

Sardar Patel Bhawan, Sansad Marg,
New Delhi, date 02/05/2014

TENDER NOTICE

Subject: Annual contract for supply of computer consumables in the Ministry for the period of one year.

Sealed quotations in the prescribed Proforma (Annexure I) are hereby invited for supply of computer consumables in this Ministry for the period of one year from the date of award the contract.

2. Interested firms may drop their quotation in the drop box of this Ministry available in the Ground Floor, Sardar Patel Bhavan, New Delhi between **10 AM to 3 PM till 27/05/2014**. Quotation received after stipulated date and time shall not be entertained. The quotation will be opened on the same day at 3:30 PM in Room No. 201, Ministry of Statistics & Programme Implementation, Sardar Patel Bhavan, New Delhi, in the presence of the Local Purchase Committee of this Ministry and in the presence of Tender Evaluation Committee. Tenderers may either themselves or through authorized person present on the day of opening of quotations.

3. The terms and conditions for the contract are as indicated below:

(i) Rates mentioned in the quotation if accepted shall remain same during the rate contracted period and no request for any increase in the rates will be entertained during the period of contract.

(ii) Interested firm should have authorized distributor of the consumables. Ink signed Authorization letter from the OEM (HP, Samsung, Panasonic, Kyocera etc.) should be attached with the tender.

(iii) This Ministry will not accept any duplicate/substandard item or items. 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 default suppliers. Therefore, the items supplied should be as per specification/brand from the original manufacturers.

(iv) The tenderer should have a well-established office, located within the Municipal Area of Delhi.

(v) The firm should be in a position to supply consumables mentioned in the list enclosed on short notice also as and when needed.


5/5/14

(vi) 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.

(vii) 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.

(viii) The bidder should sign all the pages of the annexure while quoting rates.

(ix) The bidder should be a reputed government supplier (GOI/~~State~~ 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. 50 Lakh (Rupees Fifty Lakh Only). Bidder should attach their audited balance sheet of last three years with the quotation.

(x) Delivery of Supply order shall be made within 2-3 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) will be charged.

(xi) No advance payment shall be made to the agency, however payment shall be made subject to satisfactory report received from the users. 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 shall be extended further, subject to satisfactory services, on year to year basis on mutually agreed Terms & Conditions.

(xii) 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.

4. Total expenditure on computer consumables will be approx. Rs.20-25 Lakh.

5. Tender must be accompanied to bid security of an amount of Rs. 50,000/- (Rupees Fifty 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. Quotation 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 further deposit an additional amount of Rs. 1,00,000/- (Rupees One Lakh Only) in the form of Account payee Demand Draft of Pay



Order as performance security which (Total Rupees One Lakh Fifty Thousand Only) will be returned after successful completion of contract.

5. Detailed information/terms and conditions for the purpose can either be obtained from Under Secretary (Admn.), **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>.

7. 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.



(G. Vaidheeswaran)

Under Secretary to the govt. of India.

To

1. Shri S.L. Bodat, Director (Computer Centre) for posting in the website of the Ministry under intimation to this office.

Annexure-I

Sl. No.	Toner/Cartridge	Annual Qty.	Rate per unit (Rs.) (Exclusive of Tax)	TAX (%)	Expected Total Exp. (Rs.)
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	Digital Franking Ink Cartridge IJ-40	4			
6	HP Ink Cartridge 1823D	2			
7	HP Ink Cartridge 6615D	6			
8	HP Ink Cartridge 6625DA	6			
9	HP Toner 2612A	18			
10	HP Toner 3906F	2			
11	HP Toner 5949A	30			
12	HP Toner 6470A	2			
13	HP Toner 6471A	2			
14	HP Toner 6472A	2			
15	HP Toner 6473A	2			
16	HP Toner 6511A	12			
17	HP Toner 7115A	12			
18	HP Toner 7553A	15			
19	HP Toner 7581A	2			
20	HP Toner 7582A	2			
21	HP Toner 7583A	2			
22	HP Toner 9720A	3			
23	HP Toner 9721A	3			
24	HP Toner 9722A	3			
25	HP Toner 9723A	3			
26	HP Toner 9730A	3			
27	HP Toner 9731A	3			
28	HP Toner 9732A	3			
29	HP Toner 9733A	3			
30	HP Toner CB436A	12			
31	HP Toner CC388A	15			
32	HP Toner CC530A	3			
33	HP Toner CC531A	3			
34	HP Toner CC532A	3			
35	HP Toner CC533A	3			

Signature with date

Sl. No.	Toner/Cartridge	Annual Qty.	Rate per unit (Rs.) (Exclusive of Tax)	TAX (%)	Expected Total Exp. (Rs.)
36	HP Toner CE250A	2			
37	HP Toner CE251A	2			
38	HP Toner CE252A	2			
39	HP Toner CE253A	2			
40	HP Toner CE278A	60			
41	HP Toner CE320A	5			
42	HP Toner CE321A	5			
43	HP Toner CE322A	5			
44	HP Toner CE323A	5			
45	HP Toner CE505A	15			
46	HP Toner Q6003A	3			
47	HP Toner Q6000A	3			
48	HP Toner Q6001A	3			
49	HP Toner Q6002A	3			
50	HP Toner Q6470A	2			
51	HP Toner Q6471A	2			
52	HP Toner Q6472A	2			
53	HP Toner Q6473A	2			
54	HP Toner Q7516A	12			
55	HP Toner Q7551A	8			
56	Kyocera TK-1144	12			
57	Kyocera Toner Kit, TK-6309	2			
58	Lexmark MFD Toner 203A11G	30			
59	Minolta Konica Page Pro 1390MF	2			
60	Panasonic Drum KX FAD-412E	8			
61	Panasonic Fax Toner KX-FA85E	2			
62	Panasonic KX FAT-411E	6			
63	Samsung SCX 4300	6			
64	Samsung Toner 2550ML	6			
65	Samsung Toner M1053S/XIP	8			
66	Samsung Toner SCX 4720D/XIP	4			
67	Xerox Toner WC 3210/3220	8			

Signature with date

**TECHNICAL BID
COMPUTER CONSUMABLES**

Sl. No.		
1.	Name of firm	
2.	Address of Firm	
3.	Registration No. of the firm/ company (copy enclosed) (Yes/No)	
4.	PAN/ TIN/ VAT Registration Nos (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/ Organisations /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.	Income Tax return for last two years (copy enclosed) (Yes/No)	
11.	Under taking/ acceptance of terms & Conditions by the firm. (Separate sheet enclosed) - yes /No.)	

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

Thanking you,

Yours faithfully,

Signature with date

Name.....

Seal of the firm.