

**No.D-21013/03/2016-Gen.
Government of India
Ministry of Corporate Affairs**

A-Wing, 5th Floor, Shastri Bhavan, New Delhi-110001

Dated: 07.09.2016.

NOTICE INVITING TENDER

The Ministry of Corporate Affairs invites quotations from reputed & financially sound suppliers for supply of toner cartridges for printers for its use.

2. The application form, detailed information/terms and conditions and schedule of goods required may be obtained either from the Section Officer, General Section, Room No. 511-B, Shastri Bhavan, New Delhi or can be downloaded from the Ministry's website: <http://www.mca.gov.in> and Central Public Procurement Portal at <http://www.eprocure.gov.in>.

3. The cover containing the bid should be sealed and subscribed "Quotation for supply of Toner Cartridges" and should be addressed to the undersigned. The cover should contain name of the firm/contact person with address and telephone number. The sealed bids may be submitted to General Section, Room No. 511-B, Shastri Bhavan, New Delhi. The schedule of receipt and opening of the bids is as under: -

Last Date & Time for receipt of bids:	28.09.2016 11:00 AM
Date & Time for opening of bids:	28.09.2016 03:30 PM
Bid Security (EMD):	Rs.50,000/- (Refundable)

4. The bids will be opened in Room No.526, 5th Floor, A-Wing, Shastri Bhavan, New Delhi in the presence of the bidders or their representatives who may like to be present.


(Riazul Haque)

Under Secretary to the Government of India

रियाजुल हाक/RIAZUL HAQUE
अवर सचिव/Under Secretary
कारपोरेट कार्य मंत्रालय
Ministry of Corporate Affairs
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi

A. INSTRUCTIONS TO THE BIDDERS

1. The bids should be in sealed cover superscribed **“Quotation for supply of Toner Cartridges”**.
2. The bid should be accompanied by Earnest Money Deposit (EMD) of Rs.50,000/- (Refundable), in form of a Demand draft in favour of “Pay and Account Officer, Ministry of Corporate Affairs, New Delhi”. Bids received without EMD will not be considered.
3. The successful bidder will have to deposit Performance Security of Rs.1,00,000/-, within one week of award of the contract, **in the form of Fixed Deposit Receipt duly hypothecated in favour of the “Pay & Accounts Officer, Ministry of Corporate Affairs, New Delhi”**.
4. Complete Address of the firm with telephone number (s) should be indicated on the covers so that the firm could be contacted in case of any need.
5. Bid Form as per **ANNEXURE-I** giving all details called for should be submitted with the bid.
6. Copies of TIN and PAN should be enclosed with the bid.
7. Copies of Valid ST/CST/VAT registration should accompany the bids.
8. The firm should attach a certificate that the firm is not blacklisted by any of the Govt. Department.
9. Copy of the certificate to the effect that the firm is an authorized dealer / supplier of the required toner cartridges should be enclosed with the bid.
10. The rates should be quoted as per the Price Schedule given in **ANNEXURE-II**. The rates shall be quoted in Indian Rupees.
11. The rates should remain fixed for at least one year from the date of commencement of the contract and should not be subject to escalation of any description. The rates should be inclusive of excise duty, freight, transportation, packing, forwarding, handling etc. but excluding of VAT / CST and local taxes, if any, which shall be paid by the Ministry, as applicable.
12. Rates for all items are compulsorily required to be quoted. In case, rates are not quoted for any of the items, the quotation shall not be considered at all.
13. The rates should be mentioned clearly. Any overwriting in the rates should be attested by the authority signing the bid. Bids received with cuttings / over-writings without attestation will not be accepted.
14. The firms should not make any deviation from the brands required for. Such bids shall be rejected.

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15. Any complementary rate will not be considered and such bids will be summarily rejected.

16. Bidder shall sign all the pages of quotations, documents, specification etc. attached with the quotation.

17. In case of any discrepancy between rate mentioned in the figures and words, the amount written in words will be considered.

18. The Ministry of Corporate Affairs reserves the right to reject any or all the bids in full or part or not to award the contract to the lowest bidder.

B. ELIGIBILITY CRITERIA AND TERMS & CONDITIONS

1. The invitation is open to all manufacturers, their suppliers and general order suppliers who are having at least 3 years of experience in supplying toner cartridges/similar items to the Ministries/Departments of the Central Government, PSUs or reputed organizations and fulfill the following criteria (documentary evidences are required to be submitted along with the bids): -

i) The office of the bidder should be located in the National Capital Region of Delhi.

ii) The bidder should be authorized dealer / supplier of the required toner cartridges.

iii) The bidder should have at least three years' experience in supply of tendered items. The bidder should have got the purchase orders of at least 15 lakh every year in the last three financial years of the toner cartridges from Government Departments, PSUs or reputed organizations.

iv) The bidder should have valid CST / VAT registration with Sales Tax authorities.

v) The bidder should have PAN issued by the Income Tax Department.

2. The bids should be valid for a minimum period of ninety days after the due date.

3. The Ministry of Corporate Affairs requires the toner cartridge for its use. These items are generally purchased on requirement basis.

