

CENTRAL UNIVERSITY OF PUNJAB

Established vide Act No. 25 (2009) of Parliament

Tender No.: M-36(2014)



Rate Contract for Toner Cartridges and Other Consumables.

Release Date : October 10, 2014

Last Date : October 30, 2014; 5:00P.M.

City Campus, Mansa Road, Bathinda- 151001,
E-mail: registrar@cup.ac.in, Tel/Fax: 0164-2864106,

Central University of Punjab, Bathinda

Rate Contract for Toner Cartridges for Printer/Copier and Other Consumables.

Adv. No. M-36(2014)

Central University of Punjab, Bathinda (CUPB) invites sealed tenders from Original Equipment Manufacturers (OEM)/Authorized Dealers/Stockists for the supply of Toner Cartridge and Other Consumables on Annual Rate Contract basis, as per following details.

- The application form (Application Form-Annexure-I) should be downloaded from the University website www.centralunipunjab.com or www.cup.ac.in.
- Non-refundable application fee Rs. 500/- in the form of Demand Draft in favour of **Central University of Punjab, Bathinda** must be attached along with each application.
- EMD of Rs. 5,000 in the form of DD in favour of **Central University of Punjab, Bathinda** must be attached along with Application Form.
- The tenders complete in all respects should reach the below mentioned address not later than 5:00 P.M. on **October 30, 2014**.

**The Registrar
Central University of Punjab,
City Campus, Mansa Road, Bathinda- 151001**

- The tenders received late/without application fee/without earnest money/ through e-mail or Fax/ in improper format/without appropriate and supporting documents/conditional tenders will be summarily rejected.
- Further, University reserves the right to accept or reject any or all tenders without assigning any reason.
- The finalized bidder will have to enter into a legal contract/agreement with the University before rendering its services.

Procedures:

- 1 Envelope super-scribed as “**Proposal for Annual Rate Contract for Toner Cartridges**” should contain following documents:
 - a. **Covering letter.**
 - b. **Application form (as per Annexure-I) duly signed and stamped.**
 - c. **All undertakings and certificates.**
 - d. **Application Fee of Rs. 500 and EMD of Rs. 5,000 along with Application Form.**
- 2 Please write name of company and address on reverse of all DDs. If the envelopes are not sealed and marked as required, the University will assume no responsibility for the bids misplacement or premature opening.

GENERAL TERMS AND OTHER CONDITIONS

1. The proposals shall not be considered without application fee and earnest money.
2. **Delivery:** FOR destination delivery should be inclusive of Insurance charges. However, Central Sales Tax, VAT, Excise Duty & other prevailing taxes as per Government rules & regulations

should be mentioned separately with prevailing rates on item quoted and “VAT as applicable” shall not be considered. In case the bidder fails to provide such separate details in its tenders, offers will be considered as inclusive of all taxes. If the bidder is exempted from payment of VAT, then it shall have to mention it, otherwise offer will be treated as inclusive of VAT and basic rate will be worked out by deducting the amount of VAT leviable under GST (VAT) Act.

