

TENDER DOCUMENT

FOR

TONER CARTRIDGES

TECHNICAL BID

PART - I

2014

**PUNJAB TECHNICAL UNIVERSITY
JALANDHAR-KAPURTHALA HIGHWAY,
POST BAG NO.1, KAPURTHALA
PUNJAB**



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PUNJAB TECHNICAL UNIVERSITY

NOTICE INVITING TENDER FOR TONERS

1. Sealed tenders are invited from reputed and established suppliers for Toners as per lists in Schedule A, B,C of Financial Bid for the period of one year. This may be extended further on the same terms and conditions.
2. The total annual estimated cost of Toners will be about 12.5 lakhs. This is only estimation. The actual amount shall depend upon the requirement. These items are purchased on monthly basis/ or as and when required.
3. The method of submission of tender, amounts of Earnest Money/Security Deposit and General Terms and Conditions applicable to contract has been mentioned in **General Terms and Conditions**. The work is to be performed strictly as per parameters/technical specifications given in Tender document. The proforma for submission of tender has been given in **Technical Information** (for Technical Bid) and **Financial Bid** (for Financial Bid) to this Notice Inviting Tender.
4. **Schedule of Tender**
Last Date & Time of Receipt of Tender : 21-08-2014 upto 1030 hrs

Date & time of opening the Bids
Technical Bid : 21-08-2014 at 1115 hrs
Financial Bid : 21-08-2014 at 02:30 PM

Tender Venue : Office of the Registrar
5. Amount of Earnest Money to be deposited as per **Clause 3 of General Terms and Condition** in the shape of Demand draft in favor of Registrar, PTU payable at Jalandhar .
6. The tender document can be downloaded from the PTU website (www.ptu.ac.in). The tenderers should furnish a demand draft for Rs.1,000/- (One Thousand only) issued in favour of **Registrar, PTU** towards the cost of the tender document.
7. The tenders complete in all respect must reach in the office of Registrar PTU by date and time indicated in the schedule of tender in para 4 above. The tenders received after the scheduled date and time will be rejected outright. The tenders may be sent by registered post/or submitted in the dispatch/Reception of Punjab Technical University, Campus, Jalandhar-Kapurthala Highway Kapurthala Punjab so as to reach by date and time as mentioned in para 4. The University will not be responsible for any postal delay. Only one tender should be kept in one cover.
8. PTU reserves the right to constitute a panel of bidders at L-1 rates .
9. Completed tender documents in two packets viz. Packet-I and Packet-II shall be sealed separately in envelopes super-scribing as Packet-I (Technical Bid) and Packet-



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II (Financial Bid) along with the name of the work. These two sealed envelopes and the envelop (super-scribing "Earnest Money and cost of tender documents for the work" containing the Earnest Money and cost of tender documents) in the form as prescribed in the tender documents shall further be sealed in a larger envelope super-scribing the name of the work as stated above (alongwith date and time of opening of tenders) and should be deposited in the tender box at the following address:

**THE REGISTRAR,
PUNJAB TECHNICAL UNIVERSITY
JALANDHAR-KAPURTHALA HIGHWAY, KAPURTHALA, PUNJAB**

by date and time as mentioned in para 4. Tenders (Technical Bids only) shall be opened at time as mentioned in para 4 on the same day in the presence of the tenderers or their authorised representatives intending to attend the opening. After evaluation of the technical bids, the financial bids of only those agencies who fulfill the eligibility criteria specified in the tender documents shall also be opened on the same day at **14.30** hours. The decision of PTU regarding evaluation/fulfillment of eligibility criteria shall be final and binding. Any tender received later than the time and date of opening of Technical bids shall be rejected and returned to the tenderer unopened.

10. In case, the date of submission/opening of tenders happens to be holiday, the tenders shall be received/opened on the next working day.
11. Any tender received without Earnest Money & the cost of tender document in the form as specified in tender documents shall not be considered and shall be summarily rejected.
12. PTU reserves the right to cancel the tenders or postpone the tender and to accept/reject any or all tenders without assigning any reasons thereof.
13. Tenderers may note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. EMD of such tenderer shall be forfeited. The decision of PTU in this regard shall be final and binding.
14. The validity of the offer shall be 90 days after the date of opening of the tender. If any bidder withdraws his tender within the validity period or makes any modifications in terms and conditions of the tender and/or rates after submission of tender which are not acceptable to PTU or does not start the work within stipulated period from the date of issue of letter of acceptance, then PTU shall without prejudice to any other right or remedy, be at liberty to forfeit the earnest money deposited by the bidder. *In case of forfeiture of EMD, the tenderer shall be debarred from bidding in case of re-invitation of the tenders.*
15. The transfer of tender documents purchased by one intending tenderer to another tenderer is not admissible. Tenderer can submit tenders only on the documents downloaded from PTU's website.



**Registrar
Punjab Technical University**

PUNJAB TECHNICAL UNIVERSITY

TENDER FOR TONERS

GENERAL TERMS AND CONDITIONS

1. **Parties:-** The parties to the Contract are the contractor (the tenderer to whom the work has been awarded) and Punjab Technical University
2. **Addresses:-** For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Punjab Technical University. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
3. **Earnest Money:**
 - 3.1 Earnest money in form of demand draft from bank drawn in favour of **Registrar, PTU, Jalandhar, payable at Jalandhar** must be deposited along with the tender. The earnest money so deposited shall not earn any interest. Tenders without earnest money will be outright rejected. The detail of Earnest money is given as under:-

Tender	Items	Approx Annual requirement (in lacs)	Earnest money(in Rs.)
A	New Toners	5	10,000
B	Remanufactured Toners	5	10,000
C	Toners for Photocopiers	2.5	5,000

- 3.2 No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the University in respect of any previous work will be entertained.
 - 3.3 Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bank guarantee/demand draft will be forfeited.
 - 3.4 The tenders without Earnest Money will be summarily rejected.
4. **Preparation and Submission of Tender:**

Cost of tender document

The tender should be submitted in three parts namely Technical Bid (in form given in **Technical Information**), Earnest Money, Financial Bid (in form given in **Financial Bid**) and each should be kept in a separate sealed cover. All the covers should be kept



in another sealed cover addressed to the undersigned. The outer cover envelope containing sealed cover should bear the address of Tenderer. The inner three covers should be super scribed with subject of Tender, whether the cover is containing "Technical Bid" or "Financial Bid" or Earnest Money. The outer cover should be super scribed with the words "Tender for TONERS". *Cost of tender document.*

5. Signing of Tender:

Individual signing the tender or other documents connected with contract must specify whether he signs as:-

- (a) A "sole proprietor" of the concern or constituted attorney of such sole proprietor.
- (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the Partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

N.B.

- (1) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn of affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- (2) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.
- (3) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to sign such document and if, on enquiry it appears that the persons so signing had no authority to do so, the University may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- (4) The tenderer should sign and affix his/his firm's stamp at each page of the tender and all its Annexures as the acceptance of the offer by the tenderer will be deemed as a contract and no separate formal contract will be drawn. NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS TENDER DOCUMENT.

6. Technical Bid:

- 6.1 The Technical bid should be submitted in *(cost of tender document)* form given in **Technical Information**, Demand Draft for Earnest Money along with Copy of PAN Number issued in favour of the firm and all other information sought for in **Technical Information** Performa must be filled.



7. **Financial Bid:**

7.1 The Financial Bid should be submitted in the Schedules A, B, C, given in **Financial Bid** in a separate sealed cover kept inside the main cover. The Financial Bids of those tenderers who are found technically competent, will be opened on a specified date and time to be intimated to the respective tenderer.

7.2 Terms of payment as stated in the Tender Documents shall be final.

8. **Validity of the Bids:**

The bids shall be valid for a period of 365 days from the date of first supply order of the tenders. This may be extended further on the same terms and conditions.

9. **Opening of Tender:**

The tenderer is at liberty either himself or authorize, not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

10. **Criterion for Evaluation of Tender:**

The evaluation of the tenders will be made first on the basis of technical information furnished in form given in **Technical Bid** and then on the basis of commercial information furnished in form given in **Financial Bid**. The Financial bid of such firms found valid based on technical parameters (as per **Technical Information and Undertaking**) will be opened on the date, time and venue to be announced after opening of the Technical Bid. L-1 bidders will be decided separately for all the Schedules. The reasons for selection or rejection of a particular tender will not be disclosed. The award of work will be further subject to any specific terms and conditions of this Tender.

11. **Right of Acceptance:**

11.1 The Registrar, Punjab Technical University reserves all rights to reject any tender including of those tenders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of Registrar, Punjab Technical University in this regard shall be final and binding.

11.2 Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation.



12. Communication of Acceptance:

Successful Tenderer will be informed of the acceptance of his tender.

13. Security Deposit:

13.1 The earnest money deposited by successful tenderers will be converted to bank guarantee.

13.2 The Bank Guarantee can be forfeited by order of the Registrar, in the event of any breach or negligence or non-observance of any terms/condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said Bank Guarantee/ demand draft as may be considered by the Registrar, Punjab Technical University sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.

14. Penalty:

(a) In case of breach of any condition(s) of the contract and for all type of losses caused including excess cost due to purchase of tonners from the market in the event of contractor failing to provide requisitioned number of tonners, Registrar, PTU Jalandhar shall make deductions at double the rate of tonners on prorata basis from the bills presented by the contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days so the credit of the PTU, Jalandhar .

(b) The powers of the Registrar, PTU under these conditions shall in no way effect or prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture of deposit mentioned under clause above.

15. Breach of Terms and Conditions:

In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this University in that event and the security deposit in the form of Bank Guarantee/Demand Draft shall be encashed. In the event of the vendor becoming insolvent or going into liquidation, PTU shall be entitled to treat such insolvency/liquidation as a breach of contract from the moment it occurs.

16. Subletting of Work:

The firm shall not assign or sublet the work or any part of it to any other person or party.

17. The tender is non transferable.



18. Terms of payment:

- 18.1** No payment shall be made in advance nor any loan from any bank or financial institution shall be recommended on the basis of the order of award of work.
- 18.2** The contractor shall submit the bills at each stage/in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment.
- 18.3** All payments shall be made by cheques or RTGS.
- 18.4** Registrar, PTU shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
- 18.5** The term "payment" mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.
- 18.6** Wherever applicable all payments will be made as per conditions stated in **Special Terms and Conditions**.

19. Arbitration:

If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for the conditions do not yield any results within a period of 30 days, either of the parties may make a request to other party for submission of the dispute for decision by an arbitral tribunal condition a sole arbitrator to be appointed by university the provision of arbitration and conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.

Registrar
Punjab Technical University



PUNJAB TECHNICAL UNIVERSITY

TENDER FOR PROVIDING TONNERS

SPECIAL TERMS AND CONDITIONS

1. In case the firm fails to supply the items within specified delivery period, the material will be procured from open market and the difference of cost, if any, will be recovered from security money or from pending bills of defaulting firm by issuing notice and necessary action for blacklisting the firm also be taken.
2. The rate quoted by tendering firm for items mentioned in Schedule A, B, C should be inclusive of all taxes for the period of one year. No request for increase in the rates will be entertained during the period of contract, nor will the firm raise the same.
3. The requirement of Toners can be increased or decreased and the firm(s) has to supply the Toners during the period of contract.
4. All the Toners supplied by the firm should be as per specifications/brands mentioned in the tender document sub-standard material will not be accepted at all.

Registrar
Punjab Technical University



PUNJAB TECHNICAL UNIVERSITY

TENDER FOR PROVIDING TONNERS

PRE QUALIFICATION CRITERIA

1. Tenderer should have ONE year experience of providing new tonners/ re-manufactured tonners/ tonners for photo-copier etc in any of the last 3 financial years to Universities/Central Govt./State Govt./Semi-Govt./Public Sector.
2. Tenderer should have annual turnover of at least 5 Lacs (Five Lacs) for the last financial year (attach proof).
3. Tenderer should have PAN No. in his or in the name of firm (attach attested photocopy).
4. The tendering firm must be registered with the sales tax department and submit the sales tax registration certificate.
5. In absence of above documents, the tender will not be entertained.
6. All the firms participating in the tender must submit a list of their owners, partners etc. along with their contact telephone numbers and **Certificate/undertaking to the effect that the firm is neither black listed** by any government department nor any criminal case is registered against the firm.



Registrar
Punjab Technical University

PUNJAB TECHNICAL UNIVERSITY

TENDER FOR TONERS

TECHNICAL INFORMATION

1. Name of the Tenderer/Concern: _____
2. Address (with Tel. & Mob. No.): _____
3. Nature of the concern _____
(i.e. Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization.)(Attach Proof.)
4. Registration Number of firm _____
(Attested photocopy of registration should be attached)
5. PAN Number of Tender/Concern: _____
(Attested copy should be attached)
6. Sale Tax/VAT registration certificate and TIN Number _____
(Attested copy should be attached)
7. Annual turnover of firm _____
(Attach Proof.)
8. Whether each page of Tender have been signed and stamped _____ YES / NO
9. Details of experience _____
(Attested photocopies of work orders for last 3 Financial years).
10. Details of Civil suits/Litigation, if any, in the contracts executed during the last 5 years/being executed. If yes, please furnish the name of the contract employer, nature of work, contract value, work order and brief details litigations. _____
11. Detail of EMDs :-

Tender	Items	Approx Annual requirement in lacs	Earnest money
A	New Toners	5	10,000
B	Remanufactured Toners	5	10,000
C	Toners for Photocopiers	2.5	5,000

12. Any other information important in the opinion of the tenderer.

Dated :
Place :



(Signature of Tenderer
With stamps of the firm)

UNDERTAKING

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the PTU and shall abide by them.
2. I/We also undertake that I/we have understood "Parameters and Technical Specifications for conducting the Work" mentioned in **Pre Qualification Criteria** and shall execute the work strictly as per the parameters.
3. I/We further undertake that the information given in this tender are true and correct to the best of my/our knowledge and belief in all respect and I/we hold the responsibility for the same.

