



**GOVT. OF ASSAM
OFFICE OF THE MISSION DIRECTOR,
PMAY-HFA (U) ASSAM
DISPUR, GUWAHATI-6**

Phone No.:0361-2261540/551 E-mail:pmayhfauassam@gmail.com Website:www.pmayuassam.in

No. PMAY-U/2017/PRINTING/37/

Dated Guwahati, the 14th July, 2017

**NOTICE INVITING TENDER FOR PRINTING AND SUPPLY OF BENEFICIARY PASS BOOK
UNDER PRADHAN MANTRI AWAS YOJANA- HOUSING FOR ALL (URBAN) (PMAY-HFA
(U)) ASSAM**

PMAY-HFA (U), Assam invites Sealed Tenders affixing Court Fee Stamp of Rs 8.25/- only from reputed and registered Printing Presses having permanent branch office in Assam for printing and supply of Beneficiary Pass Books. Interested parties are requested to submit their tender along with the specified documents which will be received till **2:00 PM, 28th July, 2017**. The tender may be sent by hand in sealed cover addressed to **"State Mission Director, Pradhan Mantri Awas Yojana (Urban) Assam, Ganeshguri, Directorate of Town & Country Planning Building, Dispur, Guwahati-781006, Assam."** Tenders received after the closing date & time shall not be entertained. The undersigned reserves the right to accept or reject any tender without assigning any reason thereof. Interested bidders may download the tender document from www.pmayuassam.in

The Details of NIT are mentioned below:-

Tender Reference No	: PMAY-U/2017/PRINTING/37/
Date of issuing Tender	: 12-07-2017
Earnest Money Deposit (EMD)	: INR 50,000/-
Last Date and Time of receipt of Tender	: 28-07-2017; 2:00 PM
Pre-bid meeting	: 21-07-2017; 2:00 PM
Date and Time of opening Bid	: 29-07-2017; 3:00 PM

Place of opening Tender: Office of the State Mission Director, Pradhan Mantri Awas Yojana (Urban), Ganeshguri, Dispur, Guwahati-781006

Address for Communication: Office of the State Mission Director, Pradhan Mantri Awas Yojana (Urban), Ganeshguri, Dispur, Guwahati-781006

Email: pmayhfauassam@gmail.com

**Sd/-
State Mission Director.
PMAY (U), Assam**

INSTRUCTIONS TO BIDDERS FOR SUBMISSION OF TENDERS

1. BID SUBMISSION

Bidders are requested to submit the tender in two separate sealed covers {Technical Bid (Cover “A”) and Price Bid (Cover “B”)} inside a Single Outer Cover, which will be received till **28th July, 2017** up to **2 PM** by the **State Mission Director, Pradhan Mantri Awas Yojana (Urban), Ganeshguri, Dispur, Guwahati-781006, Assam.** Bidders should clearly write ‘Submission of **Technical Bid** for printing and supply of beneficiary pass books under Pradhan Mantri Awas Yojana- Housing for All (Urban) (PMAY-HFA (U)) Assam’ on the Cover “A” for Technical Bid. Similarly, for Cover “B”, Bidders should clearly write ‘Submission of **Financial Bid** for printing and supply of beneficiary pass books under Pradhan Mantri Awas Yojana- Housing for All (Urban) (PMAY-HFA (U)) Assam’.

The outer cover containing the two sealed covers “A” and “B” will be super-scribed with “Submission of **Bid** for printing and supply of beneficiary pass books under Pradhan Mantri Awas Yojana- Housing for All (Urban) (PMAY-HFA (U)) Assam”

2. COVER LETTER

Bidders will submit a Cover Letter along with the sealed bid on their Firm’s letter heads. The format for Cover Letter is given as **Form 1**. The cover letter should be accompanied with the EMD of INR 50,000/- (Rupees fifty thousand only) in the form of Demand Draft drawn in favour of “**Mission Director, PMAY-HFA (U), Assam**”. Any Tender submitted without EMD will not be accepted under any circumstances.

3. MINIMUM ELIGIBILITY CRITERIA

The Bidders should fulfill the following minimum eligibility criteria for onward evaluation of their bids. All those bidders not meeting the minimum eligibility criteria will be summarily rejected at the time of Technical Bid opening. The supporting documents for the minimum eligibility criteria should be enclosed as Form 2, Form 3, Form 4, Form 5, Form 6, Form 7, Form 8 and Form 9 along with the Technical Bid.

Form No.	Minimum Eligibility Criteria
2	The bidder must be in business during the present financial year and should have been in functioning during the last three financial years (2014-15 to 2016-17) with valid trade license.
3	The bidder’s facility must be located in the state of Assam
4	Bidder should have Annual Turnover of INR 1 crore during any of the last three financial years (2014-15, 2015-16, and 2016-17). Photocopy of audited balance sheet should be attached.
5	Bidder should have a single order valuing at least INR 20 lakhs for supply of Printed materials, etc. in State/Central Govt./PSUs during the last three (3)

	financial years. Photocopy of Work Order should be furnished.
6	The bidder should have valid GST registration and PAN
7	The bidder should not have been blacklisted even once during its existence and should furnish a self-declaration letter stating the same.
8	Declaration of Bidder
9	Checklist of Agreed Terms & Conditions

4. PRE-BID MEETING

A Pre-bid meeting will be held on 21-07-2017 at 2:00 PM in the Conference Room, Mission Directorate, PMAY-HFA (U), Assam, Dispur, Ganeshguri, Guwahati - 06. All bidders or their representatives may attend the pre-bid meeting. They are requested to bring their queries in the following format.

Sl. No.	Query	Paragraph No. and Page No. in the Tender document	Remarks/suggestions

5. TECHNICAL BID- COVER "A"

The bidder should affix a *CourtFee Stamp of Rs 8.25/-* on the first page of the Technical Bid, which will be Form 8. The Technical Bid i.e. Form 10 will contain following:

Section 1	Background of the assignment and Bidder's understanding
Section 2	Capability Statement of the Bidder
Section 3	Compliance with specifications, stipulations and conditions as described in Form 12 by Mission Directorate, PMAY-HFA (U) Assam
Section 4	Approach & Methodology which will include plan of action with proposed timelines for deliverables
Section 5	Description of similar assignments undertaken by the Bidder, which should include inter alia the value of the assignment, client, and year of execution.
Section 6	Description of the bidder's facility and printing equipments owned by the bidder along with specifications and photographic evidences

Note: All pages in the Forms (1 to 10) will be signed by the authorized signatory of the Bidding Firm.

6. FINANCIAL BID - COVER "B"

Cover "B" shall contain the Financial Bid of the bidder.

(i) Signature and Seal on each page

Each page of the financial bid should be duly signed by the bidder affixing the office seal.

(ii) Rates quoted

The bidder shall submit the Financial Bid (Cover – B) in the format at **Form 11**. The rates quoted shall be inclusive of all taxes and any other charges. The component of Tax should also be shown separately.

The bidder shall put the duly signed **Form 11** in a sealed cover superscribed as “FINANCIAL BID COVER “B” and addressed to the **State Mission Director, Pradhan Mantri Awas Yojana (Urban), Ganeshguri, Dispur, Guwahati-781006, Assam.**

7. COVER FOR TECHNICAL BID & FINANCIAL BID

The two separately sealed covers Technical Bid (Cover “A”) and Financial Bid (Cover “B”)} shall be placed together inside a Single Cover which shall be sealed and super scribed as SUBMISSION OF TENDER FOR PRINTING AND SUPPLY OF BENEFICIARY PASS BOOK UNDER PMAY(U), ASSAM and addressed to the **State Mission Director, Pradhan Mantri Awas Yojana (Urban), Ganeshguri, Dispur, Guwahati-781006, Assam.**

8. OPENING OF COVER “A” AND COVER “B” OF TENDER

- (a) Bidders or their authorized representatives are entitled to be present on the date and time of opening of Technical Bid - Cover “A”.
- (b) Only those bidders whose Technical Bids are found acceptable after evaluation will be invited to be present at the date and time of opening of Financial Bid - Cover “B”. The financial bids of bidders not found technically qualified will not be opened.

9. VALIDITY OF BID:

Bids shall remain valid for acceptance for a period of 90 days after opening of Technical Bid i.e. Cover ‘A’. Bids with shorter validity shall be rejected. Tender Inviting Authority may solicit bidders consent for an extension of validity period. A bidder may refuse extension request without forfeiting their EMD.

10. VALIDITY OF OFFER OF SUCCESSFUL BIDDER:

The validity of offer of the successful bidder shall be till completion of supply from the date of issuing order and the successful bidder will be bound to supply the items at the quoted rate without any changes.

10. EVALUATION OF TENDER

Tenders will be evaluated on Quality & Cost Based Selection (QCBS) criteria with reference to various criteria of technical bid and thereafter on the basis of the price per

unit (landed price per unit) for determining the L1 (Lowest) for the item. The ratio for evaluation of the bids will be 60:40 with 60% weightage on the technical bid and 40% on the financial bid. Conditional discounts shall not be taken into account for price comparison.

(i) Technical Bid Evaluation

The Technical Bid evaluation will be done based on the marks obtained against the following criteria. The qualifying marks will be 60 out of 100. Bidders scoring 60 and above on the technical bid evaluation will be called for financial bids’ opening.

S. No.	Criteria	Marks
1.	The bidder has been in business for the last three financial years/ last five years/ more than five years	15/ 20/ 25
2.	The Bidder has an annual turnover of at least INR 1 crore/ more than INR 1.5 crore/ more than INR 2 crore during any of the last three financial years	15/ 20/ 25
3.	The Bidder has executed a single order of similar assignment worth at least INR 20 lakhs/ two orders worth at least INR 20 lakhs each/ more than two orders worth at least 20 lakhs each	20/ 23/ 25
4.	The bidder’s Approach & Methodology which will include plan of action with proposed timelines for deliverables	10
5.	The bidder’s printing facility in terms of equipment and machinery	10
6.	The bidder should have valid GST registration and PAN	05
Total Marks		100

(ii) Financial Bid Evaluation

As mentioned above, the financial bids of only those bidders who have qualified in the technical bid evaluation will be opened and evaluated as follows.

The lowest financial bid is assigned as ‘F₁’ and the bidder get maximum financial score of 100. The financial scores of other bidders will be calculated using the formula given beneath:

$$\text{Financial Score} = \frac{F_l}{F_s} \times 100$$

Where,

‘F_l’ is the financial bid of the lowest bidder and

‘F_s’ is the financial bid of the bidder whose score will be calculated.

(iii) Finalization of Bid Score on the basis of 60:40 weightages to technical and financial scores, respectively

As per the weightages assigned to technical and financial scores using ratio of 60:40, respectively, the Final Bid Score will be calculated as follows:

$$\text{Final Bid Score} = (0.6 \times T_s) + (0.4 \times F_s)$$

Where,

'Ts' is the Technical Score of the Bidder and

'Fs' is the Financial Score of the Bidder

The Bidder scoring the highest on the final bid scores will be declared the 'L1' and called for price negotiation for subsequent award of the contract.

(iv) Right to Reject Tender

Tender Inviting Authority reserves the right to accept the tender or to reject the tender for all items or for any one or more of the items tendered at any point of time without assigning any reason.

(v) Tender Acceptance

The acceptance of the tenders will be communicated to the successful bidder in writing.

11. NON ASSIGNMENT OR SUB-LETTING

The bidder shall not, at any time, assign, sub-let or make over the contract or the benefit thereof or any part thereof to any person or persons, whatsoever.

13. COMMUNICATION

All notices or communications relating to or arising out of the agreement or any of the terms thereof shall be considered duly served on or given to the bidder if delivered to him or left at his premises, places of business or abode.

15. SUPPLY CONDITIONS:-

a. Specifications and Quality

The material supplied by the successful bidder shall be of the best quality and shall comply with specifications, stipulations and conditions specified at **Form 12**.

b. Delivery Period: Within 10-15 days of receipt of the Work Order.

c. Penalty for Delayed Delivery

i. In case there is delay in delivery beyond the stipulated period as mentioned in the purchase order, there shall be reduction in price @ 0.5 per cent of the value of the delayed goods per week of delay or part thereof subject to a maximum of 10 per cent of the total order value.

ii. Once the maximum price reduction is reached, termination of the contract may be considered. Non-compliance of the contract provisions shall make the successful bidder liable to be disqualified to participate in any tender for the next 5 years, in addition to forfeiture of Security Deposit and other penal actions.

16. ARBITRATION

Any dispute whatsoever in any way arising out of or relating to the contract shall be referred to arbitration of the State Mission Director, Pradhan Mantri Awas Yojana (Urban), Ganeshguri, Dispur, Guwahati-781006, Assam, or to the sole arbitration of some person nominated by him. The award of the arbitrator shall be final, conclusive and binding on all parties.

17. SAVING CLAUSE

No suit, prosecution or any legal proceedings shall lie against Tender Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of tender.

FORM-1

Cover Letter

To
State Mission Director,
Pradhan Mantri Awas Yojana (Urban), Ganeshguri, Dispur, Guwahati-781006, Assam

Subject: Submission of Tender for printing and supply of beneficiary pass book under Pradhan Mantri Awas Yojana- Housing for All (Urban) (PMAY-HFA (U)) Assam

Sir,

I, the undersigned authorized signatory of [Firm Name] wish to inform you that we are herewith submitting our Tender for printing and supply of beneficiary pass book under Pradhan Mantri Awas Yojana- Housing for All (Urban) (PMAY-HFA (U)) Assam, in response to your NIT dated released vide

The Tender has been prepared in keeping with the guidelines given in the NIT document.

Thanking you,

Yours faithfully,

SIGNATURE:

NAME & DESIGNATION:

DATE:

NAME & ADDRESS OF THE FIRM:

FORM 2 to FORM 7: Minimum Eligibility Criteria

Form No.	Minimum Eligibility Criteria
2	The bidder must be in business during the present financial year and should have been in functioning during the last three financial years (2014-15 to 2016-17) with valid trade license.
3	The bidder's facility must be located in the state of Assam
4	Bidder should have Annual Turnover of INR 1 crore during any of the last three financial years (2014-15, 2015-16, and 2016-17). Photocopy of audited balance sheet should be attached.
5	Bidder should have a single order valuing at least INR 20 lakhs for supply of Printed materials, etc. in State/Central Govt./PSUs during the last three (3) financial years. Photocopy of Work Order should be furnished.
6	The bidder should have valid GST registration and PAN
7	The bidder should not have been blacklisted even once during its existence and should furnish a self-declaration letter stating the same.

FORM 8: Declaration of Bidder

To
State Mission Director,
Pradhan Mantri Awas Yojana (Urban), Ganeshguri, Dispur, Guwahati-781006, Assam

Tender No. _____

For _____

Sir,

1. I, Shri _____, on behalf of M/s _____ having registered office at _____ and branch office at _____, do hereby declare that I have gone through the terms and conditions mentioned for the above and undertake to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance during the period of supply from the date of award of order to us.
2. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.
3. We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
4. We hereby declare that there is no vigilance/CBI or court case pending/contemplated against us at the moment.

SIGNATURE:

NAME & DESIGNATION:

DATE:

NAME & ADDRESS OF THE FIRM:

FORM 9: AGREED TERMS & CONDITIONS

Tender No. & Date _____

A. Details of Bidder

Bidder Name:

Offer Ref:

Telephone No:

Fax No:

Contact Person:

Signature:

E-mail:

B. Definitions

1. "Purchaser" means the State Mission Director, Pradhan Mantri Awas Yojana (Urban) or his authorized representative.
2. "Bidder" means a person or firm or company who has made an offer for supply of goods and /or service as per tender.
3. "Vendor" or "Supplier" means a person or firm or company, to whom the order is addressed for supply of goods and /or services.
4. "Site" means the premises of the purchaser or any other place as decided by the Purchaser.

NOTE: The questionnaire below must be duly filled in and should be enclosed with un-priced Technical Bid, (Cover A). Clauses confirmed here under should not be repeated. All commercial terms and conditions should be indicated in this format. If necessary, details including deviations to the terms and conditions of the bid document, if any, should be enclosed as annexure to this questionnaire.

Sl. No.	Description	Vendor's Confirmation (Confirmed/Noted/Deviation furnished separately)
	A. Technical	
1.	Confirm that you meet the eligibility criteria as per bid document and have furnished relevant documents.	
2.	Confirm acceptance of Technical Specification and scope of supply as per Tender Document.	
3.	In case of deviations, confirm that the same have been highlighted separately.	
4.	Confirm that literature and technical data, wherever applicable, have been enclosed.	
5.	Confirm that all certificates/ documents furnished.	
6.	Confirm that Earnest Money Deposit (EMD) as per bid document has been furnished in Cover A	Not Applicable.
	B. Financial	
1.	It is noted that any deviations to the terms and conditions shall lead to rejection of offer.	
2.	Confirm that the quoted landed price of the item is inclusive of cost of packing & forwarding charges, freight, insurance and all duties and taxes.	
3.	It is noted that the statutory variations in taxes and duties within the contractual delivery period shall be borne by the purchaser.	
4.	If there is any variation or fresh imposition of Excise Duty at the time of supply due to various reasons, including turn-	

	over, confirm that the same shall be borne by supplier.	
5.	If clause 4 above is not acceptable, advice maximum possible rate of additional ED chargeable; this shall be loaded to your price.	
6.	Confirm that in case any new or additional duties and taxes are imposed after the contractual delivery date due to delays attributable to the supplier the same shall be borne by the supplier. This will be in addition to Price Reduction for Delay in Delivery.	
7.	Confirm acceptance of Price Reduction Schedule for delay in delivery @ 0.5% of delayed value of goods per week of delay or part thereof subject to maximum of 10% of the total order value.	
8.	Confirm acceptance of Delivery Period as indicated in the bid document.	
9.	Confirm acceptance of relevant payment terms specified in the bid document.	
10.	It is noted that delivery period, price reduction, termination etc are subject to Force Majeure Condition as stipulated in the bid document.	
11.	Confirm that the quoted prices shall remain firm & fixed till complete execution of the order.	
12.	Packing / forwarding, transportation, loading/ unloading and insurance are supplier's responsibility. However, to protect the items from physical damages and/or deterioration due to weather during transit, supplier to ensure proper packing & handling arrangement. Please confirm compliance.	
13.	Confirm that security deposit as mentioned in Annexure IV shall be furnished.	Not Applicable.
15.	Confirm acceptance of Repeat order within 24 months from the date of initial order at same price and terms & conditions.	Not Applicable
16.	It is noted that the purchaser would disown any responsibility / liability towards irregularity, contravention or infringement of any statutory regulations including those of patent, on manufacture or supply of goods covered by the order.	
17.	Terms & Conditions indicated in this format shall not be repeated in the bid. Terms & Conditions indicated elsewhere and contradicting those in this format shall be ignored. Confirm compliance.	
18.	Confirm that you shall observe the highest standard of ethics during bidding and in case favored with an order, the execution of the order will be completed, without resorting to any fraud, corruption and/or coercion.	
19.	Confirm that the offer shall be valid for a period of 90 days from the date of bid opening.	

SIGNATURE :
NAME & DESIGNATION :
DATE :
NAME & ADDRESS OF THE FIRM

FORM 10: TECHNICAL BID

Section 1	Background of the assignment and Bidder's understanding
Section 2	Capability Statement of the Bidder
Section 3	Compliance with specifications, stipulations and conditions as described in Form 12 by Mission Directorate, PMAY-HFA (U) Assam
Section 4	Approach & Methodology which will include plan of action with proposed timelines for deliverables
Section 5	Description of similar assignments undertaken by the Bidder, which should include inter alia the value of the assignment, client, and year of execution.
Section 6	Description of the bidder's facility and printing equipments owned by the bidder along with specifications and photographic evidences

FORM 11: FINANCIAL BID

Tender No. _____

Rate inclusive of taxes to be delivered in location as per specifications

Sl. No.	Item	Quantity	Rate per Unit	GST per unit (In Rs)	Total Cost Per Unit (In Rs)	Total Cost (In Rs)
1	Beneficiary Pass Book					
	Total					

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM:

FORM 12: Supply Specifications and Quantity

Items	Specification	Total Qty.
Pass Book	<ol style="list-style-type: none">1. Size: 24 cm X 19 cm. (D/Crown 1/8 Size)2. Text Paper: 80 GSM Non Coated (Maplitho).3. Cover Paper: 300 GSM glossy art paper.4. Cover Printing:- Multicolor with Gloss Lamination (Thermal).5. Printing Text: Multicolor6. Pages: Inside Text: 20 Pages, Cover: 4 Pages.7. Binding: Perfect binding.	1 lakh