
 Government eProcurement System		eProcurement System Government of India				
Tender Details						
					Date : 17-Mar-2023 12:42 PM	
 Print						
Basic Details						
Organisation Chain	Mercantile Marine Department Government Shipping Office Mumbai - MMD					
Tender Reference Number	01/2023					
Tender ID	2023_MMD_745436_1					
Tender Type	Open Tender	Form of contract	Empanelment			
Tender Category	Services	No. of Covers	2			
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No			
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No			
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No			
Payment Instruments		Cover Details, No. Of Covers - 2				
Offline	S.No	Instrument Type	Cover No	Cover	Document Type	Description
	1	Demand Draft	1	Fee/PreQual/Technical	.pdf	Technical Bid as in Annexure A
					.pdf	EMD details
	2	Finance	2	Finance	.xls	Financial Bid as in Annexure B
Tender Fee Details, [Total Fee in ₹ * - 0.00]			EMD Fee Details			
Tender Fee in ₹	0.00		EMD Amount in ₹	5,00,000	EMD through BG/ST or EMD Exemption Allowed	Yes
Fee Payable To	Nil	Fee Payable At	Nil			
Tender Fee Exemption Allowed	No					
			EMD Fee Type	fixed	EMD Percentage	NA
			EMD Payable To	The Shipping Master	EMD Payable At	Mumbai
Work /Item(s)						
Title	Personalisation Of Pre Printed Securitised Documents					
Work Description	Tender Invitation For Personalisation Of Pre Printed Indian CDC and COC Booklets and Renewal Stickers And Seamen (Sails) Identity Card					
Pre Qualification Details	Please refer Tender documents.					
Independent External Monitor/Remarks	NA					
Tender Value in ₹	2,50,00,000	Product Category	Info. Tech. Services	Sub category	Printing of security documents	
Contract Type	Empanelment	Bid Validity(Days)	120	Period Of Work(Days)	30	
Location	As per Tender Documents	Pincode	400001	Pre Bid Meeting Place	Government Shipping	

Pre Bid Meeting Address	Government Shipping Office, Nau Bhavan, 10, RK Marg, Ballard Estate, Mumbai - 400001	Pre Bid Meeting Date	28-Mar-2023 03:00 PM	Bid Opening Place	Office, Mumbai Government Shipping Office, Mumbai
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	17-Mar-2023 09:00 AM	Bid Opening Date	18-Apr-2023 03:00 PM
Document Download / Sale Start Date	17-Mar-2023 09:00 AM	Document Download / Sale End Date	17-Apr-2023 03:00 PM
Clarification Start Date	28-Mar-2023 10:00 AM	Clarification End Date	10-Apr-2023 03:00 PM
Bid Submission Start Date	28-Mar-2023 04:00 PM	Bid Submission End Date	17-Apr-2023 03:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	Tender Notice	637.81	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	tender.pdf	Tender Invitation For Personalisation Of Pre Printed Indian CDC and COC Booklets and Renewal Stickers And Seamen (Sails) Identity Card	970.55

Tender Inviting Authority

Name	The Shipping Master
Address	Government Shipping Office, Nau Bhavan, 10, RK Marg, Ballard Estate, Mumbai - 400001

E-mail sm-mum-ship@gov.in



दूरभाष/Tel: Nos .2269 79 71 / 72
फैक्स/Fax: 91-22-2269 30 53

भारत सरकार/ GOVERNMENT OF INDIA
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय / MINISTRY OF PORTS, SHIPPING AND WATERWAYS
सरकारी नौवहन कार्यालय/GOVERNMENT SHIPPING OFFICE
नव भवन , 10, रामजी कमानि मार्ग / NOU BHAVAN, 10, R. K. MARG
बल्लार्ड ईस्टेट / BALLARD ESTATE
मुम्बई/ MUMBAI -400 001

TENDER DOCUMENT

TENDER INVITATION FOR PERSONALISATION OF PRE-PRINTED INDIAN CDC & COC BOOKLETS & RENEWAL STICKERS AND SEAMEN (SAILS) IDENTITY CARD

TENDER NOTICE NO. 01 OF 2023

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SECTION – A : SNAPSHOT OF TENDER

Tender No. & Date	01 of 2023 Date 17.03.2023
Name of the Project	Personalisation of pre-printed Indian CDC & COC booklets & Renewal Stickers and Seamen (Sails) Identity Card excluding Government Charges
Name of Authority	The Shipping Master, Government Shipping Office, Mumbai
Instructions for Online bid Submission	Chapter 8
Eligible Entities	Eligibility Criteria in Chapter-2
Signature Authority	Authorised Representative/ Signatory (Supported by notarized Power of attorney as per format at annexure-A2 of this document)
Cost of Tender Document	Nil
Amount of Earnest Money Deposit (EMD)	INR 5,00,000 (Indian Rupees Five lakh Only) through Demand Draft from any Scheduled Commercial Bank in India in favour of "The Shipping Master, Mumbai". EMD shall be returned if the bidder fails at the pre-qualification stage / Technical Bids with unopened Financial Bids. EMD of unsuccessful bidders at the Financial Bid stage shall be returned within three months after award of the contract to the lowest bidder.
Selection Process (Overall)	Tender Process 1- Technical Bid (.pdf) 2- Financial Bid - per booklet and per page excluding Government Taxes personalisation rate in Indian Rupees (INR) (.xls) L1 bidder to be selected as per the selection criteria defined in Annexure-B
Scope of work	Personalisation of CDC & COC Booklets & Renewal Stickers and Seamen (Sails) Identity Card on prescribed pre-printed booklets/pages provided by this department at various locations as specified in Annexure - E.
Locations in India	Provided in Annexure E
Technical Specifications	Refer to Chapter 3
Technical Evaluation criteria	Refer to Chapter 4

Contact Details
GOVERNMENT SHIPPING OFFICE
NAU BHAVAN, 1st FLOOR, 10 R.K. MARG
BALLARD ESTATE
MUMBAI:-400001.
Tel:- 22697971/72,
Email:- sm-mum-ship@gov.in

Document Control Sheet

Tender Reference No.	01 of 2023
Name of Organization	Government Shipping Office, Mumbai
Tender Type	Open
Tender Category	Services
Type/ form of contract	Services
Product category	Personalisation of Indian CDC & COC booklets & Renewal Stickers and Seamen (Sails) Identity Card excluding Government Charges
Re-bid submission allowed	No
Is Offline Submission Allowed	No. Bids are to be submitted online in CPP portal. However, EMD is to submitted in original at below address before bid submission end date: Government Shipping Office Nau Bhavan, 1 st Floor, 10 R.K. Marg Ballard Estate Mumbai – 400 001
Technical Evaluation allowed	Yes
Withdrawal Allowed	No
Is Multi Currency Allowed	No (Only INR)
Date of issue/ Publishing	17.03.2023
Document download/ Sale Start Date	17.03.2023
Document Download End Date	17.04.2023
Clarification Start Date	28.03.2023
Clarification End date	10.04.2023
Pre-bid Conference Date	28.03.2023 at 1500 hrs
Venue of Pre-Bid Conference	Conference Hall, Government Shipping

	Office, Nau Bhavan, Ballard estate, Mumbai-400001
Last Date and Time for submission of EMD at Government Shipping Office, Mumbai	17.04.2023 at 1500 hrs
Last Date and Time for uploading & physical submission of Bids	17.04.2023 at 1500 hrs
Date and Time of opening of Technical and Pre-Qualification Bids	18.04.2023 at 1500 Hrs
One time Procurement	No
Contract Type	Empanelment
Empanelment Size	One
Tender Fee	Nil
Number of covers /packets	2 cover-(EMD+ Pre-qualification + Technical) and (Financial)
Bid Validity days	120 days from the date of opening of bids
Locations	Bidder needs to set up facilities in the locations specified in Annexure E
Validity of Contract	Five years from the date of commissioning of first printer
Extension with mutual consent	Two years
Minimum Period for revision of rates/ updation of technology	As per tender document
Address for Communication	Government Shipping Office, Nau Bhavan, 1 st Floor, 10 R.K. Marg Ballard Estate, Mumbai:-400001 <u>Tel:-</u> 022-2697971/72, 22631222 <u>Email:</u> sm-mum-ship@gov.in



भारत सरकार/ GOVERNMENT OF INDIA
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय / MINISTRY OF PORTS, SHIPPING AND WATERWAYS
सरकारी नौवहन कार्यालय/GOVERNMENT SHIPPING OFFICE
नव भवन , 10, रामजी कमान्नी मार्ग / NOU BHAVAN, 10, R. K. MARG
बल्लार्ड ईस्टेट / BALLARD ESTATE
मुम्बई/ MUMBAI -400 001

SECTION – B : TENDER NOTICE

TENDER NO. 01 of 2023

Government Shipping Office, Mumbai, an allied office under Directorate General of Shipping, is a Central Government Department, executing statutory work, intends to outsource the work of personalisation of Continuous Discharge Certificate [Hereinafter to be referred as 'CDC'] & Certificate of Competency [Hereinafter to be referred as 'CoC'] Booklets, Renewal Stickers for CDC & COC and Seamen (Sails) Identity Card to the eligible interested parties. Location of works at Directorate General of Shipping, Mumbai and Government Shipping Offices located in Mumbai, Kolkata and Chennai.

The Shipping Master, Mumbai on behalf of the President of India invites tenders in sealed cover valid for 120 days from the date of opening of the tender from Indian Companies only, for personalisation of CDC & COC Booklets, Renewal Stickers for CDC & COC and Seamen(Sails) Identity Card.

The tender document showing the detailed specifications, terms and conditions can be downloaded from the following websites: www.dgshipping.gov.in and <https://eprocure.gov.in/eprocure/app>. Bids shall be submitted as per "submission of Bids" section on eprocure.gov.in portal.

The last date for submission of completed Tender Documents will be 17.04.2023 on or before 1500 Hours. The tender documents will be opened on the next day at 1500 Hours.

