



JAIPUR METRO RAIL CORPORATION LIMITED

(A Government of Rajasthan Undertaking)

Khanij Bhawan, Udyog Bhawan Premises Tilak Marg, C-Scheme, Jaipur-302005

Tel. No. 0141-5192109

CIN:U60221RJ2010SGC030630

No. F.1(11)JMRC/DCA/Admn./Stores/Printwork/2015-16/3806

Date: 21/09/2015

NOTICE INVITING LIMITED BIDDING

JAIPUR METRO RAIL CORPORATION LTD. invites bids for Annual Rate Contract for work of Photostat/print out/lamination/binding etc. from well experienced firms as per following details:

S. No.	Particulars	Size	Unit	Estimated Quantity of Work
1	Photo Copy (Black & White) on 80 gsm paper	A-4	Per page	30000
		Legal	Per page	500
		A-3	Per page	2500
		A-0	Per page	100
		A-1	Per page	10
		A-2	Per page	10
2	Photo Copy (Colour) on 80 gsm paper	A-4	Per page	1000
		Legal	Per page	50
		A-3	Per page	250
		A-0	Per page	20
		A-1	Per page	20
		A-2	Per page	20
3	Computer Print Out (Black & White) on 80 gsm paper	A-4	Per page	10000
		Legal	Per page	250
		A-3	Per page	2500
		A-0	Per page	100
		A-1	Per page	20
		A-2	Per page	50
4	Computer Print Out (Colour) on 80 gsm paper	A-4	Per page	3000
		Legal	Per page	50
		A-3	Per page	200

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		A-0	Per page	100
		A-1	Per page	20
		A-2	Per page	20
5.	Cover Page (Colour) on 250/300 gsm	A-4	Per page	100
		Legal	Per page	25
		A-3	Per page	50
6.	Spiral Binding Plastic Cover	Upto 50 pages	Per Set	250
		51-100 pages	Per Set	50
		above 100pages	Per Set	40
7.	Soft/Book Binding	Upto 50 pages	Per Set	250
		51-100 pages	Per Set	40
		above 100pages	Per Set	40
8.	Glue Binding (with lamination on cover page)	Upto 50 pages	Per Set	150
		51-100 pages	Per Set	20
		above 100pages	Per Set	10
9.	Print out on Glossy Paper On 250/300 gsm paper	A4	Per Page	50
		A3	Per Page	10
10.	Lamination	A4	Per Page	50
		A3	Per Page	50
11.	Cold Lamination	A4	Per Page	20
		A3	Per Page	10
12.	Scanning	A-3	Per Page	100
		A-2	Per Page	50
		A-1	Per Page	20
		A-0	Per Page	20
		other size	Per Square Inch	500

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TERMS & CONDITIONS:

Submission of Bids

1. The bid duly filled in and complete in all respects must be submitted in a sealed envelope at the JMRC office clearly marked as **“CONFIDENTIAL”** and **“Limited bids for work of phtostat/printout/lamination/binding etc.”** addressed to the General Manager (Administration), JMRC, Jaipur
2. The bid must be dropped latest by 30/09/2015 up to 3.00 PM in the Bid Box labelled for the purpose and kept at 3rd floor, JMRC Office at the address given above. NIB No. and Date of opening of Technical Bid must also be endorsed on this envelope. Please also indicate on the cover itself the name, full address, telephone / mobile numbers and e-mail of the Contact Person of the bidder.
3. Bids received after last time and date will not be considered. Bids sent by FAX, post or e-mail will not be considered.
4. This sealed envelope should consists of **two separately sealed envelopes** containing the Technical Bid (Envelope A) marked clearly as “Part: A- Technical Bid- Limited bids for work of phtostat/printout/lamination/binding etc.” and Financial Bid (Envelope B) marked clearly as “Part: B- Financial Bid - Limited bids for work of phtostat/printout/lamination/binding etc.” Name of the firm should also be written on both the envelopes
5. The Technical Bid shall contain :
 - i. Signed copy of this Notice Inviting Bid, as a token of acceptance of all Terms & Conditions, and
 - ii. Complete address of the bidder alongwith location map indicating its distance from the main entry gate of Udyog Bhawan premises.
6. The Financial Bid shall only contain the Financial Bid in the prescribed Format as annexed and shall contain quoted rates and total amount as per attached format.

