



D-17015/02/2015-Genl.
Government of India
Ministry of Tribal Affairs


Shastri Bhawan, New Delhi
Dated: 12-05-2017

To,

Subject: -Invitation of tender for supply of following HP & Samsung toner cartridges in Ministry of Tribal Affairs, Shastri Bhawan, New Delhi-reg.

Tender in sealed cover is invited on behalf of the President of India for supply of IT items in the Ministry of following items:-

Sl.	Particulars
1	HP Toner Cartridges HPQ 2612AC
2	HP Toner Cartridges HP CC388AC
3	HP Toner Cartridge CC530A Black
4	HP Toner Cartridge CC531A Cyan
5	HP Toner Cartridge CC532A Yellow
6	HP Toner Cartridge CC533A Magenta
7	HP Toner Cartridge CB540A Black
8	HP Toner Cartridge CB541A Cyan
9	HP Toner Cartridge CB542A Yellow
10	HP Toner Cartridge CB543A Magenta
11	HP Color Toner Cartridge C9730A Black
12	HP Color Toner Cartridge C9731A Cyan
13	HP Color Toner Cartridge C9732A Yellow
14	HP Color Toner Cartridge C9732A Magenta
15	HP Toner Cartridge CC350A Black
16	HP Toner Cartridge CC351A Cyan
17	HP Toner Cartridge CC352A Yellow
18	HP Toner Cartridge CC353A Magenta



19	HP Cartridge 312A Black-CF380A
20	HP Cartridge 312A Cyan-CF381A
21	HP Cartridge 312A Yellow-CF382A
22	HP Cartridge 312A Magneta-CF383A
23	HP Cartridge CE 320-A-Black
24	HP Cartridge CE 321-A-Cyan
25	HP Cartridge CE 322-A-Yellow
26	HP Cartridge CE 322-A-Magneta
27	HP 9730A-Black
28	HP 9731A-Cyan
29	HP 9732A-Yellow
30	HP 9733A-Magenta
31	HP CB 436A
32	Samsung MLT-D1053S
31	Samsung MLT-D101S

2. General Information about the tender:-

Sl. No.	Details	
1)	Office of issue	Ministry of Tribal Affairs
2)	Tender reference number	D-17015/02/2015-Genl.
3)	Date of issue of Bid document	12-05-2017
4)	Last date and time for sending bids	06-06-2017, 01:00 PM
5)	Time and date for opening tender	06-06-2017, 04:00 PM
6)	Place of opening the tender	Room No. 400, B wing, Shastri Bhawan, New Delhi
7)	Address for communication	Section Officer(Genl.) Room No. 400, B Wing, 04 th Floor, M/o Tribal Affairs, Shastri Bhawan, New Delhi



SUBMISSION/OPENING OF TENDERS:

3. (i) Please superscript the above reference number and date of tender opening on sealed cover. Failure to do so will render your offer invalid.

(ii). The envelope containing the quotation must be marked as "Quotation for supply of Toner/Cartridges in the Ministry of Tribal Affairs" and it should be submitted in a sealed cover in two parts as under:-

(a) Technical Bid: Envelope should be superscribed "Technical Bid for supply of Toner/Cartridges in the Ministry of Tribal Affairs" and it should contain all technical details as per para-6. Tenderer who will not qualify the technical bid, their financial bids will not be considered in any circumstances.

(b) Financial Bid: The second cover should contain the rates etc. as per annexure-A and it should be subscribed "Financial Bid for supply of Toner/Cartridges in the Ministry of Tribal Affairs". Sealed quotations addressed to Section Officer (Genl.) Room No. 400, B-Wing, 04th Floor, Shastri Bhawan, New Delhi may either be sent by speed post (not by courier) or may be dropped in the Tender Box meant for the purpose and placed inside Gate No. 5, 'A' Wing, Shastri Bhawan, New Delhi by the due date and time. No responsibility will be taken for posted delay or non-delivery/non-receipt of tender documents.

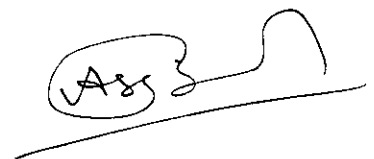
4. Sealed quotations will be opened by a Committee duly constituted by this Ministry on earmarked date and time. Your representative from the company can attend the tender opening. If due to any exigency, the due date for opening of tender is declared a closed holiday, the tenders will be opened on next working day at the same time or any other day/time as may be intimated by this Ministry subsequently.

5. Tenders sent by fax will not be considered. To avoid any complication with regard to late receipt/non-receipt of tenders, it may please be noted that responsibility rests with the tenderer to ensure that tenders reach before due date and time. Late quotations will be rejected outrightly.

6 (i) Financial status:-Documentary evidences in respect of financial status may also be indicated separately. The firm in this regard should submit the following documents –

(a) Income Tax clearance/IT certificate

(b) PAN Number (proof to be enclosed)



(c) Service Tax Registration certificate

(d) TIN number of the firm

(e) Telephone number (landline & mobile)

(f) EMD of Rs.35,000/-

(g) A Copy of authorization from Original Equipment Manufacturer of the cartridges (duly attested)

7. The tenderers who have adequate experience for supply toner/cartridges in Govt. offices/ PSU and other similar organizations will be given weightage. Necessary supporting documents to this effect must be submitted along with the offer.

8. Contract can be cancelled at any point of time without assigning the reason by the Ministry of Tribal Affairs.

9. Earnest Money Deposit: The tenderer will be required to submit an Earnest Money Deposit (EMD) of Rs 35,000/- (Rs. Thirty Five Thousand only) in the form of Account Payee Demand Draft payable at New Delhi/Delhi from any of the nationalized banks in favour of DDO, Ministry of Tribal Affairs, New Delhi, valid for a period of 60 days. The companies with no earnest money of the requisite amount or without proper validity will be summarily rejected. The EMD for the successful tenderer may be adjusted against the security deposit and will be released only on completion of execution of order to the complete satisfaction of this Ministry.

10. RATES: (i) Rates quoted should be firm and not subject to variation on any account during the entire supply period.

(ii) PRICE BID WILL CONTAIN THE PRICES AND OTHER DETAILS GIVEN BELOW:-

- A) Price per unit in figures and words on FOB basis Shastri Bhawan, New Delhi.
- B) Price quoted should be exclusive of sales tax, VAT and other taxes as applicable.
- C) If Sales tax extra, indicate clearly the nature of sales tax i.e. CST or State Tax/VAT and rate applicable.
- D) If Excise duty extra, indicate clearly the rate of excise duty applicable.
- E) Discount offered, if any.
- F) Delivery should be made within 15 days of the order at Shastri Bhawan, New Delhi-110001 and when the Ministry desires the supply of goods.
- G) The quote should be of materials of reputed brands only.

A handwritten signature in black ink, appearing to be 'Asis', is written over a horizontal line.

11. Right to vary quantities: The Ministry reserves the right to increase or decrease any number of quantities of the items etc.

12. Bid validity: The quotation shall remain valid for 120 days from the date of opening of tender. This should be certified by the tenderer while quoting. A quotation valid for any shorter period can be rejected by this Ministry, as being non-responsive. In exceptional circumstance, this Ministry may request the consent of the tenderer for an extension to a period of tender validity. Such request shall be made in writing. The EMD provided shall also be suitably extended. A tenderer accepting the request and granting extension shall not be permitted to modify his tender.

Payment terms: Payment will be made on complete and satisfactory supply of the items of the desired quality and condition.

13. The Security Deposit will be Rs. 70,000/- (Rs. Seventy Thousand only) which is to be deposited by the successful bidder in the form of the FDR/Bank Guarantee valid for One year before contract is signed, and it shall remain in full force and in effect during the period that will be taken for satisfactory performance and fulfillment in all respects of the contract i.e. till satisfactory receipt of the items in good condition. If the contractor fails to deliver the services to the satisfaction of this Ministry, the Security Deposit shall be encashed by this Ministry on expiry of agreed delivery period as per contract.

14. Repeat order contract: The contract shall have a repeat order clause, wherein a buyer can order up to 100% quantity of the items under the present contract within six months from the date of successful completion of this contract, cost, terms and conditions remaining the same. It will be entirely the discretion of the buyer to place the repeat contract or not.

15. **Each page of the tender documents should be signed by the authorized signatory of the firm. Unsigned quotation will be rejected.**

16. If it is found that the tendering firm or its representative has supplied duplicate /substitute/refurbished or for late supply of items a penalty of Rs. 100/- per item will be imposed in addition to recovering the cost of repairs/damage caused by such spurious items. Blacklisting may also be done subsequently.

17. Ministry reserves the right to accept/reject any or all the tenders without assigning any reasons. No enquiry after submission of the quotation will be entertained. Ministry also reserves right to cancel the contract on any time with prior notice of one month before.


A handwritten signature in black ink, appearing to read 'Aris', is written over a horizontal line.

18. Mode of Selection: The selection of firm for awarding the contract (i.e. L1), will be made solely on the basis of lowest rates of individual item as mentioned/listed in Annexure-A. Firm will be declared L1 on the basis of total lowest procurement value of at least 75% of the listed items.

19. On the performance and completion of the contract as per the general conditions, the Security Deposit will be refunded to the contractor without any interest.

20. Any clarification regarding the issue may be obtained from SO(Genl.), M/o Tribal Affairs, Room No.400-B, 'B' wing, Shastri Bhawan, New Delhi.(Tel:23387469)

21. The period of contract will be valid for one year which may be extended further one year.


(Asghar Ali)

Under Secretary to the Govt. of India

Copy to:

Technical Director, NIC for uploading the tender document on the website of this Ministry.

Sl.	Particulars	Rate per unit (tax to be indicated separately)
1	HP Toner Cartridges HPQ 2612AC	
2	HP Toner Cartridges HP CC388AC	
3	HP Toner Cartridge CC530A Black	
4	HP Toner Cartridge CC531A Cyan	
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31	HP CB 436A	
32	Samsung MLT-D1053S	
31	Samsung MLT-D101S	

Certificate

I, hereby certify that I have read all the terms and conditions of the tender very carefully and agree to abide by the same.

(Signature of authorized signatory with seal)