



Himachal Pradesh Technical University

(A State Government University)

Village & Post Office Daruhi, Teh& Distt. Hamirpur (H.P.) – 177001

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No.HPTU/FB/Printer/28/2013VoII-2- 8147

Date: 30/10/2024.


Tender Document

Subject: Tender for empanelment/Rate Contract for providing Toner Cartridge.

For providing printer toner cartridge to HP Technical University, Daruhi, Hamirpur Tenders in sealed envelope are hereby invited from the supplier or dealers of printer cartridge items as per specification mentioned in annexure-III.

No.	Last Date & Time for submission of Tender	12/11/2024 Up to 2:00 PM
Date:-	Tender opening Date & Time:	12/11/2024 at 3:00 PM
Cost of Tender form Rs. - Nil	Tender document can be downloaded from our website i.e. http://www.himtu.ac.in	

Note:- If the date fixed for the opening of tender is declared a holiday, the tender shall be opened on the next working day at the same time as fixed for the original date for this purpose.


Purchase Officer,
H P Technical University,
Hamirpur.

Annexure-I

TERMS AND CONDITIONS:

1. The tender document should be duly signed by Tenderer. All the columns of tender document shall be duly, properly and exhaustively filled in. The rates shall not be overwritten.
2. Late tenders i.e. tenders received beyond the expiry of stipulated date & time/posted either on or after the prescribed stipulated date & time, shall not be accepted and consequently be returned back in sealed & unopened condition to the concerned bidder.
3. **Quoted rates should be inclusive of all taxes.**
4. The rates quoted shall be firm for all period of contract by bidder.
5. All photo copies of documents attached with the tender should be duly self attested.
6. The tender shall be opened in the presence of tenderers or their authorized representatives who wish to appear on schedule date.
7. The tenders who do not fulfill the mentioned conditions their tender will be straight way rejected.
8. In case, successful bidder uses the poor quality material, suitable penalty shall be imposed on the firm which will be deducted from the performance security and the firm may also be blacklisted by the university.
9. In case, successful bidder(s) fails to provide material, HP Technical University shall have the right to give supply order of material to other bidders on L-1 rates.
10. The Firm shall ensure compliance of all laws, conditions and other laws in force from time to time.
11. Payment will be released within 15 days after delivery of material.
12. The material shall have to be supplied/provided as and when order is given as required.
13. Telegraphic quotations or quotations received through fax/e-mail shall not be considered for evaluation purpose.
14. Any dispute emerging from contract shall be subject to the jurisdiction of court at Hamirpur.
15. **The rates should be valid up to one year from the date of awarding the work order, which may be extended further till finalization of new tender/rates.**
16. For any query regarding tender please contact the Purchase Officer, HP Technical University VPO Daruhi, Hamirpur.
17. Quoted rates should not more than MRP printed on the item/product.
18. The successful bidder who is awarded the contract shall be required to deposit Performance security of ₹ 5,000 in the form of FDR/demand draft/Banker Cheque from any scheduled commercial bank drawn in favour of the **"Finance Officer HP Technical**



University, Hamirpur-177001. The security deposit will be forfeited for non-delivery of toner cartridge in time or supply of poor quality/substandard material.

19. Refund of performance security – The performance security shall be refunded after 15 days of completion of original contract or extended period of contract.
20. Supply should be F.O.R at Himachal Pradesh Technical University, Village Daruhi, Hamirpur.
21. Rates must be quoted both in figure as well as in words. If there is a discrepancy between words and figure of the unit rates, the unit rates in words will prevail.

I/We hereby quoted to supply the goods/material of good quality at the rates specified in the Schedule and within the time specified in the conditions of the contract. The terms and conditions given in the Annexure-II have been read over and shall be binding upon me/us in the event of acceptance of my/our tender.



Read and accepted

Dated:

Signature of tenderer

Name/Seal of Firm/agency:

Tender Submission Guidelines/Norms

The quotation shall have to be submitted in two-envelope system in the following manner:

Envelope No. 1 (Technical bid) – shall be superscripted as “Technical Bid – and shall contain the following:

- i. Attached Copy of GST No.
- ii. Attached copy of PAN card of the firm.

