

**“OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA”
9, Deen Dayal Upadhyay, Marg, New Delhi - 110124**

NO. : 666 /11 /Welfare_IT/2015-16

Dated: 02.12.2016

To

The vendors' concerned

Subject:-Quotations for supply Brother Printers.

Madam/Sir,

Sealed quotations are invited through limited tender enquiry from the reputed vendors for supply, installation of **10 numbers of Brother LED Colour Printers HL 3150 CDn** in this office i.e. O/o the Comptroller and Auditor General of India, 9, Deen Dayal Upadhyay Marg, New Delhi-110124:

Sealed cover with superscript **“Quotation for supply, installation of Brother Colour Printers”** addressed to “The Director (P), Office of the Comptroller and Auditor General of India, 9, Deen Dayal Upadhyay Marg, New Delhi-110124 shall be submitted to Shri Parvez Hasan, Sr. Administrative Officer (Welfare_IT) in Room No. 305 at 3rd floor of this office in person on or before **14.12.2016** by 3.00 pm. Necessary terms & conditions of the tender are listed in the Annexure (enclosed). A copy of this tender enquiry is also available in this office's website <http://www.saiindia.gov.in>.

Yours truly,

(PARVEZ HASAN)
Sr. Administrative Officer (Wel_IT)

'Annexure'
(Terms & conditions)

1. This office does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders received without assigning any reason whatsoever. Inadequate or incomplete tenders in any respect or the prescribed conditions are not fulfilled are liable to be rejected. Canvassing in any form by the tenderers/vendor will result in rejection of their tenders.
2. Make, model, type & detailed specification of required Printers should clearly be mentioned in the quotation. Other detail such as warranty, delivery period, installation charges, if any & tax provision etc. as well as data migration charges, if required shall also be intimated.
3. Copies of orders/letters of major organizations/Government Departments with which the tenderer has dealt/supplied such products during last three years shall be furnished by the tenderer/contractor.
4. The tenderer's/firm must be registered with Delhi/NCR Sales/Service Tax Department for supply/services. Copies of such certification mentioning registration number etc. shall be furnished alongwith tender/quotation.
5. The tenderer should be having annual turnover worth Rs. 10 Lakh or more. Copies of the IT returns/Balance sheets etc. alongwith the copies of vendor/firm's audited accounts, wherever is applicable for the last three financial years shall be furnished.
6. The tenderer/firm must submit the copies of TIN/PAN Number etc.
7. Necessary authorisation certificate from the OEM ends, if applicable shall be furnished alongwith tender.
8. An "Earnest Money Deposit (EMD)" to the tune of Rs. 5,000/- (Rupees five thousand only) in the form of crossed Demand Draft drawn in favour of "PAO, Pr. AG (Audit), Delhi shall be submitted.
9. The successful tenderer hereafter referred to as Contractor, has to furnish 'Bank Guarantee' for an amount equal to 10% of total contract value which will be released on completion of the warranty/support period.
10. All technical queries/complaints, which may be indefinite, shall be attended immediately during entire warranty/support period
11. Necessary training, which may be one time or in different segments, depends upon necessity and situation to the users' shall be arranged by the vendor/contractor at free of cost.

12. Necessary initial training/support services for using hardware/software, if required shall be arranged for the users' concerned or as and when required on demand basis during entire warranty/support period.
13. In case the tenderer fails to cope up with the workload or does not render satisfactory services during the currency of the warranty/support period, the contract awarded to him shall be cancelled without giving any notice or without assigning any reason whatsoever and the Bank Guarantee shall be encashed proportionately or in full and payment due to him, if any, shall be forfeited. In this connection, decision of the Director (P) shall be final and binding on the tenderer.
14. If the product is found satisfactory and the demand rises upto 50% of the quantity required under the contract, would be supplied on same terms & conditions and the price or that date whichever is lower for one year from the date of issue of purchase order.
15. If any defect(s) is (are) noticed or any complaint made by the users during the warranty/support period, the levy of compensation for any dislocation of work due to delayed rectification or any other reason, will be decided by the Director (P) of this office to enforce penalty claim from the contractor.
16. The vendor shall not sublet the whole or part of the works, except where otherwise provided in the order, without the prior written consent of the competent authority of this office. Such consent, if given, shall not relieve the contractor from any liability or obligation under the contract and he shall be responsible for the acts, defaults and neglects of his and any of his agents' servants or workmen.
17. The contractor shall at all times during the currency of contract conform to and comply with the regulations and bye laws of the Government of NCT of Delhi or Central Government or of this office and of all other local authorities, the provisions contained in the various labour acts enacted by the State Legislature and Parliament in force and the rules made there under including those under Minimum Wages Act, Workmen Compensation Act, Provident Fund Regulation etc., for welfare and protection of workers or for the safety of the public and other insurance provisions.
18. The contractor shall indemnify this office against any liability for compensation due to injury to his own workmen/engineer or to other persons inside the office premises while executing the contract and for any damage to the property.

(PARVEZ HASAN)

Sr. Administrative Officer (WeL_IT)