



No. 26(13) TE & 13(24/12/MDM

07 January 2016

M/s.

**As per List [Original Equipment Manufacturers (OEMs)
viz., Hewlett-Packard (HP), Sharp and Samsung or its
approved suppliers in Delhi]**

**Sub: Notice Inviting Quotation (NIQ) for Supplying Toner Cartridges
of Hewlett-Packard (HP), Sharp and Samsung for TSG-MDM/TE
Project - Reg.**

Sir/Madam,

EdCIL (India) Limited, a Government of India Enterprise invites quotation from the Original Equipment Manufacturers (OEMs) viz., Hewlett-Packard (HP), Sharp and Samsung or its approved suppliers in Delhi for supplying Toners Cartridges for its Technical Support Group for Mid Day Meal and Teacher Education Project Office located at *5th Floor, Vijaya Building, 17, Barakhamba Road, New Delhi-11001* as per following terms and conditions:

1. The bidder is required to enclose copies of valid registration, authorization certificate/letter/agreement issued by the OEMs to ensure the genuineness of source of supplying toner cartridges.
2. The bidder is required to quote item according to product specifications of tonner cartridges viz., Make, Model/Tonner No., etc as mentioned in 'Annexure-II'.
3. The rates quoted should be inclusive of all taxes and charges for delivering above items to *The Project Manager (TSG-MDM & TE), 6th Floor, Vijaya Building, 17, Barakhamba Road, New Delhi - 110 001.*
4. The bidder should furnish Earnest Money Deposit (EMD) of **Rs.1,000/-** by way of Demand Draft (DD)/Banker's Cheque drawn on any Scheduled Bank favouring '**EdCIL (India) Limited**' payable at '**New Delhi**'. The tender bids received without EMD or submission of EMD in any other form mentioned above **is liable to be rejected.** (also see point at S. No. 5 to 8)
5. The Micro Small Enterprises (MSEs) registered with competent government authorities as per MSME Act 2006 are exempted from submission of EMD. **However, they have to enclose valid registration certificate(s) otherwise the bids are liable to be rejected.**
6. The multi level state cooperatives viz., Kendriya Bhandar, NCCF, KVIC, etc are also exempted from submission of EMD.

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[Pg.2]

7. In case of successful bidder(s), the EMD may be adjusted towards security deposit. In the case of unsuccessful bidder(s), the EMD will be refunded immediately.
8. The amount remitted towards EMD is liable to be forfeited if the bidder withdraws the offer or not interested to supply items after submission of the bids or after placing of supply order by EdCIL. No interest will be payable by EdCIL on the EMD.
9. The tender bids should be submitted in two separate sealed envelopes super scribing 'TECHNICAL BID FOR SUPPLY OF TONER CARTRIDGES' as per 'Annexure-I' and 'PRICE BID FOR SUPPLY OF TONER CARTRIDGES' as per 'Annexure-II'. These envelopes should then be kept in another sealed (outer) envelope addressed to The Assistant Manager (MDM/TE) TSG, EdCIL (India) Limited, 5th Floor, Vijaya Building, 17, Barakhamba Road, New Delhi – 110001 with the Name, Address & Phone No. of the Bidder on it and sent to the addressee so as to reach on or before 3:00 PM on 18th January, 2016.
10. The outer envelope should be super scribed as 'QUOTATION FOR SUPPLY OF TONER CARTRIDGES'.
11. The sealed quotations, complete in all respects as mentioned above should reach addressee latest by 3:00 PM on 18th January, 2016. The quotations received afterwards will not be considered.
12. The bidder quoting lowest unit price for each item, inclusive of all taxes and other charges viz., transportation, cartage, delivery charges, etc as per Colum 'G' of 'Annexure-II', shall be considered for placing order for supplying of item(s).
13. The items should be delivered at our project office within 5 days on placing supply order.
14. The payment shall be made against delivery of items within 7 days on submission of Bill along with receipted delivery challan through RTGS/NEFT/Bank Transfer.
15. The quotation should be unambiguous in all respects i.e., overwriting, erasing, etc otherwise bids are liable to be rejected.
16. EdCIL reserves the right for placing supply order in whole or in part thereto.

