



JUNE/2014/CSG

Tender Notification No. JUNE/2014/CSG

COMPUTER SUPPORT GROUP

Item No. 7: HP Original Toner / Ink 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 to 9 |
| d) NIT-T's check list copy | - | Page 10 |
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: JUNE/2014/CSG Item No. 7 : HP Original Toner / Ink Cartridges**" so as to reach "The Head, Computer Support Group, National Institute of Technology, Tiruchirappalli - 620 015, India" on or before **June 25, 2014 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 : June 25, 2014 at 2.30 PM
Opening Date for Tender : June 25, 2014 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.

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COMPUTER SUPPORT GROUP

Item No. CSG 07 : HP Original Toner / Ink 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.: JUNE/2014/CSG Item No. 7 : HP Original Toner / Ink Cartridges**” so as to reach us on or before 2.30 p.m. on June 25, 2014 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 **June 25, 2014 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



JUNE/2014/CSG

Tender Notification No. JUNE/2014/CSG

COMPUTER SUPPORT GROUP

Item No. CSG 07 : HP Original Toner / Ink Cartridges

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 contact.
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 NITT rate contract period should be valid till June 30, 2015. 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 NITT 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)

- Name of the firm:
- Date of incorporation:
- Nature of the company - Government / Public / Private Company / Partnership / Proprietorship:
- Specify the number of years in this line of activity by the company:
- Quantity of sales in the last three years for the HP Original Toner Cartridges (on rate contract basis):

| 2011-2012 | 2012-2013 | 2013-2014 |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

- 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:

| 2011-2012 | 2012-2013 | 2013-2014 |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

- Provide the postal address, telephone & fax numbers, and email address of the nearest service center:
- What would be the delivery period in days from the date of placement of an official purchase order:
- 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 31/03/2014 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.

- Are you the authorized dealer or distributor or reseller for the product quoted:
- Are you enclosed the Manufacturer Authorisation Letter to quote for this tender
- 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
- 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.

- 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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Tender Notification No. JUNE/2014/CSG

**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620015**

COMPUTER SUPPORT GROUP

Item No. CSG 07 : HP Original Toner / Ink Cartridges

“Technical Compliance & QUOTATION FORM (Price Bid)”

FIRM’S NAME & ADDRESS:

FIRM’S REF:

DATE:

Offer should be Valid upto June 30, 2015

| Sl.no | Description | HP part_no | Part No. | Price |
|-------|--|------------------------------|----------|-------|
| 1 | HP P2035 / P2055 Toner Cartridge | CE505A | | |
| 2 | HP CLJ 1600, 2600n, 2605dn, 2605dtn, CM1015 MFP, CM1017 MFP Toner Cartridge (Black) | Q6000A | | |
| 3 | HP CLJ 1600, 2600n, 2605dn, 2605dtn, CM1015 MFP, CM1017 MFP Toner Cartridge (Cyan, Yellow, and Magenta each) | Q6001A, Q6002A, Q6003A | | |
| 4 | HP CLJ 5550 Toner Cartridge (Black) | C9730A | | |
| 5 | HP CLJ 5550 Toner Cartridge (Cyan, Yellow, and Magenta each) | C9731A, C9732A, C9733A | | |
| 6 | HP CLJ 9500 Toner Cartridge (Black) | C8550A | | |
| 7 | HP CLJ 9500 Toner Cartridge (Cyan, Yellow, and Magenta each) | C8551A, C8552A, C8553A | | |
| 8 | HP CLJ CP 1215 / CP1515N Toner Cartridge (Cyan, Yellow, and Magenta each) | CB541A, CB542A, CB543A | | |
| 9 | HP CLJ CP 1215/1515N Toner Cartridge (Black) | CB540A | | |
| 10 | HP CLJ CP 1525N/ CM1415fnw MFP Toner Cartridge (Black) | CE320A | | |
| 11 | HP CLJ CP 1525N/ CM1415fnw MFP Toner Cartridge (Cyan, Yellow, and Magenta each) | CE321A, CE322A, CE323A | | |
| 12 | HP CLJ CP 2025/ CM2320 MFP Toner Cartridge (Black) | CC530A | | |
| 13 | HP CLJ CP 2025/ CM2320 MFP Toner Cartridge (Cyan, Yellow, and Magenta each) | CC531A, CC532A, CC533A | | |
| 14 | HP CLJ CP6015 Toner Cartridge (Black) | CB380A | | |
| 15 | HP CLJ CP6015 Toner Cartridge (Cyan, Yellow, and Magenta each) | CB381A, CB382A, CB383A | | |

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| Sl.no | Description | HP part_no | Part No. | Price |
|-------|---|---|----------|-------|
| 16 | HP Color LaserJet Professional CP5225dn (Black, Cyan, Yellow, and Magenta each) | CE740A/ CE741A/ CE742A/ CE743A | | |
| 17 | HP Laserjet 4025dn / 4525dn Color Laser Toner Cartridge (Black) | CE260A | | |
| 18 | HP Laserjet 4025dn / 4525dn Color Laser Toner Cartridge (Cyan, Yellow, and Magenta) | CE261A, CE262A, CE263A | | |
| 19 | HP Laserjet 4025dn/4525dn Color Laser Printer Toner Collection Kit | CE265A | | |
| 20 | HP Laserjet 4025dn/4525dn Color Laser Printer Fuser Kit (220V) | CE247A | | |
| 21 | HP Laserjet 4025dn/4525dn Color Laser Printer Transfer Kit | CE249A | | |
| 22 | HP LaserJet M525dn/ P3015 Toner Cartridge (Black) | CE255A | | |
| 23 | HP LaserJet Enterprise M525dn/ P3015 Toner Cartridge (Black) High Yield | CE255X | | |
| 24 | HP LaserJet M525dn/ P3015 Toner Cartridge (Black) Dual | CE255XD | | |
| 25 | HP LaserJet 601/ 602/ 603dn | CE390A | | |
| 26 | HP LaserJet M712dn / M725dn Toner Cartridge | CF214A | | |
| 27 | HP Laserjet M712dn / M725dn Toner Cartridge, high-yield | CF214X | | |
| 28 | HP Laserjet M806dn / M830z Toner Cartridge, high-yield | CF325X | | |
| 29 | HP LaserJet Pro 400 Color M451dn / CLJ M475 / M375nw Laser Printer Toner Cartridge (Black) | CE410A | | |
| 30 | HP LaserJet Pro 400 Color M451dn / CLJ M475 / M375nw Laser Printer Toner Cartridge High Yield (Black) | CE410X | | |
| 31 | HP LaserJet Pro 400 Color M451dn / CLJ M475 / M375nw Laser Printer Toner Cartridge High Yield (Black) Dual pack | CE410XD | | |

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| Sl.no | Description | HP part_no | Part No. | Price |
|-------|--|------------------------|----------|-------|
| 32 | HP Laserjet Pro 400 Color M451dn / CLJ M475 / M375nw Laser Printer Tri-Pack Cyan/Magenta/Yellow | CF370AM Tri-Pack | | |
| 33 | HP Laserjet Pro 400 Color M451dn / CLJ M475 / M375nw Laser Toner Cartridges Cyan, Yellow, Magenta | CE411A, CE412A, CE413A | | |
| 34 | HP LaserJet Pro400 M401d / 425dn Toner Cartridge | CF280A | | |
| 35 | HP LaserJet Pro400 M401d / 425dn Toner Cartridge High Yield | CF280X | | |
| 36 | HP LJ P1505 / M1522 Toner Cartridge | CB436A | | |
| 37 | HP LJ 1000, 1200, 1200n, 1220, 3300mfp, 3310, 3320mfp, Toner Cartridge | C7115A | | |
| 38 | HP LJ 1012 / LJ1018 / LJ1020 / LJ1022 / M1005 / LJ3050 /M1319F/ 3015 Toner Cartridge | Q2612A | | |
| 39 | HP LJ 1012 / LJ1018 / LJ1020 / LJ1022 / M1005 / LJ3050 /M1319F/ 3015 Toner Cartridge Dual Pack | Q2612AF | | |
| 40 | HP LJ 1100A/ 3200 Toner Cartridge | C4092A | | |
| 41 | HP LJ 1320 / LJ3390 Cartridge, high yield | Q5949X | | |
| 42 | HP LJ 1320 / LJ3390 Toner Cartridge | Q5949A | | |
| 43 | HP LJ 2015D/ M2727nf MFP Toner Cartridge | Q7553A | | |
| 44 | HP LJ 2015D/M2727nf MFP Toner Cartridge, high yield | Q7553X | | |
| 45 | HP LJ 5200 Toner Cartridge | Q7516A | | |
| 46 | HP LJ 8100/ 8150 Toner Cartridge | C4182X | | |
| 47 | HP LJ 9000 / 9050/ 9040 Toner Cartridge | C8543X | | |
| 48 | HP LJ P1108/ P1106/ M128fn/ M126nw/ P1008/ P1007 / LJ M1136 / M1213nf/ M1216nfh/M1218nfs Toner Cartridge | CC388A | | |

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| Sl.no | Description | HP part_no | Part No. | Price |
|-------|--|------------------------|----------|-------|
| 49 | HP LJ P1108/ P1106/ M128fn/ M126nw/ P1008/ P1007 / LJ M1136 / M1213nf/ M1216nfh/M1218nfs Toner Cartridge Dual Pack | CC388AD | | |
| 50 | HP LJ P1566 / M1536dnf/ P1606dn Toner Cartridge | CE278A | | |
| 51 | HP LJ P1566 / M1536dnf/ P1606dn Toner Cartridge Dual Pack | CE278AF | | |
| 52 | HP HP LJP4014/ P4015/ P4515 Toner Cartridge Printer Maintenance Kit | CB389A | | |
| 53 | HP LJP4014/ P4015/ P4515 Toner Cartridge | CC364A | | |
| 54 | HP HP LJP4014/ P4015/ P4515 Toner Cartridge Toner Cartridge, high-yield | CC364X | | |
| 55 | HP LJ2100/ 2200 Toner Cartridge | C4096A | | |
| 56 | HP LJ2300 Toner Cartridge | Q2610A | | |
| 57 | HP LJ4240/ 4250/ 4350DTN Toner Cartridge | Q5942A | | |
| 58 | HP LJ4240/ 4250/ 4350DTN Toner Cartridge, high yield | Q5942X | | |
| 59 | HP P2055 Toner, High-yield | CE505X | | |
| 60 | Image cleaning kit, 50,000 pages for HP Color LaserJet 9500 | C8554A | | |
| 61 | Image Drum for HP Color LaserJet 9500 (Black) | Q8560A | | |
| 62 | Image Drum for HP Color LaserJet 9500 (Cyan, Yellow, and Magenta each) | C8561A, C8562A, C8563A | | |
| 63 | Image fuser kit (220v) for HP Color LaserJet 5550 (Printer Maintenance Kit) | Q3985A | | |
| 64 | Image fuser kit, 100,000 pages for HP Color LaserJet 9500 | C8556A | | |
| 65 | Image transfer kit for HP Color LaserJet 5550 | C9734B | | |

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| Sl.no | Description | HP part_no | Part No. | Price |
|-------|---|--------------------------------|----------|-------|
| 66 | Image transfer kit, 200,000 pages for HP Color LaserJet 9500 | C8555A | | |
| 67 | Printer Maintenance Kit (220 V) for LJ 4350 | Q5422A | | |
| 68 | Printer Maintenance Kit (220 V) for LJ 8150 | C3915A | | |
| 69 | Printer Maintenance Kit (220 V) for LJ 9000D / LJ 9050 DN | C9153A | | |
| 70 | HP Color Laser CLJ M251nw/ MFP M276 (Black) | CF210A | | |
| 71 | HP Color Laser CLJ M251nw/ MFP M276 (Black, High Yeild) | CF210X | | |
| 72 | HP Color Laser CLJ MFP M251nw/ M276 (Color) | CF211A, CF212A , CF213A | | |
| 73 | A3- CP5525/ M750dn (Black) | CE270A | | |
| 74 | A3- CP5525/ M750dn Color Toner Cartridges Cyan, Yellow and Magenta each | CE271A , CE272A , CE273A | | |
| 75 | A3- CP5525/ M750dn Toner Collection Unit | CE980A | | |
| 76 | A3- CP5525/ M750dn Transfer Kit | CE516A | | |
| 77 | A3- CP5525/ M750dn Fuser Kit | CE978A | | |
| 78 | A3- M855dn (Black) | CF310A | | |
| 79 | A3- M855dn Color Toner cartridges Cyan, Yellow and magenta each | CF311A, CF312A, CF313A | | |
| 80 | A3- M855dn/ M880z Image Drum Black | CF358A | | |
| 81 | A3- M855dn/ M880z Image Drum Cyan, Yellow and magenta each | CF359A, CF364A, CF365A | | |
| 82 | A3 - M775dn (Black) | CE340A | | |

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| Sl.no | Description | HP part_no | Part No. | Price |
|-------|--|------------------------------|----------|-------|
| 83 | A3- M775dn Color Toner cartridges Cyan, Yellow and magenta each | CE341A, CE342A, CE343A | | |
| 84 | A3- M775dn Transfer Kit | CE516A | | |
| 85 | A3 - M880z (Black) | CF300A | | |
| 86 | A3- M880z Color Toner cartridges Cyan, Yellow and magenta each | CF301A, CF302A, CF303A | | |
| 87 | HP Officejet 100 mobile printer, HP Officejet 150 mobile All-in-One printers (Black) | C9364ZZ | | |
| 88 | HP Officejet 100 mobile printer, HP Officejet 150 mobile All-in-One printers (Color) | C8766ZZ | | |
| 89 | HP Officejet 100 mobile printer, HP Officejet 150 mobile All-in-One printers (Black) | C8765ZZ | | |

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 for quoting this tender with the validity date. The offers received without Manufacturer Authorisation letter will be rejected.**
- 5) **If OEM wishes to quote their MVC pricing that can also be quoted. NITT reserves the right to opt MVC pricing (or) the NITT rate contract prices.**
- 6) Cartridges should be supplied as per our indent as and when the demand arises.
- 7) 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.
- 8) The NITT 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.
- 9) The rate should be valid up to **June 30, 2015**.
- 10) The delivery at N.I.T.T. should be within 2 days from the date of Indent.

SIGNATURE WITH DATE

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Tender Notification No. JUNE/2014/CSG

COMPUTER SUPPORT GROUP

Item No. CSG 07 : HP Original Toner / Ink Cartridges

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

Last Date for receipt of tender at NIT-T : June 25, 2014 at 2.30 PM

Opening Date : June 25, 2014 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