

# BRIHANMUMBAI MUNICIPAL CORPORATION

## Municipal Printing Press

### Quotation Notice

DMC/Gardens/2689 dt.29.11.2022

**Subject: - Providing Services for Supplying Finished Desk Calendar 2023 for the use of BMC**

The Municipal Commissioner of Greater Mumbai invites the following Quotation. The Quotation copy can be Collected from the office of Manager, Municipal Printing Press.

All interested bidders, whether already registered or not registered in BMC, are mandated to get registered with BMC.

The quotations shall be submitted up to the Quotation End Date & Time mentioned below.

Sr. No.	Name of the work	Earnest Money Deposit (Rs)	Quotation price (Rs.)	Quotation Start Date & time	Quotation End Date & time
1	2	3	4	5	6
1	Providing Services for Supplying Finished Desk Calendar 2023 for the use of BMC.	Rs. 2,550 /-	Rs. 220/- GST 18% Rs.40/- Rs.260/-	From 27 Dec 2022 11.00hrs	Till 02 Jan 2023 13.00hrs

The bidder shall have to pay the “quotation price” as mentioned in the above table after obtaining the challan from the office of Manager, Municipal Printing Press.

EMD should paid at any of CFC Centres of BMC. The vendor having Standing Deposit with BMC should also have to pay EMD. The Copy of EMD receipt shall be submitted while submitting the quotation

If such a receipt of or EMD receipt is not submitted physically in quotation, the quotation shall be treated as non-responsive and shall not be opened.

A) The Quotationer fulfilling the following criteria are eligible to fill and submit the quotation: -

**Any Binder having their own Binding unit can quote the offer.**

**By the order of DMC ( Garden)**

-SD-

**Manager**

**Municipal Printing Press**

**For Detailed Tender Document Please Scroll Down**

# BRIHANMUMBAI MUNICIPAL CORPORATION

Municipal Printing Press Department, 546, N M Joshi Marg, Byculla W.

**This is Quotation**

**DMC/Gardens/2689 dt.29.11.2022**

Technical Specifications and Cost Estimate

**Subject: -Providing Services for Supplying Finished Desk Calendar 2023 for the use of BMC**

Quotation No. MMP/7174/sp dt.02.12.2022

Contract Period: - **From the date of Acceptance letter to 6 Months.**

Total Estimated cost: - **Rs. 1,27,440/-**

Quotation Deposit EMD: - **Rs. 2550/-**

Sr. No	Long Description	Size	Qty in nos.	Estimated Rate incl.GST @ 18% in Rs.	Total Estimated cost in Rs. 18% including GST
1	Providing Services for Supplying Finished Desk Calendar 2023 for the use of BMC	6.5" X 9.5"	3000 nos.	Rs.42.48/-	Rs. 1,27,440/-

**Unit Abbriavation;- No. = Per one number (finished calendar)**

## **Scope Of Work:-**

- 1) The successful quotationer will execute the work of providing service of Galley Making for Desk Calendar, Wiro, Plastic Front Cover, finishing, packing and Supplying Finished Desk Calendar 2023 to BMC.
- 2) Size of Calendar: - 6.5" X 9.5"
- 3) Qty: 3000 nos.
- 4) All the material like Galley Making, Wiro, Plastic Cover etc. and related to finishing Desk calendar material will be used by the successful quotationer.
- 5) One calendar consists of 6 sheeter (front /back)
- 6) paper will be used for printing is 170 gsm Art Paper
- 7) Printed sheets will be provided by the Municipal Printing Press.
- 8) Delivery Period: - within 5 days (including public holidays and Sundays)

9) The Successful Quotationer should see the Dummy before quoting the rate.

10) The Rate should be inclusive of all charges for labour, transport, material, collecting of material from press, GST and providing service to the Municipal Printing Press.

11) Finished Desk Calendars should be packed in Corrugated box and to be delivered as instructed by BMC officials at PRO department, 2<sup>nd</sup> floor, BMC Head office, CSMT.

Sd/  
Manager  
**Municipal Printing Press**

**BRIHANMUMBAI MUNICIPAL CORPORATION**  
**Q U O T A T I O N**

**DMC/Gardens/2689 dt.29.11.2022**

Ref : Quotation No. MMP/7174/sp dt.02.12.2022

QUOTATION DUE ON / Dt.12.12.2022

Manager,  
Municipal Printing Press,  
546, N. M. Joshi Marg,  
Byculla, Mumbai - 400 011

<b>QUALIFICATION CRITERIA FOR QUOTATIONER/MANUFACTURER</b>	<b>Any Binder having their own Binding unit can quote the offer.</b>																
<b>VALIDITY</b>	Every Quotation shall remain open for acceptance for a minimum period of 90 days from the date of opening of Quotation. Quotations specifying validity less than 90 days shall be rejected outright.																
<b>SUPPLY if applicable</b>	The supplier should mention / stick the MM code provided by the Municipal printing press on each packet / container etc. For his each and every supply. If applicable.																
<b>Replacement of rejected material</b>	All substandard material will be rejected and the rejected material will have to be replaced at his own risk to the cost & consequence, by the supplier within six days from the date of intimation to the supplier. If the rejected material is not replaced by material of approved quality within aforesaid period, action deemed fit will be taken against him.																
<b>SOLVENCY (Not Applicable)</b>	<p>The Quotationer should upload solvency certificate as mentioned below from the Nationalized/Scheduled/Foreign bank issued valid for 12 months and the issue date should not be more than 6 months prior to due date of Quotation/within financial year.</p> <p><b>Total Estimated Cost</b></p> <p><b>Solvency Certificate</b></p> <table border="0"> <thead> <tr> <th align="left"><b>(Rupees in Lakhs)</b></th> <th align="right"><b>value</b></th> </tr> </thead> <tbody> <tr> <td>Above 300 Lakhs</td> <td align="right">Rs.60</td> </tr> <tr> <td>Above 100 to 300 Lakhs</td> <td align="right">Rs.30</td> </tr> <tr> <td>Above 50 to 100 Lakhs</td> <td align="right">Rs.20</td> </tr> <tr> <td>Above 25 to 50 Lakhs</td> <td align="right">Rs.15</td> </tr> <tr> <td>Above 10 to 25 Lakhs</td> <td align="right">Rs.10</td> </tr> <tr> <td>Above 5 to 10 Lakhs</td> <td align="right">Rs.5</td> </tr> <tr> <td>Lakhs Up to 5</td> <td align="right">Rs.1 Lakhs</td> </tr> </tbody> </table>	<b>(Rupees in Lakhs)</b>	<b>value</b>	Above 300 Lakhs	Rs.60	Above 100 to 300 Lakhs	Rs.30	Above 50 to 100 Lakhs	Rs.20	Above 25 to 50 Lakhs	Rs.15	Above 10 to 25 Lakhs	Rs.10	Above 5 to 10 Lakhs	Rs.5	Lakhs Up to 5	Rs.1 Lakhs
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<b>PENALTY</b>	“Penalty ½ % per week or part thereof subject to maximum limit @ 10% of the value of supply not received in time is to be deducted from the supplier’s bills.”																
<b>PANCARD WITH PHOTOGRAPH</b>	<p>Quotationer should scan and upload his own “ Pan Card” in case of retailer/ Dealers/Supplier /Distributor etc.</p> <p>In case of Company or firm the Quotationer should scan and upload</p>																

	<p>'PAN' Card of proprietor in case of proprietary /Ownership firm</p> <p>i. 'PAN' Card of Company in case of Private Limited Company</p> <p>ii. 'PAN' Card of a firm in case of Partnership firm</p> <p>The Santhas /Societies /Trust which are registered under Public Trust Act 1950 / Registration Act 1860 / The Maharashtra Co Op Society Registration Act 1960 (whichever is applicable) has to scan and upload the pan card of Santha Society or Trust only. However, in case of public limited companies, semi government undertakings, government undertakings, no 'PAN' documents will be insisted.</p>
<b>VAT/CST/Service tax/ GST</b>	Quotationer must scan & upload his valid Certificate of registration of VAT/CST issued by Government Authorities in prescribed form. Quotationer may up load Service Tax / GST Registration certificate if applicable.
<b>ORDER</b>	The successful Quotationer should supply specified goods after receiving indent from Municipal Printing Press/ROTA Printing Unit with specified quantity mentioned in thereon, i.e. Indent will be placed by Municipal Printing Press Printing Unit as and when the material is required.
<b>DELIVERY</b>	The quotation shall include free delivery at site Municipal Printing Press, 546, N. M. Joshi Marg, Byculla, Mumbai-400 008 Or as per instructions provided by he BMC officials within BMC limit. <b>Within 5 days after collection of material from MPP (Inclusive of Sunday and Public Holidays.)</b> from the date of receipt of orders.
<b>PAYMENT</b>	As per the Municipal procedure, the payment for work done / material supplied will be made within 30 days from the receipt of the bill, subject to verification as per normal rates. In case of supply of any articles, the payments shall be made within 30 days from the receipt of the bill subject to satisfactory test of the article.
<b>Payment of EMD</b>	EMD should paid at any of CFC Centers of BMC. The vender having Standing Deposit with BMC should also have to pay EMD .if such a receipt of or EMD receipt is not submitted physically in quotation, the quotation shall be treated as non-responsive and shall not be opened.
<b><u>Refund of EMD</u></b>	<p>1) The EMD of the Quotationer who have been awarded the contract will be refunded only after 5 % contract deposit is submitted to BMC</p> <p>2) The contractor paying 5% in cash , only their EMD will be refunded after submission of receipt in this respect along with the contract documents. Whereas ,the contractor who have submitted BG in lieu of of 5% contract deposit ,the EMD of such contractors will be refunded only after the BG is sent to the safe custody.</p>
<b>Authentication of the Documents</b>	The responsibility to produce correct authentication rests with the Quotationer, If any document detected to be forged ,bogus etc ,the Quotation shall be rejected and the Quotation deposit forfeited .Any contract entered under such conditions shall also be liable to be canceled at any time during its currency and further penal action like criminal prosecution , blacklisting against the said contractors and /or the partners .The Municipal Commissioner shall also be entitled to purchase the items from the open market at the risk and cost of the said Quotationer and the damage thereof shall be recovered from the contractor's dues.
<b>TESTING OF SUPPLY SAMPLE ( applicable)</b>	<p>a. Sample from supply lot will be drawn on random basis, by ,user Dept. and the representative of supplier for testing through Govt./Govt. approved Lab/Lab having NABL accreditation</p> <p>b. Probability of sample testing <u>should be</u></p> <p>(i) Three times during the one year contract period if required and</p>

	<p>(ii) Six times during the two years contract period.</p> <p>c) If the test report of the supply sample is not found as per BMC specification, the supply shall be rejected and</p> <p>i) If the default committed by the Quotationer/supplier is of first time he is liable for penalty up to 20% of the total purchase cost and</p> <p>ii) If the default committed is of second time, the firm shall be blacklisted for a period of three years and</p> <p>iii) If the default committed is of third time or more than that, the firm shall be permanently blacklisted.</p> <p>d) The supplier shall mention lot number for his supply.</p> <p>e) Test report of Government/Government approved laboratory / Lab having NABL accreditation of supply sample sent for testing by M.C.G.M. will be considered as final and no correspondence will be entertained in this regard.</p> <p>f) The supply sample will be used for testing etc. and therefore, will not be returned to the Quotationer and the cost thereof will not be reimbursed.</p> <p>g) The sample from the supply lot will be got tested at Municipal Cost and in the event of failure, the testing charges will be recovered from the contractor's bill pending with the Corporation.</p> <p>h) The test results will be circulated to all departments who have received material from the supplied lot. User department should not use the supplied material unless &amp; until the satisfactory test report is received.</p> <p>i) The Sample from the supply destroyed in testing is to be replaced free of cost by the supplier.</p> <p>j. Necessary action regarding defective supply/incomplete supply/delay supply and dispute if any, with the vendor shall be resolved by the user department with the help of the competent authority.</p> <p>k) No payment should be made to the contractor unless the samples from the supplied lot are found as per BMC specifications and requirements.</p>												
<b>Taxes and levies</b>	Rates quoted should be inclusive of GST.												
<b>Legal and Stationery charges</b>	<table border="0"> <tr> <td data-bbox="555 1205 901 1238">Estimated Cost in Rs.</td> <td data-bbox="901 1205 1441 1238">Legal &amp; Stationery charges</td> </tr> <tr> <td data-bbox="555 1238 901 1272"></td> <td data-bbox="901 1238 1441 1272">Amount in Rs.</td> </tr> <tr> <td data-bbox="555 1272 901 1305">Rs.50,000/-</td> <td data-bbox="901 1272 1441 1305">Nil</td> </tr> <tr> <td data-bbox="555 1305 901 1339">Rs.50,001/-Up to Rs.1,00,000/-</td> <td data-bbox="901 1305 1441 1339">Rs.6290/-</td> </tr> <tr> <td data-bbox="555 1339 901 1373">Rs.1,00,001 to 3,00,000/-</td> <td data-bbox="901 1339 1441 1373">Rs.10380/-</td> </tr> <tr> <td data-bbox="555 1373 901 1384">Rs.03,00,001 to 05,00,000</td> <td data-bbox="901 1373 1441 1384">Rs.12470/-</td> </tr> </table>	Estimated Cost in Rs.	Legal & Stationery charges		Amount in Rs.	Rs.50,000/-	Nil	Rs.50,001/-Up to Rs.1,00,000/-	Rs.6290/-	Rs.1,00,001 to 3,00,000/-	Rs.10380/-	Rs.03,00,001 to 05,00,000	Rs.12470/-
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<b>Legal/1038</b>													
<b>dt.24.03.2022</b>													

