

O/o the PCDA Bangalore

EDP CENTRE, LOWER AGRAM ROAD BANGALORE – 560 007.
PHONE NO:(080) 25545101, E-mail – cda-blor@nic.in

No. EDP/Mech/Consumables/2017-18

DATE: 08/03/2018

To

SUB: Invitation of bids for purchase of COMPUTER CONSUMABLES

Dear Sir/Madam,

1. Bids in sealed cover are invited for supply of items listed in Part – II Schedule of requirements (SOR) of this RFP. Please **super scribe** the Title and RFP number on the sealed cover to avoid the Bid being declared invalid.
2. The address and contact numbers for sending Bids or seeking clarification regarding this RFP are given below.
3. Bids/queries to be addressed to - EDP MANAGER
4. Postal address for sending the bids. - Office of the PCDA,
No. 107, Lower Agram Road
Agram Post,
Bangalore – 560 007.
5. Name & designation of the contact person - Shri. G P Praveen Reddy, IDAS
DCDA
6. Telephone numbers of the contact person - 080 – 25545101
7. e-mail id - cda-blor @nic.in
8. Fax No. - 080-25543810
9. The RFP is divided into three parts:
10. **Part – I** contains general information and instructions for the bidders about the RFP such as the time, place of submission and opening of tenders, etc
11. **Part – II** contains essential details of the items required such as the Schedule of Requirements (SOR).
12. **Part – III** contains standard conditions of RFP, which will form part of the contract with the successful bidder.
13. The RFP is being issued with no financial commitment and the buyer reserves the right to change or vary and part thereof at any stage. Buyer also reserves the right to withdraw the RFP should it become necessary at any stage.
14. **ONLY BANGALORE BASED FIRMS ARE ELIGIBLE TO PARTICIPATE IN TENDER**


(G.P. PRAVEEN REDDY)
Dy. Controller (EDP)

PART - I

1. Last date and time for depositing the bids: **15/03/2018 at 05.00 PM**
The sealed bids should be deposited/reach by the due date and time. The responsibility to ensure this lies with the bidder.
2. Time and date of opening of bids : **16/03/2018 at 11.30 AM**
(if due date to any exigency for opening of the bids is declared a closed holiday, the bids will be opened on the next working day at the same time or any other time, as intimated by the buyer.
3. Location of the Tender Box :
Reception
Office of the PCDA,
107, Lower Agram Road
Agram Post, Bangalore – 560 007
4. Place of opening of the bids:
Conference Hall
EDP Centre, O/o PCDA
Lower Agram Road
Agram Post, Bangalore – 560 007
5. Clarification regarding contents of the bids: During evaluation and comparison of bids, the buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post bid clarification on the initiative of the bidder will be entertained.
6. Validity of the bids: The bids should remain valid for minimum 45 days from the last date of submission.



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PART - II

QUOTATION FOR SUPPLY OF COMPUTER CONSUMABLES

(SCHEDULE OF REQUIREMENT)

Sl. No	Description (OEM PRODUCTS ONLY)	Qty	Unit Price	GST	Total Amount
1	HP laser Cartridge 88A (CC388AC)	40			
2	Samsung ML2161 Laser cartridges	40			
3	HP laserjet m104a cartridges	6			
4	RICOH SP 200 toner cartridges	10			
5	Samsung color cartridge C404s	4			
6	Samsung color cartridge Y404s	4			
7	Samsung color cartridge M404s	4			
8	Samsung color cartridge K404s	4			



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PART - III

1. Quotations should be submitted by only OEM Authorized stockiest /Distributor / Dealer for all the items mentioned at Part II of the RFP. The firm should submit documentary proof to conclusively establish OEM authorization (subject to verification) along with the quotation, failing which the quotation shall be declared invalid and rejected.
2. Delivery of Goods to be made at "Office of the PCDA, Lower Agram Road, Agram Post, Bangalore – 560 007" at suppliers Cost.
3. The bidders are requested to submit **Earnest Money Deposit (EMD) for 2% of the value of the total amount of the bids.** The EMD has to be submitted in the form of Demand Draft drawn in favour of '**PCDA, Bangalore**' payable at Bangalore from any of the Public Sector Banks. The EMD is to remain valid for a period of forty five days beyond the due date of receipt of tenders. The EMD of unsuccessful bidders will be returned to them without any interest. The EMD will be forfeited if the bidder withdrawn or amends impairs or derogates from the tender in any respect.
4. Payment will be made through EFT after delivery, inspection and acceptance of Goods.
5. **Delivery of Goods should be made within 5 days from the date of issue of supply order.**
6. Defective Items found if any, at any point of time should be replaced at suppliers cost.
7. Quantity indented for is approximate and subject to variation.
8. The firm will be liable to pay liquidated damage at the rate of 0.5% of the value of the delayed delivery for each complete week or part thereof, up to maximum 10% of the value of the Supply Order. Thereafter PCDA will have the right to terminate the Order.
9. **The Envelope should be super scribed with "Quotation for Supply of COMPUTER CONSUMABLES".**
10. The firm may specify with terms and conditions if any, on their willingness to accept any repeated order at the same rates quoted, irrespective of the quantity proposed in the repeated order.
11. KST/CST/TIN/VAT Registration number of the firm should be indicated in the quotation, failing which the quote will not be considered.
12. The validity of the Quotation should be for a minimum period of 45 days.
13. The purchaser will have a Repeat Order Clause wherein the buyer can order upto 50% quantity of the items under the present contract within six months from the date of supply/successful completion of this contract, the cost, terms and conditions remaining the same. The bidder is to confirm acceptance of this clause. It will be entirely the discretion of the buyer to place the repeat order or not.
14. **ONLY BANGALORE BASED FIRMS ARE ELIGIBLE TO PARTICIPATE IN TENDER**



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