



Visakhapatnam Port Logistics Park Ltd
Beside Mindi Railway yard,
Mulagada village, Visakhapatnam - 530012

TENDER DOCUMENT FOR
SUPPLYING PHOTOCOPYING MACHINES / MULTI
FUNCTION MACHINES
ON HIRE BASIS
AT MULTI MODAL LOGISTICS HUB AT
VISAKHAPATNAM,
ANDHRA PRADESH

Tender No. VPLPL/MMLH/20-21/OFFICE/MFM/PT/23

Date: 25/01/2021

Due Date: 04/02/2021

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NOTICE INVITING TENDER

Visakhapatnam Port Logistics Park Limited (VPLPL), a Joint Venture Company between Balmer Lawrie & Co Ltd and Visakhapatnam Port Trust in India and having its registered office at 21, Netaji Subhas Road, Kolkata - 700 001, located at Visakhapatnam Port Logistics Park Limited, Survey no. 1P/2P, Mulagada Village, Visakhapatnam - 530012, Andhra Pradesh, invites **SEALED TENDERS** under single bid system from experienced and competent agency for **Supply of PHOTOCOPIER MACHINE / MFM ON HIRE BASIS** at **Multi Modal Logistics Hub** at Visakhapatnam, Andhra Pradesh. The service providers should have local Offices at Visakhapatnam region to ensure satisfactory fulfillment of contractual obligations.

Tenderers are advised to download Notice Inviting Tender along with other tender documents from the website portal <https://balmerlawrie.com>

S. No	Description	Details
1	Name of Work	Supply of Photocopying machine /MFM on hire basis.
2	Tender No	VPLPL/MMLH /20-21/OFFICE/MFM/PT/23 . Date 25/01/2021.
3	Validity Of Offer	120 days from the date of opening of Technical bid
4	Contract Period	1 year from the date Of placement of Order or LOI whichever is earlier.
5	Tender Fee	NIL
6	EMD	Bid Security Declaration
7	Downloading / Submission of Tender :	
	a. Starts on	25/01/2021 at 6.00 pm
	b. Closes on	04/02/2021 at 6.00 Pm
8	Opening of Tender	04/02/2021 at 6.30 Pm

1. LIST OF DOCUMENTS TO BE SUBMITTED

The signed and stamped copies of following documents should be sent as part of the technical/commercial bid submission

- a. Certificate of registration/incorporation in the case of Pvt Ltd/Public Ltd Company /certified copy of / partnership deed in the case of LLP/Partnership firm/ any document under the relevant rules/laws if the firm is a proprietorship firm.
- b. Company's PAN.
- c. Company's GST Registration.

2. VERIFICATION OF DOCUMENTS / SUBMISSION OF BIDS / CANCELLATION OF BIDS

- a. If VPLPL wants to verify all the submitted documents, then the bidder should bring all original documents.
- b. Failure on part of the tenderer to report on specified date and time for paper verification may result in rejection of the tender submitted by them without further communication.
- c. Tenderer should be in a position to produce all the original documents and/or any other information on dates as intimated or as and when required by VPLPL.
- d. Incomplete Tenders are liable for rejection without any reference to the tenderer and decision of VPLPL in this respect will be final.
- e. If at any stage it transpires that any party submitted false or forged documents may be Blacklisted and the contract could be cancelled, criminal prosecution or any other action as deemed fit may be initiated.
- f. VPLPL reserves the right to reject any or all tenders without assigning any reasons whatsoever.
- g. Bids of any tenderer may be rejected if a conflict of interest between the bidder and Company (VPLPL) is detected at any stage.
- h. All the bids will be evaluated based on the criteria as mentioned in this NIT. Tenders of those bidders who are not meeting the criteria as specified in the NIT, may not be considered for commercial evaluation.
- i. Tenders, if submitted through e-mail or fax, shall be summarily rejected.

SPECIAL INSTRUCTIONS TO THE BIDDER FOR PARTICIPATING IN TENDER

Tenderers are advised to download Notice Inviting Tender along with other tender documents from the website <https://balmerlawrie.com> . Interested parties have to submit Bid Security Declaration as found in Annexure 2. Interested parties from **SCT/ST Category having MSMED/NSIC certificates should specifically mention the same. MSME Vendor should declare UAM number on CPPP (Central Public Procurement Portal) failing which such bidder will not be able to enjoy benefits as per PP Policy for MSMEs order 2012.**

The physical original instruments/drafts/documents should reach to our address at:

**Visakhapatnam Port Logistics Park Ltd
Beside Mindi Railway yard,
Mulagada village, Visakhapatnam – 530012**

prior to due date and time. In case the Bidders intend to submit any additional supporting documents, the same can be submitted in physical form at our above address.

2. Special Note

- Bids can only be submitted before the last date and time of submission as per the date and time mentioned in the e-tender/ physical tender. Resubmission (if required) of bid should be completed within the stipulated date and time. The system time (IST) that will be displayed on e-tendering web page shall be the time and no other time shall be taken into cognizance.
- Bidders are advised in their own interest to ensure that bids are submitted successfully well before the closing date and time of bid.

- VPLPL does not take any responsibility in case bidder fails to submit the documents within specified time of tender submission.
- VPLPL will not be responsible for any delay under any circumstances for non-receipt of any documents sent by post as part of response to the tender. Bidders are requested to provide correct "e-Mail address" and "Mobile No." for receiving updates related to e-tender from time to time.
- The bidder has to keep track of any changes by viewing the Addendum/Corrigendum issued by the Tender Inviting Authority on time-to-time basis in the e-Procurement platform. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.
- **The bidder has to keep track of any changes by viewing the Addendum / Corrigenda issued by the Tender Inviting Authority on time-to-time basis in the e-Procurement platform. Interested parties have to keep referring to the website for further information. The Company calling for tenders shall not be responsible for any claims/problems arising out of this.**

3. Filling of Tender Documents

- 3.1 The tenderers are requested to carefully study all the tender documents and tender conditions before quoting their rates.
- 3.2 The tender must be strictly in accordance with the terms and conditions and specifications laid out in the tender.
- 3.3 Any terms and conditions given by the tenderer on his own in their offers will not be binding on VPLPL.
- 3.4 The sole proprietor or authorised representative shall sign all documents that need to be submitted. When the person signing the documents is not the sole proprietor / authorised representative of the company, the Power of Attorney authorizing such person to act and sign on behalf of the company must be submitted and produced later on for verification by VPLPL.

3. **BID SUBMISSION (OFF-LINE)**

The tenderer shall furnish the required information along with supporting documents, tender form and declaration of acceptance of tender terms along with Price Bid. All the tender papers put together in sealed envelope super scribing **TENDER No. VPLPL/MMLH/20-21/OFFICE/MFM/PT/23, Dated 25/01/2021 "Supply of Photocopying machine /MFM on hire basis."** and shall be dropped in our tender box at the given address **within 04/02/2021 at 06:00 PM. Price bid MUST be enclosed in a separate sealed envelope within the main envelope.**

The hardcopies should reach the office of VPLPL at the following address, within due date of submission.

Kind Attention – Sayak Biswas,

Visakhapatnam Port Logistics Park Ltd. Temperature Controlled Warehouse,

Tender No: VPLPL/MMLH/20-21/OFFICE/MFM/PT/23.

Date 25/01/2021.

Visakhapatnam Port Logistics Park Ltd.

Multi Modal Logistics Hub,

Sy No. 1P/2P,

beside Mindi Railway siding,

Mulagada village, Visakhapatnam - 530012

Contact No. +91 8961535106

SCOPE OF WORK

Mandatory Machine Requirements of the Multi-Function Copier Machine to be taken on rent are as follows:

Specifications	Quantity & period of Contract
<p>Printing Specifications:</p> <ul style="list-style-type: none"> i) Print speed – 45 ppm & above. ii) Double Sided Printing. iii) A3/A4 Printing Size iv) Monotone/Black and White Printing <p>Copying/Scanning Specifications:</p> <ul style="list-style-type: none"> i) Double Sided Copying. ii) Scan & Email, Scan & Save to Network Folder. iii) Reduction/Enlargement facility available. iv) Auto Document Feeder for Copying. v) Monotone Copying. <p>Network Specifications:</p> <ul style="list-style-type: none"> i) Hi-speed Ethernet Network Connectivity ii) Queue Handling Feature of the various Print Commands from the Network. 	<p>Quantity – 01 No.</p> <p>Period of Contract – One (01) year</p>

- Multi-Function Copier Machine to be supplied and installed should be of branded company like Canon, HP, Xerox etc. not older than 12 months with heavy-duty multi-functional capacity with the specifications already mentioned Mandatory Machine Requirements.
- All spares and consumables excluding paper shall be supplied free of cost by the selected vendor.
- Regular preventative maintenance shall be carried out on a monthly basis by the vendor at their cost.

- Breakdown maintenance calls shall have to be attended by the selected vendor within 24 hours of lodging the complaint at their service centre.
- In case the machine is under breakdown for want of any part or any other defect and if the machine is under breakdown for more than 24 working hours, a stand by machine has to be provided
- Upon awarding of the contract, the 1 (one) photocopying machines shall be delivered and installed at our office within 7 days free of any delivery charges.

GENERAL TERMS AND CONDITIONS

1. ELIGIBILITY CRITERIA

The tenderers should meet the following eligibility criteria:

- Average annual turnover of the tenderer shall be minimum of Rs. 1 lacs during last one financial year ending 31st March, 2020. Copies of auditor's certificate to be submitted.
- Submission of "Bid Security Declaration" as found in Annexure 2, duly signed by bidder.
- Agency should have GST Registration number, copy of registration certificate is to be submitted.
- The agency needs to furnish self-declaration that they are not black listed by any PSU/Government Institutions.
- The agency should have a local office at Visakhapatnam city. Proof of address to be provided.

2. SUBMISSION OF BIDS

The bids should be submitted in single bid process i.e. technical / Commercial Bid [Unpriced] bid with Price bid

For Price Bid, only the rates are to be submitted as per given format.

3. TENDER OPENING

Unpriced and price bid will be opened as per tender calendar.

4. ACCEPTANCE OF OFFERS

- (i) VPLPL reserves the right to accept any tender in whole or in part or reject any tender or all tenders or place order for any quantity, less than or more than the tendered quantity, without assigning any reason thereof.
- (ii) Bids of any tenderer may be rejected if a conflict of interest is detected between the bidders and VPLPL at any stage
- (iii) VPLPL also reserves its right to allow Public Enterprises (Central / State) price / purchase / contract / service preference as admissible under the existing Government policy. The decision of VPLPL in this connection will be final.
- (iv) Incomplete tenders, conditional tenders, tenders received late or tender not conforming to the terms and conditions mentioned in the Tender documents or not accompanied by the requisite Bid Security Declaration (unless exempted under the terms of this Tender) will be rejected.

5. **NEGOTIATIONS**

- I. VPLPL reserves the right to negotiate with the Tenderer. Tenderer will have to attend the concerned office of VPLPL for negotiations/clarifications required from them, in respect of their quotations, without any commitment on the part of VPLPL.
- II. In case of negotiation, the Tenderer should send the confirmation of outcome of such negotiation in writing so as to reach the concerned office of VPLPL within 3 days from the date of negotiation/ the time stipulated. If the Tenderer fails to comply with this requirement VPLPL reserves its right to ignore their quotation at its discretion with the attendant remedies available to them.

6. **NOTIFICATION OF AWARD**

Prior to the expiry period of Bid validity, VPLPL will place purchase order or letter of intent on the successful bidder(s).

7. **CONTRACT PERIOD**

Contract period is One (1) year from date of issue of LOI/WO. There is provision for extending the contract duration by 1 year upon agreement of both parties.

8. **TERMINATION OF CONTRACT**

In case of any breach of contract, serious criminal act on the part of selected contractor and/or his employees, and any such acts, the Company shall have the rights to terminate the contract immediately without any notice

9. **VALIDITY**

Offers must be valid for 120 days from the due date of the tender. The rates quoted by the tenderers once accepted by the Company shall be valid and firm during the tenure of entire contract period.

11. **QUOTING OF RATES / TAXES**

Rate shall be quoted as per the Price Bid Format. Applicable GST shall be mentioned separately as per the attached format.

12. **SECURITY DEPOSIT**

The successful tenderer shall submit Non-interest bearing Security Deposit equivalent to 3% of tender value and shall be retained till one year after successful completion of the job.

13. **TERMS OF PAYMENT**

Payment shall be made on a monthly basis within 15 days of receipt of invoice after due approval by competent authority.

14. **DEFECT LIABILITY**

Defect liability period shall be one year from the date of issuance of letter by VPLPL after satisfactory supply of all the materials. The defect liability period shall be one year from the date of supply of device. During the period of guarantee the vendor's representative should visit the plant as required for sorting out any operational issues.

15. **COMPLIANCE WITH REGULATIONS**

Vendor shall warrant that all goods and services covered by these conditions shall have been produced, sold, supplied, dispatched, delivered and furnished in strict compliance with all applicable laws, regulations, labour agreements, working conditions and technical codes and requirements as applicable from time to time. The vendor shall execute and deliver such documents as may be required to effect or to evidence such compliance.

All laws and regulations required to be incorporate in agreements of this character are hereby deemed to be incorporated by these references. Owner and their authorized representative disown any responsibility for any irregularity, contravention or infringement of any statutory regulations in the manufacture of supply of goods / services covered by this order.

16. **Purchase preference policy for MSE Vendors**

If it is seen that a Micro and Small Enterprises (MSE) has participated and the price quoted by them is within a price band of +15% of the L1 price (which is from a supplier who is not MSME), then such MSE vendor shall be allowed to supply a pre-determined portion of the tendered quantity subject to their matching the L1 price. In case, more than one number of MSE vendors are **within the range of LI+15%**, all of them shall be given the option of matching the L1 price. In such a situation, the pre-determined quantity shall be equally divided amongst all such MSME vendors who have matched the L1 price. In case the total tender value is not split able, 100% of the value will be given to MSE (within 15% band with non MSE vender) vender subject to matching with L1 price of non MSE vender.

17. Compliance of GST

The vendor should compulsorily follow all the provisions of GST and in the event any default for fulfilling any provisions of the GST Act, VPLPL would exercise the right for non-payment/withholding payment, / black listing the vendor.

18. **SUB-LETTING OF WORK**

No part of the contract or any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the contractor directly or indirectly to any person, firm or corporation without the consent in writing from VPLPL. In the event of contractor contravening the conditions, VPLPL shall be entitled to get the work done from any other firm at the 'Risk & Cost' of the contract.

19. **INDEMNITY & GENERAL SAFETY**

The Contractor will be required to indemnify and keep indemnified the Company against all losses and claims for injury and damage to any person or any property whatsoever which may arise out of or in consequence of the work and against all claims, demands, proceedings, damages, cost charges and expenses whatsoever that may arise against the company on account of the faults of the contractor/his workmen/due to malfunctioning of the equipment if any employed by the contractor. The company may forward the bidder any such claim demand or complaint made by any other person against the company. In such event, the contractor shall solely be liable for the disposal of the said complaint.

The contractor will be required to Indemnify and absolve the Company of all responsibilities related to employment condition of their employees and should adequately safeguard Company against any possible HR problems including those related to employment. The bidder should adhere to all State and Central Enactments related to employment such as Minimum Wages Act, Workmen Compensation Act, Provident Fund Act, Employees State Insurance Act, Gratuity Act, Bonus Act, Contract Labour [Regulations and Abolition] Act etc. Further, Company will not have any liability towards employment, remuneration or compensation in whatever manner made to the employee of the bidder. Such demand shall be settled by the bidder directly.

20. FORCE MAJEURE CONDITIONS

Delivery schedule is subject to force majeure conditions as under: If at any time during the continuance of this contract, the performance in whole or part by either party of any obligation under this contract shall be prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion sabotage, fire ,floods, explosions, epidemics, quarantine restrictions, strikes, lock outs or acts of God (hereinafter referred as "events") provided notice of the happening of any such events is given by either party to the other within twenty one days from the date of occurrence thereof, neither party shall by reasons of such event, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance. Deliveries under the contract shall be resumed as soon as practicable.

21. ARBITRATION

Any dispute or difference arising under this Contract shall be referred under jurisdiction of Kolkata to a sole arbitrator appointed mutually under the provisions of Arbitration and Conciliation Act, 1996 including any statutory modifications or enactment thereof shall apply to the Arbitration proceedings. The fees of the arbitrator, if any, shall be shared equally by both the parties. The award shall be a speaking award stating reason therefor and is final and binding on the parties. The proceeding shall be conducted in English language and courts at Kolkata will have exclusive jurisdiction to settle any dispute arising out of this contract.

22. SPECIAL INSTRUCTION

In case of any query/clarification, the tenderer may contact our Mr. Sayak Biswas, [Phone : Mobile : **8961535106**]

23. TENDER SPLITTING

Kindly note that this is a NO SPLIT tender as tender splitting is not possible for supply of single unit.

DECLARATION

Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No: **VPLPL/MMLH/20-21/OFFICE/MFMPT/23. Date 25/01/2021.** and hereby confirm our acceptance of the same.

Place: Signature of Tenderer

Date: Name & Address

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ANNEXURE – 1

PARTICULARS OF THE TENDERER'S ORGANISATION

Sr. No.	Description	Tenderers Details
1	Name of the Tenderer	
2	Address of the Registered Office	
3	Address of the branch / office quoting against the Tender	
4.	Name, designation, mobile number, e-mail, Fax no. and any other details of the Contact Person	
5	Year of commencement of business	
6	Whether Sole Trader/ Partnership / Private Limited Co., or Public Limited Co. / LLP	
7	Registration No. (Under companies Act)	
8	Whether copy of Incorporation /Registration certificate from ROC(Registrar of company)	
9	Income Tax PAN no.	
10	Whether copy of PAN enclosed.	
11	Whether copy of latest Income Tax Return submitted	
12	GST Registration. No.	
13	Whether copy of GST Registration certificate submitted	
14	Complete Details of the Banker, Name, Address, IFSC Code, Bank Code, Account No and Type of Account	
15	Whether registered under NSIC / MSME	
16	In case registered under NSIC / MSME, provide registration number and copy of registration	

Bid Security Declaration Form

Date: _____

Tender No. : _____

To,
Visakhapatnam Port Logistics Park Ltd.
Multi Modal Logistics Hub,
Sy No. 1P/2P,
beside Mindi Railway siding,
Mulagada village, Visakhapatnam - 530012

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period *of one year* from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We:

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the security deposit, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: _____

in the capacity of : _____

Name: _____

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____(insert date of signing)

Corporate Seal

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

ANNEXURE -3

PRICE BID

The price bid shall be as per the following format and the bidders are requested to fill the rates and send as mentioned in the NIT.

Sr. No.	Descriptions	Qty	Unit	Rent per month
1	Multi-Function Copier Machine (matching criteria set in Scope of Work)	01	Nos.	
2	Rent for 12 months			
3	Add GST (in rupees) (for 12 months)			
4	Gross Total			