



**Hindustan Urvarak & Rasayan Limited**  
**(A JV of NTPC, CIL, IOCL, HFCL and FCIL)**  
**Office of the Addl. General Manager (I/C), Sindri Project, HURL**  
**Old FCIL office Complex, Sindri, Dhanbad**  
**Jharkhand- 828122**

Date: 13.12.2019

**NOTICE INVITING TENDER**

**TENDER DOCUMENT FOR PURCHASE OF CARTRIDGES FOR PLOTTER & PRINTERS**

**FOR HURL, SINDRI PROJECT, HURL**

**SINDRI, DHNABAD (Jharkhand-828122)**

**Tender Ref. No. – HURL/Sindri/C&M/CARTRIDGES/TENDER/2019-20/1441**

**(This tender document contains 12 pages and bidders are requested to sign & stamp on all the pages. The Technical Bid and the Financial Bid should be placed and sealed in separate covers/envelopes super scribing Technical Bid & Financial Bid.)**





## **INTRODUCTION:**

Hindustan Urvarak & Rasayan Limited (HURL) was incorporated on 15th June, 2016 as a joint venture company by Coal India Limited (CIL), NTPC Limited (NTPC) and Indian Oil Corporation Limited (IOCL) as the lead promoters with Fertilizer Corporation of India Limited (FCIL) and Hindustan Fertilizer Corporation Limited (HFCL) as other two partners.

The three lead promoter companies of HURL namely CIL, NTPC and IOCL are amongst top Maharatna Public Sector Undertaking of the Government of India, belonging to Ministries of Coal, Power and Oil & Natural Gas. These three companies hold a total of 89% equity share with equal partnership, while FCIL and HFCL together have the balance 11% share against their usable assets, opportunity cost and use of land on lease basis at the three plant locations.

The initial Joint venture Agreement (JVA) was signed on 16th May, 2016 between CIL and NTPC, followed by a Supplemental JVA on 31st October, 2016 between CIL, NTPC, IOCL, FCIL and HFCL.

The Cabinet Committee on Economic Affairs (CCEA), Government of India, has formally approved the revival of the Gorakhpur & Sindri units of FCIL and Barauni unit of HFCL.

The prime objective of HURL is to establish and operate state of the art environment friendly and energy efficient Natural Gas based new Fertilizer Complexes (Ammonia-Urea) of 2200 MTPD Ammonia and 3850 MTPD Urea (1.27 MMTPA neem coated urea) at each of the three locations, and simultaneously market their products, thus spurring economic growth in the eastern India.

The feedstock to the plant i.e. Natural gas would be supplied by Gas Pooling mechanism to supply at uniform delivered price to all the fertilizer plants on gas grid for production of urea.

### **Location:**

The existing Sindri Fertilizer unit of Fertilizer Corporation of India Ltd. (FCIL) is located in the district of Dhanbad in the state of Jharkhand. Sindri is well connected with major cities by rail/road. Dhanbad district head quarter is about 26 KM from Sindri and in an important division head quarter of East Central Railway.

The historical Grand Trunk Road and National Highway NH-02 connecting Kolkata and Delhi passes only about 25KM from Sindri Factory area.





## NOTICE INVITING TENDER:

Sealed tenders are invited from Original Equipment Manufacturer/Authorized dealer for supply of Cartridges for Plotter & Printers for Hindustan Urvarak & Rasayan Limited, Sindri Project. The technical details of required Cartridges is enclosed as **Annexure 1**. The tender is two-part bid and the bidder should quote in sealed envelopes for two-part bid tender:

- a) **Part I: Technical Bid (As per Annexure – A)**
- b) **Part II: Financial Bid (As per Annexure – B)**

Separate sealed envelopes of both bids, super scribed as “**Technical Bid**” and “**Financial Bid**” should be placed in third envelop super scribed with

**“Tender Ref. No. –HURL/Sindri/C&M/ CARTRIDGES /TENDER/2019-20/1441 Dated 13.12.2019, Tender for Supply of Cartridges for Plotter & PRINTERS.**

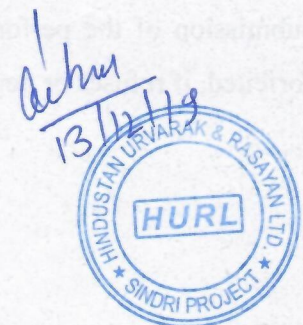
The bidders are requested to send their sealed bid form completed in all respect either by courier / post or dropped in the tender box provided at office the of Addl. General Manager (I/C) Room no-12 , 1<sup>st</sup> floor of Old FCIL Administrative building, Sindri Project, Near SBI Bank , Rorabandh, Sindri, Dhanbad, Jharkhand-828122 on or before **30.12.2019. by 15:00 Hrs.**

The technical bid of the tender will be opened by Tender Opening Committee of the Sindri Project, HURL on the same date at Conference Room, 1<sup>st</sup> floor, Old FCIL Administrative building, Sindri Project, Near SBI Bank, Rorabandh, Sindri, Dhanbad, Jharkhand-828122 17.00 Hrs. in presence of intending bidders or the authorized representatives of intending bidders.

