

By Hand/E-Mail/DGDE Website
No. 83/71/DGDE/Coord/Cartridge

MINISTRY OF DEFENCE
DIRECTORATE GENERAL, DEFENCE ESTATES
RAKSHA Sampada Bhawan
Ulaan Baatar Marg, Near Domestic Airport
Delhi Cantt - 110010

LIMITED TENDER ENQUIRY

To,

1. NCCF Ltd, 92, Deepali Building, Nehru Place, New Delhi - 110065.
2. Kendriya Bhandar, East Block - X, R.K. Puram, New Delhi - 110066.
3. M/s Planet Computers, 94-95, GNA Market, Kashmere Gate, Delhi - 110006.
4. M/s Peekay Paper Enterprises, 4104/3, Jagjiwan Niwas, Karol Bagh, New Delhi- 110005.
5. M/s Prompt Solve, 3/130, Lalita Park, Laxmi Nagar, Delhi - 110092.
6. M/s Sidharth Systems, 2/190, 2nd Floor, Subhash Nagar, New Delhi - 110027.
7. M/s Computer Power Technologies, J-46, RBI Enclave, Paschim Vihar, New Delhi - 110063.
8. M/s Ascent Information Systems Pvt Ltd, C-27, Jhandewalan Flatted Factory Complex, Rani Jhansi Road, New Delhi - 110055.
9. M/s GO IP Global Services Pvt Ltd, 206, Bhandari House, 91, Nehru Place, New Delhi-110019.
10. M/s Krishna Computers, WZ-89, Mohan Nagar, Pankha Road, New Delhi-110046.
11. M/s D.D. Enterprises, A-99, Jhandewalan Flatted Factory Complex, Rani Jhansi Road, New Delhi-55.
12. Ashu Enterprises, 64/B, M.D. Building, Near Railway Station, Palam Colony, New Delhi-110045.
13. M/s Ace Enterprises, A-46, Sudershan Park, Motinagar, New Delhi - 110015.
14. M/s NU Ways Creation (P) Ltd., RZJ9- Sangam Chowk, West Sagarpur, New Delhi -110046.
15. M/s D.P. Enterprises, A/133, Paschimpuri, New Delhi - 110063.

SUBJECT : PROCUREMENT OF TONERS FOR HP & SAMSUNG LASERJET PRINTERS: DIRECTORATE GENERAL, DEFENCE ESTATES, RAKSHA Sampada Bhawan, Delhi Cantt

1. The Directorate General, Defence Estates intends to procure Toners (**original only and not recycled/refilled**) for HP & Samsung Laserjet Printers as per details mentioned in this LTE for its office at Raksha Sampada Bhawan, Delhi Cantt.
2. In this connection, Sealed Tenders are invited for the above-mentioned purpose as per requirement, terms & conditions mentioned in this LTE from the firms/suppliers based/located in Delhi/NCR only.
3. The tenderers/bidders are required to submit their bids/tenders latest by **05 Mar 2014 (upto 1500 hrs)** to the Central Registry Section of this office on all working days during office hours by speed post/courier/Hand.
4. Copy of PAN No., CST registration, TIN No (if applicable) etc should be enclosed.



5. Validity of Bids: The offer should be valid for at least 60 days.
6. Delivery : Within seven (05) days from placement of Supply Order.
7. Payment will be made within 45 days after successful installation.
8. The bids/tenders will be opened by a Committee of Officers at **1510 hrs on 05 Mar 2014** i.e. just after the closing date & time of bids/tenders.
9. Director General Defence Estates reserves the right to reject any tender or all without assigning any reason(s) thereof.

10. **Requirement:** As under:-

(a)	Toner C7115A	- 10 No.
(b)	Toner CB 436A	- 10 No.
(c)	Toner CC 388A	- 30 No.
(d)	Toner CE 278A	- 20 No.
(e)	Toner Q2612A	- 10 No.
(f)	Samsung MLT D205S	- 15 No.
(g)	Samsung SCS4521	- 05 No.

11. Detailed instructions and terms & conditions are given in the Annexures enclosed. The following Annexures are enclosed herewith. The tenderers / bids are requested to read all the Annexures carefully and submit their bids/tenders accordingly:-

- | | | |
|-----|-------------|--------------------------------------------------|
| (a) | Annexure-I | : General Instructions to the Bidders/Tenderers. |
| (b) | Annexure-II | : Terms & Conditions. |



(J.K. Arya)
Dy. Director (Coord)
For Director General Defence Estates

Dated: 26 Feb 2014

ले. के. आर्य J K ARYA

उप निदेशक Dy Director

रक्षा मंत्रालय Ministry of Defence

रक्षा संपदा भवन Raksha Sampada Bhawan

दिल्ली, छावनी- 10 / Delhi Cantt- 10

Copy to:-

PCDA HQrs
'M' Section, 'G' - Block,
New Delhi -110011

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Annexure - I

(Refer to para 11(a) of LTE No. 83/71/ DGDE/
Coord/Cartridge dated 26 Feb 2014)

GENERAL INSTRUCTIONS TO THE BIDDERS / TENDERERS

1. The Commercial Bid should be sealed properly in a single envelope super-scribing '**Quotation for Supply of "Toners for HP & Samsung Laserjet Printers"**' and must be sent / submitted by Speed Post/Courier/by Hand at the following address on or before **05 Mar 2014 (1500 hrs)** and the envelope should also clearly super-scribe "**Do not open before 05 Mar 2014 (1510 hrs)**".

Dy. Director (Coord)
Directorate General Defence Estates
Room No. 102/103,
Raksha Sampada Bhawan
Ulaan Baatar Marg
Near Domestic Airport
Delhi Cantt - 110010

Note: This Dte. General will not be responsible for any delay for bids received by post/courier. Tender received after due date & time late will not be entertained.

2. Copy of PAN No., CST registration & TIN No. (if applicable) etc should be enclosed with the bid/tender. If the tenderer / firm supplies the items on behalf of Manufacturer, it will be necessary to enclose requisite authorization certificate from them to supply or market products on their behalf.

3. Director General, Defence Estates reserves the right to reject any tender or all without assigning any reason(s) thereof.

4. Please note that quotation incomplete in any respect will be liable for rejection.

5. The tender/bid shall be addressed to Shri J.K. Arya, Dy. Director (Coord) and sent at the address mentioned in para 1 above.

6. Tender/bid is required to be submitted in single bid mentioning price (taxes, if any, inclusive/exclusive), terms & conditions of supply and after sale support / technical support and name of tenderer with complete corresponding address, Landline Telephone Number & Mobile Number. Each and every page of the quotation is to be serially numbered and duly signed by authorized bidder/signatory.

7. Technical details & specifications of the quoted item should be mentioned in the bid/tender.



Annexure - II

(Refer to para 11(b) of LTE No. 83/71/ DGDE/
Coord/Cartridge dated 26 Feb 2014)

TERMS & CONDITIONS

1. **Delivery** - **The requisite items to be delivered** within seven days (07 days) of placement of Supply Order. Only bidders who can adhere to this schedule may participate in the bid as this office would not entertain any request for change in delivery schedule at any cost.
2. **Payment** - **Full payment will be made within 45 days after successful installation.** The Committee of Officers will have to certify that the items are as per specifications. Payment will be made by the office of Principal Controller of Defence Accounts, Ministry of Defence, New Delhi directly to the vendor/supplier through EFT.
3. **Price Bid** - The quotation of bid should clearly indicate the price per unit in Rupees with detailed specifications and applicable taxes like sales tax/VAT, Service Tax, Excise Duty etc for delivery at the office of DGDE. The price quoted should be for Government supply (if applicable).
4. **Validity of Bids** - The offer should be valid for at least 60 days.
5. **Modification and withdrawal of bids** : A withdrawal notice may be sent by fax but followed by a signed confirmation copy by post not later than the dead line for submission of bids. No bid shall be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified.
6. The firm should also provide the complete address along with telephone and fax no. of the designated person by whom after sales service / technical support would be provided. It should be ensured that complaints are attended to within 48 hours from the time of trouble shooting reported to the designated person.
7. The evaluation of Bids shall be done as per provisions of General Financial Rules (GFR), 2005, Government Orders in force. Price preference to Kendriya Bhandar/NCCF shall be applicable, if any, as per Orders in force.
8. The contract with the firm shall be interpreted under Indian laws and in case of any dispute between the contract holder and the Department, the sole authority for settlement of such dispute will rest with the arbitrator appointed by the Director General, Defence Estates, Ministry of Defence, Raksha Sampada Bhawan, Delhi Cantt.

