

**PUBLICATIONS DIVISION  
MINISTRY OF INFORMATION & BROADCASTING  
SOOCHNA BHAWAN, CGO COMPLEX,  
LODHI ROAD, NEW DELHI – 110003  
\*\*\*\*\***

No. D-19015/1/2016-17/A&G

Dated 11/05/2017

To,

As per list attached

**Subject :- Contract for Supplying Genuine Printer Toner Cartridge to Publications Division.**

Publications Division propose to enter into a contract for supplying genuine printer toner cartridges compatible with different models of printers. Sealed quotations are invited under Limited Tender from suppliers for supplying the above items. The Tender is in two bid system – Technical Bid and Financial Bid, which are to be placed in different sealed envelopes.

2. The initial period of contract would be one year, extendable by another year on satisfactory performance and also subject to the necessary approval of the Competent Authority.
3. The following conditions are to be fulfilled by the firm who submit the tenders for this purpose :
  - (a) The firm should be able to supply all the genuine cartridges manufactured by Original Equipment Manufacturer compatible with technical specification to all the printers used in this Division as per the list of printers attached at Annexure –I & II.
  - (b) It should have TIN Number and Sales Tax Registration. Necessary documents in this regard.
  - (c) It should not be blacklisted by any Government Organisation. A certificate in this regard on the company's letter head is to be enclosed with the Technical Bid.
  - (d) The firm should be preferably be located in Delhi/NCR.
  - (e) An earnest money deposit of Rs. 10,000 (Rs. Ten Thousand only) in the form of Demand Draft drawn in favour of Additional Director General (I/c), Publications Division, New Delhi may be submitted along with the Technical Bid, failing which the bid shall not be considered valid.
  - (f) The Tenders should be submitted in two sealed covers :
    - (i) **The first sealed cover should be super-scribed "Technical Bid" and should contain the Demand Draft for earnest money deposit and all other required Documents.**
    - (ii) **The Second sealed envelope super-scribed "Financial Bid" should contain only rates, in the prescribed pro forma at ANNEXURE.**

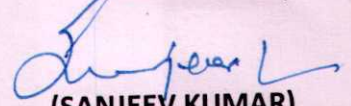
(g) The Division reserves the right to reject any or all the tenders without assigning any reason.

**Other Conditions**

- (i) The Printer Cartridges are to be supplied at DPD Headquarters at Sochna bhawan (Room No. 691) within one day of placing the order by telephone, e-mail or letter.
- (ii) Only genuine printer Cartridges, compatible with the printers installed in the Division are to be supplied, in case of any malfunction of any cartridge, the same is to be replaced within one day on intimation to the firm by telephone.
- (iii) The rates quoted for the cartridges will be applicable till the end of the contract. Any price increase due to market variation of prices will be absorbed by the firm and no increased rate will be paid by the Publications Division.

4. Both the sealed covers should be placed in the main sealed envelope super-scribed "Tender for supplying genuine toner cartridges" this should be addressed to the **Deputy Director (Admn.), Publications Division, Sochna Bhawan, CGO Complex, Lodhi Road, New Delhi- 110003** by post or by hand, to be delivered latest by **2:30 pm on 5<sup>th</sup> June, 2017**. The Technical Bids will be opened by the Committee at 3:00 PM on the last date for receipt of the tenders in the presence of the participating bidders who may like to be present.

Yours faithfully



(SANJEEV KUMAR)

DEPUTY DIRECTOR (ADMN.)

Tel.-24362974

PRO FORMA FOR QUOTING FOR GENUINE PRINTER TONER  
CARTRIDGES  
-----

NAME OF THE FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE/ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**Rates for Computer Printer Cartridges (SAMSUNG)**

Sl.No.	Printer Model	Cartridge Model	Number of Printers	Rate, inclusive of all taxes (in Rs.)
1	2161	101 S	30	
2	4521 NS	119 S	8	
3	3370	203 S	6	

We agree to supply the above items at the quoted prices to DPD for one year from the commencement of the contract.

SIGNATURE WITH DATE: \_\_\_\_\_

SEAL OF THE FIRM:

**ANNEXURE-II**

**PRO FORMA FOR QUOTING FOR GENUINE PRINTER TONER  
CARTRIDGES**

-----

NAME OF THE FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE/ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**Rates for Computer Printer Cartridges (HP)**

Sl.No.	Printer Model	Cartridge Model	Number of Printers	Rate, inclusive of all taxes (in Rs.)
1	1020	12 A	14	
2	P 1 007	88 A	17	
3	P1 505	36 A	6	
4	1005	35 A	3	

We agree to supply the above items at the quoted prices to DPD for one year from the commencement of the contract.

SIGNATURE WITH DATE: \_\_\_\_\_

SEAL OF THE FIRM: