

INVITATION TO QUOTE

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Grams : "ARTLIMBS"
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**ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
(A GOVERNMENT OF INDIA UNDERTAKING)
AN ISO 9001 : 2015 COMPANY
G. T. ROAD, KANPUR – 209217**

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| M/s |
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| Enquiry No.: SP/LT/05/AX Date : 13/08/2019 |
| Due Date : 03/09/2019 |

Dear Sir,

Sealed quotations are invited for the supply of the following stores strictly as per our specifications/Drawings (where applicable) for the quantities and the staggered Delivery Schedule as indicated below and as per the terms & conditions mentioned overleaf, to reach us by 1500 hrs. on or before the due date:-

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|----|-----------------------|--|--|-----------------|-------------------------------------|
| 01 | ALIMCO Code No. | As per Annexure-'A' enclosed | | Total Qty/Unit | As per Annexure-'A' enclosed |
| | Description Of Stores | Re-cycling/ Refilling of used Toner for HP Make LaserJet Printer. (As per Annexure-'A') | | | |
| | Delivery Schedule | Qty./Date | | | |
| 02 | ALIMCO Code No. | | | Total Qty./Unit | |
| | Description Of Stores | | | | |
| | Delivery Schedule | Qty./Date | | | |
| 03 | ALIMCO Code No. | | | | |
| | Description Of Stores | | | | |
| | Delivery Schedule | Qty./Date | | | |

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| Kindly mention the Enquiry No. and Due Date on Envelope |
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For Artificial Limbs Manufacturing Corpn. of India

Sr. Manager (SP&C)

1. Submission of tender

1. **The party has to submit their rates in the format enclosed at Annexure ‘B’ with duly sealed & signed. The GST if applicable must be filled. The tender documents shall also be sealed and signed on each page without fail.**
2. **Self attested copy of GST Registration no. and PAN no. must be submitted without fail.**
3. All these documents (tenders etc.) shall be sent in a sealed envelope super scribing the Enquiry No. & due date. and shall be addressed to **Sr. Manager SP&C Deptt., Artificial Limbs Manufacturing Corporation of India, G. T. Road, Kanpur – 209217**. The Tenderers may at their discretion send the Tenders by Registered Post Acknowledgement Due, but postal and transit delay shall not be necessarily considered in reckoning the tenders for our consideration.

2. Brief Description of Job (Scope of work)

1. The work includes such as refilling of Printer Cartridges, Drum change etc.
2. Free delivery at our stores/ workshops / Computer Centre department in the Corporation.
3. The bidder will be notified for refilling of tonner and cartridges by phone & he should collect the same from stores / work-shops / Computer Centre latest by same day or the next day. The refilled Toner & cartridge shall be supplied strictly **within a period of 7 working days**.
4. Free replacement of toners, if required faulty during use / rejected by QC department in the Corporation.
5. If the supplier fails to deliver any or all the goods or fails to perform the services within the time frame incorporated in the Contract, a sum equivalent to the 0.5% of the delivered price of the delayed goods and/or services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% of the delayed goods or Services Contract price(s).
6. Rights are reserved with ALIMCO to cancel the Work Contract/ Order at any time without giving any further notice, if the work is not found satisfactory.
7. Payment shall be released within 30 days after the receipt & QC acceptance of re-cycled Cartridge on production of original Invoice/ Bill.
8. 10% quantity of toners may increase / decrease during the Contract period. However payment shall be made as per actual work in the Corporation.
9. The Contract shall be valid till the completion of Order/ Contract value or for a period of one year from the date of placement/ acceptance of Work Order whichever arise earlier and can be mutually extended for the period of one more year at the same rates and terms & conditions.

3. Terms of Payment

ALIMCO is a Schedule 'C' Miniratna Category II Central Public Sector Enterprises, registered under Section 8 (Not for Profit motive) of the Companies Act, 2013, (corresponding to Section 25 of the Companies Act, 1956)

- a) Payment shall be released within 30 days after the receipt & QC acceptance of re-cycled Cartridge on production of original Invoice/ Bill.
- b) The GST amount will be released on submission on GST monthly/ quarterly return (GSTR-1) duly certified by the tenderer, so as to enable the Corporation to avail GST input credit after matching of the with GST return and invoice/ invoices submitted in the Corporation. In case of non-matching no payment of GST shall be made.
- c) Supplier's Bank Charges/Draft making charges will have to be borne by the party only.
- d) The tenderer will be required to submit their RTGS details duly certified by the Bank or along with a crossed/cancelled Cheque in support of the details, as all payments/refunds are preferably be made through RTGS mode only.

4. Security Deposit

Subsequent to placement of Order / Contract, the successful tenderer will be required to deposit a sum equal to **5%** of the Order/ Contract value as **Security Deposit** in the form of Demand Draft only in the favour of **ALIMCO** payable at **Kanpur**, within the period of 15 days from the award of work contract.

The Corporation, at its sole discretion may decide that in case of failure of the party to deposit balance amount of Security deposit, the same will be recovered @ 25% from the payments to be released against the running bills of the party.

This Security deposit will be retained till the expiry of work contract plus one month. No interest shall be payable on this Security Deposit. After Satisfactory completion of work contract and on receipt of request to release Security deposit, the same shall be released by ALIMCO, within 30 days.

The Corporation reserves the right to forfeit the security money deposit in case the supplier fails to make goods losses on supplies, unable to replace supplies found unacceptable as well as losses on account of exceptional delays in supplies.

5. GENERAL TERMS AND CONDITIONS

The successful tenderer shall not sub contract the work covered under the Contract.

Any post tender offer would be rejected summarily and may also result into black-listing of the parties making such offer.

Any bribe, commission, gifts or advantage given, promised or offered by the Tenderer or on behalf of the Tenderer or his partner, agent or servant or anyone on his or their behalf (whether with or without the knowledge of the Tenderer) to any officer, servant, representative or agent of Corporation in relation to the obtaining or to the execution of this

or any other contract with the Corporation shall be in addition to any criminal liability which he may incur, subject the Tenderer to the cancellation of this and all other contracts and also to payment to Corporation of any loss resulting from any such cancellation.

6. ARBITRATION

If any dispute / question or controversy arises, the settlement of which is not herein specifically provided in the this Purchase Order/Work/Service Contract, the matter in dispute shall be referred to the arbitration of the Chairman and Managing Director of ALIMCO or his nominee and decision of Chairman and Managing Director or his nominee shall be final and binding on both the parties. The provision of INDIAN ARBITRATION & CONCILATION CT 1996 as amended from time to time shall apply to such arbitration proceedings. Arbitration proceeding shall be held at Kanpur only and the Kanpur Courts will have jurisdiction in the matter.

Thanking you,

Yours faithfully,
For- Artificial Limbs Mfg. Corporation of India

Sr. Manager (SP&C)

Price Bid for Re-cycling/ refilling of Toner Cartridge at ALIMCO Kanpur:-

| SL.NO. | ITEM CODE | DESCRIPTION OF TONER FOR HP PRINTER | QTY. | RATE (In Rs.) | TOTAL (In Rs.) | GST | TOTAL VALUE (In Rs.) |
|--------|-----------|--|----------|---------------|----------------|-------|----------------------|
| 1 | FX77 | Re-cycling/ refilling toner for HP Laserjet 1160 printer | 05 Nos. | | | | |
| 2 | FX41 | Re-cycling/ refilling toner for HP Laserjet 1020 printer | 550 Nos. | | | | |
| | | | | | | Total | |

- a) We hereby accept all terms & conditions of tender and scope of work in totality.
b) We hereby submitting the **copy of GST Registration no. and PAN no.**

(Name, seal & signature of party)

TERMS AND CONDITIONS

1. Submission of Tenders – (a) Tenders shall be sent in a sealed envelope super scribing the Enquiry No. & due date. (b) Tender shall be addressed to SP&C Deptt., Artificial Limbs Manufacturing Corporation of India, G. T. Road, Kanpur – 209 217. (c) The Tenderers may at their discretion send the Tenders by Registered Post Acknowledgement Due, but postal and transit delay shall not be necessarily considered in reckoning the tenders for our consideration.
2. Validity of Tenders – (a) The tenders shall remain open for acceptance for a minimum period of 90 days from the date of opening of tenders or till such period upto which the extension of validity is agreed to mutually. This may be please be stipulated clearly in the quotation. (b) If notified within this period that the tender has been accepted the tenderer shall be bound by the terms of the offer along with the terms that have been agreed to mutually. (c) All tenders without `proper specification, samples, drawings and Testing certificates. Where required, are liable to be rejected. It shall be in interest of tenderer that are complete offer is made for our consideration.
- 3 Details of offer – (a) Through the rates shall be Quoted; for delivery at our Kanpur Factory/For Kanpur, the following data shall be invariable furnished :- (i) Basic firm price of stores; (ii) Excise duty, where legally leviable:(iii) Central/State sales Tax, if any applicable; (iv) packing and forwarding charges, if any; (v) Freight Charges. (b) In the case of quotations from local parties, the following rates shall be indicated specifically:- (i) Rate for delivery at the ALIMCO Factory, (ii) Rate for delivery Ex-shop/Go down.
4. Sales Tax – (a) We are registered under No. CST-KR 5020207 for the Central Sales Tax & UPST-KR 0027165 for the U.P. Sales Tax. Accordingly “C” Forms and Form III ‘D’ can be provided and hence correspondingly concessional Sales Tax be quoted for The Sales Tax applicable shall clearly be indicated in % as well as Rupees.
5. D.G.S. and D Rate Contract – (a) Wherever the stores/equipments have been covered by the D.G.S and D rate contracts, the price shall conform to the same. A copy of current rate contract shall be enclosed for our ready reference. (b) Wherever the stores have not been covered under the D.G.S and D contract but under the rate contract of any State Stores Purchase Organization/Directorate of Industries, the price shall conform to the same. A copy of the current rate contract shall be enclosed for our ready reference.
6. Quantity Discounts – In order to submit the most competitive offer, the tenderer may indicate the quantity discount on a “slab basis” applicable on the price. However, the buyer reserves the right to accept the quantity discounts. The quantities indicated in this enquiry are liable to revision either upwards or downwards.
7. Delivery – (a) In their own interest, tenderers are advised to quote for the earliest possible deliver. Where ex-stock delivery’s quoted stock shall be held by the tenderer during the validity period quotation. (b) The delivery of the stores/equipment shall be made strictly as stipulated. Failure to supply within this period make the tenderers liable on to an unconditional penalty of ½% of the price of the goods in arrears per week subject to a maximum limit of 10% of value of the goods in arrears.
8. Terms & Payment – (a) Ours is a Government of India Undertaking registered under Section 25 of the Indian Companies Act 1956. As such the following terms of payment are stipulated:-
 - i) 100% Within 30 days after receipt of the stores/equipment without any damage/short supplies.
 - ii) Acceptance of Payment Terms other than standard Payment Terms of within 30 days, is at the discretion of management and in that case 1% of total landed cost will be considered additional while preparing Comparative Statement of Quotations. However, Purchase Order will be placed at quoted rates.
9. Important instructions – (a) Where the item offered is not as per our specified make/size, the reason for not offering the same (e.g. not in ready stock etc.) shall be clearly indicated. (b) Please quote for free delivery at our factory site. However, Packing and Forwarding Charges wherever applicable shall be given clearly in % and Rupees. (c) Excise duty wherever applicable shall be clearly indicated in % and Rupees.
10. Opening of Tenders – The tenders shall be opened at 15.30 hours on due date in presence of representatives of tenderers who may like to be present.
11. Tenderers should indicate their Sales Tax Registration No. in their quotations, failing which their offer will not be considered.
12. ALIMCO reserve the right to split up the total order quantity to move than 01 bidder to avoid stock out situation wherever necessary. In case of split up to 3 parties, 60% qty. may be placed on L-1 and 20% each on L-2 & L-3 provided they agree to match the rate with L-1 and in case of split up 2 parties 60% of the Qty. may be placed on L-1 and 40% on L-2 provided L-2 agree to match the rate with L-1.