**Check List of the Mandatory documents to be up loaded while submitting the Bid:-**

- 1) To attach Xerox copy of GST,
- 2) The Quotationer should submit certified copies of the PAN Documents and photographs of the individuals owners, karta of the Hindu undivided family, partners of the Partnership Firms & Directors in case of Private Limited / Public Limited Companies of the authorized representatives of the Registered Co-operative Societies / Semi-Government Undertakings as the case may be the documents can be certified by the Gazzeted Officer or Assistant Engineer / Administrative Offices of M. C. G. M. or Notarised by the Notary, appointed by the Government of Maharashtra.
- 3) EMD receipt/~~Standing deposit receipt.~~
- 4) Lowest Quotationer should submit the affidavit for best rate as per attached format on Rs.500/-stamp Paper.
- 5) Lowest Quotationer should submit Format for Declaration by the bidder for not being Blacklisted/Debarred.
- 6) Lowest Quotationer should submit the irrevocable undertaking on Rs.500/- Stamp Paper.
- 7) The quotationer should submit the undertaking for his own Binding Unit on his letterhead.

**Note :-**

1. All the above mandatory conditions should be strictly adhered to failing which the Quotation will be treated as non-responsive and no correspondence will be entertained in the matter.
2. If any Quotationer fails to comply with any of the above mandatory conditions or fails to submit relevant documents on call within 3 days it will be open to the department to consider the Quotation as Non Responsive.

Sd/-  
Manager,  
Municipal Printing Press

To,  
The Municipal Commissioner,  
Brihanmumbai Mahanagarपालिका,  
Mahapalika Marg,  
Mumbai 400 001.

Sir,

I /We have read all the Terms and Conditions as stipulated in the above Quotation Notice and accept the same.

*Yours faithfully,*

Quotationer's Signature, Address,  
Office Stamp & Telephone No., if any

Copy to :

M/s. ....  
.....  
.....  
.....

*Sd/-*  
*Manager,*  
Municipal Printing Press



Annexure -5  
**Tender No./Bid No.**  
**MUNICIPAL PRINTING PRESS**

The undertaking to be obtained from the prospective bidders on Rs. 500 /- stamp paper along with the tender should be as under-

Affidavit in terms of condition No 13 ( Incl of 13A.13B and 13 C) of Articles of Agreement and for quoted Rate

CA/CPD/36 dt. 3/11/2013

To,

The Municipal Commissioner,

For the Municipal Corporation to Greater Mumbai

Sir,

Bid No. \_\_\_\_\_

“I/ We \_\_\_\_\_

\_\_\_\_\_ (full

name in capital letters, starting with surname), the Proprietor/Managing Partner/Managing Director/Holder of the Business/Manufacturer/Authorized Dealer, for the establishment/firm/registered company, named herein below, do hereby, state and declare that I/We

\_\_\_\_\_ whose names are given herein below in details with the addresses have not filled in this tender under any other name or under the name of any other establishment /firm or otherwise, nor are we in any way related or concerned with any establishment / firm or any other person, who have filled in the tender for the aforesaid work".

"I/We \_\_\_\_\_

(full name in capital letters, starting with surname), the Proprietor/Managing Partner/Managing Director/ Holder of the Business/Manufacturer/Authorized Dealer, for the establishment/firm/registered company, named herein below, do hereby undertake that we have offered the best prices for the subject supply/work as per the present market rates and that we have not offered less prices for the subject supply/work to any other outside agencies including Govt./Semi Govt. agencies and within the BMC also. Further, we have filled in the accompanying tender with full knowledge of the above liabilities and therefore we will not raise any objection or dispute in any manner relating to any action including forfeiture of deposit and blacklisting, for giving any information which is found to be incorrect and against the instruction and direction given in this behalf in this tender.

