

NOTICE INVITING TENDER

Indira Gandhi Delhi Technical University for Women Kashmere Gate Delhi invites sealed tenders under two bid system from reputed and eligible contractors/firms in two bid system. Details of the NIT along with terms & conditions, specifications etc. can be seen/ downloaded at/from the University website www.igit.ac.in or on www.igdtuw.ac.in .Illustrated literature/leaflets for the supply/execution of item(s)/stores/work detailed in Annexure 'II' (Scope of Work). The rates will be valid for two years however initially procurement/ Refilling/re-conditioning of Ink /Toner Cartridge work will be awarded for one year extendable to second year on satisfactory performance.

Duly completed tender documents super-scribing " Refilling /Supply of Toner Cartridge Printer Toner/Cartridges" on the top of envelope are to be dropped in the Tender Box in Room No. 206, Administrative Block, and IGDTUW latest by 2.00 p.m. 25/09/2014 The tenders shall be opened at 3:00 p.m. on 25/09/2014 in the Seminar Hall, Administrative Block Indira Gandhi Delhi Technical University for Women, Kashmere Gate Delhi -110006, in the presence of tenderers or their representatives, if any.

Administrative officer

Copy to:-

1- PA to Registrar for kind information to Registrar

2- DFO

3- In-charge Stores



INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN
(Established by Govt. of NCT of Delhi under Act 9 of 2012)
Kashmere Gate, Delhi-110 006

LIMITED TENDER-NOTICE INVITING QUOTATION

Sealed item rate quotations are invited on behalf of Registrar, INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN,, Kashmere Gate, Delhi-110 006 **from eligible manufacturers /distributors /authorized dealers** for **“Supply and Refilling/re-conditioning of Ink /Toner Cartridge for printers /Photocopier”** as per the specification given in price bid attached with this NIQ:-

1	Name of work	Supply of 1. Supply and Refilling/re-conditioning of Ink /Toner Cartridge for printers /Photocopier
2	Last date, time and venue for submission of quotation	25/09/2014 up to 2.00 PM
3	Date, time and venue for opening of technical bid	25/09/2014 at 3.00 PM, seminar hall of the university.
4	Financial bid shall be opened after evaluation of technical bid/time notified thereafter	
5	Earnest Money Deposit (EMD)	Rs. 50,000/-

The bids shall be submitted in two stages viz. (i) *Technical bid* (ii) *Financial bid*.

Eligibility:-

- Certificate of Authorized dealership/distributor/manufacturer. in case of manufacturer, they will self certify so. Authorized dealers/distributor shall attach attested copies of dealership/distributorship certificates issued by the manufacturer.*
- Undertaking by the agency in its Letterhead that:-*
 - that it has not been barred or blacklisted by any of the Central/State government/Departments/Organizations/Central or State PSU*
 - that it will ensure fair trade practice.*
 - that the proprietor/partners of the agency do not have any relative employed with IGDTUW University.*
- Should have valid registration with DVAT Deptt. of Govt. of Delhi*
- For refilling:** *Should be having sufficient experience and expertise in providing the refilled/ Refurbishing the toner/ cartridges.(Please see scope of work Annexure-III)*
For supply : *should be established authorized (OEM) suppliers/channel partner/reseller for the supply of Toners/Cartridges on contract basis with at least 05 years of experience in supplying of toner/cartridges to the government/PSU organizations as OEM suppliers. The firm should be located in NCR Delhi.*

4. Terms & Conditions:-

(1) The bidder shall place his bids in two separate envelopes marked "Technical Bid" and "Financial bid". All documents in support of eligibility as well as another envelope containing DD/Pay order for EMD shall be placed in the envelope marked "Technical Bid". The offered rates shall be placed in the envelope marked "Financial bid". Both these bids should be super-scribed with name of work and shall be placed in a third envelope which shall be super-scribed "**Quotation for:-** "Supply and Refilling/re-conditioning of Ink /Toner Cartridge for printers /Photocopier
Envelop1: Technical Bid

- a. This must contain original/downloaded tender document duly signed by authorized signatory on each page.
- b. Documentary proof of eligibility criteria as mentioned above.
- c. Covering letter and letter of submission
- d. Earnest Money Deposit in the form of DD/Pay order in favour of "**Registrar, IGDTUW GIA SB A/C**"

Envelop2: Financial Bid: Duly filled and signed by authorized signatory as per attached annexure.