1. Documents in all respects shall be submitted in the CPP portal only. The contract to selected agency shall be awarded initially for a period of five years, which can be extended for a further period of two years through mutual agreement.
2. The scope of the work includes personalisation of CDC & COC Booklets, Renewal Stickers for CDC & COC and Seamen(Sails) Identity Card on prescribed pre-printed booklets provided by the department at following locations:
 - a) DG Shipping Office, Kanjurmarg, Mumbai
 - b) The Shipping Master, Government Shipping Office, Mumbai

- c) The Shipping Master, Government Shipping Office, Kolkata
- d) The Shipping Master, Government Shipping Office, Chennai

However, number of locations / centers can be increased or decreased at the convenience of the Directorate under prior intimation.

3. The tender document can be downloaded from the websites www.dgshipping.gov.in and <https://eprocure.gov.in/eprocure/app>. However, the EMD has to be submitted in accordance with Para 7 below.

4. The EMD can also be sent through speed post with acknowledgement due/ courier to the aforesaid address mentioned at para 3 above, well in time as specified thereon. Late submission/receipt of tender documents will not be accepted.

5. The scope of work includes personalisation of CDC & COC Booklets, Renewal Stickers for CDC & COC and Seamen (Sails) Identity Card as per Technical specifications.

6. The Contractor shall provide the adequate number of manpower and machineries i.e. desktop computers, CDC Booklet Printers, CDC Booklets Counter Folio Colour Printer, Printer Cartridges, Laminators with Consumables and high quality A4 size paper for printing the colour counter folio of CDC / COC booklets at all the centres.

7. Earnest Money Deposit of INR 5,00,000/- (Indian Rupees Five Lakh only), in favour of "The Shipping Master, Mumbai" should be submitted in the form of Demand Draft drawn on a scheduled commercial bank payable at Mumbai. The original EMD is to be submitted in sealed cover superscripting name of the work on the cover to the Government Shipping Office, Nau Bhavan, 10 R.K. Marg, Ballard Estate Mumbai - 400001 before due date and time of this tender. EMD shall be returned if the bidder fails at the Pre-Qualification stage / Technical bid stage with unopened Financial Bid. EMD of unsuccessful bidders at the Financial Bid stage shall be returned within three months after award of the contract to the lowest bidder.

8. The Government Shipping Office, Mumbai shall not be responsible for any delay in receipt of or loss in transit of the EMD, before the date of opening of the Bid. No interest shall be payable by Government Shipping Office, Mumbai to the bidder on EMD/security deposit for the period of its currency.

9. Tenders submitted late, from the due date or not in the prescribed format will be rejected outright. The Government shipping Office, Mumbai reserves the right to reject any or all tenders without assigning reason.

(Shipping Master, Mumbai)

SECTION – C : COVERING LETTER

भारत सरकार/ GOVERNMENT OF INDIA
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय / MINISTRY OF PORTS, SHIPPING AND WATERWAYS
सरकारी नौवहन कार्यालय/GOVERNMENT SHIPPING OFFICE
नव भवन , 10, रामजी कमानी मार्ग / NAU BHAVAN, 10, R. K. MARG
बल्लार्ड ईस्टेट / BALLARD ESTATE
मुम्बई/ MUMBAI -400 001

Ref: _____

To
M/s. _____

Subject: Invitation for Personalisation of Indian CDC & COC Booklets & Renewal Stickers and Seamen(Sails) Identity Card

Dear Sirs,

Pursuant to your request, I, Shipping Master, Mumbai, acting for and on behalf of the President of India, have pleasure in enclosing the following tender documents to enable you to submit your bidding offers:

<u>Section – D</u>	:	Submission of tender
<u>Chapter -1</u>	:	Deliverables
<u>Chapter -2</u>	:	Eligibility Criteria
<u>Chapter -3</u>	:	Technical Specifications
<u>Chapter -4</u>	:	Tender Evaluation Criteria
<u>Chapter -5</u>	:	Delivery schedule & Payment Terms
<u>Chapter -6</u>	:	Penalty clause
<u>Chapter- 7</u>	:	General terms & conditions
<u>Chapter -8</u>	:	Instructions for Online Bid Submission

Annexure-A	:	Technical Bid
		A1 - Particulars of the Bidder
		A2 - Format of Power of Attorney for signing of bid
		A3 - Description of the Bidder
		A4 - Financial Capability of the Bidder
		A5 - Technical Capability of the Bidder
		A6 - Declaration about Fraud and corrupt practices
		A7 - Declaration about correct & proper furnishing of information
		A8 – Specification of printers
Annexure – B	:	Financial Bid
Annexure – C	:	Bid Bond pro forma
Annexure – D	:	Performance Guarantee pro forma

Annexure – E	:	List of booklet Printing locations along with approximate quantity
Annexure – F	:	Data on number of booklets printed in 2020, 2021, 2022
Annexure – G	:	Integrity Pact

2. The Technical Bid and Financial Bid are to be submitted in two separate pdf/ xls files on or before the due date and time. The Rate is not to be quoted in Technical Bid. It should be quoted only in Financial Bid. If the Bidder does not adhere to this condition, the Bid is liable to be rejected. Bids shall be submitted as per "Submission of Bids" section on <https://eprocure.gov.in/eprocure/app> portal. Late submission of bids will not be accepted.

3. In PRE-QUALIFICATION / TECHNICAL BID, only details of Experience, financial details, technical specifications, etc have to be provided as per Annexure -A (A1 to A8). Additional technical specifications should be given separately. PRICE should be quoted in FINANCIAL BID only along with other Commercial terms and conditions as per details in the document.

4. **Cost of Tender Document:** Nil

5. **Earnest Money Deposit:** Earnest Money Deposit of INR 5,00,000/- (Indian Rupees Five Lakh Only) in favour of "**The Shipping Master, Mumbai**" has to be submitted in the form of Demand Draft from any Scheduled Commercial bank in India by 1500 hrs on 17.04.2023.

EMD shall be returned if the bidder fails at the Pre-Qualification / Technical Bid with unopened Financial Bids. EMD of unsuccessful bidders at the Financial Bid stage shall be returned three months after award of the contract to the lowest bidder.

6. The bid containing the PRE-QUALIFICATION / TECHNICAL BID will be opened online at 1500 Hrs on 18.04.2023 Hrs. FINANCIAL BID of technically qualified bidders will be opened at a later date and time, for which intimation will be given to qualified bidders in advance.

7. **SCHEDULE FOR INVITATION**

7.1 Name of the Purchaser:

The President of India
(Represented through)
The Shipping Master
Government Shipping Office
Nau Bhavan, 1st Floor, 10 R.K. Marg,
Ballard Estate, Mumbai:-400001

7.2 Last date and time for downloading tender documents on or before 17.04.2023 up to 1500Hrs.

7.3 Bidders' Conference will be held on 28.03.2023 at 1500 Hrs at the office of the Government Shipping Office, Nau Bhavan, 10 R.K. Marg, Ballard Estate, Mumbai:-

400001 or at the venue as decided by the department. All queries / clarifications to be raised during the Bidders' conference shall be intimated in writing to the Government Shipping Office, Nau Bhavan, 10 R.K. Marg, Ballard Estate, Mumbai:- 400001 by 1000 Hrs on 28.03.2023 through email:- sm-mum-ship@gov.in.

7.4 Last date and time for submission of tender document on procurement portal (<https://eprocure.gov.in/eprocure/app>) and original EMD to the Government Shipping Office, Nau Bhavan, 10 R.K. Marg, Ballard Estate, Mumbai – 400 001 is on or before 1500 Hrs on 17.04.2023.

7.5 Place, date and time of opening of Pre-Qualification / Technical Bid through online mode:

Place: Government Shipping Office,
Nau Bhavan, 1st Floor, 10 R.K. Marg,
Ballard Estate, Mumbai:-400001.

Date: 18.04.2023

Time: 1500 Hrs

7.6 Validity of the Bid: 120 days from the date of opening of Bid.

7.7 Place, tentative date and time of opening of Financial Bids:

Place: Government Shipping Office,
Nau Bhavan, 1st Floor, 10 R.K. Marg,
Ballard Estate, Mumbai:-400001.

Date: **(Actual date and time will be intimated later to the short- listed bidders)**

7.8 Tentative Commencement for setting up the facility: 01.06.2023.

8. Any modification which may become necessary in the interim period before opening of the bid, will be intimated to the Bidders, through e-procurement portal as soon as possible and such modifications will be deemed to be a part of original Bid issued.

(Shipping Master, Mumbai)

SECTION - D: SUBMISSION OF TENDER
(on the letter head of the Bidder)

To,
The Shipping Master,
Government Shipping Office,
Nau Bhavan, 10 R.K. Marg,
Ballard Estate,
Mumbai:-400001.

Sub:-Submission of Tender for "PERSONALISATION OF PRE-PRINTED INDIAN CDC & COC BOOKLETS & RENEWAL STICKERS AND SEAMEN (SAILS) IDENTITY CARD against Tender Notice No. 01 of 2023 dated 17.03.2023.

1. Being duly authorized to represent and act on behalf of (hereinafter referred to as "the Applicant"), and having carefully examined all the documents attached to your Invitation to Tender Notice No 01 of 2023 dated 17.03.2023 I/we undertake to take the job of "personalisation of pre-printed Indian CDC & COC Booklets, Renewal Stickers for CDC & COC and Seamen(Sails) Identity Card per booklet / per page excluding government charges" with all the conditions stated in Invitation to Tender, instructions to The Bidders, Terms and Conditions of the Contract, Technical Specifications, Time Schedule and other Documents, all as detailed in the Tender Document.
2. I/We enclose herewith Earnest Money Deposit of INR 5,00,000/- (Indian Rupees Five Lakh only) in the form of Demand Draft, issued by /Bank name & details in favour of "The Shipping Master, Mumbai"
3. I/We certify that I/We have carefully read each and every condition and Technical Specifications given in this Tender Document and understood the same and I/We confirm our acceptance of the same.
4. I/We agree to abide by this Tender validity initially for a period of 120 days from the date of opening of the Bid of the tender by the committee and it shall remain binding on us and order may be accepted at any time before the expiry of that period. I/We hereby undertake not to withdraw this Tender, during this period of 120 (Ninety) days. However, if I/We withdraw it, the President of India acting through Shipping Master, Mumbai (hereinafter referred to as Government Shipping Office, Mumbai) have the right to appropriate the Earnest Money without reference to us.
5. Should this Tender be accepted for which initial intimation will be given by Letter of Intent, by the Government Shipping Office, Mumbai, I/We hereby, agree to abide by and fulfil all Terms and Conditions of Tender Documents and in default thereof, I/We undertake to indemnify Government of India or its successor in office or Authorized nominee to pay such sums of money as indicated in Terms and Conditions i.e. "RISK PURCHASE CLAUSE".
6. Letter of Intent for all purposes will be formal binding contract of all terms and conditions stipulated in the tender documents and I/We undertake to abide by these terms and conditions.

7. Unless and until a formal CONTRACT is prepared and executed, the duly executed Tender Documents together with written acceptance thereof by Ministry of Ports, Shipping & Waterways shall constitute a binding CONTRACT between Government and ourselves.

8. I/We understand that the Government has the right to reject any or all the Tenders without assigning any reason.

Dated this _____ day of
For and on behalf of

(With seal)
Signature _____

Name (in Block Letter) _____ in the capacity of
Address:

DULY AUTHORISED TO SIGN TENDER

Witness:

Signature

Name (in Block Letters) _____

Address:

CHAPTER 1 - DELIVERABLES

1.1 Required number of printers for personalisation of securitised booklets as per technical specifications and tender evaluation criteria mentioned in Chapter 3 & 4 respectively, with required printer driver/software (without the requirement for payment of any license fee for use by Government of India, for personalisation of securitised booklets) need to be supplied, installed and maintained at Printing Centres in India (as per Annexure E) for personalising securitised booklets and renewal stickers as per details given below:

1.2 Bidders shall be provided with the basic data with images on the computer media or a server. Bidder should process the desired data taken from the DG Shipping Server and personalise the booklets and other similar services.

1.2.a Reading the data from the data / image server and personalising using its own computers and printers. This should be done within 24 hours of providing data.

1.2.b Printing the counterfoil generated by us in A4 size paper using colour ink on standard inkjet printer.

1.2.c Personalisation of Booklets. However Shipping Master, Mumbai reserves the right to change the entries / lay out from time to time.

1.2.d Verification of the printed booklets for data integrity and acceptable print / image quality.

1.2.e Lamination of the printed Booklets.

1.2.f Printing or labelling the despatch details on the Envelope provided by us.

1.2.g Printing of acknowledgement letter to be inserted along with the Envelope.

1.2.h The personalised booklets along with the printed or labelled Envelopes should be handed over with all the counterfoils.

1.2.i The bidder will receive the applications on a day to day basis and personalisation work, as mentioned above, of booklets need to be carried out and returned to the concerned authority within 24 hours.

1.2.j The leftover applications on a particular day would be personalised on the next working day. Whenever the backlog exceeds 100 applications at any location, the bidder will set up additional facility to clear the backlog.

1.2.k The bidder shall accept all the applications received on a particular day for personalisation work. In the event of backlog, the bidder cannot refuse the application for ensuing days.

1.3 Bidder shall be fully responsible for safety, security and insurance of the equipment installed by them. The Government Shipping Office, Mumbai shall not be responsible for any loss, damage and theft of the equipment in any manner.

1.4 The bidders shall quote rate in Indian Rupees (INR) as per Annexure B (Financial Bid) for setting up facilities in locations as per Annexure E.

1.5 Bidders should keep a Back-up printer at all the locations to ensure personalisation in spite of any Printer breakdown, if any.

Validity of Rate Contract

1.6 The rate contract for personalisation of booklets and Renewal Stickers will be valid for a period of Five years from the date of setting up first centre against this tender. The Government Shipping Office, Mumbai shall have the right to extend the validity of the contract on the expiry of initial Five years by another two years, by mutual consent, at the same rates, terms and conditions stipulated in the bid and delineated in the contract agreement.

1.7 The Government Shipping Office, Mumbai has the right to impose suitable penalty in case of non-satisfactory service during initial Five years or in the extended period, and impose penalty or cancel the contract as per **Chapter - 6**.

CHAPTER 2 - ELIGIBILITY REQUIREMENTS

- 2.1 Only Indian companies are allowed to participate in the bidding.
- 2.2 The Bidder must have a minimum turnover of INR 1 Crore in each year over the last three consecutive financial years. Auditor Certified copies of Balance sheet, Profit & Loss Statement for the last three financial years as above should be submitted as proof.
- 2.3 The bidder must have a GST Tax Registration Number and PAN Number.
- 2.4 The bidding companies must have a Registration Certificate and Article of Association (in case of registered firms); bye-laws and certificate of registration (in case of registered co-operative societies); partnership deed (in case of partnership firms).
- 2.5 The bidder must have at least 1 year experience in printing and associated works in the last three consecutive years.
- 2.6 The offered equipment / technology (model or its variant) for graphical personalisation of CDC / COC Booklets, Renewal Stickers and Seamen (Sails) Identity cards should be capable commercial production, i.e., personalisation of securitised booklets.
- 2.7 The bidder must provide evidence to the satisfaction of the Purchaser that the equipment as per Technical Specifications of this tender exist and will be used exclusively for personalisation of sample specimen CDC / COC booklets (provided by the Government Shipping Office, Mumbai). The personalisation of CDC / COC must be in fully compliance with this tender document.
- 2.8 In case bidder is not the OEM of the Printer, authority letter from the OEM (specific to this tender allowing the bidder to participate) should be submitted along with the tender.
- 2.9 The Bidders should neither have been blacklisted by any Indian Central/State Government/Department in the last three years nor should have any litigation pending with any of the Indian Government Department (attach affidavit only if no litigation is pending).

CHAPTER 3 - TECHNICAL SPECIFICATIONS

TECHNICAL SPECIFICATIONS OF CDC/COC / SEAMEN (SAILS) IDENTITY CARD PRINTER

- 3.1 Must be capable of printing directly on the CDC / COC booklets and renewal stickers.
- 3.2 Must have a camera based solution to accurately print the photo, data and secondary image, if any, in alignment to the pre-printed data on the data page.
- 3.3 Must be capable of personalising CDC / COC Booklets having 4 to 40 pages without any compromise in quality, speed and accuracy.
- 3.4 Must be able to operate in standard weather conditions and temperature.
- 3.5 Must be capable of operating independent of the Raw Materials (Paper, Inks, Laminating Film, and Cover etc) used in the manufacture of the CDC / COC Booklets. In case of future modification of the booklets, it will be responsibility of the Bidder to modify the printer to suit the physical/chemical parameters of the booklet.
- 3.6 CDC / COC Booklets shall be provided to the vendor for personalisation. The booklet may have pre-printed field headings. The information (to be printed) shall be provided either in electronic form in a media or through server.
- 3.7 The software used for printing the CDC / COC booklet should not have any provision for updating of any field in the above said details unless when authorised by the concerned department/section.
- 3.8 When the printing software is invoked on the computer, the software should queue up the output document number wise. However, there should be provision to print any booklet on priority basis by feeding the document number.
- 3.9 The Bidder shall the printer is supplemented with sufficient manpower, PCs, drivers, personalised software or any other software without any additional cost, royalty, license fee, etc.
- 3.10 The physical dimension of the booklets will be as per dimensions provided, approximate size 124 mm x 88 mm (+/- 0.75 mm). The printer should prove to be able to handle any variations (at least up to 3 mm) in the physical dimensions of the booklets or misaligned / unregistered background printing without any misalignment in data and photograph printing. The +/- 3 mm variation being referred to in the tender is only for misaligned / un-registered background printing.
- 3.11 Must use Pigment Inks or such Inks compatible with securitised paper and in compliance with other standards stated in the Tender Document. The bidder should

ensure that final product should consistently match to the same standard during the currency of the contract.

3.12 The printer should be capable of printing high quality and continuous tone quality photo in colour and black & white and black character printing directly on the booklets / stickers without destroying and downgrading photo quality.

3.13 The bidders should guarantee a rejection rate of not more than 1% of the total number of booklets printed in Month on all the locations specified herein the tender, on account of misalignment or misprint of data / images or ink smudging.

3.14 It should have a minimum of 1000 DPI or equivalent resolution.

3.15 Bidder should guarantee 10 years shelf life of the printing.

3.16 There should be no smudging, smearing fading or loss of quality of the printing after lamination.

3.17 The printer software / driver should also be capable of allowing reconfiguration of various print parameters such as dynamic font sizes, font types, bilingual (Hindi & English) field headings on Government of India approved fonts & print positions of individual fields. The printer software/driver should allow for the data page layout changing.

Specification of Laminators

3.18 The vendor is also required to undertake the lamination of the Booklet after Machine writing the personnel particulars in the booklet.

3.19 The Laminator shall be a closed book laminator and shall be capable of laminating any inner cover and first two pages of either side of Booklet of size as mentioned earlier having buckram substrate as cover material. It should be capable of laminating multipage booklet.

3.20 It shall laminate heat activated UV light sensitive film between temperatures of 160 - 180 degrees Celsius.

3.21 Lamination process shall not spoil / distort the gold blocking on front cover of booklet and regular / UV Printing and other security features on inner pages of booklet. Also machine shall develop no scratches on buckram cover of booklets. Laminator used must provide special insulator and thermostat against over-heating and should be shock proof.

CHAPTER 4 – TENDER EVALUATION CRITERIA

Evaluation of this tender shall be a three stage process. Only successful bidders of a stage, shall be evaluated in the next stage. Details of evaluation process are in the following sections:

TECHNICAL BID EVALUATION [Stage 1]

4.1 The nominated committee will open and evaluate Technical Bids to determine the eligibility, required experience, manufacturing capacity, proper authorisation in case of company representing the manufacturer and adequate financial capability. The EMD of rejected bidders will be returned at this point, without opening Financial Bids. The format of Technical Bid is given at Annexure A (A1-A8).

Financial Bids of only those bidders, who have qualified technical evaluation, shall be opened. EMD of technically unsuccessful bidders shall be returned at this stage too. EMD of the any offers rejected on account of not meeting the technical criteria or failing in technical evaluation will be returned without opening the financial bid. Due notice will be given to technically qualified bidders to attend the Financial Bid opening.

FINANCIAL BID EVALUATION [Stage 2]

4.2 The bid per CDC/ COC / Seamen (Sails) Identity Card per page personalisation rates in India (in Indian Rupees INR) offered will be excluding any government charges such as importing personalisation machines, all customs and excise duties and other national/local taxes excluding Service Tax on the bid rate. No license fee would be payable for any driver/software/firmware/hardware etc. The nominated Committee will then open the Financial Bids of the technically qualified Bidders on the date duly notified in the presence of bidders' representatives who chose to remain present. A Financial Evaluation Committee (FEC) would scrutinize the price bids. The bids found lacking in strict compliance to the price bid format will be rejected straight away.

DEMONSTRATION [Stage 3]

4.3 Post financial evaluation, the lowest bidder would be asked to organise a technical demonstration of the hardware and technology they would use for executing the job. The Government Shipping Office, Mumbai will issue 10 normal specimen CDC / COC booklets / Renewal Stickers for CDC / CoC / Seaman (Sails) Identity Card along with sample data for personalisation. The demonstration shall be held at Government Shipping Office, Mumbai within 30 days which may be extended up to 60 days at the committee discretion, subject to reasonable justification by the bidder, after the financial evaluation. On the day of demonstration, the L1 will bring at their own cost, the complete set up including Printer, Laminator, PC any other

equipment and software necessary for this purpose. Shipping Master shall provide soft copy of data in standard format. All the specimen personalised CDC/ COC booklets (along with rejected/damaged) shall be submitted back to the Government Shipping Office, Mumbai, on the same day of the Technical Demonstration. Non-return of personalised specimen booklets along with rejected/damaged specimen booklets shall result in rejection of the bid and forfeiture of EMD. The bidder must provide evidence to the satisfaction of the Government Shipping Office, Mumbai that the equipment as per Technical Specifications of this tender exist and was used exclusively for personalisation of specimen CDC/ COC booklets, as part of the Technical Evaluation and not in any other equipment.

(ii) The Evaluation Committee will evaluate the personalised specimen booklets (as per technical specifications), submitted by the bidders during the demonstration. The sample personalised CDC/ COC given by the bidders would be inspected by observation and would also be examined for their uniformity and quality.

4.4 There shall be periodical process of evaluation of booklets personalised during entire contract period. This shall be carried out by an agency appointed by the authority, in accordance with terms & conditions of this tender.

4.5 If the Lowest Bidder is unable to install, commission and integrate the printing solution within the stipulated time, EMD shall be forfeited and the next lowest bidder shall be offer to demonstrate the process and so on. The procedure as mentioned on 4.3 shall be followed by the next lowest bidder and so on.

4.6 Contract will be awarded post successful demonstration of printing of the documents and compliance of all other requirements in terms of tender notice.

CHAPTER 5 – DELIVERY SCHEDULE & PAYMENT TERMS

5.1 The contract will be valid for an initial period of Five years from the date of setting up the first centre, and the Government Shipping Office, Mumbai shall have the right to extend the validity of the contract by another two years, by mutual consent, at the same rates, terms and conditions stipulated in the bid and delineated in the contract agreement. The Bidder has to install and operationalise the number of printers in the centres (as per the list provided as Annexure E) to cater to a volume of personalising minimum 200 booklets.

5.2 The payment for personalisation of booklets done during the preceding month would be made by the Government Shipping Office, Mumbai, in Indian Rupees within 30 days from the date of submission of pre-receipted invoices in the name of Government Shipping Office, Mumbai, on production of satisfactory job completion certificate from the respective Printing Centres.

5.3 The Bidder must have strategic reserves of printers to meet any exigencies.

5.4 The per booklet rate are to be quoted in Indian Rupees only and exclusive of GST (that will be paid extra as applicable).

5.5 All invoices shall be submitted in Indian Rupees only and payments will be made in Indian Rupees, subject to deduction of TDS as per Income Tax Act 1961 and other taxes, if any, as per Government of India Rules applicable from time to time.

5.6 No Advance payment shall be made under any circumstances.

CHAPTER 6 – PENALTY CLAUSE

The failure of Service Provider to fulfil tender terms and conditions will attract following penalties:

6.1 In case of inability/refusal of lowest bidder to execute the project as per terms and conditions of the tender prior to award of contract, the lowest bidder will be disqualified and the offer shall be given to the next lowest bidder. The EMD of the lowest bidder would be forfeited.

6.2 Schedule for installation, commissioning and integration of personalisation solution at the locations specified in Annexure E. The Service Provider shall complete the following tasks within stipulated time:

i) The Service Provider shall arrange for installation of required number of booklets personalisation printers and other consumables and arrange for necessary customs and all other regulatory clearances/certifications, within two months of award of the contract. The Bidder shall arrange for test printing of booklets at a selected Printing Centre in India within two months of award of the contract.

ii) Bidder shall, in consultation with the Shipping Master, completely and successfully integrate/install the printing solution, to cater to a volume of personalising quantity as specified location wise in Annexure E.

Penalty for Delay in establishment of first printing capacity:

6.3 If the Service Provider is unable to install, commission and integrate the printing solution (as per section 6.2 [i-ii] above), with minimum assured personalisation capacity of booklets per day as listed in Annexure - F, within a time period of two months from the date of award of contract, a penalty equivalent to 5% of the personalisation value of such booklets per day, would be levied per working day for the delayed period. In case of delay of more than six months from the date of award of contract, the GOVERNMENT SHIPPING OFFICE, MUMBAI has the right to terminate the contract awarded to L1 bidder. The entire tendering process would be repeated for appointment of a fresh vendor. The EMD of the Service Provider who was awarded the contract will be forfeited.

Penalty due to delay of Completion of the Project:

6.4 If the Bidder fails to set up the facilities as mentioned in all the Printing Centres as per Annexure E, with requisite consumables so as to issue all Booklets and Renewal Stickers using new printers, within a total of two months of award of the contract, 5% of the personalisation value of number of booklets short of booklets quantity listed in Annexure F per day, would be levied per working day for the delayed period, maximum up to 3 months, failing which the GOVERNMENT SHIPPING OFFICE, MUMBAI shall invoke the termination clause.

Penalty due to Breach of Service Levels

6.5 If the printer or any equipment installed by the Bidder in the facility is non-functional due to any technical problem, the Bidder should repair the same within two working days. In case of failure to do so, penalty for each subsequent day would be imposed as follows and deducted from performance guarantee or from the monthly bill payable to the Bidder as below:

Personalisation rate per booklets X Average number of booklets per day at the specific centre X Number of delayed days

Penalty for damaging booklets beyond 1% allowable rejection rate:

6.6 An amount of INR 1000/- (Rupees One thousand only) per damaged booklet will be deducted, from any sum payable to the Service Provider by the Government Shipping Office, Mumbai, beyond the permissible limit of 1% booklet rejection (i.e. if rejection is more than 1% of the total number of booklets printed in a monthly billing period on account of misalignment or misprinting or wrong printing of data or images or overall quality of the product).

6.7 The Service Provider shall ensure highest degree of quality of personalisation, as demonstrated at the time of Technical evaluation, throughout the validity period of the contract. There shall be periodical checks/evaluation of booklets personalised during entire contract period, by an agency nominated by the Government Shipping Office, Mumbai, in accordance with the terms and conditions of the contract. If the printed booklets are found not meeting the prescribed standards, these will be treated as damaged and penalty will be imposed accordingly. The quality of personalisation of booklets and Renewal Stickers shall remain the same (in forensic terms) at all Printing Centres in India at all times and in all Printers installed at the facility.

6.8 The Earnest money deposit can be forfeited if a Bidder:

- (a) Withdraws its Bid during the period of Bid validity;
- (b) Does not accept the correction of errors;
- (c) In case of successful bidder, fails to sign the contract within the stipulated time;
- (d) Defaults on execution of the contract, after accepting offer of contract.

6.9 The conditions stipulated in the contract shall be strictly adhered to and violation of any of these conditions by the Bidder will entail termination of the contract without prejudice to the right of the GOVERNMENT SHIPPING OFFICE, MUMBAI. In addition, GOVERNMENT SHIPPING OFFICE, MUMBAI shall be free to forfeit the EMD/Performance Guarantee and getting the assigned work done from alternate sources at the risk and cost of the defaulting vender.

TERMINATION - DEFAULT BY THE BIDDER

6.10 The installation and commissioning of the printers, integration of printing solution with Booklets shall have to be completed satisfactorily within two months of

award of contract, and full scale operation of the first printer within the said two months, from the date of award of the contract, failing which the Government Shipping Office, Mumbai shall impose the applicable penalty clause. In case of delay of more than six months from the date of award of contract, GOVERNMENT SHIPPING OFFICE, MUMBAI shall give notice of default to the Service Provider and request the Bidder to cure such default within 7 (seven) days of receipt of said notice. Should the Bidder is not able to cure the default within the said period, the Government Shipping Office, Mumbai has the right to terminate the whole or any part of the contract within next 7 (seven) days. In that case, the tendering would be invited afresh. The EMD or performance guarantee of the Service Provider who was awarded the contract will be forfeited / encashed.

6.11 For any other breaches i.e. if the Bidder is unable to carry out any of the terms, conditions, covenants or obligations of the contract, or fails to deliver any or all the services within the time period specified in the work order or any extension thereof granted by the GOVERNMENT SHIPPING OFFICE, MUMBAI, the Government Shipping Office, Mumbai shall give notice of default to the Bidder and request the Bidder to cure such default within 15 (fifteen) days of receipt of said notice of default. Should the Bidder not cure the default within the said period, the Ministry of Ports, Shipping and Waterways, shall, within next 15 (fifteen) days, terminate the whole or any part of the contract. In such event, the Bidder shall not be entitled to the payment of charges on any account or any portion thereof with respect to any of the work not completed by the Bidder in accordance with the terms of the contract at the time of the said notice in writing to the Bidder.

6.12 Upon termination of the contract under this clause, the Government Shipping Office, Mumbai shall require the Bidder to deliver to the Ministry of Ports, Shipping & Waterways any finished work which has not been delivered prior to such termination. The Government Shipping Office, Mumbai, however, shall pay the Bidder for all such finished work delivered and accepted. In that case, the tendering would be invited afresh

Termination for insolvency

6.13 GOVERNMENT SHIPPING OFFICE, MUMBAI may at any time terminate the work order/contract by giving written notice of 30 (thirty) days to the Bidder, without any compensation to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent.

CHAPTER 7 - GENERAL TERMS & CONDITIONS

7.1 The Government Shipping Office, Mumbai may, at its own discretion, extend the date for submission of Bids. In such a case, all rights and obligations of the Government Shipping Office, Mumbai and the bidders shall be applicable to the extended time frame. The Government Shipping Office, Mumbai will not be responsible for any delay on the part of the Bidders in obtaining the Tender Document or submission of Bid Documents before the due date and time of submission.

7.2 At any time prior to the last date for receipt of Bids, the Government Shipping Office, Mumbai may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the tender document by an amendment. The amendment, if any, will be notified on the DG Shipping website www.dgshipping.gov.in and CPP e-procurement portal and should be taken into consideration by the prospective bidders while preparing and submitting their bids.

7.3 The Bidders will bear all cost associated with the preparation and submission of the Bids. The Government Shipping Office, Mumbai will, in no case, be responsible or liable for those costs, regardless of the outcome of the tendering process.

7.4 Transfer of Tender documents is not permissible. Similarly transfer of tenders submitted by one Bidder to another is not permissible under any circumstances.

7.5 Transfer of payment for EMD is not permissible. The completed tender document will be accepted upto 17.04.2023 at 1500 hrs on eprocure.gov.in.

7.6 Clarifications, if any, may be obtained at the Bidders' Conference which will be held on 28.03.2023 in the Office of Government Shipping Office, Mumbai. No queries will be entertained after the bidders' conference. All clarifications and/or interpretations given during the bidders' conference shall form part of the tender specifications and shall accompany the tender, which shall be submitted by the bidder within the specified time and date in the invitation to the tender. In case, there is any change in the schedule of this conference, the same shall be informed through www.dgshipping.gov.in and <https://eprocure.gov.in/eprocure/app>

7.7 The tender document showing the detailed specifications, terms and conditions can be downloaded from website: www.dgshipping.gov.in and <https://eprocure.gov.in/eprocure/app>. Bids shall be submitted as per "Section-D: Submission of tender" read with Annexure A to Annexure G.

7.8 All Amendments/Revisions to tender documents issued by the Government Shipping Office, Mumbai, if any, must also be taken into account, and submitted with the tender duly signed. The bidders are advised to submit the tender strictly on the terms and conditions and specifications contained in the Tender Document. Any deviations may separately be issued and attached to relevant documents. If acceptance of the terms and conditions given in the tender documents has any price implications, the same should be considered and included in the Financial Bid only.

The tender containing any deviation to the terms and conditions and requirements stipulated in the tender documents will be rejected.

7.9 Insertion, Post Script, addition and alteration, if any, should be finalized before uploading the tender in the e-procurement CPP portal.

7.10 TECHNICAL BID with EMD:

(i) Containing details and EMD as per Annexure A1 to A8. It should not have any financial or price aspect.

(ii) Earnest money in the form of Demand Draft for INR 5,00,000 (Indian Rupees Five Lakhs only) from a Scheduled Commercial bank in India.

7.11 FINANCIAL BID

(i) Containing prices with detailed breakup along with unit rate, both in figures and words in Indian Rupees only and consisting of financial package including all terms and conditions as per Annexure B.

(ii) Any Government Levies on per booklet rate such as GST as applicable, should be quoted separately.

7.12 The Bidder shall satisfy the Government Shipping Office, Mumbai that he is financially in an optimal position to fulfil contractual obligations offered to be undertaken by him.

7.13 The Bidder shall also satisfy the Government Shipping Office, Mumbai that he is competent and legally authorised to submit the tender and/or to enter into a legally binding contract with the Government Shipping Office, Mumbai.

7.14 The Bidder will undertake not to sub-contract the work to any other person/s or company.

7.15 The Service Provider will have to sign a Non-Disclosure Agreement with the Government of India to maintain secrecy and confidentiality of the Project/Data information.

7.16 The bidder will clearly indicate in the technical bid if any patent rights are involved for any item of this tender / in the printing technology offered for personalisation as specified in Chapter 3 & 4 In case of such patents being involved, the bidder will have to totally indemnify the Government Shipping Office, Mumbai from the infringement and payment of license fee in respect of such patents.

7.17 The bidder is required to carefully examine the Technical Specifications and other details relating to installation as given in the Tender Document and get fully informed about all conditions and matters which may, in any way, affect the supply or cost thereof. The Bidder shall be deemed to have himself independently obtained all necessary information for the purpose of preparing the tender and his tender as

accepted shall be deemed to have taken into account all contingencies as may arise due to such information or lack of the same.

7.18 Any alteration/ changes by the bidder are not permitted after uploading of the tender.

7.19 Should the Invitation to Tender be withdrawn or cancelled by the Government Shipping Office, Mumbai, which Government Shipping Office, Mumbai shall have the right to do at any time, the Earnest Money Deposit will be returned to the bidder immediately, without any interest.

7.20 The Bidder will be asked to sign a contract/agreement with the Government Shipping Office, Mumbai. The Government Shipping Office, Mumbai shall sign the contract/agreement within seven days of such communication from the Government Shipping Office, Mumbai failing which offer would be treated as withdrawn and EMD forfeited.

7.21 Should the Bidder fail or refuse to duly sign the Contract within the period fixed by the Government Shipping Office, Mumbai or fails / refuses to furnish the Performance Guarantee within the prescribed period, the EMD submitted in the form of Bank Guarantee shall be encashed by the Government Shipping Office, Mumbai without prejudice to his being liable for any further loss or damage incurred in consequence by the Government Shipping Office, Mumbai. The Bank Guarantee shall be suitably extended, if such a necessity arises, by the Bidder till the date fixed by the Government Shipping Office, Mumbai for furnishing the Performance Guarantee.

7.22 The Bidder has to submit Performance Guarantee in the form of unqualified bank guarantee equal to INR 10 lakhs for the entire duration of the contract. Performance Guarantee shall be refunded only after satisfactory completion of services during the respective period. No interest would be payable on this amount.

7.23 The Bidder whose tender is not accepted shall not be entitled to claim any costs, charges and expenses incidental to or incurred by him through or in connection with his submission of tenders, even though the Government Shipping Office, Mumbai may elect to modify/ withdraw the Invitation to Tender.

7.24 The Government Shipping Office, Mumbai is not bound to accept the lowest or any tender or to assign any reason for non-acceptance. The Government Shipping Office, Mumbai also reserves the right to accept the tender either in whole or in part.

7.25 In case of inability/refusal of lowest bidder to execute the project as per terms and conditions of the tender, the lowest bidder will be disqualified. The entire tendering process will be repeated. The EMD/performance guarantee/pending bills of the lowest bidder would be forfeited.

7.26 Notice and certificate on behalf of the Government Shipping Office, Mumbai, in connection with the contract, may be given by a duly authorized representative of

the Government Shipping Office, Mumbai, whose name shall have been previously communicated in writing to the Bidders.

7.27 Any modification which may become necessary in the interim period will be intimated to the Bidders as soon as possible.

7.28 The Government Shipping Office, Mumbai reserves the right to assess the performance of the Bidder prior to commencement or during the implementation of the project. The assessment may cover all areas related to assigned work order, specially the methodology, manpower, infrastructure, software etc.

7.29 The Bidder will indemnify the Government Shipping Office, Mumbai for all legal / contractual obligations of its manpower / infrastructure / software deployed for the project. The Government Shipping Office, Mumbai shall also stand absolved of any liability on account of death or injury sustained by the staff of the Bidder during the performance of the work and also for any damage or compensation due to any dispute for any reason.

7.30 The Bidder shall not, without the Government Shipping Office, Mumbai, prior written consent, disclose the contract or any provision thereof, or any specifications, plan, design, drawing, pattern, sample of information furnished by or on behalf of the Government Shipping Office, Mumbai in connection thereof to any person other than a person employed by the Bidder in the performance of the Contract. The Bidder shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative/ organizational matters are not divulged or disclosed to any person by its personnel deployed in the Ministry.

7.31 The Bidder or his employees will not disclose the content of documents given for CDC/ COC personalisation purpose, to any person other than a person employed by the Bidder in the performance of the Contract.

7.32 The Bidder shall not outsource the work assigned by the Government Shipping Office, Mumbai. This violation will attract forfeiture of EMD/performance guarantee and cancellation of the contract. The cost incurred on executing the work through alternate sources will also be recovered from the Bidder from the outstanding bills or EMD etc. The Bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Company without the prior written consent of the GOVERNMENT SHIPPING OFFICE, MUMBAI.

7.33 The Bidder shall sign a non-disclosure agreement with the Government Shipping Office, Mumbai. The Bidder shall also sign an Integrity Pact with GOVERNMENT SHIPPING OFFICE, MUMBAI, as per Annexure.

7.34 No request will be entertained for revision of rates of CDC/ COC / Seamen (Sails) Identity Card personalisation all inclusive rate during the contract period of five years or extended period of the contract period.

7.35 The Bidder shall submit an affidavit stating that the Company is not/ has not been blacklisted by Central/State Government I any PSU in the last three years nor

should have any litigation pending with any of the Central/State Government/PSU organizations.

7.36 If the Bidder proposes to use any imported (of Foreign Origin) Hardware/Software, the Government Shipping Office, Mumbai, will in no way be liable to assist in any customs / mechanical / electrical / wireless / environmental clearances from the Indian Customs or any other authority. It will be the sole responsibility of the Service Provider to make available any Hardware/Software as may be required by him to fulfil the task as per the tender.

7.37 If the Bidder has to submit any item of foreign origin for demonstration or any other purpose, the Government Shipping Office, Mumbai will in no way be liable to assist in any clearances from the Indian Customs or any other authority. It will be the sole responsibility of the Bidder to make available any Hardware/Software as may be required by the Government Shipping Office, Mumbai.

7.38 The Service Provider should make arrangements for installation, service and maintenance of these printers, at CDC/ COC / Seamen (Sails) Identity Card printing centres in India (Annexure - E). The list of CDC/ COC / Seamen (Sails) Identity Card printing centres in India may be reduced, increased, changed by the Government Shipping Office, Mumbai as per its requirement and the Bidder shall make necessary arrangements without any additional cost. Detailed execution and implementation plan should be attached with the tender.

7.39 The Bidder must be able to repair the non-functional printer installed at the facility within two working days.

7.40 Non-compliance with any of the above conditions by the Bidder will amount to non-eligibility for the services for which tender has been floated and the contract with the Service Provider will be terminated summarily.

RISK PURCHASE CLAUSE

7.41 If the Bidder, after submission of tender and due acceptance of the same i.e. after placement of Letter of Intent, fails to abide by the terms and conditions of these tender documents, or fails to install the material as per the delivery schedule given or at any time repudiates the contract, the Government Shipping Office, Mumbai will have the right to:

Appropriate the Demand Draft or invoke the bank guarantee submitted by the Bidder as EMD or Performance Guarantee.

7.42 For all purposes, the Letter of Intent will be considered acceptance of the tender and contract pending signing of the agreement. The Bidder has to abide by all terms and conditions of the tender.

FORCE MAJEURE CLAUSE

7.43 If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion,

sabotage, fires, floods, explosions, epidemics quarantine restrictions or acts of God (hereinafter referred to as "events"), provided notice of happenings of any such event is duly endorsed by the appropriate authorities/Chamber of Commerce in the country of the party giving notice, is given by party seeking concession to the other as soon as practicable, but within 21 days from the date of occurrence and termination thereof and satisfies the party adequately of the measures taken by it, neither party shall, by reason of such event, be entitled to terminate this contract, nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and the decision of the Shipping Master Mumbai as to whether the deliveries have so resumed or not, shall be final and conclusive, provided further, that if the performance in whole or in part or any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 30 days, the Government Shipping Office, Mumbai may at its option, terminate the contract.

ARBITRATION

7.44 In case any dispute or difference arises out of or in connection with or the carrying out of works (whether during the progress of the works or after their completion and whether before or after the termination, abandonment or breach of contract) except as to any of the accepted matters, provided hereunder, the parties hereto, shall first endeavour to settle such disputes or differences amicably.

7.45 If both the parties fail to reach such amicable settlement, then either party (the Government Shipping Office, Mumbai or Bidder) may (within 28 days of such failure) give a written notice to the other party requiring that all matters in dispute or difference be arbitrated upon. Such written notice shall specify the matters which are in difference or of differences of which such written notice has been given and no other shall be referred to the arbitration of a single arbitrator, to be appointed by both the parties or in case of disagreement as to the appointment of a single arbitrator, to that of two arbitrators, one to be appointed by each party or in case of said arbitrators not agreeing then, to the umpire to be appointed by the arbitrators in writing before entering upon the references. Provisions of The Arbitration and Conciliation Act, 1996 (of India) or any statutory modification or re-enactment thereof and rules framed there under from time to time shall apply to such arbitration.

7.46 Venue of arbitration shall be Mumbai and courts at Mumbai shall have exclusive jurisdiction. All the arbitrary proceedings shall be carried out in English language. Only Indian courts shall have jurisdiction in case of any dispute arising on the award and execution of the project.

7.47 The arbitrator or arbitrators appointed under this Article shall have the power to extend the time to make the award with the consent of parties.

7.48 Pending reference to arbitration, the parties shall make all endeavours to complete the work in all respects and all disputes, if any will finally be settled in the arbitration.

7.49 Upon every or any such references to the arbitration, as provided herein the cost of and incidental to the reference and Award respectively shall be at the discretion of the Arbitrator, or the umpire, as the case may be.

7.50 The award of Arbitrator or Arbitrators, as the case may be, shall be final and binding on the parties. It is agreed that the Service Provider shall not delay the carrying out of the works by reason of any such matter, question or dispute being referred to arbitration, but shall proceed with the works with all due diligence. The Government Shipping Office and the Bidder hereby also agree that arbitration under this clause shall be the condition precedent to any right of action under the contract except for as provided for in the Tender.

CORRESPONDENCE

7.51 All the information, correspondence letters would be entertained at the following address. All such correspondence should be made in duplicate superscribed "Personalisation of Indian CDC/ COCs / Seamen (Sails) Identity Card":

Government Shipping Office
Nau Bhavan, 1st Floor, 10 R.K. Marg,
Ballard Estate, Mumbai:-400001.

CHAPTER 8 - INSTRUCTIONS FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. Detailed guidelines and step-wise procedure for Registration, Searching of Tender Documents, Preparation and Submission of bids are provided on the website.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as "offline" to pay the EMD as applicable and enter details of the instrument.

4) The bidder shall seal the original Bank Draft/Pay order /Bank Guarantee as per Annexure EMD in an envelope. The Bidder shall mark its name and tender reference number on the back of the Bank Draft/ Pay order before sealing the same. The address of GOVERNMENT SHIPPING OFFICE, MUMBAI, name and address of the bidder and the Tender Reference Number shall be marked on the envelope. The envelope shall also be marked with a Sentence "NOT TO BE OPENED BEFORE the Date and Time of Bid Opening". If the envelope is not marked as specified above, Government Shipping Office, Mumbai will not assume any responsibility for its misplacement, pre-mature opening etc.

The bidder shall deposit the envelope with the office of GOVERNMENT SHIPPING OFFICE, MUMBAI, on or before 1500 hrs on 17.04.2023. In case EMD is sent through Speed Post, it must reach as per date and time mentioned above. EMD not meeting above deadlines will not be accepted and their uploaded bid will be rejected.

5) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.

6) 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.

Annexure - A**TECHNICAL BID (Cover 1)****Annexure - A 1**

TENDER FOR PERSONALISATION OF CDC & COC BOOKLETS & RENEWAL STICKERS AND SEAMEN(SAILS) IDENTITY CARD		
	PARTICULARS OF THE BIDDER	DOCUMENTS TO BE SUBMITTED
01	Name of Tendering Company, Name of Proprietor/ Director of Company, Full address of Registered office with Telephone No. Fax and E-Mail, Full address of Registered office and operating/ branch office with Telephone no. Fax and E-mail	Certificate of registration with a brief profile of the company
02	Banker of Company with full address	
03	PAN/GIR No.	Self attested copy
04	GST Registration No.	Self attested Certificate copy
05	Companies/firms/Cooperative societies registered in India are allowed to participate in the bidding	
06	Registration Certificate and Article of Association (in case of registered firms) bye- laws and certificate of registration (in case of registered co-operative societies); partnership deed (in case of partnership firms), as applicable	Self-attested copies of the documents
07	In case the bidder is not the Manufacturer, authority letter from OEM(specific to this Tender) authorizing the bidder to participate should be attached	Authority letter from OEM
08	In case, the bidder is representing the manufacturer, then experience and management details of both have to be provided	Self certified copies of experience and management details
09	The bidder must have completed at least 1 year experience in printing & associated works during last three consecutive years	Certified copies of documents
10	Bidder must have minimum turnover of Rs. 1 crore each year for the last three consecutive financial years in India only (i.e. 2019-20, 2020-21, 2021-22)	Certified copy of Balance sheet for last three financial years shall be submitted as proof.
11	Affidavit stating that the company is/has not been blacklisted by Indian Central/ State Government/ PSU in the last three year nor should have any litigation pending with any of Indian Government Departments/ institutions in India/ abroad.	Attach affidavit only, if no litigation is pending.
12	Declaration about Fraud and corrupt practices	Duly signed & attested as given in the Annexure-A6
13	Declaration as per Annexure A about correct and proper furnishing of information	Annexure-A

Format for Power of Attorney for Signing of the Bid

(On a Stamp Paper of Rs. 100)
Power of Attorney

Know all men by these presents, we (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./ Ms (name), son/ daughter/ wife of and presently residing at....., who is presently employed with us/ and holding the position of as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for Tender for personalisation of Indian CDC & COC booklets & renewal stickers and Seamen(Sails) Identity cards at per page rate of CDC/ COC excluding GST and other Government Charges basis. Government of India (the "Authority") including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidder conferences and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Contract Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our bid for the said Tender and/ or upon award thereof to us and/or till the entering into of the Supply Agreement with the Authority. AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,.....,THE
ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON
THIS.....DAY OF.....2023.

For

(Signature, name, designation and address)

Witnesses:

1.

(Notarised)

2.

Accepted..... (Signature) (Name, Title and Address of the Attorney)

Notes:

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.

Wherever required, the Applicant should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.

Description of the Bidder

1. Name, country of incorporation, address of the registered office, corporate headquarters, and its branch office(s), if any, in India and date of incorporation and/or commencement of business.
2. Brief description of the bidder including details of its main lines of business and proposed role and responsibilities in this Project.
3. Details of individual (s) who will serve as the point of contact/ communication with Government Shipping Office, Mumbai:

Name	
Designation	
Company	
Address	
Telephone Number	
E-Mail Address	
Fax Number	
Mobile Number	

FINANCIAL CAPABILITY OF THE BIDDER

The bidder would be evaluated for meeting the Evaluation Criteria as mentioned in snapshot of the Tender Document. Such bidder should provide their Net worth details as indicated below. This is to be filled by the bidder or Lead Member in case of Consortium and certified by the Statutory Auditor

Name of bidder	Net Worth (INR Crores)

As per audited annual financial statements of last three completed financial years (i.e. 2019-20, 2020-21, 2021-22). The bidder should provide the Financial Capability based on its own financial statements. Please attach the audited financials supporting the figures stated.

This submission shall be certified by the statutory auditor. The independent auditor issuing the certificate should clearly indicate his/her membership number assigned by the Institute of Chartered Accountants of India (ICAI) or equivalent organization abroad.

TECHNICAL CAPABILITY OF THE OEM

The bidders would be evaluated for meeting the Evaluation Criteria as mentioned in snapshot of the bid document. Such bidders should provide their technical qualification details as indicated below.

Sr. No.	Name of the Manufacturer	Project Name	Project Cost	Project Details

General Instructions:

1. The technical details should be duly supported by satisfactory certificates or invoices or payment receipts against the printing and associated projects carried out by the Bidder in India.

DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES

1. The bidder and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the Government Shipping Office, Mumbai may reject an Application without being liable in any manner whatsoever to the bidder if it determines that the bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.

2. Without prejudice to the rights of the Government Shipping Office, Mumbai under Clause (1) hereinabove, if a bidder is found by the Government Shipping Office, Mumbai to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such bidder shall not be eligible to participate in any tender or RFP issued by the Government Shipping Office, Mumbai during a period of 2 (two) years from the date such bidder is found by the Government Shipping Office, Mumbai to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as the case may be.

3. For the purposes of this Clause (1), the following terms shall have the meaning hereinafter respectively assigned to them:

a) "Corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process or (ii) save and except as permitted, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOI or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOI or the Agreement, who at any time has been or is a legal, financial or technical advisor of the Authority in relation to any matter concerning the Project;

b) "Fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;

c) "Coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence to any person's participation or action in the Bidding Process;

d) "Undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and

e) "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among bidders with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

DECLARATION

I, _____ Son /Daughter/ Wife of Shri Proprietor/Director, authorized signatory of the Company, mentioned above, is competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them;

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Full Name:

Date:

Place:

Seal:

PRINTER SPECIFICATION

1. Name of the Company :
2. Address :
3. Tel. No. :
FAX No. Email
4. Contact Person in India:
5. Details of Printer offered :
 - a) Make & Model of Desktop CDC/ COC / Seamen (Sails) Identity Card personalisation printers including the printing technology used;
 - b) Confirmation that the printer is capable of CDC/ COC / Seamen (Sails) Identity Card personalisation as detailed in Chapter 3 & 4, Technical Specifications and elsewhere and meets all the features as detailed. Please attach all supporting technical documents related to offered desktop printers
 - c) List of additional technical features of printer not specified in the tender document with full details;
 - d) Confirmation that the photo and data printed on the CDC/ COC / Seamen (Sails) Identity Card during personalisation will be water proof and with the same brightness without fading for at least ten years from the date of personalisation;
 - e) Confirmation that the printer will have TCP/IP protocol connectivity for connection with the Central server;
 - f) Software Platforms supported by printer
 - i)
 - ii)
 - iii)
 - g) Confirmation that the CDC/ COC personalisation printer offered by the bidder as per Technical Specifications stipulated in this tender is fully functional as on date and shall be used exclusively for sample specimen CDC/ COC / booklets / Seamen (Sails) Identity Card, as part of the Technical Evaluation and not in any other equipment.
6. If the bidder is not the manufacturer, authority letter from the manufacturer of the printer solely authorising the bidder to participate in this tender.
7. An undertaking from the manufacturer/s of Printers have to be attached stating the printers are in use for the commercial production as specified;

8. Power of Attorney / Authorization with the seal of the company of person signing the tender documents.

9. Any other technical information the bidder wishes to furnish.

10. Name, address and contact numbers of technical experts.

DECLARATION:

I, hereby certify that the information furnished above is full and correct to the best of my knowledge. I also hereby certify that the printer offered will have all the features listed in the tender. I further certify that the laminate that will be designed and manufactured after the award of the tender, will incorporate all the features listed in the tender document. I understand that in case any deviation is found in the above statement at any stage, EMD/ Performance Guarantee is liable to be forfeited and the job order may be terminated.

(Authorized Signatory)

FINANCIAL BID (Cover 2)

Detailed Financial Bids	
File Type: .xls	
Bid to be submitted online in prescribed format along with the Tender document.	
Name of the work: Personalisation of pre-printed Indian CDC & COC Booklets & Renewal stickers and Seamen (Sails) Identity card per page excluding GST.	
Name of the Company	
Address	
Telephone No. Fax No. Email:	
Contact Person	

Sr. No.	Item	Dimensions	Rates in figure exclusive of taxes as applicable	Rates in words exclusive of taxes as applicable
01	Printing on CDC Booklets (04) Pages and lamination	88 mm x 125 mm		
02	Colour Printing of Counter Folio CDC per page including stationery	A4 Size		

03	Printing additional page for CDC Booklet	88 mm x 125 mm		
04	Printing on CoC 06 (six) pages and lamination	88 mm x 125 mm		
05	Printing additional page for CoC booklet	88 mm x 125 mm		
06	Printing of address of addressee and sender in blank envelope	175mm x 125 mm		

Note:

- 1) The rate shall comprise complete activities detailed in deliverable section.
- 2) All taxes / Government levies etc should be quoted separately.
- 3) The rates mentioned in words and figures shall not have any ambiguity and in case of any ambiguity, the rates mentioned in words shall be considered as final.

Date:

Name, Signature with stamp of the Bidder

Place:

BID BOND PROFORMA BY THE BANK GUARANTEE ISSUING BANK

(On Stamp Paper of INR 100/- to be executed by a Mumbai Branch of a Scheduled Commercial Bank.)

To,
Government Shipping Office
Nau Bhavan, 10 R. K. Marg,
Ballard estate Mumbai:-400001.

Sir,

WHEREAS M/s. -----
(Bidder) have offered services to the Government Shipping Office, Mumbai against Tender No. dated....._for personalisation of pre-printed CDC & COC Booklets & renewal stickers and Seamen(Sails) Identity cards on per page rate of CDC/ COC basis in India, and the Bidder is required to submit a Bank Guarantee of Rs.----- /- (Indian Rupees-----only) from any Scheduled Commercial Bank in India along-with the offer by Registered Post A.O. by the issuing bank, as a guarantee for fulfilment of all the terms and conditions of the tender documents we ----- hereby guarantee and undertake to pay immediately on demand by you, the amount of Rs.-----/- (Indian Rupees----- only), in case the bidder fails to perform any or all the obligations undertaken by him as per the terms and conditions of tender documents without any reservation, protest, demur and recourse to said Bidder. Any such demand in writing made by you shall be conclusive and binding on us irrespective of any dispute or difference, claim or counter claim whatsoever raised by the Bidder. This guarantee shall be irrevocable and shall remain valid till four months after the award of the tender.

2. Notwithstanding anything mentioned herein before, our liability under this guarantee is restricted to Rs.-----/- (Indian Rupees----- only) and it will remain in force upto four months after the award of the tender (herein-after referred to as the 'said date') unless a claim under the guarantee is filed against on or before the 'said date', all your rights under the guarantee shall be ceased and we shall be released and discharged from all liabilities thereunder. We --
---- Bank further agree that the guarantee hereunder contained shall not be affected by changes in the terms of purchase originally offered by the Bidder.

Date ----- For:-----

Place----- Bank-----

NOTE: Bidder's bank, while authorizing the Bank in India to execute this Bid Bond against the counter guarantee, should also intimate their reimbursement instructions.

PROFORMA FOR PERFORMANCE GUARANTEE

To

1. In consideration of the Government Shipping Office, Nau Bhavan, 10 R.K. Marg Ballard Estate, Mumbai 400001(hereinafter called the Government Shipping Office, Mumbai which expression shall unless repugnant to the subject or context include his successors and assigns) having agreed under the terms and conditions of contract no.----- dated----- made between----- (hereinafter called the Bidder) and the Government Shipping Office, Mumbai in connection with personalisation of pre-printed CDC & COC Booklets & renewal stickers and Seamen(Sails) Identity cards per page excluding GST.

2. (hereinafter called the said contract to accept a deed of guarantee as herein provided for Rs.-- (Rupees -----only) from Scheduled Commercial Bank in India in lieu of the performance bond deposit, for the due fulfillment in the said contract. WE, the ----- Bank (hereinafter referred to as "the said Bank") company under the Companies Act, 1956 and having our registered office at----- -- do hereby undertake and agree to indemnify and keep indemnified the Government Shipping Office, Mumbai from time to time to the extent of Rs. --- (Rupees -----only) against any loss or damage, costs charges and expenses caused to or that may be caused to or suffered by the Government Shipping Office, Mumbai by reason of any breach or breaches by the said Bidder of any of the terms and conditions contained in the said contract and to additionally pay the amount claimed by the Ministry of Shipping on demand and without demur to the extent aforesaid.

3. We-----Bank further agree that the Government Shipping Office, Mumbai shall be the sole judge of and as to whether the said Bidder has committed any breach or breaches of any of the terms and conditions of the said contract and the extent of loss, damage, costs, charges and expenses caused, suffered by or that may be caused to or suffered by the Government Shipping Office, Mumbai from time to time shall be final and binding on us. Any such demand on the Bank shall be conclusive as regards the amount payable under this guarantee, to the extent aforesaid.

