

MADHYA PRADESH POWER TRANSMISSION CO. LTD.

BLOCK NO.3, SHAKTI BHAWAN RAMPUR: JABALPUR



**TENDER SPECIFICATION NUMBER
TR- 09/2025**

**FOR
PRINTING & SUPPLY OF STATIONERY ITEMS**

COST OF TENDER DOCUMENT

₹1180.00

(Inclusive of GST)

CHIEF ENGINEER (PROCUREMENT)

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SECTION – I

GENERAL CONDITIONS & INSTRUCTIONS TO THE BIDDERS

1.0 SCOPE:

Online Bid is invited for printing & supply of **Printed Stationery Items** to be utilized by various departments of MP Power Transmission Co. Ltd. This specification covers procurement of printed stationery items as indicated in Schedule-I. The detailed specifications for Printed Stationery Items has been described in enclosed Section-II. The Bidders are requested to go through our technical specifications/ conditions carefully. It may be noted that furnishing of all information as required in various Schedules is a must. In case, any of these schedules duly filled in is not furnished or confirmations as required in the schedules are not given, the Bid will be treated as incomplete and may be liable for rejection without any correspondence by the MPPTCL.

The tenderers may purchase tender document online from MP Tenders website: www.mptenders.gov.in. All the Bidders shall invariably upload the scanned copies of certificate of SSI/ NSIC registration or Central / State Govt. Undertaking, as the case may be, towards Bid Security (EMD) and system generated money receipt for online payment of tender cost in e-procurement system and this will be the primary requirement to consider the tender/Bid responsive.

2.0 GOODS TO BE PROCURED:

The quantity of Printed Stationery Items to be procured against this tender Specification has been indicated in Schedule-I, based on which prices are to be quoted.

The Bidders should submit their bids subject to fulfilling experience and supply capacity criteria as prescribed in the Bid.

3.0 BID SECURITY (EMD):

- (i) The Bid Security (EMD) amounting to Rs. 19,830.00 (Rs. Nineteen Thousand Eight Hundred Thirty only) i.e. 1% of the Estimated cost of tender shall be required to be deposited by the bidders, against this tender.
- (ii) The DD/ BG shall be physically submitted in a sealed envelope super scribing "Bid Security (EMD) of ₹ 19,830.00 in the form of DD/BG against tender no. TR-09/2025" within the 7 working days after date of tender opening.
- (iii) No offer will be accepted without valid Bid Security (Earnest Money Deposit), unless exempted by the MPPTCL. If upon opening of tender, it is revealed that Bid security amount is not submitted or inadequate or any other discrepancy is noticed; the tender shall be liable to be rejected. For rejecting the tender, it shall not be obligatory for MPPTCL to make any correspondence with firm.

- (iv) Bidders shall also upload duly notarized scanned copies of requisite Bid Security documents on the e-procurement portal along with Bid.
- (v) For on-line submission of bid security (EMD), bidder shall be enquired whether they are exempted from payment of EMD. The Bidder shall furnish as part of its tender, Earnest Money along with their offer. Accordingly, bidders may note that for submission of EMD, "Yes" or "No" option is provided on the portal. For submission of EMD in cash, the bidder will have to select "No" option and make online payment of EMD through RTGS/ NEFT. For submission of EMD in the form of Demand draft/ Bank Guarantee or in case bidder is covered under categories exempted from EMD as mentioned below, the bidder will have to select "Yes" option, enter "100" (%) in the percentage tab and upload the scanned copy of EMD exemption document i.e. DD/BG or SSI/NSIC certificate etc., whichever is applicable.
- (vi) Bid Security shall be furnished in the following manner: -
 - a. By Bank Draft in favour of REGIONAL ACCOUNTS OFFICER, MPPTCL, JABALPUR. Scanned copy of Demand Draft should be uploaded and original Demand Draft should be submitted by the Bidder within stipulated period in accordance with the procedure laid down above.
OR
 - b. By Bank Guarantee as per Proforma enclosed with the Bidding Document. Scanned copy of Bank Guarantee should be uploaded and original Bank Guarantee should be submitted by the Bidder within stipulated period in accordance with the procedure the laid down above.

(vii) The following are exempted from payment of Bid Security (Earnest Money Deposit): -

- a. Small Scale Industries/ MSME of Madhya Pradesh who are registered for the items quoted in the Bid. The registration certificate showing the name of items quoted in the bid should be submitted.
 - b. Ancillary units of Madhya Pradesh State Electricity Board.
 - c. MP State/ Central Government undertakings or fully owned State Govt. Manufacturing units with 100% Govt. shares.
 - d. Small Scale Units enlisted with the National Small Scale Industries Corporation for Central Govt. Stores Purchase Programme.
- (viii) The bidders who come under aforesaid categories, should furnish documentary evidence with their bid failing which, their bid shall be rejected. The SSI/ NSIC certificate should clearly indicate validity period of the registration. Further, Registration Certificate should clearly certify that the Supplier is registered for the manufacture of the item offered. In case this is not specifically indicated, the registration will be treated as invalid and Bid will be

ignored. Validity of certificates should be available minimum up to the Bid validity period.

- (ix) In case, the bidder withdraws his bid before executing the order or during the validity period, after submission of bid, the Bid Security (EMD) shall be forfeited.

(x) Return of Bid Security (Earnest money) to unsuccessful bidders

- a. Bid Security (EMD) shall be returned to the un-successful bidders, as soon as possible, after the tender is decided and order is placed subsequent to contractual formalities are completed by successful bidders. No interest shall be paid on Bid Security (EMD).
- b. Bid Security (EMD) of successful bidders, on whom the orders have been placed, shall either be adjusted against the Security Deposit OR shall be returned on acceptance of full security deposit as per the option exercised by the successful bidder. No interest shall be paid on Bid Security (EMD) amount.

4.0 COST OF BIDDING

- a. The Bidder shall bear all costs associated with the preparation and submission of its Bid and MPPTCL shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- b. The Bidders are required to purchase the Bidding documents online from e-procurement portal <http://www.mptenders.gov.in> by making online payment for the Bidding document fees of ₹1180/- (inclusive of GST), using the service of the secure electronic payments gateway and should print out the system generated receipt for their reference which can be produced whenever required. Service and gateways charges shall be borne by the Bidders. Only in case if the tender is dropped without opening, the tender fees shall be refunded after deduction of necessary portal charges & taxes. Manual purchase of Bidding document is not allowed.

5.0 SUBMISSION, SEALING AND MARKING OF BIDS:

- 5.1** Bidders are requested to submit their offer as per conditions of this bidding document. In case of any deviation from conditions as specified herein, the offer will not be accepted.

- 5.2** The bidders are required to submit soft copies of their bids electronically on the MP TENDERS Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the MP TENDERS Portal, prepare their bids in accordance with the requirements and submitting their bids online on the MP TENDERS Portal. More information useful for submitting online bids on the MP TENDERS

Portal may be obtained at <https://mptenders.gov.in/nicgep/app> wherein the details and relevant links are available in the Bidders Manual Kit on the right pane of website which is also given as under:

Bidders Manual Kit - Open Source Software Link

S No.	Particulars	Downloads
1	Notice to Bidders	Notice_to_bidders_v906.pdf
2	Registration of Bidders	Bidder_Registration_Manual_Updated_v906.pdf
3	Uploading of My Documents	MyDocument_Updated_v906.pdf
4	Online e-Bid Submission	Three_Cover_Bid_Submission_New_v906.pdf
		Two_Cover_Bid_Submission_New_v906.pdf
		Four_Cover_Bid_Submission_New_v906.pdf
		Single_Cover_Bid_Submission_New_v906.pdf
5	Online Bid Withdrawal	Bid_withdrawal_updated_v906.pdf
6	Online Bid Re-submission	Bid_Resubmission_Updated_v906.pdf
7	Clarifications (Tender Status, My Archive.....)	Enquiry_Updated_v906.pdf
8	Trouble Shooting	troubleshoot_document_v906.pdf
9	BoQ Preparation Guidelines	Itemwise_BoQ_New_v906.pdf
		Percentage_BoQ_Updated_v906.pdf
		ItemRate_BoQ_Updated_v906.pdf

- 5.3** (a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://mptenders.gov.in>) by clicking on the link "Online bidder Enrolment" on the MP TENDERS Portal.
- (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 MP TENDERS Portal.
- (d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India, 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 DSCs 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 / e-Token.

5.4 Submission of bids:

- (i) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission end date. Bidder will be responsible for any delay due to other issues.
- (ii) Bidder has to upload scanned self certified copies of credential/PQR documents against respective tender as specified in NIT.
- (iii) Bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (iv) Bidder has to select the payment option as "online" to pay the tender fee / EMD as applicable.
- (v) If a bidder is exempted from submission of EMD then the bidder has to opt for "exemption" option on the website and upload the scanned self certified copy of EMD exemption document.
- (vi) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white 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.
- (vii) The server 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.
- (viii) 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. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys.
- (ix) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (x) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), 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.
- (xi) 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.

5.5 Assistance to bidders:

- (i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- (ii) Any queries relating to the process of online bid submission or queries relating to MP TENDERS Portal in general may be directed to the 24x7 MP TENDERS Portal Helpdesk telephone No. 0120-4001002.

5.6 Digital Certificate Authentication:

- (i) The Bids submitted online should be signed electronically with a Class III Digital Certificate to establish the identity of the Bidder submitting the Bid online. The Bidders may obtain Class III Digital Certificates issued by an approved Certifying Authority authorized by the Controller of Certifying Authorities, Government of India.
- (ii) A Class-III Digital Certificate is issued upon receipt of mandatory identity proofs along with an Application Form. Only upon the receipt of the required documents, a Digital Certificate can be issued.
- (iii) Note:- It may take up to 7 to 10 working days for issuance of Class III Digital Certificate, hence the Bidders are advised to obtain them at the earliest.
- (iv) Important Note: Bid for a particular tender can be submitted during the ONLINE BID SUBMISSION stage only using the Digital Certificate that is used to encrypt the data.
- (v) In case, during the process of a particular tender, the Bidder loses his Digital Certificate because of any problem (such as misplacement, virus attack, hardware problem, operating system problem, etc.); he may not be able to submit his Bid online.
- (vi) Hence, the Bidders are advised to keep their Digital Certificates in a safe place under proper security to be used whenever required.
- (vii) The digital certificate issued to the Authorized User of a Partnership Firm / Private Limited Company / Public Limited Company / Joint Venture and used for online bidding will be considered as equivalent to a no-objection certificate / power of attorney to that user.
- (viii) In case of Partnership Firm, majority of the partners have to authorize a specific individual through Authority Letter signed by majority of the partners of the firm.

- (ix) In case of Private Limited Company or Public Limited Company, the Managing Director / any other person (having designated authority to authorize a specific individual) has to authorize a specific individual through Authority Letter.
- (x) Unless the certificate is revoked, it will be assumed to represent adequate authority of the specific individual to Bid on behalf of the Organization for online tenders as per Information Technology Act 2000. This Authorized User will be required to obtain a Digital Certificate. The Digital Signature executed through the use of Digital Certificate of this Authorized User will be binding on the firm. It shall be the responsibility of Management / Partners of the concerned firm to inform the Certifying Authority, if the Authorized User changes, and apply for a fresh digital certificate for the new Authorized User.

6.0 DEADLINE FOR SUBMISSION OF BIDS:

Bidders shall be required to submit their Bids on e-procurement portal. The Important Key Dates are as under:-

S. No	Tender Stage	Particulars	Date & Time
1	Publishing of tender date	Tender Purchase-online	30.05.2025 17:30 Hrs
2	Document download start date	-	30.05.2025 18:00 Hrs
3	Bid Submission Start Date	Envelope C, Envelope A & Envelope B	30.06.2025 10.00 Hrs
4	Bid Submission End Date (Online Submission)	Envelope C, Envelope A & Envelope B	08.07.2025 12.00 Hrs
5	Online Bid Opening Date	Envelope A & Envelope B	10.07.2025 15:30 Hrs
6	Financial Bid (Envelope-C) Open Date	Envelope-C (Price Bid)	Will be informed later

7.0 Bid VALIDITY:

The offers shall be **valid for 120 days**. Validity of the offer shall be counted from the date of opening of bids. Those who do not agree for a validity period of four months need not to participate in the tender.

8.0 SAMPLES:

Bidders shall submit the samples of paper/Duplex Board/miscellaneous items etc of each item quoted by them in specified sizes and numbers as indicated in schedule-VII. These samples invariably shall be submitted within **7days** after tender opening. The bidder shall mention details such as name of item, Grammage, Name of Mill/Name of manufacturer of each sample. Samples submitted shall be signed and seal of the firm shall be affixed thereon. Bids received without samples shall be rejected.

9.0 POWER OF ATTORNEY:

The bidder may please note that notarized power of attorney regarding confirmation of authorization to sign on behalf of the bidder shall necessarily be submitted along with the offer.

10.0 BID SUBMISSION:

Tenderers must positively complete on line e-tendering procedure at **<https://mptenders.gov.in/nicgep/app>**. They shall have to submit the tender documents at online portal in the website.

Their complete techno-commercial offer containing detailed material description, specification and all commercial terms and conditions. This document should not contain any price part. Techno-commercial information in the form of questionnaire and Bidding Forms / Schedules as indicated in tender document. Bidders are requested to submit their bids as per conditions of this Bidding Document.

- (i) Since THREE PART TENDERING procedure is followed online, the bidders are required to submit the bids in three envelopes. In First envelope, EMD & Tender Fee receipts are to be submitted, second envelop consist of techno commercial bid document along with all schedules & formats duly filled & signed and third envelop consist of Price bid.

- A. "COST OF TENDER DOCUMENT & EARNEST MONEY DEPOSIT" (on First envelope)
- B. "TECHNO COMMERCIAL BID" (on Second envelope)
- C. "PRICE BID" (on Third envelope)

Bidder shall have to submit the price offer documents downloaded from website and uploaded as per instructions therein. Physical submission of price bid will not be considered. In case price bid is submitted physically, the offer/ bid of firm will be rejected out rightly. The price offer of techno-commercially qualified bidder shall be opened online on **<https://mptenders.gov.in/nicgep/app>** at the notified date by MPPTCL. Bidders can view information of date of price offer opening by logging in to website.

- (ii) Bidders are requested to go through the COMMERCIAL & TECHNICAL terms & conditions of the tender.
- (iii) The Bid should be kept valid for a minimum period of **120 days** from the date of opening. The Bids valid for less than **120 days** will not be considered. No representation against rejection of Bid on this ground will be considered.
- (iv) In Schedule-V (COMMERCIAL QUESTIONNAIRE), various important commercial terms and conditions are given. It is necessary to furnish all the information as per questionnaire. The questionnaire duly filled in and signed is to be submitted alongwith the Bid.

- (v) The Bidders are requested to furnish Guaranteed Technical Particulars of Printed Stationery Items in Schedule-II. In case any information is not available, no query will be made and comparison of prices will be done on the basis of available information.
- (vi) The price bid shall include submission of details of prices online strictly as per Schedule-I (Schedule of prices and quantity) in standard format. It may be mentioned that no such information should be furnished in the price bid which may not be in conformity with details furnished in techno-commercial bid. The bidder should quote the unit FORD price along with applicable GST. In case of any discrepancy, suitable loading on prices will be considered for which responsibility will rest on the bidders.
- (vii) Bidders are requested to submit all the schedule, formats other required documents as specified in the tender in MP Tenders online portal with duly filled in and signed in the respective envelopes as detailed above. No hardcopy in physical form shall be considered.
- (viii) The bidders are required to enclose a copy of the Un-priced Schedule (SCHEDULE-I) "Prices & Quantity" (i.e. without mentioning any prices), clearly indicating quantity stipulated in tender & quantity offered by the bidder. Complete details of applicable taxes shall be clearly indicated in the Un-priced Schedule (in Envelope-B)
- (ix) **It will be obligatory on the part of bidder that they bid for complete scope of the tendered item i.e. 100% Items covered under the bid. The bidder who does not bid for complete scope of tender will not be considered for price bid opening.**
- (x) It is obligatory on the part of the Bidders to comply with all our Commercial terms & conditions.
- (xi) The MPPTCL reserves the right (i) to reject any or all Bids or to accept any Bid considered advantageous to the MPPTCL whether it is the lowest Bid or not and (ii) to split the quantities against the Bid on more than one firm for the same items. No reasons will be assigned by the MPPTCL for this and this will be binding on the Bidders.
- (xii) The Bids should be completed with all schedules attached to the specification. This is very essential. The questionnaire should be answered in full otherwise the Bids are liable to be rejected.
- (xiii) The Bidder is requested to go through the specification, schedules, notes and all enclosures carefully. Doubts if any should be got clarified well in time by writing to the Chief Engineer (Procurement), MPPTCL, Block no.3, Shakti Bhawan, Rampur, Jabalpur. Responsibility of submitting the Bid (online) in time shall rest with the Bidder.
- (xiv) The bidders are requested to furnish certification /requisite document / registration certificate whether they are covered under MSMED Act 2006 indicating category i.e. micro unit, small unit or medium enterprise.
- (xv) The bidder will be solely responsible for the correctness / genuineness of the downloaded tender documents from the MP Tenders website. If the

offer submitted through the downloaded tender documents are incomplete or with changed contents, the offer will be summarily rejected.

- (xvi) All Bids should be made out in English.
- (xvii) The Bidder has to keep track of any changes by viewing the addendum/ corrigendum issued by the Tender Inviting Authority on time-to-time basis on e-procurement platform. The department calling for tender shall not be responsible for any claims/ problems arising out of this.
- (xviii) **Correction in the Bid document after submission:** The bidder may please note that any online correction in the bid document after its submission (uploading) is permissible. To avail this facility Bidders are required to withdraw their bids first from online portal and after correction resubmit the bid online. Bidder may please note that without withdrawing the bid no correction in the bid is permissible. The details are given in clause 5.2 "Bidders manual kit" at S. No. 5 & 6 and Bidders may also consult help desk Telephone No.0120-4001002/ 4000462/ 4001005/ 6277787.
- (xix) No bid may be withdrawn, substituted or modified in the interval between the deadline for submission of Bids and the expiration of the Bid validity period.
- (xx) MPPTCL will not be responsible for any delay, internet connection failure or any error in uploading of the Bids. The Bidders are advised to upload their Bids well before the due date and time of Bid submission to avoid any problems and last minute rush.
- (xxi) Bid shall be submitted strictly as per intent of tender document. Any alternative offer is liable for rejection.

11.0 SUBMISSION/UPLOADING OF BID SECURITY:

The prospective bidders will upload the scanned self-certified copies of requisite Bid Security exemption document, if applicable, on the website along with tender offer. The original copy of Bank Guarantee/ DD/Banker's Cheque will have to be submitted physically in the office of CE (Procurement) within seven (7) days of the date of bid opening.

12.0 TECHNO COMMERCIAL BID :

Tenderers must positively complete on line e-tendering procedure at <https://mptenders.gov.in/nicgep/app>. They shall have to submit the following documents online in the website.

- i. Their complete techno-commercial offer containing detailed material description, specification and all commercial terms and conditions. This document should not contain any price part.
- ii. Techno-commercial information in the form of questionnaire and Bidding Forms as indicated in Section –II of tender document.

13.0 PRICE OFFER:

Bidder shall have to submit the price offer documents downloaded from website and uploaded as per instructions therein. Physical submission of price bid will not be considered. In case price bid is submitted physically, the offer/ bid will be rejected out rightly. The price offer of techno-commercially qualified bidder shall be opened online on <https://mptenders.gov.in/nicgep/app> at the notified date by MPPTCL. Bidders can view information of date of price offer opening by logging in to website.

14.0 OPENING OF BID:

14.1 OPENING OF EMD & TECHNO - COMMERCIAL BID

The envelope of Earnest Money Deposit shall be opened on the due date and time, as notified in the Notice Inviting Tender. The requirement for EMD shall be verified and thereafter, the second part, i.e. the Commercial & Technical Bid, shall be opened on the same date in respect of eligible bidders.

14.2 OPENING OF PRICE BID:

After opening of Envelope -A (Earnest Money Deposit) & Envelope -B (Techno - Commercial Bid), the Price Bid of responsive bidders shall be opened only at later stage after Techno Commercial evaluation for which prior intimation shall be given to the bidders. Major deviations quoted, if any, by the bidder in commercial terms & conditions or technical specifications shall be rejected out rightly and in that case price bid shall not be opened. However in case minor deviations, if any, the following action shall be taken: -

- i. After opening of first two parts (i.e. EMD and techno Commercial Bid), the deviations from the MPPTCL's terms & conditions, if any, proposed/quoted by the bidder shall be notified. Clarifications, if required by MPPTCL, shall be submitted by the bidders within the time prescribed.
- ii. The bidder shall not be allowed to change their original price bids. In case deviations and clarification on Commercial and Technical matters are not submitted by the bidder within the time prescribed by the MPPTCL then the MPPTCL reserves the right to refuse to open the Envelope-C containing price bids. Thus, the bidder shall ensure that his tender is strictly in conformity with the specifications & requirement as presented in tender document.

15.0 BID EVALUATION PROCEDURE:

- (i) For each Bid, item wise cost would be computed by considering the Unit FORD price and applicable GST and based on the lowest computed cost of **Complete Package**, the contract would be awarded to the lowest substantially responsive bidder. In case the prices received are found to be much higher than the cost estimated by the Purchaser, the Purchaser

reserves the right to negotiate the prices with the lowest substantially responsive bidder only.

- (ii) The Purchaser shall evaluate the bids in respect to the substantive responsiveness of the bid or otherwise. The Purchaser shall carry out detailed evaluation of the substantially responsive bids. The Purchaser shall check the bid to determine whether they are complete, whether any computational errors have been made or required sureties have been furnished. Arithmetical error shall be rectified on the following basis:-
- a) If there is a discrepancy between the unit price and total price that is obtained multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the Purchaser.
 - b) In case of discrepancy between words and figures, the amount in words shall prevail.

(iii) SNAP BIDDING:

In case the prices of any item or items received are found to be much higher than the cost estimated by MPPTCL or order placed by other utility for similar material, MPPTCL reserves the right to opt for Snap Bidding, in which case following conditions shall be applicable: -

- a) In case MPPTCL opts for snap bidding, the initial Price Bids of that particular item or all the items for which price received are higher shall be discarded and all the responsive Bidders, whose Price Bids were earlier opened, shall be invited to submit the new Price Bids for that particular item or all the items (as the case may be) as per terms and conditions of the bidding document. The timeline for submission and Price Bid opening of such Price Bids shall be intimated separately to all such Bidders by MPPTCL. Bidders submitting new Price Bids electronically shall follow the electronic Bid submission procedures specified for resubmission of Price Bids.
The lowest evaluated price of item or items shall be communicated to the responsive Bidders and they shall not be allowed to quote above the lowest evaluated price, in the new Price Bid. If any Bidder's new price is found to be higher than the lowest evaluated price during the initial bidding, its Bid shall be treated as non-responsive and the Bidder shall not be considered for award.
- b) In case any of the invited Bidders do not submit new Price Bid during the snap bidding then the Bidder shall not be considered for any further evaluation by MPPTCL for that item(s).
- c) Re-submitted new Price bids shall be again evaluated by MPPTCL as per terms and conditions of the Bidding document. MPPTCL shall evaluate the Price Bids and derive the lowest evaluated Bid (L1). However, even after submission of new Price Bids by the Bidders, MPPTCL reserves the

right to reject the lowest evaluated Bid Price. If the Bid is rejected by MPPTCL then the entire Bidding process shall be annulled.

