

PONDICHERRY UNIVERSITY
(A Central University)
Tender Notification

Sub: Purchase of Computer Consumables and Toners – Sealed Tender Called for – Reg.

Sealed Tenders are invited towards supply of Computer Consumables and Toners as per the details given in the Annexure:-

1. The sealed Tender should reach the Asst. Registrar (P&S), Pondicherry University, R.V. Nagar, Kalapet, Puducherry – 605 014 on or before 3.00 p.m. on 14.10.2020 and will be opened on the same day at 3.30 p.m. in the presence of available tenderers. The Tender will not be considered, if received after the closing date and time.
2. This Tender is open to manufacturers and authorized distributors/Resellers who are having atleast 3 years of experience in supplying Computer Consumable to the Ministries / Government Department/Public Sector undertakings. The firm should ensure a **copy of such OEM authorization letter (ink signed) issued by the manufacturers/distributors/Resellers has to be compulsorily attached with the Tender in respect of Toners.**
3. **University will not accept any Duplicate/Substandard items.** If the supplier is not able to supply the original items, appropriate action will 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 Tender should be sealed and superscripted as “Tender for supply of Computer Consumables and Toners only”.
5. The firm should quote rates for the advertised products/makes in the prescribed attached format only and not for the other available makes in the markets. The firm should affix their seal and signature in each and every page.
6. Rates quoted must be valid for one year.
7. The rates quoted should be 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. 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:-

Category	Name of the items	Tender Document fee	E.M.D. Amount
A	Computer Devices and Computer items	500	10,000
B	HP Laser Printer Toner items	500	35,000
C	Samsung Toner items	500	15,000
D	Canon Toner items	500	10,000
E	Kyocera Xerox Toner items	500	2,500

10. Any tender, submitted without EMD & Tender Document Fee, will not be accepted.
11. The tender is not transferable.
12. The firm should have valid license obtained from the respective Government agencies for doing Business of Computer consumable items.
13. The firm should have been in **existence for at least last three years** (proof too be attached)
14. The participating firm should submit the Income tax returns for the last 3 years.
15. The Tender received through telex/tele-fax/e-mail will not be accepted by the University under any circumstances.
16. The University shall not be responsible for any delay/loss or non-receipt of tenders by post/courier service
17. No unsolicited correspondence shall be entertained after the submission of the Tender.
18. Quoting merely the lowest price does not confer any right on any Tender for award of supply order. **The University's Purchase Committee, reserves the right to select any item on the ground of quality, brand reputation, offer of additional/special features, compatibility, etc.**
19. The University also reserves the right to reject any Tender with unbranded/substandard brand/un-certified brands of products even if they found to be lowest.
20. University will place supply orders to the successful Tenderers in phased manner, as and when necessity arises .
21. Delivery is to be made within 10 days from the date of receipt of supply order during the working days on office hours.

22. The damaged items, if any, shall be replaced within 3 days time positively.
23. If any item is not up to the prescribed quality or specification, it is liable for outright rejection.
24. Delivery Note/Challan should be given along with the articles, at the time of delivery of item.
25. The price approved should be maintained without any change during the contract period of 1 year.
26. 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 quoted and actually paid. This University also reserves the right to forfeit the EMD in case of non-observance of the general spirit of the contract.
27. 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 (or) 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: 24.09.2020

REGISTRAR

PONDICHERY UNIVERSITY

Purchase & Stores Section

ANNEXURE – 1

Purchase proposal for Computer Consumables & Toner items for the Year 2020

Category	Name of the items	Make	Qty. Required	Quote Rate Rs. P.	Rate per item/box (incl. GST,etc.,) Rs.
Category A	Computer Devices:				
1	C.D. Recordable (Box of 100 Nos.)	Sony	500 Nos.	Per box	
2	D.V.D. Recordable (Box of 100 Nos.)	Sony	500 Nos.	Per box	
3	C.D. Pouch	Quality	800 Nos.	Per item	
4	15X12X1 80 GSM single part Computer sheet with Pondicherry University Logo (Per box 1000 sheets)	80 GSM Computer sheet	25,000 sheets (25 boxes)	Per Box	
5	Lipi Line ribbon cartridge - LIPI 6306	LIPI	120 Nos.	Per item	
6	UPS 600 VA		30 Nos.	Per item	
7	Keyboard		25 Nos.	Per item	
8	Mouse		50 Nos.	Per item	
9	1 TP External Hard Disk		10 Nos.	Per item	
10	18.5 LED Monitor		20 Nos.	Per item	
Category B	HP Laser Printer Toner items: (Original only)				
1	HP Laser Printer Toner 88A Black	HP	150Nos.	Per item	
2	HP Laser Printer Toner 12A Black	HP	80Nos.	Per item	
3	HP Laser Printer Toner 78A Black	HP	40 Nos.	Per item	
4	HP Laser Printer Toner 05A Black	HP	2 Nos.	Per item	
5	HP Laser Printer Toner 36A Black	HP	5 Nos.	Per item	
6	HP Laser Printer Toner 49A Black	HP	3 Nos.	Per item	
7	HP Laser Printer Toner 55A Black	HP	6 Nos.	Per item	
8	HP Laserjet proM203DN 30A (Black) Toner	HP	15 Nos.	Per item	
9	HP Laserjet Printer Toner M 104 (18A Black)	HP	2 Nos	Per item	
Category C	Samsung Toner Items (Original only)				
1	Samsung MLT – D101S Black Toner	Samsung	30 Nos.	Per item	
2	Samsung MLT – D 2010 D3 Black Toner	Samsung	15 Nos.	Per item	
3	Samsung ML1860/1866 Series (MLT - D1043 Black Toner)	Samsung	2 Nos.	Per item	
4	Samsung ML – 3470ND/3471ND Black Toner	Samsung	2 Nos.	Per item	
5	Samsung 2240 (MLT-D 108S) Black Toner	Samsung	2 Nos.	Per item	
6	Samsung MLT-D 109S/XI P Black Toner	Samsung	2 Nos.	Per item	

Category	Name of the items	Make	Qty. Required	Quote Rate Rs. P.	Rate per item/box (incl. GST,etc.,) Rs.
D	Category				
1	Canon LBJ - 3250 (313 Black Toner)	Canon	4 Nos.	Per item	
2	Canon LBJ - 6018 (925 Black Toner)	Canon	4 Nos.	Per item	
3	Canon LBJ - 4380 (FX9 Fax Toner)	Canon	4 Nos.	Per item	
4	Canon LBP - 3300 (308 Black Toner)	Canon	2 Nos.	Per item	
5	Canon KF -4570 DN (328 Black Toner)	Canon	2 Nos.	Per item	
6	Canon KF - 326 Black Toner	Canon	4 Nos.	Per item	
7	Canon NPG 26 Xerox Machine Toner	Canon	4 Nos.	Per item	
8	Canon NPG 51 Xerox Machine Toner	Canon	6 Nos.	Per item	
9	Canon NPG 28 Xerox Machine Toner	Canon	10 Nos.	Per item	
10	Canon NPG 59 Xerox Machine Toner	Canon	5 Nos.	Per item	
11	Canon NPG 52 Xerox Machine Toner (Black)	Canon	2 Nos.	Per item	
12	Canon NPG 52 Xerox Machine Toner (Magenta)	Canon	2 Nos.	Per item	
13	Canon NPG 52 Xerox Machine Toner (Yellow)	Canon	2 Nos.	Per item	
14	Canon NPG 52 Xerox Machine Toner (Cyan)	Canon	2 Nos.	Per item	
15	Canon NPG 57 Xerox Machine Toner	Canon	2 Nos.	Per item	
16	Canon NPG 73 Xerox Machine Toner	Canon	2 Nos.	Per item	
17	Canon NPG 37 Xerox Machine Toner	Canon	2 Nos.	Per item	
Category E	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	2 Nos.	Per item	
3	Kyocera TK - 715 Xerox Machine Toner	Kyocera	2 Nos.	Per item	
4	Kyocera TK - 4109 Xerox Machine Toner	Kyocera	2 Nos.	Per item	
5	WC 5019/5021 Toner Cart Xerox Machine Toner	New item	2 Nos.	Per item	
6	Toshiba e-studio 2303A/2309A Xerox Machine Toner	New item	10 Nos.	Per item	