

PRINCIPAL ACCOUNTS OFFICE
MINISTRY OF INDUSTRY
517-D, UDYOG BHAWAN
NEW DELHI – 110011

No. PrAO(A)/SG/Purchase/2016-17/ 794

Dt.: 24/05/2016

To,

Subject: - Quotation Call for HP Toner Cartridges.

There has been a requirement of HP Toner Cartridges. Sealed quotations are invited for the supply of the following items from authorized distributors/ suppliers of HP Toner/ Cartridge.

1. Description of Items. (Annexure A)

S. No.	Description of Items	Quantity (No.)	Rate per Unit (Rs.)	VAT/ Taxes, if any	Total Amount (Rs.) inclusive of VAT/Taxes
1	HP Toner Cartridge 130 CF350A Black	02			
2	HP Toner Cartridge 130 CF351A Cyan	02			
3	HP Toner Cartridge 130 CF352A Yellow	02			
4	HP Toner Cartridge 130 CF353A Magenta	02			
5	HP Toner Cartridge CC388AD Black	06			
Total					

2. The Quotations shall consist of:

- Price of Items in the space provided in **Annexure A** only.
- EMD equal to an amount of 5% of the price quoted (rounded to next hundred) by way of Bank Draft in f/o "Accounts Officer, PAO (IPP)" attached with the Quotation.

3. Period of Quotation validity:

Quotations shall remain valid for 30 days after the date of opening. Any Quotation valid for a shorter period than the period specified shall be rejected as non-responsive.

4. Last date & Time for receipt of Bids :

The last date for receipt of Quotations is June 15, 2016 till 3.00 pm. Quotations will be opened same day at 3.30 pm.,

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5. Sealed Quotations, in prescribed format only, may be submitted in person or by registered post/speed post so as to reach the Principal Accounts Office, Room No. 517-D, Udyog Bhawan, New Delhi – 110011 as per the time schedule stipulated for receipt of bids at para 4 above.

6. Late Quotation:

Any delay, even postal delay, in the receipt of Quotation will be considered late submission of Quotation and rejected. Mere handing over of the Quotation Documents at the Reception Counter or at any other counter or room or person shall not be considered submission of Quotation.

7. General Terms and Conditions:

1. Quotation Prices:

- i) The prices shall be quoted in Indian Rupees only.
- ii) The prices shall be quoted for destination and no additional cost for delivery will be entertained.
- iii) All taxes, duties etc. leviable should be clearly indicated.
- iv) The prices quoted shall remain firm and fixed for the duration of the delivery and shall not be subject to adjustment on any account.

2. Correction of Errors:

In the process of evaluation of Financial Bids, following procedure will be adopted for correction of errors:

- i) Where there is a discrepancy between the rates in figures and in words, the rate in words will govern.
- ii) Where there is a discrepancy between the unit rate and the total cost, the total cost resulting from multiplying the unit rate by the quantity, the rate as quoted will govern.

The amount stated in the Bid will be corrected in accordance with the above procedure for removal of errors and shall be considered binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Earnest Money shall be forfeited.

3. Bid Evaluation and Award Criteria:

The price bids of those bidders, who fulfill the eligibility criteria, will be evaluated as under:

- i) The price bids will be evaluated item wise.
- ii) The Purchaser shall award the purchase order to the bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the bidding documents, provided further that the bidder is determined to be qualified to perform the Contract satisfactorily.
- iii) This is item rate Quotation, therefore, lowest will be checked item-wise and award the Quotation on the lowest rate quoted on the particular item.



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4. Purchaser's Right to Vary Quantities

At the time of placing supply order the purchaser reserves the right to increase or decrease the quantity of goods from the quantity originally specified in the Schedule of Requirements.

5. Delivery Period: within 15 days from the date of issue of supply order.

6. Payment Terms:


No advance payment shall be made. Payment will be released normally within one month after receipt of delivery of the goods as per the prescribed technical specification with delivery challans and receipt of pre-receipted bills in triplicate.

7. Purchaser's Right to Accept or Reject Any or all Bids:

The purchaser reserves the right to accept or reject any bid and to cancel the Bidding process and reject all Bids at any time prior to Award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Purchaser.

8. Other Terms & Conditions:

- i) The date of manufacture of these items should be clearly written on the items or its packing. Items so supplied should be of latest make.
- ii) The material should be as per specification and quality. Inferior quality material will be summarily rejected.


Sr. Accounts Officer (Estt.)
Principal Accounts Office
Ministry of Industry
Udyog Bhawan
New Delhi – 110011

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