

No. D-15011/7/2016-Genl. (Pt.)  
Government of India  
Ministry of Minority affairs

11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan,  
C.G.O. Complex, Lodhi Road, New Delhi,  
Dated: 5<sup>th</sup> December, 2016

**TENDER INVITING NOTICE**

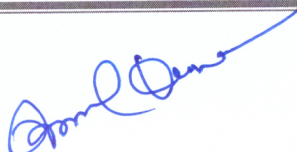
Sub:- Calling sealed quotations for procurement of toner/ink cartridges for computer printers by the Ministry of Minority Affairs-reg.

Sir,

I am directed to say that Ministry of Minority Affairs intends to procure toner/ ink cartridges for computer printers/fax. The details of items to be procured are given in Annexure-I.

**2. The following are the terms and conditions for the firms for submission of bids:**

- a) Bidder should be authorized dealer of the products; certificate in this regard should be attached with the bid document.
- b) The firm should be reputed firm having its registered office in Delhi.
- c) The firm should be registered under the Delhi Sales Tax/ Delhi Value Added Tax (DVAT) Act, 2004.
- d) The firm should have a minimum of 2 years experience in supplying toner/ ink cartridges to the Government Ministries/ Departments, PSUs, Statutory/ Autonomous Bodies etc.
- e) The firm should be in a position to supply toner/ ink cartridges at a short notice as and when requisitioned by the Ministry.
- f) The financial bid should be valid for a period of not less than 60 days from the date of opening of bid.
- g) An EMD amount of Rs.25,000/- (Rupees Twenty Five thousand only) is to be deposited with the tender.
- h) The tender should be accompanied with a copy of the signed in each page by the representative of the party.
- i) Sealed bids should be dropped in Ministry of Minority Affairs tender box kept at Ground Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003.
- j) The contract for supply of these items will be awarded for the period of one year, which may be extended or curtailed subject to satisfactory performance of the firm. The rate of the toner/ cartridges will remain same for one year.
- k) Payment will be released after successful delivery of the product.
- l) The Ministry does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.
- m) In case the reseller is not able to execute the Order, EMD amount of Rs.25,000/- (Rupees Twenty Five only) shall be forfeited.
- n) In the event of dispute, the Under Secretary (Admin), Ministry of Minority Affairs, shall be the sole arbitrator and his decision shall be final and binding on both the parties.



3. Interested and eligible firms may submit Technical and Financial Bids (in prescribed Formats given in Annexure-I & Annexure-II respectively) in separate sealed covers. Both these covers should be further sealed in a separate cover which should be superscribed "Quotation for toner/ink cartridges" addressed to the "Section Officer (Admin), Ministry of Minority Affairs, Room No.1151, 11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, C.G.O. Complex, Lodhi Road, New Delhi-110003. The quotation should reach this Ministry by 27<sup>th</sup> December, 2016 positively. Tender received after the stipulated date/time shall not be entertained. The quotations will be opened on the same at 04:00 P.M. in the presence of the bidders or their authorized representatives who may wish to be present.

Yours faithfully,



**Amresh Kumar**

**Section Officer (Admin.)**

**Tel. No.24364287**

**Copy to:** Director, NIC to uoplad the tender on the website of Ministry of Minority Affairs in scrolling format.



**Amresh Kumar**

**Section Officer (Admin.)**

**Tel. No.24364287**

**Format of Technical Bid**

1. Name of the firm:
2. Name of the owner/ proprietor:
3. Address of the registered office of the firm:
4. Telephone/ Mobile No.:
5. Registration No. of Delhi Sales Tax/ Delhi Value Added Tax (a copy of the Registration certificate to be attached):
6. Authorisation letter of Samsung/ Canon:
7. PAN No. of the firm (a copy of the PAN Card to be enclosed):
8. Experience in years (documentary proof in support thereof may be attached):
9. Details of EMD  
Demand Draft Amount:  
Demand raft No.:  
Demand Draft Date:  
Name of Issuing Bank:

(Signature of owner/ proprietor with seal)



**Annexure-II****Format of Financial Bid**

Sl.No.	Cartridge No.	Price/ per item (Rs.)
01.	Canon Toner Cartridge FX-9	
02.	Samsung Toner Cartridge MLT-D203S/L	
03.	Samsung Toner Cartridge SCX-D103L/XIP	
04.	Samsung Toner Cartridge SCX-D4725A/XIP	
05.	Samsung Toner Cartridge MLT-D111S/L	
06.	Samsung Toner Cartridge MLT-D205S/XIP	
07.	Samsung Toner Cartridge MLT-D116L/XIP	
08.	Samsung Toner Cartridge MLT-D108S/XIP	
09.	Samsung Toner Cartridge MLT-D1053S/XIP	
10.	Canon Toner Cartridge 418(Yellow)	
11.	Canon Toner Cartridge 418(Magenta)	
12.	Canon Toner Cartridge 418(Cyan)	
13.	Canon Toner Cartridge 418(Black)	

