

No. 15011/4/2016-Genl.
Government of India
Ministry of Textiles

....

Udyog Bhawan, New Delhi
July, 2016

To,
(As per List enclosed)

Subject: Limited Tender Enquiry for procurement of HP make toner/ink cartridges for computer printers by the Ministry of Textiles, Udyog Bhawan, New Delhi.

Sir,

I am directed to say that the Ministry of Textiles intends to procure toner/ink cartridges for computer printers through limited tender enquiry. The details of items to be procured are given in Annexure-I.

3. The following are the terms and conditions for the firms for submission of bids:
- (a) Interested firms who are authorized suppliers of HP make consumable items or authorized business partners of HP India Ltd.
 - (b) The firm should be a reputed firm having its registered office in Delhi.
 - (c) The firm should be registered under the Delhi Sales Tax / Delhi Value Added Tax (DVAT) Act, 2004.
 - (d) The firm should have a minimum of five years experience in supplying toner/ink cartridges to the Government Ministries / Departments, PSUs, Statutory / Autonomous Bodies etc.
 - (e) The firm should have a valid PAN number.
 - (f) The firm should have minimum annual turnover of Rs. 50 lakh during each of the last three years.
 - (g) The firm should be in a position to supply toner/ink cartridges at a short notice as and when requisitioned by the Ministry.
 - (h) The toner/ink cartridges shall be delivered in the Stationery Cell of this Ministry near Gate No. 11, Basement, Udyog Bhawan, New Delhi.
 - (i) The owner /proprietor /manager of the firm should be available on his own direct telephone (office as well as residence) and also on mobile phone as and when contacted.
 - (j) The rates quoted for different toner/ink cartridges shall be valid for one year from the date of opening of the bids. No request for escalation of rates shall

be entertained after approval of the rates. However, in case of reduction in the market price of any of the items during the period of one year, the payment shall be admissible at the reduced rates. The selected firm shall charge the best rates i.e, the lowest rates as may be offered by it to other clients.

- (k) The toner/ink cartridges should be of standard quality. In case it is found that the items supplied are sub-standard or are of unacceptable nature, it would be open for the Ministry to return back these items. In case of repetition of such an act on the part of the firm, the Ministry may terminate the contract and also forfeit the Performance Security.
- (l) The Ministry reserves the right to accept or reject any or all the bids without assigning any reason thereof.
- (m) The contract for supply of these items will be awarded for a period of one year which may be extended or curtailed subject to satisfactory performance of the firm.
- (n) In case the firm is not able to supply the required items to this Ministry in time after placing of the supply order by it during the currency of the contract, the Ministry may terminate the contract and also forfeit the Performance Security.
- (o) The above particulars are also available on the Ministry of Textiles' website i.e., texmin.nic.in.
- (p) The bidding firms are required to submit Technical Bids and Financial Bids. The Financial Bids of only those firms shall be opened who qualify technically.
- (q) The firms should quote unconditional rates strictly as per list of items. There should be no cutting/overwriting in the bids.
- (r) The bidding firms are required to deposit Bid Security (Earnest Money) of Rs. 25,000/- (Rupees twenty five thousand only) in the form of Bank Draft in favour of DDO (Cash), Ministry of Textiles, New Delhi along with the Technical Bids. The Earnest Money will be refunded to the unsuccessful bidders after finalization of the bids.
- (s) The successful bidder will have to deposit Performance Security Money for an amount of five percent of the value of the annual contract in the form of an Account Payee Demand Draft/ Fixed Deposit Receipt from a commercial Bank/Bank Guarantee from a commercial Bank in an acceptable form safeguarding this Ministry's interest in all respects. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. Bid security of the successful bidder will be refunded on receipt of Performance Security.

4. Interested and eligible firms may submit Technical and Financial Bids (in prescribed Formats as given in Annexure-II & Annexure-III respectively) in separate sealed covers. Both these covers should be further sealed in a separate cover which should be superscribed "Bid for toner/ink cartridges" addressed to the **Section Officer(Admn.), Ministry of Textiles, Room No. 29B, Udyog Bhawan, New Delhi and should reach him / her latest by 03.00 PM on 25th July, 2016.** Bids received after the stipulated date/time shall not be entertained. **The Bids will be opened on 25th July, 2016 at 03.30 P.M. in Room No. 29B, Udyog Bhawan, New Delhi** in the presence of the bidders or their representatives who may wish to be present.

Yours faithfully,

(Ashutosh Kumar Jha)
Section Officer
Tel No. 23060582

Encls: As above.

Copy to: NIC, Ministry of Textiles for uploading on the website of Ministry of Textiles.

Annexure- I

Computer consumables (Toner/ink cartridges)

S.No.	Details of the items	Rate
1.	HP Toner cartridge CC 388 A	
2.	HP Toner cartridge 2612 A	
3.	HP Toner cartridge 5949A	
4.	HP Toner cartridge CB 436A	
5.	HP Toner cartridge CB540A	
6.	HP Toner cartridge CB541A	
7.	HP Toner cartridge CB542A	
8.	HP toner cartridge CB543A	
9.	HP Toner cartridge 505A	
10.	HP Toner cartridge CB 435 A	
11.	HP toner cartridge CE 310A	
12.	HP Toner cartridge CE311A	
13.	HP Toner cartridge CE312A	
14.	HP Toner cartridge CE313A	
15.	HP ink cartridge CZ 107AA 678 (black)	
16.	Hp ink cartridge CZ 108AA 678(colour)	
17.	HP ink cartridge CC653AA(901-black))	
18.	HP ink cartridge CC656AA(901-colour)	

Annexure-II

Format of Technical Bid

1. Name of the Firm :
2. Name of the owner / proprietor:
3. Address of the registered office of the firm:
4. Telephone / Mobile No.:
5. Registration No. of Delhi Sales Tax /
Delhi Value Added Tax (a copy of the
registration certificate to be attached):
6. Authorisation letter of HP India Ltd:
7. PAN No. of the firm (a copy of PAN
Card to be enclosed): -----
8. Experience in years (Documentary proof
in support thereof may be attached): -----
9. Annual Turnover during the last three years to be provided with proof:
2012-13: Rs. -----
2013-14: Rs.-----
2014-15: Rs. -----
(Enclose copies of balance sheet)
10. Details of Bid Security(Earnest Money):
Demand Draft Amount: -----
Demand Draft Number: -----
Demand Draft Date : -----
Name of Issuing Bank: -----

(Signature of Owner/Proprietor with seal)

Annexure-III

Format of Financial Bid

Sl. No.	Name of Toner/ink cartridge	Price / per item
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

- Note: 1. The rates quoted should be exclusive of VAT.
2. The names of the items should be indicated Sl. No. wise as indicated in Annexure-I.

(Signature of Owner/Proprietor with seal)

