

# Government of Bihar

## Finance Department

### Tender Notice for Supply of Various Cartridges

Sealed bids are invited from the authorized distributors/reputed agencies and suppliers for supply of **compatible Laser Jet /Inkjet Printer Cartridge/Toner** for Printers and Photo Copier Machines mentioned below in the format (approximate total annual consumption- 300 cartridges). Interested bidders should quote their rates typed (Hand written quotation not allowed) in the prescribed format given below. Bids received in any other format will not be considered. Last date for submitting the complete tender document is **28th November, 2016 latest by 5.00 PM** through Registered Post/Speed Post to **Joint Secretary, Finance Department, Government of Bihar, Old Secretariate, Patna-800015**. The bid shall be opened on **29th November at 3.30 PM** by the Departmental Purchase Committee of Finance Department in the presence of bidders or their authorised representatives those who wish to participate. Finance Department reserves the right to accept or reject any offer/all offers without assigning any reason. For all enquiries the interested Distributors/Agencies/Suppliers may contact **Deputy Secretary (Accounts), Finance Department, Govt. of Bihar, Patna on Mobile No. 9431460749** during office hours on all working days. Details of the bid can be seen/obtained from our website [www.finance.bih.nic.in](http://www.finance.bih.nic.in).

#### Eligibility Criteria:-

Bids in one large envelope marked as "**Bid for Supply of Cartridge**" containing two separate sealed envelopes:

- 1- Envelope 'A' marked with "**Technical Bid for Supply of Cartridge**"
- 2- Envelope 'B' marked with "**Financial Bid for Supply of Cartridge**"

Interested bidders must enclose the following credentials in the **Technical Bid marked as Envelope 'A'**

1. Copy of requisite document showing Authorized Distributor/Agency/Supplier of the offered product.
2. Requisite document showing three years of market standing as Cartridge/Stationery supplier.
3. Copy of VAT Registration Certificate by the Commercial Tax Dept., Govt. of Bihar.
4. Copy of PAN card.
5. Annual Turn over of Rs 05 Lacs in the last three years.
6. Demand Draft of Rs. 10,000/-(Ten Thousand) only in favour of Deputy Secretary (Accounts), Finance Department, Govt. of Bihar, Patna which is refundable after completion of bid process.
7. Financial Bids of only those bidders, who qualify in the technical bid, will be opened.

#### **Financial Bid marked as Cover 'B':**

Financial bid should be submitted in the format as below:

#### Format for Financial Bid

S. No.	Name & Model of Printer	Brand Name of offered Product	Product Code/No. of offered Product	Unit Price in Rs. excluding all Taxes	
				In figure	In words
1.	HP Laser Jet 1005/1007/1018/1020/1020 Plus /1022				
2.	HP Laser Jet M1213nfMFP/M1120MFP/M1136MFP/M1005MFP				
3.	HP Laser Jet 1522N				
4.	HP Laser Jet P1606dn				
5.	HP Laser Jet HP3015/HP3050/HP3055				
6.	HP Photosmart B110 Series				
7.	Panasonic KX-MB-772				
8.	HP Laser Jet 9000dn				
9.	HP Laser Jet Pro 400-Colour/HP Laser Jet Pro 400-M401dn				
10.	Richo MP 2001L-Photo Copier-cum-Printer				
11.	Canon Image RUNNER 2530-Photo Copier				
12.	Richo SP210/Richo-C250DN Printer				

#### Terms & Conditions:

1. Rates quoted must be **EXCLUSIVE OF ALL TAXES** and shall be valid till **31.03.17**. Quoted price should not exceed beyond MRP.
2. Successful bidder will have to provide warranty of minimum 1 year from the date of packaging for the cartridge/toner offered.
3. The supply at Finance Department office should be made maximum within 07 days of receipt of supply order (excluding holiday) failing which a penalty @ of 0.5 % (half percent) of the total work order amount will be levied per day (subject to maximum of 10% of the rates of material supplied). All the items should be supplied to this office for which no transportation/freight/or any other charges will be admissible.
4. TDS shall be deducted at prescribed norms on the payable amount if applicable.
5. In case of non supply/delayed supply/supplied items found not as per specification from L-1 empanelled agency/supplier, Finance Department reserves the right to purchase items from any other empanelled agency on approved L-1 rate.
6. Affidavit of not being blacklisted by any Agency/Govt. Organisation.

  
Joint Secretary  
Finance Department