In case snap bidding is not possible due to limitation of e-portal, negotiation of the prices shall be done as per clause no. (i) above.

16.0 EVALUATION AND QUALIFICATION CRITERIA:

The Experience and Supply Capacity Criteria which will be taken into account to qualify the lowest-evaluated Bidder are specified below. All these criteria shall be evaluated on a pass-fail basis only

16.1 EXPERIENCE CRITERIA:

The bidders should have a minimum experience of three years as on the date of opening of bid in printing & supply of Printed Stationery Items to any state/central Govt. Department or erstwhile MPSEB or its successor companies or for the reputed Corporate house, Autonomous body, Public sector entity, Banking sector etc. In support of this they must submit self attested photo copies of such documents, which can prove their above qualifications.

16.2 SUPPLY CAPACITY CRITERIA:

The bidders will have to substantiate that they have capacity to supply tendered quantity of Printed Stationery Items covered in this Bid within specified delivery schedule. For this purpose, following details along with documentary proof will have to be furnished by the bidders.

- (i) Confirmation & documentary proof that they have Printed & supplied Stationery Items of value not less than **Rs. 13.87** Lakh in any one year during past 5 years.
- (ii) Above details of Printed Stationery Items supplied during past 05 financial years (from year 2020-21 to 2024-25 and current financial year) may be furnished in the table enclosed as **Schedule-VI** with tender document **duly certified by Chartered Accountant.**
- (iii) The Bidders are required to furnish the requisite documents in support of Experience and Supply Capacity Criteria. In absence of supporting documents, the offer of bidder shall be treated as non responsive.

16.3 OTHER CRITERIA:

Bidder should ensure that they must have adequate capacity available with them for printing/ supplying and to perform the assigned job properly and expeditiously within the specified time period. In this contract execution within given delivery/ supply schedule is must. Further, only those bidders who have establishment of printing facility in Jabalpur (MP), will only be considered for evaluation and price bid opening.

The purchaser reserves the right to waive minor deviations if they do not materially affect the capability of the bidder to perform the contract.

17.0 LITIGATION HISTORY:

Bidders are requested to submit details of all litigation, arbitration and other claims whether pending, threatened or resolved in the last five years, with the exception of immaterial claims with cumulative possible impact of not more than 10% of the Bidder's total assets. The purchaser may disqualify Bidders in the event that the total amount of pending or threatened litigation, arbitration or other claims represents hundred percent (100%) of the Bidder's net worth.

18.0 POLICY FOR ACCEPTANCE OF OFFERS:

MPPTCL also reserves the right to take into account overall past performance of tenderers for the purpose of acceptance of their offer as also for quantity of Printed Stationery Items covered under the scope of bid document. The following conditions in this regard may please be noted:

- 18.1** Notwithstanding the experience and supply capacity criteria as stipulated in the bid document which have to be necessarily complied with for the purpose of qualifying against the bid, it may be noted that the MPPTCL reserves the right to take into account the supply capacity & past performance of the tenderer in regard to quality of supply of tendered Items, performance in regard to timely supplies and also performance in regard to making after sales services, for the purpose of evaluation of offer.
- 18.2** Offers of such supplier, who have poor track record of supply and/ or performance in earlier contracts may not be considered. The decision of the MPPTCL in this regard shall be final & binding on the tenderers.
- 18.3** Tenderer may please note that MPPTCL reserves the right to increase or decrease the quantity and also divide the quantities amongst more than one agency.

19.0 UNSATISFACTORY PERFORMANCE:

Even on fulfillment of all the criteria it may please be noted that: -

- (i) Offers of those bidders who have been debarred / black listed for future business with our company/ MPSEB and its successor companies may be summarily rejected.
- (ii) In case of those bidders whose past performance has not been found to be satisfactory against previous tenders of MPSEB/Companies formed on restructuring of MPSEB, they may not be considered for placement of order. Some of the factors indicative of poor performance of a bidder are as follows: -
 - Non-execution of previous order(s) or inordinate delay in supply of material.
 - Failure of material in testing & non-replacement of the same by the supplier.
 - Failure of material in mass, as reported by the field officers.
 - Non replacement of material which has failed / become defective within guarantee period.

20.0 NON MATERIAL NON CONFORMITIES:

(i) Provided that a Bid is substantially responsive, MPPTCL may waive any non-conformity in the Bid that does not constitute a material deviation, reservation, or omission.

(ii) Provided that a Bid is substantially responsive, MPPTCL may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Requesting information or documentation on such nonconformities shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

(iii) Provided that a Bid is substantially responsive, MPPTCL shall rectify quantifiable nonmaterial nonconformities related to the Bid Price. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component. The adjustment shall be made based on the maximum price quoted for the same item by the other Bidders.

21.0 PRICES:

The prices shall be quoted on F.O.R. destination basis inclusive of freight, all taxes, GST, loading, unloading with on door delivery & stacking etc. at the consignee's point. No other charges are payable. The prices quoted should be filled strictly as per Schedule-I, 'Details of Prices & Quantity' mentioned in Section -II.

22.0 FIRM & FIXED PRICES:

The prices against this Tender shall be on "FIRM" (Fixed) cost basis and no price variation whatsoever shall be payable.

23.0 GOODS AND SERVICES TAX:

The Bidder has to comply all the statutory requirements in GST regime i.e.

- a. GST registration Number.
- b. GST registration Certificate.
- c. Category of Registration.

The Unit FORD prices should be quoted exclusive of GST. The rate and amount of GST as applicable should be mentioned separately.

The GST shall be payable as per actual subject to submission of documentary evidence. GST on raw material/ semi-finished product shall not be payable extra and is treated as included in the quoted F.O.R. prices. Also variation in GST on raw material/ semi-finished product, if any, during the pendency of order, shall be borne by the suppliers.

24.0 TRANSPORTATION:

The road transportation charges (including loading of material into the truck at firm's works, transportation from the works to the specified destinations, unloading and stacking of material at our Stationery Stores) i.e. Semi Permanent Block No. 4, Rampur, Jabalpur or transmission store Jabalpur or any where in MP

shall be included in Unit FORD price, Schedule-I. The responsibility of transportation of material upto various destinations shall rest with the Bidder. The unloading and stacking of material at our Stationery Stores and verification/counting thereof shall be arranged by the bidder. No charges will be paid to bidder for such activity i.e loading, unloading, transportation of material, stacking etc.

25.0 TRANSIT RISK:

Responsibility regarding covering of risks during transit of material shall entirely be on the supplier. The MPPTCL shall, in any case, not bear the transit risks/ transit insurance charges.

The successful bidder will supply the material to MPPTCL's Stationery Stores and will be responsible for the transit risks. It shall be the responsibility of successful bidder to ensure proper packing and safe delivery of materials. Any loss or damage caused to the materials during transit shall be made good by him free of all charges within 30 days from the date of consignee's intimation in writing.

26.0 CORRECTION OF ARITHMETICAL ERRORS:

Provided that the Bid is substantially responsive, MPPTCL shall correct arithmetical errors on the following basis:

- a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the total price shall be corrected.
- b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

27.0 CORRUPT PRACTICES:

In case during Bid evaluation or after award of contract, it is found that the information furnished by Bidder are not correct and is engaged in corrupt/fraudulent practices in competing for the contract, the matter will be taken seriously. Under such circumstances either Bid will be considered as non-responsive or if contract is awarded, same will be cancelled immediately at the risk and responsibility of the Bidder.

28.0 COMPLIANCE WITH OTHER CONDITIONS:

Although all other conditions have clearly been spelt out in the bid document, **it is once again brought to the notice of bidder that they should go through the bid document carefully and comply all other conditions also like furnishing of list of past supplies duly certified by Chartered Accountant, GST Clearance Certificate & details of litigation history.**

For verifying reasonability of prices by the purchaser, the bidders are required to enclose copies of orders under execution/executed recently for other Utilities alongwith bid for the offered material. It may be noted that the order copy must contain full scope of supply **including price schedule** etc. without any omission/deletion/hiding any information.

In nutshell, the Bid at the time of submission of technical and commercial offers itself should be complete in all respect. It should not be expected that in case of lack of any information, the MPPTCL will make any correspondence with the bidder. The documents and details as called for in the bid must be submitted without making any reference to submission of such certificate against past order, bid or past experience of supplies with the MPPTCL etc. All bids wherein these conditions are not complied with may run the risk of rejection without any correspondence from our side.

29.0 MPPTCL'S RIGHT TO ACCEPT OR TO REJECT ANY OR ALL BIDS:

The MPPTCL reserves the right to accept any bid, and to annul the bidding process and reject any or all bids at any time prior to award of contract without any obligation to assigning any reason whatsoever and without thereby incurring any liability to the affected Bidder or Bidders.

30.0 NON-RESPONSIVENESS OF BIDS:

The Bids received will be rejected summarily on the following grounds-

- i. The EMD as per Bid not submitted.
- ii. The Bidder not fulfilling the experience and/or supply capacity criteria.
- iii. The Bidder not submitted the required documents in support of experience and/or supply capacity criteria.
- iv. The Bidder do not have adequate resources to execute the contract.
- v. If various schedules as per Bid are not submitted in the required format online.
- vi. If the self declaration regarding history of Litigation is not submitted.
- vii. If the tender form is not submitted.
- viii. If the submitted documents are not self attested.
- ix. Original DD/BG towards EMD not furnished within stipulated time.
- x. If the Samples as indicated in Schedule-VII are not submitted within stipulated time.
- xi. The Bidder not complying with the other terms and conditions as stipulated in Bidding Document.

31.0 PAYMENT TERMS & PROCEDURE:

31.1 After receipt of material in full & good condition, 100% (Hundred percent) value of each consignment shall be paid (after deducting Income Tax as per the provision made under the TDS) normally on completion of 30 days from the date of receipt of firm's bills/invoices completed in all respect. For this purpose, after making supplies, the firm shall have to submit bills /invoices in triplicate along with the proof of having delivered the ordered material in good condition in the O/o Joint Director (Bills), MPPTCL, Jabalpur, who shall verify and process the bills for arranging payment.

31.2 The supplier shall submit the following documents (as may be applicable) directly to Joint Director (Bills), MPPTCL, Jabalpur for payment,

- i) Bill/Invoice in Triplicate
- ii) Copy of MRC/GRN
- iii) Delivery Challan.
- iv) Copy of gate pass (wherever applicable)
- v) The inspection and/ or T.C.(Test Certificate) approval.
- vi) Detailed packing list, if required.
- vii) Proof of having delivered the ordered quantity in good condition.

31.3 Terms of payment, which would be applicable for the material covered under the present tender specification have been specified under clause 31.1 above. In case, delay in submission of required documents or non-compliance of various procedures specified by MPPTCL for claiming payments, delay in release of payments takes place, in such case MPPTCL will not be responsible for such delay. It is desired that tenderer may go through the complete procedure and ensure compliance of the same, so that timely payments could be ensured.

32.0 PRINTING:

The Printed Stationery Items (if any) shall consist of logo & other information as detailed in schedule-II and accordingly the firm shall print & supply these items as per the samples approved by this office. For very minor printing mistakes penalty upto 10% (maximum) or its part thereof, of the amount of material supplied shall be imposed separately.

33.0 APPROVAL OF PROOFS:

The outline of the material to be printed shall be given by this office. The firm shall have to depute his representative to the O/o Chief Engineer (Procurement) for collection of manuscript and for discussions regarding printing of the same. The approval of the composed matter prior to final printing will be done by the O/o Chief Engineer (Procurement), MPPTCL and for this, the firm, shall have to again depute a representative for final approval of the composed matter. The printing shall have to be done by photo-offset process OR Traded Machine (if specifically directed, so) for which inspection at Press, can be made by this office. Bulk printing should however be taken by the printers/suppliers, only after final approval is conveyed by this office.

34.0 QUANTITY:

The quantities required are indicated in the Schedule-I of Price & Quantity. The purchaser reserves the right to vary the quantities upto about (-) 30% to (+) 30% while placing the order. The tenderer will have to supply the entire quantity on same rates and terms & conditions.

35.0 TOLERANCE IN QUANTITY:

There shall be maximum $\pm 1\%$ tolerance in the extra/less of the total ordered quantity, which shall be accepted at the time of delivery of material.

36.0 CONSIGNEE:

The Consignee of material will be Officer in-charge of transmission store, Jabalpur i.e. (Executive Engineer/ Assistant Engineer / Junior Engineer / Store Keeper) who so ever higher authority is available in the transmission Jabalpur and will be responsible for receipt of material in good condition & issuing of MRC /GRN.

37.0 DELIVERY:

- i. Timely delivery of the material would be the essence of the contract. The delivery period is tentative and actual delivery of material will be regulated based on requirement for period of Twelve months.
- ii. Delivery shall commence immediately after one month from the date of final approval of printing and material should be delivered within 2 months from the date of final approval.
- iii. The Delivery of material shall be made as per the Dispatch instruction issued by the order placing authority. The Delivery of material can be made anywhere within the MP, as specified clearly in the Dispatch instruction issued by order placing authority.
- iv. However, if considered necessary, we may defer the supply for such period during which the Printed Stationery Items shall not be required. Subsequently, on the basis of our requirement, we may ask to supply the same after giving sufficient advance notice and delivery shall be reckoned from the date of issue of our clearance.

38.0 PERFORMANCE GUARANTEE: -

The performance guarantee of the material will be 12 months, subsequent to the date of receipt of consignment, any goods are found to be defective in materials or workmanship or develops defects during service, the same shall have to be replaced by the supplier within month, free of all charges. All necessary arrangements on these accounts will be made by the supplier.

39.0 SECURITY DEPOSIT:

- i. On acceptance of offer, the supplier/manufacturer will have to deposit an amount equal to 5% of the total value of the order in the form of Banker's cheque or Demand Draft/Bank Guarantee towards Security Deposit. The security deposit shall be retained till the expiry of guarantee period.
- ii. Demand Draft/Banker's Cheque to be drawn in favour of RAO, MPPTCL, Rampur, Jabalpur drawn on any nationalized/scheduled Bank and payable at Jabalpur.
- iii. The Security Deposit shall have to be submitted within 15 days of receipt of order.
- iv. The MPPTCL shall forfeit the "Security Deposit" in the event of non-execution / part execution of the orders/poor performance of

firm/manufacture/printer, besides invoking other Penalty Clauses.

- v. The Security deposit shall be returned to the successful bidder only after due and faithful performance of the order as per terms and conditions of the order and on expiry of guarantee period provided there are no claims which are to be recovered against the firm.
- vi. No interest shall be paid by the MPPTCL on security deposit furnished by the suppliers/ manufacturer.

40.0 PENALTY:

- a. The Bidder shall agree to the following penalty clause:

The time and date of delivery of the Stores stipulated in the order shall be deemed to be the essence of the Contract. In case of delay in execution of the order, the MPPTCL may at its option either –

- i. Recover from the supplier as agreed towards liquidated damages a sum @ ½ % (half percent) of the price of any stores not delivered for a week or part thereof subject to a maximum of 10% of total order value.

OR

- ii. Purchase from elsewhere on account and at the risk & cost and responsibility of the supplier, the stores not delivered or others of similar descriptions.

OR

- iv. Cancel the contract for part or whole of the quantity on order, with liability resting on the supplier.

OR

- v. Forfeit the Security deposit & debar the firm from future contracts/supplies

- b. The date of offer of material will be treated as date of delivery for the purpose of calculating the penalty, provided the materials are received at Site store (Consignee Point) within a period of 30 days from the date of issue of dispatch instructions, else the actual date of receipt of material by the consignee shall be taken as the basis for calculation of penalty. Please note that, in case material is not received within 30 days from the date of issue of dispatch instructions; even if there exists a margin in contractual delivery period, penalty for delay in physical dispatch and receipt shall be applicable.
- c. In case any of the materials is found to be defective in materials or workmanship or develops defects during service, same shall be replaced/ repaired by the supplier free of all charges within 30 days or within reasonable period as per specific agreement with order placing authority from the date of receipt of intimation. In case of delay in replacement of materials, the MPPTCL may at its option recover penalty @ 0.50% of ex-works price for each week or part thereof subject to a maximum of 10%.

41.0 FORCE MAJEURE:

Deliveries stipulated in the purchase order shall be subject to force majeure conditions. The force majeure circumstances/conditions shall include

strikes, lock-outs, war, fire accidents, earthquakes, floods, national calamity, riots, civic commotion, damage to plant, stoppage at the works and/or any other reasons whatsoever beyond reasonable control of the supplier. Prevalence of force majeure will have to be got certified by appropriate Government Agency. The cause of force majeure condition will be taken into consideration only if the supplier within 15 days from the occurrence of such delay notifies the purchaser. The MPPTCL shall verify the facts and grant such extension as the facts justify, for which the supplier shall submit this representation with documentary evidence.

42.0 PACKING AND FORWARDING;

- (a) The supplier shall be responsible for the Stores being sufficiently and properly packed at his expense for transport so as to ensure them being free from loss/damage due to handling and transport to the destination.
- (b) Each package shall be prominently and distinctly marked on at least two faces, indicating the full address of the consignee, destination station, name of material, purchaser's order number, weight and volume of the package etc.
- (c) Each package shall contain in a water proof cover, detailed description indicating the order reference and date and list of the contents. Each item contained in the package or box shall be described sufficiently to enable easy identification. The quantity, weight etc. shall also be given. For easy handling, weight of each packet be kept maximum upto 15Kgs.
- (d) The packing shall conform to the specifications, rules and regulations prescribed by the transport agencies. In case of any loss/damage to the consignment due to sub-standard packing, the same shall be made good free of all charges by the supplier to MPPTCL. All provisions of this clause shall apply whether the disrupting cause is total or partial, in its effects upon the ability of supplier to perform.

43.0 MODE OF DESPATCH:

The material shall be dispatched by ROAD TRANSPORT through Registered transport agency on door delivery freight paid basis to the respective destination in Madhya Pradesh by supplier at consignee's Point as indicated under clause No.36.0. The materials shall have to be delivered, unloaded & properly stacked to the consignee's directly at their delivery point (Only on working days and in working hours i.e. 10.30 AM to 5.30 only), or as per instructions given by order placing authority or his representatives.

44.0 REPLACEMENT OF DEFECTIVE SUPPLIES:

Please note that the following conditions shall be applicable: -

- (a) In case any defect in the material is found within guarantee period, the same will be replaced by the supplier on free of cost basis. The replacement will have to be organized by supplier expeditiously and preferably within one month's time. It may please be noted that if

replacement of material is not organized within 1 month of notice of defects/failure being sent, Company shall recover the cost of such material from available payments/S.D. as the case may be without further notice and with such penalty as it may deem appropriate for non-compliance of contractual obligations.

- (b) If for the purpose of replacement, the material is required to be dispatched to supplier's works, all charges towards transportation/ insurance/ packing and forwarding will have to be borne by the supplier for to and fro dispatches.
- (c) In case it is observed that replacement of material is not being provided to us within reasonable period and proper response is not received from the supplier, then apart from operating Clause of Penalty (which provides for imposition of penalty/ liquidated damages, risk purchase at supplier's cost and cancellation of contract) the MPPTCL may also take suitable penal action against the supplier which may include debarring him from all future business with the MPPTCL for a period which will be at the discretion of the MPPTCL.

45.0 RIGHT TO CARRYOUT THE INSPECTION DURING PRINTING OR PROCESSING:

The MPPTCL, at its option, may inspect on any date the material on order during its process of Printing including the inspection of raw material and may ask the supplier to carry out such tests as may be necessary to ensure proper quality check. Samples of components of the material shall be subjected to quality check by the Inspecting Officer during Printing/Processing. In the event of stage inspection, if any discrepancy is noticed, the supplier shall be given notice to suspend further printing/processing until corrective measures are taken.

Further, after printing of stationary, MPPTCL shall its discretion can direct to make inspection by deputing any inspecting officer/ official of MPPTCL for entire lot of offered material on any date before dispatch.

46.0 INSPECTION OF MATERIAL:

- 46.1** All materials supplied will be subject to inspection and approval by the purchaser's representative before dispatch if possible otherwise on arrival at the destination. Inspection before dispatch will not however relieve the supplier of his responsibility to supply strictly in accordance with the specifications.
- 46.2** The purchaser's representatives shall be entitled at all reasonable time during manufacture to inspect, examine and test at the contractor's premises the material and workmanship of the material to be supplied under this contract.
- 46.3** For Inspection / testing, the supplier shall intimate the purchaser 15 days in advance about readiness of material as per the scheduled delivery so that action may be taken for getting the material inspected. The material

shall not be dispatched unless waiver of inspection is obtained or the material is inspected by the purchaser's authorized representative. When the material has passed the specified tests, the purchaser's representative shall furnish a certificate jointly signed by him and contractor's representative to this effect in writing to the contractor in any case. While notifying the readiness of the material, the internal test certificates shall invariably be sent. The material shall not be dispatched unless the test certificates are approved.

46.4 These test certificates should be in accordance with latest issue of the relevant Indian Standards or as approved by the order placing authority.

46.5 For the purpose of inspection, it will be duty of the supplier to provide, to the inspecting officer, the detailed order, approvals, comments, if any and all amendments (if any) made in any term/ condition/specification of the order and all relevant standards. Failure to provide documents demanded by the inspector shall render the inspection as "Fake Inspection Call" and relevant penalty may be imposed on the supplier on this account.

47.0 FAKE INSPECTION CALL:

All such firms, who after giving inspection call, do not offer materials to inspecting officer for inspection due to one or the other reasons, shall be required to remit all expenses incurred in organizing inspection including travel expenses plus a sum of ₹10,000/- per officer per inspection call.

48.0 DISPUTE:

All suits or proceedings relating to any dispute or claim arising out or in the course of performance of the contract shall be filed exclusively in the court situated at Jabalpur. The Courts at Jabalpur shall have exclusive jurisdiction in all matters of Disputes.

49.0 TERMINATION:

In the event of any breach of the terms of the order, the Purchaser reserves the right to cancel the order for part or whole of the materials yet to be supplied and to purchase elsewhere on account and at the risk of the supplier, part or whole of the materials not supplied.

50.0 CANCELLATION OF ORDER:

50.1 The MPPTCL may upon written notice of default, terminate contract in the circumstances detailed hereunder: -

- a) If in the opinion of the MPPTCL, the supplier fails to deliver the material within the time specified or during the period for which extension has been granted by the Company.
- b) If in the opinion of the MPPTCL, the supplier fails to comply with any of the other provisions of this contract or material is found not in

accordance with prescribed specifications and or the approved samples.

