



**Guru Gobind Singh Indraprastha University**  
**Sector 16C, Dwarka, New Delhi -110078**

Website: <http://ipu.ac.in>

**NOTICE INVITING TENDER**

Guru Gobind Singh Indraprastha University Sec. 16 C, Dwarka, New Delhi invites sealed tenders under two bid systems from reputed and eligible contractors/firms in two bid system. Details of the NIT along with terms & conditions, specifications etc. can be seen/ downloaded at/from the University website [www.ipu.ac.in](http://www.ipu.ac.in). Illustrated literature/leaflets for the supply/execution of item(s)/stores/work detailed in Annexure 'II' (Scope of Work). The rates will be valid for one year however, it may further extended by one more year subject to the approval of the competent authority of the GGSIP University and the Agency.

Duly completed tender documents super-scribing "**Refilling of Toners/Cartridges of Printers and Photocopiers**" on the top of envelope are to be submitted in the office of Jt. Registrar (Purchase), Ground Floor, Library Block, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, New Delhi - 110078 latest by 1.00 p.m. 22/11/2016. The tender shall be opened at 2:30 p.m. on 22/11/2016 in the office of Jt. Registrar (Purchase), Ground Floor, Library Block, GGSIPU, Sector 16C, Dwarka, New Delhi – 110078, in the presence of tenderers or their representatives, if any.

Registrar





**Guru Gobind Singh Indraprastha University**  
**Sector 16C, Dwarka, New Delhi -110078**

Website: <http://ipu.ac.in>

Phone No.:011-25302149-51

Date: 02.11.2016

**TENDER No. 20/PUR/ GGSIPU/2016-17**

**E-TENDER (NOTICE INVITING QUOTATION)**

Sealed item rate quotations are invited on behalf of Registrar, **Guru Gobind Singh Indraprastha University**, Sector 16 C, Dwarka, New Delhi from the firms having sufficient experience and experts in providing **refilled toners/ cartridges for printers/Photocopiers**” as per the specification given in price bid attached with this NIQ:-

1	Name of work	Refilling of Toners / Cartridges for printers / Photocopiers of the University
2	Last date, time and venue for submission of EMD and Technical bids documents	22/11/2016 up to 1:00 PM office of Jt. Registrar (Purchase), Ground Floor, Library Block, GGSIP University, Sector 16 C, Dwarka, New Delhi – 110078
3	Date, time and venue for opening of technical bid	22/11/2016 at 2.30 PM, office of Jt. Registrar (Purchase), Ground Floor, Library Block, GGSIP University, Sector 16 C, Dwarka, New Delhi – 110078
4	Financial bid shall be opened after evaluation of technical bid/time notified thereafter	
5	Earnest Money Deposit (EMD)	<b>Rs. 20,000 /-</b>
6	Cost of Work	<b>Rs. 10,000,00/-</b> approximately

The bids shall be submitted in two stages viz. (i) Technical bid (ii) Financial bid.

**Eligibility:-**

- Undertaking by the agency in its Letterhead that:-
  - That it has not been barred or blacklisted by any of the Central/State government/Departments/Organizations/Central or State PSU
  - That it will ensure fair trade practice.
  - That the proprietor/partners of the agency do not have any relative employed with GGSIPUniversity.
- Should have valid registration with DVAT Deptt. Of Govt. of Delhi (attached photo copy)
- For refilling:** Should be having sufficient experience and expertise in providing the refilled Toners / Cartridges. **(Please see scope of work Annexure-III)**

**4. Terms & Conditions:-**

(1) The bidder shall place its bids in two separate envelopes marked “Technical Bid” and “Financial bid”. All documents in support of eligibility as well as another envelope containing original DD/Pay order for EMD shall be placed in the envelope marked “Technical Bid”. The offered rates shall be placed in the envelope marked “Financial bid”. Both these bids should be super- scribed with name of work and shall be placed in a third envelop which shall be super- scribed **“Quotation for:- “Refilling of Toners / Cartridges for Printers /Photocopiers.**

## **Envelope 1: Technical Bid**

- a. This must contain original/downloaded tender document duly signed by authorized signatory of the Agency on each page.
- b. Documentary proof of eligibility criteria as mentioned above.
- c. Covering letter and letter of submission.
- d. Earnest Money Deposit in the form of DD/Pay order in favour of “Registrar, GGSIP University” payable at New Delhi.

## **Envelope 2: Financial Bid: Duly filled and signed by authorized signatory of the Agency as per attached annexure.**

- (1) Bids without EMD will be summarily rejected.
- (2) Conditional Bids will be summarily rejected.
- (3) Bids received after due date & time shall be summarily rejected.
- (4) The “Financial bid” of those bidders whose technical bids have qualified, will only be opened.
- (5) Rate must be quoted in Indian Rupees only net in figures & words with applicable rate of taxes, levies, cartage handling, loading, unloading and packing etc.
- (6) Delivery: - F.O.R. GGSIP University, Sector16 C, Dwarka, New Delhi.
- (7) Refiller should have authorized service centre in Delhi/NCR.
- (8) Delivery period: - 15 days from the date of supply order.
- (9) The EMD of unsuccessful bidders shall be refunded immediately.
- (10) The successful bidder have to submit a Performance Security Deposit @ 5% of the quoted value in the form of **Demand Draft/Pay order/FDR/ Bank Guarantee** drawn in favour of “**Registrar, GGSIP University**” within 07(seven) days of the communication accepting the bid. The Performance Security Deposit should have the validity of contract period plus three months.
- (11) In case the successful bidder fails to deposit the Performance Security within the stipulated 15 (Fifteen) Days of the communication accepting the bid, the EMD shall be forfeited to GGSIPU, absolutely.
- (12) In case the successful bidder fails to supply the item(s) within the delivered period, a sum equal to 0.5% of the contract price per week or part thereof until the actual delivery subject to maximum of 10% of the value of supply order shall be deducted.
- (13) The payment will be made after delivery and satisfactory inspection.
- (14) The validity of the bid will be 120 days from the date of opening of financial bids. During the Validity period, the successful bidder shall not be allowed to withdraw. In case of withdrawal, the EMD shall be forfeited to GGSIP University, absolutely and no claim shall be admitted in this regard. Such bidder shall not be allowed to participate in the re-quotatining process.
- (15) The rates of successful bidder will be valid for **12** months from the date of issue of letter of acceptance.
- (16) University reserves the right to reject any or all the bids or accept them in part or reject the lowest bid without assigning any reason.
- (17) Unauthorized substitution or materials delivered in error of wrong description or quality or supplied in excess quantity or rejected goods shall be returned to the bidder at bidder’s cost & risk.
- (18) If the material supplied is found to be of substandard quality, the same will be returned /replaced and the GGSIP University shall not be responsible for any loss to the concerned supplier for such supply. The firm will also be liable for any damage caused to the printer’s /Photocopiers/ equipment by spurious toners / cartridges refilled / supplied.

- (19) The successful bidder shall make all arrangements towards safe and complete delivery at the designated location indicated in the supply order. Such responsibility on the part of the Bidder will include taking care of insurance, freight, state level permits etc. as applicable.
- (20) In case of any dispute relating to meaning, scope, manufacturing, operation or effect of this contract or the validity or the breach thereof, University and the contractor shall make every effort to resolve amicably by direct discussion/negotiation.
- (22) In case the dispute cannot be settled amicably within 30 days of the raising of dispute by either party, either party may seek settlement of the dispute by arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on all the parties. The sole arbitrator shall be appointed by Vice Chancellor, GGSIPU.
- (21) The performance under this contract shall not be stopped for any reason whatsoever during the said dispute/proceedings unless the contractor is specifically directed to do so by the University.
- (22) The venue of arbitration proceedings shall be Delhi/New Delhi. The language of proceedings shall be English. The law governing the substantive issues between the parties shall be the Laws of India. All disputes are subject to Jurisdiction of Delhi Courts only.
- (23) It is also a term of the contract that if any fee payable to the arbitrator, shall be paid equally by both the parties. It is also a term of the contract that the arbitrator shall be deemed to have entered in the reference on the date he/she issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.
- (24) The vendor, who declines to supply any item at contracted price, in the stipulated time, will be blacklisted.
- (25) Cutting/overwriting on the price quoted shall be treated as an invalid bid
- (26) Force Majeure.

For purpose of this clause, 'Force Majeure' means an event beyond the control of the Contractor and not involving the contractor's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the University either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargo.

If a Force Majeure situation arises, the contractor shall promptly notify the University in writing of such conditions and cause thereof. Unless otherwise directed by the University in writing, the contractor shall continue to perform its obligations under this contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

This NIT has also been uploaded on University website.

**SCOPE OF WORK  
(Refilling of Cartridge)**

To refill black and colour blank printer/ Photocopier cartridges of various brands and models (mentioned in **Annexure II**), with good quality toner:

1. Refilling of toners / cartridges for printers / Photocopiers as per requirement.
2. The pickup of the empty cartridge and supply of duly refilled/refurbished cartridges by the supplier as and when required by GGSIP University. The cartridge shall be collected and delivered by the supplier from Stores Section Guru Gobind Singh Indraprasta University at his own cost.
3. No cartage will be paid for the above work. No extra delivery charges shall be paid in this regard.
4. Annual Rate Contract of Re-filling/ republishing of Printer Toner Cartridges during the financial year 2016-17. The rates will be valid for one year however, it may further extended by one more year subject to the approval of the competent authority of GGSIP University and the Agency. Guru Gobind Singh Indraprasta University, New Delhi reserves the right to split the order between two or more successful bidders to meet the requirement if more than one Agency has quoted the same for any item. The order shall be released on need basis.
5. The refilled toners / cartridges supplied by the agency to GGSIPU shall have to be packed in cardboard boxes (dust proof)/ poly pack (dust proof).
6. The rates offered shall be inclusive of all levies, taxes transportation costs, (as mentioned in the quotations of the agency), cost of labour, packaging, and no extra claim what so ever in this regard shall be entertained.
7. Quantity of toner powder must be as per the specification of Manufacturer of toner cartridge.
8. Empty toner cartridges for refilling will be provided by Guru Gobind Singh Indraprasta University and marked as "SUPPLY BY GGSIPU" to ensure that the firm/ bidder supply the same back.
9. The output/ yield of refilled /reconditioned/ remanufactured toner cartridges should be 90% of that of an Original Equipment Manufacturers (OEM) and within the range of +/- 10% of OEM at 5% coverage area i.e. text mode.

Financial BidName of work: - **“Refilling of Ink /Toner Cartridge for printers/ Photocopiers.**

S N	Printer/Cartridges Specifications	Approx Qty. In Nos.	Refilling of toner Cartridge		
			Unit Re-filling Price (In Rs.)	Tax (In Rs.)	Total Amount of refilling Inclusive of All taxes (In Rs.)
1	HP Toner Cartridge 278A	400			
2	HP Toner Cartridge Q2612A	70			
3	HP Toner Cartridge Q5949A	60			
4	HP Toner Cartridge 436A	70			
5	HP Toner Cartridge 388A	80			
6	HP Toner Cartridge 505A	50			
7	HP Toner Cartridge 7115A	15			
8	HP Toner Cartridge 7553A	35			
9	HP Toner Cartridge 255A	25			
10	HP Toner Cartridge 350A,351A,352A,353A	20			
11	HP Toner Cartridge 7551A	5			
12	HP Toner Cartridge 8543A	50			
13	HP Toner Cartridge 310A,311A,312A,313A	40			
14	HP Toner Cartridge 320A,321A,322A,323A	12			
15	HP Toner Cartridge 530A,531A,532A,533A	132			
16	HP Toner Cartridge 6000A,6001A,6002A,6003A	16			
17	HP Toner Cartridge 540A,541A,542A,543A	8			
18	HP Toner Cartridge 210A,211A,212A,213A	12			
19	HP Toner Cartridge 740A,741A,742A,743A	8			
20	HP Toner Cartridge 9730A,9731A,9732A,9733A	4			

21	HP Toner Cartridge 305A	56			
22	HP Toner Cartridge 318A	2			
23	HP Toner Cartridge 280A	2			
24	HP Toner Cartridge 3906A	2			
25	HP Toner Cartridge 16A	2			
26	HP Toner Cartridge 250A,251A,252A,253A	4			
27	Samsung Toner Cartridge ML-2850	2			
28	Samsung Toner Cartridge MLT108	5			
29	Samsung Toner Cartridge ML3710	5			
30	Xerox Toner Cartridge 3200MF	3			
31	Samsung Toner Cartridge ML2010	3			
32	Photocopy Toner Toshiba(4590,4530,1640,2820,655)	64			
34	Replacement of Drum	-			
35	Replacement of wiper	-			
36	Replacement of Doctor Blade	-			
37	Replacement of Magnate	-			
38	Replacement of PCR	-			

(Authorized Signature)

Name of the Authorized person: \_\_\_\_\_

Name of the Company: \_\_\_\_\_ Address of the company: \_\_\_\_\_ Contact No. : \_\_\_\_\_

Email Id: \_\_\_\_\_

Seal of the company:



**Technical Bid**

Name of work: - “Refilling of Ink /Toner Cartridge for Printers/ Photocopiers.

**PROFILE**

<b>1</b>	Name of the Tenderer (In block letters)	
<b>2</b>	Status of the firm i.e. Public Ltd/ Pvt. Ltd /Partnership firm or proprietor ship firm	
<b>3</b>	Name of the Director/Partner/Proprietor/ Authorized Signatory of the firm	
<b>4</b>	Complete address of the Firm with Phone No. Mobile No:	

**OTHER DETAILS**

				Page No.
<b>1</b>	Tin/VAT registration no. (Issued by Trade & Tax Department, GNCTD.)	Regn. No. _____ Copy of certificate attached	YES/NO	
<b>2</b>	PAN number	<b>No.</b>	YES/NO	
<b>3</b>	Authorization Certificate/ Propriety Certificate if any		YES/NO	
<b>4</b>	Performance certificate having executed similar order/work/AMC in Govt. Offices/Public Sector Undertaking/ Edu. Institution issued by the office in charge of concerned organization.		YES/NO	
<b>5</b>	EMD for Rs.-----	DD/FDR No. _____ Date _____ Name of Bank & Branch .....	YES/NO	
<b>6</b>	Brochure/Leaflets/Technical Information of the item(s), if any.		YES/NO	
<b>7</b>	All pages of Tender Document, duly signed.		YES/NO	
<b>8</b>	Detailed Technical specifications, Terms & Conditions and Delivery period to be submitted on Firm's letter head.		YES/NO	

Attach copies of above documents duly signed by tenderer.

All the facts as stated above are true to the best of my knowledge and belief. Further I have gone through the terms & conditions and agreed to abide by the same.

Signature of the tenderer or the Authorized Signatory with Seal of the firm/company.