

सैन्ट्रल कॉटेज इण्डस्ट्रीज कॉरपोरेशन ऑफ इण्डिया लिमिटेड
CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.

(आईएसओ 9001:2015 प्रमाणित कंपनी)

(An ISO 9001:2015 Certified Company)

(भारत सरकार का उपक्रम वस्त्र मंत्रालय)

(A Govt. of India Undertaking, Ministry of Textiles)



“RATE CONTRACT FOR SUPPLY OF TONER/INK CARTRIDGES FOR PRINTERS”

MSME Development Act, 2006 benefits including relaxation to startups applicable

ई-निविदा दस्तावेज / E-TENDER DOCUMENTS

1. बिड डेटा शीट / BID DATA SHEET
2. ई निविदा नोटिस / E-TENDER NOTICE
3. तकनीकी सह वित्तीय प्रारूप / TECHNICAL-cum-FIN. FORMAT (Ann-A Part I & II)
4. बोलीदाताओं को मानक निर्देश और निविदा की शर्तें /STANDARD INSTRUCTIONS TO BIDDERS & TERMS OF TENDER
5. नियम और शर्तों की स्वीकृति/ACCEPTANCE OF TERMS & CONDITIONS (ANN-B)
6. स्टार्टअप को रियायत सहित एमएसएमई को लाभ / BENEFITS TO MSME INCLUDING RELAXATION TO STARTUPS
7. एनईएफटी/आरटीजीएस मान्डेट प्रपत्र / NEFT/RTGS MANDATE FORM

BID DATA SHEET

1.	NIT RFP No.	CCIC/GA/Toner/2018-19/ET
2.	Project	Rate Contract for supply of Toner/Ink Cartridges for Printers
3.	Contact Person	Shr. Manoj Kumar Dy. Manager (Gen.Admn.) Ph.011-23310804 Email : admin@cottageemporium.in
4.	Bid to be submitted	Online
5.	Value of Tender	Rs.10.00 lakhs
6.	Bidding Process	Single Stage; 1 part (Technical-cum-financial Bid)
7.	Website for NIT download and any other related information	www.thecottage.in
8.	Portal for Online Submission	www.eprocure.gov.in/eprocure/app
9.	Validity of bid	The Bid shall be valid for a period of 120 days from the date of opening of bids
10.	Selection Method	L1: Lowest Price among technically qualified bidders
11.	Time frame for implementation	As per tender document
Schedule of Events		
	EVENT	VENUE/DATE/TIME
1.	Submission of relevant documents	Central Cottage Industries Corporation of India Limited, Jawahar Vyapar Bhawan, Janpath New Delhi-110001 Before 04.02.2019, 03:00 PM
2.	Submission of Online Bids	e-Procurement portal of NIC (eprocure.gov.in/eprocure/app) Latest by 04.02.2019, 03:00 PM
3.	Opening of Bids	e-Procurement portal of NIC (eprocure.gov.in/eprocure/app) 05.02.2019, 04:00 PM

Note: In case any of the days mentioned above happens to be declared a holiday, the said event shall be held on the next following working day at the same time and venue.



CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.

(Govt. of India Undertaking, Ministry of Textiles)

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Website : www.thecottage.in

CCIC/GA/Toner/2018-19/ET

14.01.2019

E-Tender Notice

Sub:- Rate Contract for supply of Toner/Ink Cartridges for Printers

1. Request for quotation (RFQ)

CCIC invites online bids (E-tender) from Authorized Dealers of Brother, HP, Xerox Phaser and Lexmark for Rate Contract for supply of genuine Toners/Ink Cartridges. Specification No., brand name, minimum approximate requirement of Toner/ink Cartridges are shown in an Annexure-A. The requirement may vary as per actual consumption.

Interested parties may submit their bids online using e-Procurement portal of NIC (eprocure.gov.in) in the prescribed formats along with all necessary documents and information requested herein.

The bids may be submitted latest by **3.00 PM on 04.02.2019**. The bids shall be opened on the next day at 4.00 P.M.

All details regarding the subject RFQ are available on websites: www.thecottage.in and www.eprocure.gov.in/eprocure. Any changes/modifications/corrigendum in connection with this RFQ will be intimated through one or more of these websites only. Prospective bidders are therefore requested to visit above mentioned websites regularly to keep themselves updated. CCIC shall not be liable to send any individual information or issue a public notice.

2. Electronic Submission of Bids

- i. Bids against this RFQ shall be received only electronically through the e-Procurement Portal of NIC (eprocure.gov.in). No bids shall be accepted in hard copy or in any other form.
- ii. For submission of e-bids, bidders are required to get themselves registered with eprocure.gov.in website using Digital Signature Certificate (DSC) essentially having signing certificate.
- iii. Earnest Money Deposit (EMD) is required to be submitted online through RTGS/NEFT mode as per bank details mentioned in the tender.

The bidders are required to upload soft copies of the following:

- Technical cum Financial Bid (prepared on Company's Letter head).
- Copy of PAN No., TIN No. & GST No.
- Scanned copy of UTR No. generated through online payment of EMD.

For any queries relating to the process of online bid submission or queries relating to CPP Portal (eprocure.gov.in), Bidder may contact CPP Portal Helpdesk on Tel No"s.:1800-3070-2232, +91 8826246593 Tel: The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002.

3. Earnest Money Deposit (EMD)

- (a) All Bidders are requested to furnish Earnest Money Deposit of **Rs.50,000/-** (Rupees Fifty Thousand only) by NEFT/RTGS mode only as per following bank details.

Name of Account holder	: - Central Cottage Industries Corp. of India Ltd.
Account Number	: - 10185775245
IFSC Code	: - SBIN0001639
Bank Name	: - State Bank of India
Branch	: - Chanderlok Bldg., Janpath, New Delhi

- (b) The bidders who are registered with either NSIC/MSME or DGS&D are exempted from submitting the EMD and are eligible for other benefits including relaxation of norms for startups regarding prior experience and EMD under Public Procurement Policy for MSE's and preferences earmarked for procurement from MSEs owned by SC/ST entrepreneurs. However, in place of EMD the bidder will have to submit valid Registration/Exemption certificate.
- (c) Bids for which EMD is not received (other than the exempted cases) in the prescribed manner shall be rejected summarily.
- (d) CCIC shall not be responsible for non-receipt/non-delivery/delayed receipt of the EMD due to any reason whatsoever. EMD shall not carry any interest.
- (e) EMD shall not carry any interest and EMD of unsuccessful bidders shall be returned after Award of Contract to the Successful Bidder. EMD of the successful bidder shall remain with CCIC as Security Deposit and shall be refunded after expiry of the contract without interest within a period of two months.

4. Bid Details

Bidders are required to furnish the unit price exclusive all taxes separately, strictly in the prescribed Performa (**PART-II**). Rates should be firmed and no escalation will be allowed during the currency of contract. Bid shall contain price only and no other documents shall be enclosed with the bid.

Technical-cum-Financial Format (Ann-A)

Part-I

Sl. No.	Particulars	
1.	Name of the firm	
2.	Address	
3.	Contract Person	
4.	Telephone Number	Office: _____ Shop: _____ Res. _____ Mobile: _____ Fax No. _____
5.	PAN No.(enclose copy)	
6.	GST No. (enclose copy)	
7.	a. Whether MSE (Attach proof)	Yes/No
	b. Whether MSE owned by SC/ST (Attach Proof)	Yes/No
8.	Mandatory experience in the subject of tender a) Experience (Attach Proof) and past performance on similar contract for last 2 years ending 31 st March, 2018 other than CCIC not less than three Govt. institutions / offices. b) Capabilities with respect to personnel, equipment and manufacturing facilities. (provide details) c) Financial standing through latest I.T.C.C., Annual Report (balance Sheet and Profit & Loss Account) of last 3 years i.e. 2015-16, 2016-17 & 2017-18 (Attach proof)	
11.	EARNEST MONEY DEPOSIT	
	An Earnest Money Deposit of Rs.50,000/- (Rupees Fifty thousand only) may directly transferred through NEFT/RTGS mode only as per details given in tender. (MSME/NSIC or DGS&D parties are exempted)	UTR No. _____ Date _____ Amt. _____ Bank _____

Part-II

S. No.	Cartridges for Printers	Yearly consumption (Approx)	Make	Ink Cartridge / Toner No.	Per Unit Rate (Rs.)	GST	Net Unit Rate (Rs.)
1.	Brother DCP-L2520	20	Brother	TN-2365			
				DR-2365			
2.	HP Laser Jet M1522nf	50	Genuine HP	36A(CB 436A)			
3.	Xerox Phaser 3320	50	Genuine Xerox	Toner No. -106R02306 (Blk)			
4.	HP Deskjet 1515	70	Genuine HP	Black -678 (CZ107AA)			
				Tri Colour-678 (CZ108AA)			
5.	HP Office Jet 4255 All-in-one	100	Genuine HP	Black-56(C6656A)			
				Colour-28(C8728A)			
				Black-27(C8727AA)			
				Colour-22(C9352 AA)			
6.	HP Laserjet 1100	20	Genuine HP	HP 88A			
7.	Lexmark E 260dn	20	Genuine Lexmark	E260A11P			
				E260 X 22G			
8.	HP Laserjet 1020	20	Genuine HP	HP 12A			
9.	HP Deskjet All-in-one 2645	10	Genuine HP	Blk- 650 (CZ101AE)			
				Tri Colour -650 (CZ 102AE)			
10.	Brother 5440 DN	50	Genuine Brother	TN 3350			
				DR 3355			
11.	Brother MFC 9140CDN	100	Genuine Brother	Tn 261 Blk (Standard)			
				Tn 265 Yellow (High yield)			
				Tn 265 Magenta (High yield)			
				Tn 265 Cyan (High yield)			
				DR 261 CL			

We agree to supply of Toner/Ink Cartridge in accordance with the requirement as above.

NOTE: The quantity may vary as per actual consumption of above Toner/Ink cartridges.

Signature of Service Provider

Place:.....

Date:.....

TERMS OF TENDER

Contract Period: The contract shall be valid for a year from the date of awarding of contract, which may be extended for another six months on the same terms & conditions agreed upon by the parties based on the compatible price as per the market situation.

Tender Validity: The Tender shall remain valid for 120 days from the date of opening of financial bid.

Central Cottage Industries Corporation of India Ltd. (CCIC) requires Cartridges for use in Printers from time to time as per details mentioned in **Annexure-A (Part-II)**. It is proposed to enter into contract for a period of one year from the date of contract with genuine/ reputed suppliers for supplying those items on the following terms and conditions:-

- i) The items mentioned at Sl. No. 1 to 11 of the requirements list are spread over different *CCIC* Offices.
- ii) The Cartridges of Brother, HP, Lexmark & Xerox Phaser printers should be genuine and an Authority letter should be procured by the supplier from original manufacturer of respective brand in favour of Central Cottage Industries Corporation of India Ltd. New Delhi in regard to this tender for execution of the contract for the entire duration of the contract/supply. **Without Original INK Signed MAF from above all manufactures the bid will be rejected.** If the material supplied is found to be of substandard quality, or having any manufacturing defect, the same will be returned and the *CCIC* will not be responsible for any loss to the concerned supplier for such supply. Moreover, such suppliers may be penalized including the blacklisting of the concerned firm by *CCIC*.
- iii) The supplier shall be bound to accept back any cartridge found defective at the time of opening of the protective cover and/or printing seal as if it is a manufacturing defect, and the supplier shall be bound to replace the same or else adjust the price/rate of the same while settling the account.
- iv) If the services of supplier are found unsatisfactory or he is not able to supply the goods within the stipulated time, the job will be entrusted to any other firm/party at the risk of defaulting supplier. The suppliers will have to satisfy that the supplies will be made immediately.
- v) Interested firms are required to prove their competence for undertaking the job in question and also furnish their standing and goodwill through certificate from their earlier clients of reputed organizations mentioning the name, designation and telephone No. of the officers of those department. A photocopy of the PAN Card of the firm should also be furnished. The quotation submitted without a photocopy of the PAN Card of the firm shall be summarily rejected.

- vi) Tenderers may quote their unconditional rates per item/unit strictly as per list enclosed Annexure A (PART-II) and the duration for which the price/rate shall remain valid.
- vii) The supplier will be responsible for delivery at the following addresses of the goods in good condition at his own risk and cost within seven days of the placing of orders by e-mail/fax/Telephonically or issuing purchase orders, whichever is earlier:-
- | | |
|---|---|
| 1. CCIC of India Ltd.
Jawahar Vyapar Bhawan,
Janpath,
New Delhi-110001 | 2. CCIC of India Ltd.
Weavers Service Center,
Weavers Colony, Bharat Nagar,
Delhi-110052 |
|---|---|
- viii) The owner/ firm should be available on telephone and also on mobile so as to enable this department to call them in emergency cases. Therefore, telephone as well as mobile number(s) may also be given.
- ix) The quantities of the items may be varied, as the purchase is not confined to a single lot. It will spread over the period mentioned above and quantity to be purchased at a time will depend upon the requirement.
- x) The *CCIC* reserves the right to terminate the contract at any time without assigning any reason during the period of contract.
- xi) After entering into contract, no supplier shall be permitted to increase their rates under any circumstance during the term of contract. The vendor, who declines to supply at contracted price, will be barred from entering into any contract in future.
- xii) Please ensure to make a specific mention in your bid to the effect that the terms and conditions mentioned above are acceptable to your firm in full. They may also mention that the rates quoted by them will be valid for a year from the date of entering into contract.
- xiii) The department reserves the right to terminate the contract at any time before the expiry of the period covered under the contract without assigning any reason and without incurring any liability.
- xiv) The tenderers who don't comply with any terms & conditions are likely to be rejected.

xv) The tender form must be accepted unconditionally and any other counter terms and conditions by a firm would not be accepted/entertained in any case and the same may be rejected by the department assigning any reason. The acceptance should be given in the format as mentioned in the Annexure B.

xvi) No freight/Delivery charges shall be payable for supply of Toner/Cartridges.

xvii) Tender document is to be submitted as specified in the Tender Notice.

xviii) Tender Prices

Prices to be quoted as per enclosed Annexure by the tenderer shall be exclusive of all taxes/duties/levies/ service tax which shall be shown separately.

xix) Award of Tender

The tender shall be awarded to lowest financial bidder i.e. L-1 party.

xx) Eligibility Criteria

- Experience (Attach Proof) and past performance on similar contract for last 2 years ending 31st March, 2018 other than CCIC not less than three Govt. institutions / offices.
- Capabilities with respect to personnel, equipment and manufacturing facilities.
- Financial standing through latest I.T.C.C., Annual Report (balance Sheet and Profit & Loss Account) of last 3 years i.e. 2015-16, 2016-17 and 2017-18 (Attach proof).
- Party shall submit Original INK Signed MAF from all respective manufacturers of the Toners/Ink cartridges.

xxi) Payment terms

Payment shall be made within 15 days of submission of Bill alongwith delivery challan for supply of goods. No advance payment shall be made.

xxix) Management's right to accept any tender and reject any or all tenders

Management reserves the right to accept or reject any tender, and to annul the tender process and reject all the tenders, at any time prior to award of contract.

Signature of authorized signatory & Seal

Date.....

Place.....

Purchase of Brother, HP, Xerox Phaser and Lexmark Cartridges for Printers

Annexure-B

Acceptance of Terms & Conditions

1. All terms & Conditions of E-NIT are acceptable to me/us. I/We bound myself/ourself so abide by the same.
2. I/We hereby certify that I/we have gone through the terms & conditions and undertake to comply with the same.

Signature of owner/partner
With address & telephone no.
With seal of the firm & date

Witnesses:-

- 1.
- 2.
- 3.
- 4.

Benefits to Micro and Small Enterprises and Relaxation to startups

- i) Exemption from submission of Earnest Money/Bid Security : MSEs (and not their dealers/distributors) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME are exempted from submission of Bid Security/Earnest Money provided they are registered for the items they intend to quote.
- ii) Documents Required to be submitted by MSEs : Micro or Small Enterprises (MSE) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME shall submit copy of valid Registration Certificate for the items they intend to quote along with the bid. The Registration Certificate should clearly indicate the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies. In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur should also be enclosed.
- iii) Performance Security : Micro and Small Enterprises registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME however, should note that Performance Security shall be required to be submitted by them for orders/contracts placed by CCIC on them.
- iv) Purchase Preference :- In tender, participating Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of the requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than an MSE and such MSEs shall be allowed to supply at least 25% of total tendered value including minimum 03% reservation for women owned MSEs within the limit of 25% reservation. In case more than one such MSEs, the supply will be shared proportionately (to tendered quantity).

In case of tender item is non-splitable or non-dividable, etc: MSE quoting price within price band L1+15% may be awarded for full/complete supply of total tendered value to MSE, considering spirit of Public Procurement Policy, 2012 for enhancing the Govt. Procurement from MSE.

Out of 25% target of annual procurement from MSEs, a sub target of 4% (i.e. 25% out of 25%) will be earmarked for procurement from MSEs owned by SC/ST entrepreneurs. However, in the event of failure of such MSEs to participate in the Tender Process or meet the tender requirements and the L1 price, the 4% sub-target for procurement earmarked for MSEs owned by SC/ST entrepreneurs will be met from other MSEs.

Definition of MSEs owned by SC/ST is as given under:

- (a) In case of proprietary MSE, proprietor(s) shall be SC/ST.
- (b) In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the unit.
- (c) In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.

- v) In case a supplier (other than Micro/Small Enterprise) against an order placed by CCIC procures materials from their sub-vendor who is a Micro or Small Enterprise registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME, with prior consent in writing from CCIC, the complete details (i.e. name of the subcontractor, value of sub-contacted work, copy of valid MSE registration certificate etc.) of the sub-contractor(s) shall be furnished by the supplier to CCIC. All other terms and condition of the tender will remain unchanged.

- vii) **Relaxation to Startups** : Condition / criteria of prior turnover and prior experience is relaxed for **Startups Medium Enterprises** whether Micro & Small Enterprises (MSEs) or otherwise subject to their meeting of quality and technical specifications. All startups (recognized by Department of Industrial Policy & Promotion) are also exempted from payment of EMD.

**CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.
JAWAHAR VYAPAR BHAWAN
JANPATH, NEW DELHI-01**

Mandate for payment through NEFT/RTGS
(Please use capital letters only)

1.	Name of the party	
2.	Party address	
3.	Contact No.	
4.	Email ID	
5.	PAN No.	
6.	Aadhar Number	
7.	Name of Bank Account holder	
8.	Bank A/C No.	
9.	Bank Name	
10.	Branch Code/ Address	
11.	IFSC Code	
12.	MICR Code	

1. **Cancelled cheque** of above mentioned account and **Copy of Pan Card** must be enclosed.
2. I hereby declare that particulars given above Point No.1 to 12 are correct and complete, if the transaction is delayed or not effect at all for reason of incomplete of incorrect information, I would not hold the CCIC OF INDIA LTD. responsible.
3. I also under take that I shall inform any changes in my bank account particulars in future to CCIC failing which payment shall continue to be made as details to CCIC by me, for which CCIC shall not be held responsible.
4. Certified that the particular furnished above are correct as per knowledge.

Date : _____

(Signature of party)