F-43-207/2016/NIOS/Admn./Pur. 22nd February 2017

To

**Sub: Limited Tender enquiry for Supply of Toner Cartridges**

Dear Sir,

National Institute of Open Schooling (NIOS) is an Autonomous Institution under Ministry of Human Resource Development, Deptt. of School Education & Literacy, Govt. of India having its office at A-24/25, Sector 62, Noida (U.P.). NIOS invites Limited Tender for Supply of Toner Cartridges as per specifications and terms & conditions given below :-

| **Sl.No.** | **Description** | **Qty.** |
|---|---|---|
| 1. | Toner 2002N for Canon make Photocopier Machine | 10 nos. |
| 2. | Toner Cartridge 87A for Printer Model No. 506M | 20 nos. |
| 3. | Toner Cartridge 80A for Laserjet Printer Model No. 400 | 20 nos. |
| 4. | Toner Cartridge CE 310A for Color Printer Model No. CP 1025 NW | 05 nos. |
| 5. | Toner Cartridge CE 311A for Color Printer Model No. CP 1025 NW | 05 nos. |
| 6. | Toner Cartridge CE 312A for Color Printer Model No. CP 1025 NW | 05 nos. |
| 7. | Toner Cartridge CE 313A for Color Printer Model No. CP 1025 NW | 05 nos. |

You are requested to quote your lowest rates for supply of Toner Cartridges as specified above on the prescribed proforma appended at Annexure-A. The sealed tender superscribed as **"Supply of Toner Cartridges**" addressed to the Secretary, NIOS, A-24/25, Institutional Area, Sector – 62, NOIDA, U.P – 201309 should be submitted in the tender box kept at Purchase Section, NIOS Hqrs., Room No: 205, Second Floor, A-24/25, Institutional Area, Sector– 62, NOIDA by **15/03/2017 at 2.00 p.m**. The tender shall be opened on the same day at 2.30 p.m. by the duly constituted Committee in the presence of representative of the firms.

NIOS reserves the right to accept any or all the tenders without assigning any reasons whatsoever.

Yours faithfully,

(Ashok Kumar)
Deputy Director(Admn.)

Encl : as above

**Annexure – A**

**Proforma**

To,

The Secretary
NIOS
A-24/25, Institutional Area, Sector-62,
NOIDA(UP)

**Sub: Limited Tender enquiry for Supply of Toner Cartridges**

Sir,

We hereby quote our lowest and competitive rates for the above mentioned items on the specification given below:

| Sl.No | Description of work: | Qty. | Unit Rate to be offered by the Firm (including all Taxes) |
|---|---|---|---|
| 1. | Toner 2002N for Canon make Photocopier Machine | 10 nos. | |
| 2. | Toner Cartridge 87A for Printer Model No. 506M | 20 nos. | |
| 3. | Toner Cartridge 80A for Laserjet Printer Model No. 400 | 20 nos. | |
| 4. | Toner Cartridge CE 310A for Color Printer Model No. CP 1025 NW | 05 nos. | |
| 5. | Toner Cartridge CE 311A for Color Printer Model No. CP 1025 NW | 05 nos. | |
| 6. | Toner Cartridge CE 312A for Color Printer Model No. CP 1025 NW | 05 nos. | |
| 7. | Toner Cartridge CE 313A for Color Printer Model No. CP 1025 NW | 05 nos. | |

**Terms & conditions:-**

1. The ordered quantity of item should be supplied strictly as per above specifications within a week's time from the date of receipt of the order by the firm. In case of any deviation from the above specifications, the tender of such firm shall be out rejected. Selection of the firm will be made based on L-1 rates

amongst the eligible firms irrespective of the brand out of three as mentioned above.

2. Rates shall be inclusive of all taxes.

3. The rates quoted by tenderers shall be valid and binding on them for acceptance by NIOS for one year from the date of issue of offer.

4. Material will be supplied by the firm on the basis of F.O.R. at NIOS Headquarters, Sector-62, NOIDA, Distt. Gautam Budha Nagar, (UP).

5. Defective material/other than required specifications, if any, will have to be replaced by the supplier at their own risk and cost immediately.

6. Earnest money deposit of Rs. 10,000/- in the form of Bank Draft in favour of Secretary NIOS payable at Noida to be enclosed with the tender failing which the tender will be summarily rejected.

7. The successful tenderer will be required to furnish a security deposit equivalent to 7% of the approximate value of the goods to be purchased in the form of Bank Guarantee**,** in favour of Secretary, NIOS for a period of 14 months from the date of supply/installation.

8. No interest on EMD will be payable.

9. A Committee of NIOS official will inspect the quality/quantity of supplied item and payment will be released after satisfactory execution of the order.

10. No advance payment will be given for executing the work.

11. Counter conditions by the Tenderers in matters concerning payment of bills shall not be acceptable.

12. The complete tender document is also available on NIOS website at www.nios.ac.in for the purpose of downloading.

13. Conditional tender will not be considered and will be summarily rejected.

14. You are at liberty to be present or authorize a representative to be present on your behalf in the opening of the tender at the time and date as specified in the schedule. However, the name and address of the representative who would be attending the opening of the tender should be indicated in your tender.

15. The tender is liable to be rejected, if complete information is not given therein or if the particulars and date, if any, asked for in the schedule to the tender are not filled in.

16. NIOS reserves the right to accept or reject any/all tenders without assigning any reasons(s), whatsoever. Tender not on the prescribed proforma(attached)

without requisite details/EMD and received after the closing date/time of tenders will be summarily rejected.

17. The firm shall not be allowed subletting of subject work, transfer or assign the contract or any part thereof, whatsoever except with the prior consent, in writing, of the Secretary, NIOS.

18. I/We, the undersigned, certify that I/We have gone through the Terms & Conditions mentioned in the tender document and undertake to comply with them. We, the undersigned hereby undertake to abide by the instructions of NIOS for compliance of the contract during the period of tender.

19. My/Our EMD will be forfeited by NIOS after my successful selection, if the offer is not accepted by me, if any delay occurs on my/our part in execution of the contract or non-performance of the contract or non compliance of contract. The decision of the Chairman, NIOS will be final and binding on me/us with regard to the amount of EMD to be forfeited.

20. I/We hereby undertake to comply with the terms of the contract during the validity of the tender as per directions given by NIOS from time to time.

21. The firm must be registered with VAT/Sales Tax Department and a copy of the same must be enclosed.

22. In case of any dispute arising out of the relations between the parties, the matter will be referred to the Arbitrator appointed by the Secretary, NIOS whose decision will be final and binding on the parties.

23. Any dispute arising out of the relation between the parties, will be subject to the jurisdiction of Delhi Court only.

Signature with seal

Name of the firm

Address

Mobile No:

e-mail ID :