



## NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

### INVITATION OF TENDERS/BIDS

Ravangla Campus, Barfung, South Sikkim 77139

[www.nitsikkim.ac.in/](http://www.nitsikkim.ac.in/)

Tender No: 37/NITS /Works/ICTI-PURCHASE/2017-18/Tender-02, Date: 29/03/2017

### SUPPLY OF TONER AND CERTRIDGES AT NIT SIKKIM

TENDER SUMMARY	
<b>Bid System</b>	<b>Single Bid Tender</b>
<b>Closing Date &amp; Time for submission of bid</b>	25 <sup>th</sup> April, 2017, 5:00PM
<b>Opening Date &amp; Time of bid</b>	26 <sup>th</sup> April, 2017, 11:00 AM
<b>Place of opening of bid</b>	ICT Room, National Institute of Technology Sikkim, Ravangla Campus, Barfung, South Sikkim, 737139
<b>Bid should be addressed to</b>	<b>Convenor (CC), ICTI</b> National Institute of Technology Sikkim Ravangla Campus, Barfung Block, South Sikkim 737139.
<b>Tender Fees (Non Refundable)</b>	<b>Rs. 300/- (Rupees Three Hundred)</b> , in the form of a Demand Draft drawn in favour of "DIRECTOR, NIT Sikkim" payable at Ravangla, South Sikkim)
<b>Earnest Money Deposit (EMD) ( non interest bearable)</b>	<b>Rs. 6000/- (Rupees Six Thousand)</b> , in the form of a Demand Draft drawn in favour of "DIRECTOR, NIT Sikkim" payable at Ravangla, South Sikkim.

National Institute of Technology (NIT) Sikkim, Ravangla, South Sikkim invites sealed tenders from reputed manufacturers or their authorized Indian Agents/representatives, on the terms and conditions as per tender document, for procurement of following item(s):

Sl. No.	Brief description of Toner and Cartridges	Quantity	Place of Delivery
1	Cartridge Hp 12A	2	NIT Sikkim
2	Cartridge Hp 88A	30	
3	Cartridge Hp 78 A	4	
4	Cartridge Hp 80A	3	
5	Cartridge Hp 934XL (Black)	7	
6	Cartridge Hp 935XL (C,M,Y-Color)	7	
7	Cartridge Hp 920 (C,M,Y-Color)	2	
8	Cartridge Hp 920 (Black)	2	
9	Canon NPG-28	10	
10	Canon NPG-51	10	

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/ instructions herein. Noncompliance with specifications/ instructions in this document may disqualify the bidders from the tender process.

The Institute reserves the right to accept or reject any quotations or to select the item or to reject the bidding process or any quotation wholly or partly without assigning any reason. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

### **Instructions to Bidders**

1. The EMD as mentioned above and Tender fee should be enclosed in the form of A/C payee DD in favours of “**Director, NIT Sikkim**” payable at Ravangla. If the successful bidder fails to supply the goods/equipments within stipulated time, then the EMD may be forfeited.
2. The bid should be sent by following the attached format. The Final Prices quoted should be inclusive of all taxes or duties, packing, forwarding, freight, insurance, delivery and commissioning etc. at the destination site (NIT Sikkim, Ravangla, Sikkim). **Nothing extra shall be paid on any account. E Cess payable to Govt of Sikkim should be quoted in the Bid at the rate of 1% of the value. If e cess is not quoted separately, it shall be assumed that the price quoted includes E cess.**
3. The sealed quotation will be submitted in a sealed envelope duly marked “Toner and Cartridges; Tender reference no: 37/NITS /Works/ICTI-PURCHASE/2017-18/Tender-02, Date: 29.03.2017” due on 05.05.2017 on the corner of the envelope along with the full address and contact details of the bidder.
4. The printed literature and catalogue/brochure giving full technical details should be included to verify the specifications quoted in the tender. The final amount should be in figures as well as in words. If there are overwriting, they should be duly initialled, failing which the bids are liable to be rejected. No alternate price will be entertained in the quotation.
5. All tender documents should have to be sent through speed post or registered post only or may be dropped in the tender box at NIT Sikkim. Since, NIT Sikkim is located in a remote location, even through speed post it may take seven days. Therefore, bidders are suggested to send the quotation well in advance or by hand.
6. Quotation received after the closing date/time will not be considered.
7. The supplier/firm must be either original equipment manufacturer (OEM) or authorized dealer/sole distributor of quoted items. The certificate or equivalent document must be attached/communicated.
8. In the event of any dispute or difference(s) between the vender Institute (NIT Sikkim) and the vendor(s) arising out of non-supply of material or supplies not found according to specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to “The Director, NIT Sikkim”, who may decide the matter himself.
9. All tenders in which any of the prescribed conditions is not fulfilled or any condition is put forth by the tenderer shall be summarily rejected.
10. Successful bidder shall have to deposit a performance security of 10% for the period covered for warranty period of the items. The Performance security can be in the form of a Commercial bank Guarantee or Retention money deducted from the gross payment to the supplier. If it is not submitted then 10% of the total payment will be kept for specified period.
11. The bid will be opened on **26<sup>th</sup> April, 2017**. The bidders or their authorized representative may also be present during the opening of the Technical Bid, if they desire so, at their own expenses.
12. **Clarifications:** Normally, pre-bid enquiries will not be entertained. However, in case the bidder requires any clarification regarding the tender documents, they are requested to contact Mr. Pankaj Kesarwani, Assistant Professor, NIT Sikkim (e-mail: [pankaj.keserwani@gmail.com](mailto:pankaj.keserwani@gmail.com), [pankajkeserwani.cse@nitsikkim.ac.in](mailto:pankajkeserwani.cse@nitsikkim.ac.in)) on or before **20.04.2017**.

13. Supplier/Bidder must provide valid Trade License, VAT Registration Certificate, PAN Number and other statutory applicable documents with Tender application as Technical Bid.
14. Any extra taxes paid by NIT Sikkim will be deducted from the vendor's payment.
15. **Pre – Qualification Criteria:**
  - a. Bidders should be the manufacturer / authorized dealer. Letter of Authorization from original equipment manufacturer (OEM) on the same and specific to the tender should be enclosed.
  - b. An undertaking from the OEM is required stating that they would facilitate the bidder on a regular basis with technology/product updates and extend support for the warranty as well. In case of proprietary items, suitable declaration documents from the manufacturer to be submitted.
  - c. Bidders must be a registered computer/electronics item supplier.
16. **Validity:** The bid should be valid for acceptance for a period of 30 Days. The Bidders should be ready to extend the validity, if required.
17. **Delivery:** The Equipment should be delivered and installed within the period as specified in the purchase order and be ready for use within 25 days of the issue of purchase order unless otherwise prescribed.
18. **Liquidated Damage:** If the bidder fails to deliver and place any or all the Equipment or perform the service by the specified date, penalty at the rate of 1% per week of the total order value subject to the maximum of 10% of total order value will be deducted.
19. **Warranty:** The period for which the warranty shall be in force should be mentioned by the bidder exclusively. Bidders must give the comprehensive onsite warranty as required from the date of successful delivery of Equipment against any manufacturing defects and also give the warranty declaration that *“everything to be supplied by us hereunder shall be free from all defects and faults in material, workmanship and shall be of the highest quality and material of the type ordered, shall be in full conformity with the specification, as specified in the tender document.”*

Any deviation in the material, and the specifications from the accepted terms may liable to be rejected and the bidders need to supply all the goods in the specified form to the satisfaction / specifications specified in the order / contract and demonstrate at their own cost.

**Convenor (CC), ICTI**  
National Institute of Technology Sikkim  
Ravangla Campus, Barfung Block,  
South Sikkim 737139.

## Financial Bid

Tender No: 37/NITS /Works/ICTI-PURCHASE/2017-18/Tender-02

The following is the detailed financial bid against the above mentioned tender.

Sl. No.	Item	Quantity	Unit Price (₹)	Total (₹)
1	Cartridge HP 12A	2		
2	Cartridge HP 88A	30		
3	Cartridge HP 78 A	4		
4	Cartridge HP 80A	3		
5	Cartridge HP 934XL (Black)	7		
6	Cartridge HP 935XL (C,M,Y-Color)	7		
7	Cartridge HP 920 (C,M,Y-Color)	2		
8	Cartridge HP 920 (Black)	2		
9	Canon NPG-28	10		
10	Canon NPG-51	10		
<b>Grand Total</b>				
Taxes CST (₹) @ on Grand Total				
<b>ECESS 1% (₹) After adding Taxes on Grand Total</b>				
<b>Total</b>				

From,  
Vendor's Name:  
Address:

e-mail ID:  
Cont. No:

Signature & Seal