- c) If as a result of stage inspection, it is revealed that material and/ or, workmanship is substandard which is likely to affect the performance of the finished product, a notice would be served by the MPPTCL to the supplier to suspend further activities and to take urgent steps towards corrective measures, failing which the entire order would be cancelled.

50.2 In the event of such termination, the MPPTCL shall exercise its discretionary power as: -

- a) To recover from the supplier the agreed penalty as approved in the Clause No.40.0 above.

AND/OR

- b) To purchase from elsewhere after giving due notice to the supplier on account and at the risk of the contractor such stores/ material not so delivered or others of similar description in respect of consignment not yet delivered.

AND/OR

- c) To cancel the contract reserving MPPTCL's right to recover damages.

50.3 In pursuance to clause no. 50.1 & 50.2 above, MPPTCL shall exercise its discretionary power to black-list/debar the supplier/contractor for further business with MPPTCL for a declared period on breach of the contract.

50.4 Notwithstanding that the powers under clause no. (50.2 a, b & c) referred to above, are in addition to the rights and remedy available to the MPPTCL under the general law of India relating to Contract.

50.5 In the event of risk purchase of stores of similar description, the opinion of the MPPTCL shall be final. In the event of action taken under clause no. 50.2(a) or (b) above, the supplier shall be liable to pay for any loss, which the MPPTCL may sustain on that account but the supplier shall not be entitled to any saving on such purchases made against the default.

50.6 The decision of the MPPTCL shall be final regarding the acceptability of the stores supplied by supplier and the MPPTCL shall not be required to give any reason in writing or otherwise at any time for the rejection of the stores/ material.

50.7 In the event, MPPTCL does not terminate the order as provided in clause no. 50.1 & 50.2 above, the supplier shall continue execution of this order, in which case he shall be liable to the MPPTCL for penalty for the delay as per clause no. 22 until supplies are accepted.

51.0 RECOVERIES OF LIABILITIES AGAINST OTHER CONTRACTS:

Any amount recoverable from the successful Bidder against earlier contracts with the MPPTCL/MPSEB will be adjusted from payment due and/or

performance security furnished against the contract that may be awarded under this specification.

52.0 REDUCTION OF RATE DUE TO SUBSEQUENT TENDER:

As a result of opening of the subsequent tender, if the rates received are found to be lower, then the pending supply against order shall be accepted at the lower rates.

53.0 WORKMANSHIP:

All materials shall be of the best class and quality most suitable for the conditions of operation under the climate conditions at the altitude indicated in the general conditions for supply of material. The workmanship shall be of the best grade and the entire manufacturing in accordance with the best modern practice.

54.0 EXTENSION ORDER:

The MPPTCL reserves the right to place extension order for additional quantities up to 50% of the total order value on same rates and terms & conditions within **Twenty-Four months** from the date of placement of main order.

SECTION-II

DETAILED SPECIFICATIONS FOR PRINTED STATIONERY ITEMS

Sl. No.	Form No.	Name of item & its Finished size	Specifications	
1	(OR-6)	Attendance Register– Hindi (34 x 42.5cms.)	i.	To be printed on 70 GSM White maplitho paper.
			ii.	To be supplied in cloth bound register with thread stitching of 25 sheets in each.
			iii.	Card board (Brown straw board) of 24 OZ (1350 GSM) on both sides.
			iv.	Name of item, name of company, its mono and other details (as directed) shall have to be printed after approval of matter from order placing authority on top cover.
			v.	85 GSM Ledger paper for pasting to be used inside cover.
			vi.	Pages to be ruled (Red & blue).
			vii.	Both side printing.
			viii.	Printing may be Hindi/English for which instructions shall be given separately as per proof approved by consignee.
2	(OR-7)	Receipt Register – Hindi (21x34 Cms.)	i.	To be printed on 60 GSM white paper.
			ii.	To be supplied in cloth bound with thread stitching
			iii.	Each register to contain 200 sheets.
			iv.	Card board of 24 OZ brown straw board (1350 GSM) on both sides to be used for binding of register.
			v.	Name of item, name of company, its mono and other details (as directed) shall have to be printed after approval of matter from order placing authority on Top cover.
			vi.	85 GSM Ledger paper for pasting to be used inside cover.
			vii.	Both sides printing.
			viii.	Pages to be ruled & sheets to be numbered.
3	(OR-8)	Despatch Register – Hindi (21x34 Cms.)	i.	To be printed on 60 GSM white paper.
			ii.	To be supplied in cloth bound with thread stitching.
			iii.	Each register to contain 200 sheets.
			iv.	Card board of 24 OZ brown straw board (1350 GSM) on both sides to be used for binding of register.

Sl. No.	Form No.	Name of item & its Finished size	Specifications	
			v.	Name of item, name of company, its mono and other details (as directed) shall have to be printed after approval of matter from consignee on Top cover.
			vi.	85 GSM Ledger paper for pasting to be used inside cover.
			vii.	Both side printing.
			viii.	Pages to be ruled & sheets to be numbered.
4	(OR-10)	Dak Receipt Book – Hindi (21x16.5 Cms.)	i.	To be printed on 60 GSM white paper.
			ii.	To be supplied in cloth bound with thread stitching
			iii.	Each register to contain 200 sheets.
			iv.	Card board of 24 OZ brown straw board (1350 GSM) on both sides to be used for binding of register.
			v.	Name of item, name of company, its mono and other details (as directed) shall have to be printed after approval of matter from order placing authority on top cover.
			vi.	85 GSM Ledger paper for pasting to be used inside cover.
			vii.	Both side printing.
			viii.	Pages to be ruled & sheets to be numbered.
5	(OR-24)	Casual Leave Register (16.5x21 Cms.)	i.	To be printed on 60 GSM White paper.
			ii.	To be supplied in cloth bound register with thread stitching having 50 numbers. leaves in each register alongwith 4 pages index.
			iii.	Cardboard of 18 OZ brown straw board (1012GSM) to be used for binding of register.
			iv.	Name of item, name of company, its mono and other details (as directed) shall have to be printed after approval of matter from order placing authority on top cover.
			v.	85 GSM Ledger paper for pasting to be used inside cover.
			vi.	Both side printing.
			vii.	Pages to be ruled and sheets to be numbered.
6	(OR-26)	Board Bandies (24x36.5 Cms.)	i.	To be made on 36 OZ (2025 GSM) Card board, (brown straw board) with good quality binding and cloth corners.

Sl. No.	Form No.	Name of item & its Finished size	Specifications	
			ii.	Full flap of 72 cms in length. Superior quality binding cloth having 10 cms uniform width pasted on 120 GSM cover paper.
			iii.	The words "MPPTCL" in bold letters and mono alongwith other text matter duly printed in the centre on brown paper of 60 GSM and pasted on back side.
			iv.	Flap should be pasted with Card board on 60 GSM Brown Craft paper to be pasted on other side also.
			v.	A good quality tape of one meter length to be inserted in the center of each board- bandi through the flaps ends.
			vi.	To be supplied in bundles of 50 each.
7	{OR-27 (i)}	File Cover 35x45 Cms. (with Binding Cloth)	i.	To be printed on 220 GSM century Board.
			ii.	To be supplied in bundles of 100 each.
			iii.	One side printing on each file cover.
			iv.	Printing may be in Hindi/English for which instructions shall be given separately as per sample approved by Order placing authority.
			v.	Binding cloth of superior quality 5 cms in width & 35 cms in length shall be pasted in a centre of each cover.
			vi.	Each file cover to be folded from middle.
			vii.	The Colour of File Cover may be got confirmed before printing.
8	{OR-27(ii)}	File Cover 35x45 Cms. (without Binding Cloth)	i.	To be printed on 220 GSM century Board.
			ii.	To be supplied in bundles of 100 each.
			iii.	One side printing on each file cover.
			iv.	Printing may be in Hindi/English for which instructions shall be given separately as per sample approved by Order placing authority.
			v.	The Colour of File Cover may be got confirmed before printing.
			vi.	Each file cover to be folded from middle.
9	{OR-27(iii)}	Card Board Case File Cover (23x36 Cms.)	i.	Case file cover made out of 24 OZ brown straw board (1350 GSM) Card Board.
			ii.	Pasted with cover paper on both side with binding cloth hinges of 7.5 cms in width, with corner.

Sl. No.	Form No.	Name of item & its Finished size	Specifications	
			iii.	Both flaps should have 3 eyelets holes in hinges side.
			iv.	"M.P.POWER TRANSMISSION CO. LTD." (in Hindi or English) should be printed on front side of the case file cover for which instructions shall be given separately as per sample approved by Order placing authority.
			v.	1 mtr. flat tape of cotton of 12.5 mm width should be inserted in corners at the back.
			vi	The Colour of File Cover may be got confirmed before printing.
			vii	To be supplied in bundles of 50 each.
10	(A-34) - Revised	Bill Register for Suppliers & Works (34.5x43 Cms.)	i.	To be printed on 75 GSM Ledger paper inside cover.
			ii.	To be supplied in calico bound Register with thread stitching of 100 sheets & 4 page index in each, with corners.
			iii.	Sheets to be ruled and numbered.
			iv.	Both sides printing in all sheets.
			v.	Card board of 24 OZ brown straw board (1350 GSM) on both sides to be used for binding of register.
			vi	Name of item, name of company, its mono and other details (as directed) shall have to be printed after approval of matter from order placing authority on Top cover.
			vii	85 GSM Ledger paper for pasting to be used inside cover.
11	(Misc-6)	General Cash Book (25x37.5 Cms.)	i.	To be printed on 75 GSM ledger paper.
			ii.	To be supplied in leather bound registers of 200 leaves in each, with corners.
			iii.	Card board of 36 OZ brown straw board (2025 GSM) on both sides to be used for binding of books.
			iv.	Name of item, name of company, its mono and other details (as directed) shall have to be printed after approval of matter from order placing authority on top cover.
			v.	Pages to be ruled and sheets to be numbered.
			vi.	85 GSM Ledger Paper for pasting to be used inside cover.
			vii.	Both side printing.
			ix.	Ruling in black ink.

Sl. No.	Form No.	Name of item & its Finished size	Specifications	
12	(Misc.-22)	Log Book for Vehicle (16.5x21 Cms.)	i.	To be printed on 60 GSM white paper.
			ii.	To be supplied in cloth bound with thread stitching.
			iii.	Each book to contain 200 sheets.
			iv.	Both side printing.
			v.	Pages to be ruled & numbered.
			vi.	Card board of 24 OZ brown straw board (1350 GSM) on both sides to be used for binding of register.
			vii.	Name of item, name of company, its mono and other details (as directed) shall have to be printed after approval of matter from order placing authority on Top cover.
13	(L-23)	Permit Book to work on lines 21x34 Cms.	i.	To be printed on 60 GSM white paper.
			ii.	To be supplied in thread bound pads.
			iii.	Each book containing 100 sheets.
			iv.	Both side printing and ruling.
			v.	Each sheet to be perforated in the centre.
			vi.	Card board of 24 OZ brown straw board (1350 GSM) at the bottom.
			vii.	Top Cover on 120 GSM paper.
			viii.	Name of item, name of company, its mono and other details (as directed) shall have to be printed after approval of matter from order placing authority on top cover.
			ix.	Each sheet shall bear book number & sheet number at two places.
			x.	Book number to be printed as per number allotted by us.
14	(S-14)	Gate Pass for Stores (15x21 Cms.)	i.	To be supplied printed on 60 GSM white paper.
			ii.	To be supplied in thread bound pads with cloth binding.
			iii.	Each pad containing 150 sheets (50 sheets in triplicate).
			iv.	One side printing.
			v.	Sheets to be numbered as 1,1,1-2,2,2 etc.
			vi.	The words original, duplicate and triplicate shall be printed respectively on every sheets.
			vii.	Original and duplicate pages to be perforated.

