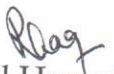


No.D-21019/10/2016-Genl.
Government of India
Ministry of Corporate Affairs
Shastri Bhavan, New Delhi.

SHORT TENDER NOTICE

The Ministry of Corporate Affairs, Government of India, Shastri Bhavan, New Delhi invites bids from reputed, financially sound authorized distributors / dealers for supply of computers, printers and UPS on urgent / short notice basis as per the following schedule: -

S. No.	Items	Description
1.	Scope of work	Supply of computers, printers and UPS on urgent / short notice.
2.	Availability of Bid Document	Room No.511, B-Wing, 5 th Floor, Shastri Bhawan, New Delhi. The bid document can also be down loaded from the websites: www.mca.gov.in and www.eprocure.gov.in .
3.	Earnest Money Deposit	Rs.80,000/- in the form of Demand Draft drawn in favour of "Pay & Accounts Officer", Ministry of Corporate Affairs, payable at New Delhi.
4.	Last date for submission of bids	12.08.2016 upto 3:30 P.M.
5.	Date of opening of Bids	12.08.2016 at 4:30 P.M.
6.	Address for submission and opening of bids.	The Under Secretary(Genl.), Ministry of Corporate Affairs, Room No.526, A-Wing, 5 th Floor, Shastri Bhavan, New Delhi.


(Riazul Haque)
Under Secretary to the Govt. of India

No.D-21019/10/2016-Genl.
Government of India
Ministry of Corporate Affairs

A-Wing, 5th Floor, Shastri Bhawan,
New Delhi dated the 04.08.2016.

SHORT TENDER NOTICE

The Ministry of Corporate Affairs, Government of India, Shastri Bhavan New Delhi invites sealed quotations from authorized dealers /firms for supply of the HP Desktop PC and printers on urgent basis.

2. Complete tender document can be had either from Section Officer(Genl.), Room No.511-B, 5th Floor, Shastri Bhavan, New Delhi free of cost or can be downloaded from this Ministry's website: www.mca.gov.in or from the Central Public Procurement Portal: www.eprocure.gov.in.
3. The quotations must be submitted to the Under Secretary (Genl.), Ministry of Corporate Affairs in Room No.526, A-Wing, 5th Floor Shastri Bhavan, New Delhi on or before 12.08.2016 upto 3:00 p.m. The quotations will be opened on the same day at 4:00 p.m. at the same venue in the presence of authorized representatives of the bidders who may like to be present at that time.
4. The quotations must be accompanied by Earnest Money Deposit of Rs.80,000/- in the of demand draft in favour of "The Pay & Accounts Officer", Ministry of Corporate Affairs drawn on any scheduled commercial bank and payable at New Delhi. Quotations received without EMD and in any other form will not be entertained at all.
5. The bid should be accompanied by details of the dealers / firms as given in ANNEXURE-I and with copies of relevant documents as specified therein.
6. The bids must be submitted in the company's / Firm's letter head as per the format given at **Annexure-II**. The quantity in each category may increase or decrease as per requirement of the Ministry.
7. The firm should be in a position to supply all the items on urgent basis at very short notice i.e. at 3-4 days' notice. In case, the successful bidder fails to supply the items within the given time frame, the supply order shall be withdrawn and EMD forfeited without further notice.
8. All the items are required to be supplied in company / manufacturer's sealed pack and installed at the premises of the Ministry.

R. Day

9. The delivery of the items is required to be made as under: -

S.No.	Items	Qty.	Location / Place of delivery
1.	Desktop Computers and MS Office 2013 - Home & Business Word	13 each	A-Wing, 5 th floor, Shastri Bhavan, New Delhi
2.	UPS (Microtek) 1 KVA	13	-do-
3.	HP Laserjet pro MFT M 427FDW	01	-do-
4.	HP Laserjet pro P1102W	01	-do-
5.	Desktop Computers and MS Office 2013 - Home & Business Word	15 each	6 th Floor, Block No.3, CGO Complex, New Delhi
6.	Desktop Computers and MS Office 2013 - Home & Business Word	10 each	National Company Law Tribunal, 3 rd Floor, Corporate Bhawan, 29, Rajaji Salai, Chennai-600001
7.	Desktop Computers and MS Office 2013 - Home & Business Word	10 each	National Company Law Tribunal, Corporate Bhawan, 12 th Floor, Raheja Towers, M.G. Road, Begaluru-560001
8.	Desktop Computers and MS Office 2013 - Home & Business Word	10 each	National Company Law Tribunal, Corporate Bhawan, Bandlaguda, Tattiannaram Village, Hayatnagar Mandal, Rangareddy District, Hyderabad-500068.

10. Payment against bill / invoice shall be released only after supply and installation and observance of satisfactory performance of the items.

11. PAN No., TIN No., VAT registration No., Phone No., complete address and e-mail address are mandatory for all, failing which the quotation / bid will not be entertained.



(Riazul Haque)

Under Secretary to the Govt. of India

ANNEXURE-I

BID FORM

Sr. No.	Particulars	
1	Name of the Firm/Dealer/Distributor	
2	Address of the Firm/Dealer/Distributor	
3	Telephone No. and Mobile No.	
4	The details of registration(s) / Authorised Distributorship / Dealership Viz. No., Date, Validity etc. (copies to be enclosed)	
7	TIN No. and PAN No. (Proof to be attached)	
8	EMD details (Amount, Name of the Bank Branch, DD No. and Date)	
9	Name & Address of the Department/Ministries and other organizations where the work has been done (self-certify duly stamp copies of contract letter be attached)	
10	Name, Designation, Telephone No./Mobile No. and Address of the person to whom all references shall be made regarding this tender.	
11	Whether the firm is blacklisted by any Government Department or is any criminal case registered against the firm or its owner anywhere in India (if no, an undertaking to this effect is to be attached).	

Date:
Place:

Yours faithfully,

(Signature of the Authorized Person)

Name:
Designation:
Business Address:
Seal:

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ANNEXURE-II

Schedule of requirement and form of Price bid.

S.No.	Items	Qty.	Rate in Rupees (per unit inclusive of all taxes)#
1.	HP Pro 400 G2 Desktop (Core i5/4gb/500gb/DVD writer/win 8.1 Pro 64 Downgraded to Win 7 Pro 64/3-3-3, 18.5 TFT, Pci Express, Pci Port.)	58	
2.	MS Office 2013 - Home & Business Word, Excel, Power Point, One Note, Outlook, Publisher, Access.	58	
3.	UPS (Microtek) 1 KVA	13	
4.	HP Laserjet pro MFT M 427FDW	01	
5.	HP Laserjet pro P1102W	01	

This will also include transportation / delivery / freight charges, if any.

(Signature of Authorized Signatory)

Name of the bidder: _____

Complete Address: _____

Contact Nos. _____

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