Yours sincerely,
For EdCIL (India) Limited

(Jamil Thomas)
Assistant Manager (Admi) TSG

Note: The agency should submit a copy of NIQ duly signed and stamped on all pages to certify its acceptance of all terms and condition failing which the bid will be summarily rejected.

TECHNICAL BID FOR SUPPLY OF TONER/CARTRIDGES

Name of the Bidder (Firm):

S. No.	Particulars	Information
1	Address of Bidder (Company/Firm/Agency)	Address: Telephone: Fax:..... Email: Cell:
2	PAN No.	No: (Enclose Copy)
3	TIN No.	No: (Enclose Copy)
4	Service/ Sales Tax No. (as applicable)	No: (Enclose Copy)
5	Copy of valid registration, authorization certificate/letter/agreement from OEMs	(i) Hewlett-Packard (HP) [Yes/No] (Issued by HP For S. No. 1 & 2 of Annexure-II) (ii) Sharp [Yes/No] (Issued by Sharp for S. No. 3 of Annexure-II) (iii) Samsung [Yes/No] (Issued by Samsung S. No. 1 & 2 of Annexure-II)
6	ECM Mandate Form	As per Annexure-II
7	<p>CERTIFICATE</p> <p><i>It is certified that the firm M/s..... has not been blacklisted by any Govt. Organization/ DGS&D/ NCCF/ Kendriya Bhandar/ PSU during last three years.</i></p>	

Note: The information above along with self attested copies of documents at S. N. 2, 3, 4 and 5 should be enclosed otherwise quotation are liable to be rejected.

Signature of the Authorised Person
with Stamp & Seal

Date:
Place:

Full Name:
Designation:

FINANCIAL/PRICE BID FOR SUPPLY OF TONER/CARTRIDGES

Name of the Bidder (Firm):

S. No.	Item Particulars			Quantity	Rate	Amount (in Figures)	Amount (in Words)
	Make	Model/Toner No	Color				
A	B	C	D	E	F	G = [C X D]	G = [C X D]
1	Hewlett-Packard	CC388A/AC (for Fax Machine)	Black	10	₹/-	₹/-	Rupees Only
2	Hewlett-Packard	CE 278A/AC	Black	04	₹/-	₹/-	Rupees Only
3	SHARP	MX312AT (for Photocopier)	Black	04	₹/-	₹/-	Rupees Only
4	Samsung	MLT-F116 L	Black	06	₹/-	₹/-	Rupees Only
5	Samsung	CLT-K508S/K508S	Black	04	₹/-	₹/-	Rupees Only
6	Samsung	CLT-C508S/C508S	Cyan	02	₹/-	₹/-	Rupees Only
7	Samsung	CLT-M508S/M508S	Magenta	02	₹/-	₹/-	Rupees Only
8	Samsung	CLT-Y508S/Y508S	Yellow	05	₹/-	₹/-	Rupees Only
9	Samsung	SCX-4521D3 (for Fax Machine)	Black	02	₹/-	₹/-	Rupees Only

- (i) The price bid should be submitted in separate sealed envelope as per Clause '9' of NIQ otherwise the bid will summarily be rejected.
- (ii) The price quoted should be mentioned in figures as well as in words inclusive of taxes and other charges for its delivery at our office.
- (iii) The lowest price bid will be decided based on the Lowest Price quoted at Column 'G' against each item.

Signature of the Authorised Person
with Stamp & Seal

Date:

Place:

Full Name:

Designation:

ELECTRONIC PAYMENT MANDATE FORM**NEFT/RTGS/BANK TRANSFER DETAILS FOR PAYMENT**

1	Name of Firm	:	
2	Complete Bank Account No	:	
3	Beneficiary Name (As per Bank Account)	:	
4	Name of Bank	:	
5	Bank Branch Address	:	
6	Phone No	:	
7	MICR Code	:	
8	IFSC Code	:	
9	Contact No	:	
10	E-Mail ID	:	

Note: Kindly provide one cancelled Cheque or Photocopy of Passbook duly attested by the Bank.

Signature of Beneficiary:

Name:

Designation: