

**Tender Enquiry Form (Single Bid)**

Enclosure to Tender Enquiry: Rate sheet

Item: Designing and Printing of Coffee Table Book

Tender No. GM(M)/PS/2000007983 dated 21.11.2025.

Tender date: 21.11.2025, Tender due date: 24.11.2025, 09:00 Hrs. Tender opening date 24.11.2025, 10:00 Hrs.

Type of tender: Single tender (Single bid)

Eligibility to bid: M/s. VIDEO PRASAAR

1. **Mazagon Dock Shipbuilders Limited (MDL)**, invites offer in single bid system (Techno-Commercial Bid and Price Bid) through Manual tender for the Designing and Printing of Coffee Table.

2. **DESCRIPTION & SCOPE OF WORK:**

Designing and Printing of Coffee Table Book.

Designing + copy writing Coffee Table Book - Case Cover + End Paper + 76 Inside Pages Size 12.5" (W) X 9.5" (H) paper for Inside Pages Art Matt Paper - 170 GSM Printing of CTB Including Jacket. Quantity - 350 nos.

3. **VALIDITY PERIOD OF OFFER:** Bid / Offer shall have the validity period of up to 28.11.2025

4. **DELIVERY PERIOD/COMPLETION SCHEDULE:**

The items are to be delivered by 24.11.2025.

5. **SUBMISSION OF OFFER IN SINGLE BID SYSTEM:** Offer must be submitted in Single bid as follows:

a) The bidder shall ensure following are submitted with their bid:

(i) Vendor Bank details for payment by RTGS/NEFT in the format enclosed.

(ii) Bidder contact details.

(iii) Cancelled Cheque

(iv) PAN card

(v) Shop and Establishment Certificate

(vi) MSME Certificate

(vii) Tender document duly filled with the offered prices, acceptance of all terms and conditions of the tender.

ALL THE ABOVE STATED DOCUMENTS TO BE SIGNED, AFFIXED WITH COMPANY SEAL AND ITS SCANNED COPIES TO BE ATTACHED AS ENCLOSURES TO YOUR OFFER. OFFERS TO BE SENT ON OR BEFORE TENDER CLOSING DATE & TIME.

6. **BID MODIFICATION:** Modification in bids, if any, is to be made by bidders prior to the tender closing date & time.

7. **SECURITY DEPOSIT(SD):** Not Applicable

8. **WARRANTY/GUARANTEE:** Not applicable

9. **PERFORMANCE BANK GUARANTEE (PBG):** Not Applicable

10. **PRICING:**

(a) Prices of item in the price sheet format of the tender enquiry for delivery of the item is as under:

Equipment/Items	Delivery at
Designing and Printing of coffee table book of P17A platforms for MDL	MDL, Mumbai

(b) The prices quoted shall remain firm and fixed during the currency of the order / contract unless agreed otherwise by MDL. Packing, Forwarding, Transportation, Insurance etc. should be

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included in the quoted price only. Insurance of the personnel and supplied items shall be arranged by the bidder at their own cost.

11. TAXES & DUTIES:

Bidders must clearly mention the applicable Taxes & Duties in the rate sheet enclosed in the tender.

(i) MDL's GST Number is 27AAACM8029J1ZA.

(ii) Bidder must mention HSN numbers in their offers & also in invoices. These codes must be in accordance with GST law.

(iii) If bidder is registered under GST, Suppliers shall be responsible for the financial and non-financial consequences in case of non-compliance of GST provisions/requirements/timelines on their part.

12. PAYMENT TERMS & MODE:

(a) No advance payment shall be made by MDL

(b) 100 % payment shall be made within 15 days after completion of work.

(c) Payment Mode: All the payments to bidder shall be made RTGS / NEFT by MDL.

13. MODE OF DISPATCH: Road/Rail

14. **CONSIGNEE:** Material should be delivered at MDL's Goods Receiving Store (GRS) in Mumbai, Maharashtra, exact details will be indicated in PO. The consignment shall accompany PO Copy, delivery challan, Packing list. On arrival of items delivery challans is to be stamped by CISF and good receiving store at MDL.

15. **INSPECTION:** Receipt Inspection shall be done by User i.e., PRO

16. **Make In India (MII):** Not applicable

17. **LIQUIDATED DAMAGES (LD):** Time is the essence of contract. In case of supplier fails to deliver any or all of the Goods within the time frame(s) incorporated in the contract, MDL shall, without prejudice to other rights and remedies available to MDL under the contract, deduct from the contract price, as agreed liquidated damages, but not as a penalty, a sum equivalent to the 0.5 % of the delivered price of the delayed Goods and for each week of delay or part thereof until actual delivery, subject to a maximum deduction of the 5% of the delayed goods/services.

18. **LOADING CRITERIA:** Not applicable

19. **RANKING OF BIDS:** Not applicable

20. **PUBLIC GRIEVANCE CELL:** A Public Grievance Cell headed by Shri. R R Kumar, ED(EY-Production), has been set up in the Company. Members of public having complaints or grievances are advised to contact above Authorities on Wednesday between 10.00 hours and 12.30 hours in his office at 3rd Floor, West Block, Mazagon Dock Shipbuilders Ltd or send their complaints / grievances to him in writing for redressal. Telephone No. is 23752618/23762106.

21. **LAND BORDER:**

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- a) This clause is applicable for bidders from a country which shares a land border with India" for the purpose of this order means: -
- (i) An entity incorporated, established or registered in such a country; or
 - (ii) A subsidiary of an entity incorporated, established or registered in such a country; or
 - (iii) An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - (iv) An entity whose beneficial owner is situated in such a country; or
 - (v) An India (or other) agent of such an entity; or
 - (vi) A natural person who is a citizen of such a country; or
 - (vii) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.
- b) Bidders from a country sharing land border with India shall Mandatorily requires registration with registration Committee by the Department for promotion of Industry and Internal Trade (DPIIT). Registration shall not be applicable for the bidders from those country to which the Government of India has extended Line of credit or in which the government of India is engaged in development project.
- c) Order issue by ministry of Finance department of expenditure Vide OM 6/18/2019-PPD dated 23 July 2020 and 24 July 2020 shall be applicable.

22. REGISTRATION ON GOVERNMENT E-MARKETPLACE (GEM) PORTAL: Not applicable

23. **CONTACT DETAILS FOR QUERIES:** In case of any clarifications regarding tender condition bidder is requested to contact the following person, before the closing date of the tender.

Technical	Ms. Sakshi Satkar M (PRO)	+91 22 23764309	sbsatkar@mazdock.com
	Mr. Santosh Sonone AGM/HoD (Admin)	+91 22 23764300	sbsonone@mazdock.com
Commercial	Mr. Murali Vepada DGM/HOS(C-MP)	+91 22 23762149	vmurali@mazdock.com
	Mr. Paramjeet Singh Manager (C-MP)	+91 22 23762142	sagrawal@mazdock.com

24. We look forward to receive your most competitive and reasonable offer against this tender.

Yours faithfully,
For MAZAGON DOCK SHIPBUILDERS LIMITED

**Paramjeet Singh
Manager (C-MP)**

Enclosures: -

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Enclosure-1	Unpriced Price Bid / Rate Sheet
Enclosure-2	Format for the declaration for TDS provision
Enclosure-3	TEF acceptance format
Enclosure-A	Annexure "C" towards compliance of Public Order on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs)

Uploaded on e-procurement portal:

- TEF Acceptance form
- Un-price Bid Form
- Vendor details Form
- BOQ - Price Bid Rate Sheet

Enclosure-1

(This annexure is for understanding the rate sheet in the e-tender. Prices should be quoted in e-mode only & No hard copies will be accepted & considered)

दर पत्रक | Rate Sheet For Supply

Item Sr. No.	Material / Service Details	Qty* *	UNIT	Basic Rate Rs.	GST as Appli	HSN Code	Total cost incl. of Taxes &
100	Designing and Printing of Coffee Table Book. Designing + copy writing Coffee Table Book - Case Cover + End Paper + 76 Inside Pages Size 12.5" (W) X 9.5" (H) paper for Inside Pages Art Matt Paper - 170 GSM Printing of CTB Including Jacket. Quantity - 350 nos.	350	NOS				

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1. We, _____ (**company name**), registered office at _____ having Permanent Account number (PAN) _____, Tax Deduction Account number (TAN) _____, hereby confirm that, we have duly filed the Income-tax Returns for the following Financial Years within the time limit of filing of Return u/s 139(1) of the Income Tax Act, 1961.

S.No.	Particulars	Reference No. / Acknowledgement No. & date
1	ITR filed for AY 2023-24 (FY 2023-24)	(Data to be filled by company)
2	ITR filed for AY 2024-25 (FY 2024-25)	(Data to be filled by company)

2. We understand that Tax is to be deducted at source as per provisions of Chapter XVIIIB of the Income Tax Act, 1961 at higher of the following rates, if the Return of Income is not filed during any of these preceding financial years: -

(a) at twice the rate specified in the relevant provision of the Act; or

(b) at twice the rate or rates in force; or

(c) at the rate of 5 percent

3. Total sales which will be made by _____ (**company name**) during the FY 2021-22 is exceeding / not exceeding (strike whichever is not applicable) Rs 50 lakhs.

4. We do hereby declare that to the best of our knowledge and belief what is stated above is correct, complete and is truly stated. In case the declaration founds incorrect / incomplete / untrue, we undertake to fully indemnify you on account of any additional tax liability, interest or penalty imposed / levied / recovered from you by the Income Tax Authorities.

Signature & Stamp of Authorized representative of Company

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To,

Mazagon Dock Limited

Tender Enquiry No..... Date: -.....

TEF Clause No.	Bidder's Remark	TEF Clause No.	Bidder's Remark
	Acc. / Dev.		Acc. / Dev.
1		13	
2		14	
3		15	
4		16	
5		17	
6		18	
7		19	
8		20	
9		21	
10		22	
11		23	
12		24	

Company's Name & Address :

Signature :

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Date :

Name :

Designation :

Bidder's Company Seal:

Notes :

1. Bidders should carefully read the Terms & Conditions of the Tender Enquiry Form (TEF) prior to filling up this acceptance format..
2. This format should be properly filled, signed and returned by the bidder(s) alongwith their technical offer for considering their Bid.
3. Bidder(s) should indicate "ACC" for Accepted, "DEV" for Deviation Taken for each clause number in the above table.
4. Bidder(s) to attach Separate Sheet indicating all relevant details such as Number & description of the Clause, Reasons for Deviation and Alternative suggested for any deviations taken by them.
5. Clause numbers shown in the above format also includes the sub-clauses under these clauses.



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Annexure "A"

Declaration of Compliance of Order (Public Procurement No.1, 2 & 3) dtd 23 Jul 2020 & 24 Jul 2020 on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017

This declaration must form part of all tenders & it contains general information and serves as a declaration form for all bidders. (Before completing this declaration, bidders must study the General Conditions, Definitions, Govt Directives applicable in respect of Public Procurement No.1, 2 & 3) dtd 23 Jul 2020 & 24 Jul 2020 on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017 & prescribed tender conditions).

DECLARATION BY AUTHORISED SIGNATORY OF THE FIRM

I, the undersigned, (full names),

do hereby declare, in my capacity as

of M/s
..... (name
of bidder entity), that:

1) The facts contained herein are within my own personal knowledge.

2) I have read the Order (Public Procurement No.1, 2 & 3) dtd 23 Jul 2020 & 24 Jul 2020 on the subject of Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017 regarding restrictions on procurement from a bidder of a country which shares a land border with India and comply to all the provisions of the Order

3) I certify that M/s
..... (name
of bidder entity) **is not from such a country or, is from such a country (strike out whichever is not applicable)**, has been registered with the Competent Authority. I hereby certify that this SUPPLIER fulfills all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority is attached]

4) I understand that the submission of incorrect data and / or if certificate / declaration given by M/s
..... (name
of bidder entity) is found to be false, this would be a ground for immediate termination and further legal action in accordance with law as per Clause 12 of the Public Order on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017

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AUTHORISED SIGNATURE: _____

DATE:

Seal / Stamp of Bidder