

Schedule No. _____



**GREATER
CORPORATION**

HYDERABAD

MUNICIPAL

COVER - A

TENDER SCHEDULE

Tender Notification No. 06/IT-Sec/GHMC/2009 Dated: 13-10-2009

Sub: GHMC – IT Section – Procurement of New Cartridges

Short Tender

Addl. Commissioner (IT)
Greater Hyderabad Municipal Corporation

TENDER SCHEDULE ISSUED:

To: Sri / M/s. _____

GREATER HYDERABAD MUNICIPAL CORPORATION

Office of the
Additional Commissioner(IT)
Greater Hyderabad Municipal
Corporation
Tankbund Road, Hyderabad

(FORWARDING SLIP TO ACCOMPANY FOR THE TENDER SCHEDULE)

1)	Tender Notice No. &Date	:	06/IT-Sec/GHMC/2009, Dt: 13.10.2009
2)	Name of the Work	:	Procurement of New Cartridges
3)	Name and address of the Agency	:	M/s.
4)	Earnest Money Deposit	:	DD for Rs. 17,000/- drawn on _____ Bank bearing DD No _____, dated _____ in favor of the Commissioner, GHMC.
5)	Last date for Downloading of Tender schedules	:	21-10-2009 up to 12.00 noon
6)	Last date for receipt of tenders	:	21-10-2009 up to 3.00 P.M
7)	Opening of tender schedules	:	21-10-2009 up to 3.30 P.M
8)	Place of receipt and opening of tender schedules	:	O/o Additional Commissioner (IT), 3 rd floor, C C complex Building, Greater Hyderabad Municipal Corporation, Tank Bund Road, Hyderabad -500063.
9)	Contact Telephone No. Technical Administration	: : :	9908014310 9989930339
10)	Contract Period	:	12 Months

TERMS AND CONDITIONS:

1. The tenderers must fulfill the qualification criteria mentioned in the tender document. All tender offers must be submitted on or before 21/10/2009 by 03.00 pm. duly enclosing Earnest Money Deposit as specified in the tender document. Tenders will be opened in the presence of the Tenderers or their authorized representative at 21/10/2009 at 03.30 pm. in the Chambers of the Addl. Commissioner (IT), Greater Hyderabad Municipal Corporation.
2. The Earnest Money deposit shall be refunded to the unsuccessful tenderers except L1 & L2, soon after deciding the tenders after receipt of requisition from the tenderer.
3. Tenders received without Earnest Money Deposit or after the closure time will be summarily rejected.
4. The tenderer must keep his tender valid for a period of (3) three months. If the tenderer withdraws his offer within the validity period the security deposit will be forfeited.
5. The tender schedules can be down loaded till 12.00 noon on 21 /10/2009.
6. The tenderer should quote their percentage both in words as well as in figures. The rates quoted in words shall prevail. If the contractor fails to quote his percentage both in figures or words and also required information if any, the tender will be treated as incomplete and rejected.
7. The tenderer can submit the tender either personally or through agent only.
8. The Commissioner and Special Officer, GHMC reserves the right to accept / reject any or all the tenders without assigning any reasons thereof.
9. Sealed cover should be super scribed with item no. and Name of the work.
10. Manufacturers/ Authorized Dealers/ agencies who have this type of supply orders to the State / Central Govt./, Public Sectors(Enclose the clients list)having Firm Registration, Vat registration, IT returns, for the last 3 consecutive years and PAN card etc., only are eligible to participate in the tenders.
11. Those who have achieved target of Rs.50,00,000/- per annum as turn over shall be given priority.
12. The quantity of requirement is approximately mentioned in cover 'B' and shall be liable to increase/decrease depending upon the necessity.
13. Tenders will be opened at 03.30pm. on 21/10/2009 in the Chambers of the Additional Commissioner(IT), Greater Hyderabad Municipal Corporation, 3rd floor, Complex Building, Tank Bund Road, Hyderabad -500063 in the presence of the tenderers or their authorized representatives present.
14. The supplier should quote the prices of the Items which shall be in force for a period of 6 months / 1 year as the case may be from the date of entering into agreement.
15. The awarding of contract / work will be decided based on the competitive rate quoted in the tenders by the participants and accordingly order will be placed to (L1) after completion of required formalities.
16. Successful tenderer shall have to execute an agreement within (7) days from the date of issue of Purchase Order with GHMC on a non-judicial stamp paper worth Rs.100/- (should be submitted by the agency) expressing acceptance of the terms and conditions for supply of the items and get it registered with the Registration Department at his / their own cost.

17. The successful tenderer will be empanelled in the list of approved contractor for a period of one year and shall agree to supply the above said items for the L1 rates.
18. The Earnest Money Deposit will be retained with the GHMC for the vendors who accept to supply the materials at L1 rates. The Earnest Money Deposit can not be withdrawn during the contract period.
19. If the vendor fails to supply the items according to the rates quoted, action will be initiated against such vendor holding him/them responsible duly forfeiting the Earnest Money Deposit.
20. *The balance of amount equaling to 10% on agreement value will be collected from the successful bidder at the time of agreement.*

21. No Advance payment will not be entertained.

**Agency
GHMC**

for Commissioner,

Signature of the participant & Seal

**THE TENDERER HAS TO CHECK THE FOLLOWING ITEMS BEFORE
SUBMITTING THEIR TENDER DOCUMENT**

Sl. No.	ENCLOSURES	REMARKS
1	Attested copy of proof of Firm Registration	
2	Attested Copy of ISO Certification	
3	Attested Copy of VAT Registration	
4	Attested Copy of PAN Card Registration	
5	Attested Copy of IT Returns for last 3 years	
6	Cast of Tender Schedule	
7	Payment of VAT	
8	Security Deposit	
9	Financial Bid	
10	Plan and methodology for execution of project	
11	General Business Information	
12	Turnover Details	
13	Major clients	
14	Annexure - I Enclosed	
15	Annexure - II Enclosed	
16	Annexure - III Enclosed	
17	Annexure - IV Enclosed	
18	Address of Service Center in Hyderabad	
19	Relevant Knowledge	
20	Any other information pertains to the project	

Agency:

for Commissioner,GHMC

Preparation of Technical bid

It shall contain of the following parts:

- Bid security (EMD)
- Plan and methodology for execution of project.
- General business information
- Turnover details
- Major clients' details

General business information:

- The Tenderer shall furnish general business information to facilitate assessment of its professional, technical and commercial capacity and reputation.

Bid security i.e. earnest money deposit (EMD)

- a) The Tenderer shall furnish, as part of its bid, a bid security for the amount specified in the tender call notice.
- b) The bid security is required by GHMC to:
 - assure Tenderer's continued interest till award of contract and
 - conduct in accordance with bid conditions during the bid evaluation process.
- c) The bid security shall be in Indian rupees, a Demand Draft.
- d) Unsuccessful Tenderer's bid security will be discharged by GHMC on completion of tender process.
- e) The Earnest Money Deposit submitted along with the Tender document shall be treated as Security Deposit of the successful tenderer.

Preparation of financial bid

Overview of financial bid

- a) The financial bid should provide cost calculations corresponding to the salary structure of the IT Professionals as per the schedule
- b) Bid prices quoted by the Tenderer shall be fixed during the Tenderer's performance of the contract and not subject to variation on any account unless otherwise specified in the tender call. A bid submitted with an adjustable price quotation will be treated as non responsive and will be rejected.
- c) Bid currency: Prices shall be quoted in Indian rupees only.

**Agency:
GHMC**

for Commissioner,

Signature of the participant & Seal

ANNEXURE - 1

DECLARATION OF TENDERER

I /We hereby declare that I / We read the specifications and all the relevant standards and requirements of the work and that I / We have myself/ ourselves are thoroughly satisfied about the quality, availability and transport facilities for all materials and required for the work on which I / We have based my /our rates for the work. The Specifications, terms & conditions of the contract have been received by me /us well in advance before submitting the tender.

I/We am/are prepared to furnish detailed data in support of all my/our rates quoted, if and when called upon to do so without any reservations with in (3) days from the date of receipt of communication.

Agency:
GHMC

for Commissioner,

Signature of the participant

Seal

ANNEXURE - II

RECORD OF ARBITRATION & LITIGATION.

The Tenderer shall record chronologically any disputes he had with any of his previous clients during the last (10) years, indicate whether Arbitration or Litigation, the nature, approximate duration and amount of claim involved in respective cases.

Sl. No.	Project Identification & Location	Name & address of the client	Description	Nature of disputes		Amount claimed	Award in favour of client/ contract
				Period of Arbitration /Litigation from	to		

Name :

Signature :

Date :

Seal of the Company :

Designation :

Note : Separate forms shall be submitted to cover details in above format for the individual members of joint venture.

Agency:

for Commissioner, GHMC

Signature of the participant & Seal

ANNEXURE - III

I/ We enclosed Demand Draft/ Pay Order/Banker's Cheque along with application for tender schedule for the payment of sum of Rs_____ (Rupees

_____ only) as Earnest Money Deposit which do not bear any interest. If my/ our tender is not accepted, the Earnest Money Deposit shall be returned to me/ us or my/ our application when intimation is sent to me/ us or rejection or at the expiration of three months after the last date prescribed for the receipt of tenders. If my/out tender is accepted, the Earnest Money Deposit shall be retained by the Corporation as security for the due fulfillment of the contract. If upon written intimation to me/us by the office of the Addl. Commissioner (IT), GHMC. If fail to attend the said office on the date herein fixed or if upon intimation being given to me/ us by the Addl. Commissioner (IT), GHMC of acceptance my/our tender I/We fail to make the additional security deposit/EMD and to enter into the required agreement as stated in condition of the terms & conditions, then I/We agree to the forfeiture of the Security Deposit. Any notice required to be served on me /us herein under shall be sufficiently served on me /us if delivered to me /us personally or forwarded to me /us by post to (Registered or ordinary) or left at my/our address given herein. Such notice shall if sent by post be deemed to have been served on me/us at the time when in due course of post it would be delivered at the address to which it is sent. I/We fully understand that the written agreement to be entered into between me / us and the Corporation shall be the foundation of the rights of both the parties and the contracts shall not be deemed to be complete until the agreement has first been signed by me/us and then by the proper officer authorized to enter into contracts on behalf of GHMC.

Name :
House No. :
Locality :
Town/City/post in Pin Code :
District :
Phone no. :
Fax no. :

Agency

**for Commissioner
GHMC**

Signature of the participant

Seal

ANNEXURE - IV

A) EVIDENCE OF EXPERIENCE:

Name of Materials supplied on hand	Estimated cost	Amount of Contract	Date of Agreement	Agreed date of completion	Agreed progress upto end of previous month	Actual progress upto end of previous month	Name of the Division in which the supplies are made

B) DETAILS OF MATERIALS SUPPLIED BY THE TENDERER

Name of Materials supplied	Estimated cost	Amount of Contract	Actual amount final bill received or to be received	Agreed period of completion		Actual period of completion	
				From	To	From	to

Note: the Tenderers may attach a separate sheet if the space left is insufficient

Agency

for Commissioner, GHMC

Signature of the participant, Seal

6. Whenever material has supplied Invoice in duplicate to be submitted along with delivery challan duly signed by concerned for payment.
7. The agency/contractor shall arrange to repair or replace as the case may be the defective supplies at his own cost to the complete satisfaction of the purchaser within 15 days from the date of receipt of intimation from the consignee and shall obtain a certificate to this effect from the purchaser or any authorised officer of the purchaser. Failure on the part of the contractor /agency will entail penalty.
8. The EMD carries no interest. The EMD and Security Deposit shall be refunded after the completion of warranty period of three years from the date of supply duly following the procedure for refund.
9. If supplied material found not genuine or not according to the required specifications, the EMD will be forfeited without any further notice. The bill amount together with the other bills if any pertaining to the said agency in this section will not be entertained and recommended to higher authorities for taking further action.
10. Warranty for all the items mentioned in the Tender Schedule -B shall be for a period of One year from the date of supply of items.
11. ***The balance of amount equaling to 10% on agreement value will be collected from the successful bidder at the time of agreement.***

Agency

for Commissioner, GHMC

Signature of the participant

Seal

Special Conditions:-

- 1) Goods securely packed are to be delivered to the consignee mentioned below during office hours on any working day within the period of delivery specified.
- 2) Bills should be prepared in triplicate by the suppliers and marked distinctly as original, duplicate and triplicate and dispatched to the consignee quoting reference to purchase order.
- 3) Payment will be made after supply and satisfactory functioning of the items. No advance payments will be released under any circumstances.
- 4) The vendor at his cost shall arrange transport of the goods to the project site(s).
- 5) No variation or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
- 6) The Vendor shall not assign, in whole or in part, its obligations to perform under this Contract, except with the prior written consent from GHMC.
- 7) In the event the GHMC terminates the contract in whole or in part, GHMC may procure, upon such terms and in such manner, as it deems appropriate, goods or services similar to those undelivered, and the Vendor shall be liable to the GHMC for any excess costs for such similar goods or services. However, the Vendor shall continue performance of the contract to the extent not terminated.
- 8) If a Force Majeure situation ("Force Majeure" means an event beyond the control of the Vendor and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the GHMC in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes) arises, the Vendor shall promptly notify the GHMC in writing of such condition and the cause thereof. Unless otherwise directed by the GHMC in writing, the Vendor shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 9) i) The vendor's request(s) for payment shall be made to the GHMC in writing, accompanied by an invoice describing, as appropriate, the goods/service delivered/ performed.
ii) Payments shall be made promptly by the GHMC, but in no case later than (30) days after issuance of Acceptance Certificate and the vendor shall submit a valid invoice or claim accordingly.
- 10) For any dispute arising here of shall fall within the jurisdiction of Hyderabad.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws on the date afore-mentioned.

Signed, and delivered by

Signed, and delivered by

For the Vendor.
Vendor's common seal:

Addl. Commissioner (IT)
GHMC

In the presence of:.....

- 1.
- 2

Schedule No. _____



COVER-B

Greater Hyderabad Municipal Corporation

TENDER SCHEDULE

COVER - B

TENDER SCHEDULE

Tender Notification No. 06/IT-Sec/GHMC/2009 Dated: 13-10-2009

Sub: GHMC – IT Section – Procurement of New Cartridges

Short Tender

Addl. Commissioner (IT)
Greater Hyderabad Municipal Corporation

TENDER SCHEDULE ISSUED:

To: Sri / M/s. _____

THE QUANTITY SHALL BE AS PER THE REQUIREMENT OF GHMC

SI. No.	Model	Qty.	Offered price including all taxes per unit	
			In Figures	In words
1	CDs	5000		
2	DVDs	4000		
3	HP Laser Jet, 2600, Mazenta	7		
4	HP Laser Jet, 2600, Yellow	5		
5	HP Laser Jet, 2600 Black	5		
6	HP 2600, Cyan	8		
7	Xerox, 6110, Mazenta	12		
8	Xerox, 6110, yellow	12		
9	Xerox, 6110, Black	20		
10	Xerox, 6110, Cyan	12		
11	HP LaserJet, 500ps, Mazenta	10		
12	HP LaserJet 50ps, Yellow	5		
13	HP LaserJet 500ps, Black	10		
14	HP LaserJet 500ps, Cyan	5		
15	QX 540 Check Printer Cartridge	10		
16	HP Laser Jet (51A) cartridge	8		
17	HP LaserJet (36A) 1505 Cartridges	10		
18	Xerox 3119 Cartridge	5		
19	Xerox 5020 Toner	6		
20	XEROX 3117	10		
21	HP- 21	5		
22	HP- 22	5		
23	HP- 12A	26		
24	HP - ISA	10		
25	HP - 49A	3		

Note: More details on technical specifications / other information may be attached in a separate sheet.

Seal & signature of the Agency

GHMC Authorities

**AGENCY
Seal & Signature**

For Commissioner, GHMC