

**DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
(CARE-TAKING BRANCH)**

**Room No. F-06
Vikas Kuteer, I.P Estate,
NEW DELHI-110002**

No: F/1375/8/ADCT/S/09/D-507

Dated 11.12.2014

Sub:- **SUBMISSION OF SEALED TENDERS FOR THE SUPPLY OF CARTRIDGES AT DUSIB, NEW DELHI FOR A PERIOD OF ONE YEAR.**

Dear Sirs,

Delhi Urban Shelter Improvement Board proposes to purchase Cartridges for printers & faxes as per details in the tender document from the reputed distributors, authorized agents or reputed agencies preferably having experience in supply of Cartridges to the Government or Public Sector Undertakings.

The detailed terms & conditions are contained in Tender Form which can be downloaded from the website (delhishelter.nic.in) on payment of Rs. 100/- and may send their bid along with the cost of bid form through separate bank drafts in favour of DELHI URBAN SHELTER IMPROVEMENT BOARD NEW DELHI, payable at New Delhi.

All intended bidders may submit their bids for Delhi Urban Shelter Improvement Board, New Delhi with relevant documents in accordance with the terms & conditions of the Tender Document.

The bids have to be submitted in two separate envelopes – Envelope “A” i.e. Technical Bid to contain EMD, the duly signed tender document with copies of required certificates and Envelope “B” to contain the Financial Bid duly signed Both the envelopes “A” & “B” should be submitted in a sealed envelope which should also show the name and address of the bidder.

Amount of tender cost as well as Earnest Money should be deposited through **RTGS/NEFT in DUSIB A/c No. 3086234857** of Central Bank of India, DDA Slum & JJ Wing, Vikas Kuteer, ITO, New Delhi, **IFSC Code: CBIN0283525** in the name of DUSIB.

The sealed tender should be submitted in the office of Dy. Director (GAD/CT) Room No. F-06, Punarwas Bhwan, I.P Estate, New Delhi on or before **30/12/2014** The tender submitted by FAX or email or after the time & date mentioned above will not be accepted. Delhi Urban Shelter Improvement Board reserves the right to reject one or all bids without assigning any reason.

Yours faithfully,

DEPUTY DIRECTOR(GAD/CT)

DELHI URBAN SHELTER IMPROVEMENT BOARD

TENDER

FOR

SUPPLY OF

CARTRIDGES

FOR

PRINTERS & FAX MACHINES

AT

**DUSIB, NEW DELHI
PUNARWAS BHAWAN, I.P ESTATE,
NEW DELHI-110002
Website: delhishelter.nic.in**

DELHI URBAN SHELTER IMPROVEMENT BOARD

PUNARWAS BHAWAN I.P ESTATE, NEW DELHI

TENDER FOR SUPPLY OF CARTRIDGES
FOR PRINTERS & FAX MACHINES FOR A PERIOD OF ONE YEAR

TECHNICAL BID FORM

DATE & TIME FOR SUBMISSION OF TENDER
DATE & TIME FOR OPENING OF TENDER

30/12/2014 BY 14:00 HRS
30/12/2014 AT 15:00 HRS

The following details/ documents/ certificates issued by the concerned Authorities in respect of the bidder are required to be submitted :

1. Name of Firm/ Agency
2. Name of the Proprietor/Partner
3. Address of the firm
4. Telephone/Fax No. email ID
5. PAN Number (attached photocopy)
6. VAT No (attach photocopy)
7. Copies of ITR for the last 2 years to be attached
8. Experience in the line (mention number of year)
9. Attach list of clients
10. Registration Number of the firm (copy attached)
11. Documentary proof regarding Manufacturer,
Distributor, Authorized Agent/Dealer
12. Details of EMD :-
 - a. Name of the bank
 - b. Bank Draft No. & Date
 - c. Amount
13. Attach declaration about supply of cartridges
for a period of one year from the date of
acceptance of bid on quoted rates.
14. Kindly attach duly filled authorization letter for
release of Payment through RTGS (Annexure – A)

Note : The quantity required is tentative and the same may be increased/decreased at the sole discretion of the Director (Administration), Delhi Urban Shelter Improvement Board, New Delhi.

(SIGNATURE OF THE TENDERER)
With seal

1. **Earnest money amounting to Rs. 10,000/-** in the form of Demand Draft issued by Bank in favour Delhi Urban Shelter Improvement Board payable at New Delhi and Draft shall be attached with tender.(**Technical Bid in Envelope ‘A’**)
2. The **Financial bid** be submitted in Envelope **‘B’**
3. Both the bids should be submitted in a envelope on which the words **“Tender for the supply of Cartridges”** should be super scribed on the top of the left corner of the envelope which should also show the name and address of the bidder.
4. Successful bidder shall **execute an** agreement for the due performance of the contract on non-judicial stamp paper worth Rs. 100/- within 10 days of the receipt of the supply order.
5. **Successful bidder shall have to deposit an interest** free security money of **Rs. 20,000/-** within 10 days of the receipt of the supply order which will be refunded on the expiry of the contract.
6. EMD to the unsuccessful bidder will be refunded after finalization of the contract and of successful bidder on execution of agreement and deposit of security money.
7. Competitive rates exclusive of taxes on items manufactured by reputed agencies quoted in tender should be valid of one year from the date of acceptance of bid.
8. Items quoted by the firms should be strictly as per specifications.
9. The supplies shall be executed at the time and in the manner prescribed by the indention officer. Any contravention thereof shall be deemed as a breach of contract and penalties as prescribed by the Member (Administration), DUSIB New Delhi may be imposed.
10. The rates shall be operative for one year from the date of award of contract.
11. The Member(Administration), DUSIB will have the right to reject any or all the bids without assigning any reason.
12. The supply of the material from time to time shall be made F.O.R, Delhi Urban Shelter Improvement Board Stores, Vikas Kuteer, I.P Estate New Delhi.
13. The payment will be through RTGS for which authorization letter is placed at Annexure-A.
14. Bids received without Earnest money, conditional or incomplete having cuttings or overwriting is liable to be rejected.
15. The supplies received, if not found as per specification of tendered items, are liable to be rejected.
16. In case the suppliers fails in making the supply in a given time and place the DUSIB shall have the right to purchase the same from the other source at the risk and cost of supplier.
17. The Member(Administration), Delhi Urban Shelter Improvement Board will be legally competent to cancel the contract of supply and also to take any other action against the supplier including imposing of any penalty on the supplier during pendency and till the final execution of the contract of the supply, in case the supplier is ever found to have committed any fraud against DUSIB in supplying the material or indulge in any other malpractice’s thereof causing any financial losses during contract period.
18. The Member(Administration), Delhi Urban Shelter Improvement Board have the right of awarding the work to one supplier or different suppliers for the supply of Cartridges.
19. The Member(Administration), Delhi Urban Shelter Improvement Board will have the right to forfeit the earnest money, if the terms & conditions of the agreement are not adhered to by the supplier/breach of contract.

(SIGNATURE OF THE BIDDER)
with address and

20. In case any dispute arises in regard to the tender, the decision of the Member(Administration), Delhi Urban Shelter Improvement Board will be final and binding.
21. The technical bid of the bidders will be opened first and the financial bid will be opened only of the bidders whose Technical bid shall be accepted.
22. The tender form can also be downloaded from the website (delhishelter.nic.in).

DECLARATION

1. I have read the terms & conditions mentioned in the tender document and undertake to abide the same during the contractual period.
2. The information given in the technical bid by the undersigned is correct.
3. I/We agree to abide by the terms and conditions of the tender attached with the form.

Signature of the Tenderer _____
Name _____
Address _____

Telephone No.(Office) _____
(Res.) _____
(Mobile) _____

AUTHORIZATION LETTER

Payee's Particulars	Name of payee as in bank account	
	Address	
	Telephone/fax Number with STD code	
Bank Details	Name of the bank	
	Bank branch (full address & Telephone number)	
	Bank Account number	
	Mode of electronic Transfer Available	
	RTGS NIFD Any other	
	IFSC Code	
	MICR Code	

Signature_____

(Owner of the Firm/individual)

Name_____

Account number has been verified by

**DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
(CARE-TAKING BRANCH)**

TERMS AND CONDITIONS FOR THE SUPPLY OF CARTRIDGES AT DUSIB

FINANCIAL BID FORM

(To be submitted in a separate envelope)

1. Name of Firm/Agency
2. Name of the Proprietor/Partner
3. Address of the firm
4. Telephone/Fax No. email ID

I/We hereby submit my/our rates (exclusive of all taxes) for supply of under mentioned Cartridges of branded make F.O.R. Delhi Urban Shelter Improvement Board Stores, New Delhi valid for a period of one year from the date of acceptance of the bid:

S.No	Items	Unit	Rate
1.	LASER CARTRIDGE HP 1022/1020/2612 A	Each	
2.	LASER CARTRIDGE HP 1007/88 A	Each	
3.	LASER CARTRIDGE HP 1505/36 A	Each	
4.	LASER CARTRIDGE HP 1005/35 A	Each	
5.	LASER CARTRIDGE HP 1000/15 A	Each	
6.	INK CARTRIDGE HP 3325/3420/(27) BLACK	Each	
7.	INK CARTRIDGE HP 3325/(28) COLOUR	Each	
8.	INK CARTRIDGE HP 21 BLACK	Each	
9.	HP – 5200 N	Each	
10.	INK CARTRIDGE HP 5610/22 COLOUR	Each	
11.	SAMSUNG ML 1640	Each	
12.	HP-702	Each	
13.	LASER CARTRIDGE Q 7560 A BLACK	Each	
14.	LASER CARTRIDGE Q 7561 A CYAN	Each	
15.	LASER CARTRIDGE Q 7562 A MEGENDA	Each	
16.	LASER CARTRIDGE Q 7563 A YELLOW	Each	
17.	INK CARTRIDGE HP K 7108 (853) BLACK	Each	
18.	INK CARTRIDGE HP K 7108 (857) COLOUR	Each	
19.	INK CARTRIDGE HP 640 C (20) BLACK	Each	
20.	INK CARTRIDGE HP 640 C (49) COLOUR	Each	
21.	SAMSUNG SF 4500 (70) BLACK	Each	
22.	HP-1050- Black	Each	
23.	HP-1050-Colour	Each	

24.	HP Black 840/C /No. 17	Each	
25.	HP Laser jet P-1606/278/78/A	Each	
26.	HP laser jet 505 A	Each	
27.	HP laser jet CE-320A,	Each	
28.	HP laser Jet CE-321A,	Each	
29.	HP laser Jet CE-322A,	Each	
30.	HP laser Jet CE-323A,	Each	
31.	HP laser Jet CE-845 A,	Each	
32.	HP laser Jet CE-843A,	Each	
33.	3500B001/Cannon 128	Each	
34.	HP laser Jet CE-305A/CE410 A,	Each	
35.	Brother - TN 2060	Each	
36.	HP Laser Jet 55 A/CE-255 A	Each	
37.	HP 818 (Black)	Each	
38.	HP 818 (Color)	Each	
39.	HP-328	Each	
40.	HP-678 Ink Cartridge	Each	
41.	Samsung SCX-4521	Each	
42.	HP-950 X L	Each	
43.	HP Plotter design jet T 920-B3P 10A MK	Each	
44.	HP Plotter design jet T 920-B3P 11A PK	Each	
45.	HP Plotter design jet T 920-B3P 12A G	Each	
46.	HP Plotter design jet T 920-B3P 07A C	Each	
47.	HP Plotter design jet T 920-B3P 08A M	Each	
48.	HP Plotter design jet T 920-B3P 09A Y	Each	

(SIGNATURE OF THE TENDER)

With seal

DECLARATION

The rates quoted are exclusive of all taxes and F.O.R. DUSIB Stores, New Delhi.

The information given in the financial bid by the undersigned are correct.

I/we hereby undertake to execute the supply as supply order within seven days on receipt of supply order during the period of one year on the quoted rates FOR DUSIB Store, New Delhi.

Signature of the Tenderer _____

Name _____

Address _____

Telephone No. (Office) _____

(Res.) _____

(Mobile) _____