

**Government of India**  
**Ministry of Steel**  
(General Administration Division)  
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**Open Tender No. 21013/29/2014-Ad(G)**

# **TENDER DOCUMENT**

**ANNUAL RATE CONTRACT (ARC) FOR PURCHASE OF  
COMPUTER/FAX CARTRIDGE/TONER AND ROONGTA/DUPLO  
MASTER ROLL AND INK FOR USE IN THE MINISTRY OF STEEL**

21013/29/2014-Adm (G)  
Government of India  
Ministry of Steel  
(General Administration Division)  
\*\*\*\*\*

Udyog Bhawan, New Delhi  
Dated 09<sup>th</sup> April, 2015

**OPEN TENDER NOTICE**

Sub:- Annual Rate Contract (ARC) for purchase of Computer/Fax Cartridge/Toner and Roongta/Duplo Master Roll and ink for use in the Ministry of Steel.

Online bids are hereby invited at Central Public Procurement Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)) from reputed, experienced and financial sound companies/Firms/Agencies for award of Annual Rate Contract for supply of Toner/Cartridge items to this Ministry.

2. The bid will be accepted as e-Tender (in two bids system-Technical Bid and Financial Bid) only and intending bidders must be registered with the Central Public Procurement (CPP) Portal.

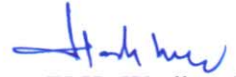
3. The tender document contains the following:

Annexure –I	-	Terms and Conditions
Annexure – II	-	Instructions for Online Bid Submission
Annexure –III	-	Proforma for Technical Bids
Annexure – IV	-	Declaration by Bidder
Annexure – V	-	Proforma for Bank Details of Form
Annexure – VI	-	Proforma for Financial Bids.

4. Important Dates for the process.

1. Start date and time for view downloading of tender document- 10.04.2015 at 11.30 hrs
2. Start date and time for submission of bid - 10.04.2015 at 11.30 hrs
3. Last date and time for downloading tender document - 06.05.2015 at 15.00 hrs
4. Last date and time for online submission of bid & submission of EMD in original. - 06.05.2015 at 15.00 hrs
5. Date and time for opening of Bid - 06.05.2015 at 15.30 hrs

5. In case, any holiday is declared by the Government of India on the day of opening, the tenders will be opened on the next working day at the same time. The Ministry reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

  
(H.K. Wadhwa)

Under Secretary to the Govt. of India  
Tel : 23061243

एच० के० वधवा / H. K. WADHWA  
अवर सचिव / Under Secretary  
इस्पात मंत्रालय / Ministry of Steel  
उद्योग भवन, नई दिल्ली  
Udyog Bhawan, New Delhi  
Phone - 23061243



TERMS AND CONDITIONS

(1). **General**

1.1 The award of contract will be valid for a period of one year from the date of finalization. The estimated tender value is Rs 15 Lacs. The period may be further extended for a period of six months or may be curtailed/terminated before the expiry of one year period owing to deficiency in service after giving one week notice to the selected firms.

1.2 It should be ensured that the work done would be to the full satisfaction of the Ministry of Steel. In case of any unsatisfactory report, the Ministry of Steel would not be liable to make the payment for such items.

1.3 **The quality of the Cartridge/Toner/Drum/Roll/ink etc. should be of original make and in sealed cover. The refilling items would not be accepted, if found Competent Authority has to right to cancel the contract and deduct the cost thereof.** The firm will ensure that the toner cartridges supplied to this Ministry are genuine and contains 3D hologram' of the manufacturer. The firm will be held responsible in case of deficiency in the quality of the product.

1.4 In emergency situations, the firm should be in a position to supply toner cartridges on very short notice. The supplier shall ensure that the goods are securely and adequately packed to ensure safe arrival at the destination withstanding all hazards during transit.

1.5 The firms must supply its address and telephone Nos. (Office as well as residence) and firm should be able to provide toner cartridges on holidays /Sundays and beyond office hours also.


