

No. 20/10/2016-DGAD
Government of India
Ministry of Commerce & Industry
Department of Commerce
Directorate General of Anti-Dumping and Allied Duties

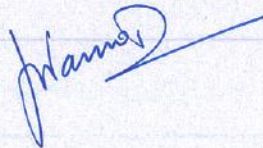
4th Floor, Jeevan Tara Building,
Parliament Street, New Delhi - 110001
Dated: 26th December, 2016

e-TENDER NOTICE

For supply of new Cartridges of the Printers installed in the office of Directorate General of Anti-Dumping and Allied Duties (DGAD) located at 4th Floor, Jeevan Tara Building, Parliament Street, New Delhi from the interested firms/agencies for a period of one year.

Critical Date Sheet

Publish Date & Time	27 December, 2016 (11:00 AM)
Bid Document Download Start Date & Time	27 December, 2016 (11:00 AM)
Seek Clarification Start Date & Time	27 December, 2016 (11:00 AM)
Seek Clarification End Date & Time	09 January, 2017 (1:00 PM)
Bid Submission Start Date & Time	27 December, 2016 (11:00 AM)
Bid Submission Closing Date & Time	10 January, 2017 (11:00 AM)
Bid Opening Date & Time	11 January, 2017 (11:00 AM)



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Dated: 26th December, 2016

e-TENDER NOTICE

**For supply of new Cartridges for the Printers installed in the office of
Directorate General of Anti-Dumping and Allied Duties (DGAD)**

E-tenders are invited by Directorate General of Anti-Dumping and Allied Duties (DGAD) under two bid systems i.e. Part-I: Technical Bid and Part-II: Financial Bid from reputed, experienced and financially sound firm/agency for supply of new Cartridges for the Printers installed in its office located at 4th Floor, Jeevan Tara Building, Parliament Street, New Delhi. The contract will be initially for a period of one year. However, the contract may be extended subsequently, on mutual consent, for a period of not more than one year at a time (upto a maximum period of two years) on review of performance, depending upon the requirements and administrative convenience of the DGAD. The quantum of requirement is given below which may vary as per the requirements of the Directorate at a particular point of time:

S.No.	Description of Required Items	Approximate annual requirement of Cartridges (Nos.)
1.	HP Laserjet Print Cartridge 78A	60
2.	HP Laserjet Print Cartridge 88A	120
3.	HP Laserjet Print Cartridge - 131A (CF211A, CF212A, CF213A, CF210A)	3

- (a) **The tender documents can be downloaded from the website of <http://eprocure.gov.in/eprocure/app>.**
- (b) The interested firm/agency may submit the **tenders online** at **<http://eprocure.gov.in/eprocure/app>** in two bid systems i.e. (i) Technical Bid and (ii) Financial Bid in the prescribed proforma. Tenders are to be submitted **only** online through the e-Procurement portal **<http://eprocure.gov.in/eprocure/app>** as per the instructions contained in **Annexure-II**. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded alongwith the Tender Documents. Tenders sent by any other mode will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances what so ever.

(c) The Earnest Money Deposit (EMD) of Rs. 20,000/- only (Rupees Twenty Thousand Only) in the form of Account Payee Demand Draft drawn in favour of Under Secretary (Cash), Department of Commerce, Udyog Bhawan, New Delhi has to be submitted to the Under Secretary (Admn.), DGAD, Deptt. of Commerce, 4th Floor, Jeevan Tara Building, Parliament Street, New Delhi 110001 upto Bid submission closing date & time. Late receipt of EMD viz., after closure of online bid submission date & time, will make the bidder disqualified and that bid will not be considered. If the bid is received without EMD, it would not be considered and would be rejected summarily. The earnest money shall be refunded to the unsuccessful Tenderers after finalization of the contract. The EMD shall be refunded to the successful bidder on receipt of performance security deposit.

