

TATA INSTITUTE OF SOCIAL SCIENCES

(A Deemed University under Section 3 of the UGC Act, 1956)

DEONAR, V.N. PURAV MARG, MUMBAI 400 088

Email: tiss-purchase@tiss.edu or seetha@tiss.edu **Contact :** 022 2552 5228 / 5208

TENDER NOTIFICATION (2019-20)



(Only Through e-Tendering Mode)

TISS e-Procurement Website are : <https://www.tenderwizard.com/TISS>)

VENDOR EMPANELMENT FOR ANNUAL RATE CONTRACT OF PRINTING WORK

TISS invites online bids under single stage, two envelope systems from eligible printers for the supply of printed materials/printing job of the Institute.

Details of tender(s) is available through website <http://www.tiss.edu/careers-tenders> & <https://www.tenderwizard.com/TISS>.

Tender No:	TISS/P&S/RC/15_PRN/2020-21 dated 13.01.2020
Due Date:	31 st January, 2020
Contact Email:	mansis@tiss.edu or seetha@tiss.edu
Contact No:	022 2552 5208 / 5228
Department:	Purchase & Stores Section, Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai 400 088.
Web-link:	http://www.tiss.edu/careers-tenders/
TISS e-Procurement /e-Tendering Link : https://www.tenderwizard.com/TISS	

Place : Mumbai

Date: 13.01.2020

REGISTRAR

TATA INSTITUTE OF SOCIAL SCIENCES

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SECTION 1

VENDOR REGISTRATION FORM

TECHNICAL BID & ORGANISATIONAL PROFILE

To register as a new supplier, enter your user and organization information.

Please provide information on the company's Letter Head

(Scan Copies Should be uploaded online also)

(Below Technical Bid Form are available in EXCL (.xls) on e-Procurement Website , Vendors need to fill up and same should be uploaded online also)

1. **Name of the Organisation/Company:** _____
2. **Date of Incorporation / Establishment: - (Please attach Certificate of Incorporation):**

3. **Product Description:** _____
4. **Registered Office Address:** _____
5. **Landline No:** _____
6. **Mobile No:** _____
7. **Email ID:** _____
8. **Fax No:** _____
9. **Type of Organisation:** Sole Proprietorship/Partnership/ Ownership or any other
10. **Name of the Proprietor:** _____
11. **Name of the Bank:** _____
12. **Name of the Account Holder:** _____
13. **Bank Branch:** _____
14. **Bank A/c. Number:** _____
15. **NEFT Code:** _____

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16. GST Registration No.: _____

17. Income Tax PAN Card No: _____

18. Product Details: _____

19. Total Turn Over (as on the date of application): _____

20. Strength of the Man-power: _____

21. Address of Workshop or Shop Floors: _____

22. Any other branches:

(a) -----

(b) -----

(c) -----

Please state whether Vendor Code already exist with TISS with same Vendor Name or with same PAN.

Yes

☐

No

☐

If yes, please state Vendor Code(s). Please state reasons for having more than One Vendor.

Reason: _____

Enclosures: 1. Company founding year – Shop & Establishment Certificate 2. Company size/branches, 3. Clients' List 5. Products Profile/List 6. **Target** - SALES/TURN OVER : (from Audited Accounts of last three FINANCIAL YEARS) 7. Copy of Purchase Order pertaining to the Government Organization (at least three exceeding Rs. One Lakhs, if not please ignore)

I hereby declare that the information submitted by me/us is true, correct and complete to the best of my knowledge & belief. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold TISS responsible for the same. I will indemnify the Institute in all matters in case, information furnished by me/us is found incorrect in future.

This is also certified that this agency is not blacklisted by any Government/Private/Public Sector nor any criminal case is registered/pending against the agency/firm or its owner/partner anywhere in India. It is certified that I/We have read and understood the terms and conditions of this Tender and will abide by them till the completion of the contract period.

Date: _____ Name & Signature of the Bidder/authorized person along with
Rubber Stamp/ Seal of organization

Place: _____

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SECTION 2

GENERAL INFORMATION - INVITATION OF THE TWO BIDS

- | | | |
|----|---|---|
| 1 | REQUEST FOR PROPOSAL (RFP) | : TISS/P&S/RC/15_PRN/2020-21 |
| 2 | Item Description | : Empanelment & Annual Rate Contract of Suppliers for tailor made Printing / Printed Materials. 2020-21 (As per BOQ) |
| 3 | RFP Date: | : 13.01.2020 |
| 4 | Last Date & Time for receipt of Bids (Due Date) | : 31.01.2020 |
| 5 | Deadline for Online downloading of tender documents | : 31.01.2020 16:30 hours |
| 6 | Opening of Price Bids: | 03.02.2020 11:30 hours |
| 7 | Place of Submission of Bids (Through Online Mode Only) | : The Section Officer, Purchase & Stores Section, Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai 400 088. Mobile No: 9619537275 |
| 8 | Cost of Tender Document/Paper Application | : Nil |
| 9 | Earnest Money Deposit (EMD): & e-Tender Processing Fees. | : Rs. 10,000/- at the time of submission of bids. Note: Through Online Mode Only : Pay the EMD & e-Tender Processing Fees through online mode only on TISS – eProcurement Site , e-payment Gateway are available on portal. |
| 10 | Security Deposit (SD - At the time of MoU/Agreement) | : Security Deposit of the qualified tenderer will be of 10% of the estimated value of the order which can be submitted by way of bank guarantee or in the form of a Demand Draft in favour of the Registrar, Tata Institute of Social Sciences, Mumbai / or a bank guarantee. |
| 11 | Pre-bid Meeting | : A pre-bid meeting will be held on the specified date, time and place so that the queries of the prospective bidders can be addressed. Applicants will be informed by sending mail or over the phone. |
| 12 | Vendor's Evaluation/Qualification | : Sample of the items which are to be evaluated on the basis of the quality shall be submitted by the tenderers along with their technical bids to Ms. Mansi Parab, Technical Assistant, Purchase & Stores Section, TISS, Mumbai. The agencies qualified on the basis of the experience and the quality of samples submitted will be considered for opening of the financial bid. |

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SECTION 2

GENERAL INFORMATION - INVITATION OF THE TWO BIDS

- | | | | |
|----|-------------------------------------|---|--|
| 13 | Rejection of the Proposal | : | Non-submission of the tender cost/EMD along with ARC proposal tender/bid shall be rejected. |
| 14 | Methods of Quotation | : | The rates should be quoted in as well as per UoM for supply and rates must be valid for whole financial year (2020-21). Prices quoted must be all inclusive, packing, forwarding, delivery charges. Format of the same is enclosed herewith (Annexure I) |
| 15 | Methods of submission of Bid | : | Online |
| 16 | How to submit quotations? | : | Online |

For any Query/ Clarification regarding this tender notice, please contact: The Incharge, Purchase & Stores Section, Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai 400 088.
Tel: 022 2552 5230 **Email: roja@tiss.edu or Ms. Seethalakshmi K.** Mobile No: 9619537275

1. Both Technial Bid and Financial Bid to be submitted online within the due date.
2. Tenders should be submitted only through e-Tender portal and obtain the Tender Acknowledgement copy as a proof of successful submission.
3. All prospective bidders are requested to visit our TISS E-PROCUREMENT WEBISTE regularly for any such updates / corrigendums.
4. Please see attached e-Tender Documents ...

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Standard e-Tender Terms & Conditions For TISS e-Procurement .

TISS e-Procurement Website are : <https://www.tenderwizard.com/TISS>

1. The details of tender notification can be downloaded from www.tenderwizard.com/TISS under "Tender of TISS" link in the homepage.
2. Vendors should obtain the USER ID and PASSWORD from www.tenderwizard.com/TISS by clicking on "Enrolment" link in the homepage.
3. The Vendor registration fees has to be paid to ITI Ltd for Rs. 2360/-. Using the e-Payment link provided at the time of registration, and the mode of payments are Credit Card, Debit Card and Internet Banking. Vendor Registration is Valid for 1year.
4. For further details on e-Tender participation, please contact ITI Help desk on :
 - Telephone: 080-49352000 (Bangalore) & Sanjay KC – Mumbai & Maharashtra (09665721619)
Email : sanjay.kc@etenderwizard.com
 - Email: harishkumar.kb@etenderwizard.com, ambasa@etenderwizard.com.

Tenders should be submitted only through e-Tender portal and obtain the Tender Acknowledgement copy as a proof of successful submission.

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INFORMATION & INSTRUCTIONS TO THE BIDDERS FOR USING ONLINE ELECTRONIC TENDERING SYSTEM (eTS).

Special Conditions & instructions for using online Electronic Tendering System through portal (website) <http://www.tenderwizard.com/TISS> adopted by Tata Institute Of Social Sciences , Mumbai .Vendor Registration Fees Rs.2,000/-+ 18%(GST) through e-Payment Gateway on TISS e-Procurement Portal i.e., <https://www.tenderwizard.com/TISS>

Note : The e-Payment Gateway are available on e-Procurement Portal for making the Online Vendor Registration Payment.

Bidders are required to Enrol for Vendor Registration on the TISS e-Procurement Tender wizard Portal (URL: <https://www.tenderwizard.com/TISS>) by clicking on the link “ **Enrolment** ” on the home page of e- Portal which is chargeable. (Rs.2000/- + GST(18%)(Non-Refundable) to be paid online by e-payment gateway).

The bidders are required to submit soft copies of their bids electronically on the TISS Tender Wizard e-Procurement Portal, using valid Class III Digital Signature Certificates. The step by step instructions about e-Tender Process are given in “Vendor Help Manual “ .

Class III Digital Signature Certificate are mandatory for e-Tender /e-Procurement .

Note : Information about e-Procurement Portal.

More information useful for submitting online bids on the NIA e-Procurement Tenderwizard Portal may be obtained at: <https://www.tenderwizard.com/TISS> . **N.B:** Bidders can download the Vendor’s manual by visiting on home page of TISS e-Procurement Website : <https://www.tenderwizard.com/TISS> . KEY INSTRUCTIONS for BIDDERS by clicking on “**Latest Circulars/Formats/Help Manuals/Faq**”. **The complete Step by Step “Vendors Help Manual For e-Procurement / e-Tendering Process , Vendors Registration Process , System Settings Requirements & JAVA Settings Manuals , e-Payment Guidelines” & “Digital Signature Certificate Process”** this details are available on TISS e-Procurement Website for e-Tenders.

Note: Online Support / Web Support / E-Mail Support / Phone Support are also available for Bidders as well as Department Officials . Online support through “Team viewer” , “Ammy Admin “ Or “Any Desk” Remote software only. For Downloading this software , the downloading software links are available on home page of TISS e-Procurement Website .

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SECTION 3

TENDER PROCEDURE

- 1 : Online bids will be opened on due date and time to assess the dealers. Copies of following documents duly certified should be submitted (hard-copies) to the Institute.
- 2 : Certificate of Registration of the firm with GST Registration Details
- 3 : Income Tax clearance certificate up to the immediate preceding assessment year.
- 4 : If the firm is exempted from payment of tax/EMD, copies of relevant certificate be attached (e.g. SMSE).
- 5 : Statement indicating last 3 years sales tax turnover duly certified by the Chartered Account.
- 6 : Statement indicating the names of government departments/bodies to whom dealer has supplied the material for the immediate past 3 years.
- 7 : Dealer shall agree to supply the stationery items as per Annexures (I)
- 8 : Dealers submitting insufficient information and / or not submitting requisite documents/ certificates as specified in the tender and / or not fulfilling tender conditions and /or not accepting the conditions specified in the quotation shall be liable for disqualification.

Note : All above mentioned required documents scan copies should be uploaded online also on TISS e-Procurement Website . Technical Bid & Above online submitted documents hard copies should also submitted with online EMD Payment receipt at TISS Office.

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- 9 : Institute reserves the right to accept or reject any one or more etenders for the same Item without assigning any reason whatsoever and the decision of the institute in this regard shall be final and binding on all dealers. Institute also reserves the right not to accept the lowest tender and / or award the contract to one or more dealers at the lowest acceptable rates, terms and conditions in such proportion as may be deemed necessary and in the larger interest of the Institute.

Date:

Authorised Seal of the dealer:

Authorised signatory of the dealer:

Designation:

Name: _____

Mobile No: _____

Mobile No: _____

PAN CARD No: _____

Note : Below e-Quotation Form are available on TISS e-Procurement Website , Vendors needs to download the same from site and same should be filled up and upload on e-Tender Website only . Below Form are Reference Purpose only.

