



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
धनबाद, झारखण्ड, भारत, पिन-826004
INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD
DHANBAD, JHARKHAND, INDIA, PIN-826004
(An Institute of National Importance under Ministry of H.R.D., Govt. of India)

STORES & PURCHASE SECTION Phone:(0326) 2235678 || Email : drps@ismdhanbad.ac.in || Website : www.iitism.ac.in

No.: INST-INS-003-19-20

Date: 15.04.2019

NOTICE INVITING TENDER

Subject: Supply of HP LaserJet Cratridge.

Indian Institute of Technology (Indian School of Mines), Dhanbad invites quotations for the following to be supplied and delivered in Purchase & Store Section.

S No	Full Description of items/ store	Qty	Delivery
1	Supply of HP LaserJet printer cartridge 88A	60 Nos.	At the Earliest /Ex-Stock
2	Supply of HP LaserJet printer cartridge 78 A	40 Nos.	
3	Supply of HP LaserJet printer cartridge 12A	20 Nos.	

Tender Schedule

Particulars	Date & Time
Bid Security or Earnest money deposit	Rs 16,000.00 (Rupees Sixteen Thousand Only)
Last date and time for submission of tenders	06.05.2019 at 1:00 P.M.
Date and time of opening of tenders	06.05.2019 at 4.00 P.M.

1. You are requested to quote your lowest rates for the supply of above items in the attached Format for Financial Bid (Annexure – I)
2. ***L1 will be decided on individual item or the decision of the committee will be final.***
3. Clarification(s) sought after the prescribed date shall not be entertained.
4. You may send your representative in the office of the undersigned at the scheduled date and time of opening of tender.
5. Tender should be submitted in sealed cover only super scribed with Enquiry No. and due date at the following address only:

The Assistant Registrar (P&S)
Indian Institute of Technology (Indian School of Mines),
Dhanbad – 826 004 Jharkhand



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Terms & Conditions

- 1) The rates should be quoted for each item separately.
- 2) Conditional offer will not be accepted.
- 3) IIT (ISM) does not issue any Form 'C' or 'D' towards sales tax concessional rate. Hence, full rate of GST applicable should be quoted.
- 4) **Educational discount**, if any, should be clearly mentioned.
- 5) **The firm should be a reputed firm having its registered office/ branch office in Jharkhand.**
- 6) **Bid Security or Earnest money deposit (EMD)**: should be submitted in form of A/c payee demand draft drawn in favor of **Registrar, IIT (ISM) Dhanbad** and payable at any other bank/branch located in Dhanbad.
- 7) Bid Security / EMD should be refunded to the successful bidder only on receipt of Performance Security.
- 8) **Performance Security/Performance Bank Guarantee (PBG)**: Performance Security/Performance Bank Guarantee: Performance Security has to be submitted from the successful bidder. Performance Security should be 10% of the ordered value. Performance Security may be furnished in the form of Bank Guarantee/Demand Draft from any Nationalized Bank only and. Performance security should remain valid for a period of **ninety days** beyond the date of completion of all contractual obligations of the successful bidder(s). No interest will be payable by IIT (ISM) Dhanbad on the Performance Security deposited. In case the contractor fails to provide satisfactory service, the Performance Security submitted by the bidder(s) is liable to be forfeited. An undertaking to this is to be submitted
- 9) **OEM Certificate**: In case the Bidder is not the OEM, the agreement certificate/authorization letter from OEM must be enclosed.
- 10) The Bidder should be registered with HP, Samsung, Canon, Xerox or Toshiba. Copy of registration to be attached.
- 11) The bidder should have at least two year experience in supply of Toners and Cartridges of HP, Samsung, Canon, Xerox & Toshiba in any Govt./Semi Govt. Dept/PSU.
- 12) Bidders are requested to quote for original and genuine items only. A certificate or a letter issued by the OEM declaring their firm sells original product is required to be produced along with bid. Quote for recycled/refilled cartridges will not be accepted.
- 13) The supplier / firm will be liable to supply genuine / original products only from original manufacturers that come in sealed, individually packed boxes with Maximum Retail Price (MRP), inclusive of all taxes, duly printed on the box/carton. The date of manufacture of these items should be clearly written on the items or its packing. **Items with manufacturing date older than six months on the date of delivery will be rejected and bidder shall be liable to replace the same with new ones.**
- 14) Your tender must be valid for **minimum 90 days** from the date of opening of tender.
- 15) *Each page in the bid document must be numbered properly and duly signed & sealed by the bidder on every page of the bid.*
- 16) **The items/ materials shall be required to be delivered at Purchase & Store Section, IIT (ISM) Dhanbad** at the risk and cost of the tenderer.
- 17) Unloading and installation shall be the complete responsibility of the supplier.
- 18) The stores are required to be delivered within 30 days. Late delivery may not be accepted.
- 19) **Advance payment is not admissible.** Payment shall normally be made within 3-4 weeks subject to receipt and acceptance & installation (as per Purchase Order Terms) of the ordered materials/items.
- 20) In the event date on which the tender is opened for acceptance is declared to be a holiday, the tenders shall be deemed to remain open for acceptance till the next working day.
- 21) Please send your offer by Regd.Post/ Speed Post/ Courier along with Courier receipt. Tender/ quotation will be received during IIT (ISM) working hours only (i.e. Monday to Friday). **By hand delivery will not acceptable at any circumstances. Late or delayed tenders shall be summarily rejected.**
- 22) Any other information that you may like to obtain, you are free to contact IIT (ISM) before submission of tender.
- 23) IIT (ISM) reserves the right to accept and/or to reject any/ all tenders without assigning any reason.

Assistant Registrar



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Annexure-I

PRICE SCHEDULE FOR GOODS BEING OFFERED WITHIN INDIA

Name of the Bidder _____

NIT Reference No. _____

File Reference No. _____

Sl. No.	Full Description of items with (HSN Code/SAC Code)	Quantity	Unit Price (in INR)	Total Amount (in INR)
1.				
2.				
3.				
Ex-Works Price-				
Packing & Forwarding				
Transportation				
FOR (IIT ISM) Dhanbad				
<u>GST/IGST (their rate(s) as the case may be, clearly specified)</u> Please note that IIT ISM is eligible for Concessional GST as per <u>Notification No. 45/2017- Central Tax (Rate) for CGST, 45/2017-State</u> <u>Tax (Rate) for SGST and 47/2017-Central Tax (Rate) for IGST,</u>				
Insurance up to Destination/handover (in case of fabrication)				
Installation & Commissioning charge				
Training charges, if any				
Additional Warranty Charges, if any				
Annual Maintenance Charge, if any				

*(On the basis of the technical specifications submitted)

Total Bid Price _____

in words _____

Note :

(a) The Price schedule of optional items shall be indicated in a separate sheet in the same Performa.

(b) Cost spare parts may be indicated separately

Signature of Bidder

Name _____

Business

Address _____