4. The owner/firm should be available on his own direct telephone (office as well as residence) and also on mobile phone so as to enable this Ministry to call him in emergency cases.

5. The supplier will be responsible for delivery of the goods in good condition in the Ministry's office or at a place selected by the Ministry at their risk and cost.

6. The goods supplied should not have been packed/manufactured more than three months before the date of delivery. The Ministry reserves the right to reject such items.

7. In case a supplier is not able to supply the goods, for which supply order has been placed or have been requisitioned on urgent basis on telephone without formal supply orders, within the stipulated period of time, the supply order shall be cancelled and the Performance Security shall be forfeited immediately.

8. If any of the toner cartridges supplied by the firm found duplicate, three times of the amount of such cartridges will be deducted from the bill raised in addition to administrative action against the firm for blacklisting it.

9. The Bids will be evaluated by the Committed constituted for this purpose. The lowest bidder (s) shall be chosen on the basis of total bid price received. However, the lowest bidder (s) has to agree for synonymous price cartridge-wise, for the items for which his/their rates are higher. Ministry may consider to appoint more than one supplier if necessary.

10. Selected lowest bidder (s) shall be appointed on fixed rates for one year from the date of signing of award of contract extendable for another one year on satisfactory performance and on the same rates of the supplier and if agreed to by both the parties.

11. The award of contract is completely depends on the genuineness of the toner cartridges supplied by the firm. In case the appointed supplier is found in breach of any condition (s) of tender / agreement at any stage or services of the supplier is found not to the satisfaction of the Ministry, the agreement may be terminated. The decision of the Ministry shall be final and binding in this regard.

12. The bidder must be in a position to supply the ordered items at a very short notice as and when needed. However, in any case, the delivery shall be required to be completed within 7 days of placement of the purchase order. In case the supplier fails to deliver the items within stipulated delivery period, the Ministry may recover Liquidated Damage, cancel the purchase order, terminate the Agreement and forfeit the performance security. Liquidated damage may be deducted at @ 1.5% of the price of the delayed goods for each and every week (part of the week shall be considered as full week) subject to maximum of 7.5% of the delayed supply value and the same shall be deducted from the bill (s) or any other payment due to the party.

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BID FORM

1. Name & Address of the Bidding Firm:
2. Name & Designation of the person signing the bid:
3. Mobile / Landline Telephone Number (s):
4. EMD Details:
5. CST/VAT Registration No.:
(Certified copy to be enclosed)
6. PAN Number:
(Certified copy to be enclosed)
7. Whether Authorized dealer/supplier/distributor:
(Certified copy of the authorization to be enclosed)
8. Annual Turnover of each financial years during the last 3 years
9. Year wise amount of purchase orders of similar items executed in last three years:
(Copies of purchase orders / invoices of at least Rs.15 lakh per annum to be enclosed)
10. Whether the firm has been blacklisted. If not, an undertaking of the effect that the firm has not been blacklisted should be enclosed.

Signature of Bidder _____
Name in Block Letter _____

Place _____
Date _____

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ANNEXURE-II

COMPARATIVE STATEMENT OF RATES OF TONER CARTRIDGE

S.No	Item	Rate per piece / unit
1.	HP 940 Black ink cartridge	
2.	HP 940 XL Black ink cartridge	
3.	HP 940 XL Cyan ink cartridge	
4.	HP 940 XL Magenta ink cartridge	
5.	HP 940XL Yellow ink cartridge	
6.	HP CB436AC	
7.	HP CB 540A	
8.	HP CB 541A	
9.	HP CB 542A	
10	HP CB 543A	
11.	HP CC 388AC	
12	HP CC530AC	
13	HP CC531AC	
14.	HP CC532AC	
15.	HP CC533AC	
16	HP CE278A	
17	HP CE310A	
18	HP CE311A	
19	HP CE312A	
20	HP CE313A	
21	HP CE410A	
22	HP CE411A	
23	HP CE412A	
24	HP CE413A	
25	HP CF210A	
26	HP CE211A	
27	HP CE212A	
28	HP CE213A	
29	HP Q2612C	
30	HP Q7553A	
31	HP CF 350	
32	HP CF 351	
33	HP CF 352	

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34	HP CF 353	
35	HP CE 400 A	
36	HP CE 401 A	
37	HP CE 402 A	
38	HP CE 403 A	
39	HP CF 400A	
40	HP CF 401A	
41	HP CF 402A	
42	HP CF 403A	
43	HP CE 285A	
44	HP CE 505 AC	
45	Ricoh 3510	
46	HP 950XL Black ink cartridge	
47	HP 951XL Cyan ink cartridge	
48	HP 951XL Magenta ink cartridge	
49	HP 951XL Yellow ink cartridge	
50	Samsung SCX4521 (MLT D119S)	
51	Samsung D1053	
52	Samsung 116S	
53	Samsung 116L	
54	Samsung MLT D 203	
	TOTAL (for one piece each):	

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