



CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

Newai Bhanta, Bhilai (C.G.)

Ph. No. : 0788-2261311, Fax No. : 0788-2261411,

Website : www.csvtu.ac.in, E-mail : registrar@csvtu.ac.in

Tender form for supply of Toner Cartridges to the CSVTU,
Bhilai”
Year (2016-17)

Issued

To

Tender form price Rs. 1000/-

CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI

Notice Inviting Tender (NIT) for the Supply of Toner Cartridges

Tender No.: 59/CSVТУ/Admin/2016

Date 17.10.2016

Chhattisgarh Swami Vivekanand technical University, Bhilai invites sealed tender for supply of toner cartridge for various types of computers printers

The term & conditions are available on website www.csvtu.ac.in Interested parties may download the tender form (along with terms & conditions) from the website or collect the same from office of the CSVТУ, Bhilai by paying Rs. 1000.00 each. The application fee shall accompany with downloaded form in the form of Demand Draft drawn in favour of Registrar, CSVТУ, Bhilai . The demand Draft shall be prepared from a nationalized bank & shall be payable at Bhilai.

Date for sale of tender document	27.10.2016 time 12.00 PM on wards
Last date for Sale of Tender Document	28.11.2016 time 5:00 PM
Last date for Submission of Sealed Tender	30.11.2016 time 2:00 PM
Date of opening the received Tender	30.11.2016 time 3:30 PM

**Registrar
CSVТУ, Bhilai**

Tender Document

1. Tender No - 59/csvtu/adm. /2016/ date 5.10.2016
2. Cost of the Tender Form - Rs 1000/- by Cash or DD, Non-refundable
3. Date of Submission - On or before 2:00 PM dated 30.11.2016

In case, if the last date is declared to be a holiday, the tender may be submitted up to 2:00 PM of the immediate next working day.

4. The Tenders shall be opened at 3:30 PM of the last day of submission ie **30.11.2016** in the Conference Hall of CSVTU, Bhilai C.G. The authorized representatives (Limited to 2 persons) of the Tenderer may participate.
5. Tender shall remain valid for a period of One year from the date of acceptance of tender.
6. **Scope of Supply :-**
Supply of toner cartridges as per specifications stated at annexure "II" :

7. **Essential qualifications of the Bidder :-**

7.1 The bidder must indicate his **PAN/TIN** of Income Tax and Commercial Tax respectively, along with the copies of Income tax return of the last three years.

7.2 The bidder must be the manufacturer or the authorized dealer of the manufacturer. Supporting document should be submitted.

8. **Preparation of the Bid :-**

8.1 The tender would be submitted in three parts in separate sealed envelopes which shall contain

Envelop No. 1. Earnest Money Deposit in the form of DD of Rs 30,000/- in favour of Registrar, CSVTU Payable at Bhilai. In case of submission of downloaded tender document a separate DD of Rs. 1000.00 should be attached.

Envelop No. 2. All the relevant documents regarding the essential qualifications of the Bidder and duly signed statement of compliance and /or acceptance of specifications and terms & conditions of the Tender document in **Annexure-I** and (Essential qualification of the Bidder)

Envelop No 3. The Prices on the prescribed Format **Annexure-II (Price Bid)** The quoted prices would be inclusive of all taxes duties and any other charges.

The above envelopes should be kept in one single, bigger envelop. duly sealed and submitted in the prescribed Tender-box in the office of the Registrar, CSVTU, North Park Avenue, Sector-8, Bhilai

- 8.2 Envelop No. 03 will be considered for opening after the contents of envelop 1 and 2 are found satisfactory.
- 8.3 Deduction of taxes at the source would be made by this office as and when required by law.
- 8.4 The Tenders may be submitted in English/Hindi but the numeric should be in English only.
- 8.5 Tender submitted by fax or e-mail would not be accepted.
- 8.6 All the pages of the Tender-document including annexure I shall be duly signed.
- 8.7 All the pages of the Tender-document shall be duly signed.
- 8.8 Relevant brochures etc. may be enclosed if desired.
- 8.9 Rates quoted should be written legible in words & Figures. If any difference is observed the rates given in words shall be taken as correct.
- 8.10 The bidder would bear all costs associated with the preparation and submission of tender.
- 8.11 The bidder is expected to carefully examine all instructions, forms, terms and specifications in the tender document.
7. 8.12 The **bid** must be in line with specifications and conditions required for the tender. **It should be valid for one year from the date of acceptance of tender.**
- 8.13 Overwriting should be avoided. Overwriting, erasures and other changes should bear the dated initials of the person signing the tender.
- 8.14 Failure to furnish complete information required by the tender document or submission of bid not substantially, may result in rendering the tender ineligible for award of the supply.
- 8.15 This tender form is non-transferable and must be submitted by the purchaser on the prescribed form sold as a part of the Tender Document
- 8.16 Samples of the toner cartridges items shall be furnished as and when required.
- 8.17 The rate shall be quoted on the basis of the "Unit " applicable to the respective item (ie. standard unit)

9. **Earnest Money Deposit /Security Deposit :**

The EMD deposited along with the tender shall be treated as the security deposit of the successful bidder and EMD of rest of the bidders would be returned after finalization of the bid.

10. Payment Terms :

- (I) 100% On supply, and acceptance of various toner cartridges items as per the delivery schedule given by CSVTU.
- (II) No payment will be made for the rejected items.

11. Delivery :

The delivery shall be made on FOR destination basis as per the delivery schedule issued by this office from time to time.

12. Penalty :

The time and date of delivery in the order shall be deemed to be the essence of the order. In case of delay in execution of the order, the University may have its' option either :

- a. Recover from the bidder a liquidated damage a sum of 0.5% per week of the order value for the toner cartridges not delivered for a week after the specified delivery time up to the maximum of 5% during the contract period.
- b. Cancel the order for the quantity in full or part with liability recoverable from the supplier, as assessed by the University.

13. Other Terms & Condition

- 13.1 Terms and conditions not defined herein would have the same meaning as are assigned to them in the Indian Contract Act or in the Indian General Clauses Act or in the Chhattisgarh General Clauses Act and would, otherwise, have the meaning the word or expression ordinarily has with due regard to the subject and the context.
- 13.2 A prospective bidder requiring any clarification regarding the tender document may notify this office in writing at the address indicated at the cover of the tender document. The office would respond in writing to any request for clarification of the tender document provided that it is received not later than seven days prior to the last date prescribed for submission of tenders. However, the office shall not be responsible for any delay.
- 13.3 The successful bidder will execute an agreement on a stamp paper with the University for execution of the Supply order.
- 13.4 Quoted rates should be workable and reasonable and should include incidental and all overheads and profits. The tenderer should furnish Rate Analysis for scrutiny of the rates by CSVTU, if required.

- 13.5 In case of any default or failure on Supplier part to comply with all / any one of the Terms / Conditions, CSVTU reserves the right to take necessary steps to remedy the situation including, inter-alia, the deduction of appropriate amount/s from dues otherwise payable to supplier and/or by taking recourse to appropriate recovery proceedings.
- 13.6 If any dispute arises between the tenderer & CSVTU on any matter concerning the tender the Vice-Chancellor of CSVTU will be the sole Arbitrator & his decision shall be final & binding on both the parties. For any dispute in the matter of execution of the contract it will fall under the jurisdiction of the judicial courts of Durg District of Chhattisgarh.
- 13.7 The Supplier shall not directly or indirectly transfer, assign or sublet the order or any part of it.
- 13.8 CSVTU reserves the right to accept /reject any tender either in whole or in part, without assigning any reasons therefor, whatsoever.
- 13.9 Any defect which may appear within the period of contract and even after sale should be rectified by the Supplier at his own cost during warranty period, of the specific toner cartridges supplied against the supply order.
- 13.10 The tenderers should quote their rates strictly adhering to terms and conditions stipulated in the Tender Document. Unsolicited correspondence after opening of the Tender shall not be entertained. Conditional / deviational Tenders may be rejected without making any reference to the tenderers.
- 13.11 No tenderer will be allowed to withdraw his Tender during the validity period.
- 13.12 Canvassing in any form for the acceptance of tender would disqualify the tenderer.
- 13.13 The decision of CSVTU in awarding the supply order shall be final and can **not** be subjected to arbitration.
- 13.14 It will be the responsibility of the supplier for safe supply of the material required for installation in full and good conditions at user's point. This office will not pay any amount for transit and insurance of the material.
- 13.15 Notwithstanding any thing stated above, CSVTU reserves the right to assess the tenderer's capability and capacity to perform the Contract. Circumstances may warrant such assessment in the overall interest of CSVTU.
- 13.16 The supplier shall be liable to supply the quantity of items shown at Annexure "II" with a deviation of (+) or (-) 10% on approved rates for a period of **one year**
- 13.17 The supply order shall be placed initially for a period of one year & extendable for one more year at the option of the CSVTU.

LETTER OF SUBMISSION OF TENDER FROM THE BIDDER

Chhattisgarh Swami Vivekanand Technical University (CSVTU)
Newai Bhanta, Bhilai (C.G.)
Dist : Durg (C.G.)

“Supply of Toner Cartridge at Chhattisgarh Swami Vivekanand Technical University, Bhilai

1. I / We have examined the Scope of supply, Specifications and the Terms and Conditions relating to the Tender for the said supply after having obtained the Tender document invited by you.
2. I / We have visited the site, examined the site for the installation of the item specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.
3. I / We hereby offer to execute the supply order in strict accordance with the Tender Document at the item rates quoted by me / us is in all respects, as per the Specifications Scope of supply described in the Tender Document and the other Terms and Conditions.
4. I / We agree to pay all Government (Central and State) Taxes such as Sales Tax, Works Contract Tax, Excise Duty, Octroi, service tax etc. and other taxes prevailing from time to time and the rates quoted by us are inclusive of the same.
5. The rates quoted by me / us are firm and shall not be changeable subject to variations on account of fluctuation in the market rates, taxes or any other reasons whatsoever.
6. If this tender be accepted, I / we hereby agree to abide by and fulfill all the Terms and Conditions and Provisions of the said Contract Document annexed hereto.

Names of the persons authorized to be present at the time of opening of the tenderer

- i. _____
- ii. _____

Documentary proof in respect of Letter of Authority / Power of Attorney to be enclosed along with the Tender.

Place:

Yours faithfully,

Date:

Name and Address of the Tenderer

(Signature of the Tenderer)
Name and Seal

Annexure – II

PRICE BID

I/We _____ hereby quote our best rates for the item mentioned below:-

S. No	Name of Item	Quantity	Specification	Unit	Rate
1	Toner cartridge for Samsung laser printer 3051 ND	03	ML-D3050A/XIP		
2	Toner cartridge for Samsung laser printer ML 2851ND	10	-		
3	Toner cartridge for Samsung laser printer SCX 4100	04	SCX4100D3/XIP		
4	Toner cartridge for Samsung laser printer ML1866	10	-		
5	Toner cartridge for Samsung laser printer SCX 4521 HS	05	-		
6	Toner cartridge for Samsung Pro express M3320 ND	10	-		
7	Toner cartridge for Samsung PRINTER ml 2161	05	-		
8	Toner cartridge for HP laser jet 5200 N	08	Q7516A		
9	Toner cartridge for HP laser jet 8150 DN	10	C4182X		
10	Toner cartridge for HP laser jet P 2055 dn	10	-		
11	Toner cartridge for HP laser jet 9040 DN	10	C8543X		
12	Toner cartridge for HP laser jet 551 DN	05	-		
13	Toner cartridge for HP laser jet 1022 N	03	Q2612A		
14	Toner cartridge for HP laser jet 2430 Dtn	03	Q6511A		
15	Toner cartridge for HP laser jet P3015	05	CE255A		
16	Toner cartridge for HP laser jet 1606	15	CE278A		
17	Toner cartridge for HP laser jet M1522NF	04	-		
18	Toner cartridge for HP Printer M806	12	CF325XC		
19	Toner cartridge for HP color laser jet 2550 N	02 set	Q3961A		
20	Toner cartridge for HP laser jet 500 Color M551	05 set	CE 400A, 401A, 402A, 403,A		
21	Toner cartridge for HP LaserJet color Printer M251NW	05	-		
22	Toner cartridge for HP LaserJet pro M226 dn	05	-		
23	Toner cartridge for Sharp AR 5681 S	15	-		
24	Toner cartridge for Sharp MXM 452 N	05	A3MX500AT 3A		
25	Toner cartridge for Sharp AR-6031 N	05	MX 237 AT		
26	Toner cartridge for Sharp MX 500 AT	05	-		

27	Toner cartridge for Sharp MXM 264 NV	05	MX 312 AT		
28	Toner cartridge for Sharp A3MX 312 AT 1 A	05	-		
29	Toner cartridge for Sharp AR 5618 S	05	MX235AT		
30	Toner cartridge for Canon laser shot LBP 3500	10	-		
31	Toner cartridge for Canon 4245 Photo copier	10	NPG 56		
32	Fax Roll for Fax machine FO P610 (Sharp make)	20	-		
33	Toner cartridge for Fax machine SF 565 P	05	SCX-4216d3/see		
34	Toner cartridge for EPSON L550	10 set	-		

I/We hereby state that we have agreed to all terms & conditions as stipulated in the Tender Notice No. **59/CSVТУ/Admn/2016 date 17.10.2016** I also hereby confirm that I am legally empowered /authorized to quote on behalf of the firm named herein.

I shall be solely responsible for all/any dispute arising out of bidding in this Tender.

Signature of Bidder :

Name of the Person Signing:

Name of the Firm :

Address of the Firm:

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Mob. No.

Date:

Place:

Seal of the Firm: