

Yojana Bhawan, Sansad Marg,  
New Delhi, the. 25<sup>th</sup> May 2010

## **Tender Notice**

Subject:- **Tender for supply of genuine Canon Brand printer/ copier/ fax machine's consumable/ cartridges to Planning Commission and Economic Advisory Council, Vigyan Bhawan.**

Planning Commission invites sealed quotations for the supply of genuine Canon brand printer/copier/ fax machine's consumables/cartridges 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 one year from Original Manufacturer or authorized distributor/Canon corporate partner, authorized/reputed venders only. The approximate value of annual procurement is Rs. 10.00 lakh. However, this may vary depending upon requirement.

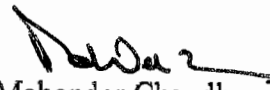
**The tender should be submitted in two –bid systems.** The complete tender form and terms and conditions governing contract can be collected from General Branch-II, room no. 445, Yojana Bhawan, Sansad Marg, New Delhi-110001 on any working day between 11.00 am to 5.00 pm. The tender document may be seen 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 3<sup>rd</sup> June , 2010. The tender will be opened on the same day at 3.00 pm in committee room no. 344, 3<sup>rd</sup> 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 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 supply of Genuine Canon brand printer/copier/ fax machine's consumables/cartridges to Planning Commission and EAC, Vigyan Bhawan, New Delhi**

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, Canon authorization certificate
  - B) **Financial Bid** should be in the prescribed form. The firm should quote the rates for entire mentioned list of Canon brand printer/ copier/ fax machine consumables. VAT and other Taxes should be shown separately. Incomplete quotation will be outrightly 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 Canon brand printer/copier/ fax machine Consumables**" and "**Financial bid for the supply of genuine Canon brand printer/copier/fax machine Consumables**" and both the sealed covers are to be put in a bigger cover duly superscribed as "**Tender for consumables for Canon brand printer/copier/ fax machine**"
3. The technical bids will 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/Canon Corporate Partner of Canon India need apply (enclosing latest authorization certificate from Canon India Ltd.). Such authorization should be valid throughout the period of contract. The firm should enclose copies of PAN, VAT/Sale Tax, TIN no. registration and latest copy of Income Tax return.
5. Tender should be attached a self certificate that the firm has not been black listed by any of the Govt. Department/ Ministries/ PSUs bodies, etc. If this certificate is found to be bogus or false appropriate action against the firm will be taken including forfeiting of performance security.
6. The contract shall be valid for one year (from the date of contract). The contract can be extended for one year after the expiry of contract period, subject to the

satisfactory performance review of the successful bidder by the Commission's General Administration.

7. Tenderer should have minimum two years experience in supplying the genuine Canon brand printer/copier/ fax machine consumables to any Govt. / Semi Govt. Departments. Details of experience with the Departments should be provided alongwith necessary letters.
8. All Taxes 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.
9. 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. Canon India shall be passed on to the Commission at no extra cost.
10. 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 loss caused to the printers / photocopiers/machines due to such cartridges shall be recovered from the firm.
11. 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 3<sup>rd</sup> June, 2010** and quotation will be opened at 3.00 pm on the same day in Committee Room no. 344, 3<sup>rd</sup> 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.
12. Tender on company letter head along with a Pay Order/ Banker's Cheque of Rs. **30,000/- (Rupees Thirty 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.
13. Each page of the tender documents should be signed by the authorized signatory of the firm. Unsigned quotation will be rejected.
14. 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.

15. **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.
16. 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 part or all items listed in the tender form and the decision of the Commission will be final.
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 10% of the total annual procurement value of the items. The contract surety will be in the form of FDR made in favour of Pay & Account Officer, Yojana Bhawan, New Delhi-110001 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.

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File no. D-21014/1/2010-GenII  
Government of India  
Planning Commission  
General Branch-II  
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**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. 30,000/- (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

