



No. AUD/I-12/Quotation for HP/Xerox /Canon Toner/2013-14 /

April 26, 2013

Notice Inviting Quotation

To,

Sub: Calling Quotation for Supply of Toner Cartridges on rate contract basis.

Ambedkar University Delhi (AUD) requires following Toners/ Cartridges from time to time for the printers installed at AUD. In view of the requirement of toner/ cartridges detailed mentioned in **Annexure-I**, AUD is going to enter into one year rate contract with established authorized (OEM) suppliers/channel partner/reseller having three year experience in supplying of Toner/Cartridges and satisfy the terms & conditions mentioned in **Annexure-II**.

The quotation is required to be submitted in a sealed cover to the Registrar, Bharat Ratna Dr. B.R. Ambedkar University, Lothian Road, Kashmere Gate, Delhi- 110 006 duly superscribing "**Supply of Printer Toner/Cartridges**" on top of the cover. The above quotation should reach the Office of the Registrar, Bharat Ratna Dr. B.R. Ambedkar University, Lothian Road, Kashmere Gate, Delhi-110 006 on or before 5.00 pm on 17-05-2013. Tenderers should read the tender document carefully as enclosed and comply strictly while sending their quotations.

Narendra Mishra
Asst. Registrar (IT Services)

Copy to:-

- 1- **Director(IT Services)**
- 2- **Controller of Finance**
- 3- **Registrar**
- 4- **Webmaster for Uploading on the internet**

Quotation for Supply of Printer Toner/Cartridges

S.N.	Printer/Cartridges Specifications	Part No.	Unit Price (In Rs.)	Tax (In Rs.)	Total Amount Inclusive of All taxes (In Rs.)
1.	HP 36 A	CB436A			
2.	HP12A	Q2612A			
3.	HP 05A	CE505A			
4.	HP51A	Q7551A			
5.	HP XL-940	C4906AN(Black)			
6.	HP XL-940	C4907AN(Cyan)			
7.	HP XL-940	C4908AN(Magenta)			
8.	HP XL-940	C4909AN(Yellow)			
9.	HP XL-88	C9391AN(Cyan)			
10.	HP XL-88	C9392AN (Magenta)			
11.	HP XL-88	C9393AN(Yellow)			
12.	HP XL-88	C9396AN(Black)			
13.	HP LASERJET 500 COLOR M551	CE401A(Cyan)			
14.	HP LASERJET 500 COLOR M551	CE402A(Yellow)			
15.	HP LASERJET 500 COLOR M551	CE403A(Magenta)			
16.	HP LASERJET 500 COLOR M551	CE404A(Black)			
17.	HP colour LaserJet CP1515N	CB540A (Black)			
18.	HP colour LaserJet CP1515N	CB541A(Cyan)			
19.	HP colour LaserJet CP1515N	CB542A(Yellow)			
20.	HP colour LaserJet CP1515N	CB543A(Magenta)			
21.	CANON LASER SHOT LBP3500	Cartridge 309			
22.	Xerox Work Centre 3210/3220	106R01486			
Total					

(Authorized Signature)

Name of the Authorized person: _____
Name of the Company: _____
Address of the company: _____
Contact No. : _____
Email Id: _____
Seal of the company:

Terms & Conditions

1. The invitation is open for established authorized (OEM) suppliers/channel partner/reseller for the supply of Toners/Cartridges on one year rate contract basis with at least 03 years of experience in supplying of toner/cartridges to the government/PSU organizations as OEM suppliers. The firm should be located in NCR Delhi.
2. The quantities of the items have not been specified, as the purchase shall be staggered depending upon the requirement.
3. Supplier must be submitting the copy of Authorisation Certificate from the manufacturer of Printer cartridges with the quotation and the original copy of the certificate shall be produced for verification before issue of work order to the Registrar, AUD.
4. A photocopy of the PAN Card of the firm should also be furnished. The quotation submitted without a photocopy of the PAN Card/ TIN /CST/VAT Number of the firm shall be summarily rejected.
5. Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees Twenty five thousand only) in the form of crossed demand draft/pay order in favour of Registrar, AUD, New Delhi shall be deposited with the technical bid of the tender document. The EMD of unsuccessful tenderer will be returned after completion of the tender process on request. Tender received without EMD shall summarily be rejected.
6. The successful bidder shall be required to deposit Performance Security Deposit/Bank Guarantee of Rs. 50,000/- in the form of demand draft drawn in favour of Registrar, AUD, payable at New Delhi. No interest shall accrue on this amount
7. Supplier may quote their unconditional rates per item/unit strictly and the rate must be quoted in Indian Rupees only in format given at **Annexure-I**. Cutting/ overwriting, if any should be countersigned by the tenderer. The prices should be quoted for **all the items** and the total amount may also be indicated in **Annexure-I**, failing which quotation shall be summarily rejected. The formula for deciding the L1 tender shall be 40 x Unit Price quoted for item no. 22 and 60 x Unit Price quoted for item no. 1 to 21.
8. The supplier will be responsible for delivery of the goods in good condition in the store of the AUD at his own risk and cost.
9. The owner/ firm should be available on telephone and also on mobile so as to enable this university to call them in emergency cases. Therefore, telephone as well as mobile number(s) may also be given.
10. All the items mentioned in the list should be genuine, of export quality and of the specified branded company. If the material supplied is found to be of substandard quality, the same will be returned/replaced and the AUD will not be responsible for any loss to the concerned supplier for such supply. If the supplier is not able to supply the original items, appropriate action may be taken against the firm i.e. Imposition of penalty, cancellation of contract or forfeiture of EMD with the contract including blacklisting the firm. The firm will also be liable for any damage caused to the printer/equipment by spurious toner cartridge supplied.

11. As the requirement of the AUD is of urgent nature, if the services of supplier are found unsatisfactory or he is not able to supply the goods immediately, the job will be entrusted to any other firm/party at the risk of defaulting supplier. The suppliers will have to satisfy the AUD that the supplies will be made immediately.
12. The vendor, who declines to supply any item at contracted price, in the stipulated time, will be blacklisted.
13. Each page of the offer is to be signed and stamped by the tenderers and prices should be indicated in figures and words in Indian currency.
14. AUD reserves the right to accept or reject any or all the quotation(s) in full or part without assigning any reason. The decision of the AUD in this regard shall be final and binding on all. It shall not be obligatory on the part of the AUD to accept the lowest quotation and no explanation shall be given with regard to reason for rejection of quotation of any vendor.
15. If there is any downward revision or decreasing in prices, your firm is to intimate the AUD regarding change in the prices in the immediately and have to pass on the benefit to us, failing which the rate contract may be cancelled, when this comes to the notice of AUD.
16. Each page of the offer is to be signed and stamped by the tenderers and prices should be indicated in figures and words in Indian currency.
17. The rates of successful bidder will be valid for 12 months from the date of issue of Contract letter.
18. In case of any dispute relating to meaning, scope, manufacturing, operation or effect of this contract or the validity or the breach thereof, AUD and the contractor shall make every effort to resolve amicably by direct discussion/negotiation.
19. All disputes arising out of this contract shall be referred to the sole arbitration of the VC, Ambedkar University, Lothian Road, Kashmere Gate, Delhi- 110 006; The venue of arbitration shall be NEW DELHI (INDIA).
20. An affidavit on non judicial stamp paper worth Rs. 20/- stating that **(a)** the firm has not been Debarred/blacklisted by any university/autonomous organization/ government/semi government organizations, **(b)** will observe fair dealing in the business and that this software has not been sold for less than the price quoted, **(c)** has no personal dealing with any of the employees of this university.
21. The bidder should have an operational office in Delhi and the complete details including address and telephone number for the same must be provided.
22. The term of the contract may be extend for further period of three months maximum on the existing rates by the competent authority of AUD in case such a need arises.