



F. No. 05/08/2015-G.

भारत सरकार
कर्मचारी चयन आयोग
कार्मिक तथा प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
ब्लॉक सं० 12
केन्द्रीय कार्यालय परिसर, लोधी रोड, नई दिल्ली

Government of India
Staff Selection Commission
Department of Personnel & Training
Ministry of Personnel, Public Grievances & Pensions
Block No.12
Kendriya Karyalay Parisar, Lodhi Road
New Delhi

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 ____/09/2015.
- Last date of Submission of Tender : 05/10/2015 upto 3.00 PM
- Date of Opening of Tender : 05/10/2015 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:-

- 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 tenderer 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(i) if tender is withdrawn during the validity period or any extension thereof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 tenderer, 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 **28/09/2015** to **03/10/2015**.

7. The successful bidder will have to supply Cartridge/Tonner after receipt of the order within 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.

-: 3 :-

11. The bidder who will quote lowest rate in maximum items will be considered. The Commission reserves the right to negotiate with such bidder for rate of all items.
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 stores 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 Secretary 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 latest Income Tax Return for the year i.e. FY 2014-15 and Audited Balance sheet for the last three financial year (2012-13, 2013-14 & 2014-15). Without these documents tender will not be considered.
19. The bidder should have experience of supply of similar items to Govt. Departments. Copy of the supply orders for the last two financial years should be furnished.
20. In case registered with NSIC or DGS&D, a copy of the registration certificate may be provided.
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.
24. 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.
25. In case, the tenderer is debarred or blacklisted by any Govt. Department/PSU etc., the same may be mentioned in the bid documents. In this regard, an undertaking may be furnished by the bidder.

Date:-

UNDER SECRETARY (G)

Annexure –I

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

1. Tender Enquiry No. 05/08/2015–G Dated ____/09/2015.
2. Last date of Submission of Tender : 05/10/2015 upto 3.00 PM
3. Date of Opening of Tender : 05/10/2015 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:

SI.No	Items	Rates including all taxes (Per Unit)
1	HP Cartridges No. 1007 (88-A)	
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-: 5 :-

8. Permanent Account No. to be enclosed.
9. Copy of VAT Registration Certificate (enclosed photocopy).
10. Name & Full address of banker.
11. 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
(Please give full names and address)
12. Please confirm that you have read all the instructions and terms & conditions of NIT carefully and have complied with accordingly. Undertaking that you have accepted all terms & conditions of NIT may be furnished.

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