**File No. D-21014/1/2010-Gen.II**  
**Government of India**  
**Planning Commission**

<b>Sl no.</b>	<b>Particular</b>	<b>Rate per unit (excluding taxes)</b>
1.	Canon BX-03, fax machine ink jet cartridge for B-100/ B-120/ B-820 sr. model fax machine	
2.	Canon CLI-8BK, ink jet cartridge for Canon Pixma iP4200/ iP4300/ iP5200/ iP6700 MP800 sr. model printer.	
3.	Canon CLI-8C, ink jet cartridge for Canon Pixma iP4200/ iP4300/ iP5200/ iP6700 MP800 sr. model printer.	
4.	Canon CLI-8Y, ink jet cartridge for Canon Pixma iP4200/ iP4300/ iP5200/ iP6700 MP800 sr. model printer.	
5.	Canon CLI-8M, ink jet cartridge for Canon Pixma iP4200/ iP4300/ iP5200/ iP6700 MP800 sr. model printer.	
6.	Canon PGI-5BK, ink jet cartridge for Canon Pixma iP4200/ iP4300/ iP5200/ iP6700 MP800 sr. model printer.	
7.	Canon PGI-820BK, Ink Jet Cartridge for Canon Pixma IP3680/4680/MP638 sr. model machine.	
8.	Canon PGI-820BK, Ink Jet Cartridge for Canon Pixma IP3680/ 4680/ MP638 sr. model machine.	
9.	Canon CLI-820BK, Ink Jet Cartridge for Canon Pixma IP3680/ 4680/ MP638 sr. model machine.	
10.	Canon CLI-820C, Ink Jet Cartridge for Canon Pixma IP3680/ 4680/ MP638 sr. model machine.	
11.	Canon CLI-820Y, Ink Jet Cartridge for Canon Pixma IP3680/ 4680/ MP638 sr. model machine.	
12.	Canon CLI-820M, Ink Jet Cartridge for Canon Pixma IP3680/ 4680/ MP638 sr. model machine.	
13.	Canon FX-9S, fax machine toner Cartridge for Canon Image class MF-4000/4100/ L-100/L-230 sr. multifunctional machine	
14.	Canon L380, Fax machine toner Cartridge	
15.	Canon NPG-35 (Black) toner for Canon IR-2880i /3080i colour photocopy machine	
16.	Canon NPG-35 (Cyan) toner for Canon IR-2880i /3080i colour photocopy machine	
17.	Canon NPG-35 (Yellow) toner for Canon IR-2880i /3080i colour photocopy machine	
18.	Canon NPG-35 (Magenta) toner for Canon IR-2880i /3080i colour photocopy machine	
19.	Canon NPG-35 (Black) Drum for Canon IR-2880i /3080i colour photocopy machine	
20.	Canon NPG-35 (Cyan) Drum for Canon IR-2880i /3080i colour photocopy machine	
21.	Canon NPG-35 (Yellow) Drum for Canon IR-2880i /3080i colour photocopy machine	

22.	Canon NPG-35 (Magenta) Drum for Canon IR-2880i /3080i colour photocopy machine	
23.	CD (Writable) 700 MB of Sony	
24.	CD (Writable) 700 MB of Moserbaer	
25.	CD (Writable) 700 MB of Writex	
26.	CD (Re-writable) 700 MB of Sony	
27.	CD (Re-writable) 700 MB of Moserbaer	
28.	CD (Re-writable) 700 MB of Writex	
29.	DVD (Writable) 4.7 GB of Sony	
30.	DVD (Writable) 4.7 GB of Moserbaer	
31.	DVD (Writable) 4.7 GB of Writex	
32.	DVD(Re-writable) 4.7 GB of Sony	
33.	DVD(Re-writable) 4.7 GB of Moserbaer	
34.	DVD(Re-writable) 4.7 GB of Writex	
35.	Samsung SCX-4216, Laser Jet Toner Cartridge	
36.	Samsung SCX-4100, Laser Jet Toner Cartridge	
37.	Riso Master Roll 'G' Type for Riso brand duplicator	
38.	Riso Ink 'G' Type for Riso brand duplicator	
39.	Xerox F-4000, Fax carbon roll	
40.	Sharp FO-650-A fax carbon roll	
41.	Xerox Toner (Black) for Xerox WC-7242 model copier	
42.	Xerox Toner (Colour) for Xerox WC-7242 model copier	
43.	Xerox Toner (Black) for Xerox WC-7345 model copier	
44.	Xerox Toner (Colour) for Xerox WC-7345 model copier	
45.	Xerox Toner for Xerox WC-5675 model copier	
46.	Xerox Toner for Xerox WC-5655 model copier	
47.	Xerox Toner (Black) for Xerox WC-7242 model copier	
48.	Ricoh 6210-D model toner for Ricoh MP-5500/7000 model copiers	
49.	Ricoh 1230-D, model toner for Ricoh MP-2000 sr model copier	