

**GOVT OF NCT OF DELHI
OFFICE OF THE MEDICAL SUPERINTENDENT
ARUNA ASAF ALI GOVT HOSPITAL
5, RAJPUR ROAD, DELHI-110054**

**LIMITED TENDER ENQUIRY
FOR PROCUREMENT OF PRINTER CARTRIDGES/ TONER IN AAAGH**

EMD in form of FDR/DD : 5,000/-

Start date of issue of Tender : 25.04.2016

Last date for submission of Tender : 02.05.2016 Upto 2.00P.M.

Tender opening date & Time : 02.05.2016 at 3.00P.M.

Tender opening Venue : Room No.101, Medical Superintendent, AAAGH, 5-Rajpur Road, Delhi-54

**Sealed quotations are invited for Procurement of Printer Cartridges/ Toner in
AAAGH**

The tender forms with detailed Terms and Conditions shall be available on Delhi Govt. website at https://delhi.gov.in/wps/wcm/connect/doi_aruna/aruna_hospital/home/tenders and <http://delhi.gov.in/wps/wcm/connect/doi/Delhi+Govt/Delhi+Home/Tenders> . The same can be downloaded from the website free of cost. Firms may contact the office of Purchase officer for additional information/any clarification. In case, any holiday is declared by the Government on the day of opening of the Tender/Bids, the same will be opened on the next working day at the same time. Corrigendum if any in R/O this tender shall only be uploaded at the above website and will not be advertised in newspapers, the bidders are therefore advised to keep themselves updated regarding any corrigendum.

The tender form, completed in all aspects duly signed by Bidder/ Authorized person with stamp of the firm on each page should be put in tender box placed in the Room No. 102, AAAGH, 5-Rajpur Road, Delhi-54 before 02.05.2016 Upto 2.00 P.M., Late bids will not be accepted. Bids will be opened on 02.05.2016 at 3.00 P.M. by tender opening committee in the Room of Medical Superintendent, AAAGH, 5-Rajpur Road, Delhi-54 in the presence of bidders or their authorized representatives who may wish to be present on that day & time.

The M.S., AAAGH, 5-Rajpur Road, Delhi-54, reserves the right to accept or reject the tender without assigning any reason thereof.

**Dr. S.K. Bansal
Medical Superintendent
Aruna Asaf Ali Govt. Hospital**

TERMS AND CONDITIONS OF NOTICE INVITING TENDER

The following terms and conditions may be read carefully and complied with before submitting the tender/response to the proposal. These terms and conditions will not be modified except by a written addendum/corrigendum issued online only, by the Medical Superintendent, Aruna Asaf Ali Government Hospital, Delhi. No provision hereof shall be deemed waived until and unless such waiver is issued in writing and signed by Medical Superintendent. If any term and/or condition of this document are held invalid, the remaining document shall continue to be in full force and effect.

1. Bidding firm should not be black-listed/debarred by any government institution in the last 3 years. Such tenders shall be rejected.
2. The Self attested copy of TIN (Tax Invoice Number) must be provided.
3. The Self attested copy of VAT/ Sales Tax Registration must be provided.
4. The bidder will have to deposit earnest money as per the LTE along with Annexures I & II in physical form well within the tender submission date and time. FDR/DD should be in favour of Medical Superintendent, Aruna Asaf Ali Government Hospital, Delhi (valid for 90 days from the time of submission of the bid). Proposal without FDR/DD will be rejected.
5. If any information/documents furnished by Bidder are found to be incorrect/fake/forged at any time, the proposal/contract will be terminated without any notice and the Security Deposit/EMD will be forfeited.
6. In case the bidder fails to commence/execute the work as stipulated in the tender document or in the event of non-commencement or unsatisfactory performance; or if there is a breach of any terms and condition of the contract, Medical Superintendent, Aruna Asaf Ali Government Hospital, Delhi, reserves the right to withhold the payment and forfeit the security deposit as required.
7. Bidder will be abiding by all the terms & conditions of tender document.
8. **EXCLUSIVE RIGHT:** Medical Superintendent, Aruna Asaf Ali Government Hospital, Delhi has the full and exclusive right to accept or reject any of the proposals without assigning any reasons.

DR. S.K. BANSAL
MEDICAL SUPERINTENDENT
Aruna Asaf Ali Government Hospital, Delhi.

PROCEDURE OF SUBMITTING TENDER DOCUMENT

Tenderers should strictly follow the instructions given below:

1. The tender is required to be prepared in one sealed envelope super-scribed with **LTE for Printer Cartridges/ Toner in AAAGH**, Date of Opening, Name and Address of the Tenderer, containing two sealed envelopes i.e. One for Technical Bid & second for Price Bid.
2. **TECHNICAL BID**: The envelop should be super-scribed as “Technical Bid” for **LTE for Printer Cartridges/ Toner in AAAGH** and should contain –
 - a. EMD in the form of FDR/DD of Rs. 5,000/-
 - b. Identity Proof of Proprietor/ Authorized Person of the firm.
 - c. PAN No. to be quoted along with copy of supporting document.
 - d. TIN No. to be quoted along with copy of supporting document
 - e. VAT/ Sales Tax Registration Number (photocopy to be submitted).
 - f. Duly signed Undertaking as per Annexure-I.
3. **PRIC BID** : The envelop should be super-scribed as “Price Bid” for **LTE for Printer Cartridges/ Toner in AAAGH** and should contain:
 - a. Duly filled prescribed schedule as per Annexure-II, to quote the rates and it must be signed by the tenderer with stamp of the agency, otherwise the tender will liable to be rejected.
 - b. Conditional Price Bid will be rejected.

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UNDERTAKING

I have read all the term and conditions laid down in tender documents and I will abide by them. In future also, if any directions will be given by the M.S., AAAGH, will be followed and is further added that no criminal case is pending against me and my firm had not black listed from any Government/ Semi-Government Organization. I will be fully responsible for the quality of the items supplied/ service provided by me.

Signature of Authorized Signatory: _____

Name : _____

Address : _____

Telephone No : _____

Fax Number : _____

E-Mail : _____

Date : _____

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PRICE BID

LIMITED TENDER ENQUIRY
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Following Printer Cartridges/ Toner approximately 25 in quantity are required in AAAGH.

Sl. No.	Printer Model Name	Cartridge/ Toner Specification or Model	Rate per Unit in Figure (Inclusive of taxes)	Rate per Unit in Words (Inclusive of taxes)
1.	HP Printer Laser Jet P 3015	HP 55A		
2.	Samsung ML 3471 ND	APS 3470 Laser Toner Cartridge		
3.	HP Office Jet 4355 (All in one)	HP 21 & 22		
4.	HP Office Jet J 3608 (All in one)	HP 22 & 702		
5.	Konica Minolta Page Pro 1500W	Konica Minolta TNP 28		

Signature of Authorized Tenderer : _____

Name of Authorized Tenderer : _____

Name & Address of Firm: _____

Telephone No. : _____