

UNIVERSITY OF KASHMIR,
HAZRATBAL, SRINAGAR
BRIEF TENDER NOTICE

FOR

Branded items for computers & Xerox Machines etc

For and on behalf of University of Kashmir sealed tenders affixed with revenue stamp worth Rs. 6/ are invited from Authorized dealers/ Distributors having TIN and PAN and up-to-date Tax Clearance Certificate for supply of various Branded items for computers & Xerox machine etc. for the year 2017-18 Branded items for computer & Xerox machine as per details given in Annexures-under two bid system viz **Technical Bid (Annexure-I) and Financial Bid (Anexure-II)**

Tenders should be addressed to the Registrar, University of Kashmir, Srinagar and should reach his office upto 3.pm of July 15, 2017. The tender details alongwith the terms and conditions can be downloaded from University website at www.kashmiruniversity.net. or can be collected from Printing & Stationery Section during working hours against a University receipt of Rs. 500/- Downloaded Tender Document should be accompanied with a receipt of Rs.500/- in the shape of University Receipt/Bank Draft and fresh CDR for Rs. 30,000/=as earnest money.

No.F (NIT) P&S/ Branded Tonners/KU/17-18

Dated: July 5,2017

(Assistant Registrar)
Printing & Stationery

Chapter -1: Instructions to bidders

1. **Submission of tender:** The sealed tenders for supply of Branded items for computers & Xerox machine etc under two bid systems. Viz. **Technical Bid** (filled in Annexure-1) duly signed and stamped, consisting all technical details, make of items along with commercial terms & conditions, EMD, relevant documents and University Receipt / DD of Rs. 500 /- and **Financial Bid** (indicating item wise make & price for each item mentioned in Annexure-ii in two separate sealed envelopes and should be super scribed as technical and financial bids accordingly . Both the sealed envelopes should be kept in a third envelope which should be super scribed 'Tender for Branded items for computers & Xerox machine etc ''.

2. **Quotation of stationery:** The bidder is required to furnish the information as mentioned at Annexure -II and should agree to accept the part supply order as per the criteria of lowest quoted bid for each item. Unit prices are to be quoted both in figures and in words secured with transparent tape. Signature with seal should be affixed on all pages of tender documents. In case of a discrepancy, that quoted in words / least shall be taken as valid.

3. **Opening of bids :** Initially the technical bids will be opened and scrutinised. The firms who meets the basic requirement as per documents furnished, may have to present the samples before opening of financial bid. The committee of the University will inspect the samples, may visit the show room / items supplied at other organizations to ascertain the quality. The financial bid will be opened for those firms who qualify technically and whose sample has been agreed up to the satisfaction level of the University. The decision of the University will be final in this regard.

4. **Availability and submission of tender form:** The tender documents can be obtained in person from Printing & Stationery Section on payment of Rs. 500/= through University receipt favouring 'Registrar University of Kashmir Hazratbal Srinagar'' during working hours. The tender form can also be downloaded from university website ([www. Kashmir university. com](http://www.Kashmiruniversity.com)) and to submit along with the cost of tender form of Rs. 500/= and earnest money of Rs. 30,000/= (Rs. Thirty Thousand Only) in the shape of CDR. The downloaded tender form without cost of tender form will not be accepted . Last date to submit the tender is 15-07-2017 by 3.00 pm. The filled in tender form can be dropped in tender box at the office of the Registrar or can be sent through post.

5. **Selection of firm:** The firm will be selected among the technically qualified firms only and the rates will be considered on lowest quoted basis item wise. Further, if the committee found that the quality of lowest quoted firm is not satisfactory, the committee may recommend and consider the next lowest quoted firm. The decision of the committee will be final in this regard.

6. **Sample:** The firm is required to attach the sample of each item along with technical bid.

7. **Alter in the bid:** The bidder will not be permitted to alter or modify their bids after receipt by the University: however, the firm can withdraw the bid before the closing date and time of the tender.

8. **Registration:** The firm should be registered with the competent authority and required to enclose self attested copies of the following documents:

- (a) Certificate of registration
- (b) Valid registration with sales tax and service tax authority
- (c) A copy of TIN/PAN
- (d) Sales tax, clearance certificate for the period ending 31-03-2017
- (e) Experience certificate if any

Note:- Dealership certificate in self ink be attached

9. All the columns in bid are to be filled in words and figures. The variation in words and figures, if any, the lowest shall be taken into account.

10. **Cost:** The rates quoted should be inclusive of all taxes, and FOR University of Kashmir Campus Stationery Section / all campuses of University. A rate list, as on date issued by the company be attached with the tenders. Rates for refilling should be quoted separately.

11. **Supply:** This is a tender cum rate contract and registration of firms shall be initially for a period of one year from the date of issue of Rate contract or till the fresh tenders are floated and rates approved whichever is earlier.

12. Rates be quoted against each item asked for this vide this NIT.

Chapter – II Terms and Conditions

1. In case the firm fails to supply the desired items for computers & Xerox machine etc as per terms and conditions, the University reserves the right to place the order to the next higher bidder or outside agency and the difference of price will be recovered from the defaulter agency who has been awarded the initial order and this will be binding on the bidder.

2. The University does not pledge himself to accept the lowest quoted or any tender and reserve the right to accept the whole or any part of the tender.

3. **Rejection of tender:** The conditional tender, incomplete in any form, unfilled / unsigned and bid without required documents, EMD and cost of tender form shall not be accepted and on such bids any query / intimation will not be entertained. The tender documents are not transferable.

4. **Experience:** Bidder should be original manufacturer/ authorize dealer and should have sufficient experience in supply of similar items. A certified copy of the same be attached with the technical bid.

5. **Rights of the University:** The University reserves all the rights to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice in part or full without assigning any reason thereof.

6. **Acceptance of terms and conditions:** The bidder shall fill up the information in the Annexures enclosed at the end of this document in clear and legible terms. The bidder shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the bid.

7. The University reserves the right to further negotiate on the approved rates with the bidders.

8.Termination of contract: if supply is not found satisfactory, the purchase order will be cancelled by the University at any stage.

9. **Penalty clause;** in case the approved dealer causes unnecessary delay in making the supply or fails to deliver the Branded items for computers & Xerox machine etc items as per the supply order, a penalty depending on merits of each case shall be imposed on the dealer which may include forfeiture of Earnest Money or cancellation of the supply order and the University shall at liberty to take any other action as warranted under rules and no payment will be made if not found as per the supply order.

10. **Settlement of dispute:** In case of any dispute, the decision of the Vice-chancellor University of Kashmir shall be final and binding on the parties.

11. The right to appeal will be within the jurisdiction of Srinagar courts only.

Assistant Registrar
Printing & Stationery

Declaration:

I declare that I have read all the instructions as well as terms & conditions reproduced above and I confirm that these are acceptable to me.

Bidder/Firm

Name

Address

Stamp

University of Kashmir

Technical Bid for Branded items for Computers & Xerox Machine etc

(To be filled by the firm / bidder)

S.No	Particulars	Details (if yes, furnish certificate No.)	Appendix No. (attached in bid)
1	Name of the Firm / Agency:		
2	Status of the Firm / Agency (Proprietorship/ Partnership / joint Stock Co. Etc)		
3	Name of the Proprietor / Partner / Director		
4	Registration No.		
5	Address: a) Head office b) Office at Sgr		
6	a) Landline No. (Office / Residence) b) Cell No., c) E-mail address d) website details		
7	Residential Address		
8	Infrastructure available (At Head Office)	Please give detailed information on a separate page.	
9	Documentary Proofs of: a) Dealership certificate in self ink b) Self attested copy of valid TIN / PAN No. c) Sales Tax, clearance certificate for the period ending 31-03-2017 d) Proof of average annual turnover e) Proof of experience supported by documents from concerned organization/s		
10	Details of University Receipt No. for Rs. 500/=		
11	Earnest Money deposit details: a) Amount b) Name of the drawer and issuing bank c) No. and date of CDR		

Declaration:

I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, I / we will be blacklisted and will not have any dealing with the University in future.

Signature with date & seal of the agency : _____
 Name of the Applicant : _____
 Designation : _____

University of Kashmir

Financial Bid for Branded items for Computers & Xerox Machine etc

List of branded items for computers & Machines

Tenders may clearly mention Quality of the product for which the rate is quoted. In addition to the quality of items mentioned hereunder, tenderers can also quote rates of other standard brand/s alongwith the one mentioned in the tender document.