I/We further agree and undertake that in the event it is revealed subsequently after the allotment of work/ contract to me/us that any information given by me/us in this tender is false or incorrect, I/We shall compensate the Municipal Corporation of Greater Mumbai for any such losses or inconveniences caused to the Corporation in any manner and will not resist any claim for such compensation on any ground whatsoever. I/We agree and undertake that I/We shall not claim in such case any amount, by way of damages or compensation for cancellation of the contract given to me/us or any work assigned to me/us or is withdrawn by the Corporation."However, in case of price difference, if it is a result of differential tax structures, different Dollar value of Rupee, differential logistic of transport etc. Considering this aspect, before invoking the penalty, blacklisting, I/we will be given a reasonable opportunity of being heard by representing our, case as to why such price variation/differential has been arisen.

In case if the explanation submitted by me/us is unsatisfactory then action including forfeiture of deposit & blacklisting may be taken against me/us.

TENDERER'S FULL SIGNATURE  
WITH RUBBER STAMP

Note :This affidavit should be given on Rs.500/- stamp paper duly notarized by Notary with red seal and registration Number.

Format for Declaration by the bidder for not being Blacklisted / Debarred (On Rs. 500/- Stamp paper)

UNDERTAKING CUM INDEMNITY BOND

We, (1) Mr. \_\_\_\_\_, (2) Mr. \_\_\_\_\_ and (3) Mr. \_\_\_\_\_ aged (1) \_\_\_\_\_ Yrs, (2) \_\_\_\_\_ Yrs, and (3) \_\_\_\_\_ Yrs respectively; Proprietor / Partner/ Directors / Power of attorney holders of the firm \_\_\_\_\_ having its office at \_\_\_\_\_ hereby gives an UNDERTAKING CUM INDEMNITY BOND as under:

AND WHEREAS we are registered contractor/s with the Municipal Corporation of Greater Mumbai and/ or (Name of other Authority), having Registration number \_\_\_\_\_ valid up to \_\_\_\_\_ AND WHEREAS the Municipal Corporation of Greater Mumbai had published the notice for the work of \_\_\_\_\_

\_\_\_\_\_ in Ward .

AND WHEREAS I/We want to participate in the said tender procedure, I/We hereby give an undertaking cum indemnity Bond as hereinafter appearing:-

I/We hereby agree to undertake that my/our firm is not under any penal action such as Demotion, Suspension, Blacklisting, De-registration etc. by any Government, Semi-Government and Government undertakings etc.

I/We hereby further undertake to communicate if my/our firm comes under any penal action such as Demotion, Suspension, Blacklisting, De-registration etc. by any Government, Semi-Government and Government undertakings etc.

I/We hereby further agree and undertake that, at any stage of tendering procedure, if the said information is found incorrect, it should be lawful for the BMC to forthwith debar me/us from tendering procedure and initiate appropriate penal action.

The undertaking-cum-indemnity Bond is binding upon us/our heirs, executors, administrators and assigns and /or successor and assigns.

Place:

Dated:Holder

Proprietor / Partner/ Directors /POA

(Seal of Firm/Co.)

Identified by me

BEFOR ME,

**Annexure-A**

**Irrevocable Undertaking**  
**(on Rs. 500/- Stamp Paper)**

I Shri/Smt.....aged,.....years Indian  
Inhabitant,Proprietor/Partner/Director of M/s.....  
resident at.....do  
hereby give Irrevocable undertaking as under :

1) I say & undertake that as specified in section 171 of CGST Act,2017 any reduction in rate of tax on supply of goods or services or the benefit of input tax credit shall be mandatorily passed on to BMC by way of commensurate reduction in prices.

2) I further say and undertake that I understand that in case the same is not passed on and is discovered at any later stage, BMC shall be at liberty to initiate legal action against me fr its recovery including, but not limited to m an appeal to the Screening Committee of the GST Counsel.

3) I say that above said irrevocable undertaking is binding upon me/my partners/company/other Directors of the company and also upon my / our legal heirs, assignee, Executor, administrator etc.

4) If I fail to compliance with the provisions of the GST Act, I shall be liable for penalty/punishment or both as per the provisions of GST Act.  
Whatever has been stated here in above is true & correct to my/our own knowledge & belief.

**Solemnly affirmed at**

**DEPONANT**

**This day of**

**BEFORE ME**

**Interpreted Explained and Identified by me.**