

UNIVERSITY OF NORTH BENGAL
OFFICE OF THE REGISTRAR



ENLIGHTENMENT TO PERFECTION

Sealed quotations are invited for Annual Rate Contract of HP/Canon Printer/Photocopier original consumables and supply at the University Press. For Details visit NBU Website www.nbu.ac.in

Advt. No. 77/ R-2016 Dated: 16.09.2016

Registrar (Offg.)

Sealed Quotations are invited from the Original Equipment Manufacturers / Authorised Distributors/Partners of **HP or Canon** Printer/Photocopier at the University Press for Annual Rate Contract and supply of original consumables as listed below:

HP Printer	HP Consumable Type	HP Printer	HP Consumable Type
HP P2015	Cartridge Q7553A	HP M551dn	Cartridge CE400A (Black)
HP CM6030 MFP	Cartridge CB381A (Cyan)	HP M551dn	Cartridge CE401A (Cyan)
HP CM6030 MFP	Cartridge CB382A (Yellow)	HP M551dn	Cartridge CE402A (Yellow)
HP CM6030 MFP	Cartridge CB383A (Magenta)	HP M551dn	Cartridge CE403A (Magenta)
HP CM6030 MFP	Cartridge CB390A (Black)	Canon iR ADV-2225	Drum NPG-52 (Black)
HP CM6030 MFP	Drum CB385A (Cyan)	Canon iR ADV-2225	Drum NPG-52 (Cyan)
HP CM6030 MFP	Drum CB386A (Yellow)	Canon iR ADV-2225	Drum NPG-52 (Yellow)
HP CM6030 MFP	Drum CB387A (Magenta)	Canon iR ADV-2225	Drum NPG-52 (Magenta)
HP CM6030 MFP	Drum CB384A (Black)	Canon iR ADV-2225	Cartridge NPG-52 (Black)
HP 1000	Cartridge C7115A	Canon iR ADV-2225	Cartridge NPG-52 (Cyan)
HP 5200n	Cartridge Q7516A	Canon iR ADV-2225	Cartridge NPG-52 (Yellow)
HP M750	Cartridge CE271A (Cyan)	Canon iR ADV-2225	Cartridge NPG-52 (Magenta)
HP M750	Cartridge CE272A (Yellow)	Canon iR ADV-2225	ITB Assembly
HP M750	Cartridge CE273A (Magenta)	HP M750	ITB ASSEMBLY
HP M750	Cartridge CE270A (Black)	HP M750	FUSER KIT

Interested parties may collect the tender form available at the University Press during office hours from 14/09/16 to 23/09/2016. The filled up Tender form shall be submitted to the Superintendent (Acting), University Press within 2:00 P.M. of 23/09/2016 and will be opened on 23/09/2016 at 3:00 P.M at the University Press. Cost of form Rs. 200.00.

The tender shall be in two bid system. The envelope "A" will be technical bid while the envelope "B" will be commercial (price-bid). For proper identification both the envelopes "A" & "B" should be clearly be marked on top of the envelope as mentioned envelope "A" – technical bid & envelope "B" price bid. Both the envelopes should be kept in a third sealed envelope.

Memo No.:

UNIVERSITY PRESS
UNIVERSITY OF NORTH BENGAL

Rajarammohunpur, P.O. North Bengal University, Dist. Darjeeling, PIN-734 013, West Bengal
Phone No.: 0353 – 2776 384

Tender Form B – Price-bid

(ARC for HP/Canon Printer/Photocopier Consumables)

Last date of submission is on 23/09/2016 upto 2.00 pm.

1 Name of the Supplier: _____

2 Address of Showroom / factory: _____

Contact Person and his/her No. : _____

3 Rate Detail:

HP Printer	HP Consumable Type	Basic Price	Taxes @ ..%	Total
HP P2015	Cartridge Q7553A			
HP CM6030 MFP	Cartridge CB380AC (Black)			
HP CM6030 MFP	Cartridge CB381A (Cyan)			
HP CM6030 MFP	Cartridge CB382A (Yellow)			
HP CM6030 MFP	Cartridge CB383A (Magenta)			
HP CM6030 MFP	Cartridge CB390A (Black)			
HP CM6030 MFP	Drum CB385A (Cyan)			
HP CM6030 MFP	Drum CB386A (Yellow)			
HP CM6030 MFP	Drum CB387A (Magenta)			
HP CM6030 MFP	Drum CB384A (Black)			
HP 1000	Cartridge C7115A			
HP 5200n	Cartridge Q7516A			
HP M750	Cartridge CE271A (Cyan)			
HP M750	Cartridge CE272A (Yellow)			
HP M750	Cartridge CE273A (Magenta)			
HP M750	Cartridge CE270A (Black)			
HP M551dn	Cartridge CE400A (Black)			
HP M551dn	Cartridge CE401A (Cyan)			
HP M551dn	Cartridge CE402A (Yellow)			
HP M551dn	Cartridge CE403A (Magenta)			
Canon iR ADV-2225	Drum NPG-52 (Black)			
Canon iR ADV-2225	Drum NPG-52 (Cyan)			

Canon iR ADV-2225	Drum NPG-52 (Yellow)			
Canon iR ADV-2225	Drum NPG-52 (Magenta)			
Canon iR ADV-2225	Cartridge NPG-52 (Black)			
Canon iR ADV-2225	Cartridge NPG-52 (Cyan)			
Canon iR ADV-2225	Cartridge NPG-52 (Yellow)			
Canon iR ADV-2225	Cartridge NPG-52 (Magenta)			
Canon iR ADV-2225	ITB Assembly			
HP M750	ITB Assembly			
HP M750	Fuser Kit			

We declare that the above information is correct. We do hereby bind ourselves to submit quotation as and when asked by the University. We further declare that we shall abide by the Terms & Conditions of the Supply and those to be laid down by the University time to time for the supply of original consumables of HP and Canon Printer/Photocopier.

Date

Place

Signature with Seal

UNIVERSITY PRESS
UNIVERSITY OF NORTH BENGAL

Rajarammohunpur, P.O. North Bengal University, Dist. Darjeeling, PIN-734 013, West Bengal
Phone No.: 0353 – 2776 384

Tender Form A – Technical-bid

(ARC for HP/Canon Printer/Photocopier Consumables)

Last date of submission is on 23/09/2016 upto 2.00 P.M.

1 Name of the Supplier: _____

2 Status of the Supplier (please tick): Manufacturer Distributor/Partner Dealer

3 Address of Showroom / factory: _____

Contact Person and his/her No. : _____

Email:

4 Whether any branch exist in Siliguri, if so, please state the address _____

Contact Person and his/her No. : _____

5 Technical Detail:

Copy of Certificate of Original Equipment Manufacturer

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6 Trade License No.: _____ (latest copy to be enclosed)

7 PAN No.: _____ (copy to be enclosed)

8 VAT Registration No.: _____ (copy to be enclosed)

9 P.T. Registration No.: _____ (latest copy of PT clearance certificate to be enclosed)

10 Average Annual Turnover for last 3 years (min. Rs. 5 lakhs): _____ (Audited copy of the annual accounts of last 3 years to be enclosed, however incase of turnover less than Rs. 40 lakhs p.a. the submission of audited accounts is not compulsory but the accounts shall be certified by a Chartered Accountant)

11 Previous experience / credentials _____
(Copy of order should be attached) _____

12 Details of Cost of Form and Earnest money

a.) Cost of Form (Rs. 200.00) Paid through Cash Challan/ D.D. No.....
dt..... Bank

b.) Earnest Money (Rs. 2500.00) Paid through Cash Challan/ D.D. No.....
dt.....Bank

We declare that the above information is correct and against supply of original consumables only. We do hereby bind ourselves to submit quotation as and when asked by the University. We further declare that we shall abide by the Terms & Conditions of the Supply and those to be laid down by the University time to time for the supply of HP/Canon Printer/Photocopier Consumables

Date

Place

Signature with Seal

UNIVERSITY PRESS
UNIVERSITY OF NORTH BENGAL

(ARC for HP/Canon Printer/Photocopier Consumables)

TERMS & CONDITIONS

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1. The Bidders shall have to pay Rs. 2500/- (Rupees Two thousand Five Hundred only) in favour of “University of North Bengal” and payable at “SBI, NBU Campus Branch” as Earnest Money which will be refunded without interest on satisfactory Supply of the article (for successful Bidders) or on demand (for unsuccessful Bidders). If tender form is downloaded from NBU portal, a demand draft of Rs. 200/- be submitted as above.
2. Up to date Professional Tax (PT) clearance certificate and copy of PAN Card duly signed and stamped by the quotationer shall be attached with the offer.
3. The vendor shall have VAT & CST registration.
4. The vendor shall submit Sales Tax, Income Tax clearance certificate, **Original Equipment Manufacturers / Tender Specific Authorised Distributors/Partners Certificate.**
5. The applicant shall have minimum credential for supply of HP/Canon Printer/Photocopier Consumables worth Rs. 10 lakhs to Govt. / Semi Govt. / Local Self Govt. / Autonomous Institutions. Necessary papers / documents shall be enclosed.
6. Specimen samples shall be submitted along with the Tender paper. No Tender will be entertained without sample.
7. The rates shall be inclusive of all taxes and charges including cartage/transportation to the Office of the Superintendent, University Press. Quoted rate shall be valid upto 30/09/17.
8. The rates should strictly be in accordance with the specifications and terms specified herewith. Submission of incomplete tender or of different specifications other than the specifications mentioned in the tender form shall be ‘rejected’.
9. Successful Bidder shall have to complete the supply within 18 (eighteen) days from the date of receipt of the Supply Order, failing which the supply order may be treated as cancelled and the security money so deposited shall be forfeited.
10. Delivery shall have to be made at the Office of the Superintendent, University Press under proper receipts. Torn and unlabeled packets of consumable shall be rejected. The party shall be liable to change the inferior and/or damaged supplied material at their cost.
11. Payments will ordinarily be made after 30 days from the date of delivery of the goods subject to redressed of complaints, if any. No advance payment shall be made. 90% payment shall be released upon satisfactory completion of whole supply as per the work order and remaining 10% payment after completion of other formalities such as testing of quality as per specifications. In case of default on any terms specified and/or in the event of non-fulfillment of the contract or otherwise, the security money shall be forfeited.
12. The Bidder shall quote the rate of each item both in figure as well as in words.
13. Successful Bidder shall have to abide by the Terms and Conditions laid down above. In case of failure to comply with these terms & conditions the tender paper will be treated as cancelled.
14. In the event of any dispute, the decision of the Appropriate Authority of the university shall be final.

15. The Tender paper shall submit within 2:00 pm of 23/09/2016 to the under noted address and the same will be opened on 23/09/2016 at 3:00 p.m. The bidder may remain present on the opening of the tender.

Communication Address:

Superintendent (Acting)
University Press
University of North Bengal
Rajarammohunpur
P.O. North Bengal University
Dist. Darjeeling, West Bengal
Pin – 734 013

16. For any clarification the vendors may contact with the Superintendent (Acting), Contact No. 0353-2776384/2776317.
17. The University Authority reserves the right to accept or reject any/all quotations without assigning any reason and shall not be bound to accept the lowest quotation.

Superintendent (Acting)
University Press, NBU