



4/2008-Q2

Short Tender Notification No. 4/2008

COMPUTER SUPPORT GROUP

Item No. CSG 04 : HP Original Toner Cartridges – Q2

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 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.
You are now ready to fill in the checklist for the documents that are duly completed and signed. Put this Filled in checklist along with the signed "**Terms & Conditions Form**" and "**Details of the Firm offering this quote**" in a Cover.
7. Please send the tenders in a sealed envelope superscribed as "**QUOTATIONS AGAINST SHORT TENDER NOTIFICATION NO: 4/2008 Item No. CSG 04 - Q2 : HP Original Toner Cartridges**" so as to reach "The Convener/CCWC, CSG, National Institute of Technology, Tiruchirappalli - 620 015, India" on or before **October 13, 2008 at 2.30 p.m.**
8. For any further clarifications, contact by E-Mail: purchase@nitt.edu or by written request to "The Registrar, National Institute of Technology, Tiruchirappalli - 620 015"
9. DO NOT VISIT US WITHOUT OUR CONCURRENCE.

Last Date for receipt of tender at NIT-T	: October 13, 2008 at 2.30 PM
Opening Date for Tender	: October 13, 2008 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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“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 Convener/CCWC, CSG, National Institute of Technology, Tiruchirappalli 620015, India” and should be sent in a sealed envelope superscribed “**QUOTATIONS AGAINST SHORT TENDER NOTIFICATION No.: 4/2008 Item No. CSG 04 : HP Original Toner Cartridges (one year rate contract)**” so as to reach us on or before 2.30 p.m. on October 13, 2008 .
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 **October 13, 2008 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.I.F. Chennai Airport basis, and it should include the Freight 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

SEAL OF THE FIRM



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16. 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.
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 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, for Warranty, AMC, etc. before placing the final purchase order as per our terms & conditions and 2% 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.**
23. No Earnest Money Deposit (EMD) or processing fee is required for submitting this rate contact.
24. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
25. 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.
26. The rate contract period is for October 2008 to May 2009.
27. NIT-T reserves the right to add more Toner / Ink Cartridge in the next quarter.
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.

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. Number of years 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):

2005-2006	2006-2007	2007-2008
<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):

2005-2006	2006-2007	2007-2008
<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 educational customers to whom you have supplied HP Original Laser Toner Cartridges with full postal address and name of the contact person with phone, FAX numbers, and E-Mail id:

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

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“Technical Compliance & QUOTATION FORM (Price Bid)”**FIRM’S NAME & ADDRESS:****FIRM’S REF:****DATE:**

Offer should be Valid for : October 2008 - May 2009

SI #	NIT-T's specifications	HP PART NO.	Approx. Quantity (per annum)	Firm's Offer in Rs. (All the details should be specified)
1.	HP 80 175-ml Cyan Ink Cartridge for Designjet 1055CM / 1050C	C4872A	10 - 20	
2.	HP 80 175-ml Magenta Ink Cartridge for Designjet 1055CM / 1050C	C4874A	10 - 20	
3.	HP 80 175-ml Yellow Ink Cartridge for Designjet 1055CM / 1050C	C4873A	10 - 20	
4.	HP 80 350-ml Black Ink Cartridge for Designjet 1055CM / 1050C	C4871A	10 - 20	
5.	HP 80 350-ml Cyan Ink Cartridge for Designjet 1055CM / 1050C	C4846A	10 - 20	
6.	HP 80 350-ml Magenta Ink Cartridge for Designjet 1055CM / 1050C	C4847A	10 - 20	
7.	HP 80 350-ml Yellow Ink Cartridge for Designjet 1055CM / 1050C	C4848A	10 - 20	
8.	HP 80 Value Pack 350-ml Black Ink Cartridge and Printhead for Designjet 1055CM / 1050C	C4890A	1 - 10	
9.	HP 80 Value Pack 350-ml Cyan Ink Cartridge and Printhead for Designjet 1055CM / 1050C	C4891A	1 - 10	
10.	HP 80 Value Pack 350-ml Magenta Ink Cartridge and Printhead for Designjet 1055CM / 1050C	C4892A	1 - 10	
11.	HP 80 Value Pack 350-ml Yellow Ink Cartridge and Printhead for Designjet 1055CM / 1050C	C4893A	1 - 10	
12.	HP 80 Black Printhead and Printhead Cleaner for Designjet 1055CM / 1050C	C4820A	1 - 10	
13.	HP 80 Cyan Printhead and Printhead Cleaner for Designjet 1055CM / 1050C	C4821A	1 - 10	
14.	HP 80 Magenta Printhead and Printhead Cleaner for Designjet 1055CM / 1050C	C4822A	1 - 10	
15.	HP 80 Yellow Printhead and Printhead Cleaner for Designjet 1055CM / 1050C	C4823A	1 - 10	
16.	Printer Maintenance Kit for HP Designjet 500PS	-	1 - 2	

SIGNATURE WITH DATE**SEAL OF THE FIRM**



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**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620015**

“Technical Compliance & QUOTATION FORM (Price Bid)”

FIRM’S NAME & ADDRESS:

FIRM’S REF:

DATE:

Offer should be Valid for : October 2008 - May 2009

SI #	NIT-T’s specifications	HP PART NO.	Approx. Quantity (per annum)	Firm’s Offer in Rs. (All the details should be specified)
17.	HP 10 69 ml Black Ink Cartridge for Designjet 500PS	C4844A	10 - 20	
18.	HP 10 28 ml Cyan Ink Cartridge for Designjet 500PS	C4841A	10 - 20	
19.	HP 10 28 ml Yellow Ink Cartridge for Designjet 500PS	C4842A	10 - 20	
20.	HP 10 28 ml Magenta Ink Cartridge for Designjet 500PS	C4843A	10 - 20	
21.	HP 82 69-ml Cyan Ink Cartridge for Designjet 500PS	C4911A	10 - 20	
22.	HP 82 69-ml Magenta Ink Cartridge for Designjet 500PS	C4912A	10 - 20	
23.	HP 82 69-ml Yellow Ink Cartridge for Designjet 500PS	C4913A	10 - 20	
24.	HP 10 Black Printhead for Designjet 500PS	C4836AN	1 - 10	
25.	HP 10 Cyan Printhead for Designjet 500PS	C4801A	1 - 10	
26.	HP 10 Magenta Printhead for Designjet 500PS	C4802A	1 - 10	
27.	HP 10 Yellow Printhead for Designjet 500PS	C4803A	1 - 10	

Note :

- 1) The make should be original HP.
- 2) 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”.
- 3) Enclose the HP Reseller / Retailer certificate with the validity date. The offers received without the certificate will be rejected.
- 4) Cartridges should be supplied as per our indent as and when the demand arises.
- 5) 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.
- 6) The rate contract awardees found to not pass 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.
- 7) The quotation should be authorised by the Manufacturer.
- 8) Last year purchase value of N.I.T.T. under the rate contract is approximately Rs.16.0 Lakhs.
- 9) The delivery at N.I.T.T. should be within 2 Working days from the date of Indent.
- 10) The prevailing manufacturer’s promotion benefits, if any, should be extended to N.I.T.T.

SIGNATURE WITH DATE

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NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620015

COMPUTER SUPPORT GROUP

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

Last Date for receipt of tender at NIT-T : October 13, 2008 at 2.30 PM
Opening Date : October 13, 2008 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

SEAL OF THE FIRM