

**MADRAS FERTILIZERS LIMITED
(A GOVT. OF INDIA UNDERTAKING)
MANALI, CHENNAI 600 068**

TELEPHONE: 044 25945240/245 FAX: 259451862

**NOTICE INVITING TENDER FOR
PRINTING OF DIARIES 2018
TENDERNo.: M&DMHO/DIARY18/241117/ 01 DT10.11.2017**

SUMMARY

Bids are invited for printing of Diaries - 2018

Printers interested to quote may visit MFL website www.madrasfert.nic.in

For any clarification, please communicate to the following:

User contact detail: dgmmktgsec@madrasfert.co.in Phone : 044 25945240/245

<u>Name of the Tender</u>	
TENDERNo.: M&DMHO/DIARY18/241117/ 01 DT10.11.2017	
Printing of Diary 2018	
Scope of work / Quantity	Printing of 1000 numbers of Diary 2018 and supply on free delivery basis to MFL , Head Office, Manali, Chennai 600 068
Estimated Value of Tender	Rs.1.35 Lacs. (approx..)
Nature of Bidding	Two Part Bidding : 1 st Part : Techno-Commercial Bid, 2 nd Part: Price Bid
Commencement of viewing and downloading of tender documents and submission of bids.	Dt 10.11.2017
Due date & time of submission (Bids to be submitted by post.or by in person)	Dt: 24.11.2017 upto 14 00 Hrs
Tender opening Date& Time	Dt: 24.11.2017 @ 15 00 Hrs
Bid Submission(To be submitted on or before the due date and time)	(1)Technical and Commercial Bid; and (2)Price Bid Above Two bids should be put in Two Separate covers and the Two Covers should be put in a third cover and sealed Tender to be submitted with price break up details per Annexure-4 on or before the due date & time meant for submission of bids. Price Bid to be put in a separate sealed cover. Price Bid not to be enclosed along with technical and commercial bid. If enclosed with technical and commercial bid the tender shall be summarily rejected.
Procedure for opening of Bid	Bids will be opened in seriatim Techno-commercial and price bid.

Bid Validity	60 days from the date of opening of Tender
Earnest Money Deposit	Not Applicable
Security Deposit	Not Applicable
Payment Term	30 Days Credit payment, on receipt of Diaries by MFL and as per acknowledgement issued by MFL.
Contract Period	The period of contract shall remain in force for printing and supply of Diary 2018 only for one month from the date of award of contract. The Diaries should be delivered within 20 days from the final approval of the diary proof given by MFL in writing.
Bid Evaluation Basis	Techno-Commercially qualified L1 basis (Refer Annexure – 5)
Scope of Work / Duties and responsibilities of the contract	Refer Annexure-2
Negotiation	If Needed.(Refer Annexure – 5)

LIST OF ANNEXURES

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**DY. GENERAL MANAGER
- Marketing & Marketing Coord.
MADRAS FERTILIZERS LTD
MANALI,CHENNAI 600 068**

ANNEXURE-1

Scope, Description, and Specifications of work

1) General:

1. Paper should be procured by the printer.
2. Responsibility of the accuracy for printing the Diaries as per the design given by the company will be that of printer only.
3. The job would cover all the works relating to printing and delivery of Diary
4. Packing : Each Diary shrink wrapped. 30 diaries in a shipper carton.
5. The Diaries should be delivered at MFL, Head Office at Manali, Chennai 600 068.
6. The cost of the specimen /design /artwork with corrections from draft to final approved specimen should be borne by the printer and the price quote should include all these expenses.

2) DELIVERY SCHEDULE

i) Pre – Printing:

a) For Diary

1. Printer shall send the first proof within 5 days from the date of awarding the work. Correction of the first proof by MFL will be done within 2 days.
2. Second proof shall be submitted within 2 days thereof and approval will be given in 1 day.
3. The machine proof shall be submitted within 2 days from the date of approval of second proof. Final clearance and print order will be issued within one day by MFL.

3) Printing & Distribution:

1. The printing shall commence only on issue of final order by MFL in writing. If the job is not found to conform to specifications, instructions or proof, it will be rejected in full or in part. The decision of MFL on the confirmation of quality and quantity will be final and binding on the printer.
2. Printing and delivery of diaries shall be completed within 20 days from the final approval of the diary proof given by MFL in writing.

ANNEXURE-2

TECHNICAL QUALIFICATION DETAILS

- 1 The tenderer must have experience in Printing and supply of Diaries to reputed companies for more than One year and must produce Certificate of proof to that extent.
- 2 The tenderers must submit copies of the Licenses required for printing.
- 3 The tenderer should have all Statutory Licences.
- 4 The tenderer shall indicate his income tax Permanent Account Number. Copy of Income tax return for the financial year 2016 – 17 should be submitted.
- 5 The tenderer shall indicate his GST Registration.
- 6 One sample dairy should be sent to MFL, before closure of bid submission date.
- 7 Letter of authority to sign the tender documents.
- 8 The tenderers should not have been black-listed / holiday listed by any of the PSUs.
- 9 Parties under holiday list /de-list or having any litigation with MFL need not apply.

TECHNICAL QUALIFICATIONS DOCUMENTS TO BE KEPT IN TECHNO-COMMERCIAL COVER

1. Experience Certificate for more than one year and Information about tenderer as per Annexure – 6.
2. Copies of Statutory License.
3. Documentary proof for Income Tax PAN No.
4. Proof of GST Registration certificate copy.
5. Proof of latest IT return.(2016-17)
6. Letter of authority to sign the tender documents.
7. Self-Certification by the tenderers stating that they are not black-listed/holiday listed by any of the PSUs.

The copy of Memorandum of Association & Articles of Association as the case may, shall be posted / couriered / given in person to the Tender Inviting Authority, on any working day after e-publication of NIT within three days from the last date of submission of Bid.

Any of the above documents required as above is not submitted, the bidders may be rejected and may not considered for further processing.

ANNEXURE-3**SPECIFICATION DETAILS**

S/No	Particulars	Diary
A	Quantity	1000 Nos.
B	Format	One day in a page.Sat & Sun clubbed.
C	Pages	Diary + information = 352 pages
D	Diary Size	21x15.5 cm with variation up to 0.5 cm in size.
E	Paper	70 gsm M/L paper.
F	Addl. pages	12 pages printed in single color on diary paper.
G	Color inserts	08 pages printed in 130gsm real art paper.
H	Cover	Hard Bound, imported PU material binded in to 1.7 mm Board.The cover should be printed with MFL LOGO/ PUPPET and name and address as provided by MFL.
I	Colour	1 +1
J	Language	English
K	Packing	Each Diary shrink wrapped. 30 diaries in a shipper carton.
L	Free Delivery at Printer cost	At MFL Head Office, Manali, Chennai 600 068

TECHNO-COMMERCIAL BID FORMAT

Name of the Tenderer	
Address & Email ID	
Detailed Technical Specification offered	Related experience certificate for having printed and supplied to reputed companies should be made availbale along with tender submission
Payment Term	30 Days Credit payment, on receipt of diary by MFL and on submission of Invoice.
Payment Mode	RTGS/NEFT
Delivery Period	Within 20 days from the final approval of the diary proof given by MFL in writing.
Offer Validity	60 days from the date of opening of tender.
Acceptance to receive payment for actual Services for MFL.	Yes
Acceptance to all other tender norms, terms & conditions not mentioned herein	Yes
Make / Manufacturer	As indicated in Specification
Delivery terms	At MFL, Head Office, Manali, Chennai 600 068

Signature of the authorised person :
Name of the authorised person :
Designation of the authorised person :
Name of the Organization :
Date:

MADRAS FERTILIZERS LIMITED

PRICE BID

PRICE BID SHOULD BE KEPT IN SEPARATE COVER ONLY AND NOT WITH TECHNO-COMMERCIAL BID. IF KEPT ALONG WITH TECHNO-COMMERCIAL BID THE TENDER SHALL BE REJECTED.

Deputy General Manager (Mktg & Mktg Coord.)
Madras Fertilizers Ltd,
Manali, Chennai.

Dear Sir,

Sub: Price Bid for printing of Diary 2018

We hereby offer to execute the work as specified in TENDERNo M&DMHO/DIARY18/241117/01 DT10.11.2017 and agree to abide by the terms and conditions specified there in. We undertake the subject work at the rates quoted below by us and to commence / complete the said work within the prescribed time schedule.

S/No	Particulars	Diary
A	Quantity	1000 Nos.
B	Format	One day in a page. Saturday & Sunday clubbed.
C	Pages	Diary + information = 352 pages
D	Dairy Size	21x15.5 cm with variation up to 0.5 cm in size.
E	Paper	70 gsm M/L paper.
F	Addl. pages	12 pages printed in single color on dairy paper.
G	Color inserts	08 pages printed in 130gsm real art paper.
H	Cover	Hard Bound, imported PU material binded in to 1.7 mm Board. The cover should be printed with MFL LOGO/ PUPPET and name and address as provided by MFL.
I	Colour	1 +1
J	Language	English
K	Packing	Each Diary shrink wrapped. 30 diaries in a shipper carton.
L	Free Delivery at Printer cost	At MFL Head Office, Manali, Chennai 600 068
M	Rate per Diary Rs.	
N	Total Cost (A x M) Rs	
O	GST (%)	
P	Total Net Landing Cost inclusive of GST Cost (N+ (N x Q%)) Rs	
Q	Rs (in words)	

The rate quoted above are all inclusive . The specimen/ design/ artwork of proposed Diary shall be provided by us on conforming the assignment. MFL shall have sole rights to accept or suggest changes or reject the artwork.

Signature of the Tenderer With seal
Dt:

GENERAL TERMS AND CONDITIONS

Part I

TERMS & CONDITIONS

TENDER FOR PRINTING AND SUPPLY OF DIARIES 2018

1.0 BRIEF DESCRIPTION OF WORK

The tenderer to print and supply of Diaries to MFL dealers on door delivery basis at MFL, Head Office, Manali, Chennai 600 068. Refer Annexure-2

2.0 INFORMATION ABOUT TENDERERS

The tenderers shall furnish at the time of submission of the tender, complete, correct and precise details about themselves, viz., name and address, composition, their main business, experience, as per **Anexure-6**.

3.0 PENALTY CLAUSE

In the event of any delay in adhering to the time schedule for Printing & Delivery by the specific date, the printer shall be liable for a penalty Rs.500/ day for the delayed period.

If the work is not found to be of good quality and there is a variation from the specifications given, then MFL will have the right to make suitable deductions from the payable amount.

4.0 PAYMENT PROCEDURE

No advance payment will be made for executing the work order.

- a. Payment would be made after the delivery of the Diaries and on production of supporting evidence of delivery and on satisfactory completion of the work and on presentation and verification of the Bill. Income Tax etc. will be deducted at source (TDS) from the bills as required under I.T. Act.
- b. No interest charges or any other charges shall be payable except the rate quoted for the required number of copies.
- c. No escalation in the rates will be accepted / entertained.

5.0 TENDER DOCUMENTS

- 5.1 The tender should be duly filled in all respects in English.
- 5.2 Person or persons signing the tender shall state in what capacity he is or they are signing the tender eg. As sole proprietor of a firm or as secretary / manager / director, etc, of a limited company. Letter of authority shall be produced.
- 5.3 In the case of partnership firms, the names of all the partners should be disclosed and the tender shall be signed by all the partners or their duly constituted attorney having authority to bind all the partners in all the matters pertaining to the contract including the arbitration clause.
- 5.4 In the case of a private limited company, the names of all the directors shall be mentioned and it shall be certified that the person signing the tender is empowered to do so on behalf of such private limited company. A copy of the memorandum of association & articles of association of such private limited company shall be attached to the tender.
- 5.5 In the case of hindu undivided family, the names of the family members should be disclosed and the karta having authority to bind the firm should sign the tender and indicate his status below his signature.
- 5.6 The person signing the tender form or any documents forming part of the tender on behalf of another person or on behalf of a firm shall produce a proper and registered power of attorney duly executed in his favour stating that he has authority to bind such other persons or the firms, as the case may be, in all matters pertaining to the contract, including the arbitration clause.

6.0 SUBMISSION OF TENDER

The tenderer should submit tender documents duly filled in English.

