

**PANJAB UNIVERSITY, CHANDIGARH**  
**TENDER NOTICE FOR SUPPLY OF HP TONER/CARTRIDGE FOR PRINTERS**

Sealed tenders under two bid pattern on the prescribed forms are invited through Registered Post/ Speed Post , super scribed on the envelope “Tender for \_\_\_\_\_ due on 01.12.2014 in the name of Col. G.S. Chadha (Retd.) , Registrar, Panjab University, Chandigarh 160014, for the purchase of HP Brand Tonner Cartridges of different specifications for the financial year 2014-2015 so as to reach on or before 01.12.2014 at 4.00 p.m.

The prescribed Tender form alongwith other relevant terms and conditions etc. may be had on submission of draft of Rs.500/- in favour of the Registrar, Panjab University, Chandigarh from Stationery Store of R&S Branch, Basement, Administrative Block, Panjab University, Chandigarh.

Note: - Tender Forms can also be downloaded from website: [www.puchd.ac.in](http://www.puchd.ac.in) such Tender Forms must be accompanied with DD of Rs.500/- in favour of Registrar, Panjab University, Chandigarh

**Assistant Registrar (R&S)**  
**for Registrar**

## TERMS & CONDITIONS:-

1. The tender should be sent by Registered/Speed Post. Panjab University will not be responsible for loss or postal delay.
2. Two separate envelope containing technical bid & financial bid should be used & super-scribed with the words "TECHNICAL BID & FINANCIAL BID" Tender for \_\_\_\_\_ due on \_\_\_\_\_ and addressed to the Registrar, Panjab University, Chandigarh 160014.
3. Technical bid will consists the following documents :
  - i) The tenderer should sign "terms and conditions" appended with the Tender Form and send with the filled up Tender Form.
  - ii) The bidders have to deposit Rs.50,000/= as Earnest Money in the form of Demand Draft / FDR drawn in favour of the Registrar, Panjab University Chandigarh and must be valid upto 31.3.2015.
  - iii) A copy of authorization letter as per prescribed format attached (Annexure-B) or any other documents / information related to technical bid.
  - v) DD towards tender form cost if downloaded.
  - vi) Copy of Pan Card/Tin Registration Certificate must be attached.
  - vii) An affidavit duly attested from Notary Public that firm/Company is not blacklisted By Any Govt. Department/Institution. (As per format enclosed)

The Financial Bid in the prescribed format should be filled in original in a separate cover.

The Financial bid should be super scribed as "Financial Bid". The Both envelopes containing "Financial Bid" and "Technical Bid" should be inserted in a single envelope which should bear the name of the bidder and should be super scribed as "Technical and Financial Bid for the year 2014-15" for the Panjab University, Chandigarh.

4. The tenderer should quote rates in the prescribed form available with the Assistant Registrar(R&S) Stationery Store and not in other form/pad etc

5. The rates should be quoted F.O.R. Panjab University, Chandigarh (Store) i.e. inclusive of all charges like taxes, loading, unloading and octroi etc. Discount, if any applicable on any item, should be specified clearly.
6. No bidder shall be allowed to withdraw his tender after its opening.
7. Rates should be quoted in figure on the prescribed performa and these should not be over writing.
8. All the columns of the tender form should be properly filled in.
9. Financial Bid of only those tenderers will be opened who qualify the Technical Bid.
10. The Panjab University will not accept any duplicate/substandard cartridges/tonner. If the supplier is not able to supply the original tonner/cartridges, appropriate action may be taken against the firm i.e. imposition of penalty, cancellation of tender or forfeiture of EMD deposited with the tender including blacklisting the firm.
11. The bidder should serially number, stamp and sign all the bid documents.
12. Conditional tenders are liable to be rejected without assigning any reason.
13. The University reserves the right to increase/decrease any item without assigning any reason and shall not be bound to place order for all the items for which the tenders have been invited.
14. Any condition relating to advance payment of the ordered material will not be entertained. The University is not bound to purchase all the items from the tenderer for which it has quoted rates. The rates will be accepted on the basis of competitive rates.
15. All subsequent requests for change in the rates for one reason or the other, after submission of the tender, shall not be entertained in any case and the tenderer shall have to supply material on the rate approved as convened to him.
16. Maximum one month will be allowed for the delivery of material from the date of order. Therefore the period of delivery of material beyond 30 days is not acceptable.
17. Payment will be made only after the materials have been received in the University in satisfactory condition.
18. The tendering firms will have to attach a certificate from the OEM(original equipment manufacturer) that the Tenderer is the authorized distributor/dealer of HPmake

tonners/cartridges. The certificate should be on the letter head of the Company. The authorization letter must bear latest date and purpose for which it will be allowed. The validity period of the authorization letter must be mentioned in the authority letter otherwise tender will be liable to rejection.

19. The decision of tender committee would be final and binding on tenderers.
20. Only one price should be quoted for each item and if more than one price is quoted under different options the rate quoted by him in the first option only will be valid and considered for evaluation.
21. The submission of Earnest Money & Tender cost are compulsory for all the bidders and no exemption will be granted for submission of Earnest Money in any case.
22. All disputes shall be subject to Chandigarh Jurisdiction.
23. In case of any dispute, the Vice-Chancellor of the Panjab University, Chandigarh will have the sole discretion to appoint arbitrator to settle the dispute. The decision of the arbitrator will be acceptable to both parties.

**Annexure-I**

**(To be executed on stamp paper) worth Rs.5/-**

I \_\_\_\_\_ son of \_\_\_\_\_ Caste \_\_\_\_\_  
Resident of \_\_\_\_\_ Police  
Station \_\_\_\_\_ Distt. \_\_\_\_\_ Contractor/Partner or Sole  
Proprietor (Strike out word which is not applicable) of Firm of  
Contractor \_\_\_\_\_ do hereby declare on solemn affirmation that the  
individual/ companies, black-listed by the Union or the State Government or any partner or  
shareholder thereof are not directly or indirectly connected with or has any subsisting  
interest in business of my/our firm.

Deponent \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated \_\_\_\_\_

**Verification:-**

I do hereby solemnly declare and affirm that the above declaration is true and correct to the  
best of my knowledge and belief. No part of it is false and nothing has been concealed  
therein.

Deponent \_\_\_\_\_

## CHECK LIST OF DOCUMENTS AS PART OF TECHNICAL BID

Sr. No.	Description	
1.	Name of the authorized Company/firm	
2.	<b>Address:</b> a) Location(full particulars) b) Head Office: c) Branch Office (if any) d) Phone No. and Fax No. e) E-mail ID	
3.	Nature of the Company/firm/Govt./Public/ Private/Partnership/Proprietorship	
4.	Whether Demand Draft/FDR of earnest money attached No..... amount..... Dt..... Drawn of bank.....write Yes/No	
5.	a) Pan Number: b) Tin/Sales Tax Number: (copy enclosed) C) VAT Number	
6.	Whether Tender is unconditional write Yes/No	
7.	Whether all the pages are serially numbered write Yes/No	
8.	Whether Affidavit dully attested as per performa attached Yes/No	
9.	Whether authorization letter from the manufacturer is attached Yes/No	

MANUFACTURER'S/PRINCIPAL'S AUTHORISATION FORM Annexure -B

(CLAUSE 3 (III))

MANUFACTURER'S/PRINCIPAL'S AUTHORISATION FORM

(CLAUSE 3 (III) OF THE TENDER)

To

The Registrar,  
Panjab University,  
Chandigarh

Dear Sir,

TENDER: \_\_\_\_\_

We, \_\_\_\_\_ who are established & reputable manufacturers of \_\_\_\_\_, having factory/works at \_\_\_\_\_ and \_\_\_\_\_ hereby authorize M/s \_\_\_\_\_ (Name & address of agents) to bid, negotiate and conclude the contract with you against tender No. \_\_\_\_\_ for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per the conditions of tender for the goods offered for supply against this tender by the above firm.

The authorization is valid upto \_\_\_\_\_

Yours Faithfully,

For & on behalf of M/s \_\_\_\_\_

**Supply of Hewlett-Packard (HP) Brand Toner Cartridges of Different Specifications to Panjab University, Chandigarh.**

**Schedule of Rates (Financial Bid)**

<b><u>Sr. No.</u></b>	<b><u>Description</u></b>	<b><u>Tentative Qty.</u></b>	<b><u>Rate per unit (Rs.)</u></b>	<b><u>Discount if any</u></b>	<b><u>Vat/ST if any</u></b>
1.	HP Toner cartridge No. 1020/1022 (12A)	130 Nos.			
2.	HP Toner Cartridge No. P-1007 (88A)	275 Nos.			
3.	HP Toner Cartridge No. P-1005 (35A)	15 Nos.			
4.	HP Toner Cartridge No. 5200N (16A)	10 Nos.			
5.	HP Toner Cartridge No. A-05(505A)	10 Nos.			
6.	HP Toner Cartridge No. M602N, 90A, Black	65 Nos.			
7.	HP Toner Cartridge No.1505 (36A)	20 No.			

Name & Address of Firm \_\_\_\_\_

Authorized Signature & Seal of the Firm