



Govt. of NCT OF DELHI
Delhi Subordinate Services Selection Board
FC-18, Institutional Area, Karkardooma, Delhi - 110 092.

TENDER DOCUMENT FOR PURCHASE OF INK CARTIAGES ITMES FOR THE YEAR 2016-17

Period of contract	two year(Extendable for another one year)
COST OF THE TENDER	Rs.12 Lakh
Bid submission start date & time	15/12/16 by 11.00 AM
Bid submission end date & time	30/12/16 by 12.00 Noon
Date and time of opening of online Technical Bids	30/12/16 by 03.00 PM
Opening of online financial Bids	After evaluation of technical bids
Performance Security	20,000.00 Valid up to 02 Months beyond the contract period.
Bid Security	10,000/-
ANY AMENDMENT OR CORRECTION WILL BE UPLOADED ON DSSSB WEBSITE	

INVITATION OF BIDS

- 01 Limited Tender are invited for Purchase of Ink Cartridges for Computers from reputed Firms having capacity to supply Ink Cartridges for Computers , HAVING BUSINESS IN DELHI and having Capacity and experience in this field for the one years for the supply of Supply of Stationery, Store and Computer Items.
- 02 Tenderers/Bidders are advised to study the tender document carefully before submitting the Tender Form. It will be presumed that the tenderer/bidder have considered and accepted **all** the terms and conditions of this tender. No enquiry, what so ever verbal or written shall be entertained in respect of acceptance/rejection of the tender. BIDS MUST BE UNCONDITIONAL.
- 03 Separate (duly filled) Online Bids should be prepared in accordance with the prescribed format Annexure-I (Technical Bid i.e. Details of the Agency) and Annexure-II (Financial Bid) of the tender document.
- 04 The Technical Bid must be accompanied an Earnest Money Deposit (EMD) /Bid Security in the form of Bank Draft/ fixed Deposit in favour of DDO, Delhi Subordinate Services Selection Board.
- 06 The EMD in original and Financial Bid should be drop in the Tender Box kept at the Reception Counter in the office of the DSSSB before the schedule time of opening of Tender .
The prospective bidder shall furnish the following documents along with their technical bid (Annexure I). In case any document is not applicable the Prop /authorized signatory of the firm will submit a certificate on the letter Head of the Firms stating the reason for non applicability of the same.
- 01 Self attested copy of PAN No. card under Income Tax Act;
- 02 Self attested copy of Service Tax Registration Number;
- 03 Self attested copy of Valid Registration No. of the Agency/Firm;
- 04 Self attested copy of valid Provident Fund Registration Number;
- 05 Self attested copy of valid ESI Registration Number;
- 06 Self attested copy of valid License and Number under Contract Labour Act and under any other Acts/Rules;
- 07 An undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm/agency(prescribed Performa as per annexure-III)

- 08 Terms and conditions duly accepted/signed with the stamp of the prospective bidder.
- 09 Proof to the effect that tenderer/Firm/Agency have experience of providing similar works for one year.
- 10 Resolution of Board of Directors of the company authorizing the person to sign Tender Document (if Applicable)
- 11 Tenderer should submit an undertaking along with the Technical Bid to the effect that he or his firm is having capacity to supply the Stationery, Store and Computer items. (Prescribed Performa as per annexure-IV).

SCHEDULE FOR INVITING TENDER:-

- 01 Name of the Client: President of India through the Secretary, Delhi Subordinate Services Selection Board, Govt. of NCT of Delhi
- 02 The Tender should be submitted Physical on or before as mentioned in herein and time for submission of tender.
- 03 The EMD in original along with the Financial Bid should be drop in the Tender Box kept at the Reception Counter in the office of the DSSSB before the schedule time of opening of Tender.
- 04 Place, date and time of opening of Technical Bid: IN THE ROOM OF DY. SECRETARY (Admn.), Delhi Subordinate Services Selection Board, Govt. of NCT of Delhi, FC-18, Institutional Area, Karkardooma, Delhi – 110 092.
- 05 Financial Bid will be opened as mentioned in the Tender.

ELIGIBILITY:

- 01 The tenderer should have the experience of providing similar works for least one year in any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities. Proof to this effect to be attached with Technical Bid.
- 02 The tenderer firm/agency/company should have a valid registrations such as Permanent Account Number (PAN) of the Income Tax Deptt; Service Tax Registration Number; Registration No. of the Agency/Firm; Provident Fund Registration Number; ESI Registration Number; License Number under Contract Labour Act.
- 03 The tenderer should submit an undertaking with the Technical Bid to the effect that he or his firm has not been black listed by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm on the date of submission of this bid (Prescribe Proforma as per Annexure III).
- 04 The tenderer should submit an undertaking with the Technical Bid to the effect that he or his firm have capacity for supply of Stationery, Store and Computer items. (Prescribed Performa as per annexure-II).
- 05 Resolution of Board meeting authoring the person to sign tender document . (if Applicable)
- 06 The tenderer should submit an undertaking with the Technical Bid to the effect that Terms and conditions of the Tender are duly accepted/signed with the stamp of the prospective bidder(prescribed Performa as per annexure-V).

PROCEDURE OF SUBMISSION OF BIDS: The scanned copy of following documents should be placed/ enclosed/ attached with the Technical Bids:-

- 01 Self attested copy of PAN No. card under Income Tax Act;
- 02 Self attested copy of Service Tax Registration Number;
- 03 Self attested copy of Valid Registration No. of the Agency/Firm;
- 04 Self attested copy of valid Provident Fund Registration Number;
- 05 Self attested copy of valid ESI Registration Number;

- 06 Self attested copy of valid License and Number under Contract Labour Act and under any other Acts/Rules;
- 07 An undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm/agency;
- 08 Terms and conditions duly accepted/signed with the stamp of the prospective bidder;
- 09 Proof to the effect that tenderer have experience of providing similar works for at least One year.
- 10 Resolution of Board of director of the company authorizing the person to singe Tender Document (if Applicable)
- 11 Tenderer should submit an undertaking with the Technical Bid to the effect that he or his firm is having capacity for supply of Stationery, Store and Computer Itmes. (Prescribed Performa as per annexure-IV)
- 12 Prescribed Technical Bid tender form (as per Annexure-I)
- 13 Prescribed Financial Bid form (as per Annexure-II).

OPENING OF TECHNICAL BID

- 01 Technical bid will be opened only of those firms who's EMD in original received on or before schedule time of opening of Technical Bid as per tender Document.

OPENING OF FINANCIAL BID

- 01 Financial Bids will be opened only of those firms which qualify technical bid.
- 02 In case, any holiday is declared by the Government on the day of opening of the tender, the tender will be opened on the next working day at the same time but the tender box will be sealed on the scheduled day and time.

CANCELLATION OF TENDER OR CONTRACT

- 01 The Bids will be rejected in the event of information being found false or detected incorrect or incomplete at any stage prescribed in the tender or any ineligibility being detected, and no correspondence thereof shall be entertained, whatsoever.

FORFEIT OF BID SURETY. The Bid Security will be forfeited in the following conditions:-

- 01 If at any stage, any of the information/declaration given by the bidder is found false.
- 02 If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
- 03 In case of any lapse/default in honoring of the terms and conditions at any stage after submitting the tender.
- 04 In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.

TERMS & CONDITIONS:

Terms and Conditions of the tender are as under:-

- 01 The tenderer shall invariable ensure the time bound Supply of Ink Cartridges for Computer items for examination related and material to the standardized satisfaction of the DSSSB.
- 02 The tenderer should take care that no column in the **tender** should be left blanks which would be otherwise made the tender liable for rejection. In case any column has to be left blank, it should be filled treated as the lowest value of item filled by any other bidder.
- 03 Any act on the part of the tenderer to influence anybody in the Board is liable for rejection of the tender.
- 04 The successful tenderer shall have to deposit a performance security by way of a bank guarantee of **Rs.10, 000/-** to the Board on or before of issue of Supply order.
- 05 The successful tenderer shall not engage any sub-Contractor or transfer the contract to any other person/firm/agency in any manner. The tenderer shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.

- 06 Tenders not conforming to the requirements of the Board will be rejected and no correspondence thereof shall be entertained, whatsoever.
- 07 Any person who is in Govt. service or an employee of this Board should not be made partner to the contract by the Tenderer directly or indirectly in any manner whatsoever.
- 08 The Tenderer shall indemnify the Board against all other damages/charges and expenses for which this Board may be held liable or pay on account of the negligence of the Tenderer or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The Board shall not be responsible financially or otherwise for any injury to the driver or person deployed by the Tenderer during the supply of articles.
- 09 The rate contract for supply of items shall be valid initially for one year i.e. 31.03.2015
- 10 During the period of contract, the rates will not be revised with the revision of any rate taxes by the Government of NCT of Delhi or by the Government of India.
- 11 The Board will be under no legal obligation to provide employment to any of the personnel of the Tenderer during / expiry of agreement period and the Board recognizes no employer-employee relationship between the Board and the personnel deployed by the Tenderer/agency.
- 12 The prices quoted should be inclusive of all charges and excluding taxes.
- 13 The Chairman, DSSSB reserves the right to terminate the contract without assigning any reason by giving a notice of **15 days** to the Tenderer at any point of time during any of the years of the contract.
- 24 The Tenderer shall, however, be required to meet time bound confidential supply of Stationery, Store and Computer items of examination related and material to the standardized satisfaction of the DSSSB.
- 25 In case the tenderer fails to provide the vehicles, the Board reserve the right to hire the vehicle from other source at the cost of the tenderer.**
- 25 All the disputes shall be subject to Delhi Jurisdiction.
- PAYMENT TERMS:**
- 01 The payment shall be made on submission of the bills (In triplicate) after the satisfactory completion of the work assigned, at approved rates after deducting penalties if any. No advance payment will be made.
- 02 The Board will deduct Income Tax at source under Section 194-C of Income Tax Act from the Tenderer at the prevailing rates of such sum as income tax on the income comprised therein
- BID EVALUATION CRITERIA:**
- 01 In case it is found that the bidder as per the requirement of the bid has not quoted any specified item his bid on that particular item shall be evaluated on the basis of lowest quoted rates.
- 02 Among eligible, the Department Bid Evaluation Committee shall select the bidders who are charging reasonable rates.

Annexure - I

TECHNICAL BID (DETAILS OF THE AGENCY)

SR.NO	PARTICUALRS		
01	Name of the Firm/Agency		
02	Address of the Firm		
03	Mobile No/Phone No.		
04	Name of the Tenderer		
05	Mobile no./Phone		
06	Registration No. of the Firm		
07	Name, Designation and Mobile No, of the Person authorized to deal with the Board		
08	Constitution of the Firm (Attach Proof)		
09	Permanent Account Number under income tax Act(Attach Proof)		
10	Service Tax Regn. Number(Attach Proof)		
11	PPF Number (Attach Proof)		
12	ESI No.(Attach Proof)		
13	Lab our Contract Number(Attach Proof)		
14	Last Three Experience as mentioned I the Tender Document (Attach Proof)		
15	Whether Agency has been blacklisted by any of the Department/Organizations (Attach Undertaking on the letter Head of the Firm duly singed and stamped)		
16	Whether Terms and conditions of Tender duly accepted (Attach Undertaking on the letter Head of the Firm duly singed and stamped)		
17	The firm/ Agency have capacity to provide the stationery, Store and Computer items on short notice. Attach Undertaking on the letter Head of the Firm duly singed and stamped)		

This is to certify that I/we have carefully read the contents of the tender document and fully understood all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Place:
Date: ___/___/2016

Signature of the Tenderer _____
Name of the Signatory _____
Name of the Firm/agency _____
Seal of the Firm/Agency _____

PERFORMA FOR FINANCIAL BIDE FOR STATIONERY ITEMS.

NAME OF THE FIRM _____

Sr. No	PARTICULARS	INK CARTRIDGES NO	Amount
1	Ink Cartridge	860	
2	Ink Cartridge	1610	
3	Ink Cartridge	88-A	
4	Ink Cartridge	12-A	
05	Ink Cartridge	78-A	
06	Ink Cartridge	36-A	
07	Ink Cartridges	CC530-A	
08	Ink Cartridges	CC 531-A	
09	Ink Cartridges	CC 533-A	
10	Ink Cartridges	CC-534-A	
11	Ink Cartridges	CC-410-A	
12	Ink Cartridges	CC-411-A	
13	Ink Cartridges	CC-412-A	
14	Ink Cartridges	CC-413-A	

Place:
Date: ___/___/2016

Signature of the Tenderer _____
Name of the Signatory _____
Name of the Firm/agency _____
Seal of the Firm/Agency _____