

**National Green Tribunal .
(Principal Bench)**

Faridkot House, Copernicus Marg,
New Delhi-110001

Limited Tender Enquiry for Procurement of Tonner and Cartridges

No.NGT/(PB)/ 08/Store/2014

Dated: 07/02/2017

National Green Tribunal proposes to purchase Tonner and Cartridges for its official use. Accordingly sealed tenders are invited for Supply, of tonner and Cartridges from vendors/firms with the following details.

1. **Name of work :** Supply of Tonner and Cartridges
2. **Requirement :**

Sr. no	Particular
1	HP CC388A
2	HP Q2612A
3 (i)	TN240 BK
3(ii)	TN240 C
3(iii)	TN240 Y
3(iv)	TN240 M
4 (i)	TN 261 BK
4(ii)	TN 261 C
4(iii)	TN 261 Y
4(iv)	TN 261 M
5 (i)	HP CE 410A
5(ii)	HP CE 411A
5(iii)	HP CE 412A
5(iv)	HP CE 413A
6 (i)	HP – 4906A
6(ii)	HP – 4907A
6(iii)	HP – 4908A
6(iv)	HP – 4909A
7	TN-2280
8	HP CE278AC
9	HP CB436AC
10	T-4530 D (toner)
11	T-4530 D (toner)
12	NPG – 50 (toner)

3. Amount of E.M.D. Rs. 10,000/- (Ten Thousand Only)
4. Last Date and Time of Submitting Tender
Date and Time of Opening of Technical Bids:

1st Mar, 2017 at 3:00 **PM**
2nd Mar, 2017 at 4:00PM

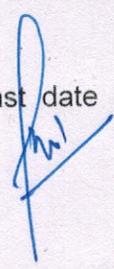


Mode of EMD and Tender fee: Tenderers should make separate D.D. for "EMD" in favour of "The Registrar General, National Green Tribunal" payable at New Delhi.

Important Note for the Bidder: Envelopes Superscribed with "**Tender for Procurement of Toner and Cartridges**" shall be addressed to "The Registrar General, National Green Tribunal, (Principal Bench) Faridkot House, Copernicus Marg, New Delhi-110001" and dropped in the Tender Box on or before _ / _ /2017, Kept for the purpose near R& I Section.

TERMS AND CONDITIONS

1. Prices quoted shall be Firm and strictly as per specifications and shall be inclusive of all charges. The taxes must be quoted clearly and separately. If the taxes are not quoted separately, it will be presumed that the rates quoted are inclusive of taxes.
2. Though NGT prefers to deal with manufacturers/Principal manufacturers directly, it may also consider the offer received through its authorized channel partners, provided the principal manufacturers authorize the said channel partner in this regard.
3. The Bidder shall ensure that they have rendered satisfactory performance during the last three years and the order/orders placed subsequently should not have been cancelled and closed by any department of Government of India or Public Sector Undertaking in the last three years due to unsatisfactory performance. All such firms whose order/contract have been cancelled or closed or the firms debarred are not eligible to apply. Any suppression of material facts or discrepancy in this respect will lead to disqualification of the bid.
4. NGT reserves the right to accept or reject any or all Bids including the lowest Bid/s without assigning any reason. The decision of the NGT will be final and binding on all concerned. The prices quoted by the bidder should be firm and definite.
5. Bids are liable to be summarily rejected due to incomplete information/incorrect information/non fulfillment of technical qualification. NGT's decision in this regards shall be final.
6. The quantities indicated in **Annexure-II** are tentative and may be increased /decreased at the sole discretion of the NGT and the Bidder shall have no right to claim any minimum/definite volume of business.
7. The bidder shall submit all the documents as indicated in the Technical Bid Performance in support of their eligibility failing of which the bidder will be disqualified.
8. The payment for the ordered item would be made after the articles have been received and found in order. Normally payment shall be made through a crossed cheque /E- payment system within reasonable time of the receipt of goods to our entire satisfaction.
9. The rates should be valid at least for one year from the last date of receipt of quotations/Tenders.



10. All the columns of the annexure attached shall be duly filled in separately. The rates shall be quoted both in figures and words. The Tender should be signed by the authorized signatory of the firm.

11. The payment will be made on actual basis after receipt of goods as per specifications. In case the goods are rejected these have to be removed by the supplier at his own cost.

12. No payment will be made in advance for any supplies under this tender. The valid documentary proof of Sales Tax, VAT/Service Tax Registration No. & details of Income Tax registration (PAN) should be submitted along with the quotation. Tribunal reserves the right to accept or reject any tender without assigning any reason.

13. The Tribunal reserves the right to verify/seek confirmation of all original documentary evidence submitted by the venders in support of the tenders, specifications for eligible criteria. In case any information furnished by vender is found false/incorrect the tender will be rejected.

14. Earnest Money:

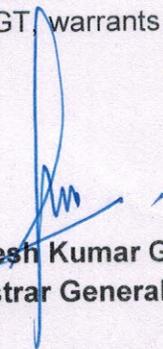
(a) The earnest money of all the unsuccessful tenderers will be returned as early as possible after the expiry of the period of the bid validity and after issue of the purchase order. No interest will be payable by the purchaser on the Earnest Money Deposit.

(b) **Forfeiture of Earnest Money:** The earnest money will be forfeited in the following cases:

- (i) When the bidder fails to commence the supply of items as per the purchase order within the prescribed period.
- (ii) When information/certificate/document furnished is found false at any stage.

15. Termination of Supply order :- The tribunal Shall have the right to cancel the supply order in part or in full in any of the following cases:-

- (i) The supply delayed for causes not attributable to natural calamity for more than 25 days after the scheduled date of Work Order.
- (ii) For any other reasons which, in the opinion of NGT, warrants cancellation of supply order.


(Mukesh Kumar Gupta)
Registrar General &HOO

(Technical Bid)

(To Be Filled By the Vendor/ Bidder)

1. Nature of work: Supply of Cartridges and Tonners.

2. Name of the Vendor :

3. Full Address of the Vendor:

4. Telephone/ Mobile No. / Fax:

5. Details of the D.D. For E.M.D Amount (Refundable):
D.D. No. _____ dated _____ drawn
from the bank _____

6. PAN of the Company:

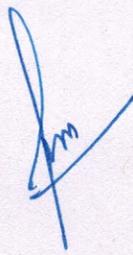
7. Service tax Registration number (if any):

5. VAT (TIN No.) if any:

6. Details of works carried out with Govt. Department
in the last three years. (Enclose copy of work order)

7. Annual turnover for last three years.
(Enclose Income Tax Return)

- *8. Whether work order/contract received from Govt.
Department was cancelled / closed or firm was
debarred.



Seal and Signature of the bidder/ Vendor

: - Financial Bid:-

Rates Quoted should be net unit rate (Inclusive of all charges such as packing, forwarding, freight, labour and excise duty as applicable in various states and installation charges at sites, excise duty and sales tax/VAT as applicable should also be included while quoting the rates, failing which bidder will not be eligible for payment of the above levies). The price must be quoted in form given below in typed form only failing which the bid would be rejected. No price shall be quoted in hand writing.

S. No	Particulars	Quantity	Price per unit (Inclusive of Taxes) In figures and words	Total Amount I (Inclusive all taxes)
1	HP CC388A			
2	HP Q2612A			
3 (i)	TN240 BK			
3(ii)	TN240 C			
3(iii)	TN240 Y			
3(iv)	TN240 M			
4 (i)	TN 261 BK			
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11	T-4530 D (toner)			
12	NPG - 50 (toner)			

I accept unconditionally all the terms and conditions of the Bids document and undertake to abide by all of them.



Seal and Signature of the bidder/Vendor

Name:

Mobile no.

Address: