

**No. D-11012/1/10-GA( Tender – V-I)**  
**GOVERNMENT OF INDIA / BHARAT SARKAR**  
**PRESIDENT'S SECRETARIAT**  
**RASHTRAPATI BHAVAN**

**TENDER NOTICE**

President's Secretariat requires Computer consumables for its use. These items are generally purchased on month-to-month basis.


2. Detailed information/terms & conditions for the purpose can be obtained from the Section Officer (General Administration Section) President's Secretariat, Rashtrapati Bhavan, New Delhi-4, **on payment of Rs. 500/- (non-refundable) in the form of Demand Draft** drawn on a Nationalized Bank in favour of 'Pay & Accounts Officer', President's Secretariat and payable at New Delhi.

3. Alternatively, the detailed terms & conditions with Tender document can also be downloaded from President's Secretariat, Rashtrapati Bhavan's website **[www.rashtrapatisachivalaya.gov.in](http://www.rashtrapatisachivalaya.gov.in)**. However, in this case the bid should accompany Demand Draft of Rs. 500/- (non refundable) drawn on a Nationalized Bank in favour of Pay & Accounts Officer, President's Secretariat and payable at New Delhi.

4. Interested parties may send their quotations separately for Computer Consumables.

5. In case any Firm is already providing these items to any other Ministry/Department of Central Government, details thereof may also be furnished along with the quotations. **The rates quoted should be valid till 31<sup>st</sup> March, 2013.**

6. Sealed quotations, **duly superscribed "Technical Bid for Computer Consumables", "Financial Bid for Computer Consumables" "and addressed to the undersigned, may be deposited in the Tender Boxe kept in Central Registry, President's Secretariat, Rashtrapati Bhavan, New Delhi-4 for Computer Consumables items respectively, not later than 5:00 PM on 15.02.2012.** Quotation received after stipulated date/time shall not be entertained. The quotation will be opened by Board on the **17.02.2012 at 11.30 a.m.** in General Administration Section, President's Secretariat, in the presence of the tenderers or their representatives who may like to be present.

  
**(J.S. Lalringum)**  
**Under Secretary**

**PRESIDENT'S SECRETARIAT**  
**(General Admn Section)**

Rashtrapati Bhavan  
New Delhi- 110 004

No.D-11012/1/10-GA(Tender)(V-I)

Dtd February, 2012

Sealed quotations are invited for **Computer Consumables** for the President's Secretariat, Rashtrapati Bhavan consisting of items as given below from reputed firms for a period of **one year from 1<sup>st</sup> April, 2012 to 31<sup>st</sup> March, 2013**. The estimated cost is **Rs.20 lakhs (Rupees twenty lakhs)** for Computer Consumables.

<u>Sl.No.</u>	<u>Item &amp; description</u>	<u>Quantity</u>
1	Computer Ribbon-LQ 1050	50
2	CD-R (700 MB)/Sony (Single pack)	500
3	CD-RW/Sony(Single pack)	200
4	DVD-R (Sony) (Single pack)	100
5	DVD-RW (Sony) (Single pack)	100
6	Pen Drive (4B)/Sony(Single pack)	10
<b><u>HP Laserjet Cartridges</u></b>		
7	HP Colour Laserjet 3600 N (Q6470A)	2 nos
8	HP Colour Laserjet 3600 N (Q6471A)	2 nos
9	HP Colour Laserjet 3600 N (Q6472A)	2 nos
10	HP Colour Laserjet 3600 N (Q6473A)	2 nos
11	HP Toner Q3960A for 2840 Printer	2 nos
12	HP Toner Q3961A for 2840 Printer	2 nos
13	HP Toner Q3962A for 2840 Printer	2 nos
14	HP Toner Q3963A for 2840 Printer	2 nos
15	HP Toner Cartridge Q5942 A	2 nos
16	HP Toner 3505 (Q6470A,)	3 nos
17	HP Toner 3505 (Q 7581A)	3 nos
18	HP Toner 3505 (Q 7582A)	3 nos
19	HP Toner 3505 (Q7683A)	3 nos
20	HP CB436A for P 1505 Printer	10 nos
21	HP Toner 3960A (for 2840 printer)	2 nos
22	HP Toner 3961A	2 nos
23	HP Toner 3962A	2 nos
24	HP Toner 3963A	2 nos
25	HP Colour Inkjet 2608	2 nos
26	HP Colour Laserjet 3800 (set)	1 set
<b><u>HP Inkjet Cartridges</u></b>		
27	C8765z	5nos
28	C8766z	5nos
29	HP InkCartridges 860	5nos
30	HP InkCartridges 861	5 nos
31	HP Deskjet Cartridge Pro-K 5300 set( Black)	1 nos

32	HP Deskjet Cartridge Pro K 5300 set( Cyan)	1 nos
33	HP Deskjet Cartridge Pro K 5300 set( Magenta)	1 nos
34	HP Deskjet Cartridge Pro K 5300 set( Yellow)	1 nos
35	HP P2055d(05A)	100 nos
36	HP CP 1515n (CB 540A)	8 nos
37	HP CP 1515n (CB 541A)	8 nos
38	HP CP 1515n (CB 542A)	8nos
39	HP CP 1515n (CB 543A)	8 nos
40	HP Deskjet K 209 Printer-703 (CD887AA,)	10 nos
41	HP Deskjet K 209 Printer-703 ( CD888AA)	10 nos
42	HP Deskjet colour CP 2025 Printer CC530,CC531,CC532,CC533) set	4 set
43	HP Toner CB390A (CB381,CB382,CB383)	1 set
44	HP Imaging Drum(HM CM 6030)CB384,CB385,CB386, CB387)	1 set
45	Imaging Drum Q3964A for (2840 Printer)	1 No.
46	HP Inkjet cartridge 901 (CC653)Black	15 nos
47	HP inkjet cartridge 901 (CC656) Coloured	10 nos
<i>Samsung Laserjet Cartridges</i>		
48	ML1710D3	15
49	ML2550DA	10
50	ML2010-D/3	20
51	Samsung D2850A for 2851 Printer	20
52	Samsung Toner Cartridge CLP 510 set (Cyan, Yellow, Magenta, Black)	1 set
53	Mouse Pad	20 nos
54	Samsung Imaging Drum CLT-R409	2 nos

Note:- The items indicated above are only approximate number of items to be purchased. Purchases will be made according to actual requirements only. Further, all the items will not be procured in one go, things would be required to be supplied as and when orders are placed.

**Terms & Conditions :-** 1. Tendering supplier should preferably be a registered supplier of Kendirya Bhandar/NCCF or any State govt. agency.

2. Tenderers are required to furnish their bids in **two parts** namely (a) **technical bid** and (b) **financial bid**. **The Technical Bid should contain Demand Draft or Pay Order (Rs. 500/- for Computer Consumables) of Earnest money, Income Tax No., Registration No. and financial status separately. The Financial Bid should contain the rate quoted in words and figures. Details of rates, taxes, duties and discounts if any, may be quoted by the bidder. Both the bids should be sealed separately and inscribed with the words "Technical Bid FOR COMPUTER CONSUMABLES" and Financial Bid FOR COMPUTER CONSUMABLES" (Bids for computer consumables should be sealed separately).** The Bids are to be addressed to the Under Secretary, President's Secretariat, Rashtrapati Bhavan, New Delhi and to be dropped **in the boxes placed separately** the Central Registry, Rashtrapati Bhavan, near Brassey Avenue, opposite Cathedral Church New Delhi on all working days. **The last date for dropping bids (both technical and financial) will be upto 5.00p.m. on 15.02.2012. The technical bids will be opened at 11.30 a.m. on 17.02.2012** by a Board in General Administration Section in the presence of the tenderers. Financial bids shall be considered only of those bidders whose technical bids have been approved by the Board. **No tender will be accepted in person or after the specified date. The tendering firm shall require to deposit samples of all the Computer consumables of the required specifications/Brands/makes for inspection by the Board. In the absence of samples, the tenders will not be entertained.**

3. On award of the tender, the firm will be required to deliver the **REQUIRED ITEMS** at Rashtrapati Bhavan, New Delhi.

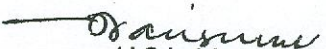
4. An earnest money of **Rs. 20,000/- (Rupees Twenty thousand only)** for Computer consumables will be deposited by the firm in the form of account payee Demand Draft / Pay Order separately for Computer Consumables drawn in favour of Pay & Accounts Officer, President's Secretariat, New Delhi. The earnest money of the firms, whose quotations are not approved, will be refunded as quickly as possible. The firm which is finally selected will be required to make a Security Deposit of **Rs. 50,000/- (Rupees Fifty thousand only)** for Computer Consumables. **Tenders without samples of Computer consumables, earnest money will be treated as invalid. Earnest money is liable to be forfeited if the tenderer withdraws or amends, impairs or derogate from the tender in any respect within the validity of his tender.**

5. Incomplete & conditional tenders will not be entertained.

6. The successful bidder is required to enter into a contract with the President's Secretariat and the terms & conditions of the agreement will be binding on both the parties till the currency of the agreement. The period of contract can be extended for a further period, if required, on mutually agreed terms & conditions.

7. The first short-list will be made on the basis of the technical bids and those firms, which meet the prescribed specification/pass the quality test, will be considered for opening their financial bids. The firm, which is finally selected, will be required to make a **security deposit of Rs.50,000/- for Computer Consumables** respectively.

8. **RSR Certificate in r/o Computer consumables may also be submitted by all the tendering Firms.**

  
(J.S Lalringum)  
(Under secretary)