



NOVEMBER/2012

Tender Notification No. November/2012

COMPUTER SUPPORT GROUP

Item No. CSG 06 : HP Original Toner Cartridges

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 - 8
d) NIT-T's check list copy	-	Page 9
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: November/2012 Item No. CSG 06: HP Original Toner Cartridges**" so as to reach "The Head, Computer Support Group, National Institute of Technology, Tiruchirappalli - 620 015, India" on or before **December 18, 2012 at 2.30 p.m. along with a Softcopy of the Technical Compliance form and Quotation Forms in MS-Excel 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 : **December 18, 2012 at 2.30 PM**
Opening Date for Tender : **December 18, 2012 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



NOVEMBER / 2012

NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620015

Tender Notification No. November / 2012

COMPUTER SUPPORT GROUP

Item No. CSG 06 : HP Original Toner Cartridges

“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.: November/2012 Item No. CSG 06: HP Original Toner Cartridges (rate contract)”** so as to reach us **on or before 2.30 p.m. on December 18, 2012.**
2. Each offer should be sent in a sealed cover with the tender documents. Tenders received through email or FAX will not be considered. **Softcopy of the Technical Compliance form and Quotation Forms should be submitted along with the tender in MS-Excel 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.**
3. The tenders will be opened on **December 18, 2012 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. Complete user, technical and service documentation, and spare parts catalogue are to be provided along with the supply of the item.

SIGNATURE WITH DATE

Use only the bar coded form provided by NITT

SEAL OF THE FIRM



Tender Notification No. November / 2012

COMPUTER SUPPORT GROUP

Item No. CSG 06 : HP Original Toner Cartridges

16. Delay / loss in postal transit or due to other reasons will not be NIT-T's responsibility.
17. We are not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time scheduled for opening.
18. 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.
19. 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.
20. Authorized signatory should sign on all the pages. Bids without authorized signatures will be rejected.
21. The manufacturers of the quoted make of the product must be of national / international repute and having ISO certificate.
22. 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.
23. 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.
24. No Earnest Money Deposit (EMD) or processing fee is required for submitting this rate contact.
25. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
26. 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.
27. The rate contract period up to **December 31, 2013**. The quoted prices should be valid for the entire rate contract period.
28. NIT-T reserves the right to modify or alter the specifications after short listing of tenderers.
29. NIT-T reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.
30. NIT-T reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
31. 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

Use only the bar coded form provided by NITT

SEAL OF THE FIRM



NOVEMBER / 2012

Tender Notification No. November / 2012

COMPUTER SUPPORT GROUP

Item No. CSG 06 : HP Original Toner Cartridges

“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:

No. of years in this line of activity
<input type="text"/>

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 30/11/2012 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

Use only the bar coded form provided by NITT

SEAL OF THE FIRM



Tender Notification No. November / 2012

**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620015**

COMPUTER SUPPORT GROUP

Item No. CSG 06 : HP Original Toner Cartridges

“Technical Compliance & QUOTATION FORM (Price Bid)”

FIRM’S NAME & ADDRESS:

FIRM’S REF:

DATE:

