

No.D-15019/2/2012-S

Dated the 1st October, 2013.

To,

Sub:- Sealed bid for recycling refilling of toners for Printers.

Sir,

The Director General, Films Division, Ministry of Information and Broadcasting, Government of India, 24 Dr. Gopalrao Deshmukh Marg, Mumbai-400 026 invites sealed bid from authorized franchise/dealers of M/s Hewlett-Packard Company for annual supply of ink recycling with refilling toners HP-88A required for printers of the Computers, Fax machines etc by this Division.

The firm/suppliers/proprietors those who are interested for recycling with refilling toners as per the specifications given in the enclosed annexure., can visit Films Division for clarification/specification, on any working day viz. Monday to Friday from 11.00 A.M. to 5.00 P.M. (Except holidays) in the office of Films Division, Ministry of Information & Broadcasting, Govt. of India 24-Dr.G.Deshmukh Marg, Mumbai-400 26. The details of this bid notice including specifications of the ink toners are available on the official website of Films Division www.filmsdivision.org The bid notice is invited on the following terms and conditions:

1. The quantity indicated is approximate which may increase or decrease and as per the need basis.
2. The bid should be on LETTER HEAD of the bidder.
3. There should not be overwriting and all correction in the rate should be attested by full signature by the bidders. The department will not be responsible for delay, loss or non receipt of tender/quotation by post.

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4. The bidder should submit an original letter or certified copy of the authorization letter of the dealership/franchise of the ink toners, issued by M/s Hewlett-Packard Company, with the bid.
5. The bidder should have CST/MST/VAT and PAN No. and same must be indicated while submitting the quotation. The quotation without indicating the CST/MST/VAT and PAN No. will not be considered.
6. The bidder has to quote separate rate for each item indicating therein the details/percentage of taxes if any. If the taxes are not indicated it will be assumed that the rates quoted are inclusive of all the taxes/levies. The rates will remain valid for one year from the date of acceptance of the contract of refilling of the toners by the successful bidder.
7. The bidder has also to quote rates separately for (i) Recycle with refill of toner
ii) Only refilling of toner.
8. The bidder has to note that if it is found that toners recycled /refilled and supplied by the bidder is defective then the same is to be replaced by the firm at their own cost within 48 hours. If it is not replaced in stipulated time, no payment will be made to the supplier.
9. The bidder should note that no advance payment will be made by Films Division. The payment will be arranged through E.C.S. on presentation of the pre-receipted bill in triplicate along with Xerox copy of service reports/ attendant sheets after recycling, refilling and supply of toners as per supply order issued by the Films Division.
10. The original copy of the bid should be enclosed in a double cover. The cover should be sealed and the outer cover may be super scribed 'QUOTATION FOR RECYCLING & REFILLING OF TONERS(HP-88A) FOR COMPUTER PRINTER AND FAX MACHINE'. The bidder should not mention their name on the cover and it should be addressed to the Director General, 24 Dr.Gopalrao Deshmukh Marg, Mumbai-400 026.

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11. The bidder except those who are registered with the Central Purchasing Organization, National Small Industries Corporation (NSIC) must enclose with the bid the Earnest Money Deposit (Bid Security) for Rs.2000/- in the form of either crossed Pay Order or Demand Draft or Bank Guarantee from Commercial Bank drawn in favor of “Accounts Officer, Films Division, Mumbai” valid for a period of 45 days beyond the final bid validity period. The bid which is not accompanied by Bid Security will not be considered.

12. The validity period of bid security will be six months. The bid security shall be forfeited by Films Division in the following events:-

- i) If bid is withdrawn during validity period or any extension thereon.
- ii) If bid is varied or modified in a manner not acceptable to this organization during the validity period or any extension there of.
- iii) If a bidder whose bid has been accepted but fails to furnish the performance security deposit/ performance bank guarantee within 20 days of acceptance of bid.

13. The successful bidder will furnish a Performance Security Deposit at the rate of 10% of the value of the total work in the form of either cross Pay Order or Demand Draft or Bank Guarantee from Commercial Bank drawn in favor of “Accounts Officer”, Films Division, Mumbai” within 30 days of the offer of awarding of contract. The performance Security Deposit will remain with the Films Division till the contract period.

14. The sealed bid should reach us by 1.00 p.m. on 21/10/2013. The bid will be opened on the same day i.e. on 21/10/2013 at 3.00 p.m. in the premises of Films Division, 24-Dr.G. Deshmukh Marg, Mumbai-26.

15. All the reputed firms interested in participating shall drop their bids on or before due date and time in the drop box kept at the gate near the entrance of Films Diviosn,24-Dr.G.Deshmukh Marg,Mumbai-26 before 1.00 pm on 21/10/2013.

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16. The right to accept, reject or split the entire bid or any part thereof with or without any reason rests with the Director General, Films Division, Mumbai and his decision in this regard will be final and binding.

17. Any disputes arising out of the bid notice in the process and finalization of this bid will be subject to jurisdiction of the High Court of Mumbai.

Yours faithfully,

(A. Subramanian)
Asstt. Administrative Officer
For Director General

Copy to the Nodal Officer(IT) with the request to upload the above bid notice on the official website of Films Division.

(A. Subramanian)
Asstt. Administrative Officer
For Director General

