, Ezhilagam, Chepauk, Chennai-600 005.

BID FOR PRINTING AND SUPPLY OF "COMPUTER PRE-PRINTED / PLAIN STATIONERY ITEMS ALONG WITH PAPERS"

- TECHNICAL BID

TO
The Transport Commissioner,
Joint Transport Commissioner's Chamber,
(Road Safety) (i/c)
1st Floor, Ezhilagam, Chepauk, Chennai-600 005.
Tele. - 044- 28520682/28588989
Telefax . 044-28412244

FROM
(NAME AND ADDRESS OF THE BIDDER)

Name and full address of the bidder shall be put on the left-hand Bottom corner of the envelope. **Please note that prices should not be indicated in the Technical Bid.**

Each copy of Price Bid of the Tender should be covered in a Separate sealed cover super scribing the words "**BID FOR PRINTING AND SUPPLY OF "COMPUTER PRE-PRINTED / PLAIN STATIONERY ITEMS ALONG WITH PAPERS"**" "Price bid",

It may be addressed to:-

The Transport Commissioner,
Joint Transport Commissioner's Chamber,
1st Floor, Ezhilagam, Chepauk, Chennai-600 005.

<p style="text-align: center;"><u>BID FOR PRINTING AND SUPPLY OF "COMPUTER PRE-PRINTED / PLAIN STATIONERY ITEMS ALONG WITH PAPERS"</u> - PRICE BID</p> <p style="text-align: center;">TO The Transport Commissioner, Joint Transport Commissioner's Chamber, (Road Safety) (i/c) 1st Floor, Ezhilagam, Chepauk, Chennai-600 005. Tele. - 044- 28520682/28588989 Telefax .044-28412244</p> <p>FROM</p>

Name and full address of the bidder shall be put on the left-hand bottom corner of the envelope. **Price Bid should indicate Prices Item wise)**

14.1 The Technical Bid in one cover and the Price Bid shall be sealed in another cover in separate envelopes and should be kept in an outer envelope for submission. This outer cover shall be super-scribed as follows:

<p style="text-align: center;"><u>OUTER ENVELOPE FOR PRINTING AND SUPPLY OF "COMPUTER PRE-PRINTED / PLAIN STATIONERY ITEMS ALONGWITH PAPERS"</u></p> <p>FROM (NAME AND ADDRESS OF THE BIDDER)</p>
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14.2 The cover thus prepared should also indicate clearly the name and address of the Bidder.

14.3 The Bidders shall seal and mark Technical Bid and Price Bid in separate inner envelopes duly marking the envelopes as "**Original Bid**" and "**Copy Bid**". He shall then place these two inner envelopes in an outer envelope. Telex, cable or facsimile bids will be rejected. If the outer cover of the bid is not sealed and marked, the Department will assume no responsibility for the bid's misplacement or premature opening.

15. LAST DATE FOR RECEIPT OF BIDS:

Bids shall be received by the Department at the address specified not later than the time and date specified in NIT. In the event of the specified date for the receipt of bids being declared a holiday the bids will be received up to the specified time on the next working day.

The Department may, at its discretion extend this last date for the receipt of bids by amending the Tender Document in which case all rights and obligations of the client and Bidders previously subject to the last date will thereafter be subject to the last date extended.

16. LATE BIDS :

The bid will not be accepted after the specified time and date for closing and any bid document come after closing the bid by post the department will reject and return unopened to the Bidder.

17. ADDRESS FOR CORRESPONDENCE

The Bidder shall designate the official mailing address and place to which all correspondence shall be sent by the Department.

E. BID OPENING AND EVALUATION

18. OPENING OF BIDS BY THE DEPARTMENT:

18.1 The Department will open the Technical Bid of the Bidder in the presence of their authorized representatives who choose to attend at the time prescribed in Notice Inviting Tender at the following location:

**Office of the Transport Commissioner,
Joint Transport Commissioner's Chamber,
(Road Safety) (i/c)
1st Floor, Ezhilagam, Chepauk, Chennai-600 005.**

18.2 The bidder's representatives authorized by the bidder shall sign a register evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for the **Department**, the bids shall be opened at the time and location specified in the Notice Inviting Tender on the next working day.

