

National Institution for Transforming India

(NITI Aayog)

Sansad Marg, New Delhi -110001

Dated the 27th October, 2016

e-TENDER NOTICE

Subject: Invitation of on-line bids for supply of HP Cartridges/Toner in NITI Aayog.

Online quotations are invited under Rule 150 of GFR, 2005 from **Original Manufacturer/Authorized Distributors for supply of HP Cartridges/Toner (as per list at Annexure II)** on regular basis in NITI Aayog, Sansad Marg, New Delhi. However, the list as provided at Annexure-II is only indicative in nature and the actual number required during a year may vary from those indicated in the list.

2. The scanned copy of Earnest Money Deposit (EMD) of Rs. 1,35,000/- (Rupees one lakh thirty five thousand only) must be uploaded with the Tender documents and the EMD in original (in sealed cover super scribed: "**EMD Tender for supplying HP cartridges**") is to be dropped in the "EMD Box" kept at Reception Area of NITI Aayog within the office hours w.e.f. 28.10. 2016(10.00AM) to 28.11.2016 (up to 2:00 PM).

3. The last time and date for submission of bids is 28.11.2016 (up to 2.00 PM). The bids shall be opened online at 3.00 P.M. on 28.11.2016 by the duly constituted Tender Opening Committee. The representative of firms/agencies/companies who wish to be present to view the Tender Opening process will be allowed to do so.

4. NITI Aayog reserves the right to cancel the tender at any time/stage or relax/amend/withdraw any of the terms and conditions contained in the Tender documents without assigning any reason thereof. No inquiry, after submission of the quotation, shall be entertained. In case of withdrawal of bid, the EMD will stand forfeited.

5. Application is given at Annexure-I, Terms & Conditions of the tender are at Annexure-III and instructions for on-line bid submission are at Annexure IV.

6. Complete tender documents may be downloaded from the website of Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>) and from the website of NITI Aayog (<http://niti.gov.in>) with effect from the date of publication of the tender notice. Information or corrigendum, if any, related to this tender will be available only on website of Central Public Procurement Portal/NITI Aayog.

(Awinash Chandra)

Under Secretary to the Govt. of India

Tele: 011-23096733

(अविनाश चन्द्रा)

अवर सचिव/Under Secretary

नीति आयोग/National Institution

for Transforming India (NITI)

भारत सरकार/Govt. of India

नई दिल्ली/New Delhi

APPLICATION


1. Name of the Bidding Company/Firm/Agency _____
2. Status of the firm _____
(Whether Proprietary/Partnership/Company)
3. Name of the Owner/Partner/Director _____
4. Full address of Registered Office _____

5. Full address of the operative branch _____

6. Name of Banker with complete address _____

Telephone no. of the Banker _____
7. Registration Details (self-attested copies to be enclosed):
 - (a) PAN/TIN No. _____
 - (b) Tax Registration No. _____
 - (c) Proof of Income Tax Assessment _____
(Copies of ITR of last three years)
8. Details of Earnest Money Deposit (Rs.1, 35, 000/-):
 - (a) DD/Banker's Cheque No. _____
 - (b) Date _____
 - (c) Name of Issuing Bank _____

Signature




 27/10/2016

(श चन्द्र)
 (A. S. CHANDRA)
 अवर सचिव/Under Secretary
 नीति आयोग National Institution
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 आयोग Govt. of India
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BID FORMAT

Annexure-II

S. No (1)	Particulars (2)	Estimated yearly procurement quantity (in Unit) (3)	Rate per Unit (exclusive of Tax) (in Rupees) (4)	Total value (exclusive of Tax) (in Rupees) (3x4)=(5)
1	HP Q - 2612 AC	200		
2	HP CB - 436 AC	150		
3	HP CE - 278 AC	200		
4	HP CE - 5949 A	10		
5	HP CE -7551 A	06		
6	HP CC - 364 A	20		
7	HP - 255 A	04		
8	HP - 280 A	04		
9	HP - CC 388 A	100		
10	HP - 9730 A	10		
11	HP - 9731 A	10		
12	HP - 9732 A	10		
13	HP - 9733 A	10		
14	HP - 6000 A	06		
15	HP - 6001 A	06		
16	HP - 6002 A	06		
17	HP - 6003 A	06		
18	HP - 320 A	06		
19	HP - 321 A	06		
20	HP - 322 A	06		
21	HP - 323 A	06		
22	HP CE - 210 A	02		
23	HP CE - 211 A	02		
24	HP CE - 212 A	02		
25	HP CE - 213 A	02		
26	HP - 5950 A	06		
27	HP - 5951 A	06		
28	HP - 5952 A	06		
29	HP - 5953 A	06		
30	HP - 530 A	02		
31	HP - 531 A	02		
32	HP - 532 A	02		
33	HP - 533 A	02		
34	HP CB - 540 A	03		
35	HP CB - 541 A	03		
36	HP CB - 542 A	03		
37	HP CB - 543 A	03		


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38	HP – 400 A Laser Jet	02		
39	HP – 401 A Laser Jet	02		
40	HP – 402 A Laser Jet	02		
41	HP – 403 A Laser Jet	02		
42	HP CE – 410 A (B)	02		
43	HP CE – 411 A (C)	02		
44	HP CE – 412 A (Y)	02		
45	HP CE – 413 A (M)	02		
46	HP CE – 380 (B)	30		
47	HP CE – 381 (C)	30		
48	HP CE – 382 (Y)	30		
49	HP CE – 383 (M)	30		

Total of column (5)

Rupees in words

Note:

Bidders must quote rates against all items, failing which their bids will be cancelled out rightly.

27/10/2016
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 जबर मा...
 मिति आयोग...
 for Transition...
 भारत सरकार Govt. of India
 नई दिल्ली / New Delhi

I. Instructions to Bidders

1. Bids received after the specified date and time will not be accepted. If the EMD in original is not received by 28.11.2016 (2.00 P.M), the bid will be rejected. The EMD of the unsuccessful bidder will be refunded after finalization of the contract. No interest will be payable on the earnest money.
2. If any bidder withdraws his bid at any point of time during the tendering process, the EMD of the concerned bidder will stand forfeited.
3. Details of Hp cartridges are given Annexure-II. Rates should strictly be quoted as per the specifications. The rates must be quoted for all the items given in Annexure –II excluding tax failing which their bids shall be out-rightly rejected. Taxes will be paid extra as applicable.
4. The bidder should upload duly filled scanned copy of the details as per format at Annexure-I & II and also upload self-attested copy of the supporting documents according to Annexure -III during the on-line bid submission. List of such documents is given at Annexure-V for ready reference.

II. Eligibility Criteria

5. The Registered Office or Branch Office of the Company/firm/Agency should be located in Delhi/NCR Region. The tendering Company/Firm/Agency should upload proof of its office address along with telephone number during the online bid submission.
6. The Company/Firm/Agency should have its own Bank Account, TIN Number, PAN Card, VAT/Sale Tax registration and copies of ITR for last three years. Duly signed copy of the same should be uploaded with the Tender document. The firm should enclose copies of PAN, TIN number, and latest copy of Income Tax return.
7. Only Original Manufacturer or authorized distributors/suppliers of Hp cartridges are allowed to apply. The firm should have authorization from Original Equipment Manufacturer for supply of the cartridges/toner valid on the date of contract. The authorization certificate submitted by the firm can be verified from OEM by NITI Aayog. Further, it is the obligation of the firm to take extension from OEM for the authorization, as required from time to time, for supply of cartridges well on time during the currency of the whole contract period, without any break. In case the firm fails to get extension of authorization from the OEM, then the NITI Aayog has the full right to terminate the contract and forfeit the performance security deposited by the bidder chosen through the instant tendering process to supply HP cartridges to the offices covered under this arrangement.
8. The bidder should upload duly signed certificate, along with its bid indicating that they have carefully read the terms and conditions of the Tender and accepted all the provisions of the Tender during online bid submission.
9. The bidder should submit an undertaking that the Company/Firm/Agency has not been blacklisted by any Ministry/Department/Organization of the Central Government/State Government and any Public Sector Undertaking.

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10 The Company/Firm/Agency whose services have been terminated by the NITI Aayog and erstwhile Planning Commission before the expiry of the contract, are not eligible to participate in the bid for a period of 3 years from the date of termination of the contract. A certificate in this regard is to be submitted by the bidder during online bid submission stating that the firm has not been terminated by NITI Aayog before expiry of the contract during the last three years.

11. The average turnover of the bidder in this sector should not be less than Rs. 1.00 crore (Rupees one crore only) for last three years. Scanned copy of proof in this regard is to be uploaded along with the bid.

III Earnest Money Deposit (EMD)

12 The tender must be submitted online within the scheduled time period i.e. by 28.11.2016 (2.00 PM) which should be accompanied by scanned copy of Account Payee Demand Draft/ Pay Order of Rs. 1,35,000/- (Rupees one lakh thirty five thousand only) as Earnest Money Deposit (EMD) drawn in favour of **Pay and Accounts Officer, NITI Aayog** and payable at New Delhi. EMD in original is required to be dropped in EMD Box kept at Reception area of NITI Aayog within the office hours w.e.f. 28.10.2016 (10.00 AM) to 28.11.2016 (2.00 PM).

13. The bidders who are exempted from submission of EMD for tenders floated under Rule 150 of GFR, 2005 shall be dealt as per General Financial Rules, 2005 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant Orders/documents regarding such exemption should be submitted along with the bid.

IV Bid Evaluation Criteria

14 All terms and conditions stipulated in the tender documents shall be considered for selection of a firm for signing the rate contract. The **L-1 (lowest bidder) firm** will be decided on the basis of the total annual procurement value of all items quoted in column (5) of Annexure-II of this tender notice for all cartridges taken together. Bidders must quote rates for all items given in Annexure –II, failing which the bid will be out rightly cancelled.

15. The bid shall be opened by the Tender Opening Committee on the scheduled date and time **(at 3.00 PM. on 28.11.2016)** in Room No. 411, NITI Aayog, New Delhi-110001 in the presence of the representatives of the Company/Firm/Agency, if any, who wish to be present at the time of opening the tender.

V Specific Terms and Conditions

16 The contract shall be for a period of one year from the date of award of contract. The period of contract may be extended for another two years (total 03 years) on half yearly/yearly basis subject to satisfactory performance of the contractor. No request/claim for any hike in the approved rates would be entertained, under any circumstances, during the period of contract.

17. The normal delivery period for supply of the selected items would be a maximum of 02 days from the date of supply order is issued. The rare models of cartridges are to be supplied within a period of maximum seven days (including holidays). The period can be shortened with prior notice, depending upon the circumstances. Supply should be strictly in accordance with the quality, specifications, dimensions, etc given in the tender document (Annexure-I)

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28/11/2016

18. Order for items shall be placed on requirement basis. If the selected firm fails to deliver the Cartridges or replace the defected/spurious items within permissible period, a penalty @ Rs. 1000/- per day or charges that may be required to be paid to an outside agency by this Department, for the desired cartridges, whichever is higher, shall be adjusted against the firm's pending bills.

19. The firm would be required to deliver the goods at their own cost in the premises of NITI Aayog, Sansad Marg, New Delhi.

20. This Department shall not be responsible for any financial loss or other injury to any person deployed by the successful bidder in the course of their performing the duties to NITI Aayog in connection with purchase order/supply order for cartridges.

VI General Terms and Conditions

21. The successful bidder/supplier (**lowest bidder**) has to deposit a Performance Security Deposit amounting to 10% of the annual contract value in the form of a Accounts Payee Demand Draft/Fixed Deposit Receipt (FDR) made in the name of the Agency and hypothecated to the Pay & Accounts Officer, NITI Aayog, New Delhi from a commercial bank covering the period of warranty. The performance security should remain valid for a period of **sixty (60)** days beyond the date of expiry of the period of contract.

22. In the event of failure to accept the Offer of Contract and submission of performance security deposit by the successful bidder for whatsoever reasons(s), Earnest Money Deposit submitted by the bidding Company/Firm/Agency shall be forfeited.

23. Non-satisfactory service during the period of contract may lead to forfeiture of performance security deposit and cancellation of contract.

24. The Competent Authority in the NITI Aayog would, at his/her own discretion, be free to annul the contractual agreement if the supplies are not made on time or the items/articles supplied by the firm are deficient in quality in any way or found not upto the mark.

25. Payment will be made by Electronic Clearing System (ECS) after successful delivery of goods. The bills raised by the selected firm should have all tax registration numbers printed on bills. Validity of the tax registration during the currency of contract shall be the sole responsibility of the firm. The bill should be inclusive of all permissible taxes.

26. The selected firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency.

27. The NITI Aayog reserves the right to cancel the tender at any time/ stage or relax/amend/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason thereof. Any inquiry after submission of the bid shall not be entertained. Before submission of the bid, enquiry can be done over phone/through correspondence.

28. Any controversy or dispute arising out of this contract shall be referred to the sole arbitration of Adviser (General Admn.) or any Joint Secretary level officer of the NITI Aayog, New Delhi or to any officer nominated by him/her. There shall be no bar to the reference of dispute to the arbitration by such officer as nominated by the competent authority even though the said officer as an employee of the NITI Aayog, New Delhi might have dealt with

the matter earlier or expressed his opinion thereon. In case the arbitrator to whom the matter earlier is originally referred to is transferred or vacates his office or is unable to act for any reasons, the Joint Secretary level officer shall be competent to appoint another person as arbitrator, who shall be entitled to proceed with the reference, from the stage at which it was left by his predecessor. No person other than the one nominated by the Adviser (General Admn.) shall act as arbitrator. The decision of the Adviser (General Admn.) or the officer nominated by him shall be final and binding on the party/parties. The arbitration proceedings shall be held at an appropriate location in Delhi/New Delhi. The limitation for filing claim for arbitration is 180 days from the expiry of the contract period and in case no claim is filed within this period, it shall be presumed that there is no claim. The place of settlement of disputes shall be Delhi. In the case of settlement of dispute in the Court of Law, it will be in jurisdiction of Court at Delhi.

29. Subject to the above, the provisions of the Arbitration Act, 1996 or any statutory modification on enactment thereof and rules made there under and for the time being in force, shall apply to arbitration proceedings under this Clause.

30. The arbitrator may from time to time extend the time for making and publishing the award. He may do so without any need for obtaining the consent of the parties to the dispute.

31. The validity of bids will be 180(One Hundred eighty) days from the date of opening of tender. Further extension of validity of bid will be at the discretion of HoD, NITI Aayog.

32. The scheme offered by the manufacturer on the consumables will be the part of those consumables and shall be property of NITI Aayog.

33. Bidders can obtain clarification regarding the bidding conditions, bidding process or rejection of their bids. The enquiries relating to rejection of bids would be considered for reply/consideration only until sixty (60) days after the date of award of contract.



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C&IT Division, NITI Aayog with the request to upload the tender document in the NITI Aayog's website.

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Instructions for Online Bid Submission
Instructions to the Bidders to submit the bids online
thro' the eProcurement site
<https://eprocure.gov.in>

- 1) Bidder should do the registration in the tender site using the "Click here to Enroll" option available.
- 2) Then the Digital Signature of SIFY/TCS/nCode or any Certifying Authority is to be registered after logging into the site.
- 3) Bidder can use "My Space" area to update standard documents in advance as required for various tenders and use them during bid submission. This will facilitate the bid submission process by reducing time.
- 4) Bidder may read the tenders published in the site and download the required documents/tender schedules for the tenders he is interested.
- 5) Bidder then logs in to the site using the secured log in by giving the user id/ password chosen during registration and password of the DSC/etoken .
- 6) Only one DSC should be used for a bidder and should not be misused by others.
- 7) Bidder should read the tender schedules carefully and submit the documents as asked, otherwise, the bid will be rejected.
- 8) If there are any clarifications, this may be obtained using clarifications, or during the pre-bid meeting. Bidder should take into account of the corrigenda published before submitting the bids online.
- 9) Bidder must in advance prepare the bid documents to be submitted as indicated in the tender schedule and they should be in required format. If there are more than one document, they can be clubbed together.
- 10) Bidder should prepare the EMD as specified in the tender. The original should be posted/couriered/given in person to the specified location as per Tender Document, latest by the last date of bid submission.
- 11) Bidder selects the tender which he is interested using search option & then move it to the my favourites folder.
- 12) From the my favourites folder, he selects the tender to view all the details indicated.
- 13) The bidder reads the terms & conditions and accepts the same to proceed further to submit the bids.
- 14) The bidder has to select the payment option as offline to pay the EMD as applicable.
- 15) The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the bid submitted will not be acceptable.

- 16) The bidder has to enter the password of the DSC/etoken and the required bid documents have to be uploaded one by one as indicated.
- 17) The rates offered details have to be entered separately in a spread sheet file (xls) in the space allotted and should be updated as BOQ.xls file for each tender after the financial bid. The BOQ file, if found modified by the bidder will result in rejection of the bid.
- 18) The tendering system will give a successful bid updation message & then a bid summary will be shown with the bid no & the date & time of submission of the bid with all other relevant details. The bidder has to submit the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 19) The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid.
- 20) The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.
- 21) For any clarifications with the TIA, the bid number can be used as a reference.
- 22) Bidder should log into the site well in advance for bid submission so that he submits the bid in time i.e on or before the bid submission time. If there is any delay, due to other issues, bidder only will be responsible.
- 23) Each document to be uploaded online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced by scanning at lo resolution and the same can be uploaded. However if the file size is less than 1 MB, the transaction/uploading time will be very fast.
- 24) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the eProcurement system. The bidders should follow this time during bid submission.
- 25) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 26) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 27) Any document that is uploaded to the server is subjected to symmetric encryption using a generated symmetric key. Further this key is subjected to asymmetric encryption using buyers public keys. Overall, the submitted tender documents become readable only after the tender opening by the authorized individual.
- 28) For any queries, the bidders are asked to contact by mail [cphp-nic@nic.in](mailto:cppp-nic@nic.in) or by phone: 1800-233-7315 well in advance.


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ANNEXURE-V

CHECKLIST

DOCUMENTS TO BE SUBMITTED ALONG WITH THE BID

1. E.M.D. (Pay Order/Demand draft) to be dropped in EMD box separately. (clause No. 12. at Annexure-III).
2. Proof of Registered Office / Branch Office of Company /Firm /Agency in Delhi/NCR. (clause No. 5 at Annexure-III).
3. Proof of own Bank Account, TIN, PAN, VAT/Sales Tax Registration & latest copy of Income Tax Return. (clause No. 6 at Annexure-III).
4. Proof of authorization from the original manufacturer for supply of cartridge valid on the day of contract. (clause No. 7 at Annexure-III).
5. Self-attested copy of a certificate indicating that the bidder has carefully read the terms and conditions of the tender and accepted all the provisions of the tender (clause No. 8 at Annexure-III).
6. Self-attested copy of non-blacklisting certificate (clause No. 9 at Annexure-III).
7. Certificate that the services of the firm has not been terminated by NITI Aayog before the expiry of the contract during last three years. (Clause No.10 at Annexure-III).
8. A proof about average annual turnover not less than Rs. 1.00 crore for last three years. (Clause No.11 at Annexure-III).
9. A scanned copy of E.M.D. (Pay Order/Demand draft) to be enclosed with the tender bid. (clause No. 12 at Annexure-III).
10. If the bidder is exempted from submission of EMD, copy of relevant orders/documents regarding such exemption to be enclosed with the bid (clause No. 13 at Annexure-III).

27/10/2016

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