

Q/11011/Admn (G)/18 /2012-13/NASA  
Government of India  
Ministry of Statistics and Programme Implementation  
National Academy of Statistical Administration

Plot No. 22, Knowledge Park – II,  
Greater Noida – 201308  
Uttar Pradesh  
Dated:-21.08. 2012


**NOTICE INVITING TENDER**

To  
M/s \_\_\_\_\_

Sub: - **Notice Inviting Tender for awarding Annual Contract for supply of Computer and Photostat Consumables in NASA.**

Sealed tenders/ Quotations are invited from reputed and experienced agencies for awarding contract for supply of Computer Consumables as well as Photostat Machine consumables for a period of One Year in **National Academy of Statistical Administration (NASA)**, Knowledge Park – II, Greater Noida, UP – 201308. The last date for receipt of quotations is fixed for **14<sup>th</sup> September 2012 up to 15:30 Hrs.**

2. A copy of NIT is enclosed. However same can also be downloaded from **website: www.tenders.gov.in, www.mospi.gov.in, www.nasa.gov.in**
3. The interested firms may submit quotation in a sealed envelope superscripted **“Tender/Quotation for supply of Computer and Photostat Consumables in NASA** by post to reach NASA before due date or can alternatively be dropped in the **Tender Box** placed at the Reception area of NASA, Knowledge Park-II, Gr. Noida (UP) for five working days during office working hours up to 3.30 PM on 14.09.2012.
4. The bids shall be opened at 4.00 PM on 14.09.2012 ( Friday ) in Administration Block of NASA in the presence of a Committee constituted for this purpose and the authorized representatives of the renderers who may wish to be present.
5. Successful tenderer will be informed suitably to execute the contract within specified time.
6. Tender received after the closing date and time shall not be considered under any circumstances.
7. The competent authority in NASA reserves the right to accept or reject any/all tenders without assigning any reason thereof.

  
(R.C. Aggarwal)

Deputy Director General (Adm) NASA  
Ph: 0120-2328908(0)/2324904

Copy to:-

1. DDG Computer Center, MOSPI, R.K. Puram, New Delhi with the request to upload the tender on the Ministry's website.
2. Notice Boards- NASA, / JP Building/ Patel Bhawan, New Delhi.
3. The Director (IT) NASA with the request to upload on NASA's website – [www.nasa.gov.in](http://www.nasa.gov.in)

File No-Q-11011/Admn(G)/18/2012-13/NASA  
Government of India  
Ministry of Statistics and Programme Implementation  
National Academy of Statistical Administration  
(NASA)

Plot No. 22, Knowledge Park-II  
Greater Noida  
District- Gautam Budha Nagar  
Uttar Pradesh-201308  
Dated: 21/8/2012

**Subject:- Annual contract for supply of Computer as well Photostat machine consumables in the NASA, Greater Noida for the period of one year.**

1. Sealed quotation in the prescribed Proforma (annexure II) attached herewith this tender notice are hereby invited for supply of Computer Consumables as well Photostat machine consumables in this Ministry for one year from the date of award of the contract.
2. In case a firm is interested in undertaking this work it may drop its quotation in the drop box for this purpose at the Reception of National Academy of Statistical Administration, Plot No-22, Knowledge park-II, Greater Noida, U.P 201308 Between 9.00 AM to 3.30 PM till 14/9/2012. Quotation received after stipulated date/time shall not be entertained. The quotation will be opened on the same day at 4:00 PM at NASA, Greater Noida, in the presence of the Local Purchase Committee of the NASA, Greater Noida and in the presence of the tendered or their representative who like to be present.
3. The terms & 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 be authorized distributor of the consumables. Authorization letter H.P should be attached with the tender.
  - iii. This Academy 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 manufactures.
  - iv. The firm should be in position to supply consumables mentioned in the list enclosed on short notice also as and when needed. The order will be placed on quarterly basis as per the requirement of NASA.
  - v. The rate should be inclusive of delivery charges to the NASA, Greater Noida.

- vi. The firm should be registered with the govt. for the purpose of VAT/Service Tax etc. and the copy of certificate should be attached with the bid documents failing which bids will not be accepted.
- vii. The bidder should sign all the pages of the annexure while quoting the rates.
4. The bidder should be a reputed govt. 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 60 lakhs(Rs Sixty Lakhs Only) Bidder should attach their audited balance sheet of the last three years with quotation.
5. Total Expenditure on HP & cannon- consumables will be approx. Rs 4 to 5 lakhs.
6. Bid security of an amount of Rs 10,000 (rupees Ten Thousand Only) has to be deposited in the form of Account Payee Demand Draft/Pay order drawn in favour of "Pay and Accounts Officer, Ministry of Statistics and 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 supplier will have to further deposit an amount of Rs 20,000/- (Rs Twenty Thousand Only) In the form of A/c payee Demand Draft or Pay order as performance security which (Total Rs Twenty Thousand Only) will be returned after completion of contract period on their request.
7. The owner/ firm should be available on telephone and also on mobile so as to enable the ministry to call them in emergency cases. Therefore, telephone as well as mobile number(s) may also be provided.



(R.C.Agrawal)

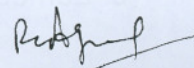
Dy. Director General/Admn(NASA)  
Telephone No. 0120-2324904

ANNEXURE-I

SCHEDULE OF QUANTITIES & PRICES

SL.	DESCRIPTION OF MATERIAL	APPROVED MAKES	Approximate QTY	UNIT	Price per Unit in Rs.	Duties & taxes/ in Rs.	Net Destination cost In Rs(fig)	Net Destination cost In Rs. (in words)
1	Fax machine/cannon FX9S	cannon	5	No.				
2	No.Q7551/A(51A) for HP Laserjet Printer P3005	HP	20	No.				
3	36A –CB436Afor HP LaserJet M 1522 nf	HP	20	No.				
4	HP color Laser jet printer CP2025/CC530A	HP	5	No.				
5	HP color Laser jet printer CP2025/CC531A	HP	5	No.				
6	HP color Laser jet printer CP2025/CC532A	HP	5	No.				
7	HP color Laser jet printer CP2025/CC533A	HP	5	No.				
8	HP Cartridge C8543X Photo copy machine	HP	5	No.				

Signature & seal of bidder



(R.C.Agrawal)

Dy. Director General/Admn(NASA)

Telephone No. 0120-2324904

ANNEXURE – II

Details of bidder

1. Name of the Firm & Owner :  
(With Tel./Mob. Nos.)
  
2. Office Address with :  
Tel./Fax/Mob. Nos.
  
3. Workshop Address with :  
Tel./Fax/Mob. Nos.
  
4. Contact Person(s) Name :  
Tel./Fax/Mob. Nos.
  
5. Annual Turnover : 2009-010  
20010-011  
20011-12
  
6. TIN No./ Service Tax No. :  
(with documentary proof)
  
7. Post experience with Govt. :  
Departments – Name and  
Period of service provider  
(with documentary proof)
  
8. Earnest Money : PO/DD No. Dt.

(Signature of Owner/Authorized Representative)