

No. D-17015/1/2013-General
Government of India
Ministry of Consumer Affairs, Food & Public Distribution
(Department of Food & Public Distribution)

Krishi Bhawan, New Delhi
Dated : 23 November, 2016

E -Tender Notice

Subject : Tender notice for one contract for procurement of Ink Cartridge, Toners for Computer Printers and Fax Machines for the official use of the Department of Food & Public Distribution (DFPD).

{Accepting Officer
Under Secretary to the Government of India
Department of Food & Public Distribution (DFPD)
(ON BEHALF OF THE PRESIDENT OF INDIA) }

For and on behalf of the President of India, the undersigned is directed to invite online quotations from interested authorized Dealers/approved suppliers for supply of Ink Cartridge, Toners for Computer Printers and Fax Machines for a period of one year from the date of award of contract for the items prescribed on 'Annexure – I'. The firm which fulfils the following minimum criteria may only apply:-

- (i) The firm should be registered with relevant authorities [Registration with Sales Tax/TIN No./Service Tax/TAN No. etc.] and a copy of registration is to be submitted with bid.
- (ii) The firm should have similar work experience in executing contract for the last Three Financial Years in the Government Sector/PSU. A copy of the same is to be submitted with bid.
- (iii) The antecedents of persons deployed should be properly verified and their details (names, addresses, telephone Nos. Photograph) will have to be provided this office.

2. Interested Contractors/Firms/Dealers/Vendors may view and download the tender documents containing the detailed terms & conditions free of cost from the website of the Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> or Department of Food & Public Distribution's website: dfpd.nic.in.

3. The online bids can be submitted till **15.00 hours on 15.12.2016** and the same will be opened at **15.30 hours on 15.12.2016**.

Critical Date Sheet:

Tender Publish Date/time	23.11.2016/17.30 hrs.
Pre-Bid Meeting Date/time	-
Document Download Start Date/time	22.11.2016/17.30 hrs
Document Download End Date/time	15.12.2016/15.00 hrs.
Bid Submission Start Date/time	23.11.2016/17.30 hrs.

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Bid Submission End Date/time	15.12.2016/15.00 hrs.
Bid Opening Date/time	15.12.2016/15.30 hrs.

4. This contract shall be for a period of one year from the date of signing of the relevant agreement unless terminated earlier by either party by giving the other party one month's notice in writing. No requests for revision of rates or extra charges would be entertained during the period/currency of the contract. The contract may be renewed for further periods as per rule and mutual consent.
5. The Department reserves the right to cancel the tender at any time/stage or relax/amend/withdraw any of the terms & conditions contained in the Tender Document without assigning any reason, thereof. Any enquiry, after submission of the bid shall not be entertained. In case of withdrawal of bid, the EMD will stand forfeited.
6. **Earnest Money Deposit** : An Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees fifty thousand only) in the form of Demand Draft/Bankers Cheque drawn in favour of DDO (Cash), Department of Food & Public Distribution shall accompany the quotation payable at Delhi. The scanned copy of the EMD of Rs.50,000/- (Rupees fifty thousand only) must be uploaded as part of online bid submission and original in a sealed envelope be deposited in Department of Food & Public Distribution as per instructions. The EMD of Rs. 50,000/- (Rupees fifty thousand only) of the successful bidder shall be kept as security deposit till the tender is going on. No interest will be paid on EMD/Performance Bank Guarantee by this Department. The EMD shall also stand forfeited in the event of premature withdrawal of the tender by any of the tenderer and upto the validity of rate as asked for.
7. Bid Security known as earnest money deposit will be obtained from the bidder except those who are registered with the Central Purchase Organization and National Small Industries Corporation as per rule. A certificate of registration in this regard must be uploaded for exemption.
8. Performance Bank Guarantee (PBG) - The successful tenderers will have to deposit Performance Bank Guarantee (PBG) for amount of Rs. 1,50,000/- (Rupees one lakh fifty thousand only) in the form of DD/Pay Order/FDR within 15 days from the receipt by him of notification of acceptance of his tender and that's must have validity beyond 90 days from the date of expiry of the contract to meet all the contractual obligation. The performance security may be made from the Bank Account of the firm/company and in the favour of DDO(Cash), Department of Food & Public Distribution. No interest will be paid on EMD/Performance Bank Guarantee by this Department. Non submission of PBG or submission by other mode shall be viewed adverse performance which shall further lead to de-registration/suspension of business dealing with the Department and the amount of performance security deposited by the firm shall also be forfeited. Successful bidder has to submit fresh Performance Security of same amount in case of extension beyond the contractual period along with the willingness certificate of extension with contractual rates, terms & conditions.
9. The Bid security/EMD will be forfeited in the following conditions – a) if at any stage, any of the information/declaration given by the bidder is found false. b) if a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender. c) In case of any lapse/default in honouring of the terms and conditions at any state after submitting the tender. d) In case of final

