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No. D-21018/1/2012-Gen.II
Government of India
Planning Commission

Yojana Bhavan, Sansad Marg,
New Delhi, the 24th June 2013

e-TENDER NOTICE

Subject: Invitation of on-line bids for supply of HP, Canon, Samsung, Sharp and Panasonic Cartridges/Toner in Planning Commission Yojana Bhavan & Office of Economic Advisory Council to Prime Minister at Vigyan Bhavan-reg.

Online quotations (Two Bid System) are invited from **Original Manufacturer/authorized distributor for supply of HP, Canon, Samsung, Sharp and Panasonic consumables/cartridges (as per list at Annexure-I)** on regular basis in Yojana Bhavan, Sansad Marg, New Delhi and Office of Economic Advisory Council to Prime Minister at Vigyan Bhavan, Maulana Azad Road, New Delhi. The approximate total value of annual procurement is Rs.80 Lakhs. However, this may vary depending upon requirement. No manual bids will be accepted. The bidders have to submit Tenders as per two bid system i.e. Technical Bid and Financial Bid.

2. The financial bid format in which the online bid is to be submitted, is at Annexure-I. The details of rate to be quoted are to be submitted in Indian Rupees. The scanned copy of Earnest Money Deposit (EMD) of Rs. 2,40,000/- (Rupees Two Lakhs forty Thousand only) must be uploaded with the Tender and the EMD in original (in sealed cover super-scribed; "EMD-Tender for providing cartridges") is to be dropped in the "EMD Box" kept at Reception Area of Yojana Bhawan within the office hours w.e.f. 12.07.2013 (9.00AM) to 19.07.2013 (up to 2:30 PM).

3. All the required documents in support of eligibility criteria are also to be uploaded along with the tender documents. The tenderers are advised in their own interest to submit the desired papers/documents with their bids as per the specification indicated in Annexure-I failing which their bids may be declared non-responsive.

4. The last time and date for submission of Tender is 19.07.2013 (up to 2.30 PM). The Tender shall be opened online at 3.30 P.M. on 19.07.2013 by the duly constituted Tender Opening Committee. The representative of firms/agencies/companies who wish to be present to view the Tender Opening process will be allowed to do so. The Financial Bids of only such bidders whose Technical Bids are found to be qualifying, will be opened. The bidders whose Financial Bids are to be opened, will be informed about the date and time.

5. Planning Commission reserves the right to cancel the tender at any time/stage or relax/amend/withdraw any of the terms and conditions contained in the Tender documents without assigning any reason thereof. No inquiry, after submission of the quotation, shall be entertained. In case of withdrawal of bid, the EMD will stand forfeited.

6. The Terms & Conditions of the tender are at Annexure-II and instructions for on-line bid submission are at Annexure III.


Secretary
Planning Commission
New Delhi

7. Complete tender documents may be downloaded from the website of Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>) and from Planning Commission website (<http://planningcommission.gov.in>) with effect from the date of publication. Information or any issue of corrigendum related to this tender will be available only on website of Central Public Procurement Portal/Planning Commission.

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(T. Nanda Kumar)
Under Secretary to the Govt. of India
Tel. No. 011-23096746

Planning Commission

FINANCIAL BID

Sl. No.	Particulars	Estimated Yearly procurement quantity	Rate per unit (excluding taxes)	Total Value
1.	HP 6615 Ink Jet Cartridge	8 No.		
2.	HP 1823 D Ink Jet Cartridge	8 No.		
3.	HP CB 335 ZZ Ink Jet Cartridge	2 No.		
4.	HP CB 337 Ink Jet Cartridge	2 No.		
5.	HP 860-A (Black) Ink Jet	2 No.		
6.	HP 861-A (Colour) Ink Jet	2 No.		
7.	HP CE 278-A Laser Jet Cartridge	150 No.		
8.	HP CE-255-A Laser Jet Cartridge	10 No.		
9.	HP Q 2612-A Laser Jet Cartridge	650No.		
10.	HP C 7115-A Laser Jet Cartridge	10 No.		
11.	HP C 3906-F Laser Jet Cartridge	4 No.		
12.	HP C 8061-X Laser Jet Cartridge	3 No.		
13.	HP C 1338-A Laser Jet Cartridge	2 No.		
14.	HP C 1339-A Laser Jet Cartridge	2 No.		
15.	HP C 6511-A Laser Jet Cartridge	2 No.		
16.	HP C 5949-A Laser Jet Cartridge	15 No.		
17.	HP C 436-A Laser Jet Cartridge	350No.		
18.	HP C 364-A Laser Jet Cartridge	16.No.		
19.	HP C 9730-A Laser Jet Cartridge	16.No.		
20.	HP C 9731-A Laser Jet Cartridge	12.No.		
21.	HP C 9732-A Laser Jet Cartridge	12.No.		
22.	HP C 9733-A Laser Jet Cartridge	12No.		
23.	HP Q 3971-A Laser Jet Cartridge	1. No.		
24.	HP Q 3972-A Laser Jet Cartridge	1. No.		
25.	HP Q 3973-A Laser Jet Cartridge	4. No.		
26.	HP Q 6000-A Laser Jet Cartridge	4. No.		
27.	HP Q 6001-A Laser Jet Cartridge	4. No.		
28.	HP Q 6002-A Laser Jet Cartridge	4. No.		
29.	HP Q 6003-A Laser Jet Cartridge	2. No.		
30.	HP Q 3960-A Laser Jet Cartridge	2. No.		
31.	HP Q 3961-A Laser Jet Cartridge	2. No.		
32.	HP Q 3962-A Laser Jet Cartridge	2. No.		
33.	HP Q 3963-A Laser Jet Cartridge	2. No.		
34.	HP Q 3964-A Laser Jet Cartridge	2. No.		
35.	HP Q 6470-A Laser Jet Cartridge	1. No.		
36.	HP Q 6471-A Laser Jet Cartridge	1. No.		
37.	HP Q 6472-A Laser Jet Cartridge	1. No.		
38.	HP Q 6473-A Laser Jet Cartridge	2. No.		
39.	HP Q 7560-A Laser Jet Cartridge	2. No.		
40.	HP Q 7561-A Laser Jet Cartridge	2. No.		
41.	HP Q 7562-A Laser Jet Cartridge	2. No.		
42.	HP Q 7563-A Laser Jet Cartridge	2. No.		
43.	HP Q 7581-A Laser Jet Cartridge	1. No.		


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44.	HP Q 7582-A Laser Jet Cartridge	1. No.		
45.	HP Q 7583-A Laser Jet Cartridge	1. No.		
46.	HP Q 5950-A Laser Jet Cartridge	4. No.		
47.	HP Q 5951-A Laser Jet Cartridge	4. No.		
48.	HP Q 5952-A Laser Jet Cartridge	4. No.		
49.	HP Q 5953-A Laser Jet Cartridge	4. No.		
50.	HPCC 530-A Laser Jet Cartridge	6. No.		
51.	HPCC 531-A Laser Jet Cartridge	6. No.		
52.	HPCC 532-A Laser Jet Cartridge	6. No.		
53.	HPCC 533-A Laser Jet Cartridge	6. No.		
54.	HPQ 7551-A Laser Jet Cartridge	10. No.		
55.	HPCE 250-A Laser Jet Cartridge	5. No.		
56.	HPCE 252-A Laser Jet Cartridge	4. No.		
57.	HPCE 253-A Laser Jet Cartridge	4. No.		
58.	HPC 9396-A Ink Jet Cartridge	4. No.		
59.	HPC 9391-A Laser Jet Cartridge	4 No..		
60.	HPC 9392-A Laser Jet Cartridge	4. No.		
61.	HPCC 9393-A Laser Jet Cartridge	4. No.		
62.	HPCB 540-A Laser Jet Cartridge	2. No.		
63.	HPCB 541-A Laser Jet Cartridge	2. No.		
64.	HPCB 542-A Laser Jet Cartridge	2. No.		
65.	HPCB 543-A Laser Jet Cartridge	2. No.		
66.	HPCC 388-A Laser Jet Cartridge	10. No.		
67.	HP 920 Ink Jet Cartridge	2. No.		
68.	Samsung SCX 4521 D3 Laser Jet Cartridge	30. No.		
69.	Samsung SCX 4216 Laser Jet Cartridge	2. No.		
70.	Samsung MLT D 1053S Laser Jet Cartridge	50. No.		
71.	Samsung SCX-4100 Laser Jet Cartridge	2. No.		
72.	Canon BX-3, fax machine ink jet cartridge for B-100/B-120/B-820 Sr. model fax machine	10.No.		
73	Canon FX-9 Fax machine toner cartridge for Canon Image Class MF – 4000/4100/L-230 sr. multifunctional machine	150.No.		
74	Canon L380, Fax Machine toner Cartridge	5 No.		
75	Canon FX-3 Cartridge for L-220/250 Fax machine	10 No.		
76	Canon NPG-35(Black) toner for Canon IR -2880i/3080i Colour Photocopy Machine	15 No.		
77.	Canon NPG-35(Cyan) toner for Canon IR-2880i /3080i Colour Photocopy	15. No.		
78.	Canon NPG-35(Magenta) toner for Canon IR-2880i /3080i Colour Photocopy	15. No.		