- (2) Bids without EMD will be summarily rejected.
- (3) Conditional Bids will be summarily rejected.
- (4) Bids received after due date & time shall be summarily rejected.
- (5) The "Financial bid" of those bidders whose technical bids have qualified will only be opened.
- (6) Rate must be quoted in Indian Rupees only net in figures & words with applicable rate of taxes, levies, cartage handling, loading, unloading etc.
- (7) Delivery: - F.O.R. IGDTUW, Kashmere gate Delhi-110006
- (8) Manufacturer should have authorized service centre in Delhi/NCR.
- (9) Delivery period: - 45 days from the date of supply order.
- (10) The EMD of unsuccessful bidders shall be refunded immediately.
- (11) The successful bidder have to submit a Performance Security Deposit @ 5% of the quoted value in the form of Demand Draft/Pay order/FDR drawn in favour of "**Registrar, IGDTUW GIA SB A/C**" Delhi within 7(seven) days of the communication accepting the bid. The Performance Security Deposit should have the validity of guarantee period +two months.
- (12) In case the successful bidder fails to deposit the Performance Security within the stipulated 7 (seven) Days of the communication accepting the bid, the EMD shall be forfeited to IGDTUW absolutely.
- (13) In case the successful bidder fails to supply the item(s) within the delivered period, a sum equal to 0.5% of the contract price per week or part thereof until the actual delivery subject to maximum of 10% of the value of supply order shall be deducted.
- (14) The payment will be made after delivery and satisfactory installation.
- (15) The validity of the bid will be 120 days from the date of opening of financial bids. During the Validity period, the successful bidder shall not be allowed to withdraw. In case of withdrawal, the EMD. EMD shall be forfeited to IGDTUW absolutely and no claim shall be admitted in this regard. Such bidder shall not be allowed to participate in the re-quotationing process.
- (16) The rates of successful bidder will be valid for 24 months from the date of issue of letter of acceptance.
- (17) University reserves the right to reject any or all the bids or accept them in part or reject the lowest bid without assigning any reason.

- (18) *Unauthorized substitution or materials delivered in error of wrong description or quality or supplied in excess quantity or rejected goods shall be returned to the bidder at bidder's cost & risk.*
- (19) *All the items mentioned in the list should be genuine, of export quality and of the specified branded company. If the material supplied is found to be of substandard quality, the same will be returned/replaced and the IGDTUW shall not be responsible for any loss to the concerned supplier for such supply. If the supplier is not able to supply the original items, appropriate action may be taken against the firm i.e. Imposition of penalty, cancellation of contract or forfeiture of EMD with the contract including blacklisting the firm. The firm will also be liable for any damage caused to the printer/equipment by spurious toner cartridge supplied.*
- (20) *The successful bidder shall make all arrangements towards safe and complete delivery at the designated location indicated in the supply order. Such responsibility on the part of the bidder will include taking care of insurance, freight, state level permits etc. as applicable.*
- (21) *In case of any dispute relating to meaning, scope, manufacturing, operation or effect of this contract or the validity or the breach thereof, University and the contractor shall make every effort to resolve amicably by direct discussion/negotiation.*
- (22) *In case the dispute cannot be settled amicably within 30 days of the raising of dispute by either party, either party may seek settlement of the dispute by arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on all the parties. The sole arbitrator shall be appointed by Vice Chancellor, IGDTUW.*
- (23) *The performance under this contract shall not be stopped for any reason whatsoever during the said dispute/proceedings unless the contractor is specifically directed to do so by the University.*
- (24) *The venue of arbitration proceedings shall be Delhi/New Delhi. The language of proceedings shall be English. The law governing the substantive issues between the parties shall be the Laws of India. All disputes are subject to Jurisdiction of Delhi Courts only.*
- (25) *It is also a term of the contract that if any fee payable to the arbitrator, shall be paid equally by both the parties. It is also a term of the contract that the arbitrator shall be deemed to have entered in the reference on the date he/she issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.*
- (26) *The vendor, who declines to supply any item at contracted price, in the stipulated time, will be blacklisted.*
- (27) *Cutting/overwriting on the price quoted shall be treated as an invalid bid*
- (28) *Force Majeure.*
For purpose of this clause, 'Force Majeure' means an event beyond the control of the contractor and not involving the contractor's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the University either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargo.
If a Force Majeure situation arises, the contractor shall promptly notify the University in writing of such conditions and cause thereof. Unless otherwise directed by the University in writing, the contractor shall continue to perform its obligations under this contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

This NIT has also been uploaded on University website

**SCOPE OF WORK
(Reconditioning/refilling of cartridge)**

*To refill/ recondition/ remanufacture black and colour blank printer cartridges of various brands and models (mentioned in **Annexure II**), with good quality toner/ink and replace drum, doctor blade, wiper blade, magnetic (MCR), PCR, Toner powder, circuit chip, chip, stamp etc whenever required.*

