



*Delhi Tourism*

*e-Tender  
for*

***Supply of Computer  
Stationary items and refilling  
works for DTTDC***

***Delhi Tourism & Transportation  
Development Corporation Ltd (DTTDC)***

**18-A, DDA SCO Complex, Defence Colony, New Delhi – 110024**

**Telephone Nos.: 011- 24618026, 24647005, Fax :. 011-  
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**Delhi Tourism & Transportation Development Corporation Ltd  
18-A, DDA, SCO Complex, Defence Colony  
New Delhi - 110024**

**Notice Inviting e-Tenders**

E-tenders from the Original Equipment Manufacturer (OEM) or their Authorized Suppliers/Distributors only and from Govt. Agencies who have signed MOU with the OEMs (on or before the date of publication of NIT) for supply of Computer Stationery Items and Refilling of Toner/Ink of printers, for DELHI TOURISM & TRANSPORTATION DEVELOPMENT CORPORATION LTD. 18-A, DDA, SCO COMPLEX, DEFENCE COLONY, NEW DELHI-110024, as mentioned in the tender for making a Rate Contract for minimum period 1 year, which may further be extended by DTTDC.

The NIT has been uploaded and is available along with terms and conditions at <https://govtprocurement.delhi.gov.in>.

**IMPORTANT DATES**

Date of Publication of Tender	21-08-2014 at 3.00 pm
Last date of download of tender	17-09-2014 at 2:00 pm
Last Date and Time of Bid Submission	17-09-2014 at 3:00 pm
Technical Bid Opening Date and Time	17-09-2014 at 4:00 pm
Financial Bid Opening Date and Time	To be intimated
Last Date for submission of EMD	17-09-2014 at 3.00 pm at DTTDC Head office, Defence Colony

- a) **Issue of Tenders:** -Tenders will be available for download on e-procurement site (<https://govtprocurement.delhi.gov.in>) as per schedule on e-procurement.
- b) **Closing Date/Time:** - As per schedule of e-Procurement.
- c) **Submission of Bids and Documents** – (i) Bids will be accepted through e-procurement site only as per the tender schedule. (ii) Original Demand Draft on account of EMD, other documents required under Technical bid will also be physically submitted to the Delhi Tourism & Transportation Development Corporation Ltd, 18-A, DDA, SCO Complex, Defence Colony, New Delhi – 110024, by the closing date and time of the tender. However, photocopy of Demand Draft of EMD and Undertaking along with other required documents will be uploaded with tender. If the all required document under Technical Bid are not submitted, the tender will not be entertained at any cost.
- d) **Opening of Tenders:** -Tenders shall be opened as per schedule on e-procurement.
- e) **Tendering Process** involves a 2-stage scrutiny: -
1. The Technical Bids shall be opened first.
  2. The Price bids of bidders, who qualify in Technical Bid, will be opened thereafter.
- f) **Validity of Tender and Price quoted:** -Validity of tender shall be 180 days from the date of tender opening and the rates quoted under this tender by the bidder will be valid for a minimum period of 1 years from the date of opening of the tender. In case of any extension by DTTDC, the same rates will remain valid for the period of extension.

**Important Instructions to be noted carefully by the Tenderers:**

**I. List of Documents to be Scanned and submitted in Technical Bid and Pre-qualification criteria: -**

- a. Demand Draft of Rs.20,000/-on account of EMD.
- b. Company Authorization letters from Samsung/ HP
- c. Your companies' empanelment with any Govt. agency, if any
- d. PAN, VAT and Sales Tax Registration certificate
- e. Certificate of minimum turnover of Rs.25.00 Lakhs in each year from Chartered Accountant for last 2 financial years ending on 31-03-2014
- f. List of recent regular customers with mobile numbers

**II. Price Bid**

Price Bid shall be submitted in the prescribed proforma as per Annexure on e-procurement site only.

**III. Delivery**

The items will be delivered to the concerned offices of DTTDC within 03 days of receipt of Supply Orders from respective offices. The periodicity and quantum orders shall be decided by respective units of DTTDC.

**IV. Penalty Clause**

In case of delayed / improper supply the Corporation may impose a penalty of Rs.200/- per day on the supplier, after seeking clarification from the supplier.

**V. Fall clause**

If at any time during the execution of the contract, the contractor reduces the sales price of such items, as are covered under this tender enquiry, to any organization (including the purchaser of any department of the Govt. of N.C.T of Delhi) at a price lower than this price quoted under this contract, the tenderer/supplier shall forthwith be liable to such reduction to the purchaser and the price payable under this tender for the items supplied after the date of coming into force of such reduction, the price of items shall stand correspondingly reduced.

**VI. Earnest Money Deposit (EMD-refundable)**

You are required to submit an EMD of Rs.20,000/- in form of a DD/ Pay order drawn in favour of "Delhi Tourism & Transportation Development Corporation Ltd.". This EMD would be retained for the successful bidder(s) by the Corporation and would be returned interest free to the other unsuccessful bidders. EMD of all successful bidders shall be retained as security deposit after the empanelment

**EMD Forfeiture** : The Corporation reserves the right to forfeit the EMD in case of unsatisfactory services to the Corporation.

Please note that NO PRICES SHALL BE INDICATED in the Technical Bid otherwise the Bid will be rejected outright without any further correspondence

## General Terms and Conditions

1. All bidders are required to submit self attested copies of authorization/distributor certificate with validity period of authorization and copy of MOU signed with OEM. The bidders who submit the tender, but are not OEM/ Authorized Suppliers/ Distributors, and Govt. Agencies who have not signed MOU with OEM will not be entertained.
2. The tender should be submitted in scan copy neatly typed (preferably Computer generated) and free from over writing/cutting. Correcting fluid should not be used in any case. Alterations unless legibly attested by the tenderer, shall disqualify the tender. All the documents should be serially numbered and signed by the tenderer.
3. **The tenderer will separately submit hard copy of all the documents those are attached as scan copy at the time of opening of tender at DTTDC Head office at Defence Colony. The tender will not be considered at all if the Technical Bid does not contain the required documents/certificates as mentioned in Technical Bid.**
4. The legal jurisdiction of this contract will vest in Delhi Court only. The vendors interested in participating in e-tender should have registration on e-procurement portal of Delhi Govt. and class III digital certificate / signatures.
5. For registration on e-procurement site, vendors may contact e-procurement help desk at 6 th Floor, C- Wing, Vikas Bhavan-II, (Near Metcalfe House), Civil Lines, Delhi-110054. Phone 011-23813523 (Monday - Friday, 09:30 to 18:00).
6. The rates quoted should be valid for a minimum period of 1 years from the date of opening of tender, which may be extended for further one year, if necessary. Order for the approved items under Rate Contract will be given as per requirements from time to time.
7. All items to be supplied must be of original manufacturers brands like HP, Samsung etc. only, and of best quality.
8. No compromise on quality would be made. In case it is found at any stage that the quality supplied is inferior and other than brand, the contract stands cancelled and firm would be blacklisted and no compensation will be paid for rejected stock / items supplied, for any reason whatsoever.

9. Tenderers would be required to make supplies of any quantity at all locations of the Corporation at your own costs.
10. The tenderer shall be responsible for delivery of goods at all locations in Good condition at his own risk and cost.
11. The Refilling Rates should be for the maximum content size of the cartridge/ toner.
12. DTTDC reserves the right to accept or reject any tender in part or full without assigning any reason thereof.
13. Locations/Units of DTTDC are as under: -

<b>SNo</b>	<b>Unit</b>	<b>Location</b>
1	Head office	Defence Colony
2	Liquor Division	Laxmi Nagar
3	Dilli Haat - INA	Opp. INA Market 1. Main office 2. Legal Division 3. Transport Division 4. Finance Division 5. B&B Division
4	Dilli Haat – Pitam Pura	Pitam Pura – 2 offices
5	Dilli Haat – Janak Puri	Janak Puri
6	Tourism Divison & Travel	Connaught Place 2 offices
7	DITTM	Chanakayapuri
8	Garden of Five Senses	Said ul Ajaib, South of Saket
9	Catering	Connaught Place

14. Important information to bidder:-While quoting and uploading the rate for the item quoted, bidders are advised to

go through the pack size, volume, length etc of the item as mentioned in the specification and quote the rate accordingly as per brand given, pack size, length etc.

15. The quantity and periodicity of orders shall be decided by respective units of DTTDC. The supplier will have to supply the ordered items as per work orders of the DTTDC units at their own costs.
- 16. The prices quoted by the bidder shall remain fixed in the contract as well as extended period decided by DTTDC.**
17. In the event of supplying such items at lesser rates to other Government Institution/Departments during the currency of such rate contract, the tenderer will refund the difference.
18. It shall be presumed that all the Terms & Conditions mentioned in the Tender have been duly accepted by bidder in the case he submits the Tender. No enquiries, verbal and written shall be entertained in respect of acceptance or rejection of the tender.
19. The MD & CEO, DTTDC shall be the final authority to reject full or any part of the supply, which is not in accordance with the required specification, terms and conditions of the tender/schedule. The decision of the MD & CEO, DTTDC, in this regard, shall be final and binding on the tenderer.
20. The MD & CEO, DTTDC has the full right to reject/withdraw/revoke/cancel whole or any part of the Tender or Supply Order at any stage without assigning any reason thereof.
21. No correspondence shall be entertained after opening of the Tenders.

**Chief Manager (IT)**  
**DTTDC**



## Financial Bid

### List of Computer Stationary Items for DTTDC

#### PROFORMA FOR SUBMISSION OF QUOTATIONS

Sl.No.	Printer/ Ink Number	Yearly Qty. (Approx.)	Make/ Model Required for new items	Rate New Item	Rate for refilling
	<b>HP-840</b>				
1	HP – 15	20	HP		
2	HP – 17	10	HP		
	<b>HP-1360</b>				
3	HP – 21	30	HP		
4	HP – 22	15	HP		
	<b>HP-3745/3845</b>				
5	HP – 27	30	HP		
6	HP – 28	15	HP		
	<b>HP-2210/2410</b>				
7	HP – 56	20	HP		
8	HP – 57	10	HP		
	<b>HP-2300 - Laxmi Nagar</b>				
9	HP-Q2610A	4	HP		

	<b>HP-5100 (A3) Laxmi Nagar</b>				
10	HP-C4129X	4	HP		
	<b>HP-5200N (A3) HO-Salary</b>				
11	HP-Q7516	8	HP		
	<b>HP-3050/ HP- 1010 (Travel Div.)</b>				
12	HP-12A	8	HP		
	<b>HP-6500 (Colour)</b>				
13	HP - 920XL (Black)	20	HP		
14	HP - 920XL (Blue/Cyan)	10	HP		
15	HP - 920XL (Yellow)	10	HP		
16	HP - 920XL (Red/Red)	10	HP		
	<b>HP-8100 (Colour)</b>				
17	HP - 950XL (Black)	20	HP		
18	HP - 951XL (Blue/Cyan)	10	HP		
19	HP - 951XL (Yellow)	10	HP		
20	HP - 951XL (Red/Red)	10	HP		

	<b>HP-1515- MD,GM,IT &amp; HP- 1312(PR)</b>				
21	CB540A	20	HP		
22	CB-541A	10			
23	CB-542A	10			
24	CB-543A	10			
	(Black, Cyan, Yellow, Red)				
	<b>HP-CLJM175 (MFP-Colour)</b>				
25	HP - CE310A (Black)	40	HP		
26	HP - CE311A (Blue/Cyan)	20	HP		
27	HP - CE312A (Yellow)	20	HP		
28	HP - CE313A (Red/Red)	20	HP		
28a	HP - CE314A (Imaging Drum)	10	HP		
	<b>HP-1505</b>				
29	HP-CB436	10	HP		
	<b>HP-P1566 (Laserjet Mono)</b>				
30	HP- 78A	50	HP		
	<b>SAMSUNG-1520-</b>				

	<b>Salary</b>				
31	ML-1520 D3	10	SAMSUNG		
	<b>SAMSUNG-1710 – CMD</b>				
32	ML-1710 D3	10	SAMSUNG		
	<b>SAMSUNG - 2010</b>				
33	ML-2010 D3	150	SAMSUNG		
	<b>Samsung - SCX4828FN (MFP)</b>				
34	MLTD-209S	6	SAMSUNG		
	<b>Misc. items</b>				
35	CD - 100 Nos.	50	Moserbaer- Pro		
36	CD - 50 Nos.	25	Moserbaer- Pro		
37	DVD - 50 No.	30	Moserbaer- Pro		
38	DVD - 10 No.	20	Moserbaer- Pro		
39	CD Cover - Paper / Plastic-100 pkt.	200	Paper/ Plastic		
40	CD Cover - Plastic for keeping 2 CDs with membrane 100 pc set	200	-		
41	Speaker Set	10	iBall/ Creative		

	Head Phone with Mic	10	iBall/ Creative		
42	Pen Drive - 4 GB	50	Transcend/ Kingston		
43	Pen Drive - 8 GB	50	Transcend/ Kingston		
44	Pen Drive - 16 GB	50	Transcend/ Kingston		
45	Pen Drive - 32 GB	40	Transcend/ Kingston		
46	Hard Disks - 500 GB	10	Seagate		
47	Hard Disks - 1000 GB	10	Seagate		
48	Keyboard - Normal/PS2/USB	40	Logitech/ TVSChamp		
49	Mouse - Normal/PS2/USB	40	Logitech/ TVSChamp		