

By Speed Post

No 21014-1/2010-Admn-II
Government of India
Ministry of Agriculture
Department of Animal Husbandry, Dairying & Fisheries

Krishi Bhavan, New Delhi
Dated: 14th July, 2010

To,

As per list enclosed

Subject:- Quotation of rate contract for supply of consumables (Fax Tonner) for Fax Machines for the year 2010-11.

Sir,

Quotations for supply of consumables for 29 (Twenty nine) Fax Machines for the year 2010-2011 are hereby invited in sealed covers. Interested parties may send their quotations in sealed covers superscribed with words 'Quotations for supply of consumables for Fax Machines for the year 2010-2011'. The quotations may be dropped in the tender box kept in Room No.436-A Fourth Floor, Krishi Bhavan, New Delhi latest by **3.00 P.M. on 26.07.2010**. The quotations will be opened on the same day at 3 30 P.M. in Room No.436-A Fourth Floor, Krishi Bhavan,, in this Department in the presence of representatives of the firms who may wish to be present there. **A list of consumables for different makes/models of Fax Machines for which quotation are being invited is enclosed.**

2. The quotations and supply of articles there under will be governed by the following terms and conditions:-

(i) The supply order will be placed as and when required. The successful supplier will have to meet all the requirements of the Department immediately on receipt of the supply orders and in any case within a maximum period of 3 days from the date of supply order. However, the supply of urgent nature shall have to be made on the same day.

(ii) The rates for each item shall be both in words and figures and the price quoted at the time of submission of tender should remain valid for 45 days or further tender and the rates finalized on the basis of these prices shall remain in force during the currency of the contract which will normally be for a period of one year. It may be specifically noted that no changes in the accepted rates shall be allowed during currency of the contract.

(iii) If VAT or any other tax is payable in addition to the rates quoted, it should be specifically mentioned otherwise it will be presumed that the rates quoted are inclusive of VAT/any other tax. The firm should also have a valid TIN number.

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(iv) The delivery of items will have to be made in office premises at Krishi Bhavan, Rajendra Prasad Road, New Delhi. No Transportation/Cartage charges will be provided for the same.

(v) The product should be of genuine make and the Supplier Firm/Company should have authorization from the Principal Manufacturer to supply these consumables. An authenticated copy of valid documentation shall be produced alongwith the tender document. The Supplier Firm/Company shall be held responsible for supply of any defective consumables and the cost of same will be deducted from the bill if not replaced in time and suitable action will be taken as deemed fit. The decision of the Department on acceptance or otherwise of the products shall be final and binding.

(vi) The payment will be made on satisfactory delivery and receipt of goods in acceptable condition in Krishi Bhavan, New Delhi.

(vii) The Supplier Firm/Company must be registered with the concerned authority. It should have previous experience in supplying of such consumables etc. at least in three Government Departments/Public Sector Undertakings in Delhi. Necessary papers must accompany the quotation.

(viii) The Supplier Firm/Company applying for this tender would produce certificates for the previous financial year from the concerned authorities relating to the payment of Income Tax and any other taxes if, applicable.

(ix) Earnest money by means of a Demand Draft/Pay Order of Rs. 10,000/- (**Rupees Ten thousand only**) may be enclosed with the quotation which will be returned within a period of one month after finalization of the contract against the tender. It is also clarified that the quotations received without earnest money will be summarily rejected. The Demand Draft/Pay Order may be prepared in the name of Under Secretary (Administration), Department of Animal Husbandry, Dairying & Fisheries.

(x) The successful bidder shall have to deposit an amount of Rs. 15,000/- (Rs. Fifteen thousand only) as Performance Security by means of Fixed Deposit Receipt from a Nationalized Commercial Bank which shall be prepared in the name of Under Secretary (Administration), Department of Animal Husbandry, Dairying & Fisheries. The Performance Security shall remain valid for a period of sixty days beyond date completion of all contractual obligations of the Supplier Firm/Company.

(xi) Rates charged by the Supplier Firm/Company shall not exceed the prevailing rates charged by it from others for similar consumables for digital duplicators & fax machines. Any violation in this regard shall be viewed seriously by the Department which besides deductions from bill shall entail cancellation of contract and bar on future dealings by the Department. The past performance with the Department shall be an important criterion in awarding fresh contract.

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(xii) The contract shall normally be awarded to the lowest (for majority of the items in case of multitude items tender) evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the tender letter. The Department reserves the option to select more than one Supplier Firm/Company for award of contract for different items to ensure uninterrupted supplies during the currency of the contract.

(xiii) If the bidders have any objection with regard to the terms and conditions of the tender, the same may be pointed out within 10 days of the issue of tender documents.

(xiv) The Department of Animal Husbandry, Dairying & Fisheries reserves its right to terminate the contract at any time without assigning any reason. The contractor will not be entitled to claim or any compensation against such termination.

(xv) All matters/disputes pertaining to the tender and the rest of the contract shall be settled by the Head of Department or officer nominated by him for the purpose. The contract terms are interpretable under applicable Indian Laws.

3. The prospective bidders are free to seek any clarifications/see the kind of requirements Department is looking for. The Section Officer (Admn-II), Room No.531, Krishi Bhavan, New Delhi-110 001(Telephone No. 23385116) may be contacted with prior appointments on any working day before tender opening.

Yours faithfully,



(S.C. Khatri)

Under Secretary to the Govt. of India

Copy to:- Dir(Tech.) NIC, DADF, for updating this on the web-site of the Department.
This has standing approval of JS(A&DD).

ANNEXURE

LIST OF CONSUMABLES(FAX TONNER) FOR USE IN DIFFERENT MAKES/MODELS OF FAX MACHINES INSTALLED IN THE DEPARTMENT OF ANIMAL HUSBANDRY, DAIRYING & FISHERIES

Sl.No.	Make	Model	No. of Fax Machine installed in the Department	Rate per unit
1	Panasonic	Panasonic KX-FM-131X	1	
		Panasonic KX-FM-131FX	1	
		Panasonic KX-FM-131	6	
		Panasonic KFX-100	1	
		Panasonic KXFM-131 BX	1	
		Panasonic KX F-130 BX	1	
2	Modi Xerox	Modi Xerox.F-2800	1	
3	Canon	Canon-12159	1	
4	Samsung	Samsung-SF-565-PR	16	
Total			29	