

**EMPANELMENT OF LOCAL SUPPLIER FOR  
REGULAR SUPPLY CARTRIDGES/ TONNERS**



**Vaikunth Mehta National Institute  
of Cooperative Management, Pune**

**Department of Agriculture, Cooperation & Farmers Welfare**

**Ministry of Agriculture & Farmers welfare,  
Government of India**

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The Vaikunth Mehta National Institute of Cooperative Management (VAMNICOM), Pune, hereby, invites **LOCAL SUPPLIERS** in Pune for regular supply of **CARTRIDGES/TONNERS** to VAMNICOM, Pune.

**DATA SHEET**

<i>Sr. No.</i>	<i>Particulars of Data Sheet</i>
1	Name of the Employer: <b>Director</b> , VAMNICOM, Pune- 411007 E-mail: <a href="mailto:info@vamnom.gov.in">info@vamnom.gov.in</a>
2	Name of the Assignment/job is: <b>Empanelment of Supplier for regular supply of Cartridges/Tonnors for VAMNICOM, Pune</b>
3	Last Date, time and address for submission of Proposal: Last Date: <b>08/05/2019</b> , Time: <b>17:00</b> Hrs. Address : <b>Director</b> Vaikunth Mehta National Institute Of Cooperative Management, Savitribai Phule Pune University Road, Pune-411007
4	a) <b>A Pre-Proposal meeting:</b> will be held on Date: <b>09/05/2019</b> Time : <b>10:00 am</b> <b>Venue:</b> Office of The <b>Registrar</b> , VAMNICOM, Pune b) <b>Opening of Bid:</b> will be held during Date: <b>09/05/2019</b> Technical Bid Opening: <b>11:00 Hrs.</b> Financial Bid Opening: <b>16:00 Hrs.</b> <b>Venue:</b> Office of the <b>Registrar</b> , VAMNICOM, Pune.
5	<b>Processing Fee and Bid Security:</b> Processing Fee (non-refundable) of <b>Rs. 500/- (Rs. Five Hundred Only)</b> and Bid Security (refundable till validity of Proposal) of <b>Rs.10,000/- (Rs. Ten Thousand Only)</b> to be submitted in sealed envelope in the form of Demand Draft in favour of Director, VAMNICOM, Pune payable at Pune. (Should be submitted along with <b>Technical Bid</b> )

**Terms and Conditions:**

- a) The criteria for selection of vendor/supplier will be based on current MRP less discount in percent for every item, for example, 2% below current MRP or 5% below current MRP or 10% below current MRP and so on. Thus, the vendor providing highest discount on current MRP in percent will be considered as the lowest bidder (L-1).
- b) A Security Bid amount of **Rs. 10,000/-** of the successful bidder will be retained by the Institute as performance deposit by submitting the received Demand draft in favor of Director, VAMNICOM, Pune. The security bid amount (Demand draft Rs.10000/-) of unsuccessful bidders will be return back to them after finalizing the successful bidder. In case the firm fails to supply the items within specified delivery period, the material will be procured from open market and the difference of cost, if any, will be recovered from Security Money or from pending bills of defaulting firm by issuing notice. The office may take necessary action for blacklisting such firm.
- c) The requirement of Office Cartridges / Tonner can be increased or decreased and the firm has to supply the items during the period of contract.
- d) GST invoice will be raised by vendor/ supplier after delivery of the items on the net amount (that is, MRP less discount) and payment may be released by the Institute within one week of the receipt of GSTIN Invoice.
- a) The tender must be accompanied with sample of the items listed in the Financial Bid Form (FIN BID). Without sample of the items, tender shall not be considered. The sample should be submitted to the Store-in-Charge of VAMNICOM.
- b) The Financial Bid of only those Tenderers shall be considered who are eligible and qualified in Technical Bid.
- c) The Tenders received after due date and time shall not be entertained.
- d) Random checking and tests of quality and durability of the articles will be done at the cost of the supplier at the time of Bid opening by the purchase committee members as per rules.  
The same checking and tests may be carried out by the Institute at the time of delivery & the sample so used/damaged in the random checking should be replaced by the supplier
- e) In case of material supplied by the vendor is found below standard and not according to the specifications, the store officers Incharge reserves the right to reject the material or part thereof. The decision of the Institute will be final in this regard
- f) A penalty of 20% of the amount of Purchase order (PO) shall be imposed on the supplier for supplying the Articles which are sub standard (inferior quality)/ not as per approved sample or fake. Further, the firms are required to replace the fake ones with genuine.
- g) The amount of Security Bid will be refunded as soon as possible to the

	<p>unsuccessful tenders on written request.</p> <ul style="list-style-type: none"> <li>h) The Institute reserves the right to impose any other condition at the time of placing order.</li> <li>e) No advance payment is admissible.</li> <li>f) Interested bidders/ vendors may visit this office on 09.04.2019, the day of Pre Bid meeting, to ask their queries, if any, before submitting the bids. The attending pre bid meeting is optional.</li> <li>g) The timely supply of Toners/Cartridges etc. and lead time for supplying those items in VAMNICOM is the key factor for continuing the contract of vendor/supplier for supply of required materials.</li> <li>h) The performance of the selected vendors/suppliers will be reviewed by the Institute periodically.</li> <li>i) The Institute will place orders for supply of the requisite items/ materials as and when required through E-mail by Store-in-charge of the Institute only. The supply should be ensured within 24 hrs on placing of order positively, however, sufficient lead time will be provided for supply of exceptional items/materials which are not listed in the Annexure-A &amp; B.</li> <li>j) Incomplete or conditional tenders will not be entertained.</li> <li>k) A copy of the terms and conditions duly signed by the tenderer in token of having understood and agreed to the same should be attached along with the Technical bid.</li> <li>l) The contract with the selected vendor/ supplier will be valid for only one year. However, Institute may consider renewal of the contract for another one year, if the performance of the vendor found satisfactory.</li> <li>m) In case of any defective/damaged material, supplied by the vendor/supplier that should be immediately replaced, if failed to do so, a penalty equivalent to full amount of the item/material will be imposed and same will be deducted at the fortnight bill payment.</li> <li>n) The Tender Purchase Committee, in order to satisfy itself, may conduct a spot enquiry to verify soundness, capability and viability with regard to capacity to execute the orders placed on the firm(s) and may also check the stores of the firm(s).</li> <li>o) The Director VAMNICOM has full rights to revert the Contract at any time without giving prior notice and any reasons.</li> <li>p) The Director VAMNICOM, Pune reserves the right to alter/modify any or all conditions of this tender notice.</li> </ul>
7	<p>Quarries, if any, may be raised by the participants only on the date of Pre-Proposal meeting e.g. on 09/05/2019.</p>
8	<p>Proposals must remain valid for <b>120 (One Hundred and Twenty)</b> days after the submission date.</p>

**INSTRUCTIONS TO FILL-UP THE TENDER DOCUMENT**

- a) The bidders should submit their bids, complete in all respects, in two separate sealed envelopes.
- i. **Envelope No.1 marked as Technical Bid:** Containing TECH BID and Demand Draft of Rs. 500/- (Processing Fee) + Rs. 15000/- (Bid Security) both in favour of Director, VAMNICOM, payable at Pune. Name and address of the firm must be clearly visible on the envelope.
  - ii. **Envelope No. 2 marked as Financial Bid:** Containing Form FIN BID only.
- b) The bids will be evaluated on the basis of technical details given in the Envelope No. 1 & rates quoted in the financial offer in Envelope No. 2.
- c) Bids received shall be opened in presence of Authorized Officials of VAMNICOM and the bidders who choose to remain present. If any of the required papers / certificates as specified in the Tender are not included or not in proper order, one week period may be given to the successful bidder at the discretion of VAMNICOM authorities, on such specific request received from bidder to furnish such documents, failing which the offer will be disqualified.
- d) The Technical bids will opened on **09/05/2019 at 11:00 hrs.** and only technically qualified bidders will be eligible for opening of Financial bids on the same day.
- e) The Financial Bids will open on **16:00 hrs.**
- f) Bids by “e-mail” will not be accepted. Bids received without separate sealed covers and rates not quoted in **specified Proforma** will not be accepted. Bids may be submitted by Registered Post or by Hand or by Courier. However, any delay on this account shall not be accepted as a reason for exception.
- g) Each page of the both Technical and Financial offer submitted needs to be properly numbered, stamped and signed.
- h) The Director, VAMNICOM reserves the right to reject one or all tenders without giving any reason thereof.
- i) Tender document must be submitted before the aforementioned closing date and time.

**The Registrar**

Vaikunth Mehta National Institute of Cooperative Management, University  
Road, Pune – 411 007

10	<b>Evaluation Criteria</b>	
	<b>S.N.</b>	<b>Evaluation Criteria</b>
		<b>Maximum Marks</b>
	1.	Specific experience of the Supplier relevant to the Supply of such material as listed in the FORM FIN-1.
	2.	Statutory requirements such as GST Registration Certificate, Tax Return Copy, Company Registration etc.
	3.	Financial status (in terms of average annual Turnover) of last five years.
4.	Performance Certificates from various Private and Government Organization.	
	<b>Total</b>	<b>100 Marks</b>
11	<p><b><u>Method of Selection:</u></b></p> <p>The Technical quality of the Proposal will be given weightage of <b>30%</b>, the method of evaluation of technical qualification will follow the procedure given above.</p> <p>The Price Proposals of only those Agencies who qualify technically that is who score <b>minimum 75 out of 100</b> marks will be opened. The Proposal with the lowest cost may be given a financial score of 100 and the other Proposal given financial score that are inversely proportionate to their prices. The financial Proposal shall be allocated weight of <b>70%</b>.</p> <p>The Proposals will be ranked in terms of total marks scored. The Proposal with the highest total marks will be considered for award of contract and will be called for negotiations, if required.</p> <p><b><u>Example:</u></b></p> <p>If Firm A's Technical Score is 80 Marks and Financial Score is 70 Marks and Firm B's Technical Score is 85 Marks and Financial Score is 60 Marks, than,</p> <p>A's Final Score is = <math>80 \times 30\% + 70 \times 70\% = 73</math> Marks  B's Final Score is = <math>85 \times 30\% + 60 \times 70\% = 67.5</math> Marks</p> <p>Hence, A will be the successful Bidder.</p>	

## TECHNICAL BID

### Vendor/ Supplier Profile

Bidders must submit the following primary information/documents within their quotation. Bidders will have to indicate the following particulars together with documentary proof otherwise their offer will be rejected.

- (a) Firm's Trade License / Company Registration No.
- (b) GST Registration certificate.
- (c) Firms IT PAN No.
- (d) Latest Tax Return Copy and Annual Report (Balance Sheet & Profit and loss A/c) for the last three years.
- (e) In case any firm is already providing these items on regular basis to any other Ministry/Department of Central Government, details thereof may also be furnished along with the quotations.
- (f) The firm should have an Annual Turnover of at least Rs.5 Lakhs (Rupees Five Lakhs) per year during the last three years, for the supply of Cartridges/Tonner The firms must attach supporting documents in this regard.
- (g) Firms Bank A/c details (Account Number, Account Name, Bank with Branch Name & Address, IFSC, Code MICR code)
- (h) Name and Address Telephone Nos., Mobile Nos., Fax Nos., email address of the vendor/supplier in Pune for supply of **Cartridges/Tonnors** (as per Form FIN BID)
- (i) Priority will be given to such vendors/ suppliers who posses their shop nearby VAMNICOM.
- (j) The Purchase Committee and the Director of VAMNICOM has full rights to reject such vendors/ suppliers who failed to quote their bid for the specifications and brands detailed in Form FIN BID.



# LETTER OF PROPOSAL SUBMISSION

[Location, Date]

To: [Name and address of Employer]

Dear Sir:

We, the undersigned, offer to provide **Regular Supply of Office Cartridges / Toner for VAMNICOM, Pune** in accordance with your Tender document. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under separate envelope.

We agree to supply Cartridges/ Tonners at the rates quoted by us. We hereby agree to abide by all the terms and conditions mentioned in the tender document.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations, if any.

We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature of Authorized Signatory

Name:

Title:

Address:

# FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To, [Name and address of Employer]

Dear Sir,

We, the undersigned, offer our bid for **Regular Supply of Cartridges/Toners for VAMNICOM, Pune** in accordance with your published Tender document.

We hereby submit our Financial Proposal as indicated below with rates of the items based on Minimum MRP less discount:

Sr.No	Name of the Items	Min. Discount	Frequently Used Brands
1	HP Toner 2612 A		
2	HP Toner-88-A		
3	HP Tonner - 16A		
4	HP Tonner 540 Black		
5	HP Tonner 541-A-Color		
6	HP Tonner 542 A- Color		
7	HP Tonner 543 Color		
8	Panasonic KX-FAT92E-Single		
9	Canon 318 BK		
10	Canon 318 YE		
11	Canon 318 YE		
12	Canon 318 MA		
13	Samsung ML 2161		
14	HP Laser Jet Pro Cartridge - 201		
15	Panasonic KX-FAT92		
16	sumsung Xpress M2071		
17	Other required		

We understand that the actual payment under the Contract, to the successful Bidder, shall be made on the basis of above stated percentage of MRP less discount.

We, hereby confirm that the Financial Proposal is unconditional and we acknowledge that any condition attached to Financial Proposal may result in rejection of our Financial Proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, if any, as per Tender document. We understand you are not bound to accept any Proposal you receive.

Yours sincerely,  
Signature of Authorized Signatory

Name:

Title:

Address: