

**No. D-15011/04/2016-Admn(NPPA)**  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Pharmaceuticals  
National Pharmaceutical Pricing Authority

3<sup>rd</sup> & 5<sup>th</sup> Floor  
YMCA Cultural Centre Building  
1, Jai Singh Road, New Delhi-110001  
Dated: 02.08.2016

**NOTICE INVITING TENDER**

**Subject: Tender Notice for supply of Printer Cartridges in the National Pharmaceutical Pricing Authority for a period of one year from the date of awarding the contract.**

Tender Notice containing item-wise rates are invited from reputed suppliers/distributors for the supply of Printer Cartridges (as specified in **Annexure-III**) for official use in the National Pharmaceutical Pricing Authority.

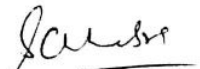
2. The tenders should be submitted in two sealed covers:

(A) The first sealed cover should be superscribed "Technical Bid" and should contain:-

- i. The proforma at Annexure- II duly filled in along with all supporting documents mentioned therein.
- ii. Agency profile, including previous experience of supplying stationery items to Central/State Government offices and Central/State PSUs etc.
- iii. Acceptance of terms and conditions of the tender given in Annexure- I.
- iv. An earnest money deposit of 20,000/- (Twenty Thousand only) in the form of Demand Draft drawn in favour of PAO, Department of Pharmaceuticals payable at New Delhi, must be submitted along with the technical bid, failing which the bid shall not be considered valid. But firms registered with the Ministry of Micro, Small and Medium Enterprises will be exempted from depositing earnest money subject to submission of copy of necessary certificate from MSME.
- v. All other required documents as stipulated in the terms and conditions (Annexure- I).


(B) The second sealed envelope superscribed "Financial Bid" should contain only rates in the format given at Annexure-III.

(C) Both the sealed covers should be placed in the main sealed envelope superscribed "**Quotation for Supply of Printer Cartridges**" addressed to the Under Secretary (Admn.), National Pharmaceutical Pricing Authority (NPPA), 5<sup>th</sup> floor of YMCA Cultural Centre Building, 1, Jai Singh Road, New Delhi- 110001.



3. Interested firms may send their sealed quotations as explained above to the Under Secretary (Admn.), National Pharmaceutical Pricing Authority, 5<sup>th</sup> floor, YMCA Cultural Centre Building, 1, Jai Singh Road, New Delhi- 110001, **latest by 6:00 PM on 23.8.2016.**

उत्तरा / उत्तर / DANU / 2016  
Under Secretary (Admn.)  
National Pharmaceutical Pricing Authority  
औषध विभाग / Dept. of Pharmaceuticals  
रसायन एवं उर्वरक विभाग  
Ministry of Chemicals & Fertilizers  
नई दिल्ली / New Delhi-110001

  
(Sanjay Chhabra)  
Under Secretary (Admn.)  
Tel: 23746643

Copy to:

- (i) US (SRM), Department of Pharmaceuticals, Shastri Bhawan, New Delhi : With the request to upload the same on the e-procurement portal.
- (ii) Consultant (VKT), Department of Pharmaceuticals : With the request to upload the same on the website of the Department of Pharmaceuticals.

Terms & Conditions for tender for supply of Printer Cartridges in the National Pharmaceutical Pricing Authority

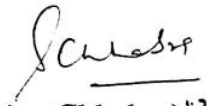
1. This tender is for supply of Printer Cartridges as listed in Annexure-III.
2. The firm participating in the tender should have an annual turnover of Rs 50 lakh and more per year for the supply of Printer Cartridges. The firms must attach supporting document in this regard.
3. The firm should have completed successfully tenders (for supply of Printer Cartridges) having total value of Rs. 4 lakh in the offices of Central / State Govt. or Central/ State PSUs. Copies of necessary satisfactory performance certificates, clearly mentioning the value of the contract, in this regard should be enclosed by the firm.
4. The firm/agency should have neither been blacklisted by any Government Department/PSU nor should there be any criminal case registered/pending against the firm/agency or its partners/owners. An undertaking in this regard should be submitted by the firm/agency.
5. The contract shall remain in force for one year unless terminated earlier by either party by giving the other party three months notice in writing. However, NPPA reserves the right to terminate the contract at any time without assigning any reason and without giving any notice. The decision of the NPPA in this regard shall be final and binding on the firm.
6. The firm is required to quote for all items given in Annexure-III. Incomplete or part quotations will be rejected.
7. The price quoted by the firm should be realistic and viable.
8. Bid containing price per unit only to be indicated in the prescribed format at Annexure-III. The tendering firms must quote the rates in words as well as in figures for all the items. The firm should quote the rates clearly without any overwriting/cutting. In case any discrepancy is found in rates quoted in words and figures, the rates quoted in words will be treated as final and bid will be evaluated accordingly. VAT/Sales Tax/other charges, etc. if any should be mentioned specifically separately, failing which no claim will be entertained at a later stage.
9. The financial bids of only those firms will be opened whose technical bids are qualified. If all other things in the financial bid are in order, the L1 bidder will be decided keeping in view the rates quoted by the firms in respect of all items, i.e., total of rate quoted (in column 5 and 6 of Annexure—III) for each item x estimated requirement of each item (column 4 of Annexure-III). The whole tender will be awarded to only one L1 bidder and it will not be split into two or more firms.



10. The rates would be valid for a period of one year from the date of awarding the contract and they should be inclusive of delivery charges to the office of NPPA mentioned above. The suppliers will be responsible for delivery of goods in good condition at their own cost. The rates mentioned in the quotation, if accepted, will not be allowed to be enhanced, except taxes, during the period of the contract. The rates of the tax, if chargeable, should be clearly mentioned.
11. The successful firm will be fully responsible for supply of original and brand new cartridges (in the original sealed packaging) of the brands specified in Annexure-III. Refurbished or refilled cartridges will not be accepted. If at any stage (before/after installation/usage of any cartridge) it is found that the firm has not supplied original and brand new cartridge(s), a penalty of double the price of the such cartridge(s) will be levied on the firm which will be recovered from its pending bills and Performance Security Guarantee.
12. If any cartridge does not work properly or its ink leaks or for any other reason if NPPA is not satisfied with the quality of the cartridge, NPPA reserves the right to reject the same and the firm will have to replace the same with a new one.
13. Successful firm will have to supply the cartridges within 24 hours after issuance of supply order. In case the firm fails to supply any cartridge(s) within 24 hours, the same will be procured from open market and the difference of cost, if any, will be recovered from security money or from pending bills of defaulting firm and necessary action
14. The tendering firms must submit all documents/certificates mentioned in the Tender Notice including DD of Rs. 20000/- as EMD in favour "PAO, Department of Pharmaceuticals payable at New Delhi, failing which the tender will not be considered valid and is liable to be rejected.
15. The firm is also required to submit an undertaking that none of the near relatives of the owners/partners of the firms are working in NPPA on a permanent/temporary basis.
16. The successful firm shall deposit Performance Security Deposit of Rs. 50,000/- (Rupees fifty thousand only) in the form of Bank Guarantee/ Fixed Deposit (valid for a period of 15 months) of a nationalized bank drawn in favour of Pay and Accounts Officer, Department of Pharmaceuticals, New Delhi which will be refunded to the firm on successful completion of contract, after meeting the liability, if any, due to NPPA.
17. The actual requirement of printer cartridges may vary from what is indicated in Annexure-III, which is only an estimate.
18. No advance payment will be made.
19. NPPA reserves the right to reject any or all tenders without assigning any reason thereof.



20. The tenderers may represent themselves personally or through their authorized representative, if any, at the time of opening of tenders.
21. In case of breach of any terms and conditions of the contract, the Performance Security Deposit of the firm will be liable to be forfeited by NPPA besides annulment of the contract.
22. All matters/disputes pertaining to the tender and resultant contract shall be settled by the Chairman, NPPA or officer nominated by him for the purpose, whose decision shall be final and binding on all parties. The contract terms are interpretable under the applicable Indian Law and subject to the jurisdiction of Delhi Courts.
23. Interested firms may send their sealed quotations to the Under Secretary (Admn.), National Pharmaceutical Pricing Authority, 5<sup>th</sup> floor, YMCA Cultural Centre Building, 1, Jai Singh Road, New Delhi- 110001, latest by 6:00 PM on 23.8.2016. Tenders will be opened at 3:00 PM on the next working day where firms/agencies may be present personally or through their authorized representatives.



(Sanjay Chhabra)<sup>02/8/16</sup>

Under secretary (Admn)

राज्य/उपसचिव/SANJAY CHHABRA  
अवर सचिव / Under Secretary  
राष्ट्रीय औषध मूल्य निर्धारण प्राधिकरण  
National Pharmaceuticals Pricing Authority  
औषध विभाग / Dept. of Pharmaceuticals  
राज्य एवं उर्वरक विभाग  
Ministry of Chemicals & Fertilizers  
नई दिल्ली / New Delhi-110001

**Annexure-II**

**TECHNICAL BID FOR SUPPLY OF PRINTER CATRIDGE IN THE OFFICE OF NPPA**

Sl. No.	Particular Item	To be filled by the tenderer
1.	Name of the Firm/Agency	
2.	Details of EMD	
	Amount	
	Draft No.	
	Date	
	Issuing Bank	
3.	Whether exemption from submitting EMD is claimed by the firm. If yes, please enclose copy of necessary certificate from Ministry of Micro, Small and Medium Enterprises	
4.	Date of establishment of the agency/firm	
5.	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person.	
6.	What is the annual turnover of the firm ? (please enclose necessary documentary proof)	
7.	PAN, TIN and VAT Number (copy to be enclosed)	
8.	Service Tax Registration Number (copy to be enclosed)	
9.	Whether the firm is blacklisted by any Government Department or any criminal case is registered/pending against the firm or its owner/partner anywhere in India. If no, please enclose an undertaking in this regard.	
10.	Whether an undertaking has been enclosed that none of the near relatives of the bidder/firm are working in NPPA on a permanent/temporary basis.	
11.	Length of experience of supplying printer cartridges to the offices of Central / State Govt. offices or Central/ State PSUs. (please enclose documentary proof)	
12.	Whether the firm has completed successfully tenders (for supply of printer cartridges) having total value of Rs. 4 lakh in the offices of Central / State Govt. or Central/ State PSUs. If yes, copies of necessary satisfactory performance certificates, clearly mentioning the value of the contract in this regard should be enclosed by the firm.	
13.	Whether a copy of the terms and conditions	

*J. S. S.*

	(Annexure-I), duly signed, in token of acceptance of the same, is attached.	
14.	Whether agency profile is attached	
15.	List of other clients	

Date:  
Place:

Signature of the authorized person  
Name:  
Seal:

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**FINANCIAL BID**

**ANNEXURE-III**

Sr. No.	Particulars of Cartridges	Name of the brand	Estimated Quantity required in one year	Per unit rate including all charges except taxes (in Rs)	Per unit rate including all charges except taxes (in Rs) (in words)	Taxes (in %), if any
				5	6	7
1	2	3	4			
1	Tonner Cartridge No. 7516 A	HP	06			
2	Tonner Cartridge No. 7553 A	HP	18			
3	Tonner Cartridge No. 5949 A	HP	18			
4	Tonner Cartridge No. 2612 A	HP	16			
5	Tonner Cartridge No. 278 A	HP	40			
6	Tonner Cartridge No. 388 A	HP	26			
7	Ink jet Cartridge No. 685 A	HP	12			
8	Tonner Cartridge No. CE320A	HP	04			
9	Tonner Cartridge No. CE321A	HP	04			

*Signature*



10	Toner Cartridge No. CE322A	HP	04			
11	Toner Cartridge No. CE323A	HP	04			

*[Handwritten signature]*

Signature of the authorized person with signature and date