

Government of India
Ministry of Chemicals & Fertilizers
Department of Pharmaceuticals
(Admn. Section)

TENDER DOCUMENT

FOR

SUPPLY OF BRANDED HIGH END/MEDIUM END SCANNERS OF DIFFERENT
SPECIFICATIONS TO DEPARTMENT OF PHARMACEUTICALS,
NEW DELHI ON RATE CONTRACT BASIS.

DEPARTMENT OF PHARMACEUTICALS

SHASTRI BHAWAN

NEW DELHI



TENDER DOCUMENT

FOR

SUPPLY OF BRANDED HIGH END/MEDIUM END SCANNERS OF DIFFERENT SPECIFICATIONS TO DEPARTMENT OF PHARMACEUTICALS, NEW DELHI ON RATE CONTRACT BASIS.

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No.47011/4/2015-IT (PLAN)
Government of India
Ministry of Chemicals & Fertilizers
Department of Pharmaceuticals

Shashtri Bhawan, New Delhi-110 001

Dated: 22nd May, 2015.

TENDER NOTICE

Sealed tenders are invited from original manufacturers or Authorized Distributors/Suppliers of original manufacturer for supply of branded HIGH END/MEDIUM END SCANNERS of different specifications as listed out in this Tender Document to Department of Pharmaceuticals (DoP) on rate contract basis.

2. The tender should be submitted in two-bid system. The complete tender document containing Instruction to Bidders, Terms & Conditions, Technical Bid and Financial Bid can be downloaded from the website of Department of Pharmaceuticals i.e. <http://pharmaceuticals.gov.in>.
3. The tender, complete in all respects, should be submitted in a prescribed form along with supporting documents in sealed envelopes addressed to the Under Secretary, (Admn.), Department of Pharmaceuticals, Garage No.19, Ground Floor, Shashtri Bhawan, New Delhi - 110 001, must reach on or before 16th June, 2015 by 1500 hrs. Tenders may be (i) hand delivered at the aforementioned address; (ii) dropped in the TENDER BOX placed at the above address, or (iii) sent by Registered Post/Speed Post so as to reach the aforementioned address on or before the said date. If sent by post, DoP will not be responsible for loss or delay in transit.
4. Bidders have to deposit the Earnest Money Deposit (EMD) of Rs.50,000/- (Rs. Fifty thousand only) in the form of Demand Draft drawn in favour of Drawing and Disbursing Officer, Department of Pharmaceuticals payable at New Delhi.
5. The technical bids will be opened on 16th June, 2015 at 1530 hrs. and evaluated by the competent Committee or authority. At the second stage, Financial Bids of technically qualified Bidders only will be opened on a date and time to be intimated to technically qualified bidders for further evaluation and ranking before awarding the contract.
6. Eligibility of the bidders: Bidders should be either original manufacturer of the item covered under this tender or authorized distributor/Supplier/dealer of such items. A duly attested copy of such authorization has to be compulsorily attached with the technical bid, failing which the bidder will stand disqualified. The authorization letter/Certificate from original manufacturer should be valid for the entire period of two years contract. The bidders should have minimum 2 years of experience of supplying various branded HIGH

END/MEDIUM END SCANNERS in bulk to the Departments/Ministries/organizations of the Government of India/State Govt. (Valid proof has to be attached), have minimum Turnover of Rs. 50 lakh (Rupees Fifty lakh) per year during each of the last three years out of which the annual turnover for the supply of items covered under this tender should be at least Rs. 25 lakhs (valid and certified proof has to be attached), not have been blacklisted by any of the Depts/Ministries of the Govt. of India.

7. This tender document consists of (i) Instructions to the Bidders; (ii) Terms and Conditions of the tender; (iii) Technical Bid; (iv) Financial Bid Document; and (v) Declaration. Bidders are requested to go through the instructions to the bidders and terms and conditions contained in the bid document.


8. The DoP reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason. Further Addendum/Corrigendum if any will be uploaded onto website of DoP only. The decision of DoP, in this regard, shall be final and binding on all.

Note:

Last date of Tender submission: 16th June, 2015 by 1500 hours

Opening of Tech bids 16th June, 2015 at 1530 hours

Opening of Financial bids: 18th June, 2015 at 1500 hours


Under Secretary to the Govt. of India (Admn).
Department of Pharmaceuticals
New Delhi-110 001

एस. आर. मीना / S. R. MEENA
अवर सचिव / Under Secretary
औषध विभाग / Deptt. of Pharmaceuticals
रासायन एवं उर्वरक मंत्रालय
Ministry of Chemicals & Fertilizers
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi

SUPPLY OF BRANDED HIGH END/MEDIUM END SCANNERS OF DIFFERENT SPECIFICATIONS FOR SCANNERSTO DEPARTMENT OF PHARMACEUTICALS, NEW DELHI ON RATE CONTRACT BASIS

Tender No. DoP/001

Date of opening of technical bids: 16th June 2015 by (1500hrs)

Date of opening of financial bids: : 18th June, 2015 at 1500 hours

INSTRUCTIONS TO THE BIDDERS

Two Bid Systems

1. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested companies/agencies/firms are advised to submit two separate sealed envelopes superscribing "Technical Bids for supply of branded HIGH END/MEDIUM END SCANNERS of different specifications to Department Pharmaceuticals New Delhi; and 'Financial Bids for supply of Branded HIGH END/MEDIUM END SCANNERS of different specifications to Department Pharmaceuticals, New Delhi". Both sealed envelopes should be kept in a third envelop super scribing "Tender for supply of Branded SCANNERS/HIGH END/MEDIUM END of different specifications to DoP". The Technical Bids will be opened at the first stage and evaluated by Competent Committee or Authority. At the second stage, Financial Bids of technically qualified Bidders only will be opened for further evaluation and ranking before awarding the contract.
2. The Technical bid should consist of performance report from the organization, authorization certificate from original manufacturer, experience certificate, tax registration details (PAN/CST/VAT/TIN, etc.), firm registration details, Income Tax returns, turnover details, etc. along-with commercial terms and conditions. It will be submitted in the same format as given in the tender document.
3. The Financial bid shall indicate the price for the items proposed to be quoted as per the proforma given in schedule of rates.

Earnest Money Deposit (EMD)

4. The Earnest Money Deposit (EMD) for a value of **Rs.50,000/- (Rupees Fifty thousand only)** should accompany the Technical Bid in the form of Demand Draft drawn in favour of 'Drawing and Disbursing Officer, DoP' payable at New Delhi. Tender received without EMD or EMD for lesser amount will be summarily rejected. The submission of EMD is compulsory for all the Bidders and no exemption will be granted for submission of EMD in any case.
5. The EMD in respect of the companies/agencies/firms, which do not qualify the Technical Bid (First Stage)/Financial Bid (Second Competitive Stage) shall be returned to them within 90 days without any interest after finalization of tender. However, EMD in respect of successful Bidder will be released after receipt of Performance Security Deposit. Further, if

the agency fails to provide Performance Security as per requirement of DoP within 7 days from the date of placing the order, the EMD shall stand forfeited without giving any further notice.

6. EMD will be forfeited, if the bidders withdraw after submission of the bids or opening of the tenders. Performance Security Deposit (PSD)

7. Successful bidder(s) will have to execute an Agreement for the due performance of the contract on such terms and conditions as may be specified, including all the terms and conditions of this tender document and shall also be required to furnish a performance guarantee of Rs.2,00,000/- (Rs. Two lakh only) in the form of a Bank Guarantee from any scheduled commercial bank or such other approved modes of Government of India within 15 days of issuance of work order. Documents/Certificates

8. The Tendering firms/agencies are required to submit technical bid enclosing therewith photocopies of following documents (Documents in original should be produced for verification before signing of the agreement), failing which their bids will be summarily/out-rightly rejected and will not be considered any further:

(a) Audited copy of Balance sheets and Profit & Loss A/c Statement for last three financial years;

(b) Copy of CST/VAT/TIN Registration Certificates;

(c) Copy of PAN/GIR Card;

(d) Copies of Income Tax Return filed for last three financial years;

(e) Attested copy of authorization from original manufacturer against this Tender valid throughout the contract period, in case the firm is not a manufacturer of the item.

(f) Proof of last two years' experience in supplying of various brands of cartridges specified in the tender in bulk to Govt. Depts.

(g) Declaration regarding blacklisting or otherwise. (Annexure-I) Mode of and last date for submission of the Bid

9. The tender, complete in all respect, should be submitted in the prescribed form along with supporting documents in sealed envelopes addressed to Under Secretary, (Admn.), Department of Pharmaceuticals, Garage No.19, Ground Floor, Shashtri Bhawan, New Delhi - 110 001, must reach on or before 16th June 2015 by 1500 hours.

Tenders may be (i) hand delivered at the aforementioned address.; (ii) dropped in the TENDER BOX placed at the above address, or (iii) sent by Registered Post/Speed Post so as to reach the aforementioned address on or before the said date. If sent by post, DoP will not be responsible for loss or delay in transit.

