



NATIONAL SEEDS CORPORATION LIMITED
(A GOVT. OF INDIA UNDERTAKING)
[CIN No.U74899DL1963GOI00913]
BeejBhawan, Pusa Complex
NEW DELHI-110012

NOTICE INVITING TENDER FOR REFILLING OF CARTRIDGES

Sealed Tenders on plain paper are hereby invited from the bonafied vendors for refilling with fitting & fixing of Printer Cartridges (Model No. - Hp Laser Jet P1008, HP Laser Jet ro2o, HP Laser Jet p205sDN, cannon MF4570DW & Cannon MF229DW) and refurbished cartridges for National Seeds Corporation Limited, BeejBhawan, Pusa Complex, New Delhi-110012 for the period of 01 (One) years as per terms & conditions and specification laid down in Annexure-A & Annexure- B respectively.

The sealed tenders will be received up to 15.00 hours of **09/08/2019** in the Tender Box addressed to Manager, HR/Welfare, NSC, BeejBhawan, Pusa Complex, New Delhi-110012 or by speed post or registered post only.

Details of Terms & Conditions and specification (at Annexure-A & B) of the aforesaid tender are available on our website www.indiaseeds.com

Interested agencies fulfilling the above eligibility criteria may obtain tender document on written request at the address mentioned below, on payment of Rs. 100/- (Rupees Hundred) by demand draft favouring National Seeds Corporation Ltd, payable at New Delhi. The tender document will also be available at NSC website www.indiaseeds.com. Those who wish to use the downloaded form have to attach a demand draft of Rs. 100/- while submitting. NSC shall not be responsible for any postal delays.

Sale of tender forms from: **19/07/2019 to 09/08/2019**.

{From 10.00 a.m. to 5.00 p.m. (Monday to Friday) and on (09/08/2019) the Tender Form will be available till 1.00 P.M. Last date for submission of tender documents: 09/08/2019 by 1500 hrs.

Opening of Technical Proposal: **09/08/2019 at 15:30 hrs.**

In case (09/08/2019) is declared holiday, the tender will be opened at the same time on the next working day.

Manager(Welfare)
National Seeds Corporation Ltd.
BeejBhawan, Pusa Complex,
New Delhi-110012.
Phone No. 011-25846462
e-mail id : dkneetu@gmail.com

ANNEXURE.A

TERMS AND CONDITION OF THE WORKS

1. Tender shall be furnished in sealed envelope addressed. to the Manager[HR/Wel], National Seeds Corporation Limited, BeejBhawan, Pusa Complex, New Delhi-110012superscribed "Tender for refilling of Cartridges for printers of the National Seeds Corporation Limited, BeejBhawan, Pusa Complex, New Delhi-110012.
2. The Cartridges Refilling Work of Printers shall be valid for the period of 01 (One) years from the date of execution of Agreement with the successful quotationer.
3. Refilling is to be done with Original Ink and in this case no compromise in respect of quality shall be entertained.
4. Bidder will be selected on the basis of total rate quoted in respect of the Printer Cartridges (Model No. - HP Laser Jet P1008, HP Laser Jet ro2o, HP Laser Jet P2055DN, cannon MF4s70Dw & cannon MF229DW. The offered rate of the quotation shall remain valid for acceptance for a period of 90 (ninety) days from the date of opening of tender.
5. The agency shall submit bill in triplicate on monthly basis within 07 (seven) days of the following month alongwith certification of bill to the Manager[HR/Wel], National Seeds Corporation Limited, BeejBhawan, Pusa Complex, New Delhi-110012 for payment after deducting all applicable taxes.
6. The work shall be carried out in the best workmanship manner in conformity with the tender specifications and instructions and guidelines issued by Addl. Gen. Mgr[Wel] or his authorized representative from time to time.
7. On the event of any failure / refusal to complete the undertaken work of refilling of printer cartridges within the stipulated period of agreement without any valid reason acceptable by the department, the earnest money / security money as deposited will be forfeited. Non-fulfilment of any of the terms and conditions as mentioned will make the quotation liable for rejection.

8. CONCILIATION/ ARBITRATION

8.1. If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view for its amicable resolution and settlement through a committee appointed by the Chairman cum Managing Director, NSC.

8.2. In the event, no amicable resolution or settlement is reached upon between the parties than such dispute or differences between the parties upon receipt of notice from one party within 30 days shall be referred to the Sole Arbitrator to be appointed by the Chairman cum Managing Director, NSC for adjudication under the provision of Arbitration and Conciliation Act, 1996 as amended from to time.

8.3. Notwithstanding the existence of any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.

8.4. The venue of the arbitration shall be New Delhi, India and the arbitration proceedings shall be in English language. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the said Act.

9. JURISDICTION CLAUSE:

9.1. The court of law at the New Delhi/Delhi alone will have jurisdiction in the matter of any disputes other than the matters which are referred for Arbitration.

10.FORCE MAJEURE

10.1 Notwithstanding the provisions of tender terms, the Contractors shall not be liable forfeiture of its Security Deposit, imposition of liquidated damages or termination for default, to the extent that, the delay in performance or failure to perform its obligations under the contract is the result of an event of Force Majeure mentioned therein below.

10.2 For the purposes of this clause, "Force Majeure" means an event beyond the control of parties and not involving their fault or negligence which is not foreseeable. Such events may include, but are not limited to acts of God, wars, civil riots or revolutions, fires, rain or any other act affecting the performance of the contract.

10.3 If a Force Majeure situation arises, the Contractor shall promptly notify NSC in writing of such conditions and cause thereof within 48 hours. Unless otherwise directed by NSC in writing, the contractor shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

11. LIQUIDATED DAMAGES [L.D]

11.1 If the 2nd Party fails to supply any or all of the goods or fails to perform the services as per terms and conditions incorporated in the NIT or the agreement, then NSC shall, without prejudice to other rights and remedies available to NSC under this agreement, deduct from the contract price, as liquidated damages, as relatable sum equivalent to the 2% of the contract price for each day or non-compliance of terms of performance, subject to a maximum deduction of the 10% of the contract price.

Signature of the Tenderer

- The bid to be submitted by the bidder shall consist of 02 (two) Parts:- The following documents are required to be submitted alongwith tender documents:-

1. THE COMPANY

- a) Name _____
- b) Regd. Address _____
- c) Address of Office at Delhi/NCR _____
- d) Contact Person's

- i) Name & Design. _____
- ii) Tel No. Landline _____ Mobile _____
- iii) Email ID _____

2. Type of Firm : Private Ltd./Public Ltd./Cooperative/Partnership/Firm/MSME/NGO

(Please tick and enclose copy of Memorandum/Articles of Association/
Certificate of Incorporation/Partnership Deed/Registration Certificate
under Shops & Establishment Act]

3. PAN/GIR No. : _____
(Please enclose attested photocopy)

4. TIN No. : _____
(Please enclose attested photocopy)

5. GST Regn. No.: _____
(Please enclose attested photocopy)

6. VAT Registration No. _____
(Please enclose attested photocopy)

7. Trade license issued by concerned Municipal Council/Corporation of Delhi/State with current validity.
[Please enclose attested photocopy]

8. Last Three years Income Tax return
(Please enclose attested photocopy)

8. Annual Turnover for the last 3 years:

(Should not be less than Rs 25.00 lakh)

2017-18 _____
2016-17 _____
2015-16 _____

(Please enclose copies of attested audited balance sheet and P&L A/c)

_____enclosed (please specify)

9. Experience of similar work in the field during the last three years

- a) Please submit copies of documentary evidence e.g. work order and corresponding satisfactory job completion certificates from clients specifying value and period of work order

_____enclosed (please specify)

10. Certificate indicating non blacklisting of organization:

[Please attach the relevant document]

11. Earnest Money Details :

D.D. No. _____ Date _____

Amount - Rs.5,000/-

Drawn on _____

Signatures of authorized signatory

Name _____

Designation _____

Seal:

INSTRUCTION FOR SUBMISSION OF BIDS:

1. The technical bid and financial bid shall be submitted in separate envelopes mentioning clearly for which it is submitted over the envelope at the time of tender. These two envelopes should be included in another envelope in which it shall be mentioned "Tender for refilling of Cartridges for Printers of the National Seeds Corporation Limited, BeejBhawan, Pusa Complex, New Delhi-110012.
2. The tenderer shall have to deposit Earnest Money alongwith technical bid [1st Envelope] amounting to Rs.5,000/- [Rupees Five Thousand] in shape of "Demand Draft" to be drawn in favour of " National Seeds Corporation Limited" payable at Delhi issued by any Nationalised Bank. EMD of unsuccessful bidder will be refunded after finalization of tender. EMD of Rs.5,000/- of successful bidder will be converted into the security deposit.
3. The 2nd Envelope shall contain the financial bid, which shall indicate the rate for refilling of Cartridges for Printers in prescribed format shown in the Annexure-B otherwise the said tender shall be disqualified/rejected.
4. Security deposit will be released to the party who has been awarded the contract after successful completion of work contract.
5. Special instructions:- If any bidder fails to fulfill the requirement in the technical bid, the financial bid shall not be opened and is liable for rejection.
6. Language of bids:-The bids prepared by the bidder and all correspondence, documents relating to the bids exchanged by the bidder and the client, shall be written in English language.
7. The Department reserves the right to reject or cancel any/all of the quotation(s) without assigning any reason thereof.
8. The earnest money deposited by the unsuccessful quotationer(s) alongwith quotation will be released after finalisation of the quotations.
9. If the service provided by successful bidder is not satisfactory then the contract can be terminated by the National Seeds Corporation Limited by giving a notice of 7 (seven) days to the agency.
10. Tender shall be dropped in the Tender Box properly. If dropped outside the tender box, it shall be treated as disqualified.
11. Call shall be attended & the problem shall be resolved within 24 hours of lodging of the complaint irrespective of day being working day or holiday. The bidder has to restore the normal functioning of the hardware, within stipulated time of lodging the complaint at the contact no. given by bidder. If the complaint is not resolved within stipulated time penalties will be imposed as per following Table. So bidders are advised to pre-assess the requirement of equipment and maintain a good amount of inventory in their stock.

S.NO.	Condition	Penalty
1.	More than 24 hours up-to 3 days within Delhi	2% of current quarter's payment
2.	More than 3 days up-to 5 days within Delhi	4% of current quarter's payment
3.	More than 5 days up-to 10 days within Delhi	6% of current quarter's payment

12. The last date of receiving the Tender is **09/08/2019** (upto 15.00 hours and the sealed envelopes will be opened on **09/08/2019** at 3.30 P.M. hours in the Conference Hall, National Seeds Corporation Limited on the same day, in presence of the tenderer/(s) (if any).
13. No tender would be entertained if it is not reached this office within the stipulated date & time. If the tender box & sealed tender are not in a position to open on the said date and time the same will be done on the next working day at 12.00 hours.

14. Rate shall be inclusive of all taxes & door delivery and payment will be made after completion of works with full satisfaction. Bills shall be submitted in triplicate after delivery of goods. Tender in prescribed format in sealed cover should be submitted through registered post / speed post / courier service only addressed to the Manager[HR/Wel], National Seeds Corporation Limited, BeejBhawan, Pusa Complex, New Delhi-110012.
15. The tenderer shall have to deposit Earnest Money alongwith quotation amounting to Rs.5,000/- (Rupees five thousand only) in the shape of "Demand Draft" to be drawn in favour of "National Seeds Corporation Limited" issued by any Nationalized Bank.
16. Part - II :- Financial Bid" (2nd Envelopel shall contain:- (The rate for refilling of Cartridges for Printers should be quoted in prescribed format shown in the Annexure -'B' otherwise the said tender shall be disqualified/ rejected.

Signature of the Tenderer
With Stamp & Seal

PRICE BID FORMAT FOR RUNNING CANTEEN**(To be put in separate sealed envelope)****FORMAT FOR SUBMITTING FINANCIAL BID BY THE REFILLING OF CARTRIDGES AGENCY.****(To be submitted on letter head of firm/agency under signatures of the authorized signatory)**

Manager(Welfare),
NATIONAL SEEDS CORPORATION LIMITED,
(A. Govt. of India Undertaking)
BeejBhawan, Pusa Complex,
NEW DELHI-110012
Ph. No. 011-25846292, 25842672

Dear Sir,

SUBJECT : PRICE BID FROM EXPERIENCED REFILLING OF CARTRIDGES AGENCY.

I/We, hereby submit our financial offer for the captioned Subject, "If the work is awarded to us:

S. No.	Name of Printer	Rate of refilling works per cartridges In Rs.	Rate of refilling with cartridges peripheral, if necessary	Total Amount (In Rs.)
1	2	3	4	5 [3+4]
1.	H.P. Laser Jet P1008			
2.	H.P. Laser Jet 1020			
3.	H.P. Laser Jet P2055DN			
4.	Refurbished Cartridge			
	Grand Total			

Bidder will be selected on the basis of total rate quoted in respect of the Printer Cartridges.

Signature of the Tenderer
 With Stamp & Seal

