



BID DOCUMENT
FOR "PROCUREMENT OF PAPER REAMS"

Jaipur Metro Rail Corporation Limited
Directorate of Operations & Systems
Admin Building, Mansarovar metro train depot,
Bhrigu path, Mansarovar Jaipur – 302020
Website: <http://transport.rajasthan.gov.in/jmrc>
Email: jgmrs@jaipurmetrorail.in


10.12.2018
JSM (H)

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**1 NOTICE INVITING TENDERS**

Jaipur Metro Rail Corporation (JMRC) Ltd. invites sealed **Open Bid (single stage one envelope method)** for "PROCUREMENT OF PAPER REAMS"

KEY DETAILS:

a)	Designation and address of inviting authority	Joint General Manager(Rolling Stock),JMRC JAIPUR
b)	UBN No.	
c)	NIB/Bid No	JMRC/O&S/RS/2018-19/NIB/012
d)	Name of Bid	Open Bid for "PROCUREMENT OF PAPER REAMS"
e)	Cost of Bid Form	Rs. 118/- including 18% GST, Cost of Bid Form is not refundable(Refer clause 2.2)
f)	Estimated Cost Inclusive GST	Rs. 1,19,616.00/-
g)	Earnest Money Deposit (EMD) / Bid Security.	Rs. 2392.00/- (2 % of the Estimated Cost) in the form of Banker's Cheque/ Demand Draft/ Bank guarantee of a Scheduled Bank in favour of "Jaipur Metro Rail Corporation Ltd." payable at Jaipur. (Refer clause 2.2)
h)	Performance Security	(5 % of the P. O. Amount) in the form of Banker's Cheque/ Demand Draft/ Bank guarantee of a Scheduled Bank in favour of "Jaipur Metro Rail Corporation Ltd." payable at Jaipur. (Refer clause 2.20)
i)	Name of website (s) for down load of Bid document and clarification (s) / Modification (s), if any	http://transport.rajasthan.gov.in/jmrc www.sppp.rajasthan.gov.in
j)	Bid Document Availability Period	From 09.00 Hrs of 18.12.2018 to 17.00 hrs of 15.01.2019
k)	Date and Time of Pre Bid Conference	11. 30 Hrs on 26.12.2018
l)	Venue of Pre Bid Conference	D10,Conference Room, Metro Train Depot, Mansarovar, Jaipur – 302020
m)	Last date for receiving queries/ clarifications	Up to 1700 hrs on 26.12.2018
n)	uploading of reply to queries/clarifications	Upto 1700 hrs on 29.12.2018
o)	Submission start date	10 :00 hrs on 02.01.2019
p)	Last Date for submission of Bid	11:30 Hrs. dated 16/01/2019
q)	Time & Date of Opening of Bid	12:00 Hrs. dated 16/01/2019
r)	Venue of Submission and Opening of Tender	Room no. S09, DCOS Building, Mansarover metro train depot, Bhriugu path,Mansarover,Jaipur-302020
s)	Validity of Tender	90 days from the last date of submission of tender.
t)	Delivery of items	Within 30 days from the date of issue of "Purchase Order".
u)	Technical Capability:	
	a) Bidder should have valid GST registration certificate issued by competent authority	
	b) Applicant should have valid PAN certificate/ card issued by the Income Tax Dept. of GOI and enclose PAN certificate.	



Note:

1. All bidders or their authorized representative may attend the opening of Bid.
2. Corrigendum, Addendums and subsequent clarifications on bid terms, if any, can be downloaded from the above mentioned websites. Intimation for change in the schedule of Bid opening etc. shall be published on above mentioned websites only. Keep visiting these websites for any subsequent clarifications & modifications.
3. In case of any further details required, the same can be collected from the office Of JGM(RS)

Joint General Manager (Rolling Stock)
JAIPUR METRO RAIL CORPORATION LTD,
Room no. D1, Workshop building,
Metro Train Maintenance Depot,
Near Ganga Jamuna Petrol Pump,
Bhrigu path, Mansarovar, Jaipur – 302020
Tel: +91-77288-95412
Email: jgmrs@jaipurmetrorail.in

NOTE: If any query about tender please contact to Manager (RS), Mob No. +91-7728895810/landline no. 0141-2822100.

Signature of Authorized Signatory

**2 INSTRUCTION TO BIDDERS****2.1 Sale of Bidding/ Tender Documents**

- 2.1.1.1 The sale of bidding documents shall be commenced from the date of publication of Notice Inviting Bids (NIB). The complete bidding documents shall also be placed on the State Public Procurement Portal and JMRC website as per NIB. The prospective Bidders shall download the bidding document from the specified website(s) and pay its bid cost on or before while submitting the bid to the procuring entity.
- 2.1.1.2 The bidding documents shall be made available to any prospective Bidders who pays the bid cost for it in cash or by bank demand draft, banker's cheque. Bid documents cost is not refundable.

2.2 Cost of bid document and Bid Security/EMD

- 2.2.1.1 The BID should be submitted in the prescribed Bid document, which may be purchased for Rs.118/- including 18%GST, by Cash or DD/Banker Cheque drawn in favour of JAIPUR METRO RAIL CORPORATION LTD. , payable at Jaipur. The complete bid document can also be downloaded from the website <http://transport.rajasthan.gov.in/jmrc> or www.sppp.rajasthan.gov.in . In case the bid document is downloaded from website, the cost of bid document is to be submitted in the form of DD/Banker's Cheque along with the Bid document submitted. The cost of the Bid document is non-refundable.
- 1.2.1.2 EMD can be deposited in the form of Demand Draft/ Bankers Cheque of amount defined in NIB key details "clause-f" drawn in favour of Jaipur Metro Rail Corporation Ltd., payable at Jaipur, shall form part of the bid.
- 1.2.1.3 EMD shall be 2% of the estimated value of subject matter of procurement. In case of Small Scale Industries of Rajasthan it shall be 0.5% of the quantity offered for supply and in case of sick industries other than Small Scale Industries, whose cases are pending with Board of Industrial and Financial Reconstruction; it shall be 1% of the value of bid. (Please refer rule 42 of RTPPR i.e. Rajasthan Transparency in Public Procurement Rules, 2013. Proof of such exemption has to be submitted with the bid document.
- 2.2.1.4 The EMD of unsuccessful Tenderers shall be refunded soon after final acceptance of successful bid and submitting performance security.
- 2.2.1.5 The EMD taken from a bidder shall be forfeited, including the interest, if any, in the following cases, namely: -
- a. when the bidder withdraws or modifies its bid after opening of bids;
 - b. when the Tenderer fails to commence the supply of the goods or service or execute work as per supply/ work order within the time specified;
 - c. when the Tenderer does not deposit the performance security within specified period after the supply/ work order is placed; and
 - d. If the Tenderer breaches any provision of code of integrity, prescribed for Tenderers, specified in the bidding document.



2.2.1.6 Notice will be given to the Tenderer with reasonable time before EMD deposited is forfeited.

2.2.1.7 No interest shall be payable on the EMD.

2.2.1.8 In case of the successful Tenderer, the amount of EMD may be adjusted in arriving at the amount of the Performance Security, or refunded if the successful Tenderer furnishes the full amount of performance security.

2.2.1.9 The procuring entity shall promptly return the EMD of the successful Tenderer after the earliest of the following events, namely:-

- a. the expiry of validity of Bid Security;
- b. Issue of purchase order for procurement and performance security is furnished by the successful Tenderer;
- c. the cancellation of the procurement process; or
- d. The withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.

2.3 Changes in the Bidding Document

2.3.1.1 At any time, prior to the deadline for submission of Bids, the procuring entity may for any reason, whether on its own initiative or as a result of a request for clarification by a Tenderer, modify the bidding documents by issuing an addendum in accordance with the provisions below.

2.3.1.2 In case, any modification is made to the bidding document or any clarification is issued which materially affects the terms contained in the bidding document, the procuring entity shall publish such modification or clarification in the same manner as the publication of the initial bidding document.

2.3.1.3 In case, a clarification or modification is issued to the bidding document, the procuring entity may, prior to the last date for submission of Bids, extend such time limit in order to allow the bidders sufficient time to take into account the clarification or modification, as the case may be, while submitting their Bids.

2.4 Period of Validity of Bids

2.4.1.1 Bids submitted by the Tenderers shall remain valid during the period specified in the NIB/ bidding document. A Bid valid for a shorter period may be rejected by the procuring entity as non-responsive Bid.

2.4.1.2 Prior to the expiry of the period of validity of Bids, the procuring entity, in exceptional circumstances, may request the Tenderers to extend the bid validity period for an additional specified period of time. A Tenderer may refuse the request and such refusal shall be treated as withdrawal of Bid and in such circumstances Tender Security shall not be forfeited.

2.5 Format and Signing of Bids

2.5.1.1 The Tenderer shall prepare one original set of the bidding documents called Bid in the manner as specified in the bidding document.



- 2.5.1.2 All pages the bid of shall be signed by the Tenderer or a person duly authorised to sign on behalf of the Tenderer, in token of acceptance of all the terms and conditions of the bidding documents. This authorization shall consist of a written confirmation as per "Certificate of Conformity/ No-Deviation" of the bidding document and shall be attached to the technical bid. (As per clause 5.5)

2.6 Sealing and Marking of Bids

- 2.6.1.1 Bid will have to be signed and submitted in a sealed envelope clearly marked as "PROCUREMENT OF PAPER REAMS", NIB NO ____ JMRC/O&S/RS/2018-19/NIB/012____, DATE OF OPENING ____ & TIME ____, UBN NO ____.

- 2.6.1.2 A single-stage single envelope selection method shall be adopted.

- 2.6.1.3 The complete bid document will be consist of following

- a) Proof of tender cost
- b) Proof of EMD.
- c) Bid Document - The bidder shall enclose duly signed and stamped, copy of the Bid Document and the Financial Bid (BOQ).Tenders, signed without any of the information desired in the prescribed formats will not be considered. Besides this all other associated / required documents shall be submitted duly numbered and signed/ stamped by the bidders.

2.7 Submission of Bid

- 2.7.1.1 The Proposal duly filled in and complete in all respects must be submitted in a sealed envelope at the JMRC office clearly marked as "CONFIDENTIAL" and "BID FOR PROCUREMENT OF PAPER REAMS", addressed to:

Joint General Manager (Rolling Stock)
JAIPUR METRO RAIL CORPORATION LTD,
Room no. D1, Workshop Building,
Metro Train Maintenance Depot,
Near Ganga Jamuna Petrol Pump,
Bhrigu path, Mansarovar, Jaipur – 302020
Tel: +91-77288-95412

and must be dropped in the Bid Box labelled for the purpose and kept at Office of Manager(Rolling Stock),Room no. S09, DCOS Building, Mansarover metro train depot, Bhrigu path, Mansarover, Jaipur-302020.

2.8 Alternative/ Multiple Bids

- 2.8.1.1 Alternative/ Multiple Bids shall not be considered at all.

**2.9 Deadline for the submission of Bids**

- 2.9.1.1 Bids shall be received, by the person, designated for the purpose, by the procuring entity or directly dropped in the bid box, at the place and up to the time and date specified in the NIB.

2.10 Late Bids

- 2.10.1.1 The person authorized to receive the bids shall not receive any bid that is submitted personally, after the time and date fixed for submission of bids.
- 2.10.1.2 Any bid, which arrives by post after the deadline for submission of bids, shall be declared and marked as "Late" and returned unopened to the Tenderer.

2.11 Opening of Bids

- 2.11.1.1 The sealed bid box shall be opened by the bid opening committee constituted by the procuring entity at the time, date and place specified in the bidding document in the presence of the Tenderers or their authorised representatives, who choose to be present.
- 2.11.1.2 Envelopes shall be opened one at a time and the following details shall be read out and recorded: -
- a. the name of the Tenderer and whether there is a substitution or modification;
 - b. the bid prices (per lot if applicable);
 - c. the EMD, if required; and
 - d. Any other details as the committee may consider appropriate.
- 2.11.1.3 No bid shall be rejected at the time of bid opening except the late bids.

2.12 Selection Method

- 2.12.1.1 The Employer will carry out technical cum financial evaluation of submitted proposals to determine that the Bidder has a full comprehension of the work of the contract. Where a Bidder's technical submittal has a major inadequacy, his Bid will be considered to be non-compliant and will be rejected.
- 2.12.1.2 For price evaluation of bid, the Total Overall Cost as quoted for "Rate contract for procurement of Paper Reams" will be considered. Bidder must have to quote for all the items mentioned in the BOQ (Bill of Quantities). In case, a bidder does not quote for any item, the bid shall be summarily rejected.
- 2.12.1.3 All offers shall be evaluated and marked L1, L2, L3 etc., L1 being the offer which is the overall least expensive offer.
- 2.12.1.4 Purchase Order can be given to one firm, based on quoted lowest overall rate of paper reams.

2.13 Clarification of Bids

- 2.13.1.1 To assist in the examination, evaluation, comparison and qualification of the Bids, the bid evaluation committee may, at its discretion, ask any Tenderer for a clarification regarding its



Bid. The committee's request for clarification and the response of the Tenderer shall be in writing.

- 2.13.1.2 Any clarification submitted by a Tenderer with regard to its Bid that is not in response to a request by the committee shall not be considered.
- 2.13.1.3 No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the committee in the evaluation of the financial Bids.
- 2.13.1.4 No substantive change to qualification information or to a submission, including changes aimed at making an unqualified Tenderer, qualified or an unresponsive submission, responsive shall be sought, offered or permitted.
- 2.13.1.5 All communications generated under this rule shall be included in the record of the procurement proceedings.

2.14 Evaluation & Tabulation of Bids

2.14.1 Preliminary Examination of Bids

- 2.14.1.1.1 The bid evaluation committee constituted by the procuring entity shall conduct a preliminary scrutiny of the opened bids to assess the prima-facie responsiveness and ensure that the:-
 - a. bid is signed, as per the requirements listed in the bidding document;
 - b. bid has been sealed as per instructions provided in the bidding document;
 - c. bid is valid for the period, specified in the bidding document;
 - d. Bid is accompanied by bidding document fee, Tender Security.
 - e. bid is unconditional and the Tenderer has agreed to give the required performance security; and
 - f. Other conditions, as specified in the bidding document are fulfilled.

2.14.1.2 Determination of Responsiveness

- 2.14.1.2.1 The bid evaluation committee shall determine the responsiveness of a Bid on the basis of bidding document and the provisions of pre-qualification/ eligibility criteria of the bidding document.
- 2.14.1.2.2 The bid evaluation committee shall examine the technical aspects of the Bid in particular, to confirm that all requirements of bidding document have been met without any material deviation, reservation or omission.
- 2.14.1.2.3 The procuring entity shall regard a Bid as responsive if it conforms to all requirements set out in the bidding document, or it contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions and other requirements set out in the bidding document, or if it contains errors or oversights that can be corrected without touching on the substance of the Bid.

2.14.1.3 Non-material Non-conformities in Bids

- 2.14.1.3.1 The bid evaluation committee may waive any non-conformity in the Bid that does not constitute a material deviation, reservation or omission, the Bid shall be deemed to be substantially responsive.



- 2.14.1.3.2 The bid evaluation committee may request the Tenderer to submit the necessary information or document like GST certificate, Pan certificate , etc. within a reasonable period of time. Failure of the Tenderer to comply with the request may result in the rejection of its Bid.
- 2.14.1.3.3 The bid evaluation committee may rectify non-material nonconformities or omissions on the basis of the information or documentation received from the Tenderer under above.
- 2.14.1.3.4 The evaluation shall include all costs and all taxes and duties applicable to the Tenderer as per law of the Central/ State Government/ Local Authorities, and the evaluation criteria specified in the bidding documents shall only be applied;
- 2.14.1.3.5 In case of exceptional high rate for any item/sub activity, negotiation shall be held with L1 firm on the quoted rate of respective item/sub activity.
- 2.14.1.3.6 The members of bid evaluation committee shall give their recommendations below the table regarding lowest bid or most advantageous bid and sign it.

2.15 Price/ purchase preference in evaluation:

Price and/ or purchase preference notified by the State Government (GoR) and as mentioned in the bidding document shall be considered in the evaluation of Bids and award of contract.

2.16 Negotiations

- 2.16.1.1 Negotiations may, however, be undertaken with the lowest Tenderer when the rates of any job type are considered to be much higher than the prevailing market rates or the rates quoted for that job type by other bidders.
- 2.16.1.2 The bid evaluation committee shall have full powers to undertake negotiations. Detailed reasons and results of negotiations shall be recorded in the proceedings.
- 2.16.1.3 The lowest Tenderer shall be informed in writing either through messenger or by registered letter and e-mail (if available). A minimum time of seven days shall be given for calling negotiations. In case of urgency the bid evaluation committee, after recording reasons, may reduce the time, provided the lowest or most advantageous Tenderer has received the intimation and consented to regarding holding of negotiations.
- 2.16.1.4 Negotiations shall not make the original offer made by the Tenderer inoperative. The bid evaluation committee shall have option to consider the original offer in case the Tenderer decides to increase rates originally quoted or imposes any new terms or conditions.
- 2.16.1.5 In case of non-satisfactory achievement of rates from lowest Tenderer, the bid evaluation committee may choose to make a written counter offer to the lowest Tenderer and if this is not accepted by him, the committee may decide to reject and re-invite Bids or to make the same counter-offer first to the second lowest or most advantageous Tenderer, then to the third lowest or most advantageous Tenderer and so on in the order of their initial standing and work/ supply order be awarded to the Tenderer who accepts the counter-offer. This procedure would be used in exceptional cases only.



- 2.16.1.6 In case the rates even after the negotiations are considered very high, fresh Bids shall be invited.

2.17 Acceptance of the successful Bid and Issuance of Purchase Order

- 2.17.1.1 The procuring entity after considering the recommendations of the bid evaluation committee and the conditions of Bid, if any, financial implications, trials, sample testing and test reports, etc., shall accept or reject the successful Bid. If any member of the bid evaluation committee has disagreed or given its note of dissent, the matter shall be referred to the next higher authority, as per delegation of financial powers, for decision.
- 2.17.1.2 Decision on Bids shall be taken within original validity period of Bids and time period allowed to procuring entity for taking decision. If the decision is not taken within the original validity period OR time limit allowed for taking decision, the matter shall be referred to the next higher authority in delegation of financial powers for decision.
- 2.17.1.3 Before issuance of purchase order the procuring entity shall ensure that the price of successful Bid is reasonable and consistent with the required quality.
- 2.17.1.4 A Bid shall be treated as successful only after the competent authority has approved the procurement in terms of that Bid.
- 2.17.1.5 The Tender Security of the Tenderers who's Bids could not be accepted shall be refunded soon after the contract with the successful Tenderer is signed and its performance security is obtained.

2.18 Procuring entity's right to accept or reject any or all Bids

- 2.18.1.1 The Procuring entity reserves the right to accept or reject any Bid, and to annul (cancel) the bidding process and reject all Bids at any time prior to award of contract, without thereby incurring any liability to the Tenderers as per RTPPR Act and Rules.

2.19 Right to Vary Quantity

- 2.19.1.1 Requirement of paper reams may vary as per site requirement/availability and performance at same rate as accepted by JMRC, and this shall be at sole discretion of the procuring entity according to RTPPR-2013 Rule-73.
- 2.19.1.2 If the procuring entity does not procure any subject matter of procurement or procures less than the quantity specified in the bidding documents due to change in circumstances, the Tenderer shall not be entitled for any claim or compensation.
- 2.19.1.3 Orders for extra items or additional quantities may be placed on the rates and conditions given in the contract or as per RTPPR. Delivery or completion period may also be proportionately increased.

2.20 Performance Security Deposit

- 2.20.1.1 Prior to delivery of paper reams and Performance security shall be solicited from successful Tenderer except the departments of the State Government and undertakings, corporations, autonomous bodies, registered societies, co-operative societies which are owned or controlled or managed by the State Government and undertakings of the Central



Government. However, a performance security declaration shall be taken from them. The State Government may relax the provision of performance security in particular procurement or any class of procurement.

- 2.20.1.2 The amount of performance security shall be 5% of the amount of supply order/ Purchase order in case of procurement of goods and services.
- 2.20.1.3 Amount to be paid of performance security will be informed to successful bidder at the time of Purchase order.
- 2.20.1.4 Performance security shall be furnished in any one of the following forms: -
- Bank Draft or Banker's Cheque of a scheduled bank;
 - Bank guarantee/s of a scheduled bank. It shall be got verified from the issuing bank. Other conditions regarding bank guarantee shall be same as mentioned in the bidding document for Tender Security.
 - Fixed Deposit Receipt (FDR) of a scheduled bank. It shall be in the name of procuring entity on account of Tenderer and discharged by the Tenderer in advance. The procuring entity shall ensure before accepting the FDR that the Tenderer furnishes an undertaking from the bank to make payment/ premature payment of the FDR on demand to the procuring entity without requirement of consent of the Tenderer concerned. In the event of forfeiture of the performance security, the Fixed Deposit shall be forfeited along with interest earned on such Fixed Deposit.
- 2.20.1.5 Performance security shall be valid for a period of 60 days beyond the date of delivery of paper reams .
- 2.20.1.6 Security amount in full or part may be forfeited, including interest, if any, in the following cases:-
- When any terms and condition of the contract is breached.
 - When the Tenderer fails to make complete supply satisfactorily.
 - if the Tenderer breaches any provision of code of integrity, prescribed for Tenderers, specified in the bidding document.
- 2.20.1.7 Notice will be given to the Tenderer with reasonable time before Performance Security deposited is forfeited.
- 2.20.1.8 No interest shall be payable on the Performance Security Deposit.

**3 General Conditions of Contract****3.1 Terms & Conditions****3.1.1 Scope of Supply**

3.1.1.1 Subject to the provisions in the bidding document and contract, the goods and related services to be supplied shall be as specified in the purchase order.

3.1.2 Delivery

3.1.2.1 Subject to the conditions of the contract, paper reams should be delivered within 30 days from the Date of P.O or earlier.

3.1.2.2 If national holiday is being declared on tender due date then tender will be opened on next suitable working day.

3.1.2.3 The above material shall be delivered at DCOS section, DCOS building, Train maintenance Depot Mansarovar, Near -Ganga Jamuna Petrol Pump, Mansarovar -Jaipur-302020.

3.1.2.4 The Contractor shall arrange supplies within the stipulated time period.

3.1.3 Inspection

3.1.3.1 The Purchase Officer or his duly authorized representative shall inspect the material.

3.1.4 Rejection

3.1.4.1 materials not approved during inspection or testing shall be rejected and will have to be replaced by the Contractor at his own cost within the time fixed by the Purchase Officer.

3.1.4.2 If, however, due to exigencies of work, such replacement either in whole or in part, is not considered feasible, the Purchase Officer after giving an opportunity to the Contractor of being heard shall for reasons to be recorded, deduct a suitable amount from the approved rates. The deduction so made shall be final.

3.1.4.3 The rejected articles shall be removed by the supplier/ Tenderer/ Contractor within 15 days of intimation of rejection, after which Purchase Officer shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as he thinks fit, at the Contractor's risk and on his account.

3.1.5 Liquidated Damages (LD)/Penalty

3.1.5.1 In case of extension in the delivery period with liquidated damages the recovery shall be made on the basis of following percentages of value of material with the Tenderer has failed to supply/ install/ complete:-

- a. For delay up to 07 days of actual delivery period (ADP) of purchase order - 2.50% of the value of purchase order.
- b. For delay up to 14 days of actual delivery period (ADP) of purchase order - 5.00% of the value of purchase order.



- c. For delay up to 21 days of actual delivery period (ADP) of purchase order - 7.50% of the value of purchase order
- d. For delay up to 30 days of actual delivery period (ADP) of purchase order - 10.00 % of the value of purchase order

3.1.5.2 The maximum amount of liquidated damages shall be 10% of the contract value.

3.1.5.3 If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

3.1.5.4 Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrances beyond the control of the Tenderer.

**4 SPECIAL TERMS AND CONDITIONS OF BID****4.1 Payment Terms and Schedule**

- 4.1.1.1 Payment schedule: - 100 % payment of total value of P.O. would be made to the Contractor, after receipt and acceptance of material.
- 4.1.1.2 The currency or currencies in which payments shall be made to the supplier/ Contractor under this Contract shall be Indian Rupees (INR) only.
- 4.1.1.3 All remittance charges will be borne by the supplier/ Contractor.
- 4.1.1.4 Bills, correct in all respect, shall be submitted in the favour of JMRC, Jaipur with bank details in duplicate along with the acceptance certificate and relevant documents, if any, for arranging payment.

4.2 Other Special Terms

- 4.2.1.1 The rates quoted of paper reams shall be FOR JMRC office, Mansarovar Metro Depot, Jaipur-302020, inclusive of all expenses i.e. all taxes (excluding GST), and Freight charges, transportation/freight charges, packing & forwarding charges, insurance and all other statutory duties etc; no other charges shall be paid by JMRC.
- 4.2.1.2 Consignee: JE/RS/DCOS, Mansarovar Train maintenance Depot, Jaipur-Rajasthan.
- 4.2.1.3 JMRC's General conditions of contract shall be applicable.
- 4.2.1.4 In case the Tenderer fails to supply the final deliverables within stated timelines, the LD as per clause "liquidated damage" would be applicable.
- 4.2.1.5 In case of any errors/ inaccuracies remain in supply and services even after the final approval of design from the purchaser then the Contractor has to take corrective actions on Tenderers part (including all related expenditure on any such measures). In such cases, due to delay in delivery schedule, the LD as per clause „liquidated damage" would be applicable.

**5 TECHNICAL BID FORMATS AND DETAILS:****5.1 Form A: Form of Tender**

Note : i. The Appendix forms part of the Tender

ii. Tenderers are required to fill up all the blank spaces in this Form of Tender and Appendix.

Name of Work: TENDER FOR "PROCUREMENT OF PAPER REAMS"

To

Joint General Manager (Rolling Stock)
JAIPUR METRO RAIL CORPORATION LTD,
Room no. D1, Workshop Building,
Metro Train Maintenance Depot,
Near Ganga Jamuna Petrol Pump,
Bhrigu path, Mansarovar, Jaipur – 302020

1. Having visited the site and examined the General Conditions of Contract as well as Special Conditions of Contract, Specifications, Instructions to Tenderers, for the execution of above named works, we the undersigned, offer to execute and complete such works and remedy defects therein in conformity with the said Conditions of Contract, Specifications, and Addenda for the sum of Rs. _____ (Amount in figures and words) for _____ or such other sum as may be ascertained in accordance with the said conditions.
2. We acknowledge that the Appendix forms an integral part of the Tender.
3. We undertake, if our Tender is accepted, to commence the works of the within 4 weeks of issue of the purchase order.
4. If our Tender is accepted, we will furnish at our option a Bank Guarantee for Performance as security for the due performance of the Contract. The amount and form of such guarantee or bond will be in accordance with the General Conditions of the Contract and as indicated in the Appendix.
5. We have independently considered the amount as per the General Conditions of Contract as liquidated damages and agree that they represent a fair estimate of the damages likely to be suffered by you in the event of the work not being completed in time.
6. We agree to abide by this Tender for a minimum period of 90 days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period or any extended period mutually agreed to.
7. Unless and until a formal Agreement is prepared and executed, this Tender, together with your written acceptance thereof, shall constitute a binding contract between us.
8. We declare that the submission of this Tender confirms that no agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item of work related to the award and performance of this Contract. We further confirm and declare that no agency commission or any payment, which may be construed as an agency commission has been, or will be, paid and that the tender price does not include any such amount.

Signature of Authorized Signatory

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9. We acknowledge the right of the Employer, if he finds to the contrary, to declare our Tender to be non-compliant and if the Contract has been awarded to declare the Contract null and void.
10. We understand that you are not bound to accept the lowest or any tender you may receive.
11. If our Tender is accepted we understand that we are to be held solely responsible for the due performance of the Contract.

Dated this.....day of..... 2018

Signature

Name..... in the capacity of

Duly authorized to sign Tenders for and on behalf of.....

Address

Witness – Signature

Name

Address

Occupation


JMS (S)

**5.2 Form: B Format of Bank Guarantee for Performance Security**

This deed of Guarantee made this day of _____ between Bank of _____ (hereinafter called the "Bank") of the one part, and Jaipur Metro Rail Corporation Limited (hereinafter called "the Employer") of the other part.

Whereas Jaipur Metro Rail Corporation Limited has awarded the contract for "PROCUREMENT OF PAPER REAMS" Tender No. JMRC/O&S/RS/2018-19/NIB/012 (here in after called "the contract") to M/s (Name of the Contractor) (here in after called "the Contractor").

AND WHEREAS the Contractor is bound by the said Contract to submit to the Employer a Performance Security for a total amount of Rs. _____ (Amount in figures and words).

Now we the Undersigned _____ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____ (Full name of Bank), hereby declare that the said Bank will guarantee the Employer the full amount of Rs. _____ (Amount in figures and Words) as stated above.

After the Contractor has signed the aforementioned Contract with the Employer, the Bank is engaged to pay the Employer, any amount up to and inclusive of the aforementioned full amount upon written order from the Employer to indemnify the Employer for any liability of damage resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the Employer immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the Employer any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator/s relating thereto and the liability under this guarantee shall be absolute and unequivocal.

This Guarantee is valid for a period of _____ Months from the date of signing. (The initial period for which this Guarantee will be valid must be for at least six (6) months longer than the Defect Liability Period).

At any time during the period in which this Guarantee is still valid, if the Employer agrees to grant a time extension to the Contractor or if the Contractor fails to complete the Works within the time of completion as stated in the Contract, or fails to discharge himself of the liability or damages or debts as stated under above para, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Employer and at the cost of the Contractor

The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the Contractor.



The neglect or forbearance of the Employer in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Employer for the payment hereof shall in no way relieve the bank of their liability under this deed.

The expressions "the Employer", "the Bank" and "the Contractor" hereinbefore used shall include their respective successors and assigns.

In witness whereof I/We of the bank have signed and sealed this guarantee on the _____ day of _____ (Month) 2018 being herewith duly authorized.

For and on behalf of the _____ Bank.

Signature of authorized Bank official

Name:

Designation :

I.D. No. :

Stamp/Seal of the Bank:

Signed, sealed and delivered for and on behalf of the Bank by the above named _____

In the presence of:

Witness 1.

Signature

Name

Address

Witness 2.

Signature

Name

Address

**5.3 Form: C PRO FORMA FOR STATEMENT OF DEVIATIONS**

The following are the particulars of deviations from the requirements of the Instructions to Bidder", "General Conditions of Contract", "Special Conditions of Contract and Bid Specifications:

Clause	Deviations	Remarks (including justification)	Price adjustment for withdrawal of each Deviations

Signature of Bidder

Note

1. Where there is no deviation, the statement should be returned duly signed with an endorsement indicating 'No Deviations'.
2. The Bidder shall indicate price adjustment against each deviation, which he shall like to add to the Bid price for withdrawing of his deviations if the same are unacceptable to the Employer.

Signature of Authorized Signatory

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JMS (KS)



5.4 BILL OF QUANTITIES (BOQ)

FINANCIAL BID FORM

Tenderer Name: _____

S. No	Description of Item	Product Specifications	Quantity (A)	Unit	Rate/per unit Without GST(INR) (B)	Total Amount Without GST(INR) (C= A*B)
1.	Paper Ream- A4 Make-	A grade paper mill, 75 g/m ² (gsm), 210mmX 297 mm, 500 sheets, multipurpose paper for copying & printing colour-white,	600	No.		
Sub Total Amount (INR)						
GST(INR) @ ____%						
Total Amount (INR)including GST						

Note:

- 1) The rates quoted of paper reams shall be FOR JMRC office, Mansarovar Metro Depot, Jaipur 302020, inclusive of all expenses i.e. all taxes (excluding GST), and Freight charges, transportation/freight charges, packing & forwarding charges, insurance and all other statutory duties etc; no other charges shall be paid by JMRC.
- 2) GST will be paid at rate applicable at the time of billing.

Signature of firm's representative

(With seal of firm)

Signature of Authorized Signatory