Offer should be Valid up to : December 31, 2013

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					
1.	HP LJ 1000 Toner Cartridge	C7115A	5 to 10 No.		
2.	HP LJ 1015 / LJ1018 / LJ1020 / LJ1022 / M1005 / LJ3050 / M1319F Toner Cartridge	Q2612A	90 to 100 No.		
3.	HP LJ 1100A Toner Cartridge	C4092A	1 to 2 No.		
4.	HP LJ 1320 / LJ3390 Toner Cartridge	Q5949A	100 to 125 No.		
5.	HP LJ 1320 / LJ3390 Cartridge, high yield	Q5949X	100 to 125 No.		
6.	HP LJ P1505 / M1522 Toner Cartridge	CB436A	2 to 5 No.		
7.	HP LJ P1566 / M1536dnf Toner Cartridge	CE278A	2 to 5 No.		
8.	HP LJ 2015D Toner Cartridge	Q7553A	50 to 70 No.		
9.	HP LJ 2015D Toner Cartridge, high yield	Q7553X	50 to 70 No.		
10.	HP P2035 / P2050 / P2055 Toner Cartridge	CE505A	20 to 30 No.		
11.	HP P2050 / P2055 Toner, High-yield	CE505X	20 to 30 No.		
12.	HP LJ2100 Toner Cartridge	C4096A	5 to 10 No.		
13.	HP LJ2300 Toner Cartridge	Q2610A	10 to 20 No.		
14.	HP LJ4350DTN Toner Cartridge	Q5942A	1 to 2 No.		
15.	HP LJ4350DTN Toner Cartridge, high yield	Q5942X	1 to 2No.		
16.	HP LJ P4515 Toner Cartridge	CC364A	100 to 150 No.		
17.	HP LJ P4515 Toner Cartridge, high-yield	CC364X	100 to 150No.		
18.	HP LJ 5200 Toner Cartridge	Q7516A	5 to 7 No.		
19.	HP LJ 8150 Toner Cartridge	C4182X	1 to 2 No.		
20.	HP LJ 9000 / LJ9050 Toner Cartridge	C8543X	1 to 2 No.		
21.	HP 4P Toner Cartridge	92274A	1 to 2No.		
22.	HP 6P Toner Cartridge	C3903A/F	1 to 2 No.		
23.	HP 6L Gold Toner Cartridge	C3906A/F	1 to 2 No.		
24.	HP LJ P1007 / M1213nf Toner Cartridge	CC388A	1 to 2 No.		
25.	HP LaserJet Pro 400 M401 Laser Printer Toner Cartridge	CF280A	1 to 20 No.		

SIGNATURE WITH DATE

Use only the bar coded form provided by NITT

SEAL OF THE FIRM



Tender Notification No. November / 2012

NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620015

COMPUTER SUPPORT GROUP

Item No. CSG 06 : HP Original Toner Cartridges

“Technical Compliance & QUOTATION FORM (Price Bid)”

FIRM'S NAME & ADDRESS:

FIRM'S REF:

DATE:

Offer should be Valid up to : December 31, 2013

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
II. Maintenance kits for Mono Laser Printers					
26.	Printer Maintenance Kit (220 V) for LJ 4350	Q5422A	2 to 4 No.		
27.	Printer Maintenance Kit (220 V) for LJ 8150	C3915A	1 to 2 No.		
28.	Printer Maintenance Kit (220 V) for LJ 9000D / LJ 9050 DN	C9153A	2 to 4 No.		
29.	Printer Maintenance Kit for HP LJ P4515	CB389A	3 to 8 No.		
III. Color Laser Printer Toner Cartridges, Image Fuser Kits and Maintenance Kits					
30.	HP CLJ CP 1210/1515N Toner Cartridge (Black)	CB540A	1 to 4 No.		
31.	HP CLJ CP 1210 / CP1515N Toner Cartridge (Cyan, Yellow, and Magenta each)	CB541A, CB542A, CB543A	1 to 4 No.		
32.	HP CLJ CP 1525N Toner Cartridge (Black)	CE320A	1 to 2 No.		
33.	HP CLJ CP 1525N Toner Cartridge (Cyan, Yellow, and Magenta each)	CE321A, CE322A, CE323A	1 to 2 No.		
34.	HP CLJ CP 2025 Toner Cartridge (Black)	CC530A	2 to 5 No.		
35.	HP CLJ CP 2025 Toner Cartridge (Cyan, Yellow, and Magenta each)	CC531A, CC532A, CC533A	2 to 5 No.		
36.	HP CLJ 2600 Toner Cartridge (Black)	Q6000A	3 to 7 Nos.		
37.	HP CLJ 2600 Toner Cartridge (Cyan, Yellow, and Magenta each)	Q6001A, Q6002A, Q6003A	2 to 3Nos. each		
38.	HP CLJ 5550 Toner Cartridge (Black)	C9730A	1 to 2 No.		
39.	HP CLJ 5550 Toner Cartridge (Cyan, Yellow, and Magenta each)	C9731A, C9732A, C9733A	1 No. each		
40.	HP CLJ 9500 Toner Cartridge (Black)	C8550A	2 to 5 No.		
41.	HP CLJ 9500 Toner Cartridge (Cyan, Yellow, and Magenta each)	C8551A, C8552A, C8553A	2 to 5 No. each		
42.	Image transfer kit for HP Color LaserJet 5550	C9734B	1 to 2 No.		

SIGNATURE WITH DATE

Use only the bar coded form provided by NITT

SEAL OF THE FIRM



Tender Notification No. November / 2012

NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620015

COMPUTER SUPPORT GROUP

Item No. CSG 06 : HP Original Toner Cartridges

“Technical Compliance & QUOTATION FORM (Price Bid)”

FIRM'S NAME & ADDRESS:

FIRM'S REF:

DATE:

Offer should be Valid up to : December 31, 2013

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
43.	Image fuser kit (220v) for HP Color LaserJet 5550 (Printer Maintenance Kit)	Q3985A	1 to 2 No.		
44.	Image Drum for HP Color LaserJet 9500 (Black)	C8560A	2 to 5 No.		
45.	Image Drum for HP Color LaserJet 9500 (Cyan, Yellow, and Magenta each)	C8561A, C8562A, C8563A	2 to 5 No. each		
46.	Image cleaning kit, 50,000 pages for HP Color LaserJet 9500	C8554A	2 to 4 No.		
47.	Image transfer kit, 200,000 pages for HP Color LaserJet 9500	C8555A	2 to 4 No.		
48.	Image fuser kit, 100,000 pages for HP Color LaserJet 9500	C8556A	2 to 4 No.		
49.	HP CLJ CP6015 Toner Cartridge (Black)	CB380A	1 to 2 No.		
50.	HP CLJ CP6015 Toner Cartridge (Cyan, Yellow, and Magenta each)	CB381A, CB382A, CB383A	1 to 2 No.		
IV. HP Carepacks for various type of Laser Printers					
51.	HP Care pack for additional 1 year warranty for HP LJ P4515	UJ525PE	1 to 2 No.		
52.	HP Care pack for additional 3 years warranty for HP LJ P4515	UJ516E	1 to 2 No.		
53.	HP Care pack for additional 3 years warranty for HP LJ4350 / LJ5200	U3469A (or) U3469E	1 to 2 No.		
54.	Post Warranty Service for HP LJ4350, Onsite hardware support for 1 year	U3511PA	1 to 2 No.		
55.	HP Care Pack additional 3 years warranty for HP LJ 9050, Next business day Onsite	H7694A (or) H7694E	1 to 2 No.		
56.	HP Care Pack additional 3 years warranty for HP LJ 9000DN, Next business day Onsite		1 to 3 No.		
57.	Post Warranty Service for HP LJ9000DN, Onsite hardware support for 1 year		1 to 3 No.		

SIGNATURE WITH DATE

Use only the bar coded form provided by NITT

SEAL OF THE FIRM



Tender Notification No. November / 2012

NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620015

COMPUTER SUPPORT GROUP

Item No. CSG 06 : HP Original Toner Cartridges

“Technical Compliance & QUOTATION FORM (Price Bid)”

FIRM’S NAME & ADDRESS:

FIRM’S REF:

DATE:

Offer should be Valid up to : December 31, 2013

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
V. Buy back of old Laser Printers					
58.	HP 9000DN Laser Printer		2 No.		
59.	HP 4350 Laser Printer		2 No.		
60.	HP 4515X Laser Printer		1 No.		
VI. Taking back of HP Empty Toner Cartridges (on Volume Basis)					
61.	Taking back of the Empty Toner Cartridges (HP Original) for all models HP 1320, HP2015, HP 2100, HP2300, HP 1022 (Q5949A,Q7553A,C4096A, Q2610A, Q2612A etc.)		More than 100 used cartridges available in good condition		
62.	Taking back of the Empty Toner Cartridges (HP Original) for all models HP8150, HP 9000, HP4350, HP4515 (C4182X, C8543X, Q5942A, CC364A etc.)		More than 500 used cartridges available in good condition		

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 **December 31, 2013**
- 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.

SIGNATURE WITH DATE

Use only the bar coded form provided by NITT

SEAL OF THE FIRM



NOVEMBER / 2012

Tender Notification No. November / 2012

COMPUTER SUPPORT GROUP

Item No. CSG 06 : HP Original Toner Cartridges

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

Last Date for receipt of tender at NIT-T : December 18, 2012 at 2.30 PM
Opening Date : December 18, 2012 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

Use only the bar coded form provided by NITT

SEAL OF THE FIRM