

TENDER DOCUMENT

Empanelment of vendor for SUPPLY OF THERMAL ROLL for THERMAL POS PRINTER printing AT SAMPARK

Tender no. SPIC/2016/39897/A Date: 23/04/2016

*Society for Promotion of Information Technology in Chandigarh
(Under the aegis of Department of Information Technology, Chandigarh Administration)
PEC Campus , Sector : 12 , Chandigarh 160012
Telefax : 0172-2744235, 2745502
Website : www.spicindia.com
E-Mail : info@spicindia.com*



NOTICE INVITING TENDER NO.: SPIC/2016/39897/A Dated: 23/04/2016

Tenders are invited in the form of sealed hard copy for the following job from reputed organizations having sufficient experience and credentials for successful supply of Consumables for Thermal printer for various Thermal Printings in public/private/government organizations.

BRIEF DESCRIPTION OF WORK	TENDER FEE (₹) Non Refundable	EMD (₹)	START DATE OF TENDER AVAILABILITY	LAST DATE AND TIME OF TENDER SUBMISSION	DATE OF OPENING OF TENDER (QUALIFYING BID)
Supply of Thermal Printing Rolls for Thermal Printing at Sampark	₹2,000/- (In the form of a DD in favour of SPIC payable at Chandigarh)	₹10,000/- (In the form of a DD in favour of SPIC payable at Chandigarh)	23/04/2016	02/05/2016 Up To 02:30 PM	02/05/2016 At 3:30 PM
Bid Submission & Opening Venue	Society for Promotion of Information Technology in Chandigarh PEC University of Technology Campus , Sector : 12 , Chandigarh Telefax : 0172-2744235, 2745502				

Interested bidders can download the tender document from SPIC's website <http://www.spicindia.com> and submit the sealed bid with a Demand Draft of ₹2,000/- (Rupees Two thousand only) in favour of **SPIC** payable at Chandigarh, as Tender Fee and of ₹10,000/- (Rupees ten thousand only) in favour of **SPIC** payable at Chandigarh, as Earnest Money Deposit.

For technical/other terms and conditions queries regarding this tender please contact SPIC Office at PEC University of Technology Campus, Sector: 12, Chandigarh or through e-mail as mentioned below:

1. E-Mail ID of SPIC : info@spicindia.com

Interested bidders may send a request by e-mail at both the email IDs mentioned above for soft copies (in MsWord) of the various formats specified in this Tender Document, However, any undesirable changes made in such formats and submitted in bids will result in rejection of such bids.

Canvassing in any form shall be liable for disqualification.

SPIC reserves the right to accept or reject any tender/s without assigning any reason thereof.



SECTION – A

MINIMUM ELIGIBILITY CRITERIA FOR PARTICIPATION

1. The Bidder should be registered under the registrar of companies/firms, should have registered offices in India and should be in existence for at least the last 3 years.
2. The supplier should have an experience of at least ONE YEAR in supply of Thermal Printing Rolls to reputed / organizations, particularly, Government Organizations, Autonomous institutions, and Public sector Banks / Undertakings. Detailed list of such organization containing organization-wise details of award of work (viz. value of PO, tenure of work etc.) should be submitted with the bid-offer.
3. Sufficient inventory to deliver Monthly required consumables at a time within one week of selection.
4. The Vendor should be an income tax assessee having filed Income-Tax Return for the preceding three assessment years. (Copy of IT Returns should be enclosed).

IN ABSENCE OF ANY ONE OF THE ABOVE, THE BID SHALL BE TREATED AS NON-RESPONSIVE AND SUMMARILY REJECTED.



SECTION – B

TERMS AND CONDITIONS

1. The bidders also requested to submit the physical copy of the bid and/or any other documents in physical form in sealed envelope at SPIC office .
2. The bid is non-transferable.
3. The Bidder shall bear all the costs associated with the preparation and submission of its bid, and department will in no case, will be responsible or liable for these costs, regardless of conduct or outcome of bidding process.
4. The bidder has to upload the compliance Statement on its letter head duly signed by the authorized signatory and other supporting documents as asked for in the bid in scanned format. Failing to submit the same or non-compliance/deviation from any bid terms and conditions, eligibility criteria or technical specifications may result in rejection of the bid.
5. The Bidder has to examine all instructions, forms, terms, conditions and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.
6. Amendment of Bidding Documents (Corrigendum):
 - i. At any time prior to the deadline for submission of bids, SPIC may, for any reason, whether on its own initiative or in response to the clarification requests by a prospective bidder, modify the bidding documents.
 - ii. The corrigendum will be published on website www.spicindia.com, if any.
 - iii. In order to allow prospective bidders reasonable time to take into consideration the amendments while preparing their bids SPIC, at its discretion, may extend the deadline for the submission of bids.
7. Bid Currency – Prices shall be quoted in Indian Rupees only.
8. The Bidder will have to remit Non refundable Tender Fees of ₹2,000/- and EMD of ₹10,000/- in a sealed cover at SPIC office with the heading "**TENDER FEE & EMD for the tender for supply of THERMAL Rolls for SAMPARK**" , Demand Draft should be in the name of "SPIC" payable at CHANDIGARH along with the covering letter. Please affix the stamp of bidding company on the overleaf of demand draft.
9. In case of non-receipt of Tender Fee & EMD as mentioned above within prescribed time the bid will be rejected by SPIC as non-responsive.
10. In exceptional circumstances, SPIC may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder granting the request will not be permitted to modify its bid.
11. The EMD/BG (If applicable) may be forfeited:
 - a) If a Bidder withdraws its bid during the period of bid validity
 - b) In case of a successful Bidder, if the Bidder fails:
 - i. To supply in the given time limit or
 - ii. If the bidder is found to be involved in fraudulent practices.
12. Price shall be inclusive of all freight, forwarding, transit insurance.



13. Late Bids: The bidder will not be able to submit the bid after final submission date and time.
14. Modification and Withdrawal of Bids:
 - i. No bids will be allowed to be modified subsequent to the final submission of bids.
15. No bid will allowed being withdrawn in the interval between the deadline for submission of bids and the expiry of the bid validity.
16. The Bidder's representatives who are present shall sign a register/attendance sheet evidencing their attendance. The representative will be held responsible for all commitments made on behalf of the bidder and that will be considered valid for all further dealings related to this tender process. In the absence of the bidder(s), the tender committee may choose to open the bids as per the prescribed schedule.
17. The Bidder's names, Bid modifications or withdrawals, discounts and the presence or absence of relevant Fees and such other details at the desecration of SPIC officer(s), will be announced at the opening.
18. Evaluation of the bids: After the closing time of submission, SPIC will verify the submission of Tender Fee & EMD as per bid terms and conditions. The eligibility criteria evaluation will be carried out for the bids which contain all the Fees as prescribed. The financial bids of the bidders who are complying with all the eligibility criteria will be opened and evaluated next.
19. Bids shall be valid for 6 months after the date of financial bid opening. A bid valid for a shorter period shall be rejected as non-responsive. If required, SPIC may extend the bid validity for further period from the date of expiry of bid validity in consultation with the successful bidder.
20. **THE FINALIZED RATES WILL BE VALID UP TO ONE YEAR FROM THE DATE OF FINALIZATION OF THE SAME.**
21. The SPIC reserves the right to change any bid condition of any item even after inviting the bids, with/without prior notification.
22. **Penalty Clause:**
 - i. If the bidder fails to supply the thermal rolls within mentioned time frame in the purchase order from the date of issue of Purchase order, then a sum equivalent to one percent (@1%) of the total Bill value may be deducted from the payment for each calendar week of delay or part thereof subject to a maximum of @5% of purchase value.
23. Delay in excess of 5 weeks will be sufficient to cause for cancellation of purchase order.
24. **SPIC reserve the right to accept any Bid and to reject any or all Bids** – SPIC reserve the right to accept or reject any bid, without there by incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for such decision.
25. All correction/addition/deletion shall require authorized countersign.
26. The tender procedure is not for the confirmed purchase order / work order but for the finalization of rates, purchase order/work order would be issued for items as per the requirement. The quantity mentioned are indicative, it would be bound on the successful bidder has to supply the Thermal Rolls as mentioned in purchase order on given time limit.

Please address all queries and correspondence to

**Chief Executive Officer,
Society for Promotion of Information Technology in Chandigarh,
PEC University of Technology Campus, Sector: 12, Chandigarh 160012.**

Through e-Mail at info@spicindia.com



All email should be followed by the post confirmation copy.

27. The **DURATION of EMPANELMENT is ONE YEAR**; however SPIC would procure the Thermal Rolls on monthly basis as per the tentative Monthly Requirements.
28. The bidder should fulfill the eligibility criteria and shall enclose all documentary evidence in the Qualification Bid. Any Bid without the requisite documentary proof shall be liable to be rejected.
29. During the period of empanelment (1 Year), the bidder would have to maintain the price levels of Thermal Rolls. In addition, if there is reduction of price from manufacturers / dealers / whole-sellers during the period of empanelment, or some additional concession is granted, the benefit of same shall be passed over by contractor to SPIC. The benefits of promotional offers would also be passed over by supplier to SPIC.
30. **Tentative Yearly Requirements of Thermal Rolls:**

S.No	Items with Specification	Tentative Quantity required for one Year
1	Thermal Roll: Width : 80 mm Length : 40 Mtr. Paper: 70 GSM Type : Pre-Printed on Both Side (Sample attached at section F) Quality: Permanent Impression should last 04 to 05 year in ideal condition	12000



SECTION – C

INSTRUCTIONS TO BIDDERS

Bidders are required to submit the **BID in the form of HARDCOPY. In case of non-receipt of Tender in any format (HARD COPY) within prescribed time, same will be rejected.** Only tender of those bidders will be opened who have applied through HARDCOPY Format within prescribed time and in prescribed Format.

For the preparation of the HARD COPY of the TENDER, Interested Bidders are required to submit:

A. Documentary evidence to support the MINIMUM ELIGIBILITY CRITERIA FOR PARTICIPATION (See SECTION – A) and other required documents (See below under QUALIFYING BID sub-section for a complete check-list);

B. Price bid (For details see below under PRICE BID sub-section);

in two separate sealed envelopes as per instructions given below.

The Bidder shall seal and mark various parts of the proposal as follows:

A. Documentary evidence to support the Minimum Eligibility Criteria and other required documents in one envelope super-scribed with words: "**QUALIFYING BID for Supply of THERMAL PRINTING ROLLS FOR SAMPARK**", "**Tender no. _____ dated _____**". This envelope MUST also contain the **Tender Fee & EMD** in separate envelope inside it.

This envelope MUST also clearly indicate the Bidder's name.

B. Price Bid in a third envelope super-scribed with words "**PRICE BID for Supply of THERMAL PRINTING ROLLS FOR SAMPARK**" and "**Tender no. _____ dated _____**".

This envelope MUST also clearly indicate the Bidder's name.

C. All these envelopes shall be sealed in a fourth outermost covering envelope super-scribed with words "**Tender no. _____ dated _____**", "**QUALIFYING BID & PRICE BID for THERMAL PRINTING ROLLS FOR SAMPARK**".

This envelope MUST also clearly indicate the Bidder's name.

Such a sealed envelope as mentioned above in Clause D containing the sealed QUALIFYING BID along with Tender Fee, EMD , and PRICE BID should be sent to the

Chief Executive Officer,

Society for Promotion of Information Technology in Chandigarh,

PEC University of Technology Campus, Sector: 12, Chandigarh 160012

Through post / speed post / courier or dropped personally within the stipulated time. No other mode of delivery shall be accepted. SPIC will not be responsible for any postal delay. Late submission of Bid will not be accepted.



QUALIFYING BID

Sr.	CRITERIA	SUPPORTING DOCUMENTS REQUIRED	SUBMITTED (YES/NO)
DOCUMENTS INDEX			
1	Details of the enclosures in the envelope of QUALIFYING BID MUST be clearly indexed in the forwarding letter.	A Table of Contents in the forwarding letter on the Bidder's letterhead. This MUST be the first page of this set of documents.	
DOCUMENTARY EVIDENCE TO SUPPORT MINIMUM ELIGIBILITY CRITERIA			
2	The Bidder should be registered under the registrar of companies/firms, should have registered offices in India and should be in existence for at least the last 3 years.	Documentary evidence in form of Certificate of Incorporation/ Registration (Copy) issued by Registrar of Companies MUST be produced.	
3	The supplier should have an experience of at least ONE YEAR in supply of Thermal Printing Rolls to reputed / organizations, particularly, Government Organizations, Autonomous institutions, and Public sector Banks / Undertakings.	Detailed list of such organization containing organization-wise details of award of work (viz. value of PO, tenure of work etc.) should be submitted with the bid-offer.	
4	Sufficient inventory to deliver Monthly required consumables at a time within one week of selection.	Undertaking from the Bidder MUST be submitted.	
5	The Vendor should be an income tax assessee having filed Income-Tax Return for the preceding three assessment years.	Documentary evidence in the form of Copy of IT Returns should be enclosed.	
TENDER FEE			
6	TENDER FEE	Tender Processing Fee in a separate inner envelope to be enclosed in the same outer envelope as the one containing the above documents.	
7	EMD	EMD in a separate inner envelope to be enclosed in the same outer envelope as the one containing the above documents.	
OTHER REQUIRED DOCUMENTS			
8	Bid Form on the letterhead of the Bidder.	Bid Form duly filled and signed as per the format (on the Letter head of the Bidder.	
9	The Bidder must accept all the terms and conditions mentioned in this tender document.	This tender document, including any corrigendum issued subsequently, with each and every page duly signed with date and company seal by the Bidder.	

This set MUST contain the following documents STRICTLY in the given order. **ANY DEVIATIONS FROM THE GIVEN ORDER MAY RESULT INTO REJECTION OF THE BID.**



FINANCIAL BID FORMAT

PRICE BID for the empanelment of Vendor for the supply of Thermal Rolls and Tender No _____ Dated:_____.

Sr.	Item	Unit Price (A)	Excise Duty (B)	VAT/Any TAX (C)	Total Price (D= A+B+C)	Unit Qty (*) (E)	Total Price (E X D)
1	Thermal Printing Roll: Width : 80 mm Length : 40 Mtr. Paper: 70 GSM Type : Pre-Printed on Both Side Quality: Permanent Impression should last 04 to 05 year in ideal condition					12000	

(*) Quantity mentioned above is tentative requirement for one year. Order would be placed on monthly basis in parts.

Dated, this day of20.....

.....
Signature

..... (In capacity of) Duly authorized to sign bid
for and on behalf of(Name and Address of the Bidder)

(Affix Official Seal)

Note :

1. The commercial figure quoted will be an all-inclusive figure – inclusive of out-of pocket expenses and all taxes, duties, etc payable. Any out-of-pocket expenses will Not be reimbursed separately.
2. Should the commercial quote include separate out of pocket expenses or any taxes, duties, etc., other than mentioned above ,such a commercial proposal will be treated as an invalid.



SECTION – D

BID FORM

(Bidders are requested to furnish the Bid Form strictly in the format given in this section with all blanks duly filled in and submitted on their Letterheads)

**To,
The Chief Executive Officer,
Society for Promotion of Information Technology in Chandigarh
PEC University of Technology Campus , Sector : 12 , Chandigarh
Tele-Fax: 0172-2744235, 2745502**

Dear Sir,

Having examined the tender documents we, the undersigned, offer to undertake the job of empanelment of Vendor for the supply of Thermal Rolls as per the Tender No. _____ dated _____.

We agree to abide by this bid for the period of 1 Year and it shall remain binding upon us for acceptance at any time before the expiry of the period or any extension of period given thereafter. However Price BID would be valid up to 1 Year from the date of opening of the Price BID.

This bid, together with your written acceptance thereof and your order / notification of award, shall constitute a binding contract between us.

We understand that SPIC reserves the right to accept in full / part or reject any or all the bids received or split order within successful bidders or increase / decrease quantities offered, without any explanation to bidders and SPIC's decision on the subject will be final and binding on Bidder.

Dated, this day of20.....

.....
Signature

..... (In capacity of) Duly authorized to sign bid
for and on behalf of(Name and Address of the Bidder)

(Affix Official Seal)



SECTION – E
BID EVALUATION CRITERIA

Bids will be evaluated based on two stage process. The qualification bid and The Financial Bid would be evaluated by Tendering Committee.

1. **QUALIFYING BIDDING PROCESS:** BIDs of all those bidders would be opened who have submitted the e-Tender and the physical BID in proper format and submitted/uploaded before the stipulated time as mentioned in the Tender. Based on the minimum qualification criteria, Tendering Committee would verify each of the tender and in case of any non compliance/non qualification, BID would be rejected.

2. **FINANCIAL BIDDING PROCESS:** Financial Bidding process would be based on LEAST VALUE COMMERCIAL BID (L1). Financial BID of only those bidders would be opened considered for FINANCIAL BID opening, who have qualified in the 'QUALIFYING BIDDING PROCESS'. The total costing of the project would be calculated based on the Cost matrix given in the Price BID and would be evaluated by Tendering Committee. The Bidder that obtains the Lowest Commercial BID would be declared as L1 Bidder and shall be considered for awarding the contract.



SECTION – F

PRE-PRINTED THERMAL ROLLS (FRONT/BACK)