Opening of the technical and financial bids

10. The technical bids will be opened at the first stage on the prescribed technical bid opening date i.e 16th June 2015 at 1530 hrs in Garage No.19, Ground Floor, Shashtri Bhawan, New Delhi - 110 001 and evaluated by the Competent Committee or authority. At the second stage, Financial Bids of technically qualified Bidders only will be opened on or a date to be intimated later to successful technically qualified bidders for further evaluation and ranking before awarding the contract. The representatives of the bidders, who would like to witness the opening of the technical and financial bids, are required to submit details such as name and address (residence and office), phone & mobile no., etc., and valid written authorization from the company/firm to the Section Officer, Admn., Phone No. 23382072, Room No. 218 A, Shashtri Bhawan, New Delhi at least one day prior to the opening of the technical bids.

Signature of the authorized person

11. The Tender should be signed by the authorized person and his full name and status should be indicated below his signature along-with the official stamping of the firm.

Proper filling up of the tender form

12. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is not sufficient, separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the financial bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the technical bid application must be initialed by the persons authorized to sign the tender bids.

Rejection of incomplete and conditional tenders

13. The incomplete and conditional tenders will be summarily rejected.

No withdrawal after submission of bids

14. No bidders will be allowed to withdraw after submission of bids/ opening of the tender; otherwise the EMD submitted by the firm will be forfeited.

Non acceptance of the tenders received after the last date

15. Tenders received after the closing date and time prescribed in the tender notice shall NOT be accepted under any circumstances.

Non transferability

16. This tender is non-transferable.

Extension of last date at the Discretion of Department of Pharmaceuticals (DoP)

17. DoP, New Delhi, may in its discretion extend the last date for submission of the Tender and such extension shall be binding on all the Bidders.



Minimum eligibility criteria

18. Bidders should

- Have minimum 5 years of experience of supplying tendered items in bulk to the Departments/ Ministries of the Government of India (Valid certificate or Purchase Orders issued by Departments/Ministries of the Government of India to be attached).
- Have minimum Turnover of Rs. 2.00 crore (Rupees Two crores only) per year during each of the last three years out of which the annual turnover for the supply of items covered under this tender should be at least Rs. 2.00 crore (valid and certified proof has to be attached).
- Have original copy of authorization from manufacturer valid throughout the contract period, in case the firm is not a manufacturer of the item.
- Not have been blacklisted by the Departments/ Ministries of the Govt. of India. However, it is informed that mere fulfillment of minimum eligibility criteria does not entitle the firm to demand that their financial bid be evaluated.

Pre-Bid Conference

19. A Pre-bid Conference will be convened under the Chairmanship of Director (Admn.) for the prospective bidders requiring any clarification on the Tender Document on 10th June 2015 at 3.00 P.M. in Shashtri Bhawan, New Delhi.

Signature on each page of the tender document

20. Each page of the tender document should be signed by the bidder as proof of having read the contents therein and to ensure that bidders do not plead ignorance of the contents subsequently.

**SUPPLY OF BRANDED HIGH END/MEDIUM ENDS SCANNERS FOR SCANNERS OF
DIFFERENT SPECIFICATIONS TO DEPARTMENT OF PHARMACEUTICALS, NEW
DELHI ON RATE CONTRACT BASIS**

Date of opening of technical bids: 16th June 2015 at 1530hrs

Date of opening of financial bids: : 18th June, 2015 at 1500 hours.

TERMS & CONDITIONS OF THE TENDER

Made in India

1. The Scanners must be made in India.

Rates/ Prices

2. The rates quoted as M R P in Annexure to Financial bid should be quoted in Indian Rupees only in words as well as figures. Inclusive of all taxes like Excise duty, sales tax, VAT etc. as applicable.
3. Prices should be quoted FoD basis (Free delivery) at DoP, Shashtri Bhawan, New Delhi only.

Penalty

4. The contractor shall execute the Purchase Orders (P.Os) placed by the concerned Officer within five days after receipt of P.O. Further it would be responsibility of Supplier/Contactor to supply articles at consignees' location. Delayed execution of order would be deemed to be unsatisfactory performance and repeated delays may lead to cancellation of the Contract.
5. If the selected bidder/firm does not supply the items within the stipulated period as may be indicated by DoP, DoP reserves the right to arrange the supply from another firm and the bidder will have to reimburse the additional expenditure, if any, incurred by DoP.

Settlement of disputes

6. All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Secretary, Department of Pharmaceuticals or any person nominated by him. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with the consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

Purchasers Rights

8. The DoP reserves the right to accept/reject any or all the Bids in whole or in part and annul the bidding process without assigning any reason whatsoever.
9. The DoP reserves the right to award the supply orders in parts to more than one Bidder.
10. The DoP reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.
11. The DoP reserves the right to black list a bidder for a suitable period in case the firm fails to honour its bid without sufficient grounds.
12. If a firm after award of the contract violates any of the terms and conditions, it shall be blacklisted and its EMD/performance security shall be forfeited.

Basis of awarding the contract

13. The contract shall ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions.
- 13.1 If two or more bidders have offered the same price, DoP reserves the right to classify all such bidders as lowest and divide the order suitably between them or adopt some transparent and objective criteria.

Genuinity of the supplies

14. The material shall be in original packing from the manufacturer.

Mode of Payment

15. Payment against bill/Invoice shall be released only after execution of the supply order and the quality of the items are found to the satisfaction of the DoP. Payment will be made direct to the supplier through RTGS only. No request for other mode of payment will be entertained. No advance payment will be made in any case.

General/Others

16. The tenderer will be bound by the details furnished by him/her to DoP, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her is

found to be false at any stage, it would be deemed to be a breach of terms of the contract making him / her liable for legal action besides termination of contract.

17. The charges such as Octroi, packing, forwarding, freight insurance, loading and unloading, entry tax, demo, etc. will be paid by the tenderer only.

18. In no circumstances, the firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice and performance security will be forfeited.

19. The Officers of DoP or their representatives may inspect the items before supply.

TECHNICAL BID QUALIFICATION

SUPPLY OF BRANDED SCANNERS/HIGH END/MEDIUM END OF DIFFERENT SPECIFICATIONS FOR SCANNERS TO DEPARTMENT OF PHARMACEUTICALS, NEW DELHI

The bidder to be eligible for technical qualification must satisfy the following conditions/qualifications. Any bid not fulfilling any of the essential requirements would be classified as "Technically Not Qualified" and rejected. Financial bids of such bidders will not be opened.

1. Name of the Tenderer Firm/Agency/Company : (Yes/No – Page. No.....)
2. Address of the Tenderer Firm/Agency/Company : (Yes/No – Page. No.....)
3. Contact Details of the Tendering Firm/Agency : (Yes/No – Page. No.....)
(a) Tel. No. with STD (O)..... (Fax)..... (R).....
(b) Mobile No.....(c) E-mail.....(d) Website.....
4. Name of Proprietor/Partners/Directors of the firm/agency: (Yes/No – Page. No.....)
5. Tenderer's bank, its address and his current account number: (Yes/No – Page. No.....)
6. Registration and incorporation particulars of firm : (Yes/No – Page. No.....)
(Pl. attach copies of the relevant documents/certificates)
7. Original copy of authorization from manufacturer against this Tender valid throughout the contract period, in case the firm is not a manufacturer of the item. (Yes/No – Page. No.....)
8. CST/VAT/Excise Duty/TIN, etc. registration details : (Yes/No – Page. No.....)
(Pl. attach copies of the relevant documents/certificates)
9. Permanent Income Tax Number (PAN)/Income Tax Circle/TIN (Yes/No – Page. No.....)
(Please attach certified copies of last three years Income Tax Returns)
10. Copies of IT Returns filed for the last three financial years: (Yes/No – Page. No.....)
11. Annual turnover for the last three years : (Yes/No – Page. No.....)
(Audited balance sheets and Profit & Loss A/c Statement should be attached)
12. Proof of last three years' experience in supplying branded SCANNERS/HIGH END/MEDIUM END to Govt. Departments : (Yes/No – Page. No.....)
13. Details of Award / Certificates of merit etc. received from any organization (Please attach copy of the certificates) (Yes/No – Page. No.....)
14. Declaration regarding blacklisting or otherwise by the Govt. Departments (Yes/No – Page. No.....)
15. Details of Earnest Money Deposit (EMD) : (Yes/No – Page. No.....)

Any other information:

I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

NOTE: Only those firms who fulfill the aforesaid conditions as mentioned at Sl.No. (1) to (15) shall be eligible for consideration in the next stage. Dated..... Name & Address of Firm..... Authorized Signature & Seal of the Firm

FINANCIAL BID

SUPPLY OF BRANDED HIGH END/MEDIUM ENDSCANNERS OF DIFFERENT
SPECIFICATIONS FOR SCANNERSTO DEPARTMENT OF PHARMACEUTICALS, NEW
DELHI ON RATE CONTRACT BASIS

Date of opening of technical bids: 16th June, 2015 (1530hrs)

Date of opening of financial bids: : 18th June, 2015 at 1500 hours

From

To The Under Secretary, (Admn.)
Department of Pharmaceuticals,
Garage No. 19, Shashtri Bhawan,
New Delhi.

Sir,

Ref: Your tender notice No.

Dated:

I/we have gone through and understood fully the contents/terms & Conditions of said tender and declare that I/ we shall abide by the terms and conditions detailed in the tender document for supply of the items required. I hereby submit my financial bid in the Annexure to this letter.

Important Notes:

2. Please read the instructions in the tender document carefully before filing the financial bid. In particular, read the instructions basics for awarding the Contract very carefully before filing the financial bid.
3. Give list of various scanners in which you deal and you will be able to supply, in annexure to financial bid duly indicating for each a reply in col.4 and MRP (inclusive of all taxes) for each item in Col.5.

Name & address of the bidder
Signature of the Bidder
Authorized Signatory


एस. आर. मीना / S. R. MEENA
अवर सचिव / Under Secretary
औषध विभाग / Deptt. of Pharmaceuticals
रासायन एवं उर्वरक मंत्रालय
Ministry of Chemicals & Fertilizers
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi

ANNEXURE TO FINANCIAL BID

Specification of Scanners:

Sl. No.	Specifications	Make & Model Nos.	Price per unit (Rs.)
1	2	3	4
1.	<u>HIGH END SCANNER</u> SCAN TYPE: Flatbed, ADF, Color Scanning SCAN RESOLUTION: Up to 600 x 600 dpi; Optical Scanning Resolution: Up to 600 dpi SCANNING OPTIONS: (ADF) Single-pass duplex, SCAN SPEED (ADF): Up to 50 ppm/100 ipm (b&w, color, grayscale), RESOLUTION DPI SETTINGS: 75, 100, 150, 200, 240, 300, 400, 500, 600 AUTO DOCUMENT FEEDER CAPACITY: Standard, 100 sheets, DUPLEX ADF SCANNING MEDIA SIZE (ADF): Letter, legal, A4, A5, custom, long paper up to 864 mm (34 in)		
2.	<u>MEDIUM END SCANNER</u> Color Scanning, Scan Technology: Charge Coupled Device (CCD) Scan Type Flatbed, ADF Scan Resolution Hardware: Up to 4800 x 4800 dpi; Optical: Up to 4800 dpi Scan File Format Windows: BMP, JPEG, GIF, TIFF, TIFF compressed, PNG, PCX, Flashpix (FPX), PDF, PDF searchable, RTF, HTM, TXT; Macintosh: TIFF, PICT, JPEG, GIF, FlashPix, Plain Text, PDF, HTML, Rich Text Scan Input Modes: Copy, e-mail, edit text or file buttons, front-panel scan document, scan picture; HP Precision scan Pro; user application via TWAIN; TMA and 25 ppm ADF Scan Speed: Up to 25 ppm (scan to file)/5.5 ipm (duplex)1 Scan Size Maximum ADF: 8.5 x 14 in; Flatbed: 8.5 x 14 in Duplex ADF scanning Auto Document Feeder Capacity: Standard, 50 sheets		

I hereby confirm that I am the manufacturer/authorized dealer/supplier of Scanners for the items indicated in Col 4 and for which I have indicated MRP as on date of filing the tender in Col.5 and I would be able to supply the requisite quantity of these items to DoP as per work orders issued to me from time to time.

Dated.....

Name & Address of Firm.....

Authorized Signature & Seal of the Firm

DECLARATION

SUPPLY OF BRANDED SCANNERS/HIGH END/MEDIUM END OF DIFFERENT SPECIFICATIONS FOR SCANNERS TO DEPARTMENT OF PHARMACEUTICALS, NEW DELHI ON RATE CONTRACT BASIS.

Date of opening of technical bids: 16th June, 2015 (1530hrs)

Date of opening of financial bids: : 18th June, 2015 at 1500 hours

From

M/s.

.....

To The Under Secretary, (Admn.),
Department of Pharmaceuticals,
Garage No.19,
Shashtri Bhawan, New Delhi – 110 001.

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Performance Security, as applicable, in the form of Demand Draft.

3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned / suspended business dealing. I/We further undertake to report to the Department of Pharmaceuticals, New Delhi immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor /Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

Date:

Yours faithfully,

Signature of the Tenderer

Name:

Designation with Seal of the Firm.