

**Proposal for Bid**

**TENDER NO: UPMRC/CS/Annual Report/2024/02**

**Sub: Open E-Tender for Rate Contract for Printing, Designing, Binding, Translation and supplying of Annual Report of UPMRCL for the Financial Year 2023-2024&2024-2025**

Uttar Pradesh Metro Rail Corporation Ltd. (UPMRCL) invites Open E-Tender in prescribed Performa for Contract “UPMRC/CS/Annual Report/2024/02–Rate Contract for Printing, Designing, Binding, Translation and supplying of Annual Report of UPMRCL for the Financial Year 2023-2024& 2024-2025.

**Key Details:-**

1	Estimated cost of work/ NIT Value	Rs 7,72,000/- Inclusive of GST.
2	Tenure of Contract	02 Years from issuance of LoA
3	Tender documents available from:	From <b>24.06.2024 (1100hrs)</b> to <b>15.07.2024 (up to 1500 hrs)</b> on e-tendering website <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a> Tender document can only be obtained on the website <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a> .
4	Cost of Tender documents* (Non-Refundable)	Rs. 5900/- Inclusive of GST.
5	Tender security*	<b>Rs. 15,500/-</b> The instrument type for payment of tender security/ EMD shall be RTGS/NEFT/ IMPS. No other mode of payment will be accepted. (Copy of GST Certificate to be provided along with Tender security) Beneficiary/ A/c holder name: <b>UPMRCL (Lucknow Project)</b> Bank Name : <b>HDFC Bank Limited</b> Account number : <b>50200009236810</b> IFSC code : <b>HDFC0001267</b> Branch Address: <b>6, Sapru Marg, Hazratganj, Lucknow</b>
6	Date & time of e-Submission of Tender	Tender submission start date: <b>05.07.2024(1100hrs)</b> Tender submission end date: <b>15.07.2024(up to 1500 hrs)</b>
7	Date & time of opening of e-Tender	<b>16.07.2024 @ 1500 hrs</b>
8	Validity of the Bid	<b>90 days</b> from the last date of submission of bid
9	Last date of Seeking Clarification	Bidders to note that seeking clarification on the tender shall be done by sending it on e-tendering portal only. Seeking clarification by mail or post will not be considered.  Queries/clarifications from bidders after due date and time shall not be acknowledged.
10	Authority and place for purchase of tender documents, seeking clarifications and submission of completed tender documents.	<b>CS</b> <b>Uttar Pradesh Metro Rail Corporation Ltd.,</b> <b>Administrative Building, Near</b> <b>Dr.BhimraoAmbedkarSamajikParivartanSthal,</b> <b>VipinKhand, Gomti Nagar, Lucknow-226010, Uttar Pradesh, India.</b> <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a>

*\*Cost of Tender Security/EMD shall be submitted by the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small, and Medium Enterprises (MSME) or are registered with Central Purchase Organisation.*

Any clarification/corrigendum/addendum to the tender documents shall be uploaded on the official e-portal only, without any obligation of press notification

For further details, please visit official e-portal <https://etenders.gov.in/eprocure/app>.

For any additional information & help for downloading & uploading, please contact e-tendering service desk at the following ID: support-eproc@nic.in or at Toll Free No.: (91)120-4001002, (91)120-4001005, (91)120-6277787.

## **1.0 INRODUCTION**

### **1.1 Name of Work**

Rate Contract for Printing, Designing, Binding, Translation and Supplying of Annual Report of UPMRCL for Financial Year 2023-2024& 2024-2025.

### **1.2 Scope of Work**

The scope of work shall be Printing, Designing, Binding, Translation and Supplying of Annual Report of UPMRCL for Financial Year 2023-2024& 2024-2025.

### **1.3 Qualification Criteria:**

#### ***1.3.1 Eligible Applicants:***

- i. The tenders for this contract will be considered only from those tenderers (proprietorship firms, partnerships firms, companies, corporations) who meet requisite eligibility criteria prescribed in the sub-clauses of clause 1.3.2 of NIT. **Joint Ventures or Consortium are not allowed to participate in the tender.**
- ii. A tenderer shall submit only one bid in the same tendering process. A tenderer who submits or participates in, more than one bid will cause all of the proposals in which the tenderer has participated to be disqualified. No tenderer can be a sub-contractor while submitting a bid in the same bidding process.
- iii. Tenderers shall not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified. Tenderers shall be considered to have a conflict of interest with one or more parties in this bidding process, if:
  - a) Tenderer has been engaged by the Employer to provide consulting services for the preparation related to procurement for on implementation of the project;
  - b) tenderer is any associates/affiliates (inclusive of parent firms) mentioned in subparagraph (a) above; or
  - c) Tenderer lends, or temporarily seconds its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for on implementation of the project, if the personnel would be involved in any capacity on the same project.

#### ***1.3.2 Minimum Eligibility Criteria:***

**A.** The tenderer/bidder **should have its branch office in Lucknow/Delhi.**

**B. Work Experience:** The tenderers will be qualified only if they have successfully completed \*Similar work(s), the completion date (s) of which falling during last five years ending last day of the month previous to the month of tender submission end date as given below:

- (i) At least One “Similar work” \* of value of **Rs. 6.17 Lakhs** or more.  
OR
- (ii) Two “Similar work” \* each of value of **Rs. 3.86 Lakhs** or more.  
OR
- (iii) Three “Similar work” \* each of value of **Rs. 3.08 Lakhs** or more.

**\* “Similar work” for this contract shall be work involving “Printing, Binding, Designing, Translation and Supplying of Annual Report of Public Sector Undertaking (PSU).**

- The tenderer shall submit details of work executed by them in the Performa of **Annexures-1 & 1 A of NIT** for the works to be considered for qualification of works experience criteria.
- For the above, documentary proof such as Work orders/ work completion certificates from client clearly indicating the nature/scope of work, transaction receipts of actual cost paid to the tenderer and actual date/(s) of such work should be submitted. The offers submitted without this documentary proof shall not be evaluated, In case work is executed for private client, copy of work orders, Bill of Quantity, bill wise details of payment received certified by CA, Tax deducted at source TDS certificate/ Form 26AS for all payments received and copy of final/last bill paid by Client shall be submitted.
- For completed works, value of work done shall be updated to last date of previous month of tender Publish Date, price level assuming 5% per annum simple rate inflation for Indian Rupees every year and 2% for foreign currency portions per year.

**C. Financial Standing:** The tenderers will be qualified only if they have minimum financial capabilities as below:

- **Liquidity:** The tenderer must have liquidity of at least **Rs. 55,000/-**
  - a) The liquidity shall be ascertained net working capital {current assets – (current liability + provisions)} as per latest balance sheet and/or from the banking reference(s).
  - b) Banking reference(s) should contain in clear terms the amount that the bank will be in a position to lend for this work to the applicant. In case the net working capital (as seen from the balance sheet) is negative, only the banking reference(s) will be considered, otherwise the aggregate of the net working capital and submitted banking reference(s) will be considered for working out the liquidity.
  - c) The banking reference(s) should be from a scheduled commercial bank in India or from an international bank of repute (in case of foreign vendors) acceptable to employer as per standard performa provided in NIT as Annexure-3 and it should not be more than 3 months old as on the date of submission of bids.
- **Net worth:** Net worth of tenderer should be more than **Rs. 77,200/-** in last audited financial years.
- **Annual Turnover:** The average annual financial turnover of the bidder during the last three years ending 31<sup>st</sup> March of the previous financial years should be at least **Rs. 3.08 lakhs.**

**Notes:**

- Financial data for latest last three audited financial years has to be submitted by the tenderer in Annexure-2 along with audited balance sheets. The financial data in the prescribed format shall be certified by Chartered Accountant with his stamp and signature. In case audited balance sheet of the last financial year is not made available by the tenderer, he has to submit an affidavit certifying that 'the balance sheet has actually not been audited so far'. In such a case the financial data of previous '2' audited financial years will be taken into consideration for evaluation. If audited balance sheet of any year other than last year is not submitted, tender may be considered as non- responsive.
- Where the work is undertaken by a group, only that portion of the contract which is undertaken by the concerned applicant/member should be indicated and the remaining done by the other members of the group be excluded. This is to be substantiated with documentary evidence.

**D. Certificates:** The firm should have valid registration with GST, Income Tax, and PAN

**1.3.3** The tenderers may obtain further information/ clarification, if any, in respect of these tender documents from the office of **Company Secretary**, Uttar Pradesh Metro Rail Corporation Ltd. (UPMRC) Administrative Building, Near Dr. Bhimrao Ambedkar Samajik Parivartan Sthal, VipinKhand, Gomti Nagar, Uttar Pradesh-226010

**1.3.4** The intending tenderers must be registered on e-tendering portal <https://etenders.gov.in/eprocure/app>. Those who are not registered on the e-tendering portal shall be required to get registered beforehand. After registration, the tenderer will get user id and password. On login, tenderer can participate in tendering process and can witness various activities of the process.

**1.3.5** The authorized signatory of intending tenderer, as per Power of Attorney (POA), must have valid Class-II or Class-III digital signature. The tender document can only be downloaded or uploaded using Class-II or Class-III digital signature. However, the tenderer shall upload their tender on <https://eprocure.gov.in/eprocure/app> using class-II or class-III digital signature of the authorized signatory only.

**1.3.6** Tender submissions shall be done online on <https://etenders.gov.in/eprocure/app> after uploading the mandatory scanned documents towards cost of tender documents such as scanned copies of transaction of payment i.e. RTGS, NEFT & IMPS and scanned copy of transaction of payment for Tender Security and other documents as stated in the tender document. Instructions for on-line bid submission are furnished hereinafter.

**1.3.7** Submission of Tenders shall be closed on e-tendering website of UPMRC at the date & time of submission prescribed in NIT after which no tender shall be accepted. It shall be the responsibility of the bidder / tenderer to ensure that his tender is submitted online on e-tendering website <https://eprocure.gov.in/eprocure/app> before the deadline of submission. UPMRC will not be responsible for non-receipt of tender documents due to any delay and/or loss etc.

**1.3.8** Tenders shall be valid for a period of 180 days from the date of submission end date of Tenders and shall be accompanied with a tender security of the requisite amount.

**1.3.9** UPMRC reserves the right to accept or reject any or all proposals without assigning any reasons. No tenderer shall have any cause of action or claim against the UPMRC for rejection of his proposal.

**1.4** Any suit or application, arising out of any dispute or differences on account of this tender shall be filed in a competent court at Lucknow, Uttar Pradesh only and no other court or any other district of the country shall have any jurisdiction in the matter.

**Company Secretary**  
**Uttar Pradesh Metro Rail Corporation Ltd.**