

Indira Gandhi Institute of Development Research
An Advanced Research Institute established by the Reserve Bank of
India
(Deemed to be University)



Telephone : 022 – 2841 6548
FAX : 022 – 2840 2752

Address : Gen.A.K.Vaidya Marg
Film City Road, Goregaon (E)
Mumbai : 400 065

Email : lingaraj@igidr.ac.in

Website : <http://www.igidr.ac.in>

TENDER FOR
Annual Rate Contract for Supply of IT Consumables at
IGIDR, MUMBAI

NIT No: IGIDR/Tender/ 2019-20/CC/06-R

TENDER DOCUMENT

AT

Indira Gandhi Institute of Development Research
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Gen .A.K.Vaidya Marg, Film City Road, Mumbai : 400 065.



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NOTICE INVITING TENDER (NIT)

FOR

Annual Rate Contract for Supply of IT Consumables at IGIDR.

Sealed Tenders are invited by IGIDR (in two bid Systems) from reputed firms for the following .

| Sr No. | Description of Items | Period of Contract | EMD | Estimated Contract Value (Rs.) |
|--------|--|--------------------|-------------|--------------------------------|
| 1. | Annual Rate Contract for Supply of IT Consumables at IGIDR. | 1 year | Rs 25,000/- | Rs 10,00,000/- with GST |

- I. Tender Documents with detail terms & conditions can be downloaded from our website: <http://www.igidr.ac.in/igidr-tenders/>
- II. All the details/document pertaining to the tender such as tender document, corrigendum and any further updates will be available only on our website.
- III. Bids/Quotations may be submitted directly by the OEM or their Authorized distributors/Dealers/Resellers/Channel Partners with proof of authorization from OEM.

IGIDR shall not be responsible for non-receipt bid due any other reasons.
For any issues related to tender please contact Computer Center, Tel: 022 – 2841 6548 / 580 [Email:lingaraj@igidr.ac.in](mailto:lingaraj@igidr.ac.in)

Registrar

BIDDING DOCUMENTS FOR FM and AMC

| | |
|-----------|--------------------------------------|
| Chapter 1 | Schedule of Tendering |
| Chapter 2 | Letter of offer cum acceptance |
| Chapter 3 | Instructions to tenderers |
| Chapter 4 | Terms and Conditions |
| Chapter 5 | Pre-Qualification and Technical Bid. |
| Chapter 6 | Financial Bid |
| | Annexure |

CHAPTER- 1
Schedule of Tendering:

| Sl. No. | Event | Date and Time/ Remarks |
|---------|--|--|
| 01 | Down loading of Tender document from website | http://www.igidr.ac.in/igidr-tendors/ |
| 02 | Last date & Time of Submission of Bids (Technical and Price Bid) | 20 September, 2019 up to 03.00PM(IST) Please refer tender Terms at IGIDR |
| 03 | Opening of Technical Bids | 20 September, 2019 at 03.30 PM(IST) |
| 04 | All the communications with respect to the tender shall be addressed to: | Registrar, Indira Gandhi Institute of Development and Research, Gen.A.K.Vaidya Marg, Film City Road, Santosh Nagar, Goregaon (East), Mumbai : 400 065. |
| 05 | FOR TAKING ASSISTANCE, IF ANY | Website: http://www.igidr.ac.in/igidr-tendors/ Contact Computer Center, Tel: 022 – 2841 6548 / 580 Email:lingaraj@igidr.ac.in |

CHAPTER-2
Letter of offer cum acceptance

Date _____

The Registrar,
Indira Gandhi Institute of Development Research,
Gen. A.K. Vaidya Marg, Film city Road,
Goregaon (East), Mumbai- 400065.

Subject: Tender for Annual Rate Contract for Supply of IT Consumables at IGIDR.
Reference: NIT Dated

Dear Sir,

With respect to your above mentioned tender, I / We hereby submit my / our tender in the required format along with Company Profile and supporting documents.

Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the IGIDR the amount mentioned in the said Conditions.

I/We have deposited DD/BG as an earnest money to the IGIDR, which will not bear any interest.

Should I/We fail to execute the contract when called upon to do so. I/We do hereby agree that this sum shall be forfeited by me/us to the IGIDR.

I / We have carefully gone through the terms and conditions prescribed and I / We accept the same in to without any alterations / modifications.

Yours faithfully,

Signature

Name & seal of Contracting

Agency/firm/company

CHAPTER-3

Instructions to Tenderers

Sealed Tenders should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065 and superscripted "**Tender for Annual Rate Contract for Supply of IT Consumables at IGIDR.**" at Indira Gandhi Institute of Development Research, Gen. A.K.Vaidya Marg, Santosh Nagar, Goregaon (E) Mumbai-400065.

1. The tender to reach his office not later than **3:00 PM on 20 September 2019** along with an Earnest Money of deposit **Rs. 25,000.00** by Demand Draft/Bank Guarantee drawn in favour of Indira Gandhi Institute of Development Research, of a Scheduled Bank.
2. Tender in sealed envelope, supported by prescribed annexure; EMD, Technical bid & financial bid shall be placed in separate sealed envelopes each marked as "**Envelope-1: EMD**", "**Envelope-2: Pre-qualification & Technical Bid**", "**Envelope-3: Financial bid**" respectively. All three envelopes shall be submitted together in another sealed envelope endorsed "**Tender for Annual Rate Contract for Supply of IT Consumables at IGIDR.**". The bid will be received up to **3:00 PM on 20 September 2019**. No tender will be accepted after **3:00 PM on 20 September, 2019** under any circumstances whatsoever.
3. The envelopes Marked "EMD, Pre-qualification & Technical Bid" of tender shall be opened at 3:30 PM on the same date at the office of the Registrar, Indira Gandhi Institute of Development Research, Goregaon, Mumbai, or his authorized representative in his office in the presence of the tenderer's or their representatives should they choose to be present.
4. Financial bid will be opened for the technically qualified bidders only. The date of opening of financial bid shall be informed by institute later on.
5. Tender shall remain valid for acceptance by the Institute for a period of **Four months** from the date of opening of the tender which period may be extended by mutual agreement and the tenderer shall not cancel or withdraw the tender during this period.
6. The bidder must use only the forms issued by the Institute to fill in the rates. Any addition/alteration in the text of the tender form made by the bidder shall not be valid and shall be treated as null and void.
7. Rates should be quoted both in figures and in words in columns as specified. All erasures and alterations made while filling the tender must be attested by initials of the bidder. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Institute's option. No advice whatsoever especially on any change in rate specifications after the opening of the tender will be entertained.
8. **Each Page of the Tender Document should be signed by the person or persons of the company submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of contract. General specifications, Special Conditions, etc. as laid down. Any tender with any of the documents not so signed will be rejected.**

9. The Earnest Money deposit of **Rs. 25,000.00** by a Demand Draft/ Bank Guarantee issued by a Schedule Bank drawn in favor of Indira Gandhi Institute of Development Research, Mumbai shall only be accepted by the Institute. A tender which is not accompanied by EMD i.e. demand draft/ Bank Guarantee will not be considered. The EMD will be returned to the bidder if his tender is not accepted by the Institute but without Interest. The EMD paid by the successful bidder shall be held/encashed by the IGIDR as security for execution and fulfillment of the contract. No interest shall be paid on this deposit.
10. The firm who are exempted from submission of EMD bidders should submit the copy of certificate issued by Micro and Small Enterprises (MSEs)/NSIC or are registered with the Central Purchase for exemption of EMD Organisation along with bid.
11. Indira Gandhi Institute of Development Research reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so. Indira Gandhi Institute of Development Research also reserves the right to divide the order between two or more bidders and the Vendor shall carry out even the part orders for various items.
12. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
13. Bidder is advised to go through the tender advertisement and the tender document carefully to understand the documents required to be submitted was the part of the bid.
14. Period of validity of the tender will be for 120 days.
15. The rates quoted shall include all charges for repair, packing, transport, loading, unloading etc and delivery at site. The rates shall also be firm and shall not be subject to exchange variations, labour conditions, fluctuations in railway freights or any conditions whatsoever.

CHAPTER- 4

TERMS AND CONDITIONS

The tender shall be submitted in accordance with the following terms and condition and any tender not confirming to the same as under is liable to be rejected. These instructions shall form the part of the tender and the contract.

1. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulate any condition of his own, such conditional tender is liable to be rejected.
2. IGIDR reserves the right to reject any tender/bid wholly or partly without assigning any reason.
3. The Technical Committee constituted by the IGIDR shall have the right to verify the particulars furnished by the bidder independently.
4. Tenderer shall take into account all costs including repair, installation, commissioning, etc. for giving delivery of new /repaired material at site i.e. IGIDR Mumbai before quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.
5. The item should be delivered at IGIDR, Mumbai and the supplier shall be responsible for any damage during the transit of goods.
6. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The IGIDR reserves the right to accept or reject any or all the tenders.
7. The bidders may submit duly filled and completed bidding document as per instruction contained in the bidding documents. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in complete bid document.

8. Contract Period

The contract period shall be for 1 year and contract period will start from the date of start of contract as mentioned in the PO/letter of award of contract/date of signing of the contract for the successful bidder.

9. Performance Security Deposit:

The successful bidder will have to deposit a Performance Security Deposit of **Rs 25,000/-** for one year, subject to the revision at the time of placing the work order, within 15 days of the receipt of the formal order. The performance security will be furnished in the form of an account payee Demand Draft or Bank Guarantee from a commercial bank drawn in favour of "The Registrar, Indira Gandhi Institute of Development Research, Mumbai" payable at Mumbai. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the service provider. This deposit shall be forfeited in case the contractor, who fails to discharge its duties/commitments or whose contract is terminated pre-maturely. Earnest Money Deposit (EMD) submitted in DD of the successful bidder shall be converted into Security Deposit (SD) in case the bidder opted for the same. No interest will be paid on Security Deposit withheld by the Institute.

10. Payment Terms:

Payment shall be made to the supplier after successful delivery of materials within 15 days of submission of certified invoice along with supporting documents (Delivery challan etc).

11. **Cancellation:** IGIDR reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof. In case of cancellation of order due to Non-compliance of the Terms and Conditions and Breach of the Contract, No compensation will be paid towards progress of order/procurement.

12. **Governing Law:** The order placed will be contract between the supplier and the buyer and shall be governed by the LAWS of India and under the contract shall be taken by the parties only in Mumbai, India to competent jurisdiction.

13. **Termination of Contract:** The institute may, by written notice to the Facilitator/Supplier, terminate the Contract in whole or in part at any time for its convenience and the extent to which performance of the Facilitator/Supplier under the Contract is completed.

The contract can be terminated any time by giving one month's notice to the party if the party's services rendered to IGIDR are unsatisfactory.

14. **Penalty:** Order for items shall be placed on requirement basis. If the selected firm fails to deliver the items or to replace the defective/spurious items within a valid time, penalty to such effect would be charged. IGIDR reserves rights to forfeit the security deposit if any.

15. Indira Gandhi Institute of Development Research also reserves the right to divide the order between two or more bidders and the Vendor shall carry out even the part orders for various items.

16. Force Majeure:

“Force Majeure” means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions. If such situation arises, the firm shall promptly notify the Institute, in written of such condition and the cause thereof.

17. Bid Evaluation Criterion

All terms & conditions stipulated in the tender document shall be considered for selection of firm(s). However, L-1 firm(s) will be decided on the basis of the lowest value quoted for the items in the list. It is mandatory for all the participating bidders to quote their unit rates for all the items as per the format and specifications indicated at the financial bid failing which the bids shall be considered as non responsive.

18. **For** any dispute, the place of jurisdiction shall be Mumbai, India only.

Note – Non-compliance of the above may disqualify your offer for consideration

I/We hereby declare that I/we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between I/us and the Institute. The same shall be binding upon me/us upon being declared as the Successful Bidder.

CHAPTER - 5

PRE-QUALIFICATION CRITERIA & TECHNICAL BID

Minimum Qualification Documents to be submitted by Bidder along with qualification Bid:

Information of Bidder

| | |
|---|---------------------------------|
| Registered Name of the Bidder | |
| Registered Address of the Bidder | |
| Name & Designation of the Contact person | |
| Contact Details | Mobile: Email: |

1. HP authorization certificate /letter
2. The bidder should have minimum 03 years experience of supply of similar products in last 07 years.
3. The bidder should be registered with the appropriate registration authorities. Copy of Registration of Firm in Shop & Establishment or Certificate of Incorporation to be submitted.
4. Copy of Registration of Goods & Service Tax and PAN
5. List of clients (at least three) whom the vendor has supplied the items or have any rate contact of IT consumables in last 3 years.
6. Either the Registered Office or one of the Branch Office of the bidder should be located in Mumbai, Mumbai suburban, Thane or Navi Mumbai.
7. Bidder should have Average Annual Turnover of 10 lakh or more for last 3 consecutive years. Submit CA Certified Balance sheets for the last 3 (three) years.
8. The bidder should not be black listed by any Govt. organization /PSU during last 3 years. A declaration certificate to this effect is to be submitted as per the format given **in Annexure-1.**

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company and enclosed in a cover, to be submitted along with the qualification bid (Envelope-2) duly stamped and signed by the authorized person of the bidder.

CHAPTER - 6

Financial BID

NIT No: IGIDR/Tender/ 2019-20/CC/06-R

Work Name: Annual Rate Contract For Supply of IT Consumables at IGIDR

The below list is also provided in excel sheet with tender document at our website for submitting the financial bid.

List of consumables and Specifications:(Amount in INR)

| Sr No | HP Toners & Catridges | Unit Rate | GST | Total |
|-------|-----------------------------|-----------|-----|-------|
| 1 | 05A CE505AC | | | |
| 2 | 53A Q7553A | | | |
| 3 | 49A Q5949A | | | |
| 4 | 30A CF230A | | | |
| 5 | 88A CC388AC | | | |
| 6 | 80A CF280A | | | |
| 7 | 12A Q2612AC | | | |
| 8 | 28A CF228A | | | |
| 9 | 78A CE278AC | | | |
| 10 | 201A CYAN TONER CF401A | | | |
| 11 | 201A YELLOW Toner CF402A | | | |
| 12 | 201A MAGENTA Toner CF403A | | | |
| 13 | 201 X BLACK TONER CF400X | | | |
| 14 | 901 XL Black CC654AA | | | |
| 15 | 901 Color CC656AA | | | |
| 16 | 932 XL Black CN053AA | | | |
| 17 | 933 Cyan CN054AA | | | |
| 18 | 933 Magenta CN055AA | | | |
| 19 | 933 Yellow CN056AA | | | |
| 20 | 680 Black (F6V27AA) | | | |
| 21 | 680 Color (F6v26AA) | | | |
| 22 | 678 Black CZ107AA | | | |
| 23 | 678 Color CZ108AA | | | |
| | Non HP items | | | |
| 24 | Canon 925 toner | | | |
| 25 | Canon 328 toner | | | |
| 26 | Epson 664 cartridge Black | | | |
| 27 | Epson 664 cartridge Magenta | | | |
| 28 | Epson 664 cartridge Cyan | | | |
| 29 | Epson 664 cartridge Yellow | | | |
| 30 | Sandisk 16 GB memory Stick | | | |

Annexure -1

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,
The Registrar
Indira Gandhi Institute of Development Research
Film City Road, Santosh Nagar,
Goregaon (East),
Mumbai – 400 065.

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For M/s _____

Authorized Signatory

Date: