

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

Shastri Bhawan, New Delhi
Dated: 14.12.2016

To,

List of the firms

Website of this Department

Subject: Award of contract for the supply 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 fulfills 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.

Yours faithfully,



(B.S. Hedao)

Under Secretary to the Govt. of India
Tele: - 23386151

NIC, DoF is requested to upload this tender notice on website of this Department.

**Government of India
Ministry of Chemicals & Fertilizers
Department of Fertilizers**

Shastri Bhawan, New Delhi
Dated: 14.12.2016

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 29.12.2016 up to 3.00 PM. at the office of Under Secretary (MIT), Room No.205- D, Shastri Bhawan New Delhi-110001.

Criteria:

1. The firm should be a registered firm having valid Income Tax clearance certificate from Income Tax Department, valid Service Tax/ Sales Registration certificate 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. 25.00 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.

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2. EMD for Rs. 20,000/- (Rupees Twenty Thousand only) 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.
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 having validity for the proposed period of contract.
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 rates should be inclusive of delivery charges to Department of Fertilizers. The rates should be quoted according to given items specifications. The rates of sales tax/VAT etc., if chargeable should be clearly mentioned. 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 day 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 maximum of 10%.
16. Delay beyond 21 days of order will be treated as non-performance.
17. The items supplied should be genuine and original toners/cartridges and it may be noted that no compromise on quality would be accepted. In case it is found at any stage that the quality supplied is inferior, the contract will

Contd...

Attended

be cancelled and firm may be black listed or debarred for any future dealings with the Department. 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 expiry date of the items supplied should not be more than one year from the date of delivery.
21. The tender should be sent by ordinary post in sealed cover or can also be put in the sealed box kept in the Facilitation Center of the Department near Gate No.3, Shastri Bhawan, and New Delhi.
22. The tender will be opened on 29.12.2016 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.
23. The purchaser reserves the right to accept or reject any or all quotations without assigning any reason.
24. Over writing/over typing should be avoided if any should be authenticated by putting the initials by the authorized signatory of the firm.
25. Any dispute is subject to the jurisdiction of the Delhi Courts only.


(B.S. Hedao)

Under Secretary to the Govt. of India
Tele:- 23386151

Note: The downloaded tender document 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.

The 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 of2016

Signature

.....

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

Annexure-II

DETAILS OF CARTRIDGES FOR SUPPLY	
S.No.	Toner No.
1	HP 950 Black
2	HP 951 Cyan
3	HP 951 Magenta
4	HP 951 Yellow
5	HP 2612A
6	HP 5949 A
7	HP 7553A
8	HP 436 A
9	HP 388 A
10	HP 278 A
11	HP CB 400A Black
12	HP CB 401A Cyan
13	HP CB 402A Magenta
14	HP CB 403A Yellow
15	HP 530A Black
16	HP 531A Cyan
17	HP 532A Magneta
18	HP 533A Yellow
19	HP 320A Black
20	HP 321A Cyan
21	HP 322A Megenta
22	HP 323A Yellow
23	Hp 210A Black
24	Hp 211A Cyan
25	HP 212A Magenta
26	Hp 213A Yellow
27	Hp 310A Black
28	HP 311A Cyan
29	HP 312A Magenta
30	HP 313A Yellow
31	HP 380 A Black
32	HP 381 A Cyan
33	HP 382A Magenta
34	HP 383A Yellow
35	HP CE 270 A Black

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36	HP CE 271A Cyan
37	HP CE 272A Magenta
38	HP CE 273 A Yellow
39	HP 5945 A
40	HP-CF 410A
41	HP- CF 411-A
42	HP- CF 412-A
43	HP- CF 413-A
44	HP Imeging Unit (Drum) CE 414 A
45	Panasonic - DQ- TCB008-E-Tonner
46	Panasonic- DQ- DCB080-E- Drum

Latex