

**भारतीय बीमा विनियामक और विकास प्राधिकरण**  
**Insurance Regulatory and Development Authority of India**



RFP No. - IRDAI/IT/17-18/02

09 March 2018

**Tender Document for**

**Invitation of RFP for SUPPLY OF COMPUTER CONSUMABLES**

**HP TONER CARTRIDGES – 2018**

**Through E-Procurement (CPPP) - Open tender in two bid system**

Issued By

**Insurance Regulatory and Development Authority of India**

Survey No. 115/1, Financial District,

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## **INSURANCE REGULATORY AND DEVELOPMENT AUTHORITY**

**Sy No. 115/1, Financial District, Nanakramguda, Hyderabad – 500032**

### **NOTICE INVITING e-TENDER FOR SUPPLY OF COMPUTER CONSUMABLES**

#### **HP TONER CARTRIDGES – 2018**

On-line bids are invited under two bid system (technical and financial) from the Registered Suppliers/ Resellers of HP for the supply of Toner Cartridges. The detailed bidding document etc. can be viewed / downloaded from the website: <http://eprocure.gov.in>. Bidders are required to upload and submit their e-bid on Central Public Procurement Portal only. All amendments, time extension, clarifications, etc., will be uploaded on the website only and will not be published in newspapers. Bidders should regularly visit website to keep themselves updated.

#### **IRDAI Background**

Insurance Regulatory and Development Authority of India (hereinafter 'IRDAI') is a Statutory body established under Section 3(1) of IRDAI Act, 1999 to protect the interests of policyholders of insurance policies and to regulate, promote and ensure orderly growth of the Insurance Industry and for matter connected therewith or incidental thereto. Please visit the website [www.irdai.gov.in](http://www.irdai.gov.in) for information about the IRDAI. IRDAI is having its head office at Hyderabad and regional offices at Mumbai and New Delhi.

<b>Schedule</b>		
1.	Publish date of tender	04:00 PM on 09/03/2018
2.	Document download Date	05.00 PM on 09/03/2018
3.	Clarification start Date and End Date	02.00 PM on 10/03/2018 to 02.00 PM on 16/03/2018
4.	Bid submission Start date and end date by the intending bidders along with scanned copy of Earnest Money Deposit	02.00 PM on 22/03/2018 To 03.00 PM on 03/04/2018
5.	Last date of submission of Demand Draft in original payable in favour of Insurance Regulatory and Development Authority of India payable at HYDERABAD towards Earnest Money Deposit (EMD)	03.00 PM on 03/04/2018
6.	Amount of Earnest Money Deposit	<b>₹ 36,000.00</b> (Rupees Thirty Six thousand)
7.	Tech Bids opening	03.00 PM on 05/04/2018
8.	Date of download of financial bids	To be notified later to only those bidders who qualify in technical bids.
9.	For any query	Ph: (040) 2020 4219/325 email: <a href="mailto:it@irda.gov.in">it@irda.gov.in</a> ("RFP No – IRDAI/IT/17-18/02" shall be present in subject line)

**Scope of work:**

Supply of HP toner cartridges for the following printer models as mentioned in Annexure – A. However, the vendor should quote the rates of cartridges for all the HP model printers.

**ANNEXURE - A**

<b>S. No.</b>	<b>Item</b>	<b>Approx. annual consumption</b>
1	HP 1215/1515-CB540A (Black) (125A)	1
2	HP 1215/1515-CB541A (Cyan)	1
3	HP 1215/1515-CB542A (Yellow)	1
4	HP 1215/1515-CB543A (Magenta)	1
5	HP CLJ 1525-CE320A (Black) (128A)	1
6	HP CLJ 1525-CE321A (Cyan)	1
7	HP CLJ 1525-CE322A (Yellow)	1
8	HP CLJ 1525-CE323A (Magenta)	1
9	HP M401dN (CF280AC) (80A)	142
10	HP-05 (CE505AC) P.M. 2055	12
11	HP-1020 (Q2612AF)(Dual Pack)	27
12	HP-1200 (C7115A)	2
13	HP-2015DN (Q7553A)	6
14	HP-2200 (C4096A)	1
15	HP-2420 (Q6511A)	6
16	HP-2600N-Q6000A (Black) (124A)	11
17	HP-2600N-Q6001A (Cyan)	8
18	HP-2600N-Q6002A (Yellow)	9
19	HP-2600N-Q6003A (Magenta)	8
20	HP-3005D (Q7551A) (51A)	1
21	HP-3390 (Q5949A) (49A)	10
22	HP-78A (CE278A) (78A)	14
23	HP-88A (CC388A)(Dual Pack) (88A)	124
24	HP-LJP- 3015 (CE255A) (55A)	6
25	HP M251n (CF210A) (Black) (131A)	3
26	HP M251n (CF211A) (Cyan)	2
27	HP M251n (CF212A) (Yellow)	2
28	HP M251n (CF213A) (Magenta)	2
29	HP 201A (CF400A - Black)	1
30	HP 201A (CF401A - Cyan)	1
31	HP 201A (CF402A - Yellow)	1
32	HP 201A (CF403A - Magenta)	1

Based on the prevailing rates, the estimated cost of annual consumption would be around ₹. 18 Lakhs.

- **The bidders are also requested to submit the price list for the entire range of HP toner cartridges which will be valid during the contract period.** Any new type of cartridges which are not part of the tender will be supplied by the selected bidder as per the price list submitted by them.
- The price quoted should be valid for a period of 1 year, which may extend up to 1 more year based on requirement of IRDAI, during this period orders would be placed to the selected registered supplier/ reseller based on the requirements in a staggered manner.

#### Pre-Qualification (PQ) / Eligibility Criteria

S. No.	Basic Requirement	Specific Requirements	Documents Required
1	Sales Turnover	Annual Turnover during each of the last three financial years (as per the last published Balance sheets), should have a minimum of <b>Rs. 90 Lakhs</b> , that is <b>generated from cartridges supply</b> .	Extracts from the audited Balance sheet and Profit & Loss; OR Certificate from the statutory auditor
2	Letter of authorization from OEM	The Bidder should have a letter of authorization from original manufacturer (HP).	Letter of authorization; as per template provided (Form 3)
3	Technical Capability	Supplying agency must have <b>successfully undertaken at least the following numbers of systems implementation engagement(s)</b> , in last 1 year, of value specified herein :  - One project of similar nature not less than the amount 18 Lakhs	Completion Certificates from the client & Work /Purchase Order / Invoice;  OR

		<ul style="list-style-type: none"> <li>- OR</li> <li>- Two projects of similar nature not less than the amount equal 10 Lakhs</li> <li>- OR</li> <li>Three projects of similar nature not less than the amount equal 7.20 Lakhs</li> <li>- Definition of “similar nature” of work : Supply of Toner Cartridges .</li> </ul>	<p>Work /Purchase Order / Invoice + Self Certificate of Completion (Certified by the Statutory Auditor);</p> <p>OR</p> <p>Work / Purchase Order / Invoice + Phase Completion Certificate from the client</p>
4	Legal Entity	<p>The Bidder should be a registered firm / company must have well established Business Representative Office / Person in Hyderabad / Secunderabad.</p> <p>Also the company should be registered with the Tax Authorities and operating for the last five years.</p>	<ul style="list-style-type: none"> <li>- Certificates of incorporation</li> <li>- Registration Certificates</li> <li>- PAN NO , GSTIN</li> <li>- Latest IT returns of the bidder</li> </ul>
5	EMD Submission	<p>The bidder should submit the <b>Earnest Money Deposit (EMD)</b> by way of <b>Demand Draft</b> in favour of Insurance Regulatory and Development Authority of India payable at HYDERABAD as the non-interest bearing Earnest Money Deposit</p>	<p>EMD amount of <b>₹ 36,000/- (Rupees Thirty Six thousand)</b> and NEFT details.</p>
6	Debarment	<p>The bidder should not have been blacklisted by any State Government/Central Government and/or any Central PSU</p>	<p>A Self Certified letter that the bidder (or any of its successor) is not in the active</p>

			debarred list Published by DGS&D or Central Public Procurement Portal; or Procuring Ministry / Department
7	Technical Specification	Bidder shall submit the price quotation as per 'Bill of Quantities' format given in the RFP, <b>excluding tax</b> .	'Bill of Quantities' properly filled and signed.

**Terms and Conditions:**

1. **Price shall be valid for a period of one year from the date of issue of purchase order** which may extend up to one more year. **The quoted price should exclude all taxes** as per the format given. The applicable taxes will be payable at the time of payment.
2. The vendor should provide for price protection of up to 5% i.e. payments will be made on the price over and above 5% only on submission of proof from the manufacturer.
3. **Payment 100% against delivery.** Replacement without any additional cost, if the materials supplied are found defective. The selected vendor (L1) should accept the Gift cards / Cash Cards obtained under HP Planet Partners Rewards Programme.
4. **Fall Clause:** In the event of rate contract holder reducing the price of items or selling such items below the agreed rate, the supply would be automatically being at the reduced price.
5. Bid document Bids shall be submitted on-line at CPP Portal website: <https://eprocure.gov.in> only. The offers submitted by Telegram/ Fax/ email shall not be considered. No correspondence will be entertained in this matter.

6. The bidder should submit a Scanned copy of the certificate issued by the HP stating that the vendor is an authorized distributor of HP Toner Cartridges). The short-listed vendor should produce the original certificate for verification.
7. The original **Demand Draft** towards Earnest Money Deposit and hard copy of the documents mentioned above must be submitted on or before bid submission closing date and time to the under signed. Failure to do so is likely to entail rejection of bids. (The Demand Draft should be in sealed cover by mentioning the RFP Name and Number along with the Bidders Name, Address, Phone and Email Id)
8. Not more than one tender shall be submitted by one bidder or bidders having business relationship. Under no circumstances will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
9. The short listed vendor is required to furnish PAN & GST number along with Invoice, before releasing the payment.
10. The Quotations would be valid for One year (may extend up to one more year) from the date issue of purchase order and there would be a **tri-partite agreement** signed among the selected supplier, HP and IRDAI for the price protection during the contract period. The required stamp fee and other cost should be borne by the selected vendor.
11. The quantity shown in the tender may increase or decrease. In case the quantity is less, the tenderer will not be entitled to any compensation for the decreased quantity. If the quantity exceeds, payments for the exceeded quantity will be made at the accepted rate.
12. The delivery location is IRDAI Hyderabad office and if office address has changed within Hyderabad / Secunderabad, tenderer will supply the toner cartridges without charging any extra cost.
13. Delivery time – within 3 working days after receiving the order via registered email id of the selected vendor.
14. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person.



15. If the vendor for any reason fails to supply the computer consumables on time or fails to complete the supply within the stipulated time, the undersigned will have the right to cancel the order or agreement and appoint another supplier for the same.

**16. Force Majeure:**

Force Majeure is herein defined as any cause, which is beyond the control of the selected Bidder or IRDAI as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as:

1. Natural phenomenon, including but not limited to floods, droughts, earthquakes and epidemics
2. Acts of any government, including but not limited to war, declared or undeclared priorities, quarantines and embargos
3. Terrorist attack, public unrest in work area provided either party shall within 10 days from occurrence of such a cause, notifies the other in writing of such causes.

The Bidder or IRDAI shall not be liable for delay in performing his/her obligations resulting from any force majeure cause as referred to and/or defined above. Any delay beyond 30 days shall lead to termination of contract by parties and all obligations expressed quantitatively shall be calculated as on date of termination.

Notwithstanding this, provisions relating to indemnity, confidentiality survive termination of the contract.

17. IRDAI reserves the right to cancel any/all the tender(s) without assigning any reason.

18. IRDAI's decision in any of the matter(s) is final and binding on each other.

19. Suite or any legal proceedings in regard to this matter arising in any respect under this contract shall be instituted in any court in HYDERABAD only.

Sd/-

A.R.Nithiyantham

Chief General Manager (IT)