



आरईसी पावर डिस्ट्रीब्यूशन कम्पनी लिमिटेड
REC POWER DISTRIBUTION COMPANY LIMITED

(A wholly owned subsidiary of REC Ltd., a 'Navratna CPSE' under Ministry of Power, Govt. of India)
CIN no. of RECPDCL- U40101DL2007GOI165779

Corporate Office: 1016-1023, 10th Floor, Devika Tower, Nehru Place, New Delhi-110019
Tel: 011-4412 8755 Fax: 011-4412 8768, Web: www.recpdcl.in, E-mail: recpdcl@rediffmail.com
Regd. Office: Core-4, SCOPE Complex, 7 Lodhi Road, New Delhi-110003, Phone (011) 43091506 Fax: (011) 24365815

Notice Inviting Tender

(Tender invited through e-Tendering mode only)

For

Rate Contract for Printing, Photocopy and Spiral Binding of A4 & A3 Color & B/W for RECPDCL, Project Office Goa

No. RECPDCL/TECH/Printing-GED/e-Tender/2015-16/1894 Dated:06.10.2015

Description of task, Pre-qualifying criteria, e-tender submission format and procedure is available on REC Power Distribution Company Limited (RECPDCL) website (www.recpdcl.in), Rural Electrification Corporation (REC) website (www.recindia.nic.in), Central Publication Portal (www.eprocure.gov.in)

Important Dates for E- Tendering mode	
Date of Release of NIT	06.10.2015
Last date of submission of Tender	13.10.2015 at 1500 Hours
Date of Opening of Technical bid	13.10.2015 at 1600 Hours
Date of Opening of Financial bid	14.10.2015 at 1500 Hours

Note:

Online registration shall be done on e-tendering website i.e. www.tenderwizard.com/REC & in general, activation of registration may takes 24 hours subject to the submission of all requisite documents required in the process.

-Sd-

(S.C. Garg)

Addl. C.E. O.

[This document is meant for the exclusive purpose of Agencies participating against this bid and shall not be transferred, reproduced or otherwise used for purposes other than that for which it is specifically issued]



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SECTION-I

TENDER INFORMATION

Name of the assignment: Rate Contract for Printing, Photocopy and Spiral Binding of A4 & A3 Color & B/W for RECPDCL, Project Office Goa

Important information

Si. No.	Event	Information to the agencies
1	Date of Release of NIT	06.10.2015
2	Last date of submission of Tender	13.10.2015 at 1500 Hours
3	Date of Opening of Technical bid	13.10.2015 at 1600 Hours
4	Date of Opening of Financial bid	14.10.2015 at 1500 Hours
5	Pre- Bid Meeting Address	REC Power Distribution Company Limited, 1016-1023, 10 th Floor, Devika Tower, Nehru Place, New Delhi- 110019, India Fax : 011-4128768
6	Tender Document	The details can be downloaded free of cost from the websites www.recpdcl.in (or) www.recindia.nic.in (or) www.eprocure.gov.in (or) www.tenderwizard.com/REC
7	EMD #	Rs 25,000/-
8	Address for Bid submission	Shri Subhash Chandra Garg, Addl. Chief Executive Officer, REC Power Distribution Company Limited, 1016-1023, 10 th Floor, Devika Tower, Nehru Place New Delhi- 110019, India. Fax : 011-4128768 Email- recpdcl.goa@gmail.com / recpdcl@rediffmail.com
9	Contact Person	Shri Sunil Bisht , Assistant Manager (Technical) REC Power Distribution Company Limited (RECPDCL) Phone:011-44128760; Fax:011-44128768 Email- recpdcl.goa@gmail.com / recpdcl@rediffmail.com
10	Project Office	Shri R. Chandrakanth, Project Manager (RECPDCL) REC Power Distribution Company Ltd, Kadamba Plateau 110/33 kV Substation, Kadamba Plateau, Panjim Goa-403110 Phone:+91-9096720008 Email- project.recpdclgoa@gmail.com

The EMD (Earnest Money Deposit) is to be submitted by all the participating Bidders in the form of demand draft/Bank Guarantee of an amount of Rs.25,000/- (Twenty Five thousand Only/-) of any schedule Indian bank in favour of REC Power Distribution Company Limited, Payable at New Delhi .The EMD of unsuccessful Bidder will be returned within 180 days from the period of expiry of NIT and EMD of successful Bidder shall be retained as a Performance Security and will be returned after the expiry of the contract period.

The bid shall remain valid for a period of 180 days from the date of bid submission.



REC Power Distribution Company Limited

SECTION-II

PREFACE

REC Power Distribution Company Limited (REC PDCL), registered office at Core-4, SCOPE Complex, 7, Lodhi Road, New Delhi- 110003 an ISO 9001:2008 & 14001:2004 certified, a wholly owned subsidiary of Rural Electrification Corporation Ltd (REC), a “Navratna CPSE” under the Ministry of Power, Govt. of India is engaged in providing value added consultancy services in power sector arena covering Power Generation, Transmission & Distribution (T&D), Renewable Energy Sector and Energy Efficiency programs including Govt. of India’s power schemes for power utilities across the country and various regulatory assignments with SERCs. It includes the project works under Rural Electrification (RGGVY), PMC works of RGGVY/DDUGJY, DPR preparation for R-APDRP/ RGGVY/NEF/DDUGJY/IPDS and other power projects scheme, Third Party Inspection, Feeder Renovation Program, Feeder separation, HVDS program, Lender’s Engineers assignment, IT related assignments in Distribution sector including Energy Audit, Evaluation study for HVDS/Distribution network, AT&C Loss assessment, system study, MRI based billing and Cost Book Data Preparation as per the need of the power utilities, Regulatory Commission across the country.

Goa Electricity Department (GED) has recently awarded IT Implementation Works under Part-A of R-APDRP Scheme to M/s REC Power Distribution Company Limited (RECPDCL) with Tata Power Delhi Distribution Limited as its Technology Partner.

RECPDCL is intending to engage agency for providing services for Printing, Photocopy and Spiral Binding of A4 & A3 Color & B/W.



SECTION-III

Instructions to Bidders

3.1 Submission of Bid

Bidders shall submit their responses online through e-tendering website www.tenderwizard.com/REC

A. The submission and opening of Bids will be through e-tendering process.

Bidder can download Bid document from the RECPDCL web site i.e. <http://www.recpdcl.in> or www.recindia.nic.in or www.eprocure.gov.in and RECPDCL's e-tendering portal i.e. www.tenderwizard.com/REC

(Note: To participate in the e-Bid submission, it is mandatory for agency to have user ID & Password. For this purpose, the agency has to register them self with REC PDCL through tender Wizard Website given below. Please also note that the agency has to obtain digital signature token of class-III for applying in the Bid. In this connection vendor may also obtain the same from tender Wizard.)

Steps for Registration

- (i) Go to website <http://www.tenderwizard.com/REC>
- (ii) Click the link 'Register Me'
- (iii) Enter the details about the E-tendering as per format
- (iv) Click 'Create Profile'
- (v) E-tender will get confirmation with Login ID and Password

Note- Online registration shall be done on e-tendering website i.e. www.tenderwizard.com/REC & in general, activation of registration may takes 24 hours subject to the submission of all requisite documents required in the process. It is sole responsibility of the bidder to register in advance.

B. Steps for application for Digital Signature from Bid Wizard:

Download the Application Form from the website <http://www.tenderwizard.com/REC> free of cost. Follow the instructions as provided therein. In case of any assistance you may contact RECPDCL officers whose address is given at the Bid.

Bid to be submitted through online mode on website www.tenderwizard.com/REC in the prescribed form.

C. The Agency qualifying the criteria mention in section VI should upload Bid document with duly signed scanned soft copy of the documents given below for the prequalifying response:

Pre- Qualifying Criterion Documents/Technical Bid

- 1 Form-I -----Letter of submission of Tender
- 2 Form-II -----Pre-Qualifying Criteria Details

EMD of Rs.25,000/- in form of DD or Bank Guarantee may be drawn from a scheduled commercial bank in favour of The "REC Power Distribution Company Ltd", New Delhi and scanned copy to be uploaded and original to be submitted before the last date & time of Submission of Tender.



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Financial Bid

1. Form-III-----Financial Proposal (to be submitted through online mode only)

Financial bid to be submitted in the specific format designed same may be downloaded from website www.tenderwizard.com/REC and after filling the form it is to be uploaded through digital signature.

The all document should be addressed to.

Addl. Chief Executive Officer REC Power Distribution Company Ltd. 1016-1023, 10th Floor, Devika Tower, Nehru Place, New Delhi - 110019

(Note: All papers that comprise the Bid document of the concerned Bid must be numbered. An index of each page should also be provided)



SECTION-IV
SCOPE OF WORK

1. Printing and Photocopy of 1,45,000 nos. of pages (tentative) in English.
2. Spiral Binding of 300 nos. of sets.
3. The details of printing, Photocopy & Spiral Binding are as hereunder:

Sr. No.	Printing of pages in following formats	Tentative quantity in no	Size of paper in GSM
1	A3 color printing	90,000	100 or above
2	A4 color printing	10,000	
3	A4 B/W printing	15,000	
4	A3 B/W Photocopy	15,000	
5	A4 B/W Photocopy	15,000	
6	Spiral Binding	300 sets	

Note:

- i. Quantities mentioned are tentative and rate quoted shall be inclusive of tax and remain fix for $\pm 15\%$ of the tentative requirement.
- ii. Delivery of Booklets shall be as per requirement of RECPDCL. No additional freight or any other charges, etc, would be payable for delivery of the booklets.
- iii. This Rate Contract shall be valid for 1 year from the date of award of contract.
- iv. The required printing/spiral binding shall be delivered within 3 days or as per requirement of RECPDCL.

4. TERMS OF PAYMENT

100% within seven to fifteen working days after completion of works and after submission of bills.



SECTION-V
GENERAL CONDITIONS OF TENDER

Part – 1

1. The bidder must fulfil the eligibility criteria/pre-qualifying conditions for evaluation of their bids. Bids of bidders fulfilling the above eligibility/pre-qualifying conditions will only be evaluated by the duly constituted evaluation committee. Bids of the bidders not fulfilling the eligibility/pre-qualifying conditions given above may be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.
2. RECPDCL reserve the right to verify/confirm all original documentary evidence submitted by the bidder in support of above mentioned clauses of eligibility criteria, failure to produce the same within the period as and when required and notified in writing by RECPDCL shall result in summarily rejection of the bid.
3. Acceptance of the application(s) constitutes no form of commitment on the part of RECPDCL. Furthermore, this acceptance of the application confers neither the right nor an expectation on any application to participate in the proposed project.
4. RECPDCL reserve the right to waive off any shortfalls; accept the whole, accept part of or reject any or all responses to the Tender.
5. RECPDCL reserve the right to call for fresh tenders at any stage and /or time as per the present and /or envisaged RECPDCL requirements even if the tender is in evaluation stage.
6. RECPDCL reserve the right to modify, expand, restrict, scrap, re-float the tender without assigning any reason for the same.
7. The responder shall bear all costs associated with the preparation and submission of its response, and RECPDCL will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the tender process.
8. **Rates and Prices**
 - a Bidders should quote item-wise rates/ prices including all taxes and duties as mentioned in Form-III by explicitly mentioning the breakup of basic prices and applicable taxes.
 - b Price quoted by bidder shall be firm for entire contract period.
 - c Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall lead to forfeiture of the EMD of said bidder.
 - d The quoted prices shall be for delivery at Goa. The prices shall be FOR (Freight on Road) destination and shall include all charges, levies and duties for delivery at the specified locations in GOA State. The exact details of location address etc. shall be provided along with the release order.



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- 9. In case of default in services or denial of services, RECPDCL, at its sole discretion, will be free to avail services of other service providers at your "Risk & Cost".
- 10. RECPDCL reserves the right to increase/decrease the RC quantity (on same rate and terms and conditions) by 15% if required.
- 11. All other terms and conditions of the GENERAL CONDITIONS OF CONTRACT shall be applicable.
- 12. In case of continued non-satisfactory performance, RECPDCL have the right to withdraw the work & get completed the work at the risk and cost of the agency. Further the agency may be blacklisted for a period of one year or more for participating in any of the bids invited by RECPDCL. Also, RECPDCL would be free to intimate such black listing to various state/central utilities/ Ministry of Power/State Governments/other agencies not to consider the said agency for any assignment including of the same on websites.

13. Liquidated damages for delay in supply

Time is essence of the contract. The successful bidder must adhere to the time limit and ensure delivery/services. Failure to supply all or part of the delivery/services on or before the stipulated date / deficiency in service will entail a pre-estimated pre-determined liquidated damages as hereunder:

S.no.	Particulars	Penalty in %age of bill value
1	Delay by 3-5 days	1.5%
2	Delay by 5-7 days	2.5%
3	Delay by 7-15days	5%
4	Delay by more than 15 days	10%



REC Power Distribution Company Limited

SECTION-VI
ELIGIBILITY CRITERIA

Pre-Qualifying Criteria for Bidder

- a) The Bidder should have valid PAN & VAT No.
- b) The bidders must have their own fully computerized higher- Tech Printing & Binding Machines and Centrally located Printing unit in Panjim, Goa.
- c) The Bidder should have average annual turnover of at least Rs. 10.50 lakh for the last three financial years ending March 2015, and
- d) Bidder must have executed at least 1(one) order of similar work having minimum value of Rs.12 lakhs or 2(two) orders of similar work each of minimum value of Rs. 7.5 lakhs or 3(three) orders of similar work each of minimum value of Rs. 6.00 lakhs during preceding 4(four) years ending last day of month previous to the one in which bids are invited.

*** Similar work means Printing, Photocopy, Spiral binding etc for any reputed organization.**

Documents required to be uploaded on line: (i) PAN & VAT No.; (ii) Documentary proof of average annual turnover (iii) Copy of work orders of executed similar work / completion certificates in support of their claims of executing similar work.

RECPDCL reserves the right to counter check any of the supporting documents directly from the respective client for their authenticity.



SECTION-VII

TENDER EVALUATION METHODOLOGY

OPENING OF BID:

The Bidder or his authorized representative may be present at the time of opening of bid on the specified date, but a letter in the form annexed at (Form – I) hereto must be forwarded to this office along with bid and a copy of this letter must be produced in the office by the person attending the opening of bid. Unless this letter is presented by him, he may not be allowed to attend the opening of bid.

In case of unscheduled holiday on the closing/opening day of bid, the next working day will be treated as scheduled prescribed day of closing/opening of bid; the time notified remaining the same.

EVALUATION OF BID

PRE-QUALIFYING CRITERIA

Evaluation and comparison of bids will be done as per provisions of Pre-qualifying Criteria supporting documents as proof of pre-qualifying criteria at section – VI.

RECPDCL will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order qualifying to which bids shall be summarily rejected.

PRICE EVALUATION CRITERIA

- 1.1 Bidders should quote their rates/prices in Indian Rupees only which shall be inclusive of all applicable taxes, duties, levies, insurance, transportation etc., applicable excluding service tax for entire scope of work as per Price Schedule included to Form - III of this tender document.
- 1.2 Bids shall be evaluated on the basis of the total evaluated value as per the quoted rates for the services mentioned in Scope of Work. The total evaluated price as per the evaluation methodology mentioned as under at Form - III of this tender document and the other details mentioned therein will be the basis for the evaluation purposes and for arriving at inter-se ranking of the various Bidders of the tender.
- 1.3 Bid shall be evaluated as per the Performa of Schedule rate, i.e. Form-III, which shall be filled by the Bidder as a Financial Bid.

