

**INVITATION OF BIDS FOR PROCUREMENT OF
TONERS AND PRINTER CARTRIDGES**

LIMITED TENDER ENQUIRY

M/s _____

As per approved vendor list on LTE basis

REQUEST FOR PROPOSAL (RFP) NO _____ DATED _____ MAR 18

1. Bids in sealed cover are invited for Procurement of **Toners and Printer Cartridges** listed in Part II of this RFP for WESEE offices. Please super scribe the above mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.

2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below –

- | | | | |
|-----|---------------------------------|---|--|
| (a) | Bids/queries to be addressed to | : | Director General WESEE,
West Block V, RK Puram
New Delhi – 066 |
| (b) | Postal address for sending Bids | : | West Block V,
RK Puram, New Delhi – 66 |
| (c) | Name of the contact personnel | : | Captain Om S Alok |
| (d) | Telephone number | : | 011 - 26172039 |
| (e) | Fax number | : | 011 - 26101143 |

3. This RFP, divided into five Parts, is as follows:

(a) Part I – Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.

(b) Part II – Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.

(c) Part III – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.

(d) Part IV – Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.

ओम शंकर आलोक / ~~Captain~~
कप्तान / Captain
संग्रहिकी अधिकारी / Logistics Officer
एम्बु.ई.एस.ई.ई. / WESEE
रक्षा मंत्रालय / Ministry of Defence
वेस्ट ब्लॉक-5 / West Block-5,
सेक्टर-1, आर.के. पुरम / Sector-1, R.K. Puram
नई दिल्ली / New Delhi

(e) Part V – Contains Evaluation Criteria and Format for Price Bids.

4. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

Part I – General Information

1. **Last date and time for depositing the Bids:** 1430 hrs on ~~04 Mar~~^{Apr} 18. The sealed Bids should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

2. **Manner of depositing the Bids:** Sealed Bids should be either dropped in the Tender Box marked as **WESEE Tender Box** or sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/ non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency).

3. **Time and date for opening of Bids:** Tenders will be opened 1500 hrs on ~~04 Mar~~^{Apr} 18. If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer.

4. **Location of the Tender Box:** Tender Box is located at Reception of West Block V, RK Puram, New Delhi. Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.


5. **Place of opening of the Bids:** Bids will be opened at Logistics Office, WESEE, RK Puram, New Delhi. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/ technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

6. **Type of Tender and bids:** This is a Limited Tender Enquiry basis and no unsolicited bids will be accepted/ entertained by this office in accordance with GFR 2017. This procurement is on LTE basis where only commercial details are to be submitted in a sealed cover by the bidder.

7. **Forwarding of Bids:** Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like TIN number, GST/CST number, Bank address with EFT Account if applicable, etc and complete postal & e-mail address of their office.

8. **Bid System:** The Bids are invited from the vendors on Single Bid system only i.e. Commercial Bid.

9. **Clarification regarding contents of the RFP:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 14 (fourteen) days prior to the date of


ओम शंकर आलोक / Om Shankar
कप्तान / Captain
संभारिकी अधिकारी / Logistics Officer
उल्हास ई.एस.ई.ई. / WESEE
रक्षा मंत्रालय / Ministry of Defence
वेस्ट ब्लॉक-5 / West Block-5,
सेक्टर-1, आर.के. पुरम / Sector-1, R.K. Puram
नई दिल्ली / New Delhi-110066

opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

10. **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

11. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

12. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

13. **Unwillingness to quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of Items as mentioned in this RFP.

14. **Validity of Bids:** 90 days from the date of tender opening and the rates quoted therein shall be valid for the entire contract period.

15. **Earnest Money Deposit (EMD):** All the completed tender documents should be submitted along with 2% earnest money for total amount by way of demand draft in favour of Director General, WESEE, payable at Delhi. The EMD draft shall be placed with commercial bid. The earnest money will be refunded to all bidders except technically cleared vendors on completion of technical evaluation. On opening of commercial quotes, earnest money will be returned to all except the L1 firm (which will be arrived at by a board of officers by way of screening the submitted Technical & Commercial bids). No interest will be paid on the amount of earnest money held by Indian Navy in the context of the project. EMD would stand forfeited if successful tenderer withdraws amends, impairs and derogates from the tender within the validity period of different phases of the related project.


