



ICSI HOUSE, C-36, SECTOR 62, NOIDA

Ref: ICSI/PC-2017/RFQ-2688

September 15, 2017

**SUB: QUOTATION FOR RATE CONTRACT FOR SUPPLY OF COMPUTER CONSUMABLES FOR ADMN
STORES FOR ONE YEAR**

Sealed Quotations are invited for **SUPPLY OF COMPUTER CONSUMABLES** from **DELHI/NCR vendors only** as per the details given in **Annexure 'A'**. The terms and conditions are as under:

1. The sealed quotations are to be submitted in prescribed format on your business letter head OR enclosed format duly stamped and signed and dated on each page. Details/supporting documents wherever applicable, if attached with the quotation should be duly authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s.
2. The sealed quotations duly super scribed, "**QUOTATION FOR SUPPLY OF COMPUTER CONSUMABLES "RFQ-2688" due on September 29, 2017**" should be addressed by name to **The Secretary**, The ICSI and sent at the Institute's address given below either by registered post/speed post/or by dropping in the tender box placed at IIIrd floor of Institute's Headquarter & should reach on or before **September 29, 2017 by 3.00 P.M.**

Address:

Secretary

The Institute of Company Secretaries of India
C-36, Sector 62,
Noida -201309

Quotations received after the stipulated date and time shall not be entertained. The Institute shall not be liable for any postal delays what so ever and quotations received after the stipulated time/date are liable to be rejected summarily without giving any reason.

3. **Though Institute prefers to deal with principal manufacturers directly, it may also consider the offers received through its authorized distributors/ agency(ies), provided the principal authorizes the distributors/ agency(ies) in this regard. The Original Ink Centre Authorization Certificate/ Letter from OEM (Original Equipment Manufacturer) for supply of Canon / HP Toners/ cartridges, particularly for this quotation i.e RFQ NO.2688 dated September 15, 2017 is to be submitted along with the bid. The quotation not accompanied with the said Certificate shall be rejected summarily.**
4. The quotations shall be opened on **September 29, 2017 by 3.10 P.M** in the Institute of Company Secretaries of India at ICSI House, C-36, SECTOR 62, NOIDA, New Delhi in the presence of those tenderer(s) who wish to be present. No separate communication will be sent in this regard. In the event of due date being a close holiday or declared Holiday for Central Government offices, the due date for opening of the bids will be the following working day at the appointed date, time and venue.
5. Cutting and overwriting should be avoided. Every cutting and overwriting must be duly initialed, otherwise the quotation / proposal is liable to be rejected.
6. **Delivery of the goods is be made at NOIDA/DELHI. The vendor has to make his own arrangements to deliver the material.** Prices quoted should be FOR Institute premises and should be inclusive of all charges viz i.e. labour and material component, taxes, forwarding, packing charges and octroi etc.
7. Goods found defective / not in accordance with specifications will have to be replaced at supplier's cost. In case supplier fails to do same within time frame provided by Institute, the Institute shall be constrained to go for open market and shall be at liberty to recover the differential cost from supplier.
8. The tenderers are required to deposit an earnest money of **Rs. 30000/- (Rupees Thirty Thousand only)** for **SUPPLY OF COMPUTER CONSUMABLES** by way of demand draft drawn in favour of The Institute of Company Secretaries of India, payable at New Delhi. The tender not accompanied with earnest money shall be rejected summarily. The EMD to the successful bidder



shall be refunded after receipt of Performance Security. The EMD to the unsuccessful bidder should be refunded within 30 days after award of the contract / work order.

9. The EMD of the bidder shall be forfeited in the following circumstances:- the bidder withdraws his bid;
 - (i) the bidder does not accept the Purchase / Work Order;
 - (ii) the bidder fails to supply goods / services as per the terms of the quotation and Purchase / Work Order.
 - (iii) any other justified reasons e.g. misleading or wrong information in the Bid, violation of the terms and conditions of the Tender, involvement in forming ring / cartel, submission of multiple bids in different names etc.
10. The successful bidder would be required to make a Security Deposit of 5% of the total value of the contract by way of crossed demand Draft drawn in favour of 'The Institute of Company Secretaries of India', payable at 'New Delhi' which will be refunded without interest after expiry of the contract.
11. The bidder will quote the rates considering the prevailing taxes. Institute being a statutory body does not have any LST or CST number and way bill form i.e.(Form - 32) will not be issued in this regard by ICSI. TDS and DVAT / WCT will be deducted from the bill of the contractor at the prevailing rate.
12. **Bidder must have valid GST registration number and Income tax registration number (PAN). Kindly provide documentary evidence for GST registration number and Income tax registration number (PAN).**
13. **The GST has rolled out with effect from 01.07.2017. For implementation of GST in ICSI, Firms which have not migrated to or registered with GST regime will not be able to participate in any tender of this Institute. Any offer received from the firms/bidder without GST registration details will be summarily rejected.**
14. A penalty @ 2% per week subject to maximum of 10% on the delayed supply will be imposed in case of supply is not made in accordance with the time schedule given by the Institute in the work order/ Purchase order.
15. Payment terms will be 30 days from the date of receipt of the bill in the Institute along with the receipt challan in original. The payment would be released through banking channels (RTGS /NEFT).
16. The contract shall be for a period of **One Year**. However, the ICSI at its sole discretion may extend the Contract on mutually agreed terms & conditions. The Vendor shall have no right to claim extension of contract.
17. Duly filled in and signed Declaration & Acceptance of Terms and Conditions, as per Performa enclosed in Annexure– 1.

GENERAL:

- (a) All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator to be appointed by the Secretary of the Institute of Company Secretaries of India, New Delhi. The award of the sole arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Reconciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Delhi.
- (b) The Institute reserves the right to accept or reject any or all tenders including the lowest tender/s without assigning any reason at its sole discretion and the decision of the Institute will be final and binding on all concerned
- (c) The Institute at its sole discretion, reserves the right to accept or reject any or all quotations in full and/or part including the lowest quotation/bid without assigning any reason and such decision shall be final.

For any details / clarifications, **Shri A.K. Pahwa, AD(Admn.) (0120-4082146)** may be contacted.

**(A K SRIVASTAVA)
DIRECTOR (PUR & ADMN)**



ANNEXURE -1

DECLARATION & ACCEPTANCE OF TERMS AND CONDITIONS

To,
Secretary
Institute of Company Secretaries of India
ICSI House, C-36, SECTOR 62
NOIDA

Sub: QUOTATION FOR COMPUTER CONSUMABLES

Sir,

This is with reference to your Quotation no: ICSI/PC-2017/RFQ-2688 due on **September 29, 2017**. We are interested in participate in the Quotation for Supply of Computer Consumables. We declare that :

- i) We have read and understood the terms and conditions given in the quotation / tender Document;
- ii) We are eligible for award of the contract as per the qualification criteria mentioned in the quotation / tender Document;
- iii) We accept and agrees to all the terms and conditions of the quotation / tender;
- iv) We shall comply with all the terms and conditions of the quotation / tender;
- v) All the information / documents provided in this bid are true to the best of his knowledge and belief. If at any stage, the information / documents are found to be false, misleading or incorrect then this Bid / Purchase Order shall be cancelled at his cost and risk and he shall indemnify the Institute for the loss caused due to the cancellation and we shall be liable for penal / legal action including black listing.
- vi) We understands that the Institute reserves the right to cancel the quotation / tender at any stage or to cancel / reject any one or more bid without incurring any liability.
- vii) The duly signed copies of all the tender pages are attached herewith.

(Signature of the Bidder)
Printed Name Designation

Official seal/ stamp

Date:

Business Address:



RFQ No 2688

Dated 15-September 17

COMPUTER CONSUMABLES FOR ADMN STORES

We shall have **Rate Contract** for supply of below mentioned material for one year and depending upon the requirement, Purchase Order will be issued separately for each supply. The below quantity is for Three months and yearly supply will be approximately 4 times the quantity mentioned. The vendors are requested to quote the net rates i.e. Inclusive of all taxes.

S No.	Item & Specifications	HSN Code	Unit of Measurement	QTY	Basic Unit Rate in Rupees	GST RATE %
1	(COMC000003) LASER TONNER HP 1015/1022 (12A)		Each	20		
2	(COMC000013)CD WRITABLE (CD-R) MOSER BAER SLIM BOX PACKING		Each	100		
3	(COMC000014) CD REWRITABLE (CD-RW) MOSAR BAER SLIM BOX PACKING		Each	20		
4	(COMC000022) DVD +RW Moser Baer (Slim Box Packing)		Each	20		
5	(COMC000026) MOUSE PAD		Each	20		
6	(COMC000031) CONNECTOR R J (D LINK BRAND)		Each	50		
7	(COMC000040) LASER TONNER HP 2015(53A)		Each	2		
8	(COMC000044) DUST COVER (COMPUTER)		Each	10		
9	(COMC000050) DVD (R) Moser Baer SLIM BOX PACKING		Each	30		
10	(COMC000052) INK JET PRINTER CARTRIDGE BLACK FOR HP L7580 (9396/88 XL)		Each	2		
11	(COMC000053) INK JET PRINTER CARTRIDGE CYAN COL. FOR HP L7580 (9391)		Each	2		
12	(COMC000054) LASER TONNER HP 4015 N (CC-364A)		Each	6		



13	(COMC000055) CD-R MOSER BAER SPINDLE PACK OF 10 CDS		Each	4		
14	(COMC000056) INK JET PRINTER CARTRIDGE COL FOR HP L 7580 (9392)MAJENTA		Each	2		
15	(COMC000057) INK JET PRINTER CARTRIDGE COL FOR HP L 7580 (9393)YELLOW		Each	2		
16	(COMC000058) LASER TONER HP 2035N (CE505A/05A)		Each	6		
17	(COMC000059) CARTRIDGE FOR LIPI T 6215 LINE PRINTER		Each	10		
18	(COMC000062) PEN DRIVE 4GB TRANSCEND		Each	10		
19	(COMC000064) DVD 8.5 GB DUAL LAYER MOSAR BEAR		Each	20		
20	(COMC000065) PATCH CORD (7 FEET LONG) AMP BRAND		Each	30		
21	(COMC000067) HP INKJET CARTRIDGE 704 (BLACK)		Each	2		
22	(COMC000068) HP INKJET CARTRIDGE 704 (COLOURED)		Each	2		
23	(COMC000069) HP INKJET CARTRIDGE 802 (LARGE) BLACK		Each	2		
24	(COMC000070) HP INTJET CARTRIDGE 802 (LARGE) COLOURED		Each	2		
25	(COMC000071) PEN DRIVE 8 GB TRANSCEND		Each	15		
26	(COMC000072) HP TONNER NO. 80A LASER TONNER HP NO. 80A (CF 280A) FOR LASER JET PRO 400 PRINTER		Each	30		



27	(COMC000073) RIBBON FOR LINE PRINTER LIPI MODEL-6615(HIGH CAPACITY) RIBBON CARTRIDGE TALLY GENICOM 6600 PART NO. 256112-104 DESC-RIBBON-PREMIUM PCI-PACK:6605/6610/6615		Each	3		
28	(COMC000074) HP LASER TONER CE-390A FOR M601N PRINTER		Each	4		
29	(COMC000075) PEN DRIVE 16 GB HP/KINGSTON		Each	15		
30	(COMC000076) CANON LASER TONNER- 303 CANON LASTER TONNER FOR LBP- 2900 B PRINTER		Each	4		
31	(COMC000077) CANON LASTER TONNER-319 CANON LASTER TONNER FOR LBP- 6300 DN PRINTER(HIGH CAPACITY)		Each	6		
32	(COMC000078) LASER TONNER CANON NO -331 (BLACK) CANON LASTER TONNER FOR PRINTER NO CLASS MF-8280 – CW		Each	4		
33	(COMC000079) LASER TONNER CANON NO -331 (MAJANTA) CANON LASTER TONNER FOR PRINTER NO CLASS MF-8280 – CW		Each	4		
34	(COMC000080) LASER TONNER CANON NO -331 (CYAN) CANON LASTER TONNER FOR PRINTER NO CLASS MF-8280 – CW		Each	4		
35	(COMC000081) LASER TONNER CANON NO -331 (YELLOW) CANON LASTER TONNER FOR PRINTER NO CLASS MF-8280 – CW		Each	4		



36	(COMC000087) LASER TONNER CANON 925 LASER TONNER CANON 925 FOR LBP 6030 PRINTER		Each	20		
37	(COMC000088) LASER TONNER CANON -302 BLACK LASER TONNER CANON - BLACK -302 FOR LBP 5970 CANON PRINTER		Each	2		
38	(COMC000089) LASER TONER CANON -302 YELLOW LASER TONER CANON - 302 FOR LBP 5970 CANON PRINTER		Each	2		
39	(COMC000090) LASER TONER CANON -302 MAJANTA LASER TONER CANON - 302 FOR LBP 5970 CANON PRINTER		Each	2		
40	(COMC000091) LASER TONER CANON -302 CYON LASER TONER CANON - 302 FOR LBP 5970 CANON PRINTER		Each	2		
41	(ENV0000004) ENVELOPES CD MAILER WITH BUBBLE SHEET		Each	400		
42	(COMC000092) 32 GB PEN DRIVE 32GB HP/KINGSTON		Each	10		
43	(COMC000093) CANON LASER TONER -324		Each	2		
44	(COMC000094) CANON LASER TONER -337 ICMF 249DW		Each	2		
45	(COMC000083) LASER TONNER CANON -318 (BLACK) FOR CANON LASER SHOT LBP 7200 Cdn PRINTER		Each	2		
46	(COMC000084) LASER TONNER CANON -318 (MAJANTA) FOR CANON LASER SHOT LBP 7200 Cdn PRINTER		Each	2		



47	(COMC000085) LASER TONNER CANON -318 (CYAN) FOR CANON LASER SHOT LBP 7200 Cdn PRINTER		Each	2		
48	(COMC000086) LASER TONNER CANON -318 (YELLOW) FOR CANON LASER SHOT LBP 7200 Cdn PRINTER		Each	2		

TERMS & CONDITIONS

- We shall have RATE CONTRACT for supply of above mentioned material for one year and depending on the requirement, Purchase Order will be issued separately for each supply. The above quantity is for one quarter and yearly supply will be approximately 4 times the quantity mentioned.

DELIVERY: NEW DELHI/NOIDA
Delivery Period : 07 DAYS
Validity of Offer : ONE YEAR
Any Special Terms :
(Please Specify)

Any clarification regarding the above items may please be obtained from Shri A K Pahwa , AD (Purchase Cell)

Date:

Name and Signature of Bidder with
Corporate Seal with mobile no