



PITHAMPUR AUTO CLUSTER

(A GOVT. OF MADHYA PRADESH UNDERTAKING- SUBSIDIARY OF MPAKVN, INDORE)

Reg. Office: 126, Kanchan Bagh, Opp. Hotel Crown Palace, Indore 452 001



Tender Document

For

**Translation work from English to Hindi and
Printing of Annual Report F.Y. 2018-19
in Hindi & English**

NIT No. : **PAC/INDORE/2019-20/453**
NIT Issue Date : **04/03/2020**
Last Date of Submission : **Before 03:00 PM on 23/03/2020**



NOTICE INVITING TENDER (NIT)

Subject: Tender for Translation work from English to Hindi and Printing of Annual Report F.Y. 2018-19 in Hindi & English

Sealed tenders are invited from eligible bidders for Translation work from English to Hindi and Printing of Annual Report F.Y. 2018-19 in Hindi & English. The tender documents shall be available from 06/03/2020 in the office of PAC at 126, Kanchanbagh, Indore on payment of non-refundable fee of INR 1180/- by Demand Draft in favour of **Pithampur Auto cluster** payable at Indore. Complete tender document is also available on the website www.pithampurautocluster.com. The documents downloaded by the parties from the website shall be valid for participation in the tender process. Those making use of the tender documents downloaded from the website shall have to pay the fee of the document i.e. Rs.1180/- (Rupees One Thousand One Hundred Eighty only) in the form of a demand draft along with the tenders. Tenders received without the requisite fee shall be considered as invalid.

The tender document is to be submitted in sealed envelopes and addressed to “Managing Director, Pithampur Auto cluster, Indore” along with the requisite EMD on or before 03:00 P.M on 23/03/2020. The bids will be opened on 23/03/2020 at 04:30 PM.

Managing Director, PAC reserves the right to accept/reject any/all proposals without assigning any reason thereof.

**Managing Director
PAC, Indore**



PITHAMPUR AUTO CLUSTER, INDORE

126, Kanchan Bagh, Indore 452001, Madhya Pradesh
Tel : 0731-4987081-84, 4972122, email: md.pacl@gmail.com

Pithampur Auto Cluster, Indore (A government of M.P. Undertaking) invites sealed tenders for Printing & Supply of Annual Report. The estimated value will be approximately Rs. 2 lakhs. You are requested to quote your best offer along with the complete details of specifications, terms & conditions.

S. No.	Item Description	Total estimated value	EMD (in Rs.)
01	Translation work from English to Hindi and Printing of Annual Report 2018-19 in Hindi (A-4 Size with Cover) (No. of copies 700) (Approx. Page 50)	2,00,000	10,000
02	Printing of Annual Report 2018-19 in English (A-4 Size with Cover) (No. of copies 200) (Approx. Page 50)		

(Refer Details as per Annexure – “I”)

Tenders should be sealed and superscripted with tender number and address to:

**“Managing Director
Pithampur Auto cluster , Indore
126, Kanchan bagh ,
Indore-452001**

The sealed tenders should reach the office, latest by 23/03/2020 at 03:00 PM and it will be opened on 23/03/2020 at 04.30 PM in the Conference Hall, **Pithampur Auto cluster, Indore** in the presence of the bidder(s) or their authorized representative(s), who will be present at the scheduled date and time.

Term & Conditions

- 1. Eligibility Criteria :** The bidder must be a company/firm incorporated/registered in India having the experience of translation from English to Hindi and printing of annual report of a Central/State Government Company or any government corporation/agency. The bidder has to submit copy of PAN Card and GST Registration Certificate as part of Technical Bid.
- 2. Preparation and Submission of Tender:** The tender should be submitted in two parts i.e. Technical Bid and Financial Bid. The Technical Bid and the Financial Bid should be sealed by the bidder in two separate covers "**Technical Bid for Printing & Supply of Annual Report**" and "**Financial Bid for Printing & Supply of Annual Report**". Both Sealed Envelopes should be kept in a main/ bigger envelope super-scribed as "**Tender for Printing & Supply of Annual Report**".
- 3.** The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of Fixed Deposit Receipt /demand draft. The FDR/demand draft shall be in favour of "**Pithampur Auto**



Cluster”. The FDR/demand draft for earnest money deposit must be enclosed in the envelope containing the technical bid. Bid(s) received without EMD will be summarily rejected.

- a) Request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the respect of any previous work will not be entertained.
 - b) Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with stipulation made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
 - c) The Firm who are registered with National Small Industries Corporation (NSIC), MSME OR Small Scale Industries (SSI) are exempted to submit the EMD (Copy of registration must be provide along with technical bid).
 - d) The EMD, in case of unsuccessful Bidders shall be retained by PAC, Indore till the finalization of the tender. No interest will be payable by PAC, Indore on the EMD.
4. **Tender Fee:** Tender fee will be Non-refundable amount of Rs.1,180/- (Rupees One Thousand One Hundred Eighty only) by way of demand drafts only. The demand drafts shall be drawn in favour of **“Pithampur Auto Cluster” payable at Indore**. Bid(s) received without demand draft of Tender Fee will be summarily rejected.
5. The firm should be located in Indore, Madhya Pradesh only.
6. The date of opening of the tenders shall be on 23/03/2020 at 04.30 PM and shall be opened in the presence of such bidders or their duly authorized representatives as may be present.
7. **Rate :** Rate should be quoted in Indian Rupees (INR) on DOOR Delivery Basis at **PAC, Indore.**, Inclusive of all the Charges, with break-ups as:
- Basic Cost.
 - GST.
 - Total Cost (F.O.R. at **PAC, Indore.**).
- The Rates quoted should be indicated in words as well as in figures, as per format specified in Annexure – “III”, In case of any discrepancy, rate quoted in words shall be considered as valid.**
8. **Taxes:** Any taxes if payable should be clearly mentioned otherwise no taxes/charges will be paid by the Institute.
9. **Opening of Tender:** The tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification. The late received tenders by the **PAC, Indore**. will be ignored. Further, the **PAC, Indore**. does not accept any liability and responsibility for the tenders in case the same are not properly sealed and marked and/or sent as above.



10. Contract Period: The contract for supply will be initially for a period of 01 (One Year) subject to satisfaction of the **PAC, Indore** and on mutual consent of both parties it can be further extended for a period of 2 years.

11. Quality of goods: The firm will be entirely responsible for quality of supplied goods. The supplier should replace the rejected/ damaged stores within 10 days, failing which legal action will be taken as deemed fit by the Institute.

12. Validity: The quoted rates must be valid for a period for 180 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

13. Authority of person signing document: - A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty, that he has authority to bind such other and if, on enquiry, it appears that the person so, signing had no authority to do so, the PAC, Indore may without prejudice to other Civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.

14. Award of Contract: - The authority will award the contract to the successful bidder/Contractor whose bid has been determined to be in full conformity to the bid document and has been determined as the lowest evaluation bid.

15. Signing the Contract:- The successful bidder shall be required to execute the Contract Agreement accepting all terms and conditions stipulated herein within fifteen days of the issue of the Letter of acceptance of BID. In the event of failure on the part of the successful bidder to sign the Contract within the period stipulated above, the EMD shall be forfeited and the acceptance of BID shall be considered as cancelled.

16. Delivery: The firm must provide **corrected proof within 15 days** from the date of providing the printing material to the firm. All the material ordered shall be **delivered within 15 days** from the date of **receipt of corrected proof pages**. All the aspects of safe delivery shall be the exclusive responsibility of the supplier.

If the supplier fails to provide the corrected proof/ deliver the ordered materials on or before the stipulated date, then a penalty at the rate of 0.5% per week of the total order value shall be levied subject to maximum of 10 % of the total order value.

17. Arbitration: The Arbitration shall be held in accordance with the provision of the Arbitration and conciliations Act, 1996 and the venue of arbitration shall be at Indore. The decision of the Arbitrator shall be final and binding on the both parties.



- 18. Payment Term:** The Bill may be send to this office for settlement after satisfactorily delivery of the material. The bill should have full particulars of the items.
- No Payment shall be made in advance nor shall the loan from any financial institutions be recommended on the basis of the order of award of work.
- The Contractor shall submit the bill only after satisfactorily delivery of the material to the satisfaction of the PAC, Indore. The case of issuing sanction and passing of bill for payment will be initiated on receipt of a pre-receipted bill invoice from the Contractor. No payment will be made for goods rejected.
- 19. Breach of Terms and Conditions:** An agreement shall be signed with the successful bidder. All terms and conditions are part of the Contract/Agreement and any noncompliance shall be deemed as breach of the Contract/Agreement. In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to reject the bid at any stage without assigning any reason thereof and nothing will be payable by **PAC, Indore** in that event the EMD shall also stands forfeited.
- 20.** The Tenderers should furnish a copy of GST registration number. Tenders not complying with this condition will be rejected.
- 21.** GST if payable extra should be clearly mentioned otherwise no GST charges will be paid.
- 22.** The Income –Tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.
- 23.** The items will have to be supplied at Institute site. No transportation/ cartage charges will be provided for the same.
- 24.** Bidder shall submit a copy of the tender document and corrigendum/addenda thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender document.
- 25.** After due evaluation of the bids **PAC, Indore** will award the contract to the lowest evaluated responsive tenderer. Conditional bid will be treated as unresponsive and it may be rejected.
- 26.** No interest on earnest money deposit shall be paid by the Institute to the tenderer.
- 27. Legal Jurisdiction:** Any disputes are subject to exclusive jurisdiction of competent court and forum in Indore, Madhya Pradesh only.
- 28. Applicable Law:** The contract shall be governed by laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/ processing.

**Managing Director
PAC, Indore**



Annexure – I

Technical Specification

1. Paper and its quality:
 - i) For inside pages: Art paper of 130 GSM
 - ii) For front & back covers: Art Paper of 300 GSM.
2. Description: Cover in Multi Color and Inside pages in Black & White
3. Approximate No. of copies: English: 200 (approx. 50 pages each)
Hindi: 700 (approx. 50 pages each)
4. Paper Size: A4.
5. Method of Production: Offset printing.
6. Hindi translation has to be done by the successful bidder.
7. A very high quality of printing is required. The work done in slipshod manner will not be accepted.
8. CD of English & Hindi of the whole material must be provided to the Institute.



Annexure-II

(In Separate sealed cover-I super scribed “Technical Bid”)

S.No.	Details of the Tenderer / Bidder	Page No.	Remarks
1.	Name & Address of the Tenderer/ Bidder		
2.	Whether the Firm is located in Indore (Madhya Pradesh). (Yes/No)		
3.	State clearly whether it is Sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization		
4.	Details of the Earnest Money Deposit (EMD) (Yes/No) DD/FDR No.: Dated: Drawn on Bank: Amount: (Rupees.....)		
5.	Details of the cost of the Tender documents (Yes/No) DD No.: Dated: Drawn on Bank: Amount: (Rupees.....)		
6.	Whether each page of NIT and its annexure have been signed and stamped		
7.	Copy of GST Registration		
8.	Permanent Account Number		
9.	Any other information important in the opinion of		

Date:

Name :

Place:

Business Address :

Signature of Bidder :

Seal of the Bidder :



Annexure – “III”
FINANCIAL BID

I/ We hereby tender for the execution, for the Managing Director, Pithampur Auto Cluster (PAC) of the works specified by the under written memorandum within the time specified in such memorandum at the rates specified therein and in accordance in all respects with the specification, designs, drawings and instructions in writing referred to the annexed conditions and with such materials as are provided for, by and in all other respects in accordance with such conditions as for as applicable

MEMORANDUM

- (a) General description:- Translation work from (English to Hindi) and Printing of Annual Report FY 2018-19 in Hindi and English. (A-4 Size with Cover) (No. of copies 900) (Approx. Page 50)
 (b) Estimated cost Rs. 2.00 Lacs.
 (c) Earnest money Rs.10,000 /-
 (d) Time allowed for work form the date of written order to commence : 01 Month.

Item No. (1)	Item of work (2)	Unit (3)	Rate tendered in per Copy In Figures & Words
1	Translation work from English to Hindi and Printing of Annual Report 2018-19 in Hindi (A-4 Size with Cover) (No. of copies 700)	700 Copies (Approx. Page 50)	
2	Printing of Annual Report 2018-19 in English (A-4 Size with Cover) (No. of copies 200)	200 Copies (Approx. Page 50)	

- निविदाकार को निविदा प्रपत्र क्रय करते समय राज्य/केन्द्र अन्य शासकीय संस्थान में वार्षिक प्रतिवेदन का अंग्रेजी से हिन्दी अनुवाद सम्पन्न करते हुये मुद्रण कार्य, अनुभव प्रमाण/कार्यादेश प्रस्तुत करना अनिवार्य होगा।
- कव्हर पेज 300 GSM आर्टकार्ड शीट मल्टीकलर्ड में प्रिन्ट करना होगा तथा इनर पेज 130GSMपेपर में प्रिन्ट करना होगी।
- निविदाकार को अपना GST No. नगर निगम एवं गुमाप्ता लायसेंस की कापी प्रस्तुत करना होगी।
- आवश्यकतानुसार कार्य की मात्रा में वृद्धि अथवा कमी की जा सकती है।
- निविदाकार को निविदा प्रपत्र क्रय करने हेतु अक्षरी रूपये 1180/- का डिमाण्ड ड्राफ्ट (DD) Pithampur Auto Cluster, Indore के नाम निविदा प्रपत्र जमा करते समय प्रस्तुत करना अनिवार्य होगा।

I/We hereby agree to abide by and fulfill all the terms and provisions of the said condition of contract annexed hereto so far as applicable, or in default thereof, to forfeit and pay to the Managing Director, PAC or his successors in office the sums of money mentioned in the said conditions.

Dated the day of 20 .

Address

Witness

Occupation.....

Address.....

Signature of contractor

before submission of tender