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TATA INSTITUTE OF SOCIAL SCIENCES V.N. Purav Marg, Deonar, Mumbai 400 088 (A Deemed University under Section 3 of the UGC Act, 1956)								
Name of Work: e-Tender for PROCUREMENT OF PRINTING WORK AND SUPPLY OF MATERIALS								
Tender No - TISS/P&S/RC/15_PRN/2020-21								
E-QUOTATIONS (P & S)								
Name Of The Bidder (Mandatory):								
SL	ITEM DESCRIPTION	SIZE	UoM	Expected consumption per year	Offered price per Unit	GST AMOUNT (Manually)(Amount In Rs.)	GST % Break-Up Details (GST %)	Total Amt including GST
1	Requisition Books	22cm x18cm (1 +1) copy with 100 pgs	Nos	50				0.00
2	Identity Cards with Plastic Cover	10cm X9.5 cm	Nos	5000				0.00
3	White Envelopes 14.5" x 9.5" Printed with Logo	14.5"X9.5"	Nos	4000				0.00
4	Conference Pads (10 pages)	14.5cmX21cm	Nos	3000				0.00
5	Writing Pads 1/6 with TISS Logo (40 Pages)	18.5cm x21cm	Nos	2000				0.00
6	Writing Pads 1/8 TISS Logo (40 Pages)	14.5cmX21cm	Nos	2000				0.00
7	Ajanta Spiral Pad No. 8 TISS Logo (40 Pages)	18cmX25cm	Nos	1000				0.00
8	Letter Head – Small	Letterheads, printed in Two colours on A5 size 100 GSM MBW paper	Nos	10000				0.00
9	Letter Head – A4 Size	Letterheads, printed in Two colours on A4 size 100 GSM MBW paper	Nos	25000				0.00
10	Continuation Sheet – A4 Size	Continuation Sheets , printed in Two colours on A4 size 100 GSM MBW paper	Nos	20000				0.00
11	A4 size Folder with TISS Logo, Name	35cmx24cm With TISS logo and print flap folder	Nos	6000				0.00
12	A3 size Folder with TISS Logo, Name	46cmX35 mm	Nos	2000				0.00
13	File Without spring	35Cmx24Cm With TISS logo and print	Nos	3000				0.00
14	File with spring (FC Office file cora clips)	35Cmx24Cm With TISS logo and print	Nos	3500				0.00
15	Field Work Journal	22cmx27.5cm with TISS name printed	Nos	2000				0.00
16	Envelopes With Window (with TISS Logo & Address)	Window envelope of 241mmX114mm size printed in Single colour black on 80gsm Natural shade BILT Maplitho paper	Nos	5000				0.00
17	Envelopes Without Window (with TISS Logo & Address)	Plain envelope of 241mmX114mm size printed in Single colour black on 80gsm Natural shade BILT Maplitho paper	Nos	10000				0.00
18	Brown Envelopes A-4 Size with TISS Logo & Address	Brown Envelop A4 size	Nos	5000				0.00
19	Green Clothline Envelopes A-3 Size with TISS Logo & Address (Self-adhesive)	Green Clothline Envelope A3 size	Nos	10000				0.00
20	Green Clothline Envelopes A-4 Size with TISS Logo & Address (Self-adhesive)	Green Clothline Envelope A4 size	Nos	10000				0.00
21	Green Clothline Envelopes A-3 Size with TISS Logo & Address (Box Type)	Green Clothline Envelope A3 size	Nos	2000				0.00
22	JUTE BAGS Size : 12"W x 15"H x 4.5"G Material : Finest Quality Jute (Blue) One Colour Printing of Logo/event details	12"Wx15"Hx4.5"	Nos	1000				0.00
23	Tea Mugs with TISS LOGO & Title		Nos	4000				0.00

Note:
1 Interested Vendors are requested to check and verify the samples available in the Purchase & Stores Section, TISS, Mumbai
2 For further details or enquiry, vendors may contact Ms. Seethalakshmi K., Section Officer, Purchase & Stores, TISS, Mumbai (Mobile No: 9619537275)
3 Vendors are also requested to forward hard copies of the documents uploaded to the aforesaid address.
4 Please note that the professional printers are allowed to fill up online tenders. Stationery Suppliers without Printing set-up will not be considered for printing order.
5 For further queries regarding samples, you may please contact Ms. Mansi Parab, Stores, TISS, Mumbai (Mobile No: 9619775249)
6 The cost should be inclusive of all other charges i.e. transport, GST, etc.
7 Place of Delivery: Purchase & Stores Section, TISS, Deonar, Mumbai
8 Before final printing, please get the sample of proof approved by TISS
9 TISS GST No : Z7AAAT4224B12W
10 Please attach any two Purchase Orders of similar work orders of any Govt / Semi-govt Organisations.

