

ANNUAL RATE CONTRACT
FOR
SUPPLY OF CARTRIDGES AND TONERS
AT



DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY
Ranchi, Jharkhand.



DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY

Ranchi, Jharkhand.

Memo: DSPMU/G/495/24

Dated:06.2024

NOTICE INVITING TENDER

Dr. Shyama Prasad Mukherjee University, Ranchi-834008, Jharkhand invites tenders under two bid system (Part-I: Technical Bid and Part II: Financial Bid), from experienced and reputed Distributors/ Dealers/ Agencies only for **“Annual Rate Contract for Supply of Cartridges and Toners at Dr. Shyama Prasad Mukherjee University, Ranchi.”**

Sno	Activity	Date
1.	Publication of Tender Document in University Website	25.06.2024 at 04:00 PM
2	Last Date & Time for Submission of Tender Documents	05.07.2024 till 01:00 PM

The detailed information about the tender document can be obtained from the office of the Section-Officer (General) or from the University Website: - www.dspmuranchi.ac.in.

Sd/-

**Registrar
DSPMU, Ranchi**



DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY
P.O.: Ranchi College, Morabadi, Ranchi – 834008, Jharkhand.
Email: registrardspmuranchi@gmail.com, Website: www.dspmuranchi.ac.in

Notice Inviting Tender

Tender ID- DSPMU/G/494/ 24

Date: 25.06.2024

Dr. Shyama Prasad Mukherjee University, Ranchi-834008, Jharkhand invites sealed tenders (Two Bid System) for the Annual Rate Contract for Supply of Cartridges and Toners at Dr. Shyama Prasad Mukherjee University from the authorized distributors/dealers/agencies. The tender document can be downloaded from the University website URL Link: <http://www.dspmuranchi.ac.in> (w.e.f. 31.05.2024).

SNo.	Item Description	Specification /Quantity
1.	Annual Rate Contract for Supply of Cartridges and Toners at Dr. Shyama Prasad Mukherjee University for Twelve (12) months with effect from the date of awarding the Rate Contract. (Extendable for a further period of 01 year in the same rate). As per Annexure-A Mentioned in Page No. 10 & 11	As specified in Annexure-A

1. Tender form can be downloaded from the website of the University only.
2. Last date and time for submission of Tender Documents is: **05.07.2024 up to 1300 Hrs (IST).**
3. **Date of opening of Technical bid (Envelope-A): 06.07.2024 at 1300 Hrs (IST).**
4. **Date of opening of Financial bid (Envelope-B): will be informed.**
5. DSPMU, Ranchi reserves the right to reject any or all Tenders without assigning any reason. No responsibility will be taken for postal delay or non-delivery/non-receipt of the tender documents.

Quotation/ Duly filled Tender Documents should be sealed and superscribed with Tender ID number, Tender Name and Due date of submission and address to:

“The Registrar”

Dr. Shyama Prasad Mukherjee University
P.O.: Ranchi College, Morabadi
Ranchi-834008, Jharkhand.

GENERAL INFORMATION/GUIDELINES/ ELIGIBILITY. - (Annexure - I)

1. Tender documents are non-transferable.
2. **Technical bid must be sealed in Envelope - "A" and Financial bid must be sealed in Envelope - "B" and both the envelopes are to be sealed in one master envelope.**
3. Envelope - "A" shall contain:
 - a) **Demand draft of Rs. 1000/-** only in favour of "**Registrar, DSPMU, Ranchi**" payable at **Ranchi** as tender fee (**non-Refundable**).
 - b) Unconditional acceptance letter duly signed with seal. (As per the format enclosed)
 - c) List of relatives employed in DSPMU, Ranchi self-attested copies. (As per the format enclosed)
 - d) Bidder must have registered GST Certificate address at consignee state, for better after sales and service.
 - e) Copy of PAN/TIN self-attested.
 - f) OEM Should have valid ISO 9001, ISO 14001 & ISO 45001 for design and development for wired and wireless printer products.
 - g) OEM must not be blacklisted or banned by any state/ central government, semi government or PSU and any other GOVT. organization in India and Globally. Attach Supporting Document.
 - h) All product component should be Make in India.
 - i) Bidder should have submitted Authorization Certificate from the OEM's for all products and also mention Tender ID in Certificate.
 - j) Bidder have to demonstrate all products sample in the office before opening of this bid.
 - k) Bidder must attach Valid Trade license issued by municipal corporation.
 - l) Bidder must have work experience in supply of cartridges and tonners in the State Universities/ Govt Colleges/ PSU's from last five years. Work Experience Documents must be attached.
 - m) Court affidavit for non-backlisted of ₹ 100 must be submitted by the Bidder while submitting the Tender Document.
 - n) **EMD of Rs. 10,000/-** in the form of Bank Demand draft drawn from a scheduled bank in favour of "**The Registrar, DSPMU, Ranchi**" payable at **Ranchi**.

- o) The successful bidder should submit ₹ 40,000/- (Rupees Forty Thousand Only) to the Dr. Shyama Prasad Mukherjee University in the form of **Performance Bank Guarantee of any nationalized Bank in favour of "Registrar, DSPMU" payable at Ranchi** by the successful tenderer within 15 days of award of work. The Performance Bank Guarantee should be for a period of 12 months and will be released automatically after 06 months of successful completion of the work.
- p) Bidder should submit ISO Certificates of OEM/Bidder for Quality (ISO 9001). The certificate issue date must be before publishing of bid.
- q) All cartridges and tonner must be of authentic company.
- r) The bidder should give compliance to every point mentioned in Annexure -II.
- s) The sellers should note that, only original mentioned OEM cartridges will be accepted. Refurbished or refilled cartridge es will be squarely rejected. Bidders should note that bids for cartridges apart from name model mentioned in the bid received, the bid will be rejected.
- t) Copy of Last Three Financial years filed Income Tax Return.
- u) Last Three Years Profit and loss account Statements, balance sheet Statements.
- v) Attested copies of Memorandum and articles of association in case of registered firm/cooperative societies/companies.
- w) Partnership deed in case of partnership firm.
- x) Original document has to be produced as and when asked by DSPMU, Ranchi for verification.
- y) The Bidders have to submit the sample of the Cartridges and Tonners mentioned in Annexure-A.

4. Envelope "B" (Financial bid) superscripted "**Annual Rate Contract for Supply of Stationery Items at DSPMU, Ranchi.**" shall contain the original quotation price bid supplied in Notice Inviting Tender (NIT) duly filled and signed in each pages, with seal and date.

5. The Envelope - "A" shall be opened first for Sample Evaluation and Technical Bid Evaluation and if all the documents and samples are found in order then only Envelope - "B" of the respective bidder shall be opened for which the prospective bidders shall be informed of the date of opening of Financial bids.

6. The total offer amount should be clearly written both in figures and words on the space provided in the annexure, the gross total (Rate x Quantity) will be considered as price bid. Over writing/correction, if any should be signed by authorized signatories.

7. Supply will have to be given by the firm on Weekly basis on requirements basis or on need basis as and when orders placed by DSPMU, Ranchi.

8. At the time of placement of the order the University reserves the right to increase or decrease the quantity mentioned in schedule of quantities.

9. Any party either a firm or an individual falling under the following categories is not eligible for participation in tender process.

- a. De-barred/black listed by DSPMU, Ranchi or undertakings/Departments like: Department of Govt. of India, State Government, Department of Commercial at RHQ.
- b. Parties facing action under PPE act with DSPMU, Ranchi.
- c. Parties either an individual or a business establishment, who has been ordered by a court of law to pay the outstanding dues of DSPMU, Ranchi as a whole and has not paid such dues to AM shall also not be eligible for taking part in the Tender.
- d. A declaration to this effect (Clause -9 above) is also to be submitted by the Tenderer while submitting the Tender Papers.

TERMS AND CONDITIONS - (Annexure -II)

(This form in original has to be submitted by the tenderer)

1. The rates quoted shall be inclusive of all statutory levies (GST/Excise Duty, Sales Tax, Commercial Tax, Entry Tax or any other Local/State/Central/Govt Tax). The rate shall be inclusive of transportation up to delivery point that is up to the office premises of Registrar, DSPMU, Ranchi – 843008. No extra claim shall be entertained by DSPMU, Ranchi after award of contract
2. The rates and Gross total should be entered in figures as well as in words and be cello taped on gross total. In case of any discrepancy the later shall prevail.
3. Items should be in good conditions and free from any defect. In case the supplied items are not found up to the mark, DSPMU, Ranchi will have the right to reject the items without assigning any reason.
4. The eligible lowest bidder will be decided on the basis of Gross Total as quoted by the Tenderer.
5. Any loss or damage to the item to the item while handling/ transporting till such time the items are delivered and handed over to this office is the responsibility of supplier/dealer.
6. On receipt of the demand from DSPMU, Ranchi the agency will supply all the items within 03 days. Part supply will not be accepted. Any delay in supply of items more than 07 days, the agency shall be liable to pay compensation for the delay @ half (1/2) percent of the item cost per week of delay subject to maximum of 10% of items cost.
7. DSPMU, Ranchi reserves the right to reject any or all Tenders without assigning any reason thereof.
8. The rates of all the items shall remain firm throughout the contract period. The rate quoted shall be valid for 01 year (one year) from the date of awarding the contract. The contract can be extended for a further period of 12 (Twelve) months on the same terms and condition.
9. I/we hereby undertake that the items to be supplied by me/us shall be of good quality free from any defect/deficiency to the entire satisfaction of DSPMU, Ranchi and also strictly in accordance with the NIT conditions. It during the currency of the contract, DSPMU, Ranchi is of the opinion and find that any and/or all items supplied by me/us is/are inferior, substandard and or below the quality standard, DSPMU, Ranchi shall he within its right to call for me/us to immediately replace the same with the quality

items, forfeit the security in part and/or full besides levying fine/penalties including termination of the contract as the case may be. I/we further agree that the assessment with regard to the quality of items and its acceptance shall rest solely with DSPMU, Ranchi and I/We shall abide by the directives/instructions issued by DSPMU, Ranchi in this regard.

Signature and Seal of tenderer

For Registrar,
DSPMU, Ranchi

ACCEPTANCE LETTER

(This form has to be submitted in original by the tenderer)

To,

The Registrar,

Dr. Shyama Prasad Mukherjee University,

Morabadi, P.O.: Ranchi College,

Ranchi-834008 (Jharkhand)

Sub-Acceptance of DSPMU's tender conditions for Supply of Cartridges and Tonners on rate contract basis.

Sir/Madam,

I/We hereby unconditionally accept the Tender conditions of DSPMU, Ranchi for Supply of Stationery items.

The contents and conditions of NOTICE INVITING TENDERS with particular reference of Annexure-I and II (Terms and Conditions) have been noted for strict compliance. After having accepted the same unequivocally and unconditionally, I/We shall not, under any circumstances, ask for any rebate/relief and/or dispute any condition of tenders and abide all the terms and conditions during the currency of the contract period, In case, it is found at a later date that the documents submitted are counterfeit/false, our contract/tender shall be rejected out rightly besides DSPMU, Ranchi shall be at liberty to take action as per the agreement.

I/We declare that I/We have not paid and will not pay any bribe to any officer of DSPMU, Ranchi for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of DSPMU, Ranchi asks for bribe/gratification, I will immediately report it to the appropriate authority in DSPMU, Ranchi.

The required earnest money for this work is enclosed herewith.

Yours faithfully

(Signature of the Tenderer with rubber stamp)

Financial Bid

Annual Rate Contract for Supply of Cartridges and Tonners at DSPMU Ranchi

S. No.	Name of the Cartridges and Tonners	Quantity	Rate per unit with GST	Total Amount (Rate X Quantity)
1	Cartridge 12A original	01		
2	Cartridge 12a compatible	01		
3	Cartridge 88 A original	01		
4	Cartridge 88a compatible	01		
5	NPG 51 black toner cartridge	01		
6	Cartridge 335x	01		
7	Cartridge 335a	01		
8	5298 cartridges	01		
9	Cartridge t-970100 (black)	01		
10	Ink toner (Black) Specification-T 8451	01		
11	Cartridge 56x	01		
12	Cartridge 56a	01		
13	Maintenance box 5298	01		
14	Cartridge 2014HS	01		
15	Printer MP 3054	01		
16	Gt 51 (ink bottle)	01		
17	GT 52 bottle (multi-color)	01		
18	L380 (multi-color bottle)	01		
19	T 950	01		
20	T 949	01		
21	Printer 2701 tonner 842135 /842128/ D8840150.	01		
22	Printer MFC-I5900dw cartridges tn-3478	01		
23	Printer M5399 Black ink pack	01		
24	Printer L15180 CMYK all Bottle Set	01		
25	Printer L2541 tonner	01		

26	Printer 5521cdn Cartridges CMYK	01		
27	Printer l110 cmyk bottle set	01		
28	631cn black Cartridge	01		
29	631cn CMYK all set	01		
30	Printer l15180 maintenance box	01		
31	PRINTER 5399 MAINTENANCE BOX	01		
32	PRINTER 5691 MAINTENANCE BOX	01		
33	5298 MAINTENANCE BOX	01		
34	Drum unit 5900	01		
35	Drum Unit 2541	01		
Gross Total in ₹				

Gross Total in Words:

*** The actual quantity may be indicative only and may vary depending upon the amount of quantity consumed in a year. It may not be guaranteed that the mentioned quantity will be ordered.**

*** Any other similar items required in University for Office use only which are not mentioned in the list will be supplied by the vendor as well as per requirement.**

**Signature and Seal of tenderer
With Address**