18.3 The Bidder's name, modification, bid withdrawals and the presence or absence of the requisite Bid Security and such other documents the Department at its discretion, may consider appropriate will be announced at the opening of Technical bid.

18.4 The "**Price Bid**" (**Cover B**) will be opened after evaluation of "**Technical bid**" (**Cover A**). The time and date will be intimated to bidders whose bids are declared as technically responsive bidders.

19. PRELIMINARY EXAMINATION

19.1 The Tender Inviting Authority shall cause an initial examination of the tenders submitted to be carried out in order to determine their substantial responsiveness.

19.2 The initial examination shall consider the following factors, namely:-
(i) Whether the bidder meets the eligibility criteria as Laid down in the tender documents; (para 11)
(ii) Whether the crucial documents have been duly signed;
(iii) Whether the requisite earnest money deposit has been

Furnished

(iv) Whether the tender is substantially responsive to the technical specifications, of the pre-printed stationery papers Price conditions set out in the bidding documents including the testing of samples where required.

(v) Tenders on initial examination of the above are found not to be Substantially responsive under any of the clauses shall be rejected by the Tender Accepting Authority.

After Technical Bids are opened and evaluated, a list of short listed Bidders will be prepared by the evaluation committee constituted for the purpose. The decision of the committee shall be final and binding on the Bidders.

20. CONTACTING THE DEPARTMENT:

No Bidder shall contact the Department on any matter relating to its bid, from the time of the bid opening to the time Contract is awarded. Any effort by a Bidder to influence the Department's bid evaluation bid comparison or contract award decisions may result in the rejection of the Tender's Bid and forfeiture of EMD amount.

21. REVELATION OF PRICES:

Prices in any form or by any reason in Technical Bid or before opening the Price bid should not be revealed, failing which the offer shall be liable to be rejected.

22. PRICE BID CONSISTING OF THE FOLLOWING:-

Price bid consists of Name and Technical specification of items, rate per 1000 numbers total amount for each items and the grand total. The Grand Total will be taken into account for determination of lowest bidder.

23. DETERMINATION OF THE LOWEST EVALUATED PRICE:-

In determining the lowest evaluated price, the following factors shall be considered, namely:-

- (a) The quoted price shall be corrected for arithmetical errors;
- (b) In cases of discrepancy between the prices quoted in words and figures, lower of the two shall be considered;
- (c) The price shall include all central duties such as customs duty and central excise duty and any other taxes, sales tax as a part of the prices and delivery charges.
- (d) The bidder shall quote for all the items indicated in the price bid format.
- (e) The bidders will be asked to quote their unit rates for all the items separately for the approximate quantity for a period of 1 year indicated in the price bid format.
- (f) The grand total value quoted by the bidder shall be taken as the selection criteria for determining the lowest rate, irrespective of individual lowest rate separately for all the items indicated in the price bid format.
- (g) The partial offer such as amount quoted for certain items only in the price bid format and without providing quotation even for single items, the bid will be rejected as non responsive.

24. FIRM PRICES

Prices quoted must be firm and final and shall remain constant throughout the period of contract.

F. AWARD OF CONTRACT

25. AWARD CRITERIA:

The Department will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid.

26. DEPARTMENT'S RIGHT TO REJECT ANY OR ALL BIDS:

The department reserves the right to annul the Tender process and reject any or all Bids at any time prior to the Award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Department's action.

27. NOTIFICATION OF AWARD:

Prior to the expiration of the period of bid validity, the Department will notify the successful Bidder in writing by registered letter or telex or fax or e-mail to be confirmed in writing by registered letter that its bid has been accepted.

Upon the successful Bidder's furnishing of performance guarantee the Department will discharge its Earnest Money Deposit.

28. SIGNING OF THE CONTRACT:

At the same time as the Department notifies the successful Bidder that its bid has been accepted, the Department will send the Form of Agreement incorporating all terms and conditions to be fulfilled between the parties.

The successful Bidder shall sign and date the Agreement and return to the Department within 15 days of receipt of the Form of Agreement,

29. SECURITY DEPOSIT:

The successful Bidder shall furnish the Security Deposit for Rs.1,15,300/- in the form of crossed demand draft drawn in favour of the "Transport Commissioner,Chennai-5" or Bank Guarantee on receipt of notification of award from the Department. The Security Deposit will not carry any interest.

The security Deposit will be refunded after the fulfillment of contract and obligations, arising out of supply orders. It is liable to be forfeited to Government in the event of failure to supply as per time schedule indicated in the supply order.

The security deposit is also liable for forfeiture in case of Tenderer withdraws his offer or otherwise alters or revises the terms of his offer during the period of offer/Tender.

SECTION III : GENERAL CONDITIONS OF CONTRACT

1.APPLICATION

These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

2.STANDARDS

- a.The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and when no applicable standard is mentioned, to the authoritative standard appropriate to the Goods country or origin and such standards shall be the latest issued by the concerned institution.

3. CONFIDENTIALITY

The Bidder and its personnel shall not, either during the term or after expiration of the Contracts, disclose any proprietary or confidential

information relating to the Services, the Contract or the Department's business or operations without the prior written consent of the Department.

4. PATENT RIGHTS

The Bidder shall indemnify the Department against all third-party claims of infringement of patent, trademark / copyright or industrial design rights arising from the use of services or any part thereof.

5. TESTING OF PAPERS

The Department reserves the right to evolve a procedure of quality checking of the technically successful bidders to ensure that the samples papers are according to the prescribed specifications. The cost of the testing charges of the sample copies should be borne by the bidders. The actual amount of the charges will be intimated after the evaluation of technical bid.

6. PAYMENT

No advance Payment will be made. 100% payment will be made against supply at the respective offices against supply execution certification along with necessary stock entry from the respective officer.

7. SUB CONTRACTS

The sub contract will not be entertained in any manner.

8. DELAYS IN THE BIDDER'S PERFORMANCE

8.1 If the supply of the computer stationery items intended against each item is not effected before the stipulated period the Transport Commissioner shall have the full authority to cancel the order or to take any such action including the collection of difference in purchase cost incurred towards the computer stationery items from outside market, if procured due to urgency and for want of your supply that will be deemed fit in the circumstances.

8.2 In case of failure by the Supplier to deliver the goods demanded to them within the period specified for delivery or in case of goods or papers delivered by them, not being of the stipulated quality and specifications or in case of goods or papers being delivered without a correct invoice in duplicate the Transport Commissioner or any one duly authorized by him shall have power to reject any such goods and any excess of cost., so incurred by the Transport Commissioner to purchase the papers from other over the contract price together with all charges and expenses attending the purchase shall be recoverable from the Supplier.

8.3 Penalty will be levied at the rate of 0.25% per week on undelivered portion of the material value subject to a maximum of 5% of total contract value shall be recovered if the delivery has not been completed in full within the stipulated period, subject to force major conditions. Besides, such performance may entail black listing of the supplier.

9. LEGAL JURISDICTION:

Any legal dispute arising out of the contract shall be settled at the Court of Law located in Chennai.

10. APPLICABLE LAW:

The Contract shall be interpreted in accordance with the Indian Laws.

11. NOTICES:

Any notice by one party to the other, pursuant to the Contract, shall be sent in writing or by telegram or by telex/cable and confirmed in writing to the address specified for that purpose in the Contract.

A notice shall be effective when delivered or on the notice's effective date whichever is later.

12. LANGUAGES OF LAW:-

The language of contract is English and the law governing the contract is that in force in India.