Envelope No. 2 (Price bid) - shall be given in Performa Annexure-III (A,B &C) and shall be superscripted as “**Financial Bid**”. It shall contain the following:

- i Signed and stamped copy of quoted prices duly filled “Financial Bid”

Both the envelopes 1 & 2 shall be put in third large envelope super scribed as “**Tender for Toner cartridge**”, **Addressed to:** - The Purchase Officer, HP Technical University, VPO Daruhi, Hamirpur (H.P).

Evaluation of Bids

During bid evaluation, the Purchaser may ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered or permitted.

In case of few items being quoted at the lowest rate by a bidder or bidders other than a bidder who has quoted the lowest rates for the majority of the items of the tender, in such a situation, decision may be taken by the tender opening and evaluation committee to negotiate on the rates of the remaining items with the bidder who has quoted the lowest rates for majority of the items of tender.

The tender Accepting Authority reserves the right to reject any or all tenders without assigning any reasons thereof, either in full or in part, even after opening of Technical bid or financial bid.

Price Bid

Annexure-III-(A)

List of Toner Cartridge

Sr. No.	Name of Items	Original Company Toner cartridge rates per unit. (Inclusive of All Taxes)	
		Rates in figures	Rates in words
1.	Toner cartridge 77A		
2.	Toner cartridge 12A		
3.	Toner cartridge 78A		
4.	Toner cartridge 89A		
5.	Toner cartridge 80A		
6.	Toner cartridge 88A		
7.	Toner cartridge 319		
8.	Toner cartridge 3310		
9.	Toner cartridge HP 158X		

Note: - Rate to be inclusive of all taxes. Quoted rates should be clear & readable without any overwriting.

This is to certify that I/We have read and fully understood all terms and conditions mentioned at Annexure-I & II in the tender form and undertake myself/ourselves to abide by them and the information provided in this reference is true.



Date:

Place:

address.....

For (Authorized Signatory)

Name of Firm.....

Complete

.....

Seal/Stamp.....

PAN No.

Price Bid

Annexure-III-(B)

List of Toner Cartridge

Sr. No.	Name of Items	Compatible Toner cartridge rates per unit. (Inclusive of All Taxes)	
		Rates in figures	Rates in words
1.	Toner cartridge 77A		
2.	Toner cartridge 12A		
3.	Toner cartridge 78A		
4.	Toner cartridge 89A		
5.	Toner cartridge 80A		
6.	Toner cartridge 88A		
7.	Toner cartridge 319		
8.	Toner cartridge 3310		
9.	Toner cartridge HP 158X		

Note: - Rate to be inclusive of all taxes. Quoted rates should be clear & readable without any overwriting.

This is to certify that I/We have read and fully understood all terms and conditions mentioned at Annexure-I & II in the tender form and undertake myself/ourselves to abide by them and the information provided in this reference is true.



Date:

For (Authorized Signatory)

Place:

Name of Firm.....

address.....

Complete

.....
Seal/Stamp.....
PAN No.

Price Bid

Annexure-III-(C)

List of Toner Cartridge

Sr. No.	Name of Items	Refilling of Toner cartridge rates per unit. (Inclusive of All Taxes)	
		Rates in figures	Rates in words
1.	Toner cartridge 77A		
2.	Toner cartridge 12A		
3.	Toner cartridge 78A		
4.	Toner cartridge 89A		
5.	Toner cartridge 80A		
6.	Toner cartridge 88A		
7.	Toner cartridge 319		
8.	Toner cartridge 3310		
9.	Toner cartridge HP 158X		

Note: - Rate to be inclusive of all taxes. Quoted rates should be clear & readable without any overwriting.

This is to certify that I/We have read and fully understood all terms and conditions mentioned at Annexure-I & II in the tender form and undertake myself/ourselves to abide by them and the information provided in this reference is true.



Date:

For (Authorized Signatory)

Place:

Name of Firm.....

address.....

Complete

.....

Seal/Stamp.....

PAN No.