



NATIONAL JUTE BOARD

Ministry of Textiles, Govt. of India

3A & 3B, Park Plaza, 71, Park Street, Kolkata-700 016

Tel: 033-2249 3825 / 2217 2107 / 2226 3438, Fax: 033-2217 2456

E-mail: jute@njbindia.in Website: www.jute.com

BID No. : NIT No. 1/NJB/HP Cartridge/2016-17

Dated : 8th April, 2016

Tender Notice for
Supply of HP Toner Cartridges on Annual Rate Contract
to National Jute Board, Kolkata

Last Date of Submission: 15=00 Hrs. on 22nd April, 2016

Opening of Bid: 16=00 Hrs. on 22nd April, 2016

National Jute Board (NJB) invites HP authorised firms/agencies who are willing to supply the HP Toner Cartridges on credit basis under "Rate Contract" to submit their sealed offer in a specific manners as mentioned below with superscription "**Tender for supply of HP Toner Cartridges on Annual Rate Contract**" in one main Envelope putting inside Envelope No. 1 containing Technical Bid & Envelope No. 2 containing Financial Bid at the above mentioned address. This tender for supply of HP Toner Cartridges is for NJB's Kolkata Office only.

"**NJB**" shall mean National Jute Board with office at 3A & 3B, Park Plaza, 71, Park Street, Kolkata-700 016 in this tender document.

ELIGIBILITY CRITERIA

1. Tenderers/firms must be authorized by HP for the supply of HP Toner Cartridges.
2. Sealed quotations are invited for supply of different kind of HP Toner Cartridges for HP Make printers. The procurement would be made on monthly basis. The quantity may be increased or decreased depending upon needs. The estimated annual expenditure would be Rs. 3.00 lakhs approximately.
3. All quotations shall remain valid for acceptance for a period for 90 days from the date of opening of quotations.

TENDER OPENING

4. The bids shall be opened in the presence of the bidder or their authorized representative, who wish to be present at the time of opening of bids on due date at their own cost.
5. In case the date fixed for the opening of the bids is declared as holiday by the Government of India, the revised schedule will be notified. However, in the absence of such notification, bids will be opened on the next working day, time and venue remaining unaltered.

SUBMISSION OF TECHNICAL BID

6. The Tenderer are required to furnish the information as sought in TECHNICAL BID, annexed herein, failing which the bid shall be summarily rejected.
7. Bidders are required to submit photocopy of the following documents along with the Technical Bid, failing which bid will be rejected.
 - a) Copy of Shop and Establishment Registration.
 - b) Copy of VAT registration / Service Tax registration.
 - c) Copy of Pan Card.
 - d) Copy of Income Tax Return for the last two financial years.
 - e) Client list (Govt. organization/ Academic Institutions - last two years).
 - f) EMD of Rs.5,000/- (DD in favour of National Jute Board, payable at Kolkata).
 - g) Copy of HP Authorized partner / dealer – latest letter
8. Each page of the tender documents including enclosures is required to be signed by the authorized person or persons submitting the tender, failing which the bid shall be summarily rejected.
9. Overwriting of figures is not permitted. No advice of any change in rule or conditions after the opening of the tender will be entertained.
10. This notice can also be seen at NJB's web-site www.jute.com
11. **EARNEST MONEY DEPOSIT (EMD)**
 - (i) The tenderers are required to send their tender along with a Demand Draft of Rs.5,000/- (Rupees Five Thousand only) drawn in favour of "NATIONAL JUTE BOARD" Payable at Kolkata as EMD, which will be refundable to the unsuccessful

tenderers. Name of the firm may be written on the reverse side of the Demand Draft.

- (ii) Any Bidder, who has exemption for Deposits of Bid Security with tender being registered with DGS&D/NSIC, shall furnish documentary proof in this regard, indicating clearly that they are exempted for the items of the tender.
- (iii) The bids without EMD shall be summarily rejected.

12. PERFORMANCE SECURITY DEPOSIT

- (i) Successful Bidder will have to deposit "Performance Security" of Rs.25,000/- (Rupees Twenty Five Thousand only) in the shape of Bank Guarantee/Fixed Deposit for the period of contract. Performance Security money will be forfeited in case of violation of any of the terms and conditions of the tender.
- (ii) No interest will be paid on Performance Security.
- (iii) Performance money should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the Supplier including warranty obligations.

13. SUBMISSION OF FINANCIAL BID

- (i) Rates should be quoted for the different kind of Toner Cartridges mentioned in The Financial Bid, annexed herewith. Nothing over and above the quoted rates shall be payable.
- (ii) The taxes will be payable as applicable during the tenure of the contract. During the operation of the contract, if there is any change or revision in the taxes, the same shall be applicable.
- (iii) If, during the tenure of the contract, any new tax/ levies/ charges etc. by Govt./ Public Authority are introduced, the same shall also be payable as applicable.
- (iv) The rates quoted shall be valid for a period of 12 months from the date of issuance of supply order i.e. during the period of contract.
- (v) The rates quoted shall include all charges, such as, packing and forwarding, Freight insurance, octroi, etc.

14. SUPPLY OF GOODS

- (i) The delivery of the items/ material mentioned in the Financial Bid is required within 7 days of issue of the purchase order.
- (ii) In case of default, for non-supply of goods within stipulated period a penalty of upto 5% of the value of the order can be imposed.
- (iii) The delivery of the material will be made at Computer Section of NJB at the above mentioned address.

15. PAYMENT TERMS

The payment is normally made within 30 days from the date of submission of the bill after full supply is received against the Purchase Order issued as and when/monthly basis and accepted as per approved specification.

OTHER TERMS AND CONDITIONS

16. The bids should be duly sealed and addressed to the Secretary, NJB, Kolkata, and dropped in the Tender Box provided in the NJB office, Kolkata, as stated above on or before the due date. Quotation sent through fax or e-mail will not be considered.
17. All goods shall be received subject to approval on inspection. Rejected items shall be removed by the supplier at his own cost and risk, within 10 days of issue of notice for the removal of such goods and no liability whatsoever, on NJB shall be attached for the rejected/disapproved goods items/stores.
18. NJB reserves the right to accept the whole or any portion of the quantity offered and successful tenderer shall supply the same at the rate quoted.
19. NJB is at liberty to accept or reject any tender without assigning any reason.
20. NJB reserves the right to engage more than one supplier, if the rates are equal / L1.
21. NJB takes no responsibility for any delay, loss or non-receipt of quotation(s) after dispatched. No quotation shall be received after date and time stated at the 1st page of the bid document.
22. No claim for compensation or loss due to market fluctuations or any other reasons/ causes will be entertained.
23. If the successful Bidder fails to supply the material after awarding of the contract, NJB shall be at liberty to forfeit his Performance Money.
24. In case of goods supplied found to be of inferior quality or not according to the approved sample, NJB has the right to reject the goods. No payment shall be made against such rejections.
25. The "Rate Contract" will be valid for a period of 12 months from the date of awarding the contract to the successful bidder(s).
26. The agreement can be terminated with one month notice without assigning any reason.
27. The quantity of supply may vary from time to time.

28. ARBITRATION

In the event of any dispute arising out of the contract, the same will be referred to the arbitration of the Secretary, NJB. The award of the arbitrator shall be final and binding on the parties to the contract.

sd/-
[Chief Operating Officer]
National Jute Board

TECHNICAL BID

NAME OF WORK : Supply of HP Toner Cartridges on Annual Rate Contract at National Jute Board, Ministry of Textiles, Government of India, 3A & 3B, Park Plaza, 71, Park Street, Kolkata - 700 016.

1	Name of the Bidder/Agency				
	Address				
	E-mail address, Telephone /Fax,				
	Name of Proprietor/Partner of the Agency: with Mobile no.				
2	Details of Earnest Money Deposit:	DD. No	Dt.....	Drawn	Enclosed
		on.....			
3	PAN Card Details				Copy attached
4	Service Tax Registration Details				Copy attached
5	Performance certificates from existing Government clients (Central/ State Government organizations)	(List of Govt. clients attached)			
6	Annual turnover	2014-15 (Rs. lakh)	2013-14 (Rs. lakh)	2012-13 (Rs. lakh)	Audited financial accounts attached
7	Document in support of the establishment of the firm				Copy Attached
8	Document in support of HP authorized Partner (Dealership letter)				Copy Attached

This is to certify that the above facts are true complete and correct to the best of my knowledge and belief. It is also certified that the Agency is not black listed by an Government/ Department not any criminal case is registered/pending against the Agency/Firm or its owner/ partners anywhere in India. Further, it is certified that I/we have read and understood the terms and condition of the Tender Notice.

It is certified that the agency is not black listed by any Government/Deptt not any criminal case registered/pending against the agency/firm or its owner/partners anywhere in India further it is certified that I/we have read and understood the terms and conditions on the Tender Notice.

I/we give an undertaking and give our unconditional and unequivocal acceptance of all terms and conditions of the tender and agree to abide by these terms and conditions.

Place: **Signature of the Authorized Signatory of the firm**

Date: **Seal of the firm**

Note : The documents must indicate total number of pages with page number and duly signed by authorized signatory in each page.

FINANCIAL BID

NAME OF WORK : Supply of HP Toner Cartridges on Annual Rate Contract at National Jute Board, Ministry of Textiles, Government of India, 3A & 3B, Park Plaza, 71, Park Street, Kolkata - 700 016.

Sl. No.	ITEM	Rate per unit (Rs.)	Tax & other charges (Rs.)	Total Amount (Rs.)
1	852 – BLACK			
2	855 – COLOR			
3	21 – BLACK			
4	22 – COLOR			
5	851 – BLACK			
6	854 – COLOR			
7	818 - BLACK			
8	818 - TRI COLOR			
9	860 - Black			
10	861 - Color			
11	703 - BLACK			
12	703 - COLOR			
13	704 - BLACK			
14	704 - COLOR			
15	802 - BLACK			
16	802 - COLOR			
17	12A - LASERJET TONNER BLACK			
18	88A - LASERJET TONNER BLACK			
19	78A - LASERJET TONNER BLACK			
20	950 XL - BLACK			

21	951 XL - CYAN			
22	951 XL - MAGENTA			
23	951 XL - YELLOW			
24	CE310A - LASERJET TONNER BLACK			
25	CE311A - LASERJET TONNER BLUE			
26	CE312A - LASERJET TONNER YELLOW			
27	CE313A - LASERJET TONNER RED			

Place:

Signature of the Authorized Signatory of the firm

Date:

Seal of the firm

Note : 1) The documents must indicate total number of pages with page number and duly signed by authorized signatory in each page.

2) A list of printers by type and model is appended herewith for ready reference.

LIST OF PRINTERS BY TYPE AND MODEL

Sl. No.	Type of Printer with Model	Cartridge requirement
1	HP DESKJET 460	852 - BLACK
2	HP DESKJET 460	855 - COLOR
3	(HP Deskjet D2460)	21 - BLACK
4	(HP Deskjet D2460)	22 - COLOR
5	(HP OFFICEJET-6318)	851 - BLACK
6	(HP OFFICEJET-6318)	854 - COLOR
7	(HP C4688)	818 - BLACK
8	(HP C4688)	818 - TRI COLOR
9	(HP C42100)	860 - Black
10	(HP C42100)	861 - Color
11	(HP DESKJET INK ADVANTAGE)	703 - BLACK
12	(HP DESKJET INK ADVANTAGE)	703 - COLOR
13	(HP DESK JET 2060 ALL- IN – ONE)	704 - BLACK
14	(HP DESK JET 2060 ALL- IN – ONE)	704 - COLOR
15	HP DESK JET 3050 ALL- IN - ONE 1610 SERIES	802 - BLACK
16	HP DESK JET 3050 ALL- IN - ONE 1610 SERIES	802 - COLOR
17	(HP LASERJET PRINTER P1020 PLUS)	12A - LASERJET TONNER BLACK
18	(HP LASERJET PRINTER P1008)	88A - LASERJET TONNER BLACK
19	HP LASERJET PROFESSIONAL P1566	78A - LASERJET TONNER BLACK
20	HP OFFICEJET PRO 8600 PLUS	950 XL - BLACK
21	HP OFFICEJET PRO 8600 PLUS	951 XL - CYAN
22	HP OFFICEJET PRO 8600 PLUS	951 XL - MAGENTA
23	HP OFFICEJET PRO 8600 PLUS	951 XL - YELLOW
24	HP - PRO M275 COLOR LASERJET TONNER	CE310A - LASERJET TONNER BLACK
25	HP - PRO M275 COLOR LASERJET TONNER	CE311A - LASERJET TONNER BLUE
26	HP - PRO M275 COLOR LASERJET TONNER	CE312A - LASERJET TONNER YELLOW
27	HP - PRO M275 COLOR LASERJET TONNER	CE313A - LASERJET TONNER RED