

## TERMS AND CONDITIONS

### 1. Submission of Bid and the Bid Price:-

a) The bids are to be sent in one main cover super scribed as **"Bids for Stationery Items for 2012-13"**. The main cover will contain two separate covers – one for Technical Bid as per Annexure-I, super scribed as **"Technical Bid"** and the second **sealed** cover as per Annexure-II, super scribed as **"Financial Bid"**.

b) The bid shall be for the full quantity of all the items as mentioned in the format of quotation described in Package-II. The list of items along with Package-II format of quotation is placed at Annexure-II, which should be used for quoting the "Financial Bid". Corrections, if any, shall be made by crossing out, initialling, dating and rewriting. **For deciding the successful bidders among all the technically qualified bidders, the concerned package price will be taken into consideration and not the rate for each individual item. If any of the items in Package-II is not quoted, the tender will not be taken into consideration.**

c) The quoted rates shall include all the duties and the bidder's cost towards insurance, packing & forwarding and delivery at the office of the PCCF, Aranya Bhavan, Saifabad, Hyderabad, PIN-500004 but exclude the applicable VAT / Sales Taxes.

d) Sales Tax / VAT and any other local taxes should be clearly mentioned separately in terms of % (percentage) only.

e) The price quoted shall remain unchanged for a period of one year from the date of issue of the first purchase order. **Further the quoted price of any item shall not exceed the Maximum Retail Price (MRP) printed on that particular item.**

f) The quantity mentioned may be varied at the time of procurement.

2. Local bidders are only allowed for tenders.

### 3. Earnest Money Deposit (EMD):-

Package - II - Rs.21450/-

a) The EMD shall be furnished in the shape of Demand Draft/Pay Order in favour of Accounts Officer-IV, office of the PCCF, AP, Hyderabad, payable at Hyderabad.

**b) Any bid not accompanied with the Bid Security/EMD will be rejected.**

The above EMD will be forfeited if a bidder

(i) withdraws its bid during the period of bid validity or

(ii) fails to perform the contractual obligations as per the purchase order.

4. The goods offered by the bidder must meet the standard quality and technical specification in case of such items.

5. Each bidder shall submit **separate financial bid for Package-II**. The EMD amount for the quoted package shall be attached to the Technical Bid and kept in the cover meant for the "Technical Bid". **The "Financial Bid" will not be opened if the EMD is not attached to the "Technical Bid"**.

6. The bidder shall furnish up-to-date attested photocopies of VAT clearance and photocopy of VAT certificate.

7. On the date of opening financial bid, the bidders shall bring samples for packages.....

## **8. Special conditions:-**

(a) The firm must have experience in the similar field and shall submit proof of supply of similar stationeries during the last three years to any Govt. organizations.

9. Bid offer shall remain valid for a period not less than 90 days after the last date of submission of the Quotation.

## **10. Security Deposit:-**

The successful bidder for each of the package has to pay a security deposit of 5% of the actual price quoted for the package before issue of purchase order. The EMD paid for package-II will be adjusted against the required security deposit for that package.

11. The AP Forest department reserves the right to accept or reject any bids and to cancel the bidding process and reject all bids at any time prior to the issue of Purchase Order.

**a) Order will be placed in a phased manner for a period of one year and the quantity mentioned can increase or decrease at the time of placement of purchase order.**

b) Supply of material should be completed within 7 days from the date of issue of the purchase order, else liquidated damage will be charged @ Rs. 0.5% per week or part thereof subject to a maximum of 10% of purchase order value, which will be deducted from

the payment due. Further, in case the material is not supplied in the prescribed time period, the department reserves the right to cancel the order and procure the items from open market and the difference in price, if any, shall be recovered from the bidder from bills payable/security deposit. However, the department reserves the right to cancel the entire order and forfeit the security deposit, if the suppliers habitually fail to supply the order items with in the prescribed date and time.

c) For the successful bidders, the security deposit will be returned after completion of one year from the date of issue of first purchase order. The EMD of unsuccessful bidders will be returned immediately after finalization of the Bids.

12. The bids are liable to be rejected if any of the above conditions are not complied with.

## **13. Eligibility criteria:-**

The bidder shall furnish the following documents to establish the bidder's eligibility.

a) Submission of tender in proper format.

b) Copy of the VAT registration and up-to-date VAT clearance certificate.

c) EMD for Package-II.

d) Photocopies of the purchase orders received from Govt. Organizations for the last 3 years.

## **14. Issue of Purchase Order:-**

a) The Purchase Order will be placed on the selected bidder whose bids has been determined to be substantially responsive and who has offered the lowest evaluated bid price.

b) Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.

c) Any legal disputes arising out of this are subject to Hyderabad jurisdiction only.

