

**TENDER FOR ANNUAL RATE CONTRACT FOR HP PRINTER CARTRIDGES**

Vigyan Prasar an autonomous body under Dept of Science & Technology, Govt of India invites sealed tender for entering into Annual Rate Contract for the supply of HP make computer cartridges. You are requested to quote your lowest rate as per annexure-I. Envelope containing the bid should be clearly marked, enquiry No. , date of opening. Sealed envelope should reach to Vigyan Prasar latest by dated 24th June 2015. Bid will be opened on same day at 3:00 P.M.

**Other terms and conditions of the tender:**

1. All the cartridge must be supplied of original Exporter/manufacturer. Refill cartridge will not be accepted. If during the use or at the time of supply, it is found that supplied cartridge is not of original manufacturer, the same will be rejected and no payment will be made. In case the firm supplied the duplicate (not of original manufacturer/Re-filled) cartridges twice or fails to supply the cartridges, his EMD will be forfeited and firm will be blacklisted.
2. Since the quantity of the material mentioned in the tender is approximate annual consumption as such it cannot be promised that under this rate contract and during the period of its currency how much store shall be purchased by the Vigyan Prasar. Purchase Order will be placed for actual quantity as and when requirement arise.
3. Firm has to sign a contract agreement on Rs: 100.00 non judicial stamp paper for a period of one year from the date of agreement. After entering in to contract, purchase orders shall be placed through E-Mail/Telephone by authorized representative of Vigyan Prasar. If the firms failed to supply the items within 02 days from the date of E-mail/Telephonic intimation, a penalty @ 0.5% of total invoice value per day for a particular order will be imposed, maximum to the total invoice value. Contract agreement must be signed within 07 days from the date of award of contract or/otherwise EMD will be forfeited.
4. After the completion of initial period of one year, contract is extendable for a period of two years on same terms & conditions on mutual acceptance.
5. A fall clause will be effective to the approved rate i.e if the firm undertake the identical work in other ministries /Govt department at the lower rate than approved by the Vigyan Prasar. Firm will charge at those rates from this department as well.
6. The bid should be accompanied with an **EMD of ₹ 2000.00** in the form of demand draft, drawn in favor of Vigyan Prasar, payable at New Delhi. The EMD of selected bidder(s) will be kept as security deposit till completion of the contract and the rest will be released within 15 days from the date of opening of the bids. Firm should also submit the photocopy of Sale Tax/VAT Registration certificate, PAN No., Bank account detail, E-Mail etc.

7. Place of Delivery : VP, A-50, Sector-62, Noida-201309
8. Delivery Period : 02 Days from the date of PO
9. Validity period : 365 days from the date of opening of bid
10. Prices should be quoted on F.O.R. VP, A-50, Sector-62, Noida-201309 basis only. No price increase will be allowed during the currency of the rate contract and rates approved shall remain in force during the currency of rate contract.
11. Selection Procedure: Contract will be awarded to the bidder whose total amount on aggregate basis will be lowest. [Annual Consumption as per annexure-I X Rate (Inclusive All, Taxes etc.)] for all the items will be calculated to arise at total amount for all the items.
12. All bidders can be present at the time of opening the tender. No. separate intimation shall be given in this regard.
13. The opening of the tenders shall only be attended by an authorized representative of the firm whose name, designation and address should be indicated in the offer of the firm. Tendering firm shall issue a letter of authority to such representative indicating the tender no. date due on for the item. In no case un-authorized person shall be allowed to enter tender opening room.
14. **Payment** : 100% payment will be released after acceptance of Item at VP normally within 30 days. No other payment term is acceptable and tender will be rejected summarily.
15. **Warranty period** : As per OEM
16. **Insurance** : Transit insurance covering all risk for all the items is to be arranged by the renderer/supplier.
17. **Special Cause** : Any or all the tender can be rejected by the order of the Director, Vigyan Prasar, Noida without assigning any reason whatsoever.
18. If the item is found to have any defect during of its uses or during the warranty Period, The same has to be replaced free of cost.
19. Sealed tender should reach "Director, Vigyan Prasar, A-50, Sector -62, Noida-201309" by stipulated date. Tender received late by whatsoever reason will not be accepted at all.
20. For any query, bidder may contact Mr Dheerendra Kumar, Asst-I Tele: 0120-2404430 Extn: 220 E-Mail; dheerendra@vigyanprasar.gov.in

**Note: Please quote the tender no. and opening date on the top of the cover containing tenders.**

Yours sincerely,

(Somesh C Jhingan)  
Registrar

**Annexure-I**

**Price Schedule**

Name of the Vendor : NIT No:VP/19/07/Cartridge/15-16  
Address : Dated 04th June 2015  
Telephone & Mobile No : Date of Opening:24th June 2015 at  
E-Mail : 15:00 Hrs

Sl No	Item/Description	Approximate Annual Consumption	Annual Rate(Inclusive of all)	Annual Consumption X Rate(Inclusive of all)
	Q 6000	04		
01	Q 6001	04		
02	Q6002	04		
03	Q6003	04		
04	CB 540	03		
05	CB541	03		
06	CB542	04		
07	CB543	04		
08	36A	17		
09	12A	09		
10	CB 530	01		
11	CB 531	01		
12	CB 532	01		
13	CB533	01		
14	88A	19		
15	CE310A	02		
16	CE311A	02		
17	CE 312A	02		
18	CE313A	02		
Lowest Bidder will be decided on the basis of total amount				Total

Total Amount must be written in number as well as in words. In case of any variation amount written in words will be considered.

Rates should be quoted inclusive of all like taxes, Packing & Forwarding charges, Bank Charges, Insurance and Freight Charges etc.

Signature & Stamp of the bidder