



भारतीय लघु उद्योग विकास बैंक
Small Industries Development Bank of India

**कम्प्यूटर उपभोग्य वस्तु प्रदाताओं का सिडबी मुंबई के लिए
सूचीकरण करने के लिए प्रस्ताव का अनुरोध**

**Request for Proposal [RfP]
For
Empanelment of
Computer Consumables Suppliers at
SIDBI, Mumbai**

Tender No.	400/2014/962/BYO/ITV
Tender Date	August 28, 2013
Last date for Submission of RfP	September 18, 2013

**Small Industries Development Bank of India
Information Technology Vertical
MSME Development Center
Plot No.C-11, 'G' Block, 3rd Floor,
Bandra Kurla Complex, Bandra (E),
Mumbai - 400 051
Website: www.sidbi.in**

A. Introduction

Small Industries Development Bank of India (SIDBI) is a principal financial institution for promotion, financing and development of industry in the micro, small and medium enterprises sector and also coordinating the functions of the institutions engaged in similar activities.

B. Invitation of Proposal

1. SIDBI invites applications for empanelment and shortlisting of computer consumable suppliers with the Bank for a period of **THREE years i.e. till July 31, 2016** for supply of computer consumables items such as inkjet cartridges for Deskjet printers, toner cartridges for Laserjet printers, ribbons for dot matrix printers, backup Tape drives, CD-ROM/DVDs, Pen drives etc. for SIDBI's Mumbai Office.
2. The Bank may, at its sole discretion, extend the currency of the panel further.
3. The empanelled computer consumable suppliers panel shall normally be valid for a period of 3 years or can be extended maximum upto 5 years with an option of yearly performance review
4. The Bank reserves the right to discontinue the panel at any time, without assigning any reasons there for. The Bank's decisions in this regard shall be binding and final.

C. Eligibility Criteria

1. The supplier should be an authorized reseller of consumables of HP brands/makes and able to supply consumables of HP brands/makes [Copy of HP authorization certificate(s) to be submitted].

Note: If the validity of the authorized reseller-ship is expiring during the currency of empanelment, the supplier has to produce renewal certificate issued by HP. Till such time, the supplier would not be considered for procurement of consumables by the Bank.

2. The supplier should have in existence/operation for the last 5 years.
3. The supplier should have VAT/Sales Tax registration [Copy of VAT/Sales Tax registration certificate should be enclosed].
4. The supplier should be an income tax assessee having filed its return for the last three assessment years. [Copy of returns to be enclosed]
5. The supplier should have experience of at least last THREE [3] years for supply of computer consumables to organizations like All India Financial Institutions, public sector Banks / undertakings, Multi National Companies & Pvt. Sector Companies. A list of clientele should be provided along with the application [PO copy/Contract Copy/Certificate from customer should be enclosed].
6. The minimum sales turnover has to be Rs. 100 Lakh separately for each previous three financial year [FY 2010-11, 2011-12 & 2012-2013]. [copy of balance sheets to be enclosed]
7. The supplier should be based at Mumbai / Thane / Navi Mumbai and capable of supplying the computer consumable items at SIDBI, MSME Development Center, Mumbai office at no additional cost within five days from the date of placing the purchase order.

D. General Terms & Conditions

1. Intending suppliers are required to submit their full particulars as per Annexure - I alongwith required documents. If necessary, Bank may ask for clarification and/ or further information from the vendors.
2. The supplier must submit documentary evidence in support of facts/ claims submitted/ made in response to RfP.
3. The supplier must submit Bank Mandate Form as per Annexure-III along with cancelled cheque in original.
4. The Supplier in the their proposals are required to indicate their MSME status as per the following definition:

Enterprise Category	Manufacturing (Original Investment in P&M)	Services (Original Investment in Equipment)
Micro	Up to ₹25 lakh	Up to ₹10 lakh
Small	Upto ₹500 lakh	Upto ₹200 lakh
Medium	Upto ₹1000 lakh	Upto ₹500 lakh

- Proposals of supplier who do not fulfill the eligibility criteria's or who fail to submit documentary evidence thereon would not be considered.

E. Methodology for Empanelment

- The supplier should qualify the eligibility criteria as given in Annexure - I.
- Those suppliers, who found eligible as per eligibility criteria's would be empanelled with the Bank.
- A tentative list of consumables used at SIDBI, Mumbai office is given at Annexure - II under HP items and Non-HP Items category.

F. Award of Contract

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

G. How to Apply

- The interested parties who satisfy the eligibility criteria's may apply as per the prescribed **Annexure - I** attached herewith.
- Annexure - I** should be submitted in a **Non Window SEALED envelope** carrying superscription **Empanelment of Vendors for Computer Consumables.**
- Proposals are required to be submitted at following address :

**THE GENERAL MANAGER (SYSTEMS)
SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA[SIDBI]
MSME DEVELOPMENT CENTER, IT VERTICAL, 3RD FLOOR
PLOT No.C-11, 'G' BLOCK,
BANDRA KURLA COMPLEX
BANDRA(EAST)
MUMBAI - 400 051**

4. Latest time and Date for receipt of proposals

On or before **15:00 hours** on **September 18 , 2013.**

5. The venue for the opening of **Annexure - I** will be:

**SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA (SIDBI)
SME DEVELOPMENT CENTER
PLOT No.C-11,'G' BLOCK
BANDRA KURLA COMPLEX, BANDRA(E)
MUMBAI 400 051**

6. The date of opening of **Annexure - I** is **September 18 , 2013 at 16:30 hours**. The proposals shall be opened in the presence of the computer consumables suppliers or their duly authorized representatives who wish to be present.
7. The validity of the bid should be 30 days from date of submission.
8. Proposals not in the prescribed format, Not duly signed, stamped and dated and not accompanied by relevant documents will be rejected.
9. For any further clarifications, you may contact M K Sharma, AGM[System] at 67531184 or Sh R K Sharma, GM[System] at 67531228

Annexure - I

Application for Empanelment of Suppliers for Computer Consumables

Part 1 - General Information

SN.	Suppliers General Information	Supplier's response
1	Name of the Supplier's company	
2	Year of Establishment	
3	Type of Company [Government/PSU/Pub. Ltd / Pvt. Ltd / partnership / proprietary]	
4	Sales Tax/VAT No.. [Registration Certificate to be enclosed]	
5	Address of Registered Office with contact numbers [phone /fax/mail]	
6	Address of Local Office at Mumbai with contact numbers [phone /fax/mail]	
7	Contact Person's Details[Name, designation, phone, mail]	
8	PAN No. [copy to be enclosed]	
9	MSME Status as per the definition at point no. 4 of para D [General terms &conditions] <tick appropriate> : <ul style="list-style-type: none">• Company does not qualify the status of MSME.• Company does qualify the MSME status. <please attach MSME registration certificate or a certificate from Chartered Accountant>.	

Part 2 - Eligibility Criteria

SN.	Eligibility Criteria	Supplier's response
1	Whether Supplier/Firm is based at Mumbai/Thane/Navi Mumbai (Yes / No)	
2	Whether Supplier/Firm having Sales Tax / VAT registration no. (Yes/No) [copy of certificate to be enclosed]	
3	Whether Supplier/Firm has filed returns for last three assessment years (Yes/No) [copies to be enclosed]	
4	Whether Supplier/Firm is in existence/operation for last 5 years (Yes / No)	
5	Whether Supplier is authorized reseller of consumables of HP brand / make [Yes/ No] [copy of HP authorization to be enclosed]	
(a)	Whether copy of HP Registration Certificate of re-sellership is enclosed [Yes/No]	
(b)	Date of Expiry of Registration for authorised resellership	
6	Customer Profile: Where supply is being done for 3 years to well established organisations like All India Financial Institutions, public sector Banks / undertakings, Multi National Companies & Pvt. Sector Companies[PO/Contract Copy/Certificate from customer to be enclosed]	
	Name of Organisation	Address
		Contact Details
		Name
		Phone #
(a)		
(b)		
(c)		
(d)		
7	Turnover for the Past Three Financial Years [copy of balance sheet to be enclosed. If audited figures for any FY are not available, provisional figures may be provided]	
	FY	Sales Turnover [in lakhs]
	2010-2011	
	2011-2012	
	2012-2013	

DECLARATION

We hereby declare that the information submitted above are true to the best of our knowledge. We understand that in case any discrepancy is found in the information submitted by us our application is liable to be rejected.

Date : _____ **Signature of Authorised Signatory**

Place : _____ **Name of Authorised Signatory**

Designation

Phone & Email

Name of the Organisation

Seal

Annexure - II

List of Consumables Items

SNo	Product Name/No.
A.	
1	HP 55A [Q6511A] for HP LJ 3015DN
2	HP 78A [CE78A] for HP LJ pro P1566
3	HP 36A [CB436A] for HP LJ P1505
4	HP 12A [Q2612A] for HP LJ 1015/1018
5	HP 11A [Q6511A] for HP LJ 2420DN
6	HP CB540A [Black] for HP LJ CP 1515N
7	HP CB541A [Blue] for HP LJ CP 1515N
8	HP CB542A [Yellow] for HP LJ CP 1515N
9	HP CB543A [Magenta] for HP LJ CP 1515N
10	HP CE320A [Black] for HP LJ PRO CP1525N
11	HP CE321A [Blue] for HP LJ PRO CP1525N
12	HP CE322A [Yellow] for HP LJ PRO CP1525N
13	HP CE323A [Magenta] for HP LJ PRO CP1525N
14	HP 853 [Black] [C-8767Z] for HP OJ 7208
15	HP 857 [Tri Colour] [C-9363Z] for HP OJ 7208
16	HP 920XL [Black] [CD975AA] for HP OJ 6500 AIO
17	HP 920XL [Blue] [CD972AA] for HP OJ 6500 AIO
18	HP 920XL [Yellow] [CD974AA] for HP OJ 6500 AIO
19	HP 920XL [Magenta] [CD973AA] for HP OJ 6500 AIO
20	HP 702 [CC660A] for HP J3608 AIO
21	HP Inkjet cartridge No.28 [Tricolor](C-8728Z)
22	HP Inkjet cartridge No.27 [Black](C-8727A) for HP 5610
23	HP Inkjet cartridge No.22 [Tricolor](C-9352A) for HP 5610
24	HP Ultrium [LTO4] Backup Data Cartridge [C7974A]
25	HP Ultrium LTO4 Cleaning tape
26	HP DAT 72 backup tape
27	HP DAT 72 Cleaning tape
B.	
1	Xerox Phaser 3600 for Xerox LJ 3561DN
2	Samsung ML 3560 D6[3561DN] [Black] for Samsung ML 3561DN
3	Samsung CLP-500 D7(K)(Black) for Samsung colour LJ CLP-550
4	Samsung CLP-500 D5(E)(Cyan) for Samsung colour LJ CLP-550
5	Samsung CLP-500 D5(E)(Yellow) for Samsung colour LJ CLP-550
6	Samsung CLP-500 D5(E)(Magenta) for Samsung colour LJ CLP-550
7	Wipro LQ DSI 5235 ribbon
8	TVS 240 Classic ribbon
9	2GB Pen drive (Sandisk)
10	4GB Pen drive (Sandisk)
11	8GB Pen drive (Sandisk)
12	16GB Pen drive (Sandisk)
13	CD-ROM [Sony] - Spindle of 100
14	DVD [Sony] - Spindle of 100

Annexure - III

बैंक अधिदेश फ़ॉर्म /BANK MANDATE FORM

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

(कृपया सूचनाएँ सभ अक्षरों में भरें। जहाँकहीं लागू हो, उस पर सही कनिशाम लगाएँ।)

(Please fill in the information in CAPITAL LETTERS. Please TICK wherever it is applicable)

- उधारकर्ता/विक्रेता/आपूर्तिकर्ताका नाम
Name of Borrower / vendor / bidder : _____
विक्रेताका कूट Vendor Code (if applicable) _____
- उधारकर्ता/विक्रेता/आपूर्तिकर्ताका पता
Address of the Borrower / vendor / bidder : _____
नगर/City _____ पिनकोड Pin Code _____
ई-मेल आईडी /E-mail id: _____
एसटीडी कूट के साथ दूरभाष संप्रमाण Phone No. with STD code: _____
मोबाइल संप्रमाण Mobile No.: _____
स्थायी खातसंख्या/Permanent Account Number _____
एमएसई रजिस्ट्रेशन/सीए प्रमाणपत्र/MSE Registration / CA Certificate _____
(यदि लागू हो/if applicable)

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

हितधिकारी 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 PIN Code		शाखा कूट Branch Code	
एमआईसीआर सं. MICR No.			
खाते का स्वरूप Account type	बचत/Saving	चालू/Current	नकद उधार Cash Credit
खातसं. Account No.	(जिसी चेकबुक में अंकित है) (as appearing in the Cheque book)		
<p>(बैंक से आपूर्ति एमआईसीआर¹ चेक पर अंकित कूट संख्या कृपया यह सुनिश्चित करने के लिए कि बैंक का नाम, शाखा का नाम एवं कूट तथा खातसंख्या सही हैं आपने बैंक का निरस्त कियहुआ चेक सन्नगन 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)</p>			
आईएफएससी कूट ² IFSC CODE ²	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 तो मैं **सिडबी / आईडीबीआई बैंक को उसके लिए उत्तरदायी** नहीं बताना चाहूँगा। मैं यह भी वचन देता हूँ कि यदि मेरे खाते के विवरण में कोई परिवर्तन होगा तो मैं उसकी सूचना दूँगा ताकि **भारि.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 : _____

_____ के हस्ताक्षर
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 प्रभाव 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 अक्षर/वर्ण/अक्षर/वर्ण कूट है जो भारत में किसी बैंक-शाखा की अनन्य रूप से पहचान के लिए बनाया गया है। यह 11 अक्षरों का कूट है जिसमें प्रथम 4 अक्षर बैंक के कूट को दर्शाते हैं, जबकि पाँचवाँ अक्षर नियंत्रण अक्षर के रूप में आरक्षित है (वर्तमान में पाँचवाँ स्थान पर 0 है) तथा शेष अक्षर शाखा की पहचान हैं। चेक पर अंकित एमआईसीआर कूट (चुम्बकीय स्याही अक्षर पहचान) में 9 अक्षर होते हैं, जिनसे बैंक-शाखा की पहचान होती है। भारि.बैंक ने सभी बैंकों को सूचित किया है कि वे अपने ग्राहकों को जारी किए जाने वाले चेक पत्रों पर आईएफएससी मुद्रित करें। 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.