

No.F.9-2/2012-S&S
Government of India
Ministry of Human Resource Development
Department of Higher Education

Shastri Bhawan, New Delhi
the 12th April, 2012.

**Subject:- Award of contract for supply of Computer/fax toner cartridges of the
Ministry of Human Resource Development.**

Sealed quotations are invited for supply of Computer/fax printer toner cartridges of various models of computer printers in Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110001. It may also be noted that bids of only authorized dealers/Registered Supplies/Resellers/distributor of printer cartridges of any of Companies of HP/Samsung/Canon/Panasonic etc. will be accepted.

1. Instructions to the tenderers

Quotations will be in two bid system (i) Technical Bid & (ii) Financial Bid. The 'Technical Bid' will be made and put in the first envelope containing the title 'Technical Bid'. It should contain full information as required in Annexure-I. The 'Financial Bid' will be made and put in a second envelope containing the title 'Financial Bid'. It must include full information as required in Annexure - II. Both bids should be put in a third envelope which should be prominently super-scribed as "QUOTATION FOR AWARD OF CONTRACT FOR SUPPLY OF COMPUTER/FAX PRINTER TONER CARTRIDGES OF MINISTRY OF HUMAN RESOURCE DEVELOPMENT and addressed to "Under Secretary (S&S), Ministry of Human Resource Development, Room No.123 C, Shastri Bhawan, New Delhi - 110 001", and put in Tender Box placed at Information & Facilitation Centre, Ministry of Human Resource Development, Gate No.6, Ground Floor, Shastri Bhawan, New Delhi- 110001 on or before 4th May, 2012 till 3.00 PM. The tenders will be opened on the same date at 3.30 PM in Room No. 123-C, Shastri Bhawan, New Delhi. Representative of the firm participating in the tender may present at the time of opening of the tenders.

2. Period of Contract

The contract will initially be for a period of one year extendable, for two more years on year to year basis for a maximum of one year at a time subject to satisfactory performance of the contractor. During the contract period, no increase in rates will be allowed and contract once accepted would not be permitted to be withdrawn during the period without sufficient cause. No further extension will be granted, unless the same is imperative in view of emergent circumstances. It may be noted that grant of the first extension and second extension will be at the discretion of the Ministry and the contractor will have no rights, whatsoever, to claim extension on the basis of the performance of his firm in the respective preceding period. The terms and conditions and rates approved for the first year by the Ministry will remain applicable to the 'first' and 'second' extension also.

3. **Estimated value of the Cartridges**

The exact value of the contract cannot be specified as it depends upon the use of printers during the period. However, during 2010-11 and 2011-12 Ministry of Human Resource Development has procured toner/printer cartridges of about Rs. 44,00,000/- (Forty Four Lakh Only) and about Rs. 54,00,000/- (Fifty Lakh Four Only) respectively.

4. **Scope of Work**

- (i) The model number of printers and Serial number of cartridges is given at Annexure-II.
- (ii) The rates to be approved on the basis of quotations will be valid for the whole of the period of contract and no upward revision will be allowed during the period of contract under any circumstances. It will be the responsibility of the successful tenderer to supply toner cartridges within a day or two from the date of order of the Ministry.
- (iii) The successful tenderer shall employ and depute sufficient number of labourers for supplying the goods to the Ministry.

5. **Eligibility Condition:-**

- (i) The bidder should be **an authorized dealer/registered supplier/distributors of printer cartridges of any of the companies/HP/Samsung/Canon/ Panasonic etc..**
- (ii) A copy each of following must be furnished:-
 1. Sales Tax/VAT registration Certificate
 2. Service Tax No./TIN Number.

6. **Evaluation of Bids**

In the event of the procedure not prescribed in Para I being followed, the bid will be summarily rejected. The following procedure will be adopted for evaluation of bids:-

- (i) The technical bid will be evaluated first.
- (ii) The financial bid will be evaluated only if, the tenderer's technical bid is found satisfactory in all respects by the tender committee. The tenderer will have no rights whatsoever to insist that his financial bid be evaluated in the event of the tender committee having rejected his technical bid as unsatisfactory.

7. **Earnest Money Deposit**

An earnest money of Rs.1,50,000/- (Rupees One lakh fifty thousand only) should be deposited in the form of a crossed Demand Draft of any nationalized bank drawn in favour of Pay & Accounts, Officer (Education), Ministry of Human Resource Development, Shastri Bhavan, New Delhi – 110001, without which the quotations will not be considered. The earnest money will be returned to all the unsuccessful tenderers after finalization of the contract.

8. Performance Guarantee (Security Deposit)

The successful tenderer will be required to furnish a "Security Deposit" of Rs. 2,50,000/- (Rupees Two Lakh Fifty Thousand only) within ten days from the date of acceptance of the tender. The Security Deposit shall be in the form of FDR pledged in favour of the Pay & Account Officer (EDU), Department of Higher Education, Shastri Bhawan, New Delhi-110001. It should be valid for a period of one year from the date of award of contract. Cheques will not be accepted under any circumstances. The Security Deposit will be refunded only after two months after expiry of the contract. This deposit is liable to be forfeited, if during the period of contract the services of the contractor are found to be unsatisfactory in any respect, and/or if any of the conditions of the contract is contravened/breached, and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the Ministry that the contracting firm may invite upon itself due to any of the reasons specified above.

9. Other terms and conditions

- (i) It may be noted that all products supplied should be original and no compromise on quality would be made. In case it is found at some stage that the quality is inferior than that already approved, the contract is likely to be cancelled and firm will be blacklisted.
- (ii) The rates should be inclusive of delivery charges to this Ministry in Shastri Bhawan, New Delhi in Room No.106-D Wing. The rates should be quoted according to the specifications given as per Annexure-II. The rates of sales tax/VAT, if chargeable should be mentioned clearly and separately. Telephone numbers of the firm should be indicated for urgent communication. The Ministry reserves the right to reject any or all tenders without assigning any reason thereof. The decision of the Ministry will be final.
- (iii) In case the contractor fails to supply the requisite items in time or dishonors, the contract in any way, the contract awarded shall be liable for outright cancellation/termination, without assigning any reasons thereof, and the security deposit shall also be forfeited. The Ministry is free to entrust the job to any other firm/party at the risk and expenses of the defaulting contractor. In this connection, decision of the authority competent in the Ministry shall be final and binding on the contractor.
- (iv) No advance payment will be made under any circumstances.
- (v) The Ministry reserves the right to accept or reject any or all the quotations, without assigning any reason thereof. The Ministry also reserves the right to renew the contract on the same terms and conditions for such period(s), as it may deem necessary, taking into account, the performance of the contractor during the currency of the contract.

- (vi) In case any new office of the Ministry is added in a new location or the existing offices were shifted to a new location this contract will be deemed as applicable in that new office(s) also.
- (vii) Any sum of money due to the contractor, including the Security Deposit, under this contract shall be appropriated by this Ministry and set off against any claim to this Ministry for the payment of a sum of money arising out of contract with this Ministry.
- (viii) You are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending in your quotation, as no change or violation of the aforesaid terms and conditions are permissible once the quotation is accepted by this Ministry. The successful tenderer will be required to sign a copy of the tender in token of having accepted the terms and conditions. You are further advised to send a pre-receipted challan/invoice alongwith your quotation so as to facilitate early refund of the Earnest Money Deposit in the event of non-acceptance/rejection of your quotation.
- (ix) Technical bid in Annexure-I & Financial Bid in Annexure-II is required to be filled up completely.
- (x) This Department reserves the right to terminate the contract at any time without assigning any reasons.

10. All the tenderers should read and understand the terms & conditions of the contract as detailed out in the foregoing paragraph before furnishing their quotation, as no change or violation of the aforesaid terms & conditions are permissible once the quotations are accepted by this Department.


(Sanjeev Shrivastva)

Under Secretary to the Govt. of India

Copy to:-

1. **Programmer, CMIS with the request to upload the above information on Ministry's web site.**
2. **CPP Portal of Govt. of India**

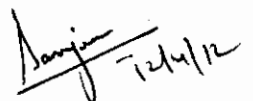
ANNEXURE-I

TECHNICAL BID

S.NO.	Description	Documents attached	Page No.
1.	Name of the firm		
2.	Business address of the firm		
3.	Telephone No.		
4.	Mobile No.		
5.	Whether the firm is an authorized dealer/Registered Supplier/Distributor for supply of HP/Samsung/Canon/Panasonic etc. toner cartridges/ink cartridges. If Yes, the firms should also enclose the latest authorization certificate issued by the Concerned Company.		
6.	PAN NO. TIN NO. VAT NO./Sales Tax No.		
7.	The earnest Money of Rs. 1,50,000/- (Rupees One lakh fifty thousand only) through a Demand Draft/Pay Order.	Bank: No: Date:	

(Signature & stamp of bidder)

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Signature
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FINANCIAL BID

Sl. No.	Name of the item(s)	Rate per unit	Tax any if	Total
1.	Toner Cartridge No.7551A for HP LJ 3005dn printer			
2.	Toner Cartridge No. C 4129X (HP)			
3.	Toner Cart HpCC530A Hp colour LJ printer CP2025			
4.	Toner Cart.Hp CC531A Hp colour LJ printer CP2025			
5.	Toner Cart.HP CC532A Hp colourLJ printer CP2025			
6.	Toner CartHP CC533A HP colour LJ printer CP2025			
7.	Toner Cart HP CC388A Hp LJ printer P1007			
8.	Toner Cart. CE 505A (HP)			
9.	Toner Cart. CE278A (HP)			
10.	Toner Cart. C 3906f (HP)			
11.	Toner Cart. Q 2612A (HP)			
12.	Toner Cart. Q 2624A (HP)			
13.	Toner Cart. Q 5949A (HP)			
14.	Toner Cart. C 7115A (HP)			
15.	Toner Cart. C 4092A (HP)			
16.	Toner Cart. Q 3960A (HP)			
17.	Toner Cart. Q 3971A (HP)			
18.	Toner Cart. Q 3972A (HP)			
19.	Toner Cart. Q 3973A (HP)			
20.	Toner Cart. C 4096A (HP)			
21.	Toner Cart. Q 7560A (HP)			
22.	Toner Cart. Q 7561A (HP)			
23.	Toner Cart. Q 7562A (HP)			
24.	Toner Cart. Q 7563A (HP)			
25.	Toner Cart. CE 320A (HP)			
26.	Toner Cart. CE 321A (HP)			
27.	Toner Cart. CE 322A (HP)			
28.	Toner Cart. CE 323A (HP)			
29.	Toner Cart. CB 540A (HP)			
30.	Toner Cart. CB 541A (HP)			
31.	Toner Cart. CB 542A (HP)			
32.	Toner Cart. CB 543A (HP)			
33.	Toner Cart. CB 436A (36A) (HP)			
34.	Ink Cart. 51629A (HP)			
35.	Ink Cart. 51645A (HP)			
36.	Ink Cart. 51649A (HP)			
37.	Ink Cart. C 1823d (HP)			
38.	Ink Cart. C 4810 A (HP)			
39.	Ink Cart. C 4811 A (H P)			
40.	Ink Cart. C 4812 A (HP)			
41.	Ink Cart. C 4813 A (HP)			

42.	Ink Cart. C 4814 A (HP)			
43.	Ink Cart. C 4815 A (HP)			
44.	Ink Cart. C 4816 A (HP)			
45.	Ink Cart. C 4817 A (HP)			
46.	Ink Cart. C 4836AA (HP)			
47.	Ink Cart. C 4837AA (HP)			
48.	Ink Cart. C 4838AA (HP)			
49.	Ink Cart. C 4841 (HP)			
50.	Ink Cart. C 4842 (HP)			
51.	Ink Cart. C 4843 (HP)			
52.	Ink Cart. C 4844A (HP)			
53.	Toner Cart. C 4129X (HP)			
54.	Ink Cart. C 6614d (HP)			
55.	Ink Cart. C 6615d (HP)			
56.	Ink Cart. C 6625A (HP)			
57.	Ink Cart. C 6656A (HP)			
58.	Ink Cart. C 6657A (HP)			
59.	Ink Cart. C8727A (HP)			
60.	Ink Cart. C8728A (HP)			
61.	Ink Cart. 852 (HP) (8765ZZ)			
62.	Ink Cart. 853 (HP) (8767ZZ)			
63.	Ink Cart. 855 (HP) (8766ZZ)			
64.	Ink Cart. 857 (HP) (9363ZZ)			
65.	Ink Cart. C 9351A (HP)			
66.	Ink Cart. C 9352AA (HP)			
67.	Ink Cart. 6578d (HP)			
68.	Ink Cart. 860 (CB 335 ZZ) (HP)			
69.	Ink Cart. 861 (CB 337 ZZ) (HP)			
70.	Ink Cart. CD971AA (920) (HP)			
71.	Ink Cart. CD 972 (920) HP			
72.	Ink Cart. CD 973 (920) HP			
73.	Ink Cart. CD974 (920) HP			
74.	Ink Cart. C 4906 (HP)			
75.	Ink Cart. C 4907 (HP)			
76.	Ink Cart. C 4908 (HP)			
77.	Ink Cart. C 4909 (HP)			
78.	Toner Cart. No.CLP-315 (Black) Samsung			
79.	Toner Cart. No.CLP-315 ((Cyan) Samsung			
80.	Toner Cart. No.CLP-315 (Yellow) Samsung			
81.	Toner Cart. No.CLP-315(Magenta) Samsung			
82.	Toner Cart. No.CLP- 300 (Black) Samsung			
83.	Toner Cart. No.CLP-300 ((Cyan) Samsung			
84.	Toner Cart. No.CLP-300 (Yellow) Samsung			
85.	Toner Cart. No.CLP-300(Magenta) Samsung			
86.	Toner Cart. No. 4521 Samsung			
87.	Toner Cart. No. 4216D3 Samsung			
88.	Toner Cart. No. FX-3 Samsung			
89.	Toner Cart. No. 560 PR Samsung			
90.	Toner Cartridge of fax machine model Canon L-380			
91.	Toner Cartridge No. ML-1640 "Samsung"			

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92.	Epson LQ 2090 Printer ribbon cartridge			
93.	Printer ribbon DL3400 Prodott			
94.	Toner Cart. Canon L-140			
95.	Toner Cartridge of fax machine model Canon L-380			
96.	Toner Cart. No.418 (Black) Canon			
97.	Toner Cart. No.418 ((Cyan) Canon			
98.	Toner Cart. No.418 (Yellow) Canon			
99.	Toner Cart. No.418(Magenta) Canon			
100.	Toner Cart. No.316 (Black) Canon			
101.	Toner Cart. No.316 ((Cyan) Canon			
102.	Toner Cart. No.316 (Yellow) Canon			
103.	Toner Cart. No.316(Magenta) Canon			
104.	Toner Cart. No. 328 Canon			
105.	KX-FAD 93 (Drum) Panasonic			
106.	KX-FAD 92 E (Toner) Panasonic			
107.	Ink Cart. 703 (Black) HP			
108.	Ink Cart. 703 (Colour) HP			
109.	Ink Cartridge for Franking machine model DM140i			

(Signature & stamp of bidder)

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