

**LEGISLATIVE ASSEMBLY SECRETARIAT
NATIONAL CAPITAL TERRITORY OF DELHI
OLD SECTT., DELHI**

F.No.16(83)/2016/LAS/CT/5810

Dated : 29.7.16

To

Computer cell,
Delhi Legislative Assembly Old Sectt.,
Delhi-54 with the request to upload the quotation on
departmental website.

Sir,

Subject: Regarding invitation of quotations for procurement of Master roll & Ink Cartridges for Duplo DPS 550 at Delhi Legislative Assembly Sectt.

The Delhi Legislative Assembly Secretariat intends to award the Annual Contract for the procurement of Master Roll & Ink Cartridges for Duplo DPS 550 installed in the premises of the Delhi Vidhan Sabha. Therefore, quotation in sealed cover is invited for the same. **You are hereby requested to furnish item wise rates as per the annexure attached.** Quotations must be submitted in favour of "Head of the Office/Dy. Secretary, Room No. 127, Delhi Legislative Assembly Secretariat, Old Secretariat Delhi 110054" on or before **19/08/2016 at 2.00 P.M.** positively. The quotations will be opened on the same date i.e. 19/08/2016 **at 2.30 P.M.** by the Purchase Committee in presence of bidder (s) if any. The approved rates of L-1 Bidder shall be valid with this Sectt. for a period of One year from the acceptance of the rates by the Assembly Secretariat.

All papers to be submitted and terms & conditions in token of having accepted them should be signed by the Proprietor of the firms.

Encl: As above.

Yours faithfully,


Deputy Secretary/CT

TERMS & CONDITIONS

01. Sealed quotations are invited for Annual Contract for the procurement of Master Roll & Ink Cartridges for Duplo DPS 550 installed in the premises of the Delhi Vidhan Sabha. The sealed quotation on the prescribed performa duly filled in should be submitted and addressed to the Head of the Office/Deputy Secretary, Delhi Legislative Assembly Secretariat".
02. Quotation should be marked on envelop "QUOTATION FOR ANNUAL CONTRACT FOR THE PROCUREMENT OF MASTER ROLL & INK CARTRIDGES FOR DUPLO DPS 550.",
03. The firm whose quotation is accepted being the L-I Bidder shall deposit Performance Security for an amount of Rs. 5,000/- (Five Thousand Only/-) in any of the following forms i.e. an Account Payee DD or Fixed Deposit receipt from a Commercial Bank, or Bank Gurantee from a Commercial Bank in favour of DDO, Delhi Vidhan Sabha within 10 days from the date of issue of award of work by this Secretariat. No interest will be payable on this amount. In case of breach of contract by the contractor, the Performance Security shall be forfeited by the Government and the firm shall be blacklisted in addition to the termination of the contract.
04. The contract/rates shall be valid upto the period of One Year from the date of issuance of work order by this Secretariat. The Secretariat shall reserve the right to curtail or to extend the validity of contract on year-to-year basis on the same rates and terms & conditions at the discretion of the Secretariat.
05. The column shall be clearly filled in ink legibly or typed and the tenderer shall take care that the rate may be written in such a way that interpolation is not possible.
06. No advance payment will be made and the payment will be made only after completion of works.
07. The Secretariat reserves the right to terminate the contract at any time if the services are not found satisfactory.
08. Payment will be released within one month of received of items & bills as per satisfaction of end user.
09. In the event of the firm's failure to comply with the order placed by the Secretariat the date indicated on the order, the Secretariat will be entitled to make other arrangement from other source. The quotation will stand for a period of One year with effect from the opening of the quotation.



Arbitration

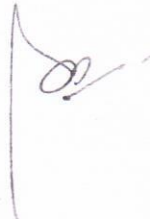
11. In the event of any question, dispute or difference arising between the parties relating to the interpretation and applications of these provisions of this agreement, such disputes or differences shall be resolved amicably by mutual consultations and on failure to do so shall be referred for arbitration to the nominee. The decision of Arbitration to the agreement in this regard shall be final and binding upon both the parties.

12. The venue for arbitration will be New Delhi.

Documents to be submitted

13. The prospective bidders shall furnish the following documents alongwith the quotations;

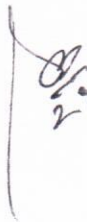
- a. Self attested copy of PAN, TIN No & Service Tax No.
- b. An undertaking to this effect that the Agency has not been blacklisted by any of the Department/Organizations of the Govt. of India/Govt. of NCT of Delhi and no criminal case is pending against the said firm;
- c. Terms and conditions duly accepted/signed with the stamp of the prospective bidder.



FORMAT FOR SUBMISSION OF SEALED QUOTATIONS FOR THE ANNUAL CONTRACT FOR THE PROCUREMENT OF MASTER ROLL & INK CARTRIDGES FOR DUPLO DS 550

S. No.	Name of the item	Amount in Rs/ per item
1	Duplo Master Roll DRU55	
2	Duplo Master Roll DRU52	
3	Duplo Master Ink	

Authorised Signatory


29/7/14