



Metro Link Express for Gandhinagar and Ahmedabad (MEGA) Company Limited

(A Joint Venture of Govt. of Gujarat and Govt. of India)

**Bid for Annual Rate Contract of Colour Printer
consumables (HP / Canon / Ricoh)**

Tender No.	: MEGA/IT/2016-17/01
Date	: 24-Nov-2016
Last date of submission of bid	: 15-Dec-2016 till 18:00hours
Tender Fee	: Rs. 5000/-
EMD	: Rs. 30,000/-

Registered Office:

Block No.1, First Floor, Karmayogi Bhavan, Behind Nrman Bhavan, Sector 10/A,
Gandhinagar: 382010.

Corporate Office:

802,803 8th Floor, GNFC Info Tower, Sarkhej-Gandhinagar Highway,
Bodakdev, Ahmedabad - 380054, Gujarat.

Contact No: +91-79-23248572

Email: info@gujaratmetrorail.com

Table of Contents

Table of Contents.....	2
1. Bid summary.....	3
2. Terms and Conditions	3
3. Annexure A.....	6
4. Annexure B.....	7
5. Annexure C (PBG Format).....	8
6. Annexure D (Contract Form).....	11
7. Annexure E – MAF (Manufacturers’ Authorization Form)	13
8. Bid submission checklist	14

1. Bid summary

Metro Link Express for Gandhinagar and Ahmedabad (MEGA) Company Limited (herein after referred to as MEGA), hereby invites physical sealed bids for annual supply of colour Printer consumables of **HP / Canon / Ricoh** make as per **Annexure A**. The financial Bid Format is enclosed at **Annexure B**.

Your bid should reach at our office on or before specified date and time in sealed envelope with the heading "Bid for Annual Rate Contract of HP / Canon / Ricoh Colour Printer Consumables".

2. Terms and Conditions

1. The bid processing fee of **Rs. 5000/- (Non refundable)** and E.M.D. of Rs. **30,000/- (Refundable)** in the form of Demand Draft in the name of "Metro-Link Express for Gandhinagar and Ahmedabad (MEGA) Company Limited" payable at Gandhinagar in the separate sealed cover should be remitted along with the bid. Bid without E.M.D. & bid processing fees will not be termed valid.
NSIC (National Small Industries Corporation Ltd) registered vendor also should submit the bid with tender fee and EMD.
2. The bidder must be authorized dealer or sub dealer to supply the items. Duly completed Manufacturer's Authorization Form (MAF) in the format prescribed in Annexure-E shall be filed along with the bid.
If you are bidding for multiple OEM products, then MAF from each OEM should be submitted.
3. Vendor must sign and write page no. on all the papers.
4. Prices should be mentioned as Basic price, type of tax and percentage of tax separately.
5. Delivery: MEGA will issue PO periodically as per actual requirement. Items should be supplied within 1 to 2 working days after receipt of the P.O. or a period, mutually agreed upon. Items to be delivered at our Gandhinagar office.
6. Price validity of bid will be of **90** days and remain valid for 1 year after issuance of work order of Rate Contract to successful bidder.
7. Warranty: as per OEMs warranty (please specify)
8. The successful bidder has to submit Performance Bank Guarantee as per Annexure C @ 5% of total order value within 15 days from the date of issue of Work Order for the duration of warranty of all Nationalized Bank including the public sector bank or Private Sector Banks authorized by RBI or Commercial Bank or Regional Rural Banks of Gujarat or Co-Operative Bank of Gujarat (operating in India having branch at Ahmedabad/ Gandhinagar) as per the G.R. no. EMD-SD/102006/108/DMO Dated 30.03.2012 issued by Finance Department (The draft of Performance Bank Guarantee is attached herewith).
9. Successful bidder will have to sign the contract upon receiving the confirmed purchase order with the purchaser within 15 working days from the date of confirmed purchase order. (The draft is attached herewith at Annexure D)

10. Unsuccessful bidder's E.M.D. will be discharged/ refunded within 7 days after the expiration of the period of bid validity.
11. The successful Bidder's E.M.D. will be discharged upon the Bidder signing the Contract as per Annexure D, and furnishing the performance security @ 5% of the order value or within 15 days after the expiration of the period of bid validity whichever is later.
12. The E.M.D. may be forfeited:
 - (a) If Bidder withdraws its bid during the period of bid validity.
 - (b) in case of a successful Bidder, if the Bidder fails:
 - i. to sign the Contract as mentioned above or
 - ii. to furnish Performance Bank guarantee as mentioned above.
13. Payment will be done by MEGA, Gandhinagar as below:
 - (a) No advance payment will be done.
 - (b) 100% payment after delivery, inspection & successful installation of the supplied item. The inspection will be done by MEGA.
14. Penalty Clause:
 - (a) If the bidder fails to deliver the requisite item within 3 working days of the issue of the confirmed purchase order, then a sum equivalent to one percent (1 %) of the order value shall be deducted from the payment for each calendar week of delay or part thereof on pro rata basis.
 - (b) Delay in excess of 10 weeks will be sufficient to cause for termination of the contract. In that case the Performance Bank Guarantee of the bidder will be forfeited.
 - (c) In case, the selected bidder does not supply the ordered items for any reason, he will be liable to pay the difference amount to the purchaser, over and above the performance guarantee, which indenter department has to pay to the next or other selected bidder for purpose of the said items.
15. MEGA reserves the right to change any bid condition or quantity of any item even after inviting/opening the bids, with/without prior notification.
16. The quantity mentioned is purely tentative and may vary (increase or decrease) during the year.
17. MEGA reserves the right to cancel any or all of the bids without assigning any reasons.
18. All correction/addition/deletion shall require authorized countersign.
19. Bidder may bid for All the items or selected items.
20. Bidder shall remain present at the time of bid opening as per the schedule decided by MEGA.
21. Evaluation of Bids:
 - (a) Bid will be evaluated for the following:
 - i. Submission of Tender fee and EMD.
 - ii. Proof of authorized dealer / sub dealer.
 - iii. Item specifications with respect to our requirement
 - iv. Correctness of the bid as per all the terms and conditions.
 - v. If all above documents are submitted and match as per criteria, then only bidder will be considered as technically qualified for comparison of commercial offer.

- (b) Final Price = Gross total price of item (basic price without tax* quantity)
 - (c) Successful bidder will be L1 as per final price as above.
 - (d) MEGA may call L1 bidder for further negotiation.
 - (e) In case of multiple bidders offer to supply at L1 rate or for this tender related any matter, MEGA MD's decision will be final and abide to all the bidders.
 - (f) L1 will be decided by applying estimated quantity of each item. All over lowest bidder will be considered. If such L1 seems to be much higher for particular item / items then negotiation for the same will be held.
 - (g) MEGA may decide to give PO as per item wise L1 or all over L1 or Item group wise L1.
22. Your bid should reach at our office as mentioned below:
23. There shall be 2 sealed envelopes in the sealed main cover with the heading "**Bid for RC of Printer Consumables**".
- (a) A first separate envelop with the heading "**Bid processing Fees & EMD**" containing the E.M.D. & Bid Processing Fees in the form of Demand Draft in the name of "Metro-Link Express for Gandhinagar and Ahmedabad (MEGA) Company Limited". Any technical information, warranty information and dealer / sub dealer authorization letter also should be enclosed in this envelope.
 - (b) The second envelope marked as financial bid with heading "**Financial Bid - Tender for RC of printer consumables**" with properly sealed and marked. Each and every page of the bid must be signed and stamped by the bidder.
24. Proposals after due time period will not be accepted.
25. Submit your quotation in sealed envelope only (Do not simply Staple).
26. Do not email your offer.
27. The bid opening schedule will be communicated at least one day before opening the bids. Bid will be opened in the presence of the MEGA committee members and representatives of the bidders, who have submitted valid bids. The representative will be held responsible for all commitments made on behalf of the bidder and that will be considered valid for all further dealings related to this tender process.
28. Please address all queries and correspondence to:

AGM(IT),
MEGA,
First floor, Block-1,
Karmayogi Bhavan,
B/h Nirman Bhavan,
Sector-10/A,
Gandhinagar 382010
Phone No. 079-23248572 ext: 534,
Mob: 7574892868
E-mail: smit@gujaratmetrorail.com

3. Annexure A

Srno	Printer	Consumables	Item code	Estimated qty requirement for next 1 year
1	HP 6040	Black cartridge	CB390A	46
2		Colour Cartridges (Magenta, Cyan, Yellow)	CB381A, CB382A, CB383A	29
3		Black Drum	CB384A	28
4		Colour Drums (Magenta, Cyan, Yellow)	CB385A, CB386A, CB387A	42
5		Fuser Kit	CB458A	6
6		Image Transfer kit	CB463A	3
7		Roller kit	CB459A	6
8		Document Feeder kit		3
9	HP M175	Black cartridge	CE310A	14
10		Colour Cartridges (Magenta, Cyan, Yellow)	CE311A, CE312A, CE313A	13
11		Black Drum	CE314A	1
12	HP M176n	Black cartridge	CF350A	7
13		Colour Cartridges (Magenta, Cyan, Yellow)	CF351A, CF352A, CF353A	13
14		Black Drum	CE314A	1
15	HP M177fw	Black cartridge	CF350A	6
16		Colour Cartridges (Magenta, Cyan, Yellow)	CF351A, CF352A, CF353A	12
17		Black Drum		1
18	Canon 2020 / Canon 2220	Black cartridge	NPG-52	14
19		Colour Cartridges (Magenta, Cyan, Yellow)	NPG-52	20
20		Black Drum	NPG-52	4
21		Colour Drums (Magenta, Cyan, Yellow)	NPG-52	7
22		Fuser Kit		1
23	Canon 5045	Black cartridge	NPG-45	6
24		Colour Cartridges (Magenta, Cyan, Yellow)	NPG-45	12
25		Black Drum	NPG-45	2
26		Colour Drums (Magenta, Cyan, Yellow)	NPG-45	7
27		Fuser Kit	FK3-5951-010	1
28	Canon 815 / 825	Ink Tank (BK)	PFI-703	3
29		Ink Tank (MBK)	PFI-703	3
30		Ink Tank (Cyan, Magenta, Yellow)	PFI-703	9
31		Maintenance cartridge	MC-09	6
32	RICOH MPC 3003SP	Black cartridge	841829	24
33		Colour Cartridges (Magenta, Cyan, Yellow)	841830, 841831, 841832	36

Note: Please verify model no and Item code. Pl contact for any query.

4. Annexure B

Financial bid format

Srno	Printer	Consumables	Item code	Unit Price (Rs. Without tax)	Tax amount (tax type and %)	Total price (Rs.) (inclusive tax)
1	HP 6040	Black cartridge	CB390A			
2		Colour Cartridges (Magenta, Cyan, Yellow)	CB381A, CB382A, CB383A			
3		Black Drum	CB384A			
4		Colour Drums (Magenta, Cyan, Yellow)	CB385A, CB386A, CB387A			
5		Fuser Kit	CB458A			
6		Image Transfer kit	CB463A			
7		Roller kit	CB459A			
8		Document Feeder kit				
9	HP M175	Black cartridge	CE310A			
10		Colour Cartridges (Magenta, Cyan, Yellow)	CE311A, CE312A, CE313A			
11		Black Drum	CE314A			
12	HP M176n	Black cartridge	CF350A			
13		Colour Cartridges (Magenta, Cyan, Yellow)	CF351A, CF352A, CF353A			
14		Black Drum	CE314A			
15	HP M177fw	Black cartridge	CF350A			
16		Colour Cartridges (Magenta, Cyan, Yellow)	CF351A, CF352A, CF353A			
17		Black Drum				
18	Canon 2020 / Canon 2220	Black cartridge	NPG-52			
19		Colour Cartridges (Magenta, Cyan, Yellow)	NPG-52			
20		Black Drum	NPG-52			
21		Colour Drums (Magenta, Cyan, Yellow)	NPG-52			
22		Fuser Kit				
23	Canon 5045	Black cartridge	NPG-45			
24		Colour Cartridges (Magenta, Cyan, Yellow)	NPG-45			
25		Black Drum	NPG-45			
26		Colour Drums (Magenta, Cyan, Yellow)	NPG-45			
27		Fuser Kit	FK3-5951-010			
28	Canon 815 / 825	Ink Tank (BK)	PFI-703			
29		Ink Tank (MBK)	PFI-703			
30		Ink Tank (Cyan, Magenta, Yellow)	PFI-703			
31		Maintenance cartridge	MC-09			
32	RICOH MPC 3003SP	Black cartridge	841829			
33		Colour Cartridges (Magenta, Cyan, Yellow)	841830, 841831, 841832			

The Bidder should explicitly mention the applicable tax type and rate of tax.

5. Annexure C (PBG Format)

**Performa of Contract-cum-Equipment
Performance Bank Guarantee**
(To be stamped in accordance with Stamp Act)

Ref:

Bank Guarantee No.

Date:

To

Name & Address of the Purchaser/Indenter

Dear Sir,

In consideration of Name & Address of the Purchaser/Indenter, Metro Link Express for Gandhinagar and Ahmedabad (MEGA) Company Limited, Gandhinagar (hereinafter referred to as the OWNER/PURCHASER which expression shall unless repugnant to the context or meaning thereof include successors, administrators and assigns) having awarded to M/s.

..... having Principal Office at (hereinafter referred to as the "SELLER" which expression shall unless repugnant to the context or meaning thereof include their respective successors, administrators, executors and assigns) the supply of by issue of Purchase Order No..... Dated issued by MEGA and the same having been accepted by the SELLER resulting into CONTRACT for supplies of materials/equipments as mentioned in the said purchase order and the SELLER having agreed to provide a Contract Performance and Warranty Guarantee for faithful performance of the aforementioned contract and warranty quality to the OWNER/PURCHASER, having Head Office at (hereinafter referred to as the 'Bank' which expressly shall, unless repugnant to the context or meaning thereof include successors, administrators, executors and assigns) do hereby guarantee to undertake to pay the sum of Rs..... (Rupees) to the OWNER/PURCHASER on demand at any time up to..... without a reference to the SELLER. Any such demand made by the OWNER/PURCHASER on the Bank shall be conclusive and binding notwithstanding any difference between Tribunals, Arbitrator or any other authority.