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79.	Canon NPG-35(Yellow)Toner for canon IR -2880i/3080i colour photo copy	15 No.		
80.	Canon NPG (Black) Drum for Canon IR-2882i/3080i Colour Photocopy Machine	10. No.		
81.	Canon NPG-35(Cyan) Drum for Canon IR -2882i/3080i Colour Photocopy Machine	10. No.		
82.	Canon NPG-35(Yellow) Drum for Canon IR -2882i/3080i Colour Photocopy Machine	10. No.		
83.	Canon NPG-35(Magenta) Drum for Canon IR -2882i/3080i Colour Photocopy Machine	10. No,		
84.	Canon NPG 28 Toner for copier	15. No.		
85.	Canon NPG 26 Toner for copier	10. No.		
86.	Canon PG-40 Ink Jet Cartridge	10 .No,		
87.	Canon CL-41 Ink Jet Cartridge	10 .No.		
88.	Sharp MX 23-AT Black	04 No.		
89.	Sharp MX 23-AT Cyan	04 No.		
90.	Sharp MX 23-AT Magenta	04 No.		
91.	Sharp MX 23-AT Yellow	04 No.		
92.	Panasonic film Roll	10 No.		
93.	Sharp 650 fax Roll	05 No.		


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Annexure-II

I. Instructions to Bidders

1. Tender received after the specified date and time will not be accepted. If the EMD in original is not received by 19.07.2013 (2.30 P.M) the bid will be rejected. The EMD of the unsuccessful bidder will be refunded after finalization of the contract. No interest will be payable on the earnest money.
2. If any bidder withdraws his bid, the EMD will stand forfeited.
3. Details regarding quality, brand, specification etc. have been given against each item in Annexure-I. Rates should strictly be quoted accordingly as per the specifications. The bidders are advised in their own interest to quote their rates (**excluding tax**) for **all items** as per specifications indicated in Annexure-I failing which their bids shall be out-rightly rejected. Taxes will be paid extra as applicable.
4. The bidder should upload duly filled scanned copy of the details as per format at Annexure-I and also upload self attested copy of the supporting documents according to Annexure-II during the on-line bid submission. List of such documents is given at Annexure-IV for ready reference.

II. Eligibility Criteria

5. The Registered Office or Branch Office of the Company/firm/Agency should be located in Delhi/NCR Region. The tendering Company/Firm/Agency should upload proof of its office address along with telephone number during the online bid submission.
6. The Company/Firm/Agency should have its own Bank Account, TIN Number, PAN Card. Duly signed copy of the same should be uploaded with the Tender during the online bid submission The firm should enclosed copies of PAN,TIN no VAT/Sale, Tax registration and latest copy of Income Tax return.
7. Only Original Manufacturer or authorized distributor of HP, Sharp,Canon,Panasonic & Samsung consumables need apply. Authorization from Original Equipment Manufacturer is required. Such authorization should be valid throughout the period of contract.
8. The bidder should upload duly signed certificate, along with its bid indicating that they have carefully read the terms and conditions of the Tender and accepted all the provisions of the Tender during online bid submission.
9. The bidder should submit an undertaking that the Company/Firm/Agency has not been blacklisted by any Ministry/Department/Organization of the Central Government/State Government and any Public Sector Undertaking.
- 10 The Company/Firm/Agency whose services have been terminated by the Planning Commission before the expiry of the contract are not eligible to participate in the bid for a period of 3 years from the date of termination of the contract. A certificate in this regard is to be submitted by the firm during online bid submission.

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11. The average turnover of the bidder in this sector should not be less than Rs. 1.00 crore (Rupees one crore only) for last two years. Scanned copy of proof in this regard is to be uploaded along with the bid.

III Earnest Money Deposit (EMD)

12. The tender must be submitted online and accompanied by scanned copy of a Account Payee Demand Draft/ Pay Order of Rs. 2,40,000/- (Rupees Two Lakhs forty Thousand Only) as Earnest Money Deposit (EMD) drawn in favour of **Pay and Accounts Officer, Planning Commission** and payable at New Delhi. EMD in original is required to be dropped in EMD Box kept at Reception area of Yojana Bhawan within the office hours w.e.f. 12.07.2013(9.00 AM) to 19.07.2013(2.30 PM)

13. The bidders who are exempted from submission of EMD shall be dealt as per General Financial Rules, 2005 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant Orders/documents regarding such exemption should be submitted along with the bid.

IV Bid Evaluation Criteria

14. All terms and conditions stipulated in the tender documents shall be considered for selection of a firm. The **L1 (lowest bidder)** firm will be decided on the basis of the lowest rates(excluding taxes etc.) quoted for each individual item as per Annexure-I. The bidder(s) quoting lowest rate for the items shall be considered for award of contract for supply of these items. In case where more than one bidder quotes lowest price for a particular item, contract for supply of the item may be awarded to all the firms quoting lowest rate.

15. The bid shall be opened by the Tender Opening Committee on the scheduled date and time (**at 3.30 PM. on 19.07.2013**), in Yojana Bhawan, Planning Commission, New Delhi-110001 in the presence of the representatives of the Company/Firm/Agency, if any, who wish to be present at the time of opening the tender.

V Specific Terms and Conditions

16. The contract shall be for a period of one year from the date of award of contract. No request/claim for any hike in the approved rates would be entertained, under any circumstances, during the period of contract.

17. The normal delivery period for supply of the selected items would be a maximum of 02 days from the date of supply order is issued. This period can be shortened with prior notice, depending upon the circumstances. Supply should be strictly in accordance with the quality, specifications, dimensions, etc given in the tender document (Annexure-I).

18. Order for items shall be placed on requirement basis. If the selected firm fails to deliver the Cartridges or replace the defected/spurious items within two days, a penalty @ Rs. 1000/- per day or charges that may be required to be paid to an outside agency by the

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Commission, for the desired cartridges, whichever is higher, shall be adjusted against the firm's pending bills.

19. The firm would be required to deliver the goods at their own cost in the premises of Yojana Bhavan, Sansad Marg, New Delhi and Office of Economic Advisory Council to the Prime Minister, Vigyan Bhavan at Maulana Azad Road, New Delhi.

20. This Commission shall not be responsible for any financial loss or other injury to any person deployed by the successful bidder in the course of their performing the duties to Planning Commission, Office of Economic Advisory Council to Prime Minister, New Delhi in connection with purchase order/supply order for Cartridges.

VI General Terms and Conditions

21. The successful bidder/supplier (**lowest bidder**) has to deposit a Performance Security Deposit amounting to Rs. 8.00 lakhs in the form of any Accounts Payee Demand Draft/Fixed Deposit Receipt (FDR) made in the name of the Agency and hypothecated to the Pay & Accounts Officer, Planning Commission, New Delhi from a commercial bank covering the period of warranty and maintenance after date of installation. The performance security should remain valid for a period of **sixty (60)** days beyond the date of expiry of the period of contract.

22. In the event of failure to accept the Offer of Contract and submission of performance security deposit by the successful bidder for whatsoever reasons(s), Earnest Money Deposit submitted by the bidding Company/Firm/Agency shall be forfeited.

23. Non-satisfactory service during the period of contract may lead to forfeiture of performance security deposit and cancellation of contract.

24. The Competent Authority in the Planning Commission would, at his/her own discretion, be free to annul the contractual agreement if the supplies are not made on time or the items/articles supplied by the firm are deficient in quality in any way or found not upto the mark.

25. Payment will be made by Electronic Clearing System (ECS) after successful delivery of goods. The bills raised by the selected firm should have all tax registration numbers printed on bills. Validity of the tax registration during the currency of contract shall be the sole responsibility of the firm. The bill should be inclusive of all permissible taxes.

26. The selected firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Commission.

27. The Planning Commission reserves the right to cancel the tender at any time/ stage or relax/amend/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason thereof. Any inquiry after submission of the bid shall not be entertained.

28. Any controversy or dispute arising out of this contract shall be referred to the sole arbitration of the Advisor(Admn), Planning Commission, New Delhi or to any officer

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nominated by him. There shall be no bar to the reference of dispute to the arbitrator or such an officer as nominated by him even though the said officer is an employee of the Planning Commission, New Delhi and might have dealt with the matter earlier or expressed his opinion thereon. In case the arbitrator to whom the matter earlier was originally referred to is transferred or vacates his office or is unable to act for any reasons, the Adviser(Adm) shall be competent to appoint another person as arbitrator, who shall be entitled to proceed with the reference, from the stage at which it was left by his predecessor. No person other than the one nominated by the Adviser(Adm) shall act as arbitrator. The decision of the Adviser(Adm) or the officer nominated by him shall be final and binding on the party/parties. The limitation for filing claim for arbitration is ninety (90) days from the expiry of the contract period and in case no claim is filed within this period, it shall be presumed that there is no claim.

29. Subject to the above, the provisions of the Arbitration Act, 1996 or any statutory modification on enactment thereof and rules made there under and for the time being in force, shall apply to arbitration proceedings under this Clause.


30. The arbitrator may from time to time extend the time for making and publishing the award. He may do so without any need for obtaining the consent of the parties to the dispute.

31. Any notice/direction given to the Second Party under the terms of this agreement shall be considered to be duly served if the same have been delivered to, left for or dispatched by Registered Post to the Second Party at his last known address. Any notice to be given to the First Party shall be considered as duly served if the same is delivered to, left or dispatched by the Registered Post at his last known address. Any notice so posted shall be prima facie proof of service at the expiry of the time in which it reaches in the ordinary course of post.

32. The validity of tender will be 180(One Hundred eighty) days from the date of opening of tender.

33. The scheme offered by the manufacturer on the consumables will be the part of those consumables and shall be property of Planning Commission.

34. Bidders can obtain clarification regarding the bidding conditions, bidding process or rejection of their bids. The enquiries relating to rejection of bids would be considered only untill sixty (60) days after the date of award of contract.


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(T. Nanda Kumar)

Under Secretary to the Govt. of India

Tele No: 23096746

Copy to:-

Director (C&I), Planning Commission with the request to upload the tender document in the Planning Commission's website.-

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ANNEXURE-III

Instructions for Online Bid Submission

**Instructions to the Bidders to submit the bids online
thro' the eProcurement site
<https://eprocure.gov.in>**

- 1) Bidder should do the registration in the tender site using the "Click here to Enroll" option available.
- 2) Then the Digital Signature of SIFY/TCS/nCode or any Certifying Authority is to be registered after logging into the site.
- 3) Bidder can use "My Space" area to update standard documents in advance as required for various tenders and use them during bid submission. This will facilitate the bid submission process by reducing time.
- 4) Bidder may read the tenders published in the site and download the required documents/tender schedules for the tenders he is interested.
- 5) Bidder then logs in to the site using the secured log in by giving the user id/ password chosen during registration and password of the DSC/etoken .
- 6) Only one DSC should be used for a bidder and should not be misused by others.
- 7) Bidder should read the tender schedules carefully and submit the documents as asked, otherwise, the bid will be rejected.
- 8) If there are any clarifications, this may be obtained using clarifications, or during the pre-bid meeting. Bidder should take into account of the corrigendum's published before submitting the bids online.
- 9) Bidder must in advance prepare the bid documents to be submitted as indicated in the tender schedule and they should be in required format. If there are more than one documents, they can be clubbed together.
- 10) Bidder should prepare the EMD as specified in the tender. The original should be posted/couriered/given in person to the specified location as per Tender Document, latest by the last date of bid submission.
- 11) Bidder selects the tender which he is interested using search option & then moves it to the my favourites folder.
- 12) From the my favourites folder, he selects the tender to view all the details indicated.
- 13) The bidder reads the terms & conditions and accepts the same to proceed further to submit the bids.
- 14) The bidder has to select the payment option as offline to pay the EMD as applicable.

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- 15) The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the bid submitted will not be acceptable.
 - 16) The bidder has to enter the password of the DSC/etoken and the required bid documents have to be uploaded one by one as indicated.
 - 17) The rates offered details have to be entered separately in a spread sheet file (xls) in the space allotted and should be updated as BOQ.xls file for each tender after the financial bid. The BOQ file, if found modified by the bidder will result in rejection of the bid.
 - 18) The tendering system will give a successful bid updation message & then a bid summary will be shown with the bid no & the date & time of submission of the bid with all other relevant details. The bidder has to submit the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
 - 19) The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid.
 - 20) The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.
 - 21) For any clarifications with the TIA, the bid number can be used as a reference.
 - 22) Bidder should log into the site well in advance for bid submission so that he submits the bid in time i.e on or before the bid submission time. If there is any delay, due to other issues, bidder only will be responsible.
 - 23) Each document to be uploaded online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced by scanning at lo resolution and the same can be uploaded. However if the file size is less than 1 MB, the transaction/uploading time will be very fast.
 - 24) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the eProcurement system. The bidders should follow this time during bid submission.
 - 25) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
 - 26) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
 - 27) Any document that is uploaded to the server is subjected to symmetric encryption using a generated symmetric key. Further this key is subjected to asymmetric encryption using buyers public keys. Overall, the submitted tender documents become readable only after the tender opening by the authorized individual.
 - 28) For any queries, the bidders are asked to contact by mail cppp-nic@nic.in or by phone: 1-800-233-7315 well in advance.

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ANNEXURE-IV

CHECK LIST

DOCUMENTS TO BE SUBMITTED ALONG WITH THE BID

1. E.M.D. of Rs.2,40,000/- (Pay Order/Demand draft) to be dropped in EMD box separately. (clause No. 11 at Annexure-II).
2. Proof of Registered Office / Branch Office of Company /Firm /Agency in Delhi/NCR. (clause No. 5 at Annexure-II).
3. Proof of own Bank Account, TIN, PAN, VAT/Sales Tax Registration & latest copy of Income Tax Return. (clause No. 6 at Annexure-II).
4. Proof of authorization from the original manufacturer for supply of cartridge for the entire period of contract. (clause No. 7 at Annexure-II).
5. Self attested copy of a certificate indicating that the bidder has carefully read the terms and conditions of the tender and accepted all the provisions of the tender (clause No. 8 at Annexure-II).
6. Self attested copy of non-blacklisting certificate (clause No. 9 at Annexure-II).
7. Certificate that the services of the firm has not been terminated by Planning Commission before the expiry of the contract during last three years. (Clause No.10 at Annexure-II).
8. A proof about average annual turn over not less than Rs. 1.00 crore for last two years. (Clause No.11 at Annexure-II).
9. A scanned copy of E.M.D. of Rs.2,40,000/- (Pay Order/Demand draft) to be enclosed with the tender bid. (clause No. 12 at Annexure-II).
10. If the bidder is exempted from submission of EMD, copy of relevant orders/documents regarding such exemption to be enclosed with the bid.

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