



TAMIL NADU ARASU CABLE TV CORPORATION LTD (TACTV)
தமிழ்நாடு அரசு கேபிள் டிவி நிறுவனம்
(A Government of Tamil Nadu Undertaking)

TENDER REFERENCE No. TACTV/007/Printer Toner/2018

**TENDER FOR APPOINTMENT OF SUPPLIERS FOR THE
SUPPLY OF LASER PRINTER TONERS AND INKJET
CARTRIDGES ON RATE CONTRACT BASIS FOR A PERIOD
OF ONE YEAR**

Date of Release of Tender	5.4.2018
Pre-bid meeting	17.4.2018
Last Date for Submission of Bid	4.5.2018
Date of Opening of Bid	4.5.2018
Cost of Bid Document:	Rs.1000/-

Regd. Office: Dugar Towers, 34 (123) 6th Floor, Marshalls Road,
Egmore, Chennai - 600 008

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Website: www.tactv.in

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IMPORTANT NOTICE

This tender procedure is governed by the Tamil Nadu Transparency in Tenders Act, 1998 and the Tamil Nadu Transparency in Tender Rules, 2000 as amended from time to time. In case of any conflict between the terms and conditions in the tender document and the Tamil Nadu Transparency in Tenders Act, 1998 and The Tamil Nadu Transparency in Tender Rules, 2000 the Act and Rules shall prevail.

**TENDER FOR APPOINTMENT OF SUPPLIERS FOR THE SUPPLY OF
LASER PRINTER TONERS ON RATE CONTRACT BASIS FOR A
PERIOD OF ONE YEAR**

1.	PREAMBLE																														
<p>Tamil Nadu Arasu Cable TV Corporation Ltd (TACTV), a Government of Tamil Nadu undertaking, incorporated under the Companies Act, 1956 with an aim to provide high quality cable signals to the public through Local Cable Operators at an affordable cost. The service provided by the TACTV is welfare step taken by the Government in the interest of the public and Cable TV operators. The subscriber base of TACTV is around 70.52 Lakhs.</p> <p>Government of Tamilnadu has now mandated TACTV to operate Common Service Centres (ARASU E SEVAI CENTRES) in all blocks of Tamilnadu with an objective of making it available of government services to the common man at affordable cost. Accordingly, TACTV has established ARASU E SEVAI CENTRES in various locations in Tamilnadu. The details of ARASU E SEVAI CENTRES functioning in the State are as under:</p>																															
<table border="1"><thead><tr><th>S.No</th><th>Locations</th><th>No. of Centers</th></tr></thead><tbody><tr><td>1.</td><td>Secretariat</td><td>1</td></tr><tr><td>2.</td><td>Taluks</td><td>291</td></tr><tr><td>3.</td><td>Corpn. Z.O.</td><td>50</td></tr><tr><td>4.</td><td>Chennai Corpn. D.O</td><td>180</td></tr><tr><td>5.</td><td>Municipalities</td><td>94</td></tr><tr><td>6.</td><td>Corporation Offices</td><td>8</td></tr><tr><td>7.</td><td>Regional Passport offices</td><td>4</td></tr><tr><td>8.</td><td>Collectorates</td><td>32</td></tr><tr><td colspan="2" style="text-align: right;">Total</td><td>660</td></tr></tbody></table>		S.No	Locations	No. of Centers	1.	Secretariat	1	2.	Taluks	291	3.	Corpn. Z.O.	50	4.	Chennai Corpn. D.O	180	5.	Municipalities	94	6.	Corporation Offices	8	7.	Regional Passport offices	4	8.	Collectorates	32	Total		660
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<p>There are around 1165 laser printers and 136 Injket Printers operating in the CSEs comprising of Samsung printers and HP make.</p> <p>TACTV proposes to appoint the suppliers for the supply of laser printer toners and inkjet printer cartridges on rate contract basis for a period of one year. In this context, TACTV invites sealed tenders from authorized dealers of Original Manufacturer of the Toner/Cartridges in “Two Cover System” for the supply of laser printer toners and inkjet printer cartridges through transparent bidding process. The Tender notification has been published fixing the date of opening of tender as 4.5.2018.</p>																															
2.	SCOPE OF WORK																														
<p>(a) The successful tenderer should supply Toners manufactured by the Original Equipment Manufacturer (OEM) on rate contract basis for a period of one year as ordered by TACTV. Supply of refilled or inferior quality toners/cartridges will be dealt very severely. The make and specifications of Toners are given in the Annexure-I.</p> <p>(b) The successful tenderer should supply the toners/cartridges within 15 days from the date of issue of Purchase Order from TACTV.</p>																															

(c) Supplies should be made at any location in Tamilnadu that may be specified by the TACTV.	
3.	QUALIFICATION CRITERIA

Clause	Qualification Criteria	Supporting Document
3(a)	The tenderer should be a registered legal entity.	(i) In case of Private / Public Limited Companies, <ul style="list-style-type: none"> • Copy of Incorporation Certificate issued by the Registrar of Companies • Copy of Memorandum and Articles of Association (ii) In case of Partnership Firm, <ul style="list-style-type: none"> • Registered Partnership deed (iii) In case of Proprietorship Firm, <ul style="list-style-type: none"> • Copy of VAT/Service Tax/GST Registration Certificate.
3(b)	The tenderer should be a authorized dealer of Samsung & HP make printers and toners,cartridges of the Original Manufacturer.	Letter of Authorization from the Original Manufacturer as per Annexure-IV.
3(c)	The tenderer should have at least 3 years of experience (as on 31 st Dec 2017) in the business of Laser Printers, Inkjet Printers and its accessories & consumables.	Purchase Orders issued by the clients.
3(d)	The tenderer should have reported an Average Annual Turnover of Rs.5.00 Crores in the last three consecutive financial years i.e. 2014-15, 2015-16 & 2016-17.	(i) The average annual turnover statement duly certified by Chartered Accountant as per Annexure V. (ii) The Annual Report/ certified copies of Balance Sheet, Profit & Loss statement along with schedules for the last 3 consecutive financial years.
3(e)	The tenderer should have full-fledged permanent office in Tamilnadu.	Address Proof document and bidder should give that undertaking as part of his technical bid submission.
3(f)	The tenderer should not have been blacklisted for supply of any items or services to TACTV or any other Government agency.	The declaration form as per Annexure VI should be enclosed.
4.	LANGUAGE OF THE TENDER	

The Tender prepared by the tenderer as well as all correspondences and documents relating to the Tender shall be in English language only. If the supporting documents are in a language other than English/Tamil, the notarized translated English version of the documents should also be enclosed. Tender received without such translation copy will be rejected.

5. PURCHASE OF TENDER DOCUMENTS

- a) The tender document shall be obtained from Tamil Nadu Arasu Cable TV Corporation Limited (TACTV), 34 /123, 6th Floor, Dugar Towers, Marshalls Road, Egmore, Chennai - 600 008 on payment of Rs.1000/- payable in the form of Demand Draft drawn on any Indian Nationalised/ Scheduled Commercial Bank in favour of “Tamil Nadu Arasu Cable TV Corporation Ltd” payable at Chennai or it can be downloaded from www.tactv.in and www.tenders.tn.gov.in at free of cost. For the downloaded tender document, the tenderer need not enclose the tender document cost but should give a declaration for not having tampered the Tender document downloaded (as per Annexure VII).
- b) The tender document can be purchased on all working days between 11.00 AM and 03.00 PM from 5.4.2018. Alternatively Tender documents can be downloaded at Free of Cost from the websites www.tactv.in and www.tenders.tn.gov.in.

6. PREBID MEETING

There will be a pre-bid meeting on 17.4.2018 at 04.30 P.M. in the Head Office of TACTV, 34/123, 6th Floor, Dugar Towers, Marshalls Road, Egmore, Chennai - 600 008 during which the prospective tenderers can get clarifications about the tender. The tenderers shall send their queries in writing if any so as to reach TACTV at least two days prior to the pre-bid meeting date. The tenderers are advised to check www.tactv.in and www.tenders.tn.gov.in for up-to-date information like change in date / venue etc., of pre-bid meeting as TACTV may not be able to identify and communicate with the prospective bidders at this stage. Non attending of pre-bid meeting is not a disqualification.

7. CLARIFICATION ON THE TENDER DOCUMENT

Any discrepancies, omissions, ambiguities or conflicts in the tender document or any doubts as to their meaning and any request for clarification may be sent in writing to “The Managing Director, Tamil Nadu Arasu Cable TV Corporation Limited (TACTV), 34 /123, 6th Floor, Dugar Towers, Marshalls Road, Egmore, Chennai - 600 008” or through e-mail to tactv@tactv.in as per Annexure-VIII. The Managing Director will review the same, and where information sought is not clearly indicated or specified in the tender documents, will issue a clarifying bulletin to all those who have purchased the tender documents and will also upload such clarification on www.tactv.in and www.tenders.tn.gov.in. The Managing Director will neither make nor be responsible for any oral instructions. Request for clarification should be brought to the notice of the Managing Director, in writing, before 48 hours of the opening of the tender.

8.	AMENDMENT OF TENDER DOCUMENT
<p>TACTV whether on its own initiative or as a result of a query, suggestion or comment of an Applicant or a Respondent, may modify the tender document by issuing an addendum or a corrigendum at any time before the opening of the tender. Any such addendum or corrigendum will be communicated through mail to all the tenderers who had purchased the tender documents and also will be uploaded on www.tactv.in and www.tenders.tn.gov.in and the same will be binding on all Applicants or Respondents or Tenderers, as the case may be.</p>	
9.	AUTHORISATION OF THE TENDERER
<p>The Tender should be signed on each page by the tenderer or by the person who is duly authorized for the same by the tenderer.</p>	
10.	SUBMISSION OF TENDER IN TWO COVER SYSTEM
<p>(a) Every page of the terms and conditions of the tender document should be signed and enclosed with the tender, in token of having accepted the tender conditions. Failing which the tender will be rejected summarily.</p> <p>(b) Tenders should be submitted in two parts:</p> <ol style="list-style-type: none">i. Part I will cover technical bid andii. Part II will cover price bid <p>(c) Tenderers should ensure submission of all documents along with Part-I and Part II proposal as per the Check list given in Annexure -XI.</p> <p>(d) Tenderers are requested to submit Part I and Part II in a separate sealed cover superscripting as Part I and Part II respectively. These two Parts namely Part I and Part II must be placed in a separate sealed cover superscripted as “Tender for the appointment of suppliers for the supply of laser printer toners on rate contract basis for a period of one year” and addressed to “The Managing Director, Tamil Nadu Arasu Cable TV Corporation Limited (TACTV), 34/123, 6th Floor, Dugar Towers, Marshalls Road, Egmore, Chennai - 600 008”, containing the name and address of the Tenderer. Tenders submitted with unsealed cover would summarily be rejected.</p> <p>(e) Tenders should be dropped only in the tender box kept at “Tamil Nadu Arasu Cable TV Corporation Ltd.34/123, 6th Floor, Dugar Towers, Marshalls Road, Egmore, Chennai 600 008” on or before 3.00 PM on 4.5.2018.. Tenders will not be received by hand.</p> <p>(f) Alternatively, the tenders can be submitted through registered post so as to reach the above address on or before 3.00 PM on 4.5.2018. Tenders received after the specified</p>	

time will not be considered and TACTV will not be liable or responsible for any postal delays.

(g) A tender once submitted shall not be permitted to be altered or amended.

11. EARNEST MONEY DEPOSIT

(a) The Tender should be accompanied by an Earnest Money Deposit (EMD) to the value of Rs.50,000/- (Rupees Fifty Thousand only) in the form of a Demand Draft or Banker's cheque drawn on any Indian Nationalised/Scheduled Commercial Bank in favour of "Tamil Nadu Arasu Cable TV Corporation Limited", payable at Chennai. The EMD in any other form will not be accepted. The Earnest Money Deposit will be returned to the unsuccessful tenderers.

(b) The Earnest Money Deposit will be retained in the case of successful tenderer and it will not earn any interest and will be dealt with, as provided in the terms and conditions of the tender.

(c) Any request of the tenderer, under any circumstances claiming exemption from payment of EMD will be rejected and their Part II price offer will not be opened.

(d) The amount remitted towards EMD is liable to be forfeited in case the tenderer fails to execute the contract after submission of the tender or after acceptance of the offer by TACTV or fail to sign the Agreement or to remit the Security Deposit.

12. VALIDITY

The rate quoted in the Tender should be valid for the acceptance by the TACTV, for a minimum period of **90 days** from the date of opening of the Tender. The accepted rate is valid for one year from the date of Letter of Acceptance (LoA). Escalation in the rates will not be entertained under any circumstances.

13. OPENING AND EVALUATION OF THE TENDER

(a) The tenders received up to 3.00 PM as per the office clock on 4.5.2018 will be taken up for opening. Tenders received after specified date and time will not be accepted. The Tender will be opened by the Managing Director of Tamil Nadu Arasu Cable TV Corporation Limited or by the Person/Committee authorized by him at 4.00 PM on the same day in the presence of the available Tenderers/ representatives of the Tenderers who choose to be present. The Tenderers or their authorized agents are allowed to be present at the time of opening of the tenders.

(b) The Managing Director of Tamil Nadu Arasu Cable TV Corporation Limited or Person/Committee authorized by him will inform the attested and unattested corrections, before the Tenderers and sign all such corrections in the presence of the

Tenderers. If any of the Tenderers or agents not present then, in such cases the Person/Committee will open the tender of the absentee Tenderer and take out the unattested corrections and communicate it to them. The absentee Tenderer should accept the corrections without any question whatsoever.

- (c) If the date fixed for opening of the tender happens to be a Government holiday, the sealed tenders will be received up to 3.00 PM on the next working day and opened at 4.00 PM on the same day.
- (d) The Technical bid will be evaluated by the committee of TACTV in terms of the qualification Criteria. The committee reserves the right to disqualify any of the tender in case the Committee is not satisfied with the documents furnished, including the past performances.
- (e) TACTV may arrange for field inspection to verify their pre-qualifying conditions before opening of Part II cover and in case if any failure to satisfy the requirements, their Tender will be rejected and their Part-II Cover will not be opened.
- (f) The tenderers declared as qualified by the Committee, will be informed the date of opening of Part II (Price bid).

14.	PRICE OFFER
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- (a) The Price bid should be kept only in the Part II cover.
- (b) The price bid should be prepared as per Annexure-X.
- (c) The Rate Contract will be valid for a period of One Year and it can be extended for another one year at the discretion of TACTV subject the acceptance by Vendor.
- (d) The rate quoted by the tenderer shall be kept firm for a period specified in the Tender from the date of opening of the tender. The tenderer should keep the Price firm during the period of Contract including during the period of extension of time if any. Escalation of rate will not be permitted during the said periods or during any period while providing services whether extended or not for reasons other than increase of duties / taxes payable to the Governments in India within the stipulated delivery period.
- (e) The price should be neatly and legibly written both in figures and words.
- (f) In case of discrepancy between the prices quoted in words and figures lower of the two shall be considered.
- (g) Part-II bid should not contain any commercial conditions. Variation in the commercial terms and conditions of the tender will not be accepted.
- (h) The rate contract should be for a period of 1 year from the date of Letter of Acceptance (LoA).

15.	EVALUATION OF THE PRICE
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The price bid will be evaluated in accordance to the Tamil Nadu Transparency in Tenders Act 1998 read with the Tamil Nadu Transparency in Tenders Rules 2000, as given below:

- (a) The evaluation shall include all Customs Duty, Central Excise Duty and Value Added Tax (VAT) as detailed below:
- (i) In evaluation of the price of an imported item, the price shall be determined inclusive of the customs duty.
 - (ii) In the evaluation of the price of the articles which are subject to excise duty, the price will be determined inclusive of such excise duty.
 - (iii) In a Tender where all the tenderers are from within the State of Tamil Nadu or where all the tenderers are from outside the State of Tamil Nadu, the Sales Tax under the Tamil Nadu Value Added Tax shall be included for the evaluation of the price bid.
 - (iv) In a tender where the tenderers are both from the state of Tamil Nadu as well as outside the state of Tamil Nadu the sales tax under the Tamil Nadu Value Added Tax shall be excluded for the evaluation of the price, as per Rule 29(d) (iv) of the Tamil Nadu Transparency in Tenders Act 1998 read with the Tamil Nadu Transparency in Tenders Rules 2000.
- (b) The tenderer who has quoted lowest rate for the supply of Toners will be adjudged as L1.

16. AWARD OF CONTRACT

- (a) The tenderer(s) who has quoted lowest price (L1) will be invited for negotiations for further reduction of price.
- (b) Upon finalization of negotiated rate, TACTV will issue the Letter of Acceptance (LoA) to the successful tenderer.
- (c) However, TACTV may also award the contract to Other Technically Qualified Tenderers who are matching the negotiated price of L1 bidder, in accordance with Tamil Nadu Transparency in Tenders Act, 1998 read with the Tamil Nadu Transparency in Tenders Rules, 2000.

17. SECURITY DEPOSIT

- (a) On receipt of the Letter of Acceptance from the TACTV, the successful tenderer should remit a Security Deposit (SD) of Rs.1,00,000 (Rupees One Lakh only) in the form of a Demand Draft or Banker's cheque drawn on any Indian Nationalized/Scheduled Commercial Bank or irrevocable Bank Guarantee with a validity period of 12 months in favour of "Tamil Nadu Arasu Cable TV Corporation Limited", payable at Chennai, within 10 (Ten) working days from the date of receipt of letter of acceptance. The EMD shall be adjusted with the Security Deposit.

- (b) Any other amount pending with TACTV will not be adjusted under any circumstances, against the Security Deposit if so requested.
- (c) If the Security Deposit amount is not paid within the time specified, the EMD remitted by the tenderer shall be forfeited, besides cancelling the communication of acceptance of the Tender.
- (d) Security Deposit amount remitted will not earn any interest.

18.	AGREEMENT
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The successful tenderer should execute an agreement as may be drawn up to suit the conditions on a non-judicial stamp paper of value, as prescribed in law on the date of remittance of Security Deposit and shall pay for all stamps and legal expenses incidental thereto. In the event of failure to execute the agreement, within the time prescribed, the EMD/SD amount remitted by the tenderer will be forfeited besides cancelling the Tender.

19.	ISSUE OF PURCHASE ORDER
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After payment of Security Deposit and successful execution of the agreement, Purchase Order will be released to the items as and when it is required by the TACTV. The successful tenderer should supply the Toners as per the following schedule:

1. 0-1000 Toners Within 15 days
2. 1001-2000 Toners within 30 days
3. 2001 and above within 45 days.

20.	WARRANTY
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- (a) The successful tenderer should give warranty for the Toner against manufacturing defects.
- (b) Toners should be supplied to the designated locations free from breakages, malfunctions, manufacturing defects. If any toner is found defective due to manufacturing defect or design fault or transit damage occurred at the time of supply or within one month from the date of supply, the toner should be replaced.
- (c) The successful tenderer should attend any call from TACTV immediately, in case of any problems, related to operation or malfunctioning of Toner, without any delay for regular functioning of the Toner. The above service should be done at Free of cost.

21.	SCHEDULE OF SUPPLY
<p>(a) The specification of the Toners should be as per Annexure-I.</p> <p>(b) The delivery of the Toners ordered shall be completed within 15 days from the date of issue of purchase order. Delay beyond this period will attract penalty.</p> <p>(c) The Toners should be delivered at any location in Tamil Nadu that may be specified by the TACTV.</p> <p>(d) If the contract is not completed within the stipulated time or extended time, TACTV will hold full authority to cancel the tender or take any such action that will be deemed fit to the occasion at the risk and cost of the successful tenderer. Such cancellation will entail forfeiture of EMD and Security Deposit.</p> <p>(e) In the event of non- performance of the contractual provisions or failure to effect the supply within the stipulated time or during the extended period and if it is found that the supplier, has not fulfilled the contractual obligation with TACTV in any manner during the currency of the contract or also found on later date, TACTV reserves the right to disqualify such supplier to participate in future tenders or black list the supplier up to a maximum period of 3 years.</p>	
22.	PAYMENT TERMS
<p>(a) 100% of the total cost of ordered items will be paid on supply of the ordered items fulfilling the technical specifications.</p> <p>(b) An invoice for the items supplied in the preceding month along with necessary supporting documents has to be submitted on or before 5th of every month.</p> <p>(c) The payment will be made by TACTV within 10 days of submission of claims.</p> <p>(d) The SD will be paid only after satisfactory completion of the entire contract and after acceptance by the authorized committee/person nominated by TACTV.</p> <p>(e) TACTV also reserves the right to recover any dues from the tenderer, which is found on later date, during audit/excess payment, after final settlement is made to them. The tenderer is liable to pay such dues to the TACTV immediately on demand, without raising any dispute/protest.</p>	
23.	PENALTY

- (a) Failure to supply the ordered quantity within 15 days from the date of issue of purchase order will attract a penalty of 1% per day on the value of un-delivered portion upto a maximum of 5%. Delays beyond that period will result in cancellation of the orders.
- (b) If the page yield is less than bench marked numbers, penalty will be levied on pro-rata basis on the cost of the Toner.
- (c) **If any toner is found to be refilled or inferior quality, a penalty of 100% of the cost of the toner will be recovered. Further, the supplier should replace the inferior quality toner with a fresh toner. If more than 10 toners are found to be refilled or inferior quality, TACTV reserves the right to terminate the contract and disqualify such supplier to participate in future tenders or black list the supplier up to a maximum period of 3 years. In such a scenario, SD will also be forfeited.**
- (d) The response time for attending the complaint raised by TACTV has to be within 24 hours and resolution time for the same has to be within the next 48 hours. Failure to comply with the above time line will attract a penalty of Rs.250 per day.

24.	TERMINATION OF CONTRACT
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TACTV reserves the right to terminate the contract at any time during the validity period on account of non-fulfillment of contract or any of the reasons.

25.	GENERAL CONDITIONS
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- (a) Conditional tender in any form will not be accepted.
- (b) TACTV reserves the right to relax or waive or amend any of the tender conditions.
- (c) TACTV reserves the right to split the contract and award it to more than one supplier.
- (d) The right of final acceptance of the tender is entirely vested with TACTV and TACTV reserves the right to accept or reject any or all the tenderer in part or in totality or to negotiate with any or all the tenderers or to withdraw/ cancel/ modify this tender without assigning any reason whatsoever.
- (e) After acceptance of the tender by TACTV, the tenderer will have no right to withdraw his tender.
- (f) The successful tenderer(s) shall not off load either full or part of the work to other tenderer.
- (g) If delivery performance of the tenderer is not as per the Schedule, then TACTV reserves the right to reallocate the quantity to other tenderer.
- (h) TACTV reserves its right to withhold any amount for the deficiency in the service aspect of the supplied items.

- (i) Any notice regarding any problems, to the tenderer shall deemed to be sufficiently served, if given in writing at his usual or last known place of business.
- (j) In the course of discussion and instruction TACTV may disclose information of confidential and proprietary nature relating to its products, knowhow, to the tenderer. Such information shall be considered as confidential .

26. ARBITRATION

- (a) In case of any dispute in the bid, including interpretation if any on the clauses of the bid or the agreement to be executed, the matter shall be referred by the TACTV/ tenderer to an Arbitrator who shall be selected by the tenderer from the panel of Arbitrators approved by TACTV and communicate the same within 15 days, from the date of receipt of the letter from the TACTV along with the panel. If there is no reply from the tenderer within 15 days, TACTV shall choose any of the Arbitrators from the panel of Arbitrators referred to above. The remuneration for the Arbitrator and other expenses shall be shared equally by TACTV and the tenderer.
- (b) The venue of the Arbitration shall be at the Head office of the TACTV, Chennai. The decision of the Arbitrator shall be final and binding on both the parties to the Arbitration.
- (c) The Arbitrator may with the mutual consent of the parties, extend the time for making the award. The award to be passed by the Arbitrator is enforceable in the Court at Chennai city only.

27. JURISDICTION OF THE COURT

Any dispute arising out of non-fulfillment of any of the terms and conditions of this Agreement or any other dispute arising out of the arbitration award will be subject to the jurisdiction of the Courts in the City of Chennai only.

We agree to the above terms and conditions.

SIGNATURE OF THE TENDERER:

DATE:

NAME IN BLOCK LETTERS:

DESIGNATION:

ADDRESS:

MINIMUM TECHNICAL SPECIFICATIONS OF THE TONERS

S.No	Description	Specifications
1	Printer Type - Samsung SCX 4521FS & SCX 4521NS	
	Toner Model number	
	Color	Black
	Page Yields	Average 2,000 standard pages
2	Printer Type - Samsung SLM 2876FD	
	Toner Model number	MLT-D116L
	Color	Black
	Page Yields	Average 2,000 standard pages
3	Printer Type -HP Laser Printer Model:HP1208FN, HP1136MSP & HPM128PRO	
	Toner	88-A
	Color	Black
	Page Yields	Average 1500 standard pages
4	Printer Type – HP Inkjet HPM1005	
	Inkjet – Cartridge	Q2612-12A
	Color	Black
	Page Yields	Average 2000 standard pages
5	Printer Type – HP Inkjet HP-PRO 3620	
	Inkjet Cartridge	960 XL
	Color	Black
	Page Yields	Average 1600 standard pages

The above specifications are minimum requirements. The tenderers shall offer the Toners strictly meeting the above requirements or with better specifications.

COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

The tenderers should specify the specifications of toners to be supplied. The Compliance report should be enclosed along with technical bid. Specification of offered Toners is to be written clearly in the column of “OFFERED SPECIFICATIONS” in the table given below. Offers without clear specifications on the said column will be treated as non-responsive and rejected.

S.No	Description	OFFERED SPECIFICATIONS (Specify exact specification) Do not write Yes/No/Complied/Not Complied)
1.	Printer Type - Samsung SCX 4521FS & SCX 4521NS	
	Toner Model number	
	Color	
	Page Yields	
2.	Printer Type - Samsung SLM 2876FD	
	Toner Model number	
	Color	
	Page Yields	
3.	Printer Type -HP Laser Printer Model:HP1208FN, HP1136MSP & HPM128PRO	
	Toner Model Number	
	Color	
	Page Yields	
4	Printer Type – HP Inkjet HPM1005	
	Inkjet Cartridge Model Number	
	Color	
	Page Yields	
5	Printer Type HP-PRO 3620	
	Inkjet Cartridge Model Number	
	Color	
	Page Yields	

PART-I

Date: _____

From,

Name:
Address:
Ph:
Fax:
E-mail:

To,

The Managing Director,
Tamilnadu Arasu Cable TV Corporation Limited (TACTV),
34 /123, 6th Floor, Dugar Towers,
Marshall's Road, Egmore,
Chennai - 600 008

Sir,

Sub: Tender for the appointment of suppliers for the supply of Laser Printer Toners on rate contract basis for a period of one year – Submission of Part I –Reg .
Ref: Your Tender Notice Dt.

With reference to your tender notice, we submit herewith our sealed Tender for the appointment of suppliers for the supply of Laser Printer Toners and Inkjet Printer Cartridges on rate contract basis for a period of one year as specified by TACTV in this tender document.

We enclose the following documents:

- 1) Tender conditions duly signed in each page
- 2) Demand Draft no. _____ for Rs.50,000/- (Rupees Fifty Thousand only), in favour of "Tamilnadu Arasu Cable TV Corporation Limited", Drawn on _____ Bank payable at Chennai, towards Earnest Money Deposit.
- 3) Authorization letter from the Company for the person to sign the tender.
- 4) Compliance report to the technical Specifications as per Annexure-I (a).
- 5) Details of the Tenderer (as per Annexure-III)
- 6) Letter of Authorization from the Original Manufacturer (as per Annexure-IV)
- 7) Average annual turnover statement duly certified by a Chartered Accountant (as per Annexure-V).
- 8) Declaration for not having black listed either by TACTV or by any other Govt. agencies (as per Annexure-VI).
- 9) Declaration for not having tampered the Tender documents downloaded from the websites www.tactv.in and www.tenders.tn.gov.in (Annexure-VII).
- 10) The copy of certificate of incorporation/registration.
- 11) Copy of Memorandum and Articles of Association.

- 12) Copy of Registered Partnership deed, in case of Partnership Firm.
- 13) Purchase Orders issued by the clients
- 14) The Annual Report / certified copies of Balance Sheet, Profit & Loss statement along with schedules for the last 3 consecutive financial years FY 2014-15, 2015-16 and 2016-17
- 15) Address Proof document for having full-fledged permanent office in Tamilnadu.
- 16) Copy of GST Registration Certificate as a firm under GST Act.
- 17) Copy of PAN allotment Certificate/ PANCARD issued by Income Tax Department.
- 18) Latest I.T return.
- 19) Notarized translated English version of the documents in a language other than English/Tamil, if any.

Yours faithfully,

SIGNATURE OF THE TENDERER

Encl: As stated above

DETAILS OF THE TENDERER

S.No.	Particulars	Description/ Details	Reference Documents	Page No.
A	Name of Bidder		-	-
B	Contact Details			
	Address			
	Telephone No.			
	Fax			
	Email			
	Website			
C	Incorporation Details		Certified copy of incorporation under Indian Companies Act, 1956	
	Incorporation Number			
	Date of Incorporation			
	Authority			
D	Sales/Trade Tax Regn. Details		Certified copy of valid. GST Certificate.	
	GST No.			
	Date			
	Registration Authority			
F	Legal Status of Company			
G	Name of Authorized Signatory		Authorization letter from the Company for the person to sign the tender	
	Position			
	Telephone			
	Fax			
	Mobile			
	Email			
H	Number & Address of Offices			
	a) In India			
	b) Outside India			
Full Name and Signature of the Authorized Representative:				

MANUFACTURER’S AUTHORIZATION FORM

(To be obtained from the OEM on OEM letterhead)

Tender Ref No.:

Date: _____

To
The Managing Director,
Tamil Nadu Arasu Cable TV Corporation Ltd.
Durga Towers, 6th Floor,
34/123, Marshalls Road,
Egmore, Chennai-600 008

Sir,

M/s _____ is our authorized dealer for laser jet printers, toners and other accessories and consumables.

We understand M/s. _____ is participating in the tender for supply of _____ floated by TACTV vide _____.

We assure that the toners supplied by M/s. _____ will be original quality product manufactured by us.

(Signature for and on behalf of Principal)

Note: Competent authority of the Manufacturer should issue the letter of authorization individually for each tenderer separately.

ANNUAL TURN OVER STATEMENT

The Annual turnover of M/s for the past three years are given below and certified that the statement is true and correct.

S.no	Year	Turnover (Rs. in lakh)
1	2014-15	
2	2015-16	
3	2016-17	
	Total	
Average annual turnover		

DATE :**SIGNATURE OF THE TENDERER****SIGNATURE OF CHARTERED ACCOUNTANT
(with seal and Address)**

CERTIFICATE

Date: _____

Certified that M/s...../ the firm /company or its partners / share holders had not been blacklisted by Tamilnadu Arasu Cable TV Corporation Limited (TACTV), or by any Government Agencies.

SIGNATURE OF THE TENDERER
(with seal and address)

DECLARATION FORM

Date: _____

a) I/We having our office at do declare that I/We have carefully read all the conditions of tender sent to me/us by the Tamilnadu Arasu Cable TV Corporation Limited (TACTV), for the tenders floated vide tender ref.no. _____ for the supply of laser printer toners on rate contract basis for a period of one year and complete the contract as per the tender conditions.

b) I/We have downloaded the tender document from the internet site www.tactv.in/ / www.tenders.tn.gov.in and I /We have not tampered / modified the tender document in any manner. In case, if the same is found to be tampered / modified, I/ We understand that my/our tender will be summarily rejected and full Earnest Money Deposit will be forfeited and I /We am/are liable to be banned from doing business with TACTV or prosecuted.

SIGNATURE OF THE TENDERER
(with seal and address)

CLARIFICATION ON TENDER DOCUMENT FORMAT

BIDDER'S REQUEST FOR CLARIFICATION			
Name and Address of the Company submitting request		Name and Position of Person submitting request	Contact Details of The Company / Authorized Representative
			Tel:
			Fax:
			Email:
S. No	Reference(s) (Section, Page)	Content of Tender requiring Clarification	Points of clarification required
1			
2			

SIGNATURE OF THE TENDERER
(with seal and address)

PART-II

From,

Name:

Address:

Ph:

Fax:

E-mail:

To,

The Managing Director,

Tamilnadu Arasu Cable TV Corporation Limited (TACTV),

34 /123, 6th Floor, Dugar Towers,

Marshall's Road, Egmore,

Chennai - 600 008

Sir,

Sub: Tender for the appointment of suppliers for the supply of laser printer toners and Inkjet Printer Cartridges on rate contract basis for a period of one year - Submission of Part – II – Price Offer-Reg

Ref:- Our tender (Technical Bid) submitted today for “the supply of laser printer toners and Inkjet Printer Cartridges on rate contract basis for a period of one year”

In continuation of our above tender, we submit herewith the price offer for “the supply of laser printer toners and Inkjet Printer Cartridges on rate contract basis for a period of one year” as specified by TACTV in this tender document. We agree to abide by the terms and conditions stipulated by the TACTV and also agree to complete the entire contract, at the rates quoted by us. The rate quoted and approved by the TACTV in this tender will hold good as per TACTV tender conditions.

Yours faithfully,

SIGNATURE OF THE TENDERER

PRICE BID

(Amount in Rs.)

Sl. No	Description	Basic price per unit	Customs Duty	GST	Rate per unit including all taxes
1.	Samsung Toner SCX-D4725A/XIP				
2.	Samsung Toner-MLT-D116L				
3.	Samsung Toner-Drum -MLT-R116				
4.	HP Laser Toner 88-A				
5.	HP Inkjet Cartridge Q2612-12A				
6.	HP Inkjet Cartridge 960-XL				
TOTAL					

Amount in Words: Rupees _____ only

Note: Pls specify percentage of Taxes and Duties also.

SIGNATURE OF THE TENDERER

(with seal and address)

CHECKLIST OF DOCUMENTS**Documents to be enclosed in Part-I:**

S.No	Checklist	Enclosed (Yes/No)	Reference in the Bid (Page No.)
1.	A covering letter on your letter head addressed to The Managing Director, Tamilnadu Arasu Cable TV Corporation Limited (TACTV), 34 /123, 6 th Floor, Dugar Towers, Marshall's Road, Egmore, Chennai - 600 008 (as per Annexure-II)		
2.	Tender conditions duly signed in each page and enclosed in token of accepting the Tender conditions		
3.	Demand Draft for Rs.50,000/- (Rupees Fifty thousand only), in favour of "Tamilnadu Arasu Cable TV Corporation Limited", payable at Chennai, towards Earnest Money Deposit.		
4.	Authorization letter from the Company for the person to sign the tender		
5.	Details of the Tenderer (as per Annexure-III)		
6.	Letter of Authorization from the Original Manufacturer (as per Annexure-IV)		
7.	Average annual turnover statement duly certified by a Chartered Accountant (as per Annexure-V)		
8.	Declaration for not having black listed either by TACTV or by any other Govt. agencies (as per Annexure-VI)		
9.	Declaration for not having tampered the Tender documents downloaded from the websites www.tactv.in and www.tenders.tn.gov.in (Annexure-VII).		
10.	The copy of certificate of incorporation/ registration.		
11.	Copy of Memorandum and Articles of Association		
12.	Copy of Registered Partnership deed, in case of Partnership Firm		
13.	Purchase Orders issued by the clients		

S.No	Checklist	Enclosed (Yes/No)	Reference in the Bid (Page No.)
14.	The Annual Report / certified copies of Balance Sheet, Profit & Loss statement along with schedules for the last 3 consecutive financial years FY 2014-15, 2015-16 & 2016-17.		
15.	Address Proof document for having full-fledged permanent office in Tamilnadu.		
16.	Copy of Registration certificate as a firm under GST Act.		
17.	Copy of PAN allotment Certificate/ PANCARD issued by Income Tax Department.		
18.	Latest I.T return		
19.	Notarized translated English version of the documents in a language other than English/Tamil, if any		

Documents to be enclosed in Part-II

S.No	Checklist	Enclosed (Yes/No)
1.	A covering letter on the letter head addressed to The Managing Director, Tamilnadu Arasu Cable TV Corporation Limited (TACTV), 34 /123, 6 th Floor, Dugar Towers, Marshall's Road, Egmore, Chennai - 600 008 (as per Annexure-IX)	
2.	Price Bid as per Annexure-X of the Tender document.	

Note: Tenders submitted in unsealed cover would summarily be rejected.