

**OFFICE OF THE DISTRICT & SESSIONS JUDGE :(HQs)
TIS HAZARI COURTS: DELHI.
E-TENDER NOTICE**

Tender ID No. 2015_DDC__ 81159

E-tender invited from eligible firms of repute with past experience in the same field and sound financial capability for the execution of supply of the following description. The tender/s complete in all respect should be submitted online on or before the dates as mentioned below:-

Name of work: Procurement of HP Cartridges for Printers.

S. No.	Name of Printer	Name of Cartridges	Total
1	HP-2035	505A	3854
2	HP-1022	2612A	722
3	HP-2015	7553A	156
4	HP-1505	436A	54
5	HP-3390	49A	92
6	Samsung ML 1610	ML-1610	12
			4890

EMD

Rs. 1, 00,000/-

Date of online Submission of Tender	01/05/2015 (11:00a.m) to 23/05/2015 (4:00p.m)
Last date for submission of EMD (At Tis Hazari Courts)	23/05/2015 (4.00 P.M)
Opening of the Technical Bid	- 23/05/2015 (4.00 P.M)
Opening of the Financial Bid	- 28/05/2015 (4.30 P.M)

The tender should be submitted ONLY ONLINE at <http://govtprocurement.delhi.gov.in> through Delhi Govt. e-procurement System after going through the terms and conditions available over there.

(MANOJ JAIN)

Additional Session Judge/Chairman
Centralized Computer Committee
Tis Hazari Courts, Delhi

**OFFICE OF THE DISTRICT & SESSIONS JUDGE :(HQs)
TIS HAZARI COURTS: DELHI.**

TENDER EVALUATION

The evaluation of the tender involves two stages scrutiny:

- (a) Technical Bid
- (b) Financial Bid

SUBMISSION OF TENDER

A TO BE SUBMITTED IN THE TENDER BOX

- (i) Earnest money of Rs. 1,00,000/- (Rupees One Lakh only) in the form of Demand Draft/ Bankers Cheque from a Nationalized Bank in favour of District & Sessions Judge,(HQs) Delhi payable at Delhi alongwith the copy of documents submitted online.
- (ii) Copy of all the documents submitted online
- (iii) Financial Bid separately sealed in an envelope scribed "Financial Bid" and Company's name on it.

DOCUMENTS TO BE SUBMITTED ONLINE

- (iv) Scanned copy of EMD as mentioned above.
- (v) Scanned copy of Certificate regarding non-depositing of EMD and registration status etc., if exemption is claimed.
- (vi) Scanned copy of PAN.
- (vii) Scanned copy of filing of VAT return for the latest assessment year.
- (viii) Scanned copy of acceptance of Terms and Conditions of NIT in the given format as Annexure-A.
- (ix) Scanned copy of Service Tax Registration.
- (x) Scanned copy of past performances.
- (xi) Scanned copy of "Non-black listing certificate".
- (xii) Scanned copy of Authority Letter from HP against this tender for a period of one year or more in favour of The District & Sessions Judge, (HQs) Delhi for the supply of cartridges for HP Printers. Original letter should be submitted alongwith draft in Tender Box at Room No. 232, Second Floor, Tis Hazari Courts. Delhi.

NOTE: * Only those firms who fulfill the aforesaid conditions as mentioned at Sl. No. (i) to (xii) shall be eligible for consideration in the next stage.

*** The tenderer/bidder should submit these documents as NSD (Non Sensitive Documents) from my space column provided to the bidder.**

(B) FINANCIAL BID

- (i)** Financial bid of only those firms will be opened which qualify in Technical bid.
- (ii)** Rates should be **quoted in Indian Currency including of VAT.**

Applicant firms should follow the instructions strictly. Applications not found in order are liable to be rejected. **IT MAY BE NOTED THAT NO REPRESENTATION WILL BE ENTERTAINED IN THIS REGARD.**

(MANOJ JAIN)
Additional Session Judge/Chairman
Centralized Computer Committee
Tis Hazari Courts, Delhi

**OFFICE OF THE DISTRICT & SESSIONS JUDGE :(HQs)
TIS HAZARI COURTS: DELHI.**

TERMS OF TENDER:-

Contract Period: As proposed the contract shall be of one year which may be extended for another one year on the same terms & conditions agreed upon by the parties based on the compatible price as per the market situation.

Delhi District Court requires Cartridges for use in Printers from time to time as per above details. It is proposed to enter into contract for a period of nine months from the date of contract with genuine/ reputed suppliers for supplying those items on the following terms and conditions:-

- i) The items mentioned at Sl. No. 1 to 6 of the requirements list are spread over different Delhi District Court Complexes.
- ii) The Cartridges of HP printers should be genuine and an Authority letter should be procured by the supplier from HP in favour of The District & Sessions Judge, Delhi in regard to this tender for execution of the contract for the entire duration of the contract/supply. If the material supplied is found to be of substandard quality, or having any manufacturing defect, the same will be returned and the Delhi District Court will not be responsible for any loss to the concerned supplier for such supply. Moreover, **such suppliers may be penalized including the blacklisting of the concerned firm by** Delhi District Courts.
- iii) The supplier shall be bound to accept back any cartridge found defective at the time of opening of the protective cover and/or printing seal as if it is a manufacturing defect, and the supplier shall be bound to replace the same or else adjust the price/rate of the same while settling the account.
- iv) As the requirement of this department is of urgent nature, if the services of supplier are found unsatisfactory or he is not able to supply the goods immediately, the job will be entrusted to any other firm/party at the risk of defaulting supplier. The suppliers will have to satisfy the Delhi District Court that the supplies will be made immediately.

- v) Interested firms are required to prove their competence for undertaking the job in question and also furnish their standing and goodwill through certificate from their earlier clients of reputed organizations mentioning the name, designation and telephone No. of the officers of those department. A photocopy of the PAN Card of the firm should also be furnished. **The quotation submitted without a photocopy of the PAN Card of the firm shall be summarily rejected.**
- vi) Bid should be accompanied with a Demand Draft/ Bankers Cheque for Rs. 1,00,000/- (Rupees One Lakh only) as earnest money drawn in favour of The District & Sessions Judge, (HQs) Delhi payable at Delhi, which will be retained as performance security by this department (till the contract remains in force. However, Kendriya Bhandar/ NCCF shall be exempted from submission of earnest money and copy of PAN Card. The earnest money of the unsuccessful bidders will be refunded. Other things being equal, Purchase Preference will be granted to KB/ NCCF, if the price quoted by these co-operatives is valid for full tenure of the contract and is within 10% of the L1 price and are willing to match the L1 price. No price preference over and above the L1 price shall be given to these co-operatives.
- vii) Tenderers may quote their unconditional **rates per item/unit** strictly as per list enclosed and the duration for which the price/rate shall remain valid.
- viii) The supplier will be responsible for delivery of the goods in good condition in the computer store of Delhi District Court Complexes situated at Tis Hazari, Karkardooma, Patiala House, Rohini, Saket and Dwarka, Delhi, at his own risk and cost within seven days of the placing of orders by e-mail/fax or registered letter, whichever is earlier.
- ix) The owner/ firm should be available on telephone and also on mobile so as to enable this department to call them in emergency cases. Therefore, telephone as well as mobile number(s) may also be given.
- x) The Contract may be extended as per mutual consent/agreement for further period upto the fresh sanction granted by Government of NCT of Delhi

E-tender enquiries are invited from eligible firms for the aforesaid subject. The tender complete in all respect should be submitted online before, the last date and time mentioned as above.

- The tender should be submitted in scanned copy neatly typed (preferably computer generated) and free from over writing/cutting, Correcting fluid should not be used in any case. Alterations unless legibly attested by the tenderers shall disqualify the tender. All the documents shall be serially numbered and signed by the tenderer.
- The vendors interested in participating in e-tender should have registration on e-procurement portal in Delhi Government and class II B digital certificate/signatures. For registration on e-procurement site, vendor may contact e-procurement help desk at Room No. 129, Level -I, Delhi Secretariat. I.P. Estate, New Delhi.

1. The **Physical (EMD) alongwith Copies of uploaded documents on e-procurement site and Authority Letter from HP** be put only in tender box kept in the custody of the Administrative Officer, Computer Branch, Room No. 232, Second floor, Tis Hazari Courts, Delhi (Ph. 011-23926867) up to 4.00 p.m. on or before **23/05/2015**.
2. **The envelope containing EMD must be superscripted the name/subject of Tender.**
3. **Rate should be quoted online in e-tender including of applicable taxes/VAT etc.**
4. The quantities of the items may be varied, as the purchase is not confined to a single lot. It will spread over the period mentioned above and quantity to be purchased at a time will depend upon the requirement.
5. The Delhi District Court reserves the right to terminate the contract at any time without assigning any reason during the period of contract.
6. After entering into contract, no supplier shall be permitted to increase their rates under any circumstance during the term of contract. **The vendor, who declines to supply at contracted price, will be barred from entering into any contract in future.**

7. Please ensure to make a specific mention in your bid to the effect that the terms and conditions mentioned above are acceptable to your firm in full. They may also mention that the rates quoted by them will be valid for nine months from the date of entering into contract.
8. The department (Delhi District Courts) reserves the right to accept or reject any or all the quotation(s) in full or part without assigning any reason. The decision of this department in this regard shall be final and binding on all. It shall not be obligatory on the part of the Delhi District Court to accept the lowest quotation and no explanation shall be given with regard to reason for rejection of quotation of any bidder.
9. Bidders shall not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
10. The department reserves the right to terminate any contract at any time before the expiry of the period covered under the contract without assigning any reason and without incurring any liability.
11. The tenderers who don't comply with any terms & conditions are likely to be rejected.
12. In case of any disputes between the parties, Delhi courts alone will have the jurisdiction and the matter shall be referred to an arbitrator who shall be an officer in the cadre of Delhi Higher Judicial Service to be nominated by Ld. District & Sessions Judge, Delhi.
13. When any working day is declare a holiday, then tenders will be opened on the next working day.
14. The tender form must be accepted unconditionally and any other counter terms and conditions by a firm would not be accepted / entertained in any case and the same may be rejected by the department assigning any reason. The acceptance should be given in the format as mentioned in the Annexure A.

(MANOJ JAIN)
Additional Session Judge/Chairman
Centralized Computer Committee
Tis Hazari Courts, Delhi

**DECLARATION REGARDING ACCEPTANCE OF
TERMS AND CONDITIONS CONTAINED IN THE TENDER DOCUMENTS**

To

Ld. District & Sessions Judge (HQs)

Tis Hazari Court Complex,
Delhi.

Respected Sir,

I have carefully gone through the Terms and Conditions contained in the Document (No. _____ dated _____) regarding Procurement of HP make genuine cartridges for HP Laser Jet Printers installed Delhi District Courts and wherever installed.

Terms and Conditions of the Tender Document are acceptable to my Company and the Company will be bound to abide by the tender terms & conditions.

I, further certify that I am an authorized signatory of my Company and therefore, competent to make this declaration.

Yours Very Truly,

Witnesses:

Name:

Designation:

Company Name & Address:

Place:

ANNEXURE -B

S. No.	Name of Printer	Name of Cartridges	Total
1	HP-2035	505A	3854
2	HP-1022	2612A	722
3	HP-2015	7553A	156
4	HP-1505	436A	54
5	HP-3390	49A	92
6	Samsung ML 1610	ML-1610	12
			4890

(MANOJ JAIN)
Additional Session Judge/Chairman
Centralized Computer Committee
Tis Hazari Courts, Delhi