

File no. D-19011/9/2005-GenII (Part-II)

Government of India
Planning Commission
General Branch-II

Yojana Bhawan, Sansad Marg,
New Delhi-110001

Dated 11th March, 2010

Tender Notice

**Subject:- Tender for supply of genuine Hp brand printer/ copier consumables to
Planning Commission and Economic Advisory Council, Vigyan Bhawan.**

Planning Commission invites sealed quotations for the supply of genuine hp brand printer/copier consumables to Planning Commission, Yojana Bhawan, Sansad Marg, New Delhi and Economic. Advisory Council to the Prime Minister, Vigyan Bhawan, Maulana Azad Marg, New Delhi for the 2010-2011 financial year from Manufacturer or authorized distributor/ register supplies reseller only. The approximate value of annual procurement is Rs. 30.00 lakh. However, this may vary depending upon requirement

The tender should be submitted in two –bid systems. The complete tender form and terms and conditions governing contract can be collected from General Branch-II, room no. 445, Yojana Bhawan, Sansad Marg, New Delhi-110001 on any working day between 11.00 am to 5.00 pm. The tender document may be seen and downloaded from the Planning Commission's official web site (address given below)

<http://www.planningcommission.nic.in>

The tender, complete in all respect, should be submitted in the prescribed form in sealed envelopes should be dropped in the tender box kept in the reception area of Planning Commission by 2.30PM 29th March, 2010. The tender will be opened on the same day at 3.00 pm in committee room no. 344, 3rd Floor, Yojana Bhawan, Sansad Marg, New Delhi-110001, in the presence of such tenderers who may wish to be present at the time of opening of tender.

The competent authority in Planning Commission will have full authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotation and incomplete tender/ quotation will not be entertained.

The contract will be valid for a period of one year (2010-2011 financial year) or as indicated in the letter communicating award of contract to the selected firm(s). The Commission, however, reserves the right to conduct performance review of the successful bidder at any time during the contract period and deficiencies, if any, noticed will be required to be rectified and compliance reported. The Commission further reserves the right to suo-moto terminate the contract by giving one month's notice at any point of time


(Mahender Chaudhary)

Under Secretary (General Branch-II)

Terms & Conditions for the contract for the supply of Hp brand Genuine printer/copier cartridges to Planning Commission and EAC, Vigyan Bhawan for the financial year 2010-2011

1. The tender should be submitted in **Two-Bid Systems** :

A) **Technical Bid** consisting of all details, terms and conditions, EMD, document proof of income tax, service tax, VAT etc; experience certificate, hp authorization certificate

B) **Financial Bid** should be in the prescribed form. The firm should quote the rates for entire mentioned list of hp printer/ copier consumables. Incomplete quotation will outrightly be rejected.

All alteration in the rates/ tender documents should be signed by the authorized signatory of the firm otherwise the quotation/ tender will not be considered.

2. Technical bid and Financial bid should be sent in separate sealed cover duly superscribed as "**Technical bids for the supply of genuine Hp brand printer/copier Consumables**" and "**Financial bid for the supply of genuine Hp brand printer/copier Consumables**" and both the sealed covers are to be put in a bigger cover duly superscribed as "**Tender for HP brand printer/copier consumables**"

3. The technical bids are to be opened at the first instance and evaluated by a committee. At the second stage, financial bid of only bidders who fulfill all the criteria of Technical bid will be opened. The date of opening of financial bids will be intimated later.

4. Only Original Equipment Manufacturer or authorized distributor/Register Supplies Reseller of hp brand printer need apply (enclosing latest authorization certificate from Hewlett Packard, India). Such authorization should be valid throughout the period of contract

5. The contract shall be valid for current financial year (upto March, 2011). The contract can be extended after the expiry of one year, subject to the satisfactory performance review of the successful bidder by the Commission's General Administration).

6. Tenderer should have minimum two years experience in supplying the genuine hp brand printer/copier consumables to any Govt. / Semi Govt. Departments. Details of experience with the Departments should be provided alongwith necessary letters.

7. Govt. Tax/es such as VAT/ sales Tax shall be payable by this office. Other Taxes, if any shall be paid by the firm itself. The bill raised by the Firm should have all tax registration numbers printed on the bill. Financial bid document should clearly indicate rate of the item/ part, taxes separately and total cost for the unit.
8. The rates quoted by the selected firm, and approved by this office shall remain valid throughout the period of contract and requests to increase the rates for any items(s), during the currency of the contract, shall not be considered. Any benefit of scheme announced by the principals Viz. M/s H P on bulk purchases etc. shall be passed on to the Commission at no extra cost.
9. Items to be supplied should be genuine and sealed. Any manufacturing defect of any shape/ kind shall be immediately replaced with a new one. In no case refill cartridges or refurbished items be supplied. If any item is subsequently found to be a substitute/ refurbished or refilled the same will be rejected and any lose caused to the printers due to such cartridges shall be recovered form the firm.
10. Quotations should be dropped in the tender box kept at Reception Area of Planning Commission. The last date for receipt of quotation is **2.30 PM 29th March. 2010** and quotation will be opened at 3.00 pm on the same day in Committee Room no. 344, 3rd floor, Yojana Bhawan, Sansad Marg, New Delhi -110001 in the presence of such tenderer or representative of the tenderer who may wish to be present at the time of tender opening.
11. Tender on company letter head along with a Pay Order/ Banker's Cheque of Rs. **50,000/- (Rupees fifty thousand Only) drawn in favour of Pay & Account Officer, Planning Commission to wards Earnest Money Deposit** should be submitted. Pay Order/ Banker's Cheque drawn in favour of any officer other than "Pay & Account Officer, Planning Commission, New Delhi-110001" will not be accepted and the tender will be rejected. The EMD will be returned after finalization of the contract. Any tender that is received without the EMD will outrightly rejected. Any tender received late or left outside tender box will be rejected or received after due date and time will be rejected.
12. Each page of the tender documents should be signed by the authorized signatory of the firm. Unsigned quotation will be rejected.
13. The tenderer should also be able to supply the required items with in 24 hours. The name and mobile number of the nodal person, who can be contacted at any time, even beyond office hours and on holidays should be provided to this office. This person should be capable of taking orders and arrange for supply of the desired items, even at short notice.
14. **Mode of Selection**:- The selection of firm or firms for awarding the contract, will be made solely on the basis of lowest rates for the enclosed lists of items as mentioned/ listed in Annexure-I. A firm will be declared L-1 on the basis of total lowest procurement value of at least 75% of the listed items.

15. The Commission will have the authority to select more than one Firm for award of contract. The Commission further reserves the right to decide which of the firms should be selected for supply of some or all items listed in the tender form and the decision of the Commission will be final.
16. Selection of a firm for award of contract will not be made solely on the basis of lowest rates quoted by a tenderer.
17. No Advance payment will be made for the supply of goods. Payment will only be released after submission of pre received bill (in triplicate) alongwith installation report from the authorized official/ officer concerned.
18. The selected firm will have to deposit a contract surety/ performance security, which shall be approximately 10% of the total annual procurement value of the items. The contract surety will be in the form of FDR hypothecated to Planning Commission from a nationalized bank.
19. Under no circumstances, shall the firm appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice and performance security will be forfeited.
20. If it is found that the tendering firm or its representative has supplied duplicate/ substitute/ refurbished or refilled cartridges or for late supply of items a penalty of Rs. 500/- per item will be imposed in addition to recovering the cost of repairs/ damage caused by such spurious items to the printers/ copiers/ machines.
21. No firm that has been blacklisted by any of the Govt. Department/ Ministry in last five years should participate. If subsequently it is found that a firm has suppressed this material information its EMD will be forfeited.
22. If a firm after awarding the contract violate any of these terms and conditions, it shall be blacklisted and its EMD/ performance security shall be forfeited.
23. Planning Commission reserves the right to accept/ reject any or all the tenders without assigning any reasons. No enquiry after submission of the quotation will be entertained.

Technical Bid

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Government of India

Planning Commission

General Branch-II

PARTICULARS TO BE FURNISHED BY THE COMPANY

1. NAME OF COMPANY:-
2. ADDRESS OF THE COMPANY:-
3. NAME OF THE PROPRIETOR OF THE COMPANY:-
4. TELEPHONE NO. OF THE COMPANY AND PROPRIETOR:-
5. Income Tax registration no.(Proof to be attached):-
6. Annual Turnover (alongwith Proof for last three years) :-
7. Sales Tax/ Income Tax Clearance Certificate (Proof to be attached):
8. PAN/TIN number of the agency.
9. Details of the Ministries/ Departments in which the agency had supplied items mentioned in this tender:-

Sl no.	Name of Ministry/ Department (Proof to be attached)	Telephone no.

10. Detail of Earnest Money Deposit:-

EMD no.	Date of EMD	EMD amount	Name of Bank
		Rs. 50,000/- (fixed)	

This is certified that the above facts are complete and correct to the best of my knowledge and belief. This is also certified that this agency is not black listed by any Govt. Department or any criminal/ consumer case is registered/ pending against the agency/ firm or its owner any where is India.

(Signature of Proprietor)
Seal of the firm

Annexure -I

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Financial Bid

List of the requisite Hp brand printer/ copier Consumables

Sl no.	Name of item	Price (per unit)	VAT (In %)	Total price (per unit)
1.	HP6614, ink Jet Cartridge			
2.	HP 6615, ink Jet Cartridge			
3.	HP 51649, ink Jet Cartridge			
4.	HP 6625-A, ink Jet Cartridge			
5.	HP 6578-D, ink Jet Cartridge			
6.	HP 6656-A, ink Jet Cartridge			
7.	HP 6657-A, ink Jet Cartridge			
8.	HP 1823-D, ink Jet Cartridge			
9.	HP 8727-A, ink Jet Cartridge			
10.	HP 8728-A, ink Jet Cartridge			
11.	HP CB 335-ZZ, ink Jet Cartridge			
12.	HP CB 337-ZZ, ink Jet Cartridge			
13.	HP C9351-AA, ink Jet Cartridge			
14.	HP C9352-AA, ink Jet Cartridge			
15.	HP C4810-A, Ink Jet Cartridge			
16.	HP C4811-A, Ink Jet Cartridge			
17.	HP C4812-A, Ink Jet Cartridge			
18.	HP C4813-A, Ink Jet Cartridge			
19.	HP C4844/40-A, Ink Jet Cartridge			
20.	HP C4836-A, Ink Jet Cartridge			
21.	HP C4837-A, Ink Jet Cartridge			
22.	HP C4838-A, Ink Jet Cartridge			
23.	HP Q 2612-A, Laser Jet Toner Cartridge			
24.	HP C7115-A, Laser Jet Toner Cartridge			
25.	HP C3906-F, Laser Jet Toner Cartridge			
26.	HP C8061-X, Laser Jet Toner Cartridge			
27.	HP C4127-X, Laser Jet Toner Cartridge			
28.	HP Q1338-A, Laser Jet Toner Cartridge			
29.	HP Q 1339-A, Laser Jet Toner Cartridge			

30.	HP 6511-A , Laser Jet Toner Cartridge			
31.	HP Q 5949-A , Laser Jet Toner Cartridge			
32.	HP C8543-X , Laser Jet Toner Cartridge			
33.	HP CB 436-A, Laser Jet Toner Cartridge			
34.	HP CC 364-A, Laser Jet Toner Cartridge			
35.	HP C9720-A , Laser Jet Toner Cartridge			
36.	HP C9721-A , Laser Jet Toner Cartridge			
37.	HP C9722-A , Laser Jet Toner Cartridge			
38.	HP C9723-A , Laser Jet Toner Cartridge			
39.	HP C9730-A , Laser Jet Toner Cartridge			
40.	HP C9731-A , Laser Jet Toner Cartridge			
41.	HP C9732-A , Laser Jet Toner Cartridge			
42.	HP C9733-A , Laser Jet Toner Cartridge			
43.	HP C9701-A , Laser Jet Toner Cartridge			
44.	HP C9702-A , Laser Jet Toner Cartridge			
45.	HP C9703-A , Laser Jet Toner Cartridge			
46.	HP C9704-A , Imaging Drum / Kit			
47.	HP Q3971-A , Laser Jet Toner Cartridge			
48.	HP Q3972-A , Laser Jet Toner Cartridge			
49.	HP Q3973-A , Laser Jet Toner Cartridge			
50.	HP Q 6000-A , Laser Jet Toner Cartridge			
51.	HP Q 6001-A , Laser Jet Toner Cartridge			
52.	HP Q 6002-A , Laser Jet Toner Cartridge			
53.	HP Q 6003-A , Laser Jet Toner Cartridge			
54.	HP Q 2670-A , Laser Jet Toner Cartridge			
55.	HP Q 2671-A , Laser Jet Toner Cartridge			
56.	HP Q 2672-A , Laser Jet Toner Cartridge			
57.	HP Q 2673-A , Laser Jet Toner Cartridge			
58.	HP Q 3960-A , Laser Jet Toner Cartridge			
59.	HP Q 3961-A , Laser Jet Toner Cartridge			
60.	HP Q 3962-A , Laser Jet Toner Cartridge			
61.	HP Q 3963-A , Laser Jet Toner Cartridge			
62.	HP Q 3964-A , Imaging Drum/ Kit			
63.	HP Q 6470-A , Laser Jet Toner Cartridge			
64.	HP Q 6471-A , Laser Jet Toner Cartridge			
65.	HP Q 6472-A , Laser Jet Toner Cartridge			
66.	HP Q 6473-A , Laser Jet Toner Cartridge			
67.	HP Q 7560-A , Laser Jet Toner Cartridge			
68.	HP Q 7561-A , Laser Jet Toner Cartridge			
69.	HP Q 7562-A , Laser Jet Toner Cartridge			
70.	HP Q 7563-A , Laser Jet Toner Cartridge			

71.	HP Q 7581-A , Laser Jet Toner Cartridge			
72.	HP Q 7582-A , Laser Jet Toner Cartridge			
73.	HP Q 7583-A , Laser Jet Toner Cartridge			
74.	HP Q 5950-A, Laser Jet Toner Cartridge			
75.	HP Q 5951-A, Laser Jet Toner Cartridge			
76.	HP Q 5952-A, Laser Jet Toner Cartridge			
77.	HP Q 5953-A, Laser Jet Toner Cartridge			
78.	HPCC 530-A, Laser Jet Toner Cartridge			
79.	HPCC 531-A, Laser Jet Toner Cartridge			
80.	HPCC 532-A, Laser Jet Toner Cartridge			
81.	HPCC 533-A, Laser Jet Toner Cartridge			
82.	HP Q7551-A, Laser Jet Toner Cartridge (for printer P3005 sr.)			