

CENTRAL ELECTRICITY REGULATORY COMMISSION

Ground Floor, Chanderlok Building
36, Janpath, New Delhi – 110 001

No. 1/2(2)/2016-Gen.Adm/CERC

Dated, the 07th November, 2016

NOTICE INVITING TENDER FOR PURCHASE OF TONER/CARTRIDGE

Central Electricity Regulatory Commission, a statutory body set up under an Act of Parliament, invites sealed quotations for supply of Toner/Cartridge. Details of brand and size are given in Annexure-I:-

2. The bidders are advised in their own interest to quote their rates (exclusive of taxes) for item as indicated above failing which their bids shall be rejected. Taxes will be paid extra as applicable in the Annexure-I

3. The contract shall be for a period of one year from the date of award of contract. The contract may be extended for a further period of two years (not more than one year at a time) on the basis of satisfactory performance. No request/claim for any hike in the approved rates would be entertained, during the contract period of one year under any circumstances or during the period of extension.

BID SELECTION/EVALUATION CRITERIA:-

4. The Registered Office or Branch Office of the Company/Firm/Agency should be located in Delhi/NCR Region. The tendering Company/Firm/Agency should upload proof of its office address along with telephone number attached with their bid.

5. Bidders are also required to submit certificate issued by Konica Minolta to the effect that they are the authorized distributors. Such authorization should be valid throughout the period of contract.

6. Bids will be evaluated/selected on the basis of lowest rate offered and submit of authorized distributor certificate by the firms.

7. The Company/Firm/Agency should have its own Bank Account, TIN/PAN. The firm should attach self attested copies of PAN/ TIN, VAT/Sale Tax, registration and latest copy of Income Tax Return with their bid.

8. The bidder shall submit declaration as per Annexure – II in support of the claim that he/she has not been blacklisted during the last three years by any Organization/ Government Departments.

OTHER TERMS AND CONDITIONS

9. The bid should have a validity period of at least 90 days from the date of opening of bids. Bids valid for shorter period or which are erasing or overwriting are liable to be rejected.

Contd.....2/-

10. The normal delivery period for supply of the selected items would be a maximum of Seven days from the date of issue of supply order. This period can be shortened with prior notice, depending upon the circumstances. If the services of supplier are found unsatisfactory or he is not able to supply the items within the stipulated time, the job will be entrusted to any other firm at the cost and risk of defaulting supplier.

11. The selected firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of CERC.

12. The firm would be required to deliver the goods as per order/instructions at their own cost in the premises of Central Electricity Regulatory Commission, Ground Floor, Chanderlok Building, 36, Janpath, New Delhi – 110001.

PAYMENT TERMS

13. Payment will be made by NEFT/RTGS after successful delivery of goods. The bills raised by the selected firm should have all tax registration numbers printed on bills. Validity of the tax registration during the period of contract shall be the sole responsibility of the firm. The bill should be inclusive of all applicable taxes.

14. Quotations strictly as per the above specification may be sent to the undersigned in sealed cover on or before **Friday, 28th November 2016** up to **3.00 P.M.** Bids will be opened on the same day at **4.00 P.M.** in CERC office. The bidders have the right to be present at the time of opening of the bids. Any clarification in this regard may be addressed to the undersigned.

15. Incomplete, unsigned, unstamped, quotations and which are not in prescribed format will summarily be rejected.

16. The Secretary, CERC reserves the right to accept or reject any or all the quotations without assigning any reason what so ever.

(Kamal Kishor)
Assistant Chief (Admin)
Tel: 2335 3503

To

1. Dealers/Suppliers of Konica Minolta as per list.

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Sl. No	Description	Tentative Consumption Per Annum	Rate quoted (Rs)
(a)	Toner Konica Minolta 1350 W Printer (Black)	20 Pcs	

I/We have read all the terms and conditions laid down in tender document and will abide by them.

Name and Signature of
Authorised Tenderer with
firms rubber stamp

Telephone/Mobile/Fax No.

**DECLARATION REGARDING
BLACKLISTING/PAST PERFORMANCE**

To,

**The Assistant Secretary,
Central Electricity Regulatory Commission,
3rd Floor, Chanderlok Building, 36, Janpath,
New Delhi- 110001.**

Sir,

I have gone through the terms and conditions contained in the Tender Document regarding supply of stationery items. I hereby declare that my firm has not been debarred/black listed by any Government / Semi Government /Autonomous organizations for quality/ service products within the last three years nor is there any pending dispute regarding short shipment/service. I further certify that I am an authorized signatory of my company/firm and am, therefore, competent to make this declaration.

Yours sincerely,

Name: _____

Designation : _____

Address: _____

Rubber Stamp of Company/firm: _____