

<p>फेरो स्क्रेप निगम लिमिटेड (भारत सरकार का उपक्रम) इक्विपमेंट चौक, सेंट्रल एवेन्यू पोस्ट बॉक्स सं.37 भिलाई-490 001 (छ. ग.) (वेबसाइट- www.fsnl.nic.in)</p>	<p>FERRO SCRAP NIGAM LIMITED (A GOVERNMENT OF INDIA UNDERTAKING) EQUIPMENT CHOWK, CENTRAL AVENUE POST BOX NO.37 BHILAI 490 001(C.G) (Website - www.fsnl.nic.in)</p>
<p>“इस्पाती इरादे से हर एक काम देश के नाम”</p>	

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सीमित निविदा /LIMITED TENDER

इन्क्वायरी संदर्भ संख्या एफ.सी/ENQUIRY REF.NO. FC/2182 /2021 दिनांक/DATE-23-04-2021

1.	निविदा प्रस्तुत करने की अंतिम तिथि Last date of submission of tender	:-	10-05-2021 को अपराह्न 2.30 बजे तक By 2.30 p.m. on 10-05-2021		
2.	टेक्नो-कमर्शियल बिड खोलने की तिथि Techno-commercial bid opening	:-	10-05-2021 अपराह्न 3.00 बजे At 3.00 p.m. 10-05-2021		
3.	कार्य का नाम जिसके लिए निविदाएं बुलाई गई हैं Name of work for which tenders called.	:-	जैसा कि खंड-ए में उल्लिखित है As mentioned in the Section-A.		
4.	निविदा प्रस्तुत करने और खोलने का स्थान Place of submission and opening of tender	:-	<table border="0"><tr><td>कार्यालय :- सहायक महाप्रबंधक (सा.प्र.), फेरो स्क्रेप निगम लिमिटेड, इक्विपमेंट चौक, सेंट्रल एवेन्यू, पोस्ट बॉक्स सं. 37 भिलाई -490001(छ.ग.)</td><td>Office of :- Asst. General Manager (MM) Ferro Scrap Nigam Ltd. Equipment Chowk, Central Avenue, Post Box No.37, Bhilai-490 001 (C.G).</td></tr></table>	कार्यालय :- सहायक महाप्रबंधक (सा.प्र.), फेरो स्क्रेप निगम लिमिटेड, इक्विपमेंट चौक, सेंट्रल एवेन्यू, पोस्ट बॉक्स सं. 37 भिलाई -490001(छ.ग.)	Office of :- Asst. General Manager (MM) Ferro Scrap Nigam Ltd. Equipment Chowk, Central Avenue, Post Box No.37, Bhilai-490 001 (C.G).
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(एन. भावना)/ (N. BHAVANA)
कार्यपालक (सा.प्र.)/ EXECUTIVE (MM)

फेरो स्क्रेप निगम लिमिटेड (भारत सरकार का उपक्रम) इक्विपमेंट चौक, सेंट्रल एवेन्यू पोस्ट बॉक्स सं.37 भिलाई-490 001 (छ. ग.) (वेबसाइट - www.fsnl.nic.in)	FERRO SCRAP NIGAM LIMITED (A GOVERNMENT OF INDIA UNDERTAKING) EQUIPMENT CHOWK, CENTRAL AVENUE POST BOX NO.37 BHILAI 490 001(C.G) (Website - www.fsnl.nic.in)
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निविदाकर्ताओं को निर्देश:/INSTRUCTIONS TO THE TENDERER:

निविदा प्रस्तुत करने से पहले निविदाकार को निम्नलिखित निर्देशों को ध्यान से पढ़ना चाहिए।
 Tenderer should read the following instructions carefully before submitting tender.

1. निविदा में निम्नानुसार 3 खंड शामिल हैं :-
 The tender comprises of 3 sections as stated below :-

 खंड "ए" तकनीकी विनिर्देश और आपूर्ति/कार्य का दायरा दिखाने वाला तकनीकी हिस्सा है।
SECTION "A" is the technical part showing technical specification and scope of supply/work.

 खंड "बी" निविदा के नियम और शर्तें वाणिज्यिक भागमें दर्शाया गया है।
SECTION "B" is the commercial part showing terms & conditions of the tender.

 खंड "सी" मूल्य-बिड जमा करने के लिए प्रारूप दिखा रहा है।
SECTION "C" is the price part showing the format for submission of price-bid.
2. निविदाकर्ता को उपरोक्त उल्लिखित सभी 3 अनुभागों को पूरा करने वाला निविदा प्रस्तुत करना होगा।
 Tenderer must submit complete tender containing all the 3 Sections mentioned above.
3. खंड "ए" के अनुसार सभी तकनीकी विवरणों की पुष्टि और स्वीकृति, निविदा के खंड "ए" में स्पष्ट रूप से उल्लिखित होना चाहिए।
 Confirmation and acceptance of all the technical details as per Section-A must be clearly mentioned in **Section-A** of the tender.
4. खंड "बी" के अनुसार सभी वाणिज्यिक नियमों और शर्तों की पुष्टि और स्वीकृति, निविदा की खंड "बी" में दी जानी चाहिए।
 Confirmation and acceptance of all the commercial terms & conditions as per Section-B must be given in **Section-B** of the tender.
5. खंड "ए" और "बी" के प्रत्येक पृष्ठ पर निविदाकर्ता के अधिकृत हस्ताक्षरकर्ता द्वारा हस्ताक्षरित होना चाहिए और नाम तथा पदनाम के साथ इस निविदा के तकनीकी और वाणिज्यिक भागों की स्वीकृति का टोकन के रूप में सील मुहर के साथ उल्लेख किया जाना चाहिए।
 Each page of **Sections-A & B** should be signed by authorised signatory of the tenderer and name and designation should be mentioned along with rubber stamp/seal of the tenderer as a token of acceptance of the technical and commercial parts of this tender.

6. निविदा के खंड "ए" और खंड "बी" को सील बंद कवर/लिफाफे में एक साथ प्रस्तुत किया जाना चाहिए, लिफाफे के ऊपर "भाग -1: टेक्नो-कामर्शियल बिड" लिखा जाना चाहिए। इस लिफाफे पर इन्क्वारी क्रमांक, खोलने का दिनांक और नियत दिनांक का भी उल्लेख किया जाना चाहिए।

Section-A & Section-B of the tender are to be submitted together in a sealed cover/envelope which should be superscribed as "PART-I : TECHNO-COMMERCIAL BID". The Enquiry No., Date and Due Date of opening should also be mentioned on this envelope.

7. कीमतें/दरें भाग-I में नहीं दिखनी चाहिए :- प्रत्येक कार्य के लिए मूल्य/दर खंड"स" में दिखाया जाना चाहिए और एक अलग मुहर बंद कवर में डाल दिया जाना चाहिए जिसे "भाग-2: मूल्य बोली" के रूप लिफाफे के ऊपर लिखा जाना चाहिए। इस लिफाफे पर इन्क्वारी संख्या और तारीख का भी उल्लेख होना चाहिए। खंड"स"के प्रत्येक पृष्ठ को निविदाकर्ता के अधिकृत हस्ताक्षरकर्ता द्वारा हस्ताक्षरित किया जाना चाहिए और नाम और पदनाम तथा सील मुहर के साथ उल्लेख किया जाना चाहिए।

Prices/Rates should not be shown in Part-I :- Price/Rate for the each job should be shown in **Section-C** and put in a separate sealed cover which should be superscribed as "PART-II : PRICE BID". The enquiry No. and date should also be mentioned on this envelope. Each page of **Section-C** should be signed by authorised signatory of the tenderer and name and designation should be mentioned along with rubber stamp/seal of the tenderer.

8. उपर्युक्त सभी मुहर बंद कवर को एक साथ रखा जाना चाहिए और एक बड़े लिफाफे में सील मुहर बंद कर दिया जाना चाहिए, जिस पर संबंधित निविदा इन्क्वारी संदर्भ संख्या तथा नियत दिनांक का उल्लेख किया जाना चाहिए और नीचे दिए गए पते पर अधोहस्ताक्षरकर्ता के कार्यालय को भेजा जाना चाहिए: -

फेरो स्कैप निगम लिमिटेड
इक्विपमेंट चौक, सेंट्रल एवेन्यू
पोस्ट बॉक्स सं.37
भिलाई 490 001 (छ.ग.)

All the above mentioned sealed covers should be put together and sealed in one bigger envelope on which the relevant tender Enquiry Ref. No. and Due date should be superscribed and sent to the office of the undersigned at the address given below:-

Ferro Scrap Nigam Limited
Equipment Chowk, Central Avenue,
Post Box No.37,
Bhilai - 490 001.

9. मूल्यनिविदाएँ (भाग-2) उन निविदाकर्ताओं का भाग-2, जो कि तकनीकी और व्यावसायिक रूप से स्वीकार्य हैं, खोले जाएंगे, जिसे व्यक्तिगत निविदाकर्ता को अग्रिम में खोलने की तारीख के साथ सूचित किया जाएगा। उन निविदाकर्ताओं की कीमत बोली जो तकनीकी / व्यावसायिक रूप से स्वीकार्य नहीं हैं, को निविदाकर्ता या उनके अधिकृत प्रतिनिधि को मुहरबंद और बिना खोले सौंप दिया जाएगा।

The **Price-Bids i.e. Part-II** of those tenderers which are technically and commercially acceptable only shall be opened on the date, which shall be intimated in advance to the individual tenderer. The price-bid of those tenderers which are not technically/commercially acceptable shall be handed over to the tenderer or their authorised representative in sealed and unopened condition.

10. यदि चाहें तो निविदाकर्ता, इस निविदा खोलने के समय भाग लेने के लिए प्राधिकृत पत्र के साथ अपने अधिकृत प्रतिनिधि को नियुक्त कर सकते हैं।
Tenderers if so desired, may depute their authorised representative with letter of authority to attend this tender opening.
11. निविदा जो क्रम संख्या (2) से (9) के अनुसार जमा नहीं किया गया है उसे निरस्त कर दिया जाएगा।
Tenders not submitted as stipulated at point nos. (2) to (9) above shall be rejected.
12. इस निविदा के खंड “ए”, “बी” और “सी” में किसी भी शर्तों का अनुपालन नहीं करने से भी निविदा रद्द हो सकती है।
Non-compliance of any of the stipulations in **Section A, B & C** of this tender enquiry also may cause rejection of the tender.

Note:- Interested vendors for the item/job mentioned in this tender can apply for vendor registration by submitting vendor enlistment form available in our website www.fsnl.co.in for future participation in tenders after enlistment. Vendors who are already enlisted with FSNL can only participate in this tender.

(एन. भावना)/ (N. BHAVANA)
कार्यपालक (सा.प्र.)/ EXECUTIVE (MM)

SECTION-A

Scope of Work :- Fsnl wants to enter into the rate contract valid for a period of one year for refilling and repair of following Cartridge / Ink at our Corporate Office, Bhilai as per details shown below

Sr.No	Description	Refilling (Times)	Repair (Times)	Remark
1	Cartridge 12A/88A	250	200	As and when required
2	Cartridge HP 110a	25	10	
3	Cartridge 43x	2	2	
Supply of Ink for Epson L220				
4	T- 6642	4 Bottles		
5	T- 6643	4 Bottles		
6	T- 6644	4 Bottles		
7	T- 6641	4 Bottles		
Supply of Ink for Epson L3110				
8	003-BK	4 Bottles		
9	003-C	4 Bottles		
10	003-M	4 Bottles		
11	003-Y	4 Bottels		

Note :-

1. The L-1 Status shall be taken in totaling considering (1) Repairing Charges (2) Refilling Charges & (3) Repair & Refilling Charges. Hence Quote accordingly.
2. The above Cartridge will be refilled and repaired as and when required basis.
3. The above items are required for our Corporate Office situated at Equipment Chowk, Central Avenue, Bhilai (C.G.). Hence, you are requested to quote F.O.R., Bhilai basis.
4. Bidders may visit our Corporate Office between 9 AM to 5 PM on working days (except 2nd & 4th Saturdays and Sundays) for any clarification before submitting the offers.
5. Please refer to the terms & conditions in the Section-B enclosed herewith and confirm each point in your quotation.

6. Each page should be signed by authorised signatory of the tenderer and name & designation should be mentioned along with rubber stamp/seal of the tenderer as a token of acceptance.

Note:- Interested vendors for the item/job mentioned in this tender can apply for vendor registration by submitting vendor enlistment form available in our website www.fsnl.co.in for future participation in tenders after enlistment. Vendors who are already enlisted with FSNL can only participate in this tender.

(एन. भावना) / (N. BHAVANA)
कार्यपालक (सा.प्र.)/ EXECUTIVE (MM)

Date

Signature :
Name (in block letter) :
Designation :
Rubber Stamp of the Co. :

SECTION-B

TERMS & CONDITIONS

1. **Envelope containing quotation** :- Enquiry No., Date & Due Date must be superscribed on the envelope containing quotation.
2. **Validity** :- The quotation should be valid for a period of **90 days** from the date of opening of the Techno-commercial bids.
3. **Firm price** :- The price(s) quoted should remain firm through complete execution of the orders. Offers with rate escalation clause will be summarily rejected.
4. **Packing** :- You have to pack the items unit wise and each packet should be duly tagged showing the quantity and the unit of FSNL. Unit wise list showing the number of quantities will be provided to the successful bidder later.
5. **Part Supply and Part Payment**- Permitted
6. **Delivery** :- Delivery is the essence of this enquiry. Please state the period (number of days) within which refilling/ repairing will be done by the tenderer. Please quote your earliest delivery period.
7. **Guarantee** :- Refilling/ Repair/ Refilling & Repair of Toner / Cartridge done by the successful tender should be fully guaranteed towards workmanship. If the same is not satisfactory you have to replace free of cost.
8. **Payment** :-100 % payment for respective refilling/ repair/ Refilling & Repair shall be made within 30 days from the date of submission of your bill which should be certified by our P&A Dept.
9. **GST** :- Tenderers are requested to provide GST details as per **Annexure-I & II** and also mention the percentage of GST applicable extra separately & the rate should be quoted exclusive of GST.
10. **GST Registration** :-Tenderer shall ensure that their GST Registration and GST No. is valid and active at the time of opening of the tender.

If in case the GST status is found invalid & not active, their offer is liable for rejection
11. **Banker's Details** :- Tenderers are requested to state Banker's Name, Branch, Account No., PAN No. & IFS Code for remittance of payment though NEFT/RTGS.

Date

Signature :
Name (in block letter) :
Designation :
Rubber Stamp of the Co. :

12. **Supply of material/Bills :-** The place of supply of material/services and place of submission of bill should be one and same i.e. Billed to & shipped to should be one and same. Tenderer should submit GST return mentioning the GST number of the State where the material has been supplied or services has been provided.

"The party has to submit GST Compliance Invoice & in case Liquidated damage is applicable, then GST on Liquidated damage will also be recovered from the party".

13. **Quantity discount :-** Quantity discount, if any, at various level should be indicated.
14. **E-Way bill :-** It will be the responsibility of supplier to prepare proper e-way bill while transporting the goods.
15. **Liquidated Damages :-** Penalty @ $\frac{1}{2}\%$ per week of the value of the order shall be charged for delay in delivery beyond the scheduled delivery period, subject to a maximum of 5% of the value of the order. Proportionate penalty for delay for part of a week shall also be payable by you. The penalty falling due shall be recoverable from the successful tenderer.

However, L.D. is exempted on account of force majeure conditions i.e., Lockout, Strike, Transporter's strike, Riot, Civil War, Restrictions imposed by Govt. and acts of God like Flood, Earthquake, Fire etc. which are beyond the successful tenderer control.

16. **Risk Purchase :-** In the event, the successful tenderer fails to execute the order, FSNL reserves the right to procure the same from some other source and the extra cost, if any, incurred by FSNL on such account and the duties and taxes thereof shall be recoverable from the successful tenderer. Your offer shall be rejected if this Risk Purchase Clause is not accepted.
17. **Arbitration :-** All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or the breach thereof shall be settled by arbitration in accordance with the Rules of Arbitration of the Indian Council of Arbitration and the award given in pursuance thereof shall be binding on you.
18. **Disputes :-** Should any dispute as regards quality, quantity, specification, interpretations of the purchase order terms or methodology for execution of supply arise, the decision of FSNL will be final and binding upon you.
19. **Environment, health and safety of the organization :-** The supply of materials/execution of the job as stipulated in this enquiry should not adversely affect the environment, health and safety of the organization.

Date:

Signature :
Name (in block letter) :
Designation :
Rubber Stamp of the Co. :

20. **MSME :-** Tenderer(s) falling under MSME category and having valid registration certificate with NSIC, are required to submit registration certificate to enable us to consider under MSME, so that applicable benefits/facilities shall be provided as per procurement policy of Government of India.

"All MSEs will have to make declaration of Udyog Adhar Memorandum (UAM) number on Central Public Procurement Portal (CPPP), failing which such bidders will not be able to enjoy the benefits as per Public Procurement Policy for MSEs order, 2012 for tenders invited electronically through CPPP"

21. **Blacklisting :-** The tenderer hereby declares that they have never been blacklisted and/or there were no debarring action against them by any Govt. organization/ CPSE/ Court. Further vendors who are found blacklisted at any later stage their bid/offer shall be liable for cancellation.

Also those vendors who cannot execute the job/supply as per the order, FSNL in its sole discretion reserves the right to cancel the order and blacklist the firm without any notice.

22. **Jurisdiction :-** Disputes, if any, arising out of this transaction are subject to provisions of competent court having jurisdiction over Durg.

23. **Termination of order:** FSNL reserves the right to terminate the order given 30 days notice without assigning reasons or incurring any liability thereby.

25. **Regret letter :-** Please forward your regret letter in case you do not wish to quote.

All the above terms & Conditions are acceptable to us.

Date

Signature :
Name (in block letter) :
Designation :
Rubber Stamp of the Co. :

ANNEXURE-I

Please indicate the @% of GST applicable and provide copy of GST Registration Certificate. Tenderers are requested to provide following information for GST Compliance:-

Vendor Name	Name of Authorised Person under GST with Mobile No. & Email ID.	Place of Business		GST Regn No. (GSTIN)	Whether under Composition Scheme		HSN Code No.
		Principal Place of Business	Additional Place of Business		Yes	No	

Date

Signature :
Name (in block letter) :
Designation :
Rubber Stamp of the Co. :

ANNEXURE-II

Following undertaking is to be provided by Contractor/ vendor's at the time of submission of quotation :-

