

F.No. NIHFW/SB/16-93/2015

Dated: 17/02/2016

To,

Subject:-Annual Rate Contract for purchase of Computer Consumable Items (Toner & Cartridges) for Printers and Photocopiers of NIHFW.

Sir,

Sealed Tenders are invited by Director, NIHFW, New Delhi for procurement of Computer Consumable Items (Toner & Cartridges) for Printers and Photocopiers of NIHFW, New Delhi.

Date & time of issue of tender	Cost of tender document	Earnest money deposit	Last date & time of receipt of tender	Date & time of opening of Prequalification & Technical Bid.
18/02/16 to 10/03/16 9.30 A.M. to 4.00 P.M.	Rs.1,000/-	Rs.15,000/-	11/03/2016 Up to 3.00 P.M.	11/03/2016 3.30 P.M.

Note- In case the date of opening of tenders happens to be a declared holiday then tenders shall be opened on the next working day at the same time.

The sealed envelope containing the quotation should be marked in capital letters "**ANNUAL RATE CONTRACT FOR TONER & CARTRIDGES**" and same may be dropped in the tender box kept at reception of institute by 3:00 PM on 11/03/16. The envelope should also bear the sender's name and address.

Director, NIHFW, New Delhi reserves the right to enhance or reduce the quantity or to decide not to purchase any tendered item, to accept any tender in full or in part, to reject any or all tenders at any time without assigning any reason thereof.

Please note that Tender Form not accompanied by requisite earnest money will be rejected outrightly without assigning any reason or entertaining any correspondence. The earnest money of unsuccessful bidders will be refunded, without any interest, in due course of time, as mentioned in the tender document.

Tender document is enclosed.

(Rajiv Ranjan Singh)
Dy.Director(Admn.)

Sealed tenders are invited by Director, NIHFW, New Delhi from "manufacturers/Authorized dealers" for supply of "**ANNUAL RATE CONTRACT FOR TONER & CARTRIDGES**" for use in NIHFW, New Delhi.

TENDER EVALUATION

Tenders evaluation will be done in two stages

1. Pre-qualification bid
2. Price bid.

Each bid to be submitted in separate sealed envelopes super-scribed as "Pre-qualification Bid" and "Price Bid" respectively. All these two envelopes should be put in another envelope marked as "**ANNUAL RATE CONTRACT FOR TONER & CARTRIDGES**" and sealed properly.

PRE QUALIFICATION BID:

It should be enclosed in an envelope and sealed properly and super-scribed "Pre-qualification bid for "**ANNUAL RATE CONTRACT FOR TONER & CARTRIDGES**" along with name and address of bidder.

Documents to be attached with Pre-qualification Bid:-

1. Earnest Money Deposit in the form of Demand Draft/Banker's Cheque in favour of Director, NIHFW, New Delhi, Payable at New Delhi.
2. Tender Fee in the form of Demand Draft/Banker's Cheque in favour of Director, NIHFW, New Delhi, payable at New Delhi in case Tender Document downloaded from Institute's website.
3. Self attested photocopies of latest and valid STCC/VAT /TIN registration certificate and Proof of filing income tax return (enclose last three year income tax assessment certificate)
4. PAN Card: Submit the self attested copy.
5. Tender document duly signed by Authorized Signatory of the bidder (on each page) with seal of the firm as a token of acceptance by the Bidder of all terms & conditions.
6. Copy of partnership Deed in case of Partnership firm/Memorandum and Article of Association with undertaking and authorization for signing the Tender Documents.
7. Undertaking as per **Annexure- I**
8. Criminal liability undertaking as per **Annexure- II.**

PRICE BID:

The bidders must quote the rates in INR strictly as per prescribed format given at **Annexure-III to Annexure-VI**.

TERMS & CONDITIONS (Please read carefully all the terms and conditions)

1. QUOTATION must be sent in a SEALED COVER clearly superscripted as indicated above.
2. Tender document can be obtained from Accounts Section, Administrative Block, NIHFW, Munirka, New Delhi on payment of ₹1000/- (Rupees one thousand only). In case of downloaded tender document, the cost of tender should be sent along with the tender documents (**Inside of pre-qualification bid's envelope**) in the form of Bank Draft/Banker's Cheque in favour of Director, NIHFW, New Delhi – 110067. Tender received without cost will be summarily rejected. The tender must be dropped in tender Box kept at reception of Institute by 3.00 PM till 11/03/2016.
3. Tenderer must deposit the amount of Rs.15,000/- (Fifteen Thousand Only) through Demand Draft drawn on any Nationalized Bank in favour of "Director, NIHFW, New Delhi" towards Earnest Money Deposit. Tenders not accompanied by Earnest Money Deposit (Bid Security) shall be summarily rejected.
4. The Earnest Money Deposit will be refunded to the unsuccessful Tenderers only after the acceptance of the Tender is conveyed to the successful Tenderer.
5. The Earnest Money will be refunded to the successful Tenderer only after receiving the Security Deposit @ 10% of the product value for a period of one year through Demand Draft /Bank Guarantee in favour of Director, NIHFW, New Delhi.
6. The Tenderer/Supplier has to give an affidavit on non-judicial stamp paper of Rs.100/- duly certifying by the Authorized Signatory(ies) that there is no vigilance/CBI case pending against the firm/supplier and the firm has not been blacklisted by any Govt. Organization.
7. The Tenderer shall furnish following certificates invariably along-with quotation, as applicable, otherwise quotation shall be summarily rejected:
 - a. A declaration by the proprietor of the firm, in case, the firm is a proprietorship firm.
Or
 - b. An attested copy of partnership deed duly registered by the Registrar of firms, in case, of partnership firms.
 - c. An attested copy of article of memorandum with constitution of firm and guidelines, in case, of limited firm with name of all Directors.

8. A proof of ownership/partnership shall be submitted along with verification of address, telephone number and fax number. A surprise visit to the premises by the representatives of the Institute may be made to assess the firm's capacity and standing.
9. Tender must be dropped in the Tender Box kept near the Reception of the Institute on or before 11/03/2016 up to 3:00 PM. Tenders will be opened by Tender Opening Committee of the Institute at 3:30 PM on the same day. Any Tenderer or their authorized representative, who wish to be present at the time of opening, may attend. Tender received through E-mail, Fax, etc. shall not be accepted. Tender received after due date and time will not be accepted on any grounds and will be rejected.
10. The rates should be quoted on the terms of FOR, destination National Institute of Health and Family Welfare, Baba Gangnath Marg, Munirka, New Delhi. The Institute will not be liable to pay any taxes etc. which are not mentioned in the price bid.
11. No figures or words should be over written. Overwritten/incorrect figures or words should be scored off and re-written under full signature of the bidder. Tender which does not fulfill this condition will not be considered. When quotation runs into several pages, each page must be signed. Please mark **NOT QUOTED** against the items for which you cannot quote.
12. The successful tenderer will be required to deposit Performance Security @10% of the Product value by way of Demand Draft drawn on any Nationalized Bank payable at New Delhi or Bank Guarantee of the total amount in favour of Director, NIHFV, New Delhi. The security will be retained by the Institute at least upto two months beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
13. Delivery charges/cartage if any must be indicated clearly in the price bid. Delivery of the items will have to be effected in Store Section of this Institute located in NIHFV Campus, New Delhi – 110 067 as and when required basis.
14. In case of non-supply of material within the due date i.e. within the date of delivery mentioned in supply order, the Director, NIHFV, New Delhi will have the right to impose penalty as deemed fit or to resort to risk purchase in full or part thereof at his/her discretion, his/her decision shall be final and binding.
15. Rates quoted against this tender enquiry shall remain valid up to 90 days of the opening of tenders. No request for increase in rates, if any, will be allowed, or entertained during this period after opening of tenders by the Committee.
16. Conditional tenders are liable to be rejected. In the event of acceptance, Director's decision will be final. The rates should be quoted as per our required specifications. The tender which is not as per our required specifications, will not be considered on any ground.

17. The right to accept or reject any tender, partially or wholly, including lowest tender without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the Director, NIHFV, New Delhi. The Director, also reserves the right to split the tender and place the orders for supply of item(s), mentioned in the tender enquiry to one or more Tenderers. The decision of the Director, with regard to enforcement of these terms and conditions herein contained, as a result of breach of these conditions by successful Tenderer/s, shall be final and the Director, shall not be liable for any damage/liability put forth by the Tenderers at any stage of the transaction arising out of the enforcement of any or all herein contained terms and conditions.
18. Payment will be made within a reasonable period through a crossed Cheque drawn on State Bank of India, NIHFV, Munirka, New Delhi – 110067 after satisfactory inspection and acceptance of supplies and presentation of pre-receipted bills. No conditions/clause with regard to interest etc. shall be entertained.
19. The quantity shown in this tender is only approximate requirement and is subject to alteration at the time of placing the supply order and during the pendency of the quotation it will be binding on the part of the successful Tenderers to honour and comply with such orders placed by this Institute.
20. Tenderers responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the part of the successful Tenderer.

SPECIAL CONDITIONS OF THE CONTRACT

21. Before the order is executed to the successful tenderer, he/she/it will have to enter into an Annual Rate Contract with the Institute. The successful tenderer have to supply ordered items two months beyond the completion of Annual Rate Contract. No increase in rates will be allowed during the period of Annual Rate Contract.
22. Dispute, if any arising in the matter shall be settled through an arbitrator to be nominated by Director, NIHFV.
23. The resultant contract shall be interpreted under the Indian Laws and subject to the jurisdiction of courts located in Delhi.
24. Corrigenda/addenda, if any, will be placed on the website of the Institute. The interested parties may keep checking the Institute's website on regular basis.

(Rajiv Ranjan Singh)
Dy. Director (Admn.)

**FORMAT FOR UNDERTAKING
(TO BE SUBMITTED ON A NON-JUDICIAL STAMP PAPER OF Rs.100/-)**

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
2. The rates quoted by me/us are valid and binding on me/us for acceptance for the period of one year from date of acceptance of tender bid. I/We, hereby bind myself/ourselves to the Director, NIHF, New Delhi for supply of item for use in NIHF, New Delhi during the period of tender.
3. The item supplied by me/us, would be of the best quality and as per specifications.
4. Earnest money deposited by me/us, may be retained till the finalization of the tender.
5. Performance Security will be deposited by me/us and the same may be retained two months beyond the period of ARC is over.
6. I/We hereby undertake to supply the items two months beyond the validity of the ARC as per directions given in the supply order within the stipulated period on the existing rates.
7. If the NIHF authorities think it necessary to change any item/items supplied by me/us found to be defective/inferior quality, the same will be replaced by me/us at no extra cost.
8. Guarantee/Warranty as asked for in the tender form is acceptable to us. If any item supplied by me/us is found to be defective and beyond repair during the guarantee period, the same shall be replaced by me/us free of cost.
9. I/We undertake to bear the cost of testing for quality of item supplied whenever decided to do test during contract period.
10. I/We hereby undertake to recoup any loss/damages caused to the NIHF authority through the use of defective materials supplied by me/us.
11. I/We hereby undertake to pay penalty as per terms and condition for delayed supplies/non supply.
12. It is certified that rate quoted by me/us are not higher than the MRP/Prevailing market rate.
13. It is certified that the quoted items have not been and are not being supplied to any other organization at a rate lower than being quoted here.
14. I/We agree to accept the bill to be paid by the purchaser after completion of all formalities and should any amount of bill found to have been overpaid, the amount shall be refunded by me/us.
15. There is no vigilance/CBI or court case pending against the firm.
16. I/we understand that the Director, NIHF, New Delhi has the right to accept or reject any or all the tenders without assigning any reasons (s) thereof.
17. The decision of the Director, NIHF, New Delhi will be final and binding upon me/us.

Signature of Bidder
(Name of Bidder)
Place..... With seal of firm

Affirmation

I pledge and solemnly affirm that the information submitted in tender documents is true to the best of my knowledge and belief. I further pledge and solemnly affirm that nothing has been concealed by me and if anything adverse comes to the notice of purchaser during the validity of tender period Director, NIHF, New Delhi will have full authority to take appropriate action as he/she may deem fit.

Place Signature of Bidder
Date..... (Name of Bidder)
With seal of firm

CRIMINAL LIABILITY UNDERTAKING ON Rs. 100/- AFFIDAVIT

I.....S/o.....Resident
of

.....

.....do solemnly pledge and affirm: -

1. That I am the proprietor /partner/authorized signatory of

M/s.

2. That my firm has not been declared defaulter by any govt. agency and that no case of any nature i.e. CBI, Criminal/Income Tax/ Sales Tax/ Blacklisting is pending against my firm.

Name
Signature
Rubber stamp
Affirmation/Verification

Proforma for price bid

S. No.	HP Ink Cartridges (Original)	Quantity	Rates per unit (Rs.)	Vat	Amount (Rs)
1.	Ink Cartridge C4836A	10 Nos.			
2.	Ink Cartridge C4837A	10 Nos.			
3.	Ink Cartridge C4838A	10 Nos.			
4.	Ink Cartridge C4844A	10 Nos.			
5.	Ink Cartridge C6578D	10 Nos.			
6.	Ink Cartridge C6615D	40 Nos.			
7.	Ink Cartridge C6625A	40 Nos.			
8.	Ink Cartridge C6656A	10 Nos.			
9.	Ink Cartridge C6657A	10 Nos.			
10.	Ink Cartridge C1823D	10 Nos.			
Total					

Proforma for price bid

S. No.	HP Toner (Original)	Quantity	Rates per unit (Rs.)	Vat	Amount (Rs)
1.	HP Toner CB436A	20 Nos.			
2.	HP Toner Q2612A	20 Nos.			
3.	HP Toner CE278A	20 Nos.			
4.	HP Toner Q7553A	5 Nos.			
5.	HP Toner CE388A	40 Nos.			
6.	HP Toner CB435A	20 Nos.			
7.	HP Toner CE320A	5 Nos.			
8.	HP Toner CE321A	5 Nos.			
9.	HP Toner CE322A	5 Nos.			
10.	HP Toner CE323A	5 Nos.			
11.	HP Toner CB280A	5 Nos.			
12.	HP Toner CB540A	4 Nos.			
13.	HP Toner CB541A	4 Nos.			
14.	HP Toner CB542A	4 Nos.			
15.	HP Toner CB543A	4 Nos.			
Total					

Proforma for price bid

S. No.	Other Toners (Original)	Quantity	Rates per unit (Rs.)	Vat	Amount (Rs)
1.	Digital Franking Machine IJ 40	06 Nos.			
2.	Canon NPG-20	10 Nos.			
3.	Canon NPG-26	10 Nos.			
4.	Canon NPG-51	10 Nos.			
5.	Canon NPG-52	10 Nos.			
6.	Canon NPG-57	50 Nos.			
7.	Canon NPG-59	10 Nos.			
8.	Canon NPG-35	10 Nos.			
9.	Brother EN2280	30 Nos.			
10.	Ricoh-5210SR 5200	10 Nos.			
11.	Samsung MLTRI116S	6 Nos.			
12.	Kyocera TK-410	30 Nos.			
Total					

ANNEXURE – VI

Proforma for price bid

S. No.	Refilling of Cartridges/Toners	Quantity	Rates per unit (Rs.)	Vat	Amount (Rs)
1.	Ink Cartridge C4836A	10 Nos.			
2.	Ink Cartridge C4837A	10 Nos.			
3.	Ink Cartridge C4838A	10 Nos.			
4.	Ink Cartridge C4844A	10 Nos.			
5.	Ink Cartridge C6578D	10 Nos.			
6.	Ink Cartridge C6615D	40 Nos.			
7.	Ink Cartridge C6625A	40 Nos.			
8.	Ink Cartridge C6656A	10 Nos.			
9.	Ink Cartridge C6657A	10 Nos.			
10.	Ink Cartridge C1823D	10 Nos.			
11.	HP Toner CB436A	80 Nos.			
12.	HP Toner Q2612A	80 Nos.			
13.	HP Toner CE278A	80 Nos.			
14.	HP Toner Q7553A	20 Nos.			
15.	HP Toner CE388A	160Nos.			
16.	HP Toner CB435A	80Nos.			
17.	HP Toner CE320A	5 Nos.			
18.	HP Toner CE321A	5 Nos.			
19.	HP Toner CE322A	5 Nos.			
20.	HP Toner CE323A	5 Nos.			
21.	HP Toner CB280A	6 Nos.			
22.	HP Toner CB540A	4 Nos.			
23.	HP Toner CB541A	4 Nos.			
24.	HP Toner CB542A	4 Nos.			
25.	HP Toner CB543	4 Nos.			
Total					