



**DETAILS OF TENDER DOCUMENT
FOR ANNUAL RATE CONTRACT
(ARC)**

**FOR HP Cartridge / CD-R/RW, Pendrive/
Batteries for UPS & Inverter,
&**

Photo Copier Paper// Ruled Register

2009-2010



CENTRAL INSTITUTE OF MINING & FUEL RESEARCH
(CSIR, Ministry of Science & Technology, Govt. of India)
H.Q.: Barwa Road Campus, Dhanbad – 826 015 (Jharkhand), India

NIT No.CIMFR/PUR/14(2)2009

Date:24.07.2009

NOTICE INVITING TENDER


Director, CIMFR invites sealed tenders from reputed Manufacturers/Stockiest/Authorized Dealers/Reselling Agents for entering into an Annual Rate Contract (ARC) for the following stores:


1.	HP Cartridges, CD-R/RW, Pen Drives and batteries for UPS & Inverter, Photo Copier Paper & Ruled Register
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Last Date of Submission : 17.08.2009 Time: Up to 4.00 P.M.

Date of Opening : 18.08.2009 Time: 11.00 AM onwards

Details of the Tender Document is available at www.cimfr.nic.in

 : 0326- 2388306/2388319

 : 0326- 2296030/2381210

Stores & Purchase Officer

DETAILS OF TENDER DOCUMENT FOR ANNUAL RATE CONTRACT (ARC) for HP Cartridges, CD-R/CD-RW, Pen-drives, Batteries for UPS & Inverter, Photo Copier Papers & Ruled Registers.

BID REFERENCE NO.	:	No.CIMFR/PUR/14(2)2009
DATE OF COMMENCEMENT OF SALE OF BIDDING DOCUMENT	:	27.07.2009
LAST DATE AND TIME FOR SUBMISSION OF BIDS	:	17.08.2009 at 16.00 hrs.
DATE AND TIME OF OPENING OF BIDS	:	18.08.2009 at 11.00 AM
ADDRESS FOR COMMUNICATION	:	The Director, Central Institute of Mining & Fuel Research, HQ, Barwa Road, Dhanbad-826015
SUBMISSION OF EMD		
ARC for Cartridges (HP)		Rs. 20,000/- for Cartridge of printer any make / model
ARC for CD-R/RW& Pen Drives ()		Rs. 5000.00 for CD-R/CD-RW/ DVD /Pendrive
ARC for Batteries		Rs. 20,000.00 for Batteries of UPS/ Inverter and
ARC for Photo Copier Paper		Rs. 20,000.00 for photocopier paper to be submitted along with the bid
ARC for Ruled Register		Rs.5,000.00
CONTACT PERSON	:	Store & Purchase Officer Central Institute of Mining & Fuel Research HQ, Barwa Road, Dhanbad-826015 Ph. :(0326) -2388306/2388319 Fax: (0326)-2381210/2296030



CENTRAL INSTITUTE OF MINING & FUEL RESEARCH (CSIR, Ministry of Science & Technology, Govt. of India)

H.Q.: Barwa Road Campus, Dhanbad – 826 015 (Jharkhand), India

No.CIMFR/PUR/14(2)2009

Date: 24.07.2009

NOTICE INVITING TENDR

Director, CIMFR invites sealed tenders towards Annual Rate Contract (ARC) from reputed manufacturer/ authorized distributors /dealer/ reseller/ retailer for **HP Cartridges of printers of all the models, CD-R/CD-RW, Pen-drives, Batteries for UPS & Inverters, Photo copier paper, Ruled Register** for frequent official use of **both the campuses (Barwa Road & Digwadih Campus)** of the bonafide staff members of CIMFR. In order to simplify the process of procurement the Director, CIMFR, Dhanbad desires to enter into Annual Rate Contract (ARC) for the said items for one year from the date of award of contract.

Item No.	File No.	Particulars of Item	T.D. Fee in DD*	EMD in DD/BG/BC
1.	13(2)/CIMFR/18(Ctg)/08-09	Cartridge all model Printer of HP make	Rs. 300.00	Rs. 20,000.00
2.	13(2)/CIMFR/18(CD)/08-09	CD-W/CD-RW Make:Sony/Amkette/Moser-baer/Samsung Pen drive (Transcend/ Moser-baer/LG)	Rs. 300.00	Rs. 5000.00
3.	13(2)/CIMFR/18(PCP)/08-09	Photo Copier Paper A4 Size Make-Modi/Century/ J.K. Brand	Rs. 300.00	Rs. 20,000.00
4.	13(2)/CIMFR/18(Batt)/08-09	Batteries for UPS, Entire range/AH Make:Exide/Sukam/Panasonic/Tata green	Rs. 300.00	Rs. 20,000.00
5.	13(2)/CIMFR/18(RR)/08-09	Ruled Register Make:Navneet/Eagle/Mita with standard size with page numbering	Rs.300.00	Rs.5,000.00

* No tender fees are required in case it is downloaded from the site www.cimfr.nic.in.

Note: The Tender Document can be obtained from the Office of the Stores & Purchase Officer, CIMFR, Barwa Road, Dhanbad on written request on payment of the non- refundable and non – transferable tender document fees as stated above in the form of cross Demand Draft issued by a scheduled bank drawn in favour Director, CIMFR, payable at State Bank of India, Hirapur Branch, Dhanbad from 27.07.2009 to 17.08.2009. CIMFR will not be responsible for non- receipt of the Tender Documents due to postal delay/loss in transit. The tender complete in all respect along with EMD should reach to this office on or before 17.08.2009 before 4.00 PM and shall be opened on 18.08.2009 at 11.00 AM onwards in the Meeting Room of CIMFR.

Tender Documents with detail terms & conditions can be downloaded from our website: www.cimfr.nic.in. Tender fees will not be required if it is downloaded from the website up to the tender sale period. The required EMD as stated above in the form of DD must be enclosed in the technical bid failing which the offer will be treated as non-responsive.

Director, CIMFR reserve the right to accept or reject in part or in full to any or all the tender without assigning any reason thereof.

Tender Document for HP Cartridges, CD-R/CD-RW, Pen-drives, Batteries for UPS & Inverter, Photo Copier Papers & Ruled Registers

INTRODUCTION

Central Institute of Mining & Fuel Research (CIMFR) Dhanbad, a constituent establishment of Council of Scientific & Industrial Research under Ministry of Science and Technology, Govt. of India engaged in Research & Development activities is in frequent use of **HP Cartridges, CD-R/CD-RW, Pen-drives, Batteries for UPS & Inverter, Photo Copier Papers & Ruled Registers**. In order to avoid the delay in procurement and reduce the Paper work Director, CIMFR, Dhanbad desires to enter into **Annual Rate Contract (ARC)** for the said item for one year from the date of award of contract.

In this connection, you are requested to submit the best competitive offer for all above mentioned stores strictly as per the instruction and terms & conditions mentioned in the tender document.

INSTRUCTIONS TO BIDDERS

1. Preparation of Bids

- (i) **The tender must be submitted in a Single Bid System i.e both technical & commercial bid together in the offer. The bidders must submit their bids as per format attached to this Tender Document at Annexure-I by filling of all the columns therein along with a forwarding letter and all other required documents as specified at Sl. No.9 & 16.** Tenders must be sealed and super-scribed with **Tender Enquiry No.CIMFR/PUR/14(2)2009** and **Date of Opening 18.08.2009 AT 11.00 AM** and for the stores applied for i.e **“Tender Document for HP Cartridges, CD-R/CD-RW, Pen-drives, Batteries for UPS & Inverter, Photo Copier Paper, Ruled Register etc.”**. Each quotation sent by post/courier should be enclosed in double cover. The outer cover should bear only the address of the sender and the received without any indication that there is a quotation inside. Tenders/Quotations may also be delivered personally at purchase section & can be put in the Tender box kept there in at CIMFR, Dhanbad. In case of personal delivery, outer cover is not necessary.
- (ii) Opened/Unsealed Tenders in any form shall not be accepted.
- (iii) Tenders must be addressed to **Director, CENTRAL INSTITUTE OF MINING & FUEL RESEARCH, HEAD QUARTER, BARWA ROAD, DHANBAD -826015, JHARKHAND**
- (iv) Tenders/ quotations must be sent sufficiently in advance, so that it reaches the destination on or before the due date and time. **Quotations received after the due date and time shall not be considered at all.** The Institute Shall not be held responsible for any postal delay, if any.
- (v) Conditional and ambiguous and late / delayed tenders shall be rejected summarily.
- (v) The offers must be neatly typed/ computer generated to avoid any errors or misrepresentation.
- (vi) **Hand written offer will be rejected.**
- (vii) Tenders must be signed and sealed and carry all necessary documents with it, as asked for including the EMD as stated at cl. No- 06 of this Tender Document
- (viii) Incomplete tenders in any form shall be treated as non-responsive, hence rejected.

2. SCOPE OF CONTRACT

- i) The supplier will have to maintain sufficient stock of the standard quality of all items to avoid inconvenience to CIMFR officials .
- ii) In case of failure or refusal to supply , the contract is liable to be cancelled at his risk and cost. Any extra cost involved in arranging supply from alternative source will be recovered from contractor.
- iii) The stores so supplied will have to be of high/standard quality & grade and in the event of substandard / inferior quality, the supplier is liable to be blacklisted.
- iv) **All the Bids will be opened in the presence of bidder’s representatives, who desires to attend the same as per the date and time specified in the Tender Document. No separate communication will be sent to any bidder.**

3. PERIOD OF CONTRACT :

The contract (ARC) shall be for a maximum period of one year from the date of issue of order unless cancelled by the DIRECTOR, Central Institute of Mining & Fuel Research, (formerly CMRI & CFRI) Dhanbad before the expiry of the period at his discretion. However, the contract may be extended beyond one year, if so agreed to, by both the parties.

The rates shall remain valid for a period of one year and there will be no change in price structure during the currency of the contract except, if the statutory levies are otherwise made applicable by the Govt. through notification / regulations. Enlistment can be cancelled at any time if the firm found as a habitual defaulter or supplying sub-standard material or for any reason or non-compliance of the terms and condition of the ARC.

4. CIMFR OBLIGATIONS:

i. Opening of Quotations : The quotations will be opened by three of our authorized officers forming a committee and You may attend Bid opening as per the schedule.

ii. CIMFR, Dhanbad is exempted from paying Excise Duty in terms of government Notification No. 51/96-Customs dt. 23 July 1996 and Notification No. 10/97- Central Excise Dt. 1 March 1997 on procurement of stores by the department of scientific & industrial Research. If applicable, the same may be quoted.

iii. CST/VAT as applicable may be claimed by the suppliers as applicable.

iv. Octroi Every Taxes, as applicable will be paid by the firm and can be claimed afterwards on bill Basis on production of original vouchers. Such rates, if any, must be mentioned clearly.

5. LIABILITY OF THE BIDDER:-

i. Materials should be door delivered at CIMFR, Stores, Dhanbad. (both the campuses)

ii. Delivery must be made immediately i.e. **within 24 hr. after placement of order over phone/writing** from the issue of the order either directly or through their dealer network unless otherwise specified.

iii. If the supplier fails to deliver the stores within the allotted delivery period as specified above, the Purchaser may procure goods or services similar to those un-delivered upon such terms and in such manner as it deems appropriate from any other firm and the supplier will be liable to the purchaser for any excess cost.

iv. Part Supply is normally not acceptable. But may be allowed on genuine cases, on written request only.

v. MANUFACTURING PRICE LIST/ CATALOGUE/ BROCHURE/PAMPHLET ETC. SHOULD BE SENT ALONG WITH THE OFFER.

vi. Price list of the products can also be submitted in the form of CDs or Floppies / softcopies .

vii. Mere submission of application/ proposal does not imply acceptance of the same at this end and the firms will be enlisted only after meeting the laid down qualifying parameters for which our decision will be final.

viii. Specification and Make : Quotation should be given for the exact specification and make as shown in the enquiry against Sl. No. of the item., if in the view of the supplier there is any other alternative item which can serve out purpose, quotation may also be given for the same separately, client list along with the order copy of similar equipment supplied to any CSIR Lab / any Govt. Organization including detail of price & all charges must be attached.

ix. Mode of Delivery: must be FOR destination i.e. free delivery at our stores of both the campus or at user scientist Department.

x. **Printed terms and conditions of the applicant on their quotation Form/ Literature/ Letter etc. if any, will not be binding on us.**

xi. The Purchase shall not be responsible for any postal delay and delay in receipt of the offer. Any bid received by the Purchase without the tender fees along with the bids where tender documents are downloaded from the website will be rejected. Delayed/ Late Bids will not be accepted at any circumstances.

6. **EMD:** An advance Free Demand Draft/BC/BG from any Nationalized/Scheduled Bank for the amount as specified in the table at **page No. -4-** (against each store) of the tender document drawn in favour of the Director, CIMFR (formerly CIMRI) Dhanbad towards the earnest money must be enclosed along with the tender . **Tenders received without the EMD shall be summarily rejected.**

7. **PBG** The bidder who comes out successful in the process of highest discount and other eligibility criteria their EMD will be converted to the PBG will be kept with us without any claim of interest for the entire contract period. The EMD of the unsuccessful bidders will be returned after the award of the contract.

8.WARRANTY: The tenderer shall furnish one year standard warranty (Where ever applicable) with name and address of the manufacture which should invariably be given in the offer.

9. a.Parties submitting the bids on behalf of the manufacturer must enclose an authorized Stockiest /Dealership Certificate of the manufacture for the Quoted product(for HP cartridges and Batteries only) specifically issued against this tender will be given the preference for the entering into the Rate Contract. The Certificate such submitted shall be got verified directly from the manufacture or from their site(if required) to arrive at the genuineness of such Documents. OFFERS SUBMITTED FOR THE AFORESAID TWO STORES WITHOUT PROPER AND CLEAR AUTHORIZED CERTIFICATE SHALL BE REJECTED.

b.The bidder has to produce the following documents while submitting the tender. Non- production of any of the following documents may lead to rejection of the BID/OFFER.

- i) Copy of the firm's VAT/TIN NO. (REGISTRATION CERTIFICATE)
- ii) Copy of PAN CARD of the bidder.
- iii) Tax clearance certificate for last three years.
- iv) Dealership/ distributorship certificate of the manufacturer.
- v) Price list of the manufacturer.

Any deviation from the Terms & Conditions mentioned above will imply disqualification for the firm.

11. LD / Penalty Clause:- A liquidated damage charges of minimum up to @ 1% of the order value per week or maximum up to 10% of the total order value will be recovered from the vendor for non-compliance of the RC Terms and Conditions in time as per Government Rulers.

12. Loss, Damage & shortage:-

CIMFR shall not be responsible for any loss, damages and shortage during transit / transportation . Payment shall be Made for materials received in good conditions only.

13. PAYMENT TERMS:

The supplier shall present their computer generated bill (duly certified by the user sct.) along with the challan for each Quarter directly to the purchase Deptt. ensuring the security gate entry on the challan.

All payment shall be made on bill basis on receipt of the materials in full normally within 30 to 60 days from the date of delivery.

Payment will be made directly to the supplier(s) by crossed cheque drawn on the **SBI, Dhanbad** , only after receipt of the stores in good condition and after final acceptance.

14.AGREEMENT: Both the CIMFR and selected bidder for the contract shall enter into an agreement mutually agreed upon in the prescribed format which shall be operative for one year.

15.VALIDITY OF THE TENDER The validity of the firm should be 180 days from the date of opening of the tenders.

16.CHECK LIST

The bidder must cross check and ensure attachment of the following documents along with their tender papers before submission.

- i. Application form with forwarding letter.
- i. Income tax clearance certificate, if available.
- ii. Name and address of their Bankers.
- iii. A authorization certificate from manufacturer.
- iv. Copy of registration certificate the firm and by- laws in case of co-operative society.
- v. The requisite EMD
- vi. Copy of the firm's VAT /TIN NO. (REGISTRATION CERTIFICATE)
- vii. **Price list of the manufacturer.**

16. Discretion of the Director: Director, CIMFR reserves the right to accept or reject any or all the tenders without assigning any reason what so ever. The Rate Contract can be terminated at any time without any prior notice . The contract may be extended or curtailed at any point of time and a parallel rate contract with any of the parties can be entered at the discretion of the Director, CIMFR, Dhanbad.

17. Disputes & its Jurisdiction:

This contract between the supplier and the buyer shall be governed by the Laws of India and under this contract shall be taken by the parties only in Dhanbad, India to competent jurisdiction.

18. Arbitration:

Except where otherwise provided in the Contract, all questions and disputes relating to the meaning of the specifications, instructions and terms & conditions herein before mentioned and as to the quality of the materials, as to any question, claim, right, matter or thing whatsoever, in any way arising out of or relating to the Contract. Specifications, estimates, instructions, orders

or these conditions or otherwise concerning the works, or the execution of the same whether arising during the process of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of a person nominated by the Director General, Council of Scientific & Industrial Research, New Delhi, and if he is unable or unwilling to act to the sole arbitration of some other person appointed by him willing to act as such arbitrator. The submission shall be deemed to be submission to Arbitration under the meaning of the India Arbitration & Conciliation, 1996 or any satisfactory modification or reenactment thereof for the time being in force conclusive and binding on all parties of the Contract. The venue of the arbitration will be Dhanbad only.

19. PARALLEL CONTRACT

The director, CIMFR (formerly CMRI) Dhanbad reserves the right to enter into parallel contract simultaneously or at any time during the period of this contract with one or more suppliers.

20. RIGHT OF ACCEPTANCE

The director reserves the right to accept the lowest or any other tender and reserves to himself the right of accepting the whole or any part of the tender without assigning any reason what so ever.

APPLICATION FORM FOR ANNUAL RATE CONTRACT WITH CIMFR, DHANBAD**(A Separate Application Form is Required for each Product Category)**

1.	NAME & ADDRESS OF THE MFTR. (With Tel./Fax/Mobile/ email address)	
2.	NAME & ADDRESS OF THE LOCAL AUTHORISED DEALER/ DISTRIBUTERS (with Tel./ Fax/Mobile/ email address)	
3.	QUOTED PRODUCT CATEGORY	
4.	PERCENTAGE OF DISCOUNT OFFERED (Please attach separate sheet for this clause giving details of MRP & the final delivery cost along with Price List wherever applicable)	
5.	NAME OF THE CSIR LABS./OTHER ORGANIZATIONS OF SIMILAR ARC (MAX. THREE)	
6.	AMOUNT OF CST/VAT TO BE CHARGED (No. C & D form will be issued)	
7.	RATE – SHOULD BE NET AFTER DISCOUNT MUST BE QUOTED FOR DESTINATION	
8.	DELIVERY PERIOD	Max. within 24 hours from the time of placement of order
9.	DELIVERY OF MATERIALS	DOOR DELIVERY AT CIMFR STORES (BOTH THE CAMPUSES OR USER DEPARTMENT
10.	NO, DATE & AMOUNT OF THE DD/BC/BG TOWARDS EMD	
11.	CST/JST NO. OF THE DEALER /BIDDER	
12.	PAN NO. OF THE DEALER/ BIDDER	
13.	PERIOD OF CONTRACT	ONE YEAR FROM THE DATE OF AWARD OF CONTRACT

No Column should be left blank specially column no. 4 & 6.

NOTES

- ❖ We hereby declare that all the particulars given in this application are true and complete to the best of our knowledge and we will produce all the relevant documents promptly, if necessary or as and when asked for by CIMFR. We understand that information provided by us will serve as Pre-qualification Criteria for enlistment on ARC and in the event of any information being found false or incorrect or ineligibility being detected even after the approval of Rate Contract our contract may be cancelled and all our claims may be forfeited by the CIMFR. We have read and understood all the terms and conditions of ARC and we fully agree to it.
- ❖ We also declare that we will not sell our products at a lesser price to other parties than those given to you and in the event of happening of such situation, we will be bound to refund the difference and our enlistment may be cancelled at the discretion of CIMFR.
- ❖ We also undertake that all the terms and such as Product Range, Price, Discount, Delivery/other charges, Terms of Payment and also the name/s of the Dealer/ Distributor will remain unchanged during the period and no alteration will be done without your official approval. However, we will promptly change our distributor / supplier if a request/ complaint is received from your end with regard to this effect due to any reason.

Date:

Signature :

Place :

Name :

Designation :

Seal of the firm :