



ISO 9001:14001
OHSAS 18001

NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED

(A GOVT. OF INDIA ENTERPRISE)

DOYANG HYDRO ELECTRIC PLANT

DOYANG, DIST. - WOKHA, NAGALAND, PIN-797100

SHORT NOTICE INVITING QUOTATION

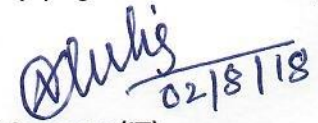
NO. 01/2018/IT/DHEP Dt. 2nd August 2018

Sealed **single part two envelop** (**Envelop No.1-** shall contain Earnest Money Deposit, documents in support of Qualifying Requirements and Techno-Commercial Bid and **Envelop No.2-** shall contain Price Bid) quotation with 60(sixty) days validity are invited from **Manufacturer / Manufacturer Authorized Dealer** for supply of IT Consumables as mentioned in **Annexure-I** required at Doyang H.E. Plant, NEEPCO Ltd., Doyang, Dist.- Wokha, Nagaland, Pin-797100

Terms & Conditions:

1. The Quotation should be submitted in Sealed Envelope superscripted with “**Quotation for Supply of IT Consumables**” against NIQ No. 01/2018/IT/DHEP Dtd. 02-08-2018.
2. Bidders should state their GST Registration Number and Permanent Account Number without which bids shall be summarily rejected.
3. Bidders should have experience of executing similar type of supply to any PSU/Govt. organization in last 2-3 years. In support of this, bidder should submit copy of such supply order along with their quotation. Quotation without this evidence shall be summarily rejected.
4. Bidder have to submit **non-blacklisted certificate** along with the bid document without which bids shall be summarily rejected.
5. Manufacturer Authorized Dealers should submit authorization certificate in the format as per **Annexure-II**.
6. **EARNEST MONEY DEPOSIT (EMD):** The bidder has to deposit earnest money @ 2% of the quoted value in the form of Demand Draft from any Nationalized Bank in favour of NEEPCO Ltd., payable at SBI, Doyang Branch (Br. Code- 9351), Doyang, Nagaland along with their offer failing which the tender will not be considered.
 - a. EMD submitted by successful bidder shall be retained as security deposit towards satisfactory execution of the order and will be released only after delivery of the entire quantity of the material to the satisfaction of the Corporation. If successful bidder fails to execute the order, then EMD shall be forfeited by corporation.
 - b. EMD of all unsuccessful bidders will be returned only after finalization of the bid.
 - c. If the bidder withdraws the bid while it is under consideration, his EMD shall be forfeited and will take other action as per norms of the Corporation.
7. **Price Basis:** Rate should be quoted F.O.R.-Doyang, Nagaland.
8. **TAXES :** The Rate of taxes & duties may be mentioned separately and clearly.
9. **DELIVERY:** Delivery shall have to be completed within 30 (thirty) days from the date of issue of detail order to the selected bidder.
10. **GUARANTY/ WARRANTY:** The materials supplied shall be guaranteed / warranted against any manufacturing defect as per manufacturer’s norms.
11. **PAYMENT TERMS:** 100% payment shall be released on receipt of the materials in full and good condition as per specification.
12. **REJECTION OF DEFECTIVE MATERIALS:** Material found defective at the time of received must be replaced at the cost of the supplier.
13. **LIQUIDATED DAMAGE:** In case of delay in supplying on part of supplier after schedule delivery period, LD @ 0.5% per week of delay subject to a maximum of 5% of the contract value shall be applicable subject to force majeure

14. **TECHNICAL SPECIFICATION:** The material shall be as per technical Specifications indicated at Annexure-I. Bidders shall mention the make/Brand of material in their quotation.
15. Sealed tenders with NIQ number superscripted on the envelope should be submitted by hand with written authorization or registered post. The Corporation shall not be responsible for any postal delay.
16. **THE ADDRESS FOR SUBMISSION OF THE BID:** The Sr. Manager (IT), NEEPCO Transit Camp, HPB Girl's College Road, Chandan Nagar, Golaghat, Assam, Pin- 785621.
17. The bid shall be **received till 15:00 hrs of 22/08/2018** in the above mentioned address.
18. The bid shall be **opened at Doyang H.E. Plant, Doyang on 23/08/2018 at 10:30 hrs.** In case 23/08/2018 is a holyday, the bid shall be opened on next working day at 11.00 hrs.
19. The bidders have to quote rate for all items, else the bid shall be rejected.
20. The final quantity may increase or decrease.
21. The Corporation reserves the right to change/modify the requirements or to postpone/reject the tender without conveying any reason thereof and is not bound to accept the lowest bid.
22. All the above terms and conditions are non-deviable. Tenders not complying with all above may be summarily rejected.



Sr. Manager (IT)
DHEP, NEEPCO, Doyang

Annexure-I

Sl. No.	Item	Make	Unit	Quantity	Rate (₹)	Amount(₹)
1	HP 853 Ink Cartridge	HP	Nos.	6		
2	HP 857 Ink Cartridge	HP	Nos.	4		
3	HP 12A Toner Cartridge	HP	Nos.	20		
4	HP 88A Toner Cartridge	HP	Nos.	25		
5	HP 80A Toner Cartridge	HP	Nos.	15		
6	HP 78A Toner Cartridge	HP	Nos.	15		
7	HP 204A Black Toner Cartridge	HP	Nos.	5		
8	HP 204A Cyan Toner Cartridge	HP	Nos.	5		
9	HP 204A Magenta Toner Cartridge	HP	Nos.	5		
10	HP 204A Yellow Toner Cartridge	HP	Nos.	5		
11	Canon NPG-28 Tonner	CANON	Nos.	10		
12	LIPI 6805 Line Matrix Printer Ribbon Cartridge	LIPI	Nos.	4		

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02/8/18

(To be given in OEM's Letter Head)

Date: _____

To

DHEP,
NEEPCO,
Doyang, Nagaland

Sir,

Sub: Manufacturer Authorization Certificate

Ref: Your Tender Enquiry No. _____ Dated _____

Dear Sir,

We _____ (Manufacturer's Name) having its Registered Office at _____ hereby authorize _____ (Bidder Name), our Authorized Partner having Office at _____ to quote the above Products manufactured by us against the above RFQ.

We hereby extend our full OEM Standard Warranty & support as per our Standard OEM Warranty & Support Terms for the Products offered for supply by the above firm against this RFQ.

Thanking you and assuring the best of services at all times.

With Regards,

For _____ **(Manufacturer's Name)**

(Signature & Seal)

Name:

Designation:

e-mail Id:

Cont. No.:

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02/8/18