



PROJECTS & DEVELOPMENT INDIA LIMITED
(A GOVT. OF INDIA UNDERTAKING)

SHEET
1 of 1

PDIL BHAWAN, SAMTA, SUBHANPURA, VADODARA-390 023, INDIA.
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INVITATION TO BID (ITB)
(OPEN DOMESTIC TENDER)

<p>Published in CPP e-Publishing Portal (e-Publishing ID: 2017_MCF_245570_1) & Hosted at PDIL Website</p>	ITB NO. : PVMM/ARCM/COMP/17-18/E-13/100939	
	TYPE OF BID (For submission of bids please refer ITB Clause No.2.0 of Annexure-II)	TWO BID SYSTEM
	TYPE OF OPENING	PUBLIC
	BID ISSUE DATE	04.09.2017
	BID CLOSING DATE & TIME	14.09.2017 (15.00 Hrs.)
	UNPRICED TECHNO-COMMERCIAL BID OPENING DATE & TIME	15.09.2017 (16.00 Hrs.)
	PRICE BID OPENING DATE & TIME	To be intimated later.
	VENUE OF BID OPENING	PDIL, Vadodara
	EARNEST MONEY DEPOSIT (EMD)	Rs.9000/- (Rupees Nine Thousand Only)
	CONTRACT PERIOD :	01(One) Year from award of contract
DELIVERY PERIOD :	Within 15(Fifteen) Days of specific PO.	


- 1.0 **PROJECTS & DEVELOPMENT INDIA LTD.**, a company registered under the Companies Act, 1956 having its registered offices at PDIL Bhavan, A-14, Sector-1, Noida-201 301, India (hereinafter referred to as PDIL or OWNER), a Govt. of India Undertaking under the administrative control of the Dept. Of Fertilizers, Ministry of Chemicals & Fertilizers. We, PDIL, Vadodara, Gujarat invites sealed bids in two parts under National Competitive Bidding, addressed to HOD (MM), for the under mentioned item subject to the 'Scope of Work' and 'Term & Conditions' enclosed herein.


SL.	DESCRIPTION OF JOBS/SERVICES	TENTATIVE QUANTITY
1	Annual Rate Contract-Material for Supply of HP-Make, Inkjet, Toner & data Cartridges at PDIL Vadodara Office for the period of 1 (One) year w.e.f. the date of award of contract, as per Technical Specifications doc. no. PVCM-20, REV.0 Dt. 31.08.17 attached as Annexure-IV and Commercial Terms & Conditions mentioned at Annexure-IIIA & IIIC.	As per Attachment-A of Technical Spec. (Annexure-IV)

- 2.0 The following enclosed documents are the part of ITB.

1.0	Pre Qualification Criteria (PQC)	ANNEXURE-I, Rev 0	Sheets-1
2.0	Instructions to Bidder- e Publish	ANNEXURE-II, Rev 0	Sheets-1 to 3
3.0	General Conditions of Purchase (GCP)	ANNEXURE-IIIA, Rev 0	Sheets-1 to 3
4.0	Special Conditions of Contract (SCC)	ANNEXURE-IIIC, Rev 0	Sheets-1 to 2
5.0	Technical Enquiry Specifications Doc. No. PVCM-20, Rev.0 Dt. 31.08.17	ANNEXURE-IV, Rev.0	Sheets-5
6.0	Price Schedule (Submit Separately- in PRICE BID ENVELOPE)	ANNEXURE-V, Rev.0	Sheet-1
7.0	Checklist / Agreed Commercial Terms & Conditions (ACTC)	ANNEXURE-VI, Rev.0	Sheet-1
8.0	Declaration by Bidder	ANNEXURE-VII, Rev.0	Sheet-1
9.0	RTGS/NEFT Format For E-Payment	ANNEXURE-VIII, Rev.0	Sheet-1
10.0	Details Of Contractor / Company	ANNEXURE-IX, Rev.0	Sheet-1
11.0	Format of BG for Performance Security Not Attached	ANNEXURE-X, Rev.0	Not Attached

for and on behalf of
PROJECTS & DEVELOPMENT INDIA LIMITED


Bishwanath Banerjee
Manager (MM)

	Pre Qualification Criteria(PQC) ANNEXURE – I	PVMM/ARCM/COMP/17-18/E-13/100939/ANX-I	0
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PREQUALIFICATION CRITERIA (PQC): Please refer the [Pre Qualification Criteria \(PQC\)](#) which are given hereunder:

A. Pre qualification Criteria (Technical)

Bidder must have experience of having successfully completed similar works during last 07 (seven years) ending last of the month previous to the one in which Tenders/ Bids are invited, should be either of the following:

Three similar completed Work / Order / Rate Contract, each of Value not less than [Rs.2,68,000/-](#)

Or

Two similar completed Work / Order / Rate Contract, each of value not less than [Rs.3,35,000/-](#)

Or


One similar completed Work/ Order / Rate Contract of value not less than [Rs.5,36,000/-](#)

Similar works definition: Supply of HP Inkjet, Tonner & Data Cartridges

Note: The bidders are required to submit copy of Purchase Order / Work Order / Rate Contract etc. documents towards proof of completed / executed of above criteria.

B. The bidder must be of authorized dealer / authorized retailer / authorized reseller of M/s. HP (OEM).

Note : Bidder will submit letter from OEM regarding the above, valid as on bid closing date as documentary evidence.

	INSTRUCTION TO BIDDERS (for e-published tenders) ANNEXURE – II	PVMM/ARCM/COMP/17-18/E-13/100939/ANX-II	0
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1.0 A bidder who meets the Pre-Qualification Criteria as per ITB and intends to quote against this ITB may download the bidding document from PDIL website <http://pdilin.com> OR Central Public Procurement Portal <https://eprocure.gov.in/cppp> and submit the Bid complete in all respects as per terms & conditions of contract on or before the bid closing date and time.

