



OFFICE OF THE DIRECTOR  
INFORMATION TECHNOLOGY DEPARTMENT  
SOUTH DELHI MUNICIPAL CORPORATION  
SPM CIVIC CENTRE, NEW DELHI - 110002



DIT/SDMC/2020-21/20/D-996

Dated- 08.03.2021

**Notice Inviting Tender**

South Delhi Municipal Corporation (SDMC) on behalf of SDMC and NDMC, proposes to outsource the work to provide Graphic quality PVC Identity Cards customised printing at both sides with QR code for employees of South Delhi Municipal Corporation and North Delhi Municipal Corporation. Hence bids are invited, through online tendering process under two bid system from the interested and eligible bidders for supply of printed Graphic quality PVC Identity Cards customised at both sides. The soft copy of the particulars will be provided for printing to the successful bidder. The designs of the Identity Card and particulars are the sole property of the SDMC. The Tender Document can be downloaded from the website of SDMC i.e. [www.mcdonline.nic.in](http://www.mcdonline.nic.in) and e-tender portal <https://etenders.gov.in/eprocure/app>

The schedule of the tender is as follows:-

S. No.	Particulars	Description
1	Tender No.	DIT/SDMC/2020-21/...../D-
2	Name of Work	<b>Unit Rate Contract</b> work to provide Graphic quality PVC Identity Cards customised printing at both sides with QR Code for employees of South Delhi Municipal Corporation and North Delhi Municipal Corporation
3	Period of contract	5 years
4	Place of availability of tender documents (RFP)	<a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a> & <a href="http://www.mcdonline.nic.in/sdmcportal">www.mcdonline.nic.in/sdmcportal</a>
5	Mode of bid submission	Online; <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a>
6	Earnest Money Deposit	Rs. 65,000 /-
7	Non-refundable cost of	Rs. 500/-

*Antony*  
*Antony*

	tender/bid document	
8	Validity of Tender	180 days from last date of submission of tender
9	Date of Issuance of Tender Documents	08.03.2021
10	Pre-bid meeting date & time of tender	15.03.2021
11	Email id to send pre-bid queries	sdmc-it@mcd.nic.in
12	Place of pre-bid meeting	6 <sup>th</sup> Floor, E1 Block, Conference Hall, Dr. SPM Civic Center, JLN Marg, New Delhi-110002
13	Closing date and time of tender	30.03.2021 at 03:00 PM
14	Opening of Technical bids	31.03.2021 at 03:00 PM
15	Opening of Financial Bids	To be informed later
16	Address for Communication	24 <sup>th</sup> floor, E-1, IT Department, SDMC, DR SPM Civic Center, JLN Marg New Delhi-110002

The above tender document can be downloaded from the e-Tender Central Public Procurement Portal (CPPP) of Government of India, <https://etenders.gov.in/eprocure/app>. A copy of the tender document is also available on SDMC website, <https://mcdonline.nic.in/sdmcportal>. The submission of e-Bids will be only through the e-Tender portal <https://etenders.gov.in/eprocure/app>. Bids will not be accepted in any other form. The terms and conditions of the tender and the project are contained in the tender document hence forth. Interested firms/agencies may submit their bids along with requisite tender fee, earnest money and other documents as mentioned in the tender document.

*(Signature)*  
28/03/2021

**Administrative officer (IT), SDMC**

**Note:** Eligible bids will be opened on the specified date wherein the participating bidders may present during the bid opening meeting. Notice of any changes shall be published on the website <https://etenders.gov.in/eprocure/app> & SDMC website <https://mcdonline.nic.in/sdmcportal>. Further, Price Bid Opening Date, Time & Venue will be intimated to the qualified Bidders at the same or a later date.

The South Delhi Municipal Corporation reserves the right to accept, reject or cancel any tender offer without assigning any reason thereof.

A handwritten signature in blue ink is written over a circular official stamp. The signature appears to be 'Anil Kumar' or similar. The stamp is partially obscured by the signature.

**TENDER FOR SELECTION OF AGENCY FOR PROVIDING GRAPHIC QUALITY PVC IDENTITY CARDS CUSTOMISED PRINTING AT BOTH SIDES WITH QR CODE FOR EMPLOYEES OF SOUTH DELHI MUNICIPAL CORPORATION AND NORTH DELHI MUNICIPAL CORPORATION.**



**IT DEPARTMENT, SOUTH DELHI MUNICIPAL CORPORATION**

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## 1. Bid Submission Instructions

### 1.1. Language of Proposals

The online Proposal should be filled by the Bidder in English language only.

### 1.2. Bid Currency

Prices for services offered shall be quoted in Indian National Rupees (INR) only.

### 1.3. Authentication of Bids

The online Proposal must be supplemented by a Power-of-Attorney in the name of the authorized signatory of the Proposal, in a letter-head of the firm/ organization, duly signed & stamped by the competent authority along with the board resolution statement appointing the competent authority.

### 1.4. Submission of Proposals

Online Bids must be correct and complete in all aspects. SDMC will evaluate the bid based on its clarity, correctness and completeness of its response to the requirements of the project as outlined in this RFP. This RFP process will be administered through the e-Tender Central Public Procurement Portal (CPPP) (URL: <https://etenders.gov.in/eprocure/app> )

Bidder must submit online proposal in two (02) parts as per the format given in this RFP in the following manner:

#### 1. Online Technical Bid:-

- ONLINE TECHNICAL BID with all details and all the supporting documents as per the Form (A1): Compliance Sheet for Online Technical Proposal of the Appendix-I all be uploaded in the respective folder at: <https://etenders.gov.in/eprocure/app>

**Note:** Providing any Price Bid information in any form in Part I will

*render the bidder disqualified.*

**2. Online Price Bid:-**

- Online Price BID all details of all the components of price bid, the bidder has to be first download the price bid format, fill up and upload the same in respective Price Bid folder. No any document is uploaded in the folder at online submission of Bid <https://etenders.gov.in/eprocure/app>.

Note:-

- 1) All the pages of the Technical proposal document must be sequentially numbered and indexed and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- 2) The proposal/bid must be prepared in indelible ink. It must not contain any interlineations or overwriting.
- 3) All pages of the bid must be initiated and stamped by the person or persons who sign the bid.
- 4) The Bidder is advised to submit the online Bid well before the last date in order to avoid any inconvenience at the last moment.
- 5) The online bids received prior to the closing time and date of the bids shall be taken as valid and will be further processed for evaluation.

**1.5. REGISTRATION:**

- a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”.
- b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

- d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.), with their profile.
- e) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- f) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/eToken.

## 1.6. SEARCHING FOR TENDER DOCUMENTS

- a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents I tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
- c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

## 1.7. PREPARATION OF BIDS;

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- c) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- d) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

#### 1.8. SUBMISSION OF BIDS

- a) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c) Bidder has to select the payment option as “offline” to pay the tender fee/EMD as applicable and enter details of the instrument.
- d) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing

Section, latest by the last date of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- e) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the while coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- f) The serve time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- g) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- h) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- i) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- j) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## 2. Minimum Qualifications Criteria (Basis for the Evaluation of the Technical Bids)

