

**NAME OF TENDER:     Research and Information Systems for Developing Countries.**

Sealed offers are invited on behalf of the Director (Finance & Administration), Research and Information Systems for Developing Countries, Core-IV -B, Fourth Floor, India Habitat Center, New Delhi-110003. **from reputed suppliers for the Refilling of Toners** for this Commission as list enclosed at annexure- III.

**1.     INSTRUCTIONS TO BIDDERS**

(i) **Issue of tender:**             Tender documents can be downloaded from the Website <https://www.ris.org.in/> or else obtained **FREE OF COST** from Administrative Assistant, RIS, Core-IV-B, Fourth Floor, India Habitat Center, New Delhi-110003. between 11:00 a.m to 13:00 p.m on all working days from **5<sup>th</sup> April 2024 to 20<sup>th</sup> April 2024.**

(ii) **Place & Date/Time for Submission of the Bid** The sealed quotation complete in all respects, duly signed, numbered and stamped on each page, should be put in the **tender box placed in the office/ Administrative Assistant** at RIS, Core-IV-B, Fourth Floor, India Habitat Center, New Delhi-110003 on before 20<sup>th</sup> **April 2024 between 10.00 hours to 14.00 hours.**

**TENDERS RECEIVED AFTER THE DEADLINE AS STIPULATED ABOVE SHALL NOT BE CONSIDERED.**

(iii) **EMD (Refundable):**             NIL

(iv) **Security Deposit:**             A Security deposit of Rs. 5,000/- (Rupees Ten Thousand only) in form of Demand Draft, Banker's cheque FDR(pledged to DCW) or a Bank Guarantee from a scheduled Indian Commercial Bank shall be deposited by the L-1 bidder, which shall have to be deposited before releasing of first payment.

(v) **Delivery is required by:** The firm shall collect empty toners from the Care Taking branch twice in a week or as per requirement and deliver the filled toner within 24 hours. A penalty of Rs. 50/- per toner shall be charged if the firm failed to supply filled toner within the prescribed time limit. **IN CASE OF NON SUPPLY, SECURITY DEPOSITE CAN BE FORFEITED BESIDES INITIATION OF ANY OTHER ACTION, AS DEEMED FIT BY THE INSTITUTE AND THE ITEM (S) SHALL BE PROCURED FROM OTHER SOURCES AT THE RISK & COST OF L 1 BIDDER.**

(vi) **Fall clause**                     If at any time during the execution of the contract, the Tenderer reduces the sale price to sell such stores, as are covered under this tender enquiry, to any organization (*including the purchaser of any department of the Govt. of NCT of Delhi*) at a price lower than the price quoted under this contract, he shall forthwith notify such reduction to the purchaser and the price payable under this tender for the stores

Supplied after the date of coming into force of such reduction, the price of items shall stand correspondingly reduced.

- (vii) **Opening of Tenders:** Tenders shall be opened on **21<sup>st</sup> April 2024 at 14.30 hrs** in the Room of Director (Finance & Administration) of this Organization. If the said Closing Date is declared a public holiday for any reason, the tender shall be opened on the next working day.

The tendering process of the Institute involves a **two-stage** scrutiny as detailed below:

- (a) **First only the Pre Qualification bids shall be opened on 21<sup>st</sup> April 2024** and read out before participants/Tenderers present at that time.
- (b) The Price bids of qualified Tenderers at the pre-qualification stage **shall be opened in due course of time. Date of opening of price bids of those firms who found eligible at pre-qualification stage shall be intimated later.**

## 2. **PROCEDURE FOR SUBMITTING TENDERS**

**PLEASE READ CAREFULLY AND COMPLY ACCORDINGLY**

### **PRE QUALIFICATION BID:**

Should be placed in sealed covers/envelopes superscripting the wordings **“PRE-QUALIFICATION/TECHNICAL BID” AND NAME OF THE TENDER.** The following documents should be enclosed in the Pre-Qualification Bids:

3. **Covering letter 2. Copy of GST registration certificate, 3. Copy of PAN. 4. Performance Certificate from any Govt/Private/PSU organization for supplying various goods/materials.**
- (i) **Prequalification bids and Price Bids should be prepared in different sealed**

**PLEASE NOTE THAT NO PRICES SHALL BE INDICATED IN THE PQB OTHERWISE THE BID WILL BE REJECTED OUTRIGHT WITHOUT ANY FURTHER CORRESPONDENCE.**

**envelops.**

- (ii) Pre-Qualification and Price Bid envelopes/covers prepared separately as above, must be kept together in a bigger single sealed cover super scribed the tender and name address of the tenderer.
- (iii) **EACH PAGE SHOULD BE NUMBERED SERIALY, STAMPED AND SIGNED BY THE AUTHORISED SIGNATORY OF THE FIRM.**
- (iv) Covering letter should clearly indicate the list of enclosures.
- (v) The tender should be typed and the price be quoted in words as well as in figures without any over writing or erasing cutting etc. failing which such tenders will be rejected.
- (vi) Telegraphic/Telex/Fax and letter head quotations are not acceptable and will be ignored.
- (vii) **The Security deposit shall be valid for the contract period + 60 days.**

- (vii) The Security deposit shall be valid for the contract period + 60 days.  
(viii) No interest shall be payable by the purchaser on the Security Deposit.

(ix) **IMPROPERLY OR INCOMPLETELY PREPARED TENDERS ARE LIABLE TO BE REJECTED AND NO FURTHER CORRESPONDENCE SHALL BE ENTERTAINED IN THIS REGARD, WHICH MAY PLEASE BE NOTED.**

**PRICE BID:** Price offered should be placed in sealed envelopes/covers sets (as per annexure I) superscribing the wordings "PRICE BID", Name of the tenderer. **GST should be clearly mentioned for each items.**

- i) Tenderers should quote the price clearly indicating GST. Tenderers must not quote price as inclusive of GST. However, if the item is tax free, it should be clearly mentioned.  
ii) The prices should be indicated in words and figures, without any overwriting/erasing.

**3. WRONG INFORMATION:**

Furnishing wrong/incorrect/misleading information in the Tender Bid, if detected at any stage, would lead to **cancellation of the bid submitted by the Tenderer BESIDES INITIATION OF ANY OTHER ACTION, AS DEEMED FIT BY THE COMMISSION UNDER THE LAW OF THE LAND.**

**4. PAYMENT TERMS AND CONDITIONS:**

Payment shall be made on delivery and inspection of complete items at the premises of the Indenter.

Dated: 26/03/2024

SEAL

Signature \_\_\_\_\_

  
अनिल कान्त शर्मा / Anil Kant Sharma  
निदेशक (वित्त एवं प्रशासन) / Director (Fin. & Admn.)  
विकाशशील देशों की अनुसन्धान एवं सूचना प्रणाली  
Research and Information System for Developing Countries  
नई दिल्ली / New Delhi  
**Authorized Signatory**  
(on behalf of the Tenderer)

Name & address of the tenderer with stamp:

**ANNEXURE-I**

**CHECK LIST OF ENCLOSURE**

SI No	Name of Documents	Whether attached, Yes/No	Remarks, if any
1.	Covering letter		
2.	Copy of GST registration certificate		
3.	Copy of PAN		
4.	Performance Certificate for supply of various goods/materials from any Govt organization		

**Note: In absence of any above documents, the tender shall be rejected without any further communication.**

**Please attach separate sheet (s), duly signed, if the space above is insufficient**

**ANNEXURE-II**

**(Specimen for Price Bid)**

Limited Tender Enquiry for : **Refilling of Toner/Cartridge**

Refilling toners List				
S.N.	PRINTER MODEL NO.	PRINTER CARTRIDGE	Rates (in Rs.) for 01 unit	GST %, if any
1	HP Laser Jet 1505	CB436A		
2	HP Laser Printer P3015dn	CE255A		
3	HP MFP 1213NF /HP1007/HP266	CC388A		
4	HP Laser Jet M604dn	CF281A		
5	HP Laser Jet M227sdn	CF230A		
6	HP C LJ Pro 400 M451dn	CE410A		
		CE411A		
		CE412A		
		CE413A		
7	HP C LJ Pro MFP M277fdw	CF400A		
		CF401A		
		CF402A		
		CF403A		
8	HP C LJ Pro MFP M477fdw	CF410A		
		CF411A		
		CF412A		

SIGNATURE

SEAL OF THE FIRM

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		CF413A		
9	HP Laser Jet 1020	Q2612A		
10	HP Laser Jet M609dn	CF237A		
11	HP C LJ MFP M577dn	CF360A		
		CF361A		
		CF362A		
		CF363A		
12	HP C LJ MFP M578dn	W2120A		
		W2121A		
		W2122A		
		W2123A		
13	HP Laser Jet M610dn	W1470A		
14	HP Laser Jet MFP M329dw	CF277A		

**Please attach separate sheet (s), duly signed, if the space above is insufficient**

Authorized Signatory  
(on behalf of the Tenderer)

Name & address of the tenderer with stamp:

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For official use only

**PRE-QUALIFICATION BID ACCEPTED / REJECTED**

If rejected, then the reason thereof: \_\_\_\_\_

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*(To be signed by the Tenderer, if present, as well as by the DCW Official in case of rejection of the PQB)*

Signature (Tenderer)

Signature (DCW Official)

Dated: