



Dec/2009

Short Tender Notification No. Dec/2009

COMPUTER SUPPORT GROUP

Item No. CSG 04 : 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 & 6 |
| d) NIT-T's check list copy | - | Page 7 |
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: Dec/2009 Item No. CSG 04: 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 30, 2009 at 2.30 p.m.**
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 30, 2009 at 2.30 PM

Opening Date for Tender

: December 30, 2009 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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COMPUTER SUPPORT GROUP

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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 SHORT TENDER NOTIFICATION No.: Dec/2009 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 December 30, 2009.
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 **December 30, 2009 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.
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 un-

SIGNATURE WITH DATE

Use only the bar coded form provided by NITT

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authorised 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 January 2010 to June 2010. The vendors participated in the tender are expected to renew their offers whenever requested.
27. NIT-T reserves the right to modify or alter the specifications after short listing of tenderers.
28. NIT-T reserves the right to change the order quantity or split the orders among multiple vendors without assigning any reason(s) whatsoever.
29. 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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NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620015

COMPUTER SUPPORT GROUP

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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: **No. of years in this line of activity**

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

| 2006-2007 | 2007-2008 | 2008-2009 |
|----------------------|----------------------|----------------------|
| <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):

| 2006-2007 | 2007-2008 | 2008-2009 |
|----------------------|----------------------|----------------------|
| <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 31/03/2009 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:

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**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620015**

COMPUTER SUPPORT GROUP

Item No. CSG04 : HP Original Toner Cartridges
“Technical Compliance & QUOTATION FORM (Price Bid)”

FIRM'S NAME & ADDRESS:

FIRM'S REF:

DATE:

Offer should be Valid for : January 2010 - June 2010

| 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 |
|------|---|--------------------------|------------------------------|---|---|
| 1. | HP LaserJet P1007 Toner Cartridge | CC388A | 5 to 10 No. | | |
| 2. | HP LaserJet M1319f MFP Toner Cartridge | Q2612A | 5 to 10 No. | | |
| 3. | HP P2050 Toner Cartridge | CE505A | 5 to 10 No. | | |
| 4. | HP P2050 Toner Cartridge high-yield | CE505X | 5 to 10 No. | | |
| 5. | HP P2055d Toner Cartridge | CE505A | 5 to 10 No. | | |
| 6. | HP LJ P4515 Toner Cartridge | CC364A | 40 to 90 No. | | |
| 7. | HP LJ P4515 Toner Cartridge, high-yield | CC364X | 40 to 90 No. | | |
| 8. | HP LJ P4515 Printer Maintenance Kit | CB389A | 3 to 5 No. | | |
| 9. | HP Care pack for additional 1 year warranty for HP LJ P4515 | UJ525PE | 1 to 2 No. | | |
| 10. | HP Care pack for additional 3 years warranty for HP LJ P4515 | UJ516E | 1 to 2 No. | | |
| 11. | HP Care pack for additional 3 years warranty for HP LJ4350 / LJ5200 | U3469A (or) U3469E | 1 to 2 No. | | |
| 12. | Post Warranty Service for HP LJ4350, Onsite hardware support for 1 year | U3511PA | 1 to 2 No. | | |
| 13. | HP Care Pack additional 3 years warranty for HP LJ 9050, Next business day Onsite | H7694A (or) H7694E | 1 to 2 No. | | |
| 14. | HP Care Pack additional 3 years warranty for HP LJ 9000DN, Next business day Onsite | | 1 to 3 No. | | |
| 15. | Post Warranty Service for HP LJ 9000DN, Onsite hardware support for 1 year | | 1 to 3 No. | | |
| 16. | HP LTO-3, 400/800 GB (Tape Cartridge) | C7973A | 20 to 100 No. | | |
| 17. | HP Super DLT, 220-320GB (SDLT Tape Media) | C7980A | 20 to 100 No. | | |

... Contd.

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**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620015**

COMPUTER SUPPORT GROUP

Item No. CSG04 : HP Original Toner Cartridges

“Technical Compliance & QUOTATION FORM (Price Bid)”

FIRM’S NAME & ADDRESS:

FIRM’S REF:

DATE:

Offer should be Valid for : January 2010 - June 2010

| SI # | NIT-T’s specifications | HP PART NO. | Quantity available | Firm’s Offer in Rs. (All the details should be specified) |
|---|--|-------------|-----------------------------------|---|
| Buy back of Laser Printers | | | | |
| 1. | HP 9000DN Laser Printer | | 2 No. | |
| 2. | HP 4350 Laser Printer | | 1 No. | |
| Taking back of HP Empty Toner Cartridges (on Volume Basis) | | | | |
| 3. | Taking the Empty Toner Cartridges (HP Original) for all models | | 500 (or) more Presently available | |

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 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 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 intent 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 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.
- 8) The rate should be valid for January – June 2010.
- 9) The quotation should be authorised by the Manufacturer.
- 10) The delivery at N.I.T.T. should be within 2 Working days from the date of Indent.

Buy Back :

- 11) The highest bidder will be awarded for taking the laser printer after paying the quoted amount in the form of D.D. in favour of “The Director, National Institute of Technology, Tiruchirappalli-15”. The buyer has to remove the printers on his / her own arrangements in a single lot and within the stipulated period (within a week) after the receipt of the award.

Taking back of the HP original Empty Toner Cartridges :

- 12) The highest bidder will be awarded for taking the HP original Empty toner cartridges after paying the quoted amount in the form of D.D. in favour of “The Director, National Institute of Technology, Tiruchirappalli-15”. The buyer has to remove the cartridges on his / her own arrangements in a single lot and within the stipulated period (within a week) after the receipt of the award.

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NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620015

COMPUTER SUPPORT GROUP

Item No. CSG04 : HP Original Toner Cartridges

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

Last Date for receipt of tender at NIT-T : December 30, 2009 at 2.30 PM
Opening Date : December 30, 2009 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