18. JURISDICTION OF COURT:

i. The Department and the Contractor shall be rendered every effort to resolve amicably by direct informal negotiation, any disagreement or disputes arising between them in connection with the Contract.

ii. If the Department and Contractor are unable to resolve amicably, the same shall be settled by a competent Court having jurisdiction over the place where the contract is awarded and the agreement is concluded and by no other Court.

14. DELIVERY:

The items are required to be supplied, to all RTO/UO Offices by the Bidder within the period of 45 days from the date of award of contract.

15. TERMS AND CONDITIONS OF TENDERING FIRMS:

The printed terms and conditions of the Bidders shall not be considered as forming part of their Tenders.

16. LOCAL CONDITIONS:

It will be imperative on each Bidder to fully acquaint himself with the local conditions and factors which would have any effect on the performance of the Contract and / or the cost.

17. FORFEITURE OF EARNEST MONEY DEPOSIT:

If the accepted tenderer fails to act according to the Tender conditions or backs out after his Tender has been accepted, his Earnest Money Deposit will be forfeited by the State Transport Authority.

18. ACCEPTANCE AND WITHDRAWALS:

a) The final acceptance of the Tender is entirely vested with the Transport Commissioner / who reserves the right to accept or reject any or all the tenders without assigning any reason to whatsoever. After acceptance of the Tender by the Transport Commissioner, the Tenderer shall have no right to withdraw his Tender or claim higher price.

b) Tenders with incomplete information are liable to be rejected summarily.

Place: Chennai.

Date : 07/11/2016

SECTION-IV

SCHEDULE OF REQUIREMENTS

The following are the pre-printed stationery items with specifications should be printed and supplied by the printing firm along with the material through Open Tender System.

Sl.No.	Items (No recycled paper is permitted)	Quantity required in Nos.
1	Form 23 R.C. Book of 15 x 8 x 1 on 106 gsm L/P single Colour both side printing with numbering made from virgin pulp	30,00,000
2	Permit form of 9 x 12 x 1 ,106 gsm L/P single side, single colour with numbering made from virgin pulp	90000

Note: the above quantities are only indicative and subject to variation. The department may make variation of quantity according to the actual needs.

SECTION V
PRICE BID

(To be returned in original along with tender)

Tender Document No:40825/S3/2016.

dated :07/11/2016

Tender Notice No.

To

The Transport Commissioner,
Chepauk, Chennai.600 005.

Sir,

I/We hereby apply for tender for printing and supply of pre-printed Computer stationery items of Transport Department within the time specified and in accordance with the specifications, and conditions in Tender Schedule. The rate is quoted in the prescribed format given below:

Part-I: ITEMS SUPPLIED ALONG WITH PAPERS.

Sl.No.	Name and Technical specification of items	Total requirements	Rate per 1000 Nos. (Inclusive of all taxes and delivery charges)	Total Amount for the requirement (in rupees)
(1)	(2)	(3)	(4)	(5)
1	Form 23 R.C. Book of 15 x 8 x 1 on 106 gsm L/P single Colour both side printing with numbering made from virgin pulp	30,00,000		
2	Permit form of 9 x 12 x 1 ,106 gsm L/P single side, single colour with numbering made from virgin pulp	90000		
	Grand total			

Note: The Grand total above will be taken in to account for selecting the successful bidder. If any item in Col(4) kept blank, the bid will be rejected summarily.

Signature of the Bidder:

Name and Address:

Office Seal:

**:SECTION VI:
GENERAL DESCRIPTION OF THE FIRM**

GENERAL INFORMATION TO BE FURNISHED BY THE TENDERER

- a)** The bidder should enclose documentary proof in support of the details asked for.
- b)** Additional sheet may be attached wherever needed.

1.	Name of the Organisation	
2.	Nature of Organisation	Govt/Public/Private/Partnership/ Proprietorship
3.	Office address	
	Contact person with Phone/Mobile No.	
	E-Mail	
	CST Regn. No.	
	Local ST Regn. No.	
	Phone No.	
	Fax No.	
4.	Bankers name and address	
	(a)	(b)
5	Functioning of the company for the last 3 years	
	a)Any Purchase/work order copies	
	b)Certificate of incorporation	
	c) Year of commencement of Factory and Management work with special reference to supply of pre-printed Computer consumable items on open tender basis.	
6	Whether the bidding company has its own printing machines with capacity of machines/technical specification of the machines available	

2. EMD PARTICULARS:

SI.No	DD No. and Date	Name of the Bank	Amount (Rs.)

Note: The tenders without EMD in the technical bid will be rejected.

3.DECLARATION:

I/We agree that the offer shall remain open for acceptance for a minimum period of 90 days from the date of opening of the tender and thereafter until it is withdrawn by us by notice in writing duly addressed to the authority of opening the tender and sent by registered post with acknowledgement due or otherwise delivered at the office of the authority. The amount of Earnest Money Deposit shall not bear any interest and shall be liable to be forfeited to Transport Commissioner, Chennai-5 whether I/We fail to abide by the stipulations to keep the offer open for a period mentioned above or fail to sign and complete the contract document as required by the Transport Commissioner and furnish the Security Deposit as specified in the terms and conditions of the contract. The amount of Earnest Money Deposit may be adjusted towards Security Deposit or refunded to me/us unless the same or any part thereof has been forfeited as aforesaid.

I/We declare that the PRICE bid has been submitted without any conditions and strictly as per the conditions of the tender document and I/We am/are aware that the PRICE bid is liable to be rejected if it contains any other conditions.

I/We declare that the information furnished in the tender is true to the best of my/our knowledge and also I/We have not been blacklisted by any Government Agencies. If any false/fictitious information is found I/We agree to the rejection of the bidder.

Signature of the Bidder:

Name and Address:

Seal:

SECTION VII

**TURN OVER, SATISFACTORY CERTIFICATE AND BIDDER'S
AUTHORISATION CERTIFICATE**

SECTION VII(A)

Turnover schedule

Turn over of printing and supplying of Computer pre printed stationery items to Public Sector/Govt. Sector Organisation/Government Organisation for the past 3 years:

<i>Year</i>	To whom the computer preprinted stationery items has been supplied	<i>Annual work order value in INR (Rs.in lakhs)</i>
2013-14		
2014-15		
2015-16		

Date:

Signature of chartered Accountant

SECTION VII(B)

Satisfactory certificate of supplies

"M/s.....(name of the tenderers) has satisfactorily supplied and completed the order of printing of pre-printed stationery items for a value of Rs..... to our organization/Department with in a period of specified time during the

(Signature, Name, Designation, address, Contact Numbers and e-mail address) of the Public Sector / Government organization representative.

PROFORMA

PROFORMA FOR BIDDER'S AUTHORISATION CERTIFICATE

TO:

The Transport Commissioner,
Transport Department,
Chepauk, Chennai-600 005.

<Bidder's Name> _____

<Designation> _____

Is hereby authorized to sign relevant documents on behalf of the company in dealing with Tender of reference **<Tender No. & Date>**_____. He is also authorized to attend meeting and submit technical and Price information as may be required by you in the course of processing above said tender.

Authorised Signatory

Specimen Signature of Authorized person

1.

2.

Certified by the Authorized Signatory

<Supplier's Name>

Seal:

:SECTION VIII:

AGREEMENT FORM

Form of Contract /Agreement

We, Messrs,..... (hereinafter referred to as 'Supplier') hereby contract and agree on the acceptance of our Tender by the (hereinafter referred to as "Purchaser") in accordance with the conditions of contract stated below, the goods or PAPERS hereunder named, of the quality and of the sort and at the rate or price hereunder specified in the purchase orders attached as Annexure.

CONDITIONS OF CONTRACT:

- 1 This document on having been signed by both the parties shall constitute a binding contract between the parties and shall remain in force. But in the event of any breach of agreement at any time on the part of the Supplier, the contract shall be determinable by the(Purchaser) without any compensation to the Supplier. The contract may also be put to an end at any time by..... (Purchaser) upon giving seven days notice to the supplier.
- 2 Time is the essence of this contract.
- 3 The Supplier agrees to supply computer stationery items at all inclusive price of Rs..... (.....only) to this office before the specified date. The price offered is firm and is not subject to enhancement on any ground.
- 4 The price of the computer stationery items as detailed at Annexure I includes excise duty, surcharges, sales tax, freight octroi, insurance and such other levies that may be applicable.
- 5 The computer preprinted/ plain stationeries to be supplied under this contract are to be of the quality and of the sort mentioned in the purchase order.
- 6 The computer stationeries to be delivered at the(Purchaser) without any extra charge in such quantities or numbers contained in the purchase order. Any amendment to the order in terms of quantities or delivery period etc, may be incorporated on a mutually agreed basis.

- 7 If the supply of the computer stationery items intended against each item is not effected before..... the (Purchaser) shall have the full authority to cancel the order or to take any such action including the collection of difference in purchase cost incurred towards the computer stationery items from outside market, if procured due to urgency and for want of your supply that will be deemed fit in the circumstances.
- 8 In case of failure by the Supplier to deliver the goods demanded to them within the period specified for delivery or in case of goods or PAPERS delivered by them, not being of the stipulated quality and specifications or in case of goods or PAPERS being delivered without a correct invoice in duplicate the Transport Commissioner or any one duly authorized by him shall have power to reject any such goods and any excess of cost., so incurred by the Transport Commissioner to purchase the PAPERS from other over the contract price together with all charges and expenses attending the purchase shall be recoverable from the Supplier.
- 9 Penalty will be levied at the rate of 0.25% per week on undelivered portion of the material value subject to a maximum of 5% of the contract value shall be recovered if the delivery has not been completed in full within the stipulated period, subject to force major conditions. Besides, such performance may entail black listing of the supplier.
- 10 The Supplier hereby agrees to get the refund of incentive excise duty and proportionate sales tax from concerned authorities and pass it on to the (Purchaser) if the Govt., or any other appropriate agency reduce the excise duty or sales tax or give incentive of any type retrospectively after supplying the goods, failing which action will be taken to recover the balance amount from the Supplier under the revenue recovery act or any after relevant act.
- 11 The contract or any part share of interest in it is not to be transferred or assigned by the supplier directly or indirectly to any person or persons whomsoever without the written consent of the(Purchaser).
- 12 The Tender Notice dated..... along with the enclosure the detailed final offer of the Supplier and the purchase order at Annexure respectively will form part of this contract. Wherever the offer conditions furnished by the Supplier are at variance with conditions of this contract or conditions stipulated in the purchase order, the latter shall prevail over the offer conditions furnished by the supplier.

13 Unless otherwise provided in the Agreement any notice, request, consent or other communication given or required to be given hereunder shall be given by mailing the same by registered mail, postage prepaid, return receipt requested in the case of the Supplier to the Purchaser at their respective addresses and set forth above or with other addresses and to the attention of such other person or persons as may hereafter be designated by like notice hereunder and any such notice sent by post shall be deemed to have been served on the date when in the ordinary course of post, it would have been delivered at the address to which it was sent.

14 Any notice to the supplier shall be deemed to be sufficiently served, if given or left in writing at their usual or last known place of abode or business.

15 In case of any dispute, the matter will be referred to an "arbitrator, mutually agreeable to both parties who will be the Arbitrator in respect of this contract in the event of any dispute the adjudication should be in the court of Law having local jurisdiction.

