



RURAL ELECTRIFICATION CORPORATION LIMITED

Core 4, SCOPE Complex, 7 Lodhi Road, New Delhi – 110 003

Tel: 011-24365161 & 41020101 Fax: 011-24360644

Web site: www.recindia.nic.in & www.recindia.com

Tender No: REC/IT/CONS PUR/136/2015/4

Bid Document

Request for Proposal (RFP)

(ONLY THROUGH E-TENDERING MODE)

for

Empanelment of Supplier for Supply of Toner and Cartridges

- | | | | |
|-------|----------------------------------|---|----------------------|
| (i) | Date of floating of Bid | : | 24/07/2015 |
| (ii) | Date of Pre-Bid Discussion | : | 28/07/2015 ,11:00 AM |
| (iii) | Last Date for Submission of Bid | : | 13/08/2015, 15:00 PM |
| (iv) | Date of Opening of Technical Bid | : | 13/08/2015, 15:30 PM |

Earnest Money Deposit (EMD): Rs. 50,000/- (Rupees Fifty Thousand Only)

TABLE OF CONTENTS

Sl. No.	Chapters	Details	Page Number
1	Chapter 1	Tender Submission Detail	3
2	Chapter 2	Introduction	4
3	Chapter 3	Instructions to Bidders	5
4	Chapter 4	Scope of Work	9
5	Annexure		
	A	Bid Form	14
	B-1	Eligibility Criteria	16
	B-2	Undertaking on compliance of supplying genuine Toner and Cartridges and tender specifications and terms & conditions	18
	C	Financial Bid (Bid Form)	19
	D	Price Schedule	22
	E	e-procurement manual	26
	F	Masked Price bid	29
	G	Proforma for Performance Bank Guarantee	33
	H	List of Printers	34

Chapter-1

TENDER SUBMISSION DETAIL

1.Name of the bidder :

2. Address :
.....
.....
.....

2. Name of the Authorized Signatory(ies):

(a) Important Notice:

1. The bidder has to apply online through RECL e-procurement site www.tenderwizard.com/REC or the link available at <http://www.recindia.gov.in> or <http://www.recindia.nic.in>
2. The Bidder should carefully read all the instructions, E-bidding guidelines, forms/formats on above mentioned websites, terms and conditions, specifications and various forms that are provided in the Tender Document.
3. Opening of the tenders and evaluations will be online. Please read the instructions/help manuals available in the website www.tenderwizard.com/REC. For any assistance/clarification you may contact at the address and contact number provided under contact us link or the following:
 - a. Sh Sandeep 8800496478
 - b. Sh Shibhu 8800115946
 - c. Ms Navita Dubal 9899754442
4. To participate in the E-procurement tender process, it is mandatory for the bidders to have Digital Signature with valid user ID & password. The bidder may obtain digital signature from Tender Wizard by logging into the RECL e-procurement site website www.tenderwizard.com/REC.
5. The bidder has to register at the RECL e-procurement site www.tenderwizard.com/REC for submission of bid.
6. Bidder is required to have digital signature for secured login to the site and submitting the bid
7. Bidders to download the bid document from RECL web site viz. <http://www.recindia.gov.in> or www.tenderwizard.com/REC.
8. Detail procedure on Tender wizard operation is given at Annexure – E.

CHAPTER 2

INTRODUCTION

Rural Electrification Corporation Ltd. (RECL) has implemented Oracle based (EBiz suite) ERP since 2009. RECL has its Corporate Office at Core-4, SCOPE Complex, 7 Lodi Road, New Delhi 110003, India. RECL has 18 Zonal / Project Offices through-out India and one Training institute viz, Central Institute of Rural Electrification (CIRE) at Hyderabad. The detail office addresses can be had from the REC's web site.

Online Bids are invited for Empanelment of Registered Sales Re-seller (RSR) of HP toner/ Cartridge , authorized reseller of toner/ Cartridge of Lexmark and reseller of Samsung and Xerox etc. make of Printers, for supply of genuine toner/ cartridges of various printers as at Annexure-F installed at RECL Office (i.e. Corporate Office at Core-4, Scope Complex, New Delhi – 3). List of printers enclosed at Annexure-H is a tentative list though the number of printers may actually increase or decrease.

Chapter-3

3.1 Instruction to Bidders

1. The bidder should be Registered Sales Re-seller (RSR) of HP toner/ Cartridge and reseller of toner/ Cartridge of Lexmark, Samsung, Xerox and Lexmark etc. make of Printers.
2. The bidder shall be the single point of contact for RECL and shall be solely responsible for all scope of work and Deliverables.
3. Empanelment will be initially for a period of One year from the date of Award of work. Empanelment will be extendable for a period of six months at the sole discretion of REC.
4. Preparation of Bid:
 - a. Earnest Money of Rs. **50,000/** Demand Draft of required amount of Earnest Money issued from any leading Nationalized / Scheduled Bank in favour of “Rural Electrification Corporation Limited” payable at New Delhi required to be placed. Following information should be marked on the face of the sealed envelope:
Name of Party.....
Tender No.....
Earnest Money Amount..... Issuing Bank.....Date.....

Name of Party.....
Tender No.....
Tender Cost Amount..... Issuing Bank.....Date.....
 - b. Technical Bid : The following Documents must be enclosed with the Technical Bid :
 - a. Bid form (As per the format given in Annexure – A)
 - b. Compliance to the Terms and Conditions and Scope of Work
 - c. Documents required as Per “Eligibility Criteria”
 - c. Commercial Bid : Price sheet as per enclosed the Price Format in Annexure – D .
5. Bid should accompany an earnest money deposit of Rs.50,000/- (Rupees Fifty Thousand Only) in the form of a Demand Draft/Banker’s cheque drawn on a Scheduled commercial bank in the favor of ‘RURAL ELECTRIFICATION CORPORATION LTD’ payable at New Delhi. Cheques, Money orders and Cash shall not be accepted as EMD. The bidder’s are requested to make sure to indicate the tender number, name and address of the bidder on the reverse of EMD draft/ banker’s cheque, any failure to comply with the same shall be at the risk of the bidder.
6. The following facilities are extended to Micro & Small Scale Units registered with National Small Industries Corporation (NSIC), as per directives of Ministry of Micro, Small and Medium Enterprises, Nirman Bhawan, New Delhi and Office of the Development Commissioner, Small Scale Industries, Nirman Bhawan, New Delhi:
 - i. Issue of Tender Sets Free of Cost
 - ii. Exemption from payment of Earnest Money
 - iii. Waiver of Security Deposit upto the monetary limit for which the unit is registered; and

- iv. Purchase preference in case the participating MSEs quote price within the band of L1+15% by allowing such MSE to supply upto 20% of the tendered value by bringing down their price to the L-1 price.
7. RECL reserves the right to discontinue the engagement of vendor at any time without assigning any reasons thereof. RECL's decision in this regard shall be final and binding. The bidder may download the RFP from the RECL's website and physically submit the same by the due date and time along with an EMD. The EMD will be returned to the unsuccessful bidder after Purchase Order is issued to the successful bidder. No interest will be paid on the EMD. EMD will be forfeited if it is found that the bidder has submitted any false statement for furtherance of bid-offer or withdraws the bid at any stage before issuance of Purchase Order. EMD of successful empanelled bidders will be returned only after submission of PBG equivalent to 10% of the value of LOA valid for the empanelment period.
8. The bids complete in all respects and addressed to the AGM(IT), RECL, should be submitted into the tender box kept at the RECL reception at the following address latest by 15:00 hours (IST) on XXXXXX RECL does not own any liability if the bid is submitted somewhere else and not reached to the addressee within due date and time.

RURAL ELECTRIFICATION CORPORATION LTD.,
CORE-4, SCOPE COMPLEX,
7 LODHI ROAD,
NEW DELHI – 110 003.

9. The RECL reserves the right to waive any irregularities; accept or reject the whole; accept or reject part of; any or all bids at its sole discretion without assigning any reason whatsoever.
10. The bidder shall bear all costs associated with the preparation and submission of its bid, and RECL will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process.
11. The bidder is expected and deemed to have read, examined/ perused, complied/ agreed to all instructions, forms, terms and specifications etc. in the tender document while bidding. Failure to furnish all information required and/or False/Incorrect information and/or ambiguous/ irrelevant information and/or submission of bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.
12. The EMD may be forfeited, if a Bidder withdraws his bid during the period of bid validity, specified by the Bidder in the Bid and/or on submission of false documents/ undertaking.
13. Quoted prices should be firm and inclusive of all logistics, taxes, levies, other charges applicable if any and all other expenses related with the visits of the Vendor's personnel in connection with the performance of the contractual obligations by the Vendor.
14. If there is discrepancy between the price/information quoted in words and figures, whichever is the higher of the two shall be taken as bid price, however, the purchase/ ordering shall be carried out on the lower of the two prices.
15. Rates should be valid for a period of 90 days from the date of opening of **technical Bids** subject to the condition that the bids shall be deemed to be valid after 83 days from the date of opening of technical Bids till the bidder gives a minimum seven working days (as per RECL/ Government of India notified official calendar) advance notice in writing through registered post for his bid withdrawal and if during the notice

period the tender is finalized/ awarded the bidder shall be deemed to be a willful party to that and in case of a default EMD shall be forfeited and the bidder may be blacklisted from participating in and/or all tenders of RECL for such a period as decided by RECL at its sole discretion.

16. All costs and charges, related to the bid, shall be expressed in Indian Rupees only.
17. Any bid received by RECL after the deadline for submission of bids prescribed by the RECL will be rejected and/or may be returned unopened to the bidder on specific written request.
18. Any effort by a Bidder to influence the RECL in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid and RECL will declare the firm ineligible, either indefinitely or for a stated period of time from participation in future RFPs/tenders of RECL.
19. The comparison shall be of all-inclusive price of services, such price to include all costs as well as duties and taxes paid or payable.
20. Bidders shall state their bid price for the payment schedule outlined in the tender **and as per the format given (Annexure-D) in the tender document only** and in case any changes/ amendments / addendums/ modifications are made by the bidder in the specified format the bid shall be rejected.
21. The vendor has to sign a contract agreement after award of contract.
22. The vendor shall not assign and/or sublet the empanelment or any part of it to any other agency in any form. Failure to do so shall result in termination of contract, cancellation of purchase order empanelment and forfeiture of security deposit/ performance guarantee etc.
23. On selection and empanelment the EMD of the selected bidder will be converted into security deposit and No interest/ charges will be payable on the security deposit.
24. Either the Indian bidder/ authorised partner on behalf of the Principal/OEM itself can bid but cannot bid simultaneously for the same item/product in the same tender. If an bidder/ authorised partner submits bid on behalf of the Principal/OEM, the same bidder/ authorised partner shall not submit a bid on behalf of another Principal/OEM .
25. Any subsequent corrigendum/ addendum etc to this tender shall be ipso facto applicable to this tender.
26. Costs should be indicated clearly both in figures and words and any cutting/ erasures/ overwriting/ deletions/ modifications etc shall be properly attested by the authorized signatory otherwise the bid is liable to be rejected.
27. No deviations from these terms and conditions will be accepted. Any violation there off will lead to rejection of the bid and forfeiture of EMD/Security Deposit.

2.2 Eligibility Criteria:

1. The bidder should be Registered Sales Re-seller (RSR) of HP toner/ Cartridge and authorized resellers of toner/cartridge of Samsung, Xerox of Lexmark etc. make of Printers. Authorization certificates should be submitted.
2. The bidder should have registered office in Delhi/NCR. Attach documentary proof in support.
3. The bidder should have at least minimum experience of 2 years for supplying of Toners & Cartridges to Government Organizations, Autonomous institutions or Public sector Banks /

Undertakings etc.. Detailed list of such organization containing organization-wise details of award of work (viz. value of PO, tenure of work etc.) should be submitted with the bid-offer. (copy of work order is to be attached)

4. The bidder should have supplied Toners & Cartridges to at least five organizations out of which at least two should be Government Organizations or Public sector Banks /Undertakings. Detailed list of such organization containing organization-wise details of award of work (viz. value of PO, tenure of work etc.) should be submitted with the bid-offer. (copy of work order is to be attached).
5. The bidder's annual sales turnover from supply of toners & cartridges should be at least an average value of Rs 50 Lac (Rupees Fifty Lac Only) during the last three years. All relevant documentary evidence (copy of Annual Accounts/ Audited Auditor's certificate/ ITR of last 3 years) for confirmation regarding turnover shall be enclosed with the bid. The turnover shall refer to the bidding company only and not the composite turnover of its subsidiaries / sister concerns etc.
6. The supplier should be an income tax assessee having filed Income-Tax Return for the preceding three assessment years. (Copy of IT Returns and copy of PAN no. should be enclosed).
7. Bidder should submit valid documentary proof of Sales Tax/ VAT/ Service Tax Registration number.
8. The bidder must submit Masked Price Bid as per the Annexure-F.

Chapter -4

4.1 Scope of Work:

1. The bidder will be notified for supplying of genuine HP, Xerox, Samsung and Lexmark toner & cartridge by phone and he should collect the order from RECL office latest by the same day if called in forenoon and next day forenoon if called in the afternoon. The supply of Toner and Cartridge shall be latest by the next working day at the office premises.
2. The bidder shall install the cartridge in the respective printers.

