

No. D-21013/01/2016-Genl.
Government of India
Ministry of Statistics & Programme Implementation

Sardar Patel Bhawan,
Sansad Marg, New Delhi-110001
Dated: 06/04/2016


TENDER NOTICE

**SUB:-TENDER FOR SUPPLY OF TONER/CARTRIDGE OTHER THAN HP IN THE
MINISTRY OF STATISTICS & PROGRAMME IMPL EMENTATION-REG.**

Ministry of Statistics & Programme Implementation invites sealed Tenders under two Bid System for supply of Toner/Cartridge for one year in the offices located at Sardar Patel Bhawan, J.P. Building and West Block, R.K.Puram, New Delhi under Annual Rate Contract.

2. The Technical and Financial bid would be sealed by the bidder in separate covers duly super scribed & both these sealed covers are to be put in a bigger cover which should also be sealed & duly super scribed with **"Tender for Supply of Toner/Cartridge other than HP"**. Tender documents can be downloaded from Ministry's Website **http://www.mospi.nic.in** or can be obtained from this Ministry personally from the Section Officer (Genl.), Ministry of Statistics & Programme Implementation, Room No. 426 (E), 4th Floor, Sardar Patel Bhawan, New Delhi.

3. The Tender shall be dropped in the Tender box kept at ground floor, Ministry of Statistics & Programme Implementation, Sardar Patel Bhawan, New Delhi-110001. Envelope of Technical Bid shall also contain the EMD of **Rs.20,000/-** (Rupees Twenty Thousand Only) in the form of Demand Draft/ Pay Order payable in favour of Pay & Accounts Officer, Ministry of Statistics & Programme Implementation, without EMD the Tenders will be rejected summarily. The last date of submission of bid is **27/04/2016 at 03.00 PM**. The technical bids will be opened at 03.30 PM on the same day and the representatives of the firms may be present, if so desire.


(Sunder Singh)

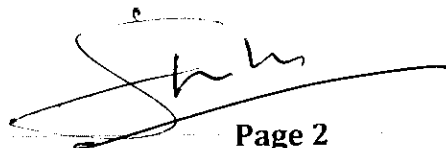
Under Secretary to the Govt. of India
Tel. 23747929

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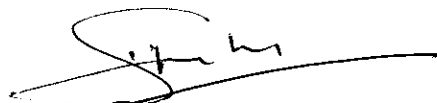
1) Director, Computer Centre for posting on website of the ministry.

DETAILED TERMS & CONDITIONS OF THE TENDER

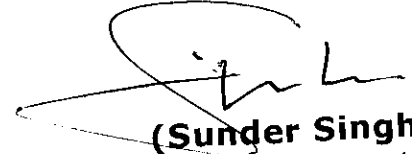
- (1) Tender Specific Authorization letter (letter date should be on or after the date of publication of Tender Notice) from the Original Equipment Manufacturer (Either of Samsung, Panasonic, Kyocera, Lexmark etc.) should be attached with the Tender.
- (2) This Ministry will not accept any duplicate/substandard item or items. The manufacturing date should not be more than 6-7 months from the date of supply order. If the supplier is not able to supply the items of desired quality, appropriate action such as imposition of penalty and cancellation of agreement or forfeiture of security deposit as the competent authority may deem fit will be taken against the default suppliers. Therefore, the items supplied should be as per specification/brand from the original manufacturers.
- (3) The tenderer should have a well-established office, located within the Municipal Area of Delhi. The firm should be in a position to supply consumables mentioned in the list enclosed on short notice also as and when needed.
- (4) The rate should be inclusive of delivery charges to the office of Ministry of Statistics & Programme Implementation located at Sardar Patel Bhavan, Sansad Marg, New Delhi, Jeevan Prakash Building, K.G. Marg, New Delhi and West Block, R.K. Puram, New Delhi.
- (5) The firm should be registered with the government for the purpose of VAT/Service Tax etc. and the copy of certificate should be attached with the bid documents failing of which bids will not be accepted. The bidder should sign all the pages of the annexure while quoting rates.
- (6) The bidder should be a reputed government supplier (GOI/Sate Govt./PSU of GOI/NCT of Delhi) of said items with an experience of 3 years and also having sound financial standing with average annual turnover of **Rs.20 Lakh** (Rupees Twenty Lakh Only). Bidder should attach their audited balance sheet of last three years with the quotation.
- (7) Full Delivery of Supply order shall be made within 1-2 days maximum. If any complaint is not undertaken within a day and if the replacement of any defective/damage computer consumable is not done a penalty of **Rs.500/-** (Five Hundred only) per day from the date of complaint, will be charged.



- (8) No advance payment shall be made to the agency; however payment shall be made subject to full delivery of supply order and satisfactory report received from the users.
- (9) **The Rate Contract shall be valid for a minimum period of one year from the date of notification of the rate contract. However, the contract period may be extended further, on the same rates subject to satisfactory services and on mutually agreed Terms & Conditions on year to year basis.**
- (10) The finalized contract shall be interpreted under Indian Laws. In case of dispute of any kind, the firm shall abide by the decision of the Competent Authority, Ministry of Statistics & Programme Implementation, New Delhi. In case the dispute is required to be referred to Arbitration, it shall be referred to sole arbitrator under **Arbitration and Conciliation Act 1996**. The place of settlement of dispute shall be Delhi. In the case of settlement of dispute is in the court, it will be in the jurisdiction of courts at Delhi.
- (11) Tender must be accompanied with bid security (EMD) of an amount of **Rs.20,000/-** (Rupees Twenty Thousand Only) in the form of Account payee Demand Draft/pay order drawn in favour of Pay and Accounts Officer, Ministry of Statistics & Programme Implementation, payable at New Delhi. Quotations without bid security will not be accepted under any circumstances. The bid security will be refunded to the unsuccessful bidders after finalization of the contract. Successful bidder will have to deposit an amount of **Rs.50,000/-** (Rupees Fifty Thousand Only) in the form of Account payee Demand Draft or Pay Order as performance security which will be returned after successful completion of the contract. The bid security amount will be returned to the un-successful bidder and to the successful bidder only after depositing performance security amount.
- (12) The annual consumption has been indicated in **Annexure II** in schedule of requirement. Maximum variation can be limited to $\pm 20\%$. The firms are requested to keep in mind the economy of scale while quoting for the same. Different firms may be given different items depending upon L-1 quotation.
- (13) Detailed information/terms and conditions for the purpose can either be obtained from Under Secretary (Genl.), **Room No. 201**, Ministry of Statistics & Programme Implementation, Sardar Patel Bhavan, New Delhi (Ph. No. 011-23747929) or downloaded from the website <http://www.mospi.nic.in>.

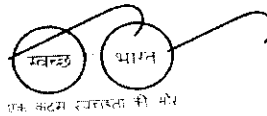


- (14) Tender Acceptance Letter as per **Annexure I** should be filled in with the signature on the letter head of the company. Technical specification should also be filled strictly as per **Annexure III**. The Ministry of Statistics & Programme Implementation reserves the right to accept or reject any Tender in full or in part without assigning any reasons thereof. The decision of the Joint Secretary, Ministry of Statistics & Programme Implementation in this regard shall be final and binding on the firm.
- (15) The bids must be submitted in the prescribed proforma (typed on their letter head if necessary). Any changes in the proforma will not be accepted by the Ministry.
- (16) The ministry reserves the right to cancel the entire tender process at any time without assigning the reasons



(Sunder Singh)

Under Secretary to the Govt. of India
Tel. 23747929



TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ Organisation too has also been taken into consideration, while submitting this acceptance letter.

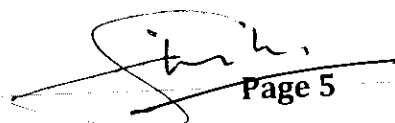
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.

5. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public sector undertaking.

6. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/Organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

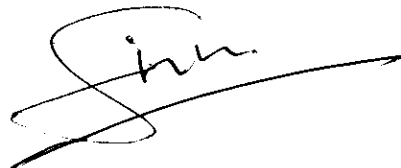
(Signature of Bidder)


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SCHEDULE OF REQUIREMENT

Rates should be quoted as per the unit/quantity indicate against each item.

Sl. No.	Toner/Cartridge	Annual requirement	Rate/unit (Rs.)	Tax (%)
1	Canon Fax Toner 328	1		
2	Canon Fax Toner EP-26	2		
3	Canon Fax Toner FX-9S	2		
4	Canon Toner FX-3	2		
5	Kyocera TK-1144	12		
6	Kyocera Toner Kit, TK-6309	3		
7	Lexmark MFD Toner 203A11G	30		
8	Minolta Konica Page Pro 1390MF	2		
9	Panasonic Drum KX FAD-412E	8		
10	Panasonic Fax Toner KX-FA85E	2		
11	Panasonic KX FAT-411E	6		
12	Samsung SCX 4300	6		
13	Samsung Toner 2150	6		
14	Samsung Toner M1053S/XIP	8		
15	Samsung Toner SCX 4720D/XIP	4		
16	Samsung Toner ML-2550	2		
17	Xerox Toner WC 3210/3220	8		



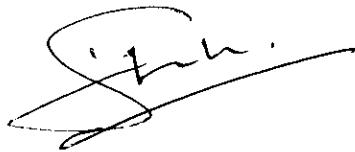
Signature with date
Seal of the Firm

**TECHNICAL BID
COMPUTER CONSUMABLES**

Sl. No.	Name of firm	
1.	Name of firm	
2.	Address of Firm	
3.	Registration No. of the firm/ company (copy enclosed) (Yes/No)	
4.	PAN/ TIN/ VAT Registration No. (copy must be enclosed) (Yes/No)	
4.	Name of the authorized signatory	
5.	Specimen Signature of the Authorized signatory	
6.	Telephone Number of the authorized signatory and other Telephone Numbers of the Firm/ company	
7.	Whether the firm had enclosed EMD. If "YES" then DD/Pay order no	
8.	Details of the Computer consumables contract with Ministries/Departments/ Organizations /PSUs etc. in which the firm is engaged in supplying of computer consumables for at least five years. Copies of work orders in which they have been given order for supplying of toners/cartridges. Copies must be enclosed.	
9.	Whether proof/copies of Work Order on items at Sl.No.8 enclose (Yes/No)	
10.	Whether Authorization letter submitted or not	
11.	Whether Income Tax return for last two years (copy enclosed) (Yes/No)	
12.	Whether Under taking/ acceptance of terms & Conditions submitted by the firm.	

I have fully read the terms & conditions of the tender documents and agreeable to me/us.

Thanking you,



Yours faithfully,

Name & Signature with date
Seal of the firm.