16 The supplier agrees that in the event of non-fulfillment or non-observance of any of the conditions stipulated in the contract, the supplier shall pay penalty an amount equivalent to @.25% per week on undelivered portion of the material value subject to a maximum of 5% of total contract value or an amount equal to the actual loss incurred by the Dept. whichever is greater.

PURCHASER **For and on behalf of** **SUPPLIER**

Witness

Witness:

1.

1.

2.

2.

Section: IX
LOCATIONS OF OFFICES WHERE THE COMPUTER PRE PRINTED STATIONERY ITEMS TO BE SUPPLIED.

Sl.No	Office Code	RTO / Unit Office	Sl.No	Office Code	RTO : 81 UO : 60
		CHENNAI NORTH ZONE			TRICHY ZONE
1	TN01	CHENNAI (C) - Ayanavaram	69	TN45	TRICHY West
2	TN03	CHENNAI (NE) - Tondiarpet	70	TN45Z	Manapparai U.O.
3	TN02	CHENNAI (NW) - Anna Nagar	71	TN81	Trichy East
4	TN04	CHENNAI (E) - Basin Bridge	72	TN81Z	Tiruverumbur U.O.
5	TN05	CHENNAI (N) - Vyasarpadi	73	TN48	SRI RANGAM
6	TN18	REDHILLS	74	TN48Z	Thuraiyur U.O.
7	TN18y	Gummidipoondi UO	75	TN48Y	Musuri U.O.
8	TN13	Ambattur	76	TN48X	Lalgudi U.O.
9	TN20	TIRUVALLUR	77	TN47	KARUR
10	TN20Y	Thiruthani UO	78	TN47x	Manmangalam U.O.
11	TN12	Poondamallee	79	TN47Z	Kulithalai U.O.
		CHENNAI SOUTH ZONE	80	TN47y	Aravankurichi UO
12	TN07	CHENNAI (S) - Tiruvanmiyur	81	TN46	PERAMBALUR
13	TN06	CHENNA(SE) – Mandaveli	82	TN61	ARIYALUR
14	TN09	CHENNAI (W) - K.K.Nagar			ERODE ZONE
15	TN10	CHENNAI (SW) – Valasarawakkam	83	TN33	ERODE(East)
16	TN22	MEENAMBAKKAM - Alandur	84	TN86	ERODE (West)
17	TN 85	KUNDRATHUR	85	TN36	GOBI
18	TN11	TAMBARAM	86	TN36W	Bhavani U.O.
19	TN14	Solinganallur	87	TN36Z	Sathiyamanagalam U O
20	TN21	KANCHEEPURAM	88	TN56	PERUNDURAI
21	TN21W	Sriperambadur	89	TN28	NAMAKKAL North
22	TN19	CHENGALPATTU	90	TN28Z	Rasipuram U O
23	TN19Z	Madurantagam U.O.	91	TN88	Namakkal South
		VILLUPURAM ZONE	92	TN88Z	Paramathivelur U.O.

Sl.No	Office Code	RTO / Unit Office	Sl.No	Office Code	RTO : 81
					UO : 60
24	TN32	VILLUPURAM	93	TN34	THIRUCHENGODU
25	TN15	Ulundurpet			COIMBATORE ZONE
26	TN15Z	Kallakurichi	94	TN66	COIMBATORE (C)
27	TN16	Tindivanam	95	TN38	COIMBATORE (N)
28	TN16z	Gingee UO	96	TN 99	COIMBATORE (W)
29	TN31	CUDDALORE	97	TN37	COIMBATORE (S)
30	TN31Z	Panruti UO	98	TN37Z	Sulur
31	TN91	CHIDAMBARAM	99	TN41	POLLACHI
32	TN91Z	Virudhachalam U.O.	100	TN41W	Valpari UO
33	TN91Y	Neyveli U O	101	TN40	METTUPALAYAM
34	TN25	TIRUVANNAMALAI	102	TN43	UDAGAMANDALAM
35	TN25Z	Arani U O	103	TN43Z	Gudalur U O
36	TN25y	Cheyyar U O	104	TN39	TIRUPPUR (N)
			105	TN39Z	Avinashi U O
			106	TN42	TIRUPPUR (S)
		VELLORE ZONE	107	TN42Y	Kangayam U O
37	TN23	VELLORE	108	TN78	DHARAPURAM
38	TN23T	Gudiyatham U O	109	TN78Z	Udumalpet U O
39	TN83	VANIYAMBADI			MADURAI ZONE
40	TN83z	Tirupattur UO	110	TN59	MADURAI (N)
41	TN83Y	Ambur UO	111	TN59Z	Melur U O
42	TN73	RANIPET	112	TN59V	Vadipatti U.O.
43	TN73Z	Arakkonam U.O.	113	TN58	MADURAI (S)
44	TN24	KRISHNAGIRI	114	TN58Z	Tirumangalam U.O.
45	TN70	HOZUR	115	TN58Y	Usilampatti U.O
		SALEM ZONE	116	TN64	MADURAI (C)
46	TN30	SALEM (W)	117	TN60	PERIYAKULAM
47	TN30W	Omalar U.O.	118	TN60Z	Uthamapalayam U O
48	TN54	SALEM (E)	119	TN57	DINDIGUL

Sl.No	Office Code	RTO / Unit Office	Sl.No	Office Code	RTO : 81
					UO : 60
49	TN 90	SALEM (S)	120	TN57V	Vedachendur
50	TN52	SANGAGIRI	121	TN57Z	Palani U O
51	TN52Z	Mettur U.O.	122	TN57W	Bathalagundu U.O.
52	TN77	ATTUR	123	TN57R	Oddanchattiram U.O.
53	TN77Z	Vazhapadi U.O.			VIRUDHUNAGAR ZONE
54	TN29	DHARMAPURI	124	TN67	VIRUDHUNAGAR
55	TN29W	Palacode	125	TN67W	Aruppukottai
56	TN29Z	Harur U O	126	TN84	SRIVILLIPUTHUR
		THANJAVUR ZONE	127	TN84z	Sivakasi U O
57	TN49	THANJAVUR	128	TN63	SIVAGANGAI
58	TN49Y	Pattukottai U.O.	129	TN63Z	Karaikudi U O
59	TN68	KUMBAKONAM	130	TN65	RAMANATHAPURAM
60	TN51	NAGAPATTINAM	131	TN65Z	Paramakudi U.O.
61	TN82	MAYILADUTHURAI			TIRUNELVELI ZONE
62	TN82z	Sirkali UO	132	TN69	TUTICORIN
63	TN50	TIRUVARUR	133	TN69Z	Kovilpatti U O
64	TN50Z	Mannarkudi U O	134	TN92	TIRUCHENDUR
65	TN50Y	Thiruthuraipoondi U.O.	135	TN76	TENKASI
66	TN55	PUDUKKOTTAI	136	TN76Y	Ambasamudram U.O.
67	TN55Z	Aranthangi U.O.	137	TN79	SANKARAN KOIL
68	TN55y	Illupur U.O.	138	TN72	TIRUNELVELI
			139	TN72V	Valliyur U O
			140	TN74	NAGERCOIL
			141	TN75	MARTHANDAM

S.No	Name of the Zonal Office
1.	State Transport Authority, Chennai
2.	The Joint Transport Commissioner, Chennai (North)
3.	The Joint Transport Commissioner, Chennai (South)
4.	The Deputy Transport Commissioner, Villupuram
5.	The Deputy Transport Commissioner, Salem
6.	The Deputy Transport Commissioner, Trichy
7.	The Deputy Transport Commissioner, Thanjavur
8.	The Joint Transport Commissioner, Coimbatore
9.	The Deputy Transport Commissioner, Erode
10.	The Joint Transport Commissioner, Madurai
11.	The Deputy Transport Commissioner, Virudhunagar
12.	The Deputy Transport Commissioner, Tirunelveli