Dated:

Place :

(Signature of Tenderer
With stamps of the firm)



TENDER DOCUMENT

FOR

TONERS

FINANCIAL BID

PART - II

2014

**PUNJAB TECHNICAL UNIVERSITY
JALANDHAR-KAPURTHALA HIGHWAY,
POST BAG NO.1, KAPURTHALA
PUNJAB**



Financial Bid

Schedule A for Toner Cartridge

Sr.No	Name of Printer	Toner	
1	Printer HP K209	Hp 703 (Color & Black)	
2	Printer EPSON LX-300	S015073 colour fabric ribbo	
3	Printer Brother J-430	Lc 400	
4	Printer HP M1005	Q2612a	
5	Printer HP 1007	Cc388a	
6	Printer HP 1018	Cc388a	
7	Printer HP 1020+	Q2612a	
8	Printer HP 1025	Hp CU CP 1025 Cyan Print Cartridge Hp CU CP 1025 Magenta Print Cartridge Hp CU CP 1025 Yellow Print Cartridge Hp CU CP 1025 Black Print Cartridge	
9	Printers HP 1050	HP 802 (Color and Black)	
10	Printer HP M1136	Cc388a	
11	Printer HP 1213NF	Cc388a	
12	Printers HP 1216	Cc388a	
13	Printer HP 1502		
14	Printer HP P1505	Cb436a	
15	Printer HP M1522	Cb436a	
16	Printer Brother HL-2130	tn 2060	
17	Printer HP Colour 2700N	Q7516A Cyan Q7563A Magenta Q7562A Yellow Q7560A Black	
18	Printer EPSON FX2175		
19	Printer HP P-3005D	Q7551a	
20	Printer HP 3055	Q2612a	
21	Printer HP 3608	702 black , 22 color	
22	Printer Canon 3300	49a	
23	Printer Lipi 6306L		
24	Printer HP 7000	920xl	
25	Printer Brother HL-5350	3250	
26	Printer Brother 7065	tn 2260	
27	Printer Brother 7360	DR-2255	
28	Printer Brother 7055	2060	
30	Printer HP Colour 2600N	Q6000a, 6001,6002, 6003	
31	Printer Brother 78600W	2260	
32	Printer HP 5200N	Q7516a	
33	Printer Canon 4320	FX9	
34	Printer HP 2035	CE505A/05A	
35	HP Deskjet 1000	Hp 802 (Color and Black)	



Financial Bid

Schedule-B for remanufactured cartridges

Sr.No	Name of Printer	Toner	
1	Printer HP K209	Hp 703 (Color & Black)	
2	Printer EPSON LX-300	S015073 colour fabric ribbo	
3	Printer Brother J-430	Lc 400	
4	Printer HP M1005	Q2612a	
5	Printer HP 1007	Cc388a	
6	Printer HP 1018	Cc388a	
7	Printer HP 1020+	Q2612a	
8	Printer HP 1025	Hp CU CP 1025 Cyan Print Cartridge Hp CU CP 1025 Magenta Print Cartridge Hp CU CP 1025 Yellow Print Cartridge Hp CU CP 1025 Black Print Cartridge	
9	Printers HP 1050	HP 802 (Color and Black)	
10	Printer HP M1136	Cc388a	
11	Printer HP 1213NF	Cc388a	
12	Printers HP 1216	Cc388a	
13	Printer HP 1502		
14	Printer HP P1505	Cb436a	
15	Printer HP M1522	Cb436a	
16	Printer Brother HL-2130	tn 2060	
17	Printer HP Colour 2700N	Q7516A Cyan Q7563A Magenta Q7562A Yellow Q7560A Black	
18	Printer EPSON FX2175		
19	Printer HP P-3005D	Q7551a	
20	Printer HP 3055	Q2612a	
21	Printer HP 3608	702 black , 22 color	
22	Printer Canon 3300	49a	
23	Printer Lipi 6306L		
24	Printer HP 7000	920xl	
25	Printer Brother HL-5350	3250	
26	Printer Brother 7065	tn 2260	
27	Printer Brother 7360	DR-2255	
28	Printer Brother 7055	2060	
30	Printer HP Colour 2600N	Q6000a, 6001,6002, 6003	
31	Printer Brother 78600W	2260	
32	Printer HP 5200N	Q7516a	
33	Printer Canon 4320	FX9	
34	Printer HP 2035	CE505A/05A	
35	HP Deskjet 1000	Hp 802 (Color and Black)	



Punjab Technical University

Financial Bid

Schedule-C for Photocopier Toner

Sr.No	Item	Unit	Specification /Brand	Rate Quoted per Piece
1	Xerox photo copier 5016 (Printer/copier/scanner xerox) with stablizer. Sr No 3317248902		Reorder No. 106RO 1277 Qty 2	
2	Photostat Machine Canon IR-2318L S. No EQV-18929		NPG-28 Toner Black	
3.	Ricoh photocopier		2320D & N230	

