

# Maharashtra State Pharmacy Council

E.S.I.S Hospital Compound, LBS Road,  
Mulund, Mumbai -

400080, Maharashtra

Website : [www.mspcindia.org](http://www.mspcindia.org) Email: [mspcindia@gmail.com](mailto:mspcindia@gmail.com)

Phone : 022-25684291, Fax : 022-25684418

Ref No. MSPC/20826 /2016

Date—05<sup>th</sup> January 2016

**Subject: Tender for procurement of material required for printing smart cards using HDP5000Printer ,inkjet cartridges and PVC folders**

Sir/Madam,

Maharashtra State Pharmacy Council (MSPC) is a statutory body constituted by Government Of Maharashtra under the provisions of Pharmacy Act -1948 to regulate the practice and profession of pharmacy.

MSPC having its office at above mentioned address invites sealed Tenders from qualified and eligible bidders to empanel agencies for **“procurement of material required for printing smart cards using HDP5000Printer,inkjet cartridges and PVC folders”** against Rate Contract for one year.

Interested and eligible parties with sufficient experience may submit their offer quoting their most competitive rates as per the terms & conditions and eligibility criteria given in this Tender document.

The Tender Document is available for sale at MSPC which can be purchased by paying cash Rs 500/- (Rs five hundred only ) or can be downloaded from the website, [www.mspcindia.org](http://www.mspcindia.org).

**Cost of Tender Document:** Cost of Tender Document is Rs. 500/- (Rupees five hundred only) which can be paid by cash if tender is purchased from MSPC office or shall be payable by crossed demand draft (nonrefundable) ,drawn on any nationalized/scheduled bank in favor of the Registrar, Maharashtra State Pharmacy Council, Mulund, Mumbai if tender is downloaded from website . Cheques / Bank Guarantees/postal orders will not be accepted.

Cost of Tender Document is to be submitted in a separate envelope along with part I of the tender in case of downloaded tender document.

The tenders without cost of tender document in the prescribed manner are liable to be rejected

| Sr no | Type or work for which tender is invited  | Estimated cost (INR) | Tender fee | Earnest money deposit |
|-------|---|----------------------|------------|-----------------------|
| 1     | Procurement of material required for printing smart cards using HDP5000Printer ,inkjet cartridges and PVC folders | 17 lacs              | Rs 500/-   | Rs 17,000/-           |

Following schedule may be noted for important dates

| Sr no | Vendor stage                   | Start date                | Expiry date and time    | Place  |
|-------|--------------------------------|---------------------------|-------------------------|--|
| 1     | Sale of tender/Tender download | 07/01/2016                | 27/01/2016<br>16.00 hrs | MSPC office at address mentioned above or download from website <a href="http://www.mspcindia.org">www.mspcindia.org</a> |
| 2     | Bid preparation                | 07/01/2016                | 27/01/2016              | At vendors end   |
| 3     | Bid submission                 | 28/01/2016 till 16.00 hrs | 29/01/2016<br>16.00 hrs | At MSPC office at address mentioned above  |
| 4     | Technical bid opening          | 30/01/2016                | 30/01/2016<br>15.00 hrs | At MSPC office at address mentioned above  |

Commercial bid opening date will be notified on council's website [www.mspcindia.org](http://www.mspcindia.org) which will be treated as sufficient notice for bidders .

## **SECTION I: INVITATION FOR BIDS (IFB)**

**Sub: Request for Proposal (RFP) for material required for printing smart cards using HDP5000 Printer ,inkjet cartridges and PVC folders**

**(A) Scope of Work:** Supply of items indicated above for One year as per details given below and in **Annexure III**.

| <b><u>Item and description</u></b>  | Quantity for one year | packing |
|---|-----------------------|---------|
| PVC folder Size : A4 P.P. folder as per sample  | 25000                 | 100 x 1 |
| PVC BLANK CARDS<br>HID-81754 CR 80 ultra cards 30mil  | 25000                 | 100X1   |
| YMCKK 84052 color fargo RIBBON for Fargo HDP 5000 printer<br>.Duplex with single side lamination 500 imprints per ribbon                  | 50                    | 50X1    |
| Fargo 84053 Re Transfer film for Fargo HDP 5000 printer .Duplex<br>with single side lamination 750 imprints per film                      | 50                    | 50x1    |
| Fargo 82600 Polyguard 0.6 mil Overlamine clear for Fargo<br>HDP 5000 printer .Duplex with single side lamination 250 imprints<br>per roll | 100                   | 100x1   |
| HP Ink cartridge 950(XL) BLACK  | 15                    | SINGLE  |
| HP Ink cartridge 951 CMY  | 60                    | SINGLE  |

### **(B) Eligibility Criteria of Bidders**

1. **EXPERIENCE**: The bidder must have minimum two years of experience of **supply for material required for printing smart cards using HDP5000Printer,inkjet cartridges and PVC folders** in Govt. Departments / PSUs / Nationalized Institutions/Private reputed organisations .
2. **STATUTORY REGISTRATIONS**: The bidder must have valid PAN No. and TIN/VAT No. Photocopy of PAN Card of the Firm/Dealer/Proprietor and VAT/Trade Tax return for at least one year should be submitted with the bid.

3. **PLACE OF BUSINESS:** The bidder must have a place of business and infrastructure in Maharashtra and proof of the same is required to be submitted along with the bid.

***Before submission of the tender, the bidders may please verify the eligibility criteria and ensure fulfillment of all the terms and conditions. In the absence of copies / certificates under eligibility criteria above, the bid is liable to be rejected.***

For any technical clarification, please contact :-

Maharashtra State Pharmacy Council  
E.S.I.S Hospital Compound, LBS Road, Mulund (W)  
Mumbai -400080, Maharashtra  
Website : [www.mspcindia.org](http://www.mspcindia.org)  
Email: [mspcindia@gmail.com](mailto:mspcindia@gmail.com)  
Phone : 022-25684291, Fax : 022-25684418

### (C) **Submission of Bid**

The offer must be submitted in sealed envelope super scribing subject as

**Tender for material required for printing smart cards using HDP5000 printer ,inkjet cartridges and PVC folders .**

**Tender No : MSPC/20826 / 2016**

The bid should contain the rate per unit in the prescribed format as per **Annexure III** with proper seal and signature of authorized person. Prices should be given in INR in both figures and words.

The bids complete in all respects should reach the below address by the due date at-

**Registrar, Maharashtra State Pharmacy Council**  
E.S.I.S Hospital Compound, LBS Road, Mulund (W)  
Mumbai -400080, Maharashtra  
Website : [www.mspcindia.org](http://www.mspcindia.org)  
Email: [mspcindia@gmail.com](mailto:mspcindia@gmail.com)  
Phone : 022-25684291, Fax : 022-25684418

#### **The Bid shall contain:**

- (i) An Undertaking as mentioned in **Annexure I**
- (ii) Checklist as per **Annexure II** and documents as mentioned in the checklist
- (iii) Price Bid as per **Annexure III**

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Estimated Cost (approx.): Rs.17 Lacs  
Earnest Money Deposit: 1% of tender value = Rs.17000/-  
Time period for completion: 30 days to one year

**END OF SECTION I**

## **SECTION II: INSTRUCTION TO BIDDER (ITB)**

1. Conditional bids shall be rejected
2. Bids should be valid for minimum Sixty (60) days from the date of opening the Bid. A bid, valid for a shorter period, is liable to be rejected. MSPC, Mumbai may ask the bidders to extend the period of validity, if required.
3. Price should be quoted for all the items listed in **Annexure III**. Overwriting / erasing / cutting / use of white fluid / correction fluid / correction tape etc should be signed by the bidder.
4. In case of any discrepancy between rates mentioned in figures and words, the latter shall prevail.
5. Govt. Levies like Service Tax; VAT, etc. shall be paid at actual rates applicable on the date of submission of Bid. Rates should be quoted accordingly giving the basic price, VAT, Service Tax etc. The price quoted should be inclusive of all prices.
6. The rates should be inclusive of freight charges, packing charges etc.
7. MSPC ,Mumbai reserves the right to accept / reject the offers or cancel the whole tender proceedings without assigning any reason whatsoever. Offers through Email / Fax, etc and open offers shall not be accepted. Late / Delayed offers shall not be accepted under any circumstances. Incomplete offers will be rejected. In case the specified date for bid processing is declared holiday for MSPC the bid processing deadline shall stand extended to the next working day up to the same time.
8. Any attempt of direct or indirect negotiations on the part of the bidder with the authority to whom he has submitted the tender or authority who is competent to finally accept / reject the same after he has submitted his tender or any endeavor to secure any interest for an actual or prospective bidder or to influence by any means the acceptance of a particular tender will render the tender liable to be rejected.
9. **Disclaimer:** This Tender / Request for Proposal (RFP) is not an offer by MSPC but an invitation for bidder's response. No contractual obligation whatsoever shall arise from the RFP process.
10. **Declaration:** The bidder is required to give a certificate as below in his commercial (price) bid.

"I/we agree that in case of any change in the quantities required, I/ we would be supplying the same at the rates as specified in this price bid. I /we agree to adhere to the prices given above even if the quantities undergo a change".

**END OF SECTION II**

### **SECTION III**

**Cost of Tender Document:** Cost of Tender Document is Rs. 500/- (Rupees five hundred only) The cost of Tender Documents shall be payable by cash if tender is purchased from MSPC office or by crossed demand draft (non-refundable), drawn on any nationalized / scheduled bank in favour of the Registrar, Maharashtra State Pharmacy Council, Mulund, Mumbai if tender is downloaded from website . Cheques / Bank Guarantees and Postal Orders will not be accepted.

Cost of Tender Document is to be submitted in a separate envelope along with Part-I of the tender in case of downloaded Tender Document.

The tenders without cost of tender document in the prescribed manner are liable to be rejected.

**Submission of Earnest Money Deposit (EMD):** EMD should be deposited in the form of crossed Demand Draft, drawn on any nationalized/scheduled bank in favour of The Registrar, Maharashtra State Pharmacy Council, Mulund, Mumbai

Cheque, Bank Guarantees and Postal Orders will not be accepted towards EMD

EMD should be enclosed in a separate envelop along with Part-I (Technical Bid). The tenders without Earnest Money Deposit in the prescribed manner are liable to be rejected.

**General Instructions for Submission of Tender:** Bid should be submitted in sealed covers in the following manner.

- ☐ The tender shall be in two parts viz. Part-I (i.e. Technical bid) and Part-II (i.e. Commercial bid). Part-I Shall contain the documents in support, Cost of Tender Document (in case of downloaded tenders), EMD, the details of technical qualifications, competence of the tenderer supported by certificates as required vide eligibility criteria
- ☐ The part – II shall be the commercial bid containing the schedule of quantities issued along with tender documents, duly filled in by the tenderer along with commercial terms if any.  
Part-I and Part-II bids shall be in separate sealed covers, duly super scribing on the covers with the details of bid i.e. “ Tender number, Name of the work, Part-I/Part-II, Name of the tenderer” etc. Both
- ☐ the sealed covers should be kept in a common sealed cover duly super scribing the details of the bid.

**No bid shall be considered unless accompanied by the Earnest Money and non- refundable Tender Document cost (in case of downloaded Tender Documents)**

**Receipt of Bids:** Tender to be submitted in inward department at  
**Maharashtra State Pharmacy Council**  
**E.S.I.S Hospital Compound, LBS Road, Mulund**  
**Mumbai -400080, Maharashtra**

before 4 . 0 0 p m on the last date of submission

**Opening of Bids:** Technical bids of the tenders will be evaluated by Evaluation committee of Maharashtra State Pharmacy Council.

Commercial bids of only those tenderers found technically suitable by a Committee of experts constituted by Maharashtra State Pharmacy Council will be opened. Commercial bids will be opened by Executive committee of Maharashtra State Pharmacy Council and evaluated for award of work.

All the pages of tender document (Technical and Commercial bids) shall be signed with seal affixed.

1. **Price Basis:** Price basis should be for MSPC, Mumbai . Price quoted should be in the prescribed format as per **Annexure III**. The quoted price will be considered firm and no price escalation, other than statutory ones, will be permitted during the contract period.

Billing is to be done in the name of

**Registrar, Maharashtra State Pharmacy Council**  
**E.S.I.S Hospital Compound, LBS Road, Mulund (W)**  
**Mumbai -400080 Maharashtra**

The payment would be on the basis of the actual bill of material supplied, duly certified by our authorized representative at MSPC.

2. The bidders are advised to quote their rates on the basis of costing / profitability of individual items because MSPC reserves the right to exclude any item(s) from purchase at the time of placing purchase order. Further, the quantities required are only tentative in nature and actual procurement quantities of items may differ as per requirement.
3. The rates for the quoted items should not be higher than those quoted in any other organization / institution or the MRP during the period.
4. The Registrar, Maharashtra State Pharmacy Council, Mulund, Mumbai is not under any obligation to accept the lowest Bid/Bids and reserves the right to reject any or all the bids without assigning any reason what-so-ever and also to distribute the work and allot the work / works to more than one Bidder, at its sole discretion.  
MSPC reserves the right to split the Purchase Order to different bidders.
5. A purchase order will be issued from time to time describing the specifications, quantities, type etc. of the items required by MSPC
6. The supply shall have to be made several times during the year depending on the requirements for which separate purchase orders will be issued.
7. The supplier indulging into any malpractice resulting in wrongful depiction / manipulation of original MRP as indicated by the original manufacturer shall face penalties, cancellation of contract, blacklisting and even criminal action. Similarly any supplier supplying spurious, fake, duplicate or defective or low quality/standard item shall also face similar action.
8. The Specifications of items supplied by the bidder must tally with the specifications mentioned in **Annexure III** in the tender document.
9. The materials shall be accepted subject to the complete satisfaction of MSPC. Any defect found in the materials supplied will render it open to rejection and decision of MSPC shall be final and binding. The rejected items shall have to be taken back by the vendor at his / her own cost and risk, and the contractor shall replace such rejections with the items of standard specifications / quality as acceptable to the MSPC. Alternatively, the materials may, at the discretion of the authority, be purchased from other vendors at the risks and costs of the contractor.
10. The contractor should supply with proper packing for transit so as to be received at the destination without any loss or damage of the items.
11. The contractor is bound to supply the items within stipulated period, failing which liquidated damages will be recovered from the supplier for period beyond the scheduled delivery dates. A penalty of 0.5% of the order value calculated at the contract rate per week will be levied. The maximum penalty for late supply shall not exceed 10% of total value of order/orders. If the order is still not supplied, the supply order will be canceled and the item will be procured from elsewhere and the difference will be recovered from subsequent bills/security money deposit of the contractor. The cut-off date of delivery period shall be counted from the date of actual dispatch of supply order to date of receipt of supplies at destination. Failure to supply the items three times during the validity of the contract may result in blacklisting of firm for a period of not less than 3 years.
12. The contractor shall not sublet, transfer or assign the job without the written permission of MSPC. In the event of the contractor contravening this condition, MSPC has right to terminate the contract.

13. Payment shall be made after receipt of complete materials mentioned in the purchase order and due inspection by the nominated official of MSPC. Payment will be made direct to the supplier through **cheque** only. No request for other mode of payment will be entertained. **No advance payment will be made in any case.**
14. **DEDUCTION OF TAX:** Income Tax and other relevant Taxes at the rates applicable from time to time shall be deducted at source.

**DISPUTES AND ARBITRATION**: In case of any dispute, the decision of MSPC will be final. The venue of arbitration, if any, will be Mulund Mumbai .MSPC reserves the right to terminate the contract at any time without assigning any reason(s) thereof.

**END OF SECTION III**



**Undertaking**

To,

**Maharashtra State Pharmacy Council**

E.S.I.S Hospital Compound, LBS Road, Mulund

Mumbai -400080, Maharashtra

Website : [www.mspscindia.org](http://www.mspscindia.org) Email: [mspscindia@gmail.com](mailto:mspscindia@gmail.com)

Phone : 022-25684291, Fax : 022-25684418

Sir,

I/We do hereby solemnly declare and undertake that:

1. The terms & conditions of the tender is acceptable in complete. I understand that if any information in the bid submitted by me/us is found incorrect/false, at any time, the bid / contract is liable to be rejected.
2. My / our firm is in this business for the last two years.
3. The quoted rates are for Quality material for printing of smart cards using HDP5000 printer, inkjet cartridges and PVC covers Any damage to the Printers due to inferior quality of material shall be made good by me / us during the contract period.
4. The items quoted by me / us have not been and are not being supplied to any other Government organization / institution in Mumbai at rates lower than those quoted here.
5. My / our firm is not black listed in any Govt. organization / institution.

For and on behalf of

**Bidder's Name & Address)**  
**(Signature of Authorized Signatory)**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**Seal**

**Annexure II**  
**CHECK LIST FOR BIDDER PRE-QUALIFICATION**

| Sl. No. | Particulars  | To be filled in by the Bidder |
|---------|--|-------------------------------|
| 1       | Name of the Bidding Agency   |                               |
| 2       | Detailed office address of the Agency with office telephone number, e-mail ID, Mobile number and the name of the contact person                                  |                               |
| 3       | Date of establishment of the Agency  |                               |
| 4       | PAN/ TAN Number<br>(Copy to be enclosed)   |                               |
| 5       | Details of TIN<br>(Copy to be enclosed)  |                               |
| 6       | Sales Tax / VAT registration certificate and TIN Number (Copy to be enclosed)  |                               |
| 7       | Details of Service Tax Registration, if applicable (Copy to be enclosed)   |                               |
| 8       | Turnover for the past 2 years, <b>2013-14,2014-15</b>  |                               |
| 9       | Details of Purchase Orders received in the past 2 years, <b>2013-14,2014-2015</b>  |                               |
| 10      | Whether proof of place of business is in Maharashtra such as notarized rent agreement, electricity bill, water bill, fixed-line telephone bill etc is submitted? |                               |
| 11      | Whether the undertaking ( <b>Annexure I</b> ) duly signed by the bidder is submitted?  |                               |

I, \_\_\_\_\_ Proprietor / Partner / Director of \_\_\_\_\_  
(name of the company/firm) hereby declare that the information given above is true to the best of my knowledge and belief.

**Seal of the Bidder**

**Signature:**

**(Authorized signatory of the Bidder)**

**PRICE BID**

**Tender for procurement of material required for printing smart cards using HDP5000Printer, inkjet cartridges and PVC folders**

One time charges, if any, should be highlighted separately.

| <u>Item and description</u>   | Quantity for one year | packing | Rate per unit including taxes |
|---|-----------------------|---------|-------------------------------|
| PVC folder Size : A4 P.P. folder as per sample  | 25000                 | 100 x 1 |                               |
| PVC BLANK CARDS<br><br>HID-81754 CR 80 ultra cards 30mil  | 25000                 | 100X1   |                               |
| YMCKK 84052 color fargo RIBBON for Fargo HDP 5000 printer .Duplex with single side lamination 500 imprints per ribbon               | 50                    | 50X1    |                               |
| Fargo 84053 Re Transfer film for Fargo HDP 5000 printer .Duplex with single side lamination 750 imprints per film                   | 50                    | 50x1    |                               |
| Fargo 82600 Polyguard 0.6 mil Overlamine clear for Fargo HDP 5000 printer .Duplex with single side lamination 250 imprints per roll | 100                   | 100x1   |                               |
| HP Ink cartridge 950(XL) BLACK  | 15                    | SINGLE  |                               |
| HP Ink cartridge 951 CMY  | 60                    | SINGLE  |                               |

**“I/we understand that the quantity of the items required is subject to change. I/we agree that in case of any change in the quantities required, I/ we would be attending the same at the rates as specified in this price bid. I /we agree to adhere to the prices given above even if the quantities undergo a change”.**

Date:

**Seal of the Bidder**

**Signature:  
(Authorized signatory of the Bidder)**