

SHORT NOTICE TENDER No. UGVCL/SP/III/803/Large Format/Coffee Table type Book

Purchase Requisition No: 326940 RFQ. No:

N-Procure consolidate Details

The Chief Engineer (P&P) invites **On line Short Notice Tender** for the purchase of following item/s. Short Notice Tender Papers & Specifications may be downloaded from Website <https://ugvcl.nprocure.com> (For view, download and on line submission) and UGVCL website www.ugvcl.com (For view & download only). Short Notice Tender fee shall be paid along with submission of Short Notice tender in EMD cover, for respective tender. "All the relevant documents of Short Notice tenders to be submitted physically to be received only by Registered Post A.D. or Speed Post super scribing Short Notice tender cover by **UGVCL/SP/III/803/Large Format/Coffee Table type Book** addressed to The Chief Engineer (P&P), UTTAR GUJARAT VIJ COMPANY LTD., Corporate Office, Visnagar Road, Mehsana : 384 001 (NG). **"NO COURIER SERVICE OR HAND DELIVERY"** will be allowed/entertained.

Sr. No	Description	
1	Short Notice Tender No.	UGVCL/SP/III/803/Large Format/Coffee Table type Book
2	Tender Item	Printing and Supply of Large Format/Coffee Table type Book
3	Quantity	25,000 Nos.
4	Estimated Cost	212.50 Lakhs
5	Short Notice Tender Fees (Non Refundable)	Rs. 7,500 /-Plus 18% GST = Rs. 8,850/-
6	Ernest Money Deposit Amount in Rs.	For MSME Rs.
		For non MSME Rs.
7	Online Preliminary, Technical & Price bid i.e. On line(e-tendering) Short Notice tender/offer submission last date (This is mandatory)	80,000/-
8	Relevant documents(By Registered Post A.D. or Speed Post only) and Sample Physically submission date	1,20,000/-
9	Date of opening of Short Notice Tender Fee & EMD Cover Documents Physical as well as online	08.08.2017 up to 18.00 Hrs.
10	Date of opening of Technical Bid Physical as well as online	10.08.2017 up to 18:00 Hrs.
11	Date of On line Opening of Price Bid (Tentative, if possible)	11.08.2017 at 12.00 Hrs.
		11.08.2017 at 12.30 Hrs.
		16.08.2017 at 12.00 Hrs.

Signature of Tenderer:		Company's Round Seal:
Date:	Place:	

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IMPORTANT:

(a) All the relevant documents as per requirement of the Short Notice Tender also to be submitted physically along with the Short Notice Tender Fee, EMD cover in sealed cover on OR before due date and time. All such documents should be strictly submitted by RPAD/speed post only. Otherwise the offer will not be considered and no any further communication in the matter will be entertained.

(b) Any deviation found in Data/Details/Documents between on line offer (e-tendering) and physically submitted documents (Short Notice Tender document fee, EMD, Vender Registration, Technical and commercial documents etc.) of bidder, offer of the same bidder will not be considered and no any further communication in the matter will be entertained.

Further bidders are requested to submit price - bid (Schedule - B) and Annexure-13 on-line only and not to submit the price bid and Annexure-13 in physical form. This is mandatory. If price bid and Annexure-13 is submitted in physical form, same will not be opened and only on -line submitted price bid and Annexure-13 will be considered for evaluation.

Bidders are requested to submit details of Annexure-13 in online in technical stage and this is mandatory. In case of on line Annexure-13, if bidder does not provide the details of prices in case of non confirmation of part [A] and /or non acceptance of part [C] of Annexure-13, the bid shall be rejected out rightly, despite the bidder is technically qualified & in such case price bid shall not be opened. No further correspondence in this regard will be entertained.

(c) It is mandatory for all the bidders to submit their Short Notice tender documents by both forms viz. on-line (e-tendering) and physically in schedule time. If Short Notice tender documents submitted in only any one form, say either by on line or physically, in that case the same Short Notice tender will not be considered.

Note:- Bidders should be in touch with websites <https://ugvcl.nprocure.com> & www.ugvcl.com for information regarding revision/corrigendum/Amendment in Short Notice tender till due date of online submission and thereafter. No separate information shall be sent in this regards and also not publish in newspaper.

Any technical questions , information & clarification that may be required pertaining to this inquiry should be referred to Chief Engineer (P&P) ,Uttar Gujarat Vij Company Ltd. Regd. & Corporate Office , Visnagar Road Mehsana -384001

UGVCL reserves the right to reject any OR all Short Notice tenders without assigning any reasons thereof.

**I/C Chief Engineer (P&P)
UGVCL: RO: Mehsana**

Signature of Tenderer:		
Date:	Place:	
		Company's Round Seal:

SHORT NOTICE TENDER No. UGVCL/SP/III/803/Large Format/Coffee Table type Book

Download Short Notice Tender Documents in (PDF Format) which consists of:

- ☞ Schedule 'A'
- ☞ Specifications
- ☞ Commercial Terms & Conditions
- ☞ Purchase Agreement
- ☞ Check list
- ☞ Pre-Qualification and Evaluation Criteria

NOTE:

In case bidder needs any clarification or if training required for participating in online Short Notice tender, they can contact the following office:

(n) Procure Cell

(n) code solutions-A division of GNFC Ltd.,

403, GNFC Infotower, S.G. Road, Bodakdev

Ahmedabad - 380054 (Gujarat)

Toll Free: 1-800-233-1010 (Ext. 501, 512,516, 517, 525)

Phone No. 079-26857315 / 316 / 317

Fax: 079-26857321 / 40007533

Email: nproucre@gnvfc.net

Other terms & conditions are as per tender documents

Signature of Tenderer:		Company's Round Seal:
Date:	Place:	

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SCHEDULE - 'A'

<u>Sr.No.</u>	<u>Description of material</u>	<u>Short Notice Tender Quantity</u>
1	Large Format/Coffee Table type Book	25,000 Nos.

It is to clarify that in case of any discrepancy between physical annexure/documents and online annexure/documents then on-line data will be considered as final data for Short Notice tender evaluation & competition.

NOTE: IMPORTANT

1.	The quantity to be purchased will be decided by UGVCL. The UGVCL reserve the right to reduce / enhance the Short Notice tender quantity as per their requirement at the time of finalization of the Short Notice tender.
2.	Seal and signature at Annexure - "important Instruction "is MUST.
3.	EMD COVER MUST CONTAIN THE FOLLOWING : (Please refer Clause No.8 of Commercial Terms and Conditions)

The bidders have to pay total amount of EMD for the item/s, for which they participated in the Short Notice tender irrespective of their offer quantity as per Short Notice Tender Notice.

3.1	Details and document as per clause No. 8 (commercial terms and conditions) of the Short Notice tender for EMD requirement.													
3.2	List of Order executed in last three years (including supplied made to GUVNL & / or their any subsidiary company) for the tender Items.													
3.3	Vendor registration certificate is not necessary for tendered Items.													
3.4	<p style="background-color: yellow;">The bidder has to submit the abstract of EMD paid item wise in the following format on their letter pad invariably, without which, their offer is liable for rejection.(Further Refer Clause No.8 of Commercial Terms and Conditions.)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Sr. No.</th> <th style="text-align: center;">Name of Item</th> <th style="text-align: center;">Estimated cost in Lacs</th> <th style="text-align: center;">EMD Amount for MSME Units in Rs.</th> <th style="text-align: center;">EMD Amount for Non-MSME units in Rs.</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">Large Format/Coffee Table type Book</td> <td style="text-align: center;">212.50</td> <td></td> <td></td> </tr> </tbody> </table>				Sr. No.	Name of Item	Estimated cost in Lacs	EMD Amount for MSME Units in Rs.	EMD Amount for Non-MSME units in Rs.	1	Large Format/Coffee Table type Book	212.50		
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1	Large Format/Coffee Table type Book	212.50												

- In absence of any of the above in EMD Cover, technical bid will not be opened and the opening of Short Notice tender of the party will be at the discretion of the UGVCL.

Signature of Tenderer:		Company's Round Seal:
Date:	Place:	

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4.	If the physical documents of Short Notice tender will not reach to this office within mentioned date & time, offer will be out rightly rejected even of successful submission of On Line Tender.
5.	Company shall not consider the Bid of any firm, who quotes for lesser quantity than the Short Notice tender quantity mentioned in the Short Notice Tender document.
6.	The bidders are advised to submit their bids by on line through our service provider M/s (n) Code Solutions before one day of the due date to avoid complication / dispute at later stage.
7.	List of Order executed in last three years (including supplied made to GUVNL & / or their any subsidiary company) for the tender Items shall have to be enclosed in technical bid to decide the status of your firm. Please attach Order copies.
8.	Tenderer has to ensure that the offered quantity as per clause no: 67 of commercial terms and condition of tender of each item should be commensurate with the UGVCL's delivery schedule otherwise offer is liable to be rejected out rightly. The quantity to be purchased will be decided by UGVCL.
9.	A Check List to be submitted with Physical Bid by the bidder in cover of Short Notice Tender fee, EMD Documents and vendor registration. Documents submitted in technical bid should be as per order of Technical check list. This is mandatory.
10	DELAYED AND LATE Short Notice TENDERS :- NO TENDER SHALL BE ACCEPTED / OPENED IN ANY CASE WHICH ARE RECEIVED AFTER DUE DATE AND TIME OF THE RECEIPT OF TENDER IRRESPECTIVE OF DELAYED DUE TO POSTAL SERVICE OR ANY OTHER REASONS AND UGVCL SHALL NOT ASSUME ANY RESPONSIBILITY FOR LATE RECEIPT OF TENDER. ANY CORRESPONDANCE IN THIS MATTER WILL NOT BE ENTERTAINED.
11	SUBMISSION OF OFFER :- The firm having single legal entity and having two or more works / factory and submit offers from two or more different works / factory, the UGVCL will consider only one lowest offer for allocation of quantity.
12	DELIVERY PERIOD : Supplier has to collect printing matter from Manager (CC), UGVCL, Mehsana after issuing LOA, including verification of proof reading. Final production to be deliver by 07.10.2017 at Ahmedabad and/or Delhi and/or at such other place/s as may be directed by UGVCL. However earlier delivery may please be given by bidder as & when required by UGVCL.
13	<u>Samples</u> : Copies of at least five similar type of books to be submitted of which at least two books should be printed at a nationally pre-eminent and well reputed press like Thomson Press, Delhi or Pragati Offset Pvt. Ltd., Hyderabad. The bid submitted without samples of tender item shall be rejected out rightly (at UGVCL discretion) without entering in to correspondence thereof.

Signature of Tenderer:		Company's Round Seal:
Date:	Place:	

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14	<p>Following clause/s of tender commercial terms and conditions may please be considered (not applicable) as deleted for this Short notice tender.</p> <ul style="list-style-type: none"> ☞ Clause No.1: Vendor Registration ☞ Clause No. 2 : Category of Firm ☞ Clause No.5: Quantity Distribution ☞ Clause No. 15: Excise Duty ☞ Clause No. 16: Sales Tax/VAT ☞ Clause No.20: Payment terms ☞ Clause No.30 : Test Certificates ☞ Clause No. 31: Type Test ☞ Clause No. 42: Guarantee ☞ Clause No. 49: Audit Inspection ☞ Clause No. 50: Inspection ☞ Clause No. 56: Participation by Foreign Manufactures ☞ Clause No. 60: Quantity Tolerance ☞ Clause No. 65: Embossing or Engraving ☞ Clause No. 67: Minimum Tendering Quantity 											
15	<p><u>Supply Guarantee:</u> The successful tenderers will be required to pay an amount equivalent to 10% of the value of the order as a Supply Guarantee for satisfactory execution of the contract. Such Security Deposit will be payable either in Cash / D.D. in favour of the Uttar Gujarat Vij Co. Ltd. on any schedule Bank at Mehsana within 15 days of issuance of Letter of Intent and detail order will be issued thereafter</p>											
16	<p><u>Payment Condition</u> 100% Payment against Bill Recording within 30 days will be made from Account section after verifying the invoices and other related documents. The payment will be made directly to you. Payment shall be made by Account section, UGVCL, directly to you</p>											
17	<p><u>Packing and Forwarding charge:</u> The prices are inclusive of packing and forwarding charges. The materials should be packed - 50 nos. in one corrugated quarter. Individual book should be shrink pack and adequately to ensure safe arrival at destination</p>											
18	<p><u>It is advisable to see the sample of the each item first before filling the offer which is available with Manager (CC), UGVCL Corporate office, Mehsana.</u></p>											
19	<p>As per GST Act, UGVCL is in process of amending various Commercial Terms & Conditions of tender, The following terms & conditions to be amended are given below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name of Terms & Conditions</th> <th style="width: 50%;">To be added/amended</th> </tr> </thead> <tbody> <tr> <td>Tender Fee</td> <td>Plus applicable GST</td> </tr> <tr> <td>Prices</td> <td>Replace Excise Duty, VAT/Sales Tax by GST</td> </tr> <tr> <td>Excise Duty</td> <td rowspan="2">Replace Excise Duty, Sales Tax/VAT by GST</td> </tr> <tr> <td>Sales/VAT(Value Added Tax)</td> </tr> <tr> <td>Octroi</td> <td>To be deleted.</td> </tr> </tbody> </table> <p>The present tender is floated with Pre regime. The modification in line with GST Act will be bound to all the bidders.</p>	Name of Terms & Conditions	To be added/amended	Tender Fee	Plus applicable GST	Prices	Replace Excise Duty, VAT/Sales Tax by GST	Excise Duty	Replace Excise Duty, Sales Tax/VAT by GST	Sales/VAT(Value Added Tax)	Octroi	To be deleted.
Name of Terms & Conditions	To be added/amended											
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Signature of Tenderer:

Date:

Place:

Company's Round Seal:

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20	Bidder must see the <u>Pre-Qualification and Evaluation Criteria</u> before submitting the bid.
21	Tenderer must have GST number.

Signature of Tenderer:		Company's Round Seal:
Date:	Place:	

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INTGRITY PACT

OUR ENDEAVOUR

	UGVCL's COMMITMENT		PARTY's COMMITMENT
•	To maintain the highest ethical standards in business and professional	•	Not to bring pressure recommendations from outside UGVCL to influence it decision
•	Ensure maximum transparency to the satisfaction of stakeholders	•	Not to use intimidation, there at, inducement or pressure of any kind on UGVCL or any of its employees under any circumstances
•	To ensure to fulfill the terms of agreement/cont act and to consider objectively the view point of parties	•	To be prompt and reasonable in fulfilling the co tract, agreement, legal obligations
•	To ensure regular and timely release of payment on due <i>does</i> for work done	•	To provide goods and/or service timely as per agreed quality and specification at minimum cost to UGVCL
•	To ensure that no improper demand is made by employees or by anyone on our behalf	•	To abide by the general discipline to be maintained in our dealings
•	To give maximum possible assistance to all the vendors / Suppler / Service Providers and other to enable them to complete the cont act in time	•	To be true and honest in furnishing information
•	To provide all information to supplier/contractors relating to contract/job which facilitate him to complete the contract/j b successfully in time	•	Not to divulge any information, business details available during the course of business relationship to others without written consent of MGVCL
•	To ensure minimum hurdles to vendors /suppliers / contractors in completion of agreement /contract/work order	•	Not to enter into carter/syndicate/understanding whether formal/non formal so as to influence the price

(Seal & Signature)
 UGVCL's authority Signatory
 Name:
 Designation:

(Seal & Signature)
 Party's authority Signatory
 Name:
 Designation:

CHECK LIST

Signature of Tenderer:		
Date:	Place:	
		Company's Round Seal:

SHORT NOTICE TENDER No. UGVCL/SP/III/803/Large Format/Coffee Table type Book
(THIS IS MANDATORY)

CHECK LIST & DOCUMENTS REQUIRED IN FOLLOWING ORDER TO BE SUBMITTED WITH
TECHNICAL BID

Sr. No.	Documents in following order to be attach	Bidder's comment	Page no. from/to
Short Notice Tender Documents with duly signed and sealed			
1.	Schedule-A of Tender duly signed and sealed	Yes / No	
2.	Commercial terms and condition with duly signed and sealed	Yes / No	
3.	Annexure-1 with duly filled and signed.	Yes / No	
4.	Annexure-2 with duly filled and signed.	Yes / No	
5.	Annexure-3 with duly filled and signed	Yes / No	
6.	Annexure-4 with duly filled and signed.	Yes / No	
7.	Annexure-5 with duly filled and signed	Yes / No	
8.	Annexure-6 with duly filled and signed.	Yes / No	
9.	Annexure-7 with duly filled and signed	Yes / No	
10.	Annexure-8 with duly filled and signed.	Yes / No	
11.	Annexure-9 with duly filled and signed.	Yes / No	
12.	Annexure-10 with duly filled and signed.	Yes / No	
13.	Annexure-11 with duly filled and signed.	Yes / No	
14.	Annexure-12 with duly filled and signed.	Yes / No	
15.	Annexure-13 on line only	Yes / No	
16.	Annexure-14 with duly filled and signed.	Yes / No	
17.	Certificate-A on firms Letter head	Yes / No	
18.	Notarized copy of power of Attorney in favour of a person authorized to sign tender documents	Yes / No	
19.	Important Instruction with duly signed and sealed	Yes / No	
20.	GTP & Technical Specification of tender with duly signed and seal	Yes / No	
21.	All Amendment in ascending Order with duly signed and sealed. (if any)	Yes / No	
Certificates			
22.	ISO Certificate (if register)	Yes / No	
23.	Sales Tax Registration Certificate	Yes / No	
24.	Excise Registration Certificate	Yes / No	
25.	Factory License	Yes / No	
26.	Import-Export Code Certificate (if register)	Yes / No	
27.	Photocopy of PAN Card	Yes / No	
28.	Notarized Copy of BIS License	Yes / No	
29.	BEE Certificate	Yes / No	
30.	Notarize copy of Type test for all tender Item	Yes / No	
Additional Details on Firms letter Head			
31.	List of Partners/Directors	Yes / No	

Signature of Tenderer:		Company's Round Seal:
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32.	List of Required machinery for manufacture Tendered Item	Yes / No	
33.	List of Testing Facility	Yes / No	
34.	Audited annual A/c of last 3 years	Yes / No	
35.	Quality Assurance Plan	Yes / No	
36.	Yearly Production Capacity of each Tendered Item	Yes / No	
37.	Notarized true copy of Orders Executed in GUVNL and their subsidiary companies, i.e. PGVCL/MGVCL/UGVCL/DGVCL/GETCO/GSECL.	Yes / No	

Signature of Tenderer:		Company's Round Seal:
Date:	Place:	