



Centre for Development of Imaging Technology (C-DIT)
Chithranjali Hills, Thiruvallom, Tvpm-695 027
Phone: 2380910/ 912/ 895 Fax: 2380681

Tender

Extract of Public Notice:



www.cdit.org

Centre for Development of Imaging Technology (C-DIT)
Chithranjali Hills, Thiruvallom, Tvpm-695 027
Phone: 2380910/ 912/ 895 Fax: 2380681

TENDER NOTICE

No. C-DIT/3/OIP-EGT/10/T 289 Dated 16.08.10

C-DIT invites sealed competitive bids for the bulk supply of pre printed stationeries & consumables and for bulk printing and supply of following security documents. 1. High Security Driving Licence 2. High Security Registration Certificate 3. High Security Multi Purpose Stationary A4 size 4. High Security Multi Purpose Stationary A5 size 5. Pre-Printed Labels (Sticker) 6. High Security Fees Receipt 7. High Security Tax Receipt. Separate quotations should be given for each item. Rate contract will be entered in to with those selected for supply. Full details are given in our Website: www.cdit.org. Last date for receipt of sealed tenders along with EMD @ 2% of the quoted value is 31.8.10 at 11AM. The tenders will be opened at 11.30AM, same day.

Sd/ REGISTRAR

Tender Number : No. C-DIT/3/OIP-EGT/10/T 289 Dated 16.08.10

Terms & Conditions and detailed specifications:

Scope of work:

1. Bulk supply of pre printed stationeries & consumables.
2. Bulk printing and supply of following security documents.

1. High Security Driving Licence
2. High Security Registration Certificate
3. High Security Multi Purpose Stationary A4 size
4. High Security Multi Purpose Stationary A5 size
5. Pre-Printed Labels (Sticker)
6. High Security Fees Receipt
7. High Security Tax Receipt

Delivery Time: Immediate (The quantity mentioned against each item is provisional. The actual requirement may vary. The items are to be delivered on a quarterly basis as per requirement).

Specifications:

<p>1. High Security Driving Licence- required qty- 20 lakhs (approx)</p> <p>Security features</p> <ul style="list-style-type: none"> ➤ <i>Single side printing</i> ➤ <i>Multi color printing</i> ➤ <i>Micro line printing</i> ➤ <i>Logo printing</i> ➤ <i>Serial numbering using penetrate ink</i> ➤ <i>Invisible printing(UV)</i> ➤ <i>Void pantograph</i> ➤ <i>Paper – maplitho 100- 120 GSM</i> ➤ <i>Paper size – 17.6 cm x 29.7 mm</i> ➤ <i>Document type – five slip in a form separated with horizontal perforation in each 5.5 mm</i>
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<p>2. High Security Registration Certificate- required qty-20 lakhs (approx)</p> <p>Security features</p> <ul style="list-style-type: none"> ➤ <i>Single side printing</i> ➤ <i>Multi color printing</i> ➤ <i>Micro line printing</i> ➤ <i>Logo printing</i> ➤ <i>Serial numbering with penetrating ink</i> ➤ <i>Invisible printing (UV)</i> ➤ <i>Void pantograph</i> ➤ <i>Paper- maplitho 100-120 GSM</i> ➤ <i>Paper Size -17.3 cm x 12.2 cm</i>
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<p>3. High Security Multi Purpose A4 sheet – required qty- 5 lakhs (approx)</p> <p>Security features</p> <ul style="list-style-type: none"> ➤ <i>Single side printing</i> ➤ <i>multi color printing</i> ➤ <i>Micro line printing</i> ➤ <i>Logo printing</i>
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- *Serial numbering with penetrating ink*
- *Invisible printing(UV)*
- *Void pantograph*
- *Paper - maplitho 100-120 GSM*
- *Size -29.7 cm x 21.0 cm(A4)*

4. High Security Multi Purpose A5 Sheet- qty required-5 lakhs (approx)

Security features

- *Single side printing*
- *multi color printing*
- *Micro line printing*
- *Logo Printing*
- *Serial numbering with penetrating ink*
- *Invisible printing*
- *Void pantograph*
- *Paper maplitho 100-120 GSM*
- *Size -14.9 cm x 21.0 cm(A5)*

5. Pre Printed Labels (Sticker)- qty required- 20 lakhs (approx)

Security features

- *Logo printing*
- *Single color printing*
- *70 GSM paper put on releasing paper (sticker)*
- *Document type - 8 stickers of 7.8cm x 3.5 cm*
- *Paper size - Sticker forms in continuous stationary format 4 " X 12 "*

6. High Security Fee Receipt- qty required- 50 lakhs (approx)

Security features

- *Single side printing*
- *multi color printing*
- *Nano/Micro line incorporated*
- *Logo Printed*
- *Invisible printing(UV)*
- *Void pantograph*
- *Document type - Single part continuous stationary format along with 4" horizontal perforation and three vertical perforation on each slip*
- *Serial numbering with penetrating ink (three numbering on each slip)*
- *Paper substrate - 60 GSM*
- *Paper size 10"X12"X1(three slip of size 10"X4" in a fold form)*

7. High Security Tax Receipt- qty required-50 lakhs (approx)

Security features

- Single side printing
- multi color printing
- Nano/micro line incorporated
- Single part
- Logo Printed
- Invisible printing (UV)
- Void pantograph
- Backside gum coating with release paper of size (4"X 2") (on right end of the slip)
- Document type - Single part continuous stationary format along with 4" horizontal perforation and three vertical perforation on each slip
- Serial numbering with penetrating ink (two numbering on each slip)
- Paper -100 -120 GSM
- Paper size 10"X12"X1(three slip of size 10"X4" in a fold form)

8. Consumables

Ink Bank- 80 Column Printer	TVSE PRO X-900	Approx- qty Reqd per year - 800
Cartridge-80 col.printer	TVSE PRO X-900	225
Cartridge-80 col.printer	Epson LX 300	60
Ribbon- 80 col. printer	Epson LX 300	300
Cartridge-132 col.printer	Epson LQ 1150+	50
Ribbon-132 col.Printer	Epson LQ 1150+	150
Ink Bank-132 col.printer	TVSE MSP 335	150
Cartridge-132 col.printer	TVSE MSP 335	50

9. Stationaries

9*12*1 Part 70 GSM 4 HP Single colour with back side pre printed forms	70 GSM	Approx- qty Reqd per year - 12,00,000 sheets
80 col FAN FOLD Continuous Stationary (500 per pack)	10*12*2, 60GSM	1,50,000 sheets
132 Col fan fold Continuos Stationary (500 per pack)	15*12*2, 60 GSM	1,50,000 sheets
80 col FAN FOLD Continuous Stationary	10*12*1, 60 GSM	25,000 sheets

(500 per pack)		
132 col FAN FOLD Continuos Stationary (500 per pack)	15*12*1, 60GSM	15,000 sheets

Item No.8 &9, to be supplied at each FRIENDS Janasevanakendrams throughout Kerala, by door delivery. Quantity is only approximation. May vary according to actual requirement. Rate contract will be entered in to with the tenderer chosen for the supply.

SPECIAL CONDITIONS: (Item 1-7)

1. Delivery time required has to be specified clearly in the quotation
2. Packing of the above documents has to be done in thick white card box with 1000 documents in each box and ten such boxes has to be further packed in a watertight and airtight carton boxes having customized printing with serial numbering on both the inner and outer cartons
3. Secure Transportation cost has to be met by the concerned parties to transport the consignment to the various Offices of MVD, spread all over Kerala.
4. Separate Quotation are requested for each of the above Security Documents (Sl.No.1-7)
5. C-DIT has option to reduce the total quantity by 10-20 percent.
6. The Supplier is also bound to supply 10-20% of the order quantity at the same terms and conditions at the option of C-DIT.
7. Non compliance with any of the contractual provision by the Supplier shall result in the termination of the contract.
8. Last date for receipt of sealed tenders is 31.8.10 @ 11AM.

General Terms & Conditions

1. **EMD @ 2%** of the quoted price should accompany the price offer of each item, in the form of Bank Guarantee (Format given below as Annexure-1))/ Demand Draft/ Bankers Cheque favouring Registrar, C-DIT payable at Thiruvananthapuram and should be valid for minimum 1 year period. The EMD of unsuccessful tenderer's will be returned as soon as the formalities are completed after award, and the EMD of the successful tenderer will be released when the successful tenderer has executed an agreement (as in Annexure-iii) and as soon as the work is completed. The EMD/BG submitted by all tenderers are liable to be forfeited in case the tenderer withdraws his tender or enhances the prices during the validity period. If the tenderer is eligible for exemption from submission of EMD, he shall produce exemption certificate from relevant authorities at the time of bid opening. **(Those having valid SSI Registration will be exempted from submission of EMD).**

2. **Security Deposit:** The successful tenderer has to submit SD equivalent to 5% of the order value to be valid for minimum of 1 year in the form of DD/ Bankers Cheque of a Nationalised bank or Bank Guarantee in the format in annexure favouring Registrar, C-DIT within 7 days of receipt of confirmed order.

3. **Deviation in Delivery Schedule:** Any deviation in agreed delivery schedule will attract penalty as per C-DIT's Procurement Policy. If the delivery at site is not made within the scheduled dates, liquidated damages, not penalty amounting to ½ % of contract value shall be levied from the supplier per week of delay or part thereof for delay up to 15 days from the scheduled date of supply subject to a maximum of 5% of contract value. Further in case of delays beyond a grace period of 15 days, C-DIT reserves the right to cancel the order without further notice

3. **Authority:** The authority for the acceptance of the tenders rests exclusively with the C-DIT. The C-DIT does not undertake to accept the lowest or any particular tender or to assign any reason whatsoever for the rejection of any tender.

4. **Payment terms:** The following terms of payment shall be applicable for the contract –100 % payment within 15 days time after supply of items

5. **Default in execution schedule:** In case the Contractor fails to complete the supply within the time provided for, or the contractor commits a breach of the contract, and it shall be lawful for the society to cancel the contract at the risk and cost of the contractor.

6. **Other conditions:** a)The contractor shall undertake to supply the stationary according to the standards/specifications approved by C-DIT. No representation of enhancement of rates once accepted will be considered. B) The price quoted should be valid for minimum 12 months time, from the date of receipt of initial confirmed order. c) Any deviation in the specifications in comparison with the requirement should be clearly brought to the notice of C-DIT.

7. **Rate Contract:** The Successful tenderer has to enter in to a running contract with C-DIT at the approved rates for a one year period. During the period no escalation in prices is permitted. Any lapse on the part of the supplier in respect of delivery schedules, supply of items below approved specification etc will

attract penalty at the rate of ½ % of the value of rejected items or in case alternate arrangement to be made for procurement the cost of procurement to be borne by the supplier. Separate contracts may be entered in to for the supply of 7 items (1-7) mentioned above, if required so.

Sd/ REGISTRAR, C-DIT
Dated 16.8.2010

Annexures:

ANNEXURE I
PROFORMA FOR BANK GUARANTEE IN LIEU OF EARNEST MONEY DEPOSIT
(To be stamped in accordance with Stamp Act)

Bank Guarantee No.
Date :
Ref :-

To

Centre for Development of Imaging Technology
Chitranjali Hills
Thiruvallom, Thiruvananthapuram – 695 027 (India)

Dear Sirs,

WHEREAS in response to your Tender Notification No. due on* M/s having its registered office at (hereinafter called "Tenderer") wish to participate in said tender for as specified AND

WHEREAS an irrevocable bank guarantee in lieu of cash deposit for an amount of valid for*** days from is required to be submitted by the Tenderer as a condition precedent for participation in the said tender, which amount is liable to be forfeited on the happening of any contingencies mentioned in the Tender documents.

We, the at having our Head Office at (hereinafter referred to as "the Bank") do hereby undertake to pay immediately on demand to the Centre for Development of Imaging Technology, Chitranjali Hills, Thiruvallom, Thiruvananthapuram - 27 (hereinafter called C-DIT) an amount of Rs. (on words and figures) without any reservation, protest, demur and recourse. Any such demand made by C-DIT shall be binding on us irrespective any dispute or difference raised by the Tenderer.

This guarantee shall be irrevocable and shall remain valid upto^{***}..... If any further extension is remitted the same shall be extended to such required period (not exceeding one year) on receiving instructions from M/s. On whose behalf this guarantee is issued.

In witness whereof the Bank, through its authorised Officer, has set its hand and stamp on this Day of Month 200 at

WITNESS
.....

(Signature)
(Name)

(Signature)
.....

Designation with
Bank stamp

(Name)
No :
.....

Power of Attorney
Date

(Official Address)

- Notes :- The stamp paper is to be purchased in the name of Executing Bank
- * This date shall be due date of tender opening
 - ** The amount shall be 2% of the bid price
 - *** The validity date shall be 210 days from the due date of bid opening

ANNEXURE – II
PROFORMA FOR PERFORMANCE GUARANTEE
(To be stamped in accordance with Stamp Act)

Bank Guarantee No.

Date :

Ref

To

Centre for Development of Imaging Technology
Chitranjali Hills
Thiruvallom, Trivandrum 695 027

Dear Sirs,

In consideration of Centre for Development of Imaging Technology
(herein after referred to as C-DIT, which expression shall unless repugnant
to the context or meaning thereof include its successors, administrators
and assigns) having awarded to M/s.

..... with its Registered / Head
Office at (herein after referred to as the
“Contractor” /which expression shall unless repugnant to the context or
meaning thereof, include its successors, administrators, executors and
assigns), a contract by issue of C-DIT’s letter of intent/Purchase Order No.
..... dated
and the same having been unequivocally accepted by the Contractor

resulting in a contract, bearing ref. No.
dated Valued at.. for
..... and the contractor
having agreed to provide a contract performance Guarantee for the
faithful performance of the entire contract in lieu of Cash/Security Deposit
equivalent to 5% (five percent) of the said value of the Contract to C-DIT.

We the Bank (Name & Address)
having our Head Office at
..... (hereinafter referred to
as the "Bank", which expression shall, unless repugnant to the context or
meaning thereof, include its s, administrators, executors and assigns) do
hereby guarantee and undertake to pay the C-DIT, on demand any and
all moneys payable by the Contractor to the extent of
..... as aforesaid at any time upto
.....** (days/month/year) without any
demur, reservation, contest, recourse or protest and/or without any
reference to the contractor. Any such demand made by the C-DIT on the
Bank shall be conclusive and binding notwithstanding any difference
between the C-DIT and the Contractor or any dispute pending before
any Court, Tribunal, Arbitrator or any other authority. The Bank undertakes
not to revoke this guarantee during its currency without previous consent
of the C-DIT and further agrees that the guarantee herein contained shall
continue to be enforceable till the C-DIT discharges this guarantee.

The C-DIT shall have the fullest liberty without affecting in any way the
liability of the Bank under this guarantee, from time to time, to extend the
time for performance on the contract by the contractor. The C-DIT shall
have the fullest liberty, without affecting this guarantee, to postpone from
time to time the exercise of any powers vested in them or of any right
which they might have against the Contractor and to exercise the same
at any time in any-manner, and either to enforce or forbear to enforce
any covenants, contained or implied, in the contract between the C-DIT
and the Contractor or any other course or remedy or security available to
the owner. The bank shall not be released of its obligations under these
presents by any exercise by the C-DIT of its liberty with reference to the
matters aforesaid or any of them or by reason of any other act or

forbearance or other acts of omission or commission on the part of the C-DIT or any other matter or thing whatsoever which under law would, but for this provision have the effect of relieving the Bank.

The Bank also agrees that the C-DIT at its option shall be entitled to enforce this guarantee against the Bank as a Principal debtor in the first instance without proceeding against the Contractor and notwithstanding any security or other guarantee that the C-DIT may have in relation to the contractor's liabilities.

Notwithstanding anything contained herein above our liability under this guarantee is restricted to and it shall remain in force up to and including.. and shall be extended from time to time for such period (not exceeding one year) as may be desired by M/s. on whose behalf this guarantee has been given :

Dated this day of 200 -
..... at

(Signature)
(Banker's Rubber Stamp)

WITNESS

(Signature).
(Name).

(Name) (Designation with Bank stamp)

(Official Address) Attorney as per power of
..... Attorney No.
.....

Date

Notes:

The Stamp papers of appropriate value shall be purchased in the name of Guarantee issuing Bank.

**The date will be the expiry date of the guarantee period as specified in the Contract.

ANNEXURE III
PROFORMA OF "AGREEMENT"
(To be executed on non-Judicial Stamp Paper)

This Agreement made this. day of Two thousand and Between Centre for Development of Imaging Technology, a Society, registered under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act XII of 1955, having its registered Office at Chitranjali Hills, Thiruvallom, Trivandrum 695 027 (hereinafter referred to as "C-DIT" which expression shall include its administrators, successors, executors and assigns) of the one part and a company/firm incorporated under the.. having its registered Office at (hereinafter referred to as the "Contractor" or "X" (brief name of contracting Co.) (which expression shall include its administrators, successors, executors and permitted assigns) of the other part.

WHEREAS C-DIT has invited bids for (briefly describe scope of the (work) as per its specification Ref. No.

AND WHEREAS..... "X" had participated in the above referred bidding vide their proposal No. dated and C-DIT accepted their aforesaid proposal and awarded the dated and C-DIT accepted their aforesaid proposal and awarded the contract to. "X" on terms and conditions contained in its letter of Indent/Purchase Order No. dated And the documents referred to therein, which have been accepted by "X" resulting into a "Contract"

NOW THEREFORE THIS DEED WITNESSETH AS UNDER :-

Article 1.0 AWARD OF CONTRACT

C-DIT has awarded the contract to "X" for the work of on the terms and conditions contained in its letter of Indent/Purchase Order No. dated and the documents referred to therein. The award has taken effect from.i.e. the date of issue of the aforesaid Letter. The terms & expressions used in this Agreement shall have the same meaning as are assigned to them in the "Contract Documents" referred to in the succeeding Article.

Article 2.0 CONTRACT DOCUMENTS

The Contract shall be performed strictly as per the terms and conditions stipulated herein and in the following documents attached herewith (hereinafter referred to as "Contract Documents").

Article 3.0 CONDITIONS & CONVENANTS

The scope of Contract, Consideration, Terms of payment, price Adjustment, Taxes wherever applicable, Insurance, liquidated Damages, performance, Guarantee and all other terms and conditions are contained in C-DIT's Purchase Order No. dated read in conjunction with other aforesaid Contract documents. The Contract shall be only performed by the Contractor strictly and faithfully in accordance with the terms of the Agreement.

The scope of work shall also include supply and installation of all such items which are not specifically mentioned in the contract Documents, but which are needed for successful, efficient, safe & reliable operation of the equipment unless otherwise specifically excluded in the specifications under ""exclusions" or Purchase Order.

TIME SCHEDULE: Time is the essence of the contract and schedules shall be strictly adhered to. "X" shall perform the work in accordance with the agreed schedule as given in letter of Indent/Purchase Order.

The Contractor guarantees that the equipment package under the contract shall meet the ratings and performance parameters, as stipulated in the Technical Specifications (Volume II) and in the event of any deficiencies found in the requisite performance figures, the C-DIT may

at its option reject the equipment package or alternatively accept it on the terms and conditions and subject to levy of the liquidated damages in terms of Contract Documents. The amount of liquidated damages so leviable shall be in accordance with the Contract Documents and without any limitation.

It is further agreed by the Contractor that the Contract performance Guarantee shall in no way be construed to limit or restrict the C-DIT's right to recover the damages/compensation due to short-fall in the equipment performance figures as stated in para 3.4 above or under any other clause of the Agreement. The amount of damages/Compensation shall be recoverable either by way of deduction from the contract price, contract performance guarantee and/or otherwise.

The Contract performance Guarantee furnished by the Contractor is irrevocable and un-conditional and the C-DIT shall have the powers to invoke it notwithstanding any dispute or difference between the C-DIT and the contractor pending before any court, tribunal, arbitrator or any other authority.

This Agreement constitutes full and complete understanding between the parties and terms of the presents. It shall supersede all prior correspondence to the extent of inconsistency or repugnancy to the terms and conditions contained in the Agreement. Any modification of the Agreement shall be effected only by a written instrument signed by the authorised representatives of both the parties.

Article 4.0 SETTLEMENTS OF DISPUTES

It is specifically agreed by and between the parties that all the differences or disputes arising out of the Agreement or touching the subject matter of the Agreement shall be decided by process of settlement & Arbitration as specified in clause.. and of the conditions of the contract and the provisions of the Indian Arbitration Act, 1940 shall apply and Kerala Courts alone shall have exclusive jurisdiction over the same.

NOTICE OF DEFAULT

Notice of default given by either party to the other party under the Agreement shall be in writing and shall be deemed to have been duly and properly served upon the parties here to if delivered against acknowledgement or by telex or by registered mail with acknowledgement due addressed to the signatories at the addresses mentioned hereinabove.

IN WITNESS WHEREOF, the parties through their duly authorised representatives have executed these presents (execution where of has been approved by the competent authorities of both the parties) on the day, month and year first above mentioned at Trivandrum.

WITNESS

C-DIT

1.

(Signature)
(Name)

2.

(Designation)
(Seal)

1.

(Contractors signature)
(Designation)
(Seal)

2.