

Tender
for
Award of Annual Rate Contract for Supply of
Printer Cartridges (HP & Samsung Brand) to
Indian Institute of Information Technology, Allahabad

Tender Ref.No. : Ref no. IIIT-A/ENQ/FIP/69/224/2018
Tender Issue Date : **09/07/2018**
Last Date of Submission : **20/07/2018 upto 12:00 Noon**
EMD Amount : **30,000/- Thirty Thousand Only**
(Through RTGS/NEFT/Netbanking)



Indian Institute of Information Technology, Allahabad
An Institute of National Importance by Act of Parliament
Deoghat, Jhalwa, Allahabad-211015 (U.P.) India
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S. Kumar

Notice Inviting Tender

1. Indian Institute of Information Technology (IIIT), Allahabad, U.P. an Educational Institute of National Importance, invites sealed tenders (single bid system) for Award of Annual Rate Contract for Supply of Printer Cartridges, HP Brand (category 1) and Samsung brand (category 2) (items annexed as Annexure C, and D, respectively) to Indian Institute of Information Technology, Allahabad from its Companies/Firms/Agencies, for one year from the date of award of contract which can be extendable for 1 more year if performance of the supplier is found satisfactory. In this connection, you are requested to submit the best competitive offer for the items and strictly as per the instruction and terms & conditions mentioned in the tender document. The tender document can be downloaded from the Institute website at URL Link: <http://www.iiita.ac.in>.

2. Bids may be submitted for one or both OEM/Brand. **It may be noted that bids for Printer Cartridges will be considered in respect of those bidders only who have specific authorization from manufacturer for supply of cartridges or minimum annual turnover of Rs.60 lac (attach copy of last 2 year's turnover).** Interested bidders/tenderers who have the capacity and competence to supply the items may submit their bids with lowest price/rates in a duly sealed envelope to Faculty In-charge, Purchase, IIIT Allahabad, Deoghat, Jhalwa, Allahabad 211015 (U.P.) by speed post or directly in tender box placed at purchase section IIIT Allahabad. The sealed quotations should reach the Institute, latest by **20/07/2018 (12:00 Noon)** and it will be opened on same day at **4:00 PM** in the Admin Extension Building-II, 2ND Floor of the Institute in the presence of the bidder(s) or their authorized representative(s), who would be present at the scheduled date and time. In case due date happens to be holiday the tender will be accepted and opened on the next day working day at the same time. The cover containing the quotation should be superscribed as: "Tender for Award of Annual Rate Contract for Supply of Printer Cartridges (HP Or Samsung Or Both) to IIIT Allahabad".

The tender will be opened in the presence of the tenderers or authorized representatives interested to be present on **20/07/2018 at 4:00 PM**. Vendors are desired to submit their authorization letter along with a photocopy of their photo identity card. Please carry the same original proof of identity for verification purpose at the time of opening of tender/enquiry.

3. A list of offices where such jobs have been undertaken with documentary proof of having performed them satisfactorily should be furnished with the tender as required in Annexure-B.

4. Any Cutting/Overwriting/Erasing in the rates will render the entire tender invalid.



5. EMD Fee should be directly transfer in to bank account (IIITA General A/C) of Indian Institute of Information Technology of Allahabad through RTGS/NEFT and the tender document should be accompanied with the transaction receipt of RTGS/NEFT (any bid without EMD Fee receipt will not be considered). EMD receipt should be enclosed with your bid document in a separate envelope.

All the transaction of EMD/Bank Guarantee/Performance Guarantee/ Security Deposit etc. should be directly transferred in to the Bank A/c (IIITA General A/c) of Indian Institute of Information Technology of Allahabad through RTGS/NEFT and tender document should be accompanied with the transaction receipt of RTGS/NEFT.

The detail of Institute's Bank A/c is as below.....

Bank Account Name : IIIT-A General A/c
Bank Name : Indian Overseas Bank
Address : 61 MG Marg, Civil Lines, Allahabad
A/c No. : 035001000060976
IFSC Code : IOBA0000350

The tenderer is requested to provide the details of bank a/c of firm for the return of EMD/Bank Guarantee etc of unsuccessful tenderers.

Bank Account Holder Name :
Type of A/c No. :
Address of Branch :
A/c No. :
IFSC Code :

The EMD of the successful bidder shall be returned (without interest) after the completion of contract and for unsuccessful bidder(s) it would be returned after award of the contract. This amount (Bid Security) will be converted into performance bank guarantee, if rate contract is awarded. **Bid(s) received without EMD transaction receipt shall be liable for rejection.**

In case the tenderer withdraws, modifies or change his offer during the contract period, contract will be cancelled and the PBG shall be forfeited without assigning any reason thereof. The supplier should also be ready to extend the validity, if required, without changing any terms, conditions etc. of the original contract.

6. The bidder must submit GST certificate along with its bid documents.

7. Submission of tender will signify the acceptance of all terms and conditions of the contract as above. It will not be obligatory for the Institute to accept the lowest quotation & no explanation shall be given for the cause of rejection of quotation to any tenderer.

8. The Institute reserves the right to reject/any/all tender (s) without assigning any reasons whatsoever. Canvassing in any form will be considered as disqualification from award of contract.



9. Please also see Annexure-A for terms and conditions of the contract, Annexure-B to be filled by the tenderer(s) giving their details, Annexure-C for rates for HP Brand Cartridges, and Annexure-D for details of rates for Samsung Brand Cartridges.

ANNEXURE-A

The Contract shall be governed by the following terms and conditions:-

1 The goods/items should be supplied within 05 days from the date of issue of purchase order/supply order either through email or telephonically.

i) The goods/items shall be delivered to IIIT Allahabad on Door Delivery basis. Unloading of goods and delivery to store at above mentioned place shall be responsibility of the firm.

ii) The supplier will be liable to replace the rejected /damaged/duplicate items within 05 days (as per instructions of the Institute), failing which the legal action will be taken as deemed fit by the Institute.

iii) **The tenderer must confirm in writing that the Cartridges supplied by him shall be as per specification and original (supplied goods should be accepted by the Institute) as mentioned in the Tender Enquiry and in case cartridges supplied by him found duplicate or inferior quality, the contract shall be cancelled and goods shall be purchased from the L-2 quoting firm or market, and the difference in price would be recovered from L-1 supplier. EMD will also be forfeited of the tenderer.**

iv) Payment will be made within 15 days after satisfactory report confirmed by Indentor. No conditions/clause with regard to interest etc. shall be entertained.

v) In case of failure on the part of approved supplier to supply the above mentioned items as per supply order within the stipulated period, the Institute shall be at liberty to purchase the said items from other sources and the approved supplier shall be liable to pay the excess amount which this Institute may have to incur being the difference of actual amount of purchase minus the amount as per approved rates. If the failure continues for the second time or repeated on the part of approved supplier, the contract shall be cancelled and performance security would be forfeited apart from taking other legal action by this Institute.

vi) Any dispute arising out of the contract shall be referred to Allahabad Jurisdiction only.

2. The Institute reserves the right to reject or to accept any quotation, in whole or in part without assigning any reason thereof.

3. The discount on items shall be mentioned in percentage. There should not be any erasing or over-writing whatsoever.

4. The contract may be place with one or more than one firms depending, upon



rates and other factors viz. L1 rates, quality of the product etc.

6. The tenderer should keep their offers valid up to one year from the date of starting the Rate Contract period.

7. The tenderers are requested to read and understand the terms and conditions of the contract mentioned in the foregoing paragraphs before sending their quotations, as no violation of the aforesaid terms and conditions shall be permitted once the quotation is accepted by this Institute.

8. Tenderer should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on IIIT-A website www.iiita.ac.in Intending tenderers are advised to visit www.iiita.ac.in for regular update, if any, till the closing date of tender for any corrigendum/ addendum/ amendment. IIITA will not be responsible for ignorance of corrigendum.

ANNEXURE-B

PARTICULARS TO BE FURNISHED BY THE AGENCY

1. Name of the Agency :
2. Address of the Agency:
3. Name of the proprietor of the Agency:
4. Telephone No. and eMail ID of Agency and Proprietor:

5. Details of Ministry/Department in which the Agency had worked earlier as mentioned in this Tender (if any):-

S. no.	Name of the Ministry/Department (Attach copy of Contract)	Year	Name/Contact no. of the Office of Client Ministry/Department

6. PAN/GST number of the agency:
7. Whether 'GST Certificate' and 'Income Tax Certificate' attached: Yes/No
8. EMD's Transaction Receipt No., Date and name of the Bank:

This is certified that the above facts are true, complete and correct to the best of my knowledge and belief. This is also certified that we are not blacklisted by any Government Department nor any criminal case is registered/pending against the Agency/Firm or its owner/partner anywhere in India. It is certified that I/We have read and understood the terms and conditions of this Tender and will abide by them till the completion of the contract period.

Dated:

Place:

(Signature of Proprietor)

Seal of the firm/Agency

S. [Signature]

Annexure-C

Rates for Annual Rate Contract for Supply of HP Brand Cartridges to IIIT Allahabad

Important: Only those firms are eligible to submit their bids who are authorized by OEM or have minimum turnover of Rs. 60 lacs in each of last two financial years.

1. Name and address of the Company/Firm/Agency:

2. Rates quoted for Printer Cartridges (new) Firms should also quote the maximum discount on new cartridge (on the mentioned cost of column no.2) on the buyback basis of empty toner/cartridges.

S.N	Description Of Cartridges	Maximum Discount in percentage on New Cartridges/Toners on MRP/Unit	Quoted maximum discount in percentage on MRP on new cartridges in exchange of empty cartridges
1	12AC		
2	88AC		
3	950 BLACK		
4	951 CYAN		
5	951 MAGENTA		
6	951 YELLOW		
7	955 BLACK		
8	955 CYAN		
9	955 MAGENTA		
10	955 YELLOW		
11	36AC		
12	920 BLACK		
13	920 CYAN		
14	920 MAGENTA		
15	920 YELLOW		
16	80A		
17	079A		
18	128A BLACK		
19	128A CYAN		
20	128A MAGENTA		
21	128A YELLOW		
22	78A		
23	42A		
24	678 BLACK		
25	678 COLOR		
26	201A BLACK		
27	201A CYAN		
28	201A YELLOW		
29	201A MAGENTA		



Annexure-D

Rates for Annual Rate Contract for Supply of Samsung Brand Cartridges to IIIT-A

Important: Only those firms are eligible to submit their bids who are authorized by OEM or have minimum turnover of Rs. 60 lacs in each of last two financial years.

1. Name and address of the Company/Firm/Agency:
2. Rates quoted for Printer Cartridges (new) Firms should also quote the maximum discount on new cartridge (on the mentioned cost of column no.2) on the buyback basis of empty toner/cartridges:

S.N	Description Of Cartridges	Maximum Discount (in percentage) on New Cartridges/Toners on MRP/Unit	Quoted maximum discount (in percentage) on MRP on new cartridges in exchange of empty cartridges
1	MLT D101S Black Toner		
2	MLT D115L Black Toner		

S. [Signature]