

# **Open Competitive Bid (OCB)**

**For**

**Procurement of**

- a) Laser Printer consumables (for HP & others) &**
  - b) Copier Consumables (for Sharp, Konica & Toshiba)**
- on rate contract basis for a period one year**

**for**

**GHMC, Hyderabad**

**Proprietary & Confidential**

**Andhra Pradesh Technology Services Limited,  
Burgula Ramakrishna Rao Bhavan, B-block, 4th floor,  
Tankbund road, Hyderabad, AP-500 063, India.  
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## **Proprietary & Confidential**

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## Contents

| <b>Description</b>                                    | <b>Page No.</b> |
|---|-----------------|
| Newspaper advertisement                               | 4               |
| Tender call notice                                    | 5               |
| Statement of important limits and values of bid       | 10              |
| Technical specification                               | 12              |
| General instructions to bidders for Procedures        | 15              |
| Standard procedure for opening and evaluation of bids | 20              |
| General conditions of proposed contract               | 24              |
| Special conditions of proposed contract, if any       | 34              |
| Bid letter form                                       | 35              |
| Contract form   | 36              |
| Bid Forms   | 38              |

**News paper advertisement.**

**apts**

**Procurement of a) Laser Printer consumables (for HP & others) & b) Copier Consumables (for Sharp, Konica & Toshiba) on rate contract basis for a period one year for Greater Hyderabad Municipal Corporation, Hyderabad**

APTS on behalf of GHMC, Hyderabad is inviting bids from suppliers for supply of Printer Cartridges and Copier consumables on rate contract basis. The time schedule of various tender related events is as follows:-

|  |                              |
|--|------------------------------|
| Bid calling date                         | 31/07/2010                   |
| Pre-bid conference date/time             | 06/08/2010, 11:30 AM         |
| Last date/time for clarification         | 06/08/2010, 05:00 PM         |
| Last date/time for sale of bid documents | 12/08/2010, 02:00 PM         |
| Bid closing date/time                    | 12/08/2010, 03:00 PM         |
| Bid opening date/time                    | 12/08/2010, 03:30 PM         |
| Bid Document Fee/Processing fee          | Rs. 5,000/-                  |
| APTS Contact person                      | Manager (IIP)                |
| Reference No.                            | APTS/IIP/298/GHMC/CONSU/2010 |

For further details regarding detailed tender Notification, specifications and digital certificate please visit <http://www.apts.gov.in> and [www.eprocurement.gov.in](http://www.eprocurement.gov.in). The bid document fee is payable only when you indent full copy of the bid document and for participation.

Note: Uploading of the documents, the correctness/authenticity is the responsibility of the bidder only

**Managing Director  
Andhra Pradesh Technology Services Limited (APTS),  
Boorgula Rama Krishna Rao Bhavan, B-block, 4<sup>th</sup> floor, Tank Bund Road,  
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Phones:(40) 23220305; (40) 23223753; Fax: (40) 23227458  
Email: mdapts@apts.gov.in**

## Section A

### Tender call notice

**Andhra Pradesh Technology Services Limited (APTS),  
Boorgula Rama Krishna Rao Bhavan, B-block, 4<sup>th</sup> floor, Tank Bund Road,  
Hyderabad, AP 500 063, India  
Phones:(40) 23220305; (40) 23223753; Fax: (40) 23227458**

**Procurement of a) Laser Printer consumables (for HP & others) & b) Copier Consumables (for Sharp, Konica & Toshiba) on rate contract basis for a period one year for Greater Hyderabad Municipal Corporation, Hyderabad**

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| Reference No.                            | APTS/IIP/298/GHMC/CONSU/2010 |

This tender call is issued on e-procurement market place at [www.eprocurement.gov.in](http://www.eprocurement.gov.in). All the terms and conditions are to be read jointly as mentioned in the e-procurement market website and in this document.

#### **A. The solution, service or material required:**

**A.1.** Supply of Consumables on rate contract basis for Greater Hyderabad Municipal Corporation, Hyderabad. The specifications and quantities are as follows:

#### **Schedule-I**

| <b>Schedule-I : Printer Cartridges</b> |                                     |            |
|--|-------------------------------------|------------|
| <b>Sl.No.</b>                          | <b>Consumable Items Description</b> | <b>Qty</b> |
| 1.1                                    | HP 1010 (12A) Cartridges            | 800        |
| 1.2                                    | HP 1160(49) Cartridges              | 260        |
| 1.3                                    | HP 1000(15A) Cartridges             | 180        |
| 1.4                                    | HP 88A Cartridges                   | 30         |
| 1.5                                    | HP 36A Cartridges                   | 30         |
| 1.6                                    | HP 6F Cartridges                    | 5          |
| 1.7                                    | HP 4300(39A) Cartridges             | 25         |
| 1.8                                    | HP 3920(21) Black Cartridges        | 30         |
| 1.9                                    | HP 3920(22) Color Cartridges        | 30         |
| 1.10                                   | HP 6110 Black Cartridges            | 35         |
| 1.11                                   | HP 6110 Cyan Cartridges             | 35         |

|      |                                       |     |
|------|---------------------------------------|-----|
| 1.12 | HP 6110 Magenta Cartridges            | 35  |
| 1.13 | HP 6110 Yellow Cartridges             | 30  |
| 1.14 | HP 2600 Black Cartridges              | 30  |
| 1.15 | HP 2600 Cyan Cartridges               | 25  |
| 1.16 | HP 2600 Magenta Cartridges            | 25  |
| 1.17 | HP 2600 Yellow Cartridges             | 25  |
| 1.18 | HP 51A Cartridges                     | 10  |
| 1.19 | HP 5500 Black Cartridges              | 2   |
| 1.20 | HP 5500 Magenta Cartridges            | 2   |
| 1.21 | HP 5500 Cyan Cartridges               | 2   |
| 1.22 | HP 5500 Yellow Cartridges             | 2   |
| 1.23 | HP 5500 PS Black Cartridges           | 20  |
| 1.24 | HP 5500 PS Magenta Cartridges         | 15  |
| 1.25 | HP 5500 PS Cyan Cartridges            | 15  |
| 1.26 | HP 5500 PS Yellow Cartridges          | 20  |
| 1.27 | HP 5550 Black Cartridges              | 2   |
| 1.28 | HP 5550 Magenta Cartridges            | 2   |
| 1.29 | HP 5550 Yellow Cartridges             | 2   |
| 1.30 | HP 5550 Cyan Cartridges               | 2   |
| 1.31 | HP 4288 All-In-One Cartridges (Black) | 10  |
| 1.32 | HP 4288 All-In-One Cartridges (Color) | 10  |
| 1.33 | HP 500 PS Black herds                 | 3   |
| 1.34 | HP 500 PS Magenta herds               | 3   |
| 1.35 | HP 500 PS Cyan herds                  | 3   |
| 1.36 | HP 500 PS Yellow herds                | 3   |
| 1.37 | HP B27 Cartridges                     | 50  |
| 1.38 | HP Platter Rolls-42                   | 30  |
| 1.39 | Samsung ML 2010 Cartridges            | 160 |
| 1.40 | Xerox Phaser 3117 Cartridges          | 450 |
| 1.41 | Xerox Work center 3119 Cartridges     | 40  |
| 1.42 | Xerox Work Center PE-220 Cartridges   | 250 |
| 1.43 | Epson LX 540 Cartridges               | 25  |
| 1.44 | Epson LQ 540 Cartridges               | 25  |
| 1.45 | Cannon BX-3 Cartridges                | 5   |
| 1.46 | Fax Rolls                             | 50  |

Note -1: All above consumables should be original parts of the above make & models. The bidders should quote for all the items.

Note -2: For Schedule I the bidder should submit manufacturer's authorization from HP with reference to this tender call notice.

**Schedule-II :**

| <b>Schedule-II : Sharp Copiers Consumables</b> |                                     |            |
|--|-------------------------------------|------------|
| <b>Sl.No.</b>                                  | <b>Consumable Items Description</b> | <b>Qty</b> |
| 2.1  | Sharp 5120 Toners                   | 25         |
| 2.2  | Sharp 5320 Toners                   | 25         |
| 2.3  | Sharp 5127 Toner                    | 4          |
| 2.4  | Sharp AR 200 DR Drum Units          | 5          |
| 2.5  | Sharp AR 202 DR Drum Units          | 5          |

Note -1: All above consumables should be original parts of the above make & models. The bidders should quote for all the items.

Note -2: For Schedule II the bidder should submit manufacturer's authorization from Sharp with reference to this tender call notice.

**Schedule-III:**

| <b>Schedule-III : Toshiba Copiers Consumables</b> |                                     |            |
|---|-------------------------------------|------------|
| <b>Sl.No.</b>                                     | <b>Consumable Items Description</b> | <b>Qty</b> |
| 3.1   | Toshiba 1600 D E-Studio Toners      | 15         |
| 3.2   | Toshiba 230/280 Toners              | 5          |
| 3.3   | Toshiba 2500D toners                | 10         |
| 3.4   | Toshiba Drum Kits 160/200/250       | 2          |
| 3.5   | Toshiba Fuser Kit 230/280           | 1          |
| 3.6   | Toshiba Drum Kits 230/280           | 2          |
| 3.7   | Ink for Toshiba DUPLO               | 5          |
| 3.8   | Master for Toshiba DUPLO PAPIR      | 1          |

Note -1: All above consumables should be original parts of the above make & models. The bidders should quote for all the items.

Note -2: For Schedule III the bidder should submit manufacturer's authorization from Toshiba with reference to this tender call notice.

**Schedule-IV : Konica Consumables**

| <b>Schedule-II : Konica Copiers Consumables</b> |                                     |            |
|---|-------------------------------------|------------|
| <b>Sl.No.</b>                                   | <b>Consumable Items Description</b> | <b>Qty</b> |
| 4.1   | Konica 210 TN 114 Toners            | 10         |
| 4.2   | Konica 250 TN 211 Toners            | 16         |
| 4.3   | Konica 350 TN 311 Toners            | 24         |
| 4.4   | Konica 250/350 Drum Kits            | 12         |
| 4.5   | Konica 210 Drum Kits                | 3          |
| 4.6   | Fusing Units for Konica 250/350/210 | 16         |
| 4.7   | TERNSVAR Rollers for Konica Copiers | 1          |
| 4.8   | Developer Unit for Konica Copiers   | 1          |

|      |                            |   |
|------|----------------------------|---|
| 4.9  | RADF for Konica copiers    | 1 |
| 4.10 | Sensors for Konica Copiers | 1 |

Note -1: All above consumables should be original parts of the above make & models. The bidders should quote for all the items.

Note -2: For Schedule IV the bidder should submit manufacturer's authorization from Konica with reference to this tender call notice.

**A.1.1** The above items are required on rate contract basis and the vendor should supply the items as and when the department indents. The items should be delivered at Office of GHMC, Hyderabad.

**A.2. Scope of incidental services:**

1. Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods.
2. Warranty period services if any.
3. Guarantee of the material and replacement in case of defect or rejection.

**A.3. Delivery period**

**14 days** from the date of indent by the GHMC, Hyderabad for the quantities required. The items should be delivered in full quantity.

**A.4. Quality Check:** The quality of the items in all schedules will be checked by the Department/APTS. When the deliverables are made as per the indent, the representative of the APTS/GHMC will conduct quality check and then advise the Department. In case, the items are not confirming to the quality standards, they will be rejected besides levying penalty of 10% of the value of the quantity of that particular item.

**A.5 Contract:** The Contract agreement for one year shall be entered with GHMC, Hyderabad by the successful bidder.

**A.6 Payment:** 100% payment will be made by the GHMC at Hyderabad within 30 days from the date of submission of delivery challans and other documents by the vendor and after conformation of the specification of items.

## Section B

### **B.1 Pre-Qualification criteria:**

1. The bidder or consortium partner should be a manufacturer/authorized representative of a Manufacturer and should be in business of manufacture and or supply of the offered items for a minimum period of Two years any where in India or One year in AP.
2. The bidder should have minimum one office in Hyderabad, AP.
3. The bidder should have minimum annual **turnover** for the items/product mentioned (irrespective of brand/model), during the Financial years in 2007-08, 2008-09 and 2009-10 as follows:

| <b>Schedule</b>     | <b>Item name</b>                         | <b>Financial year</b> | <b>Total Sales Amount in Rs.</b> |
|---------------------|--|-----------------------|----------------------------------|
| <b>Schedule I</b>   | Any consumable items in Schedule I to IV | 2008-2009             | 50 Lakhs                         |
|                     |  | 2009-2010             | 50 Lakhs                         |
| <b>Schedule II</b>  | Any consumable items in Schedule I to IV | 2008-2009             | 2 Lakhs                          |
|                     |  | 2009-2010             | 2 Lakhs                          |
| <b>Schedule III</b> | Any consumable items in Schedule I to IV | 2008-2009             | 1 Lakh                           |
|                     |  | 2009-2010             | 1 Lakh                           |
| <b>Schedule IV</b>  | Any consumable items in Schedule I to IV | 2008-2009             | 4 Lakhs                          |
|                     |  | 2009-2010             | 4 Lakhs                          |

4. The bidder should furnish the information on major past supplies under the relevant Product / services and satisfactory performance for the last one financial year.

