

F.No.D.16015/12/2014-GAR
Government of India
Ministry of Finance
Department of Revenue
GAR Section

New Delhi, the 6th August, 2014

TENDER NOTICE

Subject: **Rate Contract for supply of Computer Consumables including Fax Toners and other miscellaneous items such as wall clock, calculator etc. in Department of Revenue, Ministry of Finance, New Delhi – reg.**

Sir,

I am directed to invite sealed quotations for “Rate Contract” for supply of the following computer consumables/fax rolls/fax toners and other miscellaneous items such as wall clock, calculator etc. in Department of Revenue, Ministry of Finance, New Delhi:-

Sl. No.	Item	Rate
1.	51645 A (HP)	
2.	1823 D (HP)	
3.	6578 D (HP)	
4.	6615 D (HP)	
5.	6656 A (HP)	
6.	6657 A (HP)	
7.	8727 A (HP)	
8.	8728 A (HP)	
9.	4518 – Toner Cartridge – Konika Minolta	
10.	4519 – Drum Cartridge – Konika Minolta	
11.	7115 A (HP)	
12.	9700 A (HP)	
13.	9701 A (HP)	
14.	9702 A (HP)	
15.	9703 A (HP)	
16.	9704 A (HP)	
17.	2612 A (HP)	
18.	2613 A (HP)	
19.	5949 A (HP)	
20.	9720 A (HP)	
21.	9721 A (HP)	
22.	9722 A (HP)	
23.	9723 A (HP)	
24.	9730 A (HP)	
25.	EP 26 – Canon	
26.	EP 87 – Drum Cartridge (Canon)	
27.	855 (HP)	
28.	3964 A (HP)	
29.	Mouse Pad	
30.	Single CD (R) with case (Sony/Moser Baer)	/
31.	Single CD (RW) with case (Sony/Moser Baer)	/
32.	Optical Mouse (Logitech) / Wireless Mouse	/
33.	Single CD (R) without case (Sony/Moser Baer)	
34.	Single CD (RW) without case (Sony/Moser Baer)	

35.	Key Board (Logitech) / Wireless Key Board	/
36.	Bilingual Key Board	
37.	Cordless Key Board & Mouse (Logitech/iBall)	/
38.	Q3960A	
39.	Q3971A (HP)	
40.	Q3972A (HP)	
41.	Q3973A (HP)	
42.	Samsung SCX 4720	
43.	HP Q7551A	
44.	HP Q7553A	
45.	HP CB 436A	
46.	HP CB 388A	
47.	HP CB435A	
48.	Wall Clock Quartz (Ajanta/Samay)	/
49.	Calculator – 12 Digit (Casio)	
50.	Calculator – 10 Digit (Casio)	
51.	Calculator Scientific (Casio)	
52.	CB 530 (Black) HP	
53.	CB 531 (Cyan) HP	
54.	CB 532 (Yellow) HP	
55.	CB 533 (Magenta) HP	
56.	901 (Black) HP	
57.	901 (Tri-Color) HP	
58.	802 (Black) HP	
59.	802 (Color) HP	
60.	702 (Block) HP	
61.	702 (Color) HP	
62.	Samsung 4216 F/565P Toner	
63.	Canon FX-3 (For L-220 Fax Machine)	
64.	9731A (HP)	
65.	9732A (HP)	
66.	9733A (HP)	
67.	CE 210A (HP)	
68.	CE 211A (HP)	
69.	CE 212A (HP)	
70.	CE 213A (HP)	
71.	CE 310A (HP)	
72.	CE 311A (HP)	
73.	CE 312A (HP)	
74.	CE 313A (HP)	
75.	CE 320A (HP)	
76.	CE 321A (HP)	
77.	CE 322A (HP)	
78.	CE 323A (HP)	
79.	CE 410A (HP)	
80.	CE 411A (HP)	
81.	CE 412A (HP)	
82.	CE 413A (HP)	
83.	2670A (HP)	
84.	2671A (HP)	
85.	2672A (HP)	
86.	2673A (HP)	
87.	3961A (HP)	
88.	3962A (HP)	
89.	3963A (HP)	

90.	DVD-RW Sony/Moser Bear	/
91.	CB 540 Black HP	
92.	CB 541 Blue (Color) HP	
93.	CB 542 Yellow (Color) HP	
94.	CB 543 Red (Color) HP	
95.	940 (Black) HP	
96.	940 (Cyan) HP	
97.	940 (Magenta) HP	
98.	940 (Yellow) HP	
99.	Samsung ML-1640 (108)	
100.	Canon FX-9	
101.	CE 255A (HP)	
102.	278A Black Toner (HP)	
103.	328 Starter Toner (Canon)	
104.	CE 250A Black (HP)	
105.	CE 251A Cyan(HP)	
106.	CE 252A Yellow (HP)	
107.	CE 253A Magenta (HP)	
108.	CE 400A (HP)	
109.	CE 401A (HP)	
110.	CE 402A (HP)	
111.	CE 403A (HP)	
112.	950 XL (HP)	
113.	950 Black (HP)	
114.	951 Cyan (HP)	
115.	951 Yellow (HP)	
116.	951 Magenta (HP)	
117.	TK-1144 Toner	
118.	Samsung 1053 Toner	
119.	940 (Black) Printer Head (HP)	
120.	940 (Cyan) Printer Head (HP)	
121.	940 (Yellow) Printer Head (HP)	
122.	940 (Magenta) Printer Head (HP)	
123.	TK-439 Toner	
124.	G-8582 Toner	
125.	9701A (HP)	
126.	9702A (HP)	
127.	9703A (HP)	
128.	2613A (HP)	
129.	801 Magenta (HP)	
130.	801 Light Cyan (HP)	
131.	801 Black (HP)	
132.	801 Cyan (HP)	
133.	801 Light Magenta (HP)	
134.	801 Yellow (HP)	
135.	7560 (HP)	
136.	7561 (HP)	
137.	7562 (HP)	
138.	7563 (HP)	
139.	685 Black (HP)	
140.	685 Cyan (HP)	
141.	685 Magenta (HP)	
142.	685 Yellow (HP)	
143.	Q 6470A (HP)	
144.	Q 6471A (HP)	

145.	Q 6472A (HP)	
146.	Q 6473A (HP)	

2. Bidder should hold an authorization of Hewlett Packard. Certificate to such effect either, in original or self-attested copy, valid on the date of issue of opening of tender and the same should be enclosed along with the bid. Only those firms having its registered office in Delhi/New Delhi/NCR are eligible to submit the bids.
3. The selected contractor will have to ensure supply of genuine and original toners/cartridges and it may be noted that no compromise on quality would be accepted. In case it is found at any stage that the quality supplied is inferior, the contract will be cancelled and firm may be black listed or debarred for any future dealings with the Department.
4. The expiry date of the items supplied should not be more than one year from the date of delivery.
5. The rates should be inclusive of delivery charges to Department of Revenue at North Block, New Delhi. The rates should be quoted according to given items specifications. The rates of sales tax/VAT etc., if chargeable should be clearly mentioned. Telephone number of the firm should be indicated for urgent communication.
6. Interested firms may send their quotations in sealed cover to US (GAR), Department of Revenue, Ministry of Finance, New Delhi and the outer cover of quotations for "Rate Contract for supply of Computer Consumables and Miscellaneous items".
7. Department holds the lien to either accept or reject any of the participating firm's bids and would not be required to provide any reason thereon for either acceptance or rejection of bids.
8. The AMC rates mentioned in this contract will be valid for a period of one year from the date of awarding the Rate Contract. This contract may be renewed for further period of one year on same terms and conditions, provided Department of Revenue is satisfied with services of company or on terms and conditions mutually agreed to by Department of Revenue and Company. Either party can terminate the contract at any time by giving three months' notice in writing.
9. The bids should be dropped in Tender Box near Gate No.1, North Block New Delhi in sealed cover, positively by 1400 hrs. on 27th August, 2014 along with documents/information as given in the enclosed terms and conditions. These quotations will be opened on the same day at 1430 hrs. in the Chamber of Under Secretary (GAR), Department of Revenue, Ministry of Finance, Room No.66D, North Block, New Delhi – 110001.
10. Representative(s) of participating firms may be present at time of opening of bids.

(**Narendra Kumar**)

Under Secretary to the Government of India
Tel.No.23095366

Copy to:-

1. All Ministries/Departments located in New Delhi (through R&I Section).
2. PSA, NIC for uploading on Department of Revenue website.
3. Tender notice for posting on CPPP (Central Public Procurement Portal).
4. Hindi Section - for Hindi Version.

Terms & Conditions

1. Bidder firm is required to submit their tender/quotation along with EMD in the form of Bank Draft (no cheque) of Rs.4,00,000/- (Rupees Four Lakh only) in favour of DDO (Cash), Department of Revenue, Ministry of Finance, New Delhi and bids received without Bank Draft will not be considered).
2. The successful lowest bidder will be required to furnish Performance Security Deposit of equal amount as EMD from the date of acceptance of the award letter of rate contract for supply of computer consumables. The Performance Security Deposit shall be in the form of Bank Guarantee/Demand Draft in favour of DDO (Cash), Department of Revenue, New Delhi valid upto 60 days beyond the date of expiry of the rate contract. The Performance Security Deposit will be forfeited, if during the period of contract, services of your firm are found to be unsatisfactory in any respect or the contract is cancelled for any other reason.
3. The contract will be governed under "Fall Clause" as per para 14.14 of Manual on Policies & Procedures for Purchase of Goods.
4. The rate contract would be awarded initially for a period of one year and the rates quoted would remain in force for the full period of contract unless revised by OEMs. No demand for revision of rate otherwise on any other account would be entertained during the entire period of contract.
5. The firm will have to supply the above mentioned items within a maximum of three working days from the date of receipt of supply order. Delay in delivery of the ordered items would be treated as offence and action deemed fit by Competent Authority, i.e., Director (Administration), Department of Revenue would be initiated.
6. No advance payment will be made except for orders valued more than Rs.20 lakhs in a single supply order wherein 20% of the total amount would be released as advance.
7. The Department reserves the right to accept or cancel the contract at any time during the currency of contract.
8. The supplier shall be responsible for any loss or damage caused to the above mentioned items owing to negligence on their part before delivery of the items has been taken over the Department.
9. The bidders are also requested to provide the following information alongwith their bids:-
 - a. Name of the firm →
 - b. Business address of the firm →
 - c. Telephone Number →
 - d. Mobile Number (if any) →
 - e. Annual turnover the firm →
 - f. PAN, ST No. & VAT No. →
10. Authorization of Hewlett Packard either, in original or self-attested copy, valid on the date of issue of opening of tender.