



**UTI Infrastructure Technology And  
Services Limited.**  
Central Processing Center  
Plot No.3, Sector 11, CBD Belapur,  
Navi Mumbai-400 614.

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Visit us at:  
<http://www.utitsl.co.in/>

UTI TSL/MUM/ADMIN/NPS Form /2010-2011

15/12/2010

Dear Sir,

**Sub: Quotation For Printing Of National Pension System (NPS) Forms**

Sealed Quotation is invited for printing of NPS Forms as per the details given below. You are requested to submitte you valuable quotes based on the specification mentioned below.

Particulars	Specifications
Quantity	As mentioned below
Text	English
Size	Size (closed) 21.5 cms (W) X 28 cms (H), (open) 43 cm (W) X 28 cm (H)
Paper	Maplitho paper- 70 gsm
Printing	Back to back printing
Colour	Single Colour-Black
No. of pages	As indicated in the below table below (Centre Pinning)
Delivery Locations	Mumbai/ Navi Mumbai, New Delhi, Kolkata, Chennai, Hyderabad and/or any other centers
Delivery Charges	Delivery should be free of cost in Mumbai, Navi Mumbai and Thane

**The details of Forms to be printed are as given below:**

Sr. No.	Form No.	Description	No. of pages per form	Quantity required
1.	UOS – S 1	Subscriber Registration form for Tier I & II (Composite Application Form)	8 pages	14000
2.	UOS – S 1	New Subscriber Registration form for Tier I	6 pages	28000
3.	UOS – S 10	Request for activation of Tier II account (for subscribers having PRAN card)	3 pages	14000
4.	UOS – S 11	Request for activation of Tier II account (for subscribers NOT having PRAN card)	3 pages	7000
5.	UOS – S 3	Request for Scheme preference change / switch	2 pages	7000
6.	NCIS	NPS Contribution Instruction Slip	1 page	35000
7.	UOS – S 11	Withdrawal from Tier II account	1 page	14000
8.	UOS – S H 1	For PRAN Card in Hindi (Devnagiri)	1 page	7000

**Delivery Timing:** The delivery of the printed items has to be made to the respective centers within stipulated time limit. Failure to which, UTI-ITSL may take appropriate action including penalty charges.

**Terms & Conditions:**

1. The Forms will be printed as per the specification.
2. Quality: Paper should be white Maplitho - 70 GSM

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3. Delivery locations: The Printed Forms will have to be delivered at the following location: Mumbai/ Navi Mumbai, New Delhi, Kolkata, Chennai, Hyderabad and any other center. The complete address and quantity will be informed at the time of actual delivery of the items. No additional cost will be paid for delivery in Mumbai/Navi Mumbai and Thane area. Delivery charges for other than Mumbai/Navi Mumbai locations will be paid extra, at actuals
4. The Successful bidder/ vendor will have to enter into a separate agreement (service Level Agreement) with UTI-ITSL. If the terms and conditions of the said agreement are not acceptable to the Vendor, then UTI-ITSL reserves the right to reject the quote/contract and call for the fresh quotes.
5. Vendor should ensure that the raw materials are procured well in time and printing of Form is not interrupted / delayed irrespective of volume.
6. Vendor will have to arrange for dye making and other related works in this regard. UTI-ITSL will not pay separate charges for carrying out this activity.
7. The text will be in English only and printing will be in single colour printing.
8. The Proof for approval before final printing must be shown. The strike order for printing must be obtained from UTI-ITSL in writing before start of printing.
9. UTI-ITSL has the right to reject the Form any or all if they are not found in order. No charges will be paid for the same.
10. UTI-ITSL will not entertain any claim for increase in rates on account of any reason whatsoever during the period of Agreement.
11. The Successful Bidder / Vendor will have to provide a Bank guarantee for Rs.25,000/- from any of the nationalized banks favoring UTI-ITSL valid for one year from the date of acceptance of the order / signing of the SLA.
12. The quotation must be **neatly typed**. The bidder must attest erasure and alteration (if any) made while filling the quotation. **Overwriting of figures is not permitted and found and if found the quotation will be rejected.**
13. The rates once quoted should remain in force for 12 months from the date of order. Any Claim for increase in rates on accounts of any reason whatsoever will not be entertained. The rate applicable would be the rate quoted for the total quantity to be printed in different lots put together over the period of 12 months.
14. It should be ensured that the printing should be executed on the quality/ grammage of paper as per our request.
15. If it is later found that the stationary printed is not as per our specification, UTI-ITSL retains the right to cancel the order and claim damages from the vendor.
16. Quantity is only indicative and UTI-ITSL reserves the right to revised quantity from time to time.
17. The Printing and delivery will be done in lots as per the instructions from UTI-ITSL irrespective of the total quantity ordered.
18. UTI-ITSL reserves the right to reject any/all quotations without assigning any reason thereof.
19. Selection of the Vendor / Bidder will be done on the basis of Grand Total amount quoted by Vendor / Bidder for the entire printing of forms put to Tender.

20. UTI-ITSL reserves the right to split the order amongst the bidders on L1 rate.
21. **Right to place the orders in parts:** UTI-ITSL reserves the right to place the orders in parts with more than one vendor at L-1 rates (in any of the options for any or all of the items put to tender) without assigning any reason whatsoever to anyone for the distribution of the work. The decision of UTI-ITSL will be final in the distribution.
- (a) The L1 Vendor / Bidder for printing job will be determined. It is clarified that the entire printing job in the tender will have to be quoted. UTI-ITSL will award the work on the basis of the lowest amount quoted for the entire printing job as mentioned in the Page no.1 (only Grand Total will be considered).
  - (b) UTI-ITSL reserves the right to place the order for printing job between L1 & L2 agencies for the Printing job. These vendors will be L1 and L2 vendors for that bid and the order will be divided in the ratio of 60% to L1 and 40% to L2 on the L1 rates, if so required. If the quantum is less then the distribution may not be made, however, this is as per the discretion of UTI-ITSL.
  - (c) For each of the items, the applicable rates for the order given to L2 Vendor / Bidder will be of L1 vendor. If L2 vendor is not agreeable to L1 rates then the 40% order will go to L3 vendor on L1 rates or if L3 also disagrees to L1 rates then to any other vendor as per their ranking on L1 rates. If none agrees to L1 rate then the order for 40% will also be confined to L1 vendor.
  - (d) In the event, two or more of vendor / suppliers / agencies / bidder / printers have quoted the same and are all L1 then they will be considered of same ranking and then the order will be divided equally without placing any order to L2 vendor. In the event any of such L1 vendor is not agreeable to supply then the remaining L1 vendor will be considered normal L1 vendor with 60 % quantum of order and the 40% will placed to L2 and so on as mentioned above. As also if there is a tie for L2 position then the 40% will be divided equally between all L2 vendors who are agreeable for L1 rates and so on.
  - (e) In the event of vendor / suppliers / agencies / bidder/ Printer have quoted the same then they will be considered of same ranking.
22. The Vendor shall maintain strict confidentiality of all the documents, information, data coming in possession of the vendor as a result of awarding the contract and also any oral, written or other information disclosed for evaluation or for any other purpose shall be considered as confidential information passed on to the vendor.
23. The Vendor shall ensure that the information is not used / permitted to be used in any manner (directly or indirectly) incompatible or inconsistent with that authorized by UTI-ITSL. The confidential information will be safeguarded and the vendor shall take all necessary action to protect it against misuse, loss, destruction, alterations or deletions thereof. Any violation of the same will be liable for action under the law, which shall entitle UTI-ITSL to claim damages apart from taking action under the appropriate Law.
24. In the event of any breach or threatened breach of this clause by the vendor and / or individual assigned by the vendor for the performance of the services, the vendor shall be liable to pay damages as may be qualified by UTI-ITSL. Apart from the above, UTI-ITSL shall have the right to proceed against the vendor and/ or its assigned person under appropriate law.
25. On Completion of Printing of the specification quantity of forms as indicated by UTI-ITSL in the order, the printer will furnish a certificate in writing to UTI-ITSL that the printer has printed only the quantity of Forms as per order. Excess forms printed, if any, have been destroyed. No additional forms other than the orders quantity have been printed / distributed to any person / entity.

26. The printer should print and deliver the quantities for which the order is placed from time. In no case additional quantity of Form will be printed by the printer. Any violation of the same will be liable for action under the Law, which shall entitle UTI-ITSL to claim damages apart from taking action under the appropriated Law.
27. The vendor shall provide the services as per and within the stipulated time. Hence time is the essence of the contract. Not adhering to the time shall entail UTI-ITSL to rescind the contract and forfeit the security deposit and in which case, there shall not be any claims for damage against UTI-ITSL by the vendor in default. The vendor shall also indemnify UTI-ITSL against any loss, damage, expenses, cost etc, incurred by UTI-ITSL as a result of the said delay in timely completion of the said services/ Jobs, by the vendor.
28. If it is found that the services of the vendor are not as per the requirement/ required standards, UTI-ITSL shall have the right to terminate the contract after giving due notice and in such case, the vendor will not be entitled to claim any damages from UTI –ITSL or make any claim for fees in respect of such unsatisfactory/sub- standard service.
29. All matters pertaining to the present bid / tender / quote, shall be subject to the jurisdiction of the courts in Mumbai only.
30. The vendor shall submit bills by 10<sup>th</sup> of every month for the printing carried out in the preceding month and the same shall be settled by UTI-ITSL within 15 days from the date of receipt of the bill at our office & after verification.
31. The contract can be terminated by either of the parties by giving one-month notice to the other party.
32. The quotation should be submitted in sealed envelope **superscripted** with “**Quotation for Printing of National Pension System (NPS) Forms**”, and the **sealed quotations are to be dropped in the Quotation Box kept at the Ground floor of our premises at Plot no.3 Sector 11 CBD Belapur, Navi Mumbai – 400 614.**
33. **The quotation should reach us on or before 27/12/2010 by 3.00 p.m. Quotations received after date/time, is liable to be rejected.**
34. **You are also invited to remain present at 3.30 pm on 27/12/2010 at the below mentioned address for the opening of the quotations. In case you do not reach at the specified time we shall continue our usual procedure of opening the quotations.**
35. Cess/ TDS as applicable will be deducted from the total amount of bill.
36. The Vendors / Bidders are requested to quote their valuable rates as per the format given below.
37. All taxes and duties shall be borne by vendor for the service /Job rendered pursuant to this arrangement.
38. You are requested to quote the charges which are inclusive of paper (70 gsm white Maplitho paper).
39. The bid should be inclusive of all the applicable taxes, Cess and any other outgoing payable to any authority. The rates should be inclusive of any other present or future outgo (for the period of contract) by whatever name called. The Service Tax, if applicable now, or if made applicable in future, would be on account of the bidder/vendor

40. In case, you are not interested in the job, a letter of regret may please be sent to our office for records (Mandatory).

41. Sealed quotation may be addressed and sent to "The Assistant Vice President, Department of Administration, UTI Infrastructure Technology And Services Ltd. Plot No.3, Sector- 11, CBD Belapur, Navi Mumbai- 400614 and must quoted in the following format only.

Rates are to be quoted as per the below format only

Sr. No.	Form No.	Description	No. of pages per form	Quantity required	Rates / 1000	Taxes	Amount
1.	UOS – S 1	Subscriber Registration form for Tier I & II (Composite Application Form)	8 pages	14000			
2.	UOS – S 1	New Subscriber Registration form for Tier I	6 pages	28000			
3.	UOS – S 10	Request for activation of Tier II account (for subscribers having PRAN card)	3 pages	14000			
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6.	NCIS	NPS Contribution Instruction Slip	1 page	35000			
7.	UOS – S 11	Withdrawal from Tier II account	1 page	14000			
8.	UOS – S H1	For PRAN Card in Hindi (Devnagiri)	1 page	7000			
<b>Grand Total</b>							

Thanking You

Yours truly,

Mohsin Shaikh  
Assistant Manager  
(Administration)

