



MM/16/ HP/

Date: 20-01-2020

To,  
**HP India Sales Pvt. Ltd.,**  
5<sup>th</sup> Floor, Oberoi Commerz, International Business Park,  
Oberoi Garden City, Off Western, Express Highway, Goregao (E),  
Mumbai 400 063 – India.

Dear Sir,

**Sub: Supply of HP Toner/Cartridges as detailed at Annexure-A**  
**(Under H.P MVC program for the duration of two years)**

**Ref: Limited Tender No.: MM/16/HP/0389 due on 28-01-2020, at 15.00 hrs.**  
**EMD: Rs 33,000/- (Thirty three thousand only)**

We intend to procure genuine and original **HP toners & cartridges under your MVC program** for a period of two years. Our annual requirement of these HP toners/cartridges will be approx. Rs 22.00 lakhs and the details of product generally used by us with the projected requirement for one year is annexured at Annexure-A

You are requested to furnish your **sealed tenders in the two-cover system** super scribed as **TENDER No. MM/16/HP/0389 due on 28-01-2020 at 15.00 hrs, directly or through your all authorised local RSR's in Goa.** We have also issued our tender document to the following RSR's authorized by you.

1. M/s Techno Matrix, B1/UG3 Excell Residency, Kerant, Caranzalem Goa. 403002
2. M/s City Computer Resources, 1<sup>st</sup> floor, Suyash Complex, SV Road, Panaji, Goa-403001
3. M/s Prithivi IT products Pvt, Ltd, shop No:2, sundew Apartment, Cine Vishanth Road Margao Goa

**The tender documents shall be furnished in two covers as detailed below:**

**COVER-I - TECHNO COMMERCIAL** - Should contain commercial terms and conditions, tender documents and Cover-I (technical schedule) dully signed but without **indicating prices and Discount**.

**COVER-II- PRICE OFFER-** should contain HP's latest list Prices along with Discount offered and final prices after discount dully filled in the Annexure-II.

The tender reference & due date should be superscribed on the envelope and the same should be forwarded to the Materials Manager, Mormugao Port Trust, so as to reach him **not later than 15.00 hrs. on due date.**

Tenders received after the due date and time will not be considered for opening. **Tenders received before the last date and in time will be opened on due date at 15.30 hrs,** in the presence of the tenderers & their authorized representatives, who may choose to be present.

**Thanking You,**

**Yours faithfully**

**MATERIALS MANAGER**

**CC to:**

1. M/s Techno Matrix, B1/UG3 Excell Residency, Kerant, Caranzalem Goa. 403002
2. M/s City Computer Resources, 1<sup>st</sup> floor, Suyash Complex, SV Road, Panaji, Goa-403001
3. M/s Prithivi IT products Pvt, Ltd, shop No:2, sundew Apartment, Cine Vishanth Road Margao Goa

Post Box No: 170, Menezes Braganza Road, Baina, Vasco-da-Gama, GOA 403802  
Phone: 0832- 2512721, 2513111, Direct 2594506, Fax: 0832-2514899  
Web Site: [www.mptgoa.com](http://www.mptgoa.com), E-Mail: [Sateesh.vernekar@mptgoa.com](mailto:Sateesh.vernekar@mptgoa.com), [mm@mptgoa.com](mailto:mm@mptgoa.com)