Date and time of the opening of the financial bid(s) will be decided after the evaluation of technical bids by the Tender Evaluation Committee. The financial bids of only those tenderers will be opened, who qualifies the technical evaluation criteria, and accordingly the date, time and venue of opening of financial bids will be intimated.

The tenderers are requested to read the tender document carefully and ensure to comply with all the instructions herein. Non-compliance of the instructions contained in this document may disqualify the tenderer from the tendering exercise. The clarification, if required may be obtained from the administrative office on any working day between 10:00 Hrs. to 17:00 Hrs. from **14.12.2019 to 30.12.2019** on contact No. 9031000943 / 9414255204.

Email- [deepakkumar@hurl.net.in](mailto:deepakkumar@hurl.net.in) / [mukeshbhinchar@hurl.net.in](mailto:mukeshbhinchar@hurl.net.in)





## PRE – QUALIFICATION CRITERIA:

I. Only Original Equipment Manufacturer (OEM) or their Authorized dealer/distributor/agent are eligible to bid. Authorization letter from manufacturer in favor of authorized dealer/ distributor/ agent to bid against this tender must be enclosed with technical bid.

II. The tenderer shall be required to submit the Earnest Money Deposit *as mentioned in subsequent paragraph.*

III. The tenderer should not have been debarred or blacklisted by any Central / State Government Departments of India. An affidavit to that effect on Non-Judicial stamp paper of Rs. 100/- dully notarized must be enclosed with the technical bid in prescribed format. The proforma of the affidavit is attached with the tender as **Annexure – 2.**

IV. Signature and seal of the tenderer required on all the pages of tender document to confirm the acceptance of entire term and conditions of the tender by the tenderer, which are to be submitted along with technical bid and financial bid. The tender document will be the part of technical bid.

## EARNEST MONEY DEPOSIT:

The tenderer shall be required to submit the Earnest Money Deposit (EMD) for an amount of **Rs. 6,000/- (Rupees Six Thousand only)** in the shape of “**Demand Draft**”. The Demand Draft should be in favor of “**Hindustan Urvarak & Rasayan Limited**” payable at Sindri. Other mode of EMD will not be accepted.

The original demand draft should be enclosed with Technical Bid of the tender. Any Technical Bid found without the demand draft of Earnest Money Deposit will be rejected. The HURL will not be liable to pay any interest on EMD submitted with tender document. The earnest money deposit shall be forfeited, if the tenderer withdraws its bid during the period of tender process and finalization of the tender.

The earnest money deposit of the tenderer, whose tender has been accepted, will be returned on the submission of the performance security. Earnest money deposit of the successful tenderer shall be forfeited, if refuses or neglects to execute the order or fails to furnish the required performance security





within the time frame as specified by the Institute.

After the award of the contract to the successful tenderer, the earnest money deposit of the unsuccessful tenderer(s) will be returned within 30 days.

#### **VALIDITY OF THE PRICE BID:**

Quoted rates must be valid for a period of 30 (Thirty) days from the date of closing of the tender. The overall offer for the assignment and tenderer's quoted price shall remain unchanged during the period of validity.

In case the tenderer withdraws, modifies or changes his offer during the validity period, the tender is liable to be rejected and the earnest money deposited shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

#### **WARRANTY:**

The Cartridges shall be quoted with a minimum on-site warranty / guarantee as per HP OEM Cartridges Policy against any manufacturing defect, poor quality of material, workmanship and it will be reckoned from the date of the installation. Defective Cartridges shall be replaced within 3 days from the date of written complaint at their own cost. Rejected items, if any, have to be removed and replaced within 3 days from the date of complaint.

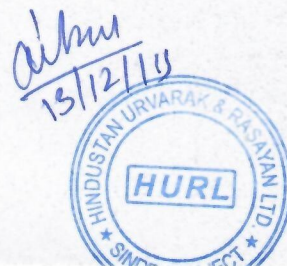
#### **DELIVERY AND INSTALLATION:**

All the ordered Cartridges should be delivered and installed in appropriate Plotter or Printers within 4 weeks or as per requirement, from the date of receipt of the purchase order. All the aspects of safe delivery and installation shall be the exclusive responsibility of the supplier.

#### **LIQUIDATED DAMAGES (LD):**

If the supplier fails to perform the satisfactory installation / commissioning of the Cartridges and / or which is not ready to use within stipulated time, the liquidated damages at the rate 0.50% of the order value per day of delay or part there of subject to a maximum of 5 % of the order value shall be recovered from the contractor.

In case the supplier has failed to complete the order / project within the stipulated time, Institute reserves





the right to cancel the contract / order and performance security / EMD may be forfeited.

### **PERFORMANCE SECURITY:**

After the award of work, the supplier shall be required to submit the performance security in the form of DD by any Nationalized Bank for an amount equal to the 5% of order value and it will be kept valid for a period of 60 days beyond the date of completion of warranty period. The DD should be in the name of **Hindustan Urvarak & Rasayan Limited** payable at Sindri. The HURL will not be liable to pay any interest on Performance Security submitted.

### **PAYMENT TERMS:**

Full payment of the order value will be made after the successful delivery, installation and commissioning at our site of said items to the satisfaction of the Engineer in-charge after adjustment of all necessary taxes, if applicable.

### **TENDER EVALUATION:**

The HURL will evaluate the entire bids, strictly on the basis of terms & conditions incorporated in the tender enquiry document in all respects.

During the evaluation / scrutiny of the tenders, at any stage, if it is found that any of the tenderer(s) terms and conditions are not compliant with tender enquiry document, HURL may seek the clarification within the specified target time and if the tenderer has fails to reply / or not agree / accept the terms and conditions, their tender will be treated as unresponsive and it is liable for rejection.

Evaluation of the proposals shall be done in two stages as:

#### **(A) STAGE – I (Technical Evaluation):**

HURL will examine all the bids to determine whether these qualifies the essential pre- qualification criteria, whether tenderer have submitted the EMD with technical Bid, whether all the documents as mentioned / or required in the tender document to be submitted with technical bid have been submitted, whether all the documents are in prescribed format and has been properly signed & stamped and whether the bid are completed and generally in order. ***Please note that your financial bid should be enclosed in sealed envelope only, as mentioned in above Notice Inviting Tender paragraph, or else your tender will stand cancelled.***

Tenderer who has not qualified technical evaluation shall be rejected.





**(B) STAGE – II (Financial Evaluation):** Financial bid(s) of only technically qualified tenderer will be opened for financial evaluation.

### **AWARD OF CONTRACT:**

After due evaluation of the financial bids, the HURL will award the contract to the bidder on *Item wise- Lowest quote basis.*

### **OTHER TERMS AND CONDITIONS:**

1. Tenders received after the last date and time will not be accepted.
2. Rates should be offered unconditional.
3. Earnest money deposited with other tender in the HURL will not be adjustable with this tender.
4. The successful tenderer is also liable for proper commissioning at our site. If any item found defective after the supply, the tenderer will be liable to replace the item at his own cost.
5. If any **Malafide** intension is observed by Hindustan Urvarak & Rasayan Limited, the agency shall not be eligible for further tenders.
6. HURL, Sindri Project reserve the right to accept or reject all or any bid/quotation without assigning any reason thereof.
7. Rates provided only in given format will be accepted. Any terms and conditions provided by the tenderer with price bid will not entertained.
8. The quoted rate shall remain firm till the finalization of tender.
9. The Institute will not pay any mobilization charges.
10. The supplier will also be responsible for working of installed Cartridges during warranty period beside service center guidelines/term & conditions of said brand.
11. In case of tie between the parties, the overall lowest bidder will be decided on the basis of technical parameters of goods offered, warranty period and availability of service centers/providers etc.
12. The successful bidder shall not be allowed to sublet / subcontract the contract to any other contractor.
13. In case of any dispute of any kind and in respect of whatsoever arising out of tender / contract, the decision of the competent authority of HURL will be final and binding.





**Statuary Liabilities:**


If any other statuary liabilities are imposed by the Government like taxes, duties, cess etc. during tender process, will be beard by Hindustan Urvarak & Rasayan limited, Sindri Project.

**JURISDICTION:**

The courts at Dhanbad will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender / contract. It is specifically agreed that no court outside and other than Dhanbad court shall have jurisdiction in the matter.

*For & on behalf of HURL*

*Attny*  
*13/12/19*  
**Deepak Kumar**  
**Manager (C&M)**  
**Sindri Project, HURL**



Enclosure:

- 1) Technical details of the Cartridges for Plotter & Printers as **Annexure – 1.**
- 2) Format for undertaking of Non-Blacklisting as **Annexure-2.**
- 3) Format for technical and financial bid as **Annexure - A & B.**



Annexure - 1

**Technical Specifications for Cartridges for Plotter & Printers**


**Cartridges for Plotter & Printers shall be as per following technical specifications:**

S.N.	Specifications	Minimum Requirements
<b>1.</b>	<b>Cartridges for Plotter</b>	
i)	<b>Part No &amp; Description</b>	CZ130A & HP 711 29ml Cyan Ink Cartridge
ii)	<b>Part No &amp; Description</b>	CZ131A & HP 711 29ml Magenta Ink Cartridge
iii)	<b>Part No &amp; Description</b>	CZ132A & HP 711 29ml Yellow Ink Cartridge
iv)	<b>Part No &amp; Description</b>	CZ133A & HP 711 80ml Black Ink Cartridge
<b>2.</b>	<b>Cartridges for Printers</b>	
i)	<b>Part No &amp; Description</b>	CF231A & HP 31A Black Original LaserJet Toner Cartridge
ii)	<b>Part No &amp; Description</b>	CC388AD & HP 88A 2pack Black Original LaserJet Toner Cartridges

**Note: Please attach technical brochure with your quote dully sealed and verified by the bidder.**

**Seal & Signature of the Bidder**

*Ashu*  
13/12/19





**NON-BLACKLISTING / DEBARRING DECLARATION**

I / We (Name & Address of individual / firm) .....  
.....

Manufacturer / Partner(s) / Authorized Dealer / Authorized Distributor / Authorized Agent of M/s

(Name & Address of firm) .....  
.....

has not been blacklisted or debarred in the past by any Union / State Government or organization from taking part in government tenders in India.

I/We also have neither been convicted nor any cognizance have been taken against by any court of law till date.

The above statement is true to the best of my/our knowledge and belief.

Deponent / Witness Name:

Address:

Attested:

(Public Notary / Executive Magistrate)





### Technical Bid

- Name of manufacturer company of Cartridges:
- Brand/model name of Cartridges:
- Name of firm/dealer/manufacturer:
- Since when in the business of sales of Cartridges for Plotter & Printers:
- Name of major clients:
  - 1)
  - 2)
  - 3)
  - 4)
 (Attach extra sheet in case of more clients)
- Address of the firm/dealer/manufacturer:
- PAN No. of firm/proprietor of firm:
- GST No. of firm:
- Does Earnest Money Deposit of Rs. 6,000/- is enclosed? Yes / No
- Demand Draft No. and date:
- Issuing bank name & branch:
- Contact person:
- Contact No.: Email ID:

#### Note:

1. Please attach photocopies in support of PAN and GST numbers.
2. Please attach supporting documents in support of authorized dealer/franchise/firm/company/manufacturer.
3. Please attach undertaking about non-blacklisting by any Central/State government organization or Central/State undertakings.
4. Signature and seal of the bidder required on all the pages which are to be submitted along with Technical Bid. The tender document will be the part of Technical Bid.

Seal & Signature of the Bidder





**Annexure - B**

**Format for Quoting Rates**

Sl. No	Item Description	Unit	Quantity	Rate/Unit (Rs.)	Amount (Rs.)
1.	CZ130A & HP 711 29ml Cyan Ink Cartridge	No.	05		
2.	CZ131A & HP 711 29ml Magenta Ink Cartridge	No.	05		
3.	CZ132A & HP 711 29ml Yellow Ink Cartridge	No.	05		
4.	CZ133A & HP 711 80ml Black Ink Cartridge	No.	05		
5.	CF231A & HP 31A Black Original LaserJet Toner Cartridge	No.	20		
6.	CC388AD & HP 88A 2pack Black Original LaserJet Toner Cartridges	No.	10		
<b>Total Amount</b>					
7.	Add: Taxes				
<b>Grand Total</b>					

**In Words:**

**Note: Price shall be inclusive of all fitting accessories required for proper commissioning on site at Hindustan Urvarak & Rasayan Limited, Sindri Project.**

*13/12/19*



**Seal & Signature of the Bidder**