

File No. 17/2/2015-Genl/
Government of India
Ministry of Commerce & Industry
Directorate General of Foreign Trade
(General Section)

Udyog Bhawan, New Delhi
Dated 1st July 2016


E-Tender Notice

Sub: - Supply of HP Printers (Model No. 202 DW) & HP Digital Copier & Multi Functional Office Machines (Model No. 226DN) at DGFT (Hqrs), Udyog Bhawan, New Delhi.

The Directorate General of Foreign Trade invites e-tender on CPP Portal for supply of 13 No. of HP Printers (Model No. 202 DW) & 9 No. of HP Digital Copier & Multi functional Office Machines (Model No. 226DN) from the authorized HP Suppliers. The purchase of HP printers (Model No. 202 DW) & HP Digital Copier & Multi functional Office Machines (Model No. 226DN) will be subject to term & conditions of the contract as at Annexure-I. The last date of receipt of quotation is by 3.00PM on 19th July, 2016. The quotation superscripted "Quotations for Purchase of Printers" containing technical and financial bids in prescribed format should be addressed to the Deputy Director General of Foreign Trade (General Section) Room No. 212, H-Wing, Udyog Bhawan, New Delhi and other required document as per tender notice, should be submitted through CPP portal website i.e. <http://eprocure.gov.in>. Bidders are requested to furnish/upload scanned copies of all documents in pdf format. EMD of Rs. 15,000/- 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 quotation will not be considered. The financial bids of only those firms which will qualify the technical bid shall be opened on 19th July, 2016 at 4:00 PM.

2. The prospective bidders are requested to go through the enclosed terms and conditions of the supply of printers carefully. The bid documents (Technical and Financial) are to be submitted as per Annexure II & III. The rates quoted should be inclusive of all charges except taxes. No correction either in the technical bid or financial bid is permitted. Incomplete or ambiguous bids without documentary proof 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. 18002337315 of Central Public Procurement Portal for obtaining guidance to file online tender.


(Kirti Vardhan)
Dy. Director General of Foreign Trade

Copy to: -

- i) FTDO (EDI), with the request to place the aforesaid tender notice on the website of the DGFT for wider publicity.
- ii) CPP portal to publish the tender notice.

Terms and Conditions: -

1. Supply of printers & Digital Copier & Multi functional Office Machines must be made within 7days of issuance of supply order.
2. If items are not supplied within 7 days from the date of supply order, penalty of Rs. 500/- per working day may be levied.
3. Successful bidders will have to submit an undertaking that only genuine products will be supplied. In case of any default in this regard the Directorate will be free to take any action against the supplier. Decision of this Directorate in this regard will be final.
4. The Directorate reserves the right to cancel the contract at any time without assigning any reason. The supplier will not be entitled to claim any compensation against such termination. In case of any dispute, the decision of the Directorate shall be final.
5. The contract is not transferable.
6. No advance payment in any case would be made.
7. EMD of Rs. 15,000/- from any scheduled commercial bank, payable in favour of the "Accounts Officer, CPAO, DGFT", Payable at New Delhi, must accompany the Bid. The tenders received without EMD/Bid security will be rejected.
8. EMD of all the bidders will be returned to them after finalization of the contract.
9. The amount remitted towards EMD/Bid Security, as the case may be, is liable to be forfeited if the bidder resiles from the offer after submission of the tender or after the acceptance of the offer by the Directorate or fails to sign the contract.
10. No interest will be paid by the Directorate on the EMD/ Bid Performance Security Deposited/remitted.
11. If the supply is found un-satisfactory or in disregard of the contract, the Directorate is at liberty to entrust the job to any other firms/party at your risk/expenses;
12. Tax would be deducted at source as per rules.
13. The firm should not have been blacklisted by any Govt. Department/Organization.
14. The owner/manager of the firm should be available on his/her own direct telephone/mobile. The telephone/ mobile number should also be given.
15. Preference shall be given to the Micro and Small Enterprises registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board of National Small Industries Corporation or Directorate of handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises. The Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprises.
16. In the event of any question, dispute or difference arising between the Directorate and the company in relation to any matter arising out of or connected with the services/job assigned to the firm execution under the contract agreement, the same shall be referred to the sole arbitration of an officer to be nominated by ADG concerned. The decision of the arbitrator shall be final and binding on both the parties to the agreement.
17. All disputes arising out of the contract shall be subject to the jurisdiction of Delhi Court's only.

PROFORMA FOR TECHNICAL BID

- 1 Name of tendering Company/Firm/Agency : _____
(Attach certificate of registration)
- 2 Name of Proprietor/Director of Company/Firm : _____
Agency.
- 3 Full Address of Reg. Office : _____
Telephone No : _____
Fax No. : _____
Email Address : _____
- 4 The details of the PAN, Service tax number and:
other Statutory Registration.(Attach Copies) _____
- 5 Name of the organizations with similar contract : _____
(Copies of contracts & Satisfactory certificates
from concerned Departments/PSUs etc. are to be
enclosed)
- 6 EMD details (Amount, Name of the Bank, Branch:
DD date and No. etc.) _____
- 7 Income Tax clearance/returner certificate : _____
for last 2 years.
- 8 Certificate regarding firm has not blacklisted by
any Government Organization during last tree years. _____
- 9 Certificate of satisfactory performance from
the organization to whom the services was provided _____
- 10 Certificate from HP that the firms an authorized distributor/supplier of HP Printers.

2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

(Signature of Authorized Person)

Name of the bidder:
Complete Address:
Address(Work), If any,
Contact Nos.

PERFORMA FOR FINANCIAL BID

To,
The Foreign Trade Development Officer
Directorate General Of Foreign Trade
Room No-202, Udyog Bhawan
New Delhi-110011

Sub:- Tender for supply HP printers (Model No. 202 DW) & Digital Copier & Multi functional Office Machines (Model No. 226DN) at DGFT(Hqrs), Udyog Bhawan, New Delhi.

Sir,
I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Directorate General of Foreign Trade letter No 17/2/2015-Genl/ dated 30th June, 2016. The information regarding Financial details as desired is as follows:-

Sl. No.	Items	Rates (in Rs.)	VAT (in Rs.)	Net Rate
1	HP printers (Model No. 202 DW)			
2	HP Digital Copier & Multi functional Office Machines (Model No. 226DN)			

2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, though fraudulent means/concealment of information.

(Signature of Authorized Signatory)

Name of the bidder:
Complete Address:
Address(Work), If any,
Contact Nos.

List of Documents to be enclosed with tender

1. EMD of Rs 15,000/- drawn in favour of "Accounts Officer, CPAO, DGFT, New Delhi."
2. Self Attested copy of PAN card.
3. Self Attested copy of VAT Registration Certificate.
4. Certificate/self declaration on Stamp Paper of Rs.10/- that firm has never blacklisted by any Govt. Ministry/Department.
5. Self Attested copies of 3 supply orders from 3 Govt. Ministry/Department for same items.