

W-5

**PROCUREMENT OF WORKS
UNDER
SHOPPING PROCEDURES**

(For Works valued less than equivalent of \$ 100,000 each)

REF: ADVT. NO. PR 01/16

May 2008



**INVITATION FOR QUOTATIONS FOR OF WORKS UNDER SHOPPING
PROCEDURES**

To

Dear Sirs,

**Sub : INVITATION FOR QUOTATIONS FOR PRINTING OF STATIONERY
ITEMS**

1. You are invited to submit your most competitive quotation for the following works:-

Brief Description of the Works	Approximate value of Works (Rs.)	Period of Completion
Printing of STATIONERY ITEMS	Rs. 9,00,000/-	1 month

2. Government of India has received a credit from the International Development Association (IDA) / loan from the International Bank in various currencies towards the cost of the Integrated Coastal Zone Management Project (ICZMP) and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.
3. The Integrated Coastal Zone Management Project (ICZMP) in Tamil Nadu state is being implemented by National Centre for Sustainable Coastal Management (NCSCM), Chennai, which is an autonomous society registered under the Societies Registration Act.
4. To assist you in the preparation of your quotation, we are enclosing the following:
- i. Technical Specifications;
 - v. Instructions to Bidders (in two sections).
 - vi. Draft Contract Agreement Format, which will be used for finalizing the agreement for this Contract.
5. You are requested to provide your offer latest by **07.03.2016, 5:00 P.M.**
6. We look forward to receiving your quotations and thank you for your interest in this project.

Director



Instructions to Bidders

SECTION - A

1. Scope of Works

For and on behalf of National Centre for Sustainable Coastal Management (NCSCM), MOEF & CC, GOI, Chennai (Employer). The Director, NCSCM invites quotations for the work of Printing of Diary 2016 as detailed in the table given below

Brief Description of the Works	Approximate value of Works (Rs.)	Period of Completion
Printing of Stationery Items	Rs. 9,00,000/-	One Month

The successful bidder will be expected to complete the works by the intended completion date specified above.

2. Qualification of the bidder: The bidder shall provide qualification information which shall include:-

- (a) Total monetary value of similar works performed for each year of the last 3 years :
- (b) Report on his financial standing; and
- (c) Details of any litigation, current or during the last 3 years in which the bidder is involved, the parties concerned, and disputed amount in each case.

3. To qualify for award of the contract the bidder:-

- (a) should have satisfactorily completed as a prime contractor at least one similar work of value not less than Rs. 120,000 in the last three years;

4. Bid Price

- a) The contract shall be for the whole works as described in the Bill of quantities, drawings and technical specifications. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The rates should be quoted in Indian Rupees only.

5. Submission of Quotations

5.1 The bidder is advised to visit the office of works at his own expense and obtain all information that may be necessary for preparing the quotation.

5.2 Each bidder shall submit only one quotation. Bidders shall not contact other Bidders on matters relating to this quotation.

5.3 The quotation submitted by the bidder shall comprise the following :-

(a) Quotation in the format given in Section B.

(b) Signed Bill of Quantities ; and

(c) Qualification information form given in Section B duly completed.

5.4 The bidder shall seal the quotation in an envelope addressed to the (Purchaser). The envelope will also bear the following identification:-

- Quotation for **Printing of Stationery Items**
- Do not open **before 07/03/2016 @ 5.00PM.**

5.5 Quotations must be received in the Office of the Director, National Centre for Sustainable Coastal Management (NCSCM), Chennai (Employer) not later than the time and date given in the letter of invitation. If the specified date is declared a holiday, quotations shall be received up to the appointed time on the next working day.

5.6 Any quotation received by the Director, National Centre for Sustainable Coastal Management (NCSCM), Chennai (Employer) after the deadline for submission of quotations will be rejected and returned unopened to the bidder.

6. Validity of Quotation

Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission.

7. Opening of Quotations

Quotations will be opened in the presence of bidders or their representatives who choose to attend on the date and time and at the place specified in the letter of invitation.



8. Information relating to evaluation of quotations and recommendations for the award of contract shall not be disclosed to bidders or any other persons not officially concerned with the process until the award to the successful bidder is announced.

9. Evaluation of Quotations

The Employer will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) meet the qualification criteria specified in clause 3 above;
- (b) are properly signed ; and
- (c) conform to the terms and conditions, specifications and drawings without material deviations.

10. Award of contract

The Employer will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price and who meets the specified qualification criteria.

10.1 Notwithstanding the above, the Employer reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

10.2 The bidder whose bid is accepted will be notified of the award of contract by the Employer prior to expiration of the quotation validity period.



SECTION - B

- 1. Format for Qualification Information.**
- 2. Format for Submission of Quotation.**
- 3. Format of Letter of Acceptance.**



QUALIFICATION INFORMATION

1 For Individual Bidders

1.1 Principal place of business: _____

Power of attorney of signatory of Quotation.
[Attach copy]

1.2 Total value of Printing work performed in the last three years (in Rs. Lakhs)

	20	
	20	
	20	

1.3 Work performed as prime contractor (in the same name) on works of a similar nature over the last three years.

<u>Project Name</u>	<u>Name of Employer</u>	<u>Description of work</u>	<u>Contract No.</u>	<u>Value of contract (Rs.Lakhs)</u>	<u>Date of issue of work order</u>	<u>Stipulated period of completion</u>	<u>Actual date of completion</u>	<u>Remarks explaining reasons for delay and work completed</u>

Existing commitments and on-going works:

Description of Work	Place & State	Contract No. & Date	Value of Contract (Rs. Lakh)	Stipulated period of completion	Value of works* remaining to be completed (Rs. Lakhs)	Anticipated date of completion
(1)	(2)	(3)	(4)	(5)	(6)	(7)

* Enclose a certificate from Engineer concerned.



1.4 Proposed subcontracts and firms involved.

Sections of the works	Value of Sub-contract	Sub-contractor (name & address)	Experience in similar work
*	*	*	*
*	*	*	*
*	*	*	*
*	*	*	*

1.5 Evidence of access to financial resources to meet the requirements of working capital: cash in hand, lines of credit, etc. List them below and attach copies of support documents.

1.6 Name, address, and telephone, telex, and fax numbers of the Bidders' bankers who may provide references if contacted by the Employer.

1.7 Information on litigation history in which the Bidder is involved.

Other party(ies)	Employer	Cause of dispute	Amount involved	Remarks showing present status



QUOTATION

*

Description of the Works :

To:

Subject :

Reference : Letter No.....dated.....from.....

Sir,

We offer to execute the Works described in your letter referred to above in accordance with the Conditions of Contract enclosed therewith at percentage above / below the estimated rates, i.e., for a total Contract Price of -

Rs.** _____ [in figures]

Rs. _____ [in words].

This quotation and your written acceptance of it shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any quotation you receive.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive arrangements with the competitors.

We hereby confirm that this quotation is valid for 45 days as required in Clause 6 of the Instructions to Bidders.

We have not been debarred/removed from approved lists/(dealings suspended) by the Central/State Governments or by the World Bank.

Yours faithfully,

Authorized Signature : _____ Date: _____

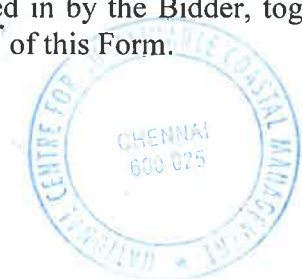
Name & Title of Signatory : _____

Name of Bidder : _____

Address : _____

* To be filled in by the Employer before issue of the Letter of Invitation.

** To be filled in by the Bidder, together with his particulars and date of submission at the bottom of this Form.



**LETTER OF ACCEPTANCE
CUM NOTICE TO PROCEED WITH THE WORK
(LETTERHEAD OF THE EMPLOYER)**

Dated: _____

To: _____ [Name and address of the Contractor]

Dear Sirs,

This is to notify you that your quotation dated _____ for execution of the _____ for the contract price of Rupees _____ [amount in words and figures], is hereby accepted by us.

You are also requested to sign the agreement form and proceed with the work not later than _____ under the instructions of the NCSCM, _____ and ensure its completion within the contract period.

With the issuance of this acceptance letter and your acceptance to the same contract for the above said work stands concluded.

Yours faithfully,

**Authorized Signature
Name and title of Signatory**



**Draft Agreement form for
Construction through National Shopping**

ARTICLES OF AGREEMENT

This deed of agreement is made in the form of agreement on _____ day
_____ month _____ 201 ____, between the
_____ (Employer) or his authorized representative (hereinafter
referred to as the first party) and _____ (Name of the Contractor), S/O
_____ resident of _____ (hereinafter referred to as the second party),
to execute the work of construction of _____ (hereinafter referred to
as works) on the following terms and conditions.

2. Cost of the Contract

The total cost of the works (hereinafter referred to as the "total cost") is Rs. ____ as reflected in Annexure - 1.

3.1 Payments under its contract:

100% Payment against the work completion of work & Delivery

4. Completion time

The works should be completed in **30 days** (months/weeks/days) from the date of this Agreement. In exceptional circumstances, the time period stated in this clause may be extended in writing by mutual consent of both the parties.

5. If any of the compensation events mentioned below would prevent the work being completed by the intended completion date, the first party will decide on the intended completion date being extended by a suitable period:

a) The first party orders a delay or does not issue completed specifications or instructions for execution of the work on time.

6. Any willful delay on the part of the second party in completing the work within the stipulated period will render him liable to pay liquidated damages. @ Rs. *60/- per day which will be deducted from payments due to him. The first party may cancel the contract and take recourse to such other action as deemed appropriate once the total amount of liquidated damages exceeds 2 % of the contract amount.

(Note: The amount of liquidated damages per day should be determined at not less than 0.05 % of the contract value of the works and indicated here).



7. Duties and responsibilities of the first party

7.1 The first party shall be responsible for providing regular and frequent supervision and guidance to the second party for carrying out the works as per specifications. This will include written guidelines and regular site visit of the authorized personnel of the first party, for checking quality of material and construction to ensure that it is as per the norms.

8. Duties and responsibilities of the second party

8.1 The second party shall:

- a) take up the works and arrange for its completion within the time period stipulated in clause 5;
- b) employ suitable skilled persons to carry out the works ;
- c) regularly supervise and monitor the progress of work ;
- d) be responsible for bringing any discrepancy to the notice of the representative of the first party and seek necessary clarification ;
- e) ensure that the work is carried out in accordance with specifications, drawings and within the total of the contract amount without any cost escalation ;
- f) keep the first party informed about the progress of work ;
- g) Pay all duties, taxes and other levies payable by construction agencies as per law under the contract (First party will effect deduction from running bills in respect of such taxes as may be imposed under the law).



Annexure I

BILL OF QUANTITIES

Sl.No.	Description of Work	Qty.	Unit	Estimated Cost		Amount
				In figure (Rs.)	In Words	
1	A4 Envelope COVER	1000	Nos			
2	ENVELOPE SMALL	1000	Nos			
3	L-FOLDER (Transparent)	2000	Nos			
4	LETTER HEAD	1000	Nos			
5	LETTER HEAD (WITH DIR. NAME)	1000	Nos			
6	Scribbling Note book	1000	Nos			
7	Field Note book (Horizontal Spiral)	1000	Nos			
8	NCSCM Folder	1000	Nos			
9	Lab Note Book	200	Nos			
10	NCSCM Spiral Note (vertical spiral)	500	Nos			
11	NCSCM Files	1000	Nos			

Gross Total Cost : Rs.

We agree to execute the works in accordance with the approved drawings and technical specifications at percentage above/below the estimated rates, i.e., for a total contract price of Rs.(amount in figures) (Rs. amount in words).

Signature of Contractor



Format of certificate

Certified that the works upto _____ level in respect of construction of _____ at _____ have been executed in accordance with the approved drawing and technical specifications.

**Signature
Name & Designation
(Official address)**

**Place :
Date :**

Office seal



*NR/Is May 8, 2008
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Corrected and reviewed by EJ on May 8, 2008*

Technical Specification

S.No	Description	
1	A4 Envelope COVER	120 GSM Maplitho Sunshine Paper
2	ENVELOPE SMALL	120 GSM Maplitho Sunshine Paper
3	L-FOLDER (Transparent)	A4 size plastic folders
4	LETTER HEAD	100 gsm Cartridge Paper A4
5	LETTER HEAD (WITH DIR. NAME)	100 gsm Cartridge Paper " A4
6	Scribbling Note book	A5 size, Wrapper - 170 gsm art paper / Inner Cartridge Paper - 100 gsm (Pages 50nos.)
7	Field Note book (Horizontal Spiral)	A5 Size, Wrapper - Hard Bound / Inner Cartridge Paper - 100 gsm (Pages 50Nos.)
8	NCSCM Folder	350 gsm art board with Spot UV
9	Lab Note Book	A4 Size, 200 pages, Cover page : Hardcover (80 gauge board wrapped in imitation leather), Flush cut with round corners, special pages : 1 front page, paper weight 70lb acid free and archival, paper color : Half white, ruling : 5 x 5 mm ² quad ruled
10	NCSCM Spiral Note (vertical spiral)	A5 size, Wrapper - Hard Bound / Inner Cartridge Paper - 100 gsm (Pages 120Nos.)
11	NCSCM Files	Tag file printed with 6 eyelet calico cloth both side pasted