AWARD CRITERIA

The purchaser will award the contract to the successful bidder whose bid has been determined to be in full conformity to the bid documents and has been determined as the lowest evaluated bid.



REC Power Distribution Company Limited

SECTION-VIII
TENDER FORMS

FORM-I

Letter for Submission of Tender

To,
Addl. Chief Executive Officer
RECPDCL,1016-1023, 10th Floor,
Devika Tower,Nehru Place, New Delhi-110019

Sub.: Engagement of Agency for Rate Contract for Printing, Photocopy and Spiral Binding of A4 & A3 Color & B/W for RECPDCL, Project Office Goa

Sir,

1. With reference to your Tender No. ----- dated ----- for **Rate Contract for Printing, Photocopy and Spiral Binding of A4 & A3 Color & B/W for RECPDCL, Project Office Goa**, I wish to apply for engagement with RECPDCL as “**Rate Contract for Printing, Photocopy and Spiral Binding of A4 & A3 Color & B/W for RECPDCL, Project Office Goa**”

Further, I hereby certify that

I have read the provisions of the all clauses and confirm that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Tender are acceptable to me and I have not taken any deviation to any clause.

2. I further confirm that any deviation to any clause of Tender found anywhere in my Bid, shall stand unconditionally withdrawn, without any cost implication whatsoever to the REC PDCL.
3. Our bid shall remain valid for period of 180 days from the last date of bid submission.

Date:
Place:

Signature
Full Name
Designation.....
Address

Note: In absence of above declaration/certification, the Bid is liable to be rejected and shall not be taken into account for evaluation.



Form-II

PREQUALIFICATION CRITERIA DETAILS

Rate Contract for Printing, Photocopy and Spiral Binding of A4 & A3 Color & B/W for RECPDCL, Project Office Goa

1. THE FIRM _____

2. Name _____

Regd. Address

a) Address of Office at Panjim, Goa _____

b) Contact Person's

i) Name & Design. _____

ii) Address _____

iii) Tel No. Landline _____ Mobile _____

iv) Email ID _____

3. Type of Firm: Private Ltd./Public Ltd./Cooperative/
(Please tick) Partnership/Proprietor

4. PAN _____

5. Service Tax Reg. No.:

6. E.M.D. Details Rs._
DD/BG No._
Name & Address of Bank

Please upload duly signed copies by authorized signatory of documentary evidence e.g. work order, corresponding satisfactory job completion certificates from clients with amount of work order in support of above and any other document indicated in prequalifying criteria)

Signature.....
Full Name.....
Designation.....
Address



Financial Bid

PROFORMA OF SCHEDULE OF RATES
(To be submitted through e-tendering mode only)

Bidder Name:

S. No	Details of Scope of Work	Unit	Quantity	Rate per Unit (in Rs.)	Applicable Taxes per Unit (in Rs.)	Total all inclusive unit price (in Rs.)	Total Amount (Rs.)
A	B	C	D	E	F	G=E+F	H=DxG
1	A3 color printing	Nos.	90,000				
2	A4 color printing	Nos.	10,000				
3	A4 B/W printing	Nos.	15,000				
4	A3 B/W photocopy	Nos.	15,000				
5	A4 B/W photocopy	Nos.	15,000				
6	Spiral Binding	Sets	300				
Total All Inclusive Value for Tender BOQ (Rs.)							

1. The rates are invited for entering into an RC valid for one year from the date of issue of contract. Prices are to be quoted accordingly.
2. The quantities mentioned above are for evaluation purposes only. Actual Quantities may vary (+/- 15%) as per site requirement and Release Orders against this Rate Contract (RC) shall be placed accordingly.
3. The quoted rates must be inclusive of all taxes as applicable at the time of bidding.
4. Bidders are to quote their rates strictly as per above format.