



**TENDER DOCUMENT**

**NEW MANGALORE PORT AUTHORITY**

**MECHANICAL DEPARTMENT**

**TENDER NO: 27/2/2022-23/SCS.2/P II/ARC**

**Tender ID: 2022\_NMPT\_711897\_1**

**Name of the Work:**  
**Annual Rate Contract for supply of various Cartridges/Toners/Ink Tanks  
and Ribbons**

**THROUGH E-TENDERING MODE**

**Tender Amount : Rs. 52,40,704.00+ applicable Taxes**

**E.M.D. : Rs.1,23,700.00 (Rupees One Lakh Twenty-three  
Thousand Seven Hundred Only)**

**Tender Fee : Rs. 560.00**

NEW MANGALORE PORT AUTHORITY  
MECHANICAL DEPARTMENT

**SCHEDULE OF TENDER (SoT)**

**NIT No: 27/2/2022-23/SCS.2/P II/ARC**

(Through E-Procurement only)

E-Tenders are invited by New Mangalore Port Authority, Panambur, Mangalore-575010 through electronic tendering system under two cover system [http://eprocure.gov.in/eprocure/cpp\\_portal](http://eprocure.gov.in/eprocure/cpp_portal) from highly reputed, well established & experienced in **SUPPLY OF CARTRIDGES/TONERS/INK TANKS/RIBBONS ON ANNUAL RATE CONTRACT BASIS** according to terms and conditions given in tender form.

Tender No and Name of the Work	<b>27/2/2022-23/SCS.2/P II/ARC ANNUAL RATE CONTRACT FOR SUPPLY OF CARTRIDGES/TONERS/INK TANKS/RIBBONS</b>
Estimated cost	<b>Rs. 52,40,704.00+ applicable Taxes</b>
Earnest Money Deposit	Rs. <b>1,23,700.00</b> (Rupees One Lakh Twenty-three Thousand and seven Hundred Only) shall be paid through RTGS in favor of FA & CAO NMPA (RTGS Details shown in schedule-II) <b>and exempted for Micro and Small Enterprises registered with MSME/NSIC.</b> Micro and Small Enterprises (MSE) will upload with their offer the proof of their being MSE registered with District Industries Centre (DIC) or Khadi and Village Industries Commission or Khadi & Industries Board (KVIB) or Coir Board or National Small Industries Corporation (NSIC) or Directorate of Handicrafts and Handlooms or Udyog Aadhar Memorandum or any other body specified by Ministry of MSME.
Cost of Tender	<b>Rs. 560.00</b> (Rupees Five Hundred sixty only ) shall be paid through RTGS in favor of FA & CAO NMPA (RTGS Details shown in schedule-II) <b>and exempted for Micro &amp; Small Enterprises / firms registered with MSME/NSIC.</b> Micro and Small Enterprises (MSE) will upload with their offer the proof of their being MSE registered with District Industries Centre (DIC) or Khadi and Village Industries Commission or Khadi & Industries Board (KVIB) or Coir Board or National Small Industries Corporation (NSIC) or Directorate of Handicrafts and Handlooms or Udyog Aadhar Memorandum or any other body specified by Ministry of MSME.

Transaction Fee	Not applicable
Date of tender document available for parties to download	<b>13/09/2022 at 16.00 Hrs.</b>
Date of Pre-Bid enquiry	<b>14/09/2022 at 11.00 to 16/09/2022 at 15.30 Hrs</b>
Starting date of e-Tender for submission of on line Techno- Commercial Bid and price Bid	<b>17/09/2022 at 11.00 Hrs</b>
Closing date of online e-tender for submission of Techno-Commercial Bid & Price Bid.	<b>06/10/2022 at 15.00 Hrs</b>
Date & time of opening of Part -I (i.e. Techno-Commercial Bid) Part-II – Price Bid:	<b>07/10/2022 at 15.30 Hrs</b> Shall be communicated separately.
Period of contract	1 year from the date of issue of Purchase order
Validity of Tender	120 days from the closing date of online submission of e-tender.
Amendments to the tender (if any) will be issued only through web site. <a href="http://www.newmangaloreport.gov.in">www.newmangaloreport.gov.in</a> and on CPP Portal <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> .	

## INDEX

<b>SI No</b>	<b>Description</b>	<b>Page No</b>
<b>01</b>	<b>NOTICE INVITING TENDERS</b>	<b>5</b>
<b>02</b>	<b>PART-I GENERAL INFORMATION AND INSTRUCTION FOR THE BIDDERS</b>	<b>6-8</b>
<b>03</b>	<b>PART-II- SPECIAL INSTRUCTIONS TO THE BIDDERS OR THE E- SUBMISSION OF THE BIDS ONLINE THROUGH THIS E-PROCUREMENT PORTAL</b>	<b>9-10</b>
<b>04</b>	<b>PART-III MINIMUM QUALIFICATION CRITERIA OF THE BIDDERS</b>	<b>11-12</b>
<b>05</b>	<b>PART-IV STANDARD CONDITIONS OF RFP</b>	<b>13-17</b>
<b>06</b>	<b>PART-V EVALUATION CRITERIA &amp; PRICE BID ISSUES</b>	<b>18-20</b>
<b>07</b>	<b>PART-VI TECHNICAL SPECIFICATION &amp; BILL OF QUANTITY (BOQ)</b>	<b>21-22</b>
<b>08</b>	<b>PART-VII PRICE BID FORMAT</b>	<b>23-24</b>
<b>09</b>	<b>ANNEXURE-I LIST OF SIMILAR WORKS COMPLETED</b>	<b>25</b>
<b>10</b>	<b>ANNEXURE-II FINANCIAL TURNOVER</b>	<b>26</b>
<b>11</b>	<b>ANNEXURE-III -UNDER TAKING LETTER</b>	<b>27</b>
<b>12</b>	<b>ANNEXURE-IV- VERIFICATION OF LOCAL CONTENT</b>	<b>28</b>
<b>13</b>	<b>ANNEXURE-V CHECK LIST</b>	<b>29-30</b>

**NOTICE INVITING TENDER**  
**NEW MANGALORE PORT AUTHORITY**  
**MECHANICAL ENGINEERING DEPARTMENT**

**Tender No. CME -27/2/2020-21/SCS.2/P II/ARC**

**Dtd: 13.09.2022**

E-Tenders are invited for "SUPPLY OF CARTRIDGES/TONERS/INK TANKS/RIBBONS ON ANNUAL RATE CONTRACT BASIS" through CPP portal [www.eprocure.gov.in](http://www.eprocure.gov.in) and the tender is available to download from 13.09.2022

For details, Visit Website:

<https://eprocure.gov.in/cppp/>

<http://www.newmangaloreport.gov.in>

(Shrihari S. Deshpande)  
Deputy Materials Manager

निविदा आमंत्रित करने की सूचना

नव मंगलूर पत्तन प्राधिकरण

यांत्रिक अभियन्तिक विभाग

निविदा संख्या - 27/2/2022-23/SCS-2/P-II/ARC

दिनांक: 13.09.22

सीपीपी पोर्टल [www.eprocure.gov.in](http://www.eprocure.gov.in) के मध्यम से "वार्षिक दर अनुबंध के आधार पर कार्ट्रिज/टोनर/स्याही टैंक/रिबन की आपूर्ति" के लिये ई-निविदाएं आमंत्रित किए जा रहे हैं और निविदा 13.09.2022 से डाउनलोड करने के लिए उपलब्ध है।

जानकारी के लिए वेबसाइट पर जाएं

<https://eprocure.gov.in/cppp/>

<http://www.newmangaloreport.gov.in>

(श्रीहरि एस देशपांडे)

उप सामग्री प्रबंधक

**PART - I**

## General Information and Instruction for the bidders

### A.General Information

1. **Last date and time for submission of the Bids: 15-00 Hrs on 06/10/2022** : The bidder has to submit online bids i.e Technical Bid and Commercial Bid through e-procurement portal <http://eprocure.gov.in/eprocure/app>.
2. **Manner of submission of the Bids** : Tenders are to be submitted online through the website stated above. The tender document may be downloaded from website & submission of technical bid / financial bid as per Tender time schedule. No manual bid will be accepted. Only Hard copy of the Technical Bid should be sent to The Deputy Materials Manager, NMPA before the due date.
3. **Time and date for opening of Bids:** The Technical Bid will be opened electronically on **07/10/2022 15-30 hrs**. Bidders can witness electronic opening of bid.
4. **Pre –Bid Enquiry** : Pre-Bid enquiry through CPP Portal from 14/09/2022 at 11.00 hrs. to 16/09/2022 15.30 hrs only.
5. **Two-Bid system** : under two bid system through e-tendering only, the Technical Bid would be opened on the time and date mentioned above, date of opening of the Commercial bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the NMPA.
6. **Forwarding of Bids:** Bids should be submitted by Bidders furnishing details like valid GST registration number, Bank account with address and complete postal & E-mail address of their office.
7. **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the NMPA prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by email, but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
8. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
9. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected.

10. **Unwillingness to quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.
11. **Validity of Bids:** The Bids should remain valid till **120 Days** from the last date of submission of bid.
12. **Earnest Money Deposit:**– Bidders should deposit EMD amount **Rs.1,23,700.00** (Rupees One Lakh Twenty-three Thousand Seven Hundred Only) through RTGS in favor of FA&CAO, NMPA and scanned copy of RTGS payment details should be attached in Technical Bid. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security in the prescribed format.

EMD is exempted for Micro and Small Enterprises who are registered with, National Small Industries Corporation (NSIC) or Micro Small Medium Enterprises (MSME). The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender. In the event of forfeiting the EMD/SD/LD GST is applicable and while imposing penalty GST shall be collected.

Micro and Small Enterprises (MSE) will upload with their offer the proof of their being MSE registered with District Industries Centre (DIC) or Khadi and Village Industries Commission or Khadi & Industries Board (KVIB) or Coir Board or National Small Industries Corporation (NSIC) or Directorate of Handicrafts and Handlooms or Udyog Aadhar Memorandum or any other body specified by Ministry of MSME

#### **B. INSTRUCTIONS FOR BIDDERS:**

1. Technical bid and Price bid will be submitted concurrently, duly digitally signed in the website portal [www.eprocure.gov.in/cppp](http://www.eprocure.gov.in/cppp). The tender document may be downloaded from website & submission of technical bid / financial bid as per Tender time schedule.
2. Tenders are to be submitted online through the website stated above. All the documents uploaded by the Tender Inviting Authority form an integral part of contract Agency/Contractors they are required to upload all the tender documents along with other documents, as asked for in the tender, through the above website within stipulated date and time as given in the Tender Notice.
3. The Agency/Contractor shall carefully go through the documents and prepare the required documents, and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated location of Technical Bid. The bidder needs to fill up the rates, downloaded for the financial Bid in the designated cell and upload the same in designated location of financial bid.
4. The documents uploaded must be virus scanned and digitally signed using the Digital Signature Certificate (DSC) by the authorized signatory.

5. For submission of e-tender, bidders are requested to get themselves registered with [www.eprocure.gov.in](http://www.eprocure.gov.in) website along with class-II/III Digital Signature Certificate (DSC) issued by authorized issuing authority under IT Act 2003.
6. For complete details, refer website [www.eprocure.gov.in](http://www.eprocure.gov.in) at CPP portal.
7. The NMPA may issue amendment / errata to the tender documents before due date of submission of tender. The Agency/Contractors are required to read the tender documents in conjunction with amendments, if any, issued by NMPA. The Agency/Contractor is not supposed to incorporate any amendment / errata in the body of tender documents either in ink or pencil. In case the Agency/Contractor on the body of tender incorporates amendments/errata issued, they shall not be considered and the amendment / errata issued by the NMPA shall only hold good. The amendments/errata issued to these documents if any would be uploaded on web site Tender document can be downloaded from NMPA website [www.newmangalore-port.com](http://www.newmangalore-port.com), [www.tender.gov.in](http://www.tender.gov.in) & <https://www.eprocure.gov.in/cppp>. The contractors shall visit these sites from time to time to see these amendments/errata.
8. The bidders are required to upload the completed documents only after satisfying each and every condition laid down in the tender documents.
9. NMPA reserves the right to postpone and / or extend the date of receipt of opening of tenders or to withdraw the tender notice, without assigning any reason thereof. In such cases, the bidders shall not be entitled to any form of compensation from NMPA.
10. Transfer of Tender document purchased by one Bidder to another is not permissible. Similarly, transfer of BID submitted by one Bidder to another is also not permissible. No Alteration in the essence of BID, once submitted shall be permissible. In case the Bidder transfers the BID or modifies/withdraws during the period of validity, his EMD shall be forfeited.



**SPECIAL INSTRUCTIONS TO THE BIDDERS FOR THE E- SUBMISSION OF THE BIDS ONLINE THROUGH THIS E-PROCUREMENT PORTAL**

1. Bidder should do Online Enrolment in the Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal.
2. Bidder then logs into the portal giving user id / password chosen during enrollment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.
5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.
7. The BOQ template must not be modified /replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
8. If there are any clarifications, this may be obtained online through the e-Procurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online on the portal or on <http://eprocure.gov.in/eprocure/appor> [www.newmangalore-port.com](http://www.newmangalore-port.com) Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF formats.
9. Bidder should arrange for the EMD and tender fee as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
10. The bidder should read the terms and conditions and accepts the same to proceed further to submit the bids.
11. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
12. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are

- suggested to scan the documents in 75-100 DPI so that the clarity is maintained and the size of file gets reduced. This will help in quick uploading even at very low bandwidth speeds.
13. It is important to note that, the bidder has to click on the Freeze Bid Button, to ensure that, he/she completes the Bid Submission Process. Bids, which are not frozen, are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
  14. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
  15. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system. Only hard copy of the Technical Bid should reach before due date to the Dy. Materials Manager, NMPA.
  16. At the time of freezing the bid, the e-Procurement system will give a successful bid updating message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no., date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
  17. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. 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 event.
  18. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
  19. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.
  20. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
  21. The bidders are requested to submit the bids through online e-Procurement system to the Tender Inviting Authority (TIA) well before the bid submission end date and time (as per Server System Clock).
  22. Tender form Fee and EMD shall be submitted with the Part I- Technical BID. BID submitted without fees, as mentioned above will not be considered for evaluation and shall be rejected summarily.
  23. The bidder/Bidder/contractor shall file the applicable returns with Tax departments in time and submit the same as documentary proof.
  24. The GST applicable shall be shown as separate line items in the Tax invoices to avail in put credit to Port.

**MINIMUM QUALIFICATION CRITERIA OF THE BIDDERS:**

- a) Only tenderers (situated at Mangalore & Surrounding) who are manufacturers/Authorised Distributors, Authorised Dealers of brands indicated in the Schedule of items of the tender are eligible to apply for this tender. **Authorised Distributors, Authorised Dealers are required to submit the OEM Authorization Certificate from their principles.**

In case of manufacturers/Authorised Distributors/Dealers are situated outside Mangalore area, Supplies to be effected through their local Authorised Dealers situated at Mangalore & Surrounding so as to supply the Cartridges / Toners/Ink Tanks/Ribbons well in time and also to replace the rejected / damaged items immediately if there is any rejection/ damage to the supplied items. If the local Authorised Dealers name/address not mentioned in the technical bid the tender will be disqualified & not considered for opening the price bid.

- b) The **Average Annual Financial Turnover** during the last three years or year 2019-20, 2020-21 & 2021-22 should be 30% of estimated cost is **Rs.15,72,300.00** (Estimated Cost **Rs. 52,40,704.00**). The Copies of Annual Turnover signed by CA with UDIN Number or Profit & Loss Account & Balance Sheet of the Last three Years with UDIN Number must be submitted as Documentary Evidence.

- c) The Bidder should have experience in the field of supply of **CARTRIDGES/ TONERS/INK TANKS/RIBBONS** to the reputed firms.

- i. Copies of **contract/supply order issued by the client** duly self attested shall be submitted as documentary evidence.
- ii. For the successfully completed contract, Bidder should have to submit the copies of **Supply, Completion Certificate, Invoice, Delivery challan** duly self attested shall be submitted as supporting documentary evidence.

- d) The Bidder should submit the Distributor/ Dealer **OEM Authorization Certificate** from their principle for the makes offered.

Qualified Supplier should supply, Genuine/Original Product/Make and product should be as per company standard packing. Loose/ non standard packing are not acceptable. Supplies of non standard product, re-used product, secondary market product, Compatible products are lead to blacklist from the participation in NMPA Tender/RFQ.

- e) Must have Firm/Company registration certificate.

- f) The Bidder except the Micro and Small Enterprises who are registered with, National Small Industries Corporation (NSIC) or Micro Small Medium Enterprises (MSME) or any other body specified by Ministry of MSME have to pay the Prescribed Tender fee i.e., Rs. 560.00 including GST 12% as applicable and EMD amount of **Rs.1,23,700.00** (Rupees One Lakh Twenty-three Thousand Seven Hundred Only) through E-Payment in favor of FA & CAO NMPA (E-Payment Details shown below).

Micro and Small Enterprises (MSE) will upload with their offer the proof of their being MSE registered with District Industries Centre (DIC) or Khadi and Village Industries Commission or Khadi & Industries Board (KVIB) or Coir Board or National Small Industries Corporation (NSIC) or Directorate of Handicrafts and Handlooms or Udyog Aadhar Memorandum or any other body specified by Ministry of MSME.

- g) Must have GST registration number.

- h) **NMPA Bank Details:**

Name of the Bank: State Bank of India, Panambur, Mangalore - 575 010.  
Bank A/C No. 10205649448  
IFSC Code: SBIN0002249  
MICR Code: 575002011  
GST No:29AAALN0057A2ZG

- i) **Contact Persons of NMPA: Mr. Shrihari S. Deshpande, Deputy Materials Manager, Phone 0824-2887721, E- mail: [shrihari.sdeshpande@nmpt.gov.in](mailto:shrihari.sdeshpande@nmpt.gov.in) and [purchase@nmpt.gov.in](mailto:purchase@nmpt.gov.in)**

**Note:**The Tender Document is also available in **and** NMPA's Web Site, [www.newmangaloreport@gov.in](mailto:www.newmangaloreport@gov.in); <https://tenders.gov.in> intending bidders may download the same for submitting their Tender. Further any amendment or clarifications shall be uploaded **only on websites.**

The tenders without above mentioned supporting documents will be treated as non responsive and not considered for further evaluation and rejected.

**STANDARD CONDITIONS OF RFP**

1. The Contract Period is **One (01) year** from the date mentioned in the Purchase order and same may be extended for a further period of one more year as mutually agreed under the same rates, Terms and Conditions. The rates quoted are firm till the completion period for supply of Toners /Cartridges/Ink Tanks/Ribbons and inclusive of all taxes & transportation charges on FOR destination basis and applicable taxes shall be mentioned separately.
2. The Toners /Cartridges/Ink Tanks/Ribbons to be supplied from the latest manufactured batch, against Purchase Order within 7 days from the date of issue of intimation through from this office. The Supplier should replace the consignment if the supplied Toners /Cartridges/Ink Tanks/Ribbons are not as per technical specification of BOQ as mentioned in Part VI.
3. The Toners /Cartridges/Ink Tanks/Ribbons shall be securely packed and dispatched to NMPA Main stores Panambur, Mangalore 10, duly covering the transit insurance. Any damage to the items during transportation shall be to suppliers account. If the supplied items are rejected due to any error/ defects in the technical specification/Make/Quality, supplier has to make his own arrangements at his cost to lift the rejected materials and to replace the same immediately without any delay.
4. The Toners /Cartridges/Ink Tanks/Ribbons to be supplied should confirm to the specification and standards of IS. Makes of all the items/ Materials to be supplied shall be as per the approved make. The details such as make, specification, confirmation to relevant standards, catalogue, shall be furnished.
5. The price quoted should be firm and excluding GST for delivery at NMPA Central Stores. The applicable charges like percentage of GST shall be shown separately in the Price Bid. Also, a list mentioning the HSN code/Accounting Code of Service (As applicable) of the individual items of the BOQ has to be attached to the Technical Bid without fail. GST as applicable shall be quoted/ claimed as separate line items in the Tax Invoice.
6. Tax shall be deducted as per applicable rates on the value of supplies exceeding the limit permitted according to GST Act.
7. The vendor shall upload the Tax invoices in the GST Network within the due date. The Vender shall file the applicable Tax Returns with Tax Departments in time and should submit the name as documentary evidence.
8. The vendor shall inform NMPA if the vendor is registered under Composite Scheme of GST.
9. Supplier from outside Karnataka shall ensure that the delivery of goods shall be provided at NMPA Panambur. The Tax invoice shall charge IGST & not CGST / SGST of the State of Supplier.

10. **Delivery period for Supply in full shape:** Within 7 days from the date of issue of intimation through from this office against Purchase Order. The materials will have to be supplied on 'Door delivery' basis to our stores at New Mangalore Port Authority, Panambur, Mangalore at your cost as requested by the stores department through e-mail duly insured. The materials are to be supplied from the latest manufactured batch. Delivery of quantities against subsequent orders will have to be made within 1 week of receipt of order.
11. **Guarantee:** The Toners /Cartridges/Ink Tanks/Ribbons supplied with the latest manufacturing batch and shall be guaranteed for the period of minimum 12 months from the date of supply. The **"Guarantee Certificate" shall be submitted along with the supplies.**
12. **Payment Terms & Security deposit:**
- i. 100% Payment will be made against the submission of **Bank Guarantee for 3% of the ARC contract value after placing of ARC contract. Hence, on receipt of ARC contract order, supplier must submit Bank Guarantee for 3% of the ARC contract value.** The BG should be valid for a minimum period of 12 months with additional three (03) months claim period.
  - ii. Payment will be made on monthly basis based on quantity & type of cartridges consumed.
13. The Port Authority reserves the right to reject any of the tender without assigning any reason there of and does not bind to accept lowest quotation. Also NMPA reserves the right to order partially or as mentioned in the Tender.
14. **Insurance:** No insurance charges are payable by this department and the goods are to be Dispatched to Central Stores New Mangalore Port Authority , Panambur Mangalore (Karnataka State) at the risk of successful Tenderer. Any loss or damage in transit will have to be borne by the successful Tenderer.
15. **Banning /Debarring:**
- In the following cases, in addition to forfeiture of EMD/Security Deposit, firms or individuals shall be banned / debarred including declaring them ineligible, either indefinitely or for a stated period of time, to participate in the tenders to be floated:
1. In the event of withdrawal from the bidding process after submission of offers.
  2. In the event of not honoring the letter of intent and the PO/Work order.
  3. Fail to supply the ordered materials/execute the work in the prescribed period.
  4. If any of the bidder(s) is found presenting misleading/ false information/ documents in the tender forms, statements, bills and invoices etc.
  5. If a firm submits fraudulent, un-en cashable Financial Instruments stipulated under the Tender and Contractual conditions.
  6. If a firm violates the Code of Ethics mentioned above and directly or through an agent, engages in corrupt, fraudulent, collusive or coercive practices in procurement or execution of Contract.
  7. If makes fraudulent attempts to pass off or mis-declare inferior goods or short quantities.
  8. If violation of Fall Clause by Rate Contract holding Firms.
  9. If attempts to influence NMPA's decisions on scrutiny, comparison, valuation and award of Tender.

10. On account of doubtful loyalty to the country or national security consideration as determined by appropriate agencies of the Govt. of India. (Normally such banning/blacklisting would be initiated by the Central Govt./ Ministry).

Names of Banned/ Debarred firms will be widely shared and put on the Website, to prevent inadvertent business dealings by any unit of Port. An order for banning/debarring passed for 2 years shall be deemed to have been automatically revoked on the expiry of that specified period and it will not be necessary to issue a specific formal order of revocation, except that an order of banning/ debarring passed on account of doubtful loyalty to the country or national security consideration shall continue to remain in force until it is specifically revoked.

#### 16. Disputes

- a. Any disputes relating to the Tender and supply order shall be settle by amicable settlement between Contractor and Employer failing which matter will be refer to CME, NMPA whose decision shall be final and binding on both parties.
- b. The agreement shall governed by laws of India and court at Mangalore shall have exclusive Jurisdiction.

17. **Law:** The Work order shall be considered and made in accordance with the laws of the Republic of India. The Work order shall be governed by and interpreted in accordance with the laws of the Republic of India.

18. **Effective Date of the Contract Order:** Normally the contract shall come into effect on the date of its acknowledgment by the NMPA (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract Order.

19. **Penalty for use of Undue influence:** The bidder undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of NMPA or otherwise in procuring the Supply Orders or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Work order or any other Work order with the Government of India for showing or forbearing to show favor or disfavor to any person in relation to the present Work order or any other Work order with the Government of India. Any breach of the aforesaid undertaking by the NMPA or any one employed by him or acting on his behalf (whether with or without the knowledge of the bidder) or the commission of any offers by the NMPA or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle NMPA to cancel the Work order and all or any other Supply Orders with the Bidder and recover from the Bidder the amount of any loss arising from such cancellation. A decision of NMPA or the nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Bidder. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Bidder towards any officer/employee of NMPA or to any other person in a position to influence any Officer /employee of the NMPA for showing any favor in relation to this or any other Supply Order shall render the Bidder to such liability/ penalty as NMPA may deem proper, including but not limited to termination of the Supply Order, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by NMPA.

20. **Access to Books of Accounts:** In case it is found to the satisfaction of NMPA that the bidder has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the bidder, on a specific request of NMPA, shall provide necessary information/inspection of the relevant financial documents/information.
21. **Non-disclosure of Contract documents:** Except with the written consent of the NMPA/Bidder, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
22. **Penalty (LD Clause):** The material shall be supplied within the stipulated period mentioned in the purchase order to avoid any penalty for late delivery. If the materials are not supplied within the delivery period, Liquidated Damage will be levied on the undelivered portion at the rate of 0.5 % of the value of the material per week or part thereof, subject to a maximum of 10% of the total tax invoice value of the item. In the event of forfeiting the EMD / LD / SD GST is applicable & while imposing penalty GST shall be collected.
23. The Port Authority reserves the right to reject any of the tender without assigning any reason there of and does not bind to accept lowest quotation. Also NMPA reserves the right to order partially or as mentioned in the Tender.
24. **Termination of Contract:** The NMPA shall have the right to terminate this contract in any of the following cases without payment of Compensation.
- (a) The successful Bidder is declared bankrupt or becomes insolvent.
  - (b) The NMPA has noticed that the successful bidder has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
  - (c) For nonperformance/default in compliance of the Terms & conditions of the contract.
  - (d) NMPA may terminate this contract at any time with 30days notice in advance.
25. **Notices:** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.
26. **Transfer and Sub-letting:** The Bidder has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.
27. **Amendments:** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.



## 28. Taxes and Duties

- a) GST will be paid extra at applicable rate
- b) Income Tax (TDS) as at such rates applicable from time to time will be deducted at source from bills and a certificate to this effect will be incurred. The deduction of TDS can however is waived if exemption Certificate is produce from Income Tax Authorities. Deduction of Income Tax at reduced rates can be considered subject to production of valid certificate for the period from Income Tax. TDS as 2% as on supply order will be deducted towards TDS on GST if the order value exceeds Rs.2,50,000/-.
- c) On the bids quoting GST, the rate and the nature of tax applicable at the time of supply should be shown separately. Taxes will be paid to the bidder at the rate at which it is liable to be assessed or has actually been assessed provided the transaction of services is legally liable to GST and the same is payable as per the terms of the contract.

**EVALUATION CRITERIA & PRICE BID ISSUES**

**1. Evaluation Criteria** - The broad guidelines for evaluation of Bids will be as follows:

Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.

**A. Techno Commercial bid (Cover 1):**

Technical bid will be opened electronically on specified date and time as given in the NIT. Bidder(s) can witness electronic opening of bid.

- Disclosure of price in the technical bid leads outright rejection and not be considered for further evaluation.
- The bidder will be considered for evaluation for supply of particular brand / make of cartridges only if he is authorized for that particular brand ( Authorization issued by the OEM is must).

**B. Price bid (Cover 2):**

Price bid will be opened electronically of only those bidder(s) whose Part I Techno-commercial Bid is found to be technically acceptable by NMPA. Such bidder(s) will be intimated, the date of opening of Price bid, through valid email confirmed by them. Price Bid will be evaluated based on the item wise, basic value.

**Note:** The bidders are advised to offer their best possible rates. There would generally be no negotiations hence most competitive prices may be quoted while submitting the price bid. However in case the lowest rate appears to be reasonable taking into account the prevailing market conditions, the work may be awarded to the lowest bidder and if the rate is still considered high, action as per prevailing instructions / guidelines shall be taken. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.

**(a) Make in India Initiative:**

Further, in order to promote the Make in India Initiative by the Government of India, Class 1 Local suppliers shall get purchase preference over Class II local suppliers as well as Non Local supplier as per the following procedure.

- i. Among all qualified bids, the lowest bid will be termed as L1, if L1 is Class I Local supplier, the contract will be awarded to L1.
- ii. If L1 is not a Class – I Local Supplier, the lowest bidder among the Class –I local supplier, will be invited to match the L1 price subject to Class –I local Supplier’s quoted price falling within the margin of Purchase preference, and the contract shall be awarded to such Class – I Local supplier subject to matching the L1 price.

- iii. In case such Lowest eligible Class – I local supplier fails to match the L1 price, the Class–I local supplier with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the Class I supplier within the margin of purchase preference matched the L1 price, the contract may be awarded to the L1 bidder.

**Note :**

1. The Class I local supplier/Class II Local Supplier shall submit the self attested copy of **Annexure IV** compulsorily along with the Bid clearly indicating the percentage of local content (local staffs that the contractor shall be deploying, in case the contract is awarded to him) and provide self certification that the services/items offered meets the local content requirement for Class I supplier/Class II local supplier, as the case may be.
2. Defination:
  - a) **“Local Content”** means the amount of value assed in India which shall , unless otherwise prescribed by the Nodal Ministry , be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.
  - b) **“Class – I local supplier”** means a supplier or service provider , whose goods , services or works offered for procurement , has local content equal to or more than 50%.
  - c) **“Class – II Local Supplier”** means a supplier or service provider, whose goods, services or works ordered for procurement , has local content more than 20% but less than 50%.
  - d) **“ Non Local supplier ”** means a supplier or service provider, whose goods, services or works offered for procurement, has local content less than or equal to 20%.
  - e) **“Margin of purchase preference”** means the maximum extent to which the price quoted by a Class – I local supplier may be above the L1 for the purpose of purchase preference, which shall be 20%.
  - f) **“L1”** means the lowest tender or lowest bid or the lowest quotation received in a tender , bidding process or other procurement solicitation as adjudged in the evaluation process as per the tender or other procurement solicitation.
  - g) **“Nodal Ministry”** means the Ministry or Department identified pursuant to this order in respect of a particular item of goods or services or works

**(a) EVALUATION PROCESS:**

A proposal shall be considered responsive if –

- i. It is received within the proposed Due Date and Time.
- ii. It is Digitally Signed.
- iii. It contains the information and documents as required in the Tender Document.
- iv. It contains information in formats specified in the Tender Document.

- v. It mentions the validity period as set out in the document.
  - vi. It provides the information in reasonable detail. The Port Authority reserves the right to determine whether the information has been provided in reasonable detail.
  - vii. There are no significant inconsistencies between the proposal and the supporting documents.
  - viii. The Technical qualification conforms to as specified in the qualification criteria.
  - ix. A Tender that is substantially responsive is one that conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one (1) which affects in any substantial way, the scope, quality, or performance of the bidders or (2) which limits in any substantial way, inconsistent with the Tender document, or (3) whose rectification would affect unfairly the competitive position of other Qualified Applicant presenting substantially responsive bids.
  - x. The NMPA reserves the right to reject any tender which in its opinion is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Port Authority in respect of such Tenders.
  - xi. The Port Authority would have the right to review the Technical Qualification and seek clarifications wherever necessary.
  - xii. Since the tender involves selection based on pre-qualification criteria and technical specification, the Dy. Materials Manager, NMPA will examine and seek clarification if any and list out the firms, which are found technically suitable and Cover-II Price Bid of such bidders only will be opened and EMD will be returned to the unsuccessful bidders.
  - xiii. The date and time will be intimated to bidders whose offers are found suitable and Cover– II of such bidders will be opened on the specified date and time
  - xiv. The Fax/E-Mail offers will be treated as defective, invalid and rejected.
- (b)** In respect of Two-Bid System, the technical Bids forwarded by the Bidders will be evaluated by NMPA with reference to the technical characteristics of the equipment/items and terms & conditions as mentioned in the RFP. The compliance of Technical Bids would be determined on the basis of the parameters specified in the RFP. The Price Bids of only those Bidders will be opened whose Technical Bids would clear the technical evaluation.
- (c)** The Lowest Bid will be decided upon by the lowest price quoted by the particular Bidder as per the Price Bid.
- (d)** If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is any discrepancy between words and figures, the amount in words will prevail for calculation of price.
- 2.** The rates quoted in the tender shall be exclusive of taxes/levies imposed by the Govt. GST / Taxes shall be claimed separately.
- 3. Instruction for filling up Price-Bid-**  
Bidders should submit the Price Bid through online portal only.

## TECHNICAL SPECIFICATION &amp; BOQ

Tender No. 27/2/2022-23/SCS-2/P-II/ARC

Date: 13/09/2022

SL. NO	MODEL/CARTRIDGE	Unit	HSN Code	Required no. of Cartridges
<b>HP</b>				
1	HP LASER JET CARTRIDGES 12A	No		368
2	HP LASER JET CARTRIDGES 36A	No		64
3	HP LASER JET CARTRIDGES 88A	No		184
4	HP LASER JET CARTRIDGES 78A	No		80
5	HP LASER JET CARTRIDGES 77A	No		8
6	HP LASER JET CARTRIDGES 79A	No		24
7	HP LASER JET CARTRIDGES 18A	No		40
8	HP LASER JET CARTRIDGES 680 BLACK	No		64
9	HP LASER JET CARTRIDGES 680 COLOUR	No		64
10	HP LASER JET CARTRIDGES 950 BLACK	No		8
11	HP LASER JET CARTRIDGES 951 COLOUR(CYM)	No		8
12	HP LASER JET CARTRIDGES 678 BLACK	No		8
13	HP LASER JET CARTRIDGES 678 COLOUR	No		8
14	HP 711 PLOTTER CARTRIDGES BLACK(CZ129A)	No		8
15	HP 711 PLOTTER CARTRIDGES COLOUR (126S(C), 127S(M), 128S(Y))	No		8
16	HP INK TANK GT 51/GT51XL (BLACK)	No		40
17	HP INK TANK GT 52 (COLOUR-CMY)	No		40
18	HP 802 DESK JET CARTRIDGES(BLACK)	No		16
19	HP 802 DESK JET CARTRIDGES (COLOUR-CMY)	No		16
20	HP 803 DESK JET CARTRIDGES( BLACK)	No		8
21	HP 803 DESK JET CARTRIDGES (COLOUR-CMY)	No		8
22	HP OFFICE JET CARTRIDGES 21 (BLACK)	No		24
23	HP OFFICE JET CARTRIDGES 22 (COLOUR-CMY)	No		24
24	HP 204 A CARTRIDGES(CF510A) BLACK (HP MFP 180N)	No		16
25	HP 204 A CARTRIDGES(CF510A) COLOUR –CYM (HP MFP 180N)	No		16
26	HP-LJ-PRO M203DW- 30 A CARTRIDGES	No		8
27	HP 128 A CARTRIDGES (TCP 1525 N) BLACK (CE-3 -20A)	No		8
28	HP 128 A CARTRIDGES (TCP 1525 N) COLOUR (CE-3 -21A(C), 22A (Y), 23A (M))	No		8
<b>CANON</b>				
29	CANNON LASER BEAM PRINTER 925	No		64

30	CANNON LASER BEAM PRINTER 326	No		16
31	CANNON LASER BEAM PRINTER 337	No		8
32	CANNON LASER BEAM PRINTER 303	No		8
33	CANNON LASER BEAM PRINTER 329	No		8
<b>EPSON</b>				
34	EPSON 005 INK	No		200
35	EPSON 003 INK (BLACK)	No		20
36	EPSON 003 INK (COLOUR- CMY))	No		20
37	EPSON JIC23P INK (BLACK)	No		20
38	EPSON JIC23P INK (COLOUR-YMC)	No		20
39	EPSON 664 INK (BLACK)	No		20
40	EPSON 664 INK (COLOUR-CMLY)	No		20
41	EPSON 008 (T06G) INK (BLACK)	No		20
42	EPSON 008 (T06G) INK (COLOUR-YMC)	No		20
<b>BROTHER</b>				
43	BROTHER TN 2260	No		96
44	BROTHER TN 1020	No		56
45	BROTHER TN 230	No		8
<b>RIBBONS</b>				
46	Lexmark MX510de –MX-510 or MX-511	No		8
47	EPSON LQ -1310 -Ribbon	No		24
48	EPSON LQ- 1030- Ribbon	No		24
49	EPSON FX890- Ribbon	No		24
50	Printronix RIBBON P7 SERIES	No		8

**Required documents/ Technical specification:-**

1. The Printer Cartridges / Toners/Ink Tanks/Ribbon offered are of Original and genuine one and of above mentioned makes only.
2. The refilled, duplicate and compatible Printer Cartridges / Toners/ Ink Tanks/Ribbon will not be accepted at any cost.
3. Any defects found in the performance of the Printer Cartridges / Toners/ Ink Tanks/Ribbon shall be replaced immediately free of cost.
4. If the special care / attention is not taken during the supplies regarding the above conditions, it will be presumed that the supplier is incapable in supplying Quality / Genuine items and the same firm will be Black Listed.
5. The Printer Cartridges / Toners/Ink tanks/Ribbon shall be supplied along with the Guarantee /Warrantee Certificate without fail. The Printer Cartridges / Toners/Ink Tanks/Ribbon are to be supplied from the latest manufacturing batch carrying the minimum 12 months life from the date of supply / acceptance.

**Signature of the Tenderer**  
**Official Seal**

**DY. MATERIALS MANAGER**  
**N.M.P.T., Panambur**

**Item Rate BoQ**

Tender Inviting Authority: Office of the Dy. Materials Manager, Purchase Department, NMPA, Panambur, Mangalore, Karnataka-575010

Name of Work: Supply of Toners / Cartridges/Ink Tank/Ribbon on Annual Contract Rate Basis

Contract No: 27/2/2022-23/SCS.2/P II/ARC

Name of the Bidder/ Bidding Firm / Company :										
<b>PRICE SCHEDULE</b>										
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )										
NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER	NUMBER	NUMBER	TEXT #
Sl. No.	Item Description	HSN Code / Make	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	Total GST in Rs. P	Freight Charges ( Unloading & Stacking) in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5	6	7	8	9	10	11
	Supply of Toners / Cartridges/Ink Tank/Ribbon on Annual Contract Rate Basis									
1	HP LASER JET CARTRIDGES 12A		368	No				0.00	0.00	INR Zero Only
2	HP LASER JET CARTRIDGES 36A		64	No				0.00	0.00	INR Zero Only
3	HP LASER JET CARTRIDGES 88A		184	No				0.00	0.00	INR Zero Only
4	HP LASER JET CARTRIDGES 78A		80	No				0.00	0.00	INR Zero Only
5	HP LASER JET CARTRIDGES 77A		8	No				0.00	0.00	INR Zero Only
6	HP LASER JET CARTRIDGES 79A		24	No				0.00	0.00	INR Zero Only
7	HP LASER JET CARTRIDGES 18A		40	No				0.00	0.00	INR Zero Only
8	HP LASER JET CARTRIDGES 680 BLACK		64	No				0.00	0.00	INR Zero Only
9	HP LASER JET CARTRIDGES 680 COLOUR		64	No				0.00	0.00	INR Zero Only
10	HP LASER JET CARTRIDGES 950 BLACK		8	No				0.00	0.00	INR Zero Only
11	HP LASER JET CARTRIDGES 951 COLOUR(CYM)		8	No				0.00	0.00	INR Zero Only
12	HP LASER JET CARTRIDGES 678 BLACK		8	No				0.00	0.00	INR Zero Only
13	HP LASER JET CARTRIDGES 678 COLOUR		8	No				0.00	0.00	INR Zero Only
14	HP 711 Plotter Cartridges Black(CZ129A)		8	No				0.00	0.00	INR Zero Only
15	HP 711 Plotter Cartridges Colour(126S(C),127S(M),128S(Y))		8	No				0.00	0.00	INR Zero Only
16	HP INK Tank GT 51/GT51XL (Black)		40	No				0.00	0.00	INR Zero Only
17	HP INK Tank GT 52 (Colour-CMY)		40	No				0.00	0.00	INR Zero Only
18	HP 802 Desk Jet Cartridges(Black)		16	No				0.00	0.00	INR Zero Only
19	HP 802 Desk Jet Cartridges (Colour-CMY)		16	No				0.00	0.00	INR Zero Only
20	HP 803 Desk Jet cartridges( Black)		8	No				0.00	0.00	INR Zero Only

21	HP 803 Desk Jet cartridges (Colour-CMY)		8	No				0.00	0.00	INR Zero Only
22	HP Office Jet Cartridges 21 (Black)		24	No				0.00	0.00	INR Zero Only
23	HP Office Jet Cartridges 22 (Colour-CMY)		24	No				0.00	0.00	INR Zero Only
24	HP 204 A Cartridges(CF510A) Black (HP MFP 180N)		16	No				0.00	0.00	INR Zero Only
25	HP 204 A Cartridges(CF510A) Colour –CYM (HP MFP 180N)		16	No				0.00	0.00	INR Zero Only
26	HP-LJ-Pro M203DW- 30 A Cartridges		8	No				0.00	0.00	INR Zero Only
27	HP 128 A Cartridges (TCP 1525 N) Black (CE-3 -20A)		8	No				0.00	0.00	INR Zero Only
28	HP 128 A Cartridges (TCP 1525 N) Colour (CE-3 -21A(C), 22A (Y), 23A (M))		8	No				0.00	0.00	INR Zero Only
29	Cannon Laser Beam Printer 925		64	No				0.00	0.00	INR Zero Only
30	Cannon Laser Beam Printer 326		16	No				0.00	0.00	INR Zero Only
31	Cannon Laser Beam Printer 337		8	No				0.00	0.00	INR Zero Only
32	Cannon Laser Beam Printer 303		8	No				0.00	0.00	INR Zero Only
33	Cannon Laser Beam Printer 329		8	No				0.00	0.00	INR Zero Only
34	EPSON 005 INK		200	No				0.00	0.00	INR Zero Only
35	EPSON 003 INK (Black)		20	No				0.00	0.00	INR Zero Only
36	EPSON 003 INK (Colour- CMY))		20	No				0.00	0.00	INR Zero Only
37	EPSON JIC23P INK (Black)		20	No				0.00	0.00	INR Zero Only
38	EPSON JIC23P INK (Colour-YMC)		20	No				0.00	0.00	INR Zero Only
39	EPSON 664 INK (Black)		20	No				0.00	0.00	INR Zero Only
40	EPSON 664 INK (Colour-CMLY)		20	No				0.00	0.00	INR Zero Only
41	EPSON 008 (T06G) INK (Black)		20	No				0.00	0.00	INR Zero Only
42	EPSON 008 (T06G) INK (Colour-YMC)		20	No				0.00	0.00	INR Zero Only
43	Brother TN 2260		96	No				0.00	0.00	INR Zero Only
44	Brother TN 1020		56	No				0.00	0.00	INR Zero Only
45	Brother TN 230		8	No				0.00	0.00	INR Zero Only
46	Lexmark MX510de –MX-510 or MX-511		8	No				0.00	0.00	INR Zero Only
47	EPSON LQ -1310 -Ribbon		24	No				0.00	0.00	INR Zero Only
48	EPSON LQ- 1030- Ribbon		24	No				0.00	0.00	INR Zero Only
49	EPSON FX890- Ribbon		24	No				0.00	0.00	INR Zero Only
50	Printronix RIBBON P7 SERIES		8	No				0.00	0.00	INR Zero Only
<b>Total in Figures</b>								<b>0.00</b>	<b>0.00</b>	INR Zero Only
<b>Quoted Rate in Words</b>		<b>INR Zero Only</b>								



## Annexure-I

### LIST OF COMPLETED SUPPLIES

Sl. No.	Client with Address	Description of Work	Value of Contract (Rs.)	Period of Contract as stated in Tender	Date of Commencement of work	Actual completion time	Remarks

**Note:**

1. Bidder is specifically requested to furnish all the details about the last assignment done with the Client.
2. Completion date should be mentioned in the completion certificate given by the client.
3. Only a format in which the information is to be given is indicated above. The contractor shall attach additional sheets of bigger sizes to accommodate the necessary information, if required.

**Seal & Sign of the Tenderer.**

## Annexure-II

### FINANCIAL TURNOVER

The Bidder shall furnish in the format given below details of its financial Turnover during the last three years. The statement shall be duly certified by a Chartered Accountant.

	2019-2020	2020-2021	2021-2022
Turnover in Rs. In Lakhs			

**Note:**

1. Only a format in which the information is to be given is indicated above. The contractor shall attach additional sheets of bigger sizes to accommodate the necessary information, if required.

**Seal & Sign of the Tenderer.**

(Should be in Company Letter head)

**Under Taking Letter**

We \_\_\_\_\_ confirm you the following

- a) We hereby confirm that the cards quoted in the tender are not cloned one and the same shall be supplied in case of getting the purchase order.
- b) We have not made any payment or illegal gratification to any person/ authority connected with the bid process so as to influence the bid process and have not committed any offence under the PC Act in Connection with the bid.
- c) We have not been black listed for the supply of material by any Public Sector Unit/ Govt. Department/ Port.
- c) There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Agency)/blacklisted by any Govt. Organization or by any other reputed department. The firm shall provide undertaking to this effect.
- d) We are not having any track record of contract termination of the previous assignments from Government Departments / Government Offices / PSUs / Autonomous Institutions / Pvt. Institutions.
- e) We confirm you that, we are not deviating any of the tender documents technical specifications and terms & condition. We will supply, Genuine/Original Product/Make in standard packing.

Date:

**Seal & Sign of the Tenderer.**

**ANNEXURE -IV**

**VERIFICATION OF LOCAL CONTENT**

Tender No & Name of the work	Bidder shall enter , the % of Local content in the various Cartridges/Toners/Ink Tanks and Ribbons.
27/2/2022-23/SCS.2/P II/ARC Annual Rate Contract for supply of various Cartridges/Toners/Ink Tanks and Ribbons	

Sign & Seal of the Contractor

## CHECK LIST

SL	TENDER NO. <b>27/2/2022-23/SCS.2/P II/ARC</b>	TENDER DATE: <b>13/09/2022</b>
TENDER DESCRIPTION: SUPPLY OF TONERS / CARTRIDGES/INK TANKS/RIBBONS ON ANNUAL RATE CONTRACT BASIS AT NEW MANGALORE PORT AUTHORITY, PANAMBUR		
1	NAME & ADDRESS OF THE BIDDER:	
2	Other Information	PHONE No.(OFF): FAX No.: MOB No: E-MAIL:
3	Name and designation of the person of the bidder to whom all references shall be made:	
4	Validity of offer for four months:	YES / NO
5	Copy of PAN card attached:	YES / NO
6	Copy of GST registration attached:	YES / NO
7	UTR details of payment of EMD & Tender Cost by RTGS OR valid NSIC/MSME Certificate	YES / NO
8	All the Pages of the Entire Tender document signed with official seal.	YES / NO
9	Tender Cost & EMD Submitted	YES / NO
10	Annual Turn Over/ P & L A/c , Balance Sheet of three years submitted	YES / NO
11	Supporting documentary evidence of supply orders issued by the Client, self attested.	YES / NO
12	Supporting documentary evidence of supply completion report, invoice, Delivery challan issued by the Client.	YES / NO
13	The Distributor / Dealer should submit <b>OEM Authorization Certificate</b> from their principle along with the Tender.	YES / NO
14	PART- VI- Technical Specification of the <b>Supply of Toners/Cartridges/Ink Tanks/Ribbons.</b>	YES / NO
15	Bank Information.	YES / NO
16	UNDERTAKING as per -Annexure-III	YES / NO
17	Verification of local content -Annexure-III	YES / NO

**NOTE:** BIDDER IS REQUESTED TO FILL IN THE DETAILS. TICK ( ) THE RELEVANT OPTION.  
ENCLOSE THIS CHECK OF LIST IN TECHNICAL BID

THIS IS TO CERTIFY THAT I/WE BEFORE SIGNING THIS TENDER HAVE READ AND FULLY UNDERSTOOD. ALL THE TERMS AND CONDITIONS CONTAINED HEREIN AND UNDERTAKE MYSELF/OURSELVES TO ABIDE BY THEM.

(Signature of the Bidder)  
Name and Address  
(with seal)

**Note:** Wherever documentary evidences have been asked for in the tender document, bidder is required to furnish copy of the relevant document along with the Technical Bid.

Port reserves the right to verify any / all documents at any time during pre-award and post-award period, which bidder will have to produce within specified time failing which or in case of providing incorrect information, the owner reserved the right to take suitable action under the provisions of the tender / contract.