

F.No.D-19011/1/2014-GA
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Administrative Reforms & Public Grievances

5th Floor, Sardar Patel Bhavan
Sardar Patel Bhavan, Sansad Marg
New Delhi, Dated 21st October, 2016

NOTICE INVITING TENDER

Sealed quotations are invited for the purchase of 17 (seventeen) Scanners for use in the Department of Administrative Reforms & Public Grievances, 5th Floor, Sardar Patel Bhavan, Sansad Marg, New Delhi of the following model:-

(i) HP Scanjet Pro 3000 s2

2. Quotations may be dropped in the Tender Box placed at the Reception of Sardar Patel Bhavan or in Room No.526, 5th Floor, Sardar Patel Bhavan, Sansad Marg, New Delhi in sealed cover superscribed 'Quotation for supply of Scanners' latest by **2.30 PM on 04.11.2016**. Quotations received after stipulated date/time shall not be entertained in any case.

3. The supply will be governed by the following Terms and Conditions:-


- (a) The tenderer should give the agency particular in Annexure-1 (Technical Bid).
- (b) The rate should be quoted in the prescribed format enclosed at Annexure.II (Financial Bid) of the tender document.
- (c) The successful supplier will have to meet the requirements of the Department against receipt of supply orders and in any case within a maximum period of seven (07) days from the date of supply order.
- (d) The Department reserves the right to accept or reject any offer without assigning any reason. Therefore, in this connection the decision of this Department in this regard shall be final and binding on all.
- (e) The bidder shall be either original manufacturers of the item covered under this tender or authorized distributor/supplier/dealer of such items. A valid proof of such authorization has to be compulsorily attached with the technical bid in case bidder is not Original Equipment Manufacturers OEM) , failing which the bidder will stand disqualified
- (f) Bids should be accompanied with a Demand Draft/Bankers cheque favour "DDO, AR&PG' for Rs.10000/- (Rs. Ten Thousand only) as Earnest Money Deposit. The EMD will be refunded to the unsuccessful bidders after finalization of the tender. Payment will be processed after successful installation of the equipments.



अरुण कुमार / ARUN KUMAR SARKAR
अवर सचिव / Under Secretary
भारत सरकार / Government of India
प्रशासनिक सुधार एवं लोक शिकायत विभाग
Deptt. of Administrative Reforms & Public Grievances

- (h) Both the sealed covers should be placed in the main sealed envelope superscribed 'Quotation for supply of Scanners'. Tender should be addressed to the Under Secretary (GA), Department of Administrative Reforms and Public Grievances Room No. 526 ,5th Floor, Sardar Patel Bhawan, New Delhi.
- (i) It shall in no way binding on the Department to purchase the exact number of quantities as indicated in the Tender Document. The actual quantities may be purchased by the Department may vary.
- (j) If two or more bidders have offered the same rate, the Ministry reserves the right to classify all such bidders as lowest and divide the purchase order suitably them.
- (k) If a firm after award of the contract violates any of the terms and conditions, it shall be blacklisted and its EMD/performance guarantee shall be forfeited.

4. The **Technical bids** will be opened by the Committee on **04.11.2016 at 3.00 PM** in Room No 526,5th floor, Sardar Patel Bhawan, New Delhi-110001, in the presence of the participating bidders, who may wish to be present. Quotation received after stipulated time and date will be rejected forthwith. **Financial Bids** of the technically qualified tenderers will be opened on the same day i.e. **04.11.2016 at 3.30 PM**.


(Arun Kumar Sarkar)
Under Secretary (GA)
Tel.No.2340441

अरुण कुमार / ARUN KUMAR SARKAR
अवर सचिव / Under Secretary
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Deptt. of Administrative Reforms & Public Grievances
सरदार पटेल भवन, नई दिल्ली/S.P. Bhawan, New Delhi

1

TECHNICAL BID

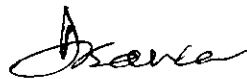
1. Name of the Firm/Agency:
2. Address of Agency :
3. Name of the contact person of the Firm:
4. Details of the Ministries and Departments in which agency had supplied/is supplying the Scanners in question:-

Sl.No.	Name of the Ministries/Departments (Proof to be attached)

5. PAN/TIN number of the firm:
6. EMD Draft/Bankers cheque number/date and Bank name
7. VAT No.

This is to certify that the above facts are true and correct to the best of my knowledge and belief. Further, it is also certified that I/We have read and understood the Terms and Conditions of the Tender Document and will abide by them.

(Signature of authorized signatory)
Seal of the Firm/Agency



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सरदार पटेल भवन, नई दिल्ली / S.P. Bhawan, New De

FINANCIAL BID

RATE FOR SUPPLY OF SCANNERS

Si.No.	Particulars	Rate per scanner (In Rs.)	VAT (In Rs.)	*Total cost of 17 scanners inclusive of VAT (in Rupees)
1.	HP Scanjet Pro 3000 s2			

* Quantity of the items may be increased or decreased.

(Signature of authorized signatory)
Seal of the Firm/Agency



अरुण सूर्यकार / ARUN KUMAR SARKAR
अधिकांश / Under Secretary
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