



MERC

MAHARASHTRA ELECTRICITY REGULATORY COMMISSION

REQUEST FOR PROPOSAL

**E-TENDER FOR EMPANELMENT OF SUPPLIER - FOR SUPPLY OF STATIONERY
ITEMS, PRINTING & BINDING WORKS IN MAHRASHTRA ELECTRICITY
REGULATORY COMMISSION (MERC).**

World Trade Centre, Centre No.1, 13th Floor,
Cuffe Parade, Mumbai-400005

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1. INVITATION FOR BIDS (IFB) & NOTICE INVITING TENDER (NIT) -

1.1 INVITATION FOR BIDS (IFB)

Maharashtra Electricity Regulatory Commission (MERC) invites electronic bid proposals from reputed, competent and professional service providers who meet the minimum eligible criteria as specified in this Request for Proposal (RFP) for e-Tender for *'Empanelment of Supplier - for supply of Stationery items, Printing and Binding works in MERC'* as per the requirement of the Commission.

The complete (RFP) document is published on the Government of Maharashtra's e-Tendering website <https://mahaenders.gov.in>.

Bidders who wish to participate in the bidding process must register on the website <https://mahaenders.gov.in> / /nicgep/app, unless already registered.

To participate in the online Tendering process, the bidders must procure Digital Signature Certificates (DSC: class II or class III) in accordance with the IT Act 2000. Bidders who already have a valid DSC need not procure a new DSC.

The bidding process would follow two stage bidding system and accordingly separate technical and commercial/Financial bids will be submitted.

The bidder shall submit the offer in electronic formats both for technical and commercial bids. EMD and Tender fees should be submitted online, as prescribed in NIT, along with the technical bid.

MERC will not be responsible for any delay in online submission by bidders due to any reason. For this, bidders are requested to upload the complete bid well within time so as to avoid any unforeseen problems.

No contractual obligation whatsoever shall arise from the RFP/ bidding process unless and until a formal Contract is signed and executed between the Tendering Authority and the successful bidder.

MERC disclaims any factual/or other errors in this document (the onus is purely on the individual bidders to verify such information) and the information provided herein is intended only to help the bidders to prepare a logical bid proposal.

1.2 NOTICE INVITING TENDER (NIT) -

Sr. No.	Particulars	Details
1.	Name of the Work	Empanelment of Suppliers for providing Stationery items, Printing and Biding works as per the requirement of the Maharashtra Electricity Regulatory Commission (MERC).
2.	Period of Contract	3 Years
3.	Rate for items	Quoted Rates are fixed for 3 years only
4.	Tendering Authority	Maharashtra Electricity Regulatory Commission (MERC), World Trade Centre, Centre No.1, 13 th Floor, Cuffe Parade, Mumbai-400005
5.	Cost of Tender Document	Rs. 500/- (Rupees Five Hundred Only) (Non Refundable) (Entities exempted as per GR dated 01.12.2016, issued by Industry, Energy and Labour Department, GoM., need not to pay Cost of Tender Document)
6.	EMD Amount	Rs.5,000/- (Rupees Five thousand Only) (Entities exempted as per GR dated 01.12.2016, issued by Industry, Energy and Labour Department, GoM., need not to pay EMD)
7.	Bank Guarantee	Rs.50,000/- as a Security Deposit
8.	Bid Validity	120 days from the Bid submission deadline date.
9.	Mode of Bid Submission	Online through e-Tendering system at - https://mahaenders.gov.in/nicgep/app
10.	Last Date of Submission of Bids	04th February, 2019 upto 1500 hours
11.	Date and Time and Place of Opening of Bids	05th February, 2019 @ 1600 hours Maharashtra Electricity Regulatory Commission, World Trade Centre, Centre No.1, 13th Floor, Cuffe Parade, Mumbai-400005.
12.	e-Tendering Helpline	24 x 7 Help Desk Number 0120-4200462,0120-4001002 Mobile No. 8826246593 Email –support-eproc@gov.in

**Dates mentioned here, are scheduled dates for Bid Opening Activities. Any changes in dates of opening of technical and financial tenders shall be notified in 'Press Notice / Corrigendum' section on the e-Tendering sub portal of the department before opening of the same.*

Note:-

The Office of Maharashtra Electricity Regulatory Commission has reserves right to accept or reject any or all tenders without giving any reason thereof.

