

**N.M. NIAK**  
**ASST. REGISTRAR (T)**

Stores/2009/07  
November 19, 2009

To  
As per list over leaf

Sub: Enquiry - Calling sealed quotations for supply of computer printer cartridges– Reg.

# # #

Sirs,

Sealed quotations are invited for supply of computer printer cartridges as per the specifications indicated below:

<b>Sl. No.</b>	<b>Description of the item/specifications</b>	<b>Qty.</b>	<b>Rate per unit (Rs)</b>
1.	For details kindly see Annexure-I enclosed.	---	---

2. A copy of the tender quotation i.e. technical bid, financial bid and detailed terms and conditions are enclosed for your reference.

3. It is requested to submit your sealed quotation i.e. technical and financial bid in a separate cover along with the prescribed earnest money deposit of Rs 30,000/- (Rupees thirty thousand only), and other documents duly superscribed "quotation for supply of computer printer cartridges" on the cover should reach the undersigned upto 3.00 p.m. on 11.12.2009. The technical bids will be opened at 3.30 p.m. on the same day in the presence of bidders or their authorized representatives.

Yours faithfully,

**ASST. REGISTRAR (T)**

**Encl: as above**

**NATIONAL INSTITUTE OF RURAL DEVELOPMENT**  
(An Organisation of the Ministry of Rural Development, Govt. of India)  
Rajendranagar, Hyderabad - 500 030

**“To be sealed in envelope  
Marked Cover – A”**

**SUPPLY OF COMPUTER CONSUMABLES FOR THE YEAR 2009-10**

**QUOTATION**

To

The Registrar & Director (Admn)  
National Institute of Rural Development  
Rajendranagar, Hyderabad - 500 030

Sir,

Sub : Quotation for supply of computer consumables for the year 2009-10  
- Reg.

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**PART - I : COMMERCIAL DETAILS**

1. Name and address of the bidder:
2. Telephone Nos.:
3. Fax No.:
4. Month and year of establishment:
5. Please indicate whether your firm is a :  
Manufacturer/wholesale dealer or retailer

6. Names of three major customers preferably Government Or Semi Government to whom computer consumables were Supplied in the preceding three years

- (i)
- (ii)
- (iii)

7. Mention Municipal certificate/Sales Tax/ Commercial Tax/Registration details:

8. Annual Turn Over during 2006-07  
2007-08  
2008-09

9. Please attach copies of annual returns of Sales tax and income tax for the last three years ie., 2006-07, 2007-08 and 2008-09.

10. EMD details : DD No. \_\_\_\_\_  
For : Rs 30,000/-  
Bank (Branch) \_\_\_\_\_  
Drawn on \_\_\_\_\_  
Date : \_\_\_\_\_

Date:

SIGNATURE OF THE  
BIDDER & STAMP

Encl : DD No \_\_\_\_\_ drawn on \_\_\_\_\_  
For Rs 30,000/- dated \_\_\_\_\_ is enclosed

**NATIONAL INSTITUTE OF RURAL DEVELOPMENT**  
(An Organisation of the Ministry of Rural Development, Govt. of India)  
Rajendranagar, Hyderabad - 500 030

**“To be sealed in envelope  
Marked cover – B “**

**PART – II: FINANCIAL BID**

Having examined the documents and requirement of computer consumables of NIRD as indicated in Annexure-I, I/We the undersigned, offer to supply the computer consumables for the year 2009-10 as quoted below:

Rate quoted as per the list attached at Annexure-I.

2. Further, we accept all the terms and conditions of the documents in bid form and this acceptance shall prevail over any other conditions, if any given in our bid.
3. We undertake to supply the computer consumables for the year 2009-10 within the stipulated time as indicated in purchase order from time to time. The rates quoted will be valid for one year.
4. Rates quoted are inclusive of all custom duties, excise duties, other taxes, packing, forwarding, transportation, insurance and other local costs incidental to delivery of the computer consumables at the Stores Section, NIRD, Rajendranagar, Hyderabad 500 030.

**SIGNATURE OF THE  
BIDDER & SEAL**

Date:  
Place:

**Note:** Each page of the quotation as per Annexure-I should be signed by the bidder.

**NATIONAL INSTITUTE OF RURAL DEVELOPMENT**  
(An Organisation of the Ministry of Rural Development, Govt. of India)  
Rajendranagar, Hyderabad - 500 030

**SUPPLY OF COMPUTER CONSUMABLES FOR THE YEAR 2009-10**

**TERMS AND CONDITIONS:**

The following are the terms and conditions for the supply of computer consumables i.e. cartridges, floppies, CDs, re-writable CDs, CD covers (paper) etc:

1. The sealed quotations for supply of computer consumables will be accepted up to 3.00 pm on 11.12.2009. The sealed covers with Mark "A" i.e. Pre-Qualification Tender will be opened at 3.30 pm on the same day in the presence of those bidders or their authorized representatives. After thorough scrutiny of the details in the cover "A" by the Tender committee, the cover "B" i.e. Financial Bid in form B of those firms who are qualified will be opened in the presence of those bidders who may choose to attend after due intimation to those who are qualified and the Tenders will be finalized thereafter. The bidders should drop the sealed quotations in the tender box kept in Stores Section.
2. The bidder should enclose Demand Draft for Rs 30,000/- (Rupees thirty thousand only) in favour of "NIRD", towards EMD drawn on any commercial bank at Hyderabad and the same should be attached to the quotation. The EMD will not carry any interest whatsoever.
3. Quotations received after due date will be rejected. Similarly, bids not accompanied with the requisite EMD will be rejected.
4. The list of consumables required along with quantity for supply is indicated in the Annexure-I enclosed for quoting the rates in financial bid.
5. The bidder should submit a Photostat copy of the certificate issued by the authorities stating that the firm is an authorized distributor of HP products. The short-listed firm should produce the original certificate for verification.
6. Successful bidder will be required to pay security deposit @ 10% of the value of the computer consumables which will not carry any interest.

7. The bidder should enclose attested photostat copies of (i) the registration certificate of the firm/agency (ii) Income Tax return/assessment order; and (iii) Sales Tax return/assessment order for the last three years i.e. 2006-07, 2007-08 and 2008-09 along with the quotation. The quotation is liable to be rejected in the absence of these documents.
8. NIRD reserves the right to forfeit the EMD of empanelled firm on account of (a) premature withdrawal from the tender (b) non-payment of security deposit. The decision of the Director General, NIRD shall be final in this regard.
9. NIRD reserves the right to forfeit the security deposit of the empanelled firm who does not supply the required quantity of computer consumables as per approved specifications within the stipulated time etc., as per the purchase order. The decision of the Director General, NIRD shall be final in this regard.
10. Penalty as may be decided by the Director General, NIRD is liable to be levied on the firm/agency who do not supply the computer consumables according to quality/specification and time limit specified in the Purchase Order. The supply should be as per quality/specifications/time period and sample provided by the Institute.
11. The Institute shall place purchase order from time to time for supply of computer consumables. The bidder should deliver the computer consumables at the States Section, NIRD, Rajendranagar, Hyderabad – 500 030 in good condition and in accordance with the Purchase Order. In case of any fault in the delivered goods the same will be returned back and the supplier should replace it.
12. The quotation should be sent in a sealed envelope superscribing the “quotation for supply of computer consumables” for the year 2009-10.
13. Corrections, if any, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between the amount quoted in words and figures, amount quoted in words shall prevail.
14. Payment terms are full payment, after receipt and acceptance of computer consumables by the authorized representative of the Institute and on submission of the bill along with the list of computer consumables supplied as per the purchase order. No advance amount will be paid. Statutory taxes as applicable at source will be deducted from the Bill. All payments will be made by crossed cheque payable at Hyderabad.

15. Deduction will also be made from the bill of the manufacturer/distributor/wholesaler on account of supply of defective computer consumables which are rejected after conducting inspection.
16. The Institute shall place "Purchase Order" indicating the type of cartridges/quantities, with a time limit of 21 days to supply the computer cartridges from time to time in favour of the successful bidder. If for any reason, the stock is not received even in the next ten days, the Institute shall purchase the computer consumables from the market and the loss to the Institute on account of difference between approved rate and market rate shall be recovered from the supplier on whom the purchase order is placed.
17. The Institute has the right to entrust the supply of computer consumables to one or more manufacturers/distributors/wholesalers.
18. Any delay by the supplier in the performance of the delivery of computer consumables shall make the contractor liable for: forfeiture of security deposit (or) termination of the contract by the Institute.
19. The contract will be valid for a period of one year with effect from the date of award of the contract. The period of contract may be extendable for one more year on mutual agreement. The successful bidder has to supply the computer consumables till finalization of the new tender or conclusion of the contract period which ever is later.
20. In the event of any question, dispute or difference arising under these conditions or any conditions contained in the Purchase order or in connection with this contract, the same shall be referred to the sole arbitration of the Director General or some other person appointed by him. The award of the arbitrator shall be final and binding on the parties to this contract.
21. Director General, NIRD reserves the right to reject any or all the quotations received without assigning any reasons whatsoever.

**REGISTRAR &  
DIRECTOR (ADMN)**

**Annexure-I****QUOTATION FOR SUPPLY OF COMPUTER CONSUMABLES – DESCRIPTION AND SPECIFICATIONS OF COMPUTER CONSUMABLES – 2009-2010**

S.No.	Name of the Item	Brand Name	Cartridge No.	Quantity to be supplied	Rate per unit (Rs.)	Total amount (Rs)
<b>INKJET CARTRIDGES</b>						
1.	HP 3475 Black	HP	27	2		
2.	HP 3475 Colour	HP	28	2		
3.	HP 1210 Black	HP	56	2		
4.	HP 1210 Colour	HP	57	2		
5.	HP 5610 Black	HP	27	2		
6.	HP 5610 colour	HP	22	2		
7.	HP Laserjet 1200	HP	15A	25		
8.	HP Lasetjet 1150 Black <b>(Q2624A)</b>	HP	24A	15		
9.	Samsung Laserjet 1210	Samsung	--	2		
10.	HP Laserjet 1010/1022 Black	HP	--	400		
11.	Samsung SCx4100 MF3	Samsung	--	5		
12.	HP laserjet 1505	HP	--	50		
13.	HP laserjet P 1007	HP	--	5		
14.	HP 2600 N colour laserjet printer	HP	--	5 sets		
15.	HP 1215 N colour laserjet printer	HP	--	5 sets		
16.	HP 4580 Officejet	HP	--	2 sets		
17.	Samsung LJ 1640	Samsung	--	5 Nos.		
<b>CONSUMABLES</b>						
18.	CD –R (700 MB 48x or above) Box of 10		Imation/ Sony	1000 Nos.		
19.	CD –RW (700 MB 24X or above)		Imation/ Sony	1000 Nos.		
20.	CD Covers (Plastic)		Good Quality	10,000		
21.	DVDs 4.7 GB		Sony	1000		
				Total		

Contd..

**C-GARD**

S.No.	Name of the Item	Brand Name	Cartridge No.	Quantity to be supplied	Rate per unit (Rs.)	Total amount (Rs)
<b>INKJET CARTRIDGES</b>						
22.	HP1010/1020	Q2612A Black		18		
23.	Cartridge for HP Business Inkjet 1000 series	C4836A Cyan		5		
		C4837A Magenta		5		
		C4838A Yellow		5		
24.	HP Designjet 800 printer	C4844A Black		20		
		C4911A Cyan		5		
		C4912A Magenta		5		
		C4913A Yellow		5		
25.	36 inch paper rolls for HP plotter					
	Plain paper 36 inch rolls			20		
	Heavy Coated paper 36 inch rolls			10		
	High Glassy Photo paper 36 inch rolls			15		
26.	A, A4 paper bundles					
	A3 size high Glossy photo paper (500 bundle)			5 reams		
	A4 size high Glossy photo paper (500 bundle)			5 reams		
27.	DVDs Sony 4.7 GB			3000		
28.	Extension Box (Electrical 10 points)			20		
29.	Pen drive 8 GB Transcend			20		
30.	500 GB Transcend External Hard Disk			10		
31.	Plotter cover size 70 X 2.5 inch			2		