



भारतीय लघु उद्योग विकास बैंक
Small Industries Development Bank of India

कम्प्युटर कनज्यूमेबल आपूर्तिकर्ताओं के मनोनयन हेतु
प्रस्ताव का आमंत्रण

Request for Proposal for
Empanelment of Supplier for Computer Consumables
(SIDBI Mumbai Office)

टेंडर सं. / Tender No.	400/2023/1711/BYO/ITV
टेंडर जारी करने की तिथि / Tender Issue Date	30 जून, 2022 / June 30, 2022
बोली जमा करनी की अंतिम तिथि व समय / Last date & time for bid submission	21 जुलाई 2022, 3:30 बजे तक / July 21, 2022 by 3:30 PM
न्यूनतम बोलियां खोलने की तिथि व समय / Date & time of opening of Eligibility Bids	21 जुलाई 2022 4:00 बजे / July 21, 2022 at 4:00 PM

भारतीय लघु उद्योग विकास बैंक
स्वावलम्बन भवन, सी-11, जी ब्लॉक,
बांद्रा कुर्ला कॉम्प्लेक्स, बांद्रा (पू.), मुम्बई - 400051

SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA
Swavalamban Bhawan, C-11, 'G' Block,
Bandra Kurla Complex, Bandra (E), Mumbai - 400 051

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Glossary

Acronym	Description
OEM	Original Equipment Manufacturer
Respondent / Recipient / Bidder / Vendor	Participating Bidder
PO	Purchase Order
RfP / RFP	Request for Proposal
SoW	Scope of Work
BG	Bank Guarantee

Critical Information / महत्वपूर्ण सूचना

(Tender No: 400/2023/1711/BYO/ITV Dated June 30, 2022)

S No. क्र.सं.	Events / कार्यक्रम	Date / तिथि	Time / समय
1.	बोली जमा करने की अंतिम तिथि / Last date for submission of bid / proposal	21 जुलाई 2022 / July 21, 2022	3:30 PM
	न्यूनतम बोलियां खोलने की तिथि व समय / Date & time of opening of Eligibility Bids	21 जुलाई 2022 / July 21, 2022	4:00 PM
बोली जमा और पूर्व-बोली बैठक करने का पता / Address for Submission of Bid / Proposal			
2.	उप. महाप्रबन्धक (सिस्टम्स) भारतीय लघु उद्योग विकास बैंक, तीसरा तल, इन्फॉर्मेशन टेक्नालजी वर्टिकल, स्वावलम्बन भवन, प्लॉट सी-11, जी ब्लॉक, बांद्रा कुर्ला काम्प्लेक्स, बांद्रा(पू.), मुम्बई - 400 051, दूरभाष: 022-67531100 / 67531251, फैक्स: 022-67531236	Dy. General Manager (Systems) Small Industries Development Bank of India, 3rd Floor, Information Technology Vertical, Swavalamban Bhawan, Plot No. C-11, G Block, Bandra Kurla Complex, Bandra (E), Mumbai - 400 051 Phone: 022-67531100/ 67531251 Fax: 022-67531236	
3.	बोली के वैद्यता / Bid Validity	बोली जमा करने की अंतिम तिथि से 30 दिन तक / 30 days from the last date of bid submission.	
4.	सिडबी अधिकारियों के संपर्क विवरण / Contact details of SIDBI officials		
a.	Vikas Kishore, AGM 022-67221514, vikask@sidbi.in	विकास किशोर, स.म.प्र. 022-67221514, vikask@sidbi.in	
b.	Rajesh Joshi, DGM (Systems) 022-67531251, rjoshi@sidbi.in	राजेश जोशी, उ.म.प्र.(सिस्टम्स) 022-67531251, rjoshi@sidbi.in	

1. Introduction and Disclaimers

1.1. Purpose of RFP

The purpose of RFP is for empanelment of supplier for Computer Consumables for SIDBI Mumbai Office:

- SIDBI invites applications for shortlisting and empanelment of supplier with the Bank for computer consumables for a period of Three (03) years i.e., July 2022 to June 2025, for supply of computer consumables items such as inkjet cartridges for Deskjet printers, toner cartridges for LaserJet printers, backup Tape drives, CD-ROM/DVDs, Pen Drive etc. for SIDBI Mumbai Office.
- The empanelment of vendor shall be valid for a period of Three (03) years. The Bank may, at its sole discretion, extend the tenure of the empanelment by another Two (02) years subject to performance review and approval of the Competent Authority.
- The Bank reserves the right to discontinue the panel at any time, without assigning any reasons thereof. The Bank's decisions in this regard shall be binding and final.

This Request for Proposal document ("RfP document" or "RfP" or "RFP") has been prepared solely for the purpose of enabling the "Small Industries Development Bank of India", referred as the "Bank" hereafter, for empanelment of Computer Consumables Suppliers for SIDBI Mumbai Office. Bidders are requested to submit bids / proposals strictly conforming to the schedule and terms and conditions given in Annexures attached.

This RFP document is not a recommendation, offer or invitation to enter into a contract, agreement or any other arrangement in respect of the services.

1.2. Information Provided

The Request for Proposal document contains statements derived from information that is believed to be relevant at the date but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with SIDBI. Neither SIDBI nor any of its employees, agents, contractors, or advisers gives any representation or warranty, express or implied, as to the accuracy or completeness of any information or statement given or made in this document. Neither SIDBI nor any of its employees, agents, contractors, or advisers has carried out or will carry out an independent audit or verification exercise in relation to the contents of any part of the document.

1.3. Costs to be borne by Respondents

All costs and expenses incurred by respondent in any way associated with the development, preparation, and submission of responses, including but not limited to; the attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by SIDBI, will be borne entirely and exclusively by the Respondent.

1.4. No Legal Relationship

No binding legal relationship will exist between the Respondent and SIDBI until execution of a contractual agreement.

1.5. Recipient Obligation to Inform Itself

The Respondent must conduct its own investigation and analysis regarding any information contained in the RfP document and the meaning and impact of that information.

1.6. Evaluation of Offers

The issuance of RFP document is merely an invitation to offer and must not be construed as any agreement or contract or arrangement nor would it be construed as any investigation or review carried out by Respondent. The Respondent unconditionally acknowledges by submitting its response to this RFP document that it has not relied on any idea, information, statement, representation, or warranty given in this RFP document.

1.7. Errors and Omissions

Respondent should notify SIDBI of any error, omission, or discrepancy found in this RfP document.

1.8. Acceptance of Terms

Respondent will, by responding to SIDBI for RfP, be deemed to have accepted the terms of this Introduction and Disclaimer.

1.9. Requests for Proposal

- Respondent is required to direct all communications related to this RfP, through the Nominated Point of Contact person as mentioned in **Critical Information sheet** above.
- SIDBI may, in its absolute discretion, seek additional information or material from Respondent after the RfP closes and all such information and material provided must be taken to form part of the Respondent's response.
- Respondent should provide details of their contact person, telephone, fax, email and full address(s) to ensure that replies to RfP could be conveyed promptly.
- SIDBI may, in its absolute discretion, engage in discussion or negotiation with the Respondent after the RfP closes to improve or clarify any response.

1.10. Notification

SIDBI will notify the Respondent in writing or by mail as soon as practicable about the outcome of the RfP. SIDBI is not obliged to provide any reasons for any such acceptance or rejection.

* * * * *

2. Background

2.1. About SIDBI

Small Industries Development Bank of India (SIDBI) was established in April 1990.

The mission of SIDBI is to empower the Micro, Small and Medium Enterprises (MSME) sector with a view to contributing to the process of economic growth, employment generation and balanced regional development having objective to serve as a single window for meeting financial and developmental needs of MSME sector.

The four basic objectives set out in the SIDBI Charter are Financing, Promotion, development and Co-ordination for orderly growth of industry in the MSME sector. The Charter has provided SIDBI considerable flexibility for adopting appropriate operational strategies to meet these objectives. The activities of SIDBI, as they have evolved over the period of time, now meet almost all the requirements of sector which fall into a wide spectrum constituting modern and technologically superior units at one end and traditional units at the other.

The bank provides its services through a network of offices located all over India. Detailed information on the functions of the bank is provided on the website www.sidbi.in.

* * * * *

3. Scope of Work

3.1. Invitation of Proposal

3.1.1. The purpose of RFP is for empanelment of Computer Consumables Suppliers for SIDBI Mumbai Office:

- SIDBI invites applications for shortlisting and empanelment of supplier with the Bank for computer consumables for a period of Three (03) years i.e., July 2022 to June 2025, for supply of computer consumables items such as inkjet cartridges for Deskjet printers, toner cartridges for LaserJet printers, backup Tape drives, CD-ROM/DVDs, Pen Drive etc. for SIDBI Mumbai Office.
- The empanelment of vendor shall be valid for a period of Three (03) years. The Bank may, at its sole discretion, extend the tenure of the empanelment by another Two (02) years subject to performance review and approval of the Competent Authority.
- The Bank reserves the right to discontinue the panel at any time, without assigning any reasons thereof. The Bank's decisions in this regard shall be binding and final.

3.1.2. This Request for Proposal document ("RfP document" or "RfP" or "RFP") has been prepared solely for the purpose of enabling the "Small Industries Development Bank of India", referred as the "Bank" hereafter, for empanelment of Computer Consumables Suppliers for SIDBI Mumbai Office. Bidders are requested to submit bids / proposals strictly conforming to the schedule and terms and conditions given in Annexures attached.

3.1.3. This RFP document is not a recommendation, offer or invitation to enter into a contract, agreement or any other arrangement in respect of the services.

* * * * *

4. Information to Respondent

The Respondent are expected to examine all instructions, forms, terms and specifications in the RfP document. Failure to furnish all information required by the RfP document may result in the rejection of its proposal / bid and will be at the Respondent's own risk.

4.1. Language of Bid

The proposal / bid prepared by the Respondent as well as all correspondence and documents by the Respondent and the Bank and supporting documents and printed literature shall be written in English.

4.2. Bid Submission

Bid documents may be submitted preferably in physical form by enclosing the duly signed and stamped documents in prescribed format and manner in a sealed envelope superscribing "Empanelment of Supplier for Computer Consumable – Tender No. 400/2023/1711/BYO/ITV Dated June 30, 2022".

4.3. Period of Validity of Bid / Proposal

- 4.3.1. Prices and other terms offered by Respondent must be firm for a period of **30 days** from date of closure of this RFP.
- 4.3.2. In exceptional circumstances the Bank may solicit the Respondent consent to an extension of the period of validity. The request and response thereto shall be made in writing. The Bid security provided shall also be extended.
- 4.3.3. Bank, however, reserves the right to call for fresh quotes at any time during the period, if considered necessary.

4.4. Deadline for submission of Bids

- 4.4.1. The bids must be received by the Bank at the specified address not later than the date/time specified in "Critical Information" section.
- 4.4.2. In the event of the specified date for the submission of bids, being declared a holiday for the Bank, the bids will be received up to the appointed time on the next working day.
- 4.4.3. The Bank may, at its discretion, extend the deadline for submission of Bid by amending the Bid Documents, in which case, all rights and obligations of the Bank and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

4.5. Delivery Location

Small Industries Development Bank of India
Swavalamban Bhavan
Plot No. C-11, G Block, Bandra Kurla Complex,
Bandra (E), **Mumbai - 400 051**

4.6. Documents to be submitted

4.6.1. Respondent is required to submit their responses as below:

Documents
1. Bid Forwarding Letter as per Annexure – I
2. General Information of the Bidder Annexure – II
3. Eligibility Criteria as per Annexure – III
4. Bank Mandate as per Annexure – IV
5. Tentative list of consumables is given at Annexure – V

4.6.2. The Bid / Proposal shall be typed or written in indelible ink and shall be signed by the Bidder / Respondent or a person or persons duly authorised to bind the Bidder / Respondent to the Contract.

4.6.3. The envelope(s) shall be addressed to the Bank at the address given below:

The Dy. General Manager (Systems)
Small Industries Development Bank of India
Swavalamban Bhavan, 3rd Floor, Digital Initiative Vertical [DIV],
Plot No.C-11, 'G' Block, Bandra Kurla Complex, Bandra (East)
Mumbai - 400 051

4.6.4. The interested parties who satisfy the eligibility criteria may apply as per the prescribed format attached herewith.

4.6.5. Documents / Annexures should be submitted in a Non-Window Sealed envelope carrying superscription Empanelment of Vendors for Computer Consumables.

4.6.6. Proposals not in the prescribed format, Not duly signed, stamped and dated and not accompanied by relevant documents will be rejected.

4.6.7. For any further clarifications, you may contact Vikas Kishore, AGM at 022-67221514 or Shri Rajesh Joshi, DGM (Systems) at 022-67221251

* * * * *

5. Eligibility Criteria

Proposals not complying with the 'Eligibility criteria' are liable to be rejected and will not be considered for further evaluation. The proposal should adhere to the following eligibility criteria.

S. N.	Eligibility Criteria	Proof to be Submitted
1	The supplier should be an authorized reseller of consumables of HP brands / makes and able to supply consumables of HP brands/ makes.	<ul style="list-style-type: none"> ➤ Copy of HP authorization certificates to be submitted ➤ If the validity of the authorized reseller is expiring during the tenure of empanelment, the supplier has to produce renewal certificate issued by HP.
2	The Supplier should have been in existence / operation for the last Three (03) years.	Copy of registration certificate is required to be enclosed.
3	The Supplier should have GST registration or any other equivalent registration.	Copy of GST registration or any other equivalent registration should be enclosed.
4	The Supplier should be an income tax assessee having filed IT return for the last three assessment years.	Copy of IT returns to be enclosed.
5	The Supplier should have experience of at least THREE [3] years of supplying computer consumables to well established organizations like BFSI, Multi-National Companies & Pvt. Sector Companies. Scheduled Commercial Banks in public & private sector / AIFIs / Insurance Companies will be considered under BFSI. A list of clienteles should be provided along with the application.	PO copy / Contract Copy / Certificate from Customer should be enclosed.
6	The supplier should be based at Mumbai / Thane / Navi Mumbai and capable of supplying the computer consumables items at SIDBI Offices in Mumbai region.	Self-declaration on the letterhead of the Bidder.

- The interested parties who satisfy the eligibility criteria may apply as per the prescribed format attached herewith.
- Intending suppliers are required to submit their full particulars as per Annexure – II along with required documents. If necessary, Bank may ask for clarification and / or further information from the vendors.
- The Supplier must submit documentary evidence in support of facts / claims submitted /made in response to RFP.
- The Supplier must submit Bank mandate Form as per Annexure along with cancelled cheque in original.
- The supplier in their proposals is required to indicate their MSME status.
- Proposals of supplier who do not fulfil the eligibility criteria's or who fail to submit documentary evidence thereon would not be considered.

6. Evaluation Methodology

6.1. Methodology for Empanelment

- 6.1.1. The supplier should qualify the eligibility criteria as given at **Section 5** above.
- 6.1.2. Those Suppliers, who are found eligible as per eligibility criteria would be empanelled with the Bank.
- 6.1.3. A tentative list of consumables used at SIDBI, Mumbai office is given at **Annexure – V** under HP items and non-HP items category.

6.2. Award of Contract

- 6.2.1. Based on estimated requirement for a certain period in the office (normally quarterly basis), quotations will be invited from empanelled suppliers. The suppliers will be required to supply items (tentatively) as mentioned in **Annexure – V**.
- 6.2.2. After receipt of quotations and evaluation of bids, order will be placed with L1 (lowest quoted) supplier(s), on the basis of L1 prices of individual items.
- 6.2.3. The Bank reserves the right to add / delete / modify the items as mentioned in **Annexure – V** and any terms and conditions besides reserving the right to accept or reject the applications. Accepting the applications for empanelment by the Bank would not guarantee the award of contract.

7. General Terms and Conditions (GTC)

7.1. Definitions

In this Contract, the following terms shall be interpreted as indicated:

- 7.1.1.** “The Bank”, “SIDBI” means Small Industries Development Bank of India (SIDBI).
- 7.1.2.** “Bidder”, “Vendor”, “Supplier” means the respondent to the RFP document.
- 7.1.3.** “RFP” or “Tender” or “RfP” or ‘Bid document’ means the ‘Request for Proposal document.
- 7.1.4.** “Bid” may be referred to as ‘Offer’.
- 7.1.5.** “The Contract” means the agreement entered into between the Bank, represented by its Head Office / Swavalamban Bhavan / Regional Offices and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 7.1.6.** “The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- 7.1.7.** “The Goods” means all of the equipment, machinery, software, Licenses, and/or other materials which the Supplier is required to supply to the Bank under the Contract.
- 7.1.8.** “The Services” means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training and other such obligations of the Supplier covered under the Purchase Contract.

7.2. Use of Contract Documents and Information

- 7.2.1.** The Supplier shall not, without the Bank’s prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Bank in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 7.2.2.** The Supplier will treat as confidential all data and information about the Bank, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the Bank.

7.3. Governing language

- 7.3.1.** The purchase order/ Contract shall be written in English. All correspondence and other documents pertaining to the purchase order / Contract, which are exchanged by the parties, shall be written in English.
- 7.3.2.** The technical documentation, if any, involving detailed instruction for operation and maintenance, User Manual etc. is to be delivered with every unit of the equipment supplied. The language of the documentation should be English.

7.4. Delivery & Billing Address

All the licenses should be delivered & billed at Bank's following office:

Delivery Location	Contact Person(s)	Billing Address
Small Industries Development Bank of India (SIDBI), Swavalamban Bhavan, C-11, G-Block, Bandra Kurla Complex, Bandra (E), Mumbai – 400051	i. Sh. Rajesh Joshi, DGM (Systems) Ph: 022-6753 1251 Mail: rjoshi@sidbi.in ii. Sh. Vikas Kishore, AGM PH: 022-67221514, Mail: vikask@sidbi.in	SIDBI, 3rd Floor, DIV IT Vertical, Swavalamban Bhawan, Plot No. C-11, G Block, Bandra Kurla Complex, Bandra (E), Mumbai - 400 051 GSTIN: 27AABCS3480N2ZX PAN: AABCS3480N

7.5. Delivery and Documents

The details of shipping and/or other documents to be furnished by the Supplier are specified hereunder.

- 7.5.1.** Original copy of Supplier's invoices showing contract number, goods description, quantity, unit price, taxes and total amount.

7.6. Conditional Bids

Conditional bids shall not be accepted on any ground and shall be rejected straightway. If any clarification is required, the same should be obtained before submission of bids.

7.7. Contacting the Bank

- 7.7.1.** Bidder / Respondent shall NOT contact the Bank on any matter relating to its Bid, from the time of opening of Bid to the time a communication in writing about its qualification or otherwise received from the Bank.
- 7.7.2.** Any effort by the Bidder / Respondent to influence the Bank in its decisions may result in the rejection of the Bidder's Bid.

7.8. Corrupt and fraudulent practice

As per Central Vigilance Commission (CVC) directives, it is required that Bidders / Suppliers / Contractors observe the highest standard of ethics during the execution of this RfP and subsequent contract(s). In this context, the bidders to note the following:

- 7.8.1.** "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an official in the procurement process or in contract execution.

- 7.8.2. “Fraudulent Practice” means a misrepresentation of facts in order to influence a procurement process or the execution of contract to the detriment of the Bank and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non- competitive levels and to deprive the Bank of the benefits of free and open competition.
- 7.8.3. The Bank reserves the right to declare a Bidder / Respondent ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the Bidder / Respondent has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

7.9. Confidentiality

7.9.1. This RfP contains information proprietary to SIDBI. Each recipient is entrusted to maintain its confidentiality. It should be disclosed only to those employees involved in preparing the requested responses. The information contained in the RfP may not be reproduced in whole or in part without the express permission of SIDBI.

7.10. Right of Publicity

Any publicity by the Bidder / Respondent in which the name of SIDBI is to be used should be done only with the explicit written permission of SIDBI.

* * * * *

8. Annexure(s)

8.1. Annexure - I Bid Forwarding Letter

Bid Forwarding Letter

(To be submitted on Bidder's / Vendor's letterhead)

Date:

The Deputy General Manager (ITV)

Small Industries Development Bank of India,
3rd Floor, Swavalamban Bhavan, Plot No. C-11, G Block
Bandra Kurla Complex (BKC), Bandra (E),
Mumbai - 400 051

Dear Sir,

Request for Proposal for Empanelment of Supplier for Computer Consumables

(Tender No: 400/2023/1711/BYO/ITV Dated June 30, 2022)

We, the undersigned, offer to submit our proposal in response and accordance with your Tender No: 400/2023/1711/BYO/ITV Dated June 30, 2022. Having examined the RFP document including all annexures carefully, we are hereby submitting our proposal and other documents as desired by the Bank.

Further, we agree to abide by all the terms and conditions as mentioned herein the RFP document. We agree to abide by this offer till 30 days from the date of last day for submission of offer (Bid).

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We remain,

Yours sincerely,

Date: Name & Signature

of Authorised Signatory

Place:

Designation:

Phone & E-mail:

Name of the Organization:

Seal

8.2. Annexure – II General Information about Bidder

General Information about Bidder
Request for Proposal for Empanelment of Supplier for Computer Consumables
(Tender No: 400/2023/1711/BYO/ITV Dated June 30, 2022)

S.N.	Information about the Bidder	Bidder's response	Attachment Tag
1	Name of the bidder company		
2	Year of establishment		
3	Type of Company [Government / PSU / Pub. Ltd / Pvt. Ltd / Partnership / Proprietary]		
4	Registration No. and date of registration.		
5	Copy of Registration Certificate to be enclosed (Yes / No)		
6	Address of Registered Office with contact numbers		
a	Address		
b	Land Line No.		
c	Fax No.		
d	Mail Id.		
7	MSME Status (Tick appropriate)		
a	Company does not qualify the status of MSE.		
b	Company does qualify the MSE status.		
c	SC/ST		
d	MSE registration certificate or a certificate from Chartered Accountant attached. (Yes/No)		
8	PAN No. Copy of PAN enclosed (Yes/No)		
9	GST registration Number GST certificate enclosed. (Yes / No)		

Date:	Signature of Authorized Signatory ...
Place:	Name of the Authorized Signatory ...
	Designation ...
	Phone & E-mail:
	Name of the Organization ...
	Seal ...

Note	<ul style="list-style-type: none">• Bidder response should be complete with all relevant documents attached.• Documentary proof, sealed and signed by authorized signatory, must be submitted.• Details of clients and relevant contact details are mandatory. Bidders may take necessary approval of the clients in advance before submission of related information. SIDBI will not make any separate request for submission of such information.• SIDBI will contact the bidder referenced customer for verifications of facts, the bidder to ensure that the customer is intimated. Further in case SIDBI feels to visit the site, the bidder to take necessary approvals for the same. SIDBI will not make any separate request to the bidder's customers.• Proposal of the bidders are liable to be rejected in case of incomplete information or wrong information or non-submission of documentary proof.
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8.3. Annexure – III Eligibility Criteria

Response to Eligibility Criteria

Request for Proposal for Empanelment of Supplier for Computer Consumables

(Tender No: 400/2023/1711/BYO/ITV Dated June 30, 2022)

Proposals not complying with the 'Eligibility criteria' are liable to be rejected and will not be considered for further evaluation. The proposal should adhere to the following eligibility criteria.

S. N.	Eligibility Criteria	Proof to be Submitted
1	The supplier should be an authorized reseller of consumables of HP brands / makes and able to supply consumables of HP brands/ makes	<ul style="list-style-type: none">➤ Copy of HP authorization certificates to be submitted➤ If the validity of the authorized reseller is expiring during the tenure of empanelment, the supplier has to produce renewal certificate issued by HP.
2	The Supplier should have been in existence / operation for the last Three (03) years.	Copy of registration certificate is required to be enclosed.
3	The Supplier should have GST registration or any other equivalent registration	Copy of GST registration or any other equivalent registration should be enclosed
4	The Supplier should be an income tax assessee having filed IT return for the last three assessment years.	Copy of IT returns to be enclosed
5	The Supplier should have experience of at least THREE [3] years of supplying computer consumables to well established organizations like BFSI, Multi-National Companies & Pvt. Sector Companies. Scheduled Commercial Banks in public & private sector / AIFIs / Insurance Companies will be considered under BFSI. A list of clienteles should be provided along with the application.	PO copy / Contract Copy / Certificate from Customer should be enclosed
6	The supplier should be based at Mumbai / Thane / Navi Mumbai and capable of supplying the computer consumables items at SIDBI Offices in Mumbai region.	Self-declaration on the letterhead of the Bidder

- The interested parties who satisfy the eligibility criteria may apply as per the prescribed format attached herewith.
- Intending suppliers are required to submit their full particulars as per Annexure – II along with required documents. If necessary, Bank may ask for clarification and / or further information from the vendors.
- The Supplier must submit documentary evidence in support of facts / claims submitted /made in response to RFP.
- The Supplier must submit Bank mandate Form as per Annexure along with cancelled cheque in original.
- The supplier in their proposals is required to indicate their MSME status.
- Proposals of supplier who do not fulfil the eligibility criteria's or who fail to submit documentary evidence thereon would not be considered

8.4. Annexure – IV Bank Mandate Form

बैंक अधिदेश फॉर्म /BANK MANDATE FORM

(दो प्रतियों में प्रस्तुत किया जाए / To be submitted in Duplicate)

(कृपया सूचनाएँ साफ अक्षरों में भरें। जहाँ-कहीं लागू हो ,उस पर सही का निशान लगाएँ।
/Please fill in the information in CAPITAL LETTERS. Please TICK wherever it is applicable)

1. उधारकर्ता/विक्रेता/आपूर्तिकर्ता का नाम
Name of Borrower / vendor / supplier:

2. विक्रेता का कूट Vendor Code (if applicable)

3. उधारकर्ता/विक्रेता/आपूर्तिकर्ता का पता
Address of the Borrower / vendor / supplier:

नगर/City _____ पिनकोड Pin Code

ई-मेल आईडी /E-mail id: _____

एसटीडी कूट के साथ दूरभाष सं./Phone No. with STD code: _____

मोबाइल सं./Mobile No.: _____

स्थायी खाता संख्या/Permanent Account Number _____

एमएसई पंजीकरण/सीए प्रमाणपत्र/MSE Registration / CA Certificate; _____

(यदि लागू हो/if applicable)

3. बैंक खाते का विवरण / Particulars of Bank account:

हिताधिकारी का नाम Beneficiary Name			
बैंक का नाम Bank Name		शाखा का नाम Branch Name	
शाखा का स्थान Branch Place		शाखा का नगर Branch City	
पिनकोड Code	PIN	शाखा कूट Branch Code	
एमआईसीआर सं . MICR No.			
खाते का स्वरूप	बचत/Saving	चालू/Current	नकद उधार

Account type																				Cash Credit
खाता सं Account No.	(जैसी चेकबुक में अंकित है as appearing in the Cheque book)	/																		
(बैंक से आपूर्त एमआईसीआर1 चेक पर अंकित कूट संख्या। कृपया यह सुनिश्चित करने के लिए कि बैंक का नाम ,शाखा का नाम एवं कूट तथा खाता संख्या सही है ,अपने बैंक का निरस्त किया हुआ चेक संलग्न करें/ Code number appearing on the MICR1 cheque supplied by the Bank. Please attach a cancelled cheque of your bank for ensuring accuracy of the bank name, branch name & code and Account Number)																				
आईएफएससी कू IFSC CODE2	आरटीजीएस अंतरण के लिए For RTGS transfer		एनईएफटी अंतरण के लिए For NEFT transfer																	

4. अधिदेश के प्रभावी किए जाने की तिथि

Date from which the mandate should be effective :

मैं एतद् द्वारा घोषित करता हूँ कि ऊपर दिए गए विवरण सही और पूर्ण हैं। यदि अपूर्ण या गलत सूचना के कारण लेनदेन (भुगतान (में कोई बिलम्ब होता है या भुगतान नहीं हो पाता है ,तो मैं सिडबी / आईडीबीआई बैंक को उसके लिए उत्तरदायी नहीं बनाऊंगा। मैं यह भी वचन देता हूँ कि यदि मेरे खाते के विवरण में कोई परिवर्तन होगा ,तो मैं उसकी सूचना दूँगा ,ताकि **भा.रि.बैंक के आरटीजीएस/एनईएफटी** के माध्यम से राशि जमा किए जाने के प्रयोजन के लिए अभिलेख अद्यतन किए जा सकें।

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected for reasons of incomplete or incorrect information, I shall not hold SIDBI / IDBI Bank responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through **RBI RTGS/NEFT**.

स्थान/Place : _____

दिनांक/Date : _____

हस्ताक्षर

पार्टी/प्राधिकृत हस्ताक्षरकर्ता के

Signature of the party / Authorized

Signatory

प्रमाणित किया जाता है कि ऊपर दिए गए विवरण हमारे अभिलेख के अनुसार सही हैं।

Certified that particulars furnished above are correct as per our records.

बैंक की मुहर/Bank's stamp :

दिनांक/Date :

(बैंक के प्राधिकृत अधिकारी के हस्ताक्षर /

Signature of the Authorized Official from the Banks)

टिप्पणी : यदि आरटीजीएस/एनईएफटी संबंधी कोई प्रभार होगा ,तो उसका वहन पार्टी करेगी।

N.B.: RTGS/NEFT charges if any, is to be borne by the party

1, 2: आईएफएससी/एमआईसीआर के बारे में टिप्पणी

भारतीय वित्तीय प्रणाली कूट एक अक्षरांकीय/वर्णांकीय कूट है ,जो भारत में किसी बैंक-शाखा की अनन्य रूप से पहचान के लिए बनाया गया है। यह 11 अंकों का कूट है ,जिसमें प्रथम 4 अक्षर बैंक के कूट को दर्शाते हैं ,जबकि पाँचवाँ अंक नियंत्रण अंक के रूप आरक्षित है)वर्तमान में

पाँचवें स्थान पर 0 है (तथा शेष अंक शाखा की पहचान हैं। चेक पर अंकित एमआईसीआर कूट)चुम्बकीय स्याही अंक पहचान (में 9 अंक होते हैं ,जिनसे बैंक-शाखा की पहचान होती है। भा.रि.बैंक ने सभी बैंकों को सूचित किया है कि वे अपने ग्राहकों को जारी किए जाने वाले चेक पत्रकों पर आईएफएससी मुद्रित कराएँ। कोई ग्राहक भी अपनी बैंक-शाखा से संपर्क कर उस शाखा का आईएफएस कूट प्राप्त कर सकता है।

1, 2: Note on IFSC / MICR

Indian Financial System Code (IFSC) is an alpha numeric code designed to uniquely identify the bank-branches in India. This is 11-digit code with first 4 characters representing the bank's code, the next character reserved as control character (presently 0 appears in the fifth position) and remaining 6 characters to identify the branch. The MICR code, (Magnetic Ink Character Recognition) that appears on cheques, has 9 digits to identify the bank-branch. RBI had since advised all the banks to print IFSC on cheque leaves issued to their customers. A customer may also contact his bank-branch and get the IFS Code of that branch.

8.5. Annexure – V Tentative list of Consumables Items

Request for Proposal for Empanelment of Supplier for Computer Consumables (Tender No: 400/2023/1711/BYO/ITV Dated June 30, 2022)

Sr. No.	Product Name / No.
A	
1	HP Color LJ PRO MFP 479 - 416 [Black]
2	HP Color LJ PRO MFP 479 - 416 [Cyan]
3	HP Color LJ PRO MFP 479 - 416 [Magenta]
4	HP Color LJ PRO MFP 479 - 416 [Yellow]
5	HP LJ Pro M203dn-30A
6	HP CLJ CP 1515n - 125A - [Black]
7	HP CLJ CP 1515n - 125A - [Yellow]
8	HP CLJ CP 1515n - 125A - [Magenta]
9	HP CLJ CP 1515n - 125A - [Cyan]
10	HP 5075 AIO - 680 BLACK
11	HP 5075 AIO - 680 COLOR
12	HP Color LJ Pro M254 dw - 202A - [Black]
13	HP Color LJ Pro M254 dw - 202A - [Yellow]
14	HP Color LJ Pro M254 dw - 202A - [Magenta]
15	HP Color LJ Pro M254 dw - 202A - [Cyan]
16	HP Deskjet Ink Advance 4515 - 678 - Black
17	HP Deskjet Ink Advance 4515 - 678 - Color
18	HP Color LJ M452dn - 410A - [Black]
19	HP Color LJ M452dn - 410A - [Cyan]
20	HP Color LJ M452dn - 410A - [Magenta]
21	HP Color LJ M452dn - 410A - [Yellow]
22	HP OJ 6500A- 920 - [Cyan]
23	HP OJ 6500A- 920 - [Magenta]
24	HP OJ 6500A- 920 - [Yellow]
25	HP OJ 6500A- 920 - [Black]
26	HP OJ 5610 A - 802 Black
27	HP OJ 5610 A - 802 Color
28	HP Laser Jet 700 MFP M775 [CE340A] Black
29	HP Laser Jet 700 MFP M775 [CE341A] Cyan
30	HP Laser Jet 700 MFP M775 [CE342A] Yellow
31	HP Laser Jet 700 MFP M775 [CE343A] Magenta
32	HP LI 1566 - CE278AC
33	HP LJ 1015/1018/1020 - 12A
34	HP LI P 1505 - CB436AC
35	HP LJ Pro M 501 - 87A
36	HP LJ Pro MFP M128fn - CC388AC
37	HP LJ 3015 / HP LJ Pro MFPM 521dw - 55 A Black
38	HP LJ Pro MFP M427 fdn - CF228A
Sr. No.	Product Name / No.
B	

1	C7976A (LTO6) ULTRIUM DATA CART (LOT6) & Barcode Labels.
2	Standard Monitor VGA cable
3	TP_LINK 8 PORT GIGABIT SWITCH
4	HDMI to VGA convertor
5	4 Port USB HUB
6	Male HDMI to Male HDMI cable (2 ft)
7	USB 3.0 TO GIGABIT SUPER SPEED ETHERNET ADAPTER
8	SANDISK Pendrive 8GB
9	SANDISK Pendrive 16GB
10	SANDISK Pendrive 64GB
11	Lenovo – Keyboard, Display panel
12	Mouse (wired) – Logitech
13	Mouse (Wireless) – Logitech
14	Wireless Keyboard – Logitech

END OF RFP