



Bio-Resources Development Centre

(A Government of Meghalaya R & D Institution under Science & Technology, Planning Department)

5½ Mile, Upper Shillong, Shillong – 793009, Meghalaya.



0364-2561530 |



www.megbrdc.nic.in |



brdcshillong@gmail.com / brdc-shillong@gov.in

GOVERNMENT OF MEGHALAYA

BIO-RESOURCES DEVELOPMENT CENTRE(BRDC)

**REQUEST FOR EMPANELMENT (RFE)
OF VENDORS FOR THE SUPPLY OF TONERS FOR PRINTER &
PHOTOCOPIER MACHINE AT BRDC**

RFE No:PLN/BRDC/0304/2023/NF/116

Dated:30th January 2024

**Joint Secretary to the Govt. Of Meghalaya,
Planning Department &
Member Secretary,
Bio-Resources Development Centre,5 ½ Mile, Upper Shillong.**

Contents

1. Purpose.....	3
2. Important Dates.....	3
3. Information to bidders.....	3
4. Scope of Work.....	4
5. Eligibility Criteria (Technical Bid).....	5
6. Submission of Bids Procedure.....	5
7. Evaluation and Empanelment Procedure.....	5
8. Bid Security Declaration.....	6
9. Payment Schedule.....	6
10. Penalties.....	7
11. General Terms and Conditions.....	7
11.1. Nativity.....	7
11.2. Relationship.....	7
11.3. Right to rejection and right to annulment.....	7
11.4. Fraud and Corruption.....	7
11.5. Confidentiality.....	8
11.6. Applicable Law.....	8
11.7. Jurisdiction of courts.....	8
11.8. Frequency of Empanelment.....	8
11.9. Indemnity.....	8
11.10. Disclaimer.....	9
11.11. Binding Clause.....	9
11.12. Vendor's Integrity.....	9
11.13. Vendor's Obligations.....	9
11.14. Confidentiality.....	10
11.15. Termination of the Contract.....	10
11.16. Dispute Resolution.....	10
11.17. Force Majeure.....	11
1. Annexures.....	12
Form 1: Checklist for submission of response to RFE.....	12
Form 2: Declaration (on the letterhead).....	13
Form 3: Bid Security Declaration.....	14
Form 4: Bidders Information.....	15
Form 5: Experience.....	16
Form 6: Declaration for Non-Debarment & Non-Blacklisting.....	16
Form 7: FORMAT OF QUOTATION.....	17

1. Purpose

This Request for Empanelment (RFE) is being invited to Empanelled Vendors for the supply of various of Toners/Cartridges at the Bio-Resources Development Centre (BRDC), Upper Shillong. Only the vendors listed through this process will be eligible for supplying the Toners/Cartridges for an initial period of one (1) year for BRDC.

2. Important Dates

Sl. No	Particular	Details
1.	Publishing of RFE	30 th January, 2024
2.	Submission of pre-bid written queries (e-mail only) to brdcshillong@gmail.com	6 th February, 2024, 14:00 IST
3.	Pre-Proposal Conference - Bio-Resources Development Centre, 5 ½ Mile, Upper Shillong-793009, Meghalaya	8 th February, 2024, 14:00 IST
4.	Publication of pre-proposal clarifications and Issue of Corrigendum/Addendum (if any)	15 th February, 2024, 15:00 IST
5.	Last date and Time for RFE submission	27 th February 2024, 15:00 IST
6.	Bid opening Date & Time	28 th February 2024, 12:00 IST
7.	Date for shortlisted based on eligibility criteria	To be notified later

3. Information to bidders

- i. Only the local vendors of the State of Meghalaya with relevant experience are requested to submit their bids.
- ii. The bidder shall submit the hard copy of the bids to the following address:
**Bio-Resources Development Centre,
5 ½ Mile, Upper Shillong- 793009, Meghalaya**
Bids submitted by any other mode is not acceptable and will be rejected.
- iii. The bidder shall ensure that all the documents submitted should be stamped and signed by an authorized representative of the Vendors.
- iv. Bidder should arrange for the Bid Security Declaration as specified in the RFE document.
- v. Any deviation to this RFE terms & conditions, and schedules of this RFE will lead to rejection of the offer.
- vi. Bidders who have been suspended or black listed by departments/agencies and other organizations in Meghalaya will not be allowed to participate in the RFE and should provide a declaration of the same.
- vii. If a bidder deliberately gives wrong information in his bid documents or creates conditions favorable for the acceptance of his bid, BRDC will reject such offer at any stage.
- viii. Canvassing in any form in connection with this RFE is strictly prohibited and the bid documents submitted by the agencies who resort to canvassing will be liable for rejection.
- ix. Should a bidder or in the case of a firm or company of contractors/any of its shareholder's or shareholder's relative is employed in BRDC, the authority inviting the RFE shall be informed in writing of this fact at the time of submission of the bids,

failing which the bidder may be disqualified, or if such fact subsequently comes to light, the contract may be cancelled.

- x. BRDC reserves the right to cancel the tender at any stage due to unavoidable circumstances without assigning any reason whatsoever.
- xi. Before submission of the bids, the bidder is advised to inspect the site of work and its environment and be well acquainted with the actual working and other prevailing conditions including the Printers being used by BRDC and which type of cartridges to supply if required. Any cost involved during such activity will be borne by the bidder himself.
- xii. The bids submitted by the Bidders should be valid for minimum period of 180 days from the date of submission of bid proposals.

4. Scope of Work

The tentative brands of toners/cartridges required by BRDC to provide in the organization when necessary are as follows:

Toner Type-1	<ul style="list-style-type: none"> • Kyocera Taskalfa, 2201
Toner Type- 2	<ul style="list-style-type: none"> • LIPI Toner 88A (Black)
Toner Type -3	<ul style="list-style-type: none"> • Epson Eco tank ink 003(Black)
	<ul style="list-style-type: none"> • Epson Eco tank ink 003(Cyan)
	<ul style="list-style-type: none"> • Epson Eco tank ink 003(Magenta)
	<ul style="list-style-type: none"> • Epson Eco tank ink 003(Yellow)
Toner Type -4	<ul style="list-style-type: none"> • HP 131 Cyan CF213A
	<ul style="list-style-type: none"> • HP 131 Black CF210A
	<ul style="list-style-type: none"> • HP 131 Yellow CF211A
	<ul style="list-style-type: none"> • HP 131 Magenta CF212A
Toner Type -5	<ul style="list-style-type: none"> • HP 110A (Black)

5. Eligibility Criteria (Technical Bid)

Sl. No	Criteria	Documents to be submitted
1.	Bidder should be a sole proprietorship concern or partnership firm or company registered in India	Certificate of Registration/Partnership Deed/Letter from DorbarShnong/Districtcouncils/Delearship Certificate/Manufacture's Authorization Form.
2.	The bidder should furnish valid certificate of GST/PAN Card, other documents like address proof or contact details for future reference required for this purpose purpose	Copy of PAN/GST or/and details of other statutory authority
3.	Bidder should have executed at least two (2) similar contracts for reputed organizations like Central/State Governments/Academic Institutions/PSUs /Private sector	Copy of Work order and a list of agencies with whom the vendor has worked in the past [Please see Form 5 in Annexure]
5.	No pending cases or violation of any statutory laws related to illegal activities or financial fraud.	Self-certified letter attested by the authorised signatory
6.	The vendor should be based in Meghalaya and have its own facilities.	Documentary proof of the address / registration-ST certificate or valid Trading Licence

6. Submission of Bids Procedure

- i. Bids shall be submitted in one envelope:
- ii. Envelope: Technical Documents as mentioned in Pt. 5 – Eligibility Criteria (Technical Bid)
- iii. Envelope must be marked as “Application for the Empanelment of Vendors for the Supplies of Toners at BRDC
- iv. The details of the bidders should be clearly mentioned in the envelope.
- v. The bids should be filled by the bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the bidders. For purposes of interpretation of the tender, the English translation shall govern.
- vi. BRDC reserves the right to reject any or all of the responses to this RFE without assigning any reason. BRDC takes no responsibility for delay, loss or non-receipt of response to RFE.

7. Evaluation and Empanelment Procedure

- i. This RFE is not an offer by BRDC, but an invitation to receive responses from eligible interested vendors for supply of toners/cartridges for BRDC. BRDC will empanel limited agencies who fulfil the eligibility criteria. No contractual obligation whatsoever shall arise from this process.
- ii. The evaluation shall be strictly based on the information and supporting documents provided by the agencies in the application submitted by them. It is the responsibility of the agencies to provide all supporting documents necessary to fulfil the mandatory eligibility criteria. In case, information required by BRDC is not provided by the vendor (s), BRDC may choose to proceed with evaluation based on information provided and shall not request the vendor for further information.

Hence, responsibility for providing information as required in this RFE lies solely with the vendor.

- iii. Scrutiny of eligibility criteria mentioned in this RFE will be done by the Evaluation Committee to determine whether the documents have been properly signed and stamped, qualification criteria fulfilled and all relevant papers submitted are in order as per RFE. The Evaluation Committee can seek additional information from the agencies, if needed. The response to the RFE not conforming to requirements, financial turnover requirement, office location and past work record will be rejected clarification on their applications.
- iv. First the Eligibility Proposal Documents will be reviewed/evaluated and only those bidders who qualify the minimum requirements specified in the RFE, will be eligible for further evaluation. All the supporting documents/documentary evidence must be attached as per specifications done in eligibility criteria.
- v. The decision of BRDC in the evaluation of proposals shall be final. No correspondence will be entertained outside the process of evaluation with BRDC and it may ask for meetings with the bidders or may issue in writing/email to seek clarifications or conformations on their proposals.
- vi. BRDC may select a single or multiple vendor(s) depending on the requirement. The allocation of work will be based on financial quote lowest rate (L1) as quoted by the vendor.
- vii. The selected agency shall not assign the project to any other agency, in whole or in part, to perform its obligation under the empanelment. The qualified agency shall carry out work and its obligations with due diligence, efficiency and economy, ensure in accordance with generally accepted norms, techniques and practices used in the industry. Non acceptance of the work order shall result in the agency liable for being blacklisted by the BRDC.

8. Bid Security Declaration

- i. All the Bidders shall submit "Bid Security Declaration" -refer Format at Form 3 in Annexures.
- ii. Bids submitted without the "Bid Security Declaration", or any other format will be liable for rejection without providing any opportunity to the bidder concerned.
- iii. Bid Security Declaration must remain valid for at least 45 days beyond the final bid validity period and the validity of the Bid Security Declaration should be extended in the event the last date of bid validity is extended.
- iv. Bid Security Declaration of all unsuccessful bidders would go void from the final selection processes completed.

9. Payment Schedule

- i. The Competent Authority of BRDC will certify that the job is completed and satisfactorily and as per the supply order. The payment will be made within 30 days after the receipt of the invoice/bill after due verification of the invoice & other supporting documents.
- ii. Financial claims related to additional working hours/work in holidays, among others and TA/DA may be agreed upon during the contract negotiation phase.

- iii. The Tax Deduction at Source (TDS) shall be made as per the provisions of Income Tax/GST Acts and Rules, as amended from time to time and a certificate to this effect shall be provided to the selected/empanelled bidder(s).
- iv. No Payment shall be made in advance to neither the selected Bidder nor any loan from any bank or financial institution be recommended on the basis of work award.
- v. All payments to be made to the vendor shall be done only in accordance with the payment regulation of BRDC.

