



Indian Maritime University
(A Central University Govt. of India)
East Coast Road, Uthandi, Chennai 600 119.
Tel: (044) 2453 0343/45, Fax: 2453 0342

Tender No. IMU-HQ/PUR/05/CART/03/2015

21.11.2017

TENDER NOTICE

Sealed tenders are invited from reputed HP Authorized Suppliers, having office in Chennai, for Purchase of Cartridges at Rate contract for a period of one year from the date of Award of contract with an option of extension for a further period up to one year at the same rate, terms and conditions subject to providing of satisfactory services on year to year basis at the sole discretion of INDIAN MARITIME UNIVERSITY, Chennai-600119.

The Tender Document can be downloaded free of cost from IMU website www.imu.edu.in from 21.11.2017. The last date for receiving tender at IMU HQ is 11.12.2017 at 15.00hrs.

REGISTRAR



Indian Maritime University
(A Central University Govt. of India)
East Coast Road, Uthandi, Chennai 600 119.
Tel: (044) 2453 0343/45, Fax: 2453 0342

IMU-HQ/PUR/05/CART/03/2015

Date 21.11.2017

To

Sir,

Sub: IMU - Purchase of Cartridges at rate contract for the year 2017 - 18 - req.

The Indian Maritime University is a Central University, under the Ministry of Shipping, Government of India. The University is inviting bids from HP dealer for purchase of Cartridges at rate contract for the year 2017 - 18 under two bid systems (Technical Bid & Financial Bid).

The detailed Tender Document for purchase of Cartridges at rate contract for the year 2017 - 18 can be downloaded at free of cost from IMU website www.imu.edu.in.

The cover should be super-scribed as Tender for "**Purchase of Cartridges at Rate contract**" and addressed to The Registrar, Indian Maritime University, Headquarters, East Coast Road, Uthandi, and Chennai 600119.

The sealed bids should reach the above address on or before 11.12.2017 at 15.00 hrs.

Registrar

Tender Abstract

1	Notice Inviting Tender No.	:	IMU-HQ/PUR/05/CART/03/2015 dated 01.11.17
2	Subject	:	Purchase of Cartridges at rate contract for the year 2017 - 18
3	Tender document download date	:	21.11.2017
4	Last date and time for receipt of bids	:	03:00 PM on 11.12.2017
5	Date and time for opening of Technical bid	:	03:30 PM on 11.12.2017
6	Date and time for opening of Financial bid	:	Shall be intimated later
7	PERIOD/EXTENSION OF CONTRACT	:	One year from the date of Award of contract with an option of extension for a further period up to one years at the same rate, terms and conditions subject to providing of satisfactory services on year to year basis at the sole discretion of IMU.
8	Validity of tender offers	:	90 days from date of opening of Technical bid
9	EMD Amount	:	Rs. 16,000/-
10	Performance Security Deposit (for finalized bidder only)	:	Rs. 80,000/-
11	Address for Submission of Tender	:	The Registrar, Indian Maritime University, East Coast Road, Uthandi, Chennai - 600 119.

1. Introduction:

The Indian Maritime University is a Central University, under the Ministry of Shipping, Government of India. The University is inviting sealed tenders in two cover system for the Purchase of Cartridges at Rate contract for the year 2017 – 18.

2. Eligibility Criteria:

The bidder should have mandatory qualification as per the following table. The proposal of the bidders who are fulfilling the mandatory qualification criteria shall be considered for cover-II evaluation. The offer will be rejected if the bidder does not fulfil any one of the mandatory qualification criteria.

Sl.No	Qualification Criteria	Supporting documents
1	The bidder must be a HP Authorized Supplier of cartridge material having sufficient experience (minimum 5 years) and having expertise in the relevant field. The tenderer shall be a HP authorized seller/distributor having HP authorization valid certificate. The bidder should have their office at Chennai	Copy of HP authorization valid certificate / dealership registration/commercial taxes registration/ Income tax registration/any other document showing that the Bidder had been in the business during last 5 years.
2	The bidder should have a minimum annual turnover of Rs.20 lakhs during each of the last three financial years (2014-15, 2015-16 and 2016-17)	Certified Annual Audit Report of the last three financial years, Income Tax Statement of the last three financial years etc.
3	At least 3 years' experience in undertaking similar work in State Govt. /PSUs /Central Govt./etc.	Copies of experience certificates for undertaking similar work in State Govt. /PSUs Central Govt. and a list of clients to whom the firm is rendering its services for the past 3 years are to be enclosed.
4	The Bidder should have a valid PAN and GST Registration Certificate.	Copy of the PAN Card and GST registration certificate.

5	The Bidder should NOT have been debarred or blacklisted by any Government department/agency in the past 3 (three) years (2014-15, 2015-16 and 2016-17) on account of fraudulent or corrupt practices or inefficient/ineffective performance.	Self-declaration to this effect.
6	Whether the bidder could supply all the cartridges as per clause (3) in this NIT.	Self-declaration to this effect.

- 2.1. 'Similar Supply' means supply of Cartridges as per the tender with Government / Semi-Government/ Public Sector organizations/ National level educational institutes like IIT, IIM, NIT and Central Universities/ State Universities / Public Limited Companies. / Reputed UGC/ AICTE Recognized or private Sector Universities / Maritime training institutes and port organizations.
- 2.2. With regard to the various proof/supporting documents produced by the bidders for establishing that they meet the various eligibility conditions, it shall be IMU's prerogative to decide whether the document produced is valid evidence or not and to call for additional proof, if required.
- 2.3. All the Mode of Proof Documents for meeting eligibility criteria enclosed with the tender are to be duly signed by the authorized signatory. If required, IMU may insist for notarized copy or ask to produce originals to ascertain the veracity of the documents. IMU also reserves the right to ask more proof to corroborate the eligibility declarations.

3. Specifications of Cartridges:

S. No	Cartridge Model
1	HP 12 A
2	HP 88 A
3	HP 36 A
4	HP 05 A
5	HP 533 A

6	HP 21 A
7	HP 22 A
8	HP 78 A
9	HP 53 A
10	HP 530 A
11	HP 531 A
12	HP 532 A
13	HP Pro- CE 320 A Black
14	HP Pro- CE 321 A Black
15	HP Pro- CE 322
16	HP Pro- CE 323
17	HP CE 400 A Black
18	HP CE 401 A Cyan
19	HP CE 402 A Yellow Cartridge
20	HP CE 403 A Magenta
21	HP 305 A Black
22	HP 305 A Cyan
23	HP 305 A Yellow
24	HP 305 A Magenta
25	HP CF350A
26	HP CF351A
27	HP CF352A
28	HP CF353A

Note: The list of Cartridges is not exhaustive, if any new cartridge model included during the contract period, the bidder should supply at the same terms and conditions.

4. Submission of the Proposal:

4.1. The Bidders shall submit their bids in two parts:

- (i) Technical Bid, and
- (ii) Price Bid.

The Technical and Price Bids should be kept separately in sealed envelopes and both these envelopes should be kept in one sealed envelope super scribing **“Tender for Purchase of Cartridges at Rate contract”**

4.2. The bidders must send bids only by Registered/Speed Post or through Special Messenger under proper acknowledgement so as to reach before

15.00hrs on 11.12.2017. Late tenders shall not be accepted.

