

CENTRAL UNIVERSITY OF RAJASTHAN

(A Central University by an Act of Parliament)

NH-8 Jaipur-Ajmer, Bandarsindri, Kishangarh-305817, Dist. Ajmer



Limited Tender Notice & Documents for refilling and repair/ maintenance of various Toner Cartridges of Printers

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प्रिंटरो के विभिन्न टोनर कार्टेजों की रिफिलिंग व
रखरखाव से सम्बन्धित सीमित निविदा सूचना एवं
दस्तावेज



CENTRAL UNIVERSITY OF RAJASTHAN

NH-8 Jaipur-Ajmer, Bandarsindri, Kishangarh, Dist. Ajmer

Ref No. : CURAJ/S&P/Tender/2017-18

Date : 29/06/2017

प्रिंटरो के विभिन्न टोनर कार्टेजों की रिफिलिंग व रखरखाव से सम्बन्धित सीमित निविदा सूचना



राजस्थान केन्द्रीय विश्वविद्यालय
राष्ट्रीय राजमार्ग-8, किशनगढ़ जिला अजमेर 305817
दूरभाष : 01463- 238755 वेबसाइट www.curaj.ac.in


सी०यू०आर०ए०जे०/क्र० एवं भ०/टेण्डर /2017-18/ 1349दिनांक : २९ जून, 2017

सीमित निविदा सूचना

विश्वविद्यालय में टोनर कार्टेजों की रिफिलिंग व रखरखाव से सम्बन्धित निविदा हेतु सर्विस प्रदाताओं/फर्मों से सील बंद लिफाफों में निविदायें आमंत्रित की जाती हैं (निर्देश संलग्न)। इच्छुक आवेदक सील बंद लिफाफे में पूर्ण रूप से भरी हुई निविदा (तकनीकी और वित्तीय) अधोहस्ताक्षरकर्ता के कार्यालय में दिनांक 10 जुलाई 2017 (सोमवार) को अपराह्न 02.00 बजे तक भेज सकते हैं। प्राप्त निविदायें उसी दिन अपराह्न 3.00 बजे निविदाकर्ताओं की उपस्थिति में खोली जायेंगी। निविदा सूचना एवं विस्तृत जानकारी विश्वविद्यालय वेबसाइट www.curaj.ac.in एवं cpp portal <http://eprocure.gov.in> पर उपलब्ध है।

कुलसचिव

Limited Tender Enquiry Notice for refilling and other maintenance of various Toner Cartridges of Printers



Central University of Rajasthan
NH-8 Bandarsindri, Kishangarh, Distt-Ajmer-305817
Tel: 01463 - 238755 Website www.curaj.ac.in.

Ref.: CURAJ/S&P/Tender/2017-18/1349Date: 29/06/2017

LIMITED TENDER NOTICE

Sealed quotations are invited for the refilling and other maintenance of various Toner Cartridges of Printers for the University as per the specifications attached. Quotations completed in all aspects along with technical and price bids should reach the office of the undersigned on or before July 10, 2017 (Monday) up to 2.00 P.M. and it will be opened on the same day at 3.00 P.M. For further details, please visit our website www.curaj.ac.in and cpp portal i.e. <http://eprocure.gov.in>

Registrar



CENTRAL UNIVERSITY OF RAJASTHAN

NH-8 Jaipur-Ajmer, Bandarsindri, Kishangarh, Dist. Ajmer

Date: 29/06/2017

Limited Tender Enquiry

Tender for refilling and other maintenance of various Toner Cartridges of Printers

Sealed tenders are invited from the respective firms/service providers/firms etc. for refilling and repair/maintenance of various Toner Cartridges of Printers, as per, "Annexure A" and Financial Bid thereto with the following Details:-

1. **Cost of Tender Form: Rs. 500 /- (Non – refundable)**
2. **Last Date of submitting Tender Form is July 10, 2017 (Monday), upto 2.00 P.M.**
3. **Tender will be opened on July 10, 2017 (Monday), at 03: 00 P.M.**
4. **Amount of E.M.D. : Rs. 5,000/- (Refundable) without interest**
5. **Mode of E.M.D. and Tender fee:** Bidders should send separate D.D. for Tender fee (non-refundable) and E.M.D. (Refundable without any Interest) in favour of Central University of Rajasthan, payable at Madanganj/ Kishangarh/ Bandarsindri, Distt. Ajmer.

Important Note for the Bidder: The sealed bid envelop should be subscribed at the top of envelope as "**Limited Tender for refilling and repair/ maintenance of various Toner Cartridges of Printers**". The tender document should be sent to:

**The Registrar
Central University of Rajasthan
NH-8 Jaipur-Ajmer, Bandarsindri
Kishangarh-305817, Dist. Ajmer (Raj).**

CENTRAL UNIVERSITY OF RAJASTHAN (To Be Filled By the Vendor/ Bidder)

1. Name of the quoted item(s) : _____
2. Name of the Vendor/Firm : _____
3. Full Address of the Vendor/Firm : _____
4. Telephone/ Mobile No/email. : _____
5. Fax. No. (If any) : _____
6. Details of the D.D. -
 - a. For **Tender Fee (Non refundable)** : D.D. No. _____ dated _____ drawn from the bank _____
 - b. for **E.M.D Amount (Refundable without interest)** : D.D. No. _____ dated _____ drawn from the bank _____

General Terms And Conditions

1. Quotations are invited for entering into Rate Contract for refilling and repair/ maintenance of various Toner Cartridges of Printers as per list attached to be submitted on or before **July 10, 2017 (Monday)**, upto 2.00 P.M. -

Central University of Rajasthan
NH-8, Bandarsindri
Kishangarh-305817,
Distt. Ajmer. (Raj).

2. The rates quoted should be FOR at Central University of Rajasthan, Bandarsindri, Kishangarh, Inclusive of all charges and taxes if any.
3. Validity of quotation/quoted rates should remained valid up to six month from the date of receipt of the quotations.
4. The details of Refilling charges and other maintenance charges should be quoted on prescribed format Annexure B and must be sent in a properly sealed envelope.
5. All the required refilling of Cartridge is to be made with the best/superior class toner as per standard of OEM and also any repair of the cartridges is to be done with original/superior class spares. Also each bidder is required to mention the name and/or quality standard of toner/other spares.
6. Bidder has to mention the minimum output quantity in terms of number of pages after each refilling of cartridges.
7. All the columns of the annexure attached shall be duly and properly filled in separately. The rates and units shall not be overwritten in the price schedule. The rates shall be quoted both in figures and words. The Tender should be signed by the authorized signatory of the firm.
8. Minimum two visits in a month are required for the above mentioned services. Contractor is required to visit more times, if required by University.
9. All parts related with Toner Cartridges will have to repair in-house at University premises. In rare cases when it is very essential to take out for repairs outside the CURAJ, it is mandatory to have a valid Gate Pass for such equipment/ parts after getting proper entries made at Central Stores Section and at Security Office.
10. Loss of any part in the product due to negligence of the service provider, the same is attributable to the vendor.
11. The vender shall ensure the following service norms/ schedule :
 - (a) Normal Service providing timings : 10.00 to 17.00 hours (Monday to Friday)
 - (b) The contractor shall ensure that the service provider/ technical person be present on time and possesses valid ID card on all such working days including Saturday/Sunday, whenever required.
12. The undersigned is not bound to accept the lowest tender and may reject any/ all tender or part thereof, without assigning any reason.
13. The University reserves the right to verify/seek confirmation of all original documentary evidence submitted by the venders in support of the tenders, specifications for eligible criteria. In case any information furnished by vender is found false/incorrect the tender will be rejected.
14. Earnest money will be refunded to all bidders except successful bidder, after issue of the Work Order. Earnest money to successful bidder will be returned after satisfactory completion of contract.

Forfeiture of Earnest Money :

Earnest Money is liable to be forfeited and bid is liable to be rejected, if the bidder withdraws or amends impairs or derogates from the tender in any respect within the period of validity of the tender.

15. All legal proceedings, if necessity arises to university or any of the parties (University/ Contractor) shall have to be lodged in the competent court having jurisdiction on this university i.e. for Bandarsindri, Kishangarh, Distt. Ajmer.
16. Arbitration Clause: If the dispute cannot be settled by mutual discussions within thirty (30) days period, either party may refer the matter to a panel of three arbitrators. Each party shall be the presiding arbitrator. The arbitration proceedings shall be held under the provisions of the arbitration and Conciliation Act, 1996 or any of its subsequent amendments.

17. No payment will be made in advance to contractors under this tender. The valid documentary proof of Authorization, Sales Tax, VAT/Service Tax Registration No. & details of Income Tax registration (PAN) should be submitted alongwith the quotation. The taxes must be quoted clearly and separately. If the taxes are not quoted separately, it will be presumed that the rates quoted are inclusive of taxes.
18. Normally the payment shall be made to agency within 30 days from the date of successful completion of assigned work and after submission of proper Invoice duly signed by supplier and concerned official of the University.
19. Compliance of all statutory requirements (PF, ESI, Labour Law etc.) will be the sole responsibility of the agency under agreement/ contract.
20. Last date for submission of tender will be consider the next working day if due to any reason the date of tender is declared as closed holiday for whatsoever reason.
21. Contact person for enquiry related to technical matter is OI/c (Purchase) on 01463-238591.
22. The quotation is invited for service contract of one year, however the same can be extended further also, as per sole decision of University.



CENTRAL UNIVERSITY OF RAJASTHAN

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Annexure : " A "

Tender of refilling and other maintenance of various Toner Cartridges of Printers
Technical specifications to be filled by bidder

Particular	Make/Quality						Quality of Ink	Compliance Yes/ No
	Refilling	OPC Drum	PCR Rod	Wiper Blade	Dr. Blade	Magnatic Rod		
HP Toner Cartridge 12 A								
HP Toner Cartridge 53 A								
HP Toner Cartridge 55 A								
HP Toner Cartridge 78 A								
HP Toner Cartridge 88 A								
Kyocera (TK-1114)								
Formujet F12A								
Other HP Toner Cartridges please specify no. of such cartridge								



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NH-8 Jaipur-Ajmer, Bandarsindri, Kishangarh, Dist. Ajmer

Annexure : "B"

Tender of refilling and other maintenance of various Toner Cartridges of Printers
Financial Bid (rates to be filled by bidder)

Particular	Make/Quality						Quality of Ink	Compliance Yes/ No
	Reffiling	OPC Drum	PCR Rod	Wiper Blade	Dr. Blade	Magnatic Rod		
HP Toner Cartridge 12 A								
HP Toner Cartridge 53 A								
HP Toner Cartridge 55 A								
HP Toner Cartridge 78 A								
HP Toner Cartridge 88 A								
Kyocera (TK-1114)								
Formujet F12A								
Other HP Toner Cartridges please specify no. of such cartridge								