## 15. Payment:-

a) **Payment will be made after completion of full supply of the phased orders**, given from time to time, within a maximum period of four months and the bidder has to bear if any further delay in payment occurs due to budget releases and shall not insist for payment and continue to supply as required.

b) If there are any defects noticed while use of the items, the same will be replaced by the firm immediately and no payment will be made for the defective items.

c) Whenever the Goods supplied are found to be contrary to the specifications the Department reserves the right to return the material so supplied and forfeit the security deposit besides recovering the loss caused to the Govt.

d) Not with standing anything contained in the terms & Conditions contained herein, the department reserves the right to cancel the tenders and agreement without assigning any reason.

16. Interested parties may submit their Bid Offers with the prescribed EMD for package-II, super-scribing "**Bids for Stationery Items for 2012-13**" through person / post / courier service, so as to reach this office by 4.00 PM of **19.10.2012**. The technical bid will be opened at 4.15 PM of **19.10.2012** in the presence of the bidders, who chose to be present during the opening of the technical bid. The "Financial Bids" will be opened in a later date for those bidders, who are found to be technically qualified for package-II. The date of opening of the financial bid will be intimated to the technically qualified bidder of package-II by Post, E-Mail and FAX.

**Sd/- Chandan Mithra**  
**for Prl.Chief Conservator of Forests**

**ANNEXURE-I**

**TECHNICAL BID**

1. Name of the Firm with Address, Phone, FAX and E-Mail: -
2. Status (Please tick):- Proprietor / Partnership / Limited Company / Coop. Society
3. PAN No. (essential) \_\_\_\_\_
4. TIN No. (essential) \_\_\_\_\_
5. VAT No. (essential) \_\_\_\_\_
6. Experience in the field (min. 3 years in similar job) \_\_\_\_\_
7. List of clients (should have provided similar service for supply of stationary items to at least one Andhra Pradesh (AP) Government Departments or AP Government Undertakings for the last 3 years) (Please enclose copy of evidence)
8. EMD (to be enclosed with the Technical Bid)

	Package-2
Tick the EMD Amount for which financial bid is enclosed	
Individual DD/Pay Order Number and Date	
Bank Name	
Consolidated DD/Pay Order Number & Date	

Signature of the authorized signatory  
**Sd/-Chandan Mitra,**  
**for Pri.Chief Conservator of Forests**

**Annexure-II -(Financial Bid for PACKAGE-2)**

<b>Sl. No</b>	<b>Items to be procured</b>	<b>Brand &amp; specification of the Item</b>	<b>Yearly Requirement</b>	<b>UNIT</b>	<b>Price Quoted per UNIT in Rs. (Figures) (Excluding Taxes)</b>	<b>Total amount (Col. 4x6)</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
1	Fax Film Roll (2820)	Brother	9	One no.		
2	Fax Film Rolls Canofax	KX FA 93	6	One no.		
3	Digital Duplicator Ink	CPI - 10	40	One no.		
4	Digital Duplicator Master Roll	CPMI-21	25	One no.		
5	Printer Cartridge Ribbon	Wipro LQ 1050	265	One no.		
6	High Density Printer Cartridge	Wipro LQ DSI 5235	9	One no.		
7	Printer Head	TVS MSP 355	1	One no.		
8	Copier Drum	Xerox WC 5020	3	One no.		
9	Copier Toner Cartridge	Xerox WC 5020	3	One no.		
10	1+1 Telephone Instruments	Beetel Secure (Tele-twins)	13	One no.		
11	Telephone Instruments	Beetel Secure	19	One no.		
12	Developer	Sharp AR271SD	1	One no.		
13	Drum	Sharp AR 271DR	1	One no.		
14	Toner AR-M 258	Sharp AR 310ST	2	One no.		
15	Fax Film Roll	Panasonic KX 701 CX	3	One no.		
16	CDs	Imation	600	One no.		
17	Ricoh Aficio MP 1600LE/MP200Le	Toner Type 1230D (Ricoh) Drums Developers	40 No's 10 No's 10 No's	One no.		
18	HPCLJ5550 A3 Color Laser Printer	Toner BCYM Imaging unit	2Sets 1	One no.		
19	HP 800 Plotters	BCYM Cartridges BYCM Printheads	10Sets 5 sets	One no.		

20	Printer Head (New)	LQDSI 3235	1	One no.		
21	HP Laserjet P1600dn-25	78 A Tonner – (HP)	75	One no.		
22	Canon IR 3225-4Nos A3 B&W Laser Printer	Canon NPG 25 Toner  Drum unit Films Film	20	One no.  One no. One no.		
23	Xerox Phaser 7750 A3 color Laser (a) Black Toner (b) Cyan Toner (c) Magenta Toner (d) Yellow Toner	Imaging Unit   Toner BCYM	1 set   2 sets	One no.   One no.		
24	HPCLJ 2025 Printer (a) 304A Yellow (b) 304A Magenta (c) 304A Cyan (d) 304A Black	Catridges BCYM	4 sets	One no.		
Total amount excluding Tax			<b>Total</b>			

Indicate Tax details here:

Signature of the authorized signatory  
**Sd/-Chandan Mithra,**  
**for Pri.Chief Conservator of Forests**