ओम शंकर आलोक / Om S Alok
कप्तान / Captain
संगणिक अधिकारी / Logistics Officer
इंस्टीट्यूट ऑफ डी.ए.ए. / WESEE
रक्षा मंत्रालय / Ministry of Defence
वेस्ट ब्लॉक-5 / West Block-5,
सेक्टर-1, आर.के. पुरम / Sector-1, R.K. Puram
नई दिल्ली / New Delhi-110066


Part II – General Information

1. Schedule of Requirements: The details of Toners and Printer Cartridges is as follows:-

Sl.	Cartridge No	Deno	Qty
1	HP Laser Jet Cartridge Q2612AC	Nos	4
2	HP Laser Jet Cartridge Q7551A	Nos	1
3	HP Laser Jet Cartridge CC388A (88A)	Nos	30
4	HP Laser Jet Cartridge CB436A/36A	Nos	1
5	HP Laserjet Cartridge CC 530A (Black)	Nos	3
6	HP Laserjet Cartridge CC 531A (Cyan)	Nos	1
7	HP Laserjet Cartridge CB540A Black	Nos	2
8	HP 940XL Cartridges (Magenta) (C-4908)	Nos	1
9	HP 940XL Cartridges (Yellow) (C-4909)	Nos	1
10	HP 920XL Inkjet Cartridge CD973A (Magenta)	Nos	1
11	HP Laser Jet Cartridge CE278A (Black)	Nos	20
12	HP Laserjet Cartridge CE-320A (Black)	Nos	1
13	HP Laserjet Cartridge CE-321A (Cyan)	Nos	1
14	HP Laserjet Cartridge CE-323A (Magenta)	Nos	1
15	HP Color Laserjet Cartridge C- 400A (Black)	Nos	8
16	HP Color Laserjet Cartridge C- 401A (Cyan)	Nos	5
17	HP Color Laserjet Cartridge C- 402A (Yellow)	Nos	5
18	HP Color Laserjet Cartridge C- 403A (Magenta)	Nos	5
19	HP Laserjet 680 BK	Nos	2
20	HP Laserjet 680 Tri Colour	Nos	3
21	HP Inkjet C 82 Series (Black) CH565A	Nos	1
22	HP Inkjet C 82 Series (Cyan) CH566A/C4911A	Nos	1

ओम शंकर आलोक / Om Shankar Alok
कप्तान / Captain
संगठनिकी अधिकारी / Legislative Officer
अब्दुल.एस.ई.ई. / WESEE
रक्षा मंत्रालय / Ministry of Defence
वेस्ट ब्लॉक-5 / West Block-5,
सेक्टर-1, आर.के. पुरम / Sector-1, R.K. Puram
नई दिल्ली / New Delhi-110088

22	HP Inkjet C 82 Series (Cyan) CH566A/C4911A	Nos	1
23	HP Inkjet C 82 Series (Yellow) CH568A/C4913A	Nos	1
24	HP Deskjet Cartridge 685 CZ122AA (C)	Nos	2
25	HP laserjet Cartridge CE-310A Black	Nos	4
26	HP laserjet Cartridge CE-311A Cyan	Nos	1
27	HP laserjet Cartridge CF-280A Black	Nos	4
28	HP 950XL Inkjet Cartridge (Black)	Nos	3
29	HP 951XL Inkjet Cartridge (Magenta)	Nos	2
30	HP 951XL Inkjet Cartridge (Cyan)	Nos	2
31	HP 951XL Inkjet Cartridge (Yellow)	Nos	2
32	HP Laserjet Cartridge CF350A	Nos	2
33	HP Laserjet Cartridge CF351A	Nos	2
34	HP Laserjet Cartridge CF352A	Nos	2
35	HP Laserjet Cartridge CF353A	Nos	2
36	HP Laserjet Cartridge CF380A	Nos	1
37	HP Laserjet Cartridge CF381A	Nos	1
38	HP Laserjet Cartridge CF382A	Nos	1
39	HP Laserjet Cartridge CF383A	Nos	1
40	HP Laserjet 862 Magenta	Nos	1
41	Canon Fax Cartridge L220 (FX 3)	Nos	1
42	Canon Cartridge 751 M (Magenta)	Nos	3
43	Canon Cartridge 751 BK (Black)	Nos	3
44	Canon Cartridge 751 Y (Yellow)	Nos	3
45	Canon Cartridge 751 C (Cyan)	Nos	3
46	Canon Cartridge 751 PGBK (Photo Black)	Nos	3
47	Canon NPG51	Nos	2


 ओम शंकर आलोक / Om S Alok
 कप्तान / Captain
 सैन्यिकी अधिकारी / Logistics Officer
 अखिल भारतीय सैन्यिकी सेवा / WESEE
 रक्षा मंत्रालय / Ministry of Defence
 वेस्ट ब्लॉक-5 / West Block-5,
 सेक्टर-1, आर.के. पुरम / Sector-1, R.K. Puram
 नई दिल्ली / New Delhi-110088

48	Panasonic Fax Cartridge KXFAT-410SX	Nos	3
49	HP Laserjet C8543X	Nos	1
50	Canon 746XL Colour	Nos	3
51	HP Printhead Yellow 11 C4838A	Nos	1
52	HP Printhead Cyan 11 C4811A	Nos	1
53	HP Printhead Black 11 C4810A	Nos	1
54	Samsung CLT-K506S BK	Nos	2
55	Samsung CLI-M506S M	Nos	2
56	Samsung CLT-C506S C	Nos	2
57	Samsung CLT- Y506S Y	Nos	2
58	Brother Toner Cartridge TN 2260	Nos	4

2. **Delivery Period.** Delivery period for supply of items would be less than Four Weeks from the effective date of Supply Order. Please note that Order can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period. Will be at the sole discretion of the Buyer, with applicability of LD Clause.

3. **Consignee Details.**

Director General
WESEE, West Block – V
RK Puram, New Delhi


 ओम शंकर आलोक / Om S Alok
 कप्तान / Captain
 सैन्यिकी अधिकारी / Logistics Officer
 एम्.ई.एस.ई.ई. / WESEE
 रक्षा मंत्रालय / Ministry of Defence
 वेस्ट ब्लॉक-5 / West Block-5,
 सेक्टर-1, आर.के. पुरम / Sector-1, R.K. Puram
 नई दिल्ली / New Delhi-110068

Part III – Standard Conditions of RFP

The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law:** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.

2. **Effective Date of the Contract:** The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.

3. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. The standard clause of arbitration is as per Forms DPM-7, DPM-8 and DPM-9 (Available in MoD website and can be provided on request).

4. **Penalty for use of Undue influence:** The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or for bearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offence by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

5. **Agents / Agency Commission:** The Seller confirms and declares to the Buyer that the Seller is the original manufacturer of the stores/provider of the services referred to in this Contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries, whether officially or unofficially, to the award of the contract to the Seller; nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The

शोम शंकर आलोक / Om Sankar
कप्तान / Captain
सामरिकी अधिकारी / Logistics Officer
उप-डि.एस.ई.ई. / WESEE
रक्षा मंत्रालय / Ministry of Defence
वेस्ट ब्लॉक-5 / West Block-5,
सेक्टर-1, आर.के. पुरम / Sector-1, R.K. Puram
नई दिल्ली / New Delhi-110066

Seller agrees that if it is established at any time to the satisfaction of the Buyer that the present declaration is in any way incorrect or if at a later stage it is discovered by the Buyer that the Seller has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Seller will be liable to refund that amount to the Buyer. The Seller will also be debarred from entering into any supply Contract with the Government of India for a minimum period of five years. The Buyer will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Seller who shall in such an event be liable to refund all payments made by the Buyer in terms of the Contract along with interest at the rate of 2% per annum above LIBOR rate. The Buyer will also have the right to recover any such amount from any contracts concluded earlier with the Government of India.

6. **Non-disclosure of Contract documents:** Except with the written consent of the Buyer/ Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

7. **Liquidated Damages:** In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply the stores/goods and conduct trials, installation of equipment, training, etc as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The BUYER may also deduct from the SELLER as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

8. **Termination of Contract:** The Buyer shall have the right to terminate this Contract in part or in full in any of the following cases:-

(a) The delivery of the material is delayed for causes not attributable to Force Majeure for more than (01 month) after the scheduled date of delivery.

(b) The Seller is declared bankrupt or becomes insolvent.

(c) The delivery of material is delayed due to causes of Force Majeure by more than (01months) provided Force Majeure clause is included in contract.


(d) The Buyer has noticed that the Seller has utilised the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.

(e) As per decision of the Arbitration Tribunal.

9. **Notices:** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

10. **Transfer and Sub-letting:** The Seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

11. **Amendments:** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in


श्रीम शंकर आलोक / श्रीम. शंकर आलोक
कप्तान / Captain
संघीय अतिकारी / Legislative Officer
संघीय प्रस. ई. ई. / WESEE
संघीय मंत्रालय / Ministry of Defence
वेस्ट ब्लॉक-5 / West Block-5,
सेक्टर-1, आर.के. पुम / Sector-1, R.K. Pura
दिल्ली / New Delhi-110066

writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

12. Taxes and Duties

i) General :

1. If Bidder desires to ask for excise duty or Sales Tax / GST extra, the same must be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.

2. If reimbursement of any Duty/Tax is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entreated after the opening of tenders.

3. If a Bidder chooses to quote a price inclusive of any duty/tax and does not confirm inclusive of such duty/tax so included is firm and final, he should clearly indicate the rate of such duty/tax and quantum of such duty/tax included in the price. Failure to do so may result in ignoring of such offers summarily.

4. If a Bidder is exempted from payment of any duty/tax up to any value of supplies from them, he should clearly state that no such duty/tax will be charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate/quantum of any Duty/tax, it should be brought out clearly. Stipulations like, the said duty/tax was presently not applicable but the same will be charged if it becomes leviable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that such duty/tax will not be charged by him even if the same becomes applicable later on. In respect of the Bidders, who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of such duty/tax which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.

5. Any change in any duty/tax upward/downward as a result of any statutory variation in excise taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the supplier. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the Buyer by the Seller. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Seller.

ii) Sales Tax / GST:

1. If it is desired by the Bidder to ask for Sales tax / GST to be paid as extra, the same must be specifically stated. In the absence of any such stipulation in the bid, it will be presumed that the prices quoted by the Bidder are inclusive of sales tax and no liability of sales tax will be developed upon the Buyer.

2. On the Bids quoting sales tax extra, the rate and the nature of Sales Tax applicable at the time of supply should be shown separately. Sales tax will be paid to the Seller at the rate at which it is liable to be assessed or has actually been assessed provided the


ओम शंकर आलोक / Om S Alok
कप्तान / Captain
संगणिकी अधिकारी / Logistics Officer
एम्.ई.एस.ई.ई. / WESEE
रक्षा मंत्रालय / Ministry of Defence
वेस्ट ब्लॉक-5 / West Block-5,
सेक्टर-1, आर.के. पुरम / Sector-1, R.K. Puram
नई दिल्ली / New Delhi-110066

transaction of sale is legally liable to sales tax and the same is payable as per the terms of the contract.

iii) Octroi Duty & Local Taxes:

1. Normally, materials to be supplied to Government Departments against Government Contracts are exempted from levy of town duty, Octroi Duty, Terminal Tax and other levies of local bodies. The local Town/Municipal Body regulations at times, however, provide for such Exemption only on production of such exemption certificate from any authorised officer. Seller should ensure that stores ordered against contracts placed by this office are exempted from levy of Town Duty/Octroi Duty, Terminal Tax or other local taxes and duties. Wherever required, they should obtain the exemption certificate from the Buyer, to avoid payment of such local taxes or duties.

2. In case where the Municipality or other local body insists upon payment of these duties or taxes the same should be paid by the Seller to avoid delay in supplies and possible demurrage charges. The receipt obtained for such payment should be forwarded to the Buyer without delay together with a copy of the relevant act or by-laws/notifications of the Municipality of the local body concerned to enable him to take up the question of refund with the concerned bodies if admissible under the said acts or rules.

Part IV – Special Conditions of RFP

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

1. **Performance Guarantee:** Not applicable view consumable items.
2. **Payment Terms for Indigenous Sellers:** It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/NEFT mechanism instead of payment through cheques, wherever feasible. A copy of the model mandate form prescribed by RBI to be submitted by Bidders for receiving payments through ECS is at Form DPM-11 (Available in MoD website and can be given on request).
3. **Advance Payments:** No advance payment(s) will be made.
4. **Paying Authority:** The Addl. Controller of Defence Accounts (Navy), Project Sea Bird, West Block –V, RK Puram, New Delhi – 110 066
 - (a) **Indigenous Sellers:** (Name and address, contact details). The payment of bills will be made through ACDA (Navy), Delhi on submission of the following documents by the Seller to the Paying Authority along with the bill:
 - (i) Ink-signed copy of contingent bill / Seller's bill.
 - (ii) Ink-signed copy of Commercial invoice / Seller's bill.


ओम शंकर आलोक / Om S Alok
कप्तान / Captain
संगठन विकास / Logistics Officer
उत्सु.सं.एस.ई.ई. / WESEE
रक्षा मंत्रालय / Ministry of Defence
वेस्ट ब्लॉक-5 / West Block-5,
सेक्टर-1, आर.के. पुरम / Sector-1, R.K. Puram
नई दिल्ली / New Delhi-110066

- (iii) Copy of Supply Order/Contract.
- (iv) CRVs in duplicate.
- (v) Inspection note.
- (vi) Guarantee / Warranty certificate.
- (vii) Details for electronic payment viz Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in supply order/contract).
- (viii) Any other document / certificate that may be provided for in the Supply Order / Contract.
- (ix) User Acceptance.

Note: From the above list, the documents that may be required depending upon the peculiarities of the procurement being undertaken, may be included in RFP.

5. **Fall clause:** The following Fall clause will form part of the contract placed on successful Bidder -

(a) The price charged for the stores supplied under the contract by the Seller shall in no event exceed the lowest prices at which the Seller sells the stores or offer to sell stores of identical description to any persons/ Organisation including the purchaser or any department of the Central government or any Department of state government or any statutory undertaking the central or state government as the case may be during the period till performance of all supply Orders placed during the currency of the rate contract is completed.

(b) If at any time, during the said period the Seller reduces the sale price, sells or offer to sell such stores to any person/ organisation including the Buyer or any Dept. of central Govt. or any Department of the State Government or any Statutory undertaking of the Central or state Government as the case may be at a price lower than the price chargeable under the contract, the shall forthwith notify such reduction or sale or offer of sale to the Director general of Supplies & Disposals and the price payable under the contract for the stores of such reduction of sale or offer of the sale shall stand correspondingly reduced. The above stipulation will, however, not apply to:-

- (i) Exports by the Seller.
- (ii) Sale of goods as original equipment at price lower than lower than the prices charged for normal replacement.
- (iii) Sale of goods such as drugs which have expiry dates.
- (iv) Sale of goods at lower price on or after the date of completion of sale/placement of the order of goods by the authority concerned under the existing or previous Rate Contracts as also under any previous contracts entered into with the Central or State Govt. Depts, including their


ओम शंकर आलोक / Om S Alok
कप्तान / Captain
संगठनिकी अधिकारी / Logistics Officer
एम्.डी.एस.ई.ई. / WESEE
रक्षा मंत्रालय / Ministry of Defence
वेस्ट ब्लॉक-5 / West Block-5,
सेक्टर-1, आर.के. पुरम / Sector-1, R.K. Puram
नई दिल्ली / New Delhi-110086

undertakings excluding joint sector companies and/or priGSTe parties and bodies.

(c) The Seller shall furnish the following certificate to the Paying Authority along with each bill for payment for supplies made against the Rate contract – “We certify that there has been no reduction in sale price of the stores of description identical to the stores supplied to the Government under the contract herein and such stores have not been offered/sold by me/us to any person/organisation including the purchaser or any department of Central Government or any Department of a state Government or any Statutory Undertaking of the Central or state Government as the case may be upto the date of bill/the date of completion of supplies against all supply orders placed during the currency of the Rate Contract at price lower than the price charged to the government under the contract except for quantity of stores categories under sub-clauses (a),(b) and (c) of sub-para (ii) above details of which are given below -”.

6. **Risk & Expense clause :**

(a) Should the stores or any installment thereof not be delivered within the time or times specified in the contract documents, or if defective delivery is made in respect of the stores or any installment thereof, the Buyer shall after granting the Seller 45 days to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.

(b) Should the stores or any installment thereof not perform in accordance with the specifications / parameters provided by the SELLER during the check proof tests to be done in the BUYER's country, the BUYER shall be at liberty, without prejudice to any other remedies for breach of contract, to cancel the contract wholly or to the extent of such default.

(c) In case of a material breach that was not remedied within 45 days, the BUYER shall, having given the right of first refusal to the SELLER be at liberty to purchase, manufacture, or procure from any other source as he thinks fit, other stores of the same or similar description to make good:-

(i) Such default.


(ii) In the event of the contract being wholly determined the balance of the stores remaining to be delivered there under.

(d) Any excess of the purchase price, cost of manufacturer, or value of any stores procured from any other supplier as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the SELLER. Such recoveries shall not exceed 50 % of the value of the contract.”

7. **Inspection Authority:** The Inspection will be carried out by **WESEE**. The mode of Inspection will be Departmental Inspection / User Inspection / Joint Inspection / Self-certification.

8. **Warranty-**

(a) The following Warranty will form part of the contract placed on the successful Bidder.


ओम शंकर आलोक / Om Shanker
कप्तान / Captain
संगठनिकी अधिकारी / Logistics Officer
डिप्टी एस.ई.ई. / WESEE
रक्षा मंत्रालय / Ministry of Defence
वेस्ट ब्लॉक-5 / West Block-5,
सेक्टर-1, आर.के. पुरम / Sector-1, R.K. Puram
नई दिल्ली / New Delhi-110068

(i) Except as otherwise provided in the invitation tender, the Seller hereby declares that the goods, stores articles sold/supplied to the Buyer under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification contained in the contract. The Seller hereby guarantees that the said goods/stores/articles would continue to conform to the description and quality aforesaid for a period of 12 months from the date of delivery of the said goods stores/articles to the Buyer or 15 months from the date of shipment/despatch from the Seller's works whichever is earlier and that notwithstanding the fact that the Buyer may have inspected and/or approved the said goods/stores/articles, if during the aforesaid period of 12/15 months the said goods/stores/articles be discovered not to conform to the description and quality aforesaid not giving satisfactory performance Buyer shall be entitled to call upon the Seller to rectify the goods/stores/articles or such portion thereof as is found to be defective by the Buyer within a reasonable period, or such specified period as may be allowed by the Buyer in his discretion on application made thereof by the Seller, and in such an event, the above period shall apply to the goods/stores/articles rectified from the date of rectification mentioned in warranty thereof, otherwise the Seller shall pay to the Buyer such compensation as may arise by reason of the breach of the warranty therein contained.

(ii) Guarantee that they will supply spare parts, if and when required on agreed basis for an agreed price. The agreed basis could be and including but without any limitation an agreed discount on the published catalogue or an agreed percentage of profit on the landed cost.

(iii) Warranty to the effect that before going out of production for the spare parts they will give adequate advance notice to the Buyer of the equipment so that the latter may undertake the balance of the lifetime requirements.

(iv) Warranty to the affect that they will make available the blue prints of drawings of the spares if and when required in connection with the main equipment.

Part V – Evaluation Criteria & Price Bid issues

1. **Evaluation Criteria** - The broad guidelines for evaluation of Bids will be as follows:

(a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.

