



**Government of India
Ministry of External Affairs
CPV Division
Patiala House Annexe**

E-NOTICE INVITING TENDER FOR “Supply of Stainless Steel Indian Passport Lamination Plates to CPV Division, Ministry of External Affairs, Government of India”.

Tender No: VIII/401/1/2009/01	
<u>Important Dates</u>	
Publish Date	11.10.2017
Bid Document Download Start Date	11.10.2017
Clarification Start Date	12.10.2017
Clarification End Date	25.10.2017
Bid Submission Start Date (manual)	12.10.2017
Bid Submission End Date (manual)	At 3:00pm on 27.10.2017
Date of Technical Bid Opening (manual)	At 3:30pm on 27.10.2017
Date of Financial Bid Opening (manual)	To be intimated later

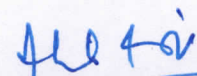
The bid shall be submitted manually at **CPV Division, Ministry of External Affairs, Government of India, Patiala House Annexe.**

Websites:

<http://www.mea.gov.in/tenders.htm>

<https://eprocure.gov.in/epublish/app>

<http://www.passportindia.gov.in>


(Sahib Singh)
Deputy Passport Officer,
CPV Division, MEA,
Patiala House Annexe, New Delhi
Tel. No: 011-23073259
Email ID: dpopproj@mea.gov.in

MINISTRY OF EXTERNAL AFFAIRS
INVITATION OF BIDS FOR
SELECTION OF VENDOR FOR
SUPPLY OF INDIAN PASSPORT LAMINATION PLATES
TO
CPV DIVISION
MINISTRY OF EXTERNAL AFFAIRS
GOVERNMENT OF INDIA

Tender Notice No - VIII/401/1/2009/01

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SECTION 1: INTRODUCTION AND INVITATION FOR BID

On behalf of the President of India, Tenders are invited under “Two Bid System”, i.e., Technical Bid (Pre-qualification) and Financial Bid from reputed, experienced and financially sound Firms for supplying **Stainless Steel Indian Passport Lamination Plates** to **CPV Division, Ministry of External Affairs, Patiala House Annexe, New Delhi.**

Brief description of the Selection Process: Least Cost System (LCS)

Communications: Any queries relating to bid may be addressed to:

Sahib Singh
Deputy Passport Officer
CPV Division, MEA,
Patiala House Annexe, New Delhi
Tel. No: 011-23073259
Email ID: dpoproj@mea.gov.in

The official websites of the CPV Division, MEA are:

<http://www.mea.gov.in/tenders.htm>

<http://www.passportindia.gov.in>

SECTION 2: INSTRUCTIONS TO BIDDERS

1. Submission of Bids: Bids must be submitted manually at **CPV Division, Ministry of External Affairs, Government of India, Patiala House Annexe**. Bids must be submitted in 2 separate sealed envelopes superscribing **“Technical Bid for Indian Passport Lamination Plates”** and **“Financial bid for Indian Passport Lamination Plates”** respectively and both these sealed envelopes are to be placed in a single bigger envelope which should also be sealed. EMD/Bid Security must be submitted as part of the Technical Bid.

2. Validity of Bids: 60 days. CPV Division, Ministry of External Affairs reserves the right to reject a bid valid for a period shorter than 60 days as non-responsive.

3. Right to Accept or Reject any Bid: CPV Division, Ministry of External Affairs reserves the right to annul the Tendering process, or to accept or reject any or all the bids in whole or part at any time without assigning any reasons thereof and without incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder (s) of the grounds for such decision.

4. Fraud & Corruption: It is required that the bidders submitting the bids and the Firm selected through this Tender document must observe the highest standards of ethics during the process of selection and during the performance and execution of Contract.

For this purpose, definitions of the terms are set forth as follows:

a. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of CPV Division, Ministry of External Affairs or its personnel in Contract executions.

b. "Fraudulent Practice" means a misrepresentation of facts, in order to influence a selection process or the execution of a contract, and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificially high or non-competitive levels and to deprive CPV Division, Ministry of External Affairs of the benefits of free and open competition.

c. "Unfair trade practice" means supply of goods/services different from what is ordered on, or change in the Scope of Work.

d. "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or execution of Contract.

e. CPV Division, Ministry of External Affairs will reject a bid for award, if it determines that the Bidder recommended for award, has been determined to having been engaged in corrupt, fraudulent or unfair trade practices.

f. CPV Division, Ministry of External Affairs will declare an Bidder ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that Bidder has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing the Contract.

5. Subletting/Canvassing

Bidder shall not assign or sublet the Contract or any substantial part thereof

to any other firm, direct or indirect canvassing in any form on part of the Bidder or his representative will lead to disqualification.

6. Clarifications & amendments of Tender Notice

During the process of evaluation of bids, **CPV Division, Ministry of External Affairs** may, at its discretion, ask Bidders for clarifications on their bid. The Bidders are required to respond within the prescribed time-frame. **CPV Division, Ministry of External Affairs** may for any reason, modify the Tender document before the date of submission of bid. The amendment(s) to the Tender document would be clearly spelt out and the Bidders may be given sufficient time to amend their bid due to such modifications.

7. Payment Terms

The payment to firm will be made after the lamination plates are received by the **CPV Division, Ministry of External Affairs**. No advance payment will be made to the firm. The company/firm shall submit their invoices duly supported by the delivery note for payment.

8. Term of Contract

- (i) The contract is one time and a repeat order may be placed subject to satisfactory goods/services provided by the supplier at the sole discretion of the **CPV Division, Ministry of External Affairs**.
- (ii) Quantity of Supply of Lamination Plates can be increased on mutual agreement between CPV Division, Ministry of External Affairs and the successful bidder.

9. Tender Fee:

No fee for tender documents as it may be downloaded from the websites given below:

<http://www.mea.gov.in/tenders.htm>

<https://eprocure.gov.in/epublish/app>

<http://www.passportindia.gov.in>

10. EMD/BID SECURITY:

The Bidder, except those who are registered with National Small Industries Corporation (NSIC), shall submit EMD/Bid Security amounting to **Rs.5,000/- (Rupees Five Thousand only)** along with the Technical Bid in the form of Pay Order/Demand Draft favouring **Pay & Accounts Officer, M/O External Affairs, New Delhi**. Bidder(s) registered with NSIC must provide their valid NSIC registration certificate(s) as part of the Technical Bid, indicating exemption from submission of EMD.

11. Refund of EMD: The EMD of unsuccessful bidder shall be refunded within 30 days of acceptance of the bid of the successful bidder.

12. Penalty Clause:

a. Refusal or inability or delay on part of the successful bidder to provide the goods as per scope of work at the contracted rate may result in termination of the contract and forfeiting of EMD as well as disqualification of the bidder from participating in future tenders.

b. Liquidated Damages @ **0.5% for each day delay**, subject to a maximum

of 10% of total value of Supply Order shall be levied, for delay in supplying the lamination plates.

13. Bid evaluation:

(i) Technical Bid shall be opened first and bidders who will fulfil the technical criteria, only their financial bids shall be opened, on the date which shall be intimated later.

(ii) The work shall be awarded to the firm which quotes the lowest price in the Financial Bid. In the eventuality of two or more agencies quoting equal rates, the work shall be awarded to the firm which would be found more financially sound on the basis of the total value of supply made in the last three Financial Years ending 31.03.2017, supported by the documentary proof to be attached with the Technical Bid.

14. Assistance To bidders: Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person indicated in this tender.

SECTION 3: SCOPE OF WORK

1. The successful bidder is required to provide **1500 Stainless Steel Indian Passport Lamination Plates** to **CPV Division, Ministry of External Affairs**, keeping in view the specific requirements of the **CPV Division, Ministry of External Affairs**.

2. **OBLIGATIONS OF THE FIRM:** The Bidder shall ensure that all the specifications of the **CPV Division, Ministry of External Affairs** meant for the lamination plates are strictly followed.

3. **SPECIFICATIONS OF THE LAMINATION PLATES:**

(i) Good quality pattern design Stainless Steel Lamination Plates with thickness between **0.13mm and 0.15mm** required for Lamination of Indian Passports. Length of the Lamination plate must be **130mm** and Width of the Lamination Plate must be **90mm**. It should be straight on putting it on surface i.e. concerned faces and corners should be in contact with the surface.

(ii) It is advisable that during the Tender Clarification period, the prospective bidder may visit CPV Division, MEA, Patiala House Annexe, Tilak Marg, New Delhi, to check the **Sample Lamination Plate** and note the necessary specifications for their reference.

(iii) At the time of submission of bids, each bidder would be required to submit 2 Stainless Steel Indian Passport Lamination Plates as samples, as part of Technical bid for quality test at zero cost.

(iv) The successful bidder is required to supply the lamination plates in packs containing 10 Lamination Plates each, translating to a total of 150 packs of 10 lamination plates each.

4. **Delivery Period:** The company/firm must deliver entire 1500 Lamination Plates within 2 weeks of the issue of supply order.

SECTION 4: TECHNICAL BID CRITERIA

- 1) The bidder may be a proprietary firm, Partnership firm, Limited Company, Corporate body legally constituted, registered with the appropriate authority for the purpose who possesses the required licences, registration as per established law. The said firm must be in existence for a minimum period of 5 years as on 31st March, 2017 from the date of registration under the appropriate Act. The bidder shall provide a copy the registration certificate.
- 2) The bidder should have atleast 3 years of relevant work experience with Central Government/ State Government/ PSUs.
- 3) Bidder must provide precise profile of its key clients along with satisfactory performance report from at least three of them for supply made to them. Self attested copy of supply order must be provided as documentary proof for each of the clients.
- 4) Bidders must submit copies of appropriate licence from Service/Sales Tax/GST Department and Income Tax Department (TAN/PAN). The bidder must possess all the licence in their own name.
- 5) The bidders must submit the copies of Income Tax return filed for the last 3 Financial Years as part of the Technical Bid.
- 6) The bidder must provide 2 Samples of the Lamination Plates as part of Technical Bid. These samples should be in accordance with the specifications provided in Section 3 under **"Specifications of the Lamination Plates"**
- 7) Financial Bids of only those bidders will be opened, who will qualify in the Technical Bid round as per the eligibility criteria specified in this section.

SECTION 5: FINANCIAL BID

1. Financial bids of only those bidders will be opened who have been declared technically qualified by the Tender Evaluation Committee.
2. The bidder must submit their financial bid on their company/firm letter head in the prescribed format and no other format is acceptable. Bidders are required to refer to the Financial Bid proforma and fill in the details of their respective financial quotes [the rate per unit for each item in both figures and words (with GST)] and other details (such as name of the bidder).
3. The price quoted by the company/firm in its price bid must be inclusive of all duties, freight, delivery and other charges, if any
4. The bidders are strictly advised to refrain from quoting unrealistic prices, at which they may not be able to provide the goods later.
5. The table below given is only for reference purpose. Financial Bid is to be submitted manually SEPARATELY in following format.

NAME OF THE WORK: SUPPLY OF STAINLESS STEEL INDIAN PASSPORT LAMINATION PLATES TO CPV DIVISION, MINISTRY OF EXTERNAL AFFAIRS, PATIALA HOUSE ANNEXEE, NEW DELHI.

Financial Bid Proforma/Price Schedule

SI. No.	Particulars	Price per Lamination Plate excluding Taxes (in Rs)	Price for 1500 units excluding taxes (in Rs.)	Applicable Taxes @ % on one unit (in Rs.)	Unit Price including applicable Taxes (in Rs)	Price for 1500 units including applicable taxes (in Rs)
1	Indian Passport Lamination Plates					

Signature of the authorized signatory of the Tenderer with Seal of the firm/company

Name: _____

Mob No. _____ Date: _____