

Bid Document

Bid Details	
Bid End Date/Time	24-10-2022 19:00:00
Bid Opening Date/Time	24-10-2022 19:30:00
Bid Offer Validity (From End Date)	90 (Days)
Ministry/State Name	Ministry Of Earth Sciences
Department Name	National Centre For Coastal Research Nccr
Organisation Name	National Centre For Coastal Research Nccr
Office Name	Nccr Chennai
Total Quantity	42
Item Category	HP Color LJ Pro MFP M277 - B CF400A , HP Color LJ Pro MFP M277 - Y CF402A , HP Color LJ CP5225dn - C CE741A , HP Color LJ CP5225dn - Y CE742A , HP Color L Pro400M451 - B CE410A , HP Color L Pro400M451 - C CE411A , HP Color L Pro400M451 - Y CE412A , HP Color L Pro400M451 - M CE413A , HP MFP 725 - CF214A Xerox Machine , HP LJ M401dn - CF280A Black , HP LJ Pro 404-405dw - CF277A
BOQ Title	Supply of Printer Toner Cartridges
Minimum Average Annual Turnover of the bidder (For 3 Years)	5 Lakh (s)
Years of Past Experience Required for same/similar service	3 Year (s)
MSE Exemption for Turnover	Yes
Startup Exemption for Years Of Experience	Yes
Document required from seller	Experience Criteria,Past Performance,Bidder Turnover,OEM Authorization Certificate,Compliance of BoQ specification and supporting document *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Past Performance	10 %
Bid to RA enabled	No
Primary product category	HP Color LJ Pro MFP M277 - B CF400A
Time allowed for Technical Clarifications during technical evaluation	2 Days
Evaluation Method	Total value wise evaluation

EMD Detail

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Required	No
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ePBG Detail

Required	No
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Splitting

Bid splitting not applied.

MII Purchase Preference

MII Purchase Preference	Yes
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MSE Purchase Preference

MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

4. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.

5. Preference to Make In India products (For bids < 200 Crore):Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate .In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get

precedence over this clause.

6. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 25%(selected by Buyer) percentage of total QUANTITY.

7. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

8. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 10% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion.

HP Color LJ Pro MFP M277 - B CF400A

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Unbranded
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Technical Specifications

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ramanathan V	600100,NIOT Campus, Velachery-Tambaram Main Road, Pallikaranai, Chennai	1	100

HP Color LJ Pro MFP M277 - Y CF402A

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Unbranded
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Technical Specifications

Specification Document	View File
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Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ramanathan V	600100,NIOT Campus, Velachery-Tambaram Main Road, Pallikaranai, Chennai	1	100

HP Color LJ CP5225dn - C CE741A

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Unbranded
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Technical Specifications

Specification Document	View File
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Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ramanathan V	600100,NIOT Campus, Velachery-Tambaram Main Road, Pallikaranai, Chennai	1	100

HP Color LJ CP5225dn - Y CE742A

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Unbranded
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Technical Specifications

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ramanathan V	600100,NIOT Campus, Velachery-Tambaram Main Road, Pallikaranai, Chennai	1	100

HP Color L Pro400M451 - B CE410A

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Unbranded
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Technical Specifications

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ramanathan V	600100,NIOT Campus, Velachery-Tambaram Main Road, Pallikaranai, Chennai	2	100

HP Color L Pro400M451 - C CE411A

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Unbranded
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Technical Specifications

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ramanathan V	600100,NIOT Campus, Velachery-Tambaram Main Road, Pallikaranai, Chennai	1	100

HP Color L Pro400M451 - Y CE412A

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Unbranded
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Technical Specifications

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ramanathan V	600100,NIOT Campus, Velachery-Tambaram Main Road, Pallikaranai, Chennai	1	100

HP Color L Pro400M451 - M CE413A

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Unbranded
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Technical Specifications

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ramanathan V	600100,NIOT Campus, Velachery-Tambaram Main Road, Pallikaranai, Chennai	2	100

HP MFP 725 - CF214A Xerox Machine

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Unbranded
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Technical Specifications

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ramanathan V	600100,NIOT Campus, Velachery-Tambaram Main Road, Pallikaranai, Chennai	4	100

HP LJ M401dn - CF280A Black

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Unbranded
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Technical Specifications

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ramanathan V	600100,NIOT Campus, Velachery-Tambaram Main Road, Pallikaranai, Chennai	12	100

HP LJ Pro 404-405dw - CF277A

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Unbranded
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Technical Specifications

Specification Document	View File
BOQ Detail Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ramanathan V	600100,NIOT Campus, Velachery-Tambaram Main Road, Pallikaranai, Chennai	16	100

Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

2. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

3. Generic

Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.

4. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

Qualification Criteria

For the following qualification criteria, necessary relevant supportive documents should be submitted by bidder and otherwise, the bid will be rejected / disqualified.

1. The bidder shall be an OEM/authorised by OEM of the tendered item. If the bidder is not an OEM, Original authorisation letter from their OEM (HP India Pvt Ltd, Chennai - in the letterhead - ORIGINAL, mentioning/referencing the GeM Bid No details will be preferred and it should contain details of signing authority from HP India Pvt Ltd, Chennai) should be submitted/uploaded. The OEM and Reseller should not participate in the tender simultaneously and they will be disqualified. Dealership/ Partnership certificates are not acceptable.
2. The Bidder must have 05 years of experience in the business of HP Printers and Cartridges selling. The suitable / complete supportive documents in claim of their experience should be submitted/uploaded.
3. The annual turnover of the bidder should be above Rs.5 lakhs for any one of the past three financial years (2021-22, 2020-21 and 2019-20). Copy of suitable proof must be uploaded by the bidder.
4. The bidder must have successfully executed at least 05 supply orders of printer cartridges to any Central or State Govts./ PSUs / Subordinate offices/ Autonomous Bodies/ etc. in the previous 3 years. The copies of details of such contracts or purchase orders should be furnished / uploaded.
5. All other supportive documents asked in the GeM Portal should be uploaded by bidder.
6. An undertaking (self-certificate) should be uploaded stating that the bidder has not been blacklisted by any Central/State Government institutions and there has been no pending litigation with any Government department on account of execution of similar service. The bids from any suspended bidder by GeM will not be considered.
7. The bidder should furnish scanned copies of GST registration, PAN/TIN of the firm.
8. Attach/upload bidders terms and conditions such as delivery period, training details, tax details etc (if any).
9. Purchase preference will be given to MSME/local suppliers under Make In India (MII) in accordance with DPIIT Order dated 04.06.2020.
10. A self certificate stating the status of the local content supplier (Class1 or Class 2) as defined in DPIIT order No.P-45021/2/2017-PP (BE-II) dated 4th June, 2020.
11. All the self certificates should be in bidder's letter head.
12. The contractor should **supply new / Genuine / Original cartridges / toners of HP/OEM (refilled cartridges are not accepted)**. If the supplied item is not genuine / original, the supplier has to replace such item with the genuine one, without any additional cost from NCCR. **Further, if the supplied item is not genuine / defective, NCCR reserves the right to prohibit the firm from participating in all our future tender process.** A self certificate mentioning that if there is any defective found in the supply items, they should be replaced with new one by the supplier during the warranty period of the item.

13. **Warranty:** The supply items should be new and the date of manufacturing of the item should not be more than a year from the date of supply order.
14. **IMPORTANT:** The delivery of the items to NCCR should be done by the Contractor's own person along with their delivery challan and item should not be delivered through any third party agent / Courier / parcel service. An undertaking (self certificate) should be furnished by the bidder in this regard. NCCR will not accept the items if it is not delivered by bidder.
15. NCCR will not accept any partial shipment of items of the contract and only accepts the complete delivery of items as per the contract & GeM terms in a single occasion (in one time delivery). An undertaking (self certificate) should be furnished by the bidder in this regard.
16. Delivery should be completed within a week's time (7 days of normal working days of the buyer) from the date of supply order by the successful bidder. If there is any delay in delivery (OR) breach of self certification mentioned in sl.nos.6,8,9,10,11,12,13,14,15 & 16, a penalty of 5% of the total order(without tax) value will be deducted from the payment.

5. Purchase Preference (Centre)

Purchase Preference linked with Local Content (PP-LC) Policy:

The bid clause regarding "Preference to Make In India products" stands modified in this bid and shall be governed by the PPLC Policy No. FP-20013/2/2017-FP-PNG dated 17.11.2020 issued by MoP&NG as amended up to date. Accordingly, bidders with Local Content less than or equal to 20% will be treated as "Non Local Supplier". The prescribed LC shall be applicable on the date of Bid opening. Sanctions on the bidders for false / wrong declaration or not fulfilling the Local Content requirement shall be as per the PPLC policy. Further following additional provisions are added in the certification and verification of local content provision of the Preference to Make in India clause:

- i. In case of foreign bidder, certificate from the statutory auditor or cost auditor of their own office or subsidiary in India giving the percentage of local content is also acceptable. In case office or subsidiary in India does not exist or Indian office/subsidiary is not required to appoint statutory auditor or cost auditor, certificate from practicing cost accountant or practicing chartered accountant giving the percentage of local content is also acceptable.
- ii. Along with Each Invoice: The local content certificate (issued by statutory auditor on behalf of procuring company) shall be submitted along with each invoice raised. However, the % of local content may vary with each invoice while maintaining the overall % of local content for the total work/purchase of the pro-rata local content requirement. In case, it is not satisfied cumulatively in the invoices raised up to that stage, the supplier shall indicate how the local content requirement would be met in the subsequent stages.
- iii. The bidder shall submit an undertaking from the authorized signatory of bidder having the Power of Attorney along with the bid stating the bidder meets the mandatory minimum LC requirement and such undertaking shall become a part of the contract.

6. Scope of Supply

Scope of supply (Bid price to include all cost components) : Only supply of Goods

7. Generic

Upload Manufacturer authorization: Wherever Authorised Distributors are submitting the bid, Manufacturers Authorisation Form (MAF)/Certificate with OEM details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid.

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the

bidding process, its outcome, and consequences thereof including any eccentricity/restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and/or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents/clauses shall also be null and void. If any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

[This Bid is also governed by the General Terms and Conditions](#)

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---