

THE MYSORE PAPER MILLS LTD.

PAPER TOWN, BHADRAVATI – 577 302

SHIMOGA DIST., KARNATAKA STATE**MATERIALS DIVISION,**FAX:08282-270937 / PHONE:08282-270833**E-Mail:** mpmpurchase@gmail.com**TENDER DOCUMENT FOR SUPPLY OF INDOOR /
OUTDOOR CAMERA****TENDER NOTIFICATION NO. MPML-2011-12/IND/166****LAST DATE FOR SUBMISSION OF TENDER :- 14.01.2012
Up to 15.00 hrs.**

THE MYSORE PAPER MILLS LTD., MATERIALS DIVISION,
BHADRAVATI – 577 302, KARNATAKA STATE

INSTRUCTIONS TO TENDERERS

TENDER NOTIFICATION NO. MPML-2011-12/IND/166

ANNEXURE 'A'

The purpose of these instructions is to serve as guidelines to Tenderers while submitting their quotations for Supply Of Indoor / Outdoor Camera as described in the Tender Notification No. MPML-2011-12/IND/166.

Tender to be submitted through e procurement portal of govt. of karnataka, <http://www.eproc.karnataka.gov.in>. Contact no.080-25501216 or 25501217/27, email hphelpdesk.blr@intarvo.com mobile no.9845490435 for assistance. **Cost of document as per e portal norms.** Tenderers who have not registered with e-procurement portal may get registered immediately and participate in the tender

Tender documents (and additional copies) may be downloaded from e-procurement portal www.eproc.karnataka.gov.in up to 14.01.2012 15.00 hrs for a non-refundable tender processing fee as per e-portal. Interested tenderers may obtain further information at the same address The Mysore Paper Mills Ltd.,Bhadravati-577302, Karnataka State will not be held responsible for delay if any in submitting the offer with in the scheduled time

Tenders must be accompanied by Bid security of the amount specified in the tender document, Earnest Money Deposit, of Rs.21,000/- have to be in any one of the option specified in the e-portal such as Credit card, direct debit, NEFT and OTC challan and shall have to be valid for 90 days beyond the validity of the tender.

Earnest Money Deposit/ Bid security

The supplier/contractor can pay the Earnest Money Deposit (EMD) in the e-Procurement portal using any of the following payment modes:

- Credit Card
- Direct Debit
- National Electronic Fund Transfer (NEFT)
- Over the Counter (OTC)

OTC payment procedure

If a contractor/supplier chooses to make payment of EMD/tender processing fees Over The Counter (OTC) in any of the designated Axis Bank branches listed in the e-Procurement web-site (www.eproc.karnataka.gov.in), the contractor/supplier will need to log into e-Procurement system, access the tender for which bid is being created and then select the OTC option under the payment section and print the Challan shown in that section. The printed challan will have the unique bid reference number and the amount to be remitted. Along with the challan, contractor can choose to make the payment either in the form of cash or in the form of Demand Draft. Cheque payments will not be accepted. The contractor is requested to specifically inform the bank officer to input the unique bid reference number printed in the challan in the banking software. Upon successful receipt of the payment, the bank will provide a 16-digit reference number acknowledging the receipt of payment. This 16-digit reference number has to be entered by contractor in the payment section of its bid as payment confirmation before the bid is submitted (i.e.) as a pre-requisite for bid submission.

NEFT payment procedure

If a contractor/supplier chooses to make payment of EMD/tender processing fees using Reserve Bank of India's (RBI) National Electronic Fund Transfer (NEFT) system, the contractor/supplier will need to log into e-Procurement system, access the tender for which bid is being created and then select the NEFT option under the payment section and print the Challan shown in that section. The printed challan will have the unique bid reference number, account details of Government of Karnataka and the amount to be remitted. The contractor has to submit the printed challan to its bank-branch (NEFT-enabled) and request for an account-to-account transfer, wherein the money will get transferred from the contractors' bank account to GoK's bank account. The contractor should ensure that NEFT transfer instructions are executed and the funds are wired to the Government of Karnataka's principal account before the last date for bid submission and preferably 24 hours before the last date for bid submission. If the contractor's bank transfers/wires the money after the last date for bid submission, the contractor's bid will be liable for rejection. Upon executing the transfer, the contractor's bank will provide a reference number generated by NEFT software as confirmation of transfer, which has to be entered by contractor in the payment section of its bid as payment confirmation before the bid is submitted (i.e.) as a pre-requisite for bid submission. Also, the account number from which the funds were transferred have to be entered in the e-Procurement system as part of its bid. The tenderer who wish to make Earnest Money Deposit and Tender processing fee payment through Internet Banking facility may do so. The Department is in no way responsible in case the money is not deposited in the notified central pooling account held at Axis Bank, within the stipulated period. The name of the account and the account number and other details are displayed in the generated challan for the information of the tenderer.

The supplier/contractor's bid will be evaluated only on confirmation of receipt of the payment (EMD) in the Government of Karnataka central pooling a/c held at Axis Bank

Tenderer have the following option for payment of Earnest Money Deposit:

Tenders must be accompanied by Bid security / Earnest Money Deposit, of Rs.21000.00 will have to be in any one of the option specified in the e-portal such as Credit card, direct debit, NEFT and OTC challan.

OR

Rs.5,000/- in e-portal by way of Credit card, direct debit, NEFT and OTC challan and balance amount by way of Bank Guarantee as per the format enclosed. The Bank Guarantee shall have to be valid for 45 days beyond the validity of the tender. Tenderer should upload the scanned copy of Bank Guarantee along with the offer and ensure that the original Bank Guarantee should reach MPM on or before the due date fixed for submission of Tender. MPM is not responsible for any delay in transit etc.

The Last date for download of Tender Document is 14.01.2012 up to 15.00 hrs. and for submission is 14.01.2012 upto 15.00 hrs., and only the Technical/Commercial Part I will be opened on 18.01.2012 at 15.30 hrs. The Price Part II of the Technically/Commercially acceptable offers will be opened at a later date.

The Tenderers are advised to offer best possible rate. In case lowest rate appears to be reasonable considering the prevailing market conditions, the order may be awarded to the lowest bidder. If the reduced rate of the lowest bidder after the discussion is still considered high, the Purchaser has the option to cancel and re-tender.

MPM reserves the right to reject any or all tenders at its own discretion without assigning any reason whatsoever. MPM will not be responsible for delay, if any.

Tenderers should give their full name, correct address and all information required in the Tender form. They shall affix full signature on the Tender form at appropriate places. In case, the Tender is to be given in the name of the Company/Firm/Association, then the person signing the Tender should obtain a Power of Attorney issued by the competent authority and attach to the Tender.

TENDER FOR SUPPLY OF INDOOR / OUTDOOR CAMERA

1.0.0 TERMS & CONDITIONS :

1.1.0 MATERIAL SPECIFICATION: As per Annexure 'B' enclosed.

1.2.0 QUALITY :

The material offered should strictly conform to the specification noted as per Annexure 'B'.

1.2.1 If the material supplied is found defective/not as per our specification, the same should be replaced with good material free of cost in time.

1.3.0 QUANTITY :

The quantity as per Annexure "B" is indicative. MPM has the option to order for full or part quantity. Further MPM reserves the right to increase/decrease the quantity indicated in the Tender and to accept any tender wholly or partly. MPM reserves the right to split the order on more than one supplier.

1.4.0 PACKING :

The consignment should be despatched on Door Delivery Basis packed each in individual box with proper documentation.

1.5.0 INSPECTION :

Inspection will be done at our Stores. The report given by authorities of the Buyer's Mills shall be final and binding on both the parties.

1.5.1 Please ensure to send sufficient quantity strictly as per specification along with the offer.

1.6.0 REJECTION :

If the material supplied does not conform to ordered specification/quality, the same may be rejected at Supplier's risk and cost. The material is to be replaced as per ordered specification immediately and arrange to take back the rejected material from the premises of the Purchaser within FIFTEEN DAYS from the date of intimation or else the material will be at the sole risk and cost of the supplier.

2.0.0 COMMERCIAL TERMS & CONDITIONS :

2.1.0 Tenderers are required to indicate best possible Unit Rate as there may not be negotiation and are required to mention quantity wise discount.

2.1.1 Offer should be on F.O.R. Bhadravathi Basis inclusive of all taxes and duties, freight, packing charges and total landed cost at our Mill's site (Bhadravati). The offer should however indicate Basic Price, Excise Duty, Taxes, Freight, Service charges, if any, Insurance, Packing & Forwarding separately as per Annexure 'C'. It shall be the responsibility of the supplier to arrange for the transportation and supply the material on F.O.R. destination on freight paid basis.

2.1.2 The Mysore Paper Mills Ltd., does not bind itself to accept the lowest or any Tender or assign any reason for non acceptance.

2.2.0 VALIDITY :

The offer should be valid for a minimum of 90 days for acceptance from the date of receipt of offer at our end.

2.2.1 The prices offered should remain FIRM during contract period till complete execution of order. However, any benefits arising out of reduction in the Statutories and substantial reductions in the market prices shall be passed on to MPM.

2.3.0 Any changes in the levies due to change in the turnover of the supplier have to be borne by the supplier.

3.0.0 PAYMENT TERMS :

Payment of 80% of the purchase order amount will made against production of invoice, after successful installation and commissioning. 20% of the balance amount will be released after one year warranty period against certification of bill certifying authority.

Divisional /Departmental head will be the bill certifying authorities.

4.0.0 DELIVERY :

4.1.0 Delivery is the essence of the contract. The supplier shall ensure to despatch material as per delivery schedule that will be indicated by the Buyer and at one stretch without any delay OR part supply.

5.0.0 **PENALTY:**

5.1.0 In case of failure of delivery as per schedule, the Purchaser has an option as under either :-

5.2.0 To levy liquidated damages at the rate of half percent per week for each week delay subject to maximum of 5% on the total value of the order/contract.

5.3.0 Or to cancel the order and procure from alternative sources at the sole risk and cost of the Vendor.

6.0.0 **RIGHT OF FORECLOSURE**

MPM reserves the right to foreclose the Purchase Order at any time without assigning any reason. The transaction will be closed by settling the accounts up to the date of foreclosure of the Purchase Order and no extra claims shall be entertained by MPM for such closure of the Purchase Order.

7.0.0 **RIGHT OF TERMINATION**

A) MPM reserves the right to terminate the Purchase Order or any part thereof upon, if the supplier fails to fulfil their part of the contractual obligations either with respect to the Purchase Order or any other Purchase Order released by MPM, by way of a written notice.

B) Either party has the right to terminate the Purchase Order or any part thereof by a written notice to the other, if,

- Such other party becomes Bankrupt, or goes into liquidation and/ or,
- Such other party makes a general arrangements for the benefit of its creditors and or
- A Receiver is appointed for all the property owned by such other party.

Upon receipt of the said termination notice, the party receiving the notice shall discontinue all work on the Purchase Order and matters connected with it.

8.0.0 **FORCE MAJEURE :**

Neither party shall be held responsible for any losses, if the fulfillment of any terms or provisions of the Order/Contract are delayed or prevented by Acts of Lawful Government revolutions or other Disorders, Wars, Acts of Enemies, Strikes, Fires, Floods, Acts of God or Acts of States without limiting the foregoing, any other causes not within the control of the party whose performance is interfered with and which by the exercise of reasonable deliquence, is unable to prevent whether all the clause of causes herein before enumerated or not. The party claiming occurrence of any event under force majeure shall give notice within Fifteen Days to the other in writing in the event of instance of any force majeure circumstances, failing which, the supplier shall not be entitled to any benefits under this clause.

9.0.0 DISPUTES :

If at any time, any question, disputes or difference whatsoever, shall arise between the Buyer and the Seller in relation to or in connection with this order, both the parties agree to resolve such difference by mutual consultations, failing which, either party may give to the other, notice in writing of the existence of such question, dispute or difference and the same shall be referred to the final determination of a single arbitrator in Bangalore, in case the parties can agree upon one, otherwise two arbitrators in Bangalore (one to be appointed by each party to the difference) or to be final arbitrators of an Umpire in Bangalore to be appointed by the said statutory modifications thereof for the time being in force, and that award of the said arbitrator/arbitrators/Umpire, as the case may be shall be final and binding on both the parties and that the provisions of Indian Arbitration Act 1996 and the rules there under to be read together with all statutory amendments and modifications to the said Act.

In respect of all disputes, if any arising between the parties, the Courts situated in the City of BANGALORE shall alone have exclusive jurisdiction.

10.0.0 DOCUMENTATION :

The Invoices/delivery challans/test certificates should be sent as mentioned below :

- i) Original Bills addressed to : A G M (Finance),
The Mysore Paper Mills Ltd.,
Paper Town,
BHADRAVATI - 577 302.
- ii) Copy of Bills addressed to : Dy. Gen. Manager (Projects & Matls.),
The Mysore Paper Mills Ltd.,
Paper Town,
BHADRAVATI – 577 302.
- iii) -“- : Manager Matls.(Stores -Receipts),
The Mysore Paper Mills Ltd.,
Paper Town, BHADRAVATI-577302.

NOTE: If the documents are not sent in line with the above, payments are likely to be delayed.

11.0.0 MODE OF DESPATCH:

Despatches may be effected by Road only as per stipulations indicated in the order. For any deviations, written confirmation should be obtained from us.

12.0.0 RISK PURCHASE :

Withdrawal of the offer after it is accepted or failure to make the supply within the specified time or according to the specification will entail cancellation of the order and purchase being made at Seller's expense from other sources in addition to any other action which we may choose to take.

13.0.0 SUBMISSION OF TENDER

13.1.0 **Tender to be submitted through e procurement portal of govt. of Karnataka, <http://www.eproc.karnataka.gov.in>.** Contact no.080-25501216 or 25501217/27, email hphelpdesk.blr@intarvo.com mobile no.9845490435 for assistance. **Cost of document as per e portal norms.** Tenderers who have not registered with e-procurement portal may get registered immediately and participate in the tender

- a) **PART I** - Technical/Commercial Part I covering all technical/commercial aspects of the material offered along with EMD.
- b) **PART II** - Price Part II as per the Price Format at Annexure 'C' enclosed.

Tender documents (and additional copies) may be downloaded from e-procurement portal www.eproc.karnataka.gov.in up to **14.01.2012** 15.00 hrs for a non-refundable tender processing fee as per e-portal. Interested tenderers may obtain further information at the same address The Mysore Paper Mills Ltd.,Bhadravati-577302, Karnataka State will not be held responsible for delay if any in submitting the offer with in the scheduled time

13.1.1 Late offers are liable for rejection, Fax / E-mail /Telegraphic quotations will not be considered. The tender is liable to be rejected if incomplete information is given thereon or if the particulars and date asked for in the tender are not fully complied with.

13.1.2 Documents submitted improperly are liable to be rejected.

14.0.0 EARNEST MONEY DEPOSIT :

Tenders must be accompanied by Bid security of the amount specified in the tender document, Earnest Money Deposit, of **Rs.21,000/-** have to be in any one of the option specified in the e-portal such as Credit card, direct debit, NEFT and OTC challan and shall have to be valid for 90 days beyond the validity of the tender.

The EMD will be returned to the unsuccessful Tenderer after finalisation of the orders. The EMD will be adjusted towards Security Deposit in the case of the successful Tenderer. The EMD amount will not attract any interest as long as with MPM.

14.1.0 Old EMD (submitted earlier against our Tender / Order) or any running bills of present orders, if any, cannot be treated as EMD against this tender. Please ensure to submit fresh EMD along with the quotation as otherwise the offer is liable to be rejected.

15.0.0 SECURITY DEPOSIT:

In the event of an order, the supplier has to submit a Security Deposit to an extent of 5 % of the order value OR execute a Bank Guarantee for the same amount within 15 days from the date of receipt of our Purchase Order. However, the EMD amount paid will be converted as part of the Security Deposit amount and will be retained by us till complete fulfillment of our order terms. In case the supplier fails to complete the order satisfactorily, MPM reserves the right to forfeit the Security Deposit. This amount will not attract any interest. Any penalty due may also be appropriated against Security Deposit.

16.0.0 Tenderers are advised to study the document thoroughly and furnish the relevant information and copies of documents, failing which, the offers are liable for rejection.

17.0.0 EVALUATION CRITERIA:

The Tenderers are advised to study the document thoroughly and furnish the relevant information and copies of documents is evaluated technically. Only after conforming to its requirement the offer is pre-qualified.

PART- I

QUALIFICATION CRITERIA

- A) The Tenderer should have experience in the field of supplying and installing minimum 50 Nos. of CCTV Camera in any one order to any Industry during any of the past one year. Purchase order copies from respective clients should be furnished.
- B) The Tenderer should have turnover of minimum Rs.10.00 lakhs per annum in any two years of the last 3 years for which documentary proof such as profit and loss account should be furnished.
- c) The supplier needs to be install the Indoor / Outdoor Camera on free of cost basis, installation charges, if any, need to be mentioned in the offer clearly.
- d) After installation support for one year to be provided by the supplier
- e) Up time of 90% to be provided and agency to attend the call within 24 hours on intimation

Sl.No.	Year	Turnover	Quantity supplied
1	2009- 10		
2	2010- 11		
3	2011- 12		

INFORMATION ABOUT TENDERERS

- 1 Registered Business Name
- 2 Registered Business Address
- 3 Telephone No. / Fax No.
4. Name(s) and position of person(s) who may be Contacted for further information if required
5. Nature of firm –Proprietary/ Partnership/ Limited company :
6. Name of the partners in case of partnership
Manufacturer or Trader (If a Trader, Letter of Authorization to be furnished).
7. Company/ Firm Profile to be enclosed
8. Whether Business is Registered
9. (Copy of Registration to be enclosed)
10. Date of commencement of Business
11. Central & State Sales Tax Regn. Number
12. Name of the Bankers

13. Manufacturing capacity
14. Have you supplied to MPM earlier,
If yes, furnish the Purchase order details.
15. Quantity offered in this tender.:
- a. Indoor Camera - 30 Nos.
 - b. Outdoor Camera - 25 Nos.

- D) Certificates/ documents to be enclosed
(Strike-out whichever is not applicable)

1	State/ Central Sales tax Reg. No. & Date	Enclosed/ Not enclosed
2	Income Tax Clearance Certificate from Income tax Dept. for previous two years	Enclosed/ Not enclosed
3	Audited Balance Sheet and Profit and Loss A/c. 2 years in past 5 years meeting the PQ requirement	Enclosed/ Not enclosed
4	Authorisation letter from the Principals (in case of a Trader)	Enclosed/ Not enclosed
5	Details of similar supplies/works done	Enclosed/ Not enclosed
6	Satisfactory completion Certificates from buyers for having supplied similar items	Enclosed/ Not enclosed
7	Reference list of supplies made	Enclosed/ Not enclosed

ANNEXURE 'B' TO OUR TENDER NO. MPML-2011-12/IND/166 dtd 00.00.2011

TECHNICAL SPECIFICATIONS

Sl. No	Description	Qty. in Nos.
A	IP BASED IN DOOR CAMERA, HIK VISION MAKE MODEL DS-2CD852 MF-E, 2.0 MEGA PIXEL, SUPPORTS IE BROWSER FOR NETWORK PREVIEW, MOTION DETECTION AND PC CLIENT NOTIFICATION (OUR CODE NO. 900010158)	No. 30
B	IP BASED IR OUT DOOR CAMERA, HIK VISION MAKE MODEL DS-2CD892N-IR1 (PAL), 540TVL, IP 66 WEATHER RESISTANT. CCD HIGH RESOLUTION, (SONY 1/3 CCD, 50 METER, OS LINUX EMBEDDED, 2.8M, 3.6MM, 6MM LENS. DEFAULT 6MM LENS. (OUR CODE NO. 900010159)	No. 25

Terms and conditions:

1. The supplier needs to visit the factory and quote for the CCTV system.
2. The supplier needs to install the above items on free of cost basis, installation charges, if any, need to be mentioned in the offer clearly.
3. After installation support for one year to be provided by the supplier.
4. Warranty of one year to be provided by the supplier from the date of installation. During the warranty period, failure of items if any, agency has to rectify / replace the defective items on free of cost.
5. Payment of 80% of the purchase order amount will made against production of invoice, after successful installation and commissioning. 20% of the balance amount will be released after one year warranty period against certification of bill certifying authority.

6. Division / Departmental head will be the bill certifying authorities.
7. Up time of 90% to be provided and agency to attend the call within 24 hours of intimation.

The above quantity is approx. only MPM has the option to increase/decrease the ordered quantity at the same price, terms and conditions during the validity of the contract.

DELIVERY SCHEDULE:

Within 30 days from the date of receipt of our P.O.

PART- II : PRICE FORMAT

ANNEXURE 'C' TO TENDER NO. MPML-2011-12/IND/166

SUPPLY OF INDOOR CAMERA

		<u>PRICE PER NO.</u> <u>RS.</u>
1. BASIC PRICE	:	
2. EXCISE DUTY @ %	:	
3. VAT/CST %	:	-----
4. PACKING CHARGES IF ANY	:	
5. HANDLING/FORWARDING CHARGES, IF ANY.	:	-----
6. FREIGHT CHARGES BY ROAD	:	
7. TOTAL LANDED COST UPTO BHADRAVATI (PER NO.)	:	-----
8. DISCOUNT FOR THE QUANTITY INDICATED AT ANNEXURE 'B'	:	-----
9. VALIDITY OF THE OFFER	:	90 DAYS

* Payable against presentation of Excise Document along with supplies.

**SIGNATURE OF THE TENDERER
WITH SEAL / STAMP**

PART- II : PRICE FORMAT

ANNEXURE 'C' TO TENDER NO. MPML-2011-12/IND/166

SUPPLY OF OUTDOOR CAMERA

		<u>PRICE PER NO.</u> <u>RS.</u>
1. BASIC PRICE	:	-----
2. EXCISE DUTY @ %	:	-----
3. VAT/CST %	:	-----
4. PACKING CHARGES IF ANY	:	-----
5. HANDLING/FORWARDING CHARGES, IF ANY.	:	-----
6. FREIGHT CHARGES BY ROAD	:	-----
7. TOTAL LANDED COST UPTO BHADRAVATI (PER NO.)	:	-----
8. DISCOUNT FOR THE QUANTITY INDICATED AT ANNEXURE 'B' :	:	-----
9. VALIDITY OF THE OFFER	:	90 DAYS

* Payable against presentation of Excise Document along with supplies

**SIGNATURE OF THE TENDERER
WITH SEAL / STAMP**