

F.N. 7/1/2016-Gen. /433
Government of India
Ministry of Commerce & Industry
Directorate General of Foreign Trade
(General Section)

Udyog Bhawan, New Delhi.
Dated: 18th July, 2016


E-Tender Notice
(Purchase of Cartridges)

Sub: Contract for supply of black & colour cartridges of different make in DGFT (Hqrs), Udyog Bhawan New Delhi, during the year 2016-17.

The Directorate General of Foreign Trade invites e-tenders from the Delhi/NCR based eligible firms on CPP portal for supply of black & colour cartridges of different make as per Annexure-I in DGFT (Hqrs), Udyog Bhawan New Delhi during the year 2016-17. The supply of cartridges will be subject to eligibility criteria and terms & conditions as per Annexure -II of the contract. The last date of receipt of e-tender is by **3.00 P.M on 4th August, 2016**. The Technical and Financial bids, in prescribed format and other required documents as per e-tender notice should be submitted on CPP portal website i.e. <http://.eprocure.gov.in/eprocure/app>. Bidders are requested to furnish/upload scanned copies of all necessary documents in pdf.format. **EMD of Rs. 20,000/-** is drawn in favour of "Accounts Officer, Central Pay & Accounts Office (DGFT), New Delhi" should be submitted to General Section, 202, Udyog Bhawan, New Delhi before last date of bid submission without which the quotations will not be considered. The technical bid will be opened on **4th August, 2016 at 4.00 P.M.**

2. The prospective bidders are requested to go through the enclosed eligibility criteria, terms and conditions (Annexure-III). of the contract carefully. **The bid documents (Technical and Financial) are to be submitted as per Annexure IV & V.** Firms would also upload the "Tender Acceptance Letter" as per Annexure- V. The rates quoted should be inclusive of all charges except taxes. No correction either in the technical bid or financial bid is permitted. Incomplete, conditional or ambiguous bids will not be considered. The tender document can be downloaded from the website <http://eprocure.gov.in/eprocure/app>.

3. Bidders may also contact toll free No. 180030702232 of Central Public Procurement portal for obtaining guidance to fill online tender.


(Kirti Vardhan)
Deputy Director General of Foreign Trade
Tele: 23063669

Complete details of DGFT Printer Cartridges No

NO	Model No	Cartridge NO
1	HP LJ 1000	15 A
2	HP LJ 1015	12 A..
3	HP LJ 2015	53 A
4	HP LJ 1606dn	78 A
5	HP LJ P3015	55 A
6	HP LJ 1007	88 A
7	HP LJ 1160	49 A
8	HP LJ P3005dn	51 A
9	Samsung M2071 F	MLT- D111S/XIP
10	Samsung ML3310nd	MLT- D2055/XIP
11	Samsung SCX-4521FS	SCX - D4725A
12	HP CLJ - 100 MFP M175a	-----
13	YELLOW	312A
	MAGENTA	313A
	CYAN	311A
	BLACK	310A
14	HP CLJ - MFP M177FW	----
	YELLOW	352A
	MAGENTA	353A
	CYAN	351A
	BLACK	350A
15	HP Officjet PRO 8500 PLUS	-----
	YELLOW	909A
	MAGENTA	908A
	CYAN	907A
	BLACK	906A
16	HP Officjet PRO 8500	-----
	YELLOW	909A
	MAGENTA	908A
	CYAN	907A
	BLACK	906A
17	HP Officjet PRO 8500 PLUS	-----
	YELLOW	048A
	MAGENTA	047A
	CYAN	046A
	BLACK	049A
18	HP Officjet PRO 8610	-----
	YELLOW	048..
	MAGENTA	047..
	CYAN	046..
	BLACK	045..

TERMS AND CONDITIONS OF THE CONTRACT

1. The contract is to commence from the date of award of contract to the Firm and shall continue for a period of one year, unless it is curtailed or terminated by this Directorate owing to deficiency of service or supply of sub-standard quality of materials.
2. The contract shall automatically expire after one year from commencement of the contract unless extended further by the mutual consent of contracting Firm and this Directorate.
3. The contract may be extended on the same terms and conditions or with some addition/deletion/ modification and on satisfactory performance, for a further period of one year.
4. This tender is not transferable.
5. The contracting Firm will be bound by the details furnished to the Directorate, while submitting the tender or at subsequent stage. In case, any of such documents furnished is found to be false at any stage, it would be deemed to be a breach of terms of contract making the Firm liable for legal action besides termination of contract.
6. Financial bids of only those Firms who are technically qualified shall be evaluated.
7. This Directorate reserves the right to accept or reject any or all tenders/contract without assigning any reasons.
8. The contracting Firm should be in a position to supply cartridge mentioned in the list enclosed on short notice as and when needed. It may be noted that the cartridge are to be delivered at Room No.301 A, Udyog Bhavan, New Delhi-110011.
9. All expenses for sending the cartridge to this Directorate at Room No. 301 A, Udyog Bhavan, Maulana Azad Road, New Delhi -110011 shall be borne by the Firm.
10. The rates quoted shall remain same during the rate contract period and no request for any increase in the rates shall be entertained.
11. The owner/firm should be available on direct telephone (office as well as residence) and also on mobile phone so that he may be contacted immediately in emergent cases. The Mobile Number may also be provided.
12. On their selection as L-1, the Firm will have to deposit sample in respect of each items for which they are selected as L-1. The sample deposited will be signed by the owner of the Firm along with acceptance letter of each terms and conditions stipulated by this Directorate. If it is found that the sample is not of standard quality, the item will not be purchased from the Firm even if they are L-1. This Directorate will not accept duplicate/substandard item or items not matching with the samples/prescribed specifications.

13. This Directorate will not purchase duplicate/sub standard cartridge and if it is found that any duplicate/substandard cartridge have been supplied, appropriate action such as imposition of penalty and cancellation of agreement as the competent authority deem fit will be taken against defaulting Firm. Therefore, the items supplied should be of quality/brand, and from the original manufacturers and in accordance with the sample given in first stage by the Firm. The Firm will ensure replacement of the defective cartridge etc., if found, within a week's time, at its cost.
14. This Directorate shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel of the contracting Firm.
16. Before award of contract, all original documents will be checked by the Directorate and at that time attested photo-copies are required to be furnished.
17. Order for cartridge shall be placed on requirement basis. If the selected Firm fails to deliver the items or to replace the defective/spurious items with a valid time, penalty to such effect would be charged, which would be required to be paid to an outside agency by the Directorate for the desired items and shall be adjusted against the Firm's pending bills.
18. In the event of failure to accept the offer of contract or failure of submission of performance\ security deposit by the successful bidder for whatsoever reason(s), Earnest Money Deposit submitted by the bidding Firm shall be forfeited.
19. The Firm shall be responsible for behavior and conduct of its workers. No worker with doubtful integrity would be engaged by the Firm.
20. The participating Firms are required to deposit an Earnest Money Deposit (EMD) of Rs.20,000/- (Rupees Twenty Thousand only) in the form of Demand Draft/Pay Order from any of the Commercial Bank drawn in favour of "Account Officer, CPAO, DGFT, New Delhi" valid for a period of 90 days. Offer not accompanied by earnest money of the requisite amount or without proper validity will summarily be rejected. However, NCCF/KB or any firm registered with DGS&D/ NSIC will be exempted to furnished EMD.
21. The scanned copy of the Earnest Money Deposit (EMD) of Rs.20,000/- (Rupees Twenty Thousand only) must be uploaded with the Technical bid and original of the same should be dropped in a sealed envelope superscribed with the words "Annual Rate contract for supply of cartridge in DGFT before the last date of submission of tender in the Tender Box kept in Room No. 202, Udyog Bhawan. Technical bid not accompanied with EMD shall be rejected out-rightly. The EMD in respect of firms who do not qualify the Technical Bid (First Stage)/Financial Bid(Second Competitive Stage) shall be returned to them without any interest.
22. The successful Firm will be required to furnish Bank Guarantee in the name of "Account Officer, CPAO, DGFT, New Delhi" for an amount of Rs. 50,000/- within 15 days of award of contract, which will be released to the Firm on satisfactory completion of the contract. If the work is found unsatisfactory or if firm dishonors the contract, the security money shall be forfeited and the job would be entrusted to another Firm

without giving any notice. In this regard, the decision of this Directorate will be final and binding on the Firm.

23. 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.
24. The amount remitted towards Bid security is liable to be forfeited if the Firm resiles from the offer after submission of the tender or after the acceptance of the offer by the department or fails to sign the contract or to remit the performance security Deposit.
25. In case , the Firm fails to supply the items within specified period , the materials will be procured from open market and the difference of cost, if any will be recovered from security money or from pending bill of defaulting Firm or from both in case the recoverable amount exceeds the amount or performance security.
26. This Directorate reserves the right to obtain the supply from other sources.
27. No advance payment will be made in any case.
28. The Firm should not have been blacklisted by any Govt. Department. Firm must attach self declaration certificate in this regard.
29. **The firm must upload tender acceptance letter as per annexure-VI.**

Eligibility Criteria

1. The tendering Firms should fulfill the following technical specifications:
 - (a) It should be registered with the appropriate registration authority;
 - (b) It should have at least 5 years experience in providing supply of cartridge to Public Sector Companies/Banks or Government Departments, etc. ;
 - (c) It should have its own Current Bank Account and PAN Number.
 - (d) It should be registered with the Income Tax and VAT/Sales Tax authorities of the Government;
 - (e) List of Ministries /Government Department to whom the items mentioned in Annexure-III are /were supplied by the firm.
 - (f) The firm must have annual turnover of Rs. 50 Lakhs during the last 3 financial years. i.e 2013-14, 2014-15 & 2015-16. Documents in support of turnover (along with Income Tax Returns for the relevant years) must be attached with the tender.
 - (g) The firm must be Delhi/NCR based.

Technical Bid**For Annual Rate Contract for supply of cartridge to Directorate General of Foreign Trade
(Hqrs.) New Delhi.**

1. Name of Tendering Company/Firm/Agency :
(Attach certificate of registration)
2. Name of Director of Company/ :
Active Partner of Firm/Authorized Agent/Proprietor
3. Full Address of Registered Office :
Telephone No. :
FAX No. :
E-Mail Address :
4. Full address of Operating/ Branch Office :
at Delhi/New Delhi
5. Banker of the Company/ Firm/Agency :
Full address :
(upload copy of latest bank statement)
6. Details of Earnest Money Deposit Rs.20,000/- :
DD/PO No. & Date :
Drawn on Bank :
(upload copy)
7. PAN/GIR No. (upload copy) :
8. TIN No. (upload copy)
9. VAT/Sales Tax Registration No. :
(upload attested copy)
10. (i) Experience certificate as per point 1 (b) of eligibility criteria
(ii) Satisfactory service certificates from atleast 3 Ministry/Department
11. Give details of gross income of the firm as evident from the IT Returns for the years 2013-2014, 2014-2015 and 2015-2016.

	2013-2014	2014-2015	2015-2016
Gross Income			

12. Additional information, if any (Attach separate sheet, if required)

Signature of authorized person
Full Name & Designation.:
Seal:

Date:
Place:

NO	Model No	Cartridge NO	Rate Per Piece	Rate Per Dual Pack
1	HP LJ 1000	15 A		
2	HP LJ 1015	12 A..		
3	HP LJ 2015	53 A		
4	HP LJ 1606dn	78 A		
5	HP LJ P3015	55 A		
6	HP LJ 1007	88 A		
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	CYAN	046A		
	BLACK	049A		
18	HP Officjet PRO 8610	-----		
	YELLOW	048..		
	MAGENTA	047..		
	CYAN	046..		
	BLACK	045..		

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated , then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)