

M.P BOARD OF REVENUE (GWALIOR)

TENDER No.:- 01/ LAMINATION /2015-16- BOREV

DATE: -14-02-2016

LIMITED TENDER NOTICE DOCUMENT FOR LAMINATION WORK OF COURT ORDERS

Tender Document Cost: 500/- (five hundred only)

M.P BOARD OF REVENUE (GWALIOR) invites bids for Lamination work of court orders from reputed and financially sound firms; those are in the business for the last five years and capable to doing the work on credit basis. Tender document can be obtained from the office of **SECRETARY BOARD OF REVENUE (GWALIOR)** on a payment of Rs. 500.00 by cash or bank draft in favour of **SECRETARY BOARD OF REVENUE, GWALIOR** (M.P between 11:00 AM to 5:00 PM till 24-02-2016 .Last date of submission of tender document shall be 27.02.2016 at 3:00 PM. Tender Document can be downloaded from the BOARD OF REVENUE website www.boardofrevenue.mp.gov.in/.com

The interested parties can submit tender in a sealed cover super scribed "Tender for Lamination work of court orders" addressed to **SECERTARY BOARD OF REVENUE.MOTI MAHAL (GWALIOR)** within 10 days from the date of release of notice. BOARD OF REVENUE reserves the rights to accept or reject any tender or part thereof or all the tenders without assigning any reason thereof.

SECRETARY

To M/s.....
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SUBJECT: TENDER ENQUIRY FOR LAMINATION WORK OF COURT ORDERS

I am directed to invite you to submit sealed Tenders quoting your competitive rates for Lamination work of court orders at Board of revenue office as per the detailed out in the Schedule of the limited tender Enquiry.

1. Contracts concluded on the basis of tender enquiry shall be governed by the terms and conditions Set out in the tender enquiry.

2. Tenders received through e-mail or Fax shall not be accepted under any circumstances. Tenders Submitted in the prescribed format given in the Tender Enquiry shall only be considered. Tenders Submitted without accompanying the EMD shall be rejected summarily. Tender Document can be Downloaded from the website, [www. boardofrevenue.mp.gov.in/.com](http://www.boardofrevenue.mp.gov.in/.com) and cost of tender document Rs. 500/- is to be paid by means of cash /pay Order/Demand Draft in favour of SECERTARY BOARD OF REVENUE.MOTI MAHAL (GWALIOR)

3. Tender contained in a sealed envelope should be sent latest by 3.00 PM 27-02-2016 tender will be opened on the same date at 4.00 pm in the presence of such tenderors who wish to be present to witness the tender opening.

4. The BOREV reserves the right to accept or reject any or all tender without assigning any reasons thereof.

5. LAMINATION WORK OF COURT ORDERS OF THE SIZE:-

S.no	Paper Size	size in centimeter after lamination in lamination poch of 125 micron
1	2	3
1	A-4	22.5 x 30.7
2	A-3	43.0 x 30.7
3	LEGAL	22.5 x 35.0

THE WORK IS TO BE DONE IN THE BOARD OFFICE ONLY.

SIGNATURES OF TENDERING FIRM WITH SEAL

NAME OF THE AUTHORIZED SIGNATORY:

(IN BLOCK LETTERS)

CAPACITY/POSITION IN COMPANY:

IN WHICH TENDER IS SGINED COMPLETE POSTAL ADDRESS OF COMPANY:

PIN CODE:

TELEPHONE Nos. : LANDLINE MOBILE FAX NO.

SECRETARY

IMPORTANT INFORMATION

- 1. PURCHASER: BOREV.**
 - 2. CONSIGNEE: SECRETARY**
 - 3. PERIOD OF CONTRACT:** Till 31-03-2015 from the date of conclusion of Contract.
 - 4. FIRM & FIXED RATES:** Prices should be quoted on a firm & fixed price basis..
 - 5. NON TRANSFERABILITY:** This tender is non-transferable.
 - 6. TERMS & CONDITIONS:** tendering firm shall have to be Complied with Terms & Conditions as set out in this Tender Document). Offers not complying with such terms & conditions shall be ignored /rejected and at the discretion of this Authority.
 - 7. EARNEST MONEY:** An amount of Rupees Rs. 15000/- only has to be submitted DEPOSIT by way of Demand Draft in favor of **SECRETARY BOARD OF REVENUE. MOTI MAHAL, GWALIOR(M.P)** Payable at GWALIOR, Offers received without EMD Shall be rejected straightaway and will not be considered under any circumstances. EMD of tendering Firms who submit the sealed quotations but withdraw the same before expiry of the tender validity date May be forfeited .It's at the discretion of BOREV. EMD is refundable without any interest to the firm or Supplier on expiry/termination of empanelment and the EMD of the unsuccessful bidder will be returned Within one month from the date of selection of final bidder.
 - 8. PRESCRIBED FORMS:** Tenders of firms received in the format prescribed in this tender document shall only be considered. Offers not received in prescribed format shall be ignored .Fax/Email/Letterhead/Quotations will not be accepted and ignored straightaway.
 - 9. TENDER FEE:** Tendering firms are required to furnish a non –refundable tender form fee of Rs. 500/ (Rupees five hundred only) in the form of cash /pay Order/Demand Draft . Tender Document can also be Downloaded from the website, [www. boardofrevenue.mp.gov.in/.com](http://www.boardofrevenue.mp.gov.in/.com) .Firms using Tender Document downloaded from website will have to submit DD Rs. 500 /(Nonrefundable)in favour of **SECERTARY BOARD OF REVENUE.MOTI MAHAL (GWALIOR)**
 - 10. LATE/DELAYED TENDERS:** Tenders received after closing date and time prescribed in this enquiry shall NOT be accepted under any circumstances.
 - 11. RMTMU's RIGHTS:** BOREV reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
 - 12. LEGAL CONTRACT:-** The supplier shall execute a legal contract agreement along with undertaking . All disputes are subject to the exclusive jurisdiction of competent Courts and Forums in GWALIOR only.
- Note: - Contract agreement is to be signed at BOREV, Gwalior. Contract agreement by post shall not be entertained.**

Signatures of the bidder

TERMS AND CONDITIONS

1. The Contracts concluded as a result of this Tender Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.
2. The prices/rates quoted should be indicated in words as well as in figures.
3. Tenderers are requested to enclose a copy of their valid certificate of PAN No., TAN No, Service Tax No. with their tender.
4. Tenders received without Tender Fee , EMD will not be considered at all.
- 5 Tenderers may note that if the date of tender opening given in this Tender Document is declared to be a gazetted holiday, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in RMTMU will stand automatically extended up to 1500 hours of the next working day in the Government offices.
6. Late/delayed tenders received in BOREV due to any reason whatsoever will not be accepted under any circumstances.
7. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender.
8. The tenders should be submitted in double cover. The First cover should contain DD/ Banker's cheque ,Tender Fee Coupon/DD, Registration Certificate, copies of Supply Orders and successful execution of the Contract for past, performance, Copy of PAN No, Income Tax return, service Tax registration or copy of Constitution of firm/company
The Second cover should contain the prescribed tender form duly filled in and signed along with the quoted prices. Both the covers, the 1st and the 2nd cover should be put in a bigger cover and this outer cover should be wax sealed. Both the covers shall be opened simultaneously on the original tender opening date itself.
- 9 Sample(s) of laminated work/paper should be deposited separately on or before the tender opening date. The sealed tender envelope should be super scribed as under:
"TENDER No.- / lamination work /2015-16- BOREV TENDER DOCUMENT For of LAMINATION WORK "
10. The sealed tender should be sent to SECRETARY BOARD OF REVENUE. MOTI MAHAL (GWALIOR) by speed post /Registered post
11. The BOREV will not be bound to accept the lowest quotation and contract can be placed on any other firm whose **quality of work** are found superior or as per the requirements of BOREV. The decision of the BOREV shall be final in this regard.
12. In the event of any disputes arising out of the execution of Rate Contracts/Supply Orders, the matter will be referred to President BOREV. and his decision shall be binding to both the parties.
13. For judicial adjudication, the disputes, if any, arising out of the Contract/Service Orders against the Rate Contract will be subject to the jurisdiction of the Courts in GWALIOR only.
14. Authorized Signatory/ Signing of Tender:
Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed as:
 - a.) a 'sole proprietor' of the concern or constituted attorney of such sole proprietor;
 - b.) a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

NOTES:

- i.) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partner admitting execution of the partnership agreement or the general.
15. The tenderers should sign at each page of the tender and all its Annexure. **NO PAGE SHOULD BE REMOVED /DETACHED FROM THE TENDER DOCUMENT.**
 16. The tendering firms will have to give a declaration to the effect that they have not been Black listed or their business dealings with the Government bodies have not been banned.as per annexure 2.
 17. Payment Terms: 100% payment shall be released within 20 days on satisfactory completion of the work. Advance payment will not be made under any circumstances.
 18. work Instructions: lamination are required to be done at the **BOREV office only.**
 19. **GUARANTEE/ WARRANTY:**

The supplier shall guarantee that the lamination work this contract shall be of the best quality and workmanship . In case of failure in doing the work within specified time given by the BOREV, the BOREV shall be entitled to recover the cost with all expenses from the firm for such defective work.
 20. All firms are required to submit the following along with their quotation failing which their offer will be ignored :a) Name and full address of their Banker with their Account Number.
b) List of organization/offices to whom the bidding firm has made supply for the last 3 years.
c) Performance statement for the last 2 years in respect of work, must be in the format enclosed at Annexure-“1” to this tender document.
d) Financial status of the firm- enclosed tax returns for last three years.
 21. Service Tax: Tenderers should indicate whether the prices quoted are exclusive or inclusive of service tax.They should indicate the rate (s) of service Tax (as may be applicable) and. In case firm are exempted from payment of service tax, a copyof the Exemption Certificate issued by the appropriate authority may be furnished.
 22. The decision of the BOREV shall be final as to the quality of the work and shall be binding upon the tenderers and in case of any of the work not being found as per specification shall be liable to be rejected and any expenses or losses caused to the BOREV shall be borne by the firm. It will be the responsibility of the firm to ensure that work are of the best quality and free from all defects.
 23. Inspection: The inspection of the lamination shall be carried out by authorized representative of **BOREV** at its store.
 24. The **BOREV** reserves the right to reject any or all the quotations without assigning any reason.

Signatures of the bidder

ANNEXURE-1

PERFORMANCE STATEMENT FOR THE 14-15

Name of the Firm.....

Contract no	Description of Work	Quantity Value	Original Period	Work done within original DP	Last position of work	Present position with reasons for delay

Signature of Bidder

**ANNEXURE-2
DECLARATION**

From:-M/s

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To

SECRETARY
BOARD OF REVENUE.
MOTI MAHAL ,GWALIOR (M.P)

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the SECERTARY BOARD OF REVENUE.MOTI MAHAL (GWALIOR) after we are informed but in any case not later 7 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

(Signature of the Tenderers)

Name:

Designation with Seal of the Firm

Dated.

ANNEXURE - 3

TENDER FEE

TENDER No.:- 01/ LAMINATION /2015-16- BOREV

DATE: - -02-2016

TENDER SET NO :

ISSUED TO M/s

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Against request letter No. _____ Dated _____ 2016 and
payment of an amount of Rs. 500/- (Rupees five hundred only) in cash.TENDER DOCUMENT ISSUED
ON _____

M.P BOARD OF REVENUE ,GWALIOR(M.P.)

FINANCIAL BID

(To be submitted in Envelope-3)

Name of the Tenderer Firm:.....

Address :.....

..... Phone No. :.....

LAMINATION WORK OF COURT ORDERS

S.no	Paper Size	size (in centimeter) required in 125 micron lamination poch	Number	Rate
1	2	3	4	5
1	A-4	22.5 x 30.7		
2	A-3	43.0 x 30.7		
3	LEGAL	22.5 x 35.0		

I certify and agree with all the terms and condition of this tender.
I further certify that I have read and understood all the terms and
conditions of the document and I have personality understood the
quantum of security work expected from us .

Signature of Tenderer with Seal