

No. EI-D/GA/7-2/2013

20.4.2013

Subject: Purchase of HP Printer Cartridges Items – reg.

Kindly refer to the advertisement appeared in Hindustan Times dated 20.4.2013 regarding Rate Contract with HP authorised resellers for supply of HP Printer Cartridges.

2. A tender document is attached herewith for kind information and further necessary action by the prospective bidders.


20/04/13

(Dinesh Kumar Dixit)
Registrar & CPO

All the prospective bidders

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EI-D/GA/7-2/2013
ERNET India
(An Autonomous Scientific Society under the Department of Electronics & Information
Technology, Govt.),
10th Floor, Jeevan Prakash Building ,
Kasturba Gandhi Marg,
New Delhi-110001

Date: 22.04.2013

Sub: Purchase of Computer HP Cartridges

Sir,

ERNET India an Autonomous Scientific Society under Department of Electronics and Information Technology, Govt. of India, is a Class 'A' Internet Service Provider for the Education and Research Community of India.

ERNET India intends to enter into a rate contract with HP authorized resellers for a period of two years to supply toner cartridges for the printers as detailed in Annexure-I.

GENERAL CONDITIONS

1. The bidder must be a reputed manufacturer or his authorized representative of the type of product offered. In case of representative, the authority from the manufacturer/distributor must be submitted. The bids received without authority will liable to be rejected.
2. Quotations should be submitted in two parts. Part-I of the tender should contain (i) Authority letter as required in para 1 above; (ii) EMD as per para 14 below; and (iii) Unpriced bill of material as per Annexure-I (stamped and signed), confirming that the bidder has quoted for all the item of supply. The envelop containing Part-1 of the tender document may be marked as 'Documents for qualifying criteria'. Non-submission of these documents will be treated as non-responsive and Part-II of the bids i.e. Commercial Bids of parties found non-responsive will not be opened for further consideration. Part-II of the tender document containing details of Annexure-I must be submitted duly filled in the price details against each item of supply. Envelop containing Part-II of the tender document should be marked as 'Commercial Bid'. Both the envelopes (sealed individually) shall be put in a bigger sealed cover duly addressed by name to the officer signing this enquiry and submitted before due date and time.
3. Bids should be valid for the period of contract.
4. Envelope should bear the inscription

"Quotation for Supply of HP Computer Cartridges

"Tender Enquiry No.: EI-D/GA/7-2/2013"

"Due Date & Time 14th May, 2013 (3.00 PM)

"Due Date & Time for Opening of Bids: : 14th May, 2013 (3.30PM)

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5. The Bids must reach the undersigned on or before the due date, i.e., on : **14th May, 2013 by 3.00 p.m.** Bids received after the due date & time is liable to be rejected. In the event of due date being a closed holiday or declared Holiday for Central Government offices, the due date for submission of the bids will be the following working day at the appointed time & venue.
 6. The rates should be quoted in Indian Rupees for delivery at the premises of ERNET India. All prices shall be fixed and shall not be subject to escalation of any description. The rates must be quoted for all the item of supply, as per the Performa provided in **Annexure-I.**
 7. Govt. Levies like sales tax, octroi, WCT etc., if any, shall be paid at actual rates applicable on the date of delivery. Rates should be quoted accordingly giving the basic price, Sales Tax etc., if any.
 8. It may specifically be mentioned whether the quotation is strictly as per tender specifications/conditions. No deviations in the specifications of the items would be accepted. Quotations not adhering to the specifications will be out rightly rejected.
 9. ERNET India reserves the right to accept or reject any bid or cancel the tender proceedings without assigning any reason whatsoever.
 10. Incomplete quotations are liable to be rejected.
 11. Bidder shall sign all pages of quotation and drawings forwarded with the quotation.
 12. In case of any discrepancy between rates mentioned in figures and words, the later shall prevail.
 13. **Payment Terms:** Payment will be made after satisfactory acceptance of material.
 14. **Earnest Money Deposit**
 - i) The quotation must be accompanied by Earnest Money Deposit of Rs. 25,000/-(Rupees Twenty Five Thousand Only) and shall be in the form of Demand Draft/Pay Order/Bank Guarantee drawn on any Indian Nationalized Bank/Scheduled Bank in favour of ERNET India, New Delhi. Bank Guarantee should be valid minimum for a period of 180 days from due date(original) of the quotation. **Quotations received without Earnest Money Deposit are liable to be rejected.**
 - ii) Earnest Money is liable to be forfeited and bid is liable to be rejected. If the bidder amends, impairs or derogates from the tender in any respect within the period of validity of the tender.
 - iii) The earnest money of all the unsuccessful bidders will be returned within 30 days of selection of L1 bidder. No interest will be payable by ERNET India on the Earnest Money Deposit.
 - iv) The Earnest Money of successful bidder shall be returned after expiry of bid validity period.
 15. Bill of materials detailed in Annexure-I will be taken into account to decide L-1 bidder.

16. Delivery period: The selected party should supply the materials order with one week of issue of Purchase order.

17. Liquidated Damages : In the event of the Supplier's failure to have the stores ready for shipment / delivery by the date / dates specified in this Purchase Order, ERNET India may at its discretion withhold any payment, until the whole of the stores have been supplied by the contractor, as liquidated damages and not any way of penalty at the rates of 1% of the consignment value per week or a part of a week subject to a maximum of 10%. The amount towards Liquidated Damage would be recovered from the amount of Bank Guarantee furnished by the firm or any payment due to the firm.

Yours faithfully,

(Dinesh Kumar Dixit)
Registrar & CPO

Encl: As above

S.No	Cartridge Model	Quantity	Unit price (Rs.)	Tax (per unit) (Rs.)	Total Unit price (4+5)
1.	2.	3.	4.	5.	6.
01	CE 505 A	1 No.			
02	CE278A(78A)	1 No.			
03	CE255A(55)	1 No.			
04	CE 250A	1 No.			
05	CE251 A	1 No.			
06	CE252A	1 No.			
07	CE253A	1 No.			
08	CE320A	1 No.			
09	CE 321A	1 No.			
10	CE 322A	1 No.			
11	CE323 A	1 No.			
12	HP 7516A	1 No.			
13	530 AB	1 No.			
14	531 AC	1 No.			
15	532 AG	1 No.			
16	532 AM	1 No.			
17	533 AM	1 No.			
18	CP 2025	1 No.			
19	HP C4906/940XL	1 No.			
20	HPC4907 AA/940XL	1 No.			
21	HPC4908 AA/940XL	1 No.			
22	HP C4909AA/940XL	1 No.			
	Total of Sl.No 1 to 22 =				