

Notice Inviting Quotations

for

“Empanelment of vendor(s) for Procurement of **Consumables & Stationery Items**”

**DITS Bhiwani**  
**Room No. 8,Mini Secretariat Building ,Bhiwani-127021**  
**Contact no.-01664241341**

**NOTICE INVITING QUOTATION**

**DITS BHIWANI INVITES SEALED TENDERS FOR EMPANELMENT OF VENDOR(S) FOR PROCUREMENT OF CONSUMABLES & STATIONERY ITEMS.**

**DETAILS OF N.I.O. IS AS UNDER:**

a)

S.no	Tender No.	Tender Type	EMD (in Rs.)
1	DITS/BHW/CS/2017/1	Paper	10000/-
2	DITS/BHW/CS/2017/2	Compatible Toner Cartridges	10000/-
3	DITS/BHW/CS/2017/3	Other Items	10000/-

b) Last date and time for submission of tender : 11 August 2017 till 4:00 P.M.

c) Date & time of Opening of tender : 14 August 2017 at 11:00 A.M.

d) Address at which the tenders are to be submitted : DITS Bhiwani ,Room No. 8,Mini Secretariat Building,Bhiwani-127021

e) Place of opening tenders : City Magistrate, Mini Secretariat, Bhiwani

Interested bidder may download the said NIQ/application Form from our website : [www.bhiwani.gov.in](http://www.bhiwani.gov.in).

## Check List

DITS/BHW/CS/2017/1	Paper
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### (CERTIFICATES/DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID)

Before submitting the tender, the tenderer should check the following enclosures (to be submitted with technical bid)

S.No	Particular	YES/NO
1	Self Attested Photocopy of Firm Registration Certificate (should be at least five years old registered dealer/ Firm)	
2	Earnest Money Deposit in the form of Demand Draft in favor of "District Information Technology Society, Bhiwani" payable at Bhiwani.	
3	Self Attested Photocopy of Pan Card	
4	Supported Documents to show minimum 10 Lac Turnover per year in last three consecutive years	F/Y 2015-16 : F/Y 2014-15 : F/Y 2013-14 :
5	Photocopy of latest Sales Tax Return (self attested with seal of firm)	
6	Duly signed Tender document	

Date:

Name & Authorized Signatory  
with Seal

## Technical Bid

**DITS/BHW/CS/2017/1    Paper**

Name of Firm	
Address of Firm	
Registration No. (GST No.)	
PAN No.	
Turnover of last Three years	F/Y 2015-16 : F/Y 2014-15 : F/Y 2013-14 :
Copy of latest Sales Tax Return (self attested with seal of firm)	Quarter ending : Attached : Y / N

**Table A (specifications for 75 GSM Paper)**

Sr. no.	Particulars	Unit	Value
1	Substance	Gsm	75+/- 1.5
2	Caliper	Micron	102+/- 2
3	Breaking length	Metre	4500 ± 500
4	Tear Factor	--	65 ± 5
5	Sizing	Gsm	28 ± 2
6	Moisture	%	4.0 ± 0.5
7	Roughness (Bendsten)	MI. / Min.	300 Max
8	Wax Pick (Min)	No.	14A
9	Brightness	% ISO	94 +/- 1
10	Opacity (Min)	% ISO	92

Sr no.	Item Description	Specification	Approx. Annual Quantity	As per specification available (Y/N)
<b>Paper Stationery</b>				
1	A4 size paper	As per table A	3000 Rim	
2	Legal size Paper	As per table A	100 Rim	
3	A3 size paper	As per table A	1500 Rim	
4	Photo Glossy Paper (Desmat)	150 GSM (50 Sheets)	1000 Pkt	

Date:

Name & Authorized Signatory  
with Seal

## Financial Bid

DITS/BHW/CS/2017/1	Paper
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### CONSUMABLE STATIONERY

List of Stationery items with Specifications :

Sr no.	Item Description	Specification	Unit	Rate
<b>Paper Stationery</b>				
1	A4 size paper	As per technical bid	Per Rim	
2	Legal size Paper	As per technical bid	Per Rim	
3	A3 size paper	As per technical bid	Per Rim	
4	Photo Glossy Paper (Desmat)	150 GSM (50 Sheets)	50 Sheets	

Date:

Name & Authorized Signatory  
with Seal

## Check List

**DITS/BHW/CS/2017/2 | Compatible Toner Cartridges**

### (CERTIFICATES/DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID)

Before submitting the tender, the tenderer should check the following enclosures (to be submitted with technical bid)

S.No	Particular	YES/NO
1	Self Attested Photocopy of Firm Registration Certificate (should be at least five years old registered dealer/ Firm)	
2	Earnest Money Deposit in the form of Demand Draft in favor of "District Information Technology Society, Bhiwani" payable at Bhiwani.	
3	Self Attested Photocopy of Pan Card	
4	Supported Documents to show minimum 10 Lac Turnover per year in last three consecutive years	F/Y 2015-16 : F/Y 2014-15 : F/Y 2013-14 :
5	Photocopy of latest Sales Tax Return (self attested with seal of firm)	
6	Certificate of authorized dealer/ distributor by Manufacturer	
7	Yield Test Certificate (in original) of compatible cartridges from the manufacturer	
8	Manufacturer firm of quoting compatible cartridge should be private limited company or limited company (Attach Supported Documents)	
9	Duly signed Tender document	

Date:

Name & Authorized Signatory  
with Seal

## Technical Bid

<b>DITS/BHW/CS/2017/2</b>	<b>Compatible Toner Cartridges</b>
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Name of Firm	
Address of Firm	
Registration No. (GST No.)	
PAN No.	
Turnover of last Three years	F/Y 2015-16 : F/Y 2014-15 : F/Y 2013-14 :
Copy of latest Sales Tax Return (self attested with seal of firm)	Quarter ending : Attached : Y / N
Yield Test Certificate (in original) of compatible cartridges from the manufacturer	Attached : Y / N

Sr no.	Item Description	Specification	Unit	Standard Yield Per Cartridge with 5% coverage	Approx. Annual Quantity	As per yield available (Y/N)
	Printer Toner \ Laser Monochrome Cartridge (Compatible)					
1	Cartridge 12A	Compatible	Per Cartridge	2000 Pages	300 PCs	
2	Cartridge 88A	Compatible	Per Cartridge	1500 Pages	150 PCs	
3	Cartridge 78A	Compatible	Per Cartridge	2100 Pages	300 PCs	
4	Cartridge 337	Compatible	Per Cartridge	2400 Pages	500 PCs	
5	Cartridge 05 A	Compatible	Per Cartridge	2300 Pages	30 PCs	
6	Cartridge 80 A	Compatible	Per Cartridge	2700 Pages	30 PCs	
7	Cartridge 326	Compatible	Per Cartridge	2100 Pages	300PCs	

Date:

Name & Authorized Signatory  
with Seal

## Financial Bid

DITS/BHW/CS/2017/2	Compatible Toner Cartridges
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### CONSUMABLE STATIONERY

List of Stationery items with Specifications :

Sr no.	Item Description	Specification	Unit	Rate
<b>Printer Toner \ Laser Monochrome Cartridge (Compatible)</b>				
1	Cartridge 12A	Compatible	Per Cartridge	
2	Cartridge 88A	Compatible	Per Cartridge	
3	Cartridge 78A	Compatible	Per Cartridge	
4	Cartridge 337	Compatible	Per Cartridge	
5	Cartridge 05 A	Compatible	Per Cartridge	
6	Cartridge 80 A	Compatible	Per Cartridge	
7	Cartridge 326	Compatible	Per Cartridge	

Date:

Name & Authorized Signatory  
with Seal



## Check List

**DITS/BHW/CS/2017/3    Other Items**

### (CERTIFICATES/DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID)

Before submitting the tender, the tenderer should check the following enclosures (to be submitted with technical bid)

S.No	Particular	YES/NO
1	Self Attested Photocopy of Firm Registration Certificate (should be at least five years old registered dealer/ Firm)	
2	Earnest Money Deposit in the form of Demand Draft in favor of "District Information Technology Society, Bhiwani" payable at Bhiwani.	
3	Self Attested Photocopy of Pan Card	
4	Supported Documents to show minimum 10 Lac Turnover per year in last three consecutive years	F/Y 2015-16 : F/Y 2014-15 : F/Y 2013-14 :
5	Photocopy of latest Sales Tax Return (self attested with seal of firm)	
6	Duly signed Tender document	

Date:

Name & Authorized Signatory  
with Seal

## Technical Bid

DITS/BHW/CS/2017/3	Other Items
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Name of Firm	
Address of Firm	
Registration No. (GST No.)	
PAN No.	
Turnover of last Three years	F/Y 2015-16 : F/Y 2014-15 : F/Y 2013-14 :
Copy of latest Sales Tax Return (self attested with seal of firm)	Quarter ending : Attached : Y / N

Sr no.	Item Description	Make	Unit	Approx. Annual Quantity	As per specification available (Y/N)
<b>Printer Toner \ Cartridge (Branded)</b>					
1	Epson L220 ( 4 colour refill bottle set)	Epson	Per colour unit (70 ml)	15 Sets	
2	Canon NPG 28	Canon	Per Cartridge	30 PCs	
3	Canon NPG 51	Canon	Per Cartridge	30 PCs	
4	Canon NPG 56	Canon	Per Cartridge	30 PCs	
<b>HP Office jet Pro Colour Printer 8100 Cartridge (Branded)</b>					
5	CN045AA	HP	Per Cartridge	8 PCs	
6	CN046AA	HP	Per Cartridge	8 PCs	
7	CN047AA	HP	Per Cartridge	8 PCs	
8	CN048AA	HP	Per Cartridge	8 PCs	
<b>Printer Drum Unit (Branded)</b>					
9	Canon NPG 28	Canon	Per Drum	5 PCs	
10	Canon NPG 51	Canon	Per Drum	5 PCs	
11	Canon NPG 56	Canon	Per Drum	5 PCs	
<b>Other Items</b>					
12	RJ 45 Connector	D-Link	Per 100 pack	3 Packets	
13	CAT 6 Cable	Dlink	Per 300 meter Bundle	2 Bundle	
14	Blue Ray Disk 25/50 GB	(HP/Moser baer)	10 Pcs	10 Packet	
15	DVD	(HP/Moser baer)	100 PCs	5 Packet	

Date:

Name & Authorized Signatory  
with Seal

## Financial Bid

DITS/BHW/CS/2017/3 | Other Items

### CONSUMABLE STATIONERY

List of Stationery items with Specifications :

Sr no.	Item Description	Specification	Unit	Rate
<b>Printer Toner \ Cartridge (Branded)</b>				
1	Epson L220 ( 4 colour refill bottle set)	Epson	Per colour unit (70ml)	
2	Canon NPG 28	Canon	Per Cartridge	
3	Canon NPG 51	Canon	Per Cartridge	
4	Canon NPG 56	Canon	Per Cartridge	
<b>HP Office jet Pro Colour Printer 8100 Cartridge (Branded)</b>				
5	CN045AA	HP	Per Cartridge	
6	CN046AA	HP	Per Cartridge	
7	CN047AA	HP	Per Cartridge	
8	CN048AA	HP	Per Cartridge	
<b>Printer Drum Unit (Branded)</b>				
9	Canon NPG 28	Canon	Per Drum	
10	Canon NPG 51	Canon	Per Drum	
11	Canon NPG 56	Canon	Per Drum	
<b>Other Items</b>				
12	RJ 45 Connector	D-Link	Per 100 pack	
13	CAT 6 Cable	Dlink	Per 300 meter pack	
14	Blue Ray Disk 25/50 GB	(HP/Moser baer)	10 PCs	
15	DVD	(HP/Moser baer)	100 PCs	

Date:

Name & Authorized Signatory  
with Seal

## **ELIGIBILITY CRITERIA**

- a) The Bidder should be at least five years old registered dealer/ Firm having GST No. & PAN. (Attach Supported Documents).
- b) The Firm should have 10 Lac Turnover per year in last three consecutive years. (Attach Supported documents).
- c) The bidder must be the authorized dealer/ distributor of products to be supplied. (Attach certificate from manufacturer) required only for tender no.- DITS/BHW/CS/2017/2 (Compatible Toner Cartridges).
- d) The manufacturer firm of quoted compatible cartridges should be Private Limited Company or Limited Company required only for tender no.- DITS/BHW/CS/2017/2 (Compatible Toner Cartridges).

## **MODE FOR SUBMISSION OF TENDER DOCUMENT**

**Each tender shall be submitted separately:**

**Each tender shall be submitted in a large Envelope which shall contains two envelope (Envelope 1 & Envelope 2 mentioned below) and shall be super scribed as under: "Procurement of Consumables & Stationery Items <Tender No. & Tender Type >".**

(a) Envelope 1:-This Envelope shall contain **checklist ,Earnest Money Deposit, duly signed Tender document & documents/certificates** required as per eligibility criteria and super scribed as

“ Envelope 1 – Technical bid for "Procurement of **Consumables & Stationery Items for <Tender No. & Tender Type >**".

(b) Envelope 2:-This Envelope shall contain only the Price Bid/ Bill of Quantities and super scribed as

“Envelope –2–Financial bid for NIQ for "Procurement of **Consumables & Stationery Items for <Tender No. & Tender Type >**".

**For Example:**

**If a vendor wants to apply for all three tenders then the tenders will be submitted in following manner:**

Tender 1- DITS/BHW/CS/2017/1- One large Envelope which shall contain Envelope 1 & 2

Tender 2- DITS/BHW/CS/2017/2 - One large Envelope which shall contain Envelope 1 & 2

Tender 3- DITS/BHW/CS/2017/3 - One large Envelope which shall contain Envelope 1 & 2

## **General Terms and Conditions**

1. District administration intends to empanel the suppliers providing the items mentioned as per prescribed specifications at L1 rate.
2. Postage, transport and handling charges for products covered to be paid by the supplier.
3. Items to be supplied should be branded and their technical specification as per NIQ and supported by brochures/leaflets/specification of products.
4. Yield Test Certificate (in original) of compatible Cartridges from the manufacturer should be furnished along with the NIQ required only for tender no.- DITS/BHW/CS/2017/2 (Compatible Toner Cartridges).
5. The compatible cartridge to be supplied must be having printing capacity as per yield specified in technical bid. After supply of order, if any complaint is received or if cartridge is checked and found giving less yield than the prescribed capacity, then complete lot supplied will be assumed to be of same yield and the order will be cancelled further blacklisting of that firm/company and forfeiture of EMD. The firm may also attract penalty, blacklisting and forfeiture of EMD if found attached in any fraudulent activity while doing business with DITS required only for tender no.- DITS/BHW/CS/2017/2 (Compatible Toner Cartridges).
6. If the cartridge is found having any manufacturing defect or if the cartridge becomes faulty or start giving poor printing at any stage of use. The same shall be pick & replaced at our premises by the bidder immediately without any cost required only for tender no.- DITS/BHW/CS/2017/2 (Compatible Toner Cartridges).
7. For any delay in delivery after three days from the date of supply order, a minimum penalty @2% of the total order value per day subject to a maximum of 10% of the total order value shall be deducted from supplier payment due.
8. Items supplied can be checked at any time. Bill will be paid only after the delivery of complete quantity of items and after verification/ checking of material by the competent authority.
9. The firm already empanelled with District Administration Bhiwani shall also have to deposit an amount of Rs. 10,000/- (Rs. Ten thousand only) along with Bid in the form of Demand draft drawn favoring "District Information Technology Society, Bhiwani" payable at Bhiwani. Other mode of payment will not be eligible. The EMD already deposited by them for the year 2015-16 will not be considered/ adjusted for this NIQ. Their EMD amount will be returned separately on submission of refund request by the empanelled firms. The EMD of unsuccessful bidders will be returned after the award of contract. No interest will be paid on EMD amount.
10. While submitting the quotation, the bidder will be deemed to have accepted, understood and accepted all the terms and conditions stated in this document and no change, whatsoever will be entertained by DITS Bhiwani at any stage.
11. The rates are to be quoted FOR destination inclusive of packing, forwarding, freight, insurance, excise, custom duty or any other taxes or charges as applicable.

12. The empanelment/contract will be in-force after the orders of Deputy Commissioner-cum-Chairman, DITS, Bhiwani.
13. The empanelment/contract will be valid for one year from the date of commencement after orders and extendable further on the basis of sanction from competent authority till next new empanelment.
14. Supply order may be splitted and given to more than one firm(s).
15. Chairman of selection committee reserves the right:
  - a) To reject any or all quotations without assigning any reason whatsoever and he is not bound to accept the lowest (L1) rate. Quality & availability of item can be checked at any time. The rate of item can also be fixed according to quality & performance of product used.
  - b) To change any clauses/items/condition on the NIQ document.
  - c) To empanel/contract other/ one or more firms on the basis of quality of product available with them.
16. The empanelment/contract may be extended further for a specified period of time max upto one year after sanction from competent authority.

-s/d-  
Deputy Commissioner  
Bhiwani

Accepted all terms & conditions as stated above.

Date:

Name & Authorized Signatory  
with Seal