

Tender No. TKT/2012/01/01
Cost of Tender Form:Rs. 500.00

Tender form for Blank Ticket Books

**U.P. STATE ROAD TRANSPORT CORPOARATION,
HEAD QUARTER, LUCKNOW**

Name & Address of the tenderer :-

Name

Address.....

Bank Draft No..... Date..... Amount.....

Signature of the Officer
Issuing the Tender Form

To,

The Managing Director,
U.P. State Road Transport Corporation,
Parivahan Bhawan,
LUCKNOW-226001

Dear Sir,

I/We hereby submit the tender for the printing of BLANK TICKET BOOKS in accordance with the specification and sample enclosed with the tender. The Rates, at which I/We agree to, undertake to do the work of printing of above item are enclosed herewith.

I/We have read the “**INSTRUCTIONS, TERMS AND CONDITIONS TO TENDERER**” and agree to abide by as the same.

The earnest money for an amount of RS..... (Rupees... ..) is enclosed herewith in the form of Demand Draft. The earnest money may be forfeited if I/We fail to fulfill the terms and conditions of the tender or refuse to sign the agreement.

1- Signature of Witness
Address
Dated :

Yours faithfully,

(Signature of the Tenderer in full)
Address
Dated :

2- Signature of Witness
Address
Dated :

(2)

FINANCIAL BID

RATE FOR THE PRINTING OF BLANK TICKET BOOKS

ITEM	SIZE	SPECIFICATION		RATES (F.O.R. Lucknow destination inclusive of all duties, taxes, packaging & transportation charges.		
				Rates with advertisement if it is procured by CORPORATION	Rates with advertisement if it is procured by the TENDERER	Rates without advertise ment
U.P. State Road Transport Corporation Passenger Blank Ticket Books	10 CM x 6.5 CM	1.	Each book would contain 50 tickets in duplicate that is 100 tickets in one book printed one side.			
		2.	Printing in three colors with security background and ultraviolet invisible ink.			
		3	Ten types of Books as given below: - (i) Rs. up to 10.00 only (ii) Rs. 11.00 to 30.00 only (iii) Rs. 31.00 to 50.00 only (iv) Rs. 51.00 to 100.00 only (v) Rs. 101.00 to 150.00 only (vi) Rs. 151.00 to 250.00 only (vii) Rs. 251.00 to 350.00 only (viii) Rs. 350.00 and above) Child Ticket (ix) Luggage Ticket (x)			
		4.	On 52 GSM white cream wove paper of superior quality. Also mention the name of the paper mill (Enclose the sample of the paper duly stamped by the mill concerned.)			
		5.	Automatic on line serial numbering with computerized checking provision.			
		6.	Duplicate copy of each ticket should be perforated.			
		7.	Regarding advertisement, the details are described on page 08 and 09 of this Tender Form			

Acceptance of eligible lowest rates (Yes /No).....

Firmness of rates for a period of one year (Yes /No).....

(Signature of the Tenderer)

Date

Name

Address

(3)

TECHNICAL BID

PARTICULARS OF THE TENDERER

1.	Name and address of the Press/Firm	
2.	Constitution of the Press/Firm with the name(s) of Director(s)/Partners(s) Proprietors(s) (Enclose the Photo copy)	
3.	Is the Press/Firm registered under the Factories Act and/or by Director of Industries, Uttar Pradesh, Kanpur. Mention registration number and date with exact location. (Enclose photocopy of the Registration Certificate.)	
4.	Description of the security printing work of different Govt. Departments/Corporation/ Bank/ Financial Institutions etc.	
5.	Whether adequate stocking facilities are available.	
6.	Details of security forces/Employees working.	
7.	Financial status of firm/press with status of their Board of Directors.	
8.	Other information, if any	
9.	Could you provide any additional security aspect in the TICKETS if so, please furnish details.	
10.	Particulars of printing machines installed.	
11.	Particulars of seven digit-numbering facilities installed.	
12.	Particulars of automatic on line serial numbering machine with computerized checking installed.	
13.	Printing capacity of the proposed items per month	
14.	Quantity offered for supply to U.P.S.R.T.C. per month	
15.	Name the month from when first supply is to be commenced.	
16.	Please furnish brief description of enrolment in the panel of IBA/RBI's security printing for cheques etc. (Enclose photo copy of RBI's approval in support)	
17.	VAT/CST Number	
18.	Income Tax Return Of Previous Year	
19.	Balance Sheet Of Previous Year	
20.	Yearly Turnover Of the Firm	

Note : Annexed copy of terms and conditions and terms and conditions for agreement of printing B.T. Books must also be submitted along with the Tender form by the tenderer duly signed by him.

Signature of the Tenderer
Dated
Name
Father's name
Address

TERMS AND CONDITIONS

1. Each tenderer has to submit TECHNICAL BID and FINANCIAL BID in separate envelope. Financial Bid consists of only rates for the Printing and Supply of BLANK TICKET BOOKS
2. Both the sealed envelope should be kept in a single sealed separate envelope super scribing “**TENDER FOR PRINTING OF BLANK TICKET BOOKS OF UPSRTC**” must be delivered at the office of the Managing Director, UPSRTC, i.e. Parivahan Nigam Mukhyalaya, Tehri Kothi, Lucknow not later than 4.00 PM on 02.02.12
3. The tender must be accompanied by a demand draft in support of deposit of earnest money in favour of Secretary, UPSRTC Parivahan Bhawan, Lucknow for RS. 5000/- or ½% of the order of material offered, whichever is higher. Offer not accompanied by demand draft for the amount below earnest money will not be considered.
4. The tender shall remain open for acceptance for a period commencing from the date of submission of the offer and ending with the expiry of 120 days from the date fixed for opening of the offer. If any tenderer withdraws his tender before expiry of such period, the Corporation may agree to allow such withdrawal but in such case, the earnest money deposited by the tenderer will be forfeited. If the corporation does not agree to allow such withdrawal and accepts the tender and the tenderer fails to perform his part of the contract, the earnest money deposited by the tenderer shall be liable to be forfeited besides consequences of breach of contract.
5. The tender form can be downloaded from www.upsrtc.com , the official website of UPSRTC. Corrigendum/Addendum/ Amendments if any, in respect to the tender shall also be made available on the website only.

NOTES

1. If subsequent to the submission of the tender, any tenderer amends, alters or modifies the contents of his tender which are not acceptable to the department, then for the purpose of this condition the tenderer shall be deemed to have withdrawn his proposal.
2. Tender will be opened by the authorized representatives at the office of the Managing Director. U.P. State Road Transport Corporation, Lucknow on 02.02.12 at 4.30 PM.
3. The tenders received after the fixed date and time i.e. 4.00 PM on 02.02.2012 will not be accepted under any circumstances even if the delay is due to postal services.
4. The tender for a part of the quantity shall not be accepted.
5. UPSRTC does not bind itself to place the order for the items and quantities specified in the tender notice and the printing order shall be placed according to the actual requirement from time to time during the validity of contract and the tenderer shall have to execute the orders placed on any date during the validity of the contract or during expanded contract period at the rates, terms and conditions stipulated in the contract.
6. UPSRTC does not bind itself to accept the lowest rates or any tenders or to give reason for non-acceptance.
7. The Finance Controller UPSRTC Lucknow will give the series and serial number for the printing of B.T. Books and their colors to the tenderer.

(Signature of the tenderer in full)

8. The design and all other relevant information concerning to the printing can be seen by the tenderer in the office of the Managing Director, U.P. State Road Transport Corporation Lucknow on any working day between 10.30 AM to 4.00 PM before submitting the tenders.
9. The successful tenderers shall have to execute a formal agreement.
10. If any dispute or difference as to the rights on liabilities and obligations of the parties hereto arises during continuance of the contract or thereafter such disputes or difference shall be referred for the Arbitration to the Managing Director of the Corporation at Lucknow, who may settle or decide such dispute or difference or make any award himself or refer it to his nominee, who shall ordinarily be an officer of the Corporation not below the rank of General manager and there up to the settlement or decision or award thus made by the Arbitrator shall be final and binding on both the parties.
11. If any legal case is to be filed by the parties of this contract regarding printing and payment of above item, it can be filed only in the courts situated in Lucknow.
12. The tenderers are required to put their signatures on every page of the tender form.
13. UPSRTC reserves the right to allot printing work to more than one security printer. In such case tenderers must give their consent to do the printing work on eligible lowest rates. In case the printing job is allotted to more than one printer, the quantity shall be distributed as per the policy of the corporation and the preference for allotting printing job to more than one would be given to second, third or subsequent lowest printer accordingly after their written consent.
14. The security printer should not be in the list of "Black List" of any Govt. Department/State/Road Transport Corporation/Corporation/Bank/Financial Institution etc. at the time of submitting this tender. The printer must enclose a affidavit on a stamp paper of Rs. 10.00 in support of above along with the tender form. Such blacklisted printers shall not be considered for the printing job.
15. Any different condition mentioned by the tenderer in the tender form shall not be considered.
16. Demand draft in favour of Secreatry U.P.S.R.T.C. Lucknow for Rs. 500.00 must be enclosed with tender if downloaded from our Website. Otherwise tender will not be accepted

FINANCE CONTROLLER
UPSRTC

(Signature of the tenderer in full)

Address

Dated

(6)

TERMS AND CONDITIONS FOR AGREEMENT OF PRINTING
B.T. BOOKS

- 1- The contract shall be valid for the period of one year or till the last supply of 25,00,000 (Twenty Five Lacs) \pm 25% Blank Ticket Books whichever is later.
- 2- The approval of Managing Director of the Corporation or his nominee will be necessary for size, color scheme and design etc. before the start of printing of Blank Ticket Books and the contractor shall print the same in approved size, color scheme and design etc.
- 3- All the Blank Ticket Books will be printed on superior quality of 52 G.S.M. white cream wove paper.
- 4- The Blank Ticket Books will be printed on 10 cms x 6.5 cms." size of paper.
- 5- All the Blank Ticket Books shall be printed and supplied by the Contractor bound in books of 50 Tickets in duplicate (total one hundred tickets).
- 6- The contractor will be paid consideration for the job at the approved rates of Blank Ticket Book including all taxes etc. per Blank Ticket Books containing 50 tickets in duplicate i.e. 100 blank ticket and 4 (Four) carbon paper in each book for a quantity of 25,00,000 B.T. Books \pm 25% thereof. All charges such as packing, trade tax, excise duty, forwarding, transportation etc. in this connection, if any, would be included in the above-approved rate of Blank Ticket Books. These rates would be Ex-Head Quarter of the Corporation at Lucknow.
- 7- The contractor shall make the required blocks and negatives of the Blank Ticket Books at his cost and deliver the same to the Corporation within a week, after the printing work in respect of them is over.
- 8- The contractor shall print the Blank Ticket Books under such strict secrecy and security arrangements as are considered satisfactory by the Corporation. The contractor shall ensure proper security and secrecy in printing and supply of Blank Ticket Books. Any lapse in this regard may lead to termination of the contract at the option of the Corporation.
- 9- The matter of the tickets will be in Hindi, but the numbers shall be in international (English) standard.
- 10- The Blank Ticket Books supplied by the contractor shall be received at the Head office of the Corporation at Lucknow and Central Ticket Store of the Corporation will issue receipt accordingly. The contractor shall be responsible for any loss, damage or shortage of Blank Ticket Books found in supply.
- 11- The contractor shall supply Blank Ticket Books within the time, specified in such print order issued by the Corporation from time to time. The delivery of the Blank Ticket Books will be affected by the contractor at Central Ticket Store at the Head Office of the Corporation, Parivahan Bhawan, Tehri Kothi, Lucknow at his own risk and cost.

(Signature of the tenderer in full)

- 12- The contractor shall print front page of the original and duplicate copy of each ticket of the Blank Ticket Books in three colors with computerized security background with ultraviolet invisible ink coupled with penetrating online ink numbering.
- 13- The contractor may be asked to supply a total of 25,00,000 Blank Ticket Books $\pm 25\%$ (depending upon the quality of the supply) in secured and transparent packing at Central Tickets Store at the Head Quarter of the Corporation. The Corporation can change the above quantity according to their requirement. The contractor hereby also agrees that no Blank Ticket Books will be printed in excess of the number specified in the purchase order placed on him by the Corporation from time to time.
- 14- The contractor shall ensure computerized checking of the Blank Ticket Books to avoid any mistake. The defective Blank Ticket Books and the waste from the printing of the Blank Ticket Books will be destroyed by the contractor in the presence of an officer authorised in writing by the Corporation.
- 15- The Contractor shall print the changed/amended form of the Blank Ticket Books if it is considered necessary by the Corporation from time to time and shall not be paid any additional remuneration for this work.
- 16- The contractor shall not assign or subject the execution of the subject or and part thereof without the written permission of the Managing Director of the Corporation. In case, such permission is given, the contractor shall not be relieved of its obligations, duty or responsibility under this contract.
- 17- The contractor shall not change its constitution without the prior written concurrence of the Managing Director of the Corporation and shall not effect any change unilaterally detrimental to the interest of the Corporation. Such change would be treated as non-est. for the purpose of this contract.
- 18- The contractor shall within seven days of this agreement deposit a security equal to 10% of the total cost of the work allotted in shape of Fixed Deposit Certificates of a nationalized bank pledged in the name of Sachiv, U.P. State Road Transport Corporation, Lucknow.
- 19- The security deposit, subject to the conditions of this contract be returned to the contractor after six months of the expiration of the contract, after effecting recovery from it of any sum due against the contractor under this agreement.
- 20- The interim and final payment to the contractor shall be made through account payee cheque. The Corporation will make payment after deducting Income Tax at source.
- 21- The stamp duty payable on this deed shall be borne by the contractor.
- 22- If any dispute or difference as to the rights or liabilities and obligations of the parties here to or to any matter relating to this agreement arises during the continuance thereof or thereafter, the same shall be referred for Arbitration to the Managing Director of the Corporation at Lucknow, who may settle or decide such dispute or difference or make any award himself or refer it to his nominee, who shall ordinarily be an officer of the Corporation not below the rank of General Manager and there upon the settlement or decision or award so made by the Arbitrator shall be final and binding on both the parties, subject to the provision of Arbitration & Consideration Act 1996. The Arbitrator in his own discretion may award any expenses or costs incurred in relation to such proceedings on or against any of the parties.

(Signature of the tenderer in full)

- 23- Unless there is anything repugnant in the subject or context, the expression the contractor herein before used shall include their legal representative, successors or assigns and the expression "The Corporation" shall include its successors in office or assigns.
- 24- If any suit, case or other legal proceeding is to be filed by any of the parties of this agreement printing, supply and payment in respect of Blank Ticket Books etc., the same can be filed only in the competent courts situated at Lucknow.
- 25- The Corporation will have the right to change specification for printing, binding and supply of Blank Ticket Books from order to order or even in a particular order before delivery. But in case the specifications are changed in between, the time fixed for completion of job and delivery will have to be suitably extended by Corporation.
- 26- The payment to the contractor as per clause 6 would be made by the Corporation within 30 days of receipt of bill from the contractor so far as possible
- 27- If the work of the printing of Blank Ticket Books is delayed by any cause, beyond the control of the contractor, the contractor, may upon his written request made to the Managing Director be entitled to for such extension of time as the latter may deem fit and proper after considering the cause of delay.
- 28 The contractor must have the capacity to print and supply at least 10 (Ten) Lacs B.T. Books per month.
- 29- The agreement may be terminated by first party (UPSRTC) on violation of any terms and conditions of the agreement by the contractor after serving a notice of show cause of one month.
- 30- The serial number printed on the first copy of every ticket will also be printed on the second copy thereof.
- 31- Duplicate copy of each ticket will be perforated. Four leaves of perforated double side superior quality blue carbon paper of KORES or equivalent variety of the same size as the ticket will also be supplied tagged to the back page of every Blank Ticket Books.
- 32- The top and bottom covers of each Blank Ticket Books would be thick enough in brown color to enable safety and security of the Blank Ticket Books. The contractor shall also print the denomination of the Blank Ticket Books along with the monogram and name of the corporation on the top cover of every Blank Ticket Books.
- 33- The contractor shall have a right to print advertisement in duplicate copies of tickets in the Blank Ticket Books, but the advertisement shall not be against the interest of the corporation.

(Signature of the tenderer in full)

34- If the contractor prints such advertisements which are political, obscene, objectionable or prohibited by law or which are against the interest of the Corporation, or without obtaining the prior written approval of the Managing Director of the Corporation, or the quality of printing of the advertisement, effecting the main matter on the front side of the ticket, the Corporation shall have the right to reject such supplies of B.T.

Books and if such B.T. Books are received at the Central Ticket Stores of the Corporation at Lucknow, these shall be destroyed at the risk and cost of the contractor.

35- As described in page 2 of tender form the contractor, at the will of the Corporation, may be authorized to print advertisement of the size of 8 Cm length and 6 Cm width in a single/multi color on the back of duplicate copies of each ticket with logo of the advertiser on the right front corner of original and duplicate copies of the ticket but its size should not exceed 5 Cm in length and 3 cm in width, beside printing the single/multi color advertisement on the back of the B.T. Book Ticket. The contractor can print the B.T. Books with advertisement only after the Managing Director of the corporation approves samples of such ticket with advertisement. On demand from the contractor the corporation, after proper consideration, shall authorize the contractor for collecting and printing advertisements by issuing a certificate to that effect, for a particular lot of tickets to be used for this purpose. The inspection committee of the corporation shall verify as to whether proper advertisement is printed in the B.T. Book or not. The contractor shall print only such advertisements which are not political, obscene and objectionable or prohibited by law and which are not against the interest of the Corporation. The contractor shall have to obtain prior written approval of Managing Director of the Corporation in respect of every advertisement before printing the same in the B.T. Books.

36- The contractor will ensure that the printing of such advertisements do not effect the impression of the main matter printed in the front side of the tickets.

37- If the corporation seeks the space of advertisement for its own/collected advertisement, or for any statutory message release by the government, then the Corporation will have the first right to use the advertisement spaces, on the tickets.

38- The printing of advertisement on the Blank Ticket Books can be single/multicolor.

39. PENALTY

(a) The contractor agrees that the time is of the essence of the contract and it shall supply the B.T. Books as per the schedule given by the corporation. In the event of any delay the contractor shall pay damages to the corporation as per following clauses -

(i) There shall be no penalty for delayed supply upto 10 days from the scheduled date of supply.

(ii) If the supplies are delayed by more than 10 days from the scheduled date of supply penalty shall be calculated from 11th day to 30th day @1% per day of the invoice value of the delayed supply subject to maximum 5% of invoice value of delayed supply.

(Signature of the tenderer in full)

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(iii) If the supplies are delayed by more than 30 days from the scheduled date of supply penalty shall be calculated from 31st day to 60th day @1% per day of the invoice value of the delayed supply subject to maximum 10% of invoice value of delayed supply.

(iv) If the supplies are not made within 60 days from the scheduled date of supply, orders shall be cancelled and appropriate action shall be taken against the firm.

(b) If the contractor makes any default in the printing and supply of Blank Ticket Books or any portion thereof, in accordance with the covenants of these presents or commits breach of all or any of the covenants herein contained, the Corporation may get Blank Ticket Books printed elsewhere and in case the Corporation has to incur higher cost on the execution of such work, the excess cost and other expenses so incurred by the Corporation shall be deducted from the contractor's bill or its security or any other sum payable to it or recover from it otherwise.

(c) Blank Ticket Books returned from regions/depots of the corporation due to mistakes of wrong or irregular numbering packing etc in the first lot supplied by the contractor against the first print order would be liable to penalty at the rate of ten times of the order/purchase value of such Blank Ticket Books. If the same or similar mistakes are repeated in the second or subsequent lots of the contractor the penalty would be one and half times of the first penalty i.e. fifteen times of the order/purchase value of such Blank Ticket Books. Printing/Supply of two Blank Ticket Books of same series and numbering shall not be acceptable under any circumstances and if such mistake is found at any stage the printing order/contract of the contractor may be terminated on the recommendation of the purchase committee of the Corporation.

(d) The contractor shall supply the Blank Ticket Books in a bundle of 200 (two hundred) books each, safely wrapped in a transparent and water resistant covering bearing the denomination, series, first and last number of the tickets packed therein. If the packaging material is so inferior as renders the storage and further consignment of the book unsafe, the contractor shall have to pay a penalty equivalent to 10% of the printing price of the Blank Ticket Books packed therein.

(e) The contractor agrees to compensate the Corporation monetarily for any variation (less or more) proportionally in the specification of the paper used in printing of the Blank Ticket Books as mentioned in Clause 3 and 4 of this agreement and is agreeable to an administrative penalty for such lapses which shall be in addition to and not lesser than the compensation amount as mentioned above. The above-mentioned proportional penalty on variation of paper would be calculated on the basis of 52 GSM white cream wove paper. The contractor also agrees that the Corporation has the right to reject and destroy the concerned supply that such sample represents at the risk and cost of the contractor if the variation in specification of that sample comes out to be more than ten percent. It is possible that the Blank Ticket Books are used as per requirement of the Corporation before the receipt of the test report. So the penalty would be liable to be imposed on the quantity that such sample represents on the basis of the test report. The variation, however, permissible by I.S.I. that is $\pm 4\%$ as a mean of ten test results, shall be allowed.

(f) Paper component of 65% has been determined and agreed for the purpose of calculation of penalty in case of variation in G.S.M. as mentioned in Clause 39(k) of this agreement. Samples of Blank Ticket Books supplied by the contractor shall only be sent for white cream wove G.S.M. testing and penalty would be imposed on the basis of that test report.

(Signature of the tenderer in full)

- (g) If any mistake of cutting or size of Blank Ticket Books is found at the time of supply, the inspection committee of the corporation shall intimate the representative of the contractor after the inspection. If there were any difference or mistake in size or cutting of Blank Ticket Books, the penalty would be imposed on the basis of the representative sample taken at the time of supply before the representative of the contractor. If the contractor does not agree to the penalty payment, such lot shall be destroyed at the risk and cost of the contractor.
- (h) If the printing of the Blank Ticket Books does not conform to the approved color scheme and background design, the concerned supply will be rejected and destroyed at the risk and cost of the contractor.
- (i) The contractor shall assign its representative to be present at the time of drawing samples from every consignment received at Central Ticket Store, at the Head Quarters of the Corporation at Lucknow for the fulfillment of certain pre-requisites under Clauses 9,25,35,39(e),39(f), and 39(k) of this agreement. The samples drawn by the Inspection Committee of the Corporation in the presence of the representative of the contractor would be sent to a laboratory to be nominated by the Managing Director of the Corporation for testing. If the samples are rejected in the test report, all the expenses of the tests would be payable by and charged from the contractor, including by way of deduction from its bills. The paper sample annexed with the tender form of the contractor shall not be any basis for this.
- (j) This agreement shall remain in force for one year or till the last supply of 25,00,000 Blank Ticket Books $\pm 25\%$ thereof, whichever is later, unless rescinded earlier by either party on one month's notice. But the contractor will have to pay to the Corporation the difference or excess of charges, which the Corporation may have to bear for getting the job executed through other source.
- (k) The Inspection Committee of the corporation would take out one Blank Ticket Books in the presence of the representative of the contractor from about every 25,000, Blank Ticket Books supplied by the contractor at the time of supply for white cream wove G.S.M. and sample testing. In case of supply of less than 25,000 Blank Ticket Books, at least one Blank Ticket Books shall definitely be taken out as sample. This sample would represent such number of denomination ticket books and G.S.M. and other penalties would be calculated on basis of the test report of that sample.
- (l) If the contractor persistently indulges in erroneous printing and shows complete disregard to specifications laid down under different clauses above or the print-cum-supply order and is subjected to the operation of clauses 9, 12, 33, 39(f) and 39(k) frequently, his contract will be terminated and it may be subjected to such other penal proceedings by the Managing Director of the corporation as found appropriate and not enumerated in any of the above mentioned clauses.

FINANCE CONTROLLER
UPSRTC

(Signature of the tenderer in full)

Address

Dated