2.0 Submission of Bids:

Bidders are required to submit their bids under three (03) envelopes as below:

Envelope (A)

i. Earnest Money Deposit (EMD) as per Cl. 6.0 below.

OR

A copy of valid Registration Certificate, in case of NSIC/MSE registered Companies.

ii. Format of Bank Details (RTGS) for on line payment, all the details duly filled in [Annexure-VIII](#).

Envelope (B): Un-priced Technical and Commercial Bid along with the following documents (photocopies) shall be in this envelope:

- i. Documents in support of ‘Pre-Qualification Criteria for Bidders’ indicated in Annexure-I of ITB as per the requirement.
- ii. Complete ITB documents duly signed & stamped in each page with “Deviations”/“Exception” sheet (if any) and all Annexures duly filled in.
- iii. **Price Confirmation Copy** - A copy of Priced offer **keeping price blank** (hiding the price) and **in place indicating "Quoted" or "√"**, as a confirmation of price quoted against the enquired item and all applicable Taxes & Duties, shall be submitted
- iv. Copy of Check List / **ACTC** enclosed duly filled by the bidder making all the points clear and not leaving any voids.
- v. Photo copy of PAN card.
- vi. A Copy of valid GST registration certificate
- vii. Any other document as per the requirement specified in the ITB.

Envelope C: Price Bid

Price Schedule as per Annexure-V with **quoted rates in Rs.(Rupees)** and Taxes & Duties, as applicable, signed and stamped, **which will remain FIRM during the contract period.**

All the above envelopes should be super scribed with respective Envelope no., ITB No. and closing date of the bid. All three (03) envelopes should be sealed and placed in a fourth envelop which should also be super scribed with our **ITB No. and closing date of the bid** and addressed to the under mentioned :

HOD(MM),

Projects & Development India Limited,


PDIL Bhawan, Samta, Subhanpura,

Vadodara-390023, Gujarat, India,

Email : bnbanerjee@wro.pdilin.com; ansisodiya@wro.pdilin.com; kswaroop@wro.pdilin.com

3.0 Opening of Bids

Bid opening will be Public. Envelope A and B only will be opened on Technical Bid Opening Date. Price Bids (Envelope C) of only those bidders will be opened which will be considered technically and commercially acceptable.

	INSTRUCTION TO BIDDERS (for e-published tenders) ANNEXURE – II	PVMM/ARCM/COMP/17-18/E-13/100939/ANX-II	0
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4.0 Evaluation of Bids

Bids shall be evaluated for Pre-Qualification Criteria (PQC) first and Techno-Commercial Bid Evaluation shall be carried out, only for those Bids which shall meet the Pre-Qualification Criteria (PQC).

Bids shall be scrutinized on Techno-Commercial parameters. Bids having unacceptable deviation may be rejected at this stage. However, clarifications shall be sought from bidder for any shortcoming found in their Bid at this stage.

The PRICE BID shall be opened only of those bidders who will be technically and commercially suitable.

5.0 Price Evaluation Criteria

Price Evaluation of Bids shall be done considering the quoted prices, by the bidder in the Price Schedule, along with taxes and duties **and on ITEM WISE lowest bidder considering the input credit to PDIL.**

In case of any discrepancy, unit rate shall prevail for calculation to arrive at the total price.

In case a bidder does not fill up any amount and leaves it blank or writing 'N/A' or put '-' against any item of Price Schedule, it shall be deemed that cost of such item (s) is included in other item by the bidder elsewhere in the quoted price.

Incomplete Price Schedule may result into rejection of bid.

6.0 Earnest Money Deposit (EMD)

Earnest money deposit (**Rs.9000/- / Rupees Nine Thousand Only**) shall be submitted by way of Demand Draft/ Banker's Cheque only drawn on any Scheduled/ Nationalized Bank in favour of 'Projects & Development India Ltd', Vadodara. **Quotation/Bid without EMD may not be considered.** However, NSIC/MSEs registered Companies are exempted from submission of EMD provided a valid Certificate in this regard is submitted.

6.1 EMD shall be refunded:

- To the unsuccessful bidders after acceptance of order by the successful bidder(s).
- To the successful bidder(s) after deposition of Security money/ confirmation by the Bank for the Security cum Performance Guarantee submitted by bidder

No interest shall be payable on EMD.

6.2 EMD may be forfeited without prejudice to any other right or remedy of PDIL including but not limited to following circumstances:

a) If a bidder withdraws his bid during the period of bid validity specified by the bidder

OR

b) In the case of successful bidder, if the bidder fails to accept the order


OR

c) If a bidder is found to have furnished Mis-representation or wrongful declaration/ presentation of qualifying data and other facts in their Bid


7.0 Validity of Bids

Prices quoted should remain valid for our acceptance for a minimum **period of 90 days from the date of opening of technical bids.** PDIL will not allow any revision in prices within validity period after sealed tender are opened.

8.0 If at any later date, it is found that documents, information and data submitted by the Bidder in the Bid, and based on which the Bidder has been considered eligible or successful or has been awarded the Contract is incorrect or false to the extent that had the correct or true information been made available to the OWNER at the time of Bid evaluation, the bid would have been declared ineligible or unsuccessful, the Bidder shall be forthwith disqualified or, as the case may be, the contract awarded based on such incorrect or false information shall be cancelled and the EMD/PBG/Security Deposit shall be liable to be forfeited.

