

**No.D-21013/03/2016-Gen.
Government of India
Ministry of Corporate Affairs**

A-Wing, 5th Floor, Shastri Bhavan, New Delhi-110001
Dated: 07.09.2016.

NOTICE INVITING TENDER

The Ministry of Corporate Affairs invites quotations from reputed & financially sound suppliers for supply of toner cartridges for printers for its use.

2. The application form, detailed information/terms and conditions and schedule of goods required may be obtained either from the Section Officer, General Section, Room No. 511-B, Shastri Bhavan, New Delhi or can be downloaded from the Ministry's website: <http://www.mca.gov.in> and Central Public Procurement Portal at <http://www.eprocure.gov.in>.

3. The cover containing the bid should be sealed and subscribed "Quotation for supply of Toner Cartridges" and should be addressed to the undersigned. The cover should contain name of the firm/contact person with address and telephone number. The sealed bids may be submitted to General Section, Room No. 511-B, Shastri Bhavan, New Delhi. The schedule of receipt and opening of the bids is as under: -

Last Date & Time for receipt of bids:	28.09.2016 11:00 AM
Date & Time for opening of bids:	28.09.2016 03:30 PM
Bid Security (EMD):	Rs.50,000/- (Refundable)

4. The bids will be opened in Room No.526, 5th Floor, A-Wing, Shastri Bhavan, New Delhi in the presence of the bidders or their representatives who may like to be present.


(Riazul Haque)
Under Secretary to the Government of India

रियाजुल हाक/RIAZUL HAQUE
अवर सचिव/Under Secretary
कारपोरेट कार्य मंत्रालय
Ministry of Corporate Affairs
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi

A. INSTRUCTIONS TO THE BIDDERS

1. The bids should be in sealed cover superscribed **“Quotation for supply of Toner Cartridges”**.
2. The bid should be accompanied by Earnest Money Deposit (EMD) of Rs.50,000/- (Refundable), in form of a Demand draft in favour of “Pay and Account Officer, Ministry of Corporate Affairs, New Delhi”. Bids received without EMD will not be considered.
3. The successful bidder will have to deposit Performance Security of Rs.1,00,000/-, within one week of award of the contract, **in the form of Fixed Deposit Receipt duly hypothecated in favour of the “Pay & Accounts Officer, Ministry of Corporate Affairs, New Delhi”**.
4. Complete Address of the firm with telephone number (s) should be indicated on the covers so that the firm could be contacted in case of any need.
5. Bid Form as per **ANNEXURE-I** giving all details called for should be submitted with the bid.
6. Copies of TIN and PAN should be enclosed with the bid.
7. Copies of Valid ST/CST/VAT registration should accompany the bids.
8. The firm should attach a certificate that the firm is not blacklisted by any of the Govt. Department.
9. Copy of the certificate to the effect that the firm is an authorized dealer / supplier of the required toner cartridges should be enclosed with the bid.
10. The rates should be quoted as per the Price Schedule given in **ANNEXURE-II**. The rates shall be quoted in Indian Rupees.
11. The rates should remain fixed for at least one year from the date of commencement of the contract and should not be subject to escalation of any description. The rates should be inclusive of excise duty, freight, transportation, packing, forwarding, handling etc. but excluding of VAT / CST and local taxes, if any, which shall be paid by the Ministry, as applicable.
12. Rates for all items are compulsorily required to be quoted. In case, rates are not quoted for any of the items, the quotation shall not be considered at all.
13. The rates should be mentioned clearly. Any overwriting in the rates should be attested by the authority signing the bid. Bids received with cuttings / over-writings without attestation will not be accepted.
14. The firms should not make any deviation from the brands required for. Such bids shall be rejected.

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15. Any complementary rate will not be considered and such bids will be summarily rejected.

16. Bidder shall sign all the pages of quotations, documents, specification etc. attached with the quotation.

17. In case of any discrepancy between rate mentioned in the figures and words, the amount written in words will be considered.

18. The Ministry of Corporate Affairs reserves the right to reject any or all the bids in full or part or not to award the contract to the lowest bidder.

B. ELIGIBILITY CRITERIA AND TERMS & CONDITIONS

1. The invitation is open to all manufacturers, their suppliers and general order suppliers who are having at least 3 years of experience in supplying toner cartridges/similar items to the Ministries/Departments of the Central Government, PSUs or reputed organizations and fulfill the following criteria (documentary evidences are required to be submitted along with the bids): -

i) The office of the bidder should be located in the National Capital Region of Delhi.

ii) The bidder should be authorized dealer / supplier of the required toner cartridges.

iii) The bidder should have at least three years' experience in supply of tendered items. The bidder should have got the purchase orders of at least 15 lakh every year in the last three financial years of the toner cartridges from Government Departments, PSUs or reputed organizations.

iv) The bidder should have valid CST / VAT registration with Sales Tax authorities.

v) The bidder should have PAN issued by the Income Tax Department.

2. The bids should be valid for a minimum period of ninety days after the due date.

3. The Ministry of Corporate Affairs requires the toner cartridge for its use. These items are generally purchased on requirement basis.

4. The owner/firm should be available on his own direct telephone (office as well as residence) and also on mobile phone so as to enable this Ministry to call him in emergency cases.

5. The supplier will be responsible for delivery of the goods in good condition in the Ministry's office or at a place selected by the Ministry at their risk and cost.

