



Indian Council of World Affairs

Sapru House, Barakhamba Road

New Delhi

ICWA/IT/885/8/08/2016-17

Dated 2-2-2017

**NOTICE INVITING TENDER QUOTATION FOR SUPPLY OF IT
CONSUMABLES**

Indian Council of World Affairs (ICWA) is an Autonomous Body and Institute of National Importance under the Ministry of External Affairs widely known for research and conferences on current and relevant international issues with institutional partners world-wide. Council intends to invite tender quotations under TWO-BID system for SUPPLY OF IT CONSUMABLES ITEMS, in sealed envelope from reputed firms/ vendors, based in Delhi and NCR, having valid PAN & VAT Certificate.

The Bidders are advised to follow the following instructions.

As **two bid system** is to be followed, three envelopes duly sealed should be used for submission of tender as detailed below:-

- (i) **Envelope No. 1: Technical Bid** (Annexure -A & B) duly completed and signed should be put in this envelope, also each page of this Notice inviting Tender Quotation along with Terms & Conditions should be signed by the authorized person of the firm and placed in this envelope. The envelope should be sealed properly and super scribed as "**Tender/2016-17/ for SUPPLYING OF IT CONSUMABLE ITEMS for ICWA. Technical Bid**". Firm's name and address should be written on the envelope. The DD for EMD should be enclosed separately with the technical bid only.
- (ii) **Envelope No. 2: Financial Bid** (Annexure -C) duly completed and signed should be put in this envelope. The envelope should be sealed properly and super scribed as "**Tender/2016-17/ for SUPPLYING OF IT CONSUMABLE ITEMS for ICWA. Financial Bid**". Firm's name and address should be written on the envelope. Annexure- C should be duly filled with net rates inclusive of all taxes and charges.

- (iii) **Envelope No. 3:** An Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees ten thousand only) through a Demand Draft on any scheduled bank in Delhi drawn in favor of "Indian Council of World Affairs" payable at New Delhi. The envelope should be sealed properly and super-scribed as "**Tender/2016- 17/ for SUPPLYING OF IT CONSUMABLE ITEMS for ICWA**". The name of firm should be mentioned on the envelope.
- (iv) **Envelope No. 4:** All three envelope No. 1, 2 & 3 as mentioned above, are to be put into this envelope. The envelope should be sealed properly and super-scribed as "**Tender/2016- 17/ for SUPPLYING OF IT CONSUMABLE ITEMS for ICWA**". The name of firm should be mentioned on the envelope.

Each page of all the Annexure- A, B & C should be duly signed and stamped.

The sealed tender envelope should reach us on or before **23-2-2017 by 1600hrs** addressed to

**Deputy Director General
Indian Council of World Affairs
Sapru House, Barakhamba Road
New Delhi-110001**

The tender received after the stipulated time and date will not be entertained.

Terms & Conditions:

1. The last date & time for submission of quotations shall be 23-2-2017 till 4.00P.M. ICWA may in exceptional circumstances and at its sole discretion may extend the last date & time of submission of quotation by issuing an appropriate notice. Such extension, if any, shall be notified on ICWA website and shall be applicable to all.
2. Quotations may be submitted by Registered Post/ Courier service or in person, so as to reach ICWA on or before the last date & time set.
3. Technical bids are to be opened and evaluated first. Financial bids will be opened only of bidders shortlisted on basis of technical bids.
4. The contract awarded shall be valid for a period of one year from the date of placement of work order, unless extended by mutual consent, or annulled by ICWA for any reason whatsoever.

5. The rate mentioned in the quotation should be in the prescribed format.
6. The quantity of items may vary. It may be increased or decreased as per actual requirement.
7. Rate will be finalized after approval of the competent authority of the Council's.
8. Firms will supply the materials within 48 hours after receipt of supply order.
9. Penalty shall be levied @ 2% of the Total value of that supply, if the firm fails to supply the material within stipulated period of time.
10. Full & final payment will be released after receipt of satisfactory material.
11. Firms will also mention the trade mark of the items on tender quotation as well as in bill and only approved trade mark will be accepted.
12. Bills shall be submitted by the Firm/Agency on monthly basis to ICWA. Bills will be paid by A/c payee cheque only.
13. An Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees ten thousand only) through a Demand Draft on any scheduled bank in Delhi drawn in favor of "Indian Council of World Affairs" payable at New Delhi must accompany with the Technical Bid. Tender quotation received without earnest money will not be considered. Earnest money received from other unsuccessful tenderers will be returned without interest on demand after the successful completion of tendering process and award to the firm.
14. The bidder should be ready to give security amount of 10% for annual turnover amount i.e. Rs. 25,000/-, and the security deposit will be refundable after successful completion of the contract to the adjustment of dues against the bidder.
15. It may also be noted that in case of contractor backing out in mid-term without any explicit consent of the Council, the firm/company will be liable to recovery at higher rates, vis-a-vis, those contracted with it, which may have to be incurred by the Council.
16. The above act of backing out would automatically debar the firm from any further dealing with this Council and the EMD/performance guarantee amount would also be forfeited.

17. No advance payment in any case would be made.
18. The Council's reserves the right :
 - a. To reject any or all tender quotations without assigning any reason whatsoever and is not bound to accept the lowest (L1) rate.
 - b. To change any clauses/items/condition on the tender quotation document.
 - c. Either to execute the purchase or not to purchase any or all the items, no binding on purchase.
 - d. To execute the rate contract from a single vendor or multiple vendors based on the rates/specifications.
19. The rate fixed for each item will not be changed upwards during the currency of the contract. However, if the taxes, if any, are changed by the Government, will be paid.

TECHNICAL BID

| S.No | Information sought | Information Provided |
|-------------|---|-----------------------------|
| 1. | Name of the Firm (In Block Letters) | |
| 2. | Date of Establishment / Incorporation | |
| 3. | Registration no. for registration under Companies Act, 1956. (Please enclose photocopy of certificate) | |
| 4. | Correspondence address and telephone no. with email id | |
| 5. | Address of Head Office (If separate) and Telephone no. | |
| 6. | Status Proprietary/ Partnership/ Private Limited Company/ Public Limited Company | |
| 7. | Name of the Partners/ Directors | |
| 8. | Name of Representative (s) with Designation who would be calling on us and attending to our jobs and his Contact numbers. | |
| 9. | Details of Demand Draft payable at New Delhi to be enclosed if the forms downloaded from web site. | |
| 10. | Name of Bankers with address & telephone nos. IFSC Code & A/C No. | |
| 11. | PAN No. of the Firm (Please enclose photocopy) | |
| 12. | Previous supply order copies received from Government offices/ Autonomous Bodies, (Copy attached). | |

We agree to abide by all the ELIGIBILITY CRITERIA AND OTHER TERMS AND CONDITIONS of supplier of computer stationery & consumable items and assure to render the services to the fullest satisfaction of the corporation.

We further give our consent and undertake that our firm is competent and capable of IT Consumable Items the ordered materials to ICWA, Sapru House, New Delhi -110001 within the stipulated time as desired by the Council.

Dated at.....this.....day.....2016

Signature with Seal

Name:

Designation:

Note: The Council reserves the right to accept or cancel tender/bids of any/ of the agencies at their absolute discretion without assigning any reason thereof. Applications received with incomplete information or alteration not authenticated with proper seal and signature will not be considered.

UNDERTAKING

Ref: Tender/2016-17/ for supplying of IT Consumables.

We hereby confirm that we have not been blacklisted by Organization/ Government / Semi Government / Quasi Govt. Departments in India as on date of submission of bid in response to the above.

We also agree with your terms and conditions quoted in tender.

Dated at.....this.....day of2016

Authorized Signatory Signature NAME:

DESIGNATION:

Mobile No.

Email ID :

Name and Address and SEAL OF THE FIRM / COMPANY:

FINANCIAL BID

| S.No | Item's Name | Make/Trade Mark | Unit Rate (Rs.) | Tax Amount (Rs.) | Total Unit Cost (Rs.) |
|------|----------------------------|-----------------|-----------------|------------------|-----------------------|
| 1. | Blank CD | Moser Baer | | | |
| 2. | CMOS Battery | | | | |
| 3. | 851 Black | HP | | | |
| 4. | 855 Color | HP | | | |
| 5. | C4836A, Cyan | HP | | | |
| 6. | C4837A, Magenta | HP | | | |
| 7. | C4838A, Yellow | HP | | | |
| 8. | C4844A, Black | HP | | | |
| 9. | CN045AA Black | HP | | | |
| 10. | CN046AA Cyan | HP | | | |
| 11. | CN047AA Magenta | HP | | | |
| 12. | CN048AA Yellow | HP | | | |
| 13. | CAT 6 cable 1-Box | D-Link | | | |
| 14. | DVD R | Moser Baer | | | |
| 15. | Keyboard (Wire) | Logitech | | | |
| 16. | Mouse (Wire) | Logitech | | | |
| 17. | Keyboard (Wireless) | Logitech | | | |
| 18. | Mouse (Wireless) | Logitech | | | |
| 19. | Pen Drive Steel body 8GB | HP | | | |
| 20. | Pen Drive Steel body 16 GB | HP | | | |
| 21. | CB540 Black | HP | | | |
| 22. | CB541 Cyan | HP | | | |
| 23. | CB542 Yellow | HP | | | |
| 24. | CB543 Magenta | HP | | | |
| 25. | CC530 B | HP | | | |
| 26. | CC531 C | HP | | | |
| 27. | CC532 Y | HP | | | |
| 28. | CC533 M | HP | | | |
| 29. | Q2612 A | HP | | | |
| 30. | CE320 Black | HP | | | |
| 31. | CE321 C | HP | | | |
| 32. | CE322 M | HP | | | |
| 33. | CE323 Y | HP | | | |
| 34. | ML2850A Black | Samsung | | | |
| 35. | KX2010 Toner | Panasonic | | | |
| 36. | KX2010 Drum | Panasonic | | | |
| 37. | Tn 2260 | Brother | | | |
| 38. | Tn 2280 | Brother | | | |
| 39. | 2255DR | Brother | | | |
| 40. | LC400 Black | Brother | | | |

| | | | | | |
|-----|-----------------|----------|--|--|--|
| 41. | LC400 Cyan | Brother | | | |
| 42. | LC400 Magenta | Brother | | | |
| 43. | LC400 Yellow | Brother | | | |
| 44. | Tn 2365 | Brother | | | |
| 45. | 2365 DR | Brother | | | |
| 46. | CE 505 Black | HP | | | |
| 47. | CE 278 A Black | HP | | | |
| 48. | CZ637AA Black | HP | | | |
| 49. | CZ638 AA Color | HP | | | |
| 50. | CZ107AA Black | HP | | | |
| 51. | CZ108 AA Color | HP | | | |
| 52. | UPS Battery 7AH | Luminous | | | |
| 53. | VGA Cable | | | | |