



## **HARYANA KNOWLEDGE CORPORATION LIMITED**

# **Tender Inviting: Request for Quotation (RFQ) for Procurement of Bags**

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**Subject: Tender Inviting Request for Quotation (RFQ) for Procurement of 5000 Bags**

Haryana Knowledge Corporation Limited (HKCL), is currently under the administration of Citizen Resource Information Department (CRID), Haryana. It is Promoted by Government of Haryana along with:

- Maharashtra Knowledge Corporation Ltd.
- HARTRON
- Board of School Education-Haryana
- Deen Bandhu Chhotu Ram University of Science & Technology, (DCRUST), Murthal, Sonipat
- Bhagat Phool Singh Mahila Vishvavidyalaya, (BPSMV), Khanpur Kalan, Sonipat
- Kurukshetra University (KU), Kurukshetra
- Guru Jambheshwar University of Science & Technology (GJUST), Hisar

It was incorporated under the Companies Act, 1956 Corporate Identity Number (CIN) U80904HR2013PLC050331, dated September 10, 2013, issued by the Registrar of Companies, National Capital Territory of Delhi and Haryana to create new paradigm in education and development through universalization and integration of Information Technology in teaching, learning and educational management processes in particular and socio-economic transformative processes in general.

HKCL invite Tender from experienced and reputed bidders (vendors) for providing a “5000 Bags”. The bidder will be responsible for providing products in accordance with the requirements defined by HKCL.

**Important Instructions for Submission of Quotations and Supply of Materials:**

1. **Quotations:** Quotations should be sent in sealed envelope. On the envelope should be written “**Quotation for Bags**”. The name, address and contact number should be clearly mentioned on the envelope. Sealed envelope to be sent to address given below:

To,  
The Managing Director  
Haryana Knowledge Corporation Ltd. (HKCL),  
4th Floor, South Wing, HSIIDC IT Park, Plot No. 1,  
Sector-22, Panchkula-134109, Contact No. 0172-5210251/52.

2. **Submission of Quote:** Quotation should reach the given address on or before **05<sup>th</sup> May 5:30 P.M.**
3. **Contact:** In case of any queries, kindly sent an email on [info@hkcl.in](mailto:info@hkcl.in) in cc to [jitendras@hkcl.in](mailto:jitendras@hkcl.in).
4. The quotations received after the due date and time mentioned above will not be entertained under any circumstances. Incomplete, unsigned quotations or bids not in proper format will be rejected without assigning any reasons.
5. This Tender Document is the property of HKCL. HKCL reserves the right to cancel the Tender at any

moment of time without assigning any reasons.

6. **Specifications & Cost Component:** The required specifications of product are given separately at **Annexure 'A'**. Kindly fill in the enclosed annexure and submit the duly signed & stamped quotation on company/agency's letterhead.
7. **Minimum Eligibility Criteria:** To be eligible for evaluation of its tender, the sole bidder shall fulfill the following Minimum Eligibility Criteria.

SN.	Basic Requirement	Specific Requirement	Documents Required
i).	Bidder Agency/ Company/ Partnership Firm/ Organization	The bidder should be registered in India under the Indian Companies Act, 1956/ 2013 or a firm registered under Partnership Act 1932, Registered Proprietary Concern, Limited Liability Act 2008, Trust registered Act 1882 or Central/ State Societies registration Act and should be in existence in India for at least last 3 years as on the date of submission of bid.	Certified copy of Registration Certificate as applicable.  a. ROC/Firm/proprietary etc. b. Copy of GST Registration Certificate c. Copy of PAN
ii).	Bidder Agency/ Company/ Partnership Firm/ Organization Turnover and positive net worth	The Bidder must have minimum average annual turnover of ₹25 Lakhs in last 3 financial years and should have a positive net worth.	Balance Sheet and Profit & Loss statement of the Bidder for each of the last 3 audited financial years. (By Certified Chartered Accountant).
iii).	Bidder Experience and Capabilities	The bidder should have successful experience in similar work at least 1 (One) time.	Work Order/PO/SO/ Agreement Copies/proof of the same.
iv).	Blacklist of Bidder Agency/ Company/ Partnership Firm/Organization	Bidder should not have been Blacklisted or conflict of activities by any State/ Central Govt. or any other Public Sector Undertaking or a Corporation or any other autonomous Organization of Central or State Govt. for breach of Contractual conditions as on the bid submission date.	Self-certification on Letter head. <b>Annexure "B"</b> (Fill the same)
v).	Authorized Representative of Bidder	A Power of Attorney/ Board Resolution in the name of person signing the Bid.	Self-certification on Letter Head. <b>Annexure "C"</b> (Fill the same)

**Notes:**

- i) Only those Bidders who meet the Pre-Qualification criteria as specified above will be eligible to respond to this tender. Bidders Pre-Qualification proposal shall contain the relevant information and supporting

document to substantiate the eligibility of the bidder vis-a-vis the pre-qualification criteria. The documents submitted shall be verified by HKCL.

- ii) The Bidder should have currently valid Sales tax/GST Registration Certificate and PAN No.
- iii) All the bid documents should be duly signed by the Authorized signatory.

**Any Bid failing to meet the above stated Qualification criteria shall be summarily rejected and will not be considered.**

8. **Acceptance of Purchase Order:** The Purchase Order (PO) will be awarded to the selected vendor. The vendor must acknowledge acceptance of the PO either via email or by signing and returning a hard copy within two working days of receipt. Failure to do so will result in cancellation of the order, and HKCL reserves the right to award the PO to another vendor. The vendor shall submit a sample of the final bag, complete in all respects, to HKCL for approval of quality. Only after receiving formal approval from HKCL shall the vendor proceed with manufacturing and printing.
9. **Quality:** The Product must confirm to the quality standards prescribed and specifications provided by HKCL. Deviations in the quality standards shall not be accepted under any circumstances.
10. **Non-Disclosure:** The vendor shall ensure not to disclose any information (whether written or oral) which is of a confidential nature (including content, data software and manuals) obtained or received under the PO. Such information of confidential nature shall not be disclosed by the vendor to any person (other than their employees or professional advisers) without the prior written consent of HKCL. The confidential information shall not be disclosed except (a) any information which has been published other than through a breach of PO; (b) information lawfully in the possession of the recipient before the disclosure under the PO took place; (c) information obtained from a third party who is free to disclose it; and (d) information which a party is requested to disclose and, if it did not, could be required by to do so by law.
11. **Payment:** Payment shall be done as per the following schedule:
  - a) No Advance payment shall be paid in any case,
  - b) HKCL, on fulfilment of the Delivery of bags, will make payment within **15 working days** of receipt of the Vendor's invoice for the goods supplied and copies of the shipping documents if any. (e-Way Bill).
  - c) Each invoice shall indicate GSTIN, Address & the identification number of the corresponding Purchase Order.
  - d) The prices shown in the Purchase Order will not be increased and will be inclusive of all applicable taxes.
  - e) The vendor shall strictly adhere to the approved quality standards of the bags. In case any discrepancies or deviations are found, HKCL reserves the right to reject the entire order. In such a case, the full payment made shall be recovered, and the vendor shall be liable to undertake necessary corrective actions as directed by HKCL.

- f) The amount of TDS under Income Tax Act and TDS under GST Act shall be deducted on payments made by HKCL from time to time.

**Note:** Please mention HKCL GST Number-**06AADCH2997K1Z5** on your bill. If HKCL GST number is not mentioned on your bill, the GST portion as mentioned in your bill will not be paid by HKCL.

**12) Warranty**

a) **Warranty Period (For Zipper):** 1 year.

b) **Scope of Coverage:** Bag cloth is core with high zip and runner, 1 main laptop compartment (with padding), 1 front pocket for accessories, 1 side pocket for water bottle, Logo Printing as per requirement, capacity: 20-25 liters.

c) The rates quoted by the vendor shall remain fixed for a period of one year from the date of issuance of the Purchase Order. During this period, HKCL reserves the right to place additional orders for bags, in lots of 5,00 units at a time, at the same agreed rates.

**13) Indemnity and Damage:** HKCL shall have a reasonable time of **2-3 working days** after delivery of the bags to inspect them and to reject and refuse acceptance of goods not conforming to the Purchase Order. In case of any issues that arise related to the product quality/service, HKCL reserves the right to deduct the payments from the bills to indemnify the damage caused.

14) Quotations should be sent only through a sealed envelope. Quotations sent via email will be considered void.

15) HKCL reserves the right to place the purchase order with one vendor or multiple vendors considering the rates and quality of work.

With Regards,

Sincerely yours,



**Abhijeet Kulkarni**  
**Managing Director & CEO**

**Annexure 'A':  
Format for Cost Component with Specification**

**Procurement of Bags**

Sr. No.	Item/Particulars	Bag Specifications	Qty.	Price Per Bag (in ₹)	Price for Total Bags (in ₹)	GST (in ₹)	Total Amount with GST (in ₹)
1.	<b>Bag</b>	<p><b>Dimensions:</b> Height: 17 inches Width: 12.5 inches</p> <p><b>Material:</b> High-quality durable fabric, Core Bag cloth with high zip and runner (with strong stitching)</p> <p><b>Zippers &amp; Runners:</b> Premium quality heavy-duty zippers with smooth runners</p> <p><b>Bag Colour:</b> Black</p> <p><b>Compartments &amp; Pockets:</b> 1 Main laptop compartment (with padding) 1 Front pocket for accessories 1 Side pocket for water bottle</p> <p><b>Logo Printing:</b> As per requirement (screen print / embroidery)</p> <p><b>Capacity:</b> Approx.20–25Litres</p>	5000				
	<b>Grand Total with GST (in ₹)</b>						

**Annexure "B": Self-Declaration on not being Blacklisted.  
(On Letterhead)**

**From  
Applicant**

**To,**

**The Managing Director,  
Haryana Knowledge Corporation Limited  
HSIIDC IT Park, Plot No.-1, 4<sup>th</sup> Floor, Sector-22 Panchkula**

**Subject: Tender for Selection of Service Provider (SP) for Procurement of Bags.**

I, \_\_\_\_\_, S/o Sh. \_\_\_\_\_, R/o \_\_\_\_\_, do hereby solemnly affirm and declare as under:

That M/s \_\_\_\_\_ (Company/Firm Name) hereby has not been blacklisted by any State Government/ Central Government/ Public Sector Undertakings during the last three years and further confirm that our EMD/SD/Performance bank guarantee has not been forfeited by any State Government / Central Government / Public Sector Undertakings during the last three years due to our non-performance, noncompliance with the tender conditions etc.

That we M/s \_\_\_\_\_ (Company/Firm Name) hereby declare that all the particulars furnished by us in this Tender are true to the best of our knowledge and We understand and accept that if at any stage, the information furnished is found to be incorrect or false, we are liable for disqualification from this tender and also are liable for any penal action that may arise due to the above.

That in case of violation of any of the conditions above, We M/s \_\_\_\_\_ understand that We are liable to be blacklisted by the Department for a period of three years from participating any tender published by HKCL.

DEPONENT

**Verification:**

**Verified that the contents of the above affidavit of mine are true and correct to the best of my knowledge and nothing has been concealed therein.**

DEPONENT

