

Govt.of NCT of Delhi

**ARYABHAT POLYTECHNIC G.T.Karnal Road,Delhi-110033.**

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## **LIMITED TENDER NOTICE**

Ref.No. F.3(25)/ABP/PUR /TONERS /2014-15/

Dated:

Estimated Cost (Package) : **Rs. -**

**EMD: Rs.10,000/-**

**LAST DATE OF SUBMISSION : 12th January,2015 (2PM)**

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Sealed tenders are invited from the reputed OEM manufacturers, their authorized suppliers/registered dealers for the supply of Printer, Copier, Duplo Consumables i.e.Toner,Cartridges,Ink,Master Roll etc.for Aryabhat Polytechnic as per the specifications given in the ANNEXURE-II so as to reach this office not later than **12.01.2015 upto 2PM.**

The following terms and conditions must be followed while submitting the tender :

1. The sealed cover of tender must contain two separately sealed envelopes . One Envelop should be super scribed as **“Technical BID ”** and other envelop should be super scribed as **“PRICE BID ”**.

OUTER COVER should be superscribed with **“TENDER FOR PRINTER, COPIER, DUPLO CONSUMABLES for Aryabhat Polytechnic”** along with **Tender Ref. No., Last Date & Time of submission** should be written on it. The cover containing combined Technical & Price Bids will not be considered and will be summarily rejected.

2. EMD is **Rs.10,000/-** (Rupees Ten Thousand Only) for the package and must be deposited along with **“Technical BID ”** in the form of **FDR or Demand Draft/Banker’s Cheque only** in favour of **“Principal , Aryabhat Polytechnic GTK Road,Delhi-110033.”** Bid not accompanying requisite EMD shall be summarily rejected.
3. The **“Technical BID”** shall be opened first on **12.01.2015 at 2 PM** and the Price bids will be opened later on for only those bidders who qualify in Technical Bid.
4. The firm must be registered with the Trade & Taxes Deptt.(VAT Deptt.) of Delhi Govt. and the bidder should be Income tax Payee.
5. Attested photocopies of following documents and EMD in Original must be attached with **Technical BID”** only:
  - (a) **EMD of Rs.10,000/-** (Rupees TEN THOUSAND ONLY) as mentioned at para 2.
  - (b) **VAT/Sales Tax registration**
  - (c) Permanent Account Number (**PAN**) of Income Tax Department
  - (d) Latest **VAT Deposit Slip/Sale Tax Clearance Certificate.**

- (e) BID FORM as per **ANNEXURE-I** (to be submitted in original with sign & seal)
- (f) **TECHNICAL BID FORM ANNEXURE-II**

6. Delivery should be made within **4 weeks** after receipt of confirm supply order. For each week of delay in supply after stipulated delivery period shall attract a penalty of 1% per week on undelivered goods max. upto 10%.
7. If the bidder quotes longer delivery period than the stipulated period, an amount of 1% per week will be added in the quoted prices for evaluation/comparison of rates only.
8. The bidder will not be relieved from any liability related to warranty/guarantee or any other obligation under the contract as mentioned against items in Annexure-I.
9. Firms registered with DGS&D & NSIC are exempted from submission of bid security (EMD) subject to production proof/certificate from respective agency authorized for the purpose.
10. Mention clearly whether the items are available Ex-stock, if not, state the period of supply.
11. The bidder is expected to examine all instruction, terms and conditions in the bidding document. Failure to furnish all information as required in the tender document may result in the rejection of the bid.
12. **The manufacturers/dealers must quote the unit cost of the items including VAT, Excise Duty, Transportation charges, loading and unloading charges and incidental charges, if any, and shall also mention VAT%, Excise Duty etc..**
13. The bidder should quote all the rates on the basis of the delivery at the purchaser site no extra transportation charges, delivery charges, installation charges will be paid or considered.
14. If desired, Principal/Purchaser can ask for the demonstration of the item and non-production of item for demonstration will result in the rejection of the tender.
15. The items supplied should be New and as per the specifications.
16. The purchaser may, at any time prior to the last date of submission of quotations, for any reason may modify any or all conditions of the documents and the same will also be communicated to the respective Bidder and for which Bidder shall have no objection.
17. The rates will be valid for 120 days from the date of opening of tender.
18. The quotations received after the due date and time will not be accepted.
19. The tender should be sent by ordinary post in sealed cover super scribed with **“TENDER FOR PRINTER, COPIER, DUPLO CONSUMABLES for Aryabhat Polytechnic”** OR the bid can also be put in the sealed box kept in the office.

20. The tender will be opened on scheduled DATE & Time as mentioned in para 3 above, in the office of the Principal, in the presence of one representative each of the Bidder who wish to be present with authorization letter of the Bidder.
21. In the event of scheduled date of opening of tender is declared a holiday, the tender shall be opened at the same place and same time on the next working day.
22. The purchaser reserves the right to accept or reject any or all the bids without assigning any reasons.
23. Over-writing/White fluid should be avoided. All the over-writing/ corrections should be attested by the bidder signing the bid form.
24. Any dispute is subject to the jurisdiction of the Delhi Courts only.
25. The successful bidders must ensure to supply the original/genuine consumables (in sealed packs) of the make/model mentioned in the Technical Bid and expiry date should be one year or more on the date of supply.

**NOTE: DO NOT MENTION BEST QUALITY/GOOD QUALITY/SUPERIOR QUALITY etc. But write the MAKE & BRAND of item quoted in the TECHNICAL BID (ANNEXURE-II).**

**PRINCIPAL**

**BID FORM**

Ref.No. F.3(25)/ABP/PUR /TONERS /2014-15/

Dated:

To

The Principal,  
Aryabhat Polytechnic,  
(Government Of N.C.T. Delhi)  
GTK Road New Delhi

Sir,

Having examined the Bid Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver items as mentioned in Technical Bid (Annexure-II) in conformity with the said Tender documents in accordance with the schedule of prices attached herewith and made part of this Tender.

We undertake, if our Bid is accepted, to deliver the goods within the delivery period as specified in the Tender document of **Four weeks**.

We agreed to all Terms and conditions of this Bid for a period of 120 days after the date fixed for Price (Commercial) Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988", if we find in tender pooling or against law / against fraud and corruption, my / our firm may be black listed.

Further we certify that our organization is not black listed by any Govt. Deptt.

SIGNATURE WITH NAME

Dated:

(SEAL)

**PRINTER,COPIER,DUPLO Consumables**

**TECHNICAL BID**

**ANNEXURE-II**

Ref.No. F.3(25)/ABP/PUR /TONERS /2014-15/

S.No.	Particulars of Item with complete size, Specification, Mark etc.	Qty	Unit	Agree to Specn mentioned in Col.2 (YES/NO)	Remarks
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
1	Toner 1640-D for Toshiba e-Studio 207	6	No.		
2	Toner 4530-D for Toshiba e-Studio-255/355	3	No.		
3	Canon NPG-28 Toner for Model No.iR2422L	6	No.		
4	Canon NPG-57 Toner BK JP/OTH for Model No.iRADV4025	2	No.		
5	HCL Duplo Ink DP 550	6	No.		
6	HCL Duplo Master Roll DR55	4	No.		
7	HP 12A Cartridge for HP Printer 1022/3055	16	No.		

**PRINTER,COPIER,DUPLO Consumables**

**PRICE BID**

**ANNEXURE-III**

Ref.No. F.3(25)/ABP/PUR /TONERS /2014-15/

S.No.	Particulars of Item with complete size, Specification, Mark etc.	Qty	Unit	VAT %	Rate incl. VAT	Amount in Rs.
1	2	3	4	5	6	7
1	Toner 1640-D for Toshiba e-Studio 207	6	No.			
2	Toner 4530-D for Toshiba e-Studio-255/355	3	No.			
3	Canon NPG-28 Toner for Model No.iR2422L	6	No.			
4	Canon NPG-57 Toner BK JP/OTH for Model No.iRADV4025	2	No.			
5	HCL Duplo Ink DP 550	6	No.			
6	HCL Duplo Master Roll DR55	4	No.			
7	HP 12A Cartridge for HP Printer 1022/3055	16	No.			