

INDIAN INSTITUTE OF TECHNOLOGY GOA

At Goa Engineering College Campus

Farmagudi, Ponda, Goa 403401

E-mail: purchase@iitgoa.ac.in

GSTIN: 30AABAI1653D1ZF

PAN: AABAI1653D

TAN: BLRI08261B

Enquiry No: IITGOA/2019-20/014

Date: 20/06/2019

IIT Goa invites quotations for Rate Contract for the supply of Original Toner Cartridge for HP printers from reputed printer manufacturers/ authorized distributors.

SI.No	Printer model number	Cartridge number	Approx. quantity required
1.	HP LaserJet MFP Pro 226dn HP LaserJet MFP Pro 226dw HP LaserJet M202dw HP LaserJet 126dnw	88A, Black	45
2.	HP LaserJet MFP Pro 227sdn HP LaserJet MFP Pro 227fdw	30A, Black	05
3.	HP LaserJet MFP Pro 447 Color Printer.	410A, 411A, 412A, 413A, Black, Cyan, Yellow, Magenta	02
4.	HP LaserJet MFP M725	14A, Black	02

Terms and conditions:

1. Quotation must be valid for at least 60 days.
2. The GSTIN should invariably be mentioned in your offer.
3. Vendor should be a partner with HP. Certificate should be attached.
4. Manufacture authorisation certificate must be attached with enquiry reference no.
5. Vendor should have a Registered office in Goa.
6. MVC (Most valued customer) MOU will be signed with the lowest bidder.
7. **Rates:** - Rates quoted for should be exclusive of GST and FOR to IIT Goa. However, if there would be any revision in tax, the same will be applicable as per the rate prevailing at the time of delivery. Printed conditions of supply of the firm, if any will not be binding on us. **Rate should be quoted for the cartridge models specified in the Annexure I.**
8. **Validity:** - The rates quoted should be valid for six months from the date of award of Contract and it may be extended in future as per the decision of the Competent Authority.

9. **Delivery Period:** - Within four days from the date of order placed by Institute's authorized persons.
10. **Terms of Payment:** - Payment will be released maximum within 30 days from the date of receipt of pre-receipted bill.
11. Bidders are required to submit Earnest Money Deposit (EMD) for an amount of Rs 10,000/- along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft from any Public Sector Bank authorized to conduct government business favouring "Indian Institute of Technology Goa, payable at Goa". Bids not accompanied by EMD will be rejected.
- a. EMD of unsuccessful bidders will be returned within one month.
 - b. EMD of successful bidders will be converted to interest free security deposit. It will be returned upon successful completion of contract period.
12. If additional cartridges required within the period of contract, vendor should supply at the rate contract price.
13. The suppliers shall provide the banking details along with their quote on their letterhead duly signed and stamped.
14. **Prices:**
- I) For Import Supplies:
 - a) It is mandatory to quote price in CIF/CIP Goa basis only with separate cost breakup.
 - b) In case of Multiple options of same product, bidders are requested to quote only one best option and not multiple options.
 - c) All local taxes, customs duty and clearance charges will be borne by the Institute as applicable.
 - d) Payment terms: 90% payment by letter of credit and balance 10% will be paid by wire transfer after satisfactory installation and commissioning.
 - II) For Indigenous Supplies:
 - a) In case of Multiple options of same product, bidders are requested to quote only one best option and not multiple options.
 - b) Payment terms: Within 30 days after the delivery and installation of the item at IIT GOA.

15. IIT Goa reserves the right to accept and/or reject any/all bids without assigning any reason.
16. For any clarification, you may kindly contact sysad@iitgoa.ac.in or 9900882272 till 28/06/2019.
17. **You are requested to send sealed quotations labelled as “Rate Contract for Supply of Toner Cartridge for HP Printers (CITS)” to The Assistant Registrar, Stores & Purchase, IIT Goa, at Goa College of Engineering Campus, Farmagudi, Ponda, Goa by 17:00 Hrs. on or before 11-07-2019”.**

Annexure-1

Sl.No	Cartridge number	Price per quantity in Rupees	GST in Rupees	Qty	Total Price in Rupees
1.	88A, Black				
2.	30A, Black				
3.	410A, 411A, 412A, 413A, Black, Cyan, Yellow, Magenta				
4.	14A, Black				

Firm Name: _____

Contact No: _____

Email ID: _____

Date: _____

Seal and signature