(b) In respect of Two-Bid system, the technical Bids forwarded by the Bidders will be evaluated by the Buyer with reference to the technical characteristics of the equipment as mentioned in the RFP. The compliance of Technical Bids would be determined on the basis of the parameters specified in the RFP. The Price Bids of

ओम शंकर आलोक /
कप्तान / Captain
संगणिकी अधिकारी / Logistics Officer
एम्.ई.एस.ई.ई. / WESEE
रक्षा मंत्रालय / Ministry of Defence
वेस्ट ब्लॉक-5 / West Block-5,
सेक्टर-1, आर.के. पुरम / Sector-1, R.K. Puram
नई दिल्ली / New Delhi-110088

only those Bidders will be opened whose Technical Bids would clear the technical evaluation.

(c) The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given at Para 2 below. The consideration of taxes and duties in evaluation process will be as follows:

(i) In cases where only indigenous Bidders are competing, all taxes and duties (including those for which exemption certificates are issued) quoted by the Bidders will be considered. The ultimate cost to the Buyer would be the deciding factor for ranking of Bids.

(ii) In cases where both foreign and indigenous Bidders are competing, following criteria would be followed –

(aa) In case of foreign Bidders, the basic cost (CIF) quoted by them would be the basis for the purpose of comparison of various tenders.

(ab) In case of indigenous Bidders, excise duty on fully formed equipment would be offloaded.

(ac) Sales tax and other local levies, i.e. octroi, entry tax etc would be ignored in case of indigenous Bidders.

(d) The Bidders are required to spell out the rates of Customs duty, Excise duty, GST, Service Tax, etc in unambiguous terms; otherwise their offers will be loaded with the maximum rates of duties and taxes for the purpose of comparison of prices. If reimbursement of Customs duty / Excise Duty / GST is intended as extra, over the quoted prices, the Bidder must specifically say so. In the absence of any such presumed that the prices quoted are firm and final and no claim on account of such duties will be entrained after the opening of tenders. If a Bidder chooses to quote a price inclusive of any duty and does not confirm inclusive of such duty so included is firm and final, he should clearly indicate the rate of such duty and quantum of excise duty included in the price. Failure to do so may result in ignoring of such offers summarily. If a Bidder is exempted from payment of Customs duty / Excise Duty / GST duty upto any value of supplies from them, they should clearly state that no excise duty will be charged by them up to the limit of exemption which they may have. If any concession is available in regard to rate/quantum of Customs duty / Excise Duty / GST, it should be brought out clearly. Stipulations like, excise duty was presently not applicable but the same will be charged if it becomes leviable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that excise duty will not be charged by him even if the same becomes applicable later on. In respect of the Bidders who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of excise duty which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders. The same logic applies to Customs duty and GST also.

(e) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.


Om S Alok / Om S Alok
Captain / Captain
Logistics Officer / Logistics Officer
WESEE
Ministry of Defence
West Block-5, / West Block-5,
Sector-1, R.K. Puram / Sector-1, R.K. Puram
New Delhi / New Delhi-110066

(f) The Lowest Acceptable Bid will be considered further for placement of contract / Supply Order after complete clarification and price negotiations as decided by the Buyer. The Buyer will have the right to award contracts to different Bidders for being lowest in particular items. The Buyer also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Bidder is not in a position to supply full quantity in stipulated time.

(g) Any other criteria as applicable to suit a particular case.

2. **Price Bid Format:** The Price Bid Format is given below and Bidders are required to fill this up correctly with full details:

a. Basic cost of the item/items:

	Item	Unit Price	Qty	Total
(i)	a			
(ii)	b			
(iii)	c			
(iv)	Total of Basic Price			

b. Is GST extra? If Yes, then mention the following:

- (i) Total value on which GST is leviable
- (ii) Rate of GST
- (iii) Total value of GST leviable:

c. Is Service Tax extra? If yes, then mention the following:

- (i) Total value of Services on which Service Tax is leviable:
- (ii) Rate of Service Tax leviable:
- (iii) Total value of Service Tax leviable:

d. Any other Taxes / Duties / Overheads / Other costs:

e. Grand Total:


(Om S. Alok)
Captain
Logistics Officer
for Director General
08 Mar 18