Opening and Evaluation of Bids

7. The bids will be opened on 30/09/2015 at 3.30 PM at Conference hall, III floor, JMRC office, Khanij Bhawan, Udyog Bhawan Premises, C-Scheme, Jaipur in the presence of Bidders or their authorized representatives who choose to attend the opening of Bid. The representative of bidders should bring an authorisation certificate from the bidder. The bidders or their authorized representatives who are present to witness the Bid opening

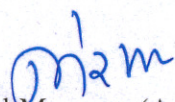
only

8. Only Technical Bids will be opened first and JMRC will evaluate technical Bids as per this NIB. Immediately after this, the Financial Bids of only those Bidders, who clear Technical evaluation stage, will be opened and evaluated.
9. The evaluation shall be done on the gross total of all the items mentioned in Financial Bid.

Other Terms

10. Conditional offers shall not be considered.
11. The rates quoted shall be inclusive of all expenses & taxes. No other charges & taxes shall be paid extra by JMRC.
12. Validity of contract shall be one year from the date of issue of the letter of award.
13. Quantities indicated are approximate and can be varied depending upon actual requirement.
14. The photo copy office should be within 1 KM. from JMRC office, Khanij Bhawan, Jaipur
15. It is required to quote rate for all type of works. Partly quoted bid/quotation shall not be considered for evaluation.
16. All rights related to limited bidding are reserved with JMRC.

Encl. - As above

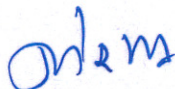

General Manager (Adm)
Jaipur Metro Rail Corporation

Copy to: 3807-12

No. F.1(11)JMRC/DCA/Admn./Stores/Printwork/2015-16/

Date: 21/09/2015

1. M/S Deepshikha Photocopiers, S. No. B-2,5A, Tilak Marg, C-Scheme, Jaipur
2. M/S Swastik Photo Copiers, 5A, Tilak Marg, C-Scheme, Jaipur
3. M/S Suvidha STD/PCO Centre, 25-K-4, Jyoti Nagar, Jaipur
5. JGM(IT) - to upload on JMRC website, JMRC Intranet and SPPP Portal.
6. Notice Board, JMRC, Jaipur
7. Guard file.


General Manager (Adm)

FINANCIAL BID In Envelope "B"

Name of firm:-

Rates for work of photo stat/print out/lamination/binding etc.

S. No.	Particulars	Size	Unit	Quantity of Estimated Work	Quoted Rate in per piece (B) in Rs.	Total Amount AxB in Rs.
1	Photo Copy (Black & White) on 80 gsm paper	A-4	Per page	30000		
		Legal	Per page	500		
		A-3	Per page	2500		
		A-0	Per page	100		
		A-1	Per page	10		
		A-2	Per page	10		
2	Photo Copy (Colour) on 80 gsm paper	A-4	Per page	1000		
		Legal	Per page	50		
		A-3	Per page	250		
		A-0	Per page	20		
		A-1	Per page	20		
		A-2	Per page	20		
3	Computer Print Out (Black & White) on 80 gsm paper	A-4	Per page	10000		
		Legal	Per page	250		
		A-3	Per page	2500		
		A-0	Per page	100		
		A-1	Per page	20		
		A-2	Per page	50		
4	Computer Print Out (Colour) on 80 gsm paper	A-4	Per page	3000		
		Legal	Per page	50		
		A-3	Per page	200		
		A-0	Per page	100		
		A-1	Per page	20		
		A-2	Per page	20		
5.	Cover Page (Colour) on 250/300 gsm	A-4	Per page	100		
		Legal	Per page	25		

		A-3	Per page			
6.	Spiral Binding Plastic Cover	Upto 50 pages	Per Set	250		
		51-100 pages	Per Set	50		
		above 100pages	Per Set	40		
7.	Soft/Book Binding	Upto 50 pages	Per Set	250		
		51-100 pages	Per Set	40		
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		51-100 pages	Per Set	20		
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		A3	Per Page	10		
10.	Lamination	A4	Per Page	50		
		A3	Per Page	50		
11.	Cold Lamination	A4	Per Page	20		
		A3	Per Page	10		
12.	Scanning	A-3	Per Page	100		
		A-2	Per Page	50		
		A-1	Per Page	20		
		A-0	Per Page	20		
		other size	Per Square Inch	500		
Total Amount in Rupees (In words as well as numbers)						

* It is required to quote for all type of work, partly quoted bid/quotation shall not be considered for evaluation.

I/We agree to all the terms & conditions of notice inviting limited bidding No.

Dated

Contact details of the firm:

Name & Signature of the authorized
signatory of the bidding firm