



University College of Engineering Rajasthan Technical University, Kota

Tel.: 0744-2473020, Fax: 0744-2473040, e-mail: uce.rtu.purchase@hotmail.com, Website: www.rtu.ac.in

NIT No: UCE/01/08-09

Date :- 11-09-2008

TENDER NOTICE

File No: UCE/PUR/F(9) 19/Toner & Cartridges /08-09

Sealed quotations are invited from the original manufacturer or their authorized distributors/dealers for annual rate contract for one year for the purchase of Toner and Inkjet Cartridges for printers and photocopiers. Interested bidders can obtain the tender document either from the purchase section of UCE after paying tender fees of **Rs. 100.00** in the form of Demand Draft in favor of **Rajasthan Technical University, Kota** or download the same from the RTU website www.rtu.ac.in .

Last Date of submission of Tender: 29-09-2008 up to 3:00 PM.

Date of opening of Tender: 29-09-2008 at 3:30 PM.

Director



University College of Engineering Rajasthan Technical University, Kota

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TENDER DOCUMENT

Date: 11-09-2008

Tender No.: RTU/UCE/PUR/F(9) Toner & Cartridges/08-09

Sealed Quotations are invited under Two Bids System i.e., 1. Techno-Commercial Bid and 2. Financial Bid from the original manufacturer or their authorized Distributors/Dealers for **ANNUAL RATE CONTRACT FOR A PERIOD OF ONE YEAR TOWARDS THE PURCHASE OF TONER AND INKJET CARTRIDGES AS PER THE MAKES MENTIONED ANNEXURE-1**. The total yearly consumption/requirement of toner and cartridges in a year will be approximately Rs. 3.00 lakhs and the number of Toner and Cartridges for which numbers Annual Rate Contract is to be made are given at Annexure-1

Interested bidders are requested to obtain the Tender Document from the Purchase Section of UCE, RTU in any working day between **10.00 AM to 4.00 PM** after paying Tender Fee of **Rs. 100.00 (Rupees one hundred only)** in the form of Demand Draft in favour of **Rajasthan Technical University, Kota**. Bidders can also download the Tender Document from UCE, RTU website www.rtu.ac.in.

In case of downloaded tender form a tender fee of Rs. 100.00 in the form of Demand Draft in favour of Rajasthan Technical University, Kota is to be paid separately along with the required EMD on the submission of properly filled tender.

Only those Bidders are eligible who fulfill the following conditions (technical) and also the same eligibility criteria will be maintained:-

1. Quoting Firm either should be original manufacturer or authorized Distributors / Dealers of the manufacturer. While submitting the quotation by Authorized Distributors/Dealers enclose the Authorization letter for submitting the offer against UCE, RTU Tender file **RTU/UCE/PUR/F(9) Toner & Cartridges/08-09 dated 11-09-2008**.
2. Firm should submit a Certificate issued by original manufacturer that the quoted firm will supply the genuine (Original) toner and cartridges with standard warranty and if any reduction in the prices during the contract period will be forwarded to UCE, RTU automatically.
3. Price reasonability Certificate in original.
4. Detailed profile of the firm.
5. List of Customers along with the details of contact person, telephone number, fax number, complete correct address of the organization etc. Photocopies of the award letters issued by other organizations of repute for the above job.
6. Photocopy of Certificate of VAT Registration No. duly attested.
7. Photocopies of the award letters issued by other organizations of repute for the above job.

The above documents will be submitted by the firm along with the Technical Bid.

The terms and conditions on which the Annual Rate Contract is to be awarded are given below:-



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1. PAYMENT TERMS:- 100% payment will be given after the receipt of material in good condition at UCE, RTU against the pre-receipted bill in triplicate in favour of Director, UCE, RTU , Kota.
2. EARNEST MONEY DEPOSIT :- Bidders are requested to submit the EMD of Rs. 6,000.00 (Rupees six thousand only) in the form of crossed Demand Draft of recognized nationalized bank in favour of **Rajasthan Technical University, Kota** along with the technical bid and validity of DD must be six months from the date of issue. Quotation received without EMD straight away rejected. **No interest would be paid on the Earnest Money Deposit.**
3. SALES TAX/VAT/SERVICE TAX:- UCE, RTU is not authorized for submission of Sales Tax concessional form and chargeable amount of Sales Tax/VAT/Service Tax with chargeable percentage may be clearly mentioned in the quotation. If, total amount of tax and percentage of applicable chargeable tax not mentioned in the quotation, it will be presumed that amount quoted by you are inclusive of all taxes and no extra amount will be paid to you in account of taxes apart from the basic cost. TIN number and CST/ST number should be clearly mentioned in your quotation and Bill also.
4. Terms and conditions of the RTU are applicable to for the bidders. Un-solicited bids will be straightaway rejected.
5. The Director, UCE, RTU reserves all the rights to accept or reject/ cancel in part or in full to any or all the quotations without assigning any reason thereof.
6. **Packing, forwarding and octroi charges, etc. if any, be clearly mentioned in the quotation otherwise, it will be presumed that these charges are inclusive and no payment will be made to you extra to the basic cost.**
7. Quotation will be enclosed in a sealed cover addressed to Director, University College Engineering, Rajasthan Technical University, Kota. The cover should be sealed and super scribed "QUOTATION IN RESPONSE TO UCE, RTU TENDER ENQUIRY NO. **RTU/UCE/PUR/F(9) Toner & Cartridges/08-09 (NIT No: UCE/01/08-09) DATE OF OPENING 29-09-2008 at 3:30 PM.**
8. **In case due to any reason Govt. of India/ Govt. of Rajasthan/RTU declared a holiday on date of opening of quotation then the quotation will be opened on the next working day on same time, in that case no separate intimation will be send to you.**
9. Amount quoted in the quotation must be mentioned in figure and words. If any discrepancies found in the figure and words amount then the amount mentioned on lower side be entertained and order will be placed on the lower side quoted amount.
10. Quotation be dropped in the TENDER BOX, which is lying in the Purchase Section of UCE, RTU before the submission date and time. Quotation received by post addressed to the Director, UCE, RTU, Kota must be reached to this office before scheduled opening time of quotation.
11. Quotation will be opened on scheduled date and time in presence of the bidders. Quotation will also be opened on scheduled date and time in case of the absence of any bidder's representative.



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12. No deviation is acceptable after opening of quotation.
13. The quotation shall be valid for a minimum period of one hundred eighty days (180 days) from the date of opening of bids.
14. The items are required to be delivered within 4-6 working days positively in UCE, RTU Stores after getting the Purchase Orders. The items may be delivered between **10.00 AM to 4.00 PM** on any working day at UCE, RTU except Gazetted holidays.
15. Standard Company warranty is to be provided. In case if it is found that the firm has supplied duplicate/refilled cartridges and toners in that case UCE, RTU is free to cancel the Contract and also forfeit the EMD.
16. The responsibility lies with the successful bidder, if any damage or loss to the property of the Institute occurs while delivering the material.
- 17. UCE, RTU is a reputed institute of Govt. of Rajasthan. Therefore it is requested to quote concessional rates applicable to academic institutions.**
18. If any budgetary concessions announced by the government of India like reduction in raw materials, reduction in taxes, etc. may also be automatically passed to us.
19. If any difference found in the prices shown in the internet, your quotation price and also observed that the same item was supplied by you to some other organizations within a year then the payment of the bill in which you have charged the higher rates will not be paid.

Director