The Bank undertakes not to revoke this guarantee during its currency without previous consent of the OWNER/PURCHASER and further agrees that the guarantee herein contained shall continue to be enforceable till the OWNER/PURCHASER discharges this guarantee. OWNER/PURCHASER shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance by the SELLER of the aforementioned CONTRACT. The OWNER/PURCHASER shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the SELLER, and to exercise the same at any time in any manner, and either to enforce to forebear to enforce any covenants contained or implied, in the aforementioned CONTRACT between the OWNER/PURCHASER and the SELLER or any other course of or remedy or security available to the OWNER/PURCHASER.

The Bank shall not be released of its obligations under these presents by any exercise by the OWNER/PURCHASER of its liability with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of the OWNER/PURCHASER or any other indulgence shown by the OWNER/PURCHASER or by any other matter or things.

The Bank also agree that the OWNER/PURCHASER at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against the SELLER and notwithstanding any security or other guarantee that the OWNER/PURCHASER may have in relation to the SELLER's liabilities.

Notwithstanding anything contained herein above our liability under this Guarantee is restricted to Rs.(Rupees) and it shall remain in force up to and includingand shall be extended from time to time for such period as may be desired by the SELLER on whose behalf this guarantee has been given.

Dated aton thisday of2015.

.....
Signed and delivered by

.....

For & on Behalf of

Name of the Bank & Branch & Its official Address

List of approved Banks

All Nationalized Bank including the public sector bank or Private Sector Bank or Commercial Bank or Regional Rural Banks of Gujarat or Co-Operative Bank of Gujarat (operating in India having branch at Ahmedabad/Gandhinagar) as per the [G.R. no. EMD-SD/102006/108/DMO Dated 30.03.2012 issued by Finance Department](#)

6. Annexure D (Contract Form)

CONTRACT FORM

THIS AGREEMENT is made on the _____ day of _____, 20____. Between _____ (Name of Purchaser) of _____ (Country of Purchaser) hereinafter called "the Purchaser" of the ONE PART and _____ (Name of Supplier) of the OTHER PART:

WHEREAS the Purchaser is desirous that certain Goods and ancillary services viz; _____ (Brief Description of Goods and Services) and has accepted a bid by the Supplier for the supply of those goods and services in the sum of _____ (Contract Price in Words and Figures) hereinafter called "the Contract Price in Words and Figures" hereinafter called "the Contract Price."

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- 1 In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
- 2 The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
 - 2.1 the Bid Form and the Price Schedule submitted by the Bidder;
 - 2.2 terms and conditions of the bid
 - 2.3 the Purchaser's Notification of Award
- 3 In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
- 4 The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
- 5 Particulars of the goods and services which shall be supplied / provided by the Supplier are as enlisted in the enclosed annexure :

TOTAL
VALUE:



DELIVERY
SCHEDULE:

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the

Said (For the Purchaser)

in the presence of

Signed, Sealed and Delivered by the

said _____ (For the Supplier)

in the presence of _____

7. Annexure E – MAF (Manufacturers' Authorization Form)

To,
The Managing Director,
Metro-Link Express for Gandhinagar and Ahmedabad (MEGA) Company Ltd,
First floor, Block-1,
Karmayogi Bhavan,
B/h Nirman Bhavan, Sector-10/A,
Gandhinagar 382010
Gujarat

Date:

Subject: Authorization letter for Tender number : xxxxxxxx dated: dd/mm/yyyy

Dear Sir,

This is with reference to above subject of procurement of printer consumables for your department.

We would like to authorize M/s _____ who is a business associate / partner of <OEM> in India to participate in the above tender, and execute the same, if awarded.

We hereby extend our full support as per terms and conditions of the tender and the contract for the services offered against this invitation for tender offer by the M/s _____.

We hereby commit to the tender terms and conditions and will not withdraw our commitments during the process and during the period of contract.

Yours faithfully,

For,

<Company Name>

<Name of person>,

<Designation>

8. Bid submission checklist

Bid submission Checklist

Srno	Item	Content	Attached ? (Yes / No)
1	Main envelope	Covering letter, Envelope:1, Envelope:2	
2	Envelope:1	Tender Fee	
3		EMD	
4		Proof of authorized dealer / sub dealer/ MAF	
5		Warranty / Technical details of proposed product/ Company Registration / PAN	
6		Envelope:2	Commercial offer