



Himachal Pradesh Technical University

(A State Government University)

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TENDER DOCUMENT

FOR

Supply of Toner cartridges & Refill for HP, Samsung, Ricoh, Canon, Xerox Printers.

Tender No -05/2021

Himachal Pradesh Technical University Hamirpur (H.P)

Price: Rs. 200/- only

Document can be downloaded from www.himtu.ac.in

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SECTION-I Notice Inviting Tender

1. Himachal Pradesh Technical University (HPTU) invites sealed limited tenders bids for the *supply of Remanufactured and Refurbished Toner cartridges* for **HP, SAMSUNG, RICOH, CANON, XEROX**, Printers installed in H.P. Technical University, Hamirpur from Original Equipment Manufacturer (OEM) or its Registered Supplies Reseller (RSR) on Annual Rate Contract Basis, initially for a period of one year but can be extended on year to year basis not more than 03 years including base year on the similar rates and no escalation in the rates thereof.
2. Prices quoted should be F.O.R. destination, inclusive of all levies and taxes and packing & forwarding charges etc. Procurement will be made as per actual requirement on monthly basis. The successful bidder shall have to enter into a tripartite agreement with HPTU and the OEM as the third party, to ensure the genuineness of cartridges supplied to HPTU.
3. Bidders shall have to deposit bid security of Rs. 10,000/- (Rupees ten thousand only) in the form Demand Draft/FDR drawn on any scheduled bank at Hamirpur in favour of "Finance Officer, HPTU, Hamirpur-177001" along with the technical bid and no exemption to MSME. Bidder who have already empaneled with HP Technical University earlier and deposited bid security Rs. 10,000/- (Rupees ten thousand only) for latest tender need not to deposit bid security for this tender. A copy of proof is to be attached.
4. The bid document can be had from Himachal Pradesh Technical University, Hamirpur at Daruhi on payment of Rs.200/- (Rupees two hundred only) in the form of crossed Demand Draft/Banker's Cheque from any scheduled Bank in Hamirpur drawn in favor of "Finance Officer, HPTU, Hamirpur-177001" and no exemption to MSME. The bid document is also available on HPTU website: www.himtu.ac.in. In case of using the downloaded Bid document a crossed Demand Draft/ Bankers' cheque of Rs. 200/- from any Scheduled Bank payable at Hamirpur should be enclosed.
5. The tenders, complete in all respects, should be submitted in a prescribed form along with supporting documents in a sealed envelope super scribing "Tender for *supply of remanufactured and Refurbished Toner cartridges to HPTU*" addressed to **Purchase Officer, Himachal Pradesh Technical University, Hamirpur (H.P.)** and must reach on or before 26.05.2022 by 02:30 P.M. The tender will opened on the same day at 03:00 **PM**.

6. The terms & conditions of the tender are enclosed along with the format for the price bid.

-Sd-
Purchase Officer
HPTU Hamirpur

SECTION-II

Instruction to Bidders

1. Definitions

- a. "The Purchaser" means the HPTU Hamirpur
- b. "The bidder" means the individual or firm who participates in this tender and submits bid.
- c. "The supplier" means the individual or firm supplying the goods under the contract.
- d. "The contract price" means the price payable to the supplier under the Purchase order for the full and proper performance of its contractual obligation.

2. Eligible Bidders

This invitation for bids is open to Original Equipment Manufacturer (OEM) or its Registered Supplies Reseller (RSR) of the tendered equipment as given in Annexure - I. Copy of Registration / Authorization certificate/ RSR Agreement/ Certificate shall be enclosed with the bid. The successful bidder shall have to enter into a tripartite agreement with HPTU and the OEM as the third party to ensure the genuineness of cartridges supplied to HPTU. Bidder must submit an authorization letter from OEM, to quote on their behalf specifically for this tender by mentioning the subject tender reference no. The Bidder must have a Permanent Account Number (PAN). A copy of PAN is to be submitted. The Bidder must have GST Certificate. A copy of GST certificate is to be submitted. Minimum turn over of Rs. ten lac duly authenticated by CA in last financial year

3. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of the bid. The Purchaser, will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

4. The Bid Document

The Bid Documents include:

- a) Notice Inviting Tender (Section I)
- b) Instructions to Bidders (Section II)
- c) Terms and Conditions of the Contract (Section III)
- d) Format for Bid Form (Annexure I)
- e) Price Schedules (Annexure II)

The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the bid.

5. **Clarifications of Bid Documents**

In case the prospective bidders need any clarification regarding any terms and conditions of the tender, he/she/they may write to **Purchase Officer, Himachal Pradesh Technical University, Hamirpur (H.P.) -177001**, well in time to ensure that required clarification in writing reach the said firm before the last date for submission.

6. **Amendment of Bid Document**

No amendment is allowed after submission of bid.

7. **Bidder details Form**

The bidder details form (Annexure-I) is to be submitted complete in all respect along with the required documents.

8. **Bid Security**

Bidders shall have to deposit bid security of Rs. 10,000/-(Rupees ten thousand only) in the form Demand Draft/FDR drawn on any scheduled bank at Hamirpur in favour of "Finance Officer, HPTU, Hamirpur-177001" along with the technical bid. Bidder who have already empaneled with HP Technical University earlier and deposited bid security Rs. 10,000/-(Rupees ten thousand only) for latest tender need not to deposit bid security for this tender. A copy of proof is to be attached.

9. **Period of Validity of Bids**

The validity period of the bid will be three months from the date of opening of tender documents, which may be extended by the bidders for such period as may be requested by HPTU. The bidders shall ensure that time lines are adhered to and any bids received later than the specified time and date shall not be entertained.

10. **Period of contract :**

The contract will be valid for a period of **one year** from the date of contract agreement, which can be extended for a further period of one year on the same rate and terms & conditions on mutual consent of both parties. However HPTU may terminate the contract at any time by giving 15 days advance notice without assigning any reason.

11. **Format for Signing of Bids**

- a) All entries in the bid form should be legible and filled clearly. If the space for furnishing information is not sufficient, separate sheet duly signed by the authorized signatory may be attached.
- b) The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case corrections shall be signed by the person/persons signing the bid.

12. **Rejection of incomplete and conditional tenders:**

The incomplete and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification.

13. **Withdrawal after submission of bids:**

No bidders will be allowed to withdraw after submission of bids/ opening of the tender.

14. **Tenders received after the last date**

Tenders received after the closing date and time prescribed in the tender enquiry shall NOT be accepted under any circumstances.

15. **Documents/Certificates**

The Tendering firms/agencies are required to submit the photocopies of following documents:

- a) Registration certificate as per existing norms (indicating the legal status—company/partnership firm/proprietorship concern, etc.);
- b) Copy of GST Registration Certificates & PAN Card;
- c) Copies of Income Tax Returns filed for last 1 financial years
- d) Proof of experience in supplying remanufactured toner cartridges to Depts.of the Himachal Pradesh Govt./ Public Sector Undertakings (PSUs) (A copy of any two orders received during last 1 years has to be attached)
- e) Bid security declaration & Declaration regarding blacklisting or otherwise on Rs. 10 Stamps paper & duly attested by notary.
- f) Earnest Money Deposit (EMD) by means of Demand Draft/FDR of Rs.10000 from a nationalized or public sector bank.

16. **Submission of Bids**

The bid prepared by the bidder shall comprise of (a) The Technical bid and (b) Financial bid.

- a) The technical bid, complete in all respects, should be submitted in a prescribed form along with supporting documents in a sealed envelope super scribing “Tender for *supply of remanufactured and Refurbished Toner cartridges to HPTU*” addressed to the **Purchase Officer, Himachal**

Pradesh Technical University, Hamirpur (H.P.) -177001, and must reach on or before 26.05.2022 by 2.30 P.M.

- b) The Financial bid should be submitted in separate sealed envelope super scribing “**Price Bid for supply of Remanufactured and Refurbished Toner cartridges to HPTU**”. The tender will be opened on the same day at 3.00 P.M.
- c) The Earnest Money Deposit (EMD) of Rs.10,000/- (Rs. Ten Thousand Only), refundable (without interest), should be necessarily accompanied with the Technical Bid of the service provider in the form of Demand Draft/FDR drawn in favour of Finance Officer, HPTU, Hamirpur, failing which the tender shall be rejected summarily. In the event, the successful bidder fails to sign the agreement with HPTU for provision of services as sought in the tender, subsequent to bid being accepted, the EMD is liable to forfeited.
- d) The successful bidder who is awarded the contract shall be required to deposit a Security Deposit of Rs.10,000 in the form of Demand Draft/FDR from any Scheduled Commercial Bank drawn in favour of finance Officer, HPTU, Hamirpur.

-Sd-

Purchase Officer
HPTU Hamirpur

SECTION-III

GENERAL TERMS AND CONDITIONS

1. Quality of Toners cartridges/cartridges

- a) **Quality and quantity of toner powder:** The quality of toner powder must be of finest quality and quantity must be as per standard procedure.
- b) **Output/yield of toner cartridge:** The output/yield and printing quality of remanufactured toner cartridges should be equal to that of an Original Equipment Manufacturer (OEM).
- c) Empty toner cartridges shall be provided by the HPTU for remanufacturing purposes.
- d) **Supply Order will be placed on requirement basis.** The successful supplier will have to meet all the requirements of the HPTU immediately on the receipt of the supply orders and in any case within a maximum period of two days from the date of issue of supply order. However the supply of urgent nature shall have to be made on the same day. The supply order will be collected personally by the contractor or his nominated persons.

2. Rates/ Prices:

- a) The rates should be quoted in Indian Rupees only in words as well as in figures inclusive of GST as applicable.
- b) Rates should be valid for at least one year. Rates valid for a shorter period shall be rejected as non-responsive.
- c) No claim for compensation or loss due to fluctuations in prices or any other reasons/ causes will be entertained during the period of contract.
- d) The rates quoted for remanufacturing of toner cartridges shall be inclusive **of replacement of all key parts**, refilling of toner powder, taxes, etc. complete in all respects as per scope of work. Nothing extra shall be payable on any account.
- e) In case of discrepancy between the amounts in figures and words, the amount in words will only be considered for the purpose.
- f) Rates should be quoted for free delivery at the HPTU Daruhi and no transportation or other charges shall be payable.

3. Penalty:

- a) It will be the responsibility of the successful bidder to supply the item in accordance with supply order within stipulated time frame & of quality, otherwise, the HPTU may seek compensation on account of the same. The compensation of five percent (5%) of the P.Os shall be recoverable for each week of delay in delivery with reference to the delivery period given in the Purchase Order to maximum extent of 10%. Compensation of 20% of P.Os shall be recoverable/ sought for any substandard (inferior quality) / incomplete supply along with cancellation of work order.
- b) If the Bidder /firm stop the supply without completing it, HPTU may get the work completed from another firm and the bidder will have to reimburse the expenditure incurred for the said purpose.

4. Settlement of disputes

Any matter relating to the selection of vendor for entering into annual rate contract for supply of remanufactured or refurbished Toner cartridges to HPTU or procedure for awarding the annual rate contract for supply of remanufactured or refurbished Toner cartridges to HPTU shall be governed by the Laws of Union of India. Disputes, if any arising under the said process shall be subject to the exclusive jurisdiction of courts at Hamirpur.

5. Purchasers Rights

- a) HPTU reserves the right to accept/reject any or all the bids in whole or in part and annul the bidding process without assigning any reason whatsoever and is not bound to accept the lowest tender.
- b) HPTU reserves the right to award the tender to more than one bidder.
- c) HPTU reserves the right to relax/ withdraw any of the terms and conditions mentioned in the bid document.
- d) HPTU reserves the right to blacklist a bidder for a suitable period in case the bidder fails to honor its bids without sufficient grounds.
- e) If a firm after award of the contract violates any of the terms & conditions, it shall be liable to be blacklisted.

6. Basis of awarding the contract.

The contract shall ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms & conditions.

7. Guarantee/Warranty

- a) Guarantee of the remanufactured toner cartridges must be at least 12 months from the date of delivery or till the toner gets empty.
- b) In the event of re-manufacturing defects of cartridge, the firm/bidder has to replace the same free of cost.
- c) In case of recurrence of defects in the cartridges, the contract shall be terminated at any point of time with 15 days' prior intimation to the firm/bidder.

8. Mode of Payment

- a) Payment against Bill/Invoice shall be released only after supply of full quantity and on satisfactory performance of the items. Payment will be made direct to the supplier account through NEFT. No request for other mode of payment will be entertained.
- b) The bidders will be bound by the details furnished by him / her to the HPTU, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be fictitious at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides.
- c) The supply of reconditioned/remanufactured toner cartridges which is not in conformity with the requirements/ specifications are liable to be rejected.

9. Miscellaneous

- a) In no circumstances, the firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice. HPTU reserves the right to terminate this order at any point of time with 15days' prior intimation to the contractor.
- b) All taxes and levies will be paid by the bidder only. No other charges such as Octroi, packing, forwarding, freight insurance, loading and unloading, entry tax, transportation, etc. will be allowed. All these are to be borne by the tendered only.
- c) The contractor shall ensure that it will supply genuine and bonafide products manufactured by it without infringing on any intellectual property rights of third parties. Further such products shall not be spurious or damage the printer or cause any injury to any person failing which the contractor shall be held responsible.

- d) A detailed contract for supply of toner shall be entered into with the successful bidder and the provision of deliverables shall be governed by the terms and conditions of the said contract, besides any condition stipulated in this document.

-Sd-

Purchase Officer
HPTU Hamirpur

BIDDER DETAILS FORM (Technical Bid)

Annual rate contract for supply of remanufactured and refurbished Toner cartridges to HPTU

Sr. No.	Description	Information
1.	Name of bidder	
2.	Registered Address and Telephone No. of bidder	
3.	Registration certificate details as per existing norms (indicating the legal status /company /partnership firm /proprietorship etc.	
4.	Detail of EMD Deposited	
5.	GST No. (Copy to be enclosed)	
6.	PAN No./GIR No. (Copy to be enclosed)	
7.	Copy of IT return of the previous year	
8.	Proof of experience in supplying remanufactured toner cartridges to Depts. of the Himachal Pradesh Govt./ Public Sector Undertakings (PSUs) (A copy of any two orders received during last 1 years has to be attached)	
9.	Bid security declaration &Declaration regarding blacklisting or otherwise.	
10.	An affidavit on Rs 10 stamps paper duly attested by Notary Public that firm is not black listed by any Govt./Semi Govt. during last five years and no Tax/GST case pending.	

Annexure -II

Tender No.05/2021

Date of opening of bids: ----- (1500hrs)

Schedule of Rates (Financial Bid)

From

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To

The Registrar HPTU,
Hamirpur H.P.
Sir,

I/we have gone through, understood fully and declare that I/ we shall abide by the terms and conditions detailed in the tender document for supply of the items required –

My /our rates for Original toner Cartridges are as under:-

Sr. No.	Description	Rate Per Unit (Rs)	Vat/ST/ED etc.(Rs.) if any	Total Rs. In Figures	Total in words (Rs.)
	(1)	(2)	(3)	(4)	(5)
1.	HP Toner Cartridge No 78A				
2.	HP Toner Cartridge No 79A				
3.	HP Toner Cartridge No. 88A				
4.	HP Toner Cartridge No. 12A				
5.	HP Toner Cartridge No.80 A				
6.	HP Toner Cartridge No. 93A				
7.	HP Toner Cartridge No. 255A				
8.	HP Toner Cartridge No.305A				
9.	HP Toner Cartridge No.Q7570AC				
10.	Ricoh Toner Cartridge for M2501S,MP2001L&MP2501L,MP/c2011 Models				
11.	Samsung Toner Cartridge for 3310				
12.	Canon Toner Cartridge No.319				
13.	Xerox Toner Cartridge No.5016/5020				

Note: - Bidder must fill each and every column failing which bid should not entertained

Dated.....

Name & Address of Firm.....

Authorised Signature & Seal of the Firm

My /our rates for Compatible toner Cartridges are as under:-

Sr. No.	Description	Rate Per Unit (Rs)	Vat/ST/ED etc.(Rs.) if any	Total Rs. In Figures	Total in words (Rs.)
	(1)	(2)	(3)	(4)	(5)
1.	HP Toner Cartridge No 78A				
2.	HP Toner Cartridge No 79A				
3.	HP Toner Cartridge No. 88A				
4.	HP Toner Cartridge No. 12A				
5.	HP Toner Cartridge No.80 A				
6.	HP Toner Cartridge No. 93A				
7.	HP Toner Cartridge No. 255A				
8.	HP Toner Cartridge No.305A				
9.	HP Toner Cartridge No.Q7570AC				
10.	Ricoh Toner Cartridge for M2501S,MP2001L&MP2501L,MP/c2011 Models				
11.	Samsung Toner Cartridge for 3310				
12.	Canon Toner Cartridge No.319				
13.	Xerox Toner Cartridge No.5016/5020				

Note: - Bidder must fill each and every column failing which bid should not entertained

Dated.....

Name & Address of Firm.....

Authorised Signature & Seal of the Firm

My /our rates for Refilling of toner Cartridges are as under:-

Sr. No.	Description	Rate Per Unit (Rs)	Vat/ST/ED etc.(Rs.) if any	Total Rs. In Figures	Total in words (Rs.)
	(1)	(2)	(3)	(4)	(5)
1.	HP Toner Cartridge No 78A				
2.	HP Toner Cartridge No 79A				
3.	HP Toner Cartridge No. 88A				
4.	HP Toner Cartridge No. 12A				
5.	HP Toner Cartridge No.80 A				
6.	HP Toner Cartridge No. 93A				
7.	HP Toner Cartridge No. 255A				
8.	HP Toner Cartridge No.305A				
9.	HP Toner Cartridge No.Q7570AC				
10.	Ricoh Toner Cartridge for M2501S,MP2001L&MP2501L,MP/c2011 Models				
11.	Samsung Toner Cartridge for 3310				
12.	Canon Toner Cartridge No.319				
13.	Xerox Toner Cartridge No.5016/5020				

Note: - Bidder must fill each and every column failing which bid should not entertained

Dated.....

Name & Address of Firm.....

Authorised Signature & Seal of the Firm