2. ELIGIBILITY CRITERIA -

Bidders meeting the following criteria are eligible to submit their Bids along with supporting documents. If the Bid is not accompanied by all the required documents supporting eligibility criteria, the same would be rejected:

1. Attached Detailed list of Stationery items duly signed & sealed on each and every page.
 - a. Certificate regarding work experience for supply of Stationery items to Govt. Organization, Institutions or other reputed Firms/Companies recognized by the Govt. (Minimum – 3).
 - b. Details of Running Contract Orders (Minimum 3).
 - c. Certificate regarding registration of Firm/Agency under Bombay Shop Act.
 - d. Proof of valid registration with statutory authorities for GST, etc.
 - e. Permanent Account Number allotted by Income Tax Department.
 - f. Last 3 years - Copies of IT returns Certified by C.A. countersigned by Supplier.
2. The firm/agency applying must have annual turnover of Rs. 50 lacs and above (Attach documentary proof).
3. The offer must be valid for a period of 120 days.
4. Price quoted by the Suppliers should be exclusive of GST etc.
5. The contract shall be for period for three years. No price escalation shall be entertained during this contract period.
6. TDS under Section 194-C of Income Tax, if applicable, shall be deducted from the amount payable to you.
7. The selected Supplier / Contractor will have to submit Bank Guarantee of Rs. 50,000/- for security purpose.
8. The Supplier must have an easy accessible office in Mumbai, with sufficient staff and facilities mainly telephone, Mobile, Fax, E-mail etc. The Supplier must have responsible delivery persons who can come / or deliver the items within short time to MERC offices.
9. The Supplier will have to do EMD can be paid by using to Mode of Payment: Online payment gateway (i.e. Net-Banking/NEFT/RTGS) which is Rs. 5,000/- (Rupees Five Thousand Only).
10. The office of the MERC reserves the right to reject or all bids or to change the condition without assigning any reason.

3. SCOPE OF WORK -

1. The empaneled Supplier may be required to do one or more following works:

- Providing Stationery items as per orders / list
- Printing work
- Binding work

4. DURATION OF EMPANELMENT -

The empanelment of the selected Supplier shall be for the period of three years. The Commission reserves the right to terminate the contract without assigning any reason or prior notice.

5. DOCUMENTS COMPRISING THE BID -

Documents Comprising the Bid - Two stage system –

- Technical Bid (including supporting documents) as per S. Nos. 1 to 5
- Financial Bid (as per list **Annexure A & B**) as per S. No. 6

➤ Technical Bid shall include the following documents: -

Sr No.	Document Type	Document Format
1	Technical Bid - alongwith Covering Letter	On Bidder's letter head duly signed by authorized signatory
Fee Details		
2	EMD	Scanned copy of Online payment receipt. If exempted valid exemption certificate shall be attached.
Eligibility – Supporting Documents		
3	Information as per Technical Bid Format	As per <u>ANNEXURE- I</u> and supporting documents
4	Submission of details – Empanelment Supplier of Stationery items during last three years, in Government offices.	As per <u>ANNEXURE-III</u> and supporting documents
5	Details regarding Annual Turnover	As per <u>ANNEXURE-IV</u> and supporting documents
4	Self-Declaration-No Blacklisting	As per <u>ANNEXURE - V</u> On Bidder's letter head duly signed by authorized signatory
5	RFP Acceptance Letter	As per <u>ANNEXURE - VI</u> On Bidder's letter head duly signed by authorized signatory

➤ Financial Bid shall include the following documents:

Sr No.	Document Type	Document Format
6	Covering Letter – Financial Bid	As per <u>ANNEXURE- II</u> – List as per Annexure A & B

The Bidder should ensure that all the required documents, as mentioned in this Bidding document, are submitted along with the Bid and in the prescribed format only. Non-submission of the required documents or submission of the documents in a different format/ contents may lead to the rejection of the Bid proposal submitted by the Bidder.

6. EARNEST MONEY DEPOSIT (EMD) -

- The Earnest Money Deposit (EMD) is Rs. 5,000/- (Rupees Five Thousand only) (Exemption available as per GR dated 01.12.2016, issued by Industry, Energy and Labour Department, GoM.)
- Every Bidder, if not exempted, participating in the Bidding process must furnish the required EMD as specified in the NIT;
- Government of Maharashtra and Central Government undertakings, corporations, companies; autonomous bodies managed or controlled by Government are not required to submit the EMD. Receipt of EMD or Registration Certificate or Certificate that the Bidder is a Government undertaking/ corporation/ company/ autonomous body as mentioned above shall necessarily accompany the sealed Bid, without which the Bid shall be rejected forthwith;
- EMD of a Bidder lying with MERC in respect of other Bids awaiting decision will not be adjusted towards EMD for the fresh Bids. The EMD originally deposited may, however, be taken into consideration in case Bids are re-invited.
- EMD shall be deposited/ submitted online as mentioned in NIT. The EMD shall be valid for the period of Bid validity as mentioned in the NIT.
- EMD of unsuccessful Bidders shall be refunded (without interest) soon after final acceptance of Bid and award of Contract.
- EMD taken from the Bidder shall be forfeited in the following cases:
 - When the Bidder withdraws or modifies his Bid proposal after opening of Bids;
 - When the Bidder does not execute the Agreement after placement of order within the specified time;

7. DEADLINE FOR THE SUBMISSION OF BIDS -

- Bidders must submit the Bids online at e-Tendering website as indicated in the NIT OR subsequent Corrigendum, if any;
- In normal circumstances, the date of submission and opening of Bids shall not be extended. However, in exceptional circumstances or when the Bidding Document is required to be substantially modified as a result of discussions in pre - Bid conference and the time with the prospective Bidders for preparation of Bids appears insufficient, the date may be extended by MERC and due publicity to such change in date of submission of Bids shall be given. In such cases, it shall be ensured that, after issue of Corrigendum, reasonable time is available to the Bidders to prepare and submit their Bids. Any change in date of submission and opening of Bids shall also be placed on the respective websites immediately. However, if the modifications in Bidding Document, specifications of goods and service are substantial, fresh publication of original Bid inquiry may also be issued;
- The Tendering Authority may, at its discretion, extend the deadline for the submission of Bids by amending the Bidding Document, in which case all rights and obligations of the Tendering Authority and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

8. FORMAT OF SIGNING OF BID -

- The Bid forms/templates/annexure, etc., wherever applicable, shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign each and every documents, in token of acceptance of all the terms and conditions of the Bidding Document. This authorization shall consist of a written Letter of Authorization from the authorized person, accompanied with a Board Resolution in case of a company/power of attorney;
- Any amendments such as interlineations, erasures, or overwriting shall be valid only if they are duly signed by the authorized person signing the Bid;
- The Bid, duly signed (digitally) by authorized signatory, should be uploaded on the e-Tendering portal in the required file/ format;
- Bidders must submit their Bids online at e-Tendering portal only. Bids received by other means shall not be accepted;
- If Bids are not submitted as per the details mentioned in this Bidding document and e-Tendering website, the Tendering Authority shall reject the Bid.

9. BID OPENING / OPENING OF TENDERS -

- The designated Committee will perform the Technical & Financial Bid opening in the event of Bidding process;
- All the Bids received up to the specified time and date in response to all the Bid inquiries shall be opened by the members of the designated Committee. Alternatively, the Bidders may also view the Bid opening status/ process online at e-Tendering website;
- All the documents comprising of Technical Bid/ Financial Bid shall be opened and downloaded from the e-Tendering website;
- The Financial Bid shall be kept unopened and shall be opened later on the date and time intimated to the Bidders who qualify in the evaluation of Technical Bids.

10. GUIDING PRINCIPLES FOR EVALUATION OF BIDS -

The Tendering Authority shall strictly apply only and all of the evaluation and eligibility criteria specified in the Bidding Document;

- The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications and proposed solution submitted by the Bidder;
- A Bidder shall be considered to be eligible if it meets the eligibility criteria as mentioned in the RFP;

- A responsive Bid shall be the one that meets the requirements of the Bidding document including the technical evaluation criteria, if any, without material deviation, reservation, or omission where:
- “Deviation” is a departure from the requirements specified in the Bidding Document;
- “Reservation” is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Document; and
- “Omission” is the failure to submit part or all of the information or documentation required in the Bidding Document.
- Shall rectify non-material, non-conformities or omissions. To this effect, the Bid price shall be adjusted, for comparison purposes only, to reflect the price of the missing or non-conforming item or component. The adjustment shall be made using the method indicated in eligibility/evaluation criteria of this Bidding Document.

11. EVALUATION OF TECHNICAL BIDS -

The technical evaluation shall be completed by the designated Committee as early as possible after opening of technical Bids. It shall examine the Technical Bids by evaluating the eligibility documents.

- Only those Bidders, who qualify Technical bids/documents, shall be declared as qualified for evaluation of their “Financial Bid”.
- The firms which would not qualify in technical evaluation will be intimated. The financial Bid will be returned unopened and EMD refunded after completion of the Bid process i.e. award of the contract to the best/ successful Bidder.

12. EVALUATION OF FINANCIAL BIDS -

- The Financial Bids / cover of Bidders who qualify in technical evaluation shall be opened in the presence of the members of the designated. Alternatively, the Bidders may also view the financial Bid opening status online on e-Tendering website;
- The names of the Suppliers and the rates given by them shall be read out and recorded in Tender opening process;
- To evaluate a Bid, the Tendering Authority shall consider the following:
 - The Bid price as quoted in accordance with Bidding Document;
 - Price adjustment for correction of arithmetic errors in accordance with Bidding Document.
- The evaluation shall include all costs and duties excluding the taxes, applicable to the Bidder as per law of the Central/ State Government/ Local Authorities.

13. NEGOTIATIONS -

- As a general rule, negotiations after opening of Financial Bids. However, negotiations may be undertaken in exceptional circumstances, such as:
 - When the quoted rates have wide variations and are much higher than the market rates prevailing at the time of opening of Bids;
 - Negotiations shall not make original offer of the Bidder ineffective.
- Negotiations shall be conducted with the best value Bidder only and by information given in writing with a minimum period of 3 days shall be given for response in writing and in sealed cover. In case of urgency, the Tender Sanctioning Authority may reduce the notice period for negotiations provided the Bidder receives the information regarding holding negotiations;

14. DISQUALIFICATION -

Tendering Authority may at its sole discretion and at any time during the processing of Bids, disqualify any Bidder/ Bid from the Bid process if the Bidder: -

- Has not submitted Bid in accordance with the Bidding Document;
- Has submitted Bid without submitting the prescribed EMD or the Bidder's authorization certificate;
- Has imposed conditions in Bid;
- During validity of Bid or its extended period, if any, increases his quoted prices;
- Has made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- Has failed to provide clarifications related thereto, when sought;
- Has submitted more than one Bid. This will cause disqualification of all Bids submitted by such Bidders including forfeiture of the EMD;
- Is found to canvass, influence or attempt to influence in any manner for the qualification or selection process, including without limitation, by offering bribes or other illegal gratification.

15. ACCEPTANCE OF THE TENDER / BID AND NOTIFICATION OF AWARD -

- Prior to the expiration of the period of Bid validity, the Tendering Authority shall notify the successful Bidder, in writing, that its Bid has been accepted;
- The Tendering Authority shall Award the Contract to the Bidder whose proposal/ Bid has been determined to be the best value Bid as per the Financial Bid;
- As soon as a Bid is accepted by the Tendering Authority, its written intimation shall be sent to the concerned Bidder. If the issuance of formal Work Order is likely to take time, a Letter of Intent (LoI) may be sent in the meanwhile. In the same intimation the Bidder may be asked to execute an agreement in prescribed format on a non-judicial stamp of prescribed value;
- The acceptance of an offer is complete as soon as the letter of communication is posted to the correct address of the Bidder;

- The EMD of the rejected Bids shall be refunded soon after the agreement with the successful Bidder is executed. Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.
- No interest will be paid by MERC on the amount of EMD.

16. TENDERING AUTHORITY’S RIGHT TO ACCEPT/ REJECT ANY OR ALL OF THE BIDS -

- Notwithstanding anything specified in this tender document, MERC in his sole discretion, unconditionally and without assigning any reasons, reserves the rights:
 - a) To accept OR reject lowest/highest tender or any other tender or all the tenders.
 - b) To accept any tender in full or in part.
 - c) To reject the tender offer not confirming to the tenders terms.

The Tendering Authority reserves the right to accept or reject any Bid, and to cancel the Bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to the Bidders.

17. SIGNING OF CONTRACT -

Promptly after notification of Award, the Tendering Authority shall send to the successful Bidder the Contract Agreement including “Special Conditions of Contract”. Within fifteen (15) days of receipt of the Letter of Intent/ Work Order from the Tendering Authority, the successful Bidder shall sign, date, and return the Contract Agreement to the Tendering Authority.

18. RESERVATION OF RIGHTS -

To take care of unexpected circumstances, MERC reserves the rights for the following:

- Extend the closing date for submission of the Bid proposals;
- Amend the Bidding requirements at any time prior to the closing date, with the amendment being notified to prospective Bidders and on the respective websites;
- Allow a Bidder to change its technical Proposal if the same opportunity is given to all Bidders but before the opening of financial Bids;
- To accept any Bid not necessarily the Highest/lowest, reject any Bid without assigning any reasons and accept Bid for all or anyone or more of the articles/ services for which Bid has been invited or distribute items / services to more than one Bidder;
- Terminate or abandon the Bidding procedure or the entire Project whether before or after the receipt of Bid proposals.
- Seek the advice of external consultants to assist MERC in the evaluation or review of Proposals;
- Make enquiries of any person, company or organization to ascertain information regarding the Bidder and its Proposal;

19. PENALTY -

- In the event of any breach of any of the terms & conditions of the contract or bidder neglects, delays or fails to perform the contract, MERC reserves rights to forfeit the security deposit. The security deposit shall not bear any interest.

20. FORCE MAJEURE -

- Force Majeure will be accepted on adequate proof thereof.

21. LEGAL MATTER -

- In the event of any dispute over this contract, MERC's decision shall be final and binding.

22. TERMINATION -

• TERMINATION FOR DEFAULT

- The MERC reserves the right to, without prejudice to any other remedy for breach of Contract, by a written notice of default of at least 30 days sent to the Selected Bidder, terminate the contract in whole or in part:
 - If the Selected Bidder fails to deliver any or all quantities of the service within the time period specified in the contract, or any extension thereof granted by MERC; or
 - If the Selected Bidder, in the judgment of MERC, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract.
- If MERC terminates the Contract in whole or in part, amount of Bank Guarantee and due payment if any, may be forfeited;

Annexure - I

TECHNICAL BID
(To be enclosed in a separately)

1. **Name of the Agency:**
2. **Date of commencement of business:
(Incorporation Certificate)**
3. **Good & Service Tax
Certificate: (With Challans)**
4. **Shop & Establishment Certificate:**
5. **An Affidavit for never been barred by any Govt./ PSU:**
6. **Approx. annual Turnover (in lacs):** 2015-16 2016-17 2017-18
(To be supported by IT Returns and
Company PAN Card)
7. **Total number of staff in the Agency:** a) Skilled- b) Unskilled-
8. **EMD (with details):**
9. **Details of Empanelment of Supplier for supply of stationery items
have been provided by the Bidder during last three years,
in Government / PSU:**
11. **Any other information (Please attach separate sheet if necessary):**
12. **Undertaking:** The Supplier must enclose an undertaking in the Performa given on next page or on its letter head duly signed by the responsible person.

Date:

(Sign. with Name, Designation and Seal of the Agency)

Annexure - II

FINANCIAL BID

(To be enclosed in a separate list as per Annexure A & B)

Annexure-III

Format for submission of details of Empanelment of Supplier of Stationery items during last three years, in Government offices

Sr. No.	Name of the Client alongwith address and contact details	Period of Contract			Remarks Completed
		From	To	Years	

Note:

Copy of Work Completion Certificates alongwith Certificate of appreciation, if any, should be furnished for each of the Projects. For ongoing projects copy of Work Order should be attached.

Signature:

Name of Authorized Representative

Date:

Place:

Seal:

Annexure –IV

Details Regarding Annual Turnover

Annual Turnover

S. No.	Financial Year	Annual Turnover in Rupees (Lacs)
1	2015-16	
2	2016-17	
3	2017-18	

Copies of the Audited / Certified Balance Sheet (by Chartered Accountant and P & L account (by Chartered Accountant) for the years 2015-2016, 2016-2017 and 2017-2018, establishing the turnover criteria should be submitted.

Place:

Date:

Signature of the Tenderer with seal

Annexure -V

Self-Declaration – No Blacklisting Certificate

To,

The Secretary
Maharashtra Electricity Regulatory Commission
Mumbai 400005

In response to the Tender / NIT Ref. No. _____ dated _____ for {Project Title}, as an Owner/ Partner/ Director of _____, I/ We hereby declare that presently our Company/ firm _____, is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State/ Semi-Government/ or other Govt. subsidiaries including autonomous bodies in India.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

ANNEXURE – VI

ACCEPTANCE LETTER

Cover Letter Format (In letter head)

TENDERER PARTICULARS FOR TENDER NO:

To,

Secretary,
Maharashtra Electricity Regulatory Commission,
13th Floor, Center-1, World Trade Center,
Cuffe Parade, Mumbai 400 005

Sir,

I have carefully gone through the Terms and Conditions as mentioned in the above referred RFP document. I declare that all the provisions of this RFP are acceptable to my company. I further certify that I'm an authorized signatory of my company and therefore, competent to make this declaration.

Yours Sincerely

Date:

(Sign. with Name, Designation and Seal of the Agency)

(Digital Signature of the Owner/ Bidder/ Authorized signatory and please indicate capacity which digitally signed Viz. on own behalf or as Power of Attorney or Authorized signatory of the owner. Please also include the contact No. and address in the Place).