	INSTRUCTION TO BIDDERS (for e-published tenders) ANNEXURE – II	PVMM/ARCM/COMP/17-18/E-13/100939/ANX-II	0
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- 9.0 Bidders are required to carefully go through the entire scope of ENQUIRY, terms and conditions, and other requirements before quoting. They should feel free to contact PDIL before submission of bid if they have any query on it. Once the bid is submitted, PDIL will presume that the bidder has understood thoroughly the Scope of Supply along with terms & conditions and all these are acceptable to them.
- 10.0 Bids shall be typed or written in indelible ink and must be free from corrections / erasing / overwriting etc. Any changes made must be authenticated with initial by the Bidder.
- 11.0 Bid shall be ideally in conformity to the Scope of supply/work along with all Terms & conditions, stipulated in the ENQUIRY. PDIL shall appreciate to receive a Bid having no deviation. However, under unavoidable circumstance, a Bidder may submit Deviations in a separate sheet, which PDIL at its own liberty may accept or reject. Deviations found elsewhere inside the Bid document shall not be considered. Deviations including condition(s), if any, found in the Price bid shall liable for rejection of a Bid in totality.
- 12.0 PDIL reserves the right to reject any or all the bids without assigning any reason whatsoever and does not bind itself to accept the lowest or any other bid. All bids in which any of the prescribed conditions are to be fulfilled or are incomplete in any respect are liable to be rejected. PDIL is at liberty to take any of the following actions in case of this ITB:
- a) to cancel the tender without reference to the bidders.
- b) to postpone the due date and time.
- 13.0 Bidders shall not be entitled to claim any costs, charges, expenses or incidentals for or in connection with the preparation and submission of their bids even though Project & development of India Limited may withdraw the enquiry/tender or reject all bids.
- 14.0 **SITE VISIT:** If needed, Bidder may visit the site before quoting their rates. For site visit and any clarifications please contact to:
Shri D K Karamata
HOD (COMP.)
Projects & Development India Limited
Vadodara
Phone:0265-2388418-21, Extn: 109 FAX: 0265-2388398/99
Email : dkkaramata@wro.pdilin.com
- 15.0 Bids submitted thro' FAX and e-mail will not be accepted. No request from any bidder to PDIL to collect the bid from airlines, cargo agents etc. shall be entertained by PDIL.
- 16.0 PDIL reserve the rights to assess bidder's capability and capacity to perform the contract.
- 17.0 Bids must be submitted on or before the closing date and time physically in the bid box at the office of **HOD(MM), Projects & Development India Limited, PDIL Bhawan, Samta, Subhanpura, Vadodara-390023, Gujarat, India**, or by registered post/courier on the above address so as to reach well in advance of the closing date and time. Offers received late are liable for rejection & no complaint shall be entertained in this regard for any reason whatsoever including postal/courier delay.
- 18.0 To know more about PDIL, please visit our website <http://www.pdilin.com>.

	GENERAL CONDITIONS OF PURCHASE (GCP) ANNEXURE - IIIA	PVMM/ARCM/COMP/17-18/E-13/100939/ANX-III A	0
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1.0 **Scope of Purchase Order (P.O)**

The Scope of P.O, shall be as per 'Technical Specification' and/or 'Price Schedule', attached to the ITB, unless & otherwise it is modified, at subsequent stage of bidding.

2.0 **Firm Price**

Price to be **quoted shall be firm and subject to no escalation** whatsoever during the ~~delivery/completion~~ contract period including extended period, if any, except for any statutory variations i.e. change in the rate of tax & duty and/or inclusion of any new tax & duty.

Bid with variable price will not be accepted.

3.0 **Price Basis**

FOR PDIL, duly delivered ~~and installed, tested, commissioned, if any,~~ in the location/address mentioned elsewhere in the ITB, including risk in transit

4.0 **Taxes and duties (To be read in conjunction with SCC)**

- 4.1 Rate of **Goods & Service Tax (GST)**, should be indicated in the 'Price Schedule' and which shall be paid as extra.
- 4.2 Statutory variation in taxes and duties including imposition of any new tax & duty, within the scheduled Completion period, as per P.O, shall be paid at actual on production of documentary evidence.
 - 4.2.1 In case of delay in supply, if there is any increase in the rate of tax & duty and/or there is imposition of any new tax/ duty by statutory authorities, PDIL shall restrict the payment of taxes & duties, as prevalent on the scheduled delivery/ completion period only, as mentioned in the P.O and amendment(s) there to.
 - 4.2.2 If there is any decrease in applicable rate of taxes & duties &/or there is any withdrawal of any tax & duty by statutory authorities, during the delivery/ completion period including extended/amended period of P.O, shall accrue to PDIL's a/c.
- 4.3 The Supplier has to submit / furnish all necessary documents / information to enable PDIL claim Input Tax Credit in respect of GST.
- 4.4 ~~PDIL shall not issue any form other than Form 38 i.e. Road Permit, if required, on written request by the Supplier.~~

5.0 Effective date of P.O: Shall be the Date of issuance of LOI/ P.O.

6.0 **Delivery/ Completion Period (To be read in conjunction with SCC)**

~~The delivery of the Equipment and/or Spares including Installation, testing, commissioning, if any, at PDIL, shall be completed within _____ from the Effective date of P.O~~

~~alternatively~~

The delivery of Materials/~~Spares~~, at PDIL, shall be completed within **15(Fifteen) Days** from the Effective date of P.O. (**Refer SCC Clause 6.0**).


6.1 **For Annual Maintenance Contract (AMC)/ Annual Rate Contract (ARC)**

The Contract shall be valid for a period of **One (01) Year** from the Effective date. This period can be further extended on mutual agreement.

7.0 **Payment Terms (To be read in conjunction with SCC) (For Detail Refer SCC Clause 9.0).**

- 7.1 ~~100% payment shall be released within 30 days after Supply and/or Installation, Testing & commissioning, and acceptance of the complete system, duly certified by the Engineer in charge of PDIL, on the invoice~~

~~alternatively~~

	GENERAL CONDITIONS OF PURCHASE (GCP) ANNEXURE - IIIA	PVMM/ARCM/COMP/17-18/E-13/100939/ANX-IIIA	0
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100% payment shall be released within 30 days of receipt and acceptance of materials/spares, duly certified by the Engineer-in-charge of PDIL, on the invoice.

- 7.2 The above payments shall be released subject to submission of Security cum Performance Guarantee/ Security Deposit, **if applicable**, as mentioned herein below, failing which the same amount shall be deducted from the Supplier's Bill(s).
- 7.3 All payments will be made by account payee cheque or direct transfer in bank account through RTGS.
- 7.4 Tax deduction at source
Income tax, as applicable as per income tax act, shall be deducted at source from the Supplier's bills and a certificate towards this deduction shall be issued to the Supplier.

8.0 Warranty/ Guarantee

- ~~8.1 The Equipment/ Materials shall be supplied with warranty/ Guaranty against any manufacturing defect, for a period of 12 month from the date of commissioning~~
alternatively
Materials/ Spares, to be supplied shall be warranted/ guaranteed as per Original Equipment Manufacturer's (OEM's) policy wherever applicable.
- ~~8.2 Spares shall be supplied along with Fitment guarantee certificate.~~

9.0 Security cum Performance Guarantee/Security Deposit (Refer SCC Clause no. 10.0)

Security cum Performance Guarantee/ Security Deposit shall be applicable for P.O value more than Rs. 2.00 lac. [\(Refer SCC Clause no. 10.0\)](#)


- ~~9.1 Security cum Performance Guarantee/ Security Deposit for an amount equivalent to 10% of P.O value shall be submitted within 15 days of issuance of P.O, in the form of Demand Draft (DD)/Banker's Cheque. The same shall be valid to cover delivery/completion period plus warranty/guarantee period, if any.~~
~~Bank Guarantee (BG) for Security cum Performance Guarantee/ Security Deposit shall be entertained for value ≥ Rs 1.00 lac. PBG shall be valid to cover delivery/completion period plus warranty/guarantee period plus three (03) months' claim period thereafter. PBG shall be issued by any Scheduled Commercial Bank. Format of PBG is enclosed herewith at Annexure VII.~~
~~In the absence of submission of Security cum Performance Guarantee/ Security Deposit, the equivalent amount after adjustment of EMD amt., if any, shall be adjusted from the bills.~~
- 9.2 ~~In the case, where OEM's Guarantee/Warranty is applicable, as performance Guarantee, EMD shall be retained as Security Deposit which shall be refunded after 30 days on receipt and acceptance of Equipment/ Material(s).~~
- 9.3 No interest shall be payable on Security cum Performance Guarantee /Security Deposit.
- 9.4 PDIL, however, reserves the right to en-cash/ forfeit the Performance Guarantee / Security Deposit, if the Supplier fails to execute the P.O and/or abide by all the terms and conditions of the P.O.
- 9.5 Performance Guarantee / Security deposit shall be refunded after 30 days of completion of Guarantee / Warranty period / completion of delivery on the certification of Engineer In Charge for due fulfilment of the contractual obligations and after adjusting the expenditure incurred by the owner, if any, on account of any failure on the part of the contractor.

10.0 Price reduction clause (Refer Clause no. 13.0 of SCC-Annexure-IV)

In the event of delay in delivery/completion beyond contractual delivery/completion period, price reduction @ 0.5% per week or part thereof subject to maximum 5% of total order value of [Specific PO](#) shall be recovered from supplier's / Contractor's bill(s).

11.0 Insurance

Necessary insurance(s) to cover accident risk for his employees loss of life, material etc. to crew or the third party to be arranged by supplier at his cost.

	GENERAL CONDITIONS OF PURCHASE (GCP) ANNEXURE - IIIA	PVMM/ARCM/COMP/17-18/E-13/100939/ANX-IIIA	0
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12.0 **Termination**

In the event of unsatisfactory performance, PDIL reserves right to cancel part or whole of the order / contract and make alternate arrangement at any time during currency of contract on risk & costs of contractor and / or forfeit security deposit

13.0 **Force Majeure**

The act of God, epidemic, wars, revolution, and official strike shall be treated as force majeure condition. In event of occurrence of such condition neither party shall be responsible for delay in performance provided that it is notified within 07 days of its occurrence. The Supplier shall provide justification by documentation countersigned by the local chamber of commerce.

14.0 **Arbitration**

All cases of dispute arising during execution of contract shall be resolved by mutual discussion of parties operating the Contract. In the event of failure to do so, matter will be settled as per Arbitration and Conciliation Act, 1996, as amended from time to time.


However, wherever applicable, in case of settlement of commercial disputes between PSEs inter SE and PSE(s) and Government Department(s), the same shall be settled through Permanent Machinery of Arbitrators (PMA) setup in the Department of Public Enterprises(DPEs) as per the following Clause:

“In the event of any dispute or difference relating to the Interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party for Arbitration to the sole Arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India in-charge of the Department of Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitration under this clause. The award of the Arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary/Additional Secretary, when so authorized by the Law Secretary, whose decision shall bind the Parties finally and conclusively. The Parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator”.


The performance under this contract, shall not stop for any reason, whatsoever, during the said dispute / proceedings, unless the service provider is specifically directed by PDIL to desist from working in this behalf.

15.0 **Jurisdiction**

The P.O shall be deemed to have been entered into at Noida/Vadodara/Sindri, for PDIL's different Unit, as the case may be and all cases of action in relation to the P.O shall, therefore, be deemed to have been assigned within its jurisdiction for respective Unit/location.

	SPECIAL CONDITIONS OF CONTRACT (SCC) ANNEXURE - IIIC	PVMM/ARCM/COMP/17-18/E-13/100939/ANX-IIIC	0
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- 1.0** **SCOPE OF JOB** : Supply of HP-Make, Inkjet, Toner & data Cartridge on Annual Rate Contract basis as per attached Technical Specification Doc. No. PVCM-20, Rev.0 Dt. 31.08.17 (**Annexure-IV**), enclosed with this ITB. **Separate Purchase Order shall be placed against the Rate Contract for individual requirements.** Supplier/Contractor shall arrange to deliver the requisite materials **within 15 Days** at PDIL, Vadodara Office.
- 1.1** The quantity mentioned in Attachment-A of ANNEXURE-IV are tentative and not binding on PDIL. PDIL also reserves right to vary the quantity (add / delete) to the extent of its requirement for any or all items.
- 2.0** Bids will be evaluated on the basis of **Pre-Qualification Criteria(PQC)** mentioned in Annexure-I. The Offer, not meeting the **Pre-Qualification Criteria(PQC)**, shall not be considered for further evaluation.
- 3.0** **PRICE BASIS** : Prices shall remain **FIRM till tenure of the contract** and shall be for **Free Delivery** including risk in transit upto destination at PDIL Bhawan, Vadodara on **Delivered Duty Paid (DDP)** basis. No extra payment shall be made for freight and transit insurance which shall be included in the quoted price. **Only GST shall be applicable as extra. NO VARIATION shall be paid on account of change in LIST PRICE of HP.** Bidder shall quote prices considering the above.
- 4.0** **DISCREPANCIES IN QUOTED PRICES:** **The prices must be written both in figures and words. Unit prices shall be considered correct in the event of any discrepancy with regard to total price. In the event of difference, prices written in words shall be valid & binding. If the bidder has submitted prices in the price schedule & also on their own letter head/format, the prices written in the Price Schedule shall be considered valid & binding, in case of any discrepancy.**
- 5.0** **TENURE OF JOB:** **01(ONE) YEAR** from the date of award of contract.
- 6.0** **DELIVERY PERIOD:** Free Delivery at PDIL's Store **within 15 DAYS** from the date of Specific P.O.
- 7.0** **PART ORDER/SPLIT ORDER:** Tendered quantity shall be split, wherever possible for this tender, hence, **evaluation shall be carried out on item wise basis.**
- 8.0** **GOODS & SERVICE TAX (GST):** GST shall be paid **EXTRA as applicable as per GST law** against GST Registration Number Only. **Bidder shall clearly indicate the present applicable rate of GST in Percentage (%) alongwith HSN/SAC Code and enclose copy of GST registration certificate alongwith unpriced offer.**
- 8.1** **PDIL shall avail Input Credit against payment of GST** hence, this **credit amount to PDIL will be considered while evaluating the price** for which necessary documents shall be provided by the bidder to enable PDIL to avail the credit.
- 8.2** Imposition of any new taxes & duties and changes in quoted taxes & duties after issuance of LOI/PO by statutory authorities during contractual period shall be considered on production of documentary evidence
- 9.0** **PAYMENT TERMS:**
- 9.1** Payment will be made within 30 days of receipt and acceptance of materials at our stores against item specific Purchase Order.
- 9.2** The mode of Payment to Supplier/Contractor in PDIL is generally E-Payment through RTGS/NEFT. To facilitate the same, **Successful Bidder to fill up the required details in the format for E-Payment through RTGS/NEFT (Refer Attached Annexure-VIII) and submit the same with Envelope-A-Unpriced Offer.**
- 9.3** **If the bidder is eligible/entitled for any privilege/benefit under any statutory body/act/law like MSMED Act 2006 for MICRO/MEDIUM/SMALL Scale Company etc, please submit the valid documentary evidence and clearly indicate in your offer.**
- 10.0** **SECURITY DEPOSIT:** In case of ARC, **Earnest Money Deposit (EMD) shall be retained as security deposit** for faithful performance of contract. In Case of waiver of EMD, the equivalent EMD amount shall be deducted from first bill/s of contractor as retention money towards security deposit. Security Deposit shall be refunded after 30 days on satisfactory completion of contract as per certification of indenter.

	SPECIAL CONDITIONS OF CONTRACT (SCC) ANNEXURE - IIIC	PVMM/ARCM/COMP/17-18/E-13/100939/ANX-IIIC	0
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- 11.0 CONTACT PERSON for OPERATION OF ORDER/CONTRACT:** This order/contract shall be operated by contact person of PDIL **Ms. D K Karamata, HOD (COMP.), PDIL, Vadodara E-mail: dkkaramata@wro.pdilin.com** or her authorized representative.
- 12.0 INSPECTION :** Supplied Items will be inspected on receipt at our office **by authorised personnel of PDIL's Store/Purchase Department.** The Supplier must ensure supply of ordered items/materials as per quantities and specifications specified in purchase order to avoid rejection.
- 12.1 REJECTION :** In the event of rejection of **Supplied Materials**, the same must be replaced by supplier immediately, on intimation from consignee. In the event of lack of response from supplier, Purchaser do reserve the right of alternate procurement at supplier's risk and cost and or forfeit Security Deposit.
- 13.0 PRICE REDUCTION CLAUSE ON DELAYED DELIVERY:** Delivery period shall be the essence of the contract and in the event of delay in delivery beyond contractual delivery date, **Damages @0.5% per week or part thereof subject to a maximum of 5% of total order value of specific order** shall be applicable. Accordingly, the amount towards price reduction shall be recovered from supplier's bills.
- 14.0** In case of an irreconcilable conflict between General Conditions of Contract, Special Conditions of Contract, terms specified in Special Conditions of Contract shall prevail.

पी डी आई एल
PDIL

PROJECTS & DEVELOPMENT INDIA LTD

PVCM-20

0

DOCUMENT NO

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ANNEXURE-IV

ITB No. PVMM/ARCM/Comp/17-18/E-13/100939

TECHNICAL ENQUIRY SPECIFICATION

FOR


ANNUAL RATE CONTRACT (ARC)

FOR SUPPLY OF INK, TONER & DATA CARTRIDGE

0	31.08.2017	31.08.2017						
REV	REV DATE	EFF DATE	FOR ISSUE PURPOSE	BS PREPD	DD REVWD	DKK APPD		

FORM NO: 02-0000-0021F1 REV4

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	TECHNICAL ENQUIRY SPECIFICATION FOR SUPPLY OF INKJET, TONNER & DATA CARTRIDGE	PVCM-20	0
		DOCUMENT NO	REV
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31.8.17



TECHNICAL ENQUIRY SPECIFICATION FOR
SUPPLY OF INKJET, TONNER & DATA CARTRIDGE

PVCM-20

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SHEET 3 OF 5

ATTACHMENT-A

TECHNICAL SPECIFICATIONS OF ANNUAL RATE CONTRACT(ARC) FOR 1 YEAR PERIOD FOR SUPPLY OF FOLLOWING INK, TONER & DATA CARTRIDGE THROUGH M/s HP AUTHORISED DEALER / RETAILER.


Sl.No.	Cartridge No.	Name of Printer	Tentative Qty. of cartridges for 1 year period
1	C4129X	HP-5000N LASER PRINTER	1
2	C4096A	HP-2200 LASER PRINTER	1
3	C4911A (BLUE)	PLOTTER 500C	4
4	C4912A (MAGENTA)	PLOTTER 500C	4
5	C4913A (YELLOW)	PLOTTER 500C	4
6	C4844A (BLACK)	PLOTTER 500C	16
7	Q2612A	HP LASERJET 1022 /1015 / 1010 / LJM 1005 / HP LJ 3050 PRINTER, FAX, COPIER	40
8	C8727AA (BLACK)	HP PSC 1210 Printer, scanner & copier	2
9	Q8893AA (TRI COLOURED)	HP PSC 1210 Printer, scanner & copier	2
10	C8543X	HP LASERJET PRINTER 9040 DN	14
11	C4810A	PLOTTER (BLACK) INK HEAD FOR HP 500C PLOTTER	4
12	C4811A	PLOTTER (CYAN) INK HEAD FOR HP 500C PLOTTER	4
13	C4812A	PLOTTER (MAGENTA) INK HEAD FOR HP 500C PLOTTER	4
14	C4813A	PLOTTER (YELLOW) INK HEAD FOR HP 500C PLOTTER	4
15	C4936A (BLACK)	HP OFFICE JETPRO FAX MACHINE MODEL L-7380	4
16	C4937A (CYAN)	HP OFFICE JETPRO FAX MACHINE MODEL L-7380	2
17	C4938A (MEGENTA)	HP OFFICE JETPRO FAX MACHINE MODEL L-7380	2
18	C4939A (YELLOW)	HP OFFICE JETPRO FAX MACHINE MODEL L-7380	2
19	CB436A	HP LASERJET P1505	10
20	CD975AA (BLACK)	HP Officejet 7000 Wide Format Printer - E809a	2

DD
31.8.17

	TECHNICAL ENQUIRY SPECIFICATION FOR SUPPLY OF INKJET, TONNER & DATA CARTRIDGE	PVCM-20	0
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21	CD972AA (CYAN)	HP Officejet 7000 Wide Format Printer - E809a	2
22	CD973AA (MAGENTA)	HP Officejet 7000 Wide Format Printer - E809a	2
23	CD974AA (YELLOW)	HP Officejet 7000 Wide Format Printer - E809a	2
24	CZ107A	HP DESKJET INK ADVANTAGE 1515	2
25	CZ108A	HP DESKJET INK ADVANTAGE 1515	2
26	C7976A	LTO-6 ULTRIUM TAPE MEDIA 2.5 TB / 6.25TB CAPACITY DATA CARTRIDGE	10

Q. Datta
31-8-17

	TECHNICAL ENQUIRY SPECIFICATION FOR SUPPLY OF INKJET, TONNER & DATA CARTRIDGE	PVCM-20	0
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ATTACHMENT-B

Other terms and conditions

1. Any deviation from the specified requirement must be clearly mentioned separately.
2. Bidders to quote for all the items sl.1 to 26 of Attachment-A. Evaluation of offers shall also be on item wise lowest basis with split order as applicable and also the quoted rate shall remain **FIRM** during the contract period.
3. Quantity indicated in attachment-A is tentative and not binding on PDIL. It may vary as per our requirement, PDIL reserves the right to change the quantity and delete the items from the scope.
4. PDIL reserves the right to reject any or all the bid without assigning any reason for the same.
5. The bidder should give documentary evidence of authorized dealer / authorized retailer / authorized reseller of M/s. HP (OEM), valid as on bid closing date.
6. Successful bidder has to confirm acceptance of providing all free gifts / other promotional benefits introduced / launched by M/s. HP at any time during the validity period of the agreement.
7. The successful bidder has to supply the material within fifteen days from the date of issue of individual purchase order placed by PDIL during the validity of the contract.
8. Cartridge with expired period will not be accepted.





PRICE SCHEDULE ANNEXURE - V

PVMM/ARCM/COMP/17-18/E-13/100939/ANX-V	0
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Name of Bidder _____

Offer No. _____


SL. NO	CARTRIDGE NO.	NAME OF PRINTER	Qty (Nos.)	UNIT RATES	
				₹ In Figure	₹ In Words
1	C4129X	HP-5000N LASER PRINTER	1		
2	C4096A	HP-2200 LASER PRINTER	1		
3	C4911A (BLUE)	PLOTTER 500C	4		
4	C4912A (MAGENTA)	PLOTTER 500C	4		
5	C4913A (YELLOW)	PLOTTER 500C	4		
6	C4844A (BLACK)	PLOTTER 500C	16		
7	Q2612A	HP LASERJET 1022 /1015 / 1010 / LJM 1005 / HP LJ 3050 PRINTER, FAX,COPIER	40		
8	C8727AA (BLACK)	HP PSC 1210 Printer, scanner & copier	2		
9	Q8893AA (TRI COLOURED)	HP PSC 1210 Printer, scanner & copier	2		
10	C8543X	HP LASERJET PRINTER 9040 DN	14		
11	C4810A	PLOTTER (BLACK) INK HEAD FOR HP 500C PLOTTER	4		
12	C4811A	PLOTTER (CYAN) INK HEAD FOR HP 500C PLOTTER	4		
13	C4812A	PLOTTER (MAGENTA) INK HEAD FOR HP 500C PLOTTER	4		
14	C4813A	PLOTTER (YELLOW) INK HEAD FOR HP 500C PLOTTER	4		
15	C4936A (BLACK)	HP OFFICE JETPRO FAX MACHINE MODEL L-7380	4		
16	C4937A (CYAN)	HP OFFICE JETPRO FAX MACHINE MODEL L-7380	2		
17	C4938A (MEGENTA)	HP OFFICE JETPRO FAX MACHINE MODEL L-7380	2		
18	C4939A (YELLOW)	HP OFFICE JETPRO FAX MACHINE MODEL L-7380	2		
19	CB436A	HP LASERJET P1505	10		
20	CD975AA (BLACK)	HP Officejet 7000 Wide Format Printer - E809a	2		
21	CD972AA (CYAN)	HP Officejet 7000 Wide Format Printer - E809a	2		
22	CD973AA (MAGENTA)	HP Officejet 7000 Wide Format Printer - E809a	2		
23	CD974AA (YELLOW)	HP Officejet 7000 Wide Format Printer - E809a	2		
24	CZ107A	HP DESKJET INK ADVANTAGE 1515	2		
25	CZ108A	HP DESKJET INK ADVANTAGE 1515	2		
26	C7976A	LTO-6 ULTRIUM TAPE MEDIA 2.5 TB / 6.25TB CAPACITY DATA CARTRIDGE	10		

NOTES/Confirmations:

1. We confirm that the above quoted prices are FIRM during the contract period and inclusive of all charges **except GST Extra as applicable, Present Rate Extra @ _____%** (which shall be paid against GST Registration. No.).
2. We confirm acceptance of all terms & conditions (GCP-Annexure-IIIA & SCC-Annexure-IIIC) as per ITB.
3. The above quantities mentioned are tentative and not binding on PDIL. PDIL also reserves right to vary the quantity (add / delete) to the extent of it's requirement for any or all items.

Date : _____

AUTHORISED SIGNATORY WITH OFFICIAL SEAL.


	AGREED COMMERCIAL TERMS & CONDITIONS (ACTC) ANNEXURE-VI	PVMM/ARCM/COMP/17-18/E-13/100939/ANX-VI	0
		DOCUMENT NO	REV
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This ACTC should be duly filled and to be **Submitted/uploaded, as applicable** alongwith unpriced offer:

SL. NO.	DESCRIPTION	BIDDER'S CONFIRMATION / ACCEPTANCE
1.0	BIDDER'S NAME & ADDRESS with Telephone & FAX no., Name of Contact Person, Email ID	
1.1	BIDDER'S OFFER NO. & DATE	
2.0	Confirm Submission of Earnest Money Deposit OR MSME/NSIC document as per Clause 2.2 of Annexure-II of ITB.	
3.0	Confirm submitted all the relevant documents as per requirement of sl no. A & B of Annexure-I, in respect of PQC.	
4.0	Confirm submitted Price Confirmation Copy (Unpriced Schedule) – A copy of Priced offer(Annexure-V), keeping price blank (hiding the price) and in place indicating "Quoted" or "√", as a confirmation of price quoted against the enquired item and all applicable Taxes & Duties along with un-priced techno commercial bid.	
5.0	Confirm acceptance of TECHNICAL ENQUIRY SPECIFICATIONS/ SCOPE OF WORK & Terms & Conditions as per Annexure-IV , of ITB.	
6.0	Confirm acceptance of Commercial Terms & Conditions of ITB as per GCC (ANNEXURE-IIIA) and SCC (Annexure-IIIC) .	
7.0	CONFIRMATION OF FOLLOWING TERMS AND CONDITIONS:	=====
7.1	Confirm PRICE BASIS – FIRM and FREE DELIVERY AT PDIL, Vadodara. No extra payment shall be made for freight and transit insurance.	
7.2	GST shall be Extra as Applicable as per law. Indicate Present applicable rate in percentage (%) (Use separate sheet in case different GST rate for different items)	Extra @ _____% on all items of price schedule
7.2.1	HSN Code for material to be supplied (Use separate sheet in case different HSN for different items)	
7.2.2	PDIL shall avail Input Credit against payment of GST and The amount of input credit to PDIL will be considered while evaluating the price for which necessary documents shall be provided by the bidder to enable PDIL to avail the credit, Please Confirm.	
7.2.3	Indicate GST REGISTRATION NUMBER (Enclose copy of Certificate)	
7.2.4	In Case GST is not applicable, Confirm that you are not coming under the purview of GST Registration.	
7.3	Confirm acceptance of PAYMENT TERMS AS PER ITB.	
7.4	Indicate PAN Card No. (Enclose copy)	
7.4.1	In Case submitted PAN card is in Individual name, Please Confirm that the person whose name is indicated on PAN card is "SOLE PROPRIETOR" of the company and note that income from the subject contract shall be under the indicated PAN No.	
7.5	Confirm PERFORMANCE SECURITY AS PER ITB.	
7.6	Confirm acceptance of VALIDITY of Offer (90 Days from technical Bid opening date)	
7.7	Confirm acceptance of SPLIT ORDER with any order value.	
7.8	We hereby Confirm that we are neither put on holiday nor Black-Listed by any Government/PSU/Private Firm or Financial Institution and a self declaration on our letterhead (as per Annexure-VII) regarding the above has been submitted with unpriced bid.	
7.9	CONFIRM THAT The invitation to Bid together with all its attachments thereto shall be considered to be read, understood and accepted by the Bidder while submitted their offer.	
7.10	It is confirmed that in case any of the TERMS & CONDITIONS mentioned in this Summary are at variance with those indicated anywhere else in our offer, the conditions indicated in this summary shall prevail.	

DATE :

AUTHORISED SIGNATORY OF THE BIDDER with Official Seal

	DECLARATION BY BIDDER ANNEXURE – VII	PVMM/ARCM/COMP/17-18/E-13/100939/ANX-VII	0
		DOCUMENT NO	REV
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(To be submitted on Bidder's Letterhead as per below performa)

DECLARATION

To,
Projects & Development India Ltd.,
Vadodara-390023

Subject : ITB No. _____ Dt. _____

Sir,

We hereby declare that M/s _____ is neither put on holiday nor Black-Listed by any Government/PSU/Private Firm or Financial Institution.

Signature:

Name:

Designation:

Seal of the Bidder:

	RTGS/NEFT FORMAT FOR E-PAYMENT ANNEXURE – VIII	PVMM/ARCM/COMP/17-18/E-13/100939/ANX-VIII	0
		DOCUMENT NO	REV
		SHEET 1 OF 1	

Date:

To,

Projects & Development India Ltd.
PDIL, Bhawan, Samta, Subhanpura,
Vadodara-390 023.
Gujarat.

Dear Sir,

With reference to your letter/E-mail, we hereby agree to accept the payment of our bills through "EFT/RTGS/Internet". The bank account details are as given below:

1	Beneficiary's Name	
2	Name of the Bank (to which payment should be sent)	
3	Branch name	
4	Address of the Branch	
5	STD Code No. and Telephone no. of Branch	
6	Branch Code	
7	9 digit code no. of Bank & Branch as appearing on the MICR cheque (copy of cancelled cheque must be enclosed.)	
8	Bank account number (As appearing on the cheque book)	
9	Account type (SB/CA/CC)	
10	Branch IFSC Code (Applicable only for RTGS payments)	
11	Copy of blank cancelled cheque or photocopy of a cheque for verifying the accuracy of the 9digit code number to be enclosed.	

A blank cancelled cheque leaf relating to the above bank account is enclosed for verifying the accuracy of the bank account details.

I hereby declare that the particulars given above are correct and complete.


(Signature of Account Holder)
Seal of the Vendor

Encl : Cancelled Cheque No.

**** We hereby confirm that the above bank account details of beneficiary are correct in all respects and the account of Beneficiary (PDIL vendor) is maintained at our bank branch .

(Name of Bank & Branch)
Authorized Signatory

**** Verification required only in case vendors name is not printed/appearing on the cancelled cheque leaf being submitted to PDIL office.

	DETAILS OF CONTRACTOR / COMPANY (for updating Award of Contract at CPP Portal (e-publishing)) ANNEXURE – IX	PVMM/ARCM/COMP/17-18/E-13/100939/ANX-IX	0
		DOCUMENT NO	REV
		SHEET 1 OF 1	

In Case of Order, the contractor shall provide the below information [for updating Award of Contract at CPP Portal \(e-publishing\)](#), without fail.

SI	PARTICULARS	BIDDER'S COMMENTS
1.0	CONTRACTOR'S/COMPANY NAME	
2.0	CONTACT PERSON	
3.0	CONTACT PERSON'S DATE OF BIRTH	
4.0	COMPANY'S REGISTRATION NO.	
5.0	COMPANY'S REGISTERED ADDRESS	
6.0	COMPANY'S ESTABLISHMENT YEAR	
7.0	COMPANY'S NATURE OF BUSINESS	
8.0	COMPANY'S LEGAL STATUS (TICK <input checked="" type="checkbox"/> appropriate option)	<input type="checkbox"/> LIMITED
		<input type="checkbox"/> UNDERTAKING
		<input type="checkbox"/> JOINT VENTURE
		<input type="checkbox"/> PARTNERSHIP
		<input type="checkbox"/> OTHERS
9.0	COMPANY CATEGORY (TICK <input checked="" type="checkbox"/> appropriate option)	<input type="checkbox"/> MICRO
		<input type="checkbox"/> SMALL
		<input type="checkbox"/> MEDIUM
		<input type="checkbox"/> ANCILLARY UNIT
		<input type="checkbox"/> PROJECT AFFECTED PERSON OF THIS COMPANY
		<input type="checkbox"/> SSI
		<input type="checkbox"/> OTHERS
10.0	With reference to GOI Gazette Notification No.503 dt.26.03.12, Please confirm whether you are MICRO & SMALL Enterprises (MSEs) registered under MSMED Act 2006 and submit documentary evidence in this respect.	
11.0	Further to Above, If you are MICRO & SMALL Enterprises (MSEs) registered under MSMED Act 2006 and OWNED BY SC/ST ENTREPRENEURS, please confirm and submit documentary evidence issued by government authority in this respect.	

DATE :

AUTHORISED SIGNATORY OF THE BIDDER with Official Seal