



# Satyawati College

## सत्यवती कॉलेज

ASHOK VIHAR, PHASE-III, DELHI-110052

अशोक विहार, फेज-III, दिल्ली-110052

Website : [www.satyawati.du.ac.in](http://www.satyawati.du.ac.in), E-mail : [principal@satyawati.du.ac.in](mailto:principal@satyawati.du.ac.in)

Fax / फॅक्स : +91-27446953, Phone / फोन : +91-11-27240406, +91-11-27219570

**NAAC ACCREDITED "A" GRADE**

### TENDER NOTICE

29.07.2019

Satyawati College invites tenders under Two Bids System (Technical and Financial) from reputed & eligible agencies for **Printer Toner Service** for Satyawati College, initially for a period of one year.

Item	Details/Date
EMD	Rs.1,000/-
Tender Document Cost	Rs.500/-
Bid Document Download Start Date	29.07.2019
Bid Submission Start Date	29.07.2019
Bid Submission End Date	19.08.2019 till 11.00 am
Bid Opening Date	19.08.2019 at 12.30 p.m.

#### 1. TECHNICAL AND QUALIFYING CRITERIA

- 1.1 The Bidder must have an average annual turnover of Rs.1,00,000/- or more for the last three years in the relevant field. Copy of Chartered Accountant certificate for the last three years, viz., 2016-17, 2017-18 and 2018-19 in support of turnover is to be uploaded with the Technical Bid.
- 1.2 Self-attested Copies of Valid Registration Certificate of the Agency/Firm, GST Registration Certificate and PAN Card have to be attached with Technical Bid.
- 1.3 Registration under GST is mandatory.
- 1.4 An Undertaking shall be submitted by the bidder on its letter head that workers without any Criminal/Immoral background, will be put on duty.
- 1.5 The bidder must submit an Undertaking on its letter head he has not been blacklisted by any State Government/Central Government/Public Sector Undertaking/University in India in last 3 years. If, it is subsequently established or found that the bidding firm has given any false information or facts or has suppressed facts or manipulated the documents etc., the earnest

money deposit or the performance security deposit, as the case may be, will be forfeited and no excuse what so ever will be entertained therefore.

- 1.6 The bidder should submit the certificate that all the terms & conditions indicated in the tender document are acceptable to it. (Annexure- III)
- 1.7 The bidder should furnish information in the prescribed Performa only.

## **2. TERMS & CONDITIONS**

- 2.1 Conditional bids shall not be accepted.
- 2.2 The rates to be approved in this tender shall be valid for the whole of the period of the contract and no upward revision will be allowed during the period of the contract. No escalation will be considered at any point of time during the contract.
- 2.3 After award of contract, it shall be the responsibility of the successful bidder to provide required service as and when required by the College, on same date, time & venue. In case, the contractor fails to provide the service, the College reserves the right to hire service from firms at the risk and cost of the firm.

The cost difference between the alternative arrangements and tender value will be recovered from the bidder.

- 2.4 The bidder must not make any compromise on providing the services. In case it is found at some stage that the services are not provided as per terms and conditions, the contract is likely to be cancelled and suitable penalty will be imposed on the bidder, as decided by the College.
- 2.5 Applicable taxes should be mentioned separately in the Invoice(s) if any.
- 2.6 The financial bids of those bidders shall be opened whose papers are found suitable as per specifications given at point no. 3. The financial bids of those bidders whose technical bids are not found suitable shall not be opened at all.
- 2.7 The bidder is required to provide the contact details of a nodal person who can be contacted for services even at a short notice, in case of any exigency.

- 2.8 Any sum of money due and payable to the bidder, including the Security Amount, deposited under this contract shall be appropriated by the College and set off against any claim of the College for the payment of a sum of money arising out of this contract or any other contract with the College.
- 2.9 The contract can also be terminated if the approved vendor dishonors the contract in any way, then the security amount deposited shall be forfeited.
- 2.10 The College reserves the right to terminate the contract at any time without assigning any reasons thereof.
- 2.11 "Technical Bid" shall comprise of all documents as per Annexure-I.
- 2.12 "Financial Bid" shall comprise of the price bids as per format in Annexure-II.
- 2.13 Tender acceptance letter must be signed by the authorized signatory of the bidder with seal. (Annexure-III)
- 2.14 Tender documents cost and EMD should reach the Principal, Satyawati College, Ashok Vihar, Phase-III, Delhi-110052, before the end date and time of bid submission. Failing which offer will be liable for rejection.

### **3. EARNEST MONEY DEPOSIT**

- 3.1 Earnest Money Deposit is not required to be submitted by those bidders who are registered with Central Purchase Organization e.g. DGS&D or National Small Industries Corporation (NSIC)/Micro Small Medium Enterprises (MSME). Relevant document would be required to be furnished along with the Technical Bid.
- 3.2 The Earnest Money (EMD) of **Rs.1,000/-** (Rupees One thousand only) in the form of Demand Draft/FDR issued by a Nationalized/Commercial Bank in favour of "**Principal, Satyawati College**" must reach the Satyawati College, Ashok Vihar, Phase-III, Delhi-110052, on or before the closing date & time of bid submission. The Earnest money shall be accepted with a minimum validity of 06 months in the form of FDR and shall be in favour of "**Principal, Satyawati College**", payable at Delhi.

3.3 Bids without Earnest Money Deposit (EMD) shall summarily rejected. In case of successful bidder, the earnest money deposit will be returned on submission of Performance Bank Guarantee.

3.4 In the case of unsuccessful bidders, the Earnest Money Deposited will be refunded without any interest.

**4. PERFORMANCE GUARANTEE:**

4.1 The Performance Guarantee of **Rs.10,000/-** (Rupees Ten thousand only) shall be deposited by the successful bidder within 10 days after issuance of the Work Award letter. The Performance Guarantee shall be accepted in the following form and shall be in favour of "**Principal, Satyawati College**", payable at Delhi with a validity of months as under:-

**i. Fixed Deposit Receipt (FDR) of a nationalized bank (16 months validity)**

4.2 The Performance Guarantee will be returned without any interest after the completion of all formalities under the contract.


4.3 In case of non-submission of Performance Guarantee within specified time, the earnest money will be forfeited and the College debarred him from doing business with College.

4.4 If, after award of the contract, the successful bidder (L-1) fails to provide required service, the contract is liable to be cancelled alongwith forfeiture of performance bank deposit and other consequential actions, debarred from doing business with College.

**5. TERMS OF PAYMENT:**

5.1 The payment will be made on weekly billing basis.

5.2 Payment will be released through RTGS/NEFT only, subject to deduction of applicable taxes.

  
**PRINCIPAL**

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**TECHNICAL BID**

Name of the Firm	
Address	
Telephone Number	
Website, if any	
Email ID	
Contact Person with Mobile No.	
Status Proprietary/ Partnership/ Pvt./ Public Ltd. Co.	
PAN Number (Enclose Copy)	
GST Number (Enclose Copy)	
TIN Number (Enclose Copy)	
Service Tax Number (Enclose Copy)	
Details of past experience (Enclose Copy)	
Mode/Details of Earnest Money	
Total value per year of Business during the last three years (Attested certificate from the Chartered Accountant should be attached)	
Bank Details	

**Declaration:-**

I hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not be allowed to have any dealing with the College in future.

(Signature with Stamp of Tenderer)

**FINANCIAL BID****Declaration:-**

SR. NO.	NAME OF PRINTER	MODEL NO.	ITEMS	RATE TO BE QUOTED
1	HP	HP Laserjet M1005 MFP	CARTRIDGE REFILL	
			CARTRIDGE PURCHASE	
			DRUM REPLACEMENT	
2	HP	HP Laserjet 1536 dnf MFP	CARTRIDGE REFILL	
			CARTRIDGE PURCHASE	
			DRUM REPLACEMENT	
3	HP	HP Laserjet M1136 MFP	CARTRIDGE REFILL	
			CARTRIDGE PURCHASE	
			DRUM REPLACEMENT	
4	HP	HP Laserjet 1020 Plus	CARTRIDGE REFILL	
			CARTRIDGE PURCHASE	
			DRUM REPLACEMENT	
5	HP	HP Laserjet Pro M104a	CARTRIDGE REFILL	
			CARTRIDGE PURCHASE	
			DRUM REPLACEMENT	
6	HP	HP Laserjet 1010	CARTRIDGE REFILL	
			CARTRIDGE PURCHASE	
			DRUM REPLACEMENT	
7	HP	HP Laserjet Pro MFP M226dw	CARTRIDGE REFILL	
			CARTRIDGE PURCHASE	
			DRUM REPLACEMENT	
8	HP	HP Laserjet CP1025 color	CARTRIDGE REFILL	
			CARTRIDGE PURCHASE	
			DRUM REPLACEMENT	
9	HP	HP Laserjet Pro MFP M128 fn	CARTRIDGE REFILL	
			CARTRIDGE PURCHASE	
			DRUM REPLACEMENT	
10	CANON	LBP-2900B	CARTRIDGE REFILL	
			CARTRIDGE PURCHASE	
			DRUM REPLACEMENT	
11	CANON	CPPC-L11121E	CARTRIDGE REFILL	
			CARTRIDGE PURCHASE	
			DRUM REPLACEMENT	
12	SAMSUNG	SCX-4321	CARTRIDGE REFILL	
			CARTRIDGE PURCHASE	
			DRUM REPLACEMENT	

13	SAMSUNG	SCX-4623FN	CARTRIDGE REFILL	
			CARTRIDGE PURCHASE	
			DRUM REPLACEMENT	
14	SAMSUNG	SCX-4321NS	CARTRIDGE REFILL	
			CARTRIDGE PURCHASE	
			DRUM REPLACEMENT	
15	SAMSUNG	SCX-4521 F	CARTRIDGE REFILL	
			CARTRIDGE PURCHASE	
			DRUM REPLACEMENT	
16	BROTHER	DCP-L25200	CARTRIDGE REFILL	
			CARTRIDGE PURCHASE	
			DRUM REPLACEMENT	
17	EPSON	L-405 COLOR	CARTRIDGE REFILL	
			CARTRIDGE PURCHASE	
			DRUM REPLACEMENT	
18	ZEBRA	GT820 (BAR CODE)	CARTRIDGE REFILL	
			CARTRIDGE PURCHASE	
			DRUM REPLACEMENT	
			<b>TOTAL=</b>	

**Note: Rates are exclusive of GST.**

**I hereby declare that the Rates quoted above shall remain frozen for a period of one year from the date of signing of Rate Contract.**

**(Signature with Stamp of Tenderer)**

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

Annexure-III

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Acceptance of Terms & Condition of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work:-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

\_\_\_\_\_  
\_\_\_\_\_

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. \_\_\_ to \_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.
5. I/we do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public Sector undertaking.
6. I/we certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,  
(Signature of the Bidder, with Official Seal)