

Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
STAFF SELECTION COMMISSION

CGO Complex, Lodi Road,
New Delhi -110 003.

Website: www.ssc.nic.in

No.05/08/2015–G

Dated 4th December, 2015

Tender Notice

Sealed tenders are invited from manufacturers/registered firms for the supply of **Cartridge/Tonner**. For seeing the sample of the quality to be used, tenderer may contact with the Section Officer, General Section between the 11.00 AM to 4.00 PM on any working day during the period from 21.12.2015 to 28.12.2015 on any working days. The Tender Enquiry/Tender Documents and Terms of Conditions of Tender Enquiry can be obtained from the Commission's website <http://SSC.nic.in> and www.tenders.gov.in.

Those interested may submit the tender in the prescribed format on or before 3.00 PM on 29.12.2015. The Tender will be opened on same day at 3:30 PM.

(Rabi Kumar Naskar)
Under Secretary (General)

GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
STAFF SELECTION COMMISSION
Block No. 12, CGO Complex, Lodhi Road, New Delhi – 110003

Sealed bids are invited from the experienced firms/vendors for entering into annual contract for supply of the items, as per list enclosed at Annexure-I, for use of the Staff Selection Commission (Headquarter), New Delhi. The time schedule of the tender is as under:

- Tender Enquiry No.05/08/2015–G Dated: 04.12.2015
- Last date of Submission of Tender : 29.12.2015 upto 3.00 PM
- Date of Opening of Tender : 29.12.2015 at 3.30 PM
- **Specification of items:-**

Sl.No	Items	Rates including all taxes (Per Unit)
1	HP Cartridges No. 1007 (88-A)	
2	HP Cartridges No. 1020(12-A)	
3	HP Cartridges No. (ML D-2850)	
4	Cannon Tonner No. 320/328	
5	Photo Machine tonner (Toshiba Studio-207)	
6	Samsung SF-361 P	
7	HP Cartridges No. 851	
8	HP Cartridges No. 850	
9	Lipi Computer Cartridges/Ribbon Cartridges (Tally Genicom 6600)	

Terms & Conditions of the Tender enquiry:-

1. Earnest Money: - Earnest Money of Rs. 10,000/- in the form of DD in favour of DDO (CASH), STAFF SELECTION COMMISSION, NEW DELHI should be submitted along with the quotation by the tenderer who are not registered with NSIC/ Central Purchase Organisation. Offer without Earnest Money will be ignored. The earnest money / bid bond deposited by the tender shall be forfeited by this organization due to following reasons:

- (i) if tender is withdrawn during the validity period or any extension thereof
- (ii) if tender is varied or modified in any manner during the validity period or any extension thereof.

If a tender, whose tender has been accepted, fails to furnish security deposit/ performance bank guarantee within 10 (Ten) days of receipt of order the bid will be cancelled and Earnest money forfeited. The earnest money / bid bond of unsuccessful bidders will be returned after completion of the process.

2. **DELIVERY PERIOD:** Within 2 days of the receipt of the order whenever placed by the Commission. If there is any urgent need the same may be required to be delivered within the same day
3. **PAYMENT CONDITION:** 100% against satisfactory delivery of full stores
4. **PLACE OF DELIVERY:** SSC, Block No. 12, CGO Complex, Lodi Road, New Delhi – 110003, without any additional cost.
5. **SECURITY DEPOSIT:** The successful bidder should deposit an amount of Rs. 50000/- (fifty thousand only) as performance guarantee within 10 days of the receipt of order in the form of crossed bank draft in favour of DDO (Cash), Staff Selection Commission, New Delhi for the period of contract. The performance security will be forfeited for breach of the any of terms/conditions of the Tender and if it is found at any time during the contract period that the services provided by the firm are poor /defective/ unsatisfactory. The decision of the Commission in this regard shall be final and binding on the Firm. In case Commission decides to form a panel of more than one vendor, each such vendor would be required to make a deposit of Rs. 25,000/- (Rupees twenty five thousand only) as performance guarantee.
6. **SAMPLE OF Cartridge/Tonner:** For seeing the sample of the quality to be used, tenderer may contact with the Section Officer, General Section between the 11.00 AM to 4.00 PM on any working day during the period from 21.12.2015 to 28.12.2015.
7. The successful bidder will have to supply Cartridge/Tonner after receipt of the order with in stipulated time and he will bear cost for transportation.
8. The Commission reserves the right to inspect the quality of the Cartridges/Tonner. At any stage, if it is found by the Commission that the Cartridges/Tonner supplied by the successful bidders are not according to the sample inspected by the Commission, the Commission reserves the right to cancel the order without assigning any reason and forfeit the security deposit.
9. As the Cartridges/Tonnors are required urgently by the Commission, from time to time, it may please be ensured that the successful bidder will have to supply within same day on receipt of the order positively, failing which the Commission reserve the right to impose an appropriate penalty as deemed fit by it or to forfeit the security deposit.
10. The bid will be valid for a period of one year from the date of order, which may be increased for a further period of one year, if the performance of the bidder is found satisfactory by the Commission.
11. The bidder who will quote lowest rate in maximum items will be considered as L-I.
12. The successful bidder/vendor will have to pass the benefit of any decrease in price of the product as per market conditions, to the Commission.

13. The Commission also reserves the right to form a panel of more than one vendor to supply the toner/cartridge and to place order on any of them depending upon its experience with the service provider by the vendor, exigencies and any other circumstances deemed fit.

14. The Commission reserves the right to reject any or all the tenders without assigning any reason thereof and is under no obligation to inform the affected bidder or bidders of the grounds for Commission's action.

15. In the event of the any dispute of difference arising out of or in connection with the bid process the same shall be referred to an Officer of the Level of Director or Deputy Director as may be designated by the Commission for adjudication in accordance with Arbitration and Reconciliation Act.

16. Any overwriting in the Tender/ late submission of Tender will not be entertained.

17. All documents attached with the bid form should be self attested by the authorized signatory/bidder.

18. Copy of the Income Tax Return for last three years (i.e. AY 2012-13, 2013-14 & 2014-15) along with audited Balance sheet for the last three financial years.

19. Details of experience of supply of similar items to other Govt. Departments PSUs should be indicated alongwith copy of the supply orders for last two years.

20. In case the bidder is registered with NSIC or DGS&D, a copy of the registration certificate may be provided with the bid documents.

21. A copy of Sales Tax / VAT registration certificate and PAN Card should also be furnished with the Tender. Without these documents, Tender will not be considered.

22. The EMD should remain valid for 3 months beyond the final tender validity period. The EMD with lesser validity period will not be accepted and such bids i.e. EMD with lesser validity period will be summarily rejected.

23. EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract. EMD of the successful bidder(s) will be returned after receipt of the Performance Security.

24. In case, the tenderer is debarred or blacklisted by any Government department/PSU etc., the same may be mentioned in the bid documents. In this regard, an undertaking may be furnished by the bidder.

Date:-

(R.K. Naskar)
UNDER SECRETARY (General)

Annexure – I

TENDERERS MAY PLEASE NOTE THAT THE GOOD QUALITY OF CARTRIDGE / TONNER WILL BE FURNISHED WITHIN THE STIPULATED TIME.

1. Tender Enquiry No.05/08/2015–G Dated
2. Last date of Submission of Tender : 29.12.2015 upto 3.00 PM
3. Date of Opening of Tender : 29.12.2015 at 3.30 PM
4. Name, address and telephone number of the manufacturer:
5. Place of Manufacture:
6. Specification of each item:
7. Rate of each item:

Sl.No	Items	Rates including all taxes (Per Unit)
1	HP Cartridges No. 1007 (88-A)	
2	HP Cartridges No. 1020(12-A)	
3	HP Cartridges No. (ML D-2850)	
4	Cannon Tonner No. 320/328	
5	Photo Machine tonner (Toshiba Studio-207)	
6	Samsung SF-361 P	
7	HP Cartridges No. 851	
8	HP Cartridges No. 850	
9	Lipi Computer Cartridges/Ribbon Cartridges (Tally Genicom 6600)	

8. Earnest Money of Rs.10,000/- Demand Draft No..... dated ...
9. Name of the bidder/authorized signatory who has signed the bid.....
10. Name & Full address of Banker :

11. Whether the firm have been debarred or blacklisted by any Government Department/ PSU etc?

12. Whether the firm registered under :
i) The Indian Companies Act, 1956
ii) The Indian Partnership Act, 1932
iii) Any Act, if not, who are the owners
(Full names and address should be indicated)

13. Documents to be attached

Self attested copies of:

- (i) Audited Balance Sheet for last 3 years.
- (ii) Income Tax Return for last 3 years
- (iii) Copy of VAT Registration Certificate
- (iv) Copy of PAN Card
- (v) Copy of Tender duly signed with seal

DECLARATION

I.....have carefully read the terms & Conditions of the Bid Document, laid down by the Commission. The terms & conditions are acceptable to me and I shall abide by the same till the contract is fully executed. I declare that the information give above is true to the best of my knowledge and belief.

(Signature of Tenderer/Authorised Signatory)
Full Name and address of the person signing (In Block Letters)
Telephone/ Contact No:

