

No. 97/30/2014-IT  
Government of India  
(Bharat Sarkar)  
Department of Fertilizers  
(Urvarak Vibhag)

Shastri Bhawan, New Delhi  
Dated: 28 Oct., 2015

To

(List of the firms)

Subject: Award of contract for the supply of Printer Cartridges/Toner in the  
Department of Fertilizers.

Sir,

I am directed to say that limited tender bid inviting quotations from agencies/firms fulfilling terms and conditions listed in the enclosed tender has been issued. If your firm/agency fulfils the conditions and willing to be party to the tender bid, you are requested to submit your tender in the prescribed format at given in the tender documents available in the Department of Fertilizers website: [www.fert.nic.in](http://www.fert.nic.in).

Yours faithfully,

(Sanjay Srivastava)  
Under Secretary to the Govt. of India  
Tele: 2339364

Encl: List of firms.

Government of India  
Ministry of Chemicals & Fertilizers  
Department of Fertilizers

Shastri Bhawan, New Delhi  
Dated 28.10.2015

**TENDER NOTICE**

**RATE CONTRACT FOR SUPPLY OF PRINTER CARTRIDGE**

Estimated Cost: Rs. 18,00,000/- per annum

EMD: Rs. 20,000/-

Sealed quotations in single bid are invited from the authorized distributors of HP cartridges/ toners for Rate contract to supply of Printer Cartridges as per details given in the attached Annexure-II so as to reach this office not later than 18.11.2015 up to 3.00 P.M. at the office of Under Secretary (MIT), Ro No.205-D, Shastri Bhawan, New Delhi-110001. **The Tenderer should Enclose Latest Ink Signed Tender Specific HP Authorization valid for period of 1 year 2015-16 should be enclosed in original for this particular tender.**

**Criteria:**

1. The firm should be a registered firm having valid Income Tax clearance certificate from Income Tax Department, valid Service Tax/ Sales Registration certificates from appropriate Tax Authorities. The Contract should enclose attested photocopies of such certificates with their Bid.
2. The firm should have annual revenue turnover of Rs. 50.00 lakh or above from businesses relating to sale of toner cartridges during the last 2 years. Company should furnish copies of audited balance sheets for the last two years in support of annual Accounts Auditors.
3. The bidder company should be ISO 9001 certified. Certificates to this effect should be enclosed with the Bid.
4. The bidder should have its office operating in or around Delhi communication address and telephone numbers for the same should be provide.
5. The bidder should have 2 years similar experience of supply of printer toner/ cartridges in Government Departments, Public Sector Undertakings and Autonomous Bodies. The Contractors should enclose list of such offices with their addresses with the bid.

**The other terms and conditions of the tender and submission of the quotation are as under:-**

1. The successful bidder will be placed on rate contract for a period of one year from the date of awarding the contract.
2. EMD for Rs.20,000/- (Rupees twenty thousand) should be deposited along with the Tender document by way of DD, in favour of Accounts Officer, Department of Fertilizers payable at New Delhi. Any tender without requisite (EMD) will be rejected out-rightly.

Contd....

3. The EMD of unsuccessful Tenderer will be returned only after finalization of the **tender process**.
4. The EMD of the successful Tenderer will also be returned on submission of performance Security Deposit of Rs.1.00 lac. in the form of Bank Guarantee.
5. No interest shall be paid on Performance Security Deposit.
6. Conditional tenders will be rejected.
7. The Tenderer must sign the tender form as per in confirmation of the acceptance of all the terms and conditions of the tender as per **Annexure-I**.
8. The bidder should be authorized dealer of an OEM, and should submit the certificate of authorized dealer from OEM with his offer.
9. The firm must be registered with the value added tax/ sales tax department of Delhi. Attested photocopies of the sales tax/vat registration number should be attached with the tender.
10. The Tenderer should submit proof of Permanent Account Number and it should be in the name of the firm and not on the name of the owner of the firm.
11. The rates should be submitted against each item of **Annexure -II**.
12. The rate of VAT if charged extra should be clearly mentioned. If VAT is not mentioned it will be presumed that the rates mentioned are inclusive of VAT and accordingly tender will finalised. This Clause is not subject to any change once the bids are opened.
13. No changes in rates offered will be permitted during the tenure of Rate Contract.
14. Supplier will not be relived from any liability related to warrantee/ guarantee or any obligation under the contract.
15. The items are to be supplied within seven days from the date of purchase order. In case of delay, a penalty of 0.5% of cost will be levied for each day of delay subject to a maximum of 10%.
16. Delay beyond 21 days of order will be treated as non-performance.
17. The items supplied should be New and as per the specification. Supply of duplicate items will liable for forfeiture of the Performance Security besides legal action as decided by the competent authority.
18. The rates will be valid for one year from the date of awarding of the contract.
19. The quotation received after the due date and time will not be accepted.
20. The tender should be sent by ordinary post in sealed cover or can also be put in the sealed box kept in the Facilitation Centre of the Department near Gate No.3, Shastri Bhawan, New Delhi.

Contd..

21. The tender will be opened on 19.11.2015 at 3.00 P.M. in the Office of Under Secretary (MIT), Room No.205-D, Shastri Bhawan, New Delhi-110001. A maximum of one representative of each tenderer will be allowed at the time of opening of tender subject to production of authority letter from the company.
22. The purchaser reserves the right to accept or reject any or all quotations without assigning any reason.
23. Over writing/over typing should be avoided if any should be authenticated by putting the initials by the authorized signatory of the firm.
24. Any dispute is subject to the jurisdiction of the Delhi courts only.



(Sanjay Srivastava)  
Under Secretary to the Govt. of India  
Ph: 23389931

**Note:** The downloaded tender documents must be accompanied by Cheque/DD toward requisite EMD.

**BID FORM**

(Bidders are requested to furnish the Form of Bid in the Format given in this section, filling all the Blanks)

To,

The Under Secretary  
Department of Fertilizers,  
Shastri Bhawan,  
New Delhi.

Dear Sir,

Having examined the Bidding documents and its terms and conditions we the undersigned offer to undertake to supply printer cartridges/toners to the Department of Fertilizers at Shastri Bhawan as per details in Annexure-II at the rates mentioned against them during the period of contract.

We agree to abide by this bid-offer for the contract period of one year from the date of award of the contract and the conditions of this offer shall remain effective and binding upon us for acceptance at any time before the expiry of the said period.

We are submitting Earnest Money of Rs. 20,000/- (Rupees twenty thousand Only) through Demand Draft favouring "Accounts Officer, Department of Fertilizers," payable at New Delhi.

This bid, together with written acceptance thereof by Department of Fertilizers and Order /Notification of Award of Work, shall constitute a binding contract between us and the DOF.

We understand that DOF reserves the right to accept/reject any bid, without assigning any explanation or reason and decision of DOF on the subject shall be final and binding on all Bidders.

Dated, thus ..... day of ..... 2015

Signature

.....

(in capacity of)  
duly Authorized to sign this bid for and on behalf of  
(Name and Address of the Bidder)  
(Affix Official Seal)

## Statement of HP toner list

Annexure-II

(23)

S.No.	Toner No.
1.	862 Black
2.	862 Photo
3.	862 Cyan
4.	862 Magenta
5.	862 Yellow
6.	950 Black
7.	951 Cyan
8.	951 Magenta
9.	951 Yellow
10.	685/121 Black
11.	685/122 Cyan
12.	685/123 Magenta
13.	685/124 Yellow
14.	4902 Black
15.	4907 Cyan
16.	4908 Magenta
17.	4909 Yellow
18.	CE 400 Black
19.	CE 401 Cyan
20.	CE 402 Magenta
21.	CE 403 Yellow
22.	4936 Black
23.	4937 Cyan
24.	4938 Magenta
25.	4939 Yellow
26.	2612A
27.	5949A
28.	7553A
29.	436A
30.	388A
31.	530A
32.	531A
33.	532A
34.	533A
35.	320 A Black
36.	321A Cyan
37.	322A Magenta
38.	323A Yellow
39.	278A
40.	210A Black

41.	211A Cyan
42.	212A Magenta
43.	213A Yellow
44.	CE 270A
45.	CE 271A
46.	CE 272A
47.	CE 273A
48.	310A Black
49.	311A Cyan
50.	312A Magenta
51.	313A Yellow
52.	5945A