

File No.D-15012/01/2015-Admn.  
**GOVERNMENT OF INDIA**  
**MINISTRY OF COAL**

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3rd floor, 'A' wing, Shastri Bhawan  
New Delhi, the 26<sup>th</sup> October, 2015.

**Notice Inviting Tender**

Subject: Tender for procurement of toner/ink cartridges for computer printers by the Ministry of Coal, Shastri Bhawan, New Delhi.

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Sir,

I am directed to say that the Ministry of Coal intends to procure toner/ink cartridges for computer printers/fax. The details of items to be procured are given in Annexure-I.

2. The following are the terms and conditions for the firms for submission of bids:
- (a) Interested firms suppliers of HP/Canon/Samsung make consumable items.
  - (b) The firm should be a reputed firm having its registered office in Delhi.
  - (c) The firm should be registered under the Delhi Sales Tax / Delhi Value Added Tax (DVAT) Act, 2004.
  - (d) The firm should have a minimum of five years' experience in supplying toner/ink cartridges to the Government Ministries / Departments, PSUs, Statutory / Autonomous Bodies etc.
  - (e) The firm should have a valid PAN number.
  - (f) The firm should be in a position to supply toner/ink cartridges at a short notice as and when requisitioned by the Ministry.
  - (g) The rates quoted for different toner/ink cartridges shall be valid for a period upto 31.03.2016. The selected firm shall charge the best rates i.e, the lowest rates as may be offered by it to other clients.
  - (h) The toner/ink cartridges should be of standard quality and of the make specified. In case it is found that the items supplied are sub-standard or are of unacceptable nature, it would be open for the Ministry to return back these items. In case of repetition of such an act on the part of the firm, the Ministry may terminate the contract and also forfeit the Earnest Money.

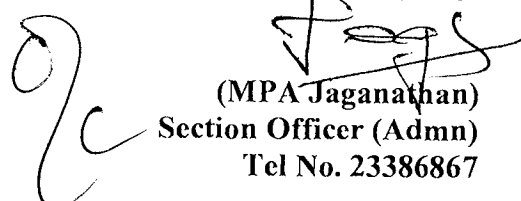
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- (j) The Ministry reserves the right to accept or reject any or all the bids without assigning any reason thereof.
- (j) The contract for supply of these items will be awarded for the **period upto 31.03.2016** which may be extended or curtailed subject to satisfactory performance of the firm.
- (k) In case the firm is not able to supply the required items to this Ministry in time after placing of the supply order by it during the currency of the contract, the Ministry may terminate the contract and also forfeit the Performance Security.
- (l) The bidding firms are required to submit Technical Bids and Financial Bids. The Financial Bids of only those firms shall be opened who qualify technically.
- (m) The firms should quote unconditional rates strictly as per list of items. There should be no cutting/overwriting in the bids.
- (n) The tenderers are required to deposit Earnest Money of Rs. 25,000/- (Rupees twenty five thousand only) in the form of Bank Draft in favour of Pay & Accounts Officer, Ministry of Coal, New Delhi. The Earnest Money will be refunded to the unsuccessful tenderers after finalization of the bids.

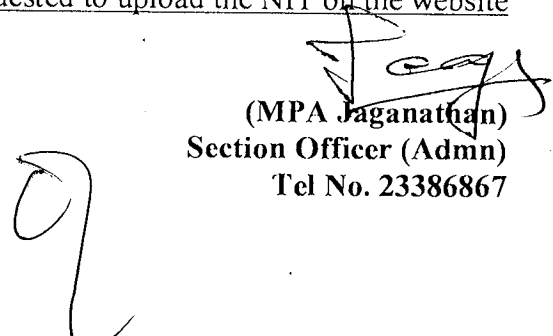
3. Interested and eligible firms may submit Technical and Financial Bids (in prescribed Formats as given in Annexure-I & Annexure-II respectively) in separate sealed covers. Both these covers should be further sealed in a separate cover which should be superscribed "Quotation for toner/ink cartridges" addressed to the "**Section Officer (Admn.), Ministry of Coal, Room No. 321 'A', Shastri Bhawan, New Delhi-110001**" may be dropped in the **Tender Box mounted on the wall at garage no.21, Shastri Bhawan, New Delhi. The quotation should reach this Ministry by 01.00 PM on or before 05.11.2015 positively.** Tender received after the stipulated date/time shall not be entertained. **The quotations will be opened on the same at 04.00 P.M.** in the presence of the bidders or their representatives who may wish to be present.

Encls: As above.

Yours faithfully,

  
(MPA Jaganathan)  
Section Officer (Admn)  
Tel No. 23386867

**Copy to:** NIC, Ministry of Coal. The NIT has already been uploaded in CPP portal of Ministry of Finance. But NIC Ministry of Coal is requested to upload the NIT on the website of Ministry of Coal in scrolling format.

  
(MPA Jaganathan)  
Section Officer (Admn)  
Tel No. 23386867

**Format of Technical Bid**

- 1. Name of the firm:**
- 2. Name of the owner/proprietor:**
- 3. Address of the registered office of the firm:**
- 4. Telephone / Mobile No.:**
- 5. Registration No. of Delhi Sales Tax/  
Delhi Value Added Tax (a copy of the  
Registration certificate to be attached):**
- 6. Authorisation letter of HP/Sharp/Cannon:**
- 7. PAN No. of the firm (a copy of PAN:  
Card to be enclosed):**
- 8. Experience in years (documentary proof  
in support thereof may be attached):**
- 9. Details of EMD**  
**Demand Draft amount:**  
**Demand Draft No.:**  
**Demand Draft Date:**  
**Name of Issuing Bank**

**(Signature of owner/proprietor with seal)**

**Annexure-II**

**Format of Financial bid**

<b>Sl. No.</b>	<b>Cartridge No.</b>	<b>Price / per item (Rs.)</b>
01.	Canon Toner Cartridge-328	
02.	Samsung Toner Cartridge-D101S	
03.	Samsung Toner Cartridge—D4725A	
04. (a)	HP Toner Cartirdge-CF380A	
(b)	HP Toner Cartirdge-CF381A	
(c)	HP Toner Cartirdge-CF382A	
(d)	HP Toner Cartirdge-CF383A	
05.	HP Toner Cartirdge-CF280A	
06.	HP Toner Cartirdge-678 Black/Colour	

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