4. We, the said Bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said contract and till all the dues of the Government Shipping Office, Mumbai under the said contract or by virtue of any of the terms and conditions governing the said contract have been fully paid and its claims satisfied or discharged and till certifies Government Shipping Office, Mumbai that the terms and conditions of the said contract have been fully properly carried out by the Service Provider, and accordingly discharges this guarantee subject, however, that the Government Shipping Office, Mumbai shall have no claim under this guarantee after 6 months ----- as provided in the said contract, unless a notice of the claim under this

guarantee has been served on the Bank at any time before the issue of virtual completion certificate in respect of----- the same shall be enforceable against the Bank notwithstanding the fact, that the same is enforced after the expiry of the said period of 6 months from the date of virtual completion.

5. The Government Shipping Office, Mumbai shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee or indemnity from time to time to vary any of the terms and conditions of the said contract to or extend time of performance by the said Service Provider or to postpone for any time and from time to time any of the powers exercisable by it against the said contract or securities. Said Bank shall be released from its liabilities under these presents by the Government Shipping Office, Mumbai of the liabilities with reference to the matters aforesaid or by reasons of time being given to the said Service Provider or any other forbearance, act or omission on the part of the Government Shipping Office, Mumbai or any indulgence by the Government Shipping Office, Mumbai to the said Service Provider or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of so releasing the Bank from its such liability.

6. It shall not be necessary for the Government Shipping Office, Mumbai to proceed against the Bidder before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank, notwithstanding any security which the Government Shipping office, Mumbai may have obtained or obtain from the Service Provider, shall at the same time when proceeding are taken against the Bank there under be outstanding or unrealized.

7. We, the said Bank, lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Government Shipping Office, Mumbai in writing and agree that any change in the constitution of the said Bidder or the said Bank shall not discharge our liability here-in-under.

8. Notwithstanding anything contained herein before our liability under this guarantee is restricted to Rs.----- (Indian Rupees -----only) and it will remain in force till (date).

Dated this_____ day of_____ 2023

Dated_____ For and on behalf of the
Sd/
(Name and Designation)

Note
For Proprietary concerns

Mr._____ son _____ of _____
resident of _____
carrying on business under the name at _____

(hereinafter called "the said Bidder" which expression shall unless the context requires otherwise include his heirs, executors, administrators and legal representatives).

For Partnership concerns

(a) Mr. _____ son of _____
Resident of _____

(b) Mr. _____ son of _____

Resident of _____ Carrying on business in co-partnership
under the name and style of _____
(hereinafter collectively called "the said Service Provider" which expression shall
unless the context requires otherwise include each of them and their respective heirs
executors and legal representatives).

For Companies

M/s. _____
a company under the Companies Act, 1956 and having its registered office
at _____
In the state of _____ (hereinafter the context required otherwise include
its successors and assigns)

•

Location of CDC / COC / Seamen(Sails) Identity Card Offices in India

A combination of Next Generation Desktop CDC/ COC / Seamen (Sails) Identity Card Printers to be installed at CDC/ COC / Seamen (Sails) Identity Card Offices in India.

The following are the locations:

- a) DG Shipping Office, Kanjurmarg, Mumbai
- b) The Shipping Master, Government Shipping Office, Mumbai
- c) The Shipping Master, Government Shipping Office, Kolkata
- d) The Shipping Master, Government Shipping Office, Chennai

Overall Annual Volume of applications from the above 4 locations is expected to be 1,00,000. However, the inflow of applications may not be uniform.

The bidders will set up facility to personalise booklets as mentioned against each locations:

- a) 100 CoC Booklets per day in DG Shipping, Mumbai.
- b) 400 CDC Booklets per day in Government Shipping Office, Mumbai
- c) 200 CDC Booklets per day in Government Shipping Office, Kolkata
- d) 200 CDC Booklets per day in Government Shipping Office, Chennai
- e) 150 Seamen (Sails) Identity Card per day at DG Shipping, Mumbai.

3) The Service Provider must have strategic reserves of printers to meet any exigencies

Annexure - F**List of CDC / COC / Seamen(Sails) Identity Card Offices in India**

Sr. No.	Name of Offices	CDC/ COC particulars	2020	2021	2022	No. of CDC issued per working day	No. of COC issued per working day	No. of Seaman (Sails) Identity Card issued per working day
01	DG Shipping, Mumbai	COC Booklets	3789	5078	6725	-	22	-
		COC stickers	6943	17390	12087	-	51	-
		Seamen (Sails) booklets	1068	3226	2508	-	-	10
02	GSO, Mumbai	CDC Booklets	20020	29350	47834	135	-	-
		Renewal Stickers	7451	8728	10252	37	-	-
03	GSO, Kolkata	CDC Booklets	3734	4514	8248	23	-	-
		Renewal Stickers	732	887	906	4	-	-
04	GSO, Chennai	CDC Booklets	971	1199	1429	5	-	-
		Renewal Stickers	1138	1201	1195	5	-	-

The figure of CDC/ COC / Seaman (Sails) Identity Card printed per working day is derived by adding CDC/ COC / Seaman (Sails) Identity Card printed in three years, divided by 3 and further divided by 240 days (approx.)

INTEGRITY PACT

GENERAL

This pre-bid contract Agreement (hereinafter called the integrity pact) is made on _____ day of the month of _____ 2023, between, on one hand, the President of India acting through Shri Mukul Dutta Shipping Master, Mumbai, Government of India (hereinafter called the "BUYER", which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns) of the First Part and M/s _____ represented by Sri. _____ Chief Executive Officer (hereinafter called the "BIDDER/Bidder" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

WHEREAS the BUYER invited tenders for the Personalisation of CDC/ COC Booklets and Renewal Stickers) / Seamen (Sails) Identity Card and the BIDDER/Service Provider has offered the printers / service and

WHEREAS the BIDDER is a private company/public company/Government undertaking/partnership/registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is a Ministry/Department of the Government of India/PSU performing its functions on behalf of the President of India.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealing prior to during and subsequent to the currency of the contract to be entered into with a view to:-

Enabling the BUYER to obtain the desired said stores/equipment at competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form , by its officials by following transparent procedures.

The parties here to hereby agree to enter into this integrity Pact and agree as follow:

Commitments of the BUYER

1.1 The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, fit reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

1.2 The BUYER will, during the pre-contract stage, treat all BIDDERS alike, and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.

1.3 All the officials of the BUYER will report to the appropriate Government office any attempted or completed breaches of the above commitment as well as any substantial suspicion of such a breach.

2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima-facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action ad deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

Commitments of BIDDER

3 The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage or its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:

3.1 The BIDDER will not offer, directly or through intermediaries , any bribe, gift , consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding evaluation contracting and implementation of the contract.

3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration reward , favour, any material or immaterial benefit or other advantage commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the Government,

3.3. BIDDERS shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.

3.4 BIDDERS shall disclose the payments to be made by them to agents/brokers or any other intermediary, in connection with this bid/contract.

3.5 The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer/ integrator/authorized government sponsored export entity of the defence stores and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

3.6 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

3.7 The BIDDER will not collude with parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

3.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

3.9. The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to other, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care least any such information is divulged.

3.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

3.11 The BIDDER shall not instigate or cause to instigate any third person commits any of the actions mentioned above.

3.12 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER , either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDER's at the time of filing of tender.

The term 'relative' for this purpose would be as defined in Section 6 of the Companies Act 1956.

3.13 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealing or transactions, directly or indirectly, with any employee of the BUYER.

4. Previous Transgression

4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of the integrity Pact, with any other company in any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDDER's exclusion from the tender process.

4.2. The BIDDER agrees that if it makes incorrect statement on the subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

5. Earnest Money /Security Deposit

5.1 While submitting commercial bid, the BIDDER shall deposit an amount INR 5,00,000 as Earnest Money/Security Deposit, with the BUYER through any of the following instruments:

(i) Bank Draft or Pay Order in Favour of The Shipping Master, Payable at Mumbai.

5.2 The Security Deposit shall be valid up to a period of five years or the complete conclusion of the contractual obligations to the complete satisfaction of the both the BIDDER and the BUYER, including warranty period, whichever is later.

5.3 In case of the successful BIDDER a clause would also be incorporated in the Article pertaining to performance Bond in the Purchase Contract that the provisions of Sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

5.4 No interest shall be payable by the BUYER to the BIDDER on Earnest Money/Security Deposit for the period of its currency.

6. Sanction for Violations

6.1 Any breach of the aforesaid provision by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:-

(i) To immediately call off the pre contract negotiation without assigning any reason or giving any compensation to the BIDDER. However, the processing with the other BIDDER(s) would continue.

(ii) The Earnest Money Deposit (in Pre-contract stage) and /or Security Deposit/Performance Bond (after the contract is signed) shall stand forfeited either

fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.

(iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.

(iv) To recover all sums already paid by the BUYER, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding payment could also be utilised to recover the aforesaid sum and interest.

(v) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.

(vi) To cancel all or any other Contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.

(vii) To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of five years, which may be further extended at the discretion of the BUYER.

(viii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.

(ix) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.

(x) Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

6.2 The BUYER will be entitled to take all or any of the action mentioned at para 6.1 (i) to (x) of this Pact also on the Commission by the BIDDER or any employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in chapter IX of the Indian Penal code, 1960 or prevention of Corruption Act, 1988 or any other statute enacted for prevention of Corruption.

7. Law and Place of Jurisdiction

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER.

8. Other Legal Actions

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant in force relating to any civil or criminal proceedings.

9. **Validity**

9.1 The validity of this Integrity Pact shall be from the date of its signing and extend upto 5 years of the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

9.2 Should one or several provision of this Pact turn out to be invalid; the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intention.

10. The parties hereby sign this Integrity Pact at _____ on _____

BUYER
Name of the Officer
Designation
Deptt./MINISTRY/PSU
Witness
1. _____

BIDDER
CHIEF EXECUTIVE OFFICER

Witness
1 _____

2. _____

2 _____

* Provisions of these clauses would need to be amended/deleted in line with the policy of the BUYER in regard to involvement of Indian agents of foreign suppliers.