

File no. D-19011/9/2005-GenII (Part-II)

Government of India

Planning Commission

General Branch-II

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Yojana Bhawan, Sansad Marg,

New Delhi-110001

Dated 2<sup>nd</sup> May, 2009

## **Tender Notice**

Planning Commission invites sealed quotations for the supply of genuine hp brand computer consumables to Planning Commission, Yojana Bhawan, Sansad Marg, New Delhi and Eco. Advisory Council to the Prime Minister, Vigyan Bhawan, Maulana Azad Marg, New Delhi for the 2009-2010 financial year from Manufacturer or authorized distributor/register supplies reseller.

The tender form and terms and conditions governing contract can be collected from General Branch-II, room no. 445, Yojana Bhawan, Sansad Marg, New Delhi-110001 on any working day between 11.00 am to 1.00 pm. The tender notice may be seen and downloaded from the Planning Commission's official web site (address given below)

<http://www.planningcommission.nic.in>

The quotation, complete in all respect, should be submitted in the prescribed form in sealed envelopes, so as to reach the undersigned latest by **2.30 PM 9<sup>th</sup> June, 2009**. The tenders may also be dropped in the tender box, kept in the reception area of Planning Commission by the stipulated date and time.

The tender will be opened on the same day at 3.00 pm in committee room no. 344, 3<sup>rd</sup> Floor, Yojana Bhawan, Sansad Marg, New Delhi-110001, in the presence of such tenderers who may wish to be present at the time of opening of tender.

The office will have full authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the quotation and incomplete tender/quotation will not be entertained.

The contract will be valid for a period of one year (2009-2010 financial year) w.e.f. the date of award of contract or as indicated in the letter communicating award of contract to the selected firm(s). This office will, however reserve the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed will be required to be rectified and compliance reported. This office further reserves the right to suo-moto terminate the contract by giving one month's notice at any point of time

(Mahender Chaudhary)

Under Secretary (General Branch-II)

**Terms & Conditions for the contract for the supply of Hp brand computer cartridges to Planning Commission and EAC, Vigyan Bhawan for the financial year 2009-2010**

1. The quotation should be sent in sealed cover duly superscribed as “Tender for the supply of Hp brand Computer Consumables”
2. The contract shall be valid for current financial year (upto March, 2010). The contract can be extended after the expiry of one year, subject to the satisfactory performance by the firm.
3. Only Original Equipment Manufacturer or authorized distributor/Register Supplies Reseller of hp need to apply (enclosed latest authorized certificate). Such authorization shall be valid throughout the period of contract.
4. Tenderer should have minimum two years experience in supplying the hp computer consumables to any Govt. / Semi Govt. Departments. Details of experience with the Departments should be provided alongwith necessary letters.
5. Quotation should be strictly as per the format placed at the annexure – I. Rates quoted in any other format will 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.
6. Govt. Tax/es as applicable from time to time shall be payable by this office. The bill raised by the Firm should have all tax registration numbers printed on the bill.
7. The firm should have PAN/TIN number. A copy of the same may be enclosed.
8. 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.
9. The firm should quote the rates for entire mentioned list of hp computer consumables. Incomplete quotation will outrightly be rejected.
10. Items to be supplied should be genuine and sealed. Any manufacturing defect of any shape/ kind shall be immediately replaced with a new one.

11. Quotation can be sent either to Under Secretary (General Branch-II), Planning Commission, Room No. 412, 4<sup>th</sup> 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 9<sup>th</sup> June, 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.
12. Tender on company letter head along with a Pay Order/ Banker's Cheque of Rs. **1,00,000/- (Rupees One Lakh 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-110001" will not be accepted and the tender will be rejected. The EMD will be returned after finalization of the contract. Any tender that is received without the EMD money will outrightly rejected.
13. Quotation received late after due date and time will be rejected.
14. Each page of the tender documents should be signed by the authorized signatory of the firm. Unsigned quotation will be rejected.
15. The tenderer should also be able to supply the required items within 24 hours and name and mobile number of a person, who can be contacted at any time, even beyond office hours and on holidays may be provided to this office. This person should be capable of taking orders and arrange for supply of the desired items, even at short notice.
16. **Mode of Selection**:- The selection of firm or firms for awarding the contract, will be made solely on the basis of lowest rates for the enclosed lists of items as mentioned in Annexure-I. The firm who is declared as L-1 must have the lowest rates at least in 50% of the total items for which the contract have been called.
17. This Office will have the authority to select more than one Firm for award of contract. This Office further reserves the right to decide whether a Firm should be selected for supply of some or all items listed in the tender form.
18. Selection of a firm for award of contract will not be made solely on the basis of lowest rates quoted by a tenderer.
19. No Advance payment will be made for the supply of goods. Payment will only be released after submission of pre received bill (in triplicate).
20. The selected Firm will have to deposit a contract surety/ performance security deposit, which shall be informed to the successful tenderers. The contract surety will be in the form of FDR hypothecated to Planning Commission from a nationalized bank.

21. 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.
22. 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.

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**PARTICULARS TO BE FURNISHED BY THE FIRM /AGENCY**

1. NAME OF AGENCY:-
2. ADDRESS OF THE AGENCY:-
3. NAME OF THE PROPRIETOR OF THE AGENCY:-
4. TELEPHONE NO. OF THE AGENCY AND PROPRIETOR:-
5. Details of the Ministries/ Departments in which the agency had supplied items mentioned in this tender:-

Sl no.	Name of Ministry/ Department (Proof to be attached)

6. PAN/TIN number of the agency.
7. EMD number, date and name of the bank

This is certified that the above facts are complete and correct to the best of my knowledge and belief. This is also certified that this agency is not black listed by any Govt. Department or any criminal/ consumer case is registered/ pending against the agency/ firm or its owner any where in India.

(Signature of Proprietor)

Seal of the firm / agency

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**List of the requisite Hp brand Computer Consumables**

<b>Sl no.</b>	<b>Name of item</b>	<b>Price ( per unit )</b>
1.	HP6614, ink Jet Cartridge	
2.	HP 6615, ink Jet Cartridge	
3.	HP 51649, ink Jet Cartridge	
4.	HP 6625-A, ink Jet Cartridge	
5.	HP 6578-D, ink Jet Cartridge	
6.	HP 6656-A, ink Jet Cartridge	
7.	HP 6657-A, ink Jet Cartridge	
8.	HP 1823-D, ink Jet Cartridge	
9.	HP 8727-A, ink Jet Cartridge	
10.	HP 8728-A, ink Jet Cartridge	
11.	HP CB 335-ZZ, ink Jet Cartridge	
12.	HP CB 337-ZZ, ink Jet Cartridge	
13.	HP C9351-AA, ink Jet Cartridge	
14.	HP C9352-AA, ink Jet Cartridge	
15.	HP C4810-A, Ink Jet Cartridge	
16.	HP C4811-A, Ink Jet Cartridge	
17.	HP C4812-A, Ink Jet Cartridge	
18.	HP C4813-A, Ink Jet Cartridge	
19.	HP C4844/40-A, Ink Jet Cartridge	
20.	HP C4836-A, Ink Jet Cartridge	
21.	HP C4837-A, Ink Jet Cartridge	
22.	HP C4838-A, Ink Jet Cartridge	
23.	HP Q 2612-A, Laser Jet Toner Cartridge	
24.	HP C7115-A, Laser Jet Toner Cartridge	
25.	HP C3906-F, Laser Jet Toner Cartridge	
26.	HP C8061-X, Laser Jet Toner Cartridge	
27.	HP C4127-X, Laser Jet Toner Cartridge	
28.	HP Q1338-A, Laser Jet Toner Cartridge	
29.	HP Q 1339-A, Laser Jet Toner Cartridge	
30.	HP C9720-A , Laser Jet Toner Cartridge	
31.	HP C9721-A , Laser Jet Toner Cartridge	
32.	HP C9722-A , Laser Jet Toner Cartridge	
33.	HP C9723-A , Laser Jet Toner Cartridge	

34.	HP C9730-A , Laser Jet Toner Cartridge	
35.	HP C9731-A , Laser Jet Toner Cartridge	
36.	HP C9732-A , Laser Jet Toner Cartridge	
37.	HP C9733-A , Laser Jet Toner Cartridge	
38.	HP C9701-A , Laser Jet Toner Cartridge	
39.	HP C9702-A , Laser Jet Toner Cartridge	
40.	HP C9703-A , Laser Jet Toner Cartridge	
41.	HP C9704-A , Imaging Drum / Kit	
42.	HP Q3971-A , Laser Jet Toner Cartridge	
43.	HP Q3972-A , Laser Jet Toner Cartridge	
44.	HP Q3973-A , Laser Jet Toner Cartridge	
45.	HP Q 6000-A , Laser Jet Toner Cartridge	
46.	HP Q 6001-A , Laser Jet Toner Cartridge	
47.	HP Q 6002-A , Laser Jet Toner Cartridge	
48.	HP Q 6003-A , Laser Jet Toner Cartridge	
49.	HP Q 2670-A , Laser Jet Toner Cartridge	
50.	HP Q 2671-A , Laser Jet Toner Cartridge	
51.	HP Q 2672-A , Laser Jet Toner Cartridge	
52.	HP Q 2673-A , Laser Jet Toner Cartridge	
53.	HP Q 3960-A , Laser Jet Toner Cartridge	
54.	HP Q 3961-A , Laser Jet Toner Cartridge	
55.	HP Q 3962-A , Laser Jet Toner Cartridge	
56.	HP Q 3963-A , Laser Jet Toner Cartridge	
57.	HP Q 3964-A , Imaging Drum/ Kit	
58.	HP Q 6470-A , Laser Jet Toner Cartridge	
59.	HP Q 6471-A , Laser Jet Toner Cartridge	
60.	HP Q 6472-A , Laser Jet Toner Cartridge	
61.	HP Q 6473-A , Laser Jet Toner Cartridge	
62.	HP Q 7560-A , Laser Jet Toner Cartridge	
63.	HP Q 7561-A , Laser Jet Toner Cartridge	
64.	HP Q 7562-A , Laser Jet Toner Cartridge	
65.	HP Q 7563-A , Laser Jet Toner Cartridge	
66.	HP 6511-A , Laser Jet Toner Cartridge	
67.	HP Q 5949-A , Laser Jet Toner Cartridge	
68.	HP C8543-X , Laser Jet Toner Cartridge	
69.	HP CB 436-A , Laser Jet Toner Cartridge	
70.	HP CC 364-A, Laser Jet Toner Cartridge	

