

OFFICE OF THE REGISTRAR COOPERATIVE SOCIETIES  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
OLD COURT BUILDING, PARLIAMENT STREET, NEW DELHI

No. F.14/ RCS/ CTB/ 2014-15/ 1668

Dated: 2/7/14

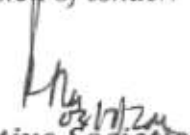
**NOTICE INVITING TENDERS**

Online tenders are invited for the supply of Computer stationary items as per schedule given below for the year 2014-15.

Prescribed tender forms along-with detailed terms and conditions for the tender(s) can be downloaded from the website <https://govtprocurement.delhi.gov.in> free of cost as per details mentioned as under:-

| S.No. | Name of the tender/item   | Date of release of tender through e-procurement system | Estimated value of the items                                         | Last date & time for submission of online tender | Earnest money deposit required                  | Time & date for online opening of tender                                         |
|-------|---------------------------|--------------------------------------------------------|----------------------------------------------------------------------|--------------------------------------------------|-------------------------------------------------|----------------------------------------------------------------------------------|
|       | Computer stationary items | 03.07.2014 at 1.00 pm                                  | Rs.2.40 Lakh (+/- 25%)<br>(Rs. Two Lakh Forty Thousand Only) approx. | 15.07.2014 up to 1.00 pm                         | Rs.12200/-<br>(Rs. Twelve Thousand Two Hundred) | Technical Bid on 15.07.2014 at 3.00 PM<br>And Price Bid on 17.07.2014 at 3.00 PM |

Tender documents complete in all respects, must be uploaded on the website <https://govtprocurement.delhi.gov.in> before last date and time of submission of tender.

  
Dy.Registrar Cooperative Societies (CTB)

(1) Asstt. Registrar to  
upload the same on the Res notified  
e-procurement Site.

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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
OLD COURT BUILDING, PARLIAMENT STREET, NEW DELHI

No. F.14/RCS/CTB/2014-15/ 1665

Dated: 3/7/14

**Terms & conditions for e-tendering for procurement of Computer Stationary Items required for O/o the Registrar Cooperative Societies, Old Court Building, Parliament Street, Delhi-110001 for the Year 2014-15.**

**Date of opening: 15.07.2014**

**Time of opening: 03.00 PM**

Online tenders through Delhi Government's e-procurement platform are invited for the purchase of Computer Stationary items mentioned in the attached list for the year 2014-15. The tender must be submitted online on the website <http://govtprocurement.delhi.gov.in> before last date & time of submission of tender i.e. 15.07.2014.

- ❖ Also to be upload on Web site of O/o **The Registrar Cooperative Societies, Govt. of N.C.T of Delhi, Old Court Building, Parliament Street, New Delhi-110001.** Asstt. Programmer for web based publicity. (Through Asstt. Programmer of the Department).
- ❖ Notice Board of the department at O/o the Registrar Cooperative Societies, Old Court Building, Parliament Street, Delhi-110001.

**TERMS AND CONDITIONS**

1. The rates must be quoted only for the reputed brand items and should be clear in all respect.
2. The rates quoted for all the branded items should not be more than MRP in any case.
3. The Tenderer should submit online Technical bid and Financial bid.
4. The tenderer should submit the tender in following two bids:
  - A. Technical Bid - It should contain the documents mentioned vide Clause-6 of Tender document.
  - B. Financial Bid - should have only prices/rates inclusive of all taxes quoted by the tenderer.
5. The bidder shall have an experience and past performance of similar contracts for at least two years in Govt. Departments/PSU's. Copies of supply orders should be submitted along with the tender.
6. The tenderer should submit the following documents as Technical Bid along-with tender, failing which the tender will not be entertained/considered as mentioned in **Annexure-A:-**
  - A. An Earnest Money of Rs.12200/- (Rs. Twelve thousand Two Hundred only) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial bank in favor of **D.D.O, O/o The Registrar Cooperative Societies, Delhi.** Earnest money will not be accepted in the form of Cash/Money order. The bid security shall remain valid for a period of three months. The EMD must be submitted physically in **Dy.RCS (CTB), Room No.4** of this office before the last date and time of submission of tender. In case the bidder claims exemption an earnest money, then he must submit the appropriate exemption certificate duly attested by him.
  - B. The firm should be registered with Sales Tax Deptt. /Trade and Taxes Deptt. Govt. of NCT of Delhi and should also provide a copy of Sales Tax Registration/VAT/TIN Registration Certificate. Copy of the VAT return for the Qtr. Ending March 2013.
  - C. An undertaking that their firm/agency has not been black listed by any Govt./Authority/Department/Autonomous Body of State/Central Govt.
  - D. List of samples submitted by the firm, which should be in accordance to the S. Nos. of list of items mentioned in tender form. (Must be submitted physically)

in Dy. RCS (CTB), Room No. 4, one day before the last date & time of submission of tender i.e. 14.07.2014 upto 1:00 P.M.

E. Letter of Authorized signatory.

F. Experience & Past performance on similar contracts for last two years in Govt. Departments/PSU.

7. The tender must be submitted online on the website <https://govtprocurement.delhi.gov.in> before last date & time of submission of tender i.e. 15.7.2014 upto 1:00 P.M. Tenders will not be accepted if sent by post or any other medium, under any circumstances. Technical Bid of all the tenders will be opened online on the same day i.e., on 15.07.2014 at 3.00 PM in the chamber of Dy. RCS, O/o the Registrar Cooperative Societies, Old Court Building, Parliament Street, Delhi-110001. in the presence of tenderer or their authorized representatives, who wish to be present on the occasion.
8. The individual signing the tender form or any document forming part of the tender on behalf of Proprietor/Company/firm shall be responsible to produce an authenticated copy of the resolution passed by the Company, or Power of Attorney duly executed in his favor stating that he has the authority to bind other such persons of the firm as the case may be in all matters pertaining to the tender including the arbitration clauses. If subsequently, the person so signing fails to provide the said copy of resolution passed or Power of Attorney within a reasonable time, the Government, without prejudice to other civil and criminal remedies may cancel the tender and hold the signatory liable for all costs and damages. In case of registered or unregistered Partnership firm, all the partners should sign the tender. In case any person signs the agreement on behalf of any limited company or firm, he will produce letter of authority/resolution passed by the company empowering him to sign the agreement on behalf of the company or firm.
9. The successful bidder/tenderer's will have to submit Performance Security in the form Account Payee Demand Draft/Fixed Deposit Receipt/Bank Guarantee from a commercial bank in favor of D.D.O O/o Registrar Cooperative Societies, Govt. of NCT of Delhi, Old Court Building, Parliament Street, Connaught Place, Delhi-110001. Along-with a signed contract/agreement on stamp paper of Rs. 100/- (paid by tenderer) within 07 days from the date of finalization of the tender to supply the approved items at the approved rates up to the validity of tender. The performance security would be 5% of the Expected annual purchases made by this department for their approved items. The earnest money draft submitted along with tender document will be returned by the department on receipt of said performance security and duly signed contract/agreement of supply of approved goods. The performance guarantee shall remain valid for a period of sixty days beyond the date of completion of all contractual obligation of the supplier including warranty obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly. In the event of breach/violation or contravention of any terms and conditions contained herein by the firm/agency, the said security deposit shall be forfeited by the Head of Department and the firm shall be blacklisted in addition to the termination of the contract. The Performance Security deposit shall bear no interest.
10. Each and every document up-loaded along-with tender should be signed by the Prop./Partner/Authorized signatory (in case Pvt. Ltd. firm) and same should be up-loaded along-with tender.
11. The quantity of items mentioned in the quotation/tender is tentative and can be varied as per requirement of the Deptt. At the time of actual supply.

12. Any person who is in Government service or an employee of the Department should not be made a partner to the tender by the tenderer directly or indirectly in any manner whatsoever.
13. The firm/tenderer should submit the sample of each & every item for which he had quoted rates, so as to pass or reject the sample by the Chairman Purchase committee further the samples of the items as per specification, should also be deposited in sealed bag duly super-scribed "Samples of Computer Stationary Items" on 14.07.2014 upto 1:00 pm at Room No. - 4, Dy. RCS (CTB), O/o the Registrar Cooperative Societies, Old Court Building, Parliament Street, Delhi-110001 and a list of samples provided should also be given separately. The approval/selection of items would be on the basis of their samples.
14. The rates quoted should be inclusive of all Taxes & cartage charges. The taxes shown separately shall not be considered, if the firm quoted rate wrongly/cuttings/overwriting made by mistake then the representation for the same will not accepted.
15. The tenderer should quote only one rate for one item as per the specification. In case, if quoted more than one rates for one item, the rate of such items shall not be considered.
16. The Purchase Committee nominated by the Competent Authority to assess eligibility will carry out the evaluation of the bids.
17. The Registrar Cooperative Societies or any person designated by him is empowered to relax any terms & conditions mentioned herein.
18. The rates must be valid for one-year with effect from the date of acceptance of the tender and may be extendable, if required, by mutual agreement. Further no quotation will be accepted below one year rate.
19. Quotation should be clearly specified with specification and item should be marked with the M.R.P and also should be ISI mark or of reputed firms also dealer should submit the sample of each and every item for which he had quoted rates so as to pass or reject the sample by the Chairman Purchase Committee.
20. The selected supplier/bidder has to supply the ordered quantity within Three days from the date of order failing which Performance Security submitted by the firm shall be forfeited and separate penalty to the tune of 10% of the value ordered shall be imposed.
21. The supply, if found not as per approved sample or deficient due to any other reason, shall be rejected at once without assigning any reason and will have to be removed/replaced immediately. In case of failure, these goods can be disposed of by the Department and no claim for the same shall be entertained. In addition to above, the Security Deposit shall also be forfeited.
22. The delivery of goods shall have to be made at the above given address of this Department or as directed by this Department without any extra charges. No incidental charges/or cartage will be paid by the Deptt.
23. The Department reserves the right to cancel the tender or to withhold payment in the event of non-commencement or unsatisfactory performance by the tenderer. In such eventuality, the Department further reserves the right to get the work done from open market at the cost of the contractor. Tenderer will be black listed by the Government for a period of four years to participate in any type of tender & his security money shall also be forfeited.

24. If any information furnished by tenderer is found to be incorrect or false at any time, the tender will be liable to be terminated without any notice and the security deposit is liable to be forfeited.
25. The payment would be made after receiving the goods in good condition at O/o the Registrar Cooperative Societies, Old Court Building, Parliament Street, Delhi-110001.
26. This office does not pledge itself to accept the lowest or any tender and resume the right of acceptance of the tender or any part thereof or portion of the quantity offered and supplied shall be made at the same rate as quoted.
27. In case breach of contract or fails to deliver any or all of the items within the time period specified in supply order the Performance Security amount is to be forfeited and difference of cost of outstanding goods in case purchased as higher rates shall be recover from the defaulter firm.
28. The Department reserves the right to terminate the tender without assigning any reason by giving the tenderer one calendar month's notice of its intention to do so and on the expiry of the said period of notice, the contract shall come to an end without prejudice to any right or remedy.
29. Regarding HP cartridge supplier should submitted genuineness certificate/ or the firm should undertake all responsibility, if the HP Company declares it duplicate then the firm is responsible to pay the five time amount of the purchased amount of the HP cartridge as a penalty.
30. In the event of any dispute arising out in connection with the interpretation of any clause in the terms & condition of the tender agreement, or otherwise the matter shall be referred to the Arbitrator appointed by the Government of National Capital Territory of Delhi. The Courts at Delhi/New Delhi shall have the jurisdiction in connection with any dispute/litigation arising out of this tender.
31. Willing Agencies/firms are requested to visit website <https://govtprocurement.delhi.gov.in> & <http://www.rcs.delhigovt.nic.in> for detail information and may inquire at Phone No.23742991 for any clarification.
32. The approved rates shall be valid for one year with effect from the date of acceptance of the tender and work order can be given in more than one installment instead of one consolidated work order.
33. The numbers of items shown in the list may vary according to the actual demand of the department/organization.
34. In the event of specified date of opening of tender is declared as a holiday, the tender shall be opened at the same place and same time on next working day.
35. The department reserves the right to accept or reject any or all quotations without assigning any reasons.
36. If any dispute arises in the contract/agreement, the jurisdiction of the court will be at NCT of Delhi.

14  
03/1/2024  
Dy.Registrar Cooperative Societies (CTB)

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All the terms & conditions (S.No. 1 to 36) are accepted and binding on me/us.

(Signature of the Tenderer)  
(Rubber seal)

| <b>S.No</b> | <b>Name of Item</b>                                                    | <b>Qty. required</b> | <b>Rate to be fixed</b> |
|-------------|------------------------------------------------------------------------|----------------------|-------------------------|
| 1           | Toner Cartridge HP Laser jet P 11020-22(12A)                           | Each                 |                         |
| 2           | Toner Cartridge HP Laser jet P 1505 (36A)                              | Each                 |                         |
| 3           | Toner Cartridge HP Laser jet P 1566 (78A)                              | Each                 |                         |
| 4           | Toner Cartridge for Photostat Machine (Sharp Make 5127) No.310         | Each                 |                         |
| 5           | Toner Cartridge for Photostat Machine (Canon Make) No. NPG 28          | Each                 |                         |
| 6           | Toner Cartridge for Laser Fax Machine (Canon Make) No. FX3             | Each                 |                         |
| 7           | Toner Cartridge 702 (Black)                                            | Each                 |                         |
| 8.          | Pen drive 32 GB                                                        | Each                 |                         |
| 9.          | Pen drive 16 GB                                                        | Each                 |                         |
| 10.         | Key Board + Optical Mouse (Cordless combo set of I Ball or Micro soft) | Each                 |                         |
| 11.         | Key Board Bilingual (I Ball or Micro soft)                             | Each                 |                         |
| 12.         | Toner Cartridge 05 A                                                   | Each                 |                         |
| 13.         | Toner Cartridge 15A                                                    | Each                 |                         |

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**FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY**

(Refer Clause 11.1.4 of the NIT) (To be stamped in accordance with Stamps Act of India)

1. THIS DEED of Guarantee made this day of \_\_\_\_\_ between \_\_\_\_\_ (Name of the Bank) (hereinafter called the "Bank") of the one part and \_\_\_\_\_ (Name of the Department) (hereinafter called the "Department") of the other part.
2. WHEREAS \_\_\_\_\_ (Name of the Department) has awarded the contract for sanitation/housekeeping services contract for Rs. \_\_\_\_\_ (Rupees in figures and words) (hereinafter called the "contract") to M/s \_\_\_\_\_ (Name of the contractor) (hereinafter called the "contractor").
3. AND WHEREAS THE Contractor is bound by the said Contract to submit to the Department a Performance Security for a total amount of Rs. \_\_\_\_\_ (Amount in figures and words).
4. NOW WE the Undersigned \_\_\_\_\_ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of \_\_\_\_\_ (Full name of Bank), hereby declare that the said Bank will guarantee the Department the full amount of Rs. \_\_\_\_\_ (Amount in figures and words) as stated above.
5. After the Contractor has signed the aforementioned contract with the Department, the Bank is engaged to pay the Department, any amount up to and inclusive of the aforementioned full amount upon written order from the Department to indemnify the Department for any liability of damage resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the Department immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the Department any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.
6. THIS GUARANTEE is valid for a period of \_\_\_\_\_ months from the date of signing. The initial period for which this Guarantee will be valid must be for at least six months longer than the anticipated expiry date of the Contract period).
7. At any time during the period in which this Guarantee is still valid, if the Department agrees to grant a time of extension to the contractor or if the contractor fails to complete the works within the time of completion as stated in the contract, or fails to discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the Department and at the cost of the contractor.
8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the contractor.
9. The neglect or forbearance of the Department in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Department for the payment hereof shall in no way relieve the Bank of their liability under this deed.
10. The expressions "the Department", "the Bank" and "the Contractor" hereinbefore used shall include their respective successors and assigns.

IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the \_\_\_\_\_ day of \_\_\_\_\_ (Month) \_\_\_\_\_ (year) being herewith duly authorized.

For and on behalf of the \_\_\_\_\_ Bank.

Signature of authorized Bank official

Name \_\_\_\_\_

Designation \_\_\_\_\_

I.D. No. \_\_\_\_\_

Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named \_\_\_\_\_ in the presence of:

Witness-1.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Witness-2.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_