

## **Tender for supply of Printer Toner for HP Printer**

**Society for Promotion of IT in Chandigarh (SPIC)** invites e-Tender (**Physical Copy of the same tender should also be deposited along with online submission of the e-Tender document**) in two bid system from reputed Vendor for Annual Rate contract for **SUPPLY OF TONNER FOR HP PRINTER FOR A PERIOD OF ONE YEAR** from the date of Agreement of the contract. Submission of e-Tender as well as submission of Physical Copy is mandatory and in absence of any of the tender (e-Tender & Physical Copy) will leads to disqualification of the tender.

Physical Copy of the e-Tender - **Technical bid and Commercial bid** - filled in the specified proforma along with envelope of Earnest Money Deposit (EMD) shall be sealed in two separate envelopes and these two envelopes shall be contained in a large envelope Super scribed **Tender for Annual Contract for supply of tonner for HP printer** addressed to **Chief Executive Officer, SPIC Office, EDC Building, Plot No: 20, Rajiv Gandhi Chandigarh Technology Park (RGCTP), Chandigarh – 160101** shall reach latest **18th MAY, 2017, 12:00 hrs**. Specified proforma along with all terms and conditions may be downloaded from e-tendering website of Chandigarh Administration <https://etenders.chd.nic.in> and from the website of SPIC <http://www.spicindia.com>.

The Tender shall be in Two Bid Systems i.e. 1) Technical Bid and 2) Commercial Bid. The **amount of EMD (Bid Security) is ₹5000(Five Thousands only) towards in the form of Demand Draff or Bank Guarantee** drawn in favour of **Society for Promotion of IT in Chandigarh (SPIC) payable at Chandigarh** shall be put in a separate envelope. The Demand Draff/Bank Guarantee shall be valid for at least 3 months. The Technical Bids shall be opened on **18th MAY, 2017, 12:30 hrs** at the above address by the Tendering Committee authorized by this office and in the presence of such tenderers or their authorized representative who may wish to be present. The Competent Authority reserves the rights to cancel any or all the tenders without assigning any reason.

## Annexure I

### **Subject: Notice Inviting Tender for supply of Printer Toner for HP Printer.**

1. **Parties:** The parties to the Contract will be **Vendor** who will be supplying the tonners and the **Society for Promotion of IT in Chandigarh (SPIC)** who would be availing the services.
2. **Addresses:** For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address and contact number(s) by a separate letter sent by Speed post/registered post with acknowledgement due to the Society for Promotion of IT in Chandigarh (SPIC), The contractor shall be solely responsible for the consequences of any omission or error to notify change of address and/or contact number(s) in the aforesaid manner.
3. **Earnest Money:** Earnest Money of ₹5,000/- (Rupees Five Thousand only) in the name of Society for Promotion of IT in Chandigarh (SPIC) payable at Chandigarh, in the form of Demand Draft/Bank Guarantee of any Nationalized Bank must be deposited by bidders along with duly filled up tender document. The Earnest Money Deposit of the successful bidder shall be refunded after receipt of Security Deposit and the Earnest Money of the unsuccessful bidders will returned within 30 days after award of the contract. No interest will be paid on Earnest Money by SPIC till the entire process of award of contract is completed.
  - 3.1 Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the Earnest Money will be forfeited.
  - 3.2 No request for transfer of any previous deposit of Earnest Money or Security Deposit or adjustment against any pending bill(s) will be entertained.
  - 3.3 The tender without Earnest Money will be summarily rejected.
4. **Performance Security Deposit:** Security Deposit of ₹ 10,000/- (Rupees Ten Thousand only) in the name of Society for Promotion of IT in Chandigarh (SPIC) payable at Chandigarh, in the form of bank Guarantee of any nationalized bank with validity of 1 year must be deposited by the successful bidder within 10 days of awarding of Contract.

5. Preparation and submission of Tender: The tender must be submitted online in the form of e-Tender through e-tendering website of Chandigarh Administration (<https://etenders.chd.nic.in>) and physical copy of the same tender should be submitted in two parts namely, Technical Bid (in form given in Annexure-III) along with Earnest Money Deposit and Commercial Bid (in form given in Annexure-IV) and each should be kept in a separate adequately sealed cover. Both the bids should be kept in another sealed cover addressed to **Chief Executive Officer, SPIC Office, EDC Building, Plot No: 20, Rajiv Gandhi Chandigarh Technology Park (RGCTP), Chandigarh – 160101**. The sealed envelope containing both i.e. Technical & Commercial bids should bear the address, Tender Number and date, subject of the tender. The inner envelopes should superscripted with - **Technical Bid for supply of Tonner for HP printer** and **Commercial Bid for Technical Bid for supply of Tonner for HP printer**.
6. Signing of Tender: The individual signing the tender or other documents connected with contract must specify whether he signs as:-
- (a) A sole proprietor of the concern or constituted attorney of such sole proprietor.
  - (b) A partner of the firm, if it is a partnership firm, in which case he must have authority to execute the document.
  - (c) Director(s) or Principal Officer of the Company duly authorized by the Board of Directors of the Company, if it is a Company.
7. **Technical Bid:** The Technical bid should be submitted in form given in Annexure-III along with the EMD of ₹ 5,000/- (Rupees Five Thousand only) along with registration of particulars service provider, copy of PAN Number issued in favour of the firm, Service Tax Registration number, Experience Certificate. IT Clearance Certificate, and other information sought in Annexure-II.
8. **Commercial Bid:** The Commercial Bid should be submitted in the form given in Annexure-IV in a separate sealed cover kept inside the main cover. The Commercial Bids of those tenderers, who are found technically competent/eligible, will be opened on a specified date and time.
- 8.1 Terms of payment as stated in the Tender Documents shall be final. The taxes liable would be deducted at source as per Government rules and guidelines, if any, will be prevailing at the time of payment.

9. **Validity of the Bids:** The bids shall be valid for a period of one year from the date of opening of the tender.

10. **The physical copy of e-Tender received through post**

In case any tender is received after the stipulated date and time, the same will not be accepted and rejected the same without any further intimation to the bidder. The responsibility for timely submission of the tender by the stipulated date and time shall lie on the bidder.

11. **Opening of Tender:** The technical and commercial bids will be opened by the Tender opening & evaluation Committee of SPIC Office at **18th MAY, 2017, 12:30 hrs** at this office. The e-tender will be opened first along with sealed envelope containing both technical and financial bids will be opened in the presence of tenderers who may wish to be present at the time of receiving and opening of the technical bids. The unsealed envelope containing the bids will not be opened and rejected. The bidder is at liberty either himself or authorizes, not more than one representative to be present at the time of opening of the tender. The representative attending during opening of the tender on behalf of the bidder should bring with him a Letter of Authority from the tenderer and proof of identification.

12. **Criterion for Evaluation of Tender:** After the opening of the technical bid, the same will be evaluated by a committee. In case the committee decided for seeking further information/clarification, the same shall be provided by the bidder. Those bids which meet the technical requirements, the financial bid of such qualified bidders will be opened on a specified date and time by the committee. The bidder is at liberty to be either present himself or authorize, not more than one representative to be present at the time of opening of the financial bid. The Bids will be opened by a committee in the presence of the representative of the bidders who may wish to be present on that day.

12.1 The contract will be awarded to the lowest eligible tenderer (L1) and will commence from the date of signing of the Agreement indicated in the terms and conditions. The contract will be for a period of 12 months that may be further extendable up to one year (or maximum of three years from award of contract/signing of agreement), if the performance/service is found satisfactory.

13. **Right of Acceptance:** The SPIC reserve all rights to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason whatsoever and does not bind it to accept the lowest or any specific tender. The decision of the Competent Authority of SPIC in this regard shall be final and binding.

Any failure on the part of the bidders to observe the prescribed procedure and any attempt to canvas for the work will prejudice the tender submitted by the tenderer.

13.1 Tenders not in conformity with the prescribed terms and conditions will stand disqualified.

14. Communication of Acceptance: Successful bidders will be informed of the acceptance of his bid. EMD of the successful bidder will be refunded after deposition of security deposit as mentioned in Clause 4 above and the same will be returned after successful expiry of the contract.

15. **Signing of the Agreement by the successful bidder who have been awarded the Contract for supply of Printer Toner for HP Printer at SPIC by the Competent Authority of SPIC:**

He/She shall have to sign the contract agreement on a non-judicial stamped paper. Any failure on the part of the bidder for not signing the contract agreement or fulfilling the conditions as provided in the tender contract will be dealt as per Clause 16 of the Tender Agreement. After signing of the Agreement the bidder will be addressed as Contractor.

In case the bidder after awarding of the contract fail to sign the contract agreement within a period of 30 days, the offer of the award of contract will be cancelled without any extension.

16. Penalty: In case of breach of any conditions of the contract as losses caused including excess cost due to failure on the part of the Agency to provide the required Items at desired time, the SPIC shall make deductions at @1% from the pending/up coming bills of the agency.

17. Breach of Terms and Conditions: In case of breach of any of the terms and conditions mentioned above, the SPIC will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this SPIC in that event and the security deposit will be forfeited.

18. Sub-letting of Work: The firm shall not assign or sublet the work or any part of it to any other person or party.

19. The tender will not be transferable.

**20. Termination of the Contract:**

Either the party can terminate the contract by giving 30 days' notice.

21. Terms of Payment: No payment shall be made in advance.

## **Annexure-II**

### **ELIGIBILITY CRITERIA AND TECHNICAL PARAMETER**

**Subject : Notice Inviting Tender for supply of Printer Toner for HP Printer at SPIC.**

#### **PART-I**

##### **ELIGIBILITY CRITERIA**

1. Earnest money amounting to Rs.5,000/- (Rupees Five Thousand) in the shape of Bank Draft/Bank Guarantee in favour of SPIC, Chandigarh.
2. Copy of service tax registration certificate. And PAN card.
3. Date of inception of the Bidder with complete details of address, name of contact person along with telephone numbers along with Certificate of Incorporation.
4. Certificate of acceptance of all the terms and conditions of the Tender.
5. The Agency should have set up/office in the tri-city i.e. Chandigarh, Mohali & Panchkula
6. Vendor should be Authorized dealer/distributor of the OEM.

**ANNEXURE- III**

**TECHNICAL INFORMATION**

**Subject : Notice Inviting Tender for supply of Printer Toner for HP Printer at SPIC**

1. Name of the Tenderer/Concern: \_\_\_\_\_

2. Address (with Tel & Mob No) : \_\_\_\_\_

3. Address of the Proprietor/ Partner with telephone number: \_\_\_\_\_

4. Nature of the concern \_\_\_\_\_ (Sole proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization) (Attach proof)).

5. Registration Number of the Firm \_\_\_\_\_ (attested photocopy of registration to be attached)

(i) PAN Number of Tenderer/Concern: \_\_\_\_\_ (attested copy should be attached)

(ii) Service Tax Registration No. \_\_\_\_\_

Earnest money/demand draft No. \_\_\_\_\_ dated \_\_\_\_\_ from Bank. Name \_\_\_\_\_ Amounting to ₹ \_\_\_\_\_ as earnest Money deposit.

6. Annual turnover of firm \_\_\_\_\_ (attach proof)

7. Income Tax Clearance Certificate (attach certified copy)

8. Service Tax Registration Number (attach certified copy)

9. Whether each page of Tender and Annexures have been signed and stamped. **Yes/No.**

Any other information important in the opinion of the tenderer.

Dated: \_\_\_\_\_

(Authorized Signature)

Seal of the firm



**ANNEXURE IV**

**COMMERCIAL INFORMATION (FINENCIAL BID)**

**Subject : Notice Inviting Tender for supply of Printer Toner for HP Printer at SPIC**

Rate (all inclusive including all taxes, except service tax) for supply of Printer Toner as indicated below:

<b>Sr.</b>	<b>Description</b>	<b>Make</b>	<b>Ten. QTY</b>	<b>UNIT Price</b>	<b>Taxes</b>	<b>Total Price</b>
<b>1</b>	<b>CF280A</b>	<b>HP</b>	30	.. ....		
<b>2</b>	<b>CF280XC</b>	<b>HP</b>	30			

NOTE:

*All quantities mentioned above are tentative in nature that may increase or decrease based on requirement; SPIC can break up the order in any quantities during the empanelment period of 1 year.*

Date: .....

Signature of Tenderer/Bidder

Place: .....

Name -----

Stamp -----