

Format of “ Computer Consumables” to be printed on Company’s Letterhead & submit in Envelop-1.

Name of the Company _____

Address _____

Contact Person _____

Contact Details Mobile -----Landline-----
E-Mail: _____

Please mention the following:

PAN _____ TAN _____ VAT NO _____

SERVICE TAX NO _____ TIN NO _____

(Pl. enclose self certified copies)

1	Annual turnover of your company	Amount is Rs
	2012- 2013	_____
	2013 –2014	_____
	2014—2015	_____

2 Details of Past Experience of Similar jobs executed in past 03 years:-

2012-2013

2013-2014

2014-2015

(Pl. use separate sheets if space given is not sufficient. Also enclose copies of Job Letters for the above jobs)

Place:-

Signature & Seal

Date:-

ANNEXURE-II

Format of "Computer Consumables" to be printed on company's Letterhead & submit in Envelop No.2.

Name of the Company _____

Address _____

Contact Person _____

Contact Details Mobile -----Landline-----
E-Mail: _____

Printer	Cartridge No.	Amount
HP Laser jet 3390		
HP Laser jet 1150		
HP Laserjet 2727nf		
HP Laserjet 1320		
HP Lj Colour CP3525DN		
HP Laserjet 4600		
HP Laser jet 1300C		
Epson FX-890 Dot		
HP Laser P1008		
HP Laser P1007		
HP Laser 400 MFP 427		
PENDRIVE	BRAND NAME	Amount
4 G.B.		
8 G. B.		
16 G.B.		
32 G.B..		
CD /DVD	BRAND NAME	Amount
CD-R (SONY / 3M / MOSER BAER / SAMSUNG) WITH COVER		

CD-RW (SONY / 3M / MOSER BAER / SAMSUNG) WITH COVER		
DVD-R (SONY / 3M / MOSER BAER / SAMSUNG) WITH COVER		
OTHER MISC. ITEMS	BRAND NAME	Amount
OPTICAL MOUSE		
USB MOUSE		
KEYBOARD		
REFILLING OF TONER PRINTER CARTRIDGE		
RECYCLING OF TONER PRINTER CARTRIDGES		
USB PRINTER CABLE - 3 MTR. / 5 MTR. / 10 MTRS.		

- Any Services Tax / Vat Etc
- Payment Terms

Date:
Place:

Signature _____
Name _____
Designation _____

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

Consumables for Computer/ Printer

Scope of Work: The agencies engaged in providing services to supply consumables for Computer / Printers within the radius of 10 kms. From EPCH's Office.

Requirement: The Council is to invite offer for award of Annual Contract for Supply of Computer/Printer/Consumables etc. (list enclosed). The technical and financial terms and conditions of Contact shall be as follows:

Eligibility for submission of Technical & Financial Proposal:

- 1 The agency must be engaged in the similar job minimum five years to be able to handle the job.
- 2 The Agency should have annual turnover minimum Rs.5,00,000/-.

TERMS & CONDITIONS:

1. Lowest quoted items to be accepted & supplied.
2. The supply order may be awarded to more than one vendor for all items or for different items.
3. Please give the valid sales tax Registration No. of your firm allotted by sales tax department.
4. The Contract will be valid for a period of two year and the period will be informed after finalization of the contract. The rates quoted will remain in force for the full period of contract. No demand for revision of rate on any account shall be entertained during the contract period. It will be open to the Council to extend the terms of the agreement on the same terms and conditions for a further period of two year, if necessary.
5. The Accessory/Consumable is to be delivered with in one day of the order placed or on the same day.
6. It may also be noted that in case of contractor backing out in midstream without any explicit consent of the Council, he will be liable to recovery by this Council on purchase of consumables for the balance period of Contract through alternative means.
7. No advance payment in any case would be made. However monthly payment after satisfactory supply of consumables will be made.
8. The selected agency will be required to submit security / performance guarantee (refundable) of Rs. 10,000/- by way of demand draft in favour of EXPORT PROMOTION COUNCIL FOR HANDICRAFTS. The other requisite documents mentioned shall be accompanied with the offer letters. The prized bid/financial offer will be considered only after supplier agrees to the conditions.

9. The bidder has to submit sealed offer as per the offer documents only after signing each and every page of offer document with company seal and with all the columns duly filled in. The rates should be quoted for each item/brand separately as per format.
10. Offer received after due date, those received without separate sealed cover and rates not quoted in specified Performa will not be accepted. The Competent Authority reserves the right to reduce or increase the number of items offered for **supply contract during the period of Annual contract**. The Competent Authority also reserves the right to reject any offer without assigning any reason.
11. The bidder should quote only one rate for any particular items for the given specification at Annexure applicable taxes (if any).
12. The bid security may be forfeited, if the bidder withdraws bid during the period of bid validity.
13. The bidder shall mention the complete specification of the items i.e. of Toner/Cartridge etc.
14. If at any time during the said period the bidder reduces the sale prize of any items, bidder shall forth with notify such reduction on sale of offer. For consumables supplied after the date of coming into force for such reduction shall stand correspondingly reduced.
15. The bidder should ensure that all the consumables are of reputed brand and of better quality.
16. All HP Deskjet Printer Cartridges/Ink cartridges and HP Laserjet Printer toner should be a HP make and genuine only.
20. The recordable & Re-writable CDs and Cartridges, if found defective or duplicate with in the entire contract period of delivery shall be replaced with original ones within 2 days of notifying the defect at the supplier's cost.
21. The bidder is bound to supply the Computer/Printer Consumables at approved rates during the validity of the offer at the approved rates at different interval as and when required by the Council.
22. The date of manufacture of these items should be clearly written on the items or its packing. Items manufacturing date older than 3 months on the of delivery will be rejected and bidder shall be liable to supply the same with new one.
23. The offers submitted by Telegram/Fax/E-mail other than specified above will not be considered.
24. No offer will be accepted after due date and time mentioned above, unless extended by the Council.

Guidelines for Submission of Technical & Financial Proposal

If your firm is interested, you may submit your documents satisfying the technical bid requirements in a sealed cover super scribed with “**Offer for Computer/ Printer consumables**” by **10th September, 2015 upto 4.00 P.M.** The Offer be submitted to Export Promotion Council for Handicrafts, EPCH HOUSE, Pocket – 6&7, Sector –C, L.S.C., Vasant Kunj, New Delhi – 110070. The envelop should contain the following 2 sealed envelopes i.e. **Envelop 1 – Technical Proposal** and **Envelop 2 – Financial Proposal**.

Envelop 1: Technical Proposal as per format given at Annexure – I should contain the following documents

- Profile of the company / agency.
- Track Record – Past experience of executing similar jobs. The agency must have minimum 3 year work experience of executing similar nature of jobs.
- Submit CA Certificate verifying the turnover for the following years – 2012-13, 2013-14, 2014-15.
- Copy of PAN No., TAN NO. & Service Tax No.

Envelop 2: Financial Proposal as per format given at Annexure – II should contain the following documents

- The Financial Offer should be as per the Scope of Work enclosed, duly dated, stamped & signed on each page, with detailed breakup of each individual component as per the Scope of Work.
- No lump sum amount shall be considered.
- The applicable taxes should be clearly mentioned separately in the estimates.
- Payment Terms should be clearly mentioned.

Procedure: EPCH will evaluate the Technical Offers. The Technical evaluation will be based on profile and track record of agency, past experience in executing jobs of similar nature & magnitude. The technically qualified offers will be considered for opening of the financial offer.

The Director
Export Promotion Council for Handicrafts
“EPCH House”, Pocket 6 & 7, Sector – C,
LSC, Vasant Kunj, New Delhi-110070.
Tel. 011-26135256 (Extn. 106)