

Sub: Quotation for Supply of printer cartridges/toner.

Dear Sir/Madam,

1. This Commission intends to purchase printer cartridges/toner for use in Commission.
2. Accordingly, quotations are invited in sealed cover for supply of printer cartridges/toner as per following specifications :-

S.No	Cartridge/Toner No.	Printer Name	Quantity to be procured
1	HP 12A	HP -1020	10
2	HP 36A	HP 1505, HP1505n	10
3	HP 88A	HP-1007, HP-1008	12
4	MLT-D101S	Samsung ML2161	12
5	HP 851 Black	HP 4188	3
	HP 854 Color		3
4	HP 818 Black	HP DeskJet F2418	3
5	HP 818 Color		3
6	901 Color	HP 4500	4
8	901 Black		4
9	860 Black	HP 6488	3
10	861 Color		3
11	HP 920 Black	HP 6500	4
12	HP 920 Cyan		4
13	HP 920 magenta		4
14	HP 920 Yellow		4
15	950 Black	HP 8610	3
16	951 Cyan		3
17	951 Magenta		3
18	951 Yellow		2
19	CF350A Black	HP Pro MFP M117FW	2

20	CF351A Yellow		2
21	CF352A Cyan		2
22	CF353A Magenta		2
23	HP CE250A (Black)	HP- Color Laser Jet CP3525dn	3
24	HP CE251A (Cyan)		2
25	HP CE253A (Magenta)		2
26	HP CE252A (Yellow)		2

3. The format for providing financial bid, to be given on the letter head of your firm is enclosed at **Annexure 'A'**.
4. The bidder has to provide general information about the firm in the format given at **Annexure 'B'**
5. The detailed terms and conditions is enclosed at **Annexure 'C'**.
6. The last date and time of receipt of quotation is **10.03.2016** at **1600 Hrs.**
7. Quotations received after stipulated date and time will not be considered under any circumstances. The quotations received by the stipulated date and time will be opened by the Purchase & Works Committee at **10.03.2016** on same day i.e. **1630 Hrs.**

(Nalini Dubey)
Personnel Officer

(In the letter head of firm)**QUOTATION FOR SUPPLY OF PRINTER CARTRIDGES/TONER**

To

The Secretary
DERC, New Delhi

Sir,

1. I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.
2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish applicable EMD as per para 7 of Annexure 'C' for obtaining the Supply Order.
3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or has been banned / blacklisted / suspended business dealings neither by any Government Department, nor any criminal case registered against them / the firm. I/We further undertake to report to Secretary DERC, New Delhi immediately if any such action is taken in future against the firm / Proprietor / Partners / Directors during the currency of the Contract with you.
4. **Financial Bid** - for Supply of printer cartridges/toner, our lowest rates inclusive of all taxes are as given below:-

S.No	Cartridge/Toner No.	Printer Name	Quantity to be procured	Rates (in Rs.) per unit item	Total
1	HP 12A	HP -1020	10		
2	HP 36A	HP 1505, HP1505n	10		
3	HP 88A	HP-1007, HP-1008	12		
4	MLT-D101S	Samsung ML2161	12		
5	HP 851 Black	HP 4188	3		
	HP 854 Color		3		
4	HP 818 Black	HP DeskJet F2418	3		
5	HP 818 Color		3		
6	901 Color	HP 4500	4		
8	901 Black		4		
9	860 Black	HP 6488	3		
10	861 Color		3		
11	HP 920 Black	HP 6500	4		
12	HP 920 Cyan		4		

13	HP 920 magenta		4		
14	HP 920 Yellow		4		
15	950 Black	HP 8610	3		
16	951 Cyan		3		
17	951 Magenta		3		
18	951 Yellow		2		
19	CF350A Black	HP Pro MFP M117fw	2		
20	CF351A Yellow		2		
21	CF352A Cyan		2		
22	CF353A Magenta		2		
23	HP CE250A (Black)	HP- Color Laser Jet CP3525dn	3		
24	HP CE251A (Cyan)		2		
25	HP CE253A (Magenta)		2		
26	HP CE252A (Yellow)		2		

5. The rates quoted at para 4 above are valid for 60 days w.e.f. today.

(Signature of Bidder)

Name
Designation

New Delhi
Date:

General Information

1.	Full name of the Supplying Agency	
2.	Complete Address	
3.	Name of Proprietor / Partners / Directors	
4.	Contact Number.	Office : Residence
5.	Registration Number. (attach proof)	
6.	PAN Number (attach copy of PAN Card)	
7.	Service Tax Number	
8.	Bank Account Details	

: Declaration:

I/We hereby declare the I/We have read & understood all the terms & conditions mentioned in the Tender inviting letter and I/We undertake myself/ourselves to abide by them. I/We further, declare that all the information given above is true.

(Signature of Bidder)

Name:

Terms and Conditions of Supply of Printer Cartridges/Toner

1. **Description of Work.** Supply of printer cartridges/toner.
2. **Manner of depositing the Bids.** The bidder has to submit complete proposal in the form annexed as Annexure 'A'. No change in the amount of bid shall be permitted after submission of the bids. All the documents shall be duly signed and stamped by authorized person of supplier. Sealed Bids should be either dropped in the Tender Box placed at Commission's Reception or sent by registered post at the address of Commission so as to reach on **10.03.2016** by **1600 Hrs**. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of Bid documents. Unsealed bids sent by FAX or e-mail, will not be considered.
3. **Specifications.** Supply of printer cartridges/toner shall strictly conform to the technical specifications as per annexure 'A'. Product should be genuine and new. Spurious and refilled items shall not be accepted.
4. **Time and date for opening of Bids.** The bids will be opened on **05.03.2016 at 1630 Hrs**. If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.
5. **Rejection of Bids.** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction, unsigned bids shall be summarily rejected and may lead to forfeiture of EMD. Conditional tenders will be rejected.
6. **Validity of Bids.** The prices quoted in the Bids should remain valid for **60 days** from the last date of submission of the Bids.
7. **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for amount of **Rs. 15,000/-** along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft in favour of The Secretary, Delhi Electricity Regulatory Commission payable at New Delhi from any of the public sector banks. EMD of the unsuccessful bidders will be returned to them at the earliest latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the successful Supply of printer cartridges/toner. Quotation without earnest money will be rejected as non participative. However, firms registered with NSIC/MSME are exempted from submission of EMD.
8. **Bid quotation amount, Taxes and Duties.** Price shall be inclusive of cost of product, all statutory taxes, duties, levies and all cartage charges. Bid price shall be firm and final. No escalation whatsoever shall be payable. The bidder/supplier will be entirely responsible for all taxes and levies payable by him to the respective authorities.
9. **Warranty/Guarantee.** The manufacturing month of the cartridges/toners should not be prior to two months before the issue of supply order. The cartridges/toners are expected to be utilized in the Commission within a year. During the year, if cartridge/toner found defective, it should be replaced by the vendor immediately free of cost.
10. **Terms of Delivery.**
 - (a) The successful bidder will have to supply items as per the list tabulated at annexure 'A' within 07 days from the date of conclusion of the contract or signing of supply order unless the period is extended by mutual agreement.
 - (b) The items should be supplied in good condition without any damages visible/non visible. Damaged items will be replaced by the contractor immediately with new item in good condition at its own expenses.
 - (c) The Warranty/Guarantee shall commence from the date of delivery of Cartridges/Toners.

11. **Liquidated Damages.** The supply of cartridges/toner at annexure 'A' shall be completed within the time schedule as given at para 10(a) to be reckoned from the date of supply order/ award letter failing which the contractor shall be liable to pay liquidated damages as compensation for an amount equal to 0.25 % or such smaller amount as the commission may decide on the said bid price of the whole work for every day's delay but not exceeding 10% on the total value of the order..

12. **Payment terms.**

- (a) No advance payment will be made.
- (b) The invoice shall be raised in favor of The Secretary, Delhi Electricity Regulatory Commission.
- (c) 100% payment will be released through cheque in the name of successful bidder after satisfactory supply of cartridges/toner Payment shall be made for the actual quantity of items supplied.
- (d) Payment shall not be more than the contracted value as given in the award letter.

13. **Termination of Contract.** The Commission shall have the right to terminate this Contract in part or in full in any of the following cases :-

- (a) The supply is delayed for causes not attributable to natural calamity for more than 15 days after the scheduled date of Work Order.
- (b) The bidder is declared bankrupt or becomes insolvent.
- (c) For any other reasons which is in the opinion of Commission warrants cancellation of contract award.

14. The sealed proposal should be submitted to the following address:-

The Secretary,
Delhi Electricity Regulatory commission
Viniyamak Bhawan, C-Block, Shivalik
Malviya Nagar, New Delhi-110017

15. DERC Reserve the right to accept or reject any/all proposal without assigning any reason or incurring any liability whatsoever.

(Nalini Dubey)
Personnel Officer