1.6 Average Annual Turn Over of bidder firm during last three year, ending 31<sup>st</sup> March of the previous financial should be at least of ₹ 45 Lac per annum. Documentary evidence to this effect i.e. copy of financial statement of account of firm like Balance Sheet, Profit & Loss Account etc should be submitted alongwith the other requisite documents

1.7 The firm must be providing such services to at least three Government of India's Ministries/ Departments.

1.8 All items have to be supplied to Room No. 74 G' Wing, Ministry of Steel, Udyog Bhawan, New Delhi. The suppliers will be responsible for delivery of goods in good condition at their own risk and cost. The delivery arrangement of the items would be made by the Vendor at their own expenses. However, in certain circumstances, the work must be done on an urgent basis without any extra cost.

1.9 The firm should be registered 'with the Govt. for the purpose of VAT/ Sales tax and the copy of certificate should be attached with the bid documents.

1.10 The bidder should not have been blacklisted by any Government Ministry/Department or any other organization

  
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1.11 The item should be supplied within two days after receipt of the purchase/supply order, failing which a penalty will be imposed (equal to 1% of indent cost per day of delay, if the delay is attributable to supplier).

1.12 The items are generally purchased on month-to-month basis. However, the procurement of the items would be purely 'on need' basis without any guarantee for any minimum quantity. Hence, the Ministry shall not be liable to take any or all item included in the Rate Contract(s) with successful bidder (s) during its validity.

1.13 In case the successful bidder is found in breach of any condition of the contract at any stage or services of the supplier is not found satisfactory to the Ministry, the contract may be terminated. The decision of the Ministry shall be final and binding. The firm will be liable for any damage caused to the printer / equipment by spurious toner cartridge supplied.

1.14 On demand through issuance of supply order by the Ministry of Steel, the firm shall supply Cartridge/Toner/Drum/Roll/Ink etc. as per specification. Any deviation from the approved specification shall make the firm liable to take back such items at its own cost. Ministry of Steel reserves the absolute right to reject any Cartridge/Toner/Drum/Roll/Ink etc. which, in its opinion, is not of approved specification. Decision of the Competent Authority of Ministry of Steel in this regard shall be final and binding upon the firm.

**1.15 Payment will be made through ECS only to the account of the firm on submission of pre receipted typed bill in triplicate. No cash/cheque payment will be made by Ministry of Steel. Firm has to provide bank details along with technical bids.** No advance payment will be made by the Ministry of Steel.

1.16 The delivery office of the vendor should be in Delhi or in NCR.

1.17 It should be ensured that the Company is not providing services/goods to other Ministries/Departments at lower rates than quoted for Ministry of Steel. In case at later stage, it is found that the company is providing service/goods to any other Ministry/Department at a lower rate, the payment would be withheld by the Ministry.

1.18 In case of violation of any terms & conditions on the part of the firm is noticed and/or the services are found unsatisfactory, performance security can be forfeited at the discretion of the Competent Authority.

1.19 The successful firm should submit a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same. An Integrity Pact has also to be signed as per rule.

1.20 The successful bidder shall indemnify the purchaser against all third party claims of infringement of patent, trademark, etc., arising from use of the goods.

1.21 The purchaser or his representative shall have the right to inspect and test the goods as per prescribed test schedules for their conformity to the specifications. Where the purchaser decides to conduct such tests in the premises of the supplier or its subcontractors(s), all reasonable facilities and assistance like testing instruments and other test gadgets including access to drawing and production data shall be furnished to the inspectors at no charge to the purchaser. Should any inspected or tested goods fail to conform to the specification, the purchaser may reject them and the supplier shall either replace the rejected goods or make all alterations necessary to meet specification requirement, free of cost to the purchaser.

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- 1.22 No request for escalation of rates shall be entertained after approval of the rates.
- 1.23 Replacement under warranty clause shall be made by the successful bidder, at site, free of all charges.
- 1.24 No overwriting/correction in the tender document is allowed.

**(2) Arbitration**

2.1 In event of any dispute or difference between the parties hereto, such disputes or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole arbitrator to be appointed by the Secretary, Ministry of Steel. The provisions of Arbitration and conciliation Act, 1996 (No 26 of 1996) shall be applicable to the arbitration. The venue of such arbitration shall be at Delhi or any other place, as may be decided by the arbitrator. The expense of arbitration shall be shared equally by the parties to the agreement. However, expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.

2.2 Pending the submission of and/or a dispute, difference or claim or until the arbitral award is published; the Parties shall continue to perform all of their obligations under this agreement without prejudice to a final adjustment in accordance with such award.

**(3) Earnest Money Deposit and Performance Security Deposit**

3.1 Firms shall have to deposit Earnest Money Deposit (EMD) of Rs. 50,000/- (Rs. Fifty Thousand only) in the form of Demand Draft/Pay Order in favour of the Pay and Accounts Officer, Ministry of Steel, New Delhi alongwith the tenders. EMD should remain valid for a period of 45 days of tender. Offer not accompanied by earnest money of the requisite amount will summarily be rejected. EMD will be refunded to the unsuccessful firm. No interest shall be payable on EMD.

3.2 The scanned copy of the Earnest Money deposit must be uploaded with the bid and original of the same should be dropped in a sealed envelope superscripted with the words "ARC for Computer Cartridges" latest by 1500 hours on 06.05.2015 in the Tender Box installed outside the Room NO. 64, G Wing, Udyog Bhawan, New Delhi 110107. The successful agency will have to deposit a Performance Security Deposit of Rs. 150000/- (Rs. One Lac Fifty thousand only) in the shape of F.D.R./ Bank Guarantee in the name of the Pay and Accounts Officer, Ministry of Steel, New Delhi within 10 days of award of contract. The Performance Security Deposit should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the awardee. The security deposit will be refunded to the contractor after completion of the contract period and no interest will be paid on the security deposit.

3.3 If the firm, at any point of time during official duty, fails to perform duties, as directed by Ministry, the Security Deposit will be forfeited and contract will be cancelled forthwith without any notice by the Ministry.

**4. Bid Evaluation Criterion**

4.1 All terms & conditions stipulated in the tender document shall be considered for selection of firm. However, L-1 firm will be decided on the basis of the lowest overall procurement value of the items. It is mandatory for all the participating bidders to quote their rates indicated at the price bid in the format at Annexure-VI, failing which the bids shall be considered as non-responsive.

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(H.K. Wadhwa)  
Under Secretary to the Govt. of India  
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**Instructions for Online Bid Submission**


As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal. More information useful for submitting online bids on the CPP portal may be obtained at <https://eprocure.gov.in/eprocure/app>

**REGISTRATION**

1. Bidders are required to enroll on the e-procurement module of the CPP Portal (<https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrolment". Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India(e.g. Sify /TCS/ nCode / eMudhra etc.) with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

**PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid Documents have to be submitted, the number of documents- including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and they should be in PDF formats. Bid documents may be scanned with 100 dpi with black and white option.

  
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4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use 'My Space' area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process

### SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3. Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable and either details of the instruction.

4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be dropped in a sealed envelope in the Tender Box installed outside of Room No. 64, G Wing, Udyog Bhawan, New Delhi latest by the last date of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the date entered during bid submission time. Otherwise the uploaded bid will be rejected.

5. Bidder should upload their financial bids in .pdf format alongwith the tender document (BoQ\_XXXX.pdf). **It may be noted that bids for Computer consumables (list given in Annexure-VII) will be considered in respect of those bidders only who have specific authorization from HP, Samsung, Panasonic, Canon etc.**

6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. the bidders should follow this time during bid submission.

7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the date. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket layer 128 bit encryption technology.

8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10. **The e-Tender has been invited under two bids system (Technical Bid and Financial Bid).** The interested firms are advised to submit their bids-Technical Bid and Financial Bid "on-line" by visiting the Central Public Procurement (CPP) Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)). The bids will be accepted as e-Tender only i.e. the bidders will submit their bids on the e-Procurement Portal, in an encrypted format. Possession of valid Digital Signature Certificate (DSC), valid e-mail address and registration of the Firm on the Central Public Procurement (CPP) Portal are pre-requisite for e-tendering

एच० के० वडहवा  
अवर सचिव/Under Secretary  
इस्पात मंत्रालय/Ministry of Steel



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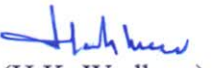
11. The scanned copy of the EMD of Rs 50,000/- must be uploaded with the bid and original of the same has to be dropped in the Tender Box installed in Room No. 64-G, Udyog Bhawan in a sealed envelope superscripted with the words "Annual Rate Contract (ARC) for purchase of Computer/Fax Cartridge/Toner and Roongta Master Roll and ink for use in the Ministry of Steel during the year 2015-16" latest by 3.00 PM on 06.05.2015. The tenders received without prescribed EMD will not be entertained and cancelled. The earnest money will be refunded to the unsuccessful tenders on finalization of the contract. The EMD of successful firm shall be converted into Performance Security Deposit, and shall be returned after successful completion of contract.
12. The firms 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 certificates/documents regarding such exemption should be submitted alongwith the bid.
13. The firms are required to upload copies of the following documents along with the Bid, failing which their Bids shall be summarily/uprightly rejected and will not be further considered.

**Technical Bid –**

- (i) Scanned copy of Annexure-III (information furnished by the firm for evaluation of technical bids)
- (ii) Scanned copy of all the documents specified in Annexure –III must be uploaded.
- (iii) Declaration regarding Blacklisting / Debarring from taking part in Government Tender must be uploaded on Rs 10 Stamp paper as per Annexure – IV.
- (iv) Bank Mandate Form (Annexure – V)

**Financial Bid - Scanned copy of Annexure – VI**

14. Conditional and incomplete bids shall be treated as unresponsive and shall not be considered and these bids will be rejected out-rightly at the very first instance. The bids must remain valid for a period of 60 days after the opening of financial bids.
15. The Competent authority of Ministry of Steel, Udyog Bhawan, New Delhi reserves the right to annul any or all bids without assigning any reason.
16. The bidder shall quote the bids only as per the format enclosed at Annexure-VI in pdf format.

  
(H.K. Wadhwa)

Under Secretary to the Govt. of India  
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**INFORMATION FURNISHED BY THE FIRM FOR EVALUATION OF TECHNICAL BIDS**

S. No.	Particulars	Details to be given	
1.	(a) Name of the Firm		
	(b) Address of the Firm		
	(c) Name of Proprietor		
	(d) Registration No (Proof to be attached)		
	(e) Telephone No. & Mobile No.		
	(f) Email Address		
2.	PAN Number (copy to be enclosed)		
3.	TIN Number (copy to be enclosed)		
4.	Service Tax Registration Number (copy to be enclosed)		
5.	List of at least three Government Ministries/Departments showing experience in the field (copy to be enclosed)		
6.	Details of EMD (Copy must be uploaded)	(i) Amount	
		(ii) DD No.	
		(iii) Date	
		(iv) Issuing Bank	
7.	Whether terms and conditions of the tender is acceptable or not?(Yes/No)		
8.	OEM certificate		
9.	Annual Turn over (in ₹) (Copy of financial statement of account like Balane Sheet, Profit and Loss Account to be enclosed)  (Average Annul Turn Over during last three financial year should be at least Rs 45 Lacs per annum.)	2011-2012	Rs
		2012-2013	Rs
		2013-2014	Rs
10.	Declaration regarding black listing/debarring from taking part in Govt. Tender Ministry of Steel. (Annexure-IV)		
11.	Mandate from certified by bank		

This is certified that the above information are true and correct to the best of my knowledge and belief. It is also certified that neither the Firm is not black listed by any Government Ministries/Departments nor any criminal case is registered/pending against the Firm or its owner/partner anywhere in India. Further, it is certified that I/we have read and understood the terms and condition of the Notice Inviting Tender (NIT) G). **21013/29/2014-Adm (G)** dated 09.04.2015 and will abide by them till the completion of the contract period. We are also willing to supply items on credit basis and we understand that settlement of bills may take some time depending on availability of funds.

(Signature of the authorized person)

Date :  
Place :Name:  
Designation:  
Seal:

  
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अवर सचिव/Under Secretary  
इस्पात मंत्रालय/Ministry of Steel  
उद्योग भवन, नई दिल्ली  
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DECLARATION REGARDING BLACKLISTING/DEBARRING FROM TAKING PART IN  
GOVERNMENT TENDERS

To be executed & Attested by Public Notary / Executive Magistrate on Rs 10/-

(Stamp Paper by the Bidder)

I/We Proprietor / Partner(s) Director(s) of M/s.....hereby declare that the firm/company namely M/s..... has not been blacklisted or debarred in the past by any other Government organization from taking part in Government tenders. I/We also declare that no contract of M/s.....has been cancelled by Ministry of Steel.

OR

I/We Proprietor / Partner(s) Director(s) of M/s.....hereby declare that the firm/company namely M/s..... was blacklisted or debarred by .....from taking part in Government tenders for a period of.....The period is over on .....and now the firm/company are entitled to take part in Government tender. In case the above information found false I/we are fully aware that the tender/contact will be rejected/cancelled by the Ministry of Steel and the Earnest Deposit/Security Deposit shall be forfeited.

Signature of Bidder with Seal

Name.....

Date.....

Capacity in which signed.....

Name and Address of the firm :

Seal of the firm should be Affixed



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**DETAILS OF BANK ACCOUNT**

(Real Time Gross Settlement (RTGS)/National Electronic Fund Transfer (NEFT) Facility For Receiving Payments)

S. No.	Particulars	To be filled by the bidder
1.	Name of Account Holder	
2.	Address of Account Holder	
3.	Name of the Bank	
4.	Name and Address of Branch	
5.	IFSC Code	
6.	MICR Code	
7.	Account Number	
8.	Type of Account	


I, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institute responsible.

Date :  
Place :

Name:  
Designation:  
Seal:

(Signature of Account Holder)

Note: Please attach a photocopy of cheque

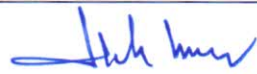
  
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Annexure-VI

**List of Toner Cartridges , Fax Roll , Master Roll and Ink Roongda etc.**  
**(Proforma for Bids)**

SN	Name of Cart./toner	Rate Per Unit	Tax*	Total Amount
1	Canon 328			
2	Canon FX 9			
3	Duplo Ink 514 K (HCL DP220L)			
4	Duplo Master Roll (HCL DP220L)			
5	HP 702			
6	HP 703			
7	HP 704			
8	HP 860 Black			
9	HP 860 Colour			
10	HP 861 Black			
11	HP 861 Colour			
12	HP 862(Black)			
13	HP 862(Cyan)			
14	HP 862(Magenta)			
15	HP 862(Photo Black)			
16	HP 862(Yellow)			
17	HP 920 Full Set			
18	HP 950 XL Black			
19	HP 950 XL Yellow			
20	HP 951 XL Cyan			
21	HP 951 XL Magenta			
22	HP C 4936 A			
23	HP C 4937 A			
24	HP C 4938 A			
25	HP C 4939 A			
26	HP CB 436A			
27	HP CB 540 A			
28	HP CB 541 A			
29	HP CB 542 A			
30	HP CB 543 A			
31	HP CC 388 AC			
32	HP CE 260			
33	HP CE 261			
34	HP CE 262			
35	HP CE 263			
36	HP CE 310 A			
37	HP CE 311 A			
38	HP CE 312 A			
39	HP CE 313 A			
40	HP CF 210A			
41	HP CF 211A			
42	HP CF 212A			
43	HP CF 213A			



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उद्योग भवन, नई दिल्ली  
Udyog Bhawan, New Delhi  
23061243

Continue.....



Open Tender No. 21013/29/2014-Ad(G)

44	HP CF 280A			
45	HP CF380A			
46	HP CF381A			
47	HP CF382A			
48	HP CF383A			
49	HP Q 6000A			
50	HP Q 6001A			
51	HP Q 6002A			
52	HP Q 6003A			
53	HP Q2612 AC			
54	Panasonic KX FAT 92 E Drum			
55	Panasonic DP MB 300 Drum			
56	Panasonic DP MB 300 Toner			
57	Panasonic KX FAT 92 E Toner			
58	Panasonic LX 501			
59	Panasonic LX 502			
60	Panasonic LX 503			
61	Panasonic LX 504			
62	Panasonic Fax Roll KX FA 57 E			
63	Roongda Ink RD 920 (RD4230)			
64	Roongda Roll 600DPI (RD4230)			
65	Samsung 4073 (Full Set)			
66	Samsung SCX 4521			
67	HP CE 255 A			
68	Canon MG7570 (Full Set)			
69	HP CF 280X			

\* To be specified and shown separately as percentage of the basic rate.

@ Rate to be specified in rupees



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