

M/s

Subject: Empanelment of agency for supply of Printer's Cartridges for EdCIL, Noida.

This Corporation is interested in empanelment of agency for supply of Printer's Cartridges for one year period as details mentioned in the attached Annexure-I.

If you are in a position to meet the specifications as per Annexure-I, you are requested to submit your quotation based on our terms & conditions as set forth hereunder:

TERMS AND CONDITIONS:-

Your quotation will be considered only for the requirement as mentioned in the attached Annexure. Other terms and conditions will be as under:-

1. Since the delivery of above items is to be made at NOIDA and DELHI, sales tax/VAT to be charged should be shown separately, if no sales tax is shown separately, it will be presumed that sales tax is included in the rates.
2. Your quotations should reach in a sealed cover superscribed "**Quotation for Printer's Cartridges**" addressed to the Assistant Manager (Admin.), EdCIL (India) Limited, Ed.CIL House, 18A, Sector 16A, NOIDA-201301 so as **to reach not later than 1500 Hrs. on 31/08/2015**. The quotation received after the due date will not be entertained. Any quotation received without the above superscription on the face of the envelop will not be entertained. If you wish to deliver the tender/quotation personally, you are requested to drop your quotation/tender in the tender box available at the reception of EdCIL.
3. **OPENING OF THE QUOTATION**

Sealed tender received up to **15.00 hours on 31/08/2015** will be taken up for opening. Ed.CIL reserves the right to disqualify any or all of the tenders in case it is not satisfied with the documents furnished or otherwise without assigning any reasons thereof. The bids will be opened up on the same day i.e on **31/08/2015 at 16.30 hrs** before the evaluation committee and the bidders in the office premises at **EdCIL (India) Limited, Sector 16A, Plot 18A, NOIDA – 201 301**.

Contd/ 2/-

4. The quotation is based on single bid system. *The envelope should contain the following documents strictly.*

- i) Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five Thousand only) by Demand Draft drawn in favor of 'EdCIL (India) Limited' Payable at Delhi/Noida will be submitted with the bid/quotation. **Any bid/quotation received without EMD will be rejected summarily.** However, Bidders registered with DGS&D, NSIC & MSMEs are exempted from payment of Bid Security. Any owner of the bidder who is registered with DGS&D, NSIC & MSME, if belongs to SC/ST category please specify in their quotation.
- ii) **Vendors registered with MSME will be given preference.**
- iii) Price Bid as per Annexure- I.
- iv) The supplier should have an experience of at least three years as on year ending 31st March, 2015 in supply of Toners & Cartridges to reputed/organizations, particularly, Government Organizations, Autonomous institutions, and Public sector Banks/Undertakings. **The copies of purchase order(s) should be enclosed as proof.**
- v) The bidder must be submitted audited Balance sheets including profit and loss accounts for the last three financial years.
- vi) Attach copies of Certificate of Incorporation of the Firm, Service Tax Registration Certificate, Sales Tax/VAT, Registration Certificate and PAN No. Certificate.
- vii) The bidder shall furnish an undertaking regarding their non-blacklisting in any of the Government Department and Public Sector undertaking /enterprise in India and central vigilance commission during the last three financial years.
- viii) Letter of acceptance to the terms and conditions of the NIQ.

5. All the amount shall be indicated by the vendor/tenderers in figures as well as in words. Where there is any difference between price quoted in figure and words, amount quoted in words shall prevail.

6. The empanelment is initially for a period of one year and renewal thereafter on mutual acceptance, if the services are found satisfactory during that period.

7. Your quotations/tenders shall remain open for acceptance for 90 days or as may be specified from the date of opening. No revision/modifications in the quoted/tendered rates will be allowed during the period of validity of tenders/quotation or the extended period.

8. The delivery of goods ordered be made available within 3 days. The material on receipt at our office will be inspected. The supplier shall have to replace the material, if any found defective at site/office on free of cost basis.

9. The items supplied should be New and original and bear all the necessary warranty to substantiate such claim.
10. After award of the contract, no supplier shall be permitted to increase their rates under any circumstance for any item during the term of contract, if the rate of any item decreases, the supplier shall pass it on to the Corporation. However, the rates will be valid upto the contract period i.e for one year.
11. Payment will be made by crossed account payee cheque against the bill in duplicate within 20 working days after successfully delivery & submission of invoice.
12. The Corporation reserves the right to cancel the contract if the quality of material supplied fall below the required specifications and also if the deliveries are not made in accordance with the delivery schedule.
13. The successful tenderers/vendors shall not sub-let or assign this contract or any part thereof without obtaining prior written permission of the Corporation otherwise the Corporation shall have the right to cancel the contract and to purchase the goods elsewhere and the successful tenderers/vendors shall be liable to the Corporation for any loss or damage which the Corporation may sustain in consequence or arising out of such purchase.
14. You are requested not to erase or mutilate any word(s) or figures occurring in your quotation/tender, otherwise the quotation may be ignored. Your quotation/tender should be free from overwriting. All corrections and alteration should be duly attested by the vendor/tenderer.
15. This Corporation reserves the right to terminate the contract/agreement without any notice in the event of your services not being found satisfactory.
16. This Corporation reserves the right to accept or reject any quotation in whole or in parts without assigning any reasons thereof. This corporation also reserves the right to terminate the contract without any notice in the event of your services are not being found satisfactory.
17. Delivered new (original) cartridges should be sealed and if found tampered or duplicate or refilled no payment for the same would be made by EdCIL.
18. The quotation should be unambiguous in all respects.
19. **TERMINATION FOR INSOLVENCY :** EdCIL may at any time terminate the Contract Agreement by giving a written notice to the awarding firm, without compensation to the firm, If the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not

prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to EdCIL.

Contd.4/-

-4-

20. **FORCE MAJEURE**

(i) Should any force majeure circumstances arise, each of the contracting parties shall be excused for the non-fulfillment or for the delayed fulfillment of any of its Contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.

(ii) Force Majeure shall mean fires, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lock-outs beyond the control of either party.

21. **ARBITRATION**

In the event of any question, dispute or difference arising between EdCIL and the company relating to any matter arising out of or connected with the servicing, maintenance and installation/delivery, job assigned to the firm for execution under the contract agreement, the same shall be referred to the Sole Arbitration of an officer to be nominated by Chairperson & Managing Director, EdCIL. The decision of the Arbitrator shall be final and binding on both the parties to the agreement.

Yours faithfully

(Sushant Dey)
Assistant Manager (Admin.)

ANNEXURE – I**Detail of Printer's Cartridge**
(Unit Rate to be quoted without Tax)

S.No.	Model No.	Printer Cartridges No.	Rate per unit (Rs.)	Tax, if any
1.	HP Color L 2605 dn	Q6000 A (Black/ Blue/ Magenta/ Yellow)		
2.	HP Deskjet F4288	HP 60 (Black & Color)		
3.	HP Inkjet HP 2800	C4836A - Cyan C4837A - Mgn. C4838A - Yell. C4844A - Blk.		
4.	HP Laserjet 1007/1008	88A		
5.	HP Laserjet 1020/1022/3050/ 3055	12 A		
6.	HP Laserjet 1160/1320/1360	49 A		
7.	HP Laserjet M1213 NF MFP	HP CC 388A		
8.	HP Laserjet P1606 dn	HP CE 278A		
9.	HP Laserjet P2015 dn	53 A		
10.	HP Multiple Printer M1536	78A (Black) CE 278A		
11.	HP Officejet Pro 7380	HP 18 (Black, Magenta, Cyan)		
12.	HP Lasejet Enterprise 700 Printer M 712 dn (CF 236 A)	14A		
13.	Panasonic Fax Machine KX FL422	Cartridge : KX FAT88 Drum : KX FAD 89		

S.No.	Model No.	Printer Cartridges No.	Rate per unit (Rs.)	Tax, if any
14.	Samsung CSX-4820FN	MLT D209S/XIP		
15.	Samsung ML3710 ND	MLT -D205S/XIP		
16.	Samsung Printer SCX 6345	SCX-D6345A		
17.	Samsung SCX 4521F Printer	SCX 4521F		
18.	HP Laserjet M126NW	CC388A		
19.	Canon-ix 6560 (Black & Color)	725		
20.	HP Officejet 6500A plus	920 XL		
21.	HP Laserjet Printer Pro 500 Color M 551DN	6000		
22.		6001		
23.		6002		
24.		6003		
25.	HP Deskjet Ink 6525 (Black & Color)	685		
26.	Lexmark LaserJet Printer (MS310DN)	503		
27.	HP Color LaserJet Pro MFP M177fw	HP CF-350A Black		
28.		HP CF-351A Cyan		
29.		HP CF-352A Yellow		
30.		HP CF-353A Magenta		
31.	Multifunction Colour Printer (Lexmark CX 410 DE)	CX 310DN (Black & Color)		
32.	HP Laserjet 1300	Q2613A		
33.	HP 2055	HP 05A Black Toner Cartridge (CE505A)		
34.	EPSON	DMP Ribbon		
35.	Samsung SCX-4521F	MLT-D119S/XIP		

Authorized signature with date & Seal of organization