**Note :** Relevant documents in support of above should be furnished.

## Section C

### C1. Statement of important limits/values related to bid

| No. | Item   | Description   |
|-----|--|---|
| 1   | EMD Schedule – I   | Rs.2,00,000/-   |
| 2   | EMD Schedule – II  | Rs. 10,000/-  |
| 3   | EMD Schedule – III   | Rs. 4,000/-   |
| 4   | EMD Schedule – IV  | Rs. 16,000/-  |
| 5   | Bid Validity Period  | 90 days from the date of opening of bid   |
| 6   | EMD validity Period  | 45 days beyond bid validity period  |
| 7   | Contract Period  | <b>1 year from the date of signing the contract.</b>  |
| 8   | Variation in quantities                                      | +/- 25%.  |
| 9   | Period for furnishing performance security                   | Within 7 days from date of receipt of notification of award   |
| 10  | Performance security value                                   | 5% of contract value  |
| 11  | Performance security validity period                         | 60 days beyond contract period  |
| 12  | Period for signing contract                                  | Within 10 days from date of receipt of notification of award  |
| 13  | Payment terms  | Cumulative payment  |
| 14  | On delivery & departments acceptance                         | 100% of supplied goods  |
| 15  | LD for late deliveries                                       | 1% of the late delivered or deemed late delivered goods for 1st week or part there of, 1.5% for 2nd week or part there of, 2% for 3rd week or part there of and so on.  |
| 16  | Maximum LD for late deliveries                               | 10% of value of late delivered or deemed late delivered goods   |
| 17  | Penalty for failure to maintain quality as per specification | Cancellation of orders and forfeiture of performance security   |
| 18  | Transaction Fee  | <p><u>Transaction fee:</u> All the participating bidders who submit the bids have to pay an amount @ 0.03% of their final bid value online with a cap of Rs. 10,000/- for quoted value of purchase upto Rs.50 crores and Rs.25000/- if the purchase value is above Rs.50 crores &amp; service tax applicable @ <b>10.30%</b> as levied by Govt. of India on transaction fee through online in favour of M/s. C1 India pvt. Ltd. The amount payable to M/s.C1 India is non refundable.</p> <p><u>Corpus Fund:</u> Successful bidder has to pay an amount of <b>0.04%</b> on quoted value through demand draft in favour of Managing Director, APTS, Hyderabad towards corpus fund at the time of concluding agreement.</p> |
| 19  | Transaction Fee Payable to                                   | C1 India Pvt Ltd, Hyderabad   |
| 20  | Bid submission   | <p>On Line.</p> <p>Bidders are requested to submit the bids after issue of minutes of the pre bid meeting duly considering the changes made, if any during the pre bid meeting. Bidders are totally responsible</p>   |

|    |                              |   |
|----|------------------------------|---|
|    |                              | for incorporating/complying the changes/amendments issued if any during pre bid meeting in their bid.   |
| 21 | Eligibility Criteria         | As per Section B  |
| 22 | Procedure for Bid Submission | <p><b>Bids shall be submitted online on <a href="http://www.eprocurement.gov.in">www.eprocurement.gov.in</a> platform</b></p> <ol style="list-style-type: none"> <li>1. The participating bidders in the tender should register themselves free of cost on e-procurement platform in the website <a href="http://www.eprocurement.gov.in">www.eprocurement.gov.in</a>.</li> <li>2. Bidders can log-in to e-procurement platform in Secure mode only by signing with the Digital certificates.</li> <li>3. The bidders who are desirous of participating in e-procurement shall submit their technical bids, price bids as per the standard formats available at the e-market place.</li> <li>4. The bidders should scan and upload the respective documents in Pre Qualification and Technical bid documentation as detailed at Section E &amp; G of the RFP including EMD. The bidders shall sign on all the statements, documents certificates uploaded by him, owning responsibility for their correctness/authenticity.</li> <li>5. The rates should be quoted in online only</li> </ol>  |
| 23 | Other conditions             | <ol style="list-style-type: none"> <li>1. After uploading the documents, the copies of the uploaded statements, certificates, documents, original Demand Drafts in respect of Bid Security (except the Price bid/offer/break-up of taxes) are to be submitted by the bidder to the O/o The Managing Director, APTS so as to reach before the date and time of opening of the Pre-Qualification bid. Failure to furnish any of the uploaded documents, certificates, before the date and time of opening of Pre-qualification bid will entail in rejection of the bid. The Department shall not hold any risk on account of postal delay. Similarly, if any of the certificates, documents, etc., furnished by the Bidder are found to be false / fabricated / bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the Bid Security will be forfeited.</li> <li>2. APTS will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents.</li> <li>3. The Documents that are uploaded online on e-market place will only be considered for Bid Evaluation.</li> <li>4. Important Notice to Contractors, Suppliers and Department users             <ol style="list-style-type: none"> <li>(i) In the endeavor to bring total automation of processes in e-Procurement, the Govt. has issued orders vide G.O.Ms.No. 13 dated. 5.7.2006 permitting integration of electronic Payment Gateway of ICICI/HDFC Banks with eProcurement platform, which provides a facility to participating suppliers/contractors to electronically pay the transaction fee online using their credit cards.</li> </ol> </li> </ol> |

## **Section -D**

### **D Technical specification: (as mentioned at Section A.1)**

## Section E

### **E.1 Bidding procedure - Separate bid for each schedule:**

**E.1.** Offers should be made in three parts namely, “Pre-qualification bid”, “Technical bid” and “Financial bid” and in the format given in bid document. Each offer should be placed separately in the e-procurement market place

- 1.) EMD details should be given in the “Pre-qualification bid”.
- 2.) Tenders will be accepted only from those who have paid the tender document fee.
- 4.) All correspondence should be with APTS contact person.
- 5.) A complete set of bidding documents may be purchased by interested bidders from the APTS contact person upon payment of the bid document price which is non-refundable. Payment of bid document price should be by demand draft / cashier's cheque or certified cheque drawn in favour of "The Managing Director, Andhra Pradesh Technology Services Ltd." and payable at Hyderabad (India).

### **E.2. Pre-qualification bid:**

It shall include the following information about the firm and/or its proposal.

1. General information on the bidder's company in Form P-1
2. Turn over details in relevant field in Form P-2A.
3. Turn over details of the product (Brand) offered in Form P-2B.
4. List of major customers in support of turnover in Form P-3
6. Details of service centers in AP in Form P-4
7. Certificates like ISO, Microsoft etc. in Form P-5 (Bidder's format)
8. Manufacturer's authorization to participate in bidding process apart from such other documents like authorization certificate for dealing in the products for which bid is submitted.( However this will not apply to Manufacturers) in Form P-6 ( Bidder's format)

### **E.3. Technical Bid:**

1. Deviation(s) to technical specification, if any in Form T-1
2. Check list in Form T-2

### **E.4. Financial bid:**

The financial bid should provide cost calculations corresponding to unit price of each item of the schedule in Form F-1.

### **E.5. Pre-bid Meeting:**

All those bidders who had purchased bid document can participate in the meeting to seek clarifications on the bid, if any.

## Section F

### **Bid evaluation procedure:**

**Bids would be evaluated for each Schedule separately.** Bidders should offer prices for all the items of Schedule and for the full quantity of an item of Schedule failing which such bid will not be considered. Technical bid documentation should be in the prescribed format. If a vendor has any comment to offer about the procedural aspects of this tender, it should be intimated to APTS during the pre-bid meeting. In case the schedule or procedure of tender processing is revised, the same shall be communicated through e-procurement website or by e-mail/Fax to all vendors who have paid the tender document fee.

### **F.1. Opening of bids:**

Immediately after the closing time, the APTS contact person shall open the pre-qualification bid, and list them for further evaluation. The Technical bids of only those bidders who qualify in the Pre Qualification stage will be opened. The financial bids of only those bidders who qualify in Pre Qualification and Technical evaluation will be opened.

### **F.2. Pre-qualification**

The Pre-qualification bid documentation shall be evaluated in two sub-steps. Firstly, the documentation furnished by the vendor shall be examined prima facie to see if the technical skill base and financial capacity and other vendor attributes claimed therein are consistent with the needs of this project. In the second step, APTS may ask vendor(s) for additional information, visit to vendors site and/or arrange discussions with their professional, technical faculties to verify claims made in Pre-qualification bid documentation.

### **F.3. Technical bid documentation:**

Technical bid documentation shall be evaluated in two sub-steps. Firstly, the documentation furnished by the vendor shall be examined prima facie to see if the product /services offered, technical skill base and financial capacity and other vendor attributes claimed therein are consistent with the needs of this project. The confirmation of specifications compliance of sample items received from testing agency shall be considered for qualifying at technical bid evaluation.

In the second step, APTS may ask vendor(s) for additional information, visit to vendors site and/or arrange discussions with their professional, technical faculties to verify claims made in technical bid documentation.

### **F.3. Award Criterion:**

Final choice of firm to execute the project shall be made on the basis of conformity to technical specifications, appropriateness of the product offered, capability of bidder to execute and service the project and appropriateness of financial offer from the point of view of cost-effectiveness over the entire maintenance period for the product/services.

### **F.4. Award of contract:**

Evaluation of financial bids will be schedule wise.

**Non-conformity to the quality:** Cancellation of the order and forfeiture of performance security

**Managing Director, APTS**