

S. Senthil Kumar
Deputy Conservator of Forests
(Administration) &
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INDIAN COUNCIL OF FORESTRY RESEARCH & EDUCATION
(An Autonomous body under the Ministry of Environment & Forests, Government of India)
P.O. New Forest, DEHRA DUN - 248 006 (Uttarakhand)

File No. 07/IT/PO/Admin/ICFRE/2009-10

Dated: January, 2010

To,

Sub: Quotation for Rate Contract of Inkjet/Laser Printer Cartridges and miscellaneous items - regarding.

Dear Sir,

Sealed Quotations are invited from reputed firms for Rate Contract of Inkjet Laser Printer Cartridges and miscellaneous items as per the Terms and Conditions given herein:

Last date & time for submission of quotation	: 16 th February, 2010 at 2:30 PM
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Date & time for opening of quotation	: 16 th February, 2010 at 3:00 PM
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The vendors may send their representative during the opening of quotations as per the above mentioned date and time.

Attachments:

1. A document containing Instructions to bidders, Scope of Work, Terms and Conditions, The Contract, Payment Terms and Arbitration.
2. List of Items as Schedule - I

(Kindly ensure thirteen pages in this document including this page.)

Yours faithfully,

(S. Senthil Kumar)
Procurement Officer

INSTRUCTIONS FOR BIDDERS

- (a) The prices be quoted in the attached list (Schedule - I) only and on no case any other price list shall be entertained. The quoted rate will not change under any circumstances.
- (b) The duly filled quotation must reach on or before the last date and time of submission under sealed cover to:

**Assistant Director General (Admin),
Directorate of Administration, Room No. 106
Indian Council of Forestry Research & Education
(Headquarters)
P.O. New Forest, Dehradun – 248006**

CHECKLIST FOR THE BIDDERS

Kindly enclose the following documents with the quotation.

- (a) Proof of Sales Tax Registration
- (b) Clearance Certificate from Income Tax Department for last financial/assessment year/IT return of last financial/assessment year/PAN card of the owner of the firm.
- (c) Earnest Money Deposit (EMD) of Rs. 15,000/- (Rs. fifteen thousand only) (valid for 15 months) in the form of Performance Bank Guarantee/FDR/ Demand Draft in favour of DDO (Admin), ICFRE. In case of award of the Rate contract for one or more item, the period of the contract and would be released thereafter.
- (d) Copy of Firm's Registration/Partnership Deed/Power of Attorney.
- (e) Enclose a tender specific certificate obtained from the OEM for each quoted brand.
- (f) Dully filled in Annexure – I, displaying the profile of the company.

SCOPE OF WORKS

- (a) Sealed quotations are invited from reputed firms for Rate Contract of DMP/Inkjet/Laser Printer Cartridges and other miscellaneous items.
- (b) Validity of the Contract shall be for the period of one year, which could be extended with mutual agreement.
- (c) The firm will have to ensure delivery in full within 4-5 days from date of receipt of order.
- (d) The orders will be placed only by the Officers of ICFRE.
- (e) The minimum limit shall be one unit for each item.
- (f) The contractor should maintain stocks and make firm deliveries against orders.

- (g) The rate must be quoted including taxes, levies and forwarding charges, for destination at Indian Council of Forestry Research and Education, Dehradun of the firm, will lead to forfeiture of the EMD of Rs. 15000/- (Rs. fifteen thousand only) submitted along with the quotation document.

14. TERMS AND CONDITIONS

- (a) Rate contract will not guarantee that some minimum number of orders will be placed with the firm.
- (b) Rate to be quoted inclusive of all levies and taxes in the attached proforma viz; Schedule I only.
- (c) The price charges for the stores supplied by the contractor should not exceed the lowest price at which the contractor sells stores of identical description to other persons during the period of the contract. Such act of the vendor shall lead to omission of the respective item from the Rate Contract.
- (d) The contractor/supplier shall supply quality material/product only against order placed by the purchaser or on his behalf.
- (e) The purchaser reserves the right to enter into parallel rate contract simultaneously with other parties.
- (f) The purchaser reserves the right to terminate contract by giving one-month notice.

THE CONTRACT

- (a) In case of the award of contract, the submitted EMD of Rs. 15000/- shall be kept as a performance guarantee, which will be released after one month from the date of expiry of the contract.
- (b) In case the contractor is unable to supply the material within stipulated period due to some unavoidable reasons the same may be informed to the concerned officer stating time frame within which the supply will be made. The officer placing the supply order will notify his acceptance of delivery time offered by the contractor or negotiate until an agreement is reached. In all cases the delivery time, as accepted by the contractor and the officer placing the order, shall be deemed to be the essence of the contract and the delivery must be completed within time. In case the contractor still fails to supply the material, the officer placing the order will have the right to purchase the material from the market and the difference between the approved rates and the market price will have to be born by the contractor.
- (c) The contract when executed by the parties hereto shall constitute the entire contract between the parties and shall

be binding upon the parties hereto or upon either of them unless the said modification shall be in writing and duly executed by ICFRE and the firm.

- (d) This contract shall not be assigned or sublet in whole or in part by the firm without prior written consent of Assistant Director General (Admin), ICFRE. Any assignment or subletting of this contract by the firm or any interest therein, or of any money due or to be come due by reason of the terms hereof, shall be null and void without prior written consent of ADG (Admin), ICFRE having been obtained.
- (e) This contract shall not be deemed an asset in any form by the firm.
- (f) No legal proceedings to enforce any claim and no suite arising out of this contract shall be instituted except in a court of competent jurisdiction over Dehradun, Uttarakhand.
- (g) If the contractor violates any of these terms and conditions, the PBG shall be liable for forfeiture, wholly or partly, as decided by Assistant Director General (Admin) and the contract may be cancelled.

PAYMENT TERMS

- (a) Payment will be made within 15 days from the date of receipt of the material in good conditions, as per specifications along with a pre-receipted bill in triplicate.
- (b) Payment is liable to deduction of TDS as applicable under Income Tax Law.
- (c) In case of any dispute, the decision of Director General, ICFRE will be final and binding on both the parties.

ARBITRATION

Except where otherwise provided in the contract all questions and disputes whatsoever in any way arising out of or relating to the contract or otherwise concerning the work or the execution or failure to execute the same whether arising during the progress of the warranty period or after the completion or abandonment thereof shall be referred to the sole arbitration of the person appointed by the Director General, Indian Council of Forestry Research and Education, (DG, ICFRE) Dehradun on this behalf at the time of dispute. There will be no objection to any such appointment that the arbitrator so appointed is an employee of ICFRE, or government servant or that he had to deal with the matters to which the contract relates or that in the course of his duties as employee of ICFRE, or government servant, he had expressed views on all or any of the matters in dispute of differences. The arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, shall be replaced by another person as decided

by DG, ICFRE, to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is also a term of this contract that no person other than a person appointed by the Director General, ICFRE should act as arbitrator and if for any reason, that is not possible, the matter is not to be referred to arbitration at all in all cases where the amount of the claim in dispute is Rs. 50,000/- and above, the arbitrator shall give reasons for the award.

Subject as aforesaid, the provisions of the Arbitration and Conciliation Act 1996 or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.

Services under the contract shall, notwithstanding the existence of any such dispute, question or controversy, continue during arbitration proceedings and no payment, due or payable by ICFRE or the firm shall be withheld on account of such proceedings unless such payments are the direct subject of the arbitration. Reference to arbitration shall be a condition precedent to any other action at law.

(S. Senthil Kumar)
Procurement Officer, ICFRE

PARTICULARS OF THE FIRM

1. Name of the Company : _____
2. Head/Regd. Office Address : _____
 - a. Postal Address : _____
 - b. Fax No. : _____
 - c. Telephone Nos. (s): _____
 - d. E-mail Address : _____
 - e. Website Address : _____
3. Former name of Company (if any): _____
4. Dehradun Office Address : _____
 - a. Postal Address : _____
 - b. Fax No. : _____
 - c. Telephone Nos. (s): _____
 - d. E-mail Address : _____
5. Type of Organization : Individual/Partnership/ Incorporated
6. (i) Year of establishment : _____
(ii) Year in which computer:
Hardware maintenance
services were started : _____
7. Amount of EMD deposited
 - a. Draft/Bank Guarantee No.: _____
 - b. Bank Detail : _____
 - c. Amount : _____
8. Period of validity of Quotation : _____

9. Details of supporting : _____
document enclosed : _____
: _____
10. Name and address of the : _____
authorized signatory : _____
contact person for this Quotation: _____
11. Whether letter of Authority for : _____
Attending bid opening
enclosed with Quotation?
12. Income Tax PAN with proof : _____
13. Sales Tax/VAT Regd. No. : _____
14. Whether the company has : _____
ISO Certificate?
If yes/whether document
attached in technical bid.

Date
Place

Signature of the bidder
Name
Office Seal

SCHEDULE – I

Sl. No	Item	Part #	Brand	Unit Rates Rs.
	INKJET CARTRIDGE			Inclusive taxes
1	Canon inkjet BJC – 4310SP colour bubble jet	Black	Canon	
2	Canon S – 300	PC-24C (Color)	Canon	
3	Canon S – 300	PC-24B (Black)	Canon	
4	Canon S520 Inkjet printer	BCI-3eY (Yellow)	Canon	
5	Canon S520 Inkjet printer	BCI-3eM (Magenta)	Canon	
6	Canon S520 Inkjet printer	BCI-3eC (Cyan)	Canon	
7	Canon S520 Inkjet printer	BCI-3eBK (Black)	Canon	
8	Epson Stylus 600C	SO 20089 (Color)	Amkette	
9	Epson Stylus 600C	SO 20093 (Black)	Amkette	
10	Epson stylus 640	S0 20187 (Black)	Epson	
11	Epson stylus 640	S0 20191 (Colour)	Amkette/ Epson	
12	HP DeskJet 500 / DJ560C	51626A (Black)	HP	
13	HP DeskJet 560C	51625A (Color)	HP	
14	HP Deskjet 600	Black cartridge	HP	
15	HP DeskJet 610C / 630 C / 640C / 656C	C6614 D (Black)	HP	
16	HP DeskJet 610C / 630C / 640C / 656C / 670C / 690C / 692C	51649A (Colour)	HP	
17	HP DeskJet 670C / 690C / 692 C	51629A (Black)	HP	
18	HP Inkjet 1200	C4836A (Cyan)	HP	
19	HP Inkjet 1200	C4837A (Magenta)	HP	
20	HP Inkjet 1200	C4838A (Yellow)	HP	
21	HP Inkjet 1200	C4844A (Black)	HP	
22	HP Inkjet 1000	C4814 A	HP	
23	HP Inkjet 1000	C4815 A	HP	
24	HP Inkjet 1000	C4816 A	HP	
25	HP Inkjet 1000	C4817 A	HP	
26	HP DeskJet 1600C / Officejet Pro / DJ870 / HP Officejet R 45	51645A (Black)	HP	
27	HP DeskJet 1600C	51640 (Yellow)	HP	
28	HP DeskJet 1600C	51640 (Magenta)	HP	
29	HP DeskJet 1600C	51640 (Cyan)	HP	

30	HP DeskJet 5748	HP 852 (Black)	HP	
31	HP DeskJet 5748	HP 855 (Colour)	HP	
32	HP Deskjet 4168	HP 851	HP	
33	HP Deskjet 4168	HP 854	HP	
34	HP Deskjet 3920 / 1360	HP 21	HP	
35	HP Deskjet 3920 / 1360	HP 22	HP	
36	HP Deskjet 5652	Black	HP	
37	HP Deskjet 5652	Colour	HP	
38	HP Officejet 4100	C6656A (Black)	HP	
39	HP Officejet 4100	C8728A (Colour)	HP	
40	HP Officejet 5110	C6615D (Black)	HP	
41	HP Officejet 5110	C6578D (Colour)	HP	
42	HP Officejet Pro 5400DN	C4936A Black	HP	
43	HP Officejet Pro 5400DN	C4939A Yellow	HP	
44	HP Officejet Pro 5400DN	C4938A Pink	HP	
45	HP Officejet Pro 5400DN	C4937A Cyan	HP	
46	HP Officejet Pro / DeskJet 870	51641A (Colour)	HP	
47	HP Officejet R 45	C1823 D (Color)	HP	
48	HP Officejet Pro L7380	C 4936A (Black)	HP	
49	HP Officejet Pro L7380	C 4937A (Cyan)	HP	
50	HP Officejet Pro L7380	C 4938A (Magenta)	HP	
51	HP Officejet Pro L7380	C 4939A (Yellow)	HP	
52	HP colour laserjet 4500	C4191A (Black)	HP	
53	HP colour laserjet 4500	C4192A (Cyan)	HP	
54	HP colour laserjet 4500	C4193A (Magenta)	HP	
55	HP colour laserjet 4500	C4194A (Yellow)	HP	
	LASERJET CARTRIDGE			
56	HP Laser printer 6 L Pro (Gold)	C3906F (Black)	HP	
57	HP Laserjet 1005	3534 (Black)	HP	
58	HP Laserjet 1005	C 7115A (Black)	HP	
59	HP Laserjet 1020 /1018/ 3050	Q2612A (Black)	HP	
60	HP Laserjet 1150	Q2624A	HP	
61	HP Laserjet 1160 / 1320(n)	Q5949A (Black)	HP	
62	HP Laserjet 1200	C7115A (Black)	HP	
63	HP Laserjet 1300	Q2613A (Black)	HP	
64	HP Laserjet III	92295A (Black)	HP	
65	HP Laserjet IIP	92275A (Black)	HP	
66	HP Laserjet 4+	92274A	HP	

67	HP Laserjet 4Mplus, Laserjet 5	92298A (Black)	HP	
68	HP Laserjet 4P	92274A	HP	
69	HP Laserjet 2430 dtn	Q6511	HP	
70	HP Laserjet 4000 / 4000N	C4127X (Black)	HP	
71	HP Laserjet 4100	C8061 (Black)	HP	
72	HP Laserjet 5000N	C4129X (Black)	HP	
73	HP Laserjet 5200N	Q7516A	HP	
74	HP Colour Laser 2600/2605	Q6000A (Black)	HP	
75	HP Colour Laser 2600/2605	Q6001A (Cyan)	HP	
76	HP Colour Laser 2600/2605	Q6002A (Yellow)	HP	
77	HP Colour Laser 2600/2605	Q6003A (Magenta)	HP	
78	HP Colour Laser 3800	Q6470A (Black)	HP	
79	HP Colour Laser 3800	Q7581A (Cyan)	HP	
80	HP Colour Laser 3800	Q7582A (Yellow)	HP	
81	HP Colour Laser 3800	Q7583A (Magenta)	HP	
82	HP Colour Laser 5550	C9730A (Black)	HP	
83	HP Colour Laser 5550	C9731A (Cyan)	HP	
84	HP Colour Laser 5550	C9732A (Yellow)	HP	
85	HP Colour Laser 5550	C9733A (Magenta)	HP	
86	HP Laserjet Photosmart	D 5168 Color 855 Black 851	Photosmart	
87	HP Laserjet 1022	Hp 12A Q2612A	HP	
88	Samsung LPML 2151N	ML-2150 (Black)	Samsung	
89	Samsung SCX4100	SCX4100D3	Samsung	
90	Canon lasershot LBP 1210	Canon EP-25 Black)	Canon	
91	Tektronix phaser 750	016-1803-01 (B-hi cap.)	Tektronix/ Xerox	
92	Tektronix phaser 750	016-1800-00 (C-hi cap.)	Tektronix/ Xerox	
93	Tektronix phaser 750	016-1801-00 (M-hi cap.)	Tektronix/ Xerox	
94	Tektronix phaser 750	016-1802-00 (Y-hi cap.)	Tektronix/ Xerox	
95	Xerox 4505	Black cartridge	Xerox	
96	Wipro genius 5100C	IJ 215C (colour)	Wipro / Canon	
97	Wipro genius 5100C	IJ 215B (black)	Wipro / Canon	
98	Wipro genius 5100C	BC20 (black)	Wipro / Canon	

99	Konica Minolta 4650 EN	CN-675K 60090-81M-7000000610	Konica Minolta Pagepro 4650 EN	
100	Konica Minolta 4650 EN	ABS FR17	Konica Minolta Pagepro 4650 EN	
101	Xerox Printer	5019	Xerox	
102	HP Laserjet	3005dn	HP Laserjet	
103	Ricoh Affico	SP4110N	Ricoh Affico	
104	Ricoh Affico	3300 dn	Ricoh Affico	
105	Ricoh Affico 2000Le	2000Le/2018D/1600Le	Ricoh Affico	
106	Ricoh Printer Cartridge	MPC2050	Cyan,	
107	Ricoh Printer Cartridge	MPC2050	Magenta	
108	Ricoh Printer Cartridge	MPC2050	yellow	
109	Ricoh Printer Cartridge	MPC2050	Black	
110	Xerox 5020	5020	Xerox	
	FAX CARTRIDGE			
111	Xerox WC PE 16	Cartridge	Xerox	
112	Xerox WC PE 220	Cartridge	Xerox	
113	Sharp AM – 400	AM –30 DCJ	Sharp	
114	Sharp AM – 400	S / ND673110743	Sharp	
115	Samsung Laser Cartridge	565 P	Xerox	
	DOT MATRIX RIBBON			
116	Epson LQ870	Black ribbon	Amkette /Prodot	
117	Wipro FX 105	Black ribbon	Amkette / Produt	
118	Wipro LQ540 DMP	Black ribbon	Amkette / Produt	
119	Wipro LX 800 DMP	Black ribbon	Amkette / Produt	
120	Epson LQ1050 plus DMP	Black ribbon	Amkette / Produt	
121	Epson LQ1070 DMP	Black ribbon	Amkette / Produt	
122	L&T 32E DMP	Black ribbon	Amkette / Produt	
123	TVSE MSP 45 DMP	Black ribbon	Amkette / Produt	
124	TVSE LSP 100 DMP	Black ribbon	Amkette / Produt	
125	Panasonic KX-P 1150 DMP	Black ribbon	Amkette / Produt	
126	Panasonic KX-P 2624 DMP	Black ribbon	Amkette / Produt	
127	AMT accel 325 DMP	Black ribbon	Amkette / Produt	
128	LQ 1050 DX gold DMP	Black ribbon	Amkette / Produt	
129	Wipro Ex200 plus DMP	Black ribbon	Amkette / Produt	
130	Wipro LX240 DMP	Black ribbon	Amkette / Produt	
131	Olvit 132 column DMP	Black ribbon	Amkette / Produt	
132	Samsung SP 2421K DMP	Black ribbon	Amkette / Produt	
133	TVSE MSP 330 DMP	Black ribbon	Amkette / Produt	

	REFILLING OF CARTRIDGE		
134	Refilling of laser cartridge with drum	Any make	
135	Refilling of laser cartridge without drum	Any make	
136	Refilling of Inkjet cartridge black	Any make	
137	Refilling of Inkjet cartridge colour	Any make	
138	Blank CD-R 700MB with box	Amkette /Eurovision	
139	Blank CD-R 700 MB (Spool of 100)	Amkette/ Eurovision	
140	Blank CD-RW with box	Amkette / Eurovision	
141	Blank DVD-R with box	Amkette/ Eurovision	
142	Blank DVD-RW with box	Amkette/ Eurovision	
143	Blank DVD-R (Spool of 50)	Amkette/ Eurovision	
144	Floppy Box 1.44 MB (Box of 10 Floppy)	Amkette/ Eurovision	
145	HP Ultrium LTO6 1.6TB	HP	
146	Zip media, 100MB	Iomega	
147	Zip media, 250MB	Iomega	
148	DAT 12 / 24GB	HP / 3M	
149	24GB DAT drive for file server on IDE	HP / Sony	
150	80 GB Hard Disk Drive	Samsung/Segate	
151	80 Gb Hard Disk External with Case	Samsung / Segate	
152	Multimedia Flash Card Reader (5 in 1)		
153	Network card 10/100 /1000 Mbps with media & manual	Surecom / Dlink	
154	RJ 45 connector	Dlink	
155	UTP cable CAT 5e roll of 300 mtr.	Dlink / PCnet	
156	UTP cable CAT 6e roll of 300 mtr.	Dlink / PCnet	
157	Zip drive 250MB or above external (for parallel / USB port)	Iomega	
158	Network Switch 8 port UTP	DAX / Dlink	
159	Network Switch 16 port UTP	DAX / Dlink	
160	Network Switch 32 port UTP	DAX / Dlink	
161	4 port USB Hub	-----	
162	8 port USB Hub	-----	
163	CD-R Lense Cleaner Kit	Amkette/ Frontech	
164	Battery 12volt / 7 AH	Exide	
165	Battery 12 volt / 24 AH	Exide	
166	Single CD plastic case	Amkette	
167	Double CD plastic case	Amkette	
168	Soft CD case for 24 CDs with zip	Amkette	
169	24 CD Plastic Storage Box	Amkette	
170	CD Drive 52X or latest	Samsung	
171	CD Writer 52X or latest	Samsung	

172	DVD Combo Drive CDR/CDRW/DVDR	Samsung	
173	DVD Writer (Latest Speed)	Samsung	
174	DVD Writer External with Case	Samsung	
175	Optical Scroll mouse for Serial Port	Amkette / Frontech	
176	Optical Scroll mouse for PS 2 Port	Amkette / Frontech	
177	Optical Scroll mouse for USB Port	Amkette / Frontech	
178	Keyboard cherry with multimedia support (Black)	Riticomp / TVSE	
179	Screw driver set (5 bit)	-----	
180	Screw driver set (22 bit)	-----	
181	Crimping Tool for RJ 45 Connector	Dlink / Sheem	
182	Dust cover set for CPU, monitor, KBD, printer	Amkette	
183	Transparencies for Inkjet Printer (Pack of 100)	Desmat	
184	Transparencies A4 size 100 micron (Pack of 100)	HP / 3M	
185	Business Card Scanner	-----	
186	Computer paper 15x12x1 fanfold side perforated, both side plain, 60 gsm (Pack of 1000 sheets)	BCF / KB	
187	Computer paper 15x12x2 fanfold side perforated, both side plain, 60 gsm (Pack of 1000 sheets)	BCF / KB	
188	Computer paper 12x10x1 fanfold side perforated, both side plain, 60 gsm (Pack of 1000 sheets)	BCF / KB	
189	Computer paper 12x10x2 fanfold side perforated, both side plain, 60 gsm (Pack of 1000 sheets)	BCF / KB	
190	Computer paper 12x10x1 fanfold side perforated, both side plain, 80 gsm (Pack of 1000 sheets)	BCF / KB	

*The above all items included installation and **one year comprehensive warranty** from the date of purchase and also the genuine installation media and manuals (wherever applicable).*

Signature of the
Authorized person of
the firm with seal

NB: - Unit Prices of the items be quoted in the respective column only (Rate should inclusive of taxes) of the above table.