Sl. No.	Form No.	Name of item & its Finished size	Specifications	
			viii.	Card board of 24 OZ brown straw board (1350 GSM) at the bottom.
			ix.	Top Cover on 120 GSM paper.
			x.	Name of item, name of company, its mono and other details (as directed) shall have to be printed after approval of matter from order placing authority on Top cover.
			xi.	Book No. to be given as per number allotted by us.
15	1 Quire	Ruled register-one quire (20x32 cms.)	To be made on 60 GSM white paper, Brown straw board of 18 OZ (1012 GSM) to be used for binding with superior binding cloth. Lub bound wire stitched at three places. The Registers shall have paper sheet of size 20x32 Cms. (Size of inside sheet) Pages to be ruled horizontally with two inks on both sides. The words "MP Power Transmission Company Ltd" shall be printed on cover of each register. The Size, No. of quires of Register and code No. shall be printed on front (top) of the register and firm's identification code on left bottom. To be supplied standard packing condition of 100 Register per bundle. Each Register shall contain 48 sheets and weight of 0.184 Kg approx.	
16	2 Quire	Ruled register-Two quires (20x32 cms.)	To be made on 60 GSM white paper, Brown straw board of 18 OZ (1012 GSM) to be used for binding with superior binding cloth. Lub bound wire stitched at three places. The Registers shall have paper sheet of size 20x32 Cms. (Size of inside sheet) Pages to be ruled horizontally with two inks on both sides. The words "MP Power Transmission Company Ltd" shall be printed on cover each register. The Size, No. of quires of Register and code No. shall be printed on front top of the register and firm's identification code on left bottom. Standard packing condition of 100 Register per bundle. Each Register shall contained 96 sheets and weight of 0.368 Kg approx.	
17	23X10 cms	Envelope-Small (Size 23x10 cms.)	To be made on 68 GSM coloured maplitho Paper. Colour shall be used Blue/Yellow/Pink/Green (as per directives given at the time of supply). The envelope shall have 3 cms. flap (with curve) and one side printing of words "MP Power Transmission Co Ltd" and firm's identity code. Supply in standard packing. Weight per 1000 envelops shall be 3.5 Kg. approx.	

Sl. No.	Form No.	Name of item & its Finished size	Specifications	
18	27.5x12.5 cms.	Envelope-Medium (Size 27.5x12.5 cms.)	To be made on 60 GSM, Light Brown Craft Paper. The envelope shall have 3 cms. flap (with curve) and one side printing of words "MP Power Transmission Co Ltd" and firm's identity code. To be supplied in standard packing. Weight per 1000 envelopes shall be 4.68 Kg. approx.	
19	30x41 cms	Envelope-Big (Plastic Coated) (Size 30x41 cms)	i.	To be made on 100 GSM, Yellow/Green Centurion paper.
			ii.	The envelope shall have full lamination (i.e. plastic coating) from inside.
			iii.	The envelope shall have one side printing of words "MP Power Transmission Co Ltd & its Mono" along-with firm's identity code.
			iv.	The envelope should be provided with a flap of 5 Cms. (approx).
			v.	To be supplied in standard packing.
			vi.	Weight per 1000 envelopes shall be 29 Kgs. (approx).
20	12.5X18.5 Cms.	Scribbling Pad - Small size (Plain binding) (12.5X18.5 Cms.)	i.	To be made on 70 GSM white Maplitho paper of superior quality.
				The pad shall have finished size of 12.5 X 18.5 cms.
			ii.	Each pad shall have 100 sheets.
			iii.	Top cover of 120 GSM card sheet of superior quality of Light GREEN/BLUE/PINK colour.
			iv.	18 OZ(1012 GSM) Brown straw board at bottom.
			v.	There shall be PERFORATIONS on each sheet in each book, to facilitate easy tearing-off.
			vi.	The name of Company along-with Monogram shall have to be printed on cover page.

Note: There shall be maximum (-) 5% tolerance (in lower side) in the GSM of paper /Card board/ Printed items (depending upon type of material & GSM). This shall however be on the discretion of consignee to accept or reject the supply considering (-) 5% tolerance. It means, it should not be taken for granted by the firm/supplier that, every supply shall necessarily be accepted even if it is within the permissible limit of tolerance upto (-) 5%. **Therefore, it is advised that supplier should strictly adhere to desired GSM & Quality of material.** On higher side, of course, the supply can be accepted upto (+) 10% or so, provided; that this upward variation is for betterment of quality, appearance & durability of finished product/supply. Further for Brown straw board $\pm 10\%$ tolerance will be considered.

SCHEDULE- I

DETAILS OF PRICES AND QUANTITY

S.N.	Name of Item	Item Code	Qty (In Nos.)	Unit FORD Price (Rs.)	% of GST	Amount of GST (in Rs.)	Unit FORD Including GST	Total Cost (including GST) (in RS.)
1	2	3	4	5	6	7	8=5+7	9=8X4
1	Attendance Register - Hindi	OR-6	500					
2	Receipt Register - Hindi	OR-7	700					
3	Dispatch Register - Hindi	OR-8	550					
4	Dak Receipt Book - Hindi	OR-10	500					
5	Casual Leave Register	OR-24	90					
6	Board Bandies	OR-26	6000					
7	File Cover with Binding Cloth	OR-27(i)	20000					
8	File Cover without Binding Cloth	OR-27(ii)	20000					
9	Card Board Case file cover	OR-27(iii)	15000					
10	Bill Register for Suppliers Works	Form (A-34)	100					
11	General Cash Book	Misc-6	250					
12	Vehicle Log Book	Misc-22	400					
13	Permit Book	L-23	1900					
14	Get Pass for Store	S-14	500					
15	Ruled Register Size 20x32cms	1 Quire	2500					
16	Ruled Register Size 20x32cms	2 Quire	2500					
17	Envelope Small	23x10cms	50000					
18	Envelope Medium	27.5x12.5 cms	30000					
19	Envelope Big (Plastic coated)	30x41cms	15000					
20	Scribbling Pad (Plain Small)	12.5x18.5 cms	10000					

(SIGNATURE OF BIDDER)

NAME:

DESIGNATION:

Note:

1. The bidders are required to enclose a copy of the Un-priced Schedule (SCHEDULE-I) "Prices & Quantity" (i.e. without mentioning any prices), clearly indicating quantity stipulated in tender & quantity offered by the bidder. Complete details of applicable taxes shall be clearly indicated in the Un-priced Schedule (in Envelope-B)
2. It will be obligatory on the part of bidder that they bid for complete scope of the tendered item i.e. 100% Items covered under the bid. The bidder who does not bid for complete scope of tender will not be considered for price bid opening.

SCHEDULE- II

DETAILED SPECIFICATIONS TO BE FILLED BY BIDDERS

Sl. No.	Form No.	Name of item & its Finished size	Specifications		Please provide your confirmation (Yes/No)
1	(OR-6)	Attendance Register– Hindi (34 x 42.5cms.)	i.	To be printed on 70 GSM White maplitho paper.	
			ii.	To be supplied in cloth bound register with thread stitching of 25 sheets in each.	
			iii.	Card board (Brown straw board) of 24 OZ (1350 GSM) on both sides.	
			iv.	Name of item, name of company, its mono and other details (as directed) shall have to be printed after approval of matter from order placing authority on top cover.	
			v.	85 GSM Ledger paper for pasting to be used inside cover.	
			vi.	Pages to be ruled (Red & blue).	
			vii.	Both side printing.	
			viii.	Printing may be Hindi/English for which instructions shall be given separately as per proof approved by consignee.	
2	(OR-7)	Receipt Register – Hindi (21x34 Cms.)	i.	To be printed on 60 GSM white paper.	
			ii.	To be supplied in cloth bound with thread stitching	
			iii.	Each register to contain 200 sheets.	
			iv.	Card board of 24 OZ brown straw board (1350 GSM) on both sides to be used for binding of register.	
			v.	Name of item, name of company, its mono and other details (as directed) shall have to be printed after approval of matter from order placing authority on Top cover.	
			vi.	85 GSM Ledger paper for pasting to be used inside cover.	
			vii.	Both sides printing.	

Sl. No.	Form No.	Name of item & its Finished size	Specifications		Please provide your confirmation (Yes/No)
			viii.	Pages to be ruled & sheets to be numbered.	
3	(OR-8)	Despatch Register – Hindi (21x34 Cms.)	i.	To be printed on 60 GSM white paper.	
			ii.	To be supplied in cloth bound with thread stitching.	
			iii.	Each register to contain 200 sheets.	
			iv.	Card board of 24 OZ brown straw board (1350 GSM) on both sides to be used for binding of register.	
			v.	Name of item, name of company, its mono and other details (as directed) shall have to be printed after approval of matter from consignee on Top cover.	
			vi.	85 GSM Ledger paper for pasting to be used inside cover.	
			vii.	Both side printing.	
			viii.	Pages to be ruled & sheets to be numbered.	
4	(OR-10)	Dak Receipt Book – Hindi (21x16.5 Cms.)	i.	To be printed on 60 GSM white paper.	
			ii.	To be supplied in cloth bound with thread stitching	
			iii.	Each register to contain 200 sheets.	
			iv.	Card board of 24 OZ brown straw board (1350 GSM) on both sides to be used for binding of register.	
			v.	Name of item, name of company, its mono and other details (as directed) shall have to be printed after approval of matter from order placing authority on top cover.	
			vi.	85 GSM Ledger paper for pasting to be used inside cover.	
			vii.	Both side printing.	
			viii.	Pages to be ruled & sheets to be numbered.	
5	(OR-24)	Casual Leave	i.	To be printed on 60 GSM White paper.	

Sl. No.	Form No.	Name of item & its Finished size	Specifications		Please provide your confirmation (Yes/No)
		Register (16.5x21 Cms.)	ii.	To be supplied in cloth bound register with thread stitching having 50 numbers. leaves in each register alongwith 4 pages index.	
			iii.	Cardboard of 18 OZ brown straw board (1012GSM) to be used for binding of register.	
			iv.	Name of item, name of company, its mono and other details (as directed) shall have to be printed after approval of matter from order placing authority on top cover.	
			v.	85 GSM Ledger paper for pasting to be used inside cover.	
			vi.	Both side printing.	
			vii.	Pages to be ruled and sheets to be numbered.	
6	(OR-26)	Board Bandies (24x36.5 Cms.)	i.	To be made on 36 OZ (2025 GSM) Card board, (brown straw board) with good quality binding and cloth corners.	
			ii.	Full flap of 72 cms in length. Superior quality binding cloth having 10 cms uniform width pasted on 120 GSM cover paper.	
			iii.	The words "MPPTCL" in bold letters and mono alongwith other text matter duly printed in the centre on brown paper of 60 GSM and pasted on back side.	
			iv.	Flap should be pasted with Card board on 60 GSM Brown Craft paper to be pasted on other side also.	
			v.	A good quality tape of one meter length to be inserted in the center of each board-bandi through the flaps ends.	
			vi.	To be supplied in bundles of 50 each.	
7	{OR-27 (i)}	File Cover 35x45 Cms.	i.	To be printed on 220 GSM century Board.	

Sl. No.	Form No.	Name of item & its Finished size	Specifications		Please provide your confirmation (Yes/No)
		(with Binding Cloth)	ii.	To be supplied in bundles of 100 each.	
			iii.	One side printing on each file cover.	
			iv.	Printing may be in Hindi/English for which instructions shall be given separately as per sample approved by Order placing authority.	
			v.	Binding cloth of superior quality 5 cms in width & 35 cms in length shall be pasted in a centre of each cover.	
			vi.	Each file cover to be folded from middle.	
			vii.	The Colour of File Cover may be got confirmed before printing.	
8	{OR-27(ii)}	File Cover 35x45 Cms. (without Binding Cloth)	i.	To be printed on 220 GSM century Board.	
			ii.	To be supplied in bundles of 100 each.	
			iii.	One side printing on each file cover.	
			iv.	Printing may be in Hindi/English for which instructions shall be given separately as per sample approved by Order placing authority.	
			v.	The Colour of File Cover may be got confirmed before printing.	
			vi.	Each file cover to be folded from middle.	
9	{OR-27(iii)}	Card Board Case File Cover (23x36 Cms.)	i.	Case file cover made out of 24 OZ brown straw board (1350 GSM) Card Board.	
			ii.	Pasted with cover paper on both side with binding cloth hinges of 7.5 cms in width, with corner.	
			iii.	Both flaps should have 3 eyelets holes in hinges side.	
			iv.	"M.P.POWER TRANSMISSION CO. LTD." (in Hindi or English) should be printed on front side of the case file cover for which instructions shall be given	

Sl. No.	Form No.	Name of item & its Finished size	Specifications		Please provide your confirmation (Yes/No)
				separately as per sample approved by Order placing authority.	
			v.	1 mtr. flat tape of cotton of 12.5 mm width should be inserted in corners at the back.	
			vi	The Colour of File Cover may be got confirmed before printing.	
			vii	To be supplied in bundles of 50 each.	
10	(A-34) - Revised	Bill Register for Suppliers & Works (34.5x43 Cms.)	i.	To be printed on 75 GSM Ledger paper inside cover.	
			ii.	To be supplied in calico bound Register with thread stitching of 100 sheets & 4 page index in each, with corners.	
			iii.	Sheets to be ruled and numbered.	
			iv.	Both sides printing in all sheets.	
			v.	Card board of 24 OZ brown straw board (1350 GSM) on both sides to be used for binding of register.	
			vi	Name of item, name of company, its mono and other details (as directed) shall have to be printed after approval of matter from order placing authority on Top cover.	
			vii	85 GSM Ledger paper for pasting to be used inside cover.	
11	(Misc-6)	General Cash Book (25x37.5 Cms.)	i.	To be printed on 75 GSM ledger paper.	
			ii.	To be supplied in leather bound registers of 200 leaves in each, with corners.	
			iii.	Card board of 36 OZ brown straw board (2025 GSM) on both sides to be used for binding of books.	
			iv.	Name of item, name of company, its mono and other details (as directed) shall have to be printed after approval of matter	

Sl. No.	Form No.	Name of item & its Finished size	Specifications		Please provide your confirmation (Yes/No)
				from order placing authority on top cover.	
			v.	Pages to be ruled and sheets to be numbered.	
			vi.	85 GSM Ledger Paper for pasting to be used inside cover.	
			vii.	Both side printing.	
			ix.	Ruling in black ink.	
12	(Misc.-22)	Log Book for Vehicle (16.5x21 Cms.)	i.	To be printed on 60 GSM white paper.	
			ii.	To be supplied in cloth bound with thread stitching.	
			iii.	Each book to contain 200 sheets.	
			iv.	Both side printing.	
			v.	Pages to be ruled & numbered.	
			vi.	Card board of 24 OZ brown straw board (1350 GSM) on both sides to be used for binding of register.	
			vii.	Name of item, name of company, its mono and other details (as directed) shall have to be printed after approval of matter from order placing authority on Top cover.	
13	(L-23)	Permit Book to work on lines 21x34 Cms.	i.	To be printed on 60 GSM white paper.	
			ii.	To be supplied in thread bound pads.	
			iii.	Each book containing 100 sheets.	
			iv.	Both side printing and ruling.	
			v.	Each sheet to be perforated in the centre.	
			vi.	Card board of 24 OZ brown straw board (1350 GSM) at the bottom.	
			vii.	Top Cover on 120 GSM paper.	
			viii.	Name of item, name of company, its mono and other details (as directed) shall have to be printed after approval of matter from order placing authority on top cover.	

Sl. No.	Form No.	Name of item & its Finished size	Specifications		Please provide your confirmation (Yes/No)
			ix.	Each sheet shall bear book number & sheet number at two places.	
			x.	Book number to be printed as per number allotted by us.	
14	(S-14)	Gate Pass for Stores (15x21 Cms.)	i.	To be supplied printed on 60 GSM white paper.	
			ii.	To be supplied in thread bound pads with cloth binding.	
			iii.	Each pad containing 150 sheets (50 sheets in triplicate).	
			iv.	One side printing.	
			v.	Sheets to be numbered as 1,1,1-2,2,2 etc.	
			vi.	The words original, duplicate and triplicate shall be printed respectively on every sheets.	
			vii.	Original and duplicate pages to be perforated.	
			viii.	Card board of 24 OZ brown straw board (1350 GSM) at the bottom.	
			ix.	Top Cover on 120 GSM paper.	
			x.	Name of item, name of company, its mono and other details (as directed) shall have to be printed after approval of matter from order placing authority on Top cover.	
			xi.	Book No. to be given as per number allotted by us.	
15	1 Quire	Ruled register-one quire (20x32 cms.)	To be made on 60 GSM white paper, Brown straw board of 18 OZ (1012 GSM) to be used for binding with superior binding cloth. Lub bound wire stitched at three places. The Registers shall have paper sheet of size 20x32 Cms. (Size of inside sheet) Pages to be ruled horizontally with two inks on both sides. The words "MP Power Transmission Company Ltd" shall be printed on cover of each register. The Size, No. of quires of Register and code No. shall be printed on front		

Sl. No.	Form No.	Name of item & its Finished size	Specifications	Please provide your confirmation (Yes/No)
			(top) of the register and firm's identification code on left bottom. To be supplied standard packing condition of 100 Register per bundle. Each Register shall contain 48 sheets and weight of 0.184 Kg approx.	
16	2 Quire	Ruled register- Two quires (20x32 cms.)	To be made on 60 GSM white paper, Brown straw board of 18 OZ (1012 GSM) to be used for binding with superior binding cloth. Lub bound wire stitched at three places. The Registers shall have paper sheet of size 20x32 Cms. (Size of inside sheet) Pages to be ruled horizontally with two inks on both sides. The words "MP Power Transmission Company Ltd" shall be printed on cover each register. The Size, No. of quires of Register and code No. shall be printed on front top of the register and firm's identification code on left bottom. Standard packing condition of 100 Register per bundle. Each Register shall contained 96 sheets and weight of 0.368 Kg approx.	
17	23X10 cms	Envelope- Small (Size 23x10 cms.)	To be made on 68 GSM coloured maplitho Paper. Colour shall be used Blue/Yellow/ Pink/Green (as per directives given at the time of supply). The envelope shall have 3 cms. flap (with curve) and one side printing of words "MP Power Transmission Co Ltd" and firm's identity code. Supply in standard packing. Weight per 1000 envelops shall be 3.5 Kg. approx.	
18	27.5x 12.5 cms.	Envelope- Medium (Size 27.5x12.5 cms.)	To be made on 60 GSM, Light Brown Craft Paper. The envelope shall have 3 cms. flap (with curve) and one side printing of words "MP Power Transmission Co Ltd" and firm's identity code. To be supplied in standard packing. Weight per 1000 envelops shall be 4.68 Kg. approx.	

Sl. No.	Form No.	Name of item & its Finished size	Specifications		Please provide your confirmation (Yes/No)
19	30x41 cms	Envelope-Big (Plastic Coated) (Size 30x41 cms)	i.	To be made on 100 GSM, Yellow/Green Centurion paper.	
			ii.	The envelope shall have full lamination (i.e. plastic coating) from inside.	
			iii.	The envelope shall have one side printing of words "MP Power Transmission Co Ltd & its Mono" along-with firm's identity code.	
			iv.	The envelope should be provided with a flap of 5 Cms. (approx).	
			v.	To be supplied in standard packing.	
			vi.	Weight per 1000 envelopes shall be 29 Kgs. (approx).	
20	12.5X18.5 Cms.	Scribbling Pad – Small size (Plain binding) (12.5X18.5 Cms.)	i.	To be made on 70 GSM white Maplitho paper of superior quality.	
				The pad shall have finished size of 12.5 X 18.5 cms.	
			ii.	Each pad shall have 100 sheets.	
			iii.	Top cover of 120 GSM card sheet of superior quality of Light GREEN/BLUE/PINK colour.	
			iv.	18 OZ(1012 GSM) Brown straw board at bottom.	
			v.	There shall be PERFORATIONS on each sheet in each book, to facilitate easy tearing-off.	
			vi.	The name of Company along-with Monogram shall have to be printed on cover page.	

(SIGNATURE OF BIDDER)

NAME:

DESIGNATION:

SCHEDULE-III

LIST OF PAST ORDERS EXECUTED DURING LAST FIVE YEARS

The Bidder shall enclose list of past supplies indicating Order No. & Date,

S. No.	Name of Order placing Authority	Order No. & Date	Details of Printed Stationery Items	Total Quantity Supplied	Duration of Supply

(SIGNATURE OF BIDDER)

NAME

DESIGNATION

SCHEDULE-IV

YEARSWISE DETAILS OF PAST SUPPLIES

The Bidder shall furnish following table for Printed Stationery Items supplied during past 05 financial years.

Following information shall be duly certified by Chartered Accountant.

S. No.	Particulars of Order for Printed Stationery Items	Supplied (in Rs)					
		2020-21	2021-22	2022-23	2023-24	2024-25	Current FY year
1							
2							
3							
4							
5							

(SIGNATURE OF BIDDER)

NAME

DESIGNATION

SCHEDULE –V

COMMERCIAL QUESTIONNAIRE

Note: THE TENDERERS MAY PLEASE NOTE THAT SUBMISSION OF THIS QUESTIONNAIRE DULY AND PROPERLY FILLED IN IS ESSENTIAL WHILE MAKING ENTRIES AGAINST THE QUESTIONS GIVEN BELOW. NO REFERENCE SHOULD BE MADE TO COMMENTS ENTERED ELSEWHERE IN THE TENDER. ALL QUERIES SHOULD BE ANSWERED AND THESE ANSWERS SHOULD BE COMPLETE IN THEMSELVES. PLEASE NOTE THAT NONE OF THE COLUMN SHOULD BE LEFT BLANK AND CLEAR REPLY AGAINST ALL COLUMNS SHOULD BE FURNISHED. IN CASE THIS IS NOT DONE, THE OFFERS WILL BE LIABLE FOR REJECTION.

S. No.	Description	Details required
1.	Name of Tenderer:	
2.	Whether the tenderer is manufacturer, stockiest or authorized selling agent. In case of stockiest or authorized selling agent, the name of the principals should be indicated. In case of imported material please indicate clearly whether you have received/ executed during last twelve months, any order from any Govt. or Quasi Govt. Deptt. for such materials giving details of relevant import license.	
3.	Whether the quoted prices are firm	
4.	Indicate the validity period of your offer.	
5.	Please confirm that the prices quoted are FOR destination only and the material shall be supplied freight paid and duly insured and will be delivered either in Transmission Stores or site store.	
6.	Please confirm that you have submitted your offer taking into account GST and indicated applicable rates of GST, for supply of material as per Schedule – I.	
7	Please furnish GST Registration Number.	
8.	Please confirm that the Delivery Period indicated in the tender specification is acceptable.	

9.	Whether agreeable to Company Payments Terms clause.	
10.	Whether agreeable to furnish Security Deposit in form of demand draft/cash or Bank Guarantee of value of approx. 5% of the value of order, towards performance guarantee of the material and faithful performance of the contract.	
11.	Whether agreeable to Penalty Clause stipulated in the tender.	
12.	Whether the firm is prepared to make good any loss or damage in transit immediately and free of all charges	
13.	Whether a list of orders received by you during last 5 years from various agencies are enclosed.	
14.	Whether details of departures/deviation from specification have been furnished.	
15.	Whether your unit is registered with MP SSI/NSIC? If so quote Registration No. validity & items alongwith capacity for which registered. Enclose certified copy of registration letter in support of above, failing which your claim as MP SSI/NSIC unit shall be ignored	
16.	Please confirm whether Income Tax Clearance certificate/Copy of Income Tax Return has been submitted of past 3 years.	
17.	Please confirm you have submitted EMD as per tender requirement. Please also indicate amount of EMD with Demand Draft / BG No. and date.	
18.	Please confirm that you agree to submit the samples	
19.	Whether you are agreeable to accept Extension Order for additional quantities upto 50% of total order value on same rate, terms & conditions, if an extension order is placed by the Company within 24 months, from the date of acceptance and placement of original order.	

20.	Have you furnished documentary evidence in respect of qualifying requirement?	
21.	Please confirm whether you are covered under the MSMED Act 2006 and if covered indicate category (i.e. micro unit, small unit or medium enterprise).	
22.	Please confirm that notarized power of attorney regarding confirmation of authorization to sign on behalf of the tenderer is submitted alongwith offer.	
23	Please confirm that you have quoted for 100% quantity of item(s) for which you have submitted your offer.	

(SIGNATURE OF BIDDER)

NAME:

DESIGNATION:

SCHEDULE –VI

SCHEDULE OF DEVIATIONS

We have carefully gone through the Commercial & detail specification. We have satisfied ourselves and hereby confirm that our bid conforms strictly to the requirements of commercial & detail specification except for the deviations, which are given below:

S. No.	Descriptions & Clause No. of the specification & page number	Stipulation in specification	Deviation offered	Remarks regarding justification of the deviation.
Deviation				

(SIGNATURE OF BIDDER)

NAME:

DESIGNATION:

SCHEDULE –VII

(LIST OF SAMPLES)

Sl. No.	Description of paper item/Board of which sample is desired.	Quantity to be submitted as sample/made up sample	Name of the Mill whose sample of paper being submitted along-with relevant ISI No.(if, any)
1	2	3	4
1	44 GSM MG Poster paper in different colours (viz White, Pink, Yellow etc.)	2 Sheets each of different colours) 21x34 cms	
2	60 GSM White paper	2 Sheets of 21x34 cms	
3	68 GSM Coloured Maplitho Paper	2 Sheets of 21x34 cms	
4	60 GSM Brown Craft paper	2 Sheets of 21x34 cms	
5	70 GSM White Maplitho Paper	2 Sheets of 21x34 cms	
6	75 GSM Ledger paper	2 Sheets of 21x34 cms	
7	85 GSM Ledger paper	2 Sheets of 21x34 cms	
8	100 GSM yellow/green Centurion paper (with plastic coating)	2 Sheets of 21x34 cms	
9	120 GSM cover paper Century Board	2 Sheets of 21x34 cms	
10	120 GSM top cover card sheet	2 Sheets of 21x34 cms	
11	220 GSM Century Board	2 Sheets of 21x34 cms	
12	18 OZ (1012 GSM) Brown straw Board	1 Sheet of 21x34 cms	
13	24 OZ (1350 GSM) Brown straw Board	1 Sheet of 21x34 cms	
14	36 OZ (2025 GSM) Brown straw Board	1 Sheet of 21x34 cms	
15	Binding cloth of superior quality	5 cms in width & 35 cms in length (1 no.)	
16	Flat tape of cotton	12.5 mm (1 no.)	

(SIGNATURE OF BIDDER)

NAME:

DESIGNATION:

NOTE :-

1. Name of Mill shall invariably be indicated in above statement.
2. Bidder should carefully read specifications of each of items before submission of samples.
3. On each paper, Name of Mill, grammage of paper and Name of the firm duly signed by the bidder with seal should be indicated.

SCHEDULE –VIII

CHECK LIST OF SCHEDULES

The Bidder should specifically declare that they have enclosed various schedules, calculations and other details as per bid.

Reference	Particulars	(Strike out Declaration whichever is not applicable)
Schedule-I	Price Bid	Yes/No
Schedule-II	Detailed Specifications to be filled by bidders	Yes/No
Schedule-III	List of Past Orders (Placed during last three Years)	Yes/No
Schedule-IV	Year wise details of Past Supplies in Rs	Yes/No
Schedule-V	Commercial Questionnaire	Yes/No
Schedule-VI	Schedule of Deviations	Yes/No
Schedule-VII	List of Samples	Yes/No
Schedule-VIII	Check List of Schedules	Yes/No

(SIGNATURE OF BIDDER)

NAME:

DESIGNATION:

Schedule-IX

FORMAT FOR BID SECURITY BANK GUARANTEE

a. For units of Madhya Pradesh - BG should be executed on non-judicial stamp paper worth 0.25% of BG amount subject to maximum of ₹ 25,000/- and ₹1/- revenue stamp be affixed on Bank Guarantee.

b. For outside state units - BG should be executed on non-judicial stamp paper of appropriate value (minimum ₹ 1000/-) as per applicable law of land & Re 1/- revenue stamp be affixed on Bank Guarantee

..... **Bank's Name, and Address of Issuing Branch or Office**.....

Beneficiary: **Name and Address of Employer**

Date:

Tender Security No.:

We have been informed that **name of the Tenderer**. (herein after called "the Tenderer") has submitted to you its offer dated (herein after called "the offer") for the execution of **name of contract** under Tender Specification No. TR-.....

Furthermore, we understand that, according to your conditions, offers must be supported by an EMD Bank guarantee.

At the request of the Tenderer, we **name of Bank**. hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of **amount in figures** (**amount in words**) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Tenderer is in breach of its obligation(s) under the tender conditions, because the Tenderer:

- (a) has withdrawn its offer during the period of validity specified by the Tenderer in his offer; or
- (b) does not accept the correction of errors in accordance with the Tender Specification No. TR-..... ; or
- (c) having been notified of the acceptance of its offer by the Purchaser during the period of validity, (i) fails or refuses to execute the Contract Agreement, or (ii) fails or refuses to furnish the Performance Security, in accordance with the Tender Specification No. TR-.....

This guarantee will expire: (a) if the Tenderer is the successful Tenderer, upon our receipt of copy of the performance security issued to you upon the instruction of the Tenderer; and (b) if the Tenderer is not the successful Tenderer, upon the earlier of (i) our receipt of a copy your notification to the Tenderer of the name of the successful Tenderer; or (ii) Twelve months from date of opening of Tenderer's offer.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

..... **Bank's seal and authorized signature(s)**

Schedule -X

FORMAT FOR PERFORMANCE SECURITY BANK GUARANTEE

(To be executed on Non-Judicial Stamp Paper of Appropriate legal value)

Bank Guarantee No. **Date**

Address of Guarantor Bank:

(e_mail) (Fax No.)

(any change in above details, should be informed to Beneficiary immediately)

Address of beneficiary ("Contracting Agency"):

Chief Engineer (Procurement)
M.P. Power Transmission Company Limited.
Block No.3, Shakti Bhawan, Rampur,
Jabalpur — 482008, Madhya Pradesh
e-mail : **ce.proc@mptransco.nic.in**
Fax No. +91-761-2665593

Dear Ladies and/or Gentlemen,

Vide Notification of Award issued No..... Dated
.....and Order Dated dated
....., having its Principal place of business at
..... and Registered Office at("the
Contractor") concerning (Name & Scope of Contract) against
Tender Specification No. TR- 09/2025.

2. By this letter we, the undersigned,(*insert name & address of the issuing bank*), a Bank (which expression shall include its successors, administrators, executors and assigns) organized under the laws of and having its Registered/Head Office at(*insert address of registered office of the bank*)..... do hereby irrevocably guarantee payment to you up to i.e., ten percent (5%) of the Contract Price.

3. We, the undersigned (BANK) (" Guarantor "), waiving all objections and defenses under the aforementioned contract, hereby irrevocably and independently guarantee to pay on your Notice of Demand any amount up to a total of Rs. XX YY (words:)

4. We undertake to pay to the "M. P. POWER TRANSMISSION COMPANY LTD" any money so demanded notwithstanding any dispute or disputes raised by the —"Contractor" or their subsidiary companies, in any suit or proceedings pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this Guarantee shall be a valid discharge of our liability for payment there under and the "Contractor" shall have no claim against us for making such payment.

5. Notwithstanding anything to the contrary, "Contracting Agency's" decision as to whether the "Contractor" had made any default or defaults or failed to duly perform any of the terms & conditions of the aforementioned contract/ order and the amount to which "Contracting Agency" is entitled by reasons thereof, will be binding on us and we shall not be entitled to ask "Contracting Agency" to establish its claims under this guarantee but, we shall pay the sum demanded to the extent of guaranteed amount, without any objection or query and without cavil or argument. The decision of "Contracting Agency" that any sum has become payable shall be final and binding on us.

6. We hereby agrees to extend the period of this Bank Guarantee by executing a supplementary deed as may reasonably be necessary to discharge the Contractor's obligation under this Guarantee.

7. We hereby also agree that during currency of the Guarantee herein given, or during the period of extension, this Guarantee shall not be revoked even with a notice by us.

8. This guarantee shall not be affected by any change in the constitution of our Bank or of the contractor or for any other reason whatsoever.

9. In the event of any claim under this guarantee, payment shall be immediately effected **On Same Day** to your Bank through RTGS in the following account;

NAME : M. P. POWER TRANSMISSION COMPANY LTD.

ACCOUNT NO. : 552901110050000

IFS CODE : UBIN0555291

**BRANCH : UNION BANK OF INDIA, MADANMAHAL M.P. JABALPUR BRANCH
CODE : 55290**

In case of failure of RTGS or change in above details, the payment shall be made through Demand Draft immediately. Any change in the Bank account shall be informed to us.

10. It is understood that you will return this Bank Guarantee to us on expiry or after payment of the total amount to be claimed hereunder.

11. Except for the Notice for Demand, no other document or other action shall be required, notwithstanding any applicable Law or Regulation.

12. The Court of Jabalpur shall have exclusive Jurisdiction in all matters of all disputes in respect of above Bank Guarantee.

This guarantee shall expire no later than DD/MM/YYYY or upto extended period. By this date we must have received any claims for payment by Notice for Demand letter sent to us through email or through Fax or in person.

This guarantee is governed by the laws of INDIA.

Encl: Annexure - 1

Place,

.....
Guarantor Seal & Signature

Date

Note :

1. For the purpose of executing the Bank Guarantee, the non-judicial stamp papers of appropriate value shall be purchased in the name of Bank who issues the "Bank Guarantee".

2. The Bank Guarantee shall be signed on all the pages by the Bank Authorities indicating their POA nos. and should invariably be witnessed.

2. The Bank Guarantee should be in accordance with the proforma as provided. However, in case the issuing bank insists for additional paragraph for limitation of liability, the following may be added at the end of the proforma of the Bank Guarantee [i.e., *end paragraph of the Bank Guarantee preceding the signature(s) of the issuing authority(ies) of the Bank Guarantee*]:

Quote —Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed _____ (*value in figures*) _____ [*value in words*] _____.
2. This Bank Guarantee shall be valid upto _____ (*validity date*) _____.
3. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only & only if we receive a written claim or demand on or before _____ (*validity date*) _____.

Note: All italicized text is for use in preparing this form and shall be deleted from the final document.ö