

SUPREME COURT OF INDIA
(ADMN. MATERIAL) (P&S)

F.No. 2/HP & RICOH Cartridge/2017/SCI(AM)
Dated: 01 / Dec/ 2017

Last date of Tender: 21 / Dec / 2017

NOTICE INVITING TENDER
FOR
AWARDING OF RATE CONTRACT FOR SUPPLY OF RICOH INK CARTRIDGES, RICOH
PHOTOCOPIER TONERS AND HP TONERS/CARTRIDGES TO THE REGISTRY

Sealed tenders are invited only from the OEM Companies of RICOH and HP and their Delhi and NCR region based Authorised dealers as per proforma enclosed herewith as **Annexure 'A'** for awarding of rate contract for supply of the following Ricoh ink Cartridges for various Ricoh Laser Printers/ MFDs urgently, Ricoh Photocopier Toners for various Ricoh Photocopier Machines and HP Toners/Cartridges for various HP Laserjet/Deskjet Printers for use in the Registry, as and when required during two years.

The actual quantity may increase or decrease during the year. Interested parties, if so desire, may contact Ms. Anuradha Sharma, Branch Officer, Admn.Material (P&S) telephonically or personally visit at Reception Counter No.37 for any clarification on any working day between 10.30 A.M. and 4.00 P.M. (except Saturdays & holidays) on Telephone Nos. 23111483 and 23112235.

RICOH PRINTER INK CARTRIDGES:-

S. No.	Description – RICOH EDP Code No.	To be used in RICOH Printer No.	Approximate Requirement (Per annum) in Nos.
1	407243	RICOH Laser Printer SP 310 DN	165
2	407337	RICOH Laser Printer SP 3600 DN	195
3	406517	RICOH MFD SP 3510 SF	50

RICOH PHOTOCOPIER TONERS:-

S. No.	Description – RICOH Photocopier Toner No.	To be used in RICOH Photocopier No.	Approximate Requirement (Per annum) in Nos.
1	DP CODE: 841995	MP 3554 SP	25
2	2320 D	MP 3053 SP	40
3	2501 S	MP 2001 SP	75

HP TONERS/CARTRIDGES:-

S. No.	Description – HP Toners/Cartridge No.	To be used in HP Printer No.	Approximate Requirement (Per annum) in Nos.
1	HP CE 505 AC	Laserjet 2055 DN	850
2	HP CC 388 AC	Laserjet P1008	65
3	HP CB 436 AC	Laserjet 1522n (MFD)	140
4	HP 7115A (Black)	1000 Laserjet	As per requirement
5	HP 5949A (Black)	1160 Printer	As per requirement
6	Q - 7553A	Laserjet 2015	As per requirement
7	CE 310A (Black)	Laserjet pro CP 1025 / NW	As per requirement
8	CE 311A (Cyan)	Laserjet pro CP 1025 / NW	As per requirement
9	CE 312A (Yellow)	Laserjet pro CP 1025 / NW	As per requirement
10	CE 313A (Magenta)	Laserjet pro CP 1025 / NW	As per requirement

A. TENDER

1. The tender may be sent in sealed envelopes superscribing (a) "Financial bid for supply of Ricoh Ink Cartridges, Ricoh Photocopier Toners & HP Toners/Cartridges and, (b) Earnest Money for supply of Ricoh Ink Cartridges, Ricoh Photocopier Toners & HP Toners/Cartridges by post sufficiently early so as to reach the Registry within date and time or may be delivered to the undersigned. If tender is sent through Special Messenger, an authority letter from the tenderer with proof of identity may also be given to the Messenger so that he/she could show the same alongwith his/her own identity proof to the Reception Officer at Reception Counter No.37 for issuance of entry pass.

2. **TERMS AND CONDITIONS OF TENDER**

2. The tenderers are required to quote their lowest rates for the items detailed in **Annexure'A'** enclosed herewith.

3. **The tenderers are required to send their tender alongwith a Demand Draft of Rs.1,38,000/- (Rupees One Lakh Thirty Eight Thousand Only) drawn in favour of "The Registrar (Admn), Supreme Court of India" as Earnest Money Deposit (Rs.54,000/- towards supply of RICOH Cartridges and Rs.84,000/- towards supply of HP Toners/Cartridges) (Name of the firm, telephone number and name of the item may be written on the reverse side of the Demand Draft). If EMD is exempted, Certificate has to be submitted alongwith the tender documents.**

4. Earnest Money Deposit of unsuccessful tenderers would be returned on written request after the contract has been finally awarded to the successful bidder.

5. Hypothetical or conditional Tender shall not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, appropriate action may be taken.

6. The Registry will deal with the tenderer directly and no middlemen/commission agents etc. should be asked by the tenderer to represent the cause and they will not be entertained by the Registry.

7. Over-writing/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.

8. The Registry, in its discretion, reserves the right to reject or accept any or all tenders, partly or completely, at any time without assigning any reason therefor.

9. Each tenderer has to certify that all the terms and conditions are acceptable to him.

3. **TERMS AND CONDITIONS FOR SUCCESSFUL TENDERER**

10. The successful tenderer shall have to deposit performance security of Rs.1,35,000+2,10,000= Rs.3,45,000/- (Rupees Three Lakh Forty Five Thousand) **(Rs.1,35,000/- for supply of RICOH Ink Cartridges/RICOH Photocopier Toners and Rs.2,10,000/- for supply of HP Toners/Cartridges)** after adjusting Earnest Money by way of Demand Draft drawn in favour of "The Registrar(Admn), Supreme Court of India, New Delhi." The performance security deposit will be refunded after two months from the date of successful delivery and/ or payment of their bill and/or expiry of Warranty/Guarantee period, whichever is later.

11. (a) The tenderers are required to quote their lowest rates which should be valid for at least two years.

(b) The Tenderers should specifically state whether rates are inclusive of GST (as applicable); if not, it will be deemed that rates are inclusive of GST.

12. The supply of genuine Ricoh Ink Cartridges and HP Toners/Cartridges shall be required to be made within the stipulated time on conveyance of Purchase Order and in case supply is not made within the stipulated time and the Registry is forced to make short purchase to meet the emergent demand, the tenderer will be liable to make good the loss due to difference which the Registry may directly deduct from Bill/Security Deposit.

13. Execution of the supply is to be done very expeditiously but not later than three days, and in emergency the supply has to be executed on the same day also.

14. Supply of Ricoh Ink Cartridges and HP Toners/Cartridges are to be made on bill basis. The payment is normally made after full supply is received and accepted as per specifications/requirement.

15. Even after awarding the said Contract, the Registry reserves the right to terminate the same at any time, if the services of the Contractor are not found satisfactory.

16. **The OEM Company may submit a bid either in its own name or through any of the authorised dealer, who has to provide services of supply of materials to Supreme Court of India. The bid without confirmation of the original equipment manufacturing company regarding authorization to sell the product shall not be considered.**

17. The tender should accompany an undertaking of Authenticity as per proforma placed at **Annexure'B'** and also attach copies of last 3 years turnover and previous experience certificate or purchase order of the Govt. offices.

18. The successful tenderer will have to abide by the terms and conditions as may be fixed from time to time by the Registry.

19. The tenderer shall have to submit the ink signed **Authorisation Certificates** from **OEM Companies** to sell RICOH Ink Cartridges, RICOH Photocopier Toners and HP Toners/Cartridges in their own name/organisation with the date of validity of the Authorisation.

20. The materials supplied will be inspected by an Inspection Committee of Senior Officers of the Registry and in case the supply is not found in conformity with the approved specifications and any complaint is received about its quality and performance during the course of their use/utilization, the entire supply will have to be replaced with the good quality exactly commensurate with approved specifications at the cost of the contractor. The decision of the Committee in this regard shall be final.

21. The payment will be made only after full supply is received and accepted as per approved specifications.

4. **PENALTIES**

22. If delivery is not made in given time and the Registry is required to make purchase from outside at higher rates, the loss, if any, sustained by the Registry would be recovered from the contractor.

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23. Irrespective of the fact as to whether or not the Registry makes purchases from outside, the Registry may impose penalty upto 1% **per day** of total cost of delayed articles, or of forfeiting the performance security if the delay is due to wilful laches or negligence on the part of the tenderer irrespective of inconvenience caused to the Registry.

24. The Security Deposit shall stand forfeited in case of breach of any of the conditions mentioned herein and if the supply of the items is found unsatisfactory/not as per specifications.

5. INVITATION OF TENDER

Interested parties may send their Tenders in two sealed envelopes superscribing (a) "Earnest Money for supply of RICOH Ink Cartridges/RICOH Photocopier Toners & HP Toners/Cartridges, and (b) "Tender for supply for RICOH Ink Cartridges/Ricoh Photocopier Toners & HP Toners/Cartridges addressed by name to the undersigned so as to reach **on on before 21 / Dec / 2017** upto 3:00 P.M. which will be opened on the same day at 3:30 P.M. in the Registry by a Committee of Officers in the presence of the tenderers or their authorized representatives who may wish to remain present there at that time. The tenders received after due date and/or time or without Earnest Money Deposit will not be entertained. In the first instance, the envelopes containing EMD will be opened. Thereafter, the envelopes containing tender documents will be opened.

Sd/-
(Neena Ahuja)
Deputy Registrar (AM)

Encls : 'Annexures 'A' & B'

**SUPREME COURT OF INDIA
Admn. Materials (P&S)**

**NOTICE INVITING TENDER
FOR**

**AWARDING OF RATE CONTRACT FOR SUPPLY OF RICOH INK CARTRIDGES, RICOH
PHOTOCOPIER TONERS AND HP TONERS/CARTRIDGES TO THE REGISTRY**

(Proforma to be filled by the Tenderer with Reference to Notice Inviting Tender dated **01/Dec/2017** for Supply of RICOH Ink Cartridges, Ricoh Photocopier Toners & HP Toners/Cartridges)

1. Name of the Tenderer with Address:
2. Name of the Contact person with Telephone /Mobile No.
FAX No.
E-mail ID
3. a) Traders Identification Number (Enclosed Photocopy):
b) GST Certificate No. (Enclosed Certificate) :
c) Pan Card No. (Enclosed photocopy):
4. (a) Details/rates regarding RICOH Ink Cartridges:

RICOH PRINTER INK CARTRIDGES:-

S. No.	Description – RICOH EDP Code No.	Rate (per unit) Rs.	Percentage of GST	No. of Pages to be Printed
1	407243 (FOR SP 310DN)			
2	407337 (FOR SP 3600DN)			
3	406517 (FOR MFD SP 3510 SF)			

4. (b) Details/rates regarding RICOH Photocopier Toners:

RICOH PHOTOCOPIER TONERS:-

S. No.	Description – RICOH Photocopier Toner No.	Rate (per unit) Rs.	Percentage of GST	No. of Pages to be Printed
1	DP CODE: 841995 (FOR MP3554 SP)			
2	2320 D (FOR MP 3053 SP)			
3	2501 S (FOR MP 2001 SP)			

4. (c) Details/rates regarding HP Ink Toners/Cartridges:

HP TONERS/CARTRIDGES:-

S. No.	Description – HP Toners/Cartridge No.	Rate (per unit) Rs.	Percentage of GST	No. of Pages to be Printed
1	HP CE 505 AC			
2	HP CC 388 AC			
3	HP CB 436 AC			
4	HP 7115A (Black)			
5	HP 5949A (Black)			
6	Q - 7553A			
7	CE 310A (Black)			
8	CE 311A (Cyan)			
9	CE 312A (Yellow)			
10	CE 313A (Magenta)			

5. F.O.R Supreme Court Godown :

6. Delivery Schedule :

7. Whether rates are inclusive of GST (as applicable). Please mention it clearly . :

8. Whether RICOH & HP Authorisation Certificates are enclosed with tender document :

9. Name & address of the Govt. Offices etc. of which the tenderer is having the contract with name of contact person and his telephone/ mobile number :

10. Details of previous experience in the field & infrastructure of the Company :

11. Details of annual turnover (Last 3 years) :

12. Whether EMD is submitted or Certificate for its exemption is enclosed :

13 Whether No dues certificate from Department of Trade & Taxes and copies of the returns Submitted to the department in enclosed :

14 Whether all the terms & conditions of the N.I.T are agreeable :

Dated:

Signature with stamp

ANNEXURE 'B'

Sub : Undertaking of Authenticity for RICOH Ink Cartridges, RICOH Photocopier Toners & HP Toners/Cartridges

Supply of RICOH Ink Cartridges, RICOH Photocopier Toners & HP Toners/Cartridges

Ref : 1. Your Purchase Order No. _____ dated _____.
2. Our invoice no./Quotation no. _____ dated _____.

With reference to _____ being supplied/quoted to you vide our invoice no./quotation no./order no. Cited above, We hereby undertake that all the components/parts/assembly used in the product shall be original new components/parts/assembly only and manufactured at the same period from manufacturing company and that no refurbished/duplicate/second hand components/parts/ assembly/software are being used or shall be used.

We also undertake that in respect of licensed operating system if asked for by you in the purchase order, the same shall be supplied along with the authorised license certificate and also that it shall be sourced from the authorised source.

Should you require, we hereby undertake to produce the certificate from our OEM supplier in support of above undertaking at the time of delivery/installation. It will be our responsibility to produce such letters from our OEM supplier's at the time of delivery or within a reasonable time.

In case of default and we are unable to comply with above at the time of delivery or during installation, for the already billed, we agree to take back the without demur, if already supplied and return the money if any paid to us by you in this regard, and/or performance security, if any produced, forfeited

We.....Also take full responsibility of both components/parts & Mother body as per the content even if there is any defect by our authorised Service Centre/Reseller/SI etc.

Authorised Signatory

Name :

Designation :