

# **Tender document for procurement of computer consumable items for FY 2013-14**



**Issued by-**

**Uttar Pradesh Electricity Regulatory Commission**

II Floor, Kisan Mandi Bhawan, Gomti Nagar, Lucknow-226010 Phone 2720426 Fax 2720423

Website: [www.uperc.org](http://www.uperc.org), E-mail : [secretary@uperc.org](mailto:secretary@uperc.org)

**Uttar Pradesh Electricity Regulatory Commission**  
II Floor, Kisan Mandi Bhawan, Gomti Nagar, Lucknow-226010  
Phone 2720426 Fax 2720423  
Website: [www.uperc.org](http://www.uperc.org), E-mail : [secretary@uperc.org](mailto:secretary@uperc.org)

No.: UPERC/Secy/JD(Trans.)/Tender/April/2013/01/CompCons/215

Dated: 13-05-2013

Tender No & date	April/2013/01 dated 18-04-2013
Matter:	Supply of computer consumables for FY 2013-14
Last date and time for submission of tender	05-06-2013, 03:00 PM
Date and time for opening of the tender	05-06-2013, 04:00 PM
Cost of Tender Document:	Rs. fifty only (50/-) in the form of demand draft / pay-order in favour of Secretary, U.P. Electricity Regulatory Commission payable at Lucknow
Earnest Money	Rs. 5000/- (Rupees five thousand only) in the form of demand draft / pay-order in favour of Secretary, U.P. Electricity Regulatory Commission payable at Lucknow
Validity of the tender	120 days from the date of opening of tender
Term of the tender	From date of placement of order to 31-03-2014

**1. GENERAL CONDITIONS AND INSTRUCTIONS FOR SUBMITTING THE TENDER**

- (a) The tender document can be purchased from the office of U.P. Electricity Regulatory Commission for Rs. 50/- (Rupees fifty only), in the form of demand draft / pay- order, in favour of Secretary, UPERC, payable at Lucknow. The tender must be submitted in tender forms, attached with the tender document, issued specifically to the parties, from the office of UPERC.
- (b) Duly filled in tender form, signed by the competent person should be kept in a properly sealed envelope, superscribed with “Tender offer for supply of computer consumables for FY 2013-14 along with Tender Notice No, date, and last date for the submission of tender” and addressed to the Secretary, U.P. Electricity Regulatory Commission, II floor, Kisan Mandi Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow-226010. The tender should be dropped in the tender box, placed in ‘E’ Block of UPERC office on all working days (10:00 AM to 06:00 PM) and upto 03:00 PM of the last date of submission of tender. No tender shall be accepted after the prescribed time.
- (c) The tender form is divided into two parts – technical offer & financial offer. The technical and financial offers must be enclosed in two separate sealed envelopes.

- (d) **All other papers, certificates or documents required to be submitted with the tender, should be duly filled, self attested and attached firmly with the technical offer.**
- (e) Tender will be opened before the willing representatives of the tenderers at 04.00 PM on the date of opening of the tender.
- (f) In case the last date of submission of tender is a public holiday for UPERC office, the tender shall be accepted upto 03:00 PM on the next working day and shall be opened at 04.00 PM on that day.
- (g) No document / correspondence relating to submission of tender will be considered after the closing time of the tender; however Secretary, U.P. Electricity Regulatory Commission reserves the right to call any of the tenderers for clarifications / discussions / demonstrations at any time before the finalisation of the tender.
- (h) Tender of the following types of tenderers only will be considered:

**Tenderer must be Lucknow based HP Registered Supply Reseller (RSR) / Distributors or HP Registered Resellers only. Self attested copy of the certificate, issued from HP in this regard with its validity period must be submitted. If this condition is not met, the tender shall be rejected outrightly.**

- (i) The quantity, mentioned in the tender form, is an estimated quantity for the financial year 2013-14 which may increase or decrease. In case the quantity increases, the successful tenderer will have to supply the increased quantity upto (+/-) 20% deviation at the same price during the FY 2013-14. For quantities to be supplied beyond (+/-) 20% of the quantity awarded to the successful bidder, the rates shall be decided mutually.
- (j) The order for the complete quantity will not be placed at a time. Instead it will be made as per the requirement of UPERC from time to time.
- (k) In case the firm stops supplying any item mentioned in the tender form or is in short supply, then the same item of the higher specification/capacity will have to be supplied at no extra cost.
- (l) The material has to be supplied within seven (7) days from the date of placement of order otherwise UPERC will purchase the same from the open market and claim the difference, if any, from the firm.
- (m) **The items mentioned in the tender form, shall be supplied with a date stamping and in case any item is found defective, it shall be exchanged by another piece of the same item, if reporting date of defect falls within three months from date of supply.**
- (n) The tender will be liable to be rejected if the complete information is not given therein.

- (o) If any tenderer is found contacting any officer or employee of the Commission with a view to gain some undue advantage either before or after opening / finalization of the tenders, the tender will be rejected.

## **2. SAMPLE**

The Secretary, U.P. Electricity Regulatory Commission reserves the right to call for samples at any time before the finalization of the tender. On such a demand, the firm which is quoting the tender shall have to submit samples within the period prescribed. Failure to comply with shall make the offer liable for rejection.

## **3. SIGNING OF TENDER**

The person who signs the tender and / or other documents should specify whether:-

- (a) He is sole proprietor of the firm or constituted attorney of such sole proprietor.**
- (b) A partner of the firm if it be a partnership firm, in which case, he must have authority to refer to arbitration disputes concerning the business of the partnership by virtue of partnership agreement or a power of attorney.**
- (c) Constituted attorney of the firm if it is a company within the meaning of the Companies Act, 1956.**
- (d) Managing Director / President / Chairman / Company Secretary, in case of limited company having authorization for committing the company from its Board of Directors or as is required under Company Law, and**
- (e) President or Secretary in case of a registered co-operative society having such powers through laws / by-laws or by a special resolution**

## **4. VALIDITY PERIOD**

The offer must remain valid for a period of 120 days from the date of opening of tender.

## **5. TECHNICAL SPECIFICATIONS**

**The specifications & make of all the computer consumable items shall be strictly in accordance with the same mentioned with the tender items in financial offer.**

## **6. PRICES**

**The quoted price in the tender form must be 'firm' with all inclusive (taxes, duties, packing, delivery charges etc). The prices mentioned in the tender form, shall remain applicable throughout the term of the tender i.e. upto 31-03-2014.**

## 7. DELIVERY

Free delivery will be made upto the final destination i.e. U.P.E.R.C., 2<sup>nd</sup> Floor, Kisan Mandi Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow-226010. The supplier will be responsible for arranging transit insurance and if any loss occurs during transit, the supplier will replace the material without any extra cost.

## 8. GUARANTEE / WARANTEE

The guarantee/warrantee, wherever applicable, will be extended for a minimum period of one (1) year from the date of supply.

## 9. SUBMISSION OF TENDERS

(a) **The tender form is divided into two parts – technical offer & financial offer. The technical and financial offers should be submitted in the respective part of the tender form. These should be duly filled in & signed by the competent person and must be enclosed in separate sealed envelopes, marked as “Technical offer for supply of computer consumables for FY 2013-14” and “Financial offer for supply of computer consumables for FY 2013-14” respectively. Finally both the offers should be kept in another sealed envelope, superscribed with “Tender offer for supply of computer consumables for FY 2013-14” along with “Tender Notice No, date & last date for the submission of tender” and addressed to the Secretary, U.P. Electricity Regulatory Commission, IInd floor, Kisan Mandi Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow-226010. Only those financial offers shall be opened and considered who have qualified in the technical bid. The offers of those parties, who do not adhere to this, will be rejected outright.**

(b) **The following documents must be enclosed in the envelope, marked as “Technical offer for supply of computer consumables for FY 2013-14”:-**

(1) **Earnest money for Rupees five thousand only (5000/-)**, in form of demand draft / pay order in favour of Secretary, U.P. Electricity Regulatory Commission, payable at Lucknow.

(2) Required **certificate issued from HP as per clause 1(h)**

(3) Other **signed documents** in support of Income Tax, VAT etc.

## 10. EARNEST MONEY

Every tenderer shall have to deposit Rs. 5000/- (Rupees five thousand only), as earnest money along with the tender in form of bank draft / pay order in favour of Secretary, U.P. Electricity Regulatory Commission payable at Lucknow. **Tenders submitted without earnest money shall not be considered in any case.** The earnest money of tenderers, who do not qualify on the basis of their technical offer, shall be refunded within thirty days from the date of opening of tenders.

**The earnest money must be enclosed in the sealed envelope of the “technical offer” and in no case be enclosed with “financial offer”;** if it is done so the tender will be rejected outright. No exemption from filing of earnest money shall be allowed, even to Govt. undertakings, PSUs and / or Co-operative organizations. The earnest money of the successful tenderer(s) will remain deposited with UPERC till the submission of security deposit by them as per clause-(11) of the tender document.

## **11. SECURITY DEPOSIT**

Successful tenderer(s) will have to deposit a security of ten percent (10%) of the approved value of the order, placed with them by UPERC, within a specified period, mentioned in the Letter of Intent (LOI). The security should be in form of bank draft or fixed deposit or bank guarantee of a reputed Bank, duly pledged in the name of the Secretary, U.P. Electricity Regulatory Commission; Lucknow. In case the successful tenderer fails to deposit the security deposit within the specified period, the Secretary, UPERC reserves the right to withdraw the LOI and forfeit the earnest money. Thereupon, the Secretary, UPERC shall take action as required for award of the subject Contract for which the successful tenderer shall have no claim whatsoever. **The security deposit should remain valid for a period of thirteen (13) months from the date of placement of LOI** and will be released one month after the expiry of tender i.e. after 30-04-14. The proceeds of this performance guarantee shall be payable to UPERC as a compensation for any loss / penalties / liquidation damages resulting from party's failure to complete its obligations.

## **12. OTHER DOCUMENTS**

- (a) Submission of **VAT registration papers**, issued from the department of Trade Tax, Government of Uttar Pradesh.
- (b) All the tenderers must enclose the **PAN card of their firm**, issued from the department of Income Tax, Government of India, along with the copy of either of the two documents of the **last three years: (1) copy of income tax return by I/Tax office (2) copy of income tax clearance certificate.**

## **13. GOODS RETURN**

UPERC would be returning the goods purchased from the party, in case, it has no further use of the said good and also the good cannot be used in future also. For example, a printer which is replaced by a new printer, then the cartridges in stock will be returned to the party which has supplied the same. The amount would be returned to UPERC vide a cheque or an adjustment in the next bills as desired by UPERC.

## **14. PAYMENT**

100% payment will be made to the supplier after the receipt, inspection, verification and satisfactory installation (if any) at site. No advance payment will be paid to the supplier.

**15. AGREEMENT TO BE SIGNED**

Successful tenderer(s) will enter into an agreement on stamp paper of value Rs. One Hundred only (100/-) with Secretary UPERC as per conditions of tender, for which the stamp duty will be paid by supplier as per existing rules of U.P. Government.

**16. CANCELLATION OF TENDER**

- (a) The Secretary, UPERC reserves the right to quash/reject any or all the tenders / quotations or split up the contract without assigning any reason whatsoever and in super session of any of the conditions given herein or after.
- (b) All the disputes arising out of this contract shall be subject to the provisions of Indian Arbitration Act, 1940 and subsequent amendments thereof. The disputes, not covered under the arbitration provision, shall be subjected to the territorial jurisdiction of the Courts at Lucknow only.

---

### **Tender Form (Part-1)**

(Please go through the instructions mentioned in the tender document and ensure their compliance as non-compliance of any of them will make the offer invalid)

#### **TECHNICAL OFFER**

(Please enclose the technical offer in a separate sealed envelope as per clause-9. Each page of the technical offer must be duly signed by the competent person with seal).

**IMPORTANT: This form has to be completely filled and any supporting document attached with the technical offer must be self attested by the competent person. All the supporting documents mentioned at Sno 1 to 7 of the following table, must be enclosed with the technical offer only.**

<b>SNo</b>	<b>PARTICULARS</b>	<b>Details</b>	<b>Annexure No</b>
1.	Status of the person signing the tender and other documents. (As per clause-3, supporting document to be annexed with technical offer)		Annexure-1
2.	Valid Certificate issued from HP (as per clause-1(h), supporting document to be annexed with technical offer)		Annexure-2
3.	Details of earnest money (as per clause-10) Please note that the earnest money must be kept with technical offer only.	DD/Pay order No _____ Date of issue: _____ Name of Bank: _____ Branch: _____	Annexure-3
4.	VAT Registration Papers (As per clause-12a, supporting document to be annexed with technical offer.)	_____	Annexure-4
5.	(a) PAN No. of the Firm	_____	



	(b) Copy of PAN Card of the Firm (to be annexed as per clause-12b,) (c) Copy of either of the two documents of the last three years: (1) copy of income tax return by I/Tax office. (2) copy of income tax clearance certificate (supporting documents to be annexed as per clause-12b with technical offer)		Annexure-5a  Annexure-5b, 5c & 5d
6.	Documents, if any, related with supply of computer consumable items in Government and Private Organizations, however such documents are not mandatory.		Annexure-6
7.	Any other document		Annexure-7

### **Certificate**

**It is certified that the price, quoted in the financial offer are ‘firm’ with all inclusive (taxes, duties, packing, delivery charges etc) and shall remain applicable throughout the term of the tender i.e. upto 31-03-2014. It is also certified that this tender offer will remain valid for a period of 120 days from the date of opening of tender.**

Name of the firm:

Address:

Telephone no(s):

Email-ID:

Website address of the firm (if any):

Name of Contact person:

Designation:

Mobile No:

E-Mail Id:

Signature & seal of tenderer with date

### **Tender Form (Part-2)**

(Please go through the instructions mentioned in the tender document and ensure their compliance as non-compliance of any of them will make the offer invalid)

#### **FINANCIAL OFFER**

(Please enclose the financial offer in a separate sealed envelope as per clause-9. Each page of the financial offer must be duly signed by the competent person with seal)

<b>S. No</b>	<b>Item Details</b>	<b>Estimated quantity for FY 2013-14</b>	<b>Firm unit rate with all inclusive (to be quoted by tenderer in Indian Rupees)</b>
1	Ink Cartridge for HP Inkjet DJ 930C Black Ink Cartridge HP 51645A – HP make only	1	
2	Ink Cartridge for HP Inkjet DJ 930C Colour Ink Cartridge HP C6578D – HP make only	1	
3	Ink Cartridge for HP Office Jet Pro K5300 - Black Ink Cartridge 18 - C4936A	3	
4	Ink Cartridge for HP Office Jet Pro K5300 - Cyan Ink Cartridge 18 - C4937A	2	
5	Ink Cartridge for HP Office Jet Pro K5300 - Magenta Ink Cartridge 18 - C4938A	1	
6	Ink Cartridge for HP Office Jet Pro K5300 - Yellow Ink Cartridge 18 - C4939A	4	
7	Fax Cartridge for HP 4355 (All in one) Black 21 - C9351A	10	
8	Fax Cartridge for HP 4355 (All in one) Colour 22 - C9352A	2	
9	Blank once writable 52X or more - 80 Minutes - 700 MB or more CD-R of Sony or Amkette or Moser Baer make each in plastic jewel case sealed and packed	50	
10	Blank once writable DVD+R 8X or more - 4.7 GB capacity of Sony or Amkette or Moser Baer make each in plastic jewel case sealed and packed	20	
11	Pen Drive (USB Flash Drive) – 8 GB USB 2.0 – Sony or Amkette or Moser Baer	12	
12	Black Toner Cartridge for Xerox Printer WCPE16 – Part No. 113R667 - Xerox make only	2	
13	Richo A3 Multifunction Model Aficio, MP 2500 Toner Cartridge	1	

14	Black Toner Cartridge T-1230D Black /1500/1600/2000 for Ricoh Aficio 2018D Printer cum Photocopier	1	
15	Ink Cartridge for HP Office Jet 6500 (All in one) - Black Ink Cartridge No.920 / 920 XL	20	
16	Ink Cartridge for HP Office Jet 6500 (All in one) - Cyan Ink Cartridge No.920 / 920 XL	16	
17	Ink Cartridge for HP Office Jet 6500 (All in one) - Yellow Ink Cartridge No.920 / 920 XL	16	
18	Ink Cartridge for HP Office Jet 6500 (All in one) - Magenta Ink Cartridge No.920 / 920 XL	16	
19	Toner Cartridge for HP LaserJet Printer 1020 Plus No. HP 2612 A (HP make only)	3	
20	Photo Matt Paper (Approx Rate/packet taken)	12	

### **Certificate**

**It is certified that the above quoted price are ‘firm’ with all inclusive (taxes, duties, packing, delivery charges etc) and shall remain applicable throughout the term of the tender i.e. upto 31-03-2014. It is also certified that this tender offer will remain valid for a period of 120 days from the date of opening of tender.**

Name of the firm:

Address:

Telephone no(s):

Email-ID:

Website address of the firm (if any):

Name of Contact person:

Designation:

Mobile No:

E-Mail Id:

Signature & seal of tenderer with date