No.D-19015/1/2016-17/A&G

Dated: 17-08-2016

To

Subject:- Contract for Supplying Genuine HP and SAMSUNG Printer Toner Cartridges to Publications Division.

Sir,

Publications Division propose to enter into a contract with authorized supplier of M/s. HP and M/s. SAMSUNG for supplying genuine HP and SAMSUNG printer toner cartridges for different models of printers. Sealed quotations are invited under Limited Tender from authorized suppliers of M/s. HP and M/s. SAMSUNG for supplying the above items. The tender is in two bid system – Technical Bid and Financial Bid, which are to be placed in different sealed envelopes.

2. The initial period of contract would be one year, extendable by another year on satisfactory performance and also subject to the necessary approval of the Competent Authority.

3. The tenderer should fulfil the following conditions:-

(a) The firm should be an authorized supplier/ partner of M/s. Hewlett Packard India Sales Pvt. Ltd. and M/s. SAMSUNG respectively. A “Tender Specific” authorization for this tender from M/s. HP and M/s. SAMSUNG are to be enclosed with the bid.

(b) It should have been registered with the Government authorities concerned and a copy of each of the registrations shall be attached with the bid.

(c) It should have TIN number and Sales Tax registration. Necessary documents in this regard may be attached with the bid.

(d) It should not have been blacklisted by any Government Organization. A certificate in this regard on the company’s letter head is to be enclosed with the Technical Bid.

(e) The firm should preferably be located in Delhi/ NCR.

(Cont’d.,2)
(f). An earnest money deposit of Rs. 20,000/- (Rs. Twenty Thousand Only) in the form of Demand Draft Drawn in favour of the Additional Director General (I/C), Publications Division, New Delhi may be submitted along with the technical bid, failing which the bid shall not be considered valid.

(g). The tenders should be submitted in two sealed covers:

(A) The first sealed cover should be super-scribed “Technical Bid” and should contain the Demand Draft for earnest money deposit and all other required documents.

(B) The second sealed envelope super-scribed “Financial Bid” should contain only rates, in the prescribed pro forma at ANNEXURE.

(h). The Division reserves the right to reject any or all the tenders without assigning any reason.

**Other conditions**

1. The printer cartridges are to be supplied at DPD Hqrs. in Soochna Bhawan (Room No.691) within one day of placing order by telephone, e-mail or letter.

2. Only genuine printer cartridges are to be supplied. In case of any malfunction of any cartridge, the same is to be replaced within one day of intimation to the firm by telephone.

3. The rates quoted for the cartridges will be applicable till the end of the contract. Any price increase due to market variation of prices will be absorbed by the firm, and no increased rate will be paid by Publications Division.

4. Both the sealed covers should be placed in the main sealed envelope super-scribed “Tender for supplying genuine HP and SAMSUNG printer toner cartridges”. This should be addressed to the Deputy Director (Admn.), Publications Division, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110 003 by post or by hand to be delivered latest by 2:30 p.m. on 16th September 2016. The technical bids will be opened by the committee at 3:00 p.m. on the last date for receipt of the tenders in the presence of the participating bidders who may like to be present.

(SANJEEV KUMAR)
DEPUTY DIRECTOR (ADMN.)
Tel- 2436 2932
**ANNEXURE-1**

**PRO FORMA FOR QUOTING RATES FOR GENUINE HP PRINTER TONER CARTRIDGES**

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**NAME OF THE FIRM:**

_____________________________

**ADDRESS:**

_____________________________

_____________________________

**TELEPHONE/FAX:**

_____________________________

**E-MAIL:**

_____________________________

**Rates for Computer Printer Cartridges for DPD.**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Printer Model</th>
<th>Cartridge Model</th>
<th>Approximate Requirement (based on previous year's consumption)</th>
<th>Rate per one unit, inclusive of all taxes (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HP 1200 Series</td>
<td>C 7115 A (15 A)</td>
<td>02</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>HP LJ 1020/1022</td>
<td>Q 2612 A (12 A)</td>
<td>70</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>HP LJ 1005</td>
<td>CB 435 A (35 A)</td>
<td>02</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>HP LJ P-1505</td>
<td>CB 436 A (36 A)</td>
<td>05</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>HP LJ P-1007</td>
<td>CC 388 A (88 A)</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>HP LJ 100Color MFP M1750a/HP CP 1025</td>
<td>HP CE 310 A BLACK</td>
<td>04</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>HP CE 311 A CYAN</td>
<td>05</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>HP CE 312 A YELLOW</td>
<td></td>
<td>05</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>HP CE 313 A MAGENTA</td>
<td></td>
<td>05</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>HP-CP 5225</td>
<td>HP CE 740 A BLACK</td>
<td>03</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>HP CE 741 A CYAN</td>
<td>03</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>HP CE 742 A MAGENTA</td>
<td></td>
<td>03</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>HP CE 743 A YELLOW</td>
<td>03</td>
<td></td>
</tr>
</tbody>
</table>

We agree to supply the above items at the quoted prices to DPD for one year from the commencement of the contract.

**SIGNATURE WITH DATE:**

_____________________________

**SEAL OF THE FIRM:**

_____________________________
ANNEXURE-2

PRO FORMA FOR QUOTING RATES FOR GENUINE SAMSUNG PRINTER TONER CARTRIDGES

NAME OF THE FIRM: ___________________________

ADDRESS: __________________________________

__________________________________________

TELEPHONE/ FAX: ____________________________

E-MAIL: ____________________________________

Rates for Computer Printer Cartridges to be used in DPD.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Printer Model</th>
<th>Cartridge Model</th>
<th>Rate, inclusive of all taxes (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SAMSUNG ML-216x</td>
<td>MLT-D 101 S</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>SAMSUNG SCX-4521</td>
<td>MLT-D 119 S/ XIP</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>SAMSUNG M-3370 FD</td>
<td>MLT-D 203 S/ XIP</td>
<td></td>
</tr>
</tbody>
</table>

We agree to supply the above items at the quoted prices to DPD for one year from the commencement of the contract.

SIGNATURE WITH DATE: __________________________________________

SEAL OF THE FIRM: ____________________________________________