

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	04-08-2025 14:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	04-08-2025 14:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Water Resources River Development And Ganga Rejuvenation
विभाग का नाम/Department Name	Wapcos Limited
संगठन का नाम/Organisation Name	Wapcos Limited
कार्यालय का नाम/Office Name	Wapcos Limited
वस्तु श्रेणी /Item Category	Liability Insurance Service - Third Party Liability Insurance & Professional Liability Insurance
अनुबंध अवधि /Contract Period	1 Year(s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Annual Turnover,Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	1

बिड विवरण/Bid Details	
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	20000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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1. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the

bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

2. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or

2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or

3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Type of Risk Coverage:[1752913237.pdf](#)

Details of insurance including specifics of coverage Advisory- With reference to Order F.No. 14017/64/2020-Ins. II issued by the Department of Financial Services under Ministry of Finance, it is advised not to include Net-Worth as a criterion for Public Sector General Insurance Companies in General Insurance tenders.:[1752913237.pdf](#)

Claim History::[1752913238.pdf](#)

Liability Insurance Service - Third Party Liability Insurance & Professional Liability Insurance (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specif icatio n	मूल्य/ Values
कोर / Core	
Type of Insuran ce	Third Party Liability Insurance & Professional Liability Insurance
AOA:A OY Limit Ratio	1:1

विवरण/ Specif icatio n	मूल्य/ Values
Premiu m Payme nt Option s	Single Premium
Genera l Insuran ce List of Insurer from where insuran ce to be taken(c an indicat e multipl e service provide rs)	Acko General Insurance Ltd. , Aditya Birla Health Insurance Co. Ltd. , Agriculture Insurance Company of India Ltd. , Bajaj Allianz General Insurance Co. Ltd , Bharti AXA General Insurance Co. Ltd. , Cholamandalam MS General Insurance Co. Ltd. , Manipal Cigna Health Insurance Company Limited , Edelweiss General Insurance Co. Ltd. , ECGC Ltd. , Future Generali India Insurance Co. Ltd. , Go Digit General Insurance Ltd. , HDFC ERGO General Insurance Co.Ltd. , ICICI LOMBARD General Insurance Co. Ltd. , IFFCO TOKIO General Insurance Co. Ltd. , Kotak Mahindra General Insurance Co. Ltd. , Liberty General Insurance Ltd. , Magma HDI General Insurance Co. Ltd. , Niva Bupa Health Insurance Co Ltd. , National Insurance Co. Ltd. , Raheja QBE General Insurance Co. Ltd. , Reliance General Insurance Co. Ltd. , Reliance Health Insurance Ltd. , Care Health Insurance Ltd , Royal Sundaram General Insurance Co. Ltd. , SBI General Insurance Co. Ltd. , Shriram General Insurance Co. Ltd. , Star Health & Allied Insurance Co. Ltd. , Tata AIG General Insurance Co. Ltd. , The New India Assurance Co. Ltd. , The Oriental Insurance Co. Ltd. , United India Insurance Co. Ltd. , Universal Sampo General Insurance Co. Ltd.
एडऑन /Addon(s)	
अतिरिक्त विवरण /Additional Details	
Insuran ce Start Date	21-07-2025
Insuran ce End Date	19-07-2026

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Lumpsum/Pr oject based Service	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Lumpsum/Project based Service	अतिरिक्त आवश्यकता /Additional Requirement
1	Rajesh Jugalkishor Laddha	400607,406Orion Business Park , Ghodbunder Rd Kapurbawdi,Thane West , Maharashtra 400607 Phone-9819726801	1	<ul style="list-style-type: none"> Total Sum Insured : 500000

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

- Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
- Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
- Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
- Creating BoQ bid for single item.
- Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
- Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
- Floating / creation of work contracts as Custom Bids in Services.
- Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
- Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
- Seeking experience from specific organization / department / institute only or from foreign / export experience.
- Creating bid for items from irrelevant categories.
- Incorporating any clause against the MSME policy and Preference to Make in India Policy.
- Reference of conditions published on any external site or reference to external documents/clauses.
- Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
- Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1

bidders through a Random Algorithm executed by GeM system.

16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

Notice Inviting Quotation For

Printing, Photo-Copying, Plotting, and Graphic Works including Lamination, Spiral Binding - for a Period of One Year

WAPCOS Limited (A Government of India Undertaking) is having Project office in 406, 4th Floor, Orion Buisness Park, Kapurbawadi, Ghodbunder Road, Thane (W), Maharashtra-400607 to carrying various projects in the state of Maharashtra. WAPCOS, Thane office is required the Printing, Photo-Copying, Plotting, Graphic works, lamination, spiral binding etc. services for a period of one year on rate contract basis.

The Scope of Works, Terms & Conditions, Payment Terms and Financial formats are given as follows:-

A. SCOPE OF WORKS & TERMS AND CONDITIONS

1. The contract shall commence upon issuance of a formal Work Order. A notice period of seven (07) days from the date of the order shall be provided before the start of services.
2. The rates quoted and agreed upon shall remain firm and valid for a period of one (01) year from the date of commencement. No request for rate revision shall be entertained during this period.
3. Payments shall be made on a monthly basis, upon submission of tax invoice by the agency and verification of the actual quantity of work executed, as per the office records.
4. The agency shall be required to provide services on a daily basis, as and when required, including short notice assignments.
5. All required documents for printing and related tasks shall be collected by the agency from the Thane Office and, upon completion, the printed/processed materials shall be delivered back to the Thane Office, strictly within office hours on a daily basis/As and when required.
6. In the event of any dispute or conflict, the decision of the Sr. Project Manager (W.R) shall be final and binding on all parties.
7. The rates quoted shall be inclusive of all applicable taxes except Goods and Services Tax (GST). GST shall be charged separately in the monthly tax invoice.
8. The contract shall remain valid for a period of one (01) year from the date of issuance of the Work Order.
9. The agency must possess its own setup including printing, photocopy, and plotting machinery and components required for the services mentioned. Subletting of work is strictly prohibited. In case of unsatisfactory performance or undue delays, appropriate deductions will be made from the monthly bill.
10. The scope of work and the terms & conditions specified herein shall prevail over any general terms of service available on the Government e-Marketplace (GeM) or any other platform.

Eligibility Criteria:

- a. Self-attested copy of **Company Registration Documents** (Certificate of Incorporation / Partnership Deed / Proprietorship Certificate, as applicable).
- b. Valid **MSME Registration Certificate**, if the bidder is registered under the Micro, Small &

Medium Enterprises (MSME) Act.

- c. Copy of **GST Registration Certificate**
- d. Self-attested copy of the **PAN Card** issued by the Income Tax Department.
- e. **Cancelled Cheque** of the company/firm for verification of bank account details
- f. Documentary **proof of ownership/rent agreement/utility bill** indicating the existence of a **shop/office located near Kapurbawdi, Majhiwada, or Manpada**, clearly showing the address.
- g. **Bidder's Information on Letterhead**, duly signed and stamped, containing the following details:
 - Name of the Firm / Company
 - Registered Office Address
 - Contact Person Name
 - Mobile Number
 - Email ID
 - GSTIN & PAN
 - Office Address near Kapurbawdi/Majhiwada/Manpada (if different from Registered Address)
- h. Price Bid on Letter head in the format enclosed.

B. In the event of disagreement between both the parties, the decision of Sr. Project Manager (W.R), WAPCOS Limited shall be final and binding upon both the parties.

C. Payment Terms

1. The Payment shall be done on Monthly Basis. The Selected vendor shall submit the Invoice of Printing, Photo-copying, Plotting, Graphic works, lamination, and spiral binding etc. with quantities & approved rates.
2. Payment will be made within 21 days after submission of Original Correct Tax Invoice, directly in owner's/Agency bank account with necessary Deductions like TDS & Taxes.
3. GST Payment shall be made on Submission of GST challan as a proof.

D. Evaluation of Bid

The Evaluation to arrive at L-1 rates shall be carried out as follows:-

Sl. No.	Type of work	Qty.	Unit	Unit rate (Rs.)	Rate quoted (Rs.)
<u>PHOTOCOPY WORKS</u>					
1	A4 B&W Xerox	20000	Page		
2	A3 B&W Xerox	100	Page		
3	A4 Colour Xerox	2000	Page		
4	A3 Colour Xerox	100	Page		
<u>PRINTING WORKS</u>					
1	A4 B&W Print	40000	Page		
2	A3 B&W Print	200	Page		
3	A2 B&W Print	50	Page		
4	A1 B&W Print	50	Page		
5	A0 B&W Print	50	Page		
6	A4 Colour Print	7000	Page		
7	A3 Colour Print	100	Page		
8	A2 Colour Print	15	Page		
9	A1 Colour Print	15	Page		

Sl. No.	Type of work	Qty.	Unit	Unit rate (Rs.)	Rate quoted (Rs.)
10	A0 Colour Print	15	Page		
SCANNING WORKS					
1	A4 Scan	5000	Page		
2	A3 Scan	100	Page		
3	A2 Scan	100	Page		
4	A1 Scan	100	Page		
5	A0 Scan	100	Page		
BINDING WORKS					
1	A4 Spiral Binding	300	Upto 50 Pages		
2	A4 Spiral Binding	300	More than 50 Pages & upto 100 pages		
3	A4 Spiral Binding	100	More than 100 Pages & upto 500 pages		
4	A3 Spiral Binding	100	Upto 50 Pages		
5	A3 Spiral Binding	100	More than 50 Pages & upto 100 pages		
6	Jumbo Binding	100	More than 500 pages		
Total					

The Quantities are given above is approximately estimated for period of one year.

The Bidder quoting the least total amount shall be selected for award of work.

E. Variation:

It is to note that quantities mentioned in above table has been estimated as realistically as possible for period of one year. There could be additional/deletion of quantities to be executed as and when required during the Printing, Xeroxing, Plotting, Graphic works, lamination, spiral binding etc. The deviation/variation is allowed 10% of quantities given in price bid.

F. Price Bid Format

The Bidder shall submit price in the format enclosed on its Letter Head for all the items with duly sealed and stamped mentioning the Name, Address, Contact Number and Email ID of signatory.

(Rajesh Laddha)
Chief Engineer
wapcosmumbai@yahoo.co.in
9819726801/7972416345

Format of Price Bid

Date:

To
WAPCOS Limited
406, 4th Floor,
Orion Business Park,
Kapurbawadi, Ghodbunder Road,
Thane (W), Maharashtra-400607

Subject: Printing, Photo-Copying, Plotting, and Graphic Works including Lamination, Spiral Binding - for a Period of One Year

Sir,

With reference to Tender for Printing, Photo-Copying, Plotting, and Graphic Works including Lamination, Spiral Binding - for a Period of One Year for Project Office, Thane we accept the terms and conditions and our rates are as follows:

Sl. No.	Type of work	Qty.	Unit	Unit rate (Rs.)	Rate quoted (Rs.)
<u>PHOTOCOPY WORKS</u>					
1	A4 B&W Xerox	20000	Page		
2	A3 B&W Xerox	100	Page		
3	A4 Colour Xerox	2000	Page		
4	A3 Colour Xerox	100	Page		
<u>PRINTING WORKS</u>					
1	A4 B&W Print	40000	Page		
2	A3 B&W Print	200	Page		
3	A2 B&W Print	50	Page		
4	A1 B&W Print	50	Page		
5	A0 B&W Print	50	Page		
6	A4 Colour Print	7000	Page		
7	A3 Colour Print	100	Page		
8	A2 Colour Print	15	Page		
9	A1 Colour Print	15	Page		
10	A0 Colour Print	15	Page		
<u>SCANNING WORKS</u>					
1	A4 Scan	5000	Page		
2	A3 Scan	100	Page		
3	A2 Scan	100	Page		
4	A1 Scan	100	Page		
5	A0 Scan	100	Page		
<u>BINDING WORKS</u>					
1	A4 Spiral Binding	300	Upto 50 Pages		
2	A4 Spiral Binding	300	More than 50 Pages & upto 100 pages		
3	A4 Spiral Binding	100	More than 100 Pages & upto 500		

Sl. No.	Type of work	Qty.	Unit	Unit rate (Rs.)	Rate quoted (Rs.)
			pages		
4	A3 Spiral Binding	100	Upto 50 Pages		
5	A3 Spiral Binding	100	More than 50 Pages & upto 100 pages		
6	Jumbo Binding	100	More than 500 pages		
Total					

Payment Terms

- The payment shall be made on a monthly basis. The selected vendor shall submit an invoice for the services rendered, including printing, photocopying, plotting, graphic works, lamination, spiral binding, supply of based on actual executed quantities and approved rates.
- Payment will be released within 21 days from the date of submission of the original and correct tax invoice, after necessary verification. The amount will be credited directly to the vendor's bank account, subject to applicable deductions such as TDS and other statutory taxes.
- The rates quoted shall remain firm and valid for a period of one year from the date of commencement of the contract. No rate escalation shall be entertained during this period.
- The quoted rates are inclusive of all applicable taxes, excluding GST. GST shall be mentioned separately in the tax invoice submitted monthly.
- GST Payment shall be made on Submission of GST challan as a proof.

For (Name of Agency / Proprietor)

(Signature)

(Name, Address and contact details of Bidder)