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selection of bidder, if he fails to furnish Performance Security in accordance with the terms and conditions of the tender

OTHER TERMS & CONDITIONS

10. The bidder shall submit the price bid in the prescribed format enclosed at Annexure-1 of the tender documents in BOQ_XXXX.xls format. The rates so quoted should be inclusive of all taxes and transportation charges and no request of other charges would be entertained. No transportation charges, delivery charges etc. will be paid to the successful bidder and the same should be borne by the successful bidder.
11. The rates quoted in response to the quotations will remain in force from the date of finalization of rates without any change whatsoever.
12. Tenderers is advised to follow the instructions provided in the tender for the e-submission of the Bid online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>. Tender must be electronically submitted (on-line at <https://eprocure.gov.in/eprocure/app> through internet) within the prescribed date and time as mentioned in the e-Procurement portal. Hard copy of the Tender documents will not be accepted.
13. The quotations received will be opened on 14.12.2016 at 15.30 hours in the room No.44-A, Krishi Bhawan, New Delhi. The tenderers or his representative may, if they so desire, be present at the time of opening of quotations. If the date fixed for opening of the Tender is declared as holiday, the tender will be opened on the next working day
14. The offers submitted would be governed by all the terms & conditions as laid down in the prescribed Tender form and terms & conditions indicated herein.
15. Neither Department of Food & Public Distribution nor NIC shall be responsible for non-accessibility of e-Procurement Portal due to technical glitches or internet connectivity issues at Tenderers end.
16. In case of any clear indication of cartelization or express or implied anti-competitive agreements amongst the Tenderers at the time of finalization of Tender or thereafter, which at any time i.e. before or after award of the Contract comes to the notice of the Department of Food & Public Distribution, the Tendering Authority may reject the relevant Tenders, forfeit their EMD/Security Deposit, recover the losses as assessed by the authority arising out of such anti-competitive practice of the Tenderer(s) and also recommend the case to the Ministry of Finance/Registrar of Companies/NSIC/Competition Commission of India or any other Department having appropriate jurisdiction or Authority, for initiating necessary action including, but not restricted to, cancellation of license.
17. Department of Food & Public Distribution may, at its discretion, seek from any or all tenderers clarification(s) in respect of any particulars furnishing in their offer. The request for such clarifications and the response will be in writing.

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18. The firms intending to participate in the tender process with their offer of tender are expected and also advised to read and understand carefully the terms & conditions of the contract as detailed out in the foregoing paragraphs before sending in their tender, as no change or violation of the aforesaid terms & conditions shall be permissible once the tender is accepted by this Department.

19. The bidder should be a reputed supplier of said items with experience of 3 years for supply of Ink Cartridge, Toners for Computer Printers and Fax Machines items in Govt. Offices/PSU and also having sound financial standing with annual turnover of **Rs.25 lakh**. Bidder should indicate their yearly turnover, PAN NO./Service Tax/Vat registration No.

20. The tenderers should have a well-established office, located within a radius of 10 KMs from Krishi Bhawan, New Delhi.

21. The articles should be in original/standard quality.

22. Order for items will be placed on requirement basis and payment will be released only after it is ensured that the items /quantity/quality of items supplied are to the entire satisfaction of this Office.

23. Any items which is found to be defective, or not of the desired quality, etc. shall be returned by this office and the order placed therefore shall stand cancelled.

24. This office will have the authority to cancel any order, if the required items are not supplied on time or not meet in quality standards.

25. Rates quoted by the tenderers shall be inclusive of all statutory taxes & duties (VAT, Local Sales Tax, Central Sales Tax, with or without Form-C etc.) and freight (free delivery at consignee's premises) etc. In case, they are exempted from payment of sales tax, a copy of the Exemption Certificate issued by the appropriate authority may be furnished. The bill raised by the Firm should have tax registration number printed on the bill.

26. Octroi Duty and Local Taxes : Normally the stores supplied to Government Departments against Government Contracts are exempted from the levy of town duty, Octroi Duty, Terminal Tax and other levies of local bodies against production of Exemption Certificate from authorized officers. As the tenderers are to quote their prices on F.O.R. destination, door delivery basis, Octroi Exemption Certificate will not be issued by this Department and any separate charges for Octroi and local taxes will be borne by the supplier himself only.

27. In case two firms offering the same lowest prices, then only item-wise rate will be evaluated for those firms and the contract will be awarded to the firm item-wise L-1 basis.

28. DPFDP reserves the option to give purchase/price preference to offers from Small Scale Industries etc. in accordance with the policies of the Govt. in force from time to time.

29. The date of manufacturing of the items supplied will be not more than 3 (three) month old. The contractor shall guarantee that the said goods/stores articles would continue to conform to the

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description and quality as per Appendix-I for the period of twelve months, from the date of installation of the said goods/stores/articles to the purchaser.


30. Notwithstanding the fact that the purchaser (Inspector) may have inspected and/or approved the said goods/stores/articles, if during the aforesaid period of 12 months the said stores/goods/articles be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated, the decision of the purchaser in that behalf shall be final and binding on the contractor and the purchaser shall be entitled to call upon the contractor to rectify the goods/stores/articles or such portion thereof as is found to be defective by the purchaser within a reasonable period or such specified period as may be allowed by the purchaser in his discretion on/an application made thereof by the contractor and in such an event, the above mentioned warranty period shall apply to the goods/stores/articles rectified from the date of rectification thereof.
31. In case of failure of the contractor to rectify or replace the goods etc., within specified time, the purchaser shall be entitled to recover the cost with all expenses from the contractor for such defective stores.
32. Liquidated damages : In case the firm does not comply to the terms & conditions mentioned in the contract, action shall be taken against the firm to recover from the contractor as agreed liquidated damages including administrative expenses and not be way of penalty, a sum equivalent to ½ % per week and the total damages so claimed shall not exceed 10% of the total contract amount.
33. There will be door delivery of items at DFPD, Krishi Bhawan, New Delhi-110001. Offers from firms/suppliers with terms of delivery at their stores or stipulating lifting of stores from the outlets shall stand rejected.
34. Delivery period : Within 7 days of the placement of confirmed supply order on the firm or as stipulated in the Supply Order. The firm should be able to provide ink cartridge and tonners on holidays/Sunday also and even on same day during working days in case of urgent requirement in the Department.
35. 100% payment shall be released on satisfactory receipt of the goods/articles ordered. Advance payment will not be made under any circumstances.
36. Payment towards all the Govt. levies /taxes, as applicable shall be contractor's responsibility.
37. This office will have the authority to select more than one firm for award of contract. This office further reserves the right to decide whether a Firm should be selected for supply of some or all items listed in the tender form.
38. The tenderer should enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.

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39. In the event of any dispute relating to items of work shall be referred to the Accepting Officer. Appeal against the decision of the Accepting Officer in this regard shall lie with the Joint Secretary (Admn.), Department of Food & PD and the decision given by him shall be final and binding.
40. The Department of Food & Public Distribution reserves the right to accept or reject any quotation in full or part without assigning any reason thereof. The decision of this Department in this regard shall be final and binding on the firm. Any clarification in the matter may be obtained from the undersigned on telephone No. 23387040.
41. Incomplete or conditional tenders will not be entertained.
42. All disputes are subject of Delhi jurisdiction only.
43. The price bid is at Annexure-1.
44. The foremost requirement of participation in e-tender is to have a digital signature. Instructions to the Bidders to submit the bids online are also enclosed herewith as Annexure-2.
45. The firm will be required to submit the tender acceptance letter Annexure-3.

THE DEPARTMENT ON THE BEHALF OF PRESIDENT OF INDIA DOES NOT BIND HIMSELF TO ACCEPT THE LOWEST OR ANY TENDER.


(Rajesh Kumar Pandeer)
Under Secretary to the Government of India
Tele : 23097040

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List of Stationary items.Format of Price Bid

S. No.	Items	Quantity	Rate in Rs.
1	HP ink cartridge No.852	One	
2	HP ink cartridge No.855	One	
3	HP ink cartridge No.860	One	
4	HP ink cartridge No.861	One	
5	HP ink cartridge No.901(Black)	One	
6	HP ink cartridge No.901(colour)	One	
7	HP ink cartridge No.702	One	
8	HP CZ121(Black)(685)	One	
9	HP CZ122(Magenta)(685)	One	
10	HP CZ123(Yellow)(685)	One	
11	HP CZ124(Cyan)(685)	One	
12	HP in cartridge No. 685 (black)	One	
13	HP ink cartridge No.685(Colour)	One	
14	HP ink cartridge No. 678 (black)	One	
15	HP ink cartridge No. 678 (Colour)	One	
16	HP ink cartridge No.21(C9351AA)	One	
17	HP ink cartridge No.22(C9352AA)	One	
18	HP ink cartridge No.27(8727A)	One	
19	HP ink cartridge No. 862(Black)	One	
20	HP ink cartridge No.862(Photo)	One	
21	HP ink cartridge No.862(Cyan)	One	
22	HP ink cartridge No.862(Magenta)	One	
23	HP ink cartridge No.862(Yellow)	One	
24	HP ink cartridge No.940(Black)(C4907A)	One	
25	HP ink cartridge No.940(Cyan))(C4908A)	One	
26	HP ink cartridge No.940(Magenta))(C4909A)	One	
27	HP ink cartridge No.940(Yellow)	One	
28	HP ink cartridge No.703(Black)	One	
29	HP ink cartridge No.703(Colour)	One	
30	HP ink cartridge No. 680(Black)	One	
31	HP ink cartridge No. 680(colour)	One	
32	HP ink cartridge No. 679(Black)	One	
33	HP ink cartridge No. 679(colour)	One	
34	HP toner No.410 (305A)(Black)	One	
35	HP toner No.411 (305A) (Cyan)	One	
36	HP toner No.412 (305A)(Magenta)	One	
37	HP toner No.413 (305A)(Yellow)	One	

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38	HP toner No. CC531A	One	
39	HP toner No. CC532A	One	
40	HP toner No. CC533A	One	
41	HP toner No. CF350A(Black)	One	
42	HP toner No. CF351A(Cyan)	One	
43	HP toner No. CF352A(Yellow)	One	
44	HP toner No. CF353A(Magenta)	One	
45	HP toner No. CE320A(Black)	One	
46	HP toner No. CE321A(Cyan)	One	
47	HP toner No. CE322A(Yellow)	One	
48	HP toner No. CE323A(Magenta)	One	
49	HP toner No 280A(80A)	One	
50	HP toner No 278-A(Fax2098)	One	
51	HP toner No. Q2612AC	One	
52	HP toner No Q5949A	One	
53	HP toner No. CB435A	One	
54	HP toner No. CC388AC	One	
55	HP toner No. CC530AC	One	
56	HP toner No. CB436AC	One	
57	Samsung toner 560RA	One	
58	Samsung toner .MLT D1053/XIP	One	
59	Samsung toner No. M-40	One	
60	Samsung toner 1640-D(108)	One	
61	Samsung toner SCX4521D3	One	
62	Toner 8560 D Toshiba for Photo Machine	One	
63	Canon toner No. 328	One	
64	Canon cartridge No. 337	One	

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Instructions for Online Bid Submission :

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID/ password and the password of the DSC/e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/ e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and

complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Procuring entity/Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
 - 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232. Foreign bidder can get help at +91-7878007972 & 7878007973.
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TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,

Date:

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/organization 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. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public sector undertaking.

6. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Signature of Accepting Officer

Signature of Tenderer