

Tele : 26171076

Government of India  
Directorate General NCC  
West Block-IV, Wing No.4  
RK Puram, New Delhi-66

**Tender Enquiry No.0947/IT/DGNCC/Budget**

To,

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Dear Sirs,

On behalf of the President of India, I invite tender for the supply of stores detailed in said schedule.

2. The conditions of contract which will govern any contract made are contained in Pamphlet entitled "conditions of contract for contracts concluded by DG NCC, as amended and those contained in the Pamphlet containing **General Terms and Conditions governing the Rate Contract** and the Instructions to Direct Demanding Officers (DDOs). Special conditions governing the Rate Contract and any other special conditions attached to this invitation to tender will also form part of the conditions.

3. The above pamphlets and the lists of corrections thereto can be obtained on payment from HQ DG NCC, West Block-IV, RK Puram, New Delhi-110066.

4. If you are in a position to quote for supply in accordance with the requirement stated in the attached schedule, enclosed DGNCC form 1 & 2 should be duly filled in signed and returned to this office. You must also furnish with your tender all the information called for as indicated in the Tender Data Sheet and list attached. These attached document should also be returned with the tender duly filled, failing which your tender will be treated as incomplete tender and will not be considered.

5. The offer should be submitted in one copy only in a sealed cover. The following particulars should invariably be written on the top of the cover :-

- (a) Tender No.
- (b) Time and date of Tender Opening.
- (c) Name of Firm.

The offer must be dropped in the **Tender Box of P&F Dte (Budget) of DGNCC** kept near the Reception on or before the due time and date for submission of the offers. The technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. No late/delayed offer shall be entertained under any circumstances.

Your faithfully,

  
(J Patro)

Director (Finance)  
for and on behalf of President  
of India



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Government of India  
Directorate General NCC  
West Block-IV, Wing No.4  
RK Puram, New Delhi-66

Cost of Tender : Rs.100/-

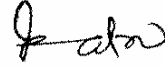
**Tender Enquiry No.0947/IT/DGNCC/Budget**

Time and Date of Receipt of Tender By : 10.30 am on 08 Aug 2011  
Time and Date of Opening of Tender : 11.00 am on 08 Aug 2011  
Offer to remain valid for acceptance upto : 01 Year from the date of conclusion of  
RC Period from the date Rate Contract

Estimated Annual Drawal ( in lakhs) : 30 Lakh (approx)

The details of Store are as under :-

Ser No.	Description of Stores	Unit
0947	Computer consumables i.e. Cartridges/Toners – As per enclosed Appendix 'A' (Make- HP/EPSON)	number



for & on behalf of the President of India

## GENERAL TERMS & CONDITIONS

This Rate Contract and Supply Orders placed against the rate contract are governed by the "General Terms & conditions" as contained in the following :-

- (i) "Conditions of Contract for contracts concluded by DGNCC."
- (ii) "General Terms & Conditions governing Rate Contract and instructions to DDOs."
- (iii) "Special Conditions of Rate Contract."

### 1. TENDER DOCUMENT:-

The complete tender document consists of :-

- (a) Schedule to tender enquiry alongwith Annexure.
- (b) Form DGNCC- 1 & 2
- (c) List No. 1

**The tenderers are required to submit all the above documents completely filled, failing which their offer will be rejected without any considerations.**

### 2. PURCHASER

President of India

### 3. DUTIES & TAXES :-

#### (a) EXCISE DUTY

(i) The tenderer must clearly indicate the rate/quantum of Excise duty applicable and payable by them. They should also indicate their Excise Duty registration.

(ii) If a tenderer states that the Excise Duty is NIL, he must intimate the basis for the same and also confirm that no excise duty will be charged by him under any circumstances.

(iii) If a tenderer states that the Excise Duty is not applicable at present but will be charged extra if it becomes applicable later on, **their offer will be loaded by the normal rate of Excise Duty for the equitable comparison of prices.** If however, the tenderer confirms that they shall not charged any Excise Duty even if it becomes payable at a later date for whatever reasons, no loading of Excise Duty in such a case will be done.

#### (b) SALES TAX:-

Tenderers must indicate the rate (s) of VAT/Local Sales Tax (as may be applicable) and Central sales Tax. In case, they are exempted from payment of sales tax, a copy of the exemption Certificate issued by the appropriate authority may be furnished.

(c) **OCTROI DUTY AND LOCAL TAXES :-**

Normally, the stores supplied to Government Department against Government Contracts are exempted from levy of town duty, Octroi Duty, Terminal Tax and other levies of local bodies against production of Exemption Certificate from authorized officers. Whenever required, the Contractors should approach the purchaser/indentor/Consignee for the same in time along with despatch details to avoid payment of such local taxes or duties.

4. **PAYING AUTHORITY.**

Principal Controller of Defence Accounts, "G" Block, New Delhi - 110 011.

5. **PAYING TERMS OF DELIVERY & DESPATCH INSTRUCTIONS.**

Terms of Delivery - Free delivery at consignee's place/F.O.R. Destination.  
i.e. DGNCC West Block-IV, RK Puram, New Delhi-66

6. **FALL CLAUSE.**

As contained in Clause-15 of the booklet containing General Terms and Conditions governing Rate Contract.

7. **JURISDICTION/ARBITRATION CLAUSE.**

Jurisdiction is place of issue of the Rate Contract. Sole Arbitrator shall be nominated in writing by the authority agreed upon by the parties. For details refer Clause-22 of conditions of contract for contracts concluded by DG NCC.

8. **DELIVERY PERIOD.**

Tenderers are required to quote guaranteed daily rate of supply of subject store alongwith commencement period.

9. **NOTE FOR TENDER OPENING AND OFFER VALIDITY.**

Tenderers should note that, if the date of tender opening (or date upto which offer is to remain open) is declared a closed holiday by the Government, the tender shall be opened on the next working date (Offer shall remain open for acceptance till the next working day).

10. **REVOCAION/CANCELLATION OF RATE CONTRACT.**

As per Clause - 10 of General Terms & Conditions governing the Rate Contract.

11. **PACKING & MARKING.**

As contained in Clause - 10 of conditions of Contract for contracts concluded by DG NCC.

12. **EVALUATION CRITERIA.**

(a) Only those offers shall be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the tender, both technically and commercially.

(b) The lowest acceptable tender shall be considered for placement of rate contract after complete clarification and price negotiation, if considered necessary.

(c) **Parallel Rate Contract.** Based on merit of each case, parallel rate contract can be concluded with a number of firms.

13. **JURISDICTION OF COURT.**

The courts of the place from where the Tender Enquiry has been issued shall alone have jurisdiction to decide any dispute arising out of or in respect of the Tender Enquiry.

14. **TOLERANCE CLAUSE.**

Consequent to conclusion of rate contract by HQ DG NCC, the purchaser reserves the right to place order on the firm for additional quantity up to 25% at the rate contract rate at the time of award of contract or during the currency of the contract.

15. **IMPORTANT NOTES.**

Tenderers are required to quote as per terms and conditions of tender enquiry and only in "Tender Data Sheet" enclosed with the tender enquiry. Row can be suitably added against S. No. 6 'PRICES' of Tender Data Sheet, if required. Tenderers either quoting terms and conditions other than specified in the tender enquiry or quoting the other in the format different from "Tender Data Sheet" will be rejected summarily.

**TENDER DATA SHEET**

- 1. Tender No. : 0947/IT/DGNCC/Budget
- 2. Offer Validity :
- 3. Name of the Firm :
- 4. (a) Complete Address :
- (a) Telephone No(s). :
- (b) FAX No(s). :
- 5. Nomenclature and Specifications of Stores : Supply of Computer consumables i.e. Cartridges/Toners etc. As per Appendix attached (Make – HP/Epson)
- 6. Prices :
- 7. Terms of Delivery : Free delivery at consignee’s place/F.O.R. Destination i.e. DGNCC, West Block-IV, RK Puram, New Delhi-110066
- 8. Delivery Period : On Daily required basis

9. Excise Duty :-

Extra/Inclusive	Rate of Excise duty at which it will be charged

10. Sales Tax/VAT :-

Extra/Inclusive	Rate of Sales Tax/VAT at which it will be charged

- 11. Name & Address of your Bankers : (with IFSC Code)
- 12. (a) PAN No. and copy thereof :
- (b) Complete Address including : Ward/Circle of the I.T.O.
- 13. Sales TAX/TIN Registration No. : (enclose copy of the same)

14. Performance Report if any :  
(attach copy)

15. (i) I/We have understood all the instructions to the tenderers given in this tender and Pamphlet of Conditions of Contract and have thoroughly examined the specifications/Drawings and/or pattern quoted and my/our offer is to supply stores strictly in accordance with the requirements. I/We agree with all three conditions. I/We shall be bound by a communication of acceptance despatched within the prescribed time.

(ii) I/We confirm that the prices tendered by me/us are to the best of my/our knowledge and belief, not more than the prices usually charged by me/us for same nature/class or description to any other purchaser.

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Signature of Witness

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Signature of the Tenderer

[ Proprietor/Partner/Constituted  
Attorney Authorized by the Co. ]

Full Name & Address of the Person  
person  
Signing ( in BLOCK LETTERS)  
with identification proof.

Full Name & Address of the  
signing (in BLOCK LETTERS)  
with identification proof

**Note : Any change in statutory Duties/Taxes will be on Purchaser's Account.**

**List No.1**

**TENDERERS SHOULD FURNISH SPECIFIC ANSWERS TO ALL THE QUESTIONS GIVEN BELOW. TENDERERS MAY PLEASE NOTE THAT IF THE ANSWER SO FURNISHED ARE NOT CLEAR AND/OR ARE EVASIVE, THE TENDER WILL BE LIABLE TO BE IGNORED.**

1. Tender Enquiry No. 0947/IT/DGNCC/Budget due for opening on 08 Aug 2011.
2. Offer is open for acceptance till :
3. Whether the stores offered fully conform to the Technical Particulars and Specifications/Drawings, specified by the Purchaser. :
4. Brand of store offered :
5. Name and address of manufacturer :
6. Station of manufacture :
7. Please confirm that your have offered packing as per Tender enquiry requirements without any deviations :
8. **FOR MANUFACTURING FIRM**
  - (i) What is your installed capacity ?
  - (ii) What is your working capacity?
  - (iii) What is the existing load?
  - (iv) What portion of your capacity are you Prepared to reserve and allocate to this Rate Contract. :
  - (v) Are you -
    - (a) Holding valid industrial license(s), Registered license/registration Certificates Under the Industries (Development and Regulation) Act, 1951. If so, please give particulars of Industrial License/Registration Certificates. :
    - (b) exempted from the licensing provisions of the act for the manufacture of item(s) quoted against the tender. If so, please quote relevant orders and explain your position. :

Tender Enquiry No. 0947/IT/DGNCC/Budget due for opening on 08 Aug 2011.

Full name and address of the Tenderer, in addition to Post Box No., if any, should be quoted in all communications to this office

From,
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To
The Directorate General National Cadet Corps
West Block-IV, RK Puram, New Delhi -110066

Dear Sir,

I/We hereby offer to supply the stores detailed in the schedule hereto or such portion thereof as you may specify in the Acceptance of Tender at the price given in the said Schedule and agree to hold this offer open till \_\_\_\_\_. I/we shall be bound by a communication of acceptance within the prescribed time.

2. I/We hereby have understood the instructions of Tenderers, Conditions included in the pamphlet entitled "Conditions of Contract for contracts concluded by DG NCC and General and special Conditions of Contract governing the Rate Contract and have thoroughly examined the specification drawing and/or pattern quoted in the schedule hereto and am are fully aware of the nature of the stores required and my/our offer is to supply stores strictly in accordance with the requirements.

3. The following pages have been added to and form part of this tender .....

Here paste coupon in cases where coupons are supplied to Contractors on payment

Yours faithfully,

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Signature of Witness
with identification proof
Name :.....
Address .....
.....
.....
Dated .....

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Signature of the Tenderer
with identification proof
Name :.....
Address .....
.....
.....
Dated .....

**FORM DGNCC-2.**

Tender Enquiry No. 0947/IT/DGNCC/Budget due for opening on 08 Aug 2011.

From :-

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To

The Directorate General National Cadet Corps  
West Block-IV, RK Puram, New Delhi -110066

Dear Sir,

I/We hereby offer to supply the stores detailed in the schedule(s) annexed or such portion thereof as you may determine in strict accordance with the General and Special Conditions of Contract referred to below and specification(s) and details mentioned at the price(s) quoted in the said Schedules(s), delivery terms during the period being as stated therein.

2. I/We undertake that this offer shall not be retracted or withdrawn for and during 90 days from the date on which the tender is to be opened but may be bound by a communication of acceptance despatched within the prescribed time.

Yours faithfully,

(Signature of the Tenderer)

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Signature of Witness

Name :.....

Name :.....

Address .....

Address .....

.....

.....

.....

Dated .....

Dated .....

**CONDITIONS OF CONTRACT**

As contained in Booklet of Conditions of Contract for Contracts concluded by DG NCC and General and Special Terms and Conditions governing the Rate Contract and the Instructions to Direct Demanding Offers.

## Appendix 'A'

SI No.	Cartridge/Toner No.	.	Rate
1	6615	15 No	
2	9351	21 No.	
3	9352	22 No.	
4	8727	27 No.	
5	8728	28 No.	
6	51649 G	49 No.	
7	9362	850 No.	
8	9364	851 No.	
9	9361	854 No.	
10	HP CC 656 AA	901 Colour	
11	HP CC 654 AA	901 XL	
12	HP CC 660 AA	702	
13	Toner 7553 A	53A	
14	HP 920 (Black)	920 Black	
15	HP 920 XL (Black)	920 XL Black	
16	HP 920 XL (Cyan)	920 XL Cyan	
17	HP 920 XL (Yellow)	920 XL Yellow	
18	HP 920 XL (Magenta)	920 XL Magenta	
19	HP 4936 A Black		
20	HP 4937 A Cyan		
21	HP 4938 A Magenta		
22	HP 4939 A Yellow		
23	HP 9382 A		
24	HP 9381 A		
25	HP 9382 A		
26	HP 9385 A Black		
27	HP 9386 A Cyan		
28	HP 9387 A Magenta		
29	HP 9388 A Yellow		
30	HP C9396A ( 88 Black Hitam)	88 Black Hitam	
31	HP C9391 (88 XL Cyan)	88 XL Cyan	
32	HP C9392 (88 XL Magenta)	88 XL Magenta	
33	HP C9393 (88 XL Yellow)	88 XL Yellow	
34	HP CB317ZZ 862 Photo	862 Photo	
35	HP CB316ZZ 862 Black	862 Black	
36	HP CB318ZZ 862 Cyan	862 Cyan	
37	HP CB319ZZ 862 Magenta	862 Magenta	

<b>Sl No.</b>	<b>Cartridge/Toner No.</b>	<b>.</b>	<b>Rate</b>
38	HP CB320ZZ 862 Yellow	862 Yellow	
39	Toner 2612A	12A	
40	Toner A	15A	
41	Toner 5949 A	49 A	
42	CN 639Z HP 818 Black	818 Black	
43	CN 640ZZ HP 818 Colour	818 Colour	
44	HP CB 335ZZ	860 (775)	
45	HP CB 337ZZ	861(880)	
46	EPSON BLACK	TO491	
47	EPSON CYAN	TO492	
48	EPSON MAGENTA	TO493	
49	EPSON YELLOW	TO494	
50	EPSON LIGH CYAN	TO495	
51	EPSON LIGHT MAGENTA	TO406	
52	Epson T-1031 (Lgs Air)	T-1031	
53	Epson T-1032 (Lgs Air)	T01032	
54	Epson T-1033 (Lgs Air)	T-01033	
55	Epson T-1034 (Lgs Air)	T-01034	
56	Toner CC 388 A (88 A)	88-A	
57	Toner CB 436 A (36A)	36-A	
58	Toner 6000	6000	
59	Toner 6001	6001	
60	Toner 6002	6002	
61	Toner 6003	6003	
62	Toner CB 540 HP	540	
63	Toner CB 541 HP	541	
64	Toner CB 542 HP	542	
65	Toner CB 543 HP	543	
66	HP CD 971 AA Black		
67	HP CD 972AA Cyan		
68	HP CD 973 AA Magenta		
69	HP CD 974 AA Yellow		
70	Antivirus Quick Heal		
71	CD (R ) with cover		
72	CD (RW )		
73	DVD (R).		
74	DVD (RW )		
75	Jwel Case		
76	CD Cover		