1. (a) We agree to do all things not limited to providing GST invoices or other documentation as per GST law relating to the above supply, payment of taxes, timely filling of valid statutory returns for tax period on the Goods and Service tax portal etc. that may be necessary to match the invoice on GST common portal and enable FSNL to claim input tax credit in relation to any GST payable under this Agreement or in respect of any supply/ service under this agreement.
 - (b) In case the Input Tax Credit of GST is denied or demand is recovered from FSNL on account of any non-compliance by the vendor/supplier/contractor, including non-payment of GST charged and recovered, the contractor shall indemnify FSNL in respect of all claims of tax, penalty and/or interest, loss, damages, costs, expenses and liability that may arise due to such non-compliance.
 - (c) Contractor/Vendor shall maintain high GST compliance rating track record at any given point of time.
 - (d) The Contractor/ Vendor shall avail the most beneficial notification, abatements, exemptions etc., if any, as applicable for the supplies/services under the Goods and Service Tax.
2. Any invoice issued in favour of FSNL shall contain the following particulars:-
- a. Name, address and GSTIN of the supplier;
 - b. Serial number of the invoice;
 - c. Date of issue;
 - d. Name, address and GSTIN of the recipient (FSNL Unit/C.O)
 - e. Name and address of the recipient and the address of the delivery, along with the State and its code,"
 - f. HSN code of goods or Accounting Code of services;
 - g. Description of goods or services;
 - h. Quantity in case of goods and unit or Unique Quantity Code thereof;
 - i. Total value of supply of goods or services or both;
 - j. Taxable value of supply of goods or services or both taking into discount or abatement if any;"
 - k. Rate of tax (Central Tax, State Tax, Integrated Tax (for inter-state supply), Union Territory Tax or cess);"
 - l. Amount of tax charged in respect of taxable goods or services (Central Tax, State Tax, Integrated Tax (for inter-state supply), Union Territory Tax or cess);"
 - m. Place of supply along with the name of State, in case of supply in the course of inter-state trade or commerce;"
 - n. Address of the billing where the same is different from the place of supply.
 - o. Signature or digital signature of the supplier or his authorised representative on Invoice.

Date

Signature :
Name (in block letter) :
Designation :
Rubber Stamp of the Co. :

3. GST invoice shall be prepared in triplicate, in case of supply of goods, in the following manner:-
 - a. The original copy being marked as ORIGINAL FOR RECIPIENT;
 - b. The duplicate copy being marked as DUPLICATE FOR TRANSPORTER and
 - c. The triplicate copy being marked as TRIPLICATE FOR SUPPLIER.

4. GST invoice shall be prepared in duplicate, in case of supply of services, in the following manner : -
 - a. The original copy being marked as ORIGINAL FOR RECIPIENT; and
 - b. The duplicate copy being marked as DUPLICATE FOR SUPPLIER.

5. In case of any advance given against any supplies contract, the supplier of the goods shall issue Receipt Voucher containing the details as prescribed in the GST Acts 2017 read with GST Rules, 2017.

6. For the purpose of the above mentioned requirements, the contractor/vendor shall provide necessary documents as may be necessary and shall allow inspection of the same to concerned authorities.

All the above terms & Conditions are acceptable to us.

Date :

Signature :
Name (in block letter) :
Designation :
Rubber Stamp of the Co. :

SECTION-C

PRICE BID

FSNL wants to enter into the rate contract valid for a period of one year for refilling and repair of following Cartridge at our Corporate Office at Bhilai as per details shown below :-

Sr. No.	Description	Refilling (No. of Times)	Rate for Refilling for 1 time (in Rs.)	Repairing (No. of Times)	Rate for Repairing for 1 time (in Rs.)	Rate for Reapir & Refilling for 1 time (in Rs.)
1	Cartridge 12A/88A	250		200		
2	Cartridge HP 110 a	25		10		
3	Cartridge 43 X	2		2		
Supply of Ink for Epson L220						
4	T-6642	4 Bottles				
5	T-6643	4 Bottles				
6	T-6644	4 Bottles				
7	T-6641	4 Bottles				
Supply of Ink for Epson L3110						
8	003-BK	4 Bottles				
9	003-C	4 Bottles				
10	003-M	4 Bottles				
11	003-Y	4 Bottles				

Date

Signature :
Name (in block letter) :
Designation :
Rubber Stamp of the Co. :