

PONDICHERRY UNIVERSITY

(A Central University)

Tender Notification

Sub: Purchase of Computer Consumable items – Sealed Quotations Called for – Reg.

Sealed quotations are invited for purchase of Computer Consumable items as per the details given in the Annexure:-

1. The sealed quotations should reach the Asst. Registrar (Purchase), Pondicherry University, R.V. Nagar, Kalapet, Puducherry – 605 014 on or **before 3.00 P.M. on 18.12.2014** and they will be opened on the **same day at 3.30 P.M.** in the presence of available bidders. The offers will not be considered, if received after the bid closing date and time.
2. This invitation is open to manufacturers and authorized distributors/Reseller who are having atleast 3 years of experience in supplying toner/cartridges to the Ministries/ Departments of the Govt./PSU. A copy of such authorization (ink signed) has to be compulsorily attached with the bid.
3. University will not accept any Duplicate/Substandard items. If the supplier is not able to supply the original items, appropriate action may be taken against the firms, which includes, imposition of penalty, cancellation of contract, forfeiture of EMD/Performance security deposit, blacklisting the firm, etc.,
4. The quotations should be sealed and superscripted as “Quotation for supply of Computer Consumable Items”
5. Rates quoted must be valid for one year.
6. The rates should be inclusive of all taxes, freight, packing, forwarding, etc.
7. The rate quoted shall be on FOR destination basis at our premises (central stores godown, Administrative Building).
8. All the bidders are required to submit their quotation along with sample (whenever required) on or before the last date and time of tender to the Purchase & Stores Section, Pondicherry University.

9. EMD and Tender Document Fee should be remitted **separately** in the form of Demand Draft from any one of the nationalized banks, drawn in favour of the Finance Officer, Pondicherry University, payable at Puducherry as per the details given below:-

Sl. No.	Name of the items	Tender processing fee	E.M.D.
1	Computer Consumable items (Collectively)	Rs. 300/=	2.5% of Total value of tender

10. Any tender, submitted without EMD & Tender Processing Fee, will not be accepted.
11. The firm should have been in **existence for at least last three years** (proof to be Attached)
12. The tender is not transferable.
13. The offers received through telex/tele-fax/e-mail will not be accepted by the University under any circumstances.
14. The University shall not be responsible for any delay / loss or non-receipt of tenders by post / courier service.
15. No unsolicited correspondence shall be entertained after the submission of the offer.
16. Quoting merely the lowest price does not confer any right on any bidder for award of supply order. The University's Purchase Committee, reserves the right to select any bid on the ground of quality, brand reputation, offer of additional / special features, compatibility, etc.
17. The University also reserves the right to reject any bids with unbranded / substandard brand / un-certified brands of products even if they are found to be the lowest.
18. University will place supply orders to the successful firm in phased manner, as and when necessity arises.
19. Delivery is to be made within 7 days from the date of receipt of supply order during the working days on office hours.
20. The broken and the rejected quantity, if any, shall be replaced within 3 days time positively.

- 21 If any article is not up to the prescribed quality or specification, it is liable for outright rejection.
- 22 At the time of dispatch of articles, Delivery Note / Challan should be given along with the articles.
- 23 The price approved should be maintained without any change during the contract period of 1 year.
- 24 Failure to supply the item indented within delivery time will result in automatic cancellation of supply order. Such automatic cancellation empowers the University to purchase the items from other available sources and to recover the difference between the price so paid and those payable under the contract. Also failure to comply with the general spirit of the contract will lead to termination of contract and effecting purchases required from outside sources and to recover the loss in such kind of purchase from the supplier. This University also reserves the right to forfeit the Deposit for non-observance of the general spirit of the contract.
- 25 Timely supply of the ordered items, in good condition (wherever applicable), etc., is the essence of the contract. In case of failure to supply within the time specified in the Purchase order, a penalty of 0.5% of the total value per week of a part thereof shall be levied subject to a maximum of 7.5% of the value of items which are not supplied. The decision of Pondicherry University shall be final in this regard.

Date: 19.11.2014

REGISTRAR

PONDICHERRY UNIVERSITY
PURCHASE & STORES SECTION

ANNEXURE – I

Estimated requirement of Computer Consumable items for the Year 2014 - 2015

S.N.	Name of the items	Make	Qty. Reqd.	Quote Rs.
A	Computer Paper: With University's Logo	Sample to be produced		
1	10" X 12" X 1 part – 80 GSM (1000 per Box)	“	150 Boxes	
2	15" X 12" X 1 part – 80 GSM (1000 per Box)	“	100 Boxes	
B	Computer Devices:			
1	CD – Recordable (Box Of 100 Nos.)	Sony	40 Boxes.	
2	CD – Rewritable (Box of 10 Nos)	Sony	50 Boxess.	
3	DVD – Recordable (Box Of 100 Nos.)	Sony	20 Boxess.	
4	CD - Pouch	Sample to be produced	3000 Nos	
5	Lipi Line ribbon – LIPI 6306	LIPI	50 Nos.	
6	LQ 1050/LQ 1070	Epson	200 Nos.	
7	HD/LQ 1170	Epson	100 Nos.	
C	Laser Printer Toner: (Original only)			
1	HP Laser Printer Toner 35 A (Black)	HP	10 Nos.	
2	HP Laser Printer Toner 36 A (Black)	HP	10 Nos.	
3	HP Laser Printer Toner 88 A (Black)	HP	50 Nos.	
4	HP Laser Printer Toner 13 A (Black)	HP	10 Nos.	
5	HP LJ Laser Printer Toner 12 A (Black)	HP	100 Nos.	
6	HP LJ1160/1320 Printer Toner 49 A (Black)	HP	10 Nos.	
7	HPC 7115 A Laser Printer Toner 15 A (Black)	HP	10 Nos.	
8	HP CE505 A Toner 05 A (Black)	HP	20 Nos.	
9	HPCE 278 A (78 A Black Toner)	HP	30 Nos.	
10	HPQ 7551 A (51 A Printer Black Toner)	HP	5 Nos.	
11	HP LPJ 96 A Printer Toner Black	HP	5 Nos.	
12	HPLJ pro P1606dn printer Toner	HP	5 Nos.	
13	HP Q6000A Black Toner	HP	5 Nos.	
14	HP Q6001A Cyan Toner	HP	5 Nos.	
15	HP Q6002A Yellow Toner	HP	5 Nos.	
16	HP Q6003A Magenta Toner	HP	5 Nos.	
17	Canon NPG 28 Xerox Machine Toner	Canon	20 Nos.	
18	Canon NPG 26 Xerox Machine Toner	Canon	10 Nos.	

19	Canon NPG 51 Xerox Machine Toner	Canon	10 Nos.	
20	Canon NPG 52 Black Xerox Machine Toner	Canon	5 Nos.	
21	Canon NPG 52 Cyan Xerox Machine Toner	Canon	5 Nos.	
22	Canon NPG 52 Magenta Xerox Machine Toner	Canon	5 Nos.	
23	Canon NPG 52 Yellow Xerox Machine Toner	Canon	5 Nos.	
24	Canon 318 Black Xerox Machine Toner	Canon	5 Nos.	
25	Canon 318 Cyan Xerox Machine Toner	Canon	5 Nos.	
26	Canon 318 Magenta Xerox Machine Toner	Canon	5 Nos.	
27	Canon 318 Yellow Xerox Machine Toner	Canon	5 Nos.	
28	Canon LBJ – 3250 (313 Black Toner)	Canon	20 Nos.	
29	Canon LBP 6018 (925 Black Toner)	Canon	5 Nos.	
30	Canon MF 4380 dn Toner	Canon	10 Nos.	
31	Canon MF 4350 D Toner	Canon	10 Nos.	
32	Canon FX9 Fax Toner	Canon	5 Nos.	
33	Canon L & P 3300 (308 Black Toner)	Canon	15 Nos.	
34	Canon LBP 6300 DN (319 Black Toner)	Canon	5 Nos.	
35	Canon Image class KF 4570dn	Canon	5 Nos.	
36	Samsung MLT – 1053 Toner	Samsung	5 Nos.	
37	Samsung SCX 4521F (Black Toner)	Samsung	10 Nos.	
38	Samsung ML – 3471ND/3470ND (Black Toner)	Samsung	5 Nos.	
39	Samsung 2240 (Black Toner)	Samsung	5 Nos.	
40	Samsung ML – 2571 (2010D3 (Black Toner)	Samsung	15 Nos.	
41	Samsung ML – 2851/2850 (Black Toner)	Samsung	15 Nos.	
42	Samsung ML – 1640 (Black Toner)	Samsung	5 Nos.	
43	Samsung ML - 2245 (Black Toner)	Samsung	30 Nos.	
44	Samsung ML – 2245 (Drum Cartridge)	Samsung	10 Nos.	
45	Samsung CLP 610 ND (Toner)	Samsung	5 Nos.	
46	Samsung CLP 310N/300N (Toner)	Samsung	5 Nos.	
47	Samsung ML - 1866 (Toner MLT-D 1043)	Samsung	5 Nos.	
48	Samsung ML – 1860 Series (MLT-D 1043S)	Samsung	5 Nos.	
49	Toshiba E Studio 160 Xerox Machine Toner	Toshiba	5 Nos.	
50	Toshiba E Studio 161 Xerox Machine Toner	Toshiba	5 Nos.	
51	Toshiba E Studio 162 Xerox Machine Toner	Toshiba	5 Nos.	
52	Toshiba E Studio 167 Xerox Machine Toner	Toshiba	5 Nos.	
53	Kilburn TK 410 Xerox Machine Toner	Kilburn	10 Nos.	
54	Kilburn TK 439 Xerox Machine Toner	Kilburn	5 Nos.	
55	Konica Minolta – 162 (MFD BIZHUB)	Konica	10 Nos.	
D	Computer/Printer Accessories:			
1	Pen drive Transcend 4 GB	Transcend	100 Nos.	
2	Pen drive Transcend 8 GB	Transcend	100 Nos.	
3	Pen drive Transcend 16 GB	Transcend	50 Nos.	
4	600 VA UPS (For Computer)	*	50 Nos.	

* Item Number 4 (in D) Warranty period: with minimum warranty of 2 years