3. Tender must be supported with Authorization certificate for dealer-ship/reseller from OEM.
4. **Opening of Tenders:** Tenders complete in all respect will only be considered. Tenders will be opened at the University campus on the day following the last date of receiving of tender at 3.00 P.M., if the Tender opening day happens to be official Holiday then the tenders will be opened on the next working day, in the presence of bidders whosoever may wish to be present.
5. On acceptance of the tenders, the bidder shall deposit bank guarantee amounting to **Rs. 20,000 (Rupees Twenty Thousand only) to Central University of Punjab, Bathinda.** The bank guarantee must be deposited within 15 days of the award of the contract. The EMD shall be returned to the successful bidder on the receipt of Bank Guarantee as above.
6. The supply must be completed satisfactorily within the stipulated period failing which the Indenting Officer concerned will have the right to purchase or allow to purchase the goods at supplier’s risk. Provided that where goods are not supplied according to the specifications and on account of urgency of the demand, the supplier will be entitled to receive payment not at the contract rate but at the rate fixed by the University.
7. The supplier shall have to stick to their quality standards while supplying the goods. Goods supplied shall be rejected if found of inferior quality.
8. **Penalty for non/late delivery of material:** The supply must be within delivery period mentioned in the order; otherwise the consignment will be rejected. The supply must be one lot. No piecemeal supply will be accepted. If the supplier fails to deliver the material/equipment within the stipulated delivery period of the Supply/Purchase order/contract the same is liable to pay penalty charges at 0.5% of the cost of undelivered goods/ services per week, not exceeding maximum limit of 10% of the cost of complete unit of undelivered equipment/material so delayed.
9. Party qualified for CUPB Rate contract is bound to supply any single item/all items given in the Price list as per the Terms & Conditions. Inability shown for the supply of goods by the party after placement of order will lead to forfeit of their Security deposit.
10. On scrutiny of tender, documents, any query raised by the committee has to be replied satisfactorily with all necessary documents within 7 days.
11. Financial consequences arising because of printing error in the price-list (price, units, catalogue number etc.) has to be borne by the suppliers.
12. **Taxes:** All kinds of Statutory Taxes will be paid by the purchaser on the basis of supportive Documentary Evidence. However, no service tax will be paid as the University is exempted from the payment of the same as per Government of India Notification No. 25/2012 dated June 20, 2012.
13. No advance payment shall be made of any kind by Central University of Punjab. The final payment shall be made by respective offices after satisfaction of goods received.
14. Bidder may note that the quality will be one of the chief deciding factors in the matter of deciding tenders.

15. The university will enter into the contract initially for a period of one year, extendable to a further period depending on the mutual agreement of the university and the agency with such modifications as may be felt necessary.
16. The university reserves the right to remove any such supplier from the empanelled list along with forfeiture of security deposit, if the service provided by the supplier is found to be unsatisfactory or if the information provided for empanelment is proved to be false.
17. The prices quoted for the stores under the rate contract should in no case exceed the lowest price at which the identical stores are supplied to any other organization. The bidder should submit "No lesser price certificate" as per annexure-II.
18. Entering into Annual Rate Contract does not bind Central University of Punjab, to place any order on the agreed firms.
19. The firm has to supply the material against any order in good condition. If it is received in damaged condition or found to be defective at the time of use, the firm will be responsible and such items are to be replaced at firm's risk and cost.
20. Central University of Punjab, Bathinda reserves the right to enter into parallel contract for similar items any time during the period of rate contract with one or more parties.
21. Supply & guarantee/warrantee period etc. of the supplied items should be clearly mentioned.
22. **Custom Duty & Excise Duty Exemption:** The University being a public funded and non-commercial research institution is exempted from paying Custom Duties vide notification no. 51/96-custom and the provision of the said notification will apply. University will provide DSIR certificate, Custom Duty Exemption Certificate (CDEC), road permit and other necessary certificates. Since the University does not have any Clearing Agent, the Supplier is requested to get the consignments cleared on behalf of the University. The admissible Custom Duty will be reimbursed to the Supplier on production of documentary evidence of payment of Custom Duty and also satisfactory installation report from the Indenter. The equipment should not be taken to warehouse/ Go-down and should come straight from the nearest Airport to the University. In case of inspection by the Custom, legible seal of Custom Officials should be present along the tearing of consignment.
23. Offers must be clearly written or typed without any cutting or over writing.
24. All cuttings/over-writings must be initialled and stamped.
25. No interim inquires will be entertained.
26. Bidders or their representatives may be present at the time of opening of the tenders, if they so desire.
27. **Civil Suit Jurisdiction:** All legal proceedings in connection with this Supply/Purchase order/Contract shall be subject to the territorial jurisdiction of the local Civil Courts, as per Indian Laws, at Bathinda only.
28. **Cancellation :** The University reserves the right to cancel the Supply/purchase order as a whole or in part at any time or in the event of default on the part of the Supplier prior to the receipt of information regarding taking in hand of the manufacture of material against the Supply/Purchase order/dispatch of material to the consignee.

APPLICATION FORM

(TO BE FILLED COMPLETELY AND PLACED IN ENVELOPE)

1. Contact details of the head office of proposing firm:
 - a. Name-
 - b. Address-
 - c. Tel. No.-
 - d. Fax -
 - e. Email -
 - f. Web site (If any)

2. Name and full address of local office of proposing firm nearest to Bathinda:
 - a. Name-
 - b. Address-
 - c. Tel. No.-
 - d. Fax -
 - e. Email -
 - f. Web site (If any)

3. Name and full address of manufacturer:
 - a. Name-
 - b. Address-
 - c. Tel. No.-
 - d. Fax -
 - e. Email -
 - f. Web site (If any)

4. Name of advising bank and account number:

5. SWIFT Code:

6. PAN and TAN Number:

7. DD No. & Name of The Bank: 1) Application Fee:
2) EMD.

8. Manufacturing Type (Tick Mark):
 - Imported
 - Indigenous
 - Both

9. Any other relevant information:

It is certified that I/We have carefully read and understood the entire general, special as well as specific terms and conditions of these documents and agree to abide by all of these. All the information and commitments provided with this quotation are truthful and binding on the firm.

Signatures of Authorized Signatory Designation Seal

Place:

Date:

NO LESSER PRICE CERTIFICATE

I (Name) (Designation), for
and on behalf of M/s (Name of Firm), hereby, certify
that the firm mentioned above will not charge or quote lesser price than the price list submitted as
Annexure....., including discount submitted as Annexure....., if any, to any other
purchaser or agency of Institute of India and that the prices offered are the lowest of those by us in the
country.

Signatures of Authorized Signatory

Designation

Seal

Place:

Date:

LIST OF CARTRIDGE FOR HP PRINTERS AND OTHER HP PRODUCTS

| S. No | Make | Cartridge Description | Name of printer used with |
|--------------|-------------|--------------------------------|--|
| 1 | HP | Cartridge HP A-88 | Printer Laser HP P-1007 & 1108 , 1136 |
| 2 | HP | Cartridge HP A-12 | Printer Laser HP all in one MSP -1005 |
| 3 | HP | Cartridge HP A-05 | Printer Laser HP P-2055 |
| 4 | HP | Cartridge HP A-78 | Printer Laser HP -1606 Dn |
| 5 | HP | Cartridge HP A-36 | Printer Laser HP-1120 |
| 6 | HP | Cartridge HP black CC-530A | Printer color HP 2025 |
| 7 | HP | Cartridge HP color CC-531A | Printer color HP 2025 |
| 8 | HP | Cartridge HP color CC-532A | Printer color HP 2025 |
| 9 | HP | Cartridge HP color CC-533A | Printer color HP 2025 |
| 10 | HP | Cartridge HP Black CB-540A | Printer color HP 005 |
| 12 | HP | Cartridge HP color CB 541A | Printer color HP 005 |
| 13 | HP | Cartridge HP color CB 542A | Printer color HP 005 |
| 14 | HP | Cartridge HP color CB 543A | Printer color HP 005 |
| 15 | HP | Cartridge HP P-51A | Printer Laser HP P 3005 |
| 16 | HP | Cartridge HP 43X | Printer Laser HP 9040DN |
| 17 | HP | Cartridge HP black CE-740A | Printer Laser HP color CPS 5225Dn |
| 18 | HP | Cartridge color HP CE-741A | Printer Laser HP color CPS 5225Dn |
| 19 | HP | Cartridge color HP CE-7421A | Printer Laser HP color CPS 5225Dn |
| 20 | HP | Cartridge color HP CE-743A | Printer Laser HP color CPS 5225Dn |
| 21 | HP | HP 678 Tri color ink cartridge | HP Printer Deskjet Ink Advantage 2515 complete |
| 22 | HP | Pen drive 4 GB | - |
| 23 | HP | Pen drive 8 GB | - |
| 24 | HP | Pen drive 16 GB | - |
| 25 | HP | Pen drive 32 GB | - |

LIST OF TONER CARTRIDGE CANON

| S. No | Make | Cartridge Description | Name of printer used with |
|--------------|-------------|--------------------------------------|---|
| 1 | CANON | Cartridge Canon 320 | Printer Canon Laser D-1150 |
| 2 | CANON | Cartridge Canon 308 | Printer Canon LBP 3300 |
| 3 | CANON | Cartridge Canon 310II | Printer Canon LBP 3460 |
| 4 | CANON | Cartridge Canon FX 09 | Printer Canon Laser -4370M |
| 5 | CANON | Cartridge Canon black 416 | Printer Canon color 8050C |
| 6 | CANON | Cartridge Canon color 416 | Printer Canon color 8050C |
| 7 | CANON | Cartridge Canon color 416 | Printer Canon color 8050C |
| 8 | CANON | Cartridge Canon color 416 | Printer Canon color 8050C |
| 9 | CANON | Toner Canon NGP-28 | Photocopier Canon IR 2318 |
| 10 | CANON | Tonner for plotter S800 complete set | Plotter machine S 800 |
| 11 | CANON | Cartridge 328 Canon | Print scan copy Canon Model No Image class MF 4820D |
| 12 | CANON | Tonner Canon NGP-51 | Photo copier Canon IR 2525 |

LIST OF CARTRIDGE /TONER FOR SHARP PRINTER/COPIER

| S. No | Make | Cartridge/Toner Description | Name of printer/copier used with |
|--------------|-------------|------------------------------------|---|
| 1 | SHARP | Toner sharp 621 ST | Photo copier sharp 700M |
| 2 | SHARP | Toner sharp 521 ST | Photo copier sharp AR 5618 |
| 3 | SHARP | Toner sharp | Photo copier sharp AR 5516 |
| 4 | SHARP | Ink bottle Toner 5516 | Photo copier sharp AR 5516 |
| 5 | SHARP | Ink bottle Toner 5618 | Photo copier sharp AR 5618 |
| 6 | SHARP | Fax roll for fax machine | Fax machine Sharp FO 650 |

LIST OF ITEMS (MISCELLANEOUS)

| S. No | Make | Cartridge Description | Name of printer/copier used with |
|--------------|----------------|------------------------------|---|
| 1. | PANASONIC | Cartridge KX-MB1520SXW | Fax machine KX MB 1520 SXW Panasonic |
| 2. | PANASONIC | Cartridge for KK MB 2085 SXB | Panasonic KK MB2085SXB Multifunctional Device 4 in one |
| 3. | SAMSUNG | Cartridge Samsung SCX-1043 | Printer Samsung scx 3210 |
| 4. | BROTHER | Cartridge Brother TN-2280 | Printer Brother multi-function DCP 7065DN |
| 5. | BROTHER | Cartridge Brother TN-2280 | Printer Brother multi-function DCP 7860 |
| 6. | KONICA MINOLTA | Cartridge | Printer multifunction 1590 Konica Minolta |
| 7. | RICOH | Toner cartridge MP2501S | RICOH 1813L |
| 8. | SEAGATE | External HD drive 1 TB | - |
| 9. | SEAGATE | External HD drive 2 TB | - |
| 10. | SEAGATE | External HD drive 500 GB | - |
| 11. | SEAGATE | External HD drive 250 GB | - |
| 12. | MB | DVD Re-writeable | - |
| 13. | SONY | CD blank | - |
| 14. | SONY | DVD writeable only | - |
| 15. | SANDISK | Pen drive 4 GB | - |
| 16. | SANDISK | Pen drive 8 GB | - |
| 17. | SANDISK | Pen drive 16 GB | - |
| 18. | SANDISK | Pen drive 32 GB | - |
| 19. | SONY | Pen drive 4 GB | - |
| 20. | SONY | Pen drive 8 GB | - |
| 21. | SONY | Pen drive 16 GB | - |
| 22. | SONY | Pen drive 32 GB | - |
| 23. | - | Mouse (wire less) | - |
| 24. | - | Power cable | - |
| 25. | - | USB printer cable | - |
| 26. | - | Data cable | - |
| 27. | - | Key board | - |

CHECK LIST

(TO BE FILLED COMPLETELY & PLACED IN ENVELOPE)

| Sr. No. | Points to be verified | Yes/ No |
|----------------|--|----------------|
| 1 | EMD | |
| 2 | Tender Fee | |
| 3 | Photocopy of PAN and TAN card | |
| 4 | User list and certificates issued by clients | |
| 5 | Copy of income tax return certificate | |
| 6 | All other certificates as asked for in tender document: a) Authorized dealer/resellers Certificate. b) Sales tax registration certificate. c) Copy of "Eligibility Criteria and General Terms and Conditions" signed and stamped on each page. | |

Place:**Signature of Authorized Person****Date:****Designation****Seal**