(d) The Technical Bids will be opened online on 11/01/2017 at 11:00 AM by a Committee of 3 Officers in the Directorate General of Anti-dumping & Allied Duties. The bidder who choose to attend the online opening of e-tender or their authorized representative (one person only) having valid authorization letter (**Annexure-VII**) may present in the office located at 4th Floor Jeevan Tara Building, Parliament Street, New Delhi on the scheduled date & time of tender opening. Initially the Technical Bids will be evaluated by the Tender Evaluation Committee (TEC) constituted for the purpose by the Directorate. Only the bidders who qualify in Technical Bid evaluation will be eligible for Financial Bid evaluation at later stage and the financial bids of only technically qualified bidders will be opened. The Tender Evaluation Committee (TEC), after evaluation of the Technical and Financial Bids, will give its specific recommendation(s) regarding the lowest responsive bid, which is to be selected alongwith a comparative statement duly signed by the members of the TEC.

(e) The successful tenderer will have to deposit Performance Security Deposit (PSD) of 5% of the total cost of the tender quoted/approved, in the form of Fixed Deposit Receipt (FDR) made in the name of the Agency and hypothecated to the Under Secretary (Cash), Department of Commerce, Udyog Bhavan, New Delhi covering the entire period of the contract. The PSD should remain valid for a period of ninety (90) days beyond the stipulated date for completion of the contract for initial one year. In case, the contract is further extended beyond the initial period, the PSD will have to be accordingly renewed by the successful tenderer.

(f) The competent authority in the Directorate General of Anti-dumping & Allied Duties (DGAD) reserves the right to:-

- (i) Cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, thereof.
- (ii) Accept or reject any or all the Technical and Financial Bids without assigning any reasons.

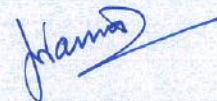


(iii) Relax the tender conditions at any stage if considered necessary for the purpose of finalizing the contract in the overall interest of DGAD.

(g) The tenderer will have to submit an analysis of rates if called upon to do so by DGAD. DGAD may call for original documents for verification of the copies of the documents submitted by a tenderer, if found necessary by DGAD.

(h) If the tenderer deliberately gives wrong information or conceals any information/facts in his tender, which shall be favourable for acceptance of his tender fraudulently, then DGAD reserves the right to reject such tender at any stage of execution without any financial liability.

(i) For any clarification regarding any terms and conditions of the tender, bidders may contact to the Section Officer (AD-I), DGAD, 4th Floor, Jeevan Tara Building, Parliament Street, New Delhi-110001 (Ph. No. 011-2334 9435).



(P.K.Verma)

Under Secretary to the Government of India
Tel No. 23349439

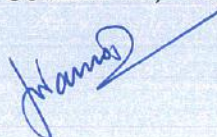
Copy To:

- (i) Central Public Procurement Portal, Govt. of India
- (ii) NIC, DOC for uploading on official website of DOC.

TERMS AND CONDITIONS

The terms and conditions of the contract for supply of new Cartridges for the Printers installed in the office of Directorate General of Anti-Dumping and Allied Duties (DGAD) are as indicated below:

1. The period of the Contract will be one year from the date of award of the Contract. This Directorate reserves the right to terminate the contract at any time without assigning any reason. The period of the contract may be further extended, on mutual consent, for a period of not more than one year at a time (upto a maximum period of two years) on review of performance, depending upon the requirements and administrative convenience of the DGAD. The bidder should be located in the National Capital Region of Delhi.
2. Rates mentioned in the quotation, if accepted, shall remain same during the contract period. No advance payment will be made and payment will be made on production of the requisition/bill.
3. This office will not accept any duplicate/substandard items. If the supplier is not able to supply the items of good quality, appropriate action may be taken against the firm i.e. imposition of penalty, cancellation of contract or forfeiture of EMD/Performance Security deposited with the contract including blacklisting the firm.
4. The firm should be in a position to supply of required items on short notice and also as and when needed. The cartridges have to be supplied to DGAD at 4th Floor, Jeevan Tara Building, Parliament Street, New Delhi. The suppliers will be responsible for delivery of cartridges in good condition at their own risk and cost.
5. The firm should be registered with the Appropriate Government Authorities for the purpose of VAT/Sales/Service Tax etc. The firm/agency should have its own Bank Account.
6. The cartridges should be supplied next day of the requisition order, failing which the items will be procured from the open market and difference of the cost, if any, will be recovered from the Firm/Agency. In addition, a penalty of Rs. 200/- per day of delay (maximum up to Rs. 5000/-) may also be imposed as decided by the Competent Authority.
7. The cartridges are generally purchased on monthly/quarterly basis. However the procurement of the above items would be purely 'on need' basis without any guarantee for any minimum quantity.
8. The successful bidder will have to deposit Performance Security Deposit (PSD) of 5% of the total cost of the tender quoted/approved, in the form of Fixed Deposit Receipt (FDR) made in the name of the Agency and hypothecated to the Under Secretary (Cash), Department of Commerce, Udyog Bhavan, New Delhi



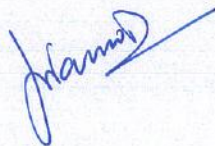
covering the entire period of the contract. The PSD should remain valid for a period of ninety (90) days beyond the stipulated date for completion of the contract for initial one year. In case, the contract is further extended beyond the initial period, the PSD will have to be accordingly renewed by the successful tenderer.

9. In case, the supplier is found in breach of any condition(s) of the contract at any stage or services of the supplier is found not to the satisfaction of the DGAD, the contract may be terminated. The decision of the DGAD shall be final and binding in the regard.

10. The firms/bidders should not have been blacklisted by any Ministry/Department of the Government of India. The tendering firms/bidders shall have to give a notarized affidavit on a stamp paper of appropriate value to the effect that they have not been blacklisted or their business dealing with the Government Ministries/Department have not been banned.

11. Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the Competent Authority in the DGAD.

12. The contract shall be subject to the Indian laws and Jurisdiction of the Courts located In Delhi.



INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without

changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

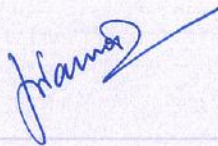
9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.



TECHNICAL BID QUALIFICATION CRITERIA

The Tendering Agency/Firm must fulfil the following technical specification in order to be eligible for clearing the technical evaluation of the bid.

(a) The office of the Firm/Agency should be located either in Delhi/New Delhi. The **proof of address** is to be scanned and uploaded with bid documents.

(b) In case of partnership firms, a copy of the **partnership agreement**, or General Power of Attorney (GPA) duly attested by a Notary Public, should be furnished on stamped paper duly sworn in and affirmed by all the partners admitting execution of the partnership agreement or the GPA. The attested copy of the **certificate of registration** of firm for the purpose of CST/VAT/Service Tax etc. and **TIN number** should also be furnished along with the tender. The said documents are to be scanned and uploaded with bid documents.

(c) The firm/agency should have an **experience of at least 2 years** for the supply of printer cartridges in the Ministries/Departments/PSUs of the Government of India/Private Firms. A complete list of clients and copies of contracts/orders etc. served during the last 2 years (year-wise) shall be provided along with the value of contracts executed. The said documents are to be scanned and uploaded with bid documents.

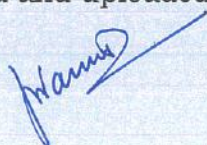
(d) **Copies of Income Tax Returns** for the last two Financial years, i.e. 2014-15 and 2015-16 should also be submitted. The said documents are to be scanned and uploaded with bid documents.

(e) The firm/agency should have its own **Bank Account**. The copy of the proof of Bank account maintained for the last two years shall be scanned and uploaded with bid documents.

(f) Self attested **copy of the PAN Card** of the bidding firms shall be scanned and uploaded with the bid document.

(g) The Earnest Money Deposit (EMD) of Rs. 20,000/- only (Rupees Twenty Thousand Only) in the form of Account Payee Demand Draft drawn in favour of Under Secretary (Cash), Department of Commerce, Udyog Bhawan, New Delhi has to be submitted to the Under Secretary (Admn.), DGAD, Deptt. of Commerce, 4th Floor, Jeevan Tara Building, Parliament Street, New Delhi 110001 upto Bid submission closing date & time. Late receipt of EMD viz., after closure of online bid submission date & time, will make the bidder disqualified and that bid will not be considered. The **details of the Demand Draft** should be entered in the Technical Bid Proforma.

(h) The firms/bidders should not have been blacklisted by any Ministry/Department of the Government of India. The tendering firms/bidders shall have to give an **affidavit on a stamp paper** duly attested by a Notary Public of appropriate value to the effect that they have not been blacklisted or their business dealing with the Government Ministries/Department have not been banned. The affidavit should be scanned and uploaded with bid documents.



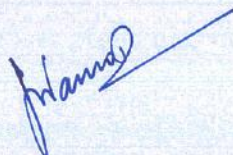
(i) If it is found that the information/certificates furnished by the participating firm is incorrect/wrong or bogus, the firm shall be blacklisted, its bids will be ignored and EMD/Performance security will be forfeited.

**CHECK LIST FOR DOCUMENTS TO BE SCANNED AND UPLOADED FOR
TECHNICAL BID EVALUATION**

- i) Tender Acceptance Letter (**Annexure-V**) duly signed with official seal of the Firm/Agency.
- ii) Demand Draft of Rs. 20,000/- (Rupees Twenty thousand only) towards Earnest Money Deposit (EMD).
- iii) Proof of address having an office located in Delhi/New Delhi/NCR
- iv) The certificate of registration of firm for the purpose of CST/VAT/Service Tax etc.
- v) Copy of TIN number allotment/certificate.
- vi) Copy of PAN Card.
- vii) A complete list of Ministries/Departments/PSUs and copies of contracts/orders etc. served during the last 2 years (year-wise) for showing experience.
- viii) Copies of Income Tax Returns for the last two Financial years, i.e. 2014-15 and 2015-16.
- ix) The copy of the proof of Bank account maintained for the last two years.
- x) Affidavit on a stamp paper duly attested by a Notary Public to the effect that the firm has not been blacklisted.
- xi) Duly filled and signed proforma for Technical Bid (**Annexure-IV**)

Bidders to ensure

- A. That all Documents being uploaded have been stamped and signed by the authorized person(s).**
- B. All the relevant/supporting documents should be scanned in PDF format and submitted along with the Technical bid.**
- C. That scanned copies of all the documents are clear & legible (clearly readable). DGAD reserves the right to reject the bid in case of illegible copy of documents uploaded.**



PROFORMA FOR TECHNICAL BID
(Information related to firm/supplier)

S. No.	Particulars	To be filled by the Tenderer
1	(a) Name of Firm/Agency	
	(b) Address	
		(write address and name of document for address proof)
	(d) Telephone No.	
	(e) Mobile No.	
	(f) Email id	
	(g) Name of business partner, if any	
2	PAN Number	
3	(a) CST/VAT/Service Tax Registration certificate Number	
	(b) TIN Number	
5	List of Government Ministries/Department/ Clients showing experience in the field	
7	Details of EMD	
	i) Amount	
	ii) D.Draft No.	
	iii) Date	
	iv) Issuing Bank	

All the relevant/supporting documents as stated in the Annexure-III should be scanned in PDF format and submitted along with the Technical bid.

(Signature of the authorized Person)

Date:

Name:

Place:

Seal:



TENDER ACCEPTANCE LETTER

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc ..), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

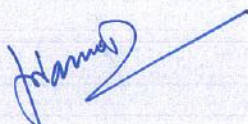
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)



FINANCIAL BID

The financial bids will be opened only in respect of those firms, which qualify in the technical bid evaluation. The Financial Bids will be evaluated as per the rates quoted by the bidders in the given format (BoQ_XXXX.xls) on website as described in the "Instructions for online bid submission" (**Annexure-II**).

- i. The bidder is required to quote rates for all the items. Bids which are not for all items will not be considered.
- ii. The rates should be filled in carefully after considering all the aspects of work as described in the "Terms & conditions governing the Contract" given in **Annexure-I**. No request for change or variation in rates or terms and conditions of the contract shall be entertained on the grounds that the tenderer had not understood the work envisaged by this tender document.
- iii. The Financial evaluation will be done on the basis of total cost for the approximate annual requirement given in the tender document and the L-1 will be determined accordingly.



LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject: Authorization for attending bid opening of Tender for Supply supply of new Cartridges of the Printers installed in DGAD.

A person is hereby authorised to attend the bid opening for the tender mentioned above on behalf of (Bidder) as per details given below.

Name of representative

Specimen Signature

.....

.....

Signatures of bidder or
Person authorised to sign the bid
documents on behalf of the bidder
with seal of the Firm/Agency

Note: Only one representative will be permitted to attend bid opening. Permission to attend the bid opening may be refused in case authorization as prescribed above is not received.