- 4.3. The Bid Document can be downloaded from IMU web site <http://www.imu.edu.in> free of cost from 21.11.2017.
- 4.4. The Technical Bid should contain all the relevant information and desired enclosures in the prescribed format [**Annexure I**] along with an Earnest Money Deposit (EMD) of Rs.16,000 (Rupees Sixteen Thousand only) in form of Demand Draft drawn in favour of Indian Maritime University and payable at Chennai. The tenders without EMD shall be summarily rejected. The EMD will be forfeited if the Bidder unilaterally withdraws the offer, or unilaterally amends, impairs or rescinds the offer within the period of its validity.
- 4.5. The Price bid shall be submitted in the prescribed format (**Annexure- II**) in a separate sealed cover. The rates shall be quoted in INR will be inclusive of delivery charges and any other charges. Failure to provide price bid in a sealed separate cover will result in rejection of offer.
- 4.6. All prices/rates in the Price Bid should be clearly written both in figures and in words. In case of a discrepancy between the prices/rates in figures and words, the prices/rates in words will be considered correct.
- 4.7. Bidders should avoid alterations/corrections in the prices/rates submitted by them. However, if alterations/corrections in prices/rates are inescapable each alteration/ correction should be indicated both in figures and words and duly attested under the full signature of the Authorized Signatory of the Bidder.
- 4.8. All the pages of the Bid Document shall be continuously numbered and submitted as a package along with a Covering Letter in the prescribed proforma (**Statement no. 1**) letter on the Bidder's letter head.
- 4.9. If the Bidder deliberately gives incorrect or misleading information in his tender or wrongfully creates circumstances for the acceptance of the tender, then IMU, Chennai reserves the right to reject such a tender at any stage and also blacklist/debar the Bidder from future tenders for a period of not less than 3 years.

4.10. Bidders are not allowed to submit multiple bids nor bid through a consortium.

4.11. Bidders are not allowed to sub-contract any part or whole of this contract except with the prior written permission of IMU.

5. Period of Contract:

One year from the date of Award of contract with an option of extension for a further period up to one years at the same rate, terms and conditions subject to providing of satisfactory services on year to year basis at the sole discretion of IMU.

6. Value of the Contract:

During the year 2016-17, IMU-HQ incurred an expenditure of **Rs.8, 00,000/-** towards purchase of cartridges under the rate contract. However the value for the Contract period 2017-18 to be procured cannot be said exactly, as it depends upon the amount of official work for which cartridges will be required.

7. Security Deposit:

The successful tenderer will be required to furnish a security deposit of Rs. 80,000/- (Rupees Eighty thousand only) in the form of an Account Payee Demand Draft, in favour of the Indian Maritime University, East Coast Road, Uthandi, Chennai-600119 within three days from the date of issue of Rate Contract Order. The Security deposit will be refunded without any interest only after the expiry of the contract. This is liable to be forfeited, if during the period of contract services are found to be unsatisfactory in any respect, and/or if any of the conditions of the contract is contravened/breached, and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the University that the contractor firm may invite upon themselves due to any of the reasons specified above.

8. General Terms & Conditions:

- 8.1. The firm must not make any compromise on quality. In case it is found at some stage that the quality is inferior to that already approved, the contract is likely to be cancelled and the firm will be blacklisted.
- 8.2. The rates should be quoted according to the specification given as per **Tender Clause-3**. The rates of GST, if chargeable should be mentioned clearly and separately.
- 8.3. The rates should be quoted in figures as well as in words for all the items in the Annexure-III per the given specifications. The tenderer should quote the rate clearly without any overwriting/cutting. The rates of the item plus taxes must not exceed the MRP. If it is subsequently found that the firm has supplied the items at higher rates than the MRP, then the excess amount shall be recovered.
- 8.4. The tenderer should be able to provide the name and mobile number of a person, who can be contacted at any time, even beyond office hours. This person should be capable of taking orders and arrange for supply of the desired items, even beyond office hours. This person should be capable of taking orders and arrange for supply of the desired items, even at short notice.
- 8.5. The selected firms will be required to supply the cartridges at Indian Maritime University, East Coast Road, Uthandi, Chennai-600119 within three days from date of supply order.
- 8.6. In case the contractor fails to supply the requisite items in time or dishonors the contract in any way, the contract awarded shall be liable for outright cancellation/termination, without assigning any reason thereof, and the security deposit and payment due to him, if any shall also forfeited. The Department is free to entrust the job to any other firm/party at the risk and expenses of the defaulting contractor. In this connection, decision of the competent authority in the Department shall be final and binding on the contractor.
- 8.7. Regarding quality, brand, specification, etc. have been given against various items in the Annexure-II. Rates should strictly be quoted accordingly.

- 8.8. No separate charges shall be paid for delivery of goods. The successful bidder should deliver the goods within 4 days from the receipt of Purchase Order.
- 8.9. No advance payment will be made under any circumstances.
- 8.10. The rates quoted by the selected firms, and approved by this Office shall remain valid throughout the period of contract and request to increase the rates for any items(s), during the currency of contract, shall not be considered.
- 8.11. The list of Cartridges as per Tender clause III is not exhaustive, if any new cartridge model included during the contract period, the bidder should supply at the same terms and conditions.
- 8.12. Department will have the authority to select more than one Firm for award of contract. This Department further reserves the right to decide whether a Firm should be selected for supply of some or all items listed in the tender form.
- 8.13. The University reserves the right to accept any or all quotations, without assigning any reason thereof. The University also reserves the right to renew the contract on the same terms and conditions for such period (s), as it may deem necessary, taking into account, the performance of the contractor during the currency of the contract.
- 8.14. In case any new office of the University is added in a new location or the existing offices were shifted to a new location, this contract will be deemed as applicable to that new office also.
- 8.15. Any sum of money due and payable to the contractor, including the Security Deposit, under this contract shall be appropriated by this University and set off against any claim to this University and set off against any claim to this University for the payment of a sum of money arising out of other or under any contract with this University.
- 8.16. This University reserves the right to terminate the contract at any time without assigning any reasons.
- 8.17. Any delay in the delivery of the cartridges against any Purchase Order of IMU will attract penalty of 0.5% for each day of delay and maximum of 5% of invoice against the P.O. for which the delayed supply.

- 8.18. The successful tenderer will be required to sign a copy of the tender in token of having understood and acceptance of all the terms and conditions of this document.
- 8.19. The Technical bids will be opened first and the Price bids of only those bidders who fulfill the Eligibility Qualifications Criteria will be opened. The date and time of opening the Price bids will be communicated separately.
- 8.20. **The list of cartridges indicated in clause (3) in this NIT shall be treated as single lot. The bidder should quote their discount on MRP. i.e. the quoted discount should be applicable for all the cartridges at the time of placing order. The contract will be awarded to the bidder who quotes maximum discount. In case of tie, contract will be awarded to the bidder who has maximum turnover among the lowest (L1) bidder.**

9. Payment Terms:

No advance payment will be made. The payment will be made only after successful completion and full delivery of the materials without defects and presentation of invoice to the Indian Maritime University, Uthandi, Chennai. IMU will make the payment within 15 days of full and satisfactory delivery. No part payment will be made. However, the payment of GST shall be made against submission of GST invoice.

10. Tax and Duties:

The Tax Invoice raised by the supplier must be in compliance of relevant GST acts, rules & notifications made thereunder and should bear the IMU-HQ's GST Registration no. **33AAAI2610K2Z3**. The rate and amount of CGST, SGST, IGST and GST (Compensation to state) cess, related to supply of goods, shall be shown separately in tax invoice for each item of supply.

11. Resolution of Disputes:

Any dispute arise between the Bidder and the IMU which cannot be resolved amicably through mutual negotiations, the same shall first be resolved through arbitration, failing which in a Court of competent jurisdiction based in Chennai irrespective of the locus of the dispute.

Statement No.1

Covering Letter to Accompany Technical Bid

[On the Letter head of the Bidder and to be put in a separate sealed cover along with Annexure I (Technical Bid), and DDs EMD of Rs.16,000/-]

Ref: IMU-HQ/PUR/05/CART/03/2015 dated 01.11.2017

From
Name & Address of the Bidder

To
The Registrar,
Indian Maritime University,
East Coast Road,
Uthandi,
Chennai - 600119.

Sir,

We are a -----

[Introduce your company and its activities with particular reference to your experience in Printing and Binding of books. Also furnish particulars of your registration with various statutory Tax authorities. Not more than 200words].

2) We hereby submit our Bid for **Purchase of Cartridges at rate contract for the year 2017 - 18**

3) We have enclosed a Demand Draft bearing No. dated for Rs.16, 000/- towards the Earnest Money Deposit (EMD) in the name of the Indian Maritime University, payable at Chennai.

4) We have read and understood and hereby agree to all the terms and conditions stipulated by the IMU in this tender including the Deliverables, the Time Line for delivery, Payment Terms, etc.

5) We certify that all the particulars furnished in our Bid are true and correct and based on documentary evidence. We understand that if any of the particulars is found to be false or misleading, IMU has the right to summarily reject our bid at any stage and that our company is liable to be blacklisted/debarred by IMU for at least 3 years.

6) In the event of our being awarded the work, and understanding the urgency involved, we undertake to remit the Security Deposit and execute the Contract with IMU within 3 (three) days from the date of issue of the Supply Order failing which the Supply Order may be cancelled and the EMD forfeited.

7) Our Price Bid is inclusive of delivery and any other taxes, duties and transportation charges (to IMU HQ, Chennai-600119) etc., and the price quoted shall be firm till the execution of the contract.

Yours faithfully,

Date

Signature with Seal of Authorised Signatory

Place:

Annexure-I

(Technical Bid-Cover 1)

[On the Letter head of the Bidder and to be put in a separate sealed cover]

Tender for Purchase of Cartridges at rate contract for the year 2017 - 18

Ref: IMU-HQ/PUR/05/CART/03/2015 dated 01.11.2017

From

Name & Address of the Bidder

To

**The Registrar,
Indian Maritime University,
East Coast Road,
Uthandi, Chennai - 600119.**

Dear Sir,

We hereby submit our Technical Bid for Purchase of Cartridges at rate contract for the year 2017 – 18 as detailed below.

Sl. No	Qualification	Yes/No	Mode of Proof enclosed	Available at which page number of Bid document
1	The bidder must be a HP Authorized Supplier of cartridge material having sufficient experience (minimum 5 years) and having expertise in the relevant field. The tenderer shall be a HP authorized seller/ distributor having HP authorization valid certificate. The bidder should have their office at Chennai.			
2	Whether the bidder has a minimum annual			

	turnover of Rs.20 lakhs during each of the last three financial years (2014-15, 2015-16 and 2016-17).			
3	At least 3 years' experience in undertaking similar work in State Govt. /PSUs /Central Govt./etc.			
4	The Bidder should have a valid PAN and GST Registration Certificate.			
5	The Bidder should NOT have been debarred or blacklisted by any Government department/agency in the past 3 (three) years (2014-15, 2015-16 and 2016-17) on account of fraudulent or corrupt practices or inefficient/ineffective performance.			
6	Whether the bidder could supply all the cartridges as per clause (3) in NIT.			

Declaration

I / We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that I /we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and my /our company is liable to be blacklisted/debarred by IMU for at least 3 years.

Date:

Signature with Seal of Authorised Signatory

Place:

Annexure-II

(Price Bid - Cover 2)

[On the Letter head of the Bidder and to be put in a separate sealed cover]

Tender for Purchase of Cartridges at rate contract for the year 2017 - 18

Ref: IMU-HQ/PUR/05/CART/03/2015 dated 01.11.2017.

From
Name & Address of the Bidder

To
The Registrar,
Indian Maritime University,
East Coast Road,
Uthandi,
Chennai - 600119.

Dear Sir,

We hereby submit our Price Bid for the Purchase of Cartridges at rate contract for the year 2017 - 18 as detailed below. We also understand that the list of Cartridges is not exhaustive, if any new cartridge model included during the contract period, we would supply at the same terms and conditions.

S.NO	Item Description	Discount on MRP
1.	Cartridges list as per clause (3) in NIT	

The Price quoted is for Supply of Cartridges at rate contract for the year 2017 - 18 is inclusive of delivery charges and any other charges.

Note: Rates for original brand should only be quoted and not for identical / similar items of different brands.

Undertaking

1. I/we hereby undertake that all the terms and conditions of the Tender for Purchase of Cartridges at rate contract for the year 2017 - 18 are understood by me/us and I/We abide by the Rules.
2. I/we hereby undertake to maintain prompt delivery of HP Cartridges as per the Supply order to Indian Maritime University, Chennai 600119.

Date:

Signature of the Authorized Signatory

Place:

Seal

Note: - The Price Bid should be separately sealed in the Price Bid and kept inside the cover.