

NIQ NO.HR/08/14/

**TENDER DOCUMENT FOR SUPPLY OF COMPUTER CONSUMABLES TO NEEPCO LTD.,
NEW DELHI**

Issued to

M/S. _____

Your letter reference

no. _____

Cost of Tender Documents: Rs.500.00 (Rupees Five Hundred) only in the form of D.D./ Bankers cheque drawn in favour of NEEPCO Ltd., New Delhi from Nationalised Bank.

Payment made through _____ Dated _____

Issue of Tender Document from 1/02/2015 to 16/02/2015 (10.30 hrs. to 17.00 hrs.)

Last date of submission of Tender Document :- 16/02/2015 by 11.00 hrs.

Date of Opening of Tenders :- _____ at 15.00 hrs.

Sr.Manager (HR)
NEEPCO Ltd., New Delhi

All bidders should carefully read all the terms & conditions before submitting quotations and ensure all the terms and conditions.

Master data information for receiving e-payment

The Master data information for receiving e-payment is furnished below:

1. Name of Beneficiary :
2. Name of the Bank :
3. Address of Branch of the Bank :
4. IFSC Code of the Branch :
5. Account Type :
6. Account No. :
7. City/Town :
8. Fax No. :
9. Telephone No. :
10. e-mail id :

Seal and Signature of the Authorised Person
of the Contract/bidder along with date

TERMS AND CONDITIONS

1. Sealed tenders are invited by the Sr. Manager(HR), NEEPCO Ltd., New Delhi from the registered and/or reputed firms/suppliers/wholesellers/Authorised agency capable of supplying the Computer Consumables items on Annual Rate Contract (ARC) basis for a period of 1(one) year from the date of award of the Contract with an option of extension for a further period of 1(one) year. Intending eligible bidders may obtain Bid documents from the Sr. Manager(HR), NEEPCO Ltd., UG Floor,15 NBCC Tower,Bhikaji Cama Place,New Delhi on payment of Rs.500/- (Rupees Five Hundred) only (non-refundable) in the form of D.D. /Bankers cheque in favour of NEEPCO Ltd., New Delhi from any Nationalised Bank. D.D./ Bankers cheque should not be of date later than last date of selling tender documents.
2. Quotation without EMD shall summarily be rejected.
3. The bidders registered as Micro / Small Enterprises are exempted from paying applicable Bid Fee and Earnest Money Deposit.
4. Tender addressed to the Sr. Manager(HR) should be submitted as follows:
 - a) **Sealed Outer Cover(Envelop-I)** : Addressed to the Sr. Manager(HR), NEEPCO Ltd., New Delhi should be sealed with sealing wax and duly superscribed with “ Technical bid for supply Computer Consumables”. The Envelop-I shall contain the followings:
 - i. Earnest Money Deposit (EMD).
 - ii. Commercial terms & conditions, if any.
 - iii. Copy of Sales tax/VAT Registration certificate.
 - iv. Copy of valid PAN Certificate.
 - v. Copy of valid trade certificate issued by NDMC, New Delhi.
 - vi. Agency/Dealership/Distributorship certificate, if any.
 - vii. Profile of the firm and client list.
 - viii. Copies of rate contract already undertaken by the bidder with Govt./Semi-Govt./ Public Sector/State Govt.
 - ix. Detailed tender documents except Annexure-I duly signed within each page accepting the terms and conditions.
 - x. Copies of Tax return for last 3(three) years.
 - xi. Name and full address of their Banker with their A/C. No. and IFSC code of the Bank branch for receiving e-payment as per enclosed format.
 - b) **Sealed Outer Cover (Envelop-II)**: Addressed to the Sr. Manager(HR), NEEPCO Ltd., New Delhi should be sealed with sealing wax & duly superscribed with “Price bid for supply of Computer Consumables”. The Envelop-II shall contain the quotation of Annual Rate Contract for Computer Consumables (Annexure-I). Samples of items when asked for by NEEPCO to be made available by the bidder for confirmation of quality commensurate to the rate quoted.

5. **Selection criteria:** The two-bid system will be followed: a) Technical Bid consisting of details as cited above with commercial terms and conditions; and b) Price Bid indicating item-wise rate. The Technical Bid and the Price Bid should be sealed by the Bidder in separate envelopes duly superscribed as stated above and both the sealed covers are to be put in a big cover which should be sealed and duly superscribed. The Technical Bid will be opened at the first instance and evaluated. At the second stage, Price Bids of only the technically acceptable offers will be opened for further evaluation and ranking before awarding the contract. In case, the selected bidder does not accept the order, EMD will be forfeited and his tender will be ignored/rejected.
6. This Corporation is interested to enter into **Annual Rate Contract** only with the reputed suppliers. Hence, the suppliers are advised to attach the relevant documents along with offer to prove credentials or bonafides in terms of quality/reputation of their products, if any.
7. The Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand) only should be in the form of Demand Draft from a Nationalised/ Scheduled Bank in favour of NEEPCO Ltd., New Delhi. The Earnest Money Deposit of unsuccessful bidders will be returned immediately after finalisation of the Annual Rate Contract. The Earnest Money Deposit of the successful bidder will be retained till the validity of Annual Rate Contract period. The entire or proportionate Earnest Money Deposit of successful bidder can also be forfeited for non-execution of supply orders issued from this office/NEEPCO Ltd., New Delhi within the delivery period or due to unsatisfactory services during the period of Annual Rate Contract.
8. The rates quoted should be **FOR: NEEPCO Ltd., UG Floor, 15 NBCC Tower, UG Floor, Bhikaji Cama Place, New Delhi-110066** inclusive of all taxes, packing/forwarding charges, freight & insurance i.e. free delivery at NEEPCO Ltd., UG Floor 15 NBCC Tower, Bhikaji Cama Place, New Delhi otherwise such offers shall not be considered. Where there is no mention of tax, packing, forwarding, freight, insurance charges, such offers shall be presumed to include all these charges.
9. The supplier should mention full details of the Computer Consumables without leaving any scope for ambiguity. The supplier must ensure that the tender document submitted is in accordance with the requirement of NEEPCO Ltd. and all pages are signed by the authorized signatory with seal.
10. The quoted prices/rates should be valid for a minimum period of 1(one) year from the date of acceptance of Annual Rate Contract order by the supplier. No escalation in basic cost/rates will be entertained during the Rate Contract period.
11. The rate quoted should be inclusive of all taxes, VAT, Service Tax, duties, levies or any other taxes/duties as applicable.
12. NEEPCO will not issue "C" or "D" or any other concessionate form of certificate for concession in taxes.
13. Parallel/Partial Rate Contract for similar items can be placed at any time during the period of Contract with one or more parties.
14. Liquidated damages @ 0.5% per week subject to maximum of 5% of the total value of purchase order will be deducted from the concerned bills of the firm if supply is not completed within scheduled delivery period as indicated in the supply order.

15. Payment: 100% payment will be released on receipt of bills against materials supplied in good working conditions. Supplier should produce bills in triplicate with printed serial no., VAT nos. & signed by the authorized signatory. Advance payment will not be made under any circumstances. For e-payment, the particulars of the Bank such as name and address of the Bank, A/C. No., MICR Code, IFSC No. to be submitted as per format.
16. Post tender changes in quoted specifications and increase in prices are not permissible. No request for correcting typographical error will be entertained after submission of tenders.
17. Firms registered with Government/PSUs are not exempted from the payment of Tender Cost/EMD.
18. Suppliers/Printers should quote the rates and the amount of the items in figures as well as in words as per Annexure-I. If there is any discrepancy between the prices quoted in figures and words then the rate quoted by the supplier in words shall be taken as correct.
19. Conditional tender shall not be accepted. In case of withdrawal of quotation, the EMD will be forfeited.
20. Quotations received after the specified time and date of submission will be treated as "Late" while quotation received after the date specified for submission of quotation but before the date and time of opening of the quotation will be treated as "Delayed". Such quotations shall not be opened at all and be returned to the bidders in their original envelop without opening.
21. All corrections and alterations made in the Quotation and other documents including all pages of NIQ documents must be duly signed by the authorized signatory, without which quotations shall not be considered valid.
22. Supply order to the successful bidder shall be issued on requirement basis under ARC.
23. The materials shall be supplied within the stipulated time as will be mentioned in the supply order. In case, the firm does not supply the items within the stipulated time as scheduled in the order, necessary LD will be charged as per clause no.13. and even further action will also be taken like cancellation of ARC, forfeiting of EMD etc.
24. Office Stationary materials supplied will have to be replaced free of cost by the supplier if it is not in accordance with the required quality/specification and quantity approved or is not compatible or usable as per our requirement.
25. The offer should be clearly written or typed without any cutting or overwriting.
26. Compliance with National/International standards, if any, should be specified.
27. Any cutting, erasing, overwriting must be specifically signed.
28. Unsigned & undated quotation will not be considered valid.
29. The Sr. Manager (HR), NEEPCO Ltd., New Delhi reserves the right to terminate the contract any time by giving 1(one) month notice without assigning any reasons.
30. Any dispute arising out of this contract shall be referred to the Sr. Manager (HR), NEEPCO Ltd., New Delhi and its decision shall be final and binding on the parties.
31. In case of non-fulfillment and non-compliance of the above terms and conditions, such quotation shall be treated as incomplete.

32. The Sr. Manager(HR), NEEPCO Ltd., New Delhi reserves the right to accept or reject any offer in part/in full without assigning any reasons thereof.
33. All disputes subject to New Delhi jurisdiction only.
34. The supplier will have to confirm in writing in their offer that all the terms and conditions mentioned above are acceptable.
35. Public procurement policy from Micro & Small enterprise – Public procurement policy for Micro and small enterprises (MSE) 2012 has reserved 358 items to be procured exclusively from MSEs. Accordingly, the bidder / bidders to whom this contract shall be awarded shall procure the required items included in the list of 358 items exclusively from MSEs. Accordingly, the bidder / bidders to whom this contract shall be awarded shall procure the required items included in the list of 358 items exclusively from MSEs with minimum of 20% quantity from MSEs owned by SC/ST entrepreneurs.

The bidder / bidders to whom this contract shall be awarded shall make all endeavour to procure at least 20% of the required goods / services from MSEs with the condition that atleast 20% of that quantity shall be procured from MSEs owned by SC/ST entrepreneurs. In the event of failure of such MSEs owned by Sc/ST entrepreneurs the target of procurement of atleast 20% from MSEs shall be met from MSEs owned by entrepreneurs other than SC/ST.

A compliance report to the above attaching documentary evidence shall be submitted to the Officer – In – Charge quarterly. If such mandatory procurement could not be complied with, reason for the same shall be indicated in the report.

Authorised Signature & Seal

Sr. Manager(HR)
NEEPCO Ltd., New Delhi

Check List for Computer Consumables Suppliers

Quotation for Computer Consumables

- 1 D.D. towards EMD : D.D. No. _____ dtd. _____ for an amount of Rs.10,000/- (Rupees Ten Thousand) only.)
- 2) Rate quoted both in words & figures : Yes / No.
- 3) Quotation submitted in separate envelopes as :
- i) Sealed Outer Cover(Envelop-I) : Yes / No.
- ii) Sealed Outer Cover(Envelop-II) : Yes / No.
- 4) Agreeing for liquidated damages clause for supply beyond stipulated delivery period of the purchase order. : Yes / No.
- 5) Delivery period as per NIT : Yes / No.
- 6) Validity of Quotation as per NIT : Yes / No.
- 7) Agreeing for payments terms as per NIT : Yes / No.
- 8) Furnished clients list : Yes / No.
- 9) Submission of the following documents as per NIT :
- i) VAT registration certificate : Yes / No.
- ii) Valid PAN certificate : Yes / No.
- iii) Valid trade license issued by GMC : Yes / No.
- iv) Profile of the firm & client list, if any : Yes / No.
- v) Agency/Dealership/Distributorship Certificate, if any : Yes / No.
- vi) Certificate of Registration, if any : Yes / No.
- vii) Copies of rate contract already undertaken by Bidder under Govt./semi Govt./PSU/State Govt. : Yes / No.
- viii) Tax return of last 3 years : Yes / No.
- ix) Name and full address of their Banker with their A/C No. and IFSC code of the Bank branch : Yes / No.
- 10) All correction/alternation in quotation initialed by authorized signatory : Yes / No.
- 11) The documents enclosed in original in the sealed cover :
- i) Earnest Money Deposit : Yes / No.
- ii) Tender Documents : Yes / No.
- 12) Rates quoted are inclusive of all taxes, packing, forwarding freight, insurance i.e. Free delivery at NEEPCO Ltd, UG Floor, 15 NBCC Tower, Bhikaji Cama Place, New Delhi-110066. : Yes / No.

Authorised Signatory with Seal

Tentative Yearly Requirement of Computer Consumables

Sl. No.	Item Description	To whom attached	Requirement w.e.f. 01.02.2015 to 31.12.2015
2	HP Toner 36A (All-in-One)	Attached with PS to CMD	4
3	HP Toner CC388A	Sr. Mgr. (C), Sr. Mgr.(F), DM (E/M), Sr. Acctt., EDP & New Guest House	30
4	HP Toner CE320A	CMD (Residence)	2
5	HP Toner CE321A		2
6	HP Toner CE322A		2
7	HP Toner CE323A		2
8	HP Ink Cartridge 702	Coordinator (Fax/Printer)	5
9	HP Ink 9351 CA (21)	PS to CMD (Fax)	48
10	HP Ink 9352 AA (22)	Coord. and PS to CMD (Fax) supply to MOP also	4
11	HP Toner CE310A	CMD, D(T), D(F), D(P) and Coordinator	14
12	HP Toner CE311A		14
13	HP Toner CE312A		14
14	HP Toner CE313A		14
15	HP 853 Black	Sh. D. Roy	3
16	HP 857 Color		3
17	HP 851	HP Mobile Printer attached with Sr. Mgr. (HR)	3
18	HP 855		3
19	HP 530 A	Attached with EDP Asstt.	4
20	HP 531 A		4
21	HP 532 A		4
22	HP 533 A		4
23	685 - Black	Sr. Manager (HR)	5
24	685 - C-M-Y		15
25	Canon LBP 9100 322 K	A:3 Color Printer	3
26	Canon LBP 9100 322 C	A:3 Color Printer	3
27	Canon LBP 9100 322 M	A:3 Color Printer	3
28	Canon LBP 9100 322 Y	A:3 Color Printer	3
29	Canon NPG-50	Photocopy Machine	10
30	Pen Drive 16 GB		3
31	Pen Drive 32 GB		3
32	CDR with case 10 Nos. (1 Box)		3
33	DVDR with case 10 Nos. (1 Box)		3
34	CD Cack Pack 10 Nos. (1 Box)		3
35	CDR Cack Pack 50 Nos. (1 Box)		3
36	Mouse USB (Wired) HP/Logitech		3
37	Mouse USB (Wireless) HP/Logitech		3
38	Keyboard Wired HP/Logitech		3
39	Keyboard Wireless HP/Logitech		3