7.0 OPENING & ACCEPTANCE OF TENDERS AND AWARD OF CONTRACT.

The bids will be opened in the seriatum on fulfillment of each stage:

A) Technical and Commercial Bid

B) Price bid

the tender shall be opened on the date, time and place specified under "Notice Inviting tender" .

- 7.1 Tenders not conforming to any condition / instruction stipulated in the tender notice or any part of the tender are liable to be rejected at the sole discretion of MFL.
- 7.2 Representation / appeal of any kind against late submission of tenders beyond the scheduled date and time will not be considered.

- 7.3 MFL reserves the right to accept or reject any or all the tenders or any part thereof without assigning any reason whatsoever.
- 7.4 The tenderers should be prepared to come to MFL, Manali, Chennai 600 068, if called upon to do so, for discussions with the MFL authorities at their own expenses and without any obligation on the part of MFL.

8.0 Evaluation of Bid :

The bids shall be evaluated as per the criteria laid down below :

(A) Lowest rate quoted per Diary

Those tenderers who fulfil the above criteria as to the satisfaction of MFL shall be considered as L1 and finalized.

9.0 Negotiation:

Applicable in the following circumstances:-

1. Where there is only one techno-commercially qualified bid
2. Where there are more than 1 techno-commercially qualified bids but if MFL feels the rate quoted is not competitive , negotiation with L1 vendor.

Notwithstanding anything mentioned above, MFL reserves the right to go in for negotiation, if required or may finalize the tender without negotiation.

10.0 Award of contract

L1 bidder will be awarded the contract by issuing Award of Work order..

Signature of the authorised person :
Name of the authorised person :
Designation of the authorised person :
Name of the Organization :
Date:

**PART – II
GENERAL TERMS AND CONDITIONS**

A) DEFINITION

- A) The term “Tender” shall mean & include the online bids and other attachments uploaded while submitting the bids online.
- B) “Tenderer” shall mean the person(s), firm or company who offer (s) a Tender or quotation in response to the Tender or quotation in response to the Tender and shall include their representatives, heirs, executors, successors, assignees etc. of such person (s), firm or company.
- C) “Services” shall mean and include all items of work duties / responsibilities of the Tenderer and / or any other item of work not specified but consistent with general terms of the contract and entrusted by MFL.
- 1.0 The term “ Contract “ shall mean and include the entire tender comprising the Part I & II , documents and appendices attached .
- 1.1 "MFL" shall mean and include Madras Fertilizers Ltd ,Manali , Chennai 600068 or their associates or its authorized office .
- 1.2 "CONTRACTOR (SUPPLIER)" shall mean and include THE PARTY ENTERING INTO AGREEMENT WITH MFL, their authorized representative at head office / branch office / their heirs ,executors administrators ,successors and their permitted assignees , as the case may be .
- 1.3 The term "PRODUCTS" rates shall mean the rate per Diary accepted and or fixed by MFL .
- 1.4 The “ Company” shall mean and include MFL or their associates or affiliates, assigns as the case may be.
- 1.5 “COMPANY’S REPRESENTATIVES” shall mean the General Manager (Marketing & Distribution) DGM (Mktg) ,Chief Manager / Regional Manager / Manager / Additional Manager / Deputy Manager / Asst Manager / Senior Marketing Officer or other officers of the company nominated from time to time for the purpose.

B) PERIOD OF CONTRACT

- 1.0 The period of contract shall remain in force for printing and supply of Diaries 2018 only for one month from the date of award of contract. However the Diaries should be delivered within 20 days from the date of final proof approval, taking into consideration Annexure 2 of tender document.
- 2.0 MFL shall have the right to terminate the contract by giving notice in writing to the printer and shall have the right to withdraw the contract by giving notice in writing .

C) SUMMARY TERMINATION

- 1.1 Notwithstanding to the above MFL reserves the right to terminate the contract due to any failure on the part of the Tenderer in discharging the services under the contract or breach or in the event of his becoming insolvent or going in to liquidation .The decision of MFL about the failure / breach on the part of the contractor shall be final and binding on the tenderer and shall not be called into question .

To terminate the contract at any time during its currency without assigning any reason and the Contractor shall not be entitled to any compensation by reason of such termination . The action of the General Manager(Marketing &Distribution) , MFL under this clause shall be final ,conclusive and binding on the Contractor and shall not be called into question .

- 1.2 In the event of any failure /breach on the part of the contractor or contractor withdraws from the contract at his own , MFL shall have the right, without prejudice to any other rights / remedies to get the work done through any other agency and the contractor shall be liable to compensate MFL for all costs ,expenses or losses,if any, incurred by MFL on this account.

D) LAWS GOVERNING THE CONTRACT

- 1.1 The contract will be governed by the laws of India for the time being in force and amended or made from time to time and the courts within whose jurisdiction the registered office of the MFL is situated alone will have Jurisdiction.
- 1.2 The contractor shall follow and comply with all statutory rules and regulations applicable from time to time and shall be solely responsible for any breaches there of and for any payment to be made thereunder.
- 1.3 Through the acts of omissions of contractor or his / their employees and agents ,the indemnity shall be in additionto and not in lieu of any indemnity to which the company shall be entitled to under law.
- 1.4 The contractor shall undertake to indemnify the company against the consequences arising out of the contractors violation or non adherence of rules and regulations of Municipal / State / Central Govt.
- 1.5 The all necessary licences required for printing and supply of Diaries 2018 under any act or rules or order in force shall be the responsibility of the Contractor .

E) ARBITRATION

Any or all disputes arising out of the contract / agreement shall be settled by mutual discussions and in the event of failure to do so ,such dispute(s) shall be referred to a sole Arbitrator , who will be appointed by mutual consent and whose decision shall be final and binding. In the event of failure to appoint such a sole Arbitrator , with mutual consent , then the sole Arbitrator will be appointed through the High court of judicature at Chennai

Subject to aforesaid, the Arbitration and Conciliation Act 1996 shall apply to the arbitration proceedings under this clause and such arbitration shall be in English and take place in the city of Chennai .

The costs of and in connection with Arbitration shall be decided by the arbitrator in his sole discretion , who may make a suitable provision for the same in his award.

F) QUANTITY

The quantity indicated in the Tender is only approximate . MFL does not guarantee any definite quantity during the tenure of the contract MFL reserves the right to increase the quantity during the contract period .

G) MFL RESERVES THE RIGHT TO CANCEL THE TENDER WITHOUT ASSIGNING ANY PRIOR REASONS FOR SUCH CANCELLATION.

Signature of the authorised person :
Name of the authorised person :
Designation of the authorised person :
Name of the Organization :
Date:

INFORMATION ABOUT THE TENDERER

SL.NO.	INFORMATION REQUIRED	TO BE FILLED IN BY TENDERER
1	NAME OF THE TENDERER	
2	ADDRESS OF REGISTERED OFFICE AND BRANCH(S)	
3	TELEGRAPHIC ADDRESS AND PHONE NUMBER, FAX NUMBER, EMAIL ID, ETC.	
4	DETAILS OF PRINTING UNIT (TECHNICAL DETAILS OF PRINTING PROCESS)	
5	COMPOSITION OF TENDERER (HERE STATE WHETHER IT IS HINDU JOINT FAMILY BUSINESS, PROPRIETORSHIP CONCERN, REGISTERED PARTNERSHIP, LIMITED COMPANY, ETC.	
5-A	IN CASE OF CHANGE IN COMPOSITION AND CHANGE OF THE PARTNER OR PROPRIETOR, THE SAME SHOULD BE INTIMATED TO MFL IN WRITING WELL IN ADVANCE ALONG WITH REQUIRED DOCUMENTS. IN SUCH CASE OF CHANGES, MFL RESERVES THE RIGHT EITHER TO TERMINATE OR TO CONTINUE THE CONTRACT	
5-B	A) NAME OF THE OWNER IN THE CASE OF PROPRIETORSHIP CONCERN B) NAME OF THE PERSON AUTHORISED TO SIGN THE TENDER AND RELATED DOCUMENTS (POWER OF ATTORNEY / LETTER OF AUTHORITY TO BE ENCLOSED) C) NAME OF THE PERSON WITH WHOM COMPANY MAY CORRESPOND AND HIS POSITION IN THE COMPANY.	

TENDERNo.: M&D/DIARY18/...../----- DT.--,---2017

6	NATURE OF NORMAL BUSINESS OF THE TENDERER	
7	NAME OF THE BANK AND BRANCH WITH ADDRESS ACCOUNT NAME ACCOUNT NO: IFS CODE	
8	GST REGISTRATION NO. AND COPY TO BE ENCL.	
9	DETAILS OF VOLUME HANDLED (2014-15, 2015-16 & 2016-17)	
10	NAME AND DESIGNATION OF RELATIVE IF ANY, WORKING IN MFL AND RELATIONSHIP.	
11	WHETHER YOU WERE ANY TIME BLACKLISTED BY MFL OR ANY OTHER PSUS / GOVT. DEPARTMENTS. IF SO, PROVIDE DETAILS.	
12	COPY OF THE IT RETURN FOR THE FINANCIAL YEAR 2016-17	

Signature of the authorised person :
 Name of the authorised person :
 Designation of the authorised person :
 Name of the Organization :
 Date:

TENDERNo.: M&DMHO/DIARY18/241117/ 01 DT10.11.2017

**I HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF TENDERNo.:
M&DMHO/DIARY18/241117/ 01 DT10.11.2017**

**SIGNATURE
(WITH SEAL)**

I/WE DECLARE THAT THE ABOVE STATEMENT IS TRUE.

PLACE :

**SIGNATURE OF THE TENDERER
(AND THE CAPACITY IN WHICH SIGNING)**

DATE :

**RUBBER STAMP OF THE
REGISTERED OFFICE TO BE AFFIXED**

**MADRAS FERTILIZERS LIMITED
BANK DETAILS & AUTHORISATION FOR RTGS/NEFT PAYMENT**

REQUIRED DETAILS	TO BE FURNISHED BY THE VENDOR		
VENDOR NAME			
ADDRESS			
TELEPHONE NO.		FAX No.	
EMAIL ID			
CONTACT PERSONS'S NAME		Designation :	
MOBILE NO.			
EMAIL ID			
PURCHASER'S PAN NO.			
IMPORT EXPORT CODE (if applicable)			
BANK ACCOUNT NO.			
VENDOR'S BANK NAME			
BANK ADDRESS / PHONE NO.			
VENDOR'S BANK CODE (MICR) NO.		GRPT CODE	
VENDOR'S BANK ACCOUNT NO.		NEFT CODE	
		RTGS CODE	
BANK SWIFT CODE (For foreign vendors)		IFSC CODE	
	Type of Account	Saving Acct / Current Acct. (Strike out which is not applicable)	
ARE YOU A	Manufacturer YES / NO	Dealer- YES / NO	Agent YES / NO
CATEGORY OF THE FIRM	A. Micro	B. Small	C. Medium
REGISTERED WITH	CST No.	SSI No.	EC No. TIN No.

We hereby authorize Madras fertilizers Limited to make all the payments due to us with respect to above referred Enquiry through RTGS/NEFT Transfer.

Place:

Signature of Authorized Signatory:

Date:

Name:

SEAL:

Designation:

TENDERER UNDERTAKING

THE TENDERER HEREIN

- Agrees, accepts and abides by all the terms, conditions and covenants of the tender having read and understood the tender documents in full including the specification, scope of work, instructions, forms, annexures, terms & conditions etc.
- Confirms and acknowledges that the bids placed by the tenderer are true, accurate & with the best knowledge of the tenderer
- Confirms that awarding of the contract based on the bids of the tenderer is at the sole discretion of MFL
- Undertakes to honour the bid(s), which is legally binding on, if the contract/purchase order is awarded to the tenderer.
- Accepts Penalty clause and agrees to invocation of the respective clause(s) in case of non-fulfillment of commitment.
- Agrees to accept any changes, if any, to the tender that may be made subsequently after releasing the tender, but before the last date meant for submission of bids, with respect to specification, last date for bid submission and/or any other clauses/terms of the tender.
- Rate Quoted should be same both in Words and Figures. If any variance between the rate quoted in words and figure is observed then the rate quoted in words will be the final quote.

Signature of the authorized person :

Name of the authorized person :

Designation of the authorized person: