

F. No. A – 11019/25/2014 – NMPB
National Medicinal Plants Board
Ministry of AYUSH
Government of India

Room No. 309, 3rd Floor,
AYUSH Bhawan, B-Block,
G.P.O. Complex, INA,
New Delhi – 110023
[Tel:- 011 – 24651829](tel:011-24651829)
Fax:- 011 – 24651827
Dated:- 18/10/16

Notice Inviting Tender

To,

To All Concerned

Subject: - Quotations for Purchase of Cartridges for Printers, Fax Machines etc. – regd.

Sir,

National Medicinal Plants Board (NMPB) is functioning under Ministry of AYUSH from AYUSH Bhawan in the GPO complex at the address given above. NMPB proposes to procure the following item as per the make (HP, Samsung, Canon) & specifications on the terms and conditions of supply indicated below:-

S. No.	Item	S. No.	Item
1.	HP 12A	12.	HP M 951
2.	HP 49A	13.	Samsung C 406S
3.	HP 78A	14.	Samsung Y 406S
4.	HP 88A	15.	Samsung M 406S
5.	HP 250	16.	Samsung K 406S
6.	HP 251	17.	Samsung 1043S
7.	HP 252	18.	Canon 328
8.	HP 253	19.	HP CE 400 A
9.	HP B 950	20.	HP CE 401 A
10.	HP C 951	21.	HP CE 402 A
11.	HP Y 951	22.	HP CE 403 A

Terms and Conditions of supply shall be as under:-

1. The above item(s) should be supplied/delivered strictly adhering to the item-wise specifications mentioned above and installed at the premises of NMPB, Ministry of AYUSH, Room No. 309, 3rd Floor, B – Block, AYUSH Bhawan, GPO Complex, INA, New Delhi;
2. Terms of delivery – The item will be delivered by the firms free of cost at NMPB premises;

3. Warranty terms – The item will be covered by onsite warranty for the period mentioned by the company from the date of installation;
4. Payment terms – Payment would be released on supply of the above item as per the specifications and satisfactory installation/report;
5. The firm should be in position to supply above mentioned items at a short notice as and when requisitioned by the Board.
6. Supply is required to be completed within a period of **seven (7) days** from the date of issue of the work order and any delay in supply beyond permissible period may warrant cancellation of the supply order.
7. Delay beyond **10 days** of order will be treated as non-performance.
8. The items supplied should be New and as per the specification. Supply of duplicate items will liable for forfeiture of the Performance Security besides legal action as decided by the Competent Authority.
9. The EMD of unsuccessful bidder will be returned only after finalisation of the bidder process.
10. The contract for supply of items will be awarded for a period of one (1) year which may be extended or curtailed subject to satisfactory performance of the selected firm.
11. The Board reserves the right to accept or reject any or all the bids without assigning any reason thereof.
12. In case the firm is not to supply the required items to this Board in time after placing of the supply order by it during the currency of the contract, the Board may terminate the contract and also forfeit the Performance Security.
13. The firms should quote unconditional rates strictly as per list of items. There should be no cutting /overwriting in the bids.
14. Supply order is non-transferable and the supply has to be completed by the said agency.
15. The bidding firms are required to deposit Bid Security (Earnest Money) of Rs.10,000/- (Rupees ten thousand only) in the form of Bank Draft in favour of **Pay & Accounts Officer (Secretariat), Ministry of Health & Family Welfare, New Delhi** alongwith the Technical Bids. The Earnest Money will be returned to the unsuccessful bidders after finalization of the bids.
16. The successful bidder / tenderer will have to deposit a Performance Security Deposit of Rs. 20,000/- (Rupees Twenty thousand only) in the form of Fixed Deposit Receipt (FDR) made in the name of the Company / Firm/ Agency but hypothecated to the Pay & Accounts Officer, Ministry of Health & Family Welfare, New Delhi or Demand Draft in favour of **Pay & Accounts Officer (Secretariat), Ministry of Health & Family Welfare, New Delhi** for a period of 15 months. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful bidder/ tenderer.
17. No interest shall be paid on Performance Security Deposit.
18. Conditional bidders will be rejected.
19. The rates should be submitted against each item.
20. No changes in rates offered will be permitted during the tenure of Rate Contract. The rates will be valid for one year from the date of awarding of the contract.
21. The quotation(s) received after the due date and time will not be accepted.
22. Supplier will not be relived from any liability related to warrantee/Guarantee or any obligation under the contract.
23. The purchaser reserves the right to accept or reject any or all quotations without assigning any reason.
24. Tenderer should quote for all the items mentioned in the list. Incomplete or part quotation will be rejected.
25. The quotations should be sent by ordinary post in sealed cover or can also be put in the sealed box kept in the R&I section of the NMPB, in Room No. 309, at 3rd Floor, B – Block, Ministry of AYUSH, AYUSH Bhawan, GPO Complex, INA, New Delhi – 110023
26. Sealed cover may be sent to this office inscribed **“Quotations for Cartridges for Printers”** on the top of envelop.

Interested firms should submit their best rates quotation for supply of this item, as per the specifications. **The rates quoted should be exclusive of all applicable taxes and other charges, if**

any. Please quote separately for all other terms and conditions viz. taxes/Octori duties chargeable including period of delivery/period of warranty/validity of the quotation(s) etc.

Quotation should be furnished to **Finance & Administrative Officer, National Medicinal Plants Board**, Room No. 309, 3rd Floor, B – Block, Ministry of AYUSH, AYUSH Bhawan, GPO Complex, INA, New Delhi – 110023 latest **by 1300 hrs on 28th October, 2016**. The quotation(s) shall be opened on the same day at **1500 hrs** in the presence of interested bidders or their representative(s).

Thanking you,

Yours faithfully,

Sd/-

(Ashok Kumar)

Finance and Administrative Officer