

Shastri Bhawan, New Delhi  
Dated the 0<sup>th</sup> July, 2016

## TENDER NOTICE

Subject: Tender Notice for Award of Annual Rate Contract for supply of Ink/Toner Cartridges of HP/Canon/Kyocera Printer/Samsung Fax Toner for official use in the Ministry of Petroleum & Natural Gas: reg.

SEALED TENDERS are invited in two bid system (Technical Bid and Financial Bid separately) for Supply/Purchase of Ink/Toner Cartridges of HP/Canon/Kyocera Printers/Samsung Fax Cartridges for official use initially for one year from the date of award of the ARC. However the same can be extended for two more years subject to satisfactory performance of the bidder on the same rates and terms & conditions with the mutual consent of both the parties.

2. The bidder shall place the **three separate envelopes** (called inner envelopes) marked "Technical Bid", "Financial Bid" and "Earnest Money Deposit" in one outer envelope. The sealed outer envelope bearing the name and address of the bidder shall be addressed to "**The Under Secretary (Administration), Ministry of Petroleum & Natural Gas, Shastri Bhawan, New Delhi**". The sealed tender shall be dropped in the tender box kept at Facilitation centre, Garage No. 18, Ground Floor, Shastri Bhawan New Delhi so as to reach latest **by 03.00 P.M. on or before 28.07.2016**. Quotation received through other mode of correspondence or after due date will not be entertained.

### 3. **BID EVALUATION CRITERIA**

3.1 The terms and conditions for the evaluation of technical bids are indicated below:-

- (i) The invitation is open to OEM & authorized distributors/dealers of OEM who are having at least 03 years of experience in supplying of Tonner/Cartridges to the Ministries/Departments of the Central Government/PSUs. A copy of the valid authorization, duly issued by the OEM must be enclosed with the bid.
- (ii) The registered/branch office of the bidder should be located in Delhi. The bidder shall indicate his own direct telephone (office as well as residence) and also his mobile phone so that he may be contacted in emergency.
- (iii) The firm should have an annual turnover of Rs.50 lakhs p.a. for each of the last 03 financial years. A certificate to this effect duly certified by a Chartered Accountant should be submitted along with technical bid.

- (iv) A copy of the following documents, duly attested, must be enclosed. In the absence of insufficient supporting documents, technical bid shall be summarily rejected without assigning any reason/opportunity.
- (a) PAN card
  - (b) VAT/Sales Tax Registration Certificate
  - (c) Service Tax Registration Certificate
  - (d) Valid authorization letter from the OEM
  - (e) The firm should have registered with the appropriate registration authority. Certificate of incorporation to be enclosed.
  - (f) Three running Annual Rate Contracts for supply tonner/cartridges to the Central or State Government Ministry/Department/PSU/Banks
  - (g) Earnest Money Deposit of Rs.50,000/- in the form of Demand Draft in favour of "DDO, Ministry of Petroleum and Natural Gas" payable at New Delhi
- (v) The firm has to give a self declaration that it has not been blacklisted/debarred by any Ministry/Department/PSU/Bank and the terms and conditions, as indicated in the tender document, are acceptable to the firm.

3.2. **Financial Bids** - The envelope containing Financial Bid shall comprise of the price bids of the items as per Annexure-I. The bidder shall quote rates in Indian rupees (INR), both in words and figures. In case of difference between the rates of items written in figures and in words, the rates of items written in words shall be taken as correct. Rates should be quoted in prescribed proforma annexed at annexure-I. The rates should be inclusive of excise duty, freight, transportation, packing, forwarding, handling etc. but excluding the VAT/CST and local taxes, if any, which shall be paid by the Ministry as applicable. Rates mentioned in the quotation, if accepted, shall remain same during the rate contract period and no requests for any increase in the rates will be entertained during the contract period. Income tax is to be recovered at source from bills, as applicable.

4. **PERFORMANCE SECURITY** - Successful bidder will have to further deposit an amount of Rs. 2,00,000/- (Rupees Two Lakh only) in the form of demand draft or Fixed Deposit Receipt (FDR) or bank guarantee as performance security which will remain with the Ministry till 02 months (60 days) after the expiry of the contract. The EMD of successful bidder will be refunded once he deposits performance security.

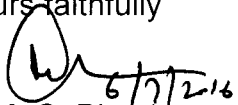
## 5. **GENERAL TERMS AND CONDITIONS**

- i) This Ministry will not accept any duplicate/substandard items. If the supplier is not able to supply the original items, appropriate action may be taken against the firm i.e., imposition of penalty, cancellation of contract or forfeiture of EMD/ Performance Security including blacklisting/debarring the firm.
- ii) The items are generally purchased on month-to-month basis. However, the procurement of the above items would be purely 'on need' basis without any guarantee for any minimum quantity.

- iii) The items should be supplied within FIVE days after receipt of the purchase/supply order, failing which the Ministry of Petroleum & Natural Gas without prejudice to the other remedies available under the terms of the contract impose penalty to the extent of 10% of the contract value of delayed supplies.
- iv) The firm should be in a position to supply the items on short notice and also as and when needed on urgent basis even without formal supply orders. The firm should be able to provide these items on holidays/Saturday/Sunday also.
- v) All items have to be supplied to Room No. 215-B wing, Shastri Bhawan, New Delhi. The suppliers will be responsible for delivery of goods in good condition at their own risk and cost. In case the firm is not able to supply the requisitioned within the stipulated period of time, the items will be procured from the open market and difference of the cost, if any, will be recovered from performance security or from the pending bills of the firm. In case of repeated failure, the contract shall be cancelled and the Performance security shall also be forfeited immediately. The firm shall also be barred from participating in any future Tenders of the Ministry and may be blacklisted by the Ministry.
- vi) If the firm after submission of bid and/or due acceptance of the same fails to abide by the terms and conditions of the tender document, and/or execute the delivery as per prescribed schedule, the Ministry will have the right to forfeit the EMD, invoke the performance security deposited by the firm and get the work done from other firm at the risk and consequences of the firm. The decision of Competent Authority in this regard will be final and binding.
- vii) 100% payment will be released only after satisfactory completion of delivery of items on each occasion.
- viii) The Ministry of Petroleum & Natural Gas reserves the right to terminate the ARC at any point of time without assigning any reason therefor. Further, all disputes in respect to this ARC shall be subject to the Indian laws and jurisdiction of the courts located in Delhi only.

6.. **OPENING OF BIDS** - The Technical Bid will be opened at 04.00 P.M. on 28.07.2016 in Room No.215(a), 'B' Wing, Shastri Bhawan, Ministry of Petroleum & Natural Gas, in presence of the participating bidders, who may wish to be present. Quotation received after stipulated time and date will be rejected forthwith. Financial bids of only those bidders shall be opened who meet the technical criteria of the tender, the notice of which will be issued separately. Tender documents can be downloaded from website of the Ministry of Petroleum & Natural Gas at [www.petroleum.nic.in](http://www.petroleum.nic.in) as well as Central Public Procurement Portal at [www.eprocure.gov.in](http://www.eprocure.gov.in).

Yours faithfully

  
(M. C. Bhatt)

Under Secretary to the Govt. of India

1. Technical Director, NIC - with the request to upload the tender on the website of the Ministry as well as CPPP website [www.eprocure.gov.in](http://www.eprocure.gov.in).
2. All Ministries/Departments for circulation.
3. Notice board of the Ministry
4. Hindi section with request to provide the Hindi version of the notice

## PROFORMA (Financial Bid)

Sl No.	Name of the Cartridge	Rate per unit excluding VAT
1.	Ink Cartridge HP 6656-A (56-A)	
2.	Ink Cartridge HP 6657-A (57-A)	
3.	Toner Cartridge HP-C7115-A	
4.	Ink Cartridge HP 8765z (852-A)	
5.	Ink Cartridge HP 8766z (855-A)	
6.	Ink Cartridge HP C9361zz (854)	
7.	Ink Cartridge HP C9364zz (851)	
8.	Ink Cartridge HP CB316zz (862)	
9.	Ink Cartridge HP CB317zz (862)	
10.	Ink Cartridge HP CB318zz (862)	
11.	Ink Cartridge HP CB319zz (862)	
12.	Ink Cartridge HP CB320zz (862)	
13.	Toner Cartridge CB436-A (36-A)	
14.	Toner Cartridge CB540-A	
15.	Toner Cartridge CB541-A	
16.	Toner Cartridge CB542-A	
17.	Toner Cartridge CB543-A	
18.	Toner Cartridge CC388-A	
19.	Toner Cartridge HP CE278-A	
20.	Toner Cartridges HP Q2612-A	
21.	Toner Cartridges HP 6000-A	
22.	Toner Cartridges HP 6001-A	
23.	Toner Cartridges HP 6002-A	
24.	Toner Cartridges HP 6003-A	
25.	Toner Cartridge Q 6511-A	
26.	Toner Cartridge HP CE320-A	
27.	Toner Cartridge HP CE321-A	
28.	Toner Cartridge HP CE322-A	
29.	Toner Cartridge HP CE323-A	
30.	Toner Cartridge HP CE310-A	
31.	Toner Cartridge HP CE311-A	
32.	Toner Cartridge HP CE312-A	
33.	Toner Cartridge HP CE313-A	
34.	Toner Cartridge HP Q5949-A	
35.	Samsung Fax Toner MLTD 1053 S	

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36.	Samsung Fax Toner SCX 4521 D3	
37.	Samsung Fax Toner 4216	
38.	Samsung Fax Toner 560	
39.	Toner Cartridge HP CE 400A	
40.	Toner Cartridge HP CE 401 A	
41.	Toner Cartridge HP CE 402 A	
42.	Toner Cartridge HP CE 403 A	
43.	Kyocera Cartridge 1135/1144	
44.	Cartridge of Multifunctional Printer Samsung 4521 IFS	
45.	Toner 318 Black Canon	
46.	Toner 318 Cyan Canon	
47.	Toner 318 Magenta Canon	
48.	Toner 318 Yellow Canon	
49.	Toner Cartridge of Multifunctional colour Printer HP Laserjet PRO M176	
50.	Toner Cartridge of Multifunctional colour Printer HP Laserjet MFP N 476 dw	
51.	Canon Toner Cartridge NPG 52 (Black)	
52.	Canon Toner Cartridge NPG 52 (Cyan)	
53.	Canon Toner Cartridge NPG 52 (Magenta)	
54.	Canon Toner Cartridge NPG 52 (Yellow)	
55.	HP Printer CE 314-A Drum	
56.	Toner Cartridge HP CF 380A	
57.	Toner Cartridge HP CF 381A	
58.	Toner Cartridge HP CF 382A	
59.	Toner Cartridge HP CF 383A	
60.	Toner Cartridge HP CF 280A	
61.	Toner Cartridge Samsung SCX 4725A	

Date:

Place:

(Signature of the authorized person)

Name:

Designation:

Seal: