

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

F.No.16(102)/2016/LAS/CT/9389

Dated : 13/12/16

✓ To

Computer Cell of DVS for uploading on departmental website.

Subject: Quotations of rates for cartridge/toner for machine/printer installed in the premises of Delhi Vidhan Sabha.


Sir,

The Delhi Legislative Assembly Secretariat intends to award the work of Annual Service/Supply Contract for cartridge/toner for machine/printer installed in the premises of Delhi Vidhan Sabha. Therefore, you are requested to provide/submit the rates for the items given in **Annexure 'I'** in form of sealed envelope for the said work. The approved rates of L-1 Bidder shall be valid with this Sectt. for the period of One year operative from the acceptance of the rates by the Assembly Secretariat.

The rates of quoted items in sealed envelope in favour of "Head of the Office/Dy. Secretary, Room No.-127, Delhi Legislative Assembly Secretariat" should reach to the undersigned on or before **05/01/2017 at 3.00 P.M.** positively and the quotations will be opened on the same date i.e. **05/01/2017 at 3.30 P.M.** by the Purchase Committee in presence of bidder (s) if any.

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

Yours faithfully,


MANJEET SINGH
Deputy Secretary (CT)

ANNEXURE-I

PROFORMA FOR CARTRIDGE/TONER
SPECIFICATION FOR CARTRIDGE/TONER OF MACHINE
INSTALLED IN DELHI VIDHAN SABHA PREMISES

| S. No. | Make/Model | Amount (In Rs.)(Inclusive of all taxes) |
|---------------|-----------------------------|--|
| 1. | Samsung-MLT-D203S | |
| 2. | Samsung-MLT-D119S | |
| 3. | HP Laser Jet-CF410A-Black | |
| 4. | HP Laser Jet-CF411A-Cyan | |
| 5. | HP Laser Jet-CF412A-Yellow | |
| 6. | HP Laser Jet-CF413A-Magenta | |
| 7. | HP-CF228A-Black | |



Terms & Conditions

01. Sealed quotations are invited from the reputed Firms/Institutions those are having VAT/Service Tax number. The sealed quotation on the prescribed performa duly filled in and addressed to the Head of the Office/Deputy Secretary, Room No.-127, Delhi Legislative Assembly Secretariat".
02. Quotation should be marked on envelopes "QUOTATION FOR CARTRIDGE/TONER OF MACHINE/PRINTER INSTALLED IN DELHI VIDHAN SABHA PREMISES".
03. The quotation must accompany with DD of Rs. 2000/- drawn in favor of "DDO, Delhi Legislative Assembly" as EMD. The EMD of the all the bidders shall be returned. Quotations without EMD shall not be entertained.
04. The firm whose quotation is accepted being the L-1 Bidder shall deposit Performance guarantee for an amount of Rs. 5,000/- (Rs. 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 guarantee 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 Guarantee shall be forfeited by the government and the firm shall be blacklisted in addition to the termination of the contract.
05. 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 extend the validity of contract on year-to-year basis on the same rates and terms & conditions at the discretion of the Secretariat.
06. 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.
07. The estimated value of the said work of all items as mentioned above is Rs. One Lac Only just on presumption basis and the same depends upon the requirement.
08. No advance payment will be made and the payment will be made only after completion of works.
09. Since the said works are to be carried out on very emergent basis, the works should be started within prescribed period of time i.e. within 02 days of placement of work order.
10. The Secretariat shall reserve the right to terminate the contract at any time if the services are not found satisfactory.



11. Payment will be released within one month from the submission of bills as per satisfaction of user end.
12. In case of urgency of the said works, if the firm fails to carry out the works, the contract will be terminated.
13. If the quality of the material/works does not found upto the mark, penalty as decided by the Competent Authority will be imposed in addition to termination of the contract.

Arbitration

14. 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.

15. The venue for arbitration will be New Delhi.

Documents to be submitted

16. The prospective bidders shall furnish the following documents alongwith the quotations;
- a. Self attested copy of PAN No., TIN 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 legal case is pending against the said firm;
 - c. Terms and conditions duly accepted/signed with the stamp of the prospective bidder.
 - d. EMD.

