

TENDER NO: UPMRC/CS/Printing/2023/01 (R)

TENDER DOCUMENTS VOLUME 1

Section 1

NOTICE INVITING TENDER (NIT)

Proposal for Bid

TENDER NO: UPMRC/CS/Printing/2023/01(R)

Sub: Rate contract for Printing, Binding, Scanning and supplying of documents for UPMRC at, Administrative building and Transport Nagar Metro Depot of UPMRC.

Dear Sir/madam,

Uttar Pradesh Metro Rail Corporation Ltd. (UPMRCL) invites Open e-tender in prescribed Performa for Contract “UPMRC/CS/Printing/2023/01(R)– Rate contract for Printing, Binding, scanning and supplying of documents for Lucknow Metro at Lucknow Metro Stations, Administrative building and Transport Nagar Metro Depot of UPMRC.

Key Details:-

1.	Estimated cost of work/ NIT Value	Rs 48,00,000/- Inclusive of GST.
2.	Tenure of Contract	03 Years from issuance of LoA
3.	Tender documents available from:	From 17.01.2024 (1100hrs) to 19.02.2024 (up to 1500 hrs) on e-tendering website https://etenders.gov.in/eprocure/app Tender document can only be obtained on the website https://etenders.gov.in/eprocure/app .
4.	Cost of Tender documents	Nil
5.	Tender security	Nil (Bid Security declaration required to be submitted as per Annexure-4)
6.	Date & time of e-Submission of Tender	Tender submission start date: 09.02.2024(1100hrs) Tender submission end date: 19.02.2024(up to 1500 hrs)
7.	Date & time of opening of e-Tender	20.02.2024 @ 1500 hrs
8.	Validity of the Bid	90 days from the last date of submission of bid
9.	Last date of Seeking Clarification	Bidders to note that seeking clarification on the tender shall be done by sending it on e-tendering portal only. Seeking clarification by mail or post will not be considered. Queries/clarifications from bidders after due date and time shall not be acknowledged.
10.	Authority and place for purchase of tender documents, seeking clarifications and submission of completed tender documents.	CS Uttar Pradesh Metro Rail Corporation Ltd., Administrative Building, Near Dr. Bhimrao Ambedkar Samajik Parivartan Sthal, Vipin Khand, Gomti Nagar, Lucknow-226010, Uttar Pradesh, India. https://etenders.gov.in/eprocure/app

Any clarification/corrigendum/addendum to the tender documents shall be uploaded on the official e-portal only, without any obligation of press notification.

For further details, please visit official e-portal <https://etenders.gov.in/eprocure/app>.

For any additional information & help for downloading & uploading, please contact e-tendering service desk at the following ID: support-eproc@nic.in or at Toll Free No.: (91)120-4001002, (91)120-4001005, (91)120-6277787.

1.0 INRODUCTION

1.1 Name of Work

Rate contract for Printing, Binding, Scanning and Supplying of documents for Lucknow Metro at, Administrative building, Transport Nagar Metro Depot UPMRC.

1.2 Scope of Work

The scope of work shall be Printing, Scanning and Binding of for Lucknow Metro at Lucknow Metro Stations, Administrative building and Transport Nagar Metro Depot as per a tentative annual quantity as per below:

S.No	Description of Work	Tentative Annual Quantity
Job (A)	Colour Print	
1	A3 Color Print on 75 gsm Sheet (one side only)	1080
2	A3 Colour Print on 75 gsm Sheet (Both side)	60
3	A4 Color Print on 75 gsm Sheet (one side only)	3600
4	A4 Color Print on 75 gsm Sheet (Both Side)	8400
5	A4 Color Print on Coated Sheet (one side only)	300
6	A4 Color Print on Coated Sheet (Both Side)	1200
Job (B)	Colour Photo Copy	
7	A3 Color Copy on 75 gsm Sheet (one side only)	1080
8	A3 Color Copy on 75 gsm Sheet (Both Side)	3600
9	A4 Color Copy on 75 gsm Sheet (one side only)	1080
10	A4 Color Copy on 75 gsm Sheet (Both Side)	7200
Job (C)	Black/White Print	
11	A3 B/W Print on 75 gsm Sheet (one side only)	9600
12	A3 B/W Print on 75 gsm Sheet (Both Side)	60000
13	A4 B/W Print on 75 gsm Sheet (one side only)	60000
14	A4 B/W Print on 75 gsm Sheet (Both Side)	720000
Job (D)	Black/White Photocopy	
15	A3 B/W Copy on 75 gsm Sheet (one side only)	7200
16	A3 B/W Copy on 75 gsm Sheet (Both Side)	1800
17	A4 B/W Copy on 75 gsm Sheet (one side only)	26000
18	A4 B/W Copy on 75 gsm Sheet (Both Side)	91502
Job (E)	Spiral Binding/Plastic Coil Binding(Cost of Binding including cover & Back sheet also)	
19	A3 Spiral Binding up to 50 sheets	150
20	A3 Spiral Binding up to 100 sheets	150
21	A3 Spiral Binding up to 150 sheets	250
22	A3 Spiral Binding above 150 sheets	100
23	A4 Spiral Binding up to 50 sheets	300
24	A4 Spiral Binding up to 100 sheets	250
25	A4 Spiral Binding up to 150 sheets	250

26	A4 Spiral Binding up to 200 sheets	250
27	A4 Spiral Binding above 250 sheets & up to 500 sheets	302
28	A5 Spiral Binding up to 50 sheets	100
29	A5 Spiral Binding up to 100 sheets	200
30	A5 Spiral Binding up to 150 sheets	150
31	A5 Spiral Binding up to 200 sheets	200
32	A5 Spiral Binding above 250 sheets	150
Job (F)	Paste Back cut Binding/ Perfect Soft Cover Binding (Including 300 GSM cover making sheet with Colour Printing)	
33	A3 Paste/Back cut Binding up to 50 sheets	50
34	A3 Paste/Back cut Binding up to 100 sheets	88
35	A3 Paste/Back cut Binding up to 150 sheets	95
36	A3 Paste/Back cut Binding up to 200 sheets	150
37	A3 Paste/Back cut Binding above 200 sheets	120
38	A4 Paste/Back cut Binding up to 50 sheets	147
39	A4 Paste/Back cut Binding up to 100 sheets	147
40	A4 Paste/Back cut Binding up to 150 sheets	148
41	A4 Paste/Back cut Binding up to 200 sheets	132
42	A4 Paste/Back cut Binding up to 250 sheets	148
43	A4 Paste/Back cut Binding up to 300 sheets	175
44	A4 Paste/Back cut Binding up to 400 sheets	150
45	A4 Paste/Back cut Binding above 400 sheets	150
46	A5 Paste/Back cut Binding up to 100 sheets	100
47	A5 Paste/Back cut Binding up to 200 sheets	100
48	A5 Paste/Back cut Binding above 200 sheets	100
Job (G)	Paste Back cut Binding/ Perfect Soft Cover Binding (Including 300 GSM cover making sheet with Colour Printing And Lamination)	
49	A4 Hard board Binding up to 50 sheets	115
50	A4 Hard board Binding up to 100 sheets	65
51	A4 Hard board Binding up to 150 sheets	150
52	A4 Hard board Binding up to 200 sheets	150
53	A4 Hard board Binding up to 300 sheets	140
54	A4 Hard board Binding up to 400 sheets	140
55	A4 Hard board Binding above 400 sheets	140
56	A3 Hard board Binding up to 50 sheets	100
57	A3 Hard board Binding up to 100 sheets	100
58	A3 Hard board Binding up to 150 sheets	130
59	A3 Hard board Binding up to 200 sheets	125
60	A3 Hard board Binding above 200 sheets	100
61	A5 Hard board Binding up to 100 sheets	85
62	A5 Hard board Binding up to 150 sheets	85
63	A5 Hard board Binding up to 200 sheets	85
64	A5 Hard board Binding above 200 sheets	90
Job (H)	Scanning of Documents	
65	Scanning of A4 Sheet (One Side Only)	2500
66	Scanning of A4 Sheet (Both Side)	2500
67	Scanning Of Legal sheet (One Side Only)	1200
68	Scanning Of Legal sheet (Both Side)	1200
69	Scanning of A3 Sheet (One Side Only)	3000
70	Scanning of A3 Sheet (Both Side)	2000

