



Open Competitive Bid (OCB)

for

Printing & Supply of Secured Stationery for



April 2015

**O/o. Director, Electronic Services Delivery
First Floor, Road No. 7, Banjara Hills
Hyderabad - 500 034**

Government of Telangana, India.



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Tender Call Notice

Government of Telangana
O/o. Director, Electronic Services Delivery, (Mee Seva)
First Floor, Road No. 7, Banjara Hills, Hyderabad, TS - 500 034, India.
Contact Nos.: 91 (40) 2335 2849, Fax: 91 (40) 2335 6650
[Email: dir_e seva@telangana.gov.in](mailto:dir_e seva@telangana.gov.in)

Tender Call Notice for Printing & Supply of Secured Stationery for Mee Seva

A.1 Schedule of Events:

Bid calling date	10.04.2015
Pre-bid conference (Date, Time)	17.04.2015 at 11.00 AM at Director (ESD) 1 st floor.
Last date/time for clarifications	20.04.2015 at 5.00 P.M
Bid Closing date and time	24.04.2015 at 12.00 P.M
PQ/TQ Bid opening date & Time	24.04.2015 at 3.00 P.M
Commercial Bid Opening	27.04.2015 at 3.00 P.M
Bid Document Price	Rs. 25,000/-
Director (ESD) contact person	Dydir_admin@telangana.gov.in Dydir_technical_e seva@telangana.gov.in
Reference No.	Rc. No. 51/ESD/Meeseva/2014-15

However, you have to collect the Physical Bid Document in our office to be submitted along with tender.

A.2 The Solution, Service or Material required:

The Director, ESD (Meeseva), invites bids for Printing and Supply of the Secured Stationery for Mee Seva for issue of Certificates through Mee Seva Centres across Telangana State.



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Section A

Mee Seva, easier, faster is an online, web based, transparent and secured citizen-centric service facility to provide convenient access to the citizens without any need for them to go to multiple Government offices for getting their work done. The certificates are issued with digital signatures of the authorized signatories in consonance with the Information Technology (Amendment) Act, 2008 and Director (Electronic Service Delivery) Rules 2011. Certificates will be printed on Secured Certificate Stationery.

Objective of Tender:

Quotations are to be uploaded into e-Procurement Site from interested & eligible printers / manufacturers for Secured Stationery Certificate to quote **Rate per Certificate** strictly as per specifications mentioned below. Quotations without **Paper Samples** with each Certificate Type will not be entertained (Pre-Qualification Envelope). The quotations are to be submitted on-line thorough the e-Procurement site prescribed in the advertisement. The copies of the sample papers are to be dropped in the box provided in the Director (ESD), Electronic Service Delivery, First Floor, Road No.7, Banjara Hills, Hyderabad-500034 within the stipulated date and time. The Director, Electronic Service Delivery reserves the right to reject any quotation without assigning any reason thereof. The Director, Electronic Service Delivery may approve more than one supplier for this purpose at same tender price. Scanned images of sample certificate (front and back) are enclosed in Annexure.

Section B

Pre Qualification Criteria

B.1 Pre-Qualification Criteria:

1. Bidder should not be a mere stationery supplier but should be either security printer or an original printer collaborated with a manufacturer of paper / authorized representative of a manufacturer. An evidence to that effect in case original Printer other than Security Printer, is to be enclosed with the Bid. Consortium partners are not permitted.
2. Bidder should submit the details of the previous execution of similar kind of Security Paper printing and supplies to any State or Central Government Departments/Institutions/Organizations/Banks along with the evidence.
3. The Bidder should have annual Turnover of Rs. 5 Crores or more for the items / products mentioned during the period of last three years 2014-2015 financial years as evidenced by the audited balance sheet of the company.
4. Bidder should be in possession of high end printing equipments supporting up to 6 lakhs prints per day and should be ISO 9001: 2008 certified minimum.
5. Bidder should be RBI/IBS approved company for supply of secured stationary.
6. Bidder should submit a declaration stating that the Bidder has not been Debarred / Blacklisted by any Central or State Govt. / Quasi-Govt. Departments / Banks (IBA) or organizations for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices or not having any legal tangle with Govt. organizations pending in any of the Courts in India in a self certified letter addressed to Director (ESD).
7. Director, ESD department reserves their right in not considering a bid of the Bidder, if such Bidder was a previous supplier and had a past bad track record or their earlier performance was unsatisfactory on any count.

Note: Relevant documents in support of above should be furnished.

Section C

Important Bid Information

C. Statement of important limits/values related to bid

S.No	Item	Description
1.	EMD with validity period	Rs. 6,00,000/- (Rs. Six Lakhs Only) The EMD should be submitted to ESD In the form of DD / Banker's cheque in the name of Director (ESD), Govt., of Telangana, Hyderabad.
2.	Bid Validity Period	90 days from the date of opening of bids
3.	Variation in quantities	+/- 25%
4.	Period for furnishing performance security	Within 7 days from date of receipt of Notification of Award.
5.	Performance Security	Rs. 30,00,000/- (Rs. Thirty Lakhs Only) in favor of "The Director, ESD Mee Seva, Telangana by way of DD or BG from any Nationalized Bank
6.	Performance Security validity period	90 days beyond Contract period.
7.	Period for signing contract	Within 10 days from date of receipt of Notification of Award
8.	Payment Terms	As mentioned in this document
9.	Penalty for late deliveries	1% of the value for the late delivered or deemed late delivered certificates for One week or part thereof, 1.5% for Two weeks or part thereof, 2% for Three weeks or part thereof, 2.5% for 4 weeks or part thereof and so on.
10.	Conditional bids	Not acceptable and liable for rejection
11.	Eligibility Criteria	As per Section B.
12.	Bid submission	Bidders are requested to submit the bids after issue of minutes of the pre bid meeting duly considering the changes made if any, during the pre bid meeting. Bidders are totally responsible for incorporating / complying the changes / amendments issued if any during pre bid meeting in their bid.
13.	Procedure for Bid Submission	Bids shall be made in two parts namely, Technical Bid containing Pre-Qualification / Eligibility Criteria, Infrastructure, Production Capacity, Quality & Other standard Certification details, EMD and Paper / Print Quality Samples (as may deemed fit) be submitted in Envelope – A Super scribing "A - Mee Seva Secured Stationery".

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		<p>shall not hold any risk on account of postal delay, particularly, if any of the certificates, documents, submitted by the Bidder are found to be false / fabricated / bogus, the Bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the Bid Security will be forfeited.</p> <p>2 ESD will not hold any risk and responsibility regarding non-visibility of the scanned and uploaded documents.</p>
15.	Contract Period	Initially for a period of One Year from the date of signing of contract, however the contract may be extended for one more year on requirement and mutual consent without any additional financial implications.

Section D

Schedule of Requirement

D.1 The following Types as decided by the Tender Committee:

Paper Specifications : (For Type-I and Type-II)

S.No.	Particulars	Unit	Value
1	Substance	GSM	120 +/- 4%
2	Thickness	micron	97 +/- 5
3	Bendtsen Smoothness	ML/Min	75 Max
4	Brightness	DS 65/10	91 +/- 3
5	Bulk	CC/ g	1.32 +/- 3%
6	Doublefold	Nos.	MD ~ 24 CD - 12
7	Opacity	%	91.2
8	Moisture	%	3.52
9	Stiffness	gm cm/15 deg C	MD ~ 5.8 CD ~ 2.8
10	RH/Temp	% deg C	68/24
11	Shade		Natural Shade

Security Features :

Certificate Type_I	<ol style="list-style-type: none"> 1. Natural shade 120 GSM Parchment paper with Telangana State emblem Water Mark (Dandy) and Security Fibers of A-Grade quality Paper and manufactured by A-Grade Paper Manufacturers 2. Hot foil stamping with TS Government Logo with 12mm diameter. 3. High Resolution Border with Micro-text Printing 4. Guilloche Pattern 5. Relief / Numismatic Text 6. Invisible emblem of TS Government which glows blue under ultra violet light 7. Printing of Serial Number in Fluorescent black ink which glows Green under Ultra Violet light / Ultra Violet Fluorescent Red 8. Check Digit Feature 9. Copy Pantographic feature 10. Visible Fluorescent Ink printing 11. Latent Text (Back side of Certificate) 12. Super imposed letters
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120 GSM Parchment paper with Telangana
Embossed Water Mark and **Security Fibers** of A-
Grade Paper and manufactured by A-Grade Paper

2. Hot foil stamping with Telangana Government Logo with 12mm
3. High Resolution Border with Micro-text Printing
4. Guilloche Pattern
5. Relief / Numismatic Text
6. Invisible emblem of Telangana Government which glows blue under ultra violet light
7. Printing of Serial Number in Fluorescent black ink which glows Green under Ultra Violet light / Ultra Violet Fluorescent Red
8. Check Digit Feature
9. Copy Pantographic feature
10. Visible Fluorescent Ink printing
11. Latent Text (Back side of Certificate)
12. Super imposed letters

D.2 Quantity of Certificate Required:

Approximately 60,000 Certificates Per day average, but this is not Minimum Guaranteed Quantity

Section E

E.1. Bidding Schedule:

Offers should be made in Two Part Bids namely, “Pre-qualification-cum-Technical bid” and “Financial bid” and in the format given in bid document and upload the documents in scanned format to the website separately for PQ/TQ and Financial Quotes.

EMD copy should be submitted as required.

1. All correspondence should be with ESD contact person only.
2. A complete set of bidding documents may be down loaded by interested Bidders from the MeeSeva Website or Director, ESD contact person upon payment of the bid document price which is non-refundable. Payment of bid document price should be by way of demand draft / cashier’s cheque drawn in favour of “The Director, ESD (Mee Seva), TS” and payable at Hyderabad (India).

E.2. Pre-qualification bid:

It shall include the following information about the firm and/or its proposal.

1. General information on the Bidder’s company in Form P-1
2. Turn over details in relevant field (Audited Balance Sheets) in Form P-2
3. List of major customers in support of turnover in Form P-3
4. Details of production / Printing centers in Form P-4
5. Declaration on Clean Track Record in Form P-5
6. Certificates like ISO etc. (Bidder’s format)

E.3. Technical Bid:

1. All required items’ samples (paper / print quality) are mandatory and to be verified during Technical evaluation.
2. Deviation(s) to technical specifications, if any in Form T-1
3. Check list in Form T-2
4. Detailed technical documentation, reference to various industry standards to which the products/services included in bidder’s offer conform, and literature concerning the proposed solution (Bidder’s format)
5. Other information, if any required in the bid document (Bidder’s format)
6. Business Continuity plan (Bidder’s Format)

E.4. Financial bid:

The financial bid should provide cost calculations corresponding to unit price of each item of the schedule-wise and are to be quoted in the website for the unit price per page separately for the two types such as Type-I and Type-II. ~~in Form F-1~~

E.5. Pre-bid Meeting:

All those Bidders who had purchased bid document can participate in the meeting to seek clarifications on the bid, if any on the specified date, time & place.

General Instructions to Bidders

F.1. Definitions:

- 1. Tender call or invitation for bids** means the detailed notification seeking a set of solution(s), service(s), materials or any combination of them.
- 2. Specification** means the functional and technical specifications or statement of work / material, as the case may be.
- 3. Firm** means a company, authority, co-operative or any other organization incorporated under appropriate statute as is applicable in the country of incorporation.
- 4. Bidder** means any firm offering the solution(s), service(s) and/or materials required in the tender call. The word bidder when used in the pre award period shall be synonymous with Bidder and when used after award of the contract shall mean the successful Bidder with whom ESD signs the contract for rendering of goods and services.
- 5. Pre- qualification and Technical bid** means that part of the offer that provides information to facilitate assessment by ESD, professional, technical and financial standing of the Bidder, conformity to specifications etc.
- 6. Financial Bid** means that part of the offer, that provides price schedule, total project costs etc.
- 7. Three part Bid** means the pre-qualification, technical and financial bids submitted in Physical to ESD.
- 8. Two part Bid** means the Technical bid and financial bids submitted in physical to ESD and their evaluation is sequential.
- 9. Goods and services** mean the solution(s), service(s), materials or a combination of them in the context of the tender call and specifications.
- 10. The word goods when used singly shall mean the goods and / services.**

F.2 General Eligibility

1. This invitation for bids is open to all firms (No Consortium partners allowed) within India at the time of bidding subject to meeting the pre qualification criterion.
2. Bidders marked / considered by ESD to be ineligible to participate for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices shall not be eligible.
3. Bidders debarred / blacklisted by any Central or State Govt. / Quasi –Govt. Departments / Banks (IBA) or organizations as on bid calling date for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices are not eligible. Acceptance or Rejection of bids of the Bidders having any legal tangle with Govt. organizations pending on their organization in any of the courts in India are at the discretion of the ESD.
4. Breach of general or specific instructions for bidding, general and special conditions of contract with ESD or any of its user organizations may make a firm ineligible to participate in bidding process.

- prescribed in the bid document, the Bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information.
2. For all other cases the Bidder shall design a form to hold the required information.

F.4 Cost of bidding

1. The Bidder shall bear all costs associated with the preparation and submission of its bid, and ESD will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.
2. Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

F.5 Clarification of bidding documents

1. A prospective bidder requiring any clarification of the bidding documents may notify ESD contact person. Written copies / e-mail of the ESD response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that have received the bidding documents.
2. The person concerned will respond to any request for clarification of bidding documents which it receives no later than bid clarification date mentioned in the notice prior to deadline for submission of bids prescribed in the tender notice. No clarification from any Bidder shall be entertained after the close of date and time for seeking clarification mentioned in tender call notice. It is further clarified that ESD shall not entertain any correspondence regarding delay or non-receipt of clarification from ESD.

F.6 Amendment of bidding documents

1. At any time prior to the deadline for submission of bids, ESD, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.
2. All prospective Bidders those have received the bidding documents will be notified of the amendment and such modification will be binding on all Bidders.
3. In order to allow prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the ESD, at its discretion, may extend the deadline for the submission of bids.

the duration specified in the bid document, 90 days after the date of bid opening prescribed by ESD. A bid valid for a shorter period shall be rejected as non-responsive.

2. In exceptional circumstances, the ESD may solicit the Bidders' consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security shall also be suitably extended. A Bidder granting the request will not be permitted to modify its bid.

F.8 Submission of bids

1. The Bidders shall quote the prices in the e-procurement site and the details shall be submitted in respect of the Pre-Qualification cum Technical on the specified date and time given through e-procurement site of O/o Director, ESD (Mee Seva) TS, 1st Floor, Road No. 7, Hyderabad - 500034.

F.9 Deadline for submission of bids

1. Bids must be submitted not later than the bid submission date and time specified in the tender call notice.
2. The ESD may, at its discretion, extend this deadline for the submission of bids by amending the tender call, in which case all rights and obligations of the ESD and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

F.11 Modification and withdrawal of bids

1. No bid can be modified subsequent to the deadline for submission of bids.
2. No bid can be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity. Withdrawal of a bid during this interval will result in the forfeiture of its bid security (EMD).

F.12 General Business information:

The Bidder shall furnish general business information to facilitate assessment of its professional, technical and commercial capacity and reputation.

F.13 Bid security i.e. Earnest Money Deposit (EMD)

1. The Bidder shall furnish, as part of its bid, a bid security for the amount specified in the tender call notice.
2. The bid security is required by Director, ESD to:

interest till award of con
a bid conditions during the bid evaluation

- cheque issued by a nationalized bank in India and having at least one branch office in Hyderabad
4. Unsuccessful Bidder's bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by ESD.
 5. The successful Bidder's bid security will be discharged upon the Bidder signing the contract, and furnishing the performance security,
 6. The bid security may be forfeited:
 - a. if a Bidder withdraws its bid during the period of bid validity or
 - b. in the case of a successful Bidder, if the Bidder fails:
 - i. to sign the contract in time; or
 - ii. to furnish performance security.

F.14. Preparation of Pre-Qualification Bid

It shall contain of the following parts:

1. General business information
2. Turnover details (submission of Audited Balance sheet)
3. Major clients' details
4. Production / Service centre details
5. Bid security (EMD)
6. Any other relevant information as specified in Section B.

F.15 Preparation of Technical Bid

It shall consist of the following parts.

1. Technical documentation – confirmation to technical specifications etc.
2. Plan for in lab proof of concept, if required in tender call.
3. Plan for field demonstration if required in tender call
4. Detailed technical documentation, reference to various industry standards to which the goods and services included in bidder's offer conform, and other literature concerning the proposed solution. In particular, the bidders should identify areas in which their solution conforms to open standards and areas that are proprietary in nature. Justification about proprietary components in terms of functionality and performance should be given.
5. A statement about appropriateness of the product design and solution plan for operating conditions in India, including physical, infrastructure and human factors.
6. Necessary Samples.
7. A statement of the goods and / services offered by the firm. Source of paper and its manufacturing standards and specifications.
8. Production facilities and List of equipment with capacity, orders in hand, spare capacity.

F.16 Preparation of Financial Bid

1. Overview of Financial Bid

The financial bid should provide cost calculations corresponding to each schedule / component of the project.

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unit prices (where applicable) to supply

- b. The Bidder shall indicate Basic Prices and taxes, duties etc. (if required) in the form prescribed.
- c. Bidder's separation of price components will be solely for the purpose of facilitating the comparison of bids by ESD and will not in any way limit the purchaser's right to contract on any of the terms offered.
- d. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account unless otherwise specified in the tender call. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.

2. **Bid Currency:**

Prices shall be quoted in Indian Rupees only.

Evaluation of Bids

G.1. Outline of Bid Evaluation procedure

1. The bid opening and evaluation process will be sequential in nature, means that Bidder must qualify a particular stage to be eligible for next stage. Immediately after the closing time, the ESD contact person shall open the Technical cum Pre-qualification bids and list them for further evaluation. The financial bid covers shall be listed and put into a bag to be sealed according to ESD procedure. The sealed bag of financial bids shall be in custody of a designated officer for opening after evaluation of Technical cum Pre-qualification bids. Thereafter, financial bids of qualified Bidders will be opened and short listed for further analysis by the committee formed for this purpose.
2. Any participating bidder may depute a representative to witness these processes.
3. The standard procedure, described here will stand appropriately modified, in view of special procedures of bid evaluation as mentioned in tender call or elsewhere in this bid document or ESD may deviate from these in specific circumstances if it feels that such deviation are unavoidable, or will improve speed of processing and consequent project execution.

G.2. General Guidelines for bid opening and evaluation:

Bids will be in three parts (pre-qualification, technical and financial) or two parts (Technical and financial) or composite bid (technical and financial bid together) as indicated in the tender call. For three part bids there will be three bid opening events, in two part bid there will be two bid opening events and in case of composite bids there will be only one bid opening event. Following guidelines will generally be followed by ESD officers at each such event. However ESD may deviate from these in specific circumstances if it feels that such deviation are unavoidable, or will improve speed of processing and consequent project execution.

1. Opening of bids

Bids will be opened at the scheduled time & date through e-procurement site and can be viewed at your end through e-procurement site.

- a) The Bidders names, bid modifications or withdrawals, discounts, and the presence or absence of requisite bid security and such other details as the ESD officer at his/her discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened.
- b) Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances.

c) 2. Preliminary examination of Bids

1. Preliminary scrutiny will be made to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether all pages of documents have been properly signed, and whether the bids are generally in order.

rectified on the following basis.
price and the total price that is obtained by
quantity, the unit price shall prevail and the
total price shall be corrected. If the bidder does not accept the correction of
the errors, its bid will be rejected and its bid security may be forfeited. If
there is a discrepancy between words and figures, the amount in words will
prevail.

3. ESD may waive any minor informality, nonconformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
4. Prior to the detailed evaluation, ESD will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations.
5. If a bid is not substantially responsive, it will be rejected by the ESD and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

3. Clarification on bids

During evaluation of the bids, ESD may, at its discretion, ask the Bidder for clarification of its bid.

4. Evaluation of Pre - Qualification-cum-Technical bids

Pre - qualification bid documentation shall be evaluated in two sub-steps.

- a. Firstly, the documentation furnished by the bidder will be examined prima facie to see if the pre-qualification criteria, technical skill base and financial capacity and other bidder attributes claimed therein are consistent with the needs of this project.
- b. In the second step, ESD may ask bidder(s) for additional information, visit to bidder's site and/or arrange discussions with their professional, technical faculties to verify claims made in technical bid documentation.

5. In lab proof of concept

The in lab proof of concept on demand may be organized either in Director, ESD or in the bidder's lab by mutual discussion. Application specific testing tool will have to be brought in by the bidder. If required the bidder should make all necessary arrangements for the same.

6. Field demonstration

The Bidder, on demand, should be able to demonstrate functional requirements as described in the specifications of the goods / services required.

7. Evaluation of financial bids

Financial bids of those bidders who satisfy all phases of the pre-qualification cum technical bid and corresponding to chosen technical bid choices will only be opened. All other financial bids will be ignored. Director, ESD will assess the nature of financial offers and may pursue any or all of the options mentioned under financial bid ESD may at its discretion discuss with bidder(s) available at this stage to clarify contents of financial offer.

of financial bids

clude and not take into account any offer not
present requirements of user.

2. Evaluation of financial bid will take into account, in addition to the basic bid price, one or more of the following factors
 - a.) The projected costs for the entire contract period;
 - b.) Past track record of Bidder in supply/ services and
 - c.) Any other specific criteria indicated in the tender call and/or in the specifications.

G.3. Performance and productivity

Bidders shall state the guaranteed performance or efficiency in response to the specifications.

G.4. Contacting Director, ESD

1. Bidder shall not approach ESD officers outside of office hours and / or outside ESD office premises, from the time of the tender call notice to the time the contract is awarded.
2. Any effort by a Bidder to influence ESD officers in the decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's offer and Bidder may also be marked as ineligible for future bids. If the Bidder wishes to bring additional information to the notice of the ESD, it should do so in writing.

G.5. ESD' right to vary quantities at time of award

ESD reserves the right at the time of award to increase or decrease the quantity, as indicated in tender call, from the quantity of goods and services originally specified in the specification without any change in unit price or other terms and conditions.

G.6. ESD' right to accept any bid and to reject any or all bids.

ESD reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.

G.7. Notification of award

- a. Prior to expiration of the period of bid validity, ESD will notify the successful Bidder in writing, that its bid has been accepted.
- b. Upon the successful Bidder's furnishing of performance security, ESD will promptly notify each unsuccessful Bidder and will discharge its bid security.

ESD notifies the successful Bidder that its bid has been accepted, the ESD will send the Bidder/s the Contract Form provided in the bidding documents, incorporating all terms between the parties.

- b. On receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the ESD as per the time line specified in this tender document.

G.9. Corrupt, fraudulent and unethical practices

- a. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the process of contract execution and
- b. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to detriment of the purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition:
- c. "Unethical practice" means any activity on the part of Bidder, which try to circumvent tender process in any way. Unsolicited offering of discounts, reduction in financial bid amount, upward revision of quality of goods etc after opening of first bid will be treated as unethical practice.
- d. ESD will reject a proposal for award and also may debar the Bidder for future tenders in ESD, if it determines that the Bidder has engaged in corrupt, fraudulent or unethical practices in competing for, or in executing a contract

General Conditions of Contract (GCC)

H.1. Definitions

In this contract, the following terms shall be interpreted as indicated. Terms defined in general instructions to Bidders section shall have the same meaning.

- a) **“Contract”** means the agreement entered into between the ESD and the bidder, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;
- b) **“Contract price”** means the price payable to the bidder under the contract for the full and proper performance of its contractual obligations;
- c) **“Incidental services”** means those services ancillary to the supply of the goods and services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training and other such obligations of the bidder covered under the contract as the case may be;
- d) **“GCC”** means the general conditions of contract contained in this section.
- e) **“SCC”** means the special conditions of contract if any.
- f) **“ESD”** means the Office of The Director, Electronic Services Delivery (Mee Seva), Government of Telangana.
- g) **“Purchaser/ User”** means ultimate recipient of goods and services
- h) **“Bidder or Vendor”** means the individual or firm supplying the goods and services under this contract.
- i) **“Project site”**, where applicable, means the place(s) where goods/services are to be made available to user.
- j) **“Day”** means calendar day.

H.2 Application

These general conditions shall apply to the extent that they are not superseded by provisions of other parts of the contract.

H.3 Standards

The goods supplied under this contract shall conform to the standards mentioned in the specifications / security features, and, when no applicable standard is mentioned, the authoritative standards appropriate to the goods' country of origin shall apply. Such standard shall be the latest issued by the concerned institution.

H.4 Use of documents and information

1. The bidder shall not, without prior written consent from ESD, disclose/share/use the bid document, contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the ESD in connection therewith, to any person other than a person employed by the bidder in the performance of the contract. Disclosure to any such employed person shall be made in



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ly as far as may be necessary for purposes

2. The Bidder shall not, without prior written consent of ESD, make use of any document or information made available for the project, except for purposes of performing the Contract.
3. All project related document (including this bid document) issued by ESD, other than the contract itself, shall remain the property of the ESD and shall be returned (in all copies) to the ESD on completion of the Bidder's performance under the contract if so required by the ESD.

H.5. Performance Security

1. On receipt of notification of award, the Bidder shall furnish performance security to ESD in accordance with bid document requirement.
2. The proceeds of the performance security shall be payable to the ESD as compensation for any loss resulting from the supplier's failure to complete its obligations under the contract.
3. The performance security shall be denominated in Indian rupees and shall be in one of the following forms:
 - a. A bank guarantee or an irrevocable letter of credit, issued by a reputed bank located in India with at least one branch office in Hyderabad, in the form provided in the bidding document or another form acceptable to the ESD; or
 - b. A cashier's cheque or banker's certified cheque or crossed demand draft or pay order drawn in favour of The Director, ESD (Mee Seva), TS
4. The performance security will be discharged by the ESD and returned to the Bidder not later than Sixty (60) days following the date of completion of all formalities under the contract and if activities, post warranty, by the Bidder is envisaged, following receipt of a performance guarantee for annual maintenance as per bid document.
5. In the event of any contract amendment, the bidder shall, within 15 days of receipt of such amendment, furnish the amendment to the performance security, rendering the same valid for the duration of the Contract.

H.6. Inspection and acceptance tests

1. Inspection and tests prior to shipment of Goods and at final acceptance are as follows:
 - a. Inspection of the goods shall be carried out to check whether the goods are in conformity with the specifications mentioned in the bid document. Following broad test procedure will generally be followed for inspection and testing of goods. The bidder will dispatch the goods to consignee after internal inspection testing along with the supplier's inspection report. The ESD will test the

goods as and when felt necessary by ESD or through competent / authorized certifying agency.

