

PONDICHERY 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 (P&S), Pondicherry University, R.V. Nagar, Kalapet, Puducherry – 605 014 on or before 3.00 p.m. on 19.09.2016 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 Computer Consumable to the Ministries / Government Department/Public Sector undertakings. A copy of such authorization letter (**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 firm, which includes, imposition of penalty, cancellation of contract, forfeiture of EMD/Performance security deposit, blacklisting the firm, etc.
4. The quotation should be sealed and superscripted as “Quotation for supply of Computer Consumable items only”.
5. The firm should quote rates for the advertised products/makes and not for the others available makes in the markets.
6. Rates quoted must be valid for one year.
7. The rates should be quoted by inclusive of all taxes, freight, packing, forwarding, etc.
8. The rate quoted shall be on FOR destination basis at our premises (Central stores godown, Administrative Building).
9. All the bidders are required to submit their quotation on or before the last date and time of the tender to the Purchase & Stores Section, Pondicherry University.
10. 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 Pondicherry as per the details given below:-

Sl. No.	Name of the items	Tender Document fee	E.M.D.
1.	Computer Consumable items (Collectively)	Rs. 300/-	Rs. 10,000/=

11. Any tender, submitted without EMD & Tender Document Fee, will not be accepted.
12. The tender is not transferable.
13. The firm should have valid license obtained from the respective Government agencies for doing
14. Business of Computer consumable items.
15. The firm should have been in **existence for at least last three years** (proof to be attached)
16. 15 The offers received through telex/tele-fax/e-mail will not be accepted by the University under any circumstances.
17. The University shall not be responsible for any delay/loss or non-receipt of tenders by post/courier service
18. No unsolicited correspondence shall be entertained after the submission of the offer.
19. 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.
20. The University also reserves the right to reject any bids with unbranded/substandard brand/un-certified brands of products even if they found to be lowest.
21. University will place supply orders to the successful firm in phased manner, as and when necessity arises.
22. Delivery is to be made within 7 days from the date of receipt of supply order during the working days on office hours.
23. The broken and the rejected quantity, if any, shall be replaced within 3 days time positively.
24. If any article is not up to the prescribed quality or specification, it is liable for outright rejection.

25. At the time of dispatch of articles, Delivery Note/Challan should be given along with the articles.
26. The price approved should be maintained without any change during the contract period of 1 year.
27. 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 you. This University also reserves the right to make the firm forfeit the Deposit for non-observance of the general spirit of the contract.
28. 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/LD of 0.5% of the total value per week of a part thereof shall be levied subject to a maximum of 7.5% in respect of items which are not supplied. The decision of Pondicherry University shall be final in this regard.

Date: 23.08.2016

REGISTRAR

**PONDICHERRY UNIVERSITY
PURCHASE & STORES SECTION
ANNEXURE – 1**

Estimated Purchase proposal for Computer Consumable items for the Year 2016 -2017

	Name of the items	Make	Qty. Required (approx.)	Quote Rate Rs. P.
A	Computer Paper: with University's Logo	Sample to be produced		
1	10'X12'x1 part – 80 GSM (1000 sheets per Box)	“	200 Boxes	Per box
2	15'X12'x1 part – 80 GSM (1000 sheets per Box)	“	150 Boxes	Per box
B	Computer Devices:			
1	C.D. Recordable (Box of 100 Nos.)	Sony	20 Boxes	Per box
2	C.D. Re-Writable (Box of 10 Nos.)	Sony	20 Boxes	Per box
3	D.V.D. Recordable (Box of 100 Nos.)	Sony	20 Boxes	Per box
4	D.V.D. Re-Writable (Box of 10 Nos.)	Sony	10 Boxes	Per box
5	C.D. Pouch	Sample to be produced	2000 Nos.	Per item
6	Lipi Line ribbon cartridge - LIPI 6306	LIPI	60 Nos.	Per item
C	Laser Printer Toner items: (Original only)			
1	HP Laser Printer Toner 88A Black (Dual pack)	HP	75 Nos.	Per item
2	HP Laser Printer Toner 12A Black (Dual pack)	HP	50 Nos.	Per item
3	HP Laser Printer Toner 78A Black (Dual pack)	HP	35 Nos.	Per item
4	HP Laser Printer Toner 05A Black (Dual pack)	HP	13 Nos.	Per item
5	HP Laser Printer Toner 36A Black (Dual pack)	HP	6 Nos.	Per item
6	HP Laser Printer Toner 35A Black (Dual pack)	HP	6 Nos.	Per item
7	HP Laser Printer Toner 13A Black (Dual pack)	HP	6 Nos.	Per item
8	HP Laser Printer Toner 49A Black (Dual pack)	HP	6 Nos.	Per item
9	HP Laser Printer Toner 55A Black	HP	3 Nos.	Per item
10	HP Laser Printer Toner 51A Black	HP	3 Nos.	Per item
11	HP Laser Printer Toner 508A Black	HP	3 Nos.	Per item
D	Samsung Toner items (Original only)			
1	Samsung MLT – D101S Black Toner (Dual pack)	Samsung	25 Nos.	Per item
2	Samsung MLT – D 2010 D3 Black Toner (Dual pack)	Samsung	15 Nos.	Per item
3	Samsung ML - 2245 Drum Cartridges)	Samsung	5 Nos.	Per item
4	Samsung ML - 2245 (106S Black Toner)	Samsung	20 Nos.	Per item
5	Samsung ML1860/1866 Series (MLT - D1043 Black Toner)	Samsung	5 Nos.	Per item
6	Samsung SCX 4521F Black Toner (Dual pack)	Samsung	8 Nos.	Per item

7	Samsung ML – 3470ND/3471ND Black Toner	Samsung	10 Nos.	Per item
8	Samsung Toner Cartridge K406S (Cyan)	Samsung	2 Nos.	Per item
9	Samsung Toner Cartridge K406S (Magenta)	Samsung	2 Nos.	Per item
10	Samsung Toner Cartridge K406S (Yellow)	Samsung	2 Nos.	Per item
11	Samsung Toner Cartridge K406S (Black)	Samsung	2 Nos.	Per item
E	Canon Toner items (Original)			
1	Canon LBJ - 3250 (313 Black Toner) (Dual pack)	Canon	10 Nos.	Per item
2	Canon LBJ - 6018 (925 Black Toner) (Dual pack)	Canon	20 Nos.	Per item
3	Canon LBJ - 4380 (FX9 Fax Toner) (Dual pack)	Canon	10 Nos.	Per item
4	Canon LBP - 3300 (308 Black Toner) (Dual pack)	Canon	10 Nos.	Per item
5	Canon KF - 4570 DN (328 Black Toner)	Canon	2 Nos.	Per item
6	Canon 318 Black Printer Toner	Canon	2 Nos.	Per item
7	Canon 318 Cyan Printer Toner	Canon	2 Nos.	Per item
8	Canon 318 Yellow Printer Toner	Canon	2 Nos.	Per item
9	Canon 318 Magenta Printer Toner	Canon	2 Nos.	Per item
10	Canon NPG 28 Xerox Machine Toner (Dual pack)	Canon	40 Nos.	Per item
11	Canon NPG 26 Xerox Machine Toner	Canon	6 Nos.	Per item
12	Canon NPG 51 Xerox Machine Toner (Dual pack)	Canon	10 Nos.	Per item
13	Canon NPG 52 Xerox Machine Toner (Black)	Canon	2 Nos.	Per item
14	Canon NPG 52 Xerox Machine Toner (Cyan)	Canon	2 Nos.	Per item
15	Canon NPG 52 Xerox Machine Toner (Yellow)	Canon	2 Nos.	Per item
16	Canon NPG 52 Xerox Machine Toner (Magenta)	Canon	2 Nos.	Per item
17	Canon 326 Toner (Black)	Canon	10 Nos.	Per item
F	Kyocera Xerox Toner items (Original)			
1	Kyocera TK - 410 Xerox Machine Toner	Kyocera	15 Nos.	Per item
2	Kyocera TK - 439 Xerox Machine Toner	Kyocera	3 Nos.	Per item
3	Kyocera TK - 715 Xerox Machine Toner	Kyocera	3 Nos.	Per item
4	Kyocera TK - 4109 Xerox Machine Toner	Kyocera	5 Nos.	Per item
5	Konica Minolta – 162 (MFD BISHUB)	Konica	6 Nos.	Per item
G	Toshiba E Studio Xerox Toner items (Original)			
1	Toshiba E Studio 160 Xerox Machine Toner	Toshiba	2 Nos.	Per item
2	Toshiba E Studio 161 Xerox Machine Toner	Toshiba	2 Nos.	Per item
3	Toshiba E Studio 162 Xerox Machine Toner	Toshiba	2 Nos.	Per item
4	Toshiba E Studio 167 Xerox Machine Toner	Toshiba	2 Nos.	Per item
5	Toshiba E Studio 455 Digital Xerox Machine Toner	Toshiba	3 Nos.	Per item
6	WC 5019/5021 Toner Cart Xerox Machine Toner		3 Nos.	Per item
H	Computer /Printer Accessories:			
1	Pen drive Transcend 8 GB	Transcend	100 Nos.	Per item
2	Pen drive Transcend 16 GB	Transcend	100 Nos.	Per item