1.3 Qualification Criteria:

1.3.1 Eligible Applicants:

- i. The tenders for this contract will be considered only from those tenderers (proprietorship firms, partnerships firms, companies, corporations) who meet requisite eligibility criteria prescribed in the sub-clauses of clause 1.3.2 of NIT. **Joint Ventures or Consortium are not allowed to participate in the tender.**
- ii. A tenderer shall submit only one bid in the same tendering process. A tenderer who submits or participates in, more than one bid will cause all of the proposals in which the tenderer has participated to be disqualified. No tenderer can be a sub-contractor while submitting a bid in the same bidding process.
- iii. Tenderers shall not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified. Tenderers shall be considered to have a conflict of interest with one or more parties in this bidding process, if:
 - a) Tenderer has been engaged by the Employer to provide consulting services for the preparation related to procurement for on implementation of the project;
 - b) tenderer is any associates/affiliates (inclusive of parent firms) mentioned in subparagraph (a) above; or
 - c) Tenderer lends, or temporarily seconds its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for on implementation of the project, if the personnel would be involved in any capacity on the same project.

1.3.2 Minimum Eligibility Criteria:

A. The tenderer/bidder **should have its branch office in Lucknow** and must also be able to print and supply of the documents on same day in case of urgency.

B. Work Experience: The tenderers will be qualified only if they have successfully completed work(s) in the Printing, Binding, Scanning and Supplying of documents during last five years ending last day of the month previous to the month of tender publish date as given below:

(i) At least One “similar work” ** of value of **Rs. 38.40 Lakhs** or more.

OR

(ii) Two “similar work” ** each of value of **Rs. 24.00 Lakhs** or more.

OR

(iii) Three “similar work” ** each of value of **Rs. 19.20 Lakhs** or more.

- The tenderer shall submit details of work executed by them in the Performa of **Annexures-1 & 1 A of NIT** for the works to be considered for qualification of works experience criteria.

- For the above, documentary proof such as Work orders/ work completion certificates from client clearly indicating the nature/scope of work, transaction receipts of actual cost paid to the tenderer and actual date/(s) of such work should be submitted. The offers submitted without this documentary proof shall not be evaluated, In case work is executed for private client, copy of work orders, Bill of Quantity, bill wise details of payment received certified by CA, Tax deducted at source TDS certificate/ Form 26AS for all payments received and copy of final/last bill paid by Client shall be submitted.

- For completed works, value of work done shall be updated to last date of previous month of tender Publish Date, price level assuming 7% per annum simple

rate inflation for Indian Rupees every year and 2% for foreign currency portions per year.

C. Financial Standing: The tenderers will be qualified only if they have minimum financial capabilities as below:

- **Liquidity:** The tenderer must have liquidity of at least **Rs 2.29 Lakhs**.
 - a) The liquidity shall be ascertained net working capital {current assets – (current liability + provisions)} as per latest audited balance sheet and/or from the banking reference(s).
 - b) Banking reference(s) should contain in clear terms the amount that the bank will be in a position to lend for this work to the applicant. In case the net working capital (as seen from the balance sheet) is negative, only the banking reference(s) will be considered, otherwise the aggregate of the net working capital and submitted banking reference(s) will be considered for working out the liquidity.
 - c) The banking reference(s) should be from a scheduled commercial bank in India or from an international bank of repute (in case of foreign vendors) acceptable to employer as per standard performa provided in NIT as Annexure-3 and it should not be more than 3 months old as on the date of submission of bids.
- **Net worth:** Net worth of tenderer should be positive in last audited financial year.
- **Annual Turnover:** The average annual financial turnover of the bidder during the last three years ending 31st March of the previous financial years should be at least **Rs 14.40 lakhs**.

Bid Capacity: The tenderers will be qualified only if their available Bid Capacity is more than the approximate cost of work as per NIT. Available bid capacity will be calculated based on the following formula (Value shall be rounded off to two decimal places):

$$\text{Available Bid Capacity} = 2 * A * N - B$$

Where,

A= Maximum of the value of printing work executed in any one year during the last five financial years (updated at current price level assuming 5% inflation for Indian Rupees every year and 2% for foreign currency portions per year), taking into account the completed as well as works in progress.

N= No. of years prescribed for completion of the work of this NIT.

B= Value of existing commitments for on-going works to be completed in next 'N' years.

In the case of a group, the above formula will be applied to each member to the extent of his proposed participation in the execution of the work. If the proposed % participation is not mentioned, then equal participation will be assumed.

Notes:

- Financial data for latest last three audited financial years has to be submitted by the tenderer in Annexure-2 along with audited balance sheets. The financial data in the prescribed format shall be certified by Chartered Accountant with his stamp and signature. In case audited balance sheet of the last financial year is not made available by the tenderer, he has to submit an affidavit certifying that 'the balance sheet has actually not been audited so far'. In such a case the financial data of previous '2' audited financial years will be taken into consideration for evaluation. If audited balance sheet of any year other than last year is not submitted, tender may be considered as non- responsive.

- Where the work is undertaken by a group, only that portion of the contract which is undertaken by the concerned applicant/member should be indicated and the remaining done by the other members of the group be excluded. This is to be substantiated with documentary evidence.

D. Certificates: The firm should have valid registration with GST, Income Tax, and PAN

1.3.3 The tenderers may obtain further information/ clarification, if any, in respect of these tender documents from the office of **Company Secretary**, Uttar Pradesh Metro Rail Corporation Ltd. (UPMRC) Administrative Building, Near Dr. Bhimrao Ambedkar Samajik Parivartan Sthal, Vipin Khand, Gomti Nagar, Uttar Pradesh-226010

1.3.4 The intending tenderers must be registered on e-tendering portal <https://etenders.gov.in/e procure/app>. Those who are not registered on the e-tendering portal shall be required to get registered beforehand. After registration, the tenderer will get user id and password. On login, tenderer can participate in tendering process and can witness various activities of the process.

1.3.5 The authorized signatory of intending tenderer, as per Power of Attorney (POA), must have valid Class-II or Class-III digital signature. The tender document can only be downloaded or uploaded using Class-II or Class-III digital signature. However, the tenderer shall upload their tender on <https://e procure.gov.in/e procure/app> using class-II or class-III digital signature of the authorized signatory only.

1.3.6 Tender submissions shall be done online on <https://etenders.gov.in/e procure/app> after uploading the mandatory scanned documents towards cost of tender documents such as scanned copies of transaction of payment i.e. RTGS, NEFT & IMPS and scanned copy of transaction of payment for Tender Security and other documents as stated in the tender document. Instructions for on-line bid submission are furnished hereinafter.

1.3.7 Submission of Tenders shall be closed on e-tendering website of UPMRC at the date & time of submission prescribed in NIT after which no tender shall be accepted. It shall be the responsibility of the bidder / tenderer to ensure that his tender is submitted online on e-tendering website <https://e procure.gov.in/e procure/app> before the deadline of submission. UPMRC will not be responsible for non-receipt of tender documents due to any delay and/or loss etc.

1.3.8 Tenders shall be valid for a period of 180 days from the date of submission end date of Tenders and shall be accompanied with a tender security of the requisite amount.

1.3.9 UPMRC reserves the right to accept or reject any or all proposals without assigning any reasons. No tenderer shall have any cause of action or claim against the UPMRC for rejection of his proposal.

1.4 Any suit or application, arising out of any dispute or differences on account of this tender shall be filed in a competent court at Lucknow, Uttar Pradesh only and no other court or any other district of the country shall have any jurisdiction in the matter.

Company Secretary
Uttar Pradesh Metro Rail Corporation Ltd.