



**Maharashtra Tourism Development Corporation Ltd.**  
(A Govt. of Maharashtra undertaking)

REGISTERED OFFICE: Apeejay House, 4<sup>th</sup> Floor, 3, Dinshaw Wacchha Road, Mumbai-400020.TEL. 91-22-2204 4040 / 22845678 FAX: 2202 4521/22852182

**E-TENDER NOTICE**

E-TENDER FOR PRINTING OF MTDC LITERATURE AND WORK

NO. MTDC/ADV/PRINTING/2019

Issue to

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## Maharashtra Tourism Development Corporation

Registered Office: Apeejay House, 4<sup>th</sup> Floor, 3, Dinshaw Wacchha Road, Mumbai- 400020.  
Tel: 022-2204 4040. Fax.No. 022-22852182

### E-Tender Notice N.I.T.NO.MTDC/P&PR/Printing/855/2019

- E-Tender for printing of publicity literatures items are invited by the Maharashtra Tourism Development Corporation Ltd.(A Govt. of Maharashtra Undertaking), Apeejay House, 4<sup>th</sup> Floor, 3, Dinshaw Wacchha Road, Mumbai-40 0020 from experienced and qualified printers including Co-Operative Societies of unemployed having their own unit equipped with D.T.P. and four colour printing machines in Mumbai for suitable for printing work as per specifications mentioned in Annexure-A.
- Complete bidding will be only E-tendering process All the notifications & details terms and conditions regarding this Tender Notice hereafter will be published online on MTDC's Website <http://mahatenders.gov.in> & on MTDC's website i.e.[www.maharashtratourism.gov.in](http://www.maharashtratourism.gov.in)

Prospective bidder should satisfy following conditions:

1. The bidder should have achieved average annual turnover of Rs. 1.00 crore during the last three financial year ( 2015-16, 2016-17, 2017- 18), if audit of financial year 2018-19 has not been done yet may provide financial reports of the F.Y. 2018-19 (Certificate from C.A. is to be attached with Technical Bid.)
2. The bidder should attach at least two orders of not less than Rs. 10.00 lakhs successfully completed in past 3 years along with client details.
3. Bidding document can be seen. downloaded & submitted from the website <http://mahatenders.gov.in> & MTDC's official website [www.maharashtra tourism.gov.in](http://www.maharashtra tourism.gov.in) in from Date .26.02.2019 at 15.00 hrs to Date.05.03.2019 at 16.00. hrs.
4. Bids must be accompanied with E-tender form fee and Earnest Money Deposit (EMD) which has to be paid electronically as mentioned in the tender (i.e. online payment)
5. Bids will be opened online on Date.07.03.2019 at 15.00 hrs at the Office of Chief Accounts Officer, MTDC Ltd., Mumbai in website <http://mahatenders.gov.in>
6. Bidder should submit information and canned copies in PDF format in Technical bid .
7. Bidder should upload rate as he desires put to tender in financial bid document .
8. Bidders should have valid Digital Signature Certificate (DSC) obtained from Authorised Certifying Authorities.
9. Managing Director, Maharashtra Tourism Development Corporation Ltd. Apeejay House, 4<sup>th</sup> Floor, 3, Dinshaw Wacchha Road, Mumbai-40 0020 reserves the right to accept or reject any or all the tenders without assigning any reason.
10. E-Tender for above mentioned work will be finalized subjected to approval of Competent Authority.
11. Guidelines to download the tender documents and online submission of bids can be downloaded from website <http://mahatenders.gov.in>

Note: Tender form fee and EMD can be submitted through SBI/Net Banking Transactions for which necessary provision is made in the e-tender process.

No.MTDC/P&PR/Printing/855/2019

Sd/-  
Managing Director,  
M.T.D.C.Ltd.,Mumbai.

## **TENDERING PROCEDURE:**

### **Blank Tender Forms.**

1. E-Tender forms can be downloaded from the epTendering portal of Maharashtra Tourism Development Corporation Ltd., Mumbai, Government of Maharashtra i.e. <http://Mahatenders.gov.in> after payment towards Tender Fees as per the Tender Schedule i.e. payment of tender fees, online.
2. Ten tender submitted by the tenderer shall be based on the clarification, additional facility offered (if any) by the Department, and this tender shall be unconditional, Conditional tenders will be summarily REJECTED.
3. All tenderers are cautioned that tenders containing any deviation form the contractual terms and conditions, specifications or other requirements and conditional tenders will be treated as non responsive.
4. E-Tenders should have valid Digital Signature Certificate(DSC) obtained from any Certifying, authorities. In case of requirement of DSC, interested Bidders should go to <http://mahatenders.gov.in> and follow the procedure mentioned in the document; Procedure for application of Digital certificate.
5. For any assistance on the use of Electronic Tendering System, the Users may call the below  
Toll Free No. 1800 2299 3000  
E-mail: [publicity@maharashtratourism.gov.in](mailto:publicity@maharashtratourism.gov.in)

### **Guidelines to Bidders**

**Special instructions to the Bidders for the e-submission of the bids online through this tender site:**  
<http://maharashtratourism.gov.in>

1. Bidder should do the registration in the tender site <http://mahatender.gov.in> using the option available. Then the Digital Bidder should do the registration in the tender site. The e-token may be obtained from one of the authorized certifying authorities such as SIFY/TCS/nCode/MTNL/eMudhra.
2. Bidder then login to the site giving user id /password chose during registration.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. The Bidder can update well in advance, the documents such as certificate, purchase order details etc., under **My Document** option and these can be selected as per tender requirements and then attached along with bid documents during bid submission.
5. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise, the bid will be rejected.
6. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account of the corrigendum (if any), published before submitting the bids online.
7. Bidder, in advance, should get ready the bid documents, to be submitted as indicated in the tender schedule and they should be in PDF/Xls/rar/dwg formats. If there is more than one document, they can be clubbed together.
8. Bidder should get ready the tender form fee and EMD as specified in the tender. Both the fees should be paid online, within the bid submission date & time for the tender.
9. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids.
10. The bidder has to submit the tender document online well in advance before the prescribed time to avoid any delay or problem during the submission process.
11. After the bid submissions, the acknowledgement number, given by the e-tendering system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender.

12. Any original document submitted physically to the MTDC and the scanned copies furnished at the time of bid submission online, should be the same, otherwise the Tender shall be summarily rejected.
13. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidder.
14. The bidder may submit the bid documents by online mode through the site (<https://mahatenders.gov.in>) as indicated in the tender.
15. The tendering system will give a successful bid updating message after uploading all the bid documents submitted & then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
16. The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.
17. Bidder should log into the site well in advance for bid submission so that he submits the bid in time i.e. on or before the bid submission end time. If there is any delay, due to other issues, bidder only is responsible.
18. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
19. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
20. All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewed by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening. Overall, the submitted tender documents become readable only after the tender opening by the authorized individual.
21. The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
22. The bidders are requested to submit the bids through online e-tendering system to the TIA well before the bid submission end date & time ( As per Server System Clock)
23. The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) option in the browser.
24. For any other queries, the bidders are asked to contact through Mail : [etender.maha@nic.in](mailto:etender.maha@nic.in)

Tender Notification:

1. MTDC reserves right to accept or reject any or all bids without assigning any reason whatsoever.
2. Tender forms are not transferable.
3. Tender received without EMD or any other required document will be rejected.
4. The Prospective tenderer requiring any clarification on the tender document. He may seek the same from the Sr. Manager(P&PR), H.O., Mumbai Tel. 2204 4040
5. All corrections and additions should be initialed.
6. In the event of tender being submitted by a firm, it must be signed by each Partner thereof and in the event of absence of any partner it shall be signed on his behalf by a person holding a power of attorney authorizing him to do so.
7. The right is reserved to revise or amend the Tender Document fully or in part before the deadline for submission and deviations/amendments if any shall be communicated in the form of Corrigendum or by letter as may be considered suitable.
8. The Tenderer is expected to examine carefully all instructions, forms general rules in the tender document. Failure to comply with the requirements will be at the Tenderer's own risk. Tenders which are not responsive to the requirements of the Tender Document will be rejected.
9. Tenders which do not fulfill all or any of the conditions or incomplete in any of the conditions or incomplete in any respect are liable for rejection.
10. The acceptance of tender shall be communicated to the successful tenderer on approval of the Competent Authority.

## **Technical & Financial Bid**

### **Technical Bid**

The bidder should meet the following criteria:

1. Tender fee of Rs.3000/- (Incl. Tax)
2. Earnest Money Deposit (EMD) of Rs. 50,000/-
3. Should have sound financial condition. Printer should enclose Audited Financial Report (Profit & Loss Account or Income & Expenditure Statement) of last 3 years (2015-16, 2016-17, 2017-18).
4. Attested copies of Detail report of Income tax return for last 3 years (as mentioned above) must be encased.
5. Should be reputed Printer having at least last Five years experience.
6. Yearly average turnover of at least Rs. **1.00 crore** for all these 3 years.
7. Should have printing press in Mumbai.
8. Company Profile.
9. Shop Act Registration.
10. Statement showing the similar type of work order minimum Rs. 7.00 Lac.
11. Copy of PAN (Permanent Account Number) card.
12. Registered Service Tax/VAT/TIN Number with Certificate.

### **Financial Bid:**

Bidder shall submit price bid in prescribed quotation form as per work requirement in Schedule 'B'.

#### **IV. General Terms And Conditions**

E-tenders are invited for printing literature and work as specified in the Schedule-B.

1. Tender documents should be submitted online. ( <https://mahatenders.gov.in>) The payment of Rs. 3000/- being the cost of tender forms which once paid will not be refunded. Tenders wphich are not in the prescribed form are liable to be rejected. The rates quoted should be only in Indian currency (With All Incl. Taxes).
2. Tenderer should submit information & scanned copies in PDF format for technical bid .
3. Tenderer should have valid Digital Signature Certificate (DSC) obtained from Authorised Certifying Authorities.
4. (a) The Tenderer should have to pay form fees of Rs.3000/- (All Incl.Tax). The Tenderer should have to pay Earnest Money Deposit (EMD) of Rs.50,000/- The Successful tenderer should have to pay Security Deposit of Rs.50,000/- or it may be recovered from Earnest Money Deposit (EMD) & earnest money of the unsuccessful tenderes will be refunded . but EMD for the successful tenderes will be adjusted towards the security that will have to be deposited for the satisfactory fulfilment of the contract.  
  
(b) Tenderers whose names are registered with Government (Stores/Purchase Department) are generally exempted from furnishing earnest money for such articles. For which they have registered their names, they will have to furnish earnest money as in the case of unregistered firms. Registered firms will have to quote invariably in every tender they submit the registration number assigned to them by the Stores/Purchase Department and also enclose copy of the current valid registration certificate. (Small Scale Industries Certificate must be required)
7. The E-tenders will be opened on 07/03/2019 at 15.00 hrs. In the presence of such of those tenderes or their nominees who may be present at that time. Technical Bids accompanied by EMD or proper document for exemption will be evaluated by a committee appointed for this purpose. If modifications are required the same will be intimated to the bidders who will be given a chance to modify the financial bid on a percentage increase or decrease basis. This revised financial bid and original financial bid will be opened on same day or any other suitable date after intimation to the tenderes.
8. If after submitting the tender, the tenderer withdraws his offer or modifies the same or after the acceptance of his tender, the tenderer fails or neglects to complete the necessary formalities or fails to implement the contract within the stipulated time, then without prejudice to any other rights the Corporation shall be entitled to forfeit the full amount of earnest money deposited with MTDC by the tenderer.
9. Tenderes shall invariably specify whether the delivery conditions including the time for the supply of each articles tendered for. The total time allowed for the supply at godowns is 15 days maximum from the date of issue of purchase order.

10. The final acceptance of the tenders rests entirely with the Managing Director, Maharashtra Tourism Development Corporation who do not bind themselves to accept the lowest or any tender. But the tenders on their part should be prepared to carry out such portion of the supplies included in their tenders as may be allotted to them.
11. The successful tenderer should be prepared to guarantee satisfactory job completion for a period of 1 year for which he has to execute a performance guarantee bond. If found satisfactory further period of one year can be attended on mutually agreed basis.
12. Communication of acceptance of the tender normally constitutes a concluded contract. Nevertheless, the successful tenderer shall also execute an agreement of the due fulfilment of the contract within the period to be specified in the letter of acceptance. The contractor shall have to pay all stamp duty charges and other expenses, incidental to the execution of the agreement. Failure to execute the agreement within the period specified will entail the penalties set out in para 11 below.
13. (a) The successful tenderer shall, before signing the agreement and within the period specified in the letter of acceptance of his tender will give undertaking/indemnity in writing as part of his performance (Performance Guarantee Bond)
  - (b) In case where a successful tenderer, after having made partial supplies fails to fulfil the contracts in full, all or any, of the materials not supplied in that case MTDC at its discretion may requisition by means of another tender quotation or by negotiation or from the next higher tenderer who had offered to supply, and the loss, if any caused to the Maharashtra Tourism Development Corporation shall be recovered together with such sums as may be from the defaulting tenderer.
  - (c) Even in cases where in alternate purchases are arranged for the materials not supplied, the proportionate portion of the security deposit based on the cost of the materials not supplied at the rate shown in the tender of the defaulters shall be forfeited and balance alone shall be refunded.
    - (d) If the contractor fails to deliver all or any of the stores or perform the service within the time/period(s) specified in the contract, the purchaser shall without prejudice to its other remedies under the contract, deduct from the contract price as liquidated damages, a sum equivalent to 1% of the delivered price of the delayed supply of material or unperformed services for each week of delay until actual delivery or performance, upto a maximum deduction of 10% of the contract prices of the delayed material or services. Once the maximum is reached the purchaser may consider termination of the contract at the risk and cost of the contract.
14. Subject to the owner's (Maharashtra Tourism Development Corporation Ltd.) right to accept any tender and to reject any or all tenders, the MTDC will award the contract to the tenderer whose bid has been determined to be substantially responsive to the tender documents provided that the tenderer has the capacity and resources to carry out the contract effectively.

E.M.D. Security amounts will not bear any interests whatsoever.



15. Final payments will be made only after the supplies are actually verified and taken to stock by the Maharashtra Tourism Development Corporation Ltd.
16. The successful bidder shall not assign or make over the contract or the benefits or burdens thereof to any other person or body corporate. The successful bidder shall not underlet or sublet to any person or body corporate. The successful bidder shall not underlet to any person or persons or body corporate the execution of the contract or any part thereof.
17. In case of supplier becomes insolvent or goes into liquidation, or makes or proposes to make any assignment for the benefit of his creditors or proposes any composition with his creditors for the settlement of his debts, carries on his business or the contract under inspection on behalf of or his creditors, or in case any receiving order or orders, for the administration of his estate are made against him or in case the successful bidder shall commit any act of insolvency or in case in which under any clause or clauses of this contract the successful bidder shall have rendered himself liable to damages amounting to the whole of his security/EMD deposits the contract shall, thereupon, after notice given by the MTDC's Authority to the Supplier/Printer be determined and the Maharashtra Tourism Development Corporation may complete the same work in such time and manner and by such persons as the Corporation shall think fit. But such determination of the successful bidder shall be without any prejudice to any right of remedy of the Corporation against the work order. All expenses and damages caused to the Maharashtra Tourism Development Corporation, Govt. of Maharashtra by any breach of contract by the successful bidder shall be paid by the successful bidder to Maharashtra Tourism Development Corporation and may be recovered from him under the provisions of the Recovery Act in force in the State.
- a) In case the successful bidder fails to supply and deliver any of the said articles within the time provided for delivery of the same or in case the successful bidder commits any breach of any of the contracts, stipulations and agreements herein contained, and on his part to be observed and performed, then and in any such case, it shall be lawful for the Maharashtra Tourism Development Corporation ( if they shall think fit to do so) to arrange for the purchase of the said articles and things from elsewhere or on behalf of the Maharashtra Tourism Development Corporation Ltd, by an order in writing under the hand of the Managing Director, Maharashtra Tourism Development Corporation Ltd. put an end to or in case any difference in price, compensation, loss, costs, damages, expenses or other moneys shall then or any time during the continuance of this contract be payable by the successful bidder to the Maharashtra Tourism Development Corporation Ltd, from

b) and out of any moneys for the time being payable or owing to the contractor from the Maharashtra Tourism Development Corporation Ltd. under or by virtue of this contract or other wise to pay and reimburse to the MTDC all such costs, damages and expenses they may have sustained, incurred or been put to any reason of the purchase made elsewhere or be reason of this contract in price, compensation, loss, costs, damages, expenses, and other moneys as shall for the time being payable by the tenderer aforesaid.

c) In case any difference or dispute arises in connection with the contract, all legal proceedings relating to the matter shall be instituted only in the court at Mumbai or Arbitration shall be a means to settle any dispute.

18. Any sum of money due if any payable to the Tenderer (including security deposit/EMD returnable to him) under this contract may be appropriated by the Managing Director, Maharashtra Tourism Development Corporation Ltd.
19. Every Notice hereby required or authorized to be given may be either given to the successful tenderer personally or left at his residence or last known place of abode or business, or may be handed over to his agent personally, or may be addressed to the tenderer by post at his usual or last known place of abode or business and if so addressed and posted shall be deemed to have served on the successful bidder on the date on which, in the ordinary course of post, a letter so addressed and posted would reach his place abode or business.
20. The tenderer shall undertake to supply materials according to the standard specifications given in the Schedule-B of the tender documents.
21. No representation for enhancement of rates once accepted will be considered.
22. Any attempt on the part of the tenderers or their agents to influence the Maharashtra Tourism Development Corporation Ltd. in their favour by personal canvassing with the Officers concerned will disqualify the tenderers.
23. Tenderers should be prepared to accept orders subject to the penalty clause for forfeiture of security/EMD in the event of default in suppliers or failure to supply within the stipulated period.
24. Telegraphic quotations will not be considered unless they give details of prices and are immediately followed by confirmations with full relevant details posted before the due date of the tender.
25. The prices quoted should be inclusive of all taxes, VAT, duties, cesses etc. which may become payable by the contractor under existing or future laws or rules of the country of origin/supply or delivery during the course of execution of the contract.

26. The tenderer will invariably furnish the following certificate with their bills for payment:  
“Certified that the goods on which Sales Tax Act per the State Sales Tax Act or the Rules made there under and the charges added on account of sales tax on account of sales tax on these foods are correct under the provisions of the relevant Act or the rules made hereunder. Certified further that we or branch or Agent.”

(Address)

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are registered as dealers / suppliers in the State of Maharashtra or  
\_\_\_\_\_ under Registration No. \_\_\_\_\_  
for the purpose of Sales Tax /Vat.”

27. Special conditions if any of the tenderers attached with the tenders will not be applicable to this tenderer unless they are expressly accepted in writing by the MTDC.

28. Selector bidder will have to execute an agreement within a stipulated time.

29. In case of Co-Op. Societies of unemployed. attested copy of registration, along with the list of member need to be submitted in the bid documents

## **V. TENDERING PROCEDURE**

### **1. Submission Tender**

Tenderers are required to submit scan copy of all technical documents online <https://mahatenders.gov.in/nicgep/app>

**Note: Tender form fee and EMD can be submitted through SBI/ Net Banking Transactions for which necessary provision is made in the e-tender process.**

### **2. Opening of Tender**

On the date specified in the Tender Notice following procedure will be adopted for the opening of the tender.

#### Technical Bid

Firstly Technical Bid of the Tender will be opened at M.T.D.C., Ltd Apeejay House, 4<sup>th</sup> Floor, 3, Dinshaw Wacchha Road, Mumbai- 400020 to verify its contents as per requirements. If the various documents contained in this bid do not meet the requirements a note will be recorded by the tender opening authority and the said tenderers financial bid document will not be considered for further action.

#### Technical Bid

- (a) Bid letter for shall be submitted along with technical bid document in the format given.
- (b) Agency Profile along with financial statement / Balance sheet /Income statement of last three years.
- (c) Project Profile to prove previous experience in similar assignment and similar conditions.
- (d) In case of co-op societies unemployed attested copy of registration certificate alongwith list of members. (Small Scale Industries Certificate must be required)

#### **Financial Bid Document**

Financial bid shall be submitted online in given format (work as per description in Schedule-B)

### **3. Acceptance of Tender**

The acceptance of tender may be communicated to the tenderer on approval of the Competent Authority

### **4. Refund of Earnest Money**

The amount of Earnest Money will be refunded online to the unsuccessful tenderer after deciding about the acceptance or otherwise of the tender or on expiry of the validity period whichever is earlier.

5. Right is reserved to revise or amend the contract document fully or part thereof before the deadlines for submission and deviations / amendments if any shall be communicated in the form of Corrigendum or by a letter as may be considered suitable. After Technical bid has been assessed on merit as provided and if the same has been found acceptable by the competent Authority, Financial bid shall be opened on a date and at a time to be communicated in due course.

## **VII. Technical bid enclosure**

### **(Contents)**

Tender Notice No. MTDC/ADV/PRINTING/2019

1. Name of Company / firm

2. Registered Address :

The company should submit following details as per Eligibility Criteria.

- i. Company / Firm's history/ Service Centers in Maharashtra
- ii. Type of printing work undertaken.
- iii. Supply of printing work to different Private / Govt. Concerns in last five years.
- iv. Balance sheet / Income Statement of the last three years.
- v. Details of single supply of similar type of printing work as per specification Schedule-B
- vi. Other information or details to proof in support in eligible criteria.

Name & Designation  
Of Signing Authority

## BLANK FORM OF BID LETTER

**Tender's Name and address**

The Managing Director  
Apeejay House, 4<sup>th</sup> Floor,  
3, Dinshaw Wacchha Road,  
Mumbai- 400020.

**Sub: Printing of literature.**

Sir

In response to your advertisement which appeared in \_\_\_\_\_ newspapers dated. \_\_\_\_\_ having carefully studied and understood the provisions and terms and conditions, general rules, specification and directions given in the tender document No. MTDC/ADV/PRINTING/EQP/ 2019 we submit our offer for the same.

Our financial offer as per specification given in Annexure B for supply of Printing material and cost of transportation. VAT, taxes, insurance and other all charges are or quoted below.

Thanking you,

Yours faithfully,

(Signatures)  
Signature of tenderer with  
Name & Designation

## **IX. TIME TABLE**

TENDER NOTICE NO. MTDC/PRINTING/ 2019

Date of issue of E-Tender : 26.02.2019 at 15.00 hrs.

Last date of tender submission : 05.03.2019 at 16.00 pm

Date and Time for opening of Tender : 07.03.2019 at 15.00 pm

Price of Tender Form : Rs. 3,000/-

Guidelines to download the tender documents and online submission of tender can be downloaded from website [www.maharashtratourism.gov.in](http://www.maharashtratourism.gov.in) & [www.mahatenders.gov.in](http://www.mahatenders.gov.in)