- a) Kindly note these qualification Criteria must be met to qualify to quote for this bid, which is to be submitted, if the bidder fails to qualify for any of the below criteria, bidder's tender/offer will be rejected.
- b) The electronic version of the tender document is freely available free of cost to all interested Bidders. Intending eligible bidders are required to upload signed & scanned copy of a demand draft for the cost of tender and Earnest Money Deposit (EMD) on any nationalized bank, payable at Delhi in favour of Commissioner, South Delhi Municipal Corporation. The hard copy of the same has to be delivered to Director (IT), SDMC, 24<sup>th</sup> Floor, Dr. SPM Civic Center, JLN Marg, New Delhi-110002 on or before bid submission end date/time as mentioned in para-4. D.D submitted for cost of tender is not refundable. Proposals received without or with inadequate Bid processing fee shall be liable for rejection.
- c) A copy of Certificate or Trade License for printing issued by Govt. Deptt./Municipality/Municipal Corporation.
- d) Copy of GST Registration Certificate.
- e) The bidder should have a minimum Average annual turnover of Rs. 10 lakhs in the last three financial years i.e FY 2017-18, FY 2018-19 and 2019-20. The Bidder/supplier should have done a minimum business of at least 5 lakh per year for the Last 5 years exclusively for printing. Copies of Audited Financial Statement (Balance sheet and Profit and Loss statement for the previous three financial years i.e FY 2017-18, FY 2018-19 and 2019-20.
- f) Copies of Income tax returns for the Last quarter of FY 2019-20.
- g) An undertaking/Declaration to the effect that the bidder has not been involved in any dispute/blacklisted in the last 5 years.
- h) Tender Form as per Annexure-I, Declaration Form as per Annexure-II and Financial offer as per Annexure-III.
- i) The Bidder/supplier must be in the business of Offset/Printing for a minimum period of 5 years and documentary proof of the same has to be submitted to substantiate the claim by means of supply order copies along with the payments received from the customer, failing which the tender will be rejected.

- j) The detailed specifications for the PVC Identity Card have to be complied to as per the tender and a written confirmation of compliance has to be categorically mentioned.

**The Financial Bids of such Bidders only will be opened/considered, whose Technical Bids qualify the minimum qualification Criteria.**

### 3. Scope of Work:-

- a) Supply and printing of graphic quality PVC Identity Cards customized printing at both side approximately (1,00,000)

#### **Specifications:-**

##### **A. Identity Card;**

- i. Identity Card Size : Rectangular shape (86mm x 54mm x 0.76mm) with rounded 2.8 mm radius corner.
- ii. Identity Card Type : Double sided.
- iii. Identity Card Material : PVC Laminated.
- iv. Identity Card Colour : White ( Multicolour printing on both sides)
- v. Identity Card Surface Finish: Glossy.
- vi. Identity Card Printing Type : Digital Printing.
- vii. Identity Card Weight : 5g

##### **B. Card Holder;**

Card holder should be perfect to hold PVC card with maximum card insert size of 86mm x 54mm x 0.76mm, slide ejections that minimum sliding friction. Card holder in transparent colour with PVC material. Dog hook for use in PVC card holder with rust free coating.

##### **C. Lanyard;**

The Lanyard should be 36 Inch in length, 20 mm in width and 1.4 mm in thickness (Minimum 5 Colours, Colours decided by SDMC). The stuff should be polyester. Lanyard screen Printing as per SDMC requirement.

#### **b) Each Card should contain the following field;**

- i. Photo
- ii. Name of the Employee
- iii. Designation
- iv. Date of Birth
- v. Employee code
- vi. Blood Group
- vii. Sign of Authorize Signatory.

- viii. Mobile No.
  - ix. Contact number in case the Emergency
  - x. Residential Address
  - xi. Department Name
  - xii. QR Code
  - xiii. Hologram
- c) The soft copy of the particulars will be provided for printing to the successful bidder.
  - d) The designs of the Identity Card and particulars are the sole property of the SDMC.
  - e) QR Codes will be generated by successful bidder.
  - f) Master Data in excel sheet format and Photo will be provided to successful bidder.
  - g) Delivery time 10 Days after receiving of master data and photo by the successful bidder.

#### **4. Delivery Schedule and Penalty**

Printing of Graphic quality PVC Identity Cards customised printing at both sides should be supplied within 10 days after receiving of master Data and photo of employees (supply order). Penalty @ Rs. 500/- per day will be imposed for any delay in the delivery of supply order.

