

AGRICULTURAL SCIENTISTS RECRUITMENT BOARD
KRISHI ANUSANDHAN BHAVAN-I, PUSANEW DELHI-110012

F.No. 6(1)/2016-Genl. Admn.

Dated the 16th January, 2017

NOTICE INVITING TENDER THROUGH E-PROCUREMENT

Limited Online Bids are invited on behalf of Secretary, ASRB from the firms who are authorized dealers/ distributors/channel partners of OEMs for the rate contract for supply of **Tonner Cartridges/Cartridges for different kind of Printers & Fax Machines (Annexure-IV) installed at ASRB, KAB-I, PUSA, New Delhi-110012** for a period of one year with effect from date of award of final tender/contract. A Demand Draft of Rs.25,000/- (Rupees twenty five Thousand only) as earnest money and a DD of Rs.500/- as Tender Fee (not refundable) is to be made in favour of Secretary, ASRB payable at New Delhi addressed to Under Secretary (GA), ASRB, Krishi Anusandhan Bhawan-I, Pusa, New Delhi –110012. **There is no exemption to any firm from submission of earnest money deposit.**

The tender document contains the following:-

- Annexure-I -- The terms and conditions of the contract along with the detailed specifications of items
- Annexure-II -- “Instructions for Online Bid Submission”
- Annexure-III -- Technical Bid
- Annexure IV -- Financial Bid

CRITICAL DATE SHEET (Section)

Tender No.	6(1)/2016-Genl. Admn.
Name of Organization	Agricultural Scientists Recruitment Board Krishi Anusandhan Bhawan-I, Pusa, New Delhi -110 012
Tender fee	Rs.500/- (Not refundable)
Date and Time for Issue/Publishing	16 th January, 2017 6.00 P.M
Document Download / Sale Start Date and Time	17 th January, 2017 6.00 P.M
Pre Bid Meeting	27th January, 2017
Document Download / Sale End Date and Time	16 th February, 2017 10.00 A.M.
Bid Submission start Date and Time	19th January, 2017 3.00 P.M
Bid Submission End Date and Time	18 th February, 2017 10.00 A.M.
Date and Time for Opening of Technical Bids	20 th February, 2017 11.00 A.M.
Date and time of opening of financial bid	10th March, 2017 11.00 A.M.
Address of communication	Section Officer (GA), ASRB, Krishi Anusandhan Bhawan-I, PUSA, New Delhi –110012 Website: https://eprocure.gov.in/eprocure/app


(Daulat Ram)
Section Officer (GA)

Terms & Conditions

1. The tender form/bid documents may be downloaded from the website: <https://eprocure.gov.in/eprocure/app> . Online submission of Bids through Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual bids shall not be accepted.
2. Tenderers/bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> regularly. Any changes/modifications in tender enquiry will be intimated only by corrigendum through this website only. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Board reserves the right to accept or reject any or all the tenders.
3. The bidder should be an authorized Dealer/ Distributor/Channel Partner of OEM of Consumables /Cartridges /Tonner Cartridges (**as per Annexure –IV**) and should be in a position to deliver these consumables at Room No.101, ASRB, Krishi Anusandhan Bhawan-I, Pusa, New Delhi-110012 within a period of 24 hrs. of placing of supply order failing which Rs.100/- per day penalty will be imposed and will be deducted from the bill. The tendering firm should enclose documentary proof confirming their Dealership/Channel Partnership/ Distributorship of these consumables.
4. Firm/ bidder must have valid TIN/ Sales Tax Registration No. Enclose copy thereof.
5. Only original Tonner Cartridges/Cartridges are to be delivered for which the rates are to be quoted in the bid form. The number of pages printable from the cartridge as per OEM data are to be indicated in the last column of the Financial Bid. The Contract will be out rightly annulled in case any fake/ spurious or recycled cartridges are supplied. In such a situation, the security money deposited with ASRB will stand forfeited and the firm will be blacklisted for any participation of supply of goods/ services in future in the Board.
6. The rates furnished by the firm shall be valid for a period of one year from the date of issue of contract letter. No request for upward revision in rates shall be entertained. The contract could be extended for another period of one year subject to mutual agreement of both the parties. The successful firm shall be required to deposit security deposit within 10 days of issue of the contract letter and no deviation whatsoever shall be entertained in any case or else the EMD/ Security deposit shall be forfeited.
7. The order shall be placed with the successful bidder as and when required.

8. Only the firms having offices in Delhi/NCR region need to participate in tender.
9. Each page of the bid form must be signed by the firm/ authorized signatory for evaluation/making comparative statement of rates. Cutting/overwriting must be properly attested.
10. Bids incomplete in any form will not be considered. Bids received after the due date and time will not be considered.
11. The interested Firms are required to deposit an Earnest Money Deposit (EMD) of Rs.25,000/- (Rupees Twenty five Thousand only) in the form of Demand Draft from any Commercial Bank in favour of Secretary, ASRB which may be forwarded to Under Secretary (GA), ASRB, Krishi Anusandhan Bhawan - I, Pusa, New Delhi -110012. No interest will be paid on Earnest Money Deposit.
12. The successful bidder shall be required to furnish security deposit of Rs.50,000/- (Rupees fifty thousand only) in the form of Demand draft in favour of Secretary, ASRB which shall be refunded after successful completion of the contract without any interest there upon. The security deposit shall be valid for atleast for one month beyond one years' period after expiry of the contract.
13. No Bidder will be allowed to negotiate rates or any other terms & conditions after submission of bids.
14. The Firms are required to upload scanned copies of the following documents alongwith Technical Bid:
 - (a) Scanned copy of Earnest Money Deposit(EMD) and Tender Fee.
 - (b) Scanned copy of Firm's registration and VAT/TIN No.
 - (c) RTGS detail of the firm.
 - (d) Scanned copy of similar contracts of supply of Consumables items to Government Departments and three satisfactory reports.
 - (e) Undertaking that items shall be supplied as detailed in tender document.
 - (f) Scanned copy of Authorization of OEM as authorized dealer/distributor/channel partner.
 - (g) Scanned copy of terms & conditions of the tender document and each page duly signed by the tendering firm.

- 15.No request for advance payment or escalation of rates will be considered during the currency of the contract. The bills raised by the successful bidder should have all tax registration numbers printed on the bills.

- 16.The competent Authority in the Board reserves the right to cancel the contract any time during its validity period without assigning any reason thereof.

Daulat Ram
(Daulat Ram)
Section Officer (GA)

Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app>

REGISTRATION:

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS:

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS:

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS:

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) **Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/regd/ speed post/given in person to the Tender Processing Section, latest by the last date of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.**
- 5) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the while coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The serve time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS:

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

DETAILS OF THE FIRM

Earnest Money :- Rs.25,000/-	
Demand Draft No.	Signature
Date	Name of the Firm
Name of the Bank & Branch	Address
Telephone No.	Name of the Bank & Branch
	Account Type:
	IFSC code:

TECHNICAL BID

S.No.				
1.	Name of the Firm/Company/Agency			
2.	Address of the Firm/Company/Agency			
3.	Telephone No./Mobile No.			
4.	Scanned copy of Certificate of Registration			
5.	RTGS Detail of the firm			
6.	Annual Turnover (along with proof) (Scanned copy)	2012-13	2013-14	2014-15
7.	Service Tax Code No. and PAN No./VAT (scanned copy to be attached)			
8.	Scanned copy of Earnest Money Deposit			
9.	Scanned copy of similar contracts of supply of Consumables items to Government Departments and three satisfactory reports from the departments to whom supply has been made.			
10.	Undertaking that items shall be supplied as detailed in tender document.			
11.	Scanned copy of Authorization of OEM as authorized dealer/distributor/channel partner.			
12.	Scanned copy of terms & conditions of the tender document and each page duly signed by the tendering firm.			
13.	Name, Address & Telephone Number of the proprietor/partner/Director(Scanned copy)			

Yours Faithfully,

Date:
Place:

(Signature of the Authorized Person)

Name:

Designation:

Business Address:

Seal:

FINANCIAL BIDList of different kind of Toner Cartridges/Cartridges(Consumables) for different kind of Printers / Fax machines Consumables

Sl. No.	Name of Item	Per Unit Price (Rs.)* (in figures)	Per Unit Price (Rs.)* (in words)
1.	HP Laserjet 2612 A		
2.	HP Cartridge 5949A		
3.	HP Inkjet 853 A		
4.	HP Inkjet 855 A		
5.	HP Toner Q 2673 A		
6.	HP Toner 65 II-A (2420)		
7.	HP Cartridge 4936 A		
8.	HP Cartridge 4937 A		
9.	HP Cartridge 4938 A		
10.	HP Cartridge 4939 A		
11.	HP Toner 436A (Color)		
12.	HP Cartridge C 702/22 (Fax)		
13.	HP Toner Q 7551 A		
14.	HP Toner Q 7553 A		
15.	HP Toner Q 388 A		
16.	HP Toner CE 505 A		
17.	HP Toner Cartridge 540 A		
18.	HP Toner Cartridge 541 A		
19.	HP Toner Cartridge 542 A		
20.	HP Toner Cartridge 543 A		
21.	HP Toner Cartridge 971 A		
22.	HP Toner Cartridge 972 A		
23.	HP Toner Cartridge 973 A		
24.	HP Toner Cartridge 974 A		
25.	HP Toner Cartridge CE 278 A		
26.	HP Toner Cartridge CC 530 A		
27.	HP Toner Cartridge CC 531 A		
28.	HP Toner Cartridge CC 532 A		
29.	HP Toner Cartridge CC 533 A		
30.	HP Toner Cartridge 310		
31.	HP Toner Cartridge 311		
32.	HP Toner Cartridge 312		

33.	HP Toner Cartridge 313		
34.	HP IJ 3608 Colour Cartridge		
35.	Canon Fax Cartridge 328		
36.	Canon L-140 Cartridge FX 9		
37.	Canon JS 201 Cartridge PG 40		
38.	Xerox Phaser 3435 Toner Cartridge(Black)		
39.	Xerox Phaser Toner Cartridge 6500 (1601)		
40.	Xerox Phaser Toner Cartridge 6500 (1602)		
41.	Xerox Phaser Toner Cartridge 6500 (1603)		
42.	Xerox Phaser Toner Cartridge 6500 (1604)		
43.	Kyocera TK-594K		
44.	Kyocera TK-594M		
45.	Kyocera TK-594Y		
46.	Kyocera TK-594C		
47.	Kyocera TK-1114 5Y4A043		
48.	Xerox Phaser 3320 Printer		
49.	Samsung Toner Cartridge CLT 609B		
50.	Samsung Toner Cartridge CLT 609C		
51.	Samsung Toner Cartridge CLT 609M		
52.	Samsung Toner Cartridge CLT 609Y		
53.	HP Toner Cartridge CF400A-B		
54.	HP Toner Cartridge CF401A-C		
55.	HP Toner Cartridge CF402A-M		
56.	HP Toner Cartridge CF403A-Y		

*VAT extra as applicable

NB: The material will be provided in standard OEM packing of the manufacturing company, duly sealed and any repackaged material shall not be accepted.

AGRICULTURAL SCIENTISTS RECRUITMENT BOARD
KRISHI ANUSANDHAN BHAVAN-I,
PUSA NEW DELHI-110012

TENDER OF TONNER CARTRIDGES/CARTRIDGES FOR DIFFERENT KIND OF
PRINTERS & FAX MACHINES

SECRETARY, ASRB INVITES ONLINE BIDS FROM AUTHORISED DEALERS/DISTRIBUTERS/CHANNEL PARTNERS OF OEM REPUTED FIRMS FOR TONNER CARTRIDGES/CARTRIDGES FOR DIFFERENT KIND OF PRINTERS & FAX MACHINES INSTALLED AT AGRICULTURAL SCIENTISTS RECRUITMENT BOARD, KRISHI ANUSANDHAN BHAVAN-I, PUSA, NEW DELHI – 110012.

THE TENDER DETAILS MAY BE SEEN AND DOWNLOADED FROM THE HYPERLINK: <https://eprocure.gov.in/eprocure/app>.

THE RATES ARE TO BE QUOTED ONLINE AND ONLY ONLINE BIDS SHOULD BE SUBMITTED WITHIN STIPULATED DATE AND TIME. THE NOTICE INVITING TENDER, TERM AND CONDITIONS MAY BE DOWNLOADED FROM AFORESAID HYPERLINK. THE TENDER SHALL BE OPENED ON 20th FEBRUARY, 2017 AT 11.00 A.M.

Daulat Ram
(Daulat Ram)
Section Officer (GA)