

**REQUEST FOR QUOTATION
FOR
PROCUREMENT OF PRINTER CONSUMABLES
FROM HP AUTHORIZED PARTNERS (RSRs)**



आपत्काले रक्षिष्यामि

GIC Re

भारतीय साधारण बीमा निगम

General Insurance Corporation of India

Suraksha, 170, J. Tata Road,
Churchgate, Mumbai – 400 020.

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Ref. No. : ITMG/ 85 /2016-17

Date of issue of Tender Document: 17 October 2016

Submit before : 03.00 PM, 10 November 2016

Web Site downloads copy → (please ✓ in the box)

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SECTION – I: REQUEST FOR QUOTATION FOR PROCUREMENT OF PRINTER CONSUMABLES OF HP BRAND FROM HP AUTHORIZED PARTNERS (RSRs)

1. INTRODUCTION:

General Insurance Corporation of India (GIC), is a wholly owned Government of India undertaking and has been catering to the needs of Indian General Insurance Industry for the past four decades. GIC of India is currently the designated "Indian Reinsurer".

GIC also assumes reinsurance from foreign insurance companies. GIC of India has started leading the reinsurance programs of several insurance companies in neighboring SAARC Countries, South East Asia, Middle East and African continent. To offer its international clientele easy accessibility and efficient service, GIC of India has enhanced its global presence by opening branch offices in London, Kuala Lumpur, Dubai, a representative office at Moscow and Subsidiary in South Africa.

2. REQUIREMENTS:

GIC requires to procure printer consumables of HP Brand on Rate Contract basis.

3. INVITATION:

Sealed quotations are invited in the format of Commercial bid as given in **Annexure-I** from following HP authorized partners (RSRs) for a period of one year:-

- Sri Jai Media
- Goldline I-Tech Solutions Pvt. Ltd.
- Krishna Enterprises
- Computer Stationery
- Arrow System
- Alpha Digital Equipments Pvt. Ltd.
- Bon Moyar Computer Private Limited
- Rohra Computer Products
- Datatrade Products
- R. M. Enterprises
- Mahalsa Computers Pvt. Ltd.

4. TENDER DOCUMENT:

The Tender Document (non-transferable) covering eligibility requirements and terms & conditions may be obtained by interested and eligible bidders by downloading from the GIC Re website www.gicofindia.com.

5. IMPORTANT DATES:

Event / Activity	Date / Time
Date of issue of Tender Document	17 October 2016
Last Date for Submission of Sealed Tender Bids	3:00 PM on 10 November 2016
Opening of Bids	3:30 PM on 10 November 2016

SECTION – II : INSTRUCTIONS / GUIDELINES TO BIDDERS:

1. BINDING TO ALL TERMS & CONDITIONS:

The bidders are advised to submit the quotation strictly based on the terms and conditions and specifications contained in the RFQ document including amendments, if any, issued by GIC prior to submission of bids. The formats prescribed in the tender documents should be scrupulously followed by the bidders. The bids that do not comply with the terms and conditions are liable for rejection.

2. SUBMISSION OF QUOTATIONS:

The quotation should be submitted in one sealed envelope superscribed “**QUOTATION FOR PROCUREMENT OF PRINTER CONSUMABLES OF HP BRAND**”.

Each page of the bid has to be initialed by authorised official along with the Company seal.

2.1 Details of RTGS/ NEFT of Earnest Money Deposit (EMD):-

Envelope should contain EMD of ₹ 10,000/- (Rupees Ten Thousand Only). The payment towards EMD shall be made through **RTGS / NEFT** in account of "**General Insurance Corporation of India**" as per details below:-

Sr. No.	Details of Bank Account	
1	Type of Account	Current
2	Account Number	001020100010245
3	Name of the Bank	Bank of India
4	Name of the Branch	Churchgate, Mumbai
5	Address of Branch	Eros Building, Churchgate, Mumbai – 400 020
6	MICR Code No.	400013014
7	IFSC Code No.	BKID0000010

The EMD will not carry any interest.

2.2. Envelope should contain the following documents:-

- Signed and stamped copy of **Annexure-I** with all the details filled in.
- Self-declaration on the official letter-head of the company/firm in the format given at **Annexure-II**.
- Manufacturer’s Authorization Form (MAF) from Hewlett Packard India Pvt. Ltd.
- Earnest Money Deposit (EMD) of ₹ 10,000/- along with the statement of EMD transfer done through RTGS/NEFT.

Note:

- The documents as listed above should be of the same company and not of corporate / group / affiliated / associate company or a sister concern.
- On request original documents should be produced failing which the tender is liable for rejection.

3. **PLACE OF SUBMISSION:**

The Tender Offer as indicated above should be dropped in Tender Box kept at the following address:-

**General Insurance Corporation of India,
ITMG Department, 1st Floor, Suraksha,
170, J. Tata Road, Churchgate, Mumbai-400 020.
☎: +91 22 22867115 / 22867154, E-mail: itmg@gicofindia.com**

Sealed quotations should be submitted on or before the last date and time for submission of quotations. GIC will not be responsible for delay of delivery and/or submission of the quotations under any circumstances. GIC shall not be responsible for delayed delivery or non-delivery of quotations that are sent by post. If the last date for submission of quotations is declared a holiday by the authorities then the quotation can be submitted on the next working day before 03:00 PM.

4. **OPENING OF QUOTATION :**

The bids will be opened at the above address in the presence of those bidders who have submitted the bid and wish to remain present. The bidders are required to send their representative/s who is/are vested with powers to make a decision. The authorised representative should bring a letter on company's letterhead authorising him/her to attend the bid-opening. Without this letter he/she may not be allowed to attend the bid-opening meeting.

5. **PROCEDURE FOR PROCESSING THE QUOTATION:**

- a) Commercial bids of only those bidders would be considered who have submitted MAF from HP, self declaration as per **Annexure-II** and EMD as per clause 2.1 above.
- b) The bid prices would be announced and the lowest commercial bid in terms of itemwise cost (L1) would be identified on the basis of rates quoted for each consumable item. The cost of all the items should be filled properly and legibly.
- c) Any commercial bid incomplete in any respect would not be considered.

This procedure is subject to changes and the procedure adopted by GIC for opening the tender shall be final and binding on all the parties.

6. **FORFEITURE OF E.M.D.:**

- a) The EMD made by the bidder will be forfeited if the bidder withdraws the quotation after acceptance by GIC; or
- b) Withdraws the quotation before the expiry of the validity period of the quotation; or
- c) Violates any of the provisions of the terms and conditions of the Request for Quotation.

7. **REFUND OF E.M.D.:**

- a) EMD of ₹ 10,000/- of the successful bidder submitted through NEFT/RTGS shall be converted/adjusted into Security Deposit and would be refunded to the successful bidder after the expiry of agreement (**Annexure-III**).

- b) In case of rejection of tender / unsuccessful tender, the EMD will be refunded to the bidders after intimation of rejection.

8. REJECTION OF QUOTATIONS:

The quotation is liable to be rejected *interalia* if any of the following conditions is met:-

- a) If it is not accompanied by the requisite EMD payment.
- b) If it is not in conformity with the instructions mentioned herein.
- c) If it is not properly signed by the bidders.
- d) If it is not received in sealed envelope as specified.
- e) If it is received after expiry of specified time and date.
- f) If it is incomplete or due to non-furnishing of required documents.
- g) If it is conditional.
- h) If it is linked to GIC Re's assets and/or revenue.

GIC reserves the right to reject the quotation without assigning any reasons whatsoever and the decision of GIC is final and no communication would be entertained.

9. VALIDITY OF QUOTATIONS:

Bids should be valid for acceptance for a minimum period of at least 90 (ninety) days from the date of opening of tender. The validity may be extended by mutual consent. Offers with lesser validity period would be rejected.

10. AGREEMENT:

The successful bidders shall enter into a detailed Agreement with GIC as per draft given in **Annexure - III**. However, GIC Re reserves the right to alter / vary / amend / modify all or any of the terms set out in the said draft Agreement.

11. GENERAL:

GIC Re reserves the right to:

- a) Accept / reject any or all of the bids submitted by a bidder, without assigning any reasons thereof.
- b) Revise the inventory of equipment during the contract period without change in the per unit rates quoted by the bidder.
- c) Add, modify, relax or waive any of the conditions stipulated in the bid whenever deemed necessary.

12. PAYMENT TERMS:

Payment for the consumables shall be in Indian Rupees only. The vendors should quote only the base price. All applicable taxes/Octroi will be paid as actuals. Octroi charges would be paid, wherever applicable and would be reimbursed on production of actual documents. There shall be no escalation in the prices once the prices are fixed and agreed by the company and the vendors. But, any benefit arising out of any subsequent reduction in the prices due to reduction in duty & taxes after the prices are fixed and before the agreement should be passed on to GIC Re. GIC Re would be entitled to levy, deduct tax on payments as applicable in India.

ANNEXURE-I

COMMERCIAL BID FOR PRINTER CONSUMABLES OF HP BRAND

Name of Organization:	
Address (including telephone numbers and email-id)	
Manufacturer's Authorization Form (MAF) from Hewlett Packard (HP) attached	Yes/No
Self-declaration for non-blacklisting of company/firm on official letterhead as per Annexure-II of the Request for Quotation.	Yes/No
I T E M S	Quoted Unit Price (in ₹)
(A) INK CARTRIDGES (of HP Brand)	-
(a) HP Office jet Pro 8600 Plus:-	-
CN045A (950) HP Black Cartridges	
CN046A (951) HP Cyan Cartridges	
CN047A (951) HP Magenta Cartridges	
CN048A (951) HP Yellow Cartridges	
(b) DESKJET – F4288:-	-
CC640ZZ HP 818 Black Ink	
CC643ZZ HP 818 Colour Ink	
(c) DESKJET – 1050:-	-
CH561Z HP 802 Black Ink	
CH562Z HP 802 Tri-colour Ink	
(B) LASER JET TONERS (of HP Brand)	-
(a) HP Laser Jet P3015Dn:-	-
HP Laser Jet P3015Dn – CE255A	
(b) HP Laser Jet P1505:-	-
HP Laser Jet CB436A 36A	
(c) LASERJET PRO MFP M226dn	-
CC388A HP 88A Black Ink	

Bidder may submit quote for the above mentioned brand only. Quoted prices should be exclusive of applicable taxes.

Please provide supporting documents for all the pre-qualification criteria.

1. The documents as listed above should be of the same company and not of corporate / group / affiliated / associate company.
2. On request original documents should be produced failing which the tender would be liable for rejection.
3. GIC Re reserves the right to independently verify the claims of the bidder.

Place: _____

Signature with seal: _____

Date: _____

Name: _____

Contact No./Email Id: _____

Designation: _____

ANNEXURE-II

Self-Declaration for non-blacklisting of the company/firm
(To be executed on official letter head of the company/firm)

I/We _____ (Name of Person/s)
_____ (Designation) of
_____ (Name of company/firm) with registered office at

hereby declare that our company/firm has not been blacklisted by any department of Government of India and/or any state government and/or any public sector undertakings.

The information furnished by me is true and in future, if it is found that the information given by me is false, then General Insurance Corporation of India (GIC Re) is free to take any legal action including blacklisting, termination of contract, etc. against me and/or my company/firm.

Place: _____

Signature: _____

Date: _____

Name : _____

Designation: _____

ANNEXURE-III

Agreement for Rate Contract of Consumables for a period of 1 year
(to be executed on non-judicial stamp paper worth ₹100/-)

This Agreement entered into at Mumbai on this _____ day of _____ 2016

BETWEEN _____ a company registered under the Companies Act, 1956 and having its registered office at _____ hereinafter referred to as the VENDOR

AND

General Insurance Corporation of India (GIC Re), a company registered under the Companies Act, 1956 and having its registered office at Suraksha, 170, J. Tata Road, Churchgate, Mumbai 400020, hereinafter referred to as GIC.

WHEREAS GIC had called for tenders from various companies for procurement and empanelment of vendors for Computer Consumables, hereinafter called RFP; and

WHEREAS the Vendor had submitted a quotation which was accepted by GIC; and

WHEREAS GIC is desirous of placing order for the same; and

WHEREAS the Vendor had agreed to provide computer consumables to GIC as per the terms and conditions mentioned herein below.

NOW THEREFORE THIS DEED WITNESSETH:

1. **PERIOD OF AGREEMENT:**

This Agreement is for the period of 1 year from _____ to _____.
However, the period of Agreement may be extended by mutual consent at expiring rates and terms.

2. **CONSIDERATION:**

GIC will pay to the vendor at the rate indicated against each item as per the Purchase Order. The payment for the consumables will be made to service provider after the execution of agreement by means of bills/invoices submitted by the vendor against its delivery.

3. **TERMS AND CONDITIONS:**

1. If the items supplied by the vendor are not found to be original, then the Corporation reserves the right to disqualify the vendor without assigning any reason thereof.
2. If it is discovered after the supply has been made that the material supplied are not according to the specifications, such supply will be rejected at the supplier's cost.
3. If the supplier fails to deliver the goods on or before the date specified, the Corporation reserves the right to discontinue purchasing the items without assigning any reason thereof and the vendor should make good any loss or damage that the Corporation suffers on this account.

4. No alterations in specifications or quality of the items ordered or in the period of execution or in the prices of the items to be finalized shall be made without prior intimation to the Corporation and acceptance of the same by the Corporation in writing. It is the vendor's responsibility to demonstrate that the quality and the standards specified have been complied with.
5. Any dispute arising out of or relating to this enquiry shall be restricted to adjudication in courts in Mumbai only.
6. The vendor shall not sub-contract any work under this Agreement without the prior written consent of GIC.
7. The old/used consumables will become property of GIC.
8. Transport charges for the delivery of consumables safely to GIC will have to be borne by the vendor.
9. In the event of any breach of contract, decision of GIC shall be final and binding and reserves the right to cancel the contract in case of poor performance.
10. GIC reserves the right to withhold the payment, if the delivery/goods/service is not satisfactory.

4. **DEDUCTIONS OF PENALTY:**

In the event of delayed delivery i.e. after the expiry of the period as agreed by both the parties, the vendor shall be liable for a penalty deduction at a percentage of the total value of the consignment subject to a maximum of 10% (ten percent) as detailed below:-

- @ 1% up to one week;
- @ 2.5% up to two weeks;
- @ 5% up to three weeks;
- @ 10% for four weeks and above

For the purpose of this clause, part of the week is considered as a full week.

In the event of supply of faulty/defective material or material that is not as per the standards and/or specifications, then the vendor has to replace faulty/defective material with the standard/specified material by GIC at its own cost.

GIC reserves the right to blacklist the vendor under the following conditions:-

- If the delivery time of the order placed to the vendor exceeds two weeks.
- If the vendor refuses/is unable to change the faulty/defective material supplied to GIC against any/all order(s).
- Any violation of the contract and/or breach of conditions of RFP.
- Any other condition(s) arising during the contract period which could affect the rights and interests of GIC.

5. **PAYMENT TERMS:**

Payment for the consumables shall be in Indian Rupees only. The vendors should quote only the base price. All applicable taxes/Octroi will be paid as actuals. Octroi charges would be paid, wherever applicable and would be reimbursed on production of actual documents. There shall be no escalation in the prices once the prices are fixed and agreed by the company and the vendors. But, any benefit arising out of any subsequent reduction in the prices due to reduction in duty & taxes after the prices are fixed and before the agreement should be passed on to GIC Re. GIC Re would be entitled to levy, deduct tax on payments as applicable in India.

6. CANCELLATION (VALIDITY OF AGREEMENT):

This Agreement is valid initially for a period from _____ to _____. Either party may terminate the agreement prior to expiry of contract period by giving one month written notice in advance.

7. JURISDICTION AND ARBITRATION:

In case of any disputes or any differences arising out at any time between the parties in respect of this Agreement, the same shall be resolved by mutual discussion and if not resolved, then steps would be taken in accordance with and subject to the provisions of the Indian Arbitration Act, 1940. This Agreement shall be subject to the jurisdiction of the Courts in the city of Mumbai only.

8. FORCE MAJEURE:

Neither the vendor nor GIC shall be liable to the other for the delay in or failure of their respective obligations under this Agreement caused by occurrences beyond the control of the vendor or GIC (as the case may be) due to fire, floods, power cuts, acts of the public enemy, war, insurrections, riots, strikes, lockouts, sabotage, or any civil unrest arising out of an Act of God, any law, statute or ordinance, order action or regulations of the Government or any compliance therewith similar to the above. Either party shall promptly notify the other of the commencement and cessation of such contingency and prove that such is beyond their control and affects the fulfillment of their obligations under this Agreement adversely.

The respective obligations of the parties shall be extended for the period of Force Majeure provided notices as required above are given in time and the contingency established if so required by the other party.

9. LIABILITY AND INDEMNITIES:

The Service Provider represents and warrants that the service rendered do not violate/infringe upon any patent, copyright, trade secret, or other property right of any other person or other entity. The Service Provider agrees that it will and hereby does, indemnify GIC from any claim, directly or indirectly resulting from or arising out of any breach or claimed breach of this warranty.

10. CONFIDENTIALITY:

The Service Provider acknowledge that all material and information which has or will come into its possession or knowledge in connection with this agreement or the performance hereof, consists of confidential and proprietary data, whose disclosure to or use by third parties will be damaging or cause loss to the GIC Re. The Service Provider agrees to hold such material and information in strictest confidence, not to make use thereof other than for the performance of this Agreement, to release it only to employees requiring such information and not to release or disclose it to any other parties. The Service Provider shall take appropriate action with respect to its employees to ensure that the obligations of non-use and non-disclosure of confidential information under this agreement are fully satisfied.

IN WITNESS WHEREOF the parties hereto have set and subscribed their respective hands and seals the day and year herein mentioned.

<p>SIGNED, SEALED AND DELIVERED by the within named GIC by hands of _____ (signature) Name : _____ Designation : _____ Company : GIC of India in the presence of _____ (signature) Name : _____</p>	<p>SIGNED, SEALED AND DELIVERED by the within named (Service Provider) by hands of _____ (signature) Name : _____ Designation : _____ Vendor : _____ in the presence of _____ (signature) Name : _____</p>
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