- 1. Refilling of printer toner cartridge, replacement of worn out drum, magnetic roller, blades etc. for printers as per requirement.*
- 2. The pickup of the empty cartridge and supply of duly refilled/refurbished cartridges by the supplier as and when required by Indira Gandhi Delhi Technical University. The cartridge shall be collected and delivered by the supplier from Stores Section Indira Gandhi Delhi Technical University at his own cost.*
- 3. No cartage will be paid for the above work. No extra delivery charges shall be paid in this regard.*
- 4. Annual Rate Contract of Re-filling/ republishing of Printer Toner Cartridges during the financial year 2014-15 . The rates will be valid for two years however initially work will be awarded for one year extendable to second year on satisfactory performance. Indira Gandhi Delhi Technical University, Delhi reserves the right to split the order between two or more successful bidders to meet the requirement. The order shall be released on need basis.*
- 5. The toner cartridges supplied by the agency to IGDTUW shall have to be packed in cardboard boxes (dust proof).*
- 6. The rates offered shall be inclusive of all levies, taxes transportation costs, (as mentioned in the quotations of the agency), cost of parts toner, labour, packaging, and no extra claim what so ever in this regard shall be entertained.*
- 7. Quantity of toner powder must be as per the specification of Manufacturer of toner cartridge.*
- 8. Empty toner cartridges for reconditioning/ remanufacturing will be provided By Indira Gandhi Delhi Technical University and marked as "SUPPLY BY IGDTUW" to ensure that the firm/ bidder supply the same back.*
- 9. Old replaced parts shall be the property of the vendor.*
- 10. The output/ yield of reconditioned/ remanufactured toner cartridges should be 90% of that of an Original Equipment Manufacturers (OEM) and within the range of +/- 10% of OEM at 5% coverage area i.e. text mode.*

Annexure-II

Financial Bid

Name of work:- :- **“Supply and Refilling/re-conditioning of Ink /Toner Cartridge for printers**

	Printer/Cartridges Specifications	Supply of Cartridge			Refilling of toner Cartridge		
		Unit Price (In Rs.)	Tax (In Rs.)	Total Amount Inclusive of All taxes (In Rs.)	Unit Re-filling Price (In Rs.)	Tax (In Rs.)	Total Amount of refilling Inclusive of All taxes (In Rs.)
1	HP Laser jet 1500/1505/1522NF series Cartidge NO. 36A						
2	HP Laser jet 1200/1000 Cartidge NO. 15A						
3	HP Laser jet P1108/P1007/M1136/HP 1107 Cartidge NO. 88A						
4	HP Laser jet M1005 MFP/1022/1022 Cartidge NO. 12A						
5	HP Laser jet 1536 DNF/P 1606DN Cartidge NO.CE-278A						
6	HP 2600DN Cartidge NO.6002						
7	HP Laser jet CE 505A (HP ij 2055Dn) Cartidge NO. 05A						
8	Samsung ML-1610 Cartidge NO. 1610D2						
9	Samsung ML-3310ND Cartidge NO. ML-3310ND						
10	Canon MF- 3010 Cartidge NO- Canon 925						
11	Toshiba Photocopier E-5200 Cartidge NO T1600-D						
12	Sharp photocopier AR-5618 Cartidge NO AR 5618						
13	Canon Photocopier IR 2320L Cartidge NO IR 2320L						

(Authorized Signature)

Name of the Authorized person: _____

Name of the Company: _____ Address of the company: _____ Contact No. : _____

Email Id: _____

Seal of the company:

Technical Bid

Name of work:- :- "Supply and Refilling/re-conditioning of Ink /Toner Cartridge for printers

PROFILE

1	Name of the Tenderer (In block letters)	
2	Status of the firm i.e. Public Ltd/ Pvt. Ltd /Partnership firm or proprietor ship firm	
3	Name of the Director/Partner/Proprietor/ Authorized Signatory of the firm	
4	Complete address of the Firm with Phone No. Mobile No:	

OTHER DETAILS

				Page No.
1	Tin/VAT registration no. (Issued by Trade & Tax Department, GNCTD.)	Regn. No. _____ Copy of certificate attached	YES/NO	
2	PAN number	No.	YES/NO	
3	Authorization Certificate/ Propriety Certificate if any		YES/NO	
4	Certificate having executed similar order/work/AMC in Govt. Offices/Public Sector Undertaking/ Edu. Institution		YES/NO	
5	EMD for Rs.-----	DD/FDR No. _____ Date _____ Name of Bank & Branch	YES/NO	
6	Brochure/Leaflets/Technical Information of the item(s), if any		YES/NO	
7	All pages of Tender Document, duly signed.		YES/NO	
8	Detailed Technical specifications, Terms & Conditions and Delivery period to be submitted on firm's letter head.		YES/NO	

Attach copies of above documents duly signed by Tenderer.

All the facts as stated above are true to the best of my knowledge and belief. Further I have one through the terms & conditions and agreed to abide by the same.

Signature of the tenderer or the Authorized Signatory
with Seal of the firm/company