



SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)

Transit Campus, Plot No. 147, Sector 44
Gurugram 122003

Notice for Inviting quotations for Empanelment of Vendor for refilling of cartridges for one year

SVSU invites sealed quotations for empanelment of vendor regarding refilling cartridges. The interested vendors may submit their technical and financial bid documents in prescribed format in separate sealed envelopes. Details of Procurement is as follows: -

Sr. No.	Name of Item (s)	Approx. Qty	Unit	Rate/Unit (Rs.)
1.	Refilling of Black Cartridges (337, 88A, 12A HP37A and others) including replacement of printer blades and drum if required for good printing	400	Per No.	
2.	Refilling of Colour Cartridges (Epson L6160 Colour)	04 (colour Ink Pack)	Per No.	

Note:- Qty. of Cartridges Drums shown above may increase or decrease as per actual requirement of the University

1. The interested applicants may submit their quote (Technical & Financial documents sealed in separate covers and marked with Technical/Financial) to the office of **Assistant Registrar, P&S, SVSU, Plot no. 147, Sec-44, Gurugram, HR-122003** through by post with their proposals as per instructions latest by **22/12/2022 up to 04.00 PM**. The quote received after the due date due to any reason will not be accepted.
2. All sealed quotations received will be **opened on 23/12/2022** before the bidders or their representative who wish to be present, in the office (SVSU, plot no. 147, sec-44, Gurugram-122003) **at 11.00 A.M.**

Assistant Registrar, P&S, SVSU

CHECK LIST FOR BIDDERS / APPLICANTS

1. The Bidder should ensure that all documents and papers submitted in this empanelment are fully authenticated by the authorized signatory under his signature with official seal.
2. The following documents form part of the empanelment and should be submitted.

Sr. No	Documents to be submitted	Documents Submitted	
		Yes/No	Page No. of attached Document
1.	All pages of this BID document should be duly signed by the authorized signatory as a token of acceptance of all terms and conditions by the bidder. Any other document submitted by the bidder should also be signed by the authorized signatory.		
2.	Bidder should have atleast 2 years of experience of supplying such items and will have to furnish details of previous supplies alongwith attested supply order copy.		
3.	Attested copy of VAT/CST/Service TAX/GST Registration number as applicable.		
4.	Bidder shall provide all relevant records required i.e., last 2 years Income Tax Return Certificate, P&L report, audit report. Bidder shall provide all relevant documents/records required i.e. PAN, Commercial Tax Clearance/V.A.T. Certificate / GST Certificate and other taxes.		
5.	Bank Account No. of the Firm with IFSC code & Bank Branch Name		
6.	Technical bid (Separate envelope)		
7.	Financial Bid (Separate envelope)		

Signature of the Bidder
with Stamp

TERM & CONDITIONS OF RATE CONTRACT FOR CARTRIDGE REFILLING

1. Sealed quotations are invited from reputed vendors for refilling cartridges for one year. They may submit their technical and financial bid documents in prescribed format in separate sealed cover.

2. Delivery Place:

Bidder will provide cartridge refilling service at the office of Assistant Registrar (Purchase), Transit Campus, Plot No. 147, Sector 44 Gurugram 122003 or in main campus at of SVSU, Vill-Dudhola, Palwal, HR-121102 as per requirement.

3. Qualification Conditions:

- 3.1. Bidder should be registered under vat Act / GST. Bidder should be authorized supplier/service provider of the quoted item/work and should submit the relevant documents/certificates.
- 3.2. Bidder should have atleast 2 years of experience of supplying such items and will have to furnish details of previous supplies alongwith supply order copy.
- 3.3. The bidder should not be blacklisted anywhere in India (Submit declaration).
- 3.4. Bidder shall provide all relevant records required i.e., last 2 years Income Tax Return Certificate P&L report, audit report.
- 3.5. Bidder shall provide all relevant documents/records required i.e. PAN, Commercial Tax Clearance/V.A.T. Certificate / GST Certificate and other taxes.

4. Contract terms:

- 4.1. The **contract shall be for a period of One Year in first instance** and may be extended which is totally depend on the requirement of University and satisfactory services of service provider.
- 4.2. The rates quoted by the bidder shall be fixed during the initial contract period and for the extended period also, if contract extends.
- 4.3. All duties, taxes and other expenses including the transportation expenses are payable by the Supplier/Agencies/Company under the contract.
- 4.4. Each bidder shall submit only one quotation. Bidder submitting more than one quotation for the same package will not be entertained and leading to disqualification. All the columns and requisite information's must be filled in the supplied format.
- 4.5. **Financial Evaluation Criteria --**
The work order will be issued based on the total of lowest quoted price (95% price of Black Cartridges refilling rate + 05% price of Colour Cartridges refilling rate) for which the bidder must quote the rate per unit .
Example- L1 Bidder will be selected on the basis as per weightage mentioned below: (Don't fill anything in below table, this is only for example)

Sr. No.	Name of Item (s)	Qty.	Unit	Rate/Unit (Rs.)	Financial criteria
1.	Refilling of Black Cartridges (337, 88A, 12A, 37A and others) including replacement of blades and drums if required for good printing	400	Per No.	Only for Example	95% of rate quoted will be counted in Financial bid
2.	Refilling of Colour Cartridges (Epson L6160 Colour)	04 (colour Ink Pack)	Per No.	Only for Example	05% of rate quoted will be counted in Financial bid

Note:- Qty. of Cartridges and Drums shown above may increase or decrease as per actual requirement of the University.

- 4.6. The refundable security amount of Rs. 3000/- shall be submitted by the successful bidder before the empanelment within 15 days from the issue of work order. If the bidder is not able to deposit the security amount the empanelment will be cancelled and not entertained furtherly. The security amount will be forfeited (partially or completely) if the vendor makes violation of the contract term and conditions any time during the contract period. The security amount will be refunded after successful completion of the contract period.

5. Submission of Quotations/Bid:

- 5.1. Each bidder should submit sealed quotations (in two separate part i.e., Technical (Part -I) and Financial (Part - II) in separate sealed envelopes by post.
- 5.2. The Financial part (Part - II) of the bid shall consists of only Rate/Price in Performa supplied with the document on the company's /Firm's letter pad. All the column and requisite information must be filled in the prescribed format.

6. Termination of empanelment:

- 6.1. In case a bidder withdraws its bid after opening of Technical (part - I) or during the validity period of the empanelment.
- 6.2. If the bidder fails to supply the item within specified rate and time.
- 6.3. If bidder makes violation of contract rule during the contract period.

7. Validity of Quotation:

Quotation shall remain valid for a period not less than 180 days after the deadline date specified for submission.

8. Evaluation of Quotations:

The SVSU will evaluate & compare quotations determined to be substantially responsive i.e.

- 8.1. All documents of Bid are properly signed; and
- 8.2. Confirm to terms, conditions, specifications, qualifications.

9. Award of Contract:

The SVSU will award the supply order to the bidder whose quotation has been

determined to be substantially responsive, and who has offered the lowest quoted price (**as per financial bid criteria clause-4.5**). If the L-1 bidder make violation of the contract as per above term and conditions, this may lead to cancellation of contract and SVSU has the full right to give the work for the remaining days of contract to the L-2 bidder if L2 bidder agreed to do the work at the rate of L-1 bidder.

10. Other Terms & Conditions:

- 10.1. SVSU reserves the right to propone/postpone/cancel the bid, the bidder will have to abide with the decision.
- 10.2. SVSU usually try to make payment within one month after the supply of items and submission of bills. Payment of refilled cartridges will be subject to satisfactory working/printing of refilled cartridges.
- 10.3. No preference will be given to any bidder or class of bidders, either for the price or for other terms and conditions.
- 10.4. No payment will be made for refilling of any unclear printing cartridge.
- 10.5. The printing of refilled cartridges should be on time as per requirement of SVSU and printing should be clear. In case, the cartridges not refilled within one day after information received from SVSU office, the vendor shall be liable to pay compensation amount to the University equivalent to 1% (one percent) of the amount of monthly bill each day or such other amount as the CPC/Asstt. Registrar (P&S) may decide till the supply remains incomplete, provided that the total amount of compensation shall not exceed 10% (ten percent) of the total amount of the monthly bill. Appeal against these orders shall, however, lie with the Vice-Chancellor, SVSU, Dudhola, Palwal whose decision shall be final.
- 10.6. The dispute, if any, shall be subject to the jurisdiction of Courts at Palwal. Any other jurisdiction mentioned in the quotations or invoices of the vendor shall be invalid and shall have no legal sanctity.
- 10.7. Arbitration Clause: Any disputes arising out of or in connection with this Contract shall be submitted to arbitration to a sole arbitrator, if attempts at settlement by negotiations and/or conciliation have failed. Selection of arbitrator shall be made by mutual consultation of both the parties. The arbitrator shall give its award on the costs, which may be divided between the parties. The decision rendered in the arbitration shall constitute final adjudication of the dispute. The venue of arbitration shall be at Palwal, Haryana in India. The arbitration shall be governed by the Arbitration and Conciliation Act 1996 as amended from time to time.

You are requested to send your offer during working hours on or before 4.00 PM of the 22/12/2022 in the prescribed format (enclosed herewith) in sealed envelopes in form of Technical – (Part– I) and Financial (part – II) bids /quotations to the office of Assistant Registrar, P&S, SVSU, Transit Campus, Plot No. 147, Sector 44 Gurugram 122003. Sealed quotations received till then will be opened in the office on 23/12/2022 at 11:00 AM in the presence of bidders or their authorized representatives who desire to be present.

Annexure:I
PROFORMA FOR TECHNICAL BID (PART -I)

Sr. No.	Particulars	To be filled in by the tenderer
1	Name of the Agency	
3	Date of establishment of the agency	
4	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5	Whether the firm is registered under Company Act, partnership, or proprietorship. (Copies of all certificates of registration to be enclosed.)	
6	PAN/TAN Number (copy to be enclosed)	
7	Sales Tax/VAT /GST Registration Number (copy to be enclosed)	
8	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to attach in this regard.)	
9	Experience in dealing with Govt. Departments/PSU attach copies of supply orders placed on the agency)	
10	Whether bid document of all pages of the terms and conditions duly signed, in token of acceptance of the same, is attached.	
11	Whether agency profile is attached?	
	Place: Date:	Signature of the Bidder With Office Seal

Annexure:II
FORMAT OF FINANCIAL BID
(Part - II)

Name of the Firm:

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Bids for Rate Contract for cartridge refilling

Sr. No.	Name of Item (s)	Qty.	Unit	Rate/Unit (Rs.)
1.	Refilling of Black Cartridges (337, 88A,12A HP37A and others) including replacement of blades and drums if required for good printing	400	Per No.	
2.	Refilling of Colour Cartridges (Epson L6160 Colour and others)	04 (colour Ink Pack)	Per No.	

Note:- Qty. of Cartridges and Drums shown above may increase or decrease as per actual requirement of the University.

We agree to supply the above-mentioned items in accordance with required specification and abide with the terms and conditions stipulated in the bid document.

(Signature of Bidder with seal)
Name:
Designation:
Address:
Contact No.:
Date: