



SURVEY OF INDIA

NOTICE INVITING E - TENDER

SUPPLY OF INK CARTRIDGE FOR HP DESIGNJET Z5600 PLOTTER

Tender No. S-2160 / 36-A-9(I) /IIS&M Dated...01.11.2018

Addl. Surveyor General of India , Indian Institute of Surveying & Mapping , Hyderabad -39 (Telephone No. 27202594) invites online bids up to **26.11.2018 (1100 hrs)** to be opened on **27.11.2018 (1100 hrs)** for the supply of Ink Cartridge for HP Design Jet Z5600 Plotter (Technical bid and Financial bid) from HP ink cartridge manufactures/dealers.

The details of e-Tender with complete terms and conditions are available on the CPP portal i.e. <https://eprocure.gov.in/eprocure/app> as well as on Survey of India website: www.surveyofindia.gov.in (for reference only) and may be read out carefully before applying the same. **Bids received by offline mode are not acceptable.**

For any queries/clarification on content of Tender document, you may kindly contact, office of Addl. S.G. IIS&M, Survey of India, Hyderabad by email to iism.soi@gov.in . However, any queries relating to the process of online submission of bids relating to CPP portal in general may be directed to CPP portals **24 x 7 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005.**



SURVEY OF INDIA

DEPARTMENT OF SCIENCE AND TECHNOLOGY

INDIAN INSTITUTE OF SURVEYING & MAPPING
HYDERABAD

TENDER DOCUMENT

FOR

SUPPLY OF INK CARTRIDGE FOR HP DESIGNJET Z5600 PLOTTER

Tender No. S-2160 / 36-A-9(I) / IIS&M

Dated...01.11.2018

1.0 PARTICULARS OF TENDER :

(a) Item :

Ink Cartridge for HP Design Jet Z5600 Plotter : Details furnished in Appendix "A"

Designation and address of the Officer
to whom the tenders are to be
submitted

: The Addl. Surveyor General , Indian Institute of
Surveying & Mapping , Survey of India, Uppal ,
Hyderabad -500039

Tender No.

: S- S- 2160 /16-A-9 (i) / IIS&M dt. .01.11.2018

Last date of submission the tenders

: 26.11.2018 (1100 hrs)

Place of receiving the tender

: Office of the Addl. Surveyor General , Indian
Institute of Surveying & Mapping , Uppal,
Hyderabad- 500039

Date and time of opening of Technical bid

: 27.11.2018 (1100 hrs)

Venue of opening the Technical bid

: Office of the Addl. Surveyor General , Indian
Institute of Surveying & Mapping , Uppal,
Hyderabad- 500039

2. **TERMS AND CONDITIONS :**

- (a) The bid should be submitted online in two covers named as “Technical Bid” and “Financial Bid”.
- (b) The documents (scanned copy) to be uploaded in each cover are listed in respective page of the portal.
- (c) FINANCIAL BID:- The FINANCIAL bid shall be uploaded on-line as per proforma given in **Annexure ‘A’** (.pdf format) inclusive of all charges like packing, forwarding and delivery including unloading at consignee’s site etc. Taxes should be shown separately.
- (d) The quantities shown in **Appendix ‘A’** are approximate and can be reduced or increased or even cancelled.
- (e) Bidders must note that the bid once submitted will not be altered for whatsoever reasons and should not have any scope of ambiguity.

2.1 **Eligibility Criteria**

(a) Bidder must ensure that all the documents, as desired vide Annexure “B” under the heading **Documents in TECHNICAL BID COVER** are uploaded in technical bid cover for evaluation purpose otherwise the technical bid may likely to be rejected.

(b) **EARNEST MONEY DEPOSIT (EMD):** The original Earnest Money Deposit (EMD) instrument for **Rs. 1000/-** (Rupees one thousand only) in the shape of DD/FDR of any scheduled Bank drawn in favour of **“E&AO, Indian Institute of Surveying & Mapping , Survey of India , Hyderabad ”**, payable at **Hyderabad** must be sent to The Addl. Surveyor General , Indian Institute of Surveying & Mapping , Survey of India, Uppal , Hyderabad -500039 on or before the date of opening of Technical Bid, otherwise the bid will be considered as nonresponsive. The EMD will be refunded to the unsuccessful bidders except of L-1 and L-2 bidders after the finalization of tender. The EMD should remain valid for a period of 45 days beyond the **BID** validity period. Scanned copy of EMD shall be uploaded in the Technical bid cover. The Earnest Money Deposit will be forfeited if the Bidder fails to execute the Contract after acceptance of his/her offer. In case the bidder would like to avail EMD exemption, necessary certificate as per Government of India Rules must be uploaded.

2.2 The FINANCIAL BID should consist of price with detailed break-up of price strictly as per **Annexure‘A’**. Incomplete FINANCIAL BID will be rejected. Any other information which will have impact on price quoted must be included in the break-up details of FINANCIAL BID.

2.3 Bidders must note that tender once submitted will not be altered or withdrawn for whatsoever reasons and should not have any scope of ambiguity, cutting or overwriting.

2.4 Bidders are also requested to upload their certified copy of PAN/TAN in TECHNICAL BID cover. Self attested copy of valid GST registration no. should also be uploaded in TECHNICAL BID Cover. In case GST is not applicable / exempted in a particular area, a copy of Government orders / Competent Authority to that effect should be enclosed.

2.5 Information about the Bidder as desired in **Annexure ‘B’** should be submitted along with TECHNICAL BID for evaluation purpose.

2.6 All documents furnished by Bidder should be duly certified.

3. **BID VALIDITY :**

The price quoted in the BID should remain valid for 180 days from the date of opening of FINANCIAL BID.

4. **OPENING OF TENDER :** The authorized representatives with proper letter of authority from the

Firm will only attend the opening of TECHNICAL BID on **scheduled date &time** in the **Office of the Addl. S.G., IIS&M, Survey of India, Uppal, Hyderabad -500039**. The date of opening of FINANCIAL BID of technically qualified bidders shall be intimated through eprocure portal.

5. SELECTION CRITERIA:

Financial bids of technically qualified bidders will be opened on scheduled date and time through the portal. L1 will be decided on the basis of lowest quoted net rate per one No. inclusive of all charges/taxes at Consignee's site.

6. DELIVERY :

The supply will be required at Consignee's site i.e. Hyderabad within **15 days** from the date of issue of Supply Order.

7. PACKING :

The ink cartridges are required to be securely packed duly wrapped with Polythene packed gunny cloth to avoid damage during transit.

8. INSURANCE :

The Supplier shall provide the Transit Insurance Coverage for all risks till the supply is received by the ultimate Consignee.

9. DISPATCH :

The ink cartridge duly packed should be dispatched to the Consignee at Hyderabad through Road Transport, duly Freight pre-paid and Insured. The complete address of the Consignee will be intimated at the time of placement of supply order.

10. PAYMENT :

100% payment will be made within 45 days from the date of Final Inspection/Acceptance of the supplied material by **the Consignee**. The Bills of each Consignment must bear a certificate by the Firm on the face of it that GST of the Consignment has been duly paid by the Firm/Supplier.

11. WARRANTY : In case any defect/shortfall noticed in the ink cartridges supplied or found not in conformity with the part No. / specifications at a later stage i.e., while in its use during a period of 6 (Six) months from the date of Acceptance of Supply, the balance quantity left with the Consignee will have to be replaced by the Supplier free of cost.

12 In case the Successful Bidder is found to have breached any terms and condition of the Tender document at any stage, action as per rules shall be initiated against the Tendering Firm concerned regarding forfeiture of Earnest Money.

13. In case of arising of any disputes or differences during Tendering process/Supply of materials, the same shall be referred for the Arbitration to the Surveyor General of India who acts as Arbitrator, and the decision of the Arbitrator shall be final and legally binding on the parties to the dispute.

14. The Addl. Surveyor General , Indian Institute of Surveying & Mapping , Survey of India, Uppal , Hyderabad -500039 reserves the right to reject/cancel all or any bid without assigning any reason thereof. The Addl. Surveyor General , Indian Institute of Surveying & Mapping , Survey of India, Uppal , Hyderabad -500039 will not be responsible for non-receipt of any fee due to **Postal delay**.

DETAILS REQUIREMENT OF INK CARTRIDGE FOR HP DESIGN JET Z 5600 PLOTTER

Sl. No.	Description of Ink Cartridge	Colour	Part No.	Quantity required (Approx.)	Remarks
1.	HP DesignJet 745	Magenta	F9J89A	2	
2.	HP DesignJet 745	Yellow	F9J90A	2	
3.	HP DesignJet 745	Cyan	F9J91A	2	
4.	HP DesignJet 745	Photo Black	F9J92A	2	
5.	HP DesignJet 745	Matte Black	F9J93A	2	
6.	HP DesignJet 745	Chromatic Red	F9J94A	2	

9. Quantity mentioned above are only on approximate basis. It may be reduced or increased subject to prevailing conditions at the time of placing supply orders.

10. Earnest money are invariable required along with quotation, otherwise your quotation will not be accepted.

FINANCIAL BID

BREAK-UP DETAILS OF PRICE FOR INK CARTRIDGES

Sl. No.	Description of Ink Cartridge	Basic Rate	GST	Any other Charge	Total
1.	HP DesignJet 745 Magenta F9J89A				
2.	HP DesignJet 745 Yellow F9J90A				
3.	HP DesignJet 745 Cyan F9J91A				
4.	HP DesignJet 745 Photo Black F9J92A				
5.	HP DesignJet 745 Matte Black F9J93A				
6.	HP DesignJet 745 Chromatic Red F9J94A				

Place:.....

Date :.....

Signature of the Proprietor/Authorised representative(s)
of the Firm with office / Firm stamp

**INFORMATION ABOUT THE BIDDER
(TO BE SUBMITTED ALONG WITH THE TECHNICAL BID)**

1	Name of the Firm (Manufacturer/Dealer/ Distributor)	
2	Year of Establishment	
3.	Registration No. with date of validity	
4.	Status of the Firm (Partnership./Limited, etc)	
5.	Postal Address Telephone numbers Fax e-mail Website Address (If Applicable)	
6.	Bank Account Detail for e-payment	Account No Account Type Name of Account Holder Address of Account Holder Name of Branch Address of Branch IFSC Code
7.	Name of the Proprietor/Partner/ Managing Director etc.	
8	Nature of Firm (Manufacturer/ Dealer/ Distributor) Note: In case the Bidding Firm is a Dealer/ Distributor then a certificate of authorization regarding Dealership/Distributorship from the concerned Manufacturer has to be Submitted along with Technical Bid	
9.	If you are registered with DGS&D or any other Govt./PSU/Authorized body Please give details	
10.	PAN/TAN	
11.	GST NO .	
12.	TDS Accounts, if any	
13.	Whether enlisted with Central Procurement Organization (e.g. DGS&D) (<i>For Indian Agents representing Foreign Principal</i>).	
14.	Has your firm ever been blacklisted by the Govt. or any other authority? If so, Please give details and reasons thereof	

Declaration

I/We do hereby declare that the entries made above are true to the best of my / our knowledge and belief. I/We do also confirm that I/ We have read and understood the terms and conditions of the Tender document and agree to abide by the same in all respects.

I/We undertake to communicate promptly to Survey of India all the subsequent changes in condition affecting the accuracy of the details given above. Further I/We undertake that in case the facts/ information furnished, as above is/ has been found false, the SOI may be at its absolute discretion reject/ cancel any assignment, if any, awarded / agreed to be awarded to me / us and in such case I / We shall not be entitled to claim any damages/ whatsoever in regard to that assignment.

Signature of Proprietor/ Director/
Managing
Director/ Constituted authority of the Firm with
Stamp

Place:

Name:

Date:

Designation