

National Mission for Clean Ganga  
Ministry of Water Resources, River Development & Ganga Rejuvenation  
Government of India  
1<sup>st</sup> Floor, Major Dhyan Chand National Stadium,  
India Gate, New Delhi -110002.  
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**No.: File no. IT-01/2013-14/306/Peripherals (Part File)-IT  
Limited Tender Enquiry (LTE) under Rule 162 of GFR, 2017**

**Date: 03.01.2019**

**Sub: Request for Quotation (RFQ) for Cartridges of Sharp MFP - DX – 2000U - regarding.**

Sir/ Madam,

You are requested to submit your best price/ offer in enclosed Financial Bid Template regarding the following Cartridges:

S.no.	Company Name	Model	Quantity
1.	Sharp (Cartridges)	DX-25ATBA (BLACK)	18 Each
2.		DX-25ATCA (CYAN)	
3.		DX-25ATYA (YELLOW)	
4.		DX-25ATMA (MAGENTA)	

Also, request you to submit your bids after considering the following terms and conditions:

- i. Bids will be evaluated based on the information submitted by bidder. However, NMCG reserves the right to seek clarification from the bidders, if the evaluation committee considers it necessary for proper assessment of the proposal.
- ii. Product supplied by vendor must be from OEM.
- iii. Product warranty as per OEM Terms & Conditions.
- iv. Seven (7) working days will be given for supply of the product from date of issuance of LOA which can be further extended for another one week on case by case basis.
- v. If seller delivers the goods after the original delivery period specified in the LOA, NMCG will be entitled to deduct/recover the Liquidated damages for the delay @ 0.5% of total contract value per week or part of the week of delayed period not exceeding 10% of the total contract value, provided the delivery is within period for which extension has been allowed by NMCG.
- vi. LOA would be treated as cancelled if not extended by NMCG either on request by supplier or suo moto.
- vii. The validity of the quotation shall be thirty (30) days from the date of opening of the sealed quotation.
- viii. Payment will made within 30 days after the supply of the product.
- ix. Price shall include all charges including supply, installation, delivery, testing charges etc. as required.
- x. NMCG may ask for part order before schedule delivery date.
- xi. NMCG reserve the right to reject an offer and not obliged to accept any bid/s.
- xii. NMCG reserve the right to cancel the RFQ at any time.
- xiii. Terms and conditions of the bidders will not be accepted.
- xiv. Authorization Certificate from Original Equipment Manufacturer (OEM).
- xv. Copy of PAN, GST certificate applicable to be submitted.
- xvi. **Please note declaration on letterhead that the product is from OEM is to be submitted. (If the supplied material is not as specified and from OEM then it would be rejected).**

**Bids to include following:**

You are requested to submit your offer in sealed envelope positively on or before **23.01.2019, 03:00 PM** to the "Procurement Wing (Admin), NMCG, 1<sup>st</sup> Floor, Major Dhyan Chand National Stadium, India Gate, New Delhi-110002. Late bids will not be considered for evaluation".

**Bid duly signed by vendor should be submitted in sealed envelope. Open/damaged envelope will not be acceptable and will be rejected. Selection will be based on the lowest quote (L-1) that meets all the requirements.**

Thanking You



Zuhaib Raza  
Asst. Procurement Specialist

**Annexure I  
Financial Bid Template**

Please provide inputs in all the sections. Incomplete bids may be disqualified.

Documents to be submitted:

Authorization Certificate (Current Financial Year)

Company Name						
S.No	Product Description	Model	Quantity	Rate	Tax	Total in INR
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
<b>Total</b>						

Date: \_\_\_\_\_

Vendor Stamp & Signature