



Small Industries Development Bank of India

Annexure I



Small Industries Development Bank of India

Expression of Interest (Eoi) for Empanelment of Computer Consumables Suppliers at SIDBI, Lucknow

Tendor No.	Date
314/2011/651/HO1/ISD	28/09/2010

The eligibility criteria and other details are given in the attached file. Last date for submission of Eoi : **October 15, 2010 by 3:00 PM**, at the following address:

The Deputy General Manager (Admin)

Small Industries Development Bank of India

SIDBI Tower, 15 Ashok Marg,

Hazratganj,

Lucknow - 226 001

Telephone Number : 2288546/2288547

Fax : 2288458

E-mail : issac@sidbi.in, alok@sidbi.in, manojk@sidbi.in

Expression of Interest (Eoi) for Empanelment of Computer Consumables Suppliers at SIDBI, Lucknow

A. Introduction

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

B. Invitation for Bid

1. SIDBI invites applications for empanelment and shortlisting of computer consumable suppliers with the Bank for a period of **THREE years i.e., till 30th September, 2013**, for supply of computer consumables such as inkjet cartridges for Deskjet printers, toner cartridges for Laserjet printers, CD-ROM/DVDs etc. for SIDBI's Lucknow Office.
2. The Bank may, at its sole discretion, extend the currency of the panel further.
3. 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. Minimum Eligibility criteria

1. The supplier should be an authorised reseller of consumables of the following brands/makes of HP, or Xerox and able to supply consumables of Samsung, HP, etc. A Copy of certificate(s) to be submitted. Empanelment will be done for HP and Xerox separately.

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

2. The supplier should be based in Lucknow and registered with Registrar of Firms / Companies, wherever applicable.
3. The supplier should have experience of at least two years in supply of computer consumables to well established organisations like All India Financial Institutions, public sector Banks / undertakings, Multi National Companies & large Pvt. Sector Companies.
A list of clientele should be provided along with the copies of work order.
4. The minimum sales turnover has to be Rs. 50 Lakh for HP and Xerox authorised suppliers during the previous Financial year [FY 2009-2010].
5. The supplier should be an income tax assessee having filed its return for the last three financial years. Copy of return to be enclosed.
6. The supplier should be capable of supplying the computer consumable items at SIDBI, Lucknow office at no additional cost within two days from the date of placing Purchase Order.

D. Methodology for Empanelment

1. The supplier should qualify the minimum eligibility criteria as given in Form A.
2. A tentative list of consumables used in SIDBI, Lucknow office is given at Form B. Interested suppliers have to quote a price for per unit against each item. The price has to be quoted for each brand/make of items separately. Form B will be opened only for those suppliers who qualify the minimum eligibility criteria as specified in Form A.
3. The aggregate price quoted by the suppliers would be ranked in the order of lowest to highest for each brand/make.
4. The first six suppliers, for each brand/make, who have quoted the least would be empanelled with the Bank. In case as many qualifying proposals not received, the number of suppliers may be less than six. It may be noted that there will be separate empanelment of suppliers for each Brand / Make as given in Form B. However, one supplier can qualify for more than one Brand/Make, if eligible.
5. Accepting the application for empanelment by the Bank would not guarantee the award of contract.

Note: During the period of empanelment, the suppliers would have to maintain the price levels of consumables .

E. Award of Contract

1. Based on estimated requirement for a certain period in the office (normally one quarter), quotations will be invited from these empanelled suppliers. The suppliers of different Brands will be required to supply items as mentioned in Form B.
2. 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.
3. The Bank reserves the right to add / delete / modify any terms and conditions besides reserving the right to accept or reject the quotations.

F. How to Apply

1. The interested parties who satisfy the minimum eligibility criteria should apply as per the prescribed forms attached herewith [Form A and Form B].
2. Form A and Form B should be applied in two separate Non Window SEALED envelopes carrying superscription **Empanelment of Vendors for Computer Consumables - Form A** and **Empanelment of Vendors for Computer Consumables - Form B** respectively.
3. Addressee and Address at which bids are to be submitted

**DEPUTY GENERAL MANAGER (ADMIN),
SIDBI,
15 ASHOK MARG,
HAZRATGANJ,
LUCKNOW - 226 001**

4. Last date for seeking any clarification : **October 11, 2010.**

5. Name of the contact person for any clarification

Shri Alok Sinha
AGM(Systems)
SIDBI, 15, Ashok Marg,
Lucknow - 226001
Tel No. **(0522) – 2966612**
E-mail. alok@sidbi.in

6. Latest time and Date for receipt of bids

On or before 15:00 hours on **October 15, 2010**

7. The venue for the opening of FORM 'A' will be:

SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA (SIDBI)
15, ASHOK MARG,
LUCKNOW - 226 001

8. The date of opening of FORM 'A' [pre-qualification bid] is **October 15, 2010 at 16:00 hours.**
The bids shall be opened in the presence of the bidders or their duly authorised representatives who wish to be present.

9. FORM 'B' (Qualification Bid) will be opened only for those vendors who qualify the pre-qualification criteria. The date of Opening of FORM 'B' will be intimated separately to pre-qualified vendors only.

10. The validity of the bid should be 30 days from date of submission.

11. Application not in the prescribed format, Not duly signed and dated and not accompanied by relevant documents will be rejected.

12. For any further clarification, you may contact Shri Alok Sinha, AGM(Systems) at 0522-2966612.

Form - A
[Pre-Qualification Bid]
Application for Empanelment of Vendors for Computer Consumables

S.N.	Particulars	Bidders Response
1	Name of the Vendor/ Firm	
2	Address	
	Telephone No.	
	Fax No.	
	Email Id	
3	Contact Person(s) Details	
	Name	Designation
		Contact Number
		Landline
		Mobile
		Email Id
4	Year of Establishment	
5	Whether the Vendor/Firm is based in Lucknow (Yes / No)	
6	Whether Registered with Registrar of Firms / Companies (Yes/No)	
7	Income Tax PAN No. [copy to be enclosed]	
8	Registration details of authorised resellership	
(a)	Please Tick the appropriate Box for which the vendor is authorised reseller	
	HP	Samsung/XEROX
		Others [If any]
(b)	Copy of Registration Certificate of resellership enclosed [Yes / No]	
(c)	Date of Expiry of Registration for authorised resellership	
9	Customer Profile: Whether supply is being done for two years to well established organisations like All India Financial Institutions, public sector Banks / undertakings, Multi National Companies & large Pvt. Sector Companies. [Attach copies of work orders]	

	Name of Organisation	Address	Contact Details		Empanelled or Regular Supplier
			Name	Phone No	
(a)					
(b)					
(c)					
10	Turnover for the Past Three Financial Years [copy of balance sheet to be enclosed]				
		FY	Turnover in lakhs		
		2009-2010			
		2008-2009			
		2007-2008			
11	Any other relevant information				

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 & Seal

Form - B [Qualification Bid]

[to be submitted in separate envelope]

S.N	Product No.	Rate per Unit
A. Items to be supplied by HP reseller		
1	HP Toner 1018 - 12A	
2	HP Toner C4129X	
3	HP Toner LJ3390 - 49A	
4	HP1505 - 36A	
5	HP CP1515 – 540A - BLACK	
6	HP CP1515 – 541A - CYAN	
7	HP CP1515 – 542A – YELLOW	
8	HP CP1515 – 543A – MAGENTA	
9	HP OFFICEJET 5610 – HP22A	
10	HP OFFICEJET 5610 – HP56A	
B. Items to be supplied by XEROX reseller		
1	Xerox Phaser 3450(D5) (Black) for Xerox Laserjet	
2	Xerox Phaser 3500 DN	
MISCELLANEOUS		
1	Samsung 2250 MLD5 cartridge for laserjet-ML2250	
2	Samsung ML-3561 N MLD6 cartridge for-ML 3560 – 6000 Pages	
3	Samsung ML-3561 N MLD6 cartridge for-ML 3560 – 12000 Pages	
4	Samsung toner cartridge CLP-500D7K(Black)	
5	Samsung toner cartridge CLP-500D5Y(Yellow)	
6	Samsung toner cartridge CLP-500D5C(Cyan)	
7	Samsung toner cartridge CLP-500D5M(Magenta)	
8	700 MB CD-R Recordable – [Moser Baer] (pls. Quote per box of 10 discs)	
9	700 MB CD-RW Rewritable – [Moser Baer] (pls. Quote per box of 10 discs)	
10	4.7 GB DVD – R Recordable – [Moser Baer] (pls. Quote per box of 10 discs)	
11	4.7 GB DVD – RW Rewritable – [Moser Baer] (pls. Quote per box of 10 discs)	
12	4 GB Pendrive (Kingston)	
13	8 GB Pendrive (Kingston)	
14	CD Mailer [Per Packet of 10]	

Note: Miscellaneous items are common for both HP and Xerox resellers.

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 & Seal