#### **5. Term of Payment;**

- a) No advance will be paid for effecting the supply.
- b) The bidder shall produce the Bill in Triplicate after execution of the supply order.
- c) The payment will be made only on satisfactory supply.

#### **6. Performance Security;**

It would be 3% of the total value of the contract in the form of Bank Guaranty in favour of Commissioner, South Delhi Municipal Corporation, payable at Delhi.

## **7. Other Term and Conditions;**

- a) The successful bidder shall be required to execute an agreement stipulating all the conditions mentioned herein within 7 days from the date of communication of the approval.
- b) Failure to sign the agreement within the specified time to forfeited the amount of EMD.
- c) In case of any dispute arising out of or in connection with the agreement, which is not resolved as per the governance structure provided in this RFP, only the Courts in Delhi shall have sole and exclusive jurisdiction in respect of the dispute arising out of the present agreement.

## ANNEXURE-1

**TENDER FORM FOR SUPPLY AND PRINTING OF PVC IDENTITY CARDS**

<b>S.N</b>	<b>Description</b>	<b>Details/submitted (Yes/No)</b>	<b>Reference in Response to Proposal (Page No)</b>
01.	Name of the Organization/company ( In block letters)		
02.	Full address along with telephone number of the contact person, e-mail address, Fax No.	, –	
03.	Year of incorporation		
04.	Constitution (Enclose proof) (whether PSUs/ Company/Firm/Proprietorship /Societies)	...	
05.	Name(s) of the Directors/Partners/ Proprietor with their full address, telephone number, e-mail address and Fax number		
06.	Details of Registration No. allotted by the Registrar of Companies / Firms / Societies (enclose Xerox copies)	...	
07.	GST Registration Certificate (enclose copy)		
08.	Copies of Audited Financial Statement (Balance sheet and Profit and Loss Account) for the previous three Financial years i.e. 2019-20, 2018-19, 2017-18 and copy of certificate from the Statutory Auditors.	..	

## Tender Document for printing and supply of Identity Card

09.	Copy of ITR for the last quarter of the FY 2019-20.		
10.	Total annual turnover in last three Financial years i.e. 2019-20, 2018-19, 2017-18 (enclose copy of Auditor's Certificate)	..	
11.	Declaration that the bidding firm has not been black listed/debarred in the last 5 years.		
12.	Declaration form (Annexure-II) duly signed by Authorized Signatory		
13.	The Bidder/supplier should have done a minimum business of at least 5 lakh per year for the Last 5 years exclusively for printing. Submitted to substantiate the claim by means of supply order		

**ANNEXURE-II**

**DECLARATION**

A declaration as given below in token of acceptance of all the terms and conditions of tender shall be furnished by the participating bidders. Otherwise the bidding will be rejected.

**"I/We.....the**

(Name of the firm/Proprietor)

Undersigned hereby solemnly declare that the terms and conditions of tender schedule for printing and supply of PVC Identity Cards are accepted and that in the event of selection of our Quoted rate for printing and supply of PVC Identity Cards, the Agreement in the prescribed proforma will be executed."

**SIGNATURE OF THE BIDDER**

## Price Bid Format

<b>Details of the Price Bid - Unit Rate Contract</b> work to provide Graphic quality PVC Identity Cards customised printing at both sides with QR Code for employees of South Delhi Municipal Corporation and North Delhi Municipal Corporation)				
<b>Tender No:</b>				
<b>Bidder Name :</b>				
<b>S. No.</b>	<b>Component</b>	<b>Unit Rate (Per ID Card) inclusive of all taxes</b>	<b>QTY</b>	<b>Total Cost (INR) inclusive of all taxes</b>
A1	Supply and Printing of graphic quality PVC Identity Cards		<b>1,00,000</b>	
<b>Total :</b>				
<b>Total (in words):</b>				

The Unit rate (Per ID Card) is valid for 5 years.