

TAMILNADU ARASU CABLE TV CORPORATION LTD (TACTV)
(A Government of Tamilnadu Undertaking)



TENDER REFERENCE No.TACTV/005/Plastic card/2018

**TENDER FOR THE EMPANELMENT OF SUPPLIERS FOR THE
SUPPLY OF PLASTIC CARDS ON RATE CONTRACT BASIS
FOR A PERIOD OF ONE YEAR**

Date of Release of Tender	9.10.2018
Prebid Meeting	15.10.2018
Last Date for Submission of Bid	25.10.2018
Date of Opening of Bid	25.10.2018
Cost of Bid Document:	Rs.500/-

Regd. Office: Dugar Towers, 34 (123) 6th Floor, Marshalls Road,
Egmore, Chennai - 600 008
Phone: +91-44-2843 2911, Fax: +91-44-2825 3021, Email: tactv@tactv.in
Website: www.tactv.in

CONTENTS

Clause	Topic	Page No.
1.	PREAMBLE.....	1
2.	SCOPE OF WORK	1
3.	QUALIFICATION CRITERIA.....	2
4.	LANGUAGE OF THE TENDER	3
5.	PURCHASE OF TENDER DOCUMENT.....	3
6.	PREBID MEETING	3
7.	CLARIFICATION ON THE TENDER DOCUMENT.....	3
8.	AMENDMENT OF TENDER DOCUMENT.....	4
9.	AUTHORISATION OF THE TENDERER.....	4
10.	SUBMISSION OF TENDER IN TWO COVER SYSTEM	4
11.	EARNEST MONEY DEPOSIT	5
12.	VALIDITY	5
13.	OPENING AND EVALUATION OF THE TENDER	5
14.	PRICE OFFER	6
15.	EVALUATION OF THE PRICE.....	6
16.	AWARD OF CONTRACT	7
17.	SECURITY DEPOSIT	7
18.	AGREEMENT.....	7
19.	ISSUE OF PURCHASE ORDER.....	8
20.	SCHEDULE OF SUPPLY	8
21.	PAYMENT TERMS.....	8
22.	PENALTY	9
23.	TERMINATION OF CONTRACT.....	9
24.	GENERAL CONDITIONS	9
25.	ARBITRATION	9
26.	JURISDICTION OF THE COURT.....	10

ANNEXURES

I. SPECIFICATIONS FOR PLASTIC CARD	11
II. PART-I (COVERING LETTER).....	13
III. DETAILS OF THE TENDERER.....	15
IV. ANNUAL TURNOVER STATEMENT.....	16
V. DECLARATION OF NOT HAVING BLACKLISTED.....	17
VI. DECLARATION FOR NOT HAVING TAMPERED THE TENDER DOCUMENT....	18
VII. CLARIFICATION OF TENDER DOCUMENT FORMAT	19
VIII. PART-II (COVERING LETTER).....	20
IX. PRICE BID	21
X. CHECKLIST OF DOCUMENTS	22

IMPORTANT NOTICE

This tender procedure is governed by the Tamil Nadu Transparency in Tenders Act, 1998 and the Tamil Nadu Transparency in Tender Rules, 2000 as amended from time to time. In case of any conflict between the terms and conditions in the tender document and the Tamil Nadu Transparency in Tenders Act, 1998 and The Tamil Nadu Transparency in Tender Rules, 2000 the Act and Rules shall prevail.

**TENDER FOR EMPANELMENT OF SUPPLIERS FOR THE SUPPLY
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1.	PREAMBLE																														
<p>Tamil Nadu Arasu Cable TV Corporation Ltd (TACTV), a Government of Tamil Nadu undertaking, incorporated under the Companies Act, 1956 with an aim to provide high quality cable signals to the public through Local Cable Operators at an affordable cost. The service provided by the TACTV is welfare step taken by the Government in the interest of the public and Cable TV operators. The subscriber base of TACTV is around 70.52 Lakhs.</p> <p>Government of Tamilnadu has now mandated TACTV to operate Common Service Centres (ARASU E SEVAI CENTRES) in all blocks of Tamilnadu with an objective of making it available of government services to the common man at affordable cost. Accordingly, TACTV has established ARASU E SEVAI CENTRES in various locations in Tamilnadu. The details of ARASU E SEVAI CENTRES functioning in the State are as under:</p>																															
<table border="1"><thead><tr><th>S.No.</th><th>Locations</th><th>No. of Centers</th></tr></thead><tbody><tr><td>1.</td><td>Secretariat</td><td>1</td></tr><tr><td>2.</td><td>Taluks</td><td>291</td></tr><tr><td>3.</td><td>Collectorates</td><td>32</td></tr><tr><td>4.</td><td>Corporation</td><td>8</td></tr><tr><td>5.</td><td>Municipality</td><td>94</td></tr><tr><td>6.</td><td>Zonal Offices</td><td>50</td></tr><tr><td>7.</td><td>Chennai Div.Offices</td><td>180</td></tr><tr><td>8.</td><td>Regional Passport Office</td><td>3</td></tr><tr><td colspan="2" style="text-align: right;">Total</td><td>659</td></tr></tbody></table>		S.No.	Locations	No. of Centers	1.	Secretariat	1	2.	Taluks	291	3.	Collectorates	32	4.	Corporation	8	5.	Municipality	94	6.	Zonal Offices	50	7.	Chennai Div.Offices	180	8.	Regional Passport Office	3	Total		659
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<p>TACTV proposes to purchase pre-printed plastic cards and plain plastic cards compatible with the following printer models on rate contract basis for a period of one year:</p> <ol style="list-style-type: none">1)Evolis Primacy2) Zebra ZXP Series 33) IDP Smart-30S <p>The value of the Tender is approximately Rs.60 lakhs per annum.</p> <p>In this context, TACTV invites sealed tenders for empanelment of suppliers in “Two Cover System” for the supply of plastic cards through transparent bidding process. The Tender notification has been published fixing the date of opening of tender as 31.01.2017.</p>																															
2.	SCOPE OF WORK																														

- (a) The successful tenderers should supply Pre-printed Electors Photo Identity Cards (EPIC), Pensioners Card and Plain plastic cards on rate contract basis for a period of one year as ordered by TACTV. The specification for plastic cards is given in the Annexure-I.
- (b) The cards supplied by the tenderer should be compatible with the following Plastic card printer models:
1. Evolis Primacy
 2. Zebra ZXP series 3
 3. IDP Smart-30s
- (c) Supplies should be made at any location in Tamilnadu that may be specified by the TACTV.

3. QUALIFICATION CRITERIA

Clause	Qualification Criteria	Supporting Document
3(a)	The tenderer should be a registered legal entity	(i) In case of Private / Public Limited Companies, <ul style="list-style-type: none"> • Copy of Incorporation Certificate issued by the Registrar of Companies • Copy of Memorandum and Articles of Association (ii) In case of Partnership Firm, <ul style="list-style-type: none"> • Registered Partnership deed (iii) In case of Proprietorship Firm, <ul style="list-style-type: none"> • Copy of GST Regn. Certificate
3(b)	The tenderer should have at least 3 years of experience (as on 31 st August 2018) in the business of supplying smart cards/ secured ID cards to Government Departments/Government Institutions/Nationalised Banks/Private Banks	Purchase Orders/ Completion certificate issued by the clients
3(c)	The tenderer should have supplied a minimum of 5 lakh plastic cards in a single work order in the last 3 years (as on 31 st August 2018)	Purchase Orders issued by the clients
3(d)	The tenderer should have reported an Average Annual Turnover of Rs.5.00 Crores in the last three consecutive financial years i.e. 2014-15, 2015-16 and 2016-17 or 2015-	(i) The average annual turnover statement duly certified by Chartered Accountant as per Annexure IV (ii) The Annual Report/ certified copies of Balance Sheet, Profit & Loss statement along with schedules for

		16, 2016-17 & 2017-18	the last 3 consecutive financial years
	3(e)	The tenderer should have an office in Chennai	Chennai Office Address (or) the tenderer should give an undertaking to setup office at Chennai within 15 days from the date of issue of LoI if selected
	3(f)	The tenderer should not have been blacklisted for supply of any items or services to TACTV or any other Government agency	The declaration form as per Annexure V should be enclosed
4.	LANGUAGE OF THE TENDER		
<p>The Tender prepared by the tenderer as well as all correspondences and documents relating to the Tender shall be in English language only. If the supporting documents are in a language other than English/Tamil, the notarized translated English version of the documents should also be enclosed. Tender received without such translation copy will be rejected.</p>			
5.	PURCHASE OF TENDER DOCUMENTS		
<p>a) The tender document shall be obtained from Tamil Nadu Arasu Cable TV Corporation Limited (TACTV), 34 /123, 6th Floor, Dugar Towers, Marshalls Road, Egmore, Chennai - 600 008 on payment of Rs.1000/- payable in the form of Demand Draft drawn on any Indian Nationalized/ Scheduled Commercial Bank in favour of “Tamil Nadu Arasu Cable TV Corporation Ltd” payable at Chennai or it can be downloaded from www.tactv.in and www.tenders.tn.gov.in at free of cost. For the downloaded tender document, the tenderer need not enclose the tender document cost but should give a declaration for not having tampered the Tender document downloaded (as per Annexure VI).</p> <p>b) The tender document can be purchased on all working days between 11.00 AM and 03.00 PM from 9.10.2018_to 24.10.2018.</p>			
6.	PREBID MEETING		
<p>There will be a pre-bid meeting on 15.10.2018 at 03.30 P.M. in the Head Office of TACTV, 34/123, 6th Floor, Dugar Towers, Marshalls Road, Egmore, Chennai - 600 008 during which the prospective tenderers can get clarifications about the tender. The tenderers shall send their queries in writing if any so as to reach TACTV at least two days prior to the pre-bid meeting date. The tenderers are advised to check www.tactv.in and www.tenders.tn.gov.in for up-to-date information like change in date / venue etc., of pre-bid meeting as TACTV may not be able to identify and communicate with the prospective bidders at this stage. Non attending of pre-bid meeting is not a disqualification.</p>			
7.	CLARIFICATION ON THE TENDER DOCUMENT		
<p>Any discrepancies, omissions, ambiguities or conflicts in the tender document or any doubts as to their meaning and any request for clarification may be sent in writing to “The Managing Director, Tamil Nadu Arasu Cable TV Corporation Limited (TACTV), 34 /123, 6th Floor, Dugar Towers, Marshalls Road, Egmore, Chennai - 600 008” or through e-mail to</p>			

tactv@tactv.in as per Annexure-VII. The Managing Director will review the same, and where information sought is not clearly indicated or specified in the tender documents, will issue a clarifying bulletin to all those who have purchased the tender documents and will also upload such clarification on www.tactv.in and www.tenders.tn.gov.in. The Managing Director will neither make nor be responsible for any oral instructions. Request for clarification should be brought to the notice of the Managing Director, in writing, before 48 hours of the opening of the tender.

8. AMENDMENT OF TENDER DOCUMENT

TACTV whether on its own initiative or as a result of a query, suggestion or comment of an Applicant or a Respondent, may modify the tender document by issuing an addendum or a corrigendum at any time before the opening of the tender. Any such addendum or corrigendum will be communicated through mail to all the tenderers who had purchased the tender documents and also will be uploaded on www.tactv.in and www.tenders.tn.gov.in and the same will be binding on all Applicants or Respondents or Tenderers, as the case may be.

9. AUTHORISATION OF THE TENDERER

The Tender should be signed on each page by the tenderer or by the person who is duly authorized for the same by the tenderer.

10. SUBMISSION OF TENDER IN TWO COVER SYSTEM

- (a) Every page of the terms and conditions of the tender document should be signed and enclosed with the tender, in token of having accepted the tender conditions. Failing which the tender will be rejected summarily.
- (b) Tenders should be submitted in two parts:
 - i. Part I will cover technical bid and
 - ii. Part II will cover price bid
- (c) Tenderers should ensure submission of all documents along with Part-I and Part II proposal as per the Check list given in Annexure -X.
- (d) Tenderers are requested to submit Part I and Part II in a separate sealed cover superscripting as Part I and Part II respectively. These two Parts namely Part I and Part II must be placed in a separate sealed cover superscripted as “Tender for the empanelment of suppliers for the supply of plastic cards on rate contract basis for a period of one year” and addressed to “The Managing Director, Tamil Nadu Arasu Cable TV Corporation Limited (TACTV), 34/123, 6th Floor, Dugar Towers, Marshalls Road, Egmore, Chennai - 600 008”, containing the name and address of the Tenderer.
Tenders submitted with unsealed cover would summarily be rejected.
- (e) Tenders should be dropped only in the tender box kept at “Tamil Nadu Arasu Cable TV Corporation Ltd.34/123, 6th Floor, Dugar Towers, Marshalls Road, Egmore, Chennai 600 008” on or before 3.00 PM on 25.10.2018 Tenders will not be received by hand.
- (f) Alternatively, the tenders can be submitted through registered post so as to reach the above address on or before 3.00 PM on 25.10.2018. Tenders received after the specified

time will not be considered and TACTV will not be liable or responsible for any postal delays.

(g) A tender once submitted shall not be permitted to be altered or amended.

11. EARNEST MONEY DEPOSIT

- (a) The Tender should be accompanied by an Earnest Money Deposit (EMD) to the value of Rs.1,00,000/- (Rupees One Lakh only) in the form of a Demand Draft or Banker's cheque drawn on any Indian Nationalized/Scheduled Commercial Bank in favour of "Tamil Nadu Arasu Cable TV Corporation Limited", payable at Chennai. The EMD in any other form will not be accepted. The Earnest Money Deposit will be returned to the unsuccessful tenderers.
- (b) The Earnest Money Deposit will be retained in the case of successful tenderer and it will not earn any interest and will be dealt with, as provided in the terms and conditions of the tender.
- (c) Any request of the tenderer, under any circumstances claiming exemption from payment of EMD will be rejected and their Part II price offer will not be opened.
- (d) The amount remitted towards EMD is liable to be forfeited in case the tenderer fails to execute the contract after submission of the tender or after acceptance of the offer by TACTV or fail to sign the Agreement or to remit the Security Deposit.

12. VALIDITY

The rate quoted in the Tender should be valid for the acceptance by the TACTV, for a minimum period of **90 days** from the date of opening of the Tender. The accepted rate is valid for one year from the date of Letter of Acceptance (LoA). Escalation in the rates will not be entertained under any circumstances.

13. OPENING AND EVALUATION OF THE TENDER

- (a) The tenders received upto 3.00 PM as per the office clock on 25.10.2018 will be taken up for opening. Tenders received after specified date and time will not be accepted. The Tender will be opened by the Managing Director of Tamil Nadu Arasu Cable TV Corporation Limited or by the Person/Committee authorized by him at 3.30 PM on the same day in the presence of the available Tenderers/ representatives of the Tenderers who choose to be present. The Tenderers or their authorized agents are allowed to be present at the time of opening of the tenders.
- (b) The Managing Director of Tamil Nadu Arasu Cable TV Corporation Limited or Person/Committee authorized by him will inform the attested and unattested corrections, before the Tenderers and sign all such corrections in the presence of the Tenderers. If any of the Tenderers or agents not present then, in such cases the Person/Committee will open the tender of the absentee Tenderer and take out the unattested corrections and communicate it to them. The absentee Tenderer should accept the corrections without any question whatsoever.
- (c) If the date fixed for opening of the tender happens to be a Government holiday, the

sealed tenders will be received up to 3.00 PM on the next working day and opened at 3.30 PM on the same day.

- (d) The Technical bid will be evaluated by the committee of TACTV in terms of the qualification Criteria. The committee reserves the right to disqualify any of the tender in case the Committee is not satisfied with the documents furnished, including the past performances.
- (e) TACTV may arrange for field inspection to verify their pre-qualifying conditions before opening of Part II cover and in case if any failure to satisfy the requirements, their Tender will be rejected and their Part-II Cover will not be opened.
- (f) The tenderers declared as qualified by the Committee, will be informed the date of opening of Part II (Price bid).

14. PRICE OFFER

- (a) The Price bid should be kept only in the Part II cover.
- (b) The price bid should be prepared as per Annexure-IX.
- (c) The Rate Contract will be valid for a period of One Year and it can be extended for another one year at the discretion of TATV subject to acceptance by Vendor
- (d) The rate quoted by the tenderer shall be kept firm for a period specified in the Tender from the date of opening of the tender. The tenderer should keep the Price firm during the period of Contract including during the period of extension of time if any. Escalation of rate will not be permitted during the said periods or during any period while providing services whether extended or not for reasons other than increase of duties / taxes payable to the Governments in India within the stipulated delivery period.
- (e) The price should be neatly and legibly written both in figures and words.
- (f) In case of discrepancy between the prices quoted in words and figures lower of the two shall be considered.
- (g) Part-II bid should not contain any commercial conditions. Variation in the commercial terms and conditions of the tender will not be accepted.
- (h) The rate contract should be for a period of 1 year from the date of Letter of Acceptance (LoA).

15. EVALUATION OF THE PRICE

The price bid will be evaluated in accordance to the Tamil Nadu Transparency in Tenders Act 1998 read with the Tamil Nadu Transparency in Tenders Rules 2000, as given below:

- (a) The evaluation shall include all Customs Duty, Central Excise Duty and Value Added Tax (VAT) as detailed below:
 - (i) In evaluation of the price of an imported item, the price shall be determined inclusive of the customs duty.

(ii) In the evaluation of the price of the articles which are subject to excise duty, the price will be determined inclusive of such excise duty.

(iii) In a Tender where all the tenderers are from within the State of Tamil Nadu or where all the tenderers are from outside the State of Tamil Nadu, the Sales Tax under the Tamil Nadu Value Added Tax shall be included for the evaluation of the price bid.

(iv) In a tender where the tenderers are both from the state of Tamil Nadu as well as outside the state of Tamil Nadu the sales tax under the Tamil Nadu Value Added Tax shall be excluded for the evaluation of the price, as per Rule 29(d) (iv) of the Tamil Nadu Transparency in Tenders Act 1998 read with the Tamil Nadu Transparency in Tenders Rules 2000.

(b) The tenderer who has quoted the lowest rate for all three types of printed plastic cards and the Plain Plastic Card will be adjudged as L1. If no bidder has quoted the lowest rate for all the plastic cards, the bidder who has quoted lowest rate for the EPIC card, Smart Family Card and Pensioners Card will adjudged L1. However, the bidder has to match the lowest rate of the plain plastic card quoted by other bidders.

16. AWARD OF CONTRACT

(a) The tenderer who is declared as L1 will be invited for negotiations for further reduction of price.

(b) Upon finalization of negotiated rate, TACTV will issue the Letter of Acceptance (LoA) to the successful tenderer.

(c) However, TACTV may also award the contract to Other Technically Qualified Tenderers who are matching the negotiated price of L1 bidder, in accordance with Tamil Nadu Transparency in Tenders Act, 1998 read with the Tamil Nadu Transparency in Tenders Rules, 2000.

17. SECURITY DEPOSIT

(a) On receipt of the Letter of Acceptance from the TACTV, the successful tenderer should remit a Security Deposit (SD) of Rs.2,50,000 (Rupees Two Lakh Fifty Thousand only) in the form of a Demand Draft or Banker's cheque drawn on any Indian Nationalized/Scheduled Commercial Bank or irrevocable Bank Guarantee with a validity period of one year in favour of "Tamil Nadu Arasu Cable TV Corporation Limited", payable at Chennai, within 10 (Ten) working days from the date of receipt of letter of acceptance. The EMD shall be adjusted with the Security Deposit.

(b) Any other amount pending with TACTV will not be adjusted under any circumstances, against the Security Deposit if so requested.

(c) If the Security Deposit amount is not paid within the time specified, the EMD remitted by the tenderer shall be forfeited, besides cancelling the communication of acceptance of the Tender.

(d) Security Deposit amount remitted will not earn any interest.	
18.	AGREEMENT
The successful tenderer should execute an agreement as may be drawn up to suit the conditions on a non-judicial stamp paper of value, as prescribed in law on the date of remittance of Security Deposit and shall pay for all stamps and legal expenses incidental thereto. In the event of failure to execute the agreement, within the time prescribed, the EMD/SD amount remitted by the tenderer will be forfeited besides cancelling the Tender.	
19.	ISSUE OF PURCHASE ORDER
After payment of Security Deposit and successful execution of the agreement, Purchase Order will be released to the items as and when it is required by the TACTV. The tenderer should supply ordered items per the schedule given in clause 21.	
20.	SCHEDULE OF SUPPLY
<p>(a) The specification of the EPICs should be as per Annexure-I.</p> <p>(b) The delivery of the plastic cards ordered shall be completed within 15 days from the date of issue of purchase order. Delay beyond this period will attract penalty.</p> <p>(c) The plastic cards should be delivered at any location in Tamilnadu that may be specified by the TACTV.</p> <p>(d) If the contract is not completed within the stipulated time or extended time, TACTV will hold full authority to cancel the tender or take any such action that will be deemed fit to the occasion at the risk and cost of the successful tenderer. Such cancellation will entail forfeiture of EMD and Security Deposit.</p> <p>(e) In the event of non-performance of the contractual provisions or failure to effect the supply within the stipulated time or during the extended period and if it is found that the supplier, has not fulfilled the contractual obligation with TACTV in any manner during the currency of the contract or also found on later date, TACTV reserves the right to disqualify such supplier to participate in future tenders or black list the supplier up to a maximum period of 3 years.</p>	
21.	PAYMENT TERMS
<p>(a) 100% of the value of each delivery will be paid on submission of invoice and after acceptance by the authorized Person/Committee nominated by TACTV.</p> <p>(b) The payment will ordinarily be made by TACTV within 10 days of submission of claims and after acceptance by the authorized Person/Committee nominated by TACTV.</p> <p>(c) The SD will be paid only after satisfactory completion of the entire contract and after</p>	

	<p>acceptance by the authorized committee/person nominated by TACTV.</p> <p>(d) TACTV also reserves the right to recover any dues from the tenderer, which is found on later date, during audit/excess payment, after final settlement is made to them. The tenderer is liable to pay such dues to the TACTV immediately on demand, without raising any dispute/protest.</p>
22.	PENALTY
	<p>Failure to supply the ordered quantity within 15 days from the date of issue of purchase order will attract a penalty of 1% per day on the value of un-delivered portion upto a maximum of 5% of the order value. Delays beyond that period will result in cancellation of the orders.</p>
23.	TERMINATION OF CONTRACT
	<p>TACTV reserves the right to terminate the contract at any time during the validity period on account of non-fulfillment of contract or any of the reasons.</p>
24.	GENERAL CONDITIONS
	<p>(a) Conditional tender in any form will not be accepted.</p> <p>(b) TACTV reserves the right to split the tender and award it to more than one supplier.</p> <p>(c) TACTV reserves the right to relax or waive or amend any of the tender conditions.</p> <p>(d) The right of final acceptance of the tender is entirely vested with TACTV and TACTV reserves the right to accept or reject any or all the tenderer in part or in totality or to negotiate with any or all the tenderers or to withdraw/ cancel/ modify this tender without assigning any reason whatsoever.</p> <p>(e) After acceptance of the tender by TACTV, the tenderer will have no right to withdraw his tender.</p> <p>(f) The successful tenderer(s) shall not off load either full or part of the work to other tenderer.</p> <p>(g) If delivery performance of the tenderer is not as per the Schedule, then TACTV reserves the right to reallocate the quantity to other tenderer.</p> <p>(h) TACTV reserves its right to withhold any amount for the deficiency in the service aspect of the supplied items.</p> <p>(i) Any notice regarding any problems, to the tenderer shall deemed to be sufficiently served, if given in writing at his usual or last known place of business.</p> <p>(j) In the course of discussion and instruction TACTV may disclose information of confidential and proprietary nature relating to its products, knowhow, to the tenderer. Such information shall be considered as confidential.</p>
25.	ARBITRATION

- (a) In case of any dispute in the bid, including interpretation if any on the clauses of the bid or the agreement to be executed, the matter shall be referred by the TACTV/ tenderer to an Arbitrator who shall be selected by the tenderer from the panel of Arbitrators approved by TACTV and communicate the same within 15 days, from the date of receipt of the letter from the TACTV along with the panel. If there is no reply from the tenderer within 15 days, TACTV shall choose any of the Arbitrators from the panel of Arbitrators referred to above. The remuneration for the Arbitrator and other expenses shall be shared equally by TACTV and the tenderer.
- (b) The venue of the Arbitration shall be at the Head office of the TACTV, Chennai. The decision of the Arbitrator shall be final and binding on both the parties to the Arbitration.
- (c) The Arbitrator may with the mutual consent of the parties, extend the time for making the award. The award to be passed by the Arbitrator is enforceable in the Court at Chennai city only.

26. JURISDICTION OF THE COURT

Any dispute arising out of non-fulfillment of any of the terms and conditions of this Agreement or any other dispute arising out of the arbitration award will be subject to the jurisdiction of the Courts in the City of Chennai only.

We agree to the above terms and conditions.

SIGNATURE OF THE TENDERER:

DATE:

NAME IN BLOCK LETTERS:

DESIGNATION:

ADDRESS:

SPECIFICATIONS FOR PLASTIC CARD

A. Electoral Photo Identity card

1. Specifications for Card

- a) Card Type: Card will be printed on PVC Sheet with colour photograph
- b) Card Size: 8.6 cm vertical and 5.4 cm horizontal with variation permissible of plus or minus 5 per cent
- c) Thickness : 0.8 mm

2. Specifications for Security Printing Front:

- a) Spiral micro letters line (EPIC) in art screen
- b) Three colour guilloche design
- c) The National Emblem with guilloche design for invisible printing (which can be seen by ultra violet light only)
- d) The National Emblem printed on the upper left hand corner and Election Commission of India logo printed on the upper right hand corner in colour.
- e) "Election Commission of India" in Tamil and English to be printed on top.
- f) "Elector Photo Identity Card" in Tamil and English to be printed below "Election Commission of India"
- g) "Elector's Name" in Tamil and English to be printed.
- h) "Relationship Name" in Tamil and English to be printed.

Back:

- a) Relief tint of "Election Commission of India" in English and Tamil

B. Plain Plastic Card

- a) Standard: CR-80
- b) Card Size: 85.60 x 53.98 mm
- c) Material: PVC
- d) Thickness: 30 mil

C. PENSIONERS IDENTITY CARD:

1. Specification of Card: size: 2.125"x3.375"

- i) Thickness: 30 mil
- ii) material: PVC
- iii) Finish: Laminated Polish/polish

2. Printing Specification:

- i) Front colours: Cyan, Magenta, Yellow, Black
- ii) Back colours: Cyan, Magenta, yellow, Black
- iii) Overlay front: Hotseal, Overlay back: Hotseal

Note: The cards supplied by the tenderer should be compatible with the following plastic card printer models:

- 1. Evolis Primacy**
- 2. Zebra ZXP series 3**
- 3. Zebra 800033 -336 N**
- 4. IDP Smart-30s**

PART-I

Date: _____

From,

Name:
Address:
Ph:
Fax:
E-mail:

To,

The Managing Director,
Tamilnadu Arasu Cable TV Corporation Limited (TACTV),
34 /123, 6th Floor, Dugar Towers,
Marshall's Road, Egmore,
Chennai - 600 008

Sir,

Sub: Tender for the empanelment of suppliers for the supply of plastic cards on rate contract basis for a period of one year -Submission of Part I - Reg
Ref: Your Tender Notice Dt.

With reference to your tender notice, we submit herewith our sealed Tender for the empanelment of suppliers for the supply of plastic cards on rate contract basis for a period of one year as specified by TACTV in this tender document.

We enclose the following documents:

- 1) Tender conditions duly signed in each page
- 2) Demand Draft no. _____ for Rs.1,00,000/- (Rupees One Lakh only), in favour of "Tamilnadu Arasu Cable TV Corporation Limited", Drawn on _____ Bank payable at Chennai, towards Earnest Money Deposit.
- 3) Authorization letter from the Company for the person to sign the tender.
- 4) Details of the Tenderer (as per Annexure-III)
- 5) Average annual turnover statement duly certified by a Chartered Accountant (as per Annexure-IV).
- 6) Declaration for not having black listed either by TACTV or by any other Govt. agencies (as per Annexure-V).
- 7) Declaration for not having tampered the Tender documents downloaded from the websites www.tactv.in and www.tenders.tn.gov.in (Annexure-VI).
- 8) The copy of certificate of incorporation/registration.
- 9) Copy of Memorandum and Articles of Association.
- 10) Copy of Registered Partnership deed, in case of Partnership Firm.
- 11) Purchase Orders issued by the clients

- 12) The Annual Report / certified copies of Balance Sheet, Profit & Loss statement along with schedules for the last 3 consecutive financial years 2014-15, 2015-16, 2016-17 or 2015-16, 2016-17 & 2017-18.
- 13) Address Proof document for having an office in Chennai.
- 14) Copy of GST Registration certificate.
- 15) Copy of PAN allotment Certificate/ PANCARD issued by Income Tax Department.
- 16) Latest Assessment orders under GST Act.
- 17) Latest I.T return.
- 18) Notarized translated English version of the documents in a language other than English/Tamil, if any.

Yours faithfully,

SIGNATURE OF THE TENDERER

Encl: As stated above

DETAILS OF THE TENDERER

S.No.	Particulars	Description/ Details	Reference Documents
A	Name of Bidder		-
B	Contact Details		
	Address		
	Telephone No.		
	Fax		
	Email		
	Website		
C	Incorporation Details		Certified copy of incorporation under Indian Companies Act,1956
	Incorporation Number		
	Date of Incorporation		
	Authority		
D	Registration Number under State Sales Tax Act/VAT		Certified copy of Registration certificate under State Sales Tax Act/VAT
F	Registration Number under Central Sales Tax Act		Certified copy of Registration certificate under CST Act
G	Legal Status	Proprietorship/Partnership/Pvt. Limited/Public Limited/others (Pl. mention)	
H	Name of Authorized Signatory		Authorization letter from the Company for the person to sign the tender
	Designation		
	Telephone		
	Fax		
	Mobile		
	Email		
I	Number & Address of Offices		
	a) In India		

ANNUAL TURN OVER STATEMENT

The Annual turnover of M/s for the past three years are given below and certified that the statement is true and correct.

S.no	Year	Turnover (Rs. in lakh)
1	2014-15	
2	2015-16	
3	2016-17	
4	2017-18	
	Total	
Average annual turnover		

Note: Average Turnover of any **three** consecutive financial years will be considered i.e. FY 2014-15, 2015-16, 2016-17 or 2015-16, 2016-17 & 2017-18.

DATE :

SIGNATURE OF THE TENDERER

SIGNATURE OF CHARTERED ACCOUNTANT
(with seal and Address)

CERTIFICATE

Date: _____

Certified that M/s...../ the firm /company or its partners / share holders had not been blacklisted by TamilnaduArasu Cable TV Corporation Limited (TACTV), or by any Government Agencies.

SIGNATURE OF THE TENDERER
(with seal and address)

DECLARATION FORM

Date: _____

a) I/We having our office at do declare that I/We have carefully read all the conditions of tender sent to me/us by the Tamilnadu Arasu Cable TV Corporation Limited (TACTV), for the tenders floated vide tender ref.no. _____ for the supply of plastic cards on rate contract basis for a period of one year and complete the contract as per the tender conditions.

b) I/We have downloaded the tender document from the internet site www.tactv.in / www.tenders.tn.gov.in and I /We have not tampered / modified the tender document in any manner. In case, if the same is found to be tampered / modified, I/ We understand that my/our tender will be summarily rejected and full Earnest Money Deposit will be forfeited and I /We am/are liable to be banned from doing business with TACTV or prosecuted.

SIGNATURE OF THE TENDERER
(with seal and address)

CLARIFICATION ON TENDER DOCUMENT FORMAT

BIDDER'S REQUEST FOR CLARIFICATION			
Name and Address of the Company submitting request		Name and Position of Person submitting request	Contact Details of The Company / Authorized Representative
			Tel:
			Fax:
			Email:
S. No	Reference(s) (Section, Page)	Content of Tender requiring Clarification	Points of clarification required
1			
2			
3			

SIGNATURE OF THE TENDERER
(with seal and address)

PART-II

From,

Name:

Address:

Ph:

Fax:

E-mail:

To,

The Managing Director,

Tamilnadu Arasu Cable TV Corporation Limited (TACTV),

34 /123, 6th Floor, Dugar Towers,

Marshall's Road, Egmore,

Chennai - 600 008

Sir,

Sub: Tender for the empanelment of suppliers for the supply of plastic cards on rate contract basis for a period of one year - Submission of Part - II - Price Offer-Reg.

Ref:- Our tender (Technical Bid) submitted for “the supply of plastic cards on rate contract basis for a period of one year”

In continuation of our above tender, we submit herewith the price offer for “the supply of plastic cards on rate contract basis for a period of one year” as specified by TACTV in this tender document. We agree to abide by the terms and conditions stipulated by the TACTV and also agree to complete the entire contract, at the rates quoted by us. The rate quoted and approved by the TACTV in this tender will hold good as per TACTV tender conditions.

Yours faithfully,

SIGNATURE OF THE TENDERER

PRICE BID

Description	Basic price per card (Rs.)	GST (Rs.)	Rate per card including taxes
Non personalised Pre-printed Electors Photo Identity Card (EPIC)			Rs. _____/- Amount in words: only
Plain Plastic Card			Rs. _____/- Amount in words: only
Pensioners' Identity Card			Rs. _____/- Amount in words: only

SIGNATURE OF THE TENDERER
(with seal and address)

CHECKLIST OF DOCUMENTS**Documents to be enclosed in Part-I:**

S.No	Checklist	Enclosed (Yes/No)	Reference in the Bid (Page No.)
1.	A covering letter on your letter head addressed to The Managing Director, Tamilnadu Arasu Cable TV Corporation Limited (TACTV), 34 /123, 6 th Floor, Dugar Towers, Marshall's Road, Egmore, Chennai - 600 008 (as per Annexure-II)		
2.	Tender conditions duly signed in each page and enclosed in token of accepting the Tender conditions		
3.	Demand Draft for Rs.1,00,000/- (Rupees One Lakh only), in favour of "Tamilnadu Arasu Cable TV Corporation Limited", payable at Chennai, towards Earnest Money Deposit.		
4.	Authorization letter from the Company for the person to sign the tender		
5.	Details of the Tenderer (as per Annexure-III)		
6.	Average annual turnover statement duly certified by a Chartered Accountant (as per Annexure-IV)		
7.	Declaration for not having black listed either by TACTV or by any other Govt. agencies (as per Annexure-V)		
8.	Declaration for not having tampered the Tender documents downloaded from the websites www.tactv.in and www.tenders.tn.gov.in (Annexure-VI).		
9.	The copy of certificate of incorporation/registration.		
10.	Copy of Memorandum and Articles of Association		
11.	Copy of Registered Partnership deed, in case of Partnership Firm		
12.	Purchase Orders issued by the clients		
13.	The Annual Report / certified copies of Balance Sheet, Profit & Loss statement along with schedules for the		

S.No	Checklist	Enclosed (Yes/No)	Reference in the Bid (Page No.)
	last 3 consecutive financial years FY		
14.	Address Proof document for having an office in Chennai.		
15.	Copy of Registration certificate as a firm under GST		
16.	Copy of PAN allotment Certificate/ PANCARD issued by Income Tax Department.		
17.	Latest Assessment orders under GST		
18.	Latest I.T return		
19.	Notarized translated English version of the documents in a language other than English/Tamil, if any		

Documents to be enclosed in Part-II

S.No	Checklist	Enclosed (Yes/No)
1.	A covering letter on the letter head addressed to The Managing Director, Tamilnadu Arasu Cable TV Corporation Limited (TACTV), 34 /123, 6 th Floor, Dugar Towers, Marshall's Road, Egmore, Chennai - 600 008 (as per Annexure - VIII)	
2.	Price Bid as per Annexure- IX of the Tender document.	

Note: Tenders submitted in unsealed cover would summarily be rejected.