



No.NU/Interim Camp/82

Date: 06.05.2016

To

Sub: Limited Tender Enquiry is invited for Quotation of providing Cartridges and Drum at Interim Campus of Nalanda University.

Dear Sir(s),

1. Sealed quotations (Single bid) are invited for providing Cartridges (Make:- HP) and Drum (Make:- Canon) at Nalanda University, as per Specifications detailed in Annexed Price Schedule and on the terms & conditions as detailed hereunder:-

2. DUE DATE & TIME FOR RECEIPT/OPENING OF QUOTATION:-

- (i) Due date and time for receipt : 27.05.2016 (Friday) up to 3.00 pm
- (ii) Due date and time for opening of offer: 27.05.2016 (Friday) at 3.30 pm

3. MODE OF SUBMISSION OF QUOTATION:-

The Tender may be sent by post or may be dropped in the Tender Box of the Nalanda University, Rajgir, placed in the office of Administration on or before due date & time of receipt of offer as indicated above.

Tenders which do not reach this office latest by 3:00 PM on the due date, will not be opened and will be retained in the office. Nalanda University will not be responsible for any delay in receipt of quotation by post what so ever may be the reason.

4. VALIDITY:-

The offer shall be kept valid for a period of 180 days (180 days) from the date of opening of quotation.

5. PRICES:-

The prices shall be for providing Cartridge and Drum at Nalanda University, Rajgir, District Nalanda, on door delivery basis inclusive of packing, freight & forwarding charges, Excise Duty, VAT/CST/BRCT & other levies, if any. Payment of any types of Govt. Statutory levies/taxes will be responsibility of the bidders. Please ensure that the rates/prices are strictly filled in the Schedule-I enclosed herewith.

Tender Fee: - A demand draft/Banker's Cheque amounting to Rs.500/- drawn at a nationalized bank in favour of Nalanda University payable at Rajgir is to be submitted as Tender fees.

6. **DELIVERY:-**

The delivery within stipulated time period (30 Days) will be the essence of the contract as per issuance of work order and has to be strictly adhered to by the bidder. There shall not be any compromise in the quality of goods delivered and scheduled delivery under any circumstances. Rate quoted for the agency will be valid for six months after opening of the price bid. However successful bidder may be given repeat order for whole or part of the item during validity of the tender.

7. **PAYMENT:-**

Subject to completion of all formalities as per terms of order, 100% payment of each consignment inclusive of all charges shall be paid to the firms within 30 days from the date of delivery of the item in good condition.

8. **PENALTY:-**

The delivery period is the essence of the contract and has to be maintained under any circumstances In case of delay in execution of the order, the Nalanda University may at its option either:-

(i) Recover from the supplier/vendor as agreed towards liquidated damages a sum @ 1% (One percent) of the price of any stores not delivered for a week or part thereof subject to maximum of 10%.

OR

(iii) Purchase from elsewhere on account and at the risk and responsibility of the suppliers, the stores not delivered or others of similar descriptions.

OR

(iv) Cancel the contract for part or whole of the quantity on order, with liability.

9. **CONSIGNEE:-**

The delivery of the item is to be made to the Nalanda University, Rajgir.

10. **ACCEPTANCE:**

It is not binding on the Purchaser to accept the lowest or any tender. The Nalanda University reserves their right to accept or reject any offer at its option or place order with more than one supplier for full or part of the quantity of this enquiry without

assigning any reason and the same shall be binding on suppliers unless otherwise stated in the offer. No correspondence shall be entertained on this account.

11. DISPUTES:

All disputes, if any, out of or in respect to this enquiry are to be settled at court Rajgir District- Nalanda. Stated specifically to the contrary it shall be deemed that you have agreed to all terms and conditions mentioned in the enquiry and the same shall be binding on you.

Bidders/Suppliers are requested to confirm their acceptance to the commercial terms & conditions as per Enquiry. Stated specifically to the contrary it shall be deemed that you have agreed to all terms and conditions mentioned in the enquiry and the same shall be binding on you.

12. Documents to be required along with the Bid.

- i. Self-Attested Copy of TIN/VAT/PAN registration
- ii. Self-Attested Copy of company registration
- iii. Self-Attested Copy of authorization certificate of the company (HP/Canon), only those bidder be considered who is having authorization certificate of both make (HP/Canon).
- iv. Price bid will not be considered of those bidder who have not submitted documents mentioned at Sr.No. I to III.
- v. Self-Attested copy of last three year ITR filled.

Please acknowledge the receipt of enquiry.

Encl: - (1) Schedule-I (Price & Quantity Schedule) & Schedule II-(Technical Specification)

Yours faithfully

Registrar cum Finance Officer

Nalanda University, Rajgir

District: Nalanda (Bihar)

SCHEDULE-I: Price & Quantity
(To be kept in the sealed envelope)



Sl. No	Particulars Supply of following	Unit	Qty.	Per Unit Rate	VAT@ (%)	Total (including VAT)
01	HP 12 A CARTRIDGE	PCS	30			
02	HP 88A CARTRIDGE	PCS	04			
03	CANON NPG-56 CARTRIDGE	PCS	04			
04	CANON NPG-50 CARTRIDGE	PCS	02			
05	CANON NPG-67 CARTRIDGE	PCS	04			
06	CANON NPG-56 DRUM	PCS	01			
07	CANON NPG-50 DRUM	PCS	01			
08	CANON NPG-67 DRUM	PCS	01			
Grant Total Amount (Rs)						
Grant Total Amount in words:						

NOTE:

01. Rates in various tapering steps shall not be considered
02. The offers, with the rates given in any form/Performa, other than mentioned above may be liable for rejection.
03. Payment of any type of Govt. statutory levies/taxes will be responsibility of the Bidder.
04. While quoting the prices, Make and model of the offered material required to be indicated.
05. Only reputed makes shall be considered.

Signature of Tenderer
Name in full & Designation

SCHEDULE-II: Technical Specifications

(To be kept in the sealed envelope)

Sl. No	Particulars for Supply of following	Printer Type	Toner/Cartridge
01	HP 12 A CARTRIDGE	B&W/Photocopier/Scanner	Cartridge



02	CANON NPG-56 CARTRIDGE	B&W/Photocopier/Scanner	Cartridge and Drum
03	CANON NPG-50 CARTRIDGE	B&W/Photocopier/Scanner	Cartridge and Drum
04	CANON NPG-67 CARTRIDGE	B&W/Photocopier/Scanner	Cartridge and Drum
05	HP 88A CARTRIDGE	B&W/Photocopier/Scanner	Cartridge

We hereby accepting all the technical specification as stipulated in this enquiry.

Signature of Tenderer
Name in full & Designation