4.2 Bid Evaluation and Empanelment Methodology:

1. The bids shall be opened in the presence of the bidder's representatives whoever choose to be present at the bid opening. The bidder's representative present there, shall sign a register evidencing their attendance. The 'EMD' will be opened first, followed by the technical and financial bid in the Corporate office of RECL, Core-4, Scope Complex, 7 Lodhi Road, New Delhi-110003 on the last date of submission of the Bid at 15:30 hrs(IST) on XXXXXX.
2. Financial bid will be opened only for those suppliers who qualify the minimum eligibility criteria as specified in the bid and has quoted for all the items (to be specified in Masked Price bid)Lowest financial bidder among all the bidders will be selected as L1 bidder.
3. Costs for all items must be quoted otherwise the cost of that item will be considered zero for all purposes.
4. Calculations against each row as specified in the price schedule should be carried out carefully both for the total of each row and the Grand Total. Furnishing of any miscalculation etc. shall be at the bidder's risk and cost and the bid may be liable for summary rejection.
5. In case of a difference/ discrepancy between prices quoted in Words and/or Figures the higher of the two shall prevail for evaluation purpose. The Grand total shall be derived considering the higher quoted price. However, the lower of the two shall be considered while awarding the work order.
6. **The derived Grand Total of financial bid (Annexure-D)will be taken as bid price for evaluation purpose. The bidder with the Lowest Grand Total of all bids shall be the L1 bidder.**
7. L2 and L3 bidder will also be kept in the panel, however they have to match the price of L1 bidder. L2 and L3 bidders have to submit a letter of consent to REC in this regard for supply of toner/ cartridge as and when order is placed with them.
8. The L1 bidder will be given the purchase orders as per RECL requirement of toner/ cartridges from time to time during the period of empanelment. In case L1 bidder is not in position to supply, the L2/ L3 bidders shall be considered for award of purchase order at discretion of REC at L1 rates.
9. The decision of RECL arrived at, as per above will be final for empanelment and no representation of any kind shall be entertained. The empanelment will be valid for a period of One year from the date of offer of empanelment which may be extended further for a period of six months on providing satisfactory services at the sole discretion of RECL.
10. A tentative list of printers along with Toners & Cartridges requirement for the current year is given in Annexure-F. Interested bidders will have to quote a price for per unit against each item. The price has to be quoted for each item separately. The no. of printers and the corresponding requirement may increase or decrease. In case there is an increase in the toner/ cartridge due to addition of new printer, purchase will be done for the additional requirement on the contracted price from empanelled vendor.

4.3 Payment Terms and Penalty:

1. No advance payment shall be made.
2. Payments shall be subject to deductions of any amount for which the Vendor is liable under the agreement against this contract. Further, all payments shall be made subjects to deduction of TDS (Tax deduction at Source) as per the prevailing Income-Tax Act and any other taxes as on the date of invoice submission and/or payment date, whichever is higher.
3. All Payments shall be made in Indian Rupees only.
4. RECL will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm was engaged in corrupt or fraudulent practices in competing for this bid, or in executing the contract.
5. Failure to supply the item on or before the stipulated date will entail a penalty of 0.5% of the value of purchase order cost per week subject to a maximum of 10% of total purchase order cost. After this, REC will have the right to cancel the order and procure from L2/ L3 vendor.
6. The vendor is required to supply only genuine cartridges. In case the cartridge is found to be non-genuine, refilled/remanufactured, not properly sealed or there is a leakage/defect in the cartridge then the same must be replaced by the vendor within 3 days from the request of replacement. In such case a penalty equivalent to the cost of cartridge shall be deducted while releasing payment against the raised bill.
7. With respect to decision and penalty of sl no a above, the REC's decision will be final.
8. It shall be responsibility of the selected bidder to get the defective toner/cartridge replaced.
9. Failure to supply the genuine item will attract invoking of Performance Bank Guarantee.

4.4 Performance Bank Guarantee (PBG)

1. The L1 bidder at his own expense, deposit with AGM(IT), RURAL ELECTRIFICATION CORPORATION LTD., SCOPE COMPLEX 7 -Lodi Road, New Delhi 110003, within thirty (30) working days of the date of notice of award of the tender, a Performance Bank Guarantee as per the format indicated at Annexure – D, for an amount of 10% of the value of LOA for the due performance and fulfillment of the contract by the selected Bidder valid for 15 months. The bidder, on his choice, can also convert the EMD into PBG.
2. The PBG should be drawn on a Scheduled Commercial Bank in favour of THE 'RURAL ELECTRIFICATION CORPORATION LTD', payable in New Delhi.
3. The PBG may be discharged / returned by the REC after the completion of the contract upon being satisfied that there has been due performance of the obligations of the vendor under the contract. The Performance Bank Guarantee shall be valid till the end of the warranty period plus three months.
4. Failure of the Bidder to comply with the above requirement, or failure to enter into contract within 45 days or within such other extended period of the acceptance of the PO by the bidder, as may be specified by the AGM (IT), RURAL ELECTRIFICATION CORPORATION LTD., SCOPE COMPLEX 7, Lodi Road, New Delhi 110003, shall constitute sufficient grounds, among others, if any, for the annulment of the award of the tender.

5. No bank charges/interest shall be payable for the PBG.
6. REC shall also be entitled to make recoveries from the Bidder's bills, from Performance Security, or from any other amount due to him the equivalent value of any payment made to him due to inadvertence, error, collusion, mis-construction or mis-statement.
7. In the event the vendor being unable to provide the services, during the empanelment period, as per the contract for whatever reason, the PBG would be revoked by REC.

4.5 Disqualification of Bids

1. The bid is liable to be disqualified if Not submitted in accordance with the prescribed forms.
2. During the validity period, or its extended period, if any, the Bidder increases his quoted prices.
3. The Bidder qualifies the bid with his own conditions, which are in conflict with the conditions mentioned herein.
4. Bid received after due date and time.
5. Bid not accompanied by all requisite forms and supporting documents.
6. Information submitted in Eligibility criteria is found to be misrepresented, incorrect or false accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period, if any.
7. Price offer is enclosed in the Technical bid envelope.
8. Awardee of the contract qualifies the letter of acceptance of the contract with his conditions.
9. Bidders may specifically note that while processing the tender documents, if it comes to our knowledge explicitly or implied, that some Bidders may have colluded in any manner whatsoever or otherwise joined to form a cartel resulting in delay / holding up in the processing of tender, then the Bidders so involved are liable to be disqualified for this contract as well as for a further period of two years.
10. In case any party submits multiple bids or if common interests are found in two or more Bidders, the Bidders are likely to be disqualified.
11. In case all the items inclusive of warranty and maintenance are not quoted then the bid shall be summarily rejected.
12. Any other conditions as mentioned elsewhere in the RFP document.

4.6 FORCE MAJEURE CLAUSE

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics quarantine restrictions, strikes, lockouts or acts of God (hereinafter referred to as "events"), provided notice of happenings of any such event is duly endorsed by the appropriate authorities/chamber of commerce in the country of the party giving notice, is given by party seeking concession to the other as soon as practicable, but within 21 days from the date of occurrence and termination thereof and satisfies the party adequately of the measures taken by it, neither party shall, by reason of such event, be entitled to terminate this contract, nor shall either party have any claim for damages against the other in respect of such nonperformance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and the decision of the purchaser as to whether the deliveries have so resumed or not, shall be final and conclusive, provided further, that if the performance in whole or in part or any obligation under this contract is prevented or delayed by reason

of any such event for a period exceeding 60 days, the purchaser may at his option, terminate the contract.

4.7 Arbitration

Except where otherwise provided in the agreement, all questions and disputes relating to the meaning of the specifications, and instructions herein before mentioned and as to the quality of the materials, as to any question, claim, right, matter or thing whatsoever, in any way arising out of or relating to the Contract, Specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution of the same whether arising during the process of the work or after the completion or abandonment thereof shall be referred to the sole arbitrator to be appointed by Chairman and Managing Director, REC. The Arbitration shall be in accordance with the provisions of Arbitration and Conciliation act, 1996 and the language of Arbitration shall be English. The Arbitrator shall give the reasoned award. The cost of arbitration proceedings shall be shared equally between the parties.

4.8 Jurisdiction

The Contract shall be governed in accordance with the Indian laws and Courts located at Delhi shall alone have the jurisdiction to try and entertain the disputes.

4.9 Termination

REC will have absolute discretion to terminate the work order at any time without giving any reason.

4.10 Notification of award

The acceptance of a tender, subject to signing of the contract, will be communicated in writing at the address for correspondence supplied by the successful Bidder in tender. Any change of address of the Bidder, therefore, should be promptly notified in writing to the AGM(IT), RURAL ELECTRIFICATION CORPORATION LTD., SCOPE COMPLEX 7 -Lodhi Road, New Delhi 110003.

Annexure

ANNEXURE – A

Bid Form

(On the letter head of the firm submitting the bid document)

To

The AGM (IT)
Rural electrification Corporation Limited,
Core 4, Scope Complex,
Lodi Road,
New Delhi 110 003

Ref: Bid document No

Dated_____

Sir,

- a) Having examined the bidding documents and having submitted the bid for the same, I/We, the undersigned, hereby submit the financial bid for supply of products and services as per the schedule of requirements and in conformity with the said bidding documents.
- b) I/We undertake, if my/our bid is accepted, to supply and maintain the offered goods and services in accordance with the delivery schedule specified in the bidding documents.
- c) If my/our bid is accepted, I/We will submit a performance bank guarantee for the sum equivalent to 10% of the purchase order value valid for a period of 39 months for the due performance of the Contract, in the form prescribed by the Rural Electrification Corporation Limited.
- d) I/We agree to abide by this bid for a period of one Hundred Eighty days it shall remain binding upon us and may be accepted at any time before the expiration of that period and till the time I/We after the expiry of the validity period formally withdraw my/our bid in writing with a minimum notice period and associated terms and conditions and as specified in the tender document and in all such cases my/our bid shall be deemed to be valid.
- e) I/We declare:
 - i) I/We hereby offer Goods and Services at the prices and rates mentioned in the Financial Bid.
 - ii) I/We have carefully read and understood and abide by the terms and conditions of the bid document and the conditions of the contract applicable to the bid document and we do hereby undertake to provide services as per these terms and conditions.
- f) Certified that the bidder is:

i) A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of the sole proprietor,

OR

ii) A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney,

OR

iii) A company and the person signing the document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariable by duly attested by the person authorized to sign the bid document)

g) We do hereby undertake that, until a formal work order is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent and / or award shall constitute a binding contract between us.

Dated this day of 2015

Details of enclosures.

Signature of Bidder
Name

Full Address: _____

Telephone No. _____

Telegraphic Address: _____

Fax No. _____

E-mail

COMPANY SEAL

Eligibility Criteria

Application for Empanelment of Registered Sales Re-seller (RSR) of HP toner/ Cartridge and reseller of toner/ Cartridge of Samsung, Xerox and Lexmark etc. make of Printers / Cartridge and supplier of genuine toner/ Cartridge of Lexmark etc. make of Printers

A. Vendor Details					
S.N	Particulars	Bidders Response		Page No of documentary proof attached**	
1	Name of the Vendor/Firm				
2	Address				
	Telephone No.				
	Fax No.				
	Email Id				
3	Contact Person(s) Details				
	Name Designation		Contact Number		
			Landline	Mobile	email id
B. Eligibility Criteria					
S.N.	Particulars	Bidders Response		Page No of documentary proof attached**	
1	The bidder should be Registered Sales Re-seller (RSR) of HP toner/ Cartridge and authorized resellers of toner/cartridge of Samsung, Xerox of Lexmark etc. make of Printers. Authorization certificates should be submitted.				
2	The bidder should have registered office in Delhi/NCR. Attach documentary proof in support.				

3	The bidder should have at least minimum experience of 2 years for supplying of Toners & Cartridges to Government Organizations, Autonomous institutions or Public sector Banks / Undertakings etc.. Detailed list of such organization containing organization-wise details of award of work (viz. value of PO, tenure of work etc.) should be submitted with the bid-offer. (copy of work order is to be attached)		
4	The bidder should have supplied Toners & Cartridges to at least five organizations out of which at least two should be Government Organizations or Public sector Banks /Undertakings. Detailed list of such organization containing organization-wise details of award of work (viz. value of PO, tenure of work etc.) should be submitted with the bid-offer. (copy of work order is to be attached).		
5	The bidder's annual sales turnover from supply of toners & cartridges should be at least an average value of Rs 50 Lac (Rupees Fifty Lac Only) during the last three years. All relevant documentary evidence (copy of Annual Accounts/ Audited Auditor's certificate/ ITR of last 3 years) for confirmation regarding turnover shall be enclosed with the bid. The turnover shall refer to the bidding company only and not the composite turnover of its subsidiaries / sister concerns etc.		
a	Turnover from the supply of Toner & Cartridges for the Past Three Financial Years [copy of Annual Accounts/ Audited Auditor's certificate/ ITR of last 3 years]		
	FY	Turnover in lakhs	
	2014-2015		
	2013-2014		
	2012-2013		
6	The supplier should be an income tax assessee having filed Income-Tax Return for the preceding three assessment years. (Copy of IT Returns and copy of PAN no. should be enclosed).		
7	Bidder should submit valid documentary proof of Sales Tax/ VAT/ Service Tax Registration number.		

8	Masked Price Bid with compliance of price quoted attached		

** Please indicate the relevant page no. with clause no. (Highlighted) for the documents enclosed.

DECLARATION

We hereby declare that the information submitted above are true to the best of our knowledge. We understand that in case any discrepancy is found in the information submitted by us our application is liable to be rejected.

Date:

Signature & Seal

ANNEXURE – B-2

**UNDERTAKING ON COMPLIANCE OF TECHNICAL SPECIFICATIONS AND
TENDER SPECIFICATIONS and TERMS & CONDITIONS**

(To be submitted on the bidder's letter head duly signed by the authorized signatory)

I/We hereby undertake that I/we have examined/ perused, studied and understood the RFP/ bid document No. _____ dated ____ and any corrigendum/ addendum/ clarification etc. completely and have submitted my/our bid in pursuance and without any material and/or other deviations to the said documents.

I/We hereby undertake that I/We understand that the Chapter – 3 Scope of Work and Requirement of this tender is indicative only and not exhaustive in any manner and that the final scope of work and specification will be decided by the REC at their discretion.

I/We hereby undertake that we shall comply with the Chapter – 3 Scope of work and requirements and tender terms and conditions completely and there are no deviations of any manner and/or sort and/or kind in this regard from my/our side.

I/We undertake to be the single point of contact for REC and shall be solely responsible for all activities and for the entire scope of work and requirements as per the service levels defined in the tender document.

I/We hereby undertake that I/We do understand that my/our bid should be as per the tender document and should be accordingly submitted to the REC. In case of a failure to comply and/or a variation the REC has got sole discretion to consider or disqualify my/our bid for the aforementioned RFP/tender/Bid document and I/We shall be not having any claim of any sort/kind/form on the same.

I/WE hereby confirm that the solution and scope of work mentioned in this tender are workable proper and sustainable as per information provided in the tender document.

I/We hereby declare that our company has not been banned or disqualified by any Government or any Government agencies or PSUs for a period of last five years.

I/We hereby attach the duly signed and stamped bid document as an acceptance of tender specifications and terms & conditions with the technical bid.

I/We hereby affirm that our response is valid for the period including the deemed period as specified in the tender document.

Signature of Authorized Signatory
Name of the Signatory
Date
Place
Company Name
Company Seal

Bid Form

(On the letter head of the firm submitting the bid document)

To

The AGM (IT)
Rural electrification Corporation Limited,
Core 4, Scope Complex,
Lodi Road,
New Delhi 110 003

Ref: Bid document No

Dated_____

Sir,

Having examined the bidding documents and having submitted the bid for the same, I/We, the undersigned, hereby submit the financial bid for supply of equipments, products and services as per the schedule of requirements and in conformity with the said bidding documents.

I/We hereby offer to provide Goods and Services at the prices and rates mentioned in the Commercial Bid.

I/We do hereby confirm that the prices and rates uploaded through e-procurement process as specified have been verified before uploading and are final and authentic,

I/We do hereby undertake that, in the event of acceptance of my / our bid, the rendering of services shall be made as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.

The prices quoted are inclusive of all charges including logistics, taxes, duties, levis etc for providing offered services to REC and/or its clients/ users across India.

I/We enclose herewith the complete Financial Bid as required by you. This includes:

- a. Bid Letter
- b. Price Schedule

I/We agree to abide by our offer for a period of 90 days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time and any extended and/or deemed period provided that I/We have not withdrawn in writing my/our bid after the expiry of 83 days.

I/We have carefully read and understood the terms and conditions of the bid document and we do hereby undertake to provide services as per these terms and conditions. There are no Financial Deviations from my/our side.

Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of sole proprietor,

Or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/ by virtue of general power of attorney,

Or

A company and the person signing the bid document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections / deletions should invariably be duly attested by the person authorized to sign the bid document.)

I/We do hereby undertake, that, until a formal work order is prepared and executed, this bid, together with your written acceptance thereof and/or placement of letter of intent and/or awarding the work order, shall constitute a binding contract between us.

Dated this day of _____ 2013

Signature of Bidder
Name

Details of enclosures

Full Address:
Telephone No.
Telegraphic Address:
Fax No.
E-mail:

COMPANY SEAL

Annexure-D**Financial Bid (Price Schedule)**

Sno	Printer Name	Cartridge Model	Estimated quantity* to be purchased	Unit Rate (INR) (B)	Taxes if any (INR) (C)	Total (INR) A*(B+C)
1	HP 1020, 1022,3055	HP 2612 A	200			
2	HP Laserjet 1320, 1160	HP 5949 A	35			
4	HP Laserjet 1300	HP 2613A	9			
5	HP Laserjet 4345mfp	HP 5945 A	5			
6	HP Laserjet 1100	HP 4092A	2			
7	HP Laserjet P3005dn	Q7551	30			
8	Hp Laserjet1200	C7115	5			
9	HP 1505	CB436A	5			
10	HP DJ C7288	801(black)	1			
		801(cyan)	1			
		801(yellow)	1			
		801(magenta)	1			
		801(lt.cyan)	1			
		801(lt.magenta)	1			
11	HP DJ 735	CD887(703 black)	1			
		CD888 (703 color)	1			
12	HP 1007, HP 1213nf ,1218,202,226DW	88A	200			
13	HP Laserjet Pro CM1415	128(black)	5			
		128(cyan)	5			
		128(yellow)	5			
		128(magenta)	5			
14	HP 400mfp	CF280A	5			
15	HP Laserjet200 color mfpM276n	CF 210	5			
		CF211	5			
		CF212	5			
		CF213	5			
16	HP Color DJ 8600	950 Black	4			
		951 Cyan	4			
		951 Yellow	4			
		951 Magenta	4			
17	HP 4500	901 (Black)	4			
		901 (Color)	4			
18	HP Deskjet 209/310 A	862 (Black ink)	10			
		862(Photo black)	10			
		862(cyan)	10			

		862(yellow)	10			
		862(magenta)	10			
19	HP 8500 A	C4902	5			
		C4906	5			
		C4907	5			
		C4908	5			
		C4909	5			
20	HP Laserjet CP 1025/ 100 MFP	CE310A	5			
		CE311A	5			
		CE312A	5			
		CE313A	5			
21	HP COLOUR LASERJET PRO MFP M177FW	130BK	8			
		130 CY	8			
		130YE	8			
		130MG	8			
22	HP LJ 475	305 A(BK)	8			
		305 A(CY)	8			
		305 A(YE)	8			
		305 A(MG)	8			
23	HP LJ 476	312 A(BK)	12			
		312 A(CY)	12			
		312 A(YE)	12			
		312 A(MG)	12			
24	HP 4645 MFP DE	678 Tricolor	8			
		678 Black	8			
25	HP 1536 mfp	278 A	10			
26	HP pro MFP 521 dn	55A	8			
27	LEXMARK 260dn LASER	260H	80			
28	Lexmark 264 dn KB	264 H	40			
29	LEXMARK 544DN	540(black)	4			
		540(cyan)	4			
		540(Magenta)	4			
		544(yellow)	4			
30	Lexmark C925de	C925 Black	4			
		C925 Yellow	4			
		C925 Magenta	4			
		C925 Cyan	4			
31	Lexmark CX410de	808HC Cyan	4			
		808HM Magenta	4			
		808HY Yellow	4			
		808HK Black	4			

32	Lexmark MX310/410de	603H Black	30			
33	Samsung -4623fn	MLT-D-1053S	8			
34	Samsung SCX- 4824, 4828	ML-2855(209)	6			
35	Samsung ML-1640, 2240	MLT-D 108 S	8			
36	Samsung SCX - 4321, 4521	SCX – 4521 D3	8			
37	Samsung ML 1866	1043	6			
38	Samsung SL-M2876FD	116 S	10			
39	Samsung 2166w	101	6			
40	Xerox 3117	Xerox 3117	40			
41	Xerox-6280 Phaser	Black	3			
		Yellow	3			
		Magenta	3			
		Cyan	3			
42	Brother Laserjet HL2250	Tn2260	6			
List of Drums						
1	Lexmark260dn	Lexmark260dn	30			
2	Lexmark MX 310	Lexmark310	10			
3	Lexmark MX 410de	Lexmark MX 410de	5			
4	Lexmark CX410de	Lexmark CX410de	1			
5	Lexmark C925de	Lexmark C925de	1			

*quantity may vary

DECLARATION

We here by declare that the information submitted above are true to the best of our knowledge. We understand that in case any discrepancy is found in the information submitted by us our application is liable to be rejected.

Date:

Place:

Signature of Authorised Signatory

Name:

Company Seal:

Note :

- Prices all inclusive of taxes including service tax, VAT, octroi & road permit. It is bidders responsibility to deliver at final destination. RECL may assist if required.
- Costs should be indicated clearly both in figures and words and any cutting/ erasures/ overwriting/ deletions/ modifications etc shall be properly attested by the authorized signatory otherwise the bid is liable to be rejected.
- Under no circumstances any extra/ additional taxes, duties, levies etc. shall be payable to the bidder by RECL unless such a tax, duty or levy has been newly introduced and notified by the Government of India.
- Prices should be indicated in Indian Rupees only.
- Calculations against each row as specified in the price schedule should be carried out carefully both for the total of each row and the Grand Total. Furnishing of any miscalculation etc. shall be at the bidder's risk and cost and the bid may be liable for summary rejection.

6. In case of a difference/ discrepancy between prices quoted in Words and/or Figures the higher of the two shall prevail for evaluation purpose. The Grand total shall be derived considering the higher quoted price. However, the lower of the two shall be considered while awarding the work order.
7. Costs for all items must be quoted otherwise the cost of that item will be considered zero for all purposes.
8. The prices shall be deemed to have been quoted by the bidder taking into consideration scope of work, schedule details and other clauses as specified in the tender document and as per tender terms and conditions and without any deviations of any form/sort/kind etc.
9. The bidder shall be deemed to have noted and agreed to the right of RECL to order for super-set/ sub-set of the items and/or procuring the same and/or similar items from alternate and/or different sources at RECL discretion.
10. With reference to clause 1.2.c, at the time of extending the contract beyond initial one year, in case there is any revision of prices at lower side from the OEM, then the same is to be passed on to REC and in case of revision of prices at higher side, proportional discount to be given to REC on production of revised Rate List received from OEM.

Annexure-E

Bidder e-Procurement Manual

CONTACT:

Helpdesk Nos.
Phone : 011-49424365

Step 1

Registration Process

Website address: www.tenderwizard.com/REC

- Click on “TenderFreeView” to see (view and download) all the tender notifications and corrigendum’s.
—
- Click on “Register Me” Hyperlink and get your User Id and Password.
- (Certain special chars like ~ ` ' # \$ % & * ! () ; \ / ? " : < > + - { } [] are not allowed in the company id or any key attributes).
- Once you fill all the details asked by “Register Me” form and obtain your password, contact the Office of REC to enable your User ID.
- After this, vendor can key in their User Id and Password and get successful entry in to the application.

STEP 2

Participation

Vendor should login with his USER ID and PASSWORD

- After Successful entry into the application click on hyperlink “UnApplied”.
- By clicking on hyperlink “UnApplied” you can see the latest tenders which are floated and other details relevant to tender.
- On this screen (UnApplied) you will find various gif’s on the left hand side. Click on  “Edit form” gif and see all the documents attached. Please download these documents and go through them.
- Once you have gone through the entire tender document and you wish to participate in the tender click on  “Request Tender Form” gif. And Then click on “Submit”.
- Now once you have requested for tender documents click on “In Progress” stage. You can see the status as “REQUESTED”.

Note: - will send you forms (Electronic Financial bid & Technical bid sheets) .

- You will get two excel files “Technical Sheet.xls” and “Cost Sheet.xls” along with other documents. Firstly, you need to download this document by clicking on hyperlink “[Click here to Download Empty Document.](#)” Then Save the file with the same file name

Note:-

- 1) You should not change the file name of any Excel file.
- 2) You should only key in the values in blue cells only.

STEP 3

Submission

Vendor should prepare the scanned copy of DD (EMD)

- **EMD Submission:** Click on “[Click here to enter EMD Details and Attach Scanned Copy of EMD](#)”. Fill all the fields provided in that sheet and press on “Scan” button to attach the scanned copy of the EMD.
- Vendor should fill values in blue cells only, provided in these sheets. These can be uploaded by clicking on “[Click here to Upload filled File](#)”.

Reminder:

Technical Sheet and Cost Sheet should be uploaded by using “[Click here to Upload filled File](#) “. All other supporting documents could be uploaded using “[Click here to Attach General Documents](#)” link provided below.

- Please don't change the name of the file as system will not accept any other file name.

Steps for uploading the additional documents (supporting documents) to your account.

1. In the left hand menu click on General Document, general document page will appear
2. Click on upload new file Button for uploading new document, upload sheet will appear
3. Select the file to be uploaded, enter the description and attachment name.
4. Click on Upload file
5. Repeat step 2 and 3 for uploading new files

To change the description and attachment name for the uploaded file use Update existing file button

Note: This is for altering the description and attachment name only

Section 1.02

Section 1.03 Attachment of general document to a particular tender

Go to tender Documents screen of that particular tender

1. Go to [Click here to Attach General Documents](#) –Additional documents can be optionally Uploaded
General Document Summary sheet will appear.

2. In General Document Summary screen select the file you want to attach and make necessary changes for Tender Stage and click Attach file button.
3. If you need to attach any new files for the tender follow Steps for uploading the Additional documents.

Other details could be scanned and uploaded but ensure that it is smaller in size (i.e. < 1MB for Fast Uploading of Document). (only.doc, .jpg,.gif,.xls, .bmp, .pdf.)

- **The server time will be displayed at the right hand side of the page please follow this time, and all the actions i.e;(Requesting, Submitting, Opening etc.) takes place according to this time only.**

NOTE :

You will see all the red colored links changing to black color, when you have uploaded.

A) Technical Sheet

B) Cost Sheet or price bid

C) EMD details

- i) **Once you fill the above documents only then you will able to submit the tender by clicking on the “Submit the Tender Form” button before the tender closing date and time.**

STEP 4

Acknowledgement

Once you submit the tender you will get the submitted token number, submitted date and submitted time. Take the print of that sheet then click on “OK”. Then the status will change to submitted.

STEP 5

OPENING

- **After the tender is opened at the stipulated date and time, the award details can be accessed in the OPENED/AWARDED stage.**
- **To view the opened tenders click on the “Opened/Awarded” link then click on edit form  to view your competitors bid sheets who participated with you and who are not disqualified.**

Note:

- **If you do not get the submitted status and token number, contact tendering authority well in advance. L is not responsible for tender’s not eived or submitted properly. Vendors are requested to undergo training and get their doubts clarified well in advance.**
- **If any queries please contact L Office and if required, personal training would be given. Please feel free to contact if you have any clarifications regarding E-Tendering.**

Annexure-F**Masked Price Bid**

Sno	Printer Name	Cartridge Model	Estimated quantity* to be purchased	Unit Rate (INR) (B)	Taxes if any (INR) (C)	Total (INR) A*(B+C)	Price quoted Yes or No
1	HP 1020, 1022,3055	HP 2612 A	200				
2	HP Laserjet 1320, 1160	HP 5949 A	35				
4	HP Laserjet 1300	HP 2613A	9				
5	HP Laserjet 4345mfp	HP 5945 A	5				
6	HP Laserjet 1100	HP 4092A	2				
7	HP Laserjet P3005dn	Q7551	30				
8	Hp Laserjet1200	C7115	5				
9	HP 1505	CB436A	5				
10	HP DJ C7288	801(black)	1				
		801(cyan)	1				
		801(yellow)	1				
		801(magenta)	1				
		801(lt.cyan)	1				
		801(lt.magenta)	1				
11	HP DJ 735	CD887(703 black)	1				
		CD888 (703 color)	1				
12	HP 1007, HP 1213nf ,1218,202,226DW	88A	200				
13	HP Laserjet Pro CM1415	128(black)	5				
		128(cyan)	5				
		128(yellow)	5				
		128(magenta)	5				
14	HP 400mfp	CF280A	5				
15	HP Laserjet200 color mfpM276n	CF 210	5				
		CF211	5				
		CF212	5				
		CF213	5				
16	HP Color DJ 8600	950 Black	4				
		951 Cyan	4				
		951 Yellow	4				
		951 Magenta	4				
17	HP 4500	901 (Black)	4				
		901 (Color)	4				
18	HP Deskjet 209/310 A	862 (Black ink)	10				
		862(Photo black	10				

		862(cyan)	10				
		862(yellow)	10				
		862(magenta)	10				
19	HP 8500 A	C4902	5				
		C4906	5				
		C4907	5				
		C4908	5				
		C4909	5				
20	HP Laserjet CP 1025/ 100 MFP	CE310A	5				
		CE311A	5				
		CE312A	5				
		CE313A	5				
21	HP COLOUR LASERJET PRO MFP M177FW	130BK	8				
		130 CY	8				
		130YE	8				
		130MG	8				
22	HP LJ 475	305 A(BK)	8				
		305 A(CY)	8				
		305 A(YE)	8				
		305 A(MG)	8				
23	HP LJ 476	312 A(BK)	12				
		312 A(CY)	12				
		312 A(YE)	12				
		312 A(MG)	12				
24	HP 4645MFP DE	678 Tricolor	8				
		678 Black	8				
25	HP 1536 mfp	278 A	10				
26	HP pro MFP 521 dn	55A	8				
27	LEXMARK 260dn LASER	260H	80				
28	Lexmark 264 dn KB	264 H	40				
29	LEXMARK 544DN	540(black)	4				
		540(cyan)	4				
		540(Magenta)	4				
		544(yellow)	4				
30	Lexmark C925de	C925 Black	4				
		C925 Yellow	4				
		C925 Magenta	4				
		C925 Cyan	4				
31	Lexmark CX410de	808HC Cyan	4				
		808HM Magenta	4				
		808HY Yellow	4				

		808HK Black	4				
32	Lexmark MX310/410de	603H Black	30				
33	Samsung -4623fn	MLT-D-1053S	8				
34	Samsung SCX- 4824, 4828	ML-2855(209)	6				
35	Samsung ML-1640, 2240	MLT-D 108 S	8				
36	Samsung SCX - 4321, 4521	SCX – 4521 D3	8				
37	Samsung ML 1866	1043	6				
38	Samsung SL-M2876FD	116 S	10				
39	Samsung 2166w	101	6				
40	Xerox 3117	Xerox 3117	40				
41	Xerox-6280 Phaser	Black	3				
		Yellow	3				
		Magenta	3				
		Cyan	3				
42	Brother Laserjet HL2250	Tn2260	6				
List of Drums							
1	Lexmark260dn	Lexmark260dn	30				
2	Lexmark MX 310	Lexmark310	10				
3	Lexmark MX 410de	Lexmark MX 410de	5				
4	Lexmark CX410de	Lexmark CX410de	1				
5	Lexmark C925de	Lexmark C925de	1				

* Above quantities are tentative and indicative only and REC reserves the right to order super-set and/or sub-set of the quantities as per REC's requirements.

Note :

1. The price indicated in the price bid shall be FOR destination i.e. upto site of the company. Prices shall include Excise Duty, Sales Tax, VAT, WCT, Service Tax, octroi & road permit and other taxes, Transit Insurance and freight etc. The prices quoted by the bidder shall remain firm during the entire period of the Contract and shall not be subject to variation on any account. The bid submitted with a variation clause (unless asked by the REC) will be treated as non-responsive and rejected.
2. It is bidders responsibility to deliver the goods at final destination. RECL may assist if required
3. Costs should be indicated clearly both in figures and words and any cutting/ erasures/ overwriting/ deletions/ modifications etc shall be properly attested by the authorized signatory otherwise the bid is liable to be rejected.
4. Under no circumstances any extra/ additional taxes, duties, levies etc. shall be payable to the bidder by RECL unless such a tax, duty or levy has been newly introduced and notified by the Government of India.
5. Prices should be indicated in Indian Rupees only and in the respective units indicated at each row.
6. Calculations against each row as specified in the price schedule should be carried out carefully both for the total of each row. Furnishing of any miscalculation etc. shall be at the bidder's risk and cost and the bid may be liable for summary rejection.

7. In case of a difference/ discrepancy between prices quoted in Words and/or Figures the higher of the two shall prevail.
8. The prices indicated by the bidder should be inclusive all expenses in terms of three years comprehensive warranty maintenance.
9. Costs for all items must be quoted in the category the bidder is bidding otherwise the bid shall be rejected outright.
10. The details for column no. 'B' above are provided in chapter – 4 Scope of Work and Eligibility Criteria and prices shall be deemed to have been quoted by the bidder taking into consideration these details and other clauses as specified in the tender document and as per tender terms and conditions and without any deviations of any form/sort/kind etc.
11. RECL shall carry out recalculation/ verification of the prices, Total (against each item) based on the prices/ cost quoted by the bidder for unit price, applicable taxes (as applicable), post warranty AMC cost (as applicable) based on indicated initial approximate quantities and the final calculations as arrived by the RECL shall be binding on the bidder.
12. In case of any part/ sub-component/ sub-assembly/ software/ peripherals etc. not being quoted / included by the bidder for the effective and efficient performance of the equipment/ product in pursuance to 7 above and/or any hiding/ false/ forging etc. of information/ quoted prices in the price schedule then the same shall be at the bidder's risk and cost and in the event of failure to comply shall result in summary rejection of bid and revocation of appropriate tender clauses and blacklisting of the bidder, at the discretion of the RECL, and in such an event RECL reserves the right to carry out financial evaluation of the rest of the bids as per the tender terms and conditions.
13. The bidder shall be deemed to have noted and agreed to as specified in the tender that REC will NOT provide "Form C/D".
14. The bidder shall be deemed to have noted and agreed to the right of RECL to order for super-set/ sub-set of the items and/or procuring the same and/or similar items from alternate and/or different sources at RECL discretion.

PROFORMA FOR PERFORMANCE BANK GUARANTEE

**M/s Rural Electrification Corporation Ltd.,
Core 4, Scope Complex, Lodhi Road,
New Delhi – 110003 (INDIA)**
(With due stamp duty if applicable)

OUR LETTER OF GUARANTEE No. :

In consideration of Rural Electrification Corporation Ltd., having its office at _____ (hereinafter referred to as “REC” which expression shall unless repugnant to the content or meaning thereof include all its successors, administrators and executors) and having entered into an agreement dated _____/issued Purchase Order No. _____ dated _____ with/on M/s _____ (hereinafter referred to as “The Supplier” which expression unless repugnant to the content or meaning thereof, shall include all the successors, administrators, and executors).

WHEREAS the Supplier having unequivocally accepted to supply the materials as per terms and conditions given in the Agreement dated _____ /Purchase Order No. _____ dated _____ and REC having agreed that the Supplier shall furnish to REC a Performance Guarantee for the faithful performance of the entire contract, to the extent of 10% (ten percent) (or the percentage as per the individual case) of the value of the Purchase Order i.e. for _____.

We, _____ (“The Bank”) which shall include OUR successors, administrators and executors herewith establish an irrevocable Letter of Guarantee No. _____ in your favour for account of _____ (The Supplier) in cover of performance guarantee in accordance with the terms and conditions of the Agreement/Purchase Order.

Hereby, we undertake to pay upto but not exceeding _____ (say _____ only) upon receipt by us of your first written demand accompanied by your declaration stating that the amount claimed is due by reason of the Supplier having failed to perform the Agreement and despite any contestation on the part of above named supplier.

This Letter of Guarantee will expire on _____ including 30 days of claim period and any claims made hereunder must be received by us on or before expiry date after which date this Letter of Guarantee will become of no effect whatsoever whether returned to us or not.

Authorized Signature
Chief Manager/ Manager
Seal of Bank

List of Printers

Sno	Printer Name	Cartridge Model	Quantity of printers*
1	HP 1020, 1022,3055	HP 2612 A	84
2	HP Laserjet 1320, 1160	HP 5949 A	15
4	HP Laserjet 1300	HP 2613A	3
5	HP Laserjet 4345mfp	HP 5945 A	1
6	HP Laserjet 1100	HP 4092A	0
7	HP Laserjet P3005dn	Q7551	8
8	HP Laserjet 1200	C7115	1
9	HP 1505	CB436A	2
10	HP DJ C7288	801(black)	1
		801(cyan)	1
		801(yellow)	1
		801(magenta)	1
		801(lt.cyan)	1
		801(lt.magenta)	1
11	HP DJ 735	CD887(703 black)	1
		CD888 (703 color)	1
12	HP 1007, 1213nf , 1218, 202, 226DW	88A	3
			2
			1
			10
14			
13	HP Laserjet Pro CM1415	128(black)	3
		128(cyan)	
		128(yellow)	
		128(magenta)	
14	HP 400mfp	CF280A	1
15	HP Laserjet200 color mfpM276n	CF 210	1
		CF211	
		CF212	
		CF213	
16	HP Color DJ 8600	950 Black 951 Cyan 951 Yellow 951 Magenta	2
17	HP 4500	901 (Black)	1
		901 (Color)	
18	HP Deskjet 209/310 A	862 (Black ink)	3
		862(Photo black)	

		862(cyan)	
		862(yellow)	
		862(Ph BK)	
		862(magenta)	
19	HP 8500 A	C4902	1
		C4906	
		C4907	
		C4908	
		C4909	
20	HP Laserjet CP 1025/ 100 MFP	CE310A	1
		CE311A	
		CE312A	
		CE313A	
21	HP COLOUR LASERJET PRO MFP M177FW	130BK	2
		130 CY	
		130YE	
		130MG	
22	HP LJ 475	305 A(BK)	2
		305 A(CY)	
		305 A(YE)	
		305 A(MG)	
23	HP LJ 476	312 A(BK)	9
		312 A(CY)	
		312 A(YE)	
		312 A(MG)	
24	HP 4645MFP DE	678 Tricolor 678 Black	4
25	HP 1536 mfp	278 A	1
26	HP pro MFP 521 dn	55A	1
27	LEXMARK 260dn LASER	260H	30
28	Lexmark 264 dn KB	264 H	20
29	LEXMARK 544DN	540(black)	1
		540(cyan)	
		540(Magenta)	
		544(yellow)	
30	Lexmark C925de	C925 Black	1
		C925 Yellow	
		C925 Magenta	
		C925 Cyan	
31	Lexmark CX410de	808HC Cyan	1
		808HM Magenta	

		808HY Yellow	
		808HK Black	
32	Lexmark MX310/410de	603H Black	16
33	Samsung -4623fn	MLT-D-1053S	1
34	Samsung SCX - 4824, 4828	ML-2855(209)	2
35	Samsung ML-1640, 2240	MLT-D 108 S	2
36	Samsung SCX - 4321, 4521	SCX – 4521 D3	2
37	Samsung ML 1866	1043	2
38	Samsung SL-M2876FD	116 S	2
39	Samsung 2166w	101	1
40	Xerox 3117	Xerox 3117	17
41	Xerox-6280 Phaser	Black	2
		Yellow	
		Magenta	
		Cyan	
42	Brother Laserjet HL2250	Tn2260	1
List of Drums			
1	Lexmark 260	Lexmark260	10

*quantity may vary