

File no. D-21014/2/2008-GenII
Government of India
Planning Commission
General Branch II

TENDER NOTICE

Planning Commission invites the sealed quotations for empanelment of firm dealing with old/empty consumables of computer printer/ fax machines/copiers, etc. for a period of one year. The tender document/proforma and the terms and conditions can be collected from General Branch-II, Room No. 445, Planning Commission, Sansad Marg, New Delhi-1 on any working day from 9.00 a.m. to 5.30 p.m. or can also be downloaded from the Planning Commission's official website (<http://planningcommission.gov.in>). The sealed quotations should either be sent by post to the above mentioned address or dropped in the tender box placed at the reception area of Yojana Bhavan, New Delhi by 2.30. p.m. on 6th Jan, 2009.

The tender shall be opened on 6th Jan, 2009 at 3.00 p.m. in the presence of such tenderers or their authorized representatives who may wish to be present. Bids received after the closing date and time shall not be considered.

(Mahender Chaudhary)
Under Secretary to Government of India

Terms and conditions

1. The quotation should be sent in sealed cover duly superscribed as “ Empanelment of firm dealing with empty/ old consumables of computer printer, fax machines, copiers, etc.
2. The contract shall be valid for one year, which will be effective from the date of awarding. The contract can be extended after the expiry of one year, subject to the satisfactory performance of the contractor.
3. Quotation should be strictly as per the format placed at the annexure –II. Rates quoted in any other format will be liable to be rejected. All alteration in the rates/ tender documents should be signed by the authorized signatory of the firm otherwise the quotation/ tender will not be considered.
4. The rates quoted by the selected firm, and approved by this office shall remain valid throughout the period of contract and requests to increase the rates for any items(s), during the currency of the contract, shall not be considered
5. The firm should quote the rates for entire mentioned list consumables. Incomplete quotation will outrightly be rejected.
6. Quotation can be sent either to Under Secretary, General Branch-II, Planning Commission, Room No. 412, 4th Floor, Yojana Bhawan, Parliament Street, New Delhi-110001 or dropped in the tender box kept at Reception Area of Planning Commission. The last date for receipt of quotation is **2.30 pm on 6th Jan, 2009** and quotation will be opened at 3.00 pm on the same day in the presence of such tenderer or representative of the tenderer who may wish to be present at the time of tender opening.
7. Quotation on company letter head along with a PayOrder/ Banker’s Cheque of Rs. **10,000/- (Rupees ten thousand only) drawn in favour of Pay & Account Officer, Planning Commission to wards Earnest Money Deposit** should be submitted. Pay Order/ Banker’s Cheque drawn in favour of any officer other than “Pay & Account Officer, Planning Commission, New Delhi” will not be accepted and the quotation will be rejected. The EMD of the successful firm will automatically be treated as performance security and valid throughout the period of contract.
8. Quotation received late after due date and time will be rejected.
9. The contractor should be able to take out the old/ empty cartridges from the Yojana Bhawan premises with in 48 hours, whenever be informed to your firm by this office.
10. Under no circumstances, shall the firm appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice and performance security will be forfeited.
11. Planning Commission reserves the right to accept/ reject any or all the tenders without assigning any reasons. No enquiry after submission of the quotation will be entertained.

QUOTATION FORMAT

Sl no.	Name of item	Price (per unit)	Sl No.	Name of item	Price (per Unit)
1.	L Q-1050 ribbon		2.	HP C4127-X, Laser Jet	
3.	HP 1843, ink Jet		4.	HP C8061-X, Laser Jet	
5.	HP6614, ink Jet		6.	HP 7115-A, Laser Jet	
7.	HP 6615, ink Jet		8.	HP Q2612-A, Laser Jet	
9.	HP 51649, ink Jet		10.	Samsung SCX-4216,	
11.	HP51625, ink Jet		12.	Samsung SCX-4100	
13.	HP 6625-A, ink Jet		14.	HP C9720-A, Laser Jet	
15.	HP 51629-A, ink Jet		16.	HP 9721-A, Laser Jet	
17.	HP 6578-D, ink Jet		18.	HP 9722-A, Laser Jet	
19.	HP 51645-A, ink Jet		20.	HP 9723-A, Laser Jet	
21.	HP 6656-A, ink Jet		22.	HP 1338-A, Laser Jet	
23.	HP 6657-A, ink Jet		24.	HP 9700-A, Laser Jet	
25.	HP 1823-D, ink Jet		26.	HP 9701-A, Laser Jet	
27.	HP 6625-A , ink Jet		28.	HP 9702-A, Laser Jet	
29.	HP 8727-A, ink Jet		30.	HP 9703-A, Laser Jet	
31.	HP 8728-A, ink Jet		32.	HP 9730-A, Laser Jet	
33.	BC-20, ink Jet		34.	HP 9731-A, Laser Jet	
35.	BC21e, ink Jet		36.	HP 9732-A, Laser Jet	
37.	HP 92295-A, Laser Jet		38.	HP 9733-A, Laser Jet	
39.	HP 92298-A, Laser Jet		40.	HP Q6511-A, Laser jet	
41.	HP 92274-A, Laser Jet		42.	HP C8543-X, Laser jet	
43.	HP 3903-F, Laser Jet		44.	Canon L380 , laser jet	
45.	HP 3906-F, Laser Jet		46.	HP C4840-A, Ink Jet	
47.	HP C4810-A, Ink Jet		48.	HP C4836-A, Ink Jet	
49.	HP C4811-A, Ink Jet		50.	HP C4837-A, Ink Jet	
51.	HP C4812-A, Ink Jet		52.	HP C4838-A, Ink Jet	
53.	HP C4813-A, Ink Jet		54.	HP 3960-A Laser Jet	
55.	HP 3971-A Laser Jet		56.	HP 3961-A Laser Jet	
57.	HP 3972-A Laser Jet		58.	HP 3962-A Laser Jet	
59.	HP 3973-A Laser Jet		60.	HP 3963-A Laser Jet	
61.	HP 6000-A Laser Jet		62.	HP 6001-A Laser Jet	
63.	HP 6002-A Laser Jet		64.	HP 6003-A Laser Jet	
65.	HP Q6471-A, Laser jet		66.	HP Q6472-A, Laser jet	
67.	HP Q6473-A, Laser jet		68.	HP Q6471-A, Laser jet	
69.	HP Q6470-A, Laser jet		70.	HP Q7581-A, Laser jet	
71.	HP Q7582-A, Laser jet		72.	HP Q7583-A, Laser jet	
73.	HP Q2670-A, Laser jet		74.	HP Q2681-A, Laser jet	
75.	HP Q2682-A, Laser jet		76.	HP Q2683A, Laser jet	
77.	HP Q3964-A, Laser jet		78.	HP Q5949-A, Laser jet	
79.	HP C436-A, Laser Jet		80.		

EMD (Rs.)= 10,000/-

D.D. No.

Signature

Dated

Name of firm

Bank

Address.....

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