A)	Brand (HP Ink Cartridges)	Company rates	Rates offered
1.	Cartridge Colour & Black 818		
2.	Cartridge Black 857		
3.	Cartridge Black 702		
4.	Cartridge Black 53		
5.	Cartridge Black 15		
6.	Cartridge Black 21		
7.	Cartridge Black 27		
8.	Cartridge Black 56		
9.	Cartridge Black 901		
10.	Cartridge Colour 901		
11.	Cartridge Colour 17		
12.	Cartridge Colour 22		
13.	Cartridge Colour 28		
14.	Cartridge Black 57		
15.	Cartridge Black 18		
16.	Cartridge magenta 18		
17.	Cartridge Yellow 18		
18.	Cartridge Cyan 18		
19.	Cartridge 853		
20.	Laser toner 2612A		
21.	Laser toner DPQ 2612 AF		
22.	Laser toner 7115A		
23.	Laser toner 11A		
24.	Laser toner 1150(24A)		
25.	Laser toner 7551A		
26.	Laser toner 2015d (53A)		
27.	Laser toner (35A)		
28.	Laser toner CE 435 AD		
29.	Laser toner P1505 (36A)		
30.	Laser toner CE 436 AD		
31.	Laser toner (88A)		
32.	Laser toner IP CC AD 388 AD		
33.	Laser toner Black CP 1215		
34.	Laser toner Cyan CP 1215		
35.	Laser toner Magenta CP 1215		
36.	Laser toner Yellow CP 1215		
37.	Laser toner Black 5950A		
38.	CE 390 A		

39.	Laser toner Cyan 5951A		
40.	Laser toner Magenta 5952A		
41.	Laser toner Yellow 5953A		
42.	Laser toner Black 5550dn		
43.	Laser toner Yellow 5550dn		
44.	Laser toner Cyan 5550dn		
45.	Laser toner Magenta 5550dn		
46.	Laser toner 3906F		
47.	Laser Toner Cartridge (1136)MFP		
48.	Laser toner 55A (P3015)		
49.	HP Cartridge 860		
50.	HP Cartridge 861		
51.	HP Cartridge 801		
52.	HP Cartridge 802		
53.	HP Toner 78A		
54.	HP Toner 5A		
55.	HP Toner 11A		
56.	HP Toner 551dn (Black)		
57.	HP Toner 551dn (Yellow)		
58.	HP Toner 551dn (Cyan)		
59.	HP Toner 551dn (Magenta)		
60.	Laser toner Black 5051dn		
61.	Laser toner Yellow 5051dn		
62.	Laser toner Cyan 5051dn		
63.	Laser toner Magenta 5051dn		
64.	HP Laserjet (P1606dn) 78A Cartridge		
65.	HP Deskjet 4185 (Black)		
66.	HP Deskjet 4185 22 Colour		
67.	HP Deskjet Ink Advantage (678 black)		
68.	HP Deskjet Ink Advantage (678 colour)		
69.	Toner Cartridge Tasklfa (220 No)		
70.	HP CE 390 XC		
71.	HP CF 350 A		
72.	HP CF 351 A		
73.	HP CF 352 A		
74.	HP CF 353 A		
75.	HP CE 400A		
76.	HP 46		
77.	HP 680		
78.	HP 970		
79.	HP 934		
80.	HP 950		
81.	HP 932		
82.	HP 860		
83.	HP CE 740 A		
84.	HP CE 270 A		
85.	HP CF 210 A		
86.	HP CF310 A		
87.	HP CF 380 A		
88.	HP CF 325 X		

89.	HP CF 214 A/X		
90.	HP CF 280 A/X		
91.	HP CE 255 A		
92.	HP CZ 192 A		
93.	HP CZ 665 AA		
94.	HP CF 281 A		
95.	HP CF 282 A		
96.	HP 46 Tri-color		
97.	HP 680 Tri-Color		
98.	HP 970 (c/m/y)		
99.	HP 935 (C/M/Y)		
100.	HP 951 (C/M/Y)		
101.	HP 933 (C/M/Y)		
102.	HP 57 Tri-Color		
103.	HP 22 Tri-Color		
104.	HP 28 Tri-Color		
105.	HP 861 Tri-Color		
106.	HP CE 271A/272A/273A		
107.	HP CF 211A/212A/213A		
108.	HP CF 311A/312A/313A		
109.	HP CF 351A/352A/353A		
110.	HP CF 381A/382A/383A		
111.	HP CF 320 A/X		
112.	HP F6V 35AA		
113.	HP C6658AA		
B)	Brands (Canon Ink Cartridges)	Company rates	Rates offered
1.	Canon Toner LBP 3200/EP26		
2.	Canon Toner Fx-9S		
3.	Canon Printer LBP 6300/ Toner 319		
4.	Canon Toner 912		
5.	Canon-image Runner 2420L		
6.	Canon Toner 328		
7.	MFP CRG 328 VP		
8.	Canon Pixma Cartridge 3680(set)		
9.	Canon printer (912 Cartridge)		
10.	Canon NPG 28 Toner		
11.	Canon 6275		
C)	Brand Panasonic	Company rates	Rates offered
1	Panasonic Toner KX-FAD 92		
2	Panasonic Drum KX-FAD 93		
3	Panasonic 8020		
4.	HDP Film 1500 Images		
5	/Printer Cleaning Kit		
6	HDP Ribbon YMCK 500 images		

D	Brands KYOCERA	Company rates	Rates offered
1	KYOCERA Model Cartridges TK 439		
2	KYOCERA Model Cartridges TK 4109		
3	KYOCERA Model Cartridges TK 7109		
4	KYOCERA Model Cartridges TK 6309		
5	KYOCERA Model Cartridges TK 1114		
6	KYOCERA Model Cartridges TK 1104		
7	KYOCERA Model Cartridges TK 479		
8	KYOCERA Model Cartridges TK 410		
9	TK-1109		
10	TK-1124		
11	TK-1144		
12	MK-1110		
13	MK-7109		
14	Riso Master roll HDEZ 1070		
15	Master Roll 5327		
16.	Master Roll 5308b+		
17.	Master Roll 5490/6346		
18.	Drum module 5490/6346/530d-/5327		
E	Brand (Samsung)		
1	MLT-1043 S		
2	MLT- D 101- S		
3	MLT- D109 S		
4	MLT-D 119- S		
5	SCX-4216 D3		
6	SCX-4521 D3		
F	Brand (Gestetner Riso)		
1	Copy printer Ink (Colour) 5490//6346		
2	Riso Ink Tube		
3	Riso Master Roll		
4	Ricoh Xerox Tonner 4500 E		
5	Riso Ink HDEZ 1070		
6	Riso Master Roll HDEZ 1070		
7	Master Roll 5327		
8	Master Roll 5308b+		
9	Master Roll 5490/6346		
10	Drum Module 5490/6346/530d-/5327		
11	Brother Tonner 3030		
G	Brand (Xerox)	Company rates	Rates offered
1.	Xerox Drum WC 238/5638 5352C 5225 7242 5020		
2.	Xerox developer 5352C		
3.	Xerox Fuser 5352C		
4.	Xerox Fax Cartridge 123		
5.	Xerox Toner 5816/25/34		
6.	Xerox Toner 7242 black & colour		
7.	Xerox Toner WC 238		

8.	Xerox Toner 5225		
9.	Xerox Toner Black & Red 5352		
10.	Xerox Toner 5020		
11.	Xerox Toner PE 16		
12.	Xerox Fax Toner 3200		
13.	Xerox Toner 1025		
14.	Xerox Phaser Cartridge 3117		
15.	Xerox Toner Cartridge (Black) WC- 5335		
16.	Xerox Toner 3210/3220		
17.	Xerox Toner 5755		
18.	Drum Cartridge 5755		
19.	Xerox Fuser 7242.		
20.	Xerox Work centre 5022		
21.	Xerox Phaser (3117 Cart.)		
H)	Replacement of various spares (Chip sets Drums etc		
1	Magnetic Roller		
2	PCR		
3	DR Blade		
4	Drum		
I)	Chipset Cost (one time whenever applicable on all in one printers, including refilling		
1	Samsung Cartridge		
2	Xerox Phaser chip		
3	HP Chipset		
4	HP C6658AA		
J)	Misc.		
1.	Epson printer (L555) Black Colour, Magenta, Yellow		
2.	Epson Printer (L550) Bottle Cart. Black Colour, Magenta, Yellow		
3	Brother Toner 3030		

Seal and Signature of the dealer