10. Penalties

- i. In case of delay in execution of the assigned work by the empanelled vendor(s) as mentioned in the work order, BRDC may cancel the work order of the assigned work.
- ii. If any of the services performed by the agencies fail to conform to the specifications of the assigned work order or in the event of failure of the execution of work due to indifferent (such as inadequate interactions with BRDC), negligent (such as late reporting to work after one warning), non-supportive attitude and behavior of the assigned resource, non-engagement of adequate resources in the prescribed time frame) of the Vendor(s). BRDC may decide to abort the empanelment because of such failure and may even lead to the termination of the contract.

11. General Terms and Conditions

The following terms and conditions are of a general nature, and are given here only for the information of the Vendor

11.1. Nativity

The organization must be incorporated in India as per details given under this RFE

11.2. Relationship

Nothing mentioned herein shall be construed as relationship of master and servant or of principal and agent as between "BRDC" and the "vendor". No partnership shall be constituted between BRDC and the vendor by virtue of this empanelment nor shall either party have powers to make, vary or release agreement obligations on behalf of the other party or represent that by virtue of this or any other empanelment a partnership has been constituted, or that it has any such power

11.3. Right to rejection and right to annulment

BRDC reserves the right to reject any request for empanelment and to annul the empanelment process and reject all such requests at any time prior to empanelment, without thereby incurring any liability to the affected vendor(s) or any obligation to inform the affected vendor(s) of the grounds for such decision.

11.4. Fraud and Corruption

BRDC requires that the agencies engaged through this process must observe the highest standards of ethics during the performance and execution of the awarded project(s). BRDC will reject the application for empanelment, if the vendor recommended for empanelment, has been determined by BRDC to having been engaged in corrupt, fraudulent, unfair trade practices, coercive or collusive. These terms are defined as follows:

- i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of BRDC or any personnel during the tenure of empanelment
- ii. "Fraudulent practice" means a misrepresentation of facts, in order to influence a procurement process or the execution of a contract, to BRDC, and includes collusive practice among agencies (prior to or after Proposal submission) designed to establish proposal prices at artificially high or non-competitive levels and to deprive BRDC of the benefits of free and open competition
- iii. "Unfair trade practices" means supply of items different from what is ordered on, or changes in the Scope of Work which was agreed by BRDC and the vendor
- iv. "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation during the period of empanelment
- v. "Collusive practices" means a scheme or arrangement between two or more agencies with or without the knowledge of the BRDC, designed to establish prices at artificial, non-competitive levels
- vi. BRDC will reject an application for award, if it determines that the vendor recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, unfair trade, coercive or collusive practices in competing for any assigned project during the empanelment

11.5. Confidentiality

Information relating to evaluation of application and recommendations concerning award of work shall not be disclosed to the agencies who submitted the applications or to other persons not officially concerned with the process. The undue use of confidential information by any vendor related to the empanelment process may result in the rejection of their application.

11.6. Applicable Law

Applicable Law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time

11.7. Jurisdiction of courts

All legal disputes between the parties shall be subject to the jurisdiction of the Courts situated in Meghalaya only

11.8. Frequency of Empanelment

BRDC shall empanel agencies for one (1) year. The empanelment duration may be extended by one year or till the project is running at the sole discretion of BRDC on same terms & conditions

11.9. Indemnity

The agencies will indemnify BRDC against any misuse of BRDC name and its entities and logo. For any misuse of BRDC name and such logos, the vendor themselves will be held responsible. BRDC will take necessary legal and other actions for such cases. BRDC will not be responsible for any miscommunication or harm caused to any party because of any misrepresentation of its name and logo by the vendor

- i. Termination / Withdrawal /Without prejudice to any other right or remedy it may have, either party may terminate this agreement at any time by giving one-month advance notice in writing to the other party
- ii. BRDC reserves the right to withdraw/ terminate empanelment of vendor in any of following circumstances
 - a) Vendor becomes insolvent, bankrupt, resolution is passed for the winding up of the vendor' organization
 - b) Information provided to BRDC is found to be incorrect
 - c) Empanelment conditions are not met within the specified time period
 - d) Misleading claims about the empanelment status are made
 - e) Clear evidence is received that empanelled vendor has breached copyright laws/ plagiarized from another source
- iii. If the vendor does not execute the contract to the satisfaction of the BRDC then it may invoke any or all of the following clause:
 - a) Forfeit the Performance Bank Guarantee submitted to BRDC as Security deposit
 - b) Terminate the contract without any liability of BRDC towards the empanelled vendor
 - c) Amendment at any time prior to deadline for submission of applications, BRDC may for any reason, modify this document. The amendment document shall be notified through website and such amendments shall be binding on all agencies

11.10. Disclaimer

- i. This RFE is not an offer by BRDC, but an invitation to receive responses from eligible interested agencies as printing services agencies for BRDC. BRDC will empanel limited agencies who fulfil the eligibility criteria. No contractual obligation whatsoever shall arise from this process.
- ii. The evaluation shall be strictly based on the information and supporting documents provided by the agencies in the application submitted by them. It is the responsibility of the agencies to provide all supporting documents necessary to fulfil the mandatory eligibility criteria. In case, information required by BRDC is not provided by the vendor(s), BRDC may choose to proceed with evaluation based on information provided and shall not request the vendor for further information. Hence, responsibility for providing information as required in this RFE lies solely with vendor.

11.11. Binding Clause

All decisions taken by the BRDC regarding this contract shall be final and binding on all concerned parties.

11.12. Vendor's Integrity

The Vendor is responsible for and obliged to conduct all contracted activities as defined in the scope of work in accordance with the contract.

11.13. Vendor's Obligations

- i. The Vendor is obliged to work closely with the BRDC's staff, act within its own authority and abide by directives issued by the BRDC.
- ii. The Vendor is responsible for managing the activities of its personnel or subcontracted personnel and will hold itself responsible for any misdemeanor

11.14. Confidentiality

- i. The selected/empanelled bidder(s) shall keep confidential all the details and information with regard to the assignment, individual information of resources including documents, employee records, systems, facilities, operations, management and maintenance of the systems/facilities
- ii. BRDC or its nominated vendor(s) shall retain all rights to prevent, stop and if required take the necessary punitive action against selected/empanelled bidder regarding any forbidden disclosure.
- iii. For the avoidance of doubt, it is expressly clarified that the aforesaid provisions shall not apply to the following information
 - a) Information already available in the public domain
 - b) Information which has been developed independently by selected/empanelled bidder
 - c) Information which has been received from a third party who had the right to disclose the aforesaid information
 - d) Information which has been disclosed to the public pursuant to a court order
- iv. Any handover of the confidential information needs to be maintained in a list, both by BRDC & selected Bidder(s), containing at the very minimum, the name of provider, recipient, date of generation of the data, date of handing over of data, mode of information, purpose and signatures of both parties.
- v. Notwithstanding anything to the contrary mentioned hereinabove, selected Bidder(s) shall have the right to share the Letter of Intent / work order provided to it by BRDC in relation to this Agreement, with its prospective purchasers solely for the purpose of and with the intent to evidence and support its work experience under this Agreement

11.15. Termination of the Contract

- i. BRDC, by written notice sent to the Successful Bidder may terminate the Contract, in whole or in part, at any time of its convenience. The notice of termination shall specify that termination is for BRDC convenience, the extent to which performance of the Successful Bidder under the Contract is terminated, and the date upon which such termination becomes effective. However, any undisputed payment to the invoices of the task accomplished by successful bidder would be paid by BRDC
- ii. If the Bidder fails to supply the toners/cartridges for three times consecutively, the Work Order/Contract will be cancelled

11.16. Dispute Resolution

- i. If a dispute arises in relation to the conduct of this Contract (dispute), parties must comply with this clause before starting arbitration or court proceedings (except proceedings for urgent interlocutory relief). A party claiming a dispute has arisen must give the other parties to the dispute notice setting out details of the dispute
- ii. During the 14 days after a notice is given (or longer period if the parties to the dispute agree in writing), each party to the dispute must use its reasonable efforts through a meeting of Senior Executive (or their nominees) to resolve the dispute. If the parties cannot resolve the dispute within that period then any such dispute or difference whatsoever arising between the parties to this Contract out of or relating to the construction, meaning, scope, operation or effect of this Contract or the validity of the breach thereof shall be referred to a Arbitration Tribunal comprising of three arbitrators, wherein each party shall appoint one arbitrator, and the two

such appointed arbitrators shall appoint the third arbitrator who shall act as the presiding arbitrator to decide dispute between the parties. If the parties cannot agree on the appointment of the arbitrator within a period of one month from the notification by one party to the other of existence of such dispute, then the Arbitrator shall be appointed by the High Court of the jurisdiction at Meghalaya. The provisions of the Arbitration and Conciliation Act, 1996 will be applicable and the award made there under shall be final and binding upon the parties hereto, subject to legal remedies available under the law. Such differences shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act, 1996, or of any modifications, Rules or re- enactments thereof. Arbitration Proceedings shall be conducted in English. The Arbitration proceedings, its seat and venue will be held at the jurisdiction at Meghalaya. Any legal dispute will come under the sole and exclusive jurisdiction of courts at Meghalaya

11.17. Force Majeure

- i. For the purposes of this Engagement, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other extreme adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies
- ii. Force Majeure shall not include:
 - a) any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor
 - b) any event which a diligent party could reasonably have been expected both to take into account at the time of the conclusion of this engagement, and avoid or overcome in the carrying out of its obligations hereunder
- iii. Force Majeure shall not include insufficiency of funds or inability to make any payment required hereunder

1. Annexures

Form 1: Checklist for submission of response to RFE

Below table summarizes the list of mandatory documents to be submitted mandatorily with Eligibility

Sl. No	Documents to be submitted	Yes/No	Ref. Pg. No.
1.	Bid Security Declaration (As per Form 3)		
2.	Cover Letter (as per Form 2)		
3.	Tender submitted		
4.	Details of the Bidder's Operations and Business (as per Form 4)		
5.	Submitted documents in pre-qualification criteria		
	i. Copy of Certificate of Registration/ Incorporation, valid Trading License or ST Certificate		
	ii. Copy of PAN		
	iii. Copy of Tax Registration		
	iv. Any other document		
	v. Bid signed and stamped by authorized signatory on all pages		
6.	Project Experience details and documentary evidences (as per Form 5)		
7.	Self-certified letter attested by the authorized signatory for non-debarment (as per Form 6)		
8.	Format of Quotation (as per Form 7)		

Note: All documents including annexure must be properly marked, signed and sealed and placed in the above-mentioned order.

SIGNATURE: Authorized Signatory Date:

Full name and designation and contact details (Seal organization)

Form 2: Declaration (on the letterhead)

(On the letterhead)

<Location, Date>

To:

Joint Secretary to the Govt. Of Meghalaya,
Planning Department & Member Secretary,
Bio-Resource Development Centre (BRDC)
5 ½ Mile, Upper Shillong-793009, Meghalaya.

Subject: Submission of Eligibility and Technical bid for <provide name of the assignment>

Dear Sir/Madam,

The undersigned, offer to supply toners/cartridges to BRDC on <provide name of the assignment > with your Request for Empanelment dated <insert date> and our Proposal. We are hereby submitting our Proposal, which includes this Eligibility and Technical bid sealed in a separate envelope.

I hereby declare that all the information and statements made in this technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

I undertake, if our Proposal is accepted, to initiate the services related to the assignment not later than the date indicated in Fact Sheet.

I agree to abide by all the terms and conditions of the RFE document. We would hold the terms of our bid valid for at least for 180 days as stipulated in the RFE document.

I understand you are not bound to accept any Proposal you receive.

I, (Name & Designation) solemnly affirm on behalf of my company/ firm that the facts stated above about my company/ firm are correct and nothing has been concealed. If any information submitted above, is found to be false or fabricated, my company/ firm may be debarred from bidding process. I permit BRDC to inspect our records to ascertain the above facts. I permit BRDC to cross check the above facts from any other source.

I or my authorized representative, if required by BRDC, would make a presentation before the duly constituted Committee at my own cost.

I will abide by the decision of BRDC regarding selection.

I have read & understood the RFE and agree to all the terms & conditions stated therein.

SIGNATURE -

Authorized Signatory

Date:

Full name and designation and contact details with address (Seal Organization)

Form 3: Bid Security Declaration

To:

Joint Secretary to the Govt. Of Meghalaya,
Planning Department & Member Secretary,
Bio-Resource Development Centre (BRDC)
5 ½ Mile, Upper Shillong-793009, Meghalaya.

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Purchaser for the period of time of One year starting on (Date of Submission of Bids), if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) Have withdrawn our bid during the period of bid validity specified in the RFE; or
- (b) Having been notified of the acceptance of our Bid by the BRDC during the period of bid validity, (i) fail or refuse to execute the Contract; or (ii) fail or refuse to furnish the Performance Security, if required, in accordance with the RFE.

We understand this Bid Securing Declaration shall expires if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our bid.

(Authorized Signatory/ies of the Bidding Agency)

Seal:

Date:

Form 4: Bidders Information

Sl. No.	Information Sought	Details
1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Year of Establishment	
4.	Details of registration with appropriate authorities (e.g., PAN, GST etc.)	PAN, GST, Documentary evidences required
5.	Details of Contact Person: Name, Address, E-Mail, Phone nos. Fax nos., Mobile Number	
6.	Address of Office/location with contact details (Phone, Fax, e-mail etc.)	
7.	Experience	Form 5
8.	Certificate for No debarment/non blacklisting	Form 6
9.	Format of Quotation	Form 7

SIGNATURE -

Authorized Signatory

Date:

Full name and designation and, contact details with address (Seal of organization)

Form 5: Experience

No	Name of the Agency	Work Order details with date	Year	Amount	Details of items

Form 6: Declaration for Non-Debarment & Non-Blacklisting

(On the letter head of the bidder)

We hereby certify that we, M/s_____ (name of the bidder), having registered office at_____ (address of the registered office) have not been debarred or blacklisted by the Central Government, any State Government, a statutory authority or a public sector undertaking.

The certificate below is to be provided by the Bidder.

Yours Sincerely,

SIGNATURE -

Authorized Signatory

Date:

Full name and designation and, contact details with address (Seal of organization)

Form 7: FORMAT OF QUOTATION

Sl.No.	Description of Goods	Specifications (complied or Not complied as per each specs along with Product Brochures)	Total Qty.	Unit	Quoted Unit Rate Lotwise at destination in Rs.	GST and similar or the taxes applicable on finished Goods/Services	*Total Price per line item at Destination -inclusive of discounts, all taxes and duties	
							In Figures	In Words
1	Toner Type- 1							
2	Toner Type- 2							
3	Toner Type- 3							
4	Toner Type- 4							
5	Toner Type- 5							
Total								

Gross Total Cost:Rs.

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs..... (amount in figures) (Rs..... amount in words) within the period specified in the Invitation for Quotations. We also confirm that commercial warranty/guarantee of 12 months or extendable shall apply to the offered goods. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

Signature of Supplier
