

CENTRAL ELECTRICITY REGULATORY COMMISSION

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

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

Dated, the 26th Aug, 2016

NOTICE INVITING TENDER FOR PURCHASE OF TONERS/CARTRIDGES

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

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

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.

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 HP and Konica Minolta to the effect that they are the authorized distributors. Such authorization should be valid throughout the period of contract.

6. 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.

7. An Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty Thousands Only) in the form of Demand Draft or Bankers Cheque drawn in favour of Central Electricity Regulatory Commission (CERC) payable at New Delhi is required to be attached with the bid. The bidders who are exempted from submission of EMD shall be dealt as per General Financial Rules, 2005 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant Orders/documents regarding such exemption should be submitted along with the bid. EMD of the unsuccessful bidders would be refunded within 30 days of the finalization of the award of the contract. EMD of the successful bidder would be kept as security deposit.

Contd.....2/-

8. The bidders should not have been black listed for any reason by Government Agency/organization during last three years.
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.
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 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.
12. The CERC would have the right to split the contract quantity among two or more suppliers.
13. Payment will be made by NEFT 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. 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.
15. Quotations strictly as per the above specification may be sent to the undersigned in sealed cover on or before **Friday, 16th Sep 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.
16. Incomplete, unsigned, unstamped, quotations and which are not in prescribed format and without EMD will summarily be rejected.
17. The Secretary, CERC reserves the right to accept or reject any or all the quotations without assigning any reason what so ever.

(P. Ramamoorthy)
Assistant Secretary (P&A)
Tel: 2375 3921

To

1. Dealers/Suppliers of HP as per list.

Annexure-I

Sl. No.	Cartridge/Toner Specification	Rate quoted (Per Unit exclusive of taxes)
1.	HP Cartridge No. 21	
2.	HP Cartridge No. 22A	
3.	HP Cartridge No. 27A	
4.	HP Cartridge No. 28A	
5.	HP Office jet Cartridge 702 (B)	
6.	HP Cartridge No. 818 (C)	
7.	HP Cartridge No. 818 (B)	
8.	HP Cartridge No. 901 (B)	
9.	HP Cartridge No. 901 (C)	
10.	HP Cartridge No. 950 XL(B)	
11.	HP Cartridge No. 951 (Cyan)	
12.	HP Cartridge No. 951 (Magenta)	
13.	HP Cartridge No. 951 (Yellow)	
14.	HP Colour Toner No. 12A	
15.	HP Toner No. 35A	
16.	HP Toner No. 36A	
17.	HP Toner No. 78A (B)	
18.	HP Toner No. 88A	
19.	HP Colour Toner No. 530A	
20.	HP Colour Toner No. 531A (C)	
21.	HP Colour Toner No. 532A (C)	
22.	HP Colour Toner No. 533A (C)	
23.	HP Colour Toner No. 540A	
24.	HP Colour Toner No. 541A	
25.	HP Colour Toner No. 542A	
26.	HP Colour Toner No. 543A	
27.	Toner Konica Minolta 1350W (B)	
28.	HP Laserjet Toner No. 410	
29.	HP Laserjet Toner No. 411	
30.	HP Laserjet Toner No. 412	
31.	HP Laserjet Toner No. 413	
32.	HP Cartridge No. 678 (Black)	
33.	HP Cartridge No. 678 (Tri colour)	
34.	HP Cartridge No. 970 XL (Black)	
35.	HP Cartridge No. 971 XL (Cyan)	
36.	HP Cartridge No. 972 XL (Magenta)	
37.	HP Cartridge No. 973 XL (Yellow)	
38.	HP Ink Cartridge CZ 121 AA (685)	
39.	HP Ink Cartridge CZ 122 AA (685)	
40.	HP Ink Cartridge CZ 123 AA (685)	
41.	HP Ink Cartridge CZ 124 AA (685)	

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.
