

Ministry of Agriculture and Farmers Welfare
Department of Agriculture Cooperation and Farmers Welfare
Krishi Bhawan, New Delhi

No. 23- 7/2017-GA-I

Dated 01.09.2016

E-PROCUREMENT TENDER NOTICE

The Department of Agriculture, Cooperation & Farmers Welfare invites Online Tender (e-Tender) is invited for annual rate contract for purchase of consumables for various make/model of Sharp Photocopier, Risograph and Duplo Machines installed in the Department of Agriculture Cooperation and Farmers Welfare for a period of **one years and can be terminated with immediate effect on availability of the items on GeM as purchase through it mandatory as per Rule 149 of GFR 2017.**

1. Details of Tender Deposits :-

Earnest Money Deposit : Rs. 20,000.00 (Rs. Twenty thousand only)
Performance Security Deposit : Rs. 30,000.00 (Rs. Thirty thousand only)

CRITICAL DATE SHEET

Tender No.	No. 23-7/2017-GA-I
Name of Organization	Department of Agriculture Cooperation and Farmers Welfare Krishi Bhawan, New Delhi
Date and Time for Issue/Publishing	04.09.2017
Document Download Start Date and Time	05.09.2017 11 AM
Document Download End Date and Time	25.09.2017 2.00 PM
Bid Submission Start Date and Time	05.09.2017 11 AM
Bid Submission End Date and Time	25.09.2017 2.30 PM
Date and Time for Opening of Technical Bids	25.09.2017 3.00 PM
Date and Time for Opening the Financial Bids	Will be intimated after opening of Technical Bids
Address for Communication	Under Secretary (GA), Department of Agriculture Cooperation and Farmers Welfare , Room No. – 14, Krishi Bhawan, Rajendra Prasad Road, New Delhi – 110001. Website: https://eprocure.gov.in/eprocure/app

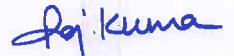
In case, holiday is declared by the Government on the day of opening bids, the bids will be opened on the next working day at the same time. The Department reserves the right to accept or reject any or all the tenders without assigning any reason.

Tender form, terms & conditions and draft agreement can be downloaded from the Website <https://eprocure.gov.in> and [www. agricoop.nic.in](http://www.agricoop.nic.in) upto 2;30 PM on 25/09/2017. Online bids complete in all respects should be submitted through CPP Portal <https://eprocure.gov.in./eprocure/app> only on or before the last date and time.

Raj Kumar

The EMD in the form of Demand Draft drawn in favour of P&AO(Sectt.I), Department of Agriculture Cooperation and Farmers Welfare and payable at New Delhi may be submitted separately in the office of Under Secretary (GA), Department of Agriculture Cooperation and Farmers Welfare, Room No. – 14, Krishi Bhawan, Rajendra Prasad Road, New Delhi – 110001 on or before the last date and time i.e 25/09/2017 upto 2.30 P.M failing which, such tenders would not be considered.

Please note that only online bids will be accepted.



(Raj Kumar)

Under Secretary to the Govt. of India

Tele No. 23384929

ANNUAL RATE CONTRACT FOR PURCHASE OF CONSUMABLES FOR VARIOUS MAKE/MODEL OF RISO/DUPLO DIGITAL DUPLICATOR & SHARP PHOTOCOPIER MACHINES INSTALLED IN THE DEPARTMENT OF AGRICULTURE COOPERATION AND FARMERS WELFARE FOR ONE YEARS.

From: Under Secretary (GA),
Department of Agriculture Cooperation and Farmers Welfare,
Krishi Bhawan, Rajendra Prasad Road,
New Delhi – 110001

Dear Sir(s),

Online Bids are invited for ANNUAL RATE CONTRACT FOR PURCHASE OF CONSUMABLES FOR VARIOUS MAKE/MODEL OF RISO/DUPLO DIGITAL DUPLICATOR & SHARP PHOTOCOPIER MACHINES INSTALLED IN THE DEPARTMENT OF AGRICULTURE COOPERATION AND FARMERS WELFARE, KRISHI BHAWAN, NEW DELHI – 110001.

- (i) The Duration of tender period is normally one (01) year, however, it shall be terminated with immediate effect on discretion of competent authority on availability of service/item on GeM.
- (ii) Supply order will be placed as and when required. The successful bidder will have to meet all the requirements of the Department immediately on receipt of the supply order and in any case within a maximum period of 3 days from the date of supply order. However, the supply of urgent nature shall have to be made on the same day.
- (iii) The rates for each item shall be figures and the price quoted at the time of submission of tender should remain valid for 45 days. The rates finalized on the basis of these prices shall remain in force during the currency of the contract which will normally be for a period of one year. It may be specifically noted that no change in the accepted rates shall be allowed during currency of the contract.
- (iv) Delivery of items will have to be made in Room No. 15 at Krishi Bhawan, Rajendra Prasad Road, New Delhi. No Transportation/ Cartage charges will be paid for the same.
- (v) The product should be of genuine make and the firm should have authorization from the Principal Manufacturer for supply of these consumables. **An authenticated copy of valid documents shall be produced alongwith the tender document.** The firm will be held responsible for supply of any defective consumables and the cost of same will be deducted from the bill if not replaced in time and suitable action will be taken as deemed fit. The decision of the Department on acceptance or otherwise of the products shall be final and binding.



- (vi) Payment will be made on satisfactory delivery and receipt of goods in acceptable condition.
- (vii) The firm/company must be registered with the concerned authority. The firm should have previous experience for supply of such consumables etc. at least in three Government Departments/Public Sector Undertakings in Delhi. Necessary papers must enclosed with the quotation.
- (viii) The firm/Company shall also enclose certificates for the last two financial years from the concerned authorities relating to the payment of Income Tax and any other taxes if, applicable.
- (ix) Earnest money by means of a Demand Draft/Pay Order of Rs. 20,000/- (Rupees Twenty thousand only) may be enclosed with the quotation which will be returned on finalization of the contract and accepted by the successful bidder. **It is also clarified that the quotations received without earnest money shall be summarily rejected.** The Demand Draft/Pay Order may be prepared in the name of P&AO (Sectt.-I) Department of Agriculture & Cooperation. The successful bidder shall have to deposit an amount of Rs. 40,000/- (Rs. Forty thousand only) as Performance Security by means of Fixed Deposit Receipt from a Nationalized Commercial Bank/Schedule Bank which shall be prepared in the name of P&AO (Sectt.-I), Department of Agriculture Cooperation & Farmers Welfare.
- (x) Rates charged by the contractor should not exceed the prevailing rates charged by them from others for similar consumables for digital duplicators, Fax machines & Photocopier Machines. Any violation in this regard shall be viewed seriously by the Department which besides deductions from bill shall entail cancellation of contract and bar on future dealings by the Department. The past performance with the Department shall be an important criterion in awarding fresh contract.
- (xi) The contract shall normally be awarded to the lowest (for majority of the items in case of multitude items tender) evaluated bidder whose bid has been found to be responsive and conditions incorporated in the tender letter. The Department reserves the right to reject or select one or more than one firm for award of contract for different items to ensure uninterrupted supplies during the currency of the contract.
- (xii) If the bidders have any objection with regard to the terms and conditions of the tender, the same may be pointed out within 10 days of the issue of tender documents.
- (xiii) The Department of Agriculture Cooperation & Farmers Welfare reserves its right to terminate the contract in part or full at any time without assigning any reason. The contractor will not be entitled to claim for any compensation against such termination.
- (xiv) All matters/disputes pertaining to the tender and the rest of the contract shall be settled by the Head of Department or officer nominated by him for the purpose. The contract terms are interpretable under applicable Indian Laws.

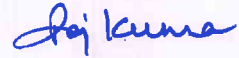
Signature

2. **The Firms are required to upload of the following documents:**

- a) Scanned copy of Earnest Money Deposit (EMD).
- b) Scanned copy of Registration Certificate of the firm.
- c) Scanned copies of the satisfactory services where the bidder is providing the services for the last two years.
- d) Scanned copies of Minimum turnover of the firm should be not less than Rs. 20 Lakhs (Rupees Twenty lakhs only).
- e) Scanned copy of Service Tax registration certificate issued by Govt. etc.
- f) Scanned copy of PAN/TIN/GST Numbers.
- g) Scanned copy of **authorization from Original Equipment Manufacturer (OEM).**

3. The prospective bidders are free to seek any clarifications/see the kind of requirements Department is looking for. The Section Officer(GA-I), Room No. 15 Krishi Bhavan, New Delhi-110001 (Telephone No. 23389316) may be contacted with prior appointments on any working day before tender opening.

Yours faithfully,



(Raj Kumar)

Under Secretary to the Govt. of India
Tel. No. 23384929

Copy to :-

1. NIC, Department of Agriculture & Cooperation with the request that this may please be displayed on the web site of the Department immediately.
2. Central E-Procurement Portal.

To

The Under Secretary (GA)
Department of Agriculture Cooperation and Farmers Welfare,
Ministry of Agriculture and Farmers Welfare,
Krishi Bhavan, New Delhi-110001

Subject:- Quotations for annual rate contract for purchase of consumables for various make/
model of Riso/Duplo Digital Duplicator & Photocopier Machines installed in the Department
for the period of one year.

Sir,

I/we intend to submit the tender on the subject captioned above and do hereby consent to agree/accept all the terms and conditions stipulated in Department of Agriculture and Cooperation's letter No.23-23/2016-GA dated 05-01-2015. The details of firm and rates quoted are as indicated below :-

S. No.	Item of work	Rate per unit (Rs.) including Tax	
1.	Consumables for various make/ model of Riso/Duplo Digital Duplicator, Fax & Photocopier Machines	As per ANNEXURE – II,III&IV	
2.	EMD Details (Amount, Name of Bank Branch, DD date and No.)		
3.	Experience Details	Name of the organization	Year and Value of work done (in Rupees)
4.	The details of the PAN and other statutory registration.		

2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

(Signature of Authorised Signatory)

Name of the bidder:

Complete Address:

Address (Works), if any,

Contact Nos.

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LIST OF CONSUMABLES FOR USE IN DEFFERENT MAKES/MODELS OF RISOGRAPH/ DUPLO DIGITAL DUPLICATORS / FAX MACHINES AND PHOTOCOPIER MACHINES INSTALLED IN THE DEPARTMENT OF AGRICULTURE & COOPERATION**RISOGRAPH DIGITAL DUPLICATORS1**

Sl. No.	Item	Model	Size	Length	Rate per unit (Rs.) including Tax
1.	Master Roll	RN-2150	B-4	200 mtrs per roll	
2.	Ink	RN-2150	1000ml	--	
3.	Master Roll	RZ2000AG	A-4	295Mtrs. Per roll	
4.	Ink	RZ2000AG	1000ml	--	
5.	Master Roll	EZ-221A	A-4	295 mtrs per roll	
6.	Ink	EZ-221A	1000CC	--	

DUPLO DIGITAL DUPLICATORS

Sl. No.	Item	Model	Size	Length	Rate per unit (Rs.) including Tax
1.	Master Roll	DP= 31S	B-4	200 Mtrs per roll	
2.	Ink	DP-31S	1000CC	--	
3.	Master Roll	DP-21S	A-4	200 Mtrs. Per roll	
4.	Ink	DP-21S	600CC	--	
5.	Master Roll	DPS-650	A-3	200 Mtrs. Per roll	
6.	Ink	DPS-650	1000CC	--	

Toner for Sharp Make Photocopy Machines		
Sl. No.	Model	Rate per unit (Rs.) including Tax
1.	MX-M452N	
2.	MX-M464N	
3.	AR-5620N	
4.	ARM205	
5.	AR5631	
6.	MX2310U BLK	
7.	MX2310U Yellow	
8.	MX2310U Cyan	
9.	MX2310U Magenta	
10.	MX2010U BLK	
11.	MX2010U Yellow	
12.	MX2010U Cyan	
13.	MX2010U Magenta	
14.	MX4050 BLK	
15.	MX4050 Yellow	
16.	MX4050 Cyan	
17.	MX4050 Magenta	

Sharp Photocopiers Consumables (Parts)		
S. No.	Model	Rate per unit (Rs.)with Vat
1.	Balde-D For MXN452N/MX-M464N/ AR-5620N/ ARM205/ AR5631	
2.	Fuser Belt for MXN452N/ MX-M464N/AR-5620N/ ARM205/ AR5631	
3.	Roller for Belt for MXN452N/ MX-M464N/ AR-5620N/ ARM205/ AR5631	
4.	Belt for Cleaning Roller for MXN452N/ MX-M464N/ AR-5620N/ ARM205/ AR5631	
5.	Drum for MXN452N/ MX-M464N/ AR-5620N/ ARM205/ AR5631	
6.	Developer for MX2310U/MX2010U Colour Black	
7.	Developer for MX2310U/MX2010U Colour Yellow	
8.	Developer for MX2310U/MX2010U Colour Cyan	
9.	Developer for MX2310U/MX2010U Colour Magenta	
10.	Recovery Blade for MXN452N/ MX-M464N/AR-5620N/ ARM205/AR5631	
11.	Exposer Lamp for MXN452N/ MX-M464N/ MX-4050/ AR-5620N/ ARM205/AR5631	
12.	Display for MXN452N/ MX-M464N/ MX-4050/AR-5620N/ ARM205/AR5631	