- ests, at the discretion of ESD, may be
ses of the Bidder or its subcontractor(s), at
/ or at the good's final destination. If
conducted on the premises of the Bidder or its subcontractor(s), all
reasonable facilities and assistance, including access to drawings
and production data, shall be furnished to the inspectors at no
charge to the ESD.
- c. Should any inspected or tested goods fail to conform to the specifications the ESD may reject the goods, and the bidder shall either replace the rejected goods or make alterations necessary to meet specification requirements free of cost to the ESD/user.
 - d. ESD' right to inspect, test and, where necessary reject the goods after the goods' arrival at user's site shall in no way be limited or waived by reason of the goods having previously been inspected, tested and passed by the ESD or its representative prior to the goods shipment and reserves right to order destruction of such rejected goods.
 - e. Nothing in this clause shall in any way release the bidder from any warranty or other obligations under this contract.
 - f. The acceptance test will be conducted by the ESD, their consultant or any other person nominated by the ESD, at its option. There shall not be any additional charges for carrying out acceptance tests. Any reduction in quality requirements and specifications shall be ground for failure. The bidder shall maintain necessary log in respect of the results of the tests to establish to the entire satisfaction of the ESD, the successful completion of the test specified.

H.7 Acceptance certificates

Acceptability test on deliverables etc, may be conducted as and when required or necessary by ESD for the specification of the goods and acceptance certificates issued.

H.8 Packing

1. The bidder shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperature, salt and precipitation during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
2. The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the ESD.



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Delivery of the goods/services shall be made by the bidder in accordance with the terms specified in the Schedule of requirements. The details of shipping and / or other documents to be furnished and submitted by the bidder are specified to the persons where the stock was delivered.

Upon delivery of the goods to the user, the bidder shall notify the ESD and mail the following documents:

1. Four copies of the Bidder invoice showing goods description, quantity, unit price total amount;
2. Delivery note, or acknowledgement of receipt of goods from the user;
3. Inspection Certificate issued by the nominated inspection agency, and the Supplier's factory inspection report, if required.
4. Any of the documents evidencing payment of statutory taxes.

H.10. Insurance

1. It is suggested that the goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to transportation, storage, and delivery up to user site.
2. The insurance should be for replacement value from "Warehouse to warehouse (final destination)" on "All Risks" valid upto 3 months till completion of delivery, installation and commissioning.

H.11. Transportation

Transport of the goods to the project site(s) shall be arranged by the bidder at his cost or otherwise mentioned.

H.12. Incidental services

1. The Bidder may be required to provide any or all the following services, including additional services :
 - a. Training of ESD and/or its user organization personnel, at the Bidder's site and / or on-site, in testing the supplied goods.

H.13. Spare Certificates

1. The Bidder shall ensure availability of stock at his nearest centre for immediate delivery during the contract period with necessary compliance with specifications.

H.14. Payment

1. The bidder's request(s) for payment shall be made to the ESD in writing, accompanied by an invoice with breakup of all charges, describing as appropriate, the goods/service delivered/ performed.
2. Payments shall be made promptly by the Director, ESD, but in no case later than (30) days after submission of a valid invoice or claim by the bidder.



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a Cheque after adjusting all statutory

directly by the Mee Seva Service Providers,
the Service Providers would make payment accordingly through proper
means.

H.15. Prices

Prices charged by the Bidder for goods delivered and services performed under the contract shall not vary from the prices quoted by the Bidder in its bid, with the exception if any price adjustments authorized in special conditions of contract or in the request for bid validity extension, as the case may be.

H.16. Change orders

ESD may, at any time, by written order given to the Bidder, make changes within the general scope of the Contract in any one or more of the following:

- i. Drawing, designs, or specifications, where Goods to be supplied under the Contract are to be specifically manufactured for the ESD;
- ii. The method of shipment or packing / delivery;
- iii. The place of delivery and/or the services to be provided by the Bidder. If any such change causes an increase or decrease in the cost of, or the time required for, the bidder's performance of any provisions under the contract, an equitable adjustment shall be made in the contract price or delivery schedule or both, and the contract shall accordingly be amended as deemed fit. Any claims by the Bidder for adjustment under this clause must be asserted within thirty (30) days from the date of the Bidder's receipt of the change order.

H.17. Contract amendment

No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

H.18. Assignment

The Bidder shall not assign, in whole or in part, its obligations to perform under this Contract, except with the prior written consent from ESD.

H.19. Subcontracts

The Bidder shall notify all subcontracts planned for this contract to ESD in writing in this bid.

H.20. Delays in the suppliers performance

1. Delivery of the Goods and performance of the services shall be made by the Bidder in accordance with the time schedule specified by the ESD in the specifications.
2. If at any time during performance of the Contract, the Bidder or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the Bidder shall promptly notify the

delay, its likely duration and its cause(s). As of the bidder's notice, ESD shall evaluate at its discretion extend the Bidder's time for performance, with or without liquidated damages.

3. A delay by the Bidder in the performance of its delivery obligations shall render the bidder liable to the imposition of appropriate liquidated damages, unless an extension of time is agreed upon by ESD without liquidated damages.

H.21. Liquidated damages

If the Bidder fails to deliver any or all of the goods or perform the services within the time period(s) specified in the Contract, the ESD shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to, as per the terms indicated in the bid document, until actual delivery or performance, subject to maximum limit. Once the maximum is reached, the ESD may consider termination of the contract.

H.22. Termination for default

1. The ESD, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Bidder, may terminate the Contract in whole or in part:
 - a. if the Bidder fails to deliver any or all of the Goods/services within the time period(s) specified in the contract, or within any extension thereof granted by the ESD pursuant to Clause H.25 of GCC or
 - b. if the Bidder fails to perform any other obligation(s) under the Contract or
 - c. if the Bidder, in the judgment of the ESD has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
2. In the event the ESD terminated the contract in whole or in part, ESD may procure, upon such terms and in such manner as it deems appropriate, goods or services similar to those undelivered, and the Bidder shall be liable to the ESD for any excess costs for such similar goods or services. However, the Bidder shall continue performance of the contract to the extent not terminated.

H.23. Force majeure

1. The Bidder shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
2. For purposes of this clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the ESD in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
3. If a Force Majeure situation arises, the Bidder shall promptly notify the



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on and the cause thereof. Unless otherwise
the Bidder shall continue to perform its
as far as is reasonably practical, and shall
seek all reasonable alternative means for performance not prevented by
the Force Majeure event.

H.24. Termination for insolvency

ESD, may at any time terminate the contract by giving 30 days written notice to the Bidder if the Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Bidder, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Director, ESD.

H.25. Termination for convenience

1. ESD, may at any time by giving 30 days written notice to the Bidder, terminate the Contract, in whole or in part, for its convenience. The notice of termination shall specify that termination is for the ESD/Purchaser's convenience, the extent to which performance of the Bidder under the Contract is terminated, and the date upon which such termination becomes effective.
2. The goods that are complete and ready for shipment within thirty (30) days after the bidder's receipt of notice of termination shall be accepted by the ESD at the contract terms and prices. For the remaining Goods, the ESD may elect to have any portion completed and delivered at the contract terms and prices at its discretion.

H.26. Resolution of disputes

1. The ESD and the Bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.
2. If, after thirty (30) days from the commencement of such informal negotiations, the ESD and the Bidder have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified here in. The dispute resolution mechanism shall be as follows:
 3. In case of a dispute or difference arising between the ESD and the Bidder relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, of India, 1996, Where in The Principal Secretary to Govt. IT, E & C Dept. will be the sole arbitrator.

H.27. Governing language

The contract shall be written in English. All correspondence and other documents pertaining to the contract which are exchanged by the parties shall be written in same language.



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H.28. Applicable law

The contract shall be interpreted in accordance with appropriate Indian laws and the Judicature at Hyderabad only.

H.29. Notices

1. Any notice given by one party to the other pursuant to this contract shall be sent to the other party in writing or by telex, email, cable or facsimile and confirmed in writing to the other party's address.
2. A notice shall be effective when delivered or tendered to other party whichever is earlier.

H.30. Taxes and duties

The bidder shall be entirely responsible for all taxes, duties, license fee Octroi, road permits etc. incurred until delivery of the contracted Goods/services at the site of the user or as per the terms of tender document if specifically mentioned.

Special Conditions of Contract (SCC)

J.1 Other Terms & Conditions

No other charges shall be payable except for the rate quoted for the quantity (All inclusive Price) mentioned.

1. Quotation should be submitted inclusive of all taxes/octroi, duties and charges.
2. Income Tax etc. will be deducted at source (TDS) while making payments as required under I T Act.
3. No modification in the rates will be accepted / entertained except in case of changes made and agreed by Director, ESD.
4. Director, ESD will not make any advance payment. However, payment will be done only if otherwise in order including submission of proof of delivery (POD), would be within 15 days from the date of submission of bills subject to the conditions laid down in the agreement
5. In case the work is not found to be of good quality and not to the satisfaction of Director, ESD; Director, ESD will have the right to make suitable deductions from the payable amount or material delivered will be rejected without paying any price/compensation. The decision of the Director, ESD in this regard will be final.
6. Tender Form will be available on www.it.telangana.gov.in / www.meeseva.telangana.gov.in / www.esevaonline.telangana.gov.in / www.tsts.telangana.gov.in portals which can be downloaded for reference but document should be collected from ESD for bid submission in original to the Director, Electronic Service Delivery-TS, Road No.7, Banjara Hills, Hyderabad along with tender form charges of Rs. 25,000/- (non refundable) by way of Demand Draft drawn on Director, Electronic Service Delivery, GoTS, Payable at Hyderabad
7. Penalties:
 - a. Director, ESD may get the quality assessed from approved quality testing agency and accordingly deductions will be made for the amount in proportion of deviation (1% for 1% deviation) from the standards specified & agreed by bidder in this regard.
 - b. In case if the material inside the box/package found to be damaged/mutilated/less than the quality or quantity

penalty as per point 7.a above
every beyond accepted period for delivery,

the
vendor will be liable for penalties as follows. (Delivery period
shall be counted from the date of receipt of demand note

- i. For any delay of first one week or part there of 1% of
the value of the demand note
- ii. For additional delay beyond one week, for every one week or
part thereof a penalty of 0.5% of the demand note value
will be levied.
- iii. If the delay exceeds more than 30 days, Director, ESD
will reserve the right to cancel the order without giving
any notice by forfeiting Security deposit.

8. **The Earnest Money Deposit (EMD)** by demand Draft or Pay Order favoring Director, Electronic Service Delivery, GoTS and payable at Hyderabad is to be submitted along with the Tender Form and is refundable only on the non acceptance of the offer. Quotation submitted without EMD will not be entertained

9. **Security Deposit:** If the contract is awarded then the Security Deposit has to be deposited within 10 days from the date of issuing the Letter of Intent in the form of Pay Order or Demand Draft favoring Director, Electronic Service Delivery (ESD), GoTS and payable at Hyderabad or Bank Guarantee, which will be retained by the Director, ESD till the satisfactory completion of the work. Director, Electronic Service Delivery reserves the right to forfeit the amount in case contractor fails to execute the order within in the specified time & terms mentioned in item No.8 a, b, c.

10. Quantity required may vary from time to time even in case of requirement exceeds more than/ double the estimated requirement the bidder should be in a position to supply.

11. Service Providers / DeGS shall submit the requirement of certificates one month in advance to the Director ESD by the end of each month/ as end when required. Supplier has to update the details of quantity supplied to the CSPs i.e., Indents received, supplied to the CSPs and balance to be supplied CSP wise in the Mee Seva Portal.

12. The Selected bidder(s) has to deliver the stationery to the CSPs as approved by the Director, ESD within 10 days from the date of placing of approval of indent. Director, ESD possess the right to cancel the order at any time if the supplies are not made in accordance with the schedule.

13. **Packing:** The stationery should be supplied in boxes, each box shall contain 500 Secure Base Certificates (Internally every 100 certificates should be bundled in a cover) suitably packed to ensure safe delivery to the various district head quarters in the State of Telangana or as specified in indent.

14. **Delivery Address:** All the Stationery should be delivered at the Office of

15. Director, ESD shall not give any guarantee for a minimum requirement of printing and supply of stationery within the specified time schedule.

Quantity required may vary from time to time even in case of requirement exceeds more than/double the estimated requirement; the bidder should be in a position to supply.

16. Director, ESD/Mee Seva Service Providers shall place the demand to the selected bidder on or before 5th of every month for the next month requirement or as and when required.

17. Director, ESD has the discretion to select either Certificate Type-I or Certificate Type-II or both depending on the requirement from time to time. The L1 of the selected Certificate Type quality will be awarded the contract subject to the approval of sample.

18. The acceptance of Tender will be at the sole discretion of the Director and the same may be cancelled or rejected without assigning any reasons.

19. The selected bidder shall have to enter into an agreement with the Director, ESD with terms & conditions laid out in the tender form and the Contract will be governed by the Terms and of the said agreement.

20. The Tender will not be accepted in failure to comply requisite qualifications prescribed in the tender document.

21. The successful bidder shall have to enter to into an agreement within a period of 10 days, failing which the work will be allotted to the 2nd lowest.

22. **Agreement Period:** Initially contract will be awarded for a period of one year, further it may be extended for one more year solely at the discretion of Director, ESD. The sample contract form is shown at Annexure, however it may be finalized mutually before signing.

23. In case of a dispute or difference arising between the ESD and the Bidder relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, of India, 1996, Where in The Principal Secretary to Govt. IT, E & C Dept. will be the sole arbitrator.

24. Any judicial appeal thereon should be within the Judicature at Hyderabad only.

25. Any misuse of Mee Seva logo, Telangana Government logo and Certificate design will attract IPC & CRPC or any other action as deemed fit.



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EXURES

Bid Letter Form

From:
(Registered name and address of the Bidder.)

To:
O/o. Director, Electronic Services Delivery, GoTS
First Floor, Road No. 7, Banjara Hills, Hyderabad - 500 034, India.

Sir,

Having examined the bidding documents and amendments there on, we the under signed, offer to provide services / execute the works including supply, delivery as the case may be, in conformity with the terms and conditions of the bidding document and amendments there on, for the following project in response to your tender call dated

Project title:

We undertake to provide services/execute the above project or its part assigned to us in conformity with the said bidding documents for an estimated sum of Rs (total bid amount in words and figures) which may vary in accordance with the schedule of prices attached herewith and coverage options made

by ESD or its user organization.

If our bid is accepted, we undertake to;

- c. provide services / execute the work according to the time schedule specified in the bid document,
- d. obtain the performance guarantee of a bank in accordance with bid requirements for the due performance of the contract, and
- e. agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.

We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Place:
Date:

Bidder's signature
and seal.



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Form (Draft)

THIS AGREEMENT is made on ____ day of ____

BETWEEN

(1) Director, Electronic Services Delivery, GoTS, First Floor, Road No. 7, Banjara Hills, Hyderabad, 500 034, India. (here in after called “the Purchaser”), on behalf of MeeSeva project and

(2) _____ a company incorporated under the laws of India and having its registered office at _____. **(Hereinafter called “the Supplier”)**.

WHEREAS the Purchaser invited bid for certain goods and ancillary services viz., **Supply of _____ for supply at _____** and has accepted a bid by the Supplier for the supply of those goods and services in the sum of Rs. _____ (_____ .) including all taxes and duties (hereinafter called as “the Contract Price”)

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Conditions of bid document referred to

1. Scope of the Work

Brief outline of the work: To *Supply of _____ at _____*. The detailed scope is as covered in RFP and subsequent clarifications.

2. Contract Documents

2.1. Contract Documents

The following documents shall constitute the Contract between the User and the Supplier, and each shall be read and construed as on integral part of the Contract:

- I. This Contract Agreement and the Annexures attached to the Contract Agreement
- II. Notification of award
- III. Minutes of TCPC meeting held on __
- IV. Pre – bid conference minutes
- V. Bid document Ref No. _____ Dt. _____

3. Order of Precedence

In the event of any ambiguity or conflict between the Contract Documents



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Precedence shall be the order in which the
ed in 2.1 (Contract Documents) above,
Terms and Conditions shall prevail over all provisions of
the other Appendices attached to the
e other Contract Documents listed in 2.1

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above.

- In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

- Brief particulars of the goods and services which shall be supplied /provided by the Supplier are as under:

Sl.No	Solution or Service / Material	Unit Price
1	Secured Stationery - Type - I	
2	Secured Stationery - Type - II	
Grand Total		

IN WITNESS WHEREOF the Purchaser and the Supplier have caused this Agreement to be duly executed by their duly authorized representatives the day and year first above written.

For and on behalf of the Purchaser

Signed:

in the capacity of **Director, ESD**

in the presence of _____

For and on behalf of the Supplier

Signed:

in the capacity of-----, **M/s.**



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ANNEXURE

ITEMS	Description	Quantity	Unit Price
1	Secured Stationery - Type - I		
2	Secured Stationery - Type - II		
Grand Total			



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Amendments & Other Documents

Sno	Amendment No	Date	Amendment Description



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ty (EMD) Form

ESD Ref. No

Bid Security (EMD) Form

(To be issued by a bank scheduled in India and having at least one branch in Hyderabad)

Whereas..... (Here in after called “the Bidder”) has submitted its bid Dated (Date) for the execution of (Here in after called “the Bid”)

KNOW ALL MEN by these presents that WE of..... having our registered office at (here in after called the “Bank”) are bound unto the O/o. Electronic Services Delivery. (hereinafter called “The ESD”) in the sum of for which payment well and truly to be made to the said ESD itself, its successors and assignees by these presents.

The conditions of this obligation are:

1. If the Bidder withdraws its bid during the period of bid validity or
2. If the Bidder, having been notified of the acceptance of its bid by the ESD during the period of bid validity:
 - a. fails or refuses to execute the contract form if required; or
 - b. fails or refuses to furnish the performance security, in accordance with the bid requirement;
 - c. if the Bidders submits false documents/information for the tender

We undertake to pay the ESD up to the above amount upon receipt of its first written demand, without the ESD having to substantiate its demand, provided that in its demand the ESD will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee of Rs. _____ will remain in force up to and including 45 days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

Place:
Date:

Signature of the Bank
and seal.



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Performance Security Form

ESD Ref. No

Performance Security Form

(To be issued by a bank scheduled in India and having at least one branch in Hyderabad)

To: (Address of ESD)

WHEREAS..... (Name of Bidder) hereinafter called “the Bidder” has undertaken, in pursuance of Contract No..... Dated ... (Date), to supply..... called “the Contract”.

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a nationalized bank for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

WHEREAS we have agreed to give the Bidder a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of Rs. and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limit of Rs . (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed there under or of any of the contract documents which may be made between you and the Supplier shall in anyway release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until 60 days from the date of expiry of Five years of operation and maintenance period after the Defects Liability Period.

This guarantee is valid until the day of... (Date)

Place:

Date:
 Address of Bank

Signature and seal of guarantors

Bidder Information

(Please indicate)

General Information of the Bidder:

S.No	Detail		Supporting Docs at Page No in the bid
1.	Name of the Company / Firm	:	
2	Date of Incorporation (Registration Number & Registering Authority)		
3	APGST.No., CST No., PAN No.		
4	Legal Status of the Company in India & Nature of Business in India	:	Public Ltd Company / Private / Partnership firm
5	Address of the Registered Office in India	:	
6	Date of Commencement of Business	:	
7	Name & e-mail id, phone number, fax of the Contact Person	:	Phone: Fax: Email
8	Web-Site	:	
9	Quality Certifications attained by the firm.	:	
10	Awards		
11	EMD details ; Amount: DD No/ BG No & Date Name of the Bank: Valid up to :	:	
12	Proof of purchase of bid document	:	Receipt No: Date of purchase:
13	Other Relevant Information like ownership of IPR etc.		

Place & Date

Bidder's signature and Seal

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Turn Over Details

Name of the Bidder:

Engagement Description: (Turn over details of Item/product / Similar Products

Detail	2011-12	2012-13	2013-14	2014-2015
Turnover (in INR)				
Turnover of the firm in product / similar goods required by this tender				
Net Worth of Company				
Other Relevant Information (Supporting Docs Page No in the bid)				

Note:

1. Please attach audited Balance Sheets or Chartered Accountant certificate and IT return statements to confirming the figures mentioned.

Place:

Date:

Bidder's signature and seal.

P-3 - List of Clientale

List of Major Customers

S.No	Customer Full Address	Year of supply	Item Name	Qty	Value	Contact Person Phone Mail Id
A	B	C	D	E	F	G

Place & Date

Bidder's signature and Seal

Form P-4 - Manufacturing Facility

Details of Manufacturing Facility

S.No	Full Address of Facility	Products Produced / Printed	Remarks
A	B	C	D

Place & Date

Bidder's signature and Seal



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egarding Clean Track Record

To,
O/o. Director, Electronic Services Delivery, GoTS
First Floor, Road No. 7, Banjara Hills, Hyderabad, 500 034, India.
Telephones: Nos.: 91 (40) 2335 4717, Fax: 91 (40) 2335 4716
[Email: dir eseva@telangana.gov.in](mailto:dir eseva@telangana.gov.in)

Sir,

7. I have carefully gone through the Terms & Conditions contained in the RFP Document [No.]. I hereby declare that my company/Consortium Partners has not been debarred/ black listed as on Bid calling date by any Central or State Government / Quasi Government Departments / Banks (IBA) or Organizations in India for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices or not having any legal tangle with Govt. organizations pending in any of the courts in India. I further certify that I am competent officer in my company to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

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FORM T1 - Deviation Form

Sl. No.	Item	Specification Required	Specification of proposed item	Specification Higher/Lower
A	B	C	D	E
		As per Section-D of RFP & Amendments given, if any.		

Place & Date:

Bidder's signature and seal

Form T2 - Check List

Compliance - Agreed/Enclosed/Deviation - Statement Form

Name of the Bidder:

The following are the particulars of compliance/deviations from the requirements of the tender specifications.

S. No.	Requirements	Provided (Y/N)	*Section No	**Page No:
1	RFP fee			
2	Bid Form (Proposal Cover Letter)			
3	EMD			
4	Board Resolution			
5	Power of Attorney			
6	Form - P1			
7	Form - P2			
8	Form - P3			
9	Form - P4			
10	Form - P5			
11	Standards & Certifications.			
12	Self Declaration against being debarred/blacklisted by any Govt./Semi Govt. organization / Banks for quality of service product and any major complaint against the bidder			
13	Technical Proposal cover letter			
14	Form - T1			
15	Form - T2			
16	Commercial Proposal cover letter			

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		Provided (Y/N)	*Section No	**Page No:
18	General instruction to bidders			
19	Standard procedure for bid evaluation			
20	General condition of contract (GCC)			
21	Special Condition of Contract (SCC)			
22	***Any printed literature (OEM manuals, Data sheets etc) and technical documents in support for Technical solution			
23	Attachment 1 (if any)			
24	Attachment 2 (if any)			

Note: For every item appropriate remarks should be indicated like 'no deviation', 'agreed', 'enclosed' etc. as the case may be.

* Provide Section no. of the proposal submitted by bidder where relevant details have been mentioned

** Provide Page no. of the proposal submitted by bidder where relevant details have been mentioned

*** Bidder shall highlight the relevant Technical specifications in Data sheets / Brochures both in Hardcopy of the bid

Place:
Date:

Bidder's signature and seal.

Financial Schedule

Price schedule for goods/ services offered for Schedule of Items

S. No.	Type of Certificate	Rate for each Certificate (Rs.) in case of Delivery at O/o Director, ESD (all inclusive Price)	Rate for each Certificate (Rs.) in case of Delivery at various District Head Quarters in the State of Telangana (all inclusive Price)
1.	Certificate Type_1	Price to be quoted in e-procurement site only.	
2.	Certificate Type_2	Price to be quoted in e-procurement site only.	

Place & Date

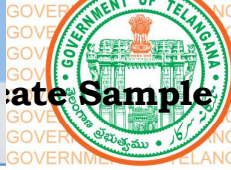
Bidder's signature and Seal



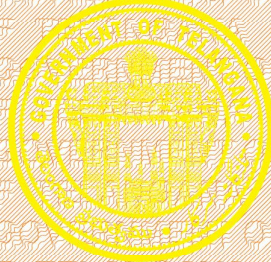
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Government of Telangana Government of Telangana Government of Telangana
Secured Stationery for ESD (Mee Seva)



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i. ఈ కంప్యూటర్ ముద్రణా ప్రతిలోని సమాచారము అధీకృతమైన కంప్యూటర్ సిస్టమ్స్ నుండి నేను పొందిన అసలైన సమాచారానికి సరియైన నకలు అయి వున్నది.

The computer output in the form of computer printouts attached herewith is the correct representation of its original as contained in the computer systems accessed by me for providing the service.

ii. ఈ కంప్యూటర్ ముద్రణా ప్రతిలోని సమాచారము నియోగింపబడిన అధీకృతమైన కంప్యూటర్ సిస్టమ్స్ నుండి క్రమబద్ధమైన పద్ధతిలో సేకరింపబడినది.

The information contained in the computer printouts has been produced from the aforesaid computer systems during the period over which the computer was used regularly.

iii. ఈ కంప్యూటర్ ముద్రణా ప్రతిలోని సమాచారము కంప్యూటర్ సిస్టమ్స్ లో క్రమమైన పద్ధతిలో నమోదు చేయబడినది.

During the said period, information of the kind contained in the computer printout was regularly recorded by the aforesaid computer systems in the ordinary course of the activities.

iv. ఈ కంప్యూటర్ ముద్రణా ప్రతిలోని సమాచార సేకరణ సమయంలో కంప్యూటర్ సిస్టమ్స్ సరిగ్గా పనిచేయుచున్నవి మరియు సదరు కంప్యూటర్ సిస్టమ్స్ లో ఉన్న ఎలక్ట్రానిక్ రికార్డుల యధార్థతను ప్రభావితం చేసే వివిధమైన నిర్వహణ సమస్యలు లేవు.

Throughout the material part of the said period, the computer was operating properly, and there have been no such operational problems that affect the accuracy of the electronic record contained in the aforesaid computer systems.

పైన పేర్కొన్న విషయాలు నాకు తెలిసినంత వరకు మరియు నా విశ్వాసం మేరకు సరియైనవి.

The matter stated above is correct to the best of my knowledge and belief.

సంతకము
Signature

ముద్ర
Seal



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