Instructions To Bidders : The above BOQ sheet allow only enter the "Rate In Figures" in above "Coloured Blue Cells" only. The bidders can quote and allow only in above "Blue Cells". The Bidders should have to mentioned the Name Of The Bidder in above Blue Cell only. 2. Bidders Should have to quote GST Amount in Rupees in "G" Blue Cells and Provide the % Details Breakup in "H" Cell Column

"This Is The Electronic Spread Sheet Singature Is Not Required"

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SECTION 4

GENERAL TERMS & CONDITIONS

(Instructions/Guidelines to the Tenderer/Bidders)

Dealer shall be governed by the following terms and conditions: -

CONTRACT PERIOD: The contract shall remain valid till 2021 Based on the satisfactory performance, it is likely to be extended for one or more years.

RATE: The rates should be quoted in the prescribed online format annexed for payment within 10 days or 30 days from the date of receipt of the invoice. Rates quoted shall be inclusive of all statutory duties, taxes, GST and delivery charge, if any, to the Institute's office at Deonar. The rates approved shall remain fixed for the contract period and no increase in rates shall be allowed.

PAYMENT: The institute shall not make any advance payment. The payment for the value of the goods received in good condition will be released only after the successfully rendering services/delivery. Delivery of the goods as per the Institute's Purchase Order and after submission of the original copies of bills / invoice along with original receipted challan within 10 days / 30 days as the case may be as mentioned in the purchase Order.

EARNEST MONEY DEPOSIT: Dealer is required to pay Rs. 10,000/- (*Rupees Ten Thousand Only*) towards E.M.D. by way of Demand Draft in favour of the Institute along with the Quotation. EMD shall be refunded without interest to the dealer from the date of opening of quotation.

SECURITY DEPOSIT: Successful dealers shall pay towards Security Deposit Rs. 10,000/- (*Rupees Ten Thousand Only*) by way of Demand Draft in favour of the Institute at the time of finalisation of the contract. The Security Deposit shall be interest free and refundable subject to due performance of the contract and in case of Contract default, or violation of any terms of the contract, the Security Deposit shall be forfeited.

DELIVERY OF GOODS: Goods to be supplied pursuant to this order shall be delivered by the bearer to the Institute free of charge i. e. no extra charges for transportation, packing, carting, forwarding, Insurance, etc shall be charged. In other words, delivery of the goods shall be made by the dealer/supplier to the institute as mentioned in the order without any extra cost.

SUBMISSION OF THE INVOICE: The dealer after delivery of goods to the Institute, shall obtain duly receipted Delivery Challan from the Security/Stores. Unless the delivery of goods is duly accepted and receipted by the Institute the goods shall be deemed to be treated as 'not delivered to' and / or 'not accepted' by the institute.

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REJECTION OF GOODS: The Institute shall be entitled to reject the goods if on inspection the Institute finds that (a) the goods are not of the contracted quality or according to the specification specified, (b) the goods received in damaged, broken and defective condition, and (c) any such reason as may be deemed necessary by the Institute.

TAKING BACK OF GOODS: The dealer, on being intimated of the rejection of the goods by the Institute, shall take back the goods at his cost and until the goods are taken back, the goods will be lying at the premises of the institute at the risk and cost of dealer.

DELAY IN DELIVERY OF GOODS: The goods shall be supplied by the dealer in terms of the order within the delivery period indicated in the Purchase Order. In case of any delay, the goods shall be delivered by the dealer only with prior approval in writing by the Institute.

PURCHASE ORDER: The goods shall be supplied by the dealer at the price and terms and conditions as mentioned in the purchase order and no revision of the same shall be allowed for any reason whatsoever.

SAMPLE OF ITEMS: The dealer shall furnish sample of printing items as and when demanded by the institute.

TURNOVER: The turnover of all the items as mentioned in the Annexure (I) would be around Rs. 30 - 70 Lakhs during the financial year 2018-2019 including Non-ARC items.

PENAL ACTION: If the dealer fails to execute the order in accordance with the terms and conditions of the Purchase Order and Agreement for any reason whatsoever or commits breach of any terms and conditions thereof, the institute shall be entitled to recover damages including forfeiture of the Security Deposit. From the dealer and/ or take such action as may be deemed necessary.

Date:

Authorized Seal of the dealer:

Authorized signatory of the dealer:

Designation:

Name:

Mobile No

Mobile No:

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SECTION 5

INTEGRITY CLAUSES

- 1** It is hereby specifically agreed that the firm/vendor/contractor will not pay, offer, demand or accept bribes of any sort and that they shall disclose all commissions and similar expenses paid to anybody in connection with the contract.
- 2** It is understood that violation of the aforesaid clause shall entail sanctions, which could include loss or denial of contract, forfeiture of bid or performance security, liability for damages, debarment for future contracts. Besides action in accordance with law and criminal or disciplinary action against any, employee of the Institute, who seeks, demands accepts bribes of any sort.
- 3** The vendor/supplier/contractor shall declare that they have not been convicted by any court for and have not been formally investigated of a corruption crime and have not/ will not resort to bribery or any other form of corruption in the context of the contract.
- 4.** Any misinformation or wrong declaration in respect of above clause (3) above shall provide the Institute the right to cancel the contract unconditionally.

SECTION 6

LETTER OF INTENT

(Scan copy Should be uploaded online also)

No: TISS/P&S/RC/2019-20

Date: / /20

To:

Sub: Annual Rate Contract of Suppliers of Printing/Printed Materials. 2020-21.

Ref: Tender No: TISS/P&S/RC/2020-21

Dear Madam/Sir,

With reference to the above, it is proposed to register your firm with this institute for the supply and procurement of Stationery / Cleaning / Printing and Printed Materials. 2019-20 subject to the following terms & conditions.

Terms & Conditions: All the terms & conditions mentioned in the Tender and Cost Evaluation form (Annexures I as applicable) and duly accepted by your firm vide your letter dated / / 2020 shall remain unchanged and shall be binding on you.

Letter of intent is not a contract: Acceptance of this letter of intent shall not constitute a Contract form till an agreement is signed by you with the Institute and all other formalities duly complied with including payment of Security Deposit.

Contract: You will have to execute contract/ agreement with the institute in the prescribed form within 3 days from date of receipt of this letter.

Security Deposit :You will have to pay the Security Deposit of Rs. 10000/- (Rupees Ten Thousand only) on successful selection of .

Please return the Second copy of this letter of intent duly signed and stamped by you or your authorized representative on or before ----- in token of your acceptance.

Thanking you.

Yours faithfully,

M. P. Balamurugan

Actg. Registrar

AGREED & ACCEPTED
Authorised signatory of the dealer:
Seal of the Dealer/Supplier

SECTION 7
ACCEPTANCE LETTER

(Scan copy Should be uploaded online also)

No:

Date: / /20

To,

The Section Officer
Tata Institute of Social Science,
Sion Trombay Road,
Deonar, Mumbai-400 088

Sub: Quotation No. _____ dated _____

For supply of _____
(Please indicate the item quoted)

Dear Madam/Sir

We hereby confirm having read and understood of the terms and conditions of the quotation under reference and we hereby accept the same without any reservation and we shall not alter/ add/ delete any of the conditions of the quotation or part thereof.

We hereby further confirm as follows:-

1. We have paid Earnest Money Deposit of Rs. _____ vide Demand Draft / or online No. _____ dated _____ drawn in favour of 'TATA INSTITUTE OF SOCIAL SCIENCES' DEONAR, MUMBAI. Payable at Mumbai and the Demand Draft/online detail is enclosed.
2. We have authorized Mr/ Mrs. _____ to Sign the quotation on behalf of the firm. Authority letter is enclosed for your perusal and record.

Thanking you.

Yours faithfully,

For
PROPRIETOR