

SUPREME COURT OF INDIA
(ADMN. MATERIAL) (P&S)

F.No. 2/HP & RICOH Cartridge/2019/SCI(AM)

Dated: 27.06.2019

Last date of Tender: 18.07.2019

NOTICE INVITING TENDER FOR
AWARDING OF RATE CONTRACT FOR SUPPLY OF RICOH AND HP
TONERS/CARTRIDGES TO THE REGISTRY

Sealed tenders are invited only from the OEM Companies of RICOH and HP and their Delhi and NCR region based Authorised dealers as per proforma enclosed herewith as **Annexure 'A'** for awarding of rate contract for supply of the following Ricoh Toners/Cartridges for Ricoh color Laser Printers and HP Toners/Cartridges for HP Laserjet/Multifunction Printers for use in the Registry, as and when required during the period of two years.

RICOH PRINTER TONER/CARTRIDGES:-

S. No.	Description – RICOH Consumable	To be used in RICOH Printer No.	Approximate Requirement (Per annum) in Nos.
1	Cartridge SP C430A (black)	RICOH SP C431DN (Color laser printer)	15
2	Cartridge SP C430A (Yellow)	-do-	15
3	Cartridge SP C430A (Cyan)	-do-	15
4	Cartridge SP C430A (Magenta)	-do-	15
5	Black Drum Unit SP C430	-do-	As per requirement
6	Color Drum Unit SP C430	-do-	As per requirement
7	Drum for printer SP 3600 DN	SP 3600 DN	60

HP TONERS/CARTRIDGES:-

S. No.	Description – HP Toners/Cartridge No.	To be used in HP Printer No.	Approximate Requirement (Per annum) in Nos.
1	HP CE255A	HP Laserjet Pro MFP M521DN	200
2	HP CF287A	HP Laserjet Enterprise M 506DN	350

S. No.	Description – HP Toners/Cartridge No.	To be used in HP Printer No.	Approximate Requirement (Per annum) in Nos.
3	HP CE278AC	HP Laserjet Printer Pro P 1566	350
4	HP 932A (Black)	HP Officejet 7110 Wide Format-Printer (Wireless Printer)	20
5	HP 933XL (Cyan)	HP Officejet 7110 Wide Format-Printer (Wireless Printer)	20
6	HP 933XL (Yellow)	HP Officejet 7110 Wide Format-Printer (Wireless Printer)	20
7	HP 933XL (Magenta)	HP Officejet 7110 Wide Format-Printer (Wireless Printer)	20
8	HP CB540A (Black)	HP Colour Printer model CP 1215	As per requirement
9	HP CB541A (Cyan)	HP Colour Printer model CP 1215	As per requirement
10	HP CB542A (Yellow)	HP Colour Printer model CP 1215	As per requirement
11	HP CB543A (Magenta)	HP Colour Printer model CP 1215	As per requirement
12	HP CF214A	HP Laserjet Enterprise 700M 712DN	As per requirement

The actual quantity may increase or decrease during the year. Interested parties, if so desire, may contact Ms. Padma Sundar, Branch Officer, Admn.Material (P&S) telephonically or personally visit at Reception Counter No.42 for any clarification on any working day between 10.30 A.M. and 4.00 P.M. (except Saturdays & holidays) on Telephone Nos. 23111483 and 23112235.

A. TENDER

1. The tender may be sent in sealed envelopes superscribing (a) Earnest Money for supply of Ricoh & HP Toners/Cartridges and, (b) Financial Bid for supply of Ricoh & HP Toners/Cartridges by post sufficiently early so as to reach the Registry within date and time or may be delivered to the undersigned. If tender is sent through Special Messenger, an authority letter from the tenderer with proof of identity may also be given to the Messenger so that he/she could show the same alongwith his/her own identity proof to the Reception Officer at Reception Counter No.42 for issuance of entry pass.

2. The tenderer is expected to examine all the instructions, Proforma's terms & conditions and specifications in the tender documents. Failing to furnish all information required by the tender document in any respect will be at the tenderer's risk and may result in the rejection of the tender.

3. The tender must be received not later than the date & time specified for submitting the same. In case, the date of submitting the tender will be declared as holiday by the Govt. of India then next working day of the Registry will be treated as due date of Tender.

2. TERMS AND CONDITIONS OF TENDER

4. The tenderers are required to quote their lowest rates for the items detailed in **Annexure'A'** enclosed herewith and the rates should be valid for a minimum period of 180 days from the date of opening of Tenders. The tenderer shall not be entitled during the said period of 180 days to revoke or cancel its tender or to vary the tender or any terms thereof.

5. The tenderers are required to send their tender alongwith Demand Draft drawn in favour of "The Registrar (Admn), Supreme Court of India" towards Earnest Money Deposit of **Rs. 11,000/- for supply of RICOH Toner/Cartridges** and of **Rs. 2,15,000/- for supply of HP Toners/Cartridges respectively** (Name of the firm, telephone number and name of the item may be written on the reverse side of the Demand Draft). If EMD is exempted, Certificate has to be submitted alongwith the tender documents.

6. Earnest Money Deposit of tenderers would be returned by way of RTGS/NEFT or cheque after the contract has been finally awarded to the successful tenderer. A copy of cancel cheque is required to facilitate refund of EMD amount

7. Hypothetical or conditional Tender shall not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, EMD submitted by tenderer may be

confiscated in future and the tenderer may be debarred to participate in the tender process of the Supreme Court

8. The Registry will deal with the tenderer directly and no middlemen/commission agents etc. should be asked by the tenderer to represent the cause and they will not be entertained by the Registry.

9. Over-writing/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.

10. The Registry, in its discretion, reserves the right to reject or accept any or all tenders, partly or completely, at any time without assigning any reason thereof.

11. Each tenderer has to certify that all the terms and conditions are acceptable to him.

3. **TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER**

12. The successful tenderer shall have to deposit **performance security of Rs. 30,000/- for supply of RICOH Toners/Cartridges and Rs. 5,35,000/- for supply of HP Toners/Cartridges respectively** by way of Bank Guarantee drawn in favour of "The Registrar (Admn), Supreme Court of India, New Delhi." The Bank Guarantee will be released after two months from the date of expiry of the contractual period or after 60 days from the date of final bill payment and after satisfactory supply of the material, whichever is later.

13. (a) The tenderers are required to quote their lowest rates which should be valid for a period of two years.

(b) The Tenderers should specifically state whether rates are inclusive of GST (as applicable); if not, it will be deemed that rates are inclusive of GST

14. Execution of the supply is to be done very expeditiously but not later than three days, and in emergency the supply has to be executed on the same day itself.
15. The supply of genuine Ricoh and HP Toners/Cartridges shall be required to be made within the stipulated time on conveyance of Purchase Order and in case supply is not made within the stipulated time and the Registry is forced to make short purchase to meet the emergent demand, the tenderer will be liable to make good the loss due to difference which the Registry may directly deduct from Bill/Security Deposit.
16. Supply of Ricoh and HP Toners/Cartridges are to be made on bill basis. The payment is normally made after full supply is received and accepted as per specifications/requirement.
17. Even after awarding the rate Contract, the Registry reserves the right to terminate the same at any time, if the services of the tenderer are not found satisfactory.
18. **The OEM Company may submit a bid either in its own name or through any of the authorised dealer, who has to provide services of supply of materials to Supreme Court of India. The bid without confirmation of the original equipment manufacturing company regarding authorization to sell the product shall not be considered.**
19. The tenderer shall give an undertaking (**as per Annexure 'B'**) that the firm/ Partners/ Director/ Proprietor has not been blacklisted and its business dealings with Central/State Government/Public Sector units/ Autonomous bodies have not been banned/ terminated on the account of poor performance.
20. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.

21. The tenderer shall have to submit the ink signed **Authorisation Certificates** from **OEM Companies** to sell RICOH and/or HP Toners/Cartridges in their own name/organisation with the date of validity of the Authorisation.

22. The materials supplied will be inspected by an Inspection Committee of Senior Officers of the Registry and in case the supply is not found in conformity with the approved specifications and any complaint is received about its quality and performance during the course of their use/utilization, the entire supply will have to be replaced with the good quality exactly commensurate with approved specifications at the cost of the tenderer. The decision of the Committee in this regard shall be final.

23. The payment will be made only after full supply is received and accepted as per approved specifications against single supply order.

4. PENALTIES

24. If delivery is not made in given time and the Registry is required to make purchase from outside at higher rates, the loss, if any, sustained by the Registry would be recovered from the tenderer.

25. Irrespective of the fact as to whether or not the Registry makes purchases from outside, the Registry may impose penalty upto 1% **per day** of total cost of delayed articles, or of forfeiting the performance security if the delay is due to wilful laches or negligence on the part of the tenderer irrespective of inconvenience caused to the Registry.

26. The Security Deposit shall stand forfeited in case of breach of any of the conditions mentioned herein or if the supply of the items is found unsatisfactory/not as per specifications.

5. INVITATION OF TENDER

Interested parties may send their Tenders in two sealed envelopes superscribing (a) "Earnest Money for supply of RICOH & HP Toners/Cartridges, and (b) "Tender for supply for RICOH & HP Toners/Cartridges addressed by name to the undersigned so as to reach **on or before 18.07.2019** upto 3:00 P.M. which will be opened on the same day at 3:30 P.M. in the Registry by a Committee of Officers in the presence of the tenderers or their authorized representatives who may wish to remain present there at that time. The tenders received after due date and/or time or without Earnest Money Deposit will not be entertained. In the first instance, the envelopes containing EMD will be opened. Thereafter, the envelopes containing tender documents will be opened.

Sd/-
(Basu Dev Sharma)
Additional Registrar (AM)

Encls : 'Annexures 'A'and 'B'

ANNEXURE 'A'**SUPREME COURT OF INDIA
Admn. Materials (P&S)****NOTICE INVITING TENDER
FOR****AWARDING OF RATE CONTRACT FOR SUPPLY OF RICOH AND HP
TONERS/CARTRIDGES TO THE REGISTRY**

(Proforma to be filled by the Tenderer with Reference to Notice Inviting Tender dated 27.06.2019 for Supply of RICOH & HP Toners/Cartridges)

1. Name of the Tenderer with Address:
2. Name of the Contact person with
Telephone /Mobile No.
FAX No.
E-mail
3. GST Registration Number : (Copy to be attached)
4. PAN No. : (Copy to be attached)
5. (a) Details/rates regarding RICOH toner/Cartridges:

RICOH TONER / CARTRIDGES:-

. No.	Description – RICOH Toner/Cartridges	Rate (per unit) Rs.	Percentage of GST	No. of Pages to be Printed
1	Cartridge SP C430A (black)			
2	Cartridge SP C430A (Yellow)			
3	Cartridge SP C430A (Cyan)			
4	Cartridge SP C430A (Magenta)			
5	Black Drum Unit SP C430			
6	Color Drum Unit SP C430			
7	Drum for printer SP 3600 DN			

4. (b) Details/rates regarding HP Toners/Cartridges.

HP TONERS/CARTRIDGES:-

S. No.	Description – HP Toners/Cartridge No.	Rate (per unit) Rs.	Percentage of GST	No. of Pages to be Printed
1	HP CE255A			
2	HP CF287A			
3	HP CE278AC			
4	HP 932A (Black)			
5	HP 933XL (Cyan)			
6	HP 933XL (Yellow)			
7	HP 933XL (Magenta)			
8	HP CB540A (Black)			
9	HP CB541A (Cyan)			
10	HP CB542A (Yellow)			
11	HP CB543A (Magenta)			
12	HP CF214A			

5. F.O.R Supreme Court Godown :

6. Delivery Schedule :

7. Whether rates are inclusive of GST (as applicable). Please mention it clearly . :

8. Whether RICOH & HP Authorisation Certificates are enclosed with tender document :

9. Name & address of the Govt. Offices etc.
of which the tenderer s having the contract (For Cartridges/Toners)
with name of contact person and his telephone/
mobile number :

10. Details of previous experience in the field
& infrastructure of the Company :

11. Details of annual turnover :

12. Whether all the terms & conditions of the N.I.T
are agreeable :

- 13 Whether No dues certificate from Department of
Trade & Taxes and copies of the returns Submitted
to the department in enclosed :

- 14 Whether EMD is submitted or Certificate for
its exemption is enclosed :

Dated:

Signature with stamp

ANNEXURE 'B'

UNDERTAKING

I/ We undertake that (name of the company) has not been blacklisted/ banned by any Government Department/ Public Sector undertaking/ Autonomous Body.

Signature of the authorised signatory
of the firm/ company/ organisation/
Official Stamp/ Seal.

Date:

Place: