

Bid Document

Bid Details	
Bid End Date/Time	20-04-2022 15:00:00
Bid Opening Date/Time	20-04-2022 15:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	60 (Days)
Ministry/State Name	Ministry Of Petroleum And Natural Gas
Department Name	Na
Organisation Name	Directorate General Of Hydrocarbons (dgh) Noida
Office Name	Oidb Bhwan, Sector-73, Noida
Total Quantity	256
Item Category	OEM Cartridge/ Consumable (Q2) (PAC Only)
Years of Past Experience required	2 Year (s)
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years Of Experience and Turnover	Yes
Document required from seller	Experience Criteria,OEM Authorization Certificate,Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	No
Primary product category	OEM Cartridge/ Consumable
Time allowed for Technical Clarifications during technical evaluation	2 Days
Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
Evaluation Method	Total value wise evaluation

EMD Detail

Advisory Bank	State Bank of India
EMD Percentage(%)	1.00
EMD Amount	13031

ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	6

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

Beneficiary:

DG
Oidb Bhwan, Sector-73, Noida, NA, Directorate General of Hydrocarbons (DGH) Noida, Ministry of Petroleum and Natural Gas
(Directorate General Of Hydrocarbons)

Splitting

Bid splitting not applied.

MII Purchase Preference

MII Purchase Preference	No
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Details of the Competent Authority for MII

Name of Competent Authority	RAJDEEP SINGH
Designation of Competent Authority	ADG (C) & FA
Office / Department / Division of Competent Authority	
CA Approval Number	
Competent Authority Approval Date	15-03-2022
Brief Description of the Approval Granted by Competent Authority	The given procurement pertains to PAC item, i.e., Canon make Cartridges.

Competent Authority Approval for not opting Make In India Preference : [View Document](#)

MSE Purchase Preference

MSE Purchase Preference	Yes
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Details of the Competent Authority approval for PAC

Competent Authority Approval document for PAC : [View Document](#)

Name of Competent Authority	RAJDEEP SINGH
Designation of Competent Authority	ADG (C) & FA

Office / Department / Division of Competent Authority	
CA Approval Number	
Competent Authority Approval Date	2022-03-15 00:00:00
Brief Description of the Approval Granted by Competent Authority	File no. MM-11013(12)/4/2022-DGH Note no. 14 The proposal is for procurement of cannon printer cartiges for the requirement of next 6 months. Expenditure would be incurred in next financial year 2022-23 wherein budget provision under IT deparment's revnue budger is available. The procurment would done through GeM by following prescribed procedure as per GFR clause 149 and can be approved by divisional head under COP Clause 46. As the purchases are for next six months, if possible, IT division may choose supplier which can supply in staggered manner mening every month as per requirment so that storage cost can be reduced. in view of above, administrative approval and expenditure sanction may be granted for proposals at point 5 of note # 11

1. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.

3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 25%(selected by Buyer) percentage of total QUANTITY.

OEM Cartridge/ Consumable (105 pieces) (Under PAC)

Make	canon
Model	canoncartridge925
Brand Type	Registered Brand

Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Specification	Product Class	OEM
	Brand	Canon

Specification	Specification Name	Bid Requirement (Allowed Values)
	Type of Cartridge/Consumable	Toner
	Colour of Cartridges/Consumables	Black
	Ink/Toner/Drum Model number	CRG 925
	Corresponding Part number/ code	3484B004AA
	Printer Model number/numbers for which Cartridge is suitable	LBP6030b

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Delivery Schedule (In number of days from contract start days)		
1	Apurba Das	201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA	Quantity	Delivery to start after	Delivery to be completed by
			53	15	30
			52	90	120

OEM Cartridge/ Consumable (48 pieces) (Under PAC)

Make	canon
Model	canoncartridge054-black

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Specification	Product Class	OEM
	Brand	Canon
	Type of Cartridge/Consumable	Toner

Specification	Specification Name	Bid Requirement (Allowed Values)
	Colour of Cartridges/Consumables	Black
	Ink/Toner/Drum Model number	054 - Black
	Corresponding Part number/ code	3024C003AA
	Printer Model number/numbers for which Cartridge is suitable	MF641cw

Additional Specification Parameters - OEM Cartridge/ Consumable (48 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Printer Compatibility	[Printer:Image CLASS MFb643 Cdw

* Bidders offering must also comply with the additional specification parameters mentioned above.

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Delivery Schedule (In number of days from contract start days)		
1	Apurba Das	201301,DGH, OI DB BHAWAN, SECTOR-73, NOIDA	Quantity	Delivery to start after	Delivery to be completed by
			24	15	30
			24	90	120

OEM Cartridge/ Consumable (34 pieces) (Under PAC)

Make	canon
Model	canoncartridge054-cyan
Brand Type	Registered Brand

Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
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Specification	Specification Name	Bid Requirement (Allowed Values)
Specification	Product Class	OEM
	Brand	Canon
	Type of Cartridge/Consumable	Toner
	Colour of Cartridges/Consumables	Cyam
	Ink/Toner/Drum Model number	054 - Cyan
	Corresponding Part number/ code	3023C003AA
	Printer Model number/numbers for which Cartridge is suitable	MF641cw

Additional Specification Parameters - OEM Cartridge/ Consumable (34 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Printer Compatibility	[Printer:Image CLASS MFb643 Cdw]

* Bidders offering must also comply with the additional specification parameters mentioned above.

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Delivery Schedule (In number of days from contract start days)		
1	Apurba Das	201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA	Quantity	Delivery to start after	Delivery to be completed by
			17	15	30
			17	90	120

OEM Cartridge/ Consumable (34 pieces) (Under PAC)

Make	canon
Model	canoncartridge054-yellow
Brand Type	Registered Brand

Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Specification	Product Class	OEM
	Brand	Canon
	Type of Cartridge/Consumable	Toner
	Colour of Cartridges/Consumables	Yellow
	Ink/Toner/Drum Model number	054 - Yellow
	Corresponding Part number/ code	3021C003AA
	Printer Model number/numbers for which Cartridge is suitable	MF641cw

Additional Specification Parameters - OEM Cartridge/ Consumable (34 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Printer Compatibility	[Printer:Image CLASS MFb643 Cdw]

* Bidders offering must also comply with the additional specification parameters mentioned above.

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Delivery Schedule (In number of days from contract start days)		
1	Apurba Das	201301,DGH, OIDB BHAWAN, SECTOR-73, NOIDA	Quantity	Delivery to start after	Delivery to be completed by
			17	15	30
			17	90	120

OEM Cartridge/ Consumable (35 pieces) (Under PAC)

Make	canon
Model	canoncartridge054-magenta

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
Specification	Product Class	OEM
	Brand	Canon
	Type of Cartridge/Consumable	Toner
	Colour of Cartridges/Consumables	Magenta
	Ink/Toner/Drum Model number	054 - Magenta
	Corresponding Part number/ code	3022C003AA
	Printer Model number/numbers for which Cartridge is suitable	MF641cw

Additional Specification Parameters - OEM Cartridge/ Consumable (35 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Printer Compatibility	[Printer:Image CLASS MFb643 Cdw]

* Bidders offering must also comply with the additional specification parameters mentioned above.

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Delivery Schedule (In number of days from contract start days)		
1	Apurba Das	201301,DGH, OI DB BHAWAN, SECTOR-73, NOIDA	Quantity	Delivery to start after	Delivery to be completed by
			18	15	30
			17	90	120

Special terms and conditions-Version:1 effective from 04-05-2020 for category OEM Cartridge/ Consumable

1. Guidance Note to the Buyers/Consignees for verification of HP make cartridges :
 1. The guiding procedure to be followed by the Buyers/Consignees for verification of HP make OEM Cartridges as also available on their website is as under :
 1. In case of HP make cartridges, on each cartridge , a security seal has been provided and can be accessed by opening QR Code scanner app or through HP SureSupply app or by using Smartphone's camera to scan the QR Code on the cartridge security seal. After the scan process of the QR code, a validation screen from HP website will be available and serial no. of the cartridges on the QR code can be verified from the HP website. Alternatively the Sl. No. of the cartridge on the security seal can be directly verified online from the URL hp.com/go/ok of the HP website. The detailed procedure to check the genuineness of Security Seal and the packaging, pl visit the Hp website at URL HP anti-counterfeit | HP® India .

Buyer Added Bid Specific Terms and Conditions

1. Generic

Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.

2. Generic

Bidder shall submit the following documents along with their bid for Vendor Code Creation:

- a. Copy of PAN Card.
- b. Copy of GSTIN.
- c. Copy of Cancelled Cheque.
- d. Copy of EFT Mandate duly certified by Bank.

3. Generic

Experience Criteria: The Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for 2 years before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the year. In case of bunch bids, the primary product having highest value should meet this criterion.

4. Generic

Supplier shall ensure that the Invoice is raised in the name of Consignee with GSTIN of Consignee only.

5. Generic

Upload Manufacturer authorization: Wherever Authorised Distributors are submitting the bid, Manufacturers Authorisation Form (MAF)/Certificate with OEM details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid.

6. Generic

Without prejudice to Buyer's right to price adjustment by way of discount or any other right or remedy available to Buyer, Buyer may terminate the Contract or any part thereof by a written notice to the Seller, if:

- i) The Seller fails to comply with any material term of the Contract.
- ii) The Seller informs Buyer of its inability to deliver the Material(s) or any part thereof within the stipulated Delivery Period or such inability otherwise becomes apparent.
- iii) The Seller fails to deliver the Material(s) or any part thereof within the stipulated Delivery Period and/or to replace/rectify any rejected or defective Material(s) promptly.
- iv) The Seller becomes bankrupt or goes into liquidation.
- v) The Seller makes a general assignment for the benefit of creditors.

- vi) A receiver is appointed for any substantial property owned by the Seller.
- vii) The Seller has misrepresented to Buyer, acting on which misrepresentation Buyer has placed the Purchase Order on the Seller.

7. Service & Support

Availability of Service Centres: Bidder/OEM must have a Functional Service Centre in the State of each Consignee's Location in case of carry-in warranty. (Not applicable in case of goods having on-site warranty). If service center is not already there at the time of bidding, successful bidder / OEM shall have to establish one within 30 days of award of contract. Payment shall be released only after submission of documentary evidence of having Functional Service Centre.

8. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

9. Past Project Experience

For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:

- a. Purchase Order copy along with Invoice(s) with self-certification by the bidder that supplies against the invoices have been executed.
- b. Execution certificate by client with order value.
- c. Any other document in support of order execution like Third Party Inspection release note, etc.

10. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of DIRECTORATE GENERAL OF HYDROCARBONS payable at NEW DELHI.

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

11. Forms of EMD and PBG

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name DIRECTORATE GENERAL OF HYDROCARBONS Account No. 65191279625 IFSC Code SBIN0050203 Bank Name STATE BANK OF INDIA Branch address SHASTRI BHAWAN NEW DELHI.

Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

12. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of DIRECTORATE GENERAL OF HYDROCARBONS payable at NEW DELHI. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

13. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name DIRECTORATE GENERAL OF HYDROCARBONS Account No. 65191279625 IFSC Code SBIN0050203 Bank Name STATE BANK OF INDIA Branch address SHASTRI BHAWAN NEW DELHI. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

14. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1. The Bidder should be an authorized reseller/ partner of OEM M/s CANON and must provide bid specific Manufacturers Authorization Form.
2. The bidder should have at least two years of experience in supplying CANON printer consumables in last two financial years.
3. The bidder should have its office / support centre within NCR.
4. Documentary evidence must be supported in support above criteria a) to c).

15. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. If any seller has any objection / grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

[This Bid is also governed by the General Terms and Conditions.](#)

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---