


SHORT TERM TENDER

for

SUPPLY OF HP TONER CARTRIDGE

Tender no. SPIC/2015/29897/A Date: 24/09/2015

***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***

Tender Document for supply of HP TONER CARTRIDGE	TENDER ID: SPIC/2015/29897/A	
Society for Promotion of IT in Chandigarh (SPIC)	TENDER DATE : 24/09/2015	

NOTICE INVITING SHORT TERM TENDER NO.: SPIC/2015/29897/A Dated 24/09/2015

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 Toner CARTRIDGE in government organizations.

BRIEF DESCRIPTION OF WORK	TENDER PROCESSING FEE (NON REFUNDABLE) (₹)	EARNEST MONEY DEPOSIT (EMD) (₹)	START DATE OF TENDER AVAILABILITY	LAST DATE AND TIME OF TENDER SUBMISSION	DATE OF OPENING OF TENDER (QUALIFYING BID)
Supply of HP TONER CARTRIDGE	₹1,000/- (In the form of a DD in favour of SPIC payable at Chandigarh)	₹5,000/- (In the form of a DD/BG from Nationalized Bank favour of SPIC payable at Chandigarh)	24/09/2015	28/09/2015 up to 03:00 PM	28/09/2015 AT 03:30 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 bid with a Demand Draft of ₹1,000/- (Rupees Two thousand only) in favor of **SPIC** payable at Chandigarh, as Tender Processing Fee (Non-Refundable).

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 on or before **25/09/2015**:

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

All queries have to be submitted in writing to **SPIC** Office, on or before **25/09/2015** in the format given below on the company letter head.


Sr.	Section no.	Clause no.	Reference/Subject	Clarification Sought

No queries will be entertained after this time frame. If tender committee feels, suitable corrigendum will be uploaded to SPIC's website www.spicindia.com by **26/09/2015** for the information of all prospective bidders.

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.

Tender Document for supply of HP TONER CARTRIDGE	TENDER ID: SPIC/2015/29897/A	
Society for Promotion of IT in Chandigarh (SPIC)	TENDER DATE : 24/09/2015	


SECTION – A

MINIMUM ELIGIBILITY CRITERIA FOR PARTICIPATION

1. The bidder should have experience of supply of toner cartridge for HP Printer, the bidder must be authorized distributor of the OEM (**Attach Certificate/Authorization Letter / Undertaking**).
2. The Bidder should not be black listed by any Govt. organization (**Attach Undertaking**).
3. **MINIMUM TECHNICAL SPECIFICATION:**

Sr.	Items	Minimum required specifications
1	HP TONER CARTRIDGE	Model :CF280XC


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

Tender Document for supply of HP TONER CARTRIDGE	TENDER ID: SPIC/2015/29897/A	
Society for Promotion of IT in Chandigarh (SPIC)	TENDER DATE : 24/09/2015	


SECTION – B

TERMS AND CONDITIONS

1. The last date of submission of bid is **28/09/2015**. The bidders requested to submit the physical copy of the bid and/or any other documents in physical form in sealed envelope at SPIC office (**28/09/2015 up to 03:00 PM**).
2. The Bidder shall furnish non-refundable Processing Fee of ₹1,000/- (Rupees One thousand only) & EMD of amount ₹5,000/- (Rupees Five thousand only) in the form of a demand draft from a Scheduled Nationalized Bank payable at Chandigarh in favor of SPIC.
3. Any bid not accompanied with the valid Processing Fee & EMD shall be summarily rejected.
4. Earnest money will be refunded to the unsuccessful bidders after receiving application from them on completion of tender process. In case of successful bidder(s), earnest money will be retained till the completion of the one-year empanelment period.
5. Earnest money of the Bidder is liable to be forfeited in case of any false submission /statement. In case of any refusal to abide by terms and conditions or refusal to enter into a written agreement as per prefixed terms and conditions, SPIC is at liberty to forfeit earnest money and take lawful actions.
6. The bid is non-transferable.
7. 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.
8. The bidder has to submit the technical compliance Statement on its letter head duly signed by the authorized signatory and other supporting documents as asked for in the bid. 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.
9. 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.
10. 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. 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.
11. Bid Currency – Prices shall be quoted in Indian Rupees only.
12. In exceptional circumstances, SPIC may solicit the Bidder's consent to an extension of the period of validity of the BID. The request and the responses thereto shall be made in writing. A Bidder granting the request will not be permitted to modify its bid.
13. Price shall be inclusive of all freight, forwarding, transit insurance and installation charges.
14. Late Bids: The bidder will not be able to submit the bid after final submission date and time.
15. Modification and Withdrawal of Bids:
 - i. No bids will be allowed to be modified subsequent to the final submission of bids.

Tender Document for supply of HP TONER CARTRIDGE	TENDER ID: SPIC/2015/29897/A	
Society for Promotion of IT in Chandigarh (SPIC)	TENDER DATE : 24/09/2015	

- ii. No bid will be allowed to be withdrawn in the interval between the deadline for submission of bids and the expiry of the bid validity.
 16. Bids will be opened in the presence of Bidder's representatives, who choose to attend. 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 documents 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 bid as per terms and conditions. The eligibility criteria evaluation will be carried out for the bids whose bids are found to be acceptable. 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 One Year 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 consumables 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.
 - ii. Delay in excess of 5 weeks will be sufficient to cause for cancellation of purchase order.
 23. **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.
 24. All correction/addition/deletion shall require authorized countersign.
 25. 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 printers as per the quantity mentioned in the purchase order on given time limit.
- The bid should be submitted at
- Society for Promotion of Information Technology in Chandigarh,
PEC University of Technology Campus, Sector: 12, Chandigarh 160012.**
26. 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.

Tender Document for supply of HP TONER CARTRIDGE	TENDER ID: SPIC/2015/29897/A	
Society for Promotion of IT in Chandigarh (SPIC)	TENDER DATE : 24/09/2015	

SECTION – C

INSTRUCTIONS TO BIDDERS

Bidders are required to submit the **BID in Physical Format. In case of non-receipt of Tender within prescribed time, same will be rejected.** Only tender of those bidders will be opened who have applied through Tendering process and sent the PHYSICAL/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 HP TONER CARTRIDGE**", "**Tender no. _____ dated _____**". This envelope MUST also contain the **Tender Processing Fee and EMD** in two separate smaller envelopes 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 HP TONER CARTRIDGE**" 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 HP TONER CARTRIDGE**".

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


Such a sealed envelope as mentioned above containing the sealed QUALIFYING BID along with Tender Processing Fee and 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.

Tender Document for supply of HP TONER CARTRIDGE	TENDER ID: SPIC/2015/29897/A	
Society for Promotion of IT in Chandigarh (SPIC)	TENDER DATE : 24/09/2015	

QUALIFYING BID

(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.**)

To,

The Chief Executive Officer,
Society for Promotion of IT in Chandigarh (SPIC)
PEC University of Technology Campus,
Sector:12, Chandigarh.

From,

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 have experience of supply Toner CARTRIDGE; the bidder must be authorized distributor of the OEM.	Documentary evidence in form of Certificate/Authorization Letter / Undertaking MUST be produced.	
3	The Bidder should not be black listed by any Govt. organization.	Documentary evidence in form of Undertaking MUST be produced.	
TENDER PROCESSING FEE & EMD			
4	TENDER PROCESSING FEE	Tender Processing Fee in a separate inner envelope to be enclosed in the same outer envelope as the one containing the above documents.	
5	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			
6	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.	
7	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.	
8	Authorization of the signatory of the bid must be provided.	A Appropriate Authorization letter in company letter head authorizing the signatory to sign on behalf of the bidding firm.	
9	Bidder shall produce all tax clearance certificates, which shall remain valid on the last date of tender submission.	Up to date VAT/Service Tax/Income Tax Certificate in the standard form from the Tax Authority or a Certificate that the assessment is under consideration along with Copy of the PAN card .	
10	Detailed profile of the bidding company and article of association must be submitted.	Profile of the bidding company/Article of Association	

Tender Document for supply of HP TONER CARTRIDGE

TENDER ID: SPIC/2015/29897/A

Society for Promotion of IT in Chandigarh (SPIC)

TENDER DATE : 24/09/2015



TECHNICAL COMPLIANCE

Sr.	ITEMS	Minimum required specifications	whether compliant (Y/N)
1	HP TONER CARTRIDGE	MODEL : CF280XC	

Place:

(Signature of authorized person with seal)

Date:

NOTE: Qualification BID must be submitted on letter head of the company

Tender Document for supply of HP TONER CARTRIDGE	TENDER ID: SPIC/2015/29897/A	
Society for Promotion of IT in Chandigarh (SPIC)	TENDER DATE : 24/09/2015	

FINANCIAL BID FORMAT

To,

The Chief Executive Officer,
Society for Promotion of IT in Chandigarh (SPIC)
PEC University of Technology Campus,
Sector:12, Chandigarh.

From,

Sr.	Items	Make & Model	Approx. Qty (A)	Rate per Unit (B)	Tax per Unit/Other Charges (If Any) (C)	Total Unit Price (including all taxes & other charges) (D)	Total Price E=D X A
1	HP TONER CARTRIDGE (CF280XC)		40				

Place:

(Signature of authorized person with seal)

Date:

NOTE: Bid must be submitted on letterhead of the company

Note :

1. The commercial figure quoted will be an all-inclusive figure – inclusive of out-of pocket expenses and all taxes, duties, etc payable. No out-of-pocket expenses will 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 would be treated as an invalid.
3. **All quantities & list of items mentioned above are indicative and no binding on the purchaser; orders can be placed for any items in the list of items and in any quantity as per requirements.**

Tender Document for supply of HP TONER CARTRIDGE	TENDER ID: SPIC/2015/29897/A	
Society for Promotion of IT in Chandigarh (SPIC)	TENDER DATE : 24/09/2015	

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 Supply of HP Toner Cartridge as per the Tender No. _____ dated _____.

We agree to abide by this bid for the period of one Year from the date fixed for price bid opening and it shall remain binding upon us for acceptance at any time before the expiry of the period.

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.


We have enclosed an EMD of Rs (DD/BG No dated drawn on) along with the QUALIFYING BID.

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)

<i>Tender Document for supply of HP TONER CARTRIDGE</i>	TENDER ID: SPIC/2015/29897/A	
Society for Promotion of IT in Chandigarh (SPIC)	TENDER DATE : 24/09/2015	

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 physical BID in proper format and submitted 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.