

No.1-17018/28/PROV/DG-NDRF/2011/
Ministry of Home Affairs
Directorate General
National Disaster Response Force

East Block-7, Level-7
R.K. Puram, N.Delhi-66

Dated, the _____ July , 2011

TENDER NOTICE

On behalf of the President of India, Tenders are invited by DG HQ NDRF for procurement of **01 No Digital Multifunctional Copier Machine (Size A- 3)** up to 1100 hrs on **28th July, 2011** and the tenders will be opened at 1130 hrs on the date mentioned against the items as under :-

Sl. No.	Description of Stores	Qty	EMD required	Cost of Tender	Date of Opening	F.O.R.
01	Digital Multifunctional Copier Machine (Size A-3) Minimum copying speed (cpm) 45/45, Paper size (Original Image) :A 3/A3 RAM HARD DISK (MB) : 256 WITH 20 GB HDD BYE PASS : 50 SHEETS	01	6500/-	Nil	28 th July, 2011 at 1130 hrs	The Digital Multifunctional Copier Machine (Size A- 3) to be delivered at Commandant 3 rd NDRF, Bn Mundali Po: Mundali, Distt:- Cuttack State Orissa. Pin:-754006

2. This tender enquiry has Schedules as following:-

- (i) **Schedule-I** = Condition of tender
- (ii) **Schedule-II** = Questionnaire about Digital Multifunctional Copier Machine.
- (iii) **Schedule-III** = Financial Bid alongwith EMD

3. All Firms who are not registered with NSIC or DGS&D for the subject stores for which the offers are being invited, are required to deposit **EARNEST MONEY** equivalent to the amount as mentioned in the tender schedule.

4. All the tenderers must produce valid registration and PAN No before tender paper to be sold to them along with application for issuing of tender Form.

Dy. Commandant/NDRF
For and on behalf of the President of India

SCHEDULE-I**SPECIAL INSTRUCTIONS**

(If any instruction contained in this tender is contrary to instruction mentioned in special instructions, the special instruction will prevail.)

1.	Time and date of receipt of Tender	:	28 th July 2011 at 1100 hrs
2.	Time and date for opening of Tender	:	28 th July 2011 at 1130 hrs
3.	Tender Cost	:	Nil
4.	Store	:	Digital Multifunctional Copier Machine (Size A-3) Minimum copying speed (cpm) 45/45, Paper size (Original Image) :A 3/A3 RAM HARD DISK (MB) : 256 WITH 20 GB HDD BYE PASS : 50 SHEETS
5.	Name of store	:	01 No Digital Multifunctional Copier Machine (Size A-3)
7.	EMD	:	Rs 6500/- 06 Months validity from date of opening of Tender.
8.	Terms of Delivery	:	Free delivery to consignee basis.
9.	Delivery period	:	15 days from the date of issue of supply order
11.	Payment Terms	:	100% payment of stores will be made on successful supply of stores in good condition.
12.	Performance Security	:	05% of contract value for contract period.
14.	Liquidated Damages	:	In case the firm does not complete the supply within the delivery period, action will be taken against the firm as per Para 15.7 of DGS&D Manual and Para 14.7(i) of Ministry of Commerce, Deptt of Supply of the General condition of the contract.
15.	Jurisdiction of arbitration clause	:	In case of any dispute, the jurisdiction of Delhi courts shall apply.
16.	Experience and turnover/ capability of the suppliers	:	i) Copy of Income Tax Assessment for the last three years. Annual turn over during the last three years should be Rs. 10 lakh per year. ii) Firms/Company's Income Tax PAN No and Service Tax No (A copy thereof may be attached). iii) Proof of past performance of 2 years in Government Departments / Public Sector Undertaking / Autonomous Bodies under Government of India.
18.	Website	:	Tender Notice may be downloaded from NDMA's site www.ndma.gov.in .

Dy. Commandant/NDRF
For and on behalf of the President of India

**National Disaster Response Force
Government of India**

QUESTIONNAIRE ABOUT DIGITAL MULTIFUNCTIONAL COPIER Machine (SIZE- A-3)

1. Firms Details:
 - a) Name of the firm :-
 - b) Address :-
 - c) Telephone / Mobile No :-
 - d) Type of firm :-
 - e) Name of the Proprietor / Partners :-
 - f) Empanelment with DAVP/ITDC :- Yes / No
(Enclose copy of Certificate)
2. Has the firm ever been debarred /Black Listed by any Organization? If 'yes' the Details thereof. Yes / No
3. Details of Award/Certificate of Merit etc. Received from any organization, If any. (Please attach the copy) Yes / No
4. EMD details:-

DD/Bank draft/Bank Guarantee/No dated

Fixed Deposit / Banker's Cheque for Rs. (Rupees)

Name of drawer

Name of the Bank

SIGNATURE OF TENDERER

**National Disaster Response Force
Government of India**

Financial Bid

Note :- Rates and Amount should be written in both in figures and words.

Sl. No	Job Specifications	Quantity	Rate (Rs.) including Taxes/ VAT	Amount (Rs.) Including Taxes/ VAT	Total Amount
01	02	03	04	05	06
01.	Digital Multifunctional Copier Machine (Size A-3) Minimum copying speed (cpm) 45/45, Paper size (Original Image) :A 3/A3 RAM HARD DISK (MB) : 256 WITH 20 GB HDD BYE PASS : 50 SHEETS	01 No			

EMD: - Deposited vide Schedule-II

SIGNATURE OF TENDERER