



DECEMBER/2012/CSG

Tender Notification No. DECEMBER/2012/CSG

COMPUTER SUPPORT GROUP

Item No. 7 : HP Original Toner / Ink Cartridges-II

BIDDER'S COPY

INSTRUCTIONS TO BIDDERS

1. This document set contains the following:

a) Terms and conditions of the Tender	-	Pages 2 & 3
b) Details of the Firm offering this Quote	-	Page 4
c) Technical Compliance & Quotation form (Price Bid)	-	Page 5 to 7
d) NIT-T's check list copy	-	Page 8
2. The bidder's copy is for your future records. Please fill in and return only NIT-T's copy.
3. Read through the terms and conditions given and affix your signature and seal if you find them acceptable. Any deviations may be recorded. Read carefully the list of specifications that we have enclosed.
4. Fill in the questionnaire regarding the Firm.
5. The downloaded documents '**Technical Compliance Form**' and '**Quotation Form (Price Bid)**' should be **TYPE WRITTEN USING CAPITAL LETTERS ONLY**. At the time of filling the "**Quotation Form (Price Bid)**" make sure that you have not missed anything. Specify the model number & specification for each item. The form should be filled in item-wise. Do not leave blank fields. If you are not quoting for a specific item, you should specify "**NOT QUOTING**".
6. **Do not use** ambiguous terms like "**yes**", "**complied**" or "**available**". Specifically mention the matching specification of the product offered by you. Make sure that you have affixed your signature with date and seal on all the documents.
7. Please send the tenders in a sealed envelope superscribed as "**QUOTATIONS AGAINST TENDER NOTIFICATION NO: DECEMBER/2012/CSG Item No. 7 : HP Original Toner / Ink Cartridges-II**" so as to reach "The Head, Computer Support Group, National Institute of Technology, Tiruchirappalli - 620 015, India" on or before **January 24, 2013 at 2.30 p.m. along with a Softcopy of the Technical Compliance form and Quotation Forms in MS-Excel or MS-Word file format in a CD/DVD or USB drive.**
8. For any further clarifications, contact by E-Mail: purchase@nitt.edu or by written request to "The Head, Computer Support Group, National Institute of Technology, Tiruchirappalli - 620 015"
9. **DO NOT VISIT US WITHOUT OUR CONCURRENCE.**

Last Date for receipt of tender at NIT-T : **January 24, 2013 at 2.30 PM**
Opening Date for Tender : **January 24, 2013 at 3.30 PM**

CHECKLIST TO BE FILLED IN BY BIDDER	
List of documents to be enclosed	Completed & Signed
1. Terms and Conditions form	YES / NO
2. Details of the Firm offering this Quote	YES / NO
3. NIT-T's Quotation form (Technical & Price Bid)	YES / NO
4. Other technical specifications & pamphlets	YES / NO

- Note:** 1. "Cover" should contain the following:
- a. Form of "**Acceptance of Terms and Conditions**".
 - b. Form of "**Firms details**"
 - c. Pamphlets, if any.
2. Quotation Form (Technical & Price Bid)

Please retain this page with you for your future reference.

BIDDER'S COPY



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NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620015

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“TERMS AND CONDITIONS FORM”

**IMPORTANT : READ ALL THE FOLLOWING TERMS AND CONDITIONS AND
SIGN THE ACCEPTANCE CLAUSE FOLLOWING IT**

1. The offers should be addressed to “The Head, Computer Support Group, National Institute of Technology, Tiruchirappalli 620015, India” and should be sent in a sealed envelope superscribed “**QUOTATIONS AGAINST TENDER NOTIFICATION No.: DECEMBER/2012/CSG Item No. 7 : HP Original Toner / Ink Cartridges-II**” so as to reach us on or before 2.30 p.m. on January 24, 2013 along with a Softcopy of the Technical Compliance form and Quotation Forms in MS-Excel or MS-Word file format in a CD/DVD or USB drive. However, if there is any dispute between Hard copy and Soft copy, Hard copy will be taken.
2. Each offer should be sent in a sealed cover with the tender documents. Tenders received through email or FAX will not be considered.
3. The tenders will be opened on **January 24, 2013 at 3:30 p.m.** in the presence of the vendors present with authorization letter from the respective companies / firms. Suppliers intending to attend the tender opening should intimate us in advance.
4. Full technical specifications and pamphlets should be sent along with the tenders. **Offers without proper technical specifications will be rejected.**
5. All offers should indicate the taxes and duties applicable, if any. Additional charges for packing, forwarding, freight, insurance etc., if any, should be clearly mentioned. Clearance at Customs will be arranged by us.
6. NIT-T is paying concessional Customs & Excise duty under Government of India Notification No.51/96 for Customs and 10/97 for Excise Duty. Currently the purchaser is paying 5% Basic Customs Duty, 2% Educational Cess on Basic Customs Duty, 1% Higher Education Cess on Educational Cess, and 4% Import Additional Duty.
7. The Institute is not authorized to issue C and D forms of Sales tax certificate.
8. In case the offered items are to be imported, the rates should be quoted in foreign currency on C & F Chennai Airport, Insurance Cover should be up to National Institute of Technology, Tiruchirappalli (i.e. The Cost and Freight is up to Chennai airport and the insurance cover should be up to National Institute of Technology, Tiruchirappalli). NIT-T shall pay Customs duty if any.
9. If the price quoted is in foreign currency and if the order value is more than US\$12,000 then 100% payment will be made through **Letter of Credit (LC) at sight on acceptance**. If the order value is less than US\$12,000, then 100% payment will be through a Telegraphic Transfer (TT). **The bank charges outside India should be borne by the Supplier / Beneficiary**. If the price quoted is in Indian Rupees, then 100% payment will be made only after installation and commissioning. **No advance payment will be made.**
10. No revision of the price bid will be allowed once the price bids are opened.
11. No increase in price will be allowed after our firm orders are placed.
12. The warranty period should be clearly mentioned. The maintenance charges (AMC) under different schemes after the expiry of the warranty should also be mentioned.
13. Quote should come from authorized dealer or distributor or reseller for each of the product quoted. An authorization letter should accompany your quote for each product quoted, otherwise it may lead to rejection.
14. The delivery period and other terms should be clearly mentioned.
15. Eligibility: Quotation from registered firms/company's / manufacturer under TNGST/CST / other statutory bodies alone be considered. Any Manufacturer / Supplier / Dealer who has been declared ineligible by World Bank/government of India shall not be eligible to participate in this bid. Any fraudulent practices including concealing of facts at the time of submission of bid and there after shall lead to disqualification. List of beneficiaries especially from Educational Institutions / R & D Institutions should also be enclosed with the quotations.

SIGNATURE WITH DATE

Use only the bar coded form provided by NITT

SEAL OF THE FIRM



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16. Complete user, technical and service documentation, and spare parts catalogue are to be provided along with the supply of the item.
17. Delay / loss in postal transit or due to other reasons will not be NIT-T's responsibility.
18. We are not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time scheduled for opening.
19. The vendors are informed that they should not call us over phone or contact us in person. All clarifications can be obtained through E-Mail/FAX/Post. Vendors shall not make attempts to establish unsolicited and unauthorised contact with us after the opening of the offers and prior to the notification of the award. Any attempt by any vendor to bring to bear extraneous pressures on us shall be sufficient reason to disqualify the vendor.
20. The tender should be made only on the "Technical compliance form" & "Quotation form" which is available in our website, otherwise it shall lead to rejection. The technical compliance form & Quotation form should be duly filled up (preferably TYPE WRITTEN IN CAPITAL LETTERS) and should clearly mention the features offered by the bidder against each specification.
21. Authorized signatory should sign on all the pages. Bids without authorized signatures will be rejected.
22. The manufacturers of the quoted make of the product must be of national / international repute and having ISO certificate.
23. The vendors are informed that they should sign a stamp paper agreement with us before placing the final purchase order as per our terms & conditions and 5% of purchase order value (equipments) in the form of bank guarantee towards performance security. The bank guarantee will be returned to the supplier after the successful completion of supply, installation, and the warranty period.
24. The delivery should be made generally within seven days of our supply order. If the delivery not provided within seven days, from the 8th day onwards liquidity damage amounting to 0.05% per day of the supply order value (or) Rs.50/- per day whichever is higher will be deducted from the Security deposit.
25. No Earnest Money Deposit (EMD) or processing fee is required for submitting this rate contract.
26. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
27. Vendors are informed that once the companies are shortlisted based on the technical specification, only then the price bids of the firms that meet NIT-T's Technical specification / requirements would be compared.
28. The rate contract period should be valid till February 28, 2014. This is for new requirements / expansion as and when it arises. The vendors participated in the tender are expected to renew their offers whenever requested. The quoted prices should be valid for the entire rate contract period.
29. NIT-T reserves the right to modify or alter the specifications after short listing of tenderers.
30. NIT-T reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.
31. NIT-T reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
32. Apart from the above General Terms and Conditions, item-wise terms and conditions are enlisted in the Technical compliance form and Quotation form.

ACCEPTANCE

We accept the above terms and conditions and shall comply with them strictly.

NAME OF THE VENDOR:

ADDRESS :

SIGNATURE WITH DATE

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"DETAILS OF THE FIRM OFFERING THIS QUOTE"

(Write or print or type in block letters and please answer all the questions)

1. Name of the firm:

2. Date of incorporation:

3. Nature of the company - Government / Public / Private Company / Partnership / Proprietorship:

4. Specify the number of years in this line of activity by the company:

5. Quantity of sales in the last three years for the HP Original Toner Cartridges (on rate contract basis):

2009-2010	2010-2011	2011-2012
<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Turn over in the last three years (Figures should be in Indian Rupees in Lakhs) duly supported by the audited annual accounts reports of respective years:

2009-2010	2010-2011	2011-2012
<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Provide the postal address, telephone & fax numbers, and email address of the nearest service center:

8. What would be the delivery period in days from the date of placement of an official purchase order:

9. Enclose the list of customers to whom you have supplied "HP Original Toner Cartridges (on rate contract basis for a period of one year)" during the last 3 years ending 31/03/2012 with full postal address and name of the contact person with phone, FAX numbers, and E-Mail id. Certificate regarding satisfactory supply of the "HP Original Toner Cartridges for one year on rate contract basis" from the minimum three end users should be furnished.

10. Are you the authorized dealer or distributor or reseller for the product quoted:

11. Have you supplied any "Toner Cartridges" to National Institute of Technology, Tiruchirappalli in the last 3 years? If yes, specify the quantity supplied in the last 3 years and last PO reference

12. Was there any elapse or delay in supplying the goods ordered or any service related issue during the warranty period for the products ordered by NIT-T with your firm? If yes, provide details.

13. On Manufacturer's Side to whom NITT have to contact in case of delayed supply and other issues committed by the authorized dealer / distributor / reseller :

Contact Person Name :	
Address :	
E-mail ID :	Telephone / Cell Phone :

SIGNATURE WITH DATE

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NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620015

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“Technical Compliance & QUOTATION FORM (Price Bid)”

FIRM’S NAME & ADDRESS:

FIRM’S REF:

DATE:

SI #	NIT-T’s specifications	HP PART NO.	Approx. Quantity (per annum)	Firm’s Offer in Rs. (All the details should be specified)	Applicable Taxes (if extra) Please fill it up
I. Mono Laser Printer Toner Cartridges Mono / Colour					
1.	HP 4P Toner Cartridge	92274A	1 to 2No.		
2.	HP 6P Toner Cartridge	C3903A/F	1 to 2 No.		
3.	HP 6L Gold Toner Cartridge	C3906A/F	1 to 2 No.		
4.	HP LJ P1007 / M1213nf Toner Cartridge	CC388A	1 to 2 No.		
5.	HP CLJ CP6015 Toner Cartridge (Black)	CB380A	1 to 2 No.		
6.	HP CLJ CP6015Toner Cartridge (Cyan, Yellow, and Magenta each)	CB381A, CB382A, CB383A	1 to 2 No.		
7.	HP LaserJet 603dn	90A	5 to 10 No.		
8.	HP LaserJet Pro 200 Color M251n	131A	5 to 10 No.		
9.	HP LaserJet Pro 400 Color M451dn	305A	5 to 10 No.		
10.	HP Color LaserJet Professional CP5225dn	307A	5 to 10 No.		
II. HP Scanner consumables					
11.	Automatic document roller replacement kit for HP Scanjet 8350	L1966-69001	1 to 2 No.		
12.	ADF Roller Replacement Kit for HP Scanjet N8420	L1966-69004	1 to 2 No.		
13.	Power supply for HP Scanjet 8350		1 to 2 No.		
III. HP Ink Cartridges / Maintenance Kit for HP Designjet printers					
14.	HP 80 350-ml Black Ink Cartridge for Designjet 1055CM / 1050C	C4871A	4 – 10 No.		
15.	HP 80 350-ml Cyan Ink Cartridge for Designjet 1055CM / 1050C	C4846A	4 – 10 No.		
16.	HP 80 350-ml Magenta Ink Cartridge for Designjet 1055CM / 1050C	C4847A	4 – 10 No.		
17.	HP 80 350-ml Yellow Ink Cartridge for Designjet 1055CM / 1050C	C4848A	4 – 10 No.		

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SI #	NIT-T's specifications	HP PART NO.	Approx. Quantity (per annum)	Firm's Offer in Rs. (All the details should be specified)	Applicable Taxes (if extra) Please fill it up
18.	HP 80 Value Pack 350-ml Black Ink Cartridge and Printhead for Designjet 1055CM / 1050C	C4890A	1 – 10 No.		
19.	HP 80 Value Pack 350-ml Cyan Ink Cartridge and Printhead for Designjet 1055CM / 1050C	C4891A	1 – 10 No.		
20.	HP 80 Value Pack 350-ml Magenta Ink Cartridge and Printhead for Designjet 1055CM / 1050C	C4892A	1 – 10 No.		
21.	HP 80 Value Pack 350-ml Yellow Ink Cartridge and Printhead for Designjet 1055CM / 1050C	C4893A	1 – 10 No.		
22.	HP 80 Black Printhead and Printhead Cleaner for Designjet 1055CM / 1050C	C4820A	1 – 10 No.		
23.	HP 80 Cyan Printhead and Printhead Cleaner for Designjet 1055CM / 1050C	C4821A	1 – 10 No.		
24.	HP 80 Magenta Printhead and Printhead Cleaner for Designjet 1055CM / 1050C	C4822A	1 – 10 No.		
25.	HP 80 Yellow Printhead and Printhead Cleaner for Designjet 1055CM / 1050C	C4823A	1 – 10 No.		
26.	HP DNJ 1050 Carriage Belt for plotter	-	1 to 4 no.		
27.	HP DNJ 1050 Trailing Cable for plotter	-	1 to 4 no.		
28.	Printer Maintenance Kit for HP Designjet 500PS	-	1 – 2 No.		
29.	HP 10 69 ml Black Ink Cartridge for Designjet 500PS	C4844A	4 – 10 No.		
30.	HP 82 69-ml Cyan Ink Cartridge for Designjet 500PS	C4911A	4 – 10 No.		
31.	HP 82 69-ml Magenta Ink Cartridge for Designjet 500PS	C4912A	4 – 10 No.		
32.	HP 82 69-ml Yellow Ink Cartridge for Designjet 500PS	C4913A	4 – 10 No.		
33.	HP 10 Black Printhead for Designjet 500PS	C4810A	1 – 10 No.		
34.	HP 10 Cyan Printhead for Designjet 500PS	C4801A	1 – 10 No.		
35.	HP 10 Magenta Printhead for Designjet 500PS	C4802A	1 – 10 No.		
36.	HP 10 Yellow Printhead for Designjet 500PS	C4803A	1 – 10 No.		

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“Technical Compliance & QUOTATION FORM (Price Bid)”

Note :

- 1) The quantities mentioned were as per our approximate requirement. The quantities mentioned are approximate in range and it will be decreased (or) increased as per the actual requirement.
- 2) The make should be of original HP.
- 3) The rates should be quoted on Door Delivery (F.O.R. N.I.T.T.) Basis. The toner cartridges should be delivered at “Octagon Computer Center, N.I.T., Tiruchirappalli - 620 015”.
- 4) Enclose the Manufacturer Authorisation letter (or) HP Reseller / Retailer certificate with the validity date. The offers received without the certificate will be rejected.
- 5) Cartridges should be supplied as per our indent as and when the demand arises.
- 6) Price protection: If the market price is lower than the quoted price, the market price should be applicable. If there is any hike in market price, the quoted price should be applicable.
- 7) The rate contract awardees found not passing on the downward revision of prices, if any, will be disqualified for the rest of the period of the contract (or) will be blacklisted from participating in the tender for the subsequent year.
- 8) The rate should be valid up to **February 28, 2014**
- 9) The quotation should be authorised by the Manufacturer.
- 10) The delivery at N.I.T.T. should be within 15 days from the date of Indent.

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NIT-T'S COPY (To be filled in and submitted)

Last Date for receipt of tender at NIT-T : January 24, 2013 at 2.30 PM

Opening Date : January 24, 2013 at 3.30 PM

CHECKLIST TO BE FILLED IN BY BIDDER (Please make sure that these pages are filled and send duly signed)	
List of documents to be enclosed	Completed & Signed
1. Terms and Conditions form	YES / NO
2. Details of the Firm offering this Quote	YES / NO
3. NIT-T's quotation form (Price Bid)	YES / NO
4. Other technical specifications & pamphlets	YES / NO

SEAL OF THE BIDDER SIGNATURE WITH DATE

FOR NIT-T USE ONLY	
Name of the Vendor Address (Location):	
1. Terms and Conditions form duly signed	YES / NO
2. Details of the Firm offering this Quote	YES / NO
3. NIT-T's quotation form (Price Bid)	YES / NO
4. Other technical specifications & pamphlets	YES / NO
6. No. of enclosures	
7. Status of tender	Accepted for evaluation / Rejected
	REGISTRAR

SIGNATURE WITH DATE

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SEAL OF THE FIRM