**ANNEXURE-A**



**MORMUGAO PORT TRUST**  
**MATERIALS MANAGEMENT DIVISION**  
**ENGINEERING (MECHANICAL) DEPARTMENT**

Sr. No	Material	Short Text	Approx. Projected Qty.
1	M16054070	Cartridge Cyan 951XL CN046A	10
2	M16050570	Ink Cartridge CF 280A for Laserjet Printer	82
3	M16054091	HP 951XL Magenta Officejet Ink Cartridge CN047AA	2
4	M16050941	HP Laser Jet Cart, 2 pack, Q2612AF.	30
5	M16054090	Cartridge Yellow 951XL CN 048A	6
6	M16051060	HP Toner CE255A	4
7	M16051220	HP ink cartridge 802 Black (IN)-CH 563zz	4
8	M16051230	HP ink cartridge 802 colour(IN) -CH 564zz	2
9	M16051251	HP Toner Q 7516A	4
10	M16050600	HP 30A Black Laser Jet Toner Cartridge CF 230A	40
11	M16051271	HP LaserJet black Cart., 2 pack, CB436AD	48
12	M16054060	Cartridge black 950XL CN045A	8
13	M16051331	HP Toner Dual pack CC388AC	135
14	M16050602	HP 28A Black Laser Jet Toner Cartridge CF 228A	50
15	M16051371	HP Laser Jet Toner, 2 pack, Q7551XC.	11
16	M16050601	HP 32A Original Laser Jet Imaging Drum CF232A	4
17	M16051610	Toner Print Cartridge Q6002A	2
18	M16051681	HP Toner Dual pack CE 278 AF	45
19	M16053060	HP Black Ink Cartridge C 4936A Suitable for HP Office Jet Pro 8600 Printers	1
20	M16053061	HP Black Ink Cartridge CN045A 950XL	2
21	M16051620	Toner Print Cartridge Cyan Q6001A	2
22	M16053081	HP Yellow Ink Cartridge CN048A 951XL	2
23	M16053091	HP Mangenta ink Cartridges CN047A 951 XL	4
24	M16053160	HP Ink Cartridge- CB 316 zz Black	8
25	M16053170	HP Ink Cartridge- CB 318 zz Cyan	4
26	M16053190	HP Ink Cartridge- CB 319 zz Magenta	6
27	M16053200	HP Ink Cartridge- CB 320 zz Yellow	5
28	M16053600	HP Colour Lazer Jet 3000	1
29	M16053610	HP Colour Lazer Jet Cyan Toner-Q7561a	1
30	M16053680	HP Ink Cartridge- 818 Black -CC640zz	2
31	M16053681	HP 818 ink Cart., CN068a	9
32	M16053690	HP colour 818 Ink Cart.CC643Z	8

Materials Manager

**ANNEXURE-B**



**MORMUGAO PORT TRUST**  
**MATERIALS MANAGEMENT DIVISION**  
**ENGINEERING (MECHANICAL) DEPARTMENT**

**Instructions to Tenderers**

**GENERAL**

- 1 Only manufacturers M/s **Hewlett-Packard** (H.P) or their Registered Supplies Re-sellers (RSR), who are authorized and nominated by HP under their MVC program **are qualified to apply for this tender.**
- 2 Cover marked Techno Commercial offer shall be opened on [28-01-2020U](#) at 15.30 hrs. in the presence of authorized representatives of the tenderer's who choose to be present at the time of opening. Their cover marked II (Price Offer) will be opened only after receipt of clarification of all Technical Specifications and Commercial deviations.
- 3 Tenders shall be accompanied by EMD of Rs. [33,000/-](#) (Rupees [Thirty three thousand only](#)) by cash or Demand Draft payable to the FA & CAO, Mormugao Port Trust, Goa payable at Mormugao Harbour/Vasco da Gama, Goa. Incomplete tenders or tenders without EMD will not be accepted. Tenders should be kept valid for a minimum period of 60 days from the date of opening and shall conform to the general terms and conditions of contract attached.
- 4 The prices should be quoted item wise separately. Prices quoted on lump sum basis (i.e. for all the items taken together) will not be considered and the offer is liable to be rejected.
- 5 Offers should not contain any sort of conditional discounts based on quantity or value of order. Offers containing such conditional discounts will be rejected.
- 6 The prices should be valid for part quantities also.
- 7 The Tender Conditions, Conditions of Contract and the Tender Form attached should be signed and submitted along with your offer in acceptance of all the terms and conditions mentioned therein. In case this is not done the tender is liable to be rejected.
- 8 The offer submitted should satisfy all technical specifications in the attached Annexures; else the offer is liable to be rejected.
- 9 If the offers are found to deviate from our commercial terms & conditions and technical specifications they are liable to be rejected.
- 10 All documentary evidence and information requested should be furnished along with your offer without fail.
- 11 TENDERS SHOULD BE SEALED. IN CASE OF TWO COVER SYSTEM BOTH THE COVERS MUST BE SEALED. IN CASE THE TWO COVERS ARE INSERTED IN THE THIRD COVER, ALL THE THREE COVERS MUST BE SEALED. TENDERS RECEIVED WITHOUT BEING SO SEALED WILL BE REJECTED OUTRIGHT.
- 12 The Administration reserves the right to reject any tender in part or in whole without assigning any reason for doing so.

**Materials Manager**

***Annexure –C***

**TERMS AND CONDITIONS**



**MORMUGAO PORT TRUST**  
**MATERIALS MANAGEMENT DIVISION**  
**ENGINEERING (MECHANICAL) DEPARTMENT**

**1 PRICES & DISCOUNT**

- (i) The Prices should be based on the H.P's latest list prices for delivery at our Depot Baina, Vasco da Gama, Goa on door delivery basis.
- (ii) The **discount** offered by the tenderers should be indicated for all H.P items covered under the rate contract and should be submitted along with **cover-II**.
- (iii) The discount offered by the tenderers should remain **FIRM** during the validity period of rate contract.
- (iv) In case, of any revisions in the H.P's list prices, the prices ruling at the time of supply would be applicable based on the revisions in H.P's list prices from time to time.
- (v) In case of any price drop in the List/ MVC prices, same should be communicated to us from time to time and arrange for the effective price revisions immediately. In this connection, you may furnish us the MVC pricing applicable on the monthly basis.
- (vi) The revision in prices will be made applicable to the pending orders only if they are revised within the contractual delivery period indicated in the order. Revision in prices in case supplies are delayed after scheduled delivery dates will not be considered. You are required to furnish the latest revised price list immediately after revision to enable us issue necessary amendments.

**2 MVC Benefits:** In case your offer is accepted, you should agree to enter in to tri-party MVC contract with the MPT and H.P as per the MVC agreement of HP and pass on all the benefits under the MVC including price protection/time to time price drop etc. to the Mormugao Port trust.

**3 QUANTITY:** The quantity indicated is only the projected and indicative quantities. **The order will be released based on our actual requirements from time to time.** Further, the projected **quantities** are not binding on the part of Port Trust.

**4 PAYMENT:** 100% payment within 30 days from the date of receipt of materials/Invoice/documents by ECS/ETF. Suppliers Invoice should indicate the suppliers and MPT's GST number and suppliers HSN number.

**5 DELIVERY:** Spares should be supplied within **2 weeks** from the date of receipt of order subject to LD.

**6 LIQUIDATED DAMAGES:** In the event of delay in supplies liquidated damages @ 1% of the total value of the undelivered quantity will be levied per every week or part thereof of delay. The total liquidated damages shall however not exceed 10% of the total basic value of the order .The date of Receipt of materials will be considered as date of delivery for the purpose of liquidated damages.

**7 FORCE MAJEURE & EXTENSION IN DELIVER PERIOD:-** if failure to deliver the goods shall have arisen from war, insurrection, restraint imposed by the Government Act of Legislation or other Authority, accident, strike, riot, lockout or unforeseen events beyond human control directly or indirectly interfering with the supplies of stores of from any cause which the purchaser may admit as reasonable ground for an extension of time, the purchaser will allow such additional time he considers reasonable provided that the contractor shall report to the purchaser the occurrence of any cause as aforesaid which will or might affect the performance of the contract within a reasonable time. Requests for extension received after expiry of the delivery schedule will not be entertained.

**8 INSPECTION:** The toners/cartridges will be inspected by our inspector before acceptance and we may also test the same at the H.P's authorize laboratory for its genuineness before acceptance.

**9 Collection of empty cartridges:** The RSR's should arrange to collect all the empty cartridges and dispose of the same in Environmental friendly manner under H.P's PPP program at your cost.

**10 SECURITY DEPOSIT:** Within 14 days of acceptance of the R/C, the successful tenderer should furnish Security deposit of Rs. 22,000/- by Demand Draft. The security deposit will be refunded only on completion of rate contract period.

**Materials Manager**

**ANNEXURE-D**



**PRE QUALIFICATION CRITERIA**

1. Only manufacturers M/s **Hewlett-Packard** (H.P) or H.P's authorised Registered Supplies Re-sellers (RSR) in Goa, under their MVC program are **qualified to apply for this tender.**
2. In case of H.P's Registered Supplies Re-sellers (RSR) they should furnish the latest authorization letter from M/s **Hewlett-Packard** (H.P), authorizing them to quote against this tender for supply toners/cartridges to MPT under the MVC program in Goa region.

**Materials Manager**

**Name, Signature & Seal of the Tenderer**

***ANNEXURE-E***

**CONDITIONS OF CONTRACT**



**MORMUGAO PORT TRUST**  
**MATERIALS MANAGEMENT DIVISION**  
**ENGINEERING (MECHANICAL) DEPARTMENT**

**1 DEFINATIONS:-**

- (a) PURCHASER means\* MATERIALS MANAGER\* on behalf of the Chairman of the Board of Trustees of Mormugao Port trust.
- (b) \* INSPECTION OFFICER\* means the person, firm or department nominated by the purchaser to inspect stores on his behalf.
- (c) \*CONTRACTOR \* means the person, firm or company whose tender is accepted.
2. **CONTRACT:** - This contract is for the supply of stores of the description at the rate in the quotations as and at the time and place detailed in the Schedule Order.
3. **DELIVERY** The contractor shall arrange deliveries of stores as detailed in supply order the time and place and the manner specified therein.
4. **DELIVERY THE ESSENECE OF THE CONTRACT:** The time given for delivery or despatch shall start from the date of receipt of order by the Contractor. The time for the date of delivery or despatch stipulated in the Schedule/Order shall be deemed to be the essence of the contract. In the event of the Contractor failing to effect delivery in the manner aforesaid, the Purchaser shall be entitled to recover from Contractor as Liquidated Damages and not as penalty a sum not exceeding 1% of the price of stores which the Contractor has failed to deliver as aforesaid for every week or part thereof during which the Contractor shall delay to shall however not exceed 10% of the value of the materials ordered. If the Contractor shall delay to complete the supplies or installment thereof as provided in the Schedule/Order by a period greater than 8 (eight) week, the purchaser may without prejudice to his claim for Liquidated Damages, terminate the contract and shall be entitled to purchase elsewhere on the account and at the cost of the Contractor, the stores which the contract has failed to deliver and the Contractor shall be liable for any loss or damages which the Purchaser may sustain of such failure on the part of the Contractor. If failure to deliver the goods shall have arisen from war, insurrection, restraint imposed by Government Act of Legislation or other authority, accident, strike, riot, lockout, or unforeseen events beyond human control directly or indirectly interfering with the supplies of stores or from any cause which the purchaser may admit as reasonable ground for an extension of time, the Purchaser will allow such additional time he considers reasonable provided that the contractor shall report to the purchaser the occurrence of any cause as aforesaid which will or might effect the performance of the contract within a reasonable time. Requests from extension received after expiry of the delivery schedule will not be entertained.
5. **INSPECTION NOTICE:** When inspection during manufacture or before delivery is required, notice in writing shall be sent by the Contractor to the Inspection Officer, when stores are ready for inspection and no stores shall be delivered until the inspection officer has certified that the stores have been approved by him.
6. **REMOVAL OF REJECTION:** When any stores delivered to the consignee are rejected at the consignee's depot on account of default on the part of the Contractor, they shall be removed by the Contractor within 14 days from the date of intimation of rejection to the Contractor. In case in which a contract is placed for delivery F.O.R. station of despatch, the rejected stores may be taken back by the supplier either at the consignee depot or at the station from which they were sent. In either of these cases, the Contractor elects to take back the stores at the station of despatch, the goods shall be booked on account and risk of the Contractor.
7. **Payment:** - Unless otherwise agreed between the purchaser and the contractor, the payment of materials will be made as detailed in the order.
8. The Administration reserves the right to accept/reject in part or in whole the tender without assigning any reason whatsoever.

**Signature of the Contractor**

**ANNEXURE-F**

**TENDER FORM**



**MORMUGAO PORT TRUST**  
**MATERIALS MANAGEMENT DIVISION**  
**ENGINEERING (MECHANICAL) DEPARTMENT**

To,

The Materials Manager  
MORMUGAO PORT TRUST  
Baina Vasco-da-Gama

I/we \_\_\_\_\_ do hereby tender to supply and deliver to the Materials Manager the HP genuine and original toners/cartridges of the description and quantity at the prices and in the manner detailed in the conditions of contract.

I/We are authorized Registered Supplies Re-sellers (RSR) in Goa, under their MVC program and enclose herewith the latest authorization letter from M/s **Hewlett-Packard** (H.P), authorizing us to quote under the MVC program in Goa region

Further, I/We agree that, if my/our tender is accepted, within 14 days of such acceptance, we will deposit sum of Rs 22,000/- as a Security Deposit by demand draft or by cash with the Financial Advisor and Chief Account Officer, Mormugao Port Trust, Headland Sada, Mormugao.

I/We further agree that, if my/our tender is accepted, we will enter into tri-party MVC contract with the MPT-H.P as per the MVC agreement of HP and pass on all the benefits under the MVC to the Port trust from time to time until the entire period of contract.

**Signature of the Contractor**

Name: \_\_\_\_\_

Address:

**ANNEXURE-I**

**TECHNO-COMMERCIAL SCHEDULE -COVER I**



**MORMUGAO PORT TRUST**  
**MATERIALS MANAGEMENT DIVISION**  
**ENGINEERING (MECHANICAL) DEPARTMENT**

**DETAILS OF HP TONERS/CATRIDGES TO BE COVERED UNDER MVC 2020-22**

Sr. No	Material	Short Text	Approx. Projected Qty.	P&F	Freight	Insurance	GST	HSN/SAC No.	Price protection
				in %	in %	in %	in %		in %
1	M16054070	Cartridge Cyan 951 XL CN 046A	10						
2	M16050570	Ink Cartridge CF 280A for LaserJet Printer	82						
3	M16054091	HP 951XL Magenta Officejet Ink Cartridge CN047AA	02						
4	M16050941	HP Laser Jet Cart, 2 pack, Q2612AF.	30						
5	M16054090	Cartridge Yellow 951XL CN 048A	6						
6	M16051060	HP Toner CE255A	4						
7	M16051220	HP ink cartridge 802 Black (IN)-CH 563zz	4						
8	M16051230	HP ink cartridge 802 colour(IN) -CH 564zz	2						
9	M16051251	HP Toner Q 7516A	4						
10	M16050600	HP 30A Black Laser Jet Toner Cartridge CF 230A	40						
11	M16051271	HP LaserJet black Cart., CB436AC	48						
12	M16054060	Cartridge black 950XL CN045A	8						
13	M16051331	HP Toner Cartridge CC388AC	135						
14	M16050602	HP 28A Black Laserjet Toner Cartridge CF 228A	50						
15	M16051371	HP Laser Jet Toner, Q7551XC.	11						
16	M16050601	HP 32A Original Laserjet Imaging Drum CF232A	4						
17	M16051610	Toner print Cartridge Q6002A	2						
18	M16051681	HP Black Toner Cartridge CE 278 AC	45						
19	M16053060	HP Black Ink Catridge C 4936A Suitable for HP Office Jet Pro 8600 Printers	1						
20	M16053061	HP Black Ink Cartridge CN045A 950XL	2						
21	M16051620	Toner Print Cartridge Cyan Q6001A	2						
22	M16053081	HP Yellow Ink Cartridge CN048A 951XL	2						
23	M16053091	HP Magenta ink Cartridges CN047A 951 XL	4						





**MORMUGAO PORT TRUST**  
**MATERIALS MANAGEMENT DIVISION**  
**ENGINEERING (MECHANICAL) DEPARTMENT**

24	M16053160	HP Ink Cartridge- CB 316 zz Black	<b>8</b>						
25	M16053170	HP Ink Cartridge- CB 318 zz Cyan	<b>4</b>						
26	M16053190	HP Ink Cartridge- CB 319 zz Magenta	<b>6</b>						
27	M16053200	HP Ink Cartridge- CB 320 zz Yellow	<b>5</b>						
28	M16053600	HP Colour Lazer Jet 3000	<b>1</b>						
29	M16053610	HP Colour Lazer Jet Cyan Toner-Q7561a	<b>1</b>						
30	M16053680	HP Ink Cartridge- 818 Black -CC640zz	<b>2</b>						
31	M16053681	HP 818 ink Cart., CN068a	<b>9</b>						
32	M16053690	HP colour 818 Ink Cart.CC643Z	<b>8</b>						

1. The tenderers are requested to fill up the above details and submit the same in cover – I
2. Offers not given in above format are liable to be rejected.

Name, Signature & Seal of the Tenderer

**ANNEXURE-II**

**PRICE SCHEDULE -COVER II**



**MORMUGAO PORT TRUST**  
**MATERIALS MANAGEMENT DIVISION**  
**ENGINEERING (MECHANICAL) DEPARTMENT**

Sr. No	Material	Short Text	TO BE FILLED BY THE TENDERERS				
			HP's Product Line	H.P Part Number	HP's latest List Prices in (Rs)	Discount offered on the List price in Percentage (%)	Final Prices after discount applicable under MVC in (Rs)
1	M16054070	Cartridge Cyan 951 XL CN 046A					
2	M16050570	Ink Cartridge CF 280A for LaserJet Printer					
3	M16054091	HP 951XL Magenta Officejet Ink Cartridge CN047AA					
4	M16050941	HP Laser Jet Cart, 2 pack, Q2612AF.					
5	M16054090	Cartridge Yellow 951XL CN 048A					
6	M16051060	HP Toner CE255A					
7	M16051220	HP ink cartridge 802 Black (IN)-CH 563zz					
8	M16051230	HP ink cartridge 802 colour(IN) -CH 564zz					
9	M16051251	HP Toner Q 7516A					
10	M16050600	HP 30A Black Laser Jet Toner Cartridge CF 230A					
11	M16051271	HP LaserJet black Cart., CB436AC					
12	M16054060	Cartridge black 950XL CN045A					
13	M16051331	HP Toner Cartridge CC388AC					
14	M16050602	HP 28A Black Laserjet Toner Cartridge CF 228A					
15	M16051371	HP Laser Jet Toner, Q7551XC.					
16	M16050601	HP 32A Original Laserjet Imaging Drum CF232A					
17	M16051610	Toner print Cartridge Q6002A					
18	M16051681	HP Black Toner Cartridge CE 278 AC					
19	M16053060	HP Black Ink Catridge C 4936A Suitable for HP Office Jet Pro 8600					



**MORMUGAO PORT TRUST**  
**MATERIALS MANAGEMENT DIVISION**  
**ENGINEERING (MECHANICAL) DEPARTMENT**

		Printers					
20	M16053061	HP Black Ink Cartridge CN045A 950XL					
21	M16051620	Toner Print Cartridge Cyan Q6001A					
22	M16053081	HP Yellow Ink Cartridge CN048A 951XL					
23	M16053091	HP Magenta ink Cartridges CN047A 951 XL					
24	M16053160	HP Ink Cartridge- CB 316 zz Black					
25	M16053170	HP Ink Cartridge- CB 318 zz Cyan					
26	M16053190	HP Ink Cartridge- CB 319 zz Magenta					
27	M16053200	HP Ink Cartridge- CB 320 zz Yellow					
28	M16053600	HP Colour Lazer Jet 3000					
29	M16053610	HP Colour Lazer Jet Cyan Toner-Q7561a					
30	M16053680	HP Ink Cartridge- 818 Black -CC640zz					
31	M16053681	HP 818 ink Cart., CN068a					
32	M16053690	HP colour 818 Ink Cart.CC643Z					

**Name, Signature & Seal of the Tenderer**