

No. CCTNS(103)/PCC/02/NCRB/2013

Government of India
Ministry of Home Affairs
National Crime Records Bureau

East Block – 7, R.K. Puram,
New Delhi – 110066.

Dated: 06.06.2013

To

As per list

Sub: Limited tender for procurement of color Printer drums & color printer cartridges.

This Bureau intends to procure **Printer Drums & Cartridges**. Accordingly, Sealed Tenders are invited from reputed vendors and / or authorized dealers / distributors / business partners for supply of items are as under:

Sl. No.	Product codes for HP Color LaserJet CM6030F MFP (Drums and Cartridges)	Required Qty
Drums		
a)	CB384A Black	2 Nos.
b)	CB385A Cyan	2 Nos.
c)	CB 386A Yellow	2 Nos.
d)	CB387A Magenta	2 Nos.
Cartridges		
a)	CB381A Cyan	4 Nos.
b)	CB382A Yellow	6 Nos.
c)	CB383A Magenta	4 Nos.
d)	CB390A Black	2 Nos.

1. ELIGIBILITY CRITERIA: The bidders intending to participate in the tender process should fulfill the following minimum eligibility criteria :

- a) The bidder must have at least 2 years of experience for supplying similar type of goods to the Government offices located in NCT of Delhi. Supporting documents for the last two years i.e. 2012-13 and 2011-12 to be enclosed with the bids.
- b) The bidder must be Registered Supplier with DGS&D/Original Equipment Manufacturer / authorized dealer/distributor/business partner of HP. Necessary document should be enclosed along with the bid.
- c) The bidder should be in a position to supply the required goods at National Crime Records Bureau, East Block – 7, R.K. Puram, New Delhi.

- d) The bidder should not have been blacklisted by any Central / State Government Offices / PSUs. A self attested certificate is to be enclosed with the bid.
 - e) The bidding firms should have **their own** Branches/ offices in NCT of Delhi.
 - f) The bidders are required to submit attested photocopies of following documents
 - (a) Registration Certificate as per existing norms (indicating the legal status – company/partnership firm/proprietorship concern, etc.)
 - (b) Copy of CST/VAT/TIN Registration Certificates;
 - (c) Copy of PAN Card;
 - (d) Copies of Income Tax Return filed for last three financial years;
 - g) The rates quoted should clearly indicate the unit cost, applicable taxes, & total unit cost separately.
 - h) The warranty details should also be mentioned clearly. The bids submitted without warranty details are liable to be rejected.
 - i) Director General, NCRB reserves the right to accept or reject any or all of the quotations either fully or partially, without assigning any reason thereto.
2. **DUE DATE:** Date for submission of offer is on or before **3.00 P.M. on 24-06-2013** at office of the National Crime Records Bureau, East Block-VII, R.K. Puram, New Delhi-110066. Offers received after due date and time shall be summarily rejected.
3. **OFFERS:** Intending firms should submit their bids in a sealed envelope duly superscripted as **“Bid for Supply of Printer Drums & Cartridges”**. It should be addressed to **ASSISTANT DIRECTOR (CCTNS), NATIONAL CRIME RECORDS, BUREAU, EAST BLOCK-7, R K PURAM NEW DELHI-110066”**.
4. **VALIDITY:** Quoted price should be valid for a period of 90 days from the date of opening of bids.
5. **ERASING, OVER-WRITING AND CORRECTIONS:** Erasing, over-writing and corrections should be authenticated by the tenderer’s signature. In case this has not been done, such offer is likely to be rejected. All pages in Bid document & its enclosures are to be signed & stamped and then be serially page numbered by the ‘Tenderer’.
6. **DELIVERY SCHEDULE:** Within 20 days from the date of issue of Supply Order.
7. **LATE DELIVERY:** In case supplies are not made within 15 days of placing the purchase order, a penalty @ 0.5% of the order value per week shall be deducted from the bill amount due to the vendor subject to the maximum 2 weeks time. If the supplies are not made within 30 days of placing the order, NCRB reserves the right to cancel the supply order and forfeit their EMD amount

- 8. EARNEST MONEY DEPOSIT (EMD):** EMD is to be enclosed with Bid. Conditions regarding deposit of EMD are as given below:
- (a) Bidders are required to deposit Rs. 10000/- (Rupees Ten Thousand) towards EMD in the form of Account Payee Demand Draft/Pay Order of any Nationalized/ Scheduled Bank drawn in favour of “AO, PAO (DCPW)” payable at “New Delhi” along with Bid.
 - (b) Unsuccessful bidder’s Earnest Money will be returned to them at the earliest after expiry of final bid validity and latest on or before the 30th day after the award of the contract.
 - (c) The successful Bidder’s Earnest Money will be returned after successful execution of supply order to the satisfaction of the user department.
 - (d) No interest will be payable on the amount of the Earnest Money.
 - (e) Failure of the successful bidder to comply with the requirement/job order shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD, in which event the purchaser may make the award to the next lowest evaluated bidder at the risk and cost of the successful bidder.
- 9. ATTENDING TENDER OPENING:** The representative of the tenderer who wishes to attend to the tender opening is allowed to do so subject to presenting authorization letter from the tenderer.
- 10. GUARANTEE/WARRANTY:** As per the manufacturer policy.
- 11. ARBITRATION:** Any dispute or difference arising between the NCRB and the bidder to any matter pertaining this Tender, related work order and payment shall be referred to the sole arbitration by an Arbitrator appointed by the DG, NCRB or any person nominated by him. The decision of the Arbitrator shall be final and binding on the parties.
- 12.** Tenders details are also available on NCRB website <http://ncrb.nic.in> and on CPP portal of Government of India <http://eprocure.gov.in/cppp/latest-active-tenders>
- 13.** For any clarification / verification of the existing equipments, the bidders may visit NCRB during the office hours on any working days before the closing date of bid after taking the prior permission from Shri Anil Joshi, Jt. Assistant Director (CCTNS), NCRB, New Delhi on telephone. Numbers 26172324 / 26105353 / 26177442 ext. 255.
- 14.** All the documents submitted in the bid must be legible and self attested. Otherwise the bid is likely to be rejected

(Kamini Shaw)
Assistant Director
Phone 26177442/26172324 Ext.242.