

**CHANDIGARH
HOUSING BOARD**

A CHANDIGARH ADMINISTRATION UNDERTAKING

8, Jan Marg, Sector 9-D, Chandigarh
0172-4601809

TENDER NOTICE:

Last Date & time of submission of Tender: 12.10.2017 (3.00 P.M)

Date & time of opening of Tender: 12.10.2017 (4.00 P.M)

Sealed tenders are invited for the execution of Annual Rate Contract for Computer consumable items on the basis of day to day requirement of Board. The tenders must reach this office duly addressed to Chief Account Officer, Chandigarh Housing Board, Chandigarh on or before 12.10.2017 by **3.00pm** at Administration Branch, Room No. 39, Block-A, CHB, Chandigarh, which shall be opened on 12.10.2017 at **4.00pm** in the office room of the Chief Accounts Officer, Chandigarh Housing Board, in the presence of firms/agencies or their authorized representatives who wish to be present at the time of opening of the tenders.

SCHEDULE

S. No.	Description	Estimated Cost (in lacs)	Earnest Money Deposit (in Rs.)	Contract Period
1.	As per Schedule	10.00	20000.00	One year

Detailed terms & conditions are available on CHB website www.chbonline.in, for further query contact telephone No. 0172-4601821/4601839.

Chief Executive Officer,
Chandigarh Housing Board,
Chandigarh.

From

Chandigarh Housing Board,
8 Jan Marg, Sector-9
Chandigarh.

To

Subject:- Tender for ARC for supply of Computer Consumable Items for the use in CHB

The Chandigarh Housing Board intends to carry out Annual Rate Contract (ARC) for the supply of Computer consumable Items as per the day to day requirements. The estimated annual requirement has been assessed and enclosed herewith alongwith prescribed application form and detailed terms and conditions to carry out Annual Rate Contract.

Your sealed tenders for the purpose is hereby invited alongwith E.M.D. amounting to Rs. 20,000/- and cost of document i.e Rs. 500/- + 5% GST. The tenders may be submitted at Administration Branch, Room No. 39, Block-A, CHB by 12.10.2017 upto 3.00 P.M. The Tenders so received shall be opened by the Committee constituted for the purpose on 12.10.2017 at 4.00 P.M. in the presence of the tenderers who wish to witness the proceedings of the opening of Tenders.

Haind
Secretary,
Chandigarh Housing Board,
Chandigarh.



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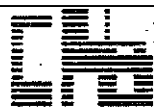
Sealed tenders are invited for the execution of Annual Rate Contract for supply of Computer Consumable items on the basis of day by day requirement of Board. The tenders must reach this office duly addressed to the Chief Accounts Officer on or before 12.10.2017 by 3.00pm at Administration Branch, Room No. 39, Block-A, Chandigarh Housing Board, Chandigarh which shall be opened on 12.10.2017 at 4.00 pm in the presence of firms/agencies or their authorized representatives.

SCHEDULE

S. No.	Description	Estimated Cost (in lacs)	Earnest Money Deposit (in Rs.)	Contract Period
1.	As per Schedule	10.00	20000.00	One year

1. Tenders in **SEALED COVER**, superscripted with words **TENDERS FOR "SUPPLY OF COMPUTER CONSUMABLE ITEMS"** ON ANNUAL RATE CONTRACT at CHANDIGARH HOUSING BOARD and must reach this office duly addressed to the Chief Accounts Officer on or before 12.10.2017 by **3.00pm** at the Administration Branch, Room No. 39, Block-A, CHB, Chandigarh, which shall be opened on 12.10.2017 at **4.00 pm** in the office room of the Chief Accounts Officer, Chandigarh Housing Board, in the presence of firms/agencies or their authorized representatives.
2. Quoted rates should be exclusive of all taxes.
3. Telegraphic/via mail tenders will not be entertained.
4. No claim on account of rises in price shall be entertained.
5. The firm shall not sublet or out source the contract to/from any other vendor.
6. Conditional tenders shall not be entertained and same shall be summarily rejected.
7. The Chief Executive Officer, CHB reserves the right to reject any or all the tenders without assigning any reason.
8. Rates offered should be mentioned both in figures as well as in words.
9. In case the date of issue/receipt of tenders form is declared/happens to be a public holiday, the tenders will be issued /received on the next working day.
10. All disputes concerning in any way with this tenders are subject to Chandigarh Jurisdiction only.

Handwritten Signature
Secretary,
Chandigarh Housing Board,
Chandigarh.



**CHANDIGARH
HOUSING BOARD**
A CHANDIGARH ADMINISTRATION UNDERTAKING

8, Jan Marg, Sector 9-D, Chandigarh
0172-4601809

Document

for

Annual Rate Contract

For

Purchase of consumable items related to computers.

Last Date of receiving the Tenders: 12.10.2017 up to 3.00 PM



Date & Time of opening the Tenders: 12.10.2017 at 4:00 PM

NAME OF THE FIRM ADDRESS OF THE FIRM	
Telephone and Mobile No.	
PAN	
GST No.	

TERMS AND CONDITIONS FOR THE EXECUTION OF ANNUAL RATE CONTRACT FOR SUPPLY OF COMPUTER CONSUMABLE ITEMS ATTACHED AT 'ANNEXURE-A' TO CHANDIGARH HOUSING BOARD.

1. Tenders in **SEALED COVER**, superscripted with words **TENDER FOR SUPPLY OF COMPUTER CONSUMABLE ITEMS ON EXECUTION OF ANNUAL RATE CONTRACT AT CHANDIGARH HOUSING BOARD** must reach this office duly addressed to The Chief Accounts Officer, Chandigarh Housing Board on or before 12.10.2017 up to **3:00 P.M.** at Administration Branch, Room No. 39, Block-A, CHB. Tenders received unsealed or after the due date and time shall not be entertained.
2. The Tenders will be opened on 12.10.2017 at **4:00 P.M.** by the Committee constituted for the purpose in the presence of the tenderer(s) or their authorized representative who wish to be present at the time of opening of the tenders.
3. Tender must be accompanied by **Earnest Money Deposit (EMD)** of Rs. 20,000/- (Rupees twenty thousand only) in shape of Demand draft in favour of the Chandigarh Housing Board, Chandigarh. No interest is payable on EMD.
4. The cost of document i.e Rs. 500/- + 5% GST in the shape of Demand Draft, drawn in favour of Chandigarh Housing Board payable at Chandigarh and should be appended with the tender documents
5. The Tenders received without EMD shall not be entertained.
6. EMD of unsuccessful bidders shall be released after award of the contract to the successful bidder whereas EMD of the successful bidder shall be released after expiry of the Annual Rate Contract.
- ✓ 7. The rates are to be quoted in the Proforma enclosed herewith **Annexure A**. No figures or words should be overwritten. (Tenders that do not fulfill this condition will not be considered).
8. Rates should be quoted in the Prescribed Proforma for each item/brand separately as per the format given at **Annexure-A**.
9. The Annual Requirement mentioned in **Annexure-A** is tentative, can vary as per actual consumption.
10. GST, if applicable, will be paid, provided it is made clear in the tenders that GST will be charged extra otherwise it will be presumed that the same is included in the rates quoted. Similarly, other charges should also be mentioned in respect of any other tax/duty or payment etc. which may be intended by the supplier to charge extra over and above the rates quoted. No claim for any charges which is/are not specified by the firm in the tenders shall be entertained at a later stage.
11. Rates should be quoted F.O.R Chandigarh Housing Board, Sector 9, Chandigarh.
12. Any increase or decrease of prices of item etc. will not affect the rate contract with Chandigarh Housing Board.
13. The firm shall not be blacklisted by any Government organization/undertaking. An affidavit as per **Annexure C** should accompany the Tenders
14. The tenderer must enclose the copy of PAN and GST No. with the Tenders.
15. All bidders should also quote their Telephone, Mobile Number and e-mail address for future correspondence.
16. The tenderer should enclose the copy of authorization certificate duly issued by the Company i.e HP/Canon/Samsung for sale of toner/cartridges.
17. The tenderers shall ensure that all computer consumable items are of reputed brand and of good quality as explained in the Tenders Document.

18. This proposed contract, if otherwise is not cancelled for the breach of any obligation, shall be for one year from the date of commencement.
19. The Chief Executive Officer, may, however, on the written request from the supplier before the expiry of the said term extend the ARC on such terms or for such period as he/she may think proper having regard to the performance of the supplier.
20. The Chief Executive Officer, Chandigarh Housing Board, Chandigarh, reserves the right to accept or reject any or all tenders without assigning any reason.
21. The supplies of computer consumable items and other material shall be against the written supply order. However, if the material is not supplied within the stipulated time, a penalty of 1% per day subject to maximum 10% of the total amount of the purchase order in question shall be charged. In special circumstances, the time period of supply can be extended by the Chief Executive Officer, Chandigarh Housing Board, Chandigarh. Even then if the supplier fails to supply within the extended period, the material shall be purchased by CHB at the risk and cost of the supplier.
22. Firms will have to execute supply order in full within seven days of issue of supply order failing which further necessary action as per clause 21 above shall be taken. Supplies in parts will not be accepted and treated as default
23. All HP/Canon/others make Deskjet Printer Cartridge should be of respective company make and genuine only. Similarly Samsung Printer Toner should be of Samsung make only. Recycled/Refilled/Duplicate/Refurbished Deskjet Printer Cartridges and Laserjet Printer Toners will not be accepted.
24. The Chief Executive Officer, Chandigarh Housing Board, Chandigarh, reserves the right to reject any supply if the same is/are not found in accordance with the description specifications.
25. The successful tenderer has to give 3 month's advance notice, if they wish to leave the ARC before scheduled expiry. Contravention of the same would lead to forfeiture of Security Deposits/Earnest Money Deposit.
26. In case of violation of any of term and condition mentioned above, the Security Deposits/Earnest Money Deposit of the tenderer shall be forfeited in full in favour of Chandigarh Housing Board, Chandigarh.
27. Payment shall be released after complete delivery of goods and acceptance thereof by the Board.
28. Apart from items mentioned in the Annexure-A, the successful tenderer will also be liable to supply any other computer related items as required in Chandigarh Housing Board office on 'as and when requirement basis'.
29. The letter of undertaking to supply material as per the tender specifications and terms & conditions shall also be submitted along with the rates quoted. (ANNEXURE-D)


Secretary,
Chandigarh Housing Board
Chandigarh


ANNEXURE-A

List of computer consumable items for Annual Rate Contract:- Approx. Requirement.

S. No.	Description/specification of items	Make	Units	Approximate Annual Requirement Qty.	Quoted Rates + GST (if any) (in Rs.) of each Item in figures as well as in words
(I). HP Make Printer Toners					
1.	Hp MFP M126W, Hp MF202DW (88A)	HP	1	Dual pack	40 dual pack
2.	HP 1000, 1005 (C7115A)	HP	1	No.	2 Nos.
3.	HP 1022, 1010 (Q2612A)	HP	1	Dual pack	20 dual pack
4.	HP 2420 (Q6511A)	HP	1	No.	4 Nos.
5.	HP 2015dn (53A)	HP	1	No.	4 Nos.
6.	HP 1505 (36A)	HP	1	Dual pack	2 dual pack
7.	Hp 1606dn (78A)	HP	1	Dual pack	2 dual pack
8.	HP M128 (83A)	HP	1	No.	2 Nos.
9.	HP Cp 1025 (126A) Complete set	HP	1	set	1 set
10.	HP CM1017MFPM, (Q6000A)	HP	1	No.	2 Nos.
11.	HP CM1017MFPM, (Q6001A), (Q6002A), (Q6003A)	HP	1	set	2 Sets
(II). HP Make Printer/Plotter Cartridges					
12.	HP470B Mobile Printer (CB027A) (complete set)	HP	1	No.	2 Nos.
13.	HP 3740 (27)	HP	1	No.	2 Nos.
14.	HP 3740 (28)	HP	1	No.	2 Nos.
15.	HP Design Jet T1300 Plotter (complete set) DESIGNJET 72/ (PK,MK,Y,M,C,G) 130 ML	HP	1	set	10 Sets.
(III). Cannon Make Printer Toner					
16.	Canon 4750 (328)	*Canon	1	No.	8 Nos.
17.	Canon 6018 (925)	Canon	1	No.	8 Nos.
18.	Canon 6200 (326)	Canon	1	No.	8 Nos.
19.	Canon MF 4350D (FX9)	Canon	1	No.	8 Nos.
20.	Canon MF 8580Cdw Toner 418 Yellow, Magenta, Cyan	Canon	1	Set	1 Set
21.	Canon MF 8580Cdw Toner 418 Black	Canon	1	No.	1 No.
22.	Canon 2020H (NPG-52) complete set (yellow, magenta, cyan)	Canon	1	Set	1 Set
23.	Canon 2020H (NPG-52) Black.	Canon	1	No.	1 No.

24.	Canon 7200N (318) complete set (yellow, magenta, cyan)	Canon	1	Set	1 Set	
25.	Canon 7200N (318) Black	Canon	1	No.	1 No.	
26.	Canon (310) complete set (yellow, magenta, cyan)	Canon	1	Set	1 Set	
27.	Canon (310) Black	Canon	1	No.	1 No.	

(IV). Cannon Make Printer Cartridges

28.	Canon 750 PGBK Cartridge	Canon	1	set	5 Sets.	
29.	Canon 751 PGBK Cartridge	Canon	1	set	5 Sets.	

(V). Cannon / Kyocera Make Photocopier Toner

30.	Photocopier paper Machine iR-2422 (Toner- NPG-28)	Canon	5	No.	05 Nos.	
31.	Photocopier paper Machine iR-2525 (Toner- NPG-51)	Canon	10	No.	10 Nos.	
32.	Photocopier paper Machine iR-ADV-4225 (Toner- NPG-57)	Canon	10	No.	15 Nos.	
33.	Kyocera Digital Photocopier Taskalfa-3010i (Cartridge- TK 7109)	Kyocera	5	No.	05 Nos.	

(VI). Ribbon

34.	Wipro web LQ DSI5235, RBW-0081 High Density Fabric	Wipro	1	No.	24 Nos.	
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(VII). Computer Accessories

35.	Pen Drive (4 GB)	Sony/HP/Sandisk	1	No.	10 Nos.	
36.	Pen Drive (8 GB)	Sony/HP/Sandisk	1	No.	30 Nos.	
37.	Pen Drive (16 GB)	Sony/HP/Sandisk	1	No.	10 Nos.	
38.	Pen Drive (32 GB)	Sony/HP/Sandisk	1	No.	5 Nos.	
39.	USB External Drive (1 TB)	Sony, HP, Seagate	1	No.	2 Nos.	
40.	Internal Hard drive 1TB	Sony, Kingston, HP, Seagate	1	No.	2 Nos.	
41.	Router wireless access Point 80-100 Mtr. Range	Superior quality	1	No.	5 Nos.	
42.	Keyboard USB (Black)	Logitech, IBM, Sony	1	No.	30 Nos.	
43.	Mouse USB (Black)	Logitech, IBM, Sony	1	No.	30 Nos.	
44.	Wireless Mouse	Logitech, IBM, Sony	1	No.	10 Nos.	

45.	Keyboard & mouse combo	Logitech, IBM, Sony	1	set	5 sets	
46.	Wireless Keyboard and Mouse combo	Superior quality	1	set	5 sets	
47.	Mouse pad	Superior quality	1	No.	30 Nos.	
48.	USB AV printer scanner cable	Any make	1	No.	5 Nos.	
49.	Power cable (1 Mtr. Up to different sizes)	Superior quality	1	No.	30 Nos.	
50.	Clip copy holder for TFT	Superior quality	1	No.	5 Nos.	
51.	USB Data transfer cable	Superior quality	1	No.	20 Nos.	
52.	USB Adapter Cable	Netgear, Belkin, TP-link, D-Link	1	No.	50 Nos.	
53.	RAM 1GB DDR2	Hynix	1	No.	20 Nos.	
54.	CMOS battery	Maxell, Lithium, Sony	1	No.	50 Nos.	
55.	Hub USB	Superior quality	1	No.	5 Nos.	
56.	WEB Cam	Logitech, Sony	1	No.	2 Nos.	
57.	USB charger 5volt 2amp	Superior quality	1	No.	5 Nos.	
58.	Pointer Pen (Range upto 15 mtrs.)	Superior quality	1	No.	10 Nos.	
59.	Wifi Adapter	Netgear, Belkin, TP Link, D-Link	1	No.	50 Nos.	

(V). COMPUTER STATIONERY

60.	Token Machine paper Rolls	Superior quality	1	No.	100 Rolls	
61.	Citizen Single part stationery 10"x12" (2540x3048mm) 80 Col.	Citizen	1	Rim	20 Reams	
62.	Citizen Double part stationery 10"x12" (2540x3048mm) 80 Col.	Citizen	1	Rim	20 Reams	
63.	Citizen Single part stationery 15"x12" (3810x3084mm) 132 Col.	Citizen	1	Rim	15 Reams	
64.	Citizen Double part stationery 15"x12" (3810x3084mm) 132 Col.	Citizen	1	Rim	25 Reams	
65.	Glossy Photo Paper A-4 (100 Sheet)	Oddy/ Citizen	1	Pack	20 Pkts.	
66.	Citizen/Inkjet Labels A-4 (100 Sheet)	Citizen	1	Pkt	10 Pkts.	
67.	Executive Bond Paper (90 GSM paper A4 size)	Superior quality	1	Pkt.	50 pkts (100 sheets/each packet)	

68.	A0 size tracing paper rolls	CITIZEN/ superior quality	1	Roll	05 Rolls	
69.	A1 size tracing paper rolls	CITIZEN/ superior quality	1	Roll	05 Rolls	
70.	A0 size white paper rolls	CITIZEN/ superior quality	1	Roll	20 Rolls	
71.	A1 size white paper rolls	CITIZEN/ superior quality	1	Roll	20 Rolls	

(Authorized Signature)

Name of the Authorized person: _____

Name of the Company: _____

Address of the company: _____

Contact No. : _____

Email Id: _____

Seal of the company: _____

Annexure-B

From

M/s. _____

To

The Chief Accounts Officer,
Chandigarh Housing Board
Sec-9 D, Chandigarh.

No. _____

Dated: _____

Subject:- Tender for the ARC for our supply of Computer Consumable items and other material to the Chandigarh housing Board, Sector-9 D, Chandigarh.

Sir,

With reference to your tender for the ARC regarding supply of Computer consumable items for use in Chandigarh Housing Board, please find enclosed herewith our tender documents duly stamped and signed on each page and indicating the rates quoted by us in respect of each item.

I/we undertake to abide by the terms and conditions of the tenders set forth by you.

Thanking you,

Yours faithfully,

(Signature)

Seal of the firm with full address

Annexure 'C'

AFFIDAVIT

I/We(Name) _____

Contractor/partner/sole proprietor (strike-out word which is not applicable) of (Firm) _____ do hereby declare solemnly/affirm to the fact that the individual firm/companies are not black listed by the Union or any State government or any U.T. Administration nor is any partner or shareholder thereof are not directly connected with or has any subsisting interests in business of my/our firm.

DEPONENT

Address: _____

I/we do herewith solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed.

DEPONENT

Dated: _____

Note: - To be furnished on non-judicial stamp paper of appropriate value duly attested by the Executive Magistrate/Notary Public.

Annexure 'D'

To

The Secretary,
Chandigarh Housing Board
Sec-9 D, Chandigarh.

Sir,

Subject:- **Undertaking to supply materials as per specifications.**

I/We _____ (Name/names of supplier/Computer/partners etc.) hereby confirm that I/We shall supply the materials as per tender specifications and shall abide by the Terms and Conditions mentioned in the tender.

I/We/ am/are also given to undertake that besides imposing clause/s as mentioned in the tender, the Board shall "BLACKLIST" our firm with information passed on to its corporate offices and other Zones/Divisions, if we fail to comply with Terms and Conditions.

Yours faithfully,

(Signature)

NAME	
CONTACT NO.	
PROP./OWNER/DIRECTOR/ PARTNER/MANAGER	
ADDRESS OF THE FIRM	

SEAL OF THE FIRM/AGENCY/CO.