

No.F.7(1)/2011-A&P
GOVERNMENT OF INDIA
MINISTRY OF PARLIAMENTARY AFFAIRS

92, Parliament House,
New Delhi
Dated: 22nd July, 2011

To

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Subject: Purchase of Fax Rolls/ Toners/ Cartridges/ Photostat papers etc. for use in Printers/
Fax machines/ Photocopiers etc.- Quotation thereof.

Sir,

This Ministry requires Toners/ Cartridges/ Photostat papers etc. for use in Computers/ Fax / Photostat machines from time to time as per list enclosed. It is proposed to enter into contract for a period of one year from the date of contract with genuine/ reputed suppliers for supplying these items on the following terms and conditions:-

- i) The items mentioned in this list are spread over different blocks. Interested suppliers may quote for one or more blocks of items. They will be considered for only those blocks for which they will quote.
- ii) Tenderers may quote their unconditional **rates per item/unit** strictly as per list enclosed. If the rates are of a unit/ box, which contain more than one item, then the items contained in that unit/ box may also be specifically indicated in remarks column. Cutting/ overwriting, if any should be countersigned by the tenderer.
- iii) The supplier will be responsible for delivery of the goods in good condition in the store of this Ministry situated in Parliament House or at a place selected by this Ministry in New Delhi, at his own risk and cost.
- iv) The owner/ firm should be available on telephone and also on mobile so as to enable this Ministry to call them in emergency cases. Therefore, telephone as well as mobile number(s) may also be given.
- v) The quantities of the items have not been specified, as the purchase is not confined to a single lot. It will spread over the period mentioned above and quantity to be purchased at a time will depend upon the requirement.
- vi) All the items mentioned in the list should be genuine, of export quality and of the branded company. If the material supplied is found to be of substandard quality, the same will be returned and the Ministry will not be responsible for any loss to the concerned supplier for such supply. Moreover, **such suppliers may be penalized including blacklisting of the concerned firm by this Ministry.**
- vii) This Ministry reserves the right to terminate the contract at any time without assigning any reason during the period of contract.

- viii) As the requirement of this Ministry is of urgent nature, if the services of supplier are found unsatisfactory or he is not able to supply the goods immediately, the job will be entrusted to any other firm/party at the risk of defaulting supplier. The suppliers will have to satisfy the Ministry that the supplies will be made immediately.
- ix) Interested firms are required to prove their competence for undertaking the job in question and also furnish their standing and goodwill through certificate from their earlier clients of reputed organizations mentioning the name, designation and telephone No. Of the officers of those department. A photocopy of the PAN Card of the firm should also be furnished. **The quotation submitted without a photocopy of the PAN Card of the firm shall be summarily rejected.**
- x) Bids should be accompanied with a Demand Draft/ Bankers Cheque favouring PAO, Cabinet Affairs, New Delhi for Rs.30,000/- (Rupees Thirty Thousand only) as earnest money, which will be retained as performance security by this Ministry till the contract remains in force. However, Kendriya Bhandar/ NCCF shall be exempted from submission of earnest money and copy of PAN Card. The earnest money of the unsuccessful bidders will be refunded. Other things being equal, Purchase Preference will be granted to KB/ NCCF, if the price quoted by these co-operatives is valid for full tenure of the contract and is within 10% of the L1 price and are willing to match the L1 price. No price preference over and above the L1 price shall be given to these co-operatives.
- xi) After entering into contract, no supplier shall be permitted to increase their rates under any circumstance for any item during the term of contract. **The vendor, who declines to supply any item at contracted price, will be bared from entering into any contract in future.**
- xii) Please ensure to make a specific mention in your bid to the effect that the terms and conditions mentioned above are acceptable to your firm in full. They may also mention that the rates quoted by them will be valid for one year from the date of entering into contract.
- xiii) This Ministry reserves the right to accept or reject any or all the quotation(s) in full or part without assigning any reason. The decision of this Ministry in this regard shall be final and binding on all. It shall not be obligatory on the part of the Ministry to accept the lowest quotation and no explanation shall be given with regard to reason for rejection of quotation of any bidder.
- xiv) Bidders shall not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.

If the above terms and conditions are acceptable, quotations in a sealed cover superscribed "QUOTATION FOR PURCHASE OF FAX ROLLS/ TONERS/ CARTRIDGES/ PHOTOSTAT PAPERS" may be deposited in the tender box kept in the custody of SO(A&P), Room No.93, Parliament House (Ph. No.23034755) latest by 5th August, 2011 upto 3.00 P.M. Quotations received till then shall be opened on 5th August, 2011 at 3.30 P.M. in Room No.92, Parliament House, New Delhi.

Yours faithfully,

(Rameshwar Prasad)
Under Secretary to the Govt. Of India
Tele. No. 23034899

S. No.	Name of items	Rate per item/ unit	Remarks
	A		
1.	Photostat Papers ream (Modi Xerox) (A-4 Size) MX 75 GSM		
2.	Photostat Papers ream (JK paper) (A-4 Size) MX 75 GSM		
3.	Photostat Papers ream (JK paper) (A-3 Size) MX 75 GSM		
4.	Photostat Papers ream (JK paper) (A-5 Size) MX 75 GSM		
5.	Photostat Papers ream (Modi Xerox) (FS/ Legal Size) MX 75 GSM		
	B		
1.	Fax Roll Sharp No.1460		
2.	Fax Roll Modi No.4000		
3.	Fax Roll Modi No.4200		
4.	Fax Roll Panasonic KX-FP 105/ 136		
5.	Fax Toner Canon FX-3		
6.	Fax Toner Canon FX-9		
7.	Samsung Toner Cartridge SF560-R		
8.	Fax Toner PG-40 Canon		
9.	Fax Ink Cartridge BX-3 Canon		
10.	Fax Roll Panasonic KX-FM 131		
11.	Fax Toner PG-50 Canon		
12.	Fax Toner SCX-4216 Samsung		
	C		
1	Toshiba E-Studio 352/452 Photocopier Toner (No.3520 D)		
2	Toshiba E-Studio Photocopier Toner E-455		
3	Printer canon Toner 328		
4	Ink Jet Cartridge BCI-24 (Colour)		
5	Ink Jet Cartridge BCI-24 (Black)		
6	BJC printer Cartridge Canon BCI-21 (Colour)		
7	BJC printer Cartridge Canon BCI-21 (Black)		
8	Ink Jet Cartridge HP 29-A (Black)		
9	Ink Jet Cartridge HP 49-A (Colour)		
10	Ink Jet Cartridge HP-6615 D		
11	Ink Jet Cartridge HP-2613 A		
12	Ink Jet Cartridge HP 7115 A		
13	Ink Jet Cartridge HP C6656A (Black)		
14	Ink Jet Cartridge HP C6657A (Tri-Colour)		
15	Ink Jet Cartridge HP 3906 F		
16	Ink Jet Cartridge HP 2624 A		
17	Ink Jet Cartridge HP 2612 A		
18	Ink Toner Cartridge HP 6625A/ 17D		

19	Modi Printer Toner P8E		
20	Printer Cartridge HP 3960A		
21	Printer Cartridge HP 3961A		
22	Printer Cartridge HP 3962A		
23	Printer Cartridge HP 3963A		
24	Printer Cartridge HP 6658A (58A-Photo)		
25	Printer Cartridge HP 8767ZZ (857-Color)		
26	Printer Cartridge HP 855-Colour		
27	Printer Cartridge HP 9363ZZ (853-Black)		
28	Printer Cartridge HP 852 –Black		
29	Printer Cartridge HP 9369ZZ (858-Photo)		
30	Printer Cartridge HP 703 Black		
31	Printer Cartridge HP 703 Tri Colour		
32	Printer Cartridge HP-CB436A		
33	Printer Cartridge HP-CC388A		
34	Printer Canon Toner 303		
35	Printer HP Cartridge 27A		
36	Printer HP Cartridge 28A		
37	Black PGI 35 Cartridge for Canon iP100 Photo Printer		
38	Colour CLI 36 Cartridge for Canon iP100 Photo Printer		
	D		
1.	Box of ten CD-R(Sony) with plastic cover		
2.	Box of five CD-RW(Sony)with plastic cover		
3.	Box of ten Floppies (Sony)		
4.	Box of ten CD-R (Moser Bear) with plastic cover		
5.	Box of ten CD-RW (Moser Bear) with plastic cover		
6.	Box of ten Floppies (Moser Bear)		
7.	DVD-R (Moser Bear)		
8.	DVD-RW (Moser Bear)		
9.	DVD-R(Sony)		
10.	DVD-RW(Sony)		
11.	Box of Hundred CD-RW(Moser Bear)		
12.	Box of Hundred CD-RW with paper cover (any brand)		