



राष्ट्रीय राजधानी क्षेत्र योजना बोर्ड

NATIONAL CAPITAL REGION PLANNING BOARD

प्रथम तल, कोर IV बी, / 1st Floor, Core IV B

भारत पर्यावास केन्द्र / India Habitat Centre

लोधी रोड, नई दिल्ली-110003 / Lodhi Road, New Delhi-110003

आवासन और शहरी कार्य मंत्रालय / Ministry of Housing and Urban Affairs

दूरभाष /Phone : 24642284, 24642287 फैक्स / Fax : 24642163

No. O-16021/1/2017-Estt.

Dated: 28.12.2017

Subject: Quotation for purchase of computer printer cartridge.

Sir,

The NCR Planning Board intends to obtain sealed quotations for supply of HP/Canon etc.. Genuine/original computer printer cartridge for HP/Canon Printers in the enclosed Performa.

You are requested to indicate your rates/quotation for each printer cartridge and send the same in a sealed cover addressed to Member Secretary, NCR Planning Board, Core-IV B, 1st Floor, India Habitat Centre, Lodhi Road, New Delhi-110003 latest by 3:00 P.M. on or before 19.01.2018. The quotations can be dropped in the quotation box placed in the premises of the Board Office. Complete tender document with Terms and Conditions can be downloaded from the Board's website: www.ncrpb.nic.in.

You are also requested to kindly mention your PAN and GST, TAN/TIN Number in the quotation also.

Yours faithfully,

(Harsh Kalia)

Assistant Director (Admn.)

Encl: As above

Terms and 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 supply Consumables and Toner/Cartridges to the Ministries/Departments of the Central Government and also NCCF and Kendriya Bhandar and fulfill the following criteria (documentary evidences are required to be submitted along with the bids):-
 - a) The bidder should be located in the National Capital Region of Delhi.
 - b) The bidder should have at least three years' experience in supply of tendered items.
 - c) The bidder should be authorized dealer/selling agent/ distributor.
 - d) The bidder should have valid CGST/SGST registration with sales Tax authorities.
 - e) The bidder should have PAN number issued by the Income Tax Deptt.
 - f) The bidder firm shall be authorized reseller of concerned brand i.e. HP/Canon etc.
2. The bids should be valid for a minimum period of ninety (90) days after the due date.
3. The firm should be in a position to supply these items mentioned in the schedule of goods within 10 days.
4. The supplier will be responsible for delivery of the goods in good conditions in the NCR office at their risk and cost.
5. In case a supplier is not able to supply the goods, for which supply order has been placed within the stipulated period of time, the supply order shall be cancelled and the bid Security shall be forfeited immediately.
6. Bidders may please quote their unconditional rates strictly as per schedule of goods enclosed.
7. Rate should compulsorily be quoted for all the items otherwise the bid shall be rejected.
8. The rates should be quoted in Indian Rupees for delivery at the premises of the Board office.
9. The rates should be inclusive of all taxes, excise duty, freight, transportation, packing, forwarding, handling etc. CGST/SGST and local taxes, if any, the rates should be quoted as per the **Price Schedule Performa in Annexure-II**.
10. Bids should accompany bid security of Rs. 5,000/- in the form of Bank Draft drawn on any Nationalized Bank in favour of "National Capital Region Planning Board" New Delhi.
11. Bidder shall sign all pages of quotations, documents, specification etc. forwarded with the quotation.

12. In case of any discrepancy between rate mentioned in the figures and words, the later shall prevail.
13. The NCR Planning Board reserves the right to reject any or all the bids in full or part or not to award the contract to the lowest bidder without assigning any reason there of and giving any compensation. The decision of the Department in this regard shall be final and binding on all.
14. The Board will not pay any amount in advance. Payment will be made through NEFT/RTGS after delivery of items on submission of bill.

INSTRUCTIONS TO THE BIDDERS

1. The bids should be sealed in a cover and subscribed "Quotation for supply of computer consumables and Toner/Cartridges".
2. The bid should be accompanied by Demand draft for bid security of Rs. 5,000/- (Refundable). Bids received without bid security will not be considered. NCCF and Kendriya Bhandar are exempt from payment of Bid Security.
3. Proof of valid registration with Sales Tax Authorities, GST No., TIN No. & PAN No. should also be mentioned.
4. Complete Address of the firm with telephone number (s) should be indicated on the covers so that the firm could be contracted in case of any need.
5. Bid Form as per annexure-I giving all the details called for should be submitted with bid.
6. Rates for all items are required to be quoted.
7. The rates should be mentioned clearly. Any cutting/over writing should be attested by the Authority signing the bid. Bids received with cuttings / over-writings without attestation will not be accepted.
8. To maintain uniformity and quick assessment of the rates, the rates should be mentioned as per unit (s) / quantity and brands asked for in the schedule of goods. The firms should not make any deviation and quote rates for their own units, quantity, brands. Such bids shall be rejected.

BID FORM

1. Name & Address of the Bidding Firm:
2. Name & Designation of the person
Signing the bid
3. Mobile / landline Telephone Number (s):
4. Bid Security details (DD No. etc.):
5. GST Registration No.:
(Copy enclosed)
6. PAN Number:
(Copy enclosed)
7. Authorized reseller /agent/ distributor:
8. Terms & Conditions of contract mentioned
in the invitation of bid are ACCEPTABLE/
NON-ACCEPTABLE

Signature of Bidder _____

Name in Block Letter _____

Phone No. _____

Place _____

Date _____

List of computer printer cartridge required

Sl. No.	Printer Name	Cartridge No.	Quantity Required	Rate (per unit) in Rs. (Including GST etc.,)	Total Amount in Rs. (Including GST etc.,)
1.	HP laser jet 1015	Q2612A	10 nos.		
2.	HP laser jet M202dw	88A	3 nos.		
3.	HP laser jet 2035n	05A	3 nos.		
4.	HP Desk jet ink 4645	678 (Black)	3 nos.		
		678 (Tri color)	3 nos.		
5.	HP laser jet 1160	49A	3 nos.		
6.	Canon laser jet	326	2 nos.		
7.	HP 2410 All in one Photosmart	56	3 nos.		
		57	3 nos.		
8.	HP office jet pro-6830	934 XL- (Black)	4 nos.		
		935 - (Cyan)	4 nos.		
		935- (Yellow)	4 nos.		
		935- (Magenta)	4 nos.		
9.	HP laser jet M1136	388AC	3 nos.		
10.	HP laser jet 2420	HP Toner 6511A	3 nos.		
11.	HP desk jet ink advantage 4625	685- (Black)	3 nos.		
		685- (Cyan)	3 nos.		
		685- (Yellow)	3 nos.		
		685- (Magenta)	3 nos.		
12.	HP office jet pro 8600	950 XL- (Black)	10 nos.		
		951 XL - (Cyan)	10 nos.		
		951 XL - (Yellow)	10 nos.		
		951 XL - (Magenta)	10 nos.		
13.	HP office jet 6500	920- (Black)	2 nos.		
		920- (Cyan)	2 nos.		
		920- (Yellow)	2 nos.		
		920- (Magenta)	2 nos.		
14.	HP laser jet 1025	CE310A- (Black)	3 nos.		
		CE311A- (Cyan)	3 nos.		
		CE312A- (Yellow)	3 nos.		
		CE313A- (Magenta)	3 nos.		
15.	HP laser jet 1566	CE278A	3 nos.		
TOTAL			130 nos.		