

Bid No.: Intech/005/RFQ/2021-22

Dated: 03.03.2022

Notice inviting Quotations towards the supply of Original HP printer cartridges for the period 01st April 2022 to 31st March 2023 at CBD Belapur, Navi Mumbai

Quotations are invited in the prescribed format from relevant, financially sound and interested parties for the supply of Original HP printer cartridges for the period 01st April 2022 to 31st March 2023.

The Quotations needs to be submitted in a sealed envelope at the below mentioned address:

Mr. Ashish Patil
Deputy Manager – Administration
IDBI Intech Ltd.
IDBI Bldg., Plot No. 39-41,
Sector – 11, CBD Belapur,
Navi Mumbai – 400 614.
Tel: 022 – 3914 8092

Date for Submission of the Sealed Quotations:

Tuesday, March 08, 2022 - 3.30 pm

(The quotations received after the above mentioned date and time will not be accepted)

I. QUOTATION SUBMISSION PROCESS

1. Quotations are to be submitted in the prescribed format. The service providers will be shortlisted after opening the quotations, incomplete documents shall be summarily rejected.
2. The bidder shall sign and stamp each page of the document to be submitted and all other enclosures if any appended to it as a token of having read and understood the terms and conditions contained therein and submitted along with the quotation. The price should be quoted in figures, no over writing / corrections in rates will be entertained.
3. Bidder shall not tamper/ modify the form in any manner. In case if the same is found to be tampered/modified in any manner, quotation will be completely rejected and bidder is liable to be banned.
4. The short-listed quotation along with the documents will be submitted to the 'competent authority' and upon approval from the 'competent authority', the successful bidders will be intimated about the award of the contract to them.

II. PAYMENT

1. Mode of payment to the Party will be on monthly basis on receipt of bills for the previous month duly certified by the officer concerned of the department and payments shall be made through electronic transfer NEFT/RTGS to the designated account only. Income Tax shall be deducted at source as per the prevailing rate from the monthly bills.

III. GENERAL

1. The successful bidder shall supply required HP original cartridges on all working days and on holidays (in case of any exigencies).
2. The successful bidder agrees to indemnify and keep indemnified, defend and hold harmless Intech and its officers, directors, employees, representatives and agents from and against any and all losses, liabilities, claims, obligations, costs, damages, expenses (including, without limitation, reasonable attorneys' fees), arising before, during or after completion of Services, which result from, arise in connection with or are related in any way to claims by third parties or statutory / regulatory authorities, arising out of or in connection with and not limited to the successful bidder's breach of the representations and warranties specified under this bid, any acts, commission or omissions, fraud or misconduct by the bidder or any of its employees ; or any fault or negligence of the bidder, its officers, employees, agents, subcontractors and/or representations which results in bodily injury (including death) or damage to physical personal property; breach of any of the terms, covenants or conditions of this bid; or breach of any applicable law, rules, regulations including any of the labor and industrial laws and regulation; or breach of confidentiality provision under this Agreement.
3. Intech shall not be liable to the Bidder or any other Party for any loss of profit, production, anticipated savings, goodwill or business opportunities or any type of indirect, economic, pecuniary, special or consequential loss even if that loss or damage was reasonably foreseeable or Intech was aware of the possibility of that loss or damage arising.
4. The Contract will be in force for the period of One year from the date of issuance of purchase order. Intech reserves the right to terminate the contract at any point of time, in case the services are found to be deficient/unsatisfactory, without any advance notice to the service provider. Intech also reserves the right to extend the duration of the contract at its sole discretion,

for any further period subject to satisfactory performance and on mutually agreed terms and conditions.

5. No other person except Service provider's authorized representative shall be allowed to enter the office premises. The Service provider will provide signed Identity Cards to the personals engaged by him for the purpose.
6. In the event, any employee/authorized representative or the agent of the Service provider is found or suspected to be guilty of any theft, misuse, loss or damage to the office furniture, fitting, fixture and property of Intech or any employees of Intech, the Service provider shall be held liable to compensate for the damages caused.

TERMS AND CONDITIONS

1. The Owner of the said firm should provide Escalation Matrix along with contact details.
2. Sometimes cartridges may be required to be supplied at a short notice.
3. In case of deficiency of service or quality of cartridges supplied is not found up to the mark, Intech holds the right to cancel the contract on immediate basis.
4. The rate quoted towards the bid by the bidder shall be exclusive of taxes.
5. Intech at any time can terminate the contract without assigning any reason, if the work is found unsatisfactory. Intech reserves right to accept or reject all or any of the quotation without assigning any reason.

Important Points for Bidder

- The cartridges provided should be of originally from HP. The box should be sealed and with warranty. If the cartridge is found to be leaking it should be replaced and printer to be serviced if it is found to be damaged.
- In case more than one bidder quotes the same rates, resulting in a tie, the lowest bidder will be decided on the basis of highest turnover during the last three years.
- The contract shall normally be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible/ qualified to perform the contract satisfactory as per the terms and conditions incorporated in the tender letter. The Organisation reserves the option to select more than one firm for awarded of contract to ensure uninterrupted supply during the currency of the contract.
- Intech reserves the right to reject or to accept any quotation, whole or in part without assigning any reason thereof. This Organisation also reserves the right to extend/ renew the contract for a further period of two years as it may deem necessary taking into account, of course, the satisfactory services rendered by the firm.
- If the supplier fails to supply the cartridge in the stipulated time or if the quality of the cartridge is not as per the approved/required norms, the Organisation shall be free to make necessary arrangement to procure cartridge from other sources at the suppliers risk and cost which shall be recoverable from his pending bills or performance security besides resulting in cancellation of the contract. Further in case of any deficiency in service, a penalty of 5% of the total invoice amount for the relevant month will be imposed.

Technical Criteria for participation in the Bid

1. The bidder should be supplier of Original HP Printer cartridges
2. The bidder should provide the below mentioned document while participating in the said RFQ:
 - a) Self-attested photocopy of Company Registration Certificate
 - b) Self-attested photocopy of PAN
 - c) Self-attested photocopy of GST Registration Certificate
 - d) Two references from existing clients

Note: All the above documents are mandatory for being considered for qualifying in the Technical Bid. In case of any non-submission, the bid will be liable to be rejected.

Technical Bid Format

(To be submitted on the Bidder's Letter Head)

Sr. No.	Particulars	Details to be given by the bidder
1	Firm's name and full Postal Address	
2	Registration No. of the firm (Proof thereof)	
3	GST Registration No. (Proof thereof)	
4	PAN (Proof thereof)	
5	Certificate of authorized dealership (If Any)	
6	Financial status i.e. Annual turnover details (Mandatory requirement)	2019-20: Rs. _____
		2020-21: Rs. _____
7	Experience Certificate (proof to be attached)	

I/We have carefully read the terms and conditions of the contract as stipulated in the tender notice No. Intech/005/RFQ/2021-22 and convey our unconditional willingness to accept the same. I/We undertake not to make any representation against the decision of the Organisation.

Financial Bid Format

(To be submitted on the Bidder's Letter Head)

Sr. No.	HP Cartridge Nos.	Average Monthly consumption	Price Per Cartridge (Excl. Tax)
1	SSA	Once a Month	
2	OSA	Once a Month	
3	88A	Once a Month	
4	80A	Twice a Month	
5	77A	Once a Month	
6	30A	Once a Month	
7	37A	Once a Month	
8	28A	Once a Month	
9	416A - W2040A, 41A, 42A, 43A (different Colour Cartridge)	Once a Month	

IDBI Intech Ltd, reserves the right to reject all or any bid or cancel the quotations without assigning any reason for the same.

We agree to unconditionally abide by all the terms and conditions of this RFQ issued by IDBI Intech Ltd.

Signature of Authorized Signatory

Name:

Mobile & Email id:

Company Seal:

Date:

Place:

Self – Declaration

(To be submitted on the Bidder's Letter Head)

Ref No.: Intech/005/RFQ/2021-22

1. I/We, _____ (name and designation) on behalf of _____ having its registered office at _____ have submitted a bid proposal document to IDBI Intech Limited (hereinafter referred to as IDBI Intech) for **“RFQ towards supply of Original HP Cartridges”** in response to the Request for Quotation (RFQ) issued by IDBI Intech.

2. We hereby undertake and declare that,

- i. We are duly authorized persons to submit this undertaking.
- ii. We have read and understood the Request for Quotation (RFQ) document – **“RFQ towards supply of Original HP Cartridges”** as obtained from IDBI Intech.
- iii. We have submitted our bid proposals in compliance with the specific requirements as mentioned in the RFQ document.
- iv. We have provided with all necessary information and details as required by IDBI Intech and shall provide with such additional information's may be required by IDBI Intech from time to time.
- v. All the documents and information therein are true and accurate and nothing has been concealed or tampered with in the said documents.
- vi. We possess the relevant experience in the activity as proposed to be awarded by way of the RFQ document.
- vii. We are aware of the fact that furnishing of any false or misleading information or document shall make us liable for punitive action (including termination of contract).

Signature of Authorized Signatory

Name:

Mobile & Email id:

Company Seal:

Date:

Place: