

UNIVERSITY OF KASHMIR,
HAZRATBAL, SRINAGAR
FOR

*Subject:- Detailed Tender Notice for Supply of
Tonners/Cartridges/Drums etc.*

Sealed tenders affixed with revenue stamp worth Rs. 6/ are invited from registered Stationers/ Distributors having GST certificate in the name of Firm, for the supply of various Branded items for computers & Xerox machine etc. for the year 2019-20. As per the specification given in the annexure to this notice Tenders should be addressed to the Registrar, University of Kashmir Hazratbal, Srinagar, subscribed "Tender for Branded items for computers & Xerox machine etc" The tender should reach to his office by or before 6th may 2019 upto **3 p.m**

Tender document alongwith the details of the items with their specifications are available in the Printing & Stationery Section against payment of Rs. 500/- (Rupees five Hundred Only) in the shape of University Receipt. Downloaded Tender Document should be accompanied with a fee of Rs. 500/- as cost of Tender document in the form of University Receipt and CDR for Rs. 50,000/=as earnest money.

No.F (NIT) P&S/Branded Tonners/KU/19-20
Dated:April 23,2019

(Deputy Registrar)
Printing & Stationery

Copy to the:

1. P.S to Registrar for the information of the Registrar. He is requested to keep available a sealed tender box and accept the tenders upto stipulated date and time.
2. Media Cordinator for making Wide publicity through print media, at least in four (04) leading local Newspapers, the cuttings thereof be sent to Printing & Stationery Section for reference and record.
3. Information Technologist for placing the Tender Notice alongwith other documents on Kashmir University Website for wide publicity.
4. File.

Chapter -1: Instructions to bidders

1. **Submission of tender:** The sealed tenders are invited to supply the Branded items for computers & Xerox machine etc under two bid systems. Viz. **Technical Bid** (filled in Annexure-1) duly signed and stamped, consisting all technical details, make of items along with commercial terms & conditions, EMD, relevant documents and University Receipt / DD of Rs. 5,000/- and **Financial Bid** (indicating item wise make & price for each item mentioned in Annexure-ii in two separate sealed envelopes and should be super scribed as technical and financial bids accordingly . Both the sealed envelopes should be kept in a third envelope which should be super scribed 'Tender for Branded items for computers & Xerox machine etc '.

2. **Quotation of stationery:** The bidder is required to furnish the information as mentioned at Annexure -II and should agree to accept the part supply order as per the criteria of lowest quoted bid for each item. Unit prices are to be quoted both in figures and in words secured with transparent tape. Signature with seal should be affixed on all pages of tender documents. In case of a discrepancy, that quoted in words / least will be taken as valid.

3. **Opening of bids :** Initially the technical bids will be opened and scrutinized. The firms who meets the basic requirement as per documents furnished, may have to present the samples before opening of financial bid. The committee of the University will inspect the samples, may visit the show room / items supplied at other organizations to ascertain the quality. The financial bid will be opened for those firms who qualify technically and whose sample has been agreed up to the satisfaction level of the University. The decision of the University will be final in this regard.

4. **Availability and submission of tender form:** The tender documents can be obtained in person from Printing & Stationery Section on payment of Rs. 500/= through University receipt favouring 'Registrar University of Kashmir Hazratbal Srinagar' during working hours. The tender form can also be downloaded from university website ([www. Kashmir university. com](http://www.Kashmiruniversity.com)) and to submit along with the cost of tender form of Rs. 500/= and earnest money of Rs. 50,000/= (Rs. Fifty Thousand Only) in the shape of CDR. The downloaded tender form without cost of tender form will not be accepted . Last date to submit the tender is 06,05,2019 by 3.00 pm. The filled in tender form can be dropped in tender box at the office of the Registrar or can be sent through post.

5. **Selection of firm:** The firm will be selected among the technically qualified firms only and the rates will be considered on lowest quoted basis item wise. Further, if the committee found that the quality of lowest quoted firm is not satisfactory, the committee may recommend and consider the next lowest quoted firm. The decision of the committee will be final in this regard.

6. **Sample:** The firm is required to attach the sample of each item along with technical bid.

7. **Alter in the bid:** The bidder will not be permitted to alter or modify their bids after receipt by the University: however, the firm can withdraw the bid before the closing date and time of the tender.

8. **Registration:** The firm should be registered with the competent authority and required to enclose self attested copies of the following documents:

- (a) GST Certificate
- (b) Experience certificate if any

Note:- Dealership certificate in self ink be attached

9. All the columns in bid are to be filled in words and figures. The variation in words and figures, if any, the lowest shall be taken into account.

10. **Cost:** The rates quoted should be inclusive of all taxes, and FOR University of Kashmir Campus Stationery Section. A rate list, as on date issued by the company be attached with the tenders. Rates for refilling should be quoted separately.

11. **Supply:** This is a tender cum rate contract and registration of firms shall be initially for a period of one year from the date of issue of Rate contract or till the fresh tenders are floated and rates approved whichever is earlier.

12. **Rates be quoted against each item asked for this vide this NIT**

13. In case the firm fails to supply the desired items for computers & Xerox machine etc as per terms and conditions, the University reserves the right to place the order to the next higher bidder or outside agency and the difference of price will be recovered from the defaulter agency who has been awarded the initial order and this will be binding on the bidder.

14. The University does not pledge himself to accept the lowest quoted or any tender and reserve the right to accept the whole or any part of the tender.

15. **Rejection of tender:** The conditional tender, incomplete in any form, unfilled / unsigned and bid without required documents, EMD and cost of tender form shall not be accepted and on such bids any query / intimation will not be entertained. The tender documents are not transferable.

16. **Experience:** Bidder should be original manufacturer/ authorize dealer/ reputed firm and should have minimum sufficient experience in supply of similar items. A certified copy of the same should be attached with the technical bid.

17. **Rights of the University:** The University reserves all the rights to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice in part or full without assigning any reason thereof.

18. **Acceptance of terms and conditions:** The bidder would fill up the information in the Annexures enclosed at the end of this document in clear and legible terms. The bidder shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the bid.

19. The University reserves the right to further negotiate on the approved rates with the bidders.

20.Termination of contract: if supply is not found satisfactory, the purchase order will be cancelled by the University at any stage.

21. **Penalty clause;** in case the approved dealer causes unnecessary delay in making the supply or fails to deliver the Branded items for computers & Xerox machine etc items as per the supply order, a penalty depending on merits of each case shall be imposed on the dealer which may include forfeiture of Earnest Money or cancellation of the supply order and the University shall at liberty to take any other action as warranted under rules and no payment will be made if not found as per the supply order.

22. **Settlement of dispute:** In case of any dispute, the decision of the Vice-chancellor University of Kashmir shall be final and binding on the parties.

23. The right to appeal will be within the jurisdiction of Srinagar courts only.

Deputy Registrar
Printing & Stationery

Declaration:

I declare that I have read all the instructions as well as terms & conditions reproduced above and I confirm that these are acceptable to me.

Bidder/Firm

Name

Address

Stamp

University of Kashmir

Technical Bid for Branded items for Computers & Xerox Machine etc

(To be filled by the firm / bidder)

S.No	Particulars	Details (if yes, furnish certificate No.)	Appendix No. (attached in bid)
1	Name of the Firm / Agency:		
2	Status of the Firm / Agency (Proprietorship/ Partnership / joint Stock Co. Etc)		
3	Name of the Proprietor / Partner / Director		
4	Address: a) Head office b) Office at Sgr		
5	a) Landline No. (Office / Residence) b) Cell No., c) E-mail address d) website details		
6	Documentary Proofs of: a) Dealership certificate in self ink b) Self attested copy of valid TIN / PAN No. c) GST certificate d) Proof of average annual turnover e) Proof of experience supported by documents from concerned organization	Yes /No Yes /No Yes /No	
7	Details of University Receipt No. for Rs. 500/=		
8	Earnest Money deposit details: a) Amount b) Name of the drawer and issuing bank c) No. and date of CDR		

Declaration:

I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, I / we will be blacklisted and will not have any dealing with the University in future.

Signature with date & seal of the agency : _____
 Name of the Applicant : _____
 Designation : _____

Annexure-II

University of Kashmir

Financial Bid for Branded items for Computers & Xerox Machine etc **List of branded items for computers & Machines**

Tenders may clearly mention Quality of the product for which the rate is quoted. In addition to the quality of items mentioned hereunder, tenderers can also quote rates of other standard brand/s alongwith the one mentioned in the tender document.

A)	Brand (HP Ink Cartridges)	Company rates	Rates offered
1.	Cartridge Colour & Black 818		
2.	Cartridge Color & Black 857,852		
3.	Cartridge Black 702		
6.	Cartridge Black 21		
7.	Cartridge 22		
9.	Cartridge Black 56		
10.	Cartridge Black 901		
12.	Cartridge Colour 17		
13.	Cartridge Colour 22		
15.	Cartridge Black 57		
20.	Cartridge 853		
21.	Laser toner 2612A		
22.	Laser toner DPQ 2612 AF		
23.	Laser toner 7115A		
24.	Laser toner 11A		
25.	Laser toner 1150(24A)		
26.	Laser toner 7551A		
27.	Laser toner 2015d (53A)		
28.	Laser toner P1005 (35A)		

29	Laser toner CE 435 AD		
30.	Laser toner P1505 (36A)		
31	Laser toner CE 436 AD		
32.	Laser toner P1007 (88A)		
33	Laser toner IP CC AD 388 AD		
34.	Laser toner Black CP 1215		
35.	Laser toner Cyan CP 1215		
36.	Laser toner Magenta CP 1215		
37.	Laser toner Yellow CP 1215		
38.	Laser toner Black 5950A		
39	Laser toner Cyan 5951A		
40.	Laser toner Magenta 5952A		
41.	Laser toner Yellow 5953A		
42.	Laser toner Black 5550dn		
43.	Laser toner Yellow 5550dn		
44.	Laser toner Cyan 5550dn		
45.	Laser toner Magenta 5550dn		
47.	Laser toner 1020 (12A)		
48.	Laser toner 55A (P3015)		
49.	HP Toner 78A		
50.	HP Toner 5A		
51.	HP Toner 11A		
52.	Laser toner 55A (P3015)		
53.	HP Toner 78A		
54.	HP Toner 5A		
55.	HP Toner 11A		
56.	Brother Toner 3030		
57.	Toner 8020		
58.	HDP Film 1500 Images HDP Ribbon YMCK 500 images		

	Printer Cleaning Kit		
59.	HP Toner 551dn (Black)		
60.	HP Toner 551dn (Yellow)		

61.	HP Toner 551dn (Cyan)		
62.	HP Toner 551dn (Magenta)		
63.	Laser toner Black 5051dn		
64.	Laser toner Yellow 5051dn		
65.	Laser toner Cyan 5051dn		
66.	Laser toner Magenta 5051dn		
67.	HP Laserjet (P1606dn) 78A Cartridge		
68.	HP Laserjet (P2015dn)53A Cartridge		
69.	HP Laserjet (1022)12A		
70.	HP Laserjet (1505n)36A Cartridge		
71.	HP Deskjet 4185 (Black)		
72.	HP Deskjet 4185 22 Colour		
73.	HP Deskjet Ink Advantage (678 black)		
74.	HP Deskjet Ink Advantage (678 colour)		
75.	HP laserjet (P1007/1008) (88A) cartridge		
76.	Toner Cartridge Tasklfa (220 No)		
77.	HP Printer (818 black)		
78.	HP Printer (818 colour)		
79.	HP 18 A		
80.	Epson printer (L550) Botttle cart. Black Colour, Magenta, Yellow		
81.	Epson printer (L555) Black Colour, Magenta, Yellow		
82.	HP CE 390 XC		
83.	HP CF 350 A		

84	HP CE 351 A		
85	HP CE 352 A		
86	HP CE 353 A		
B)	Brands (Canon Ink Cartridges)	Company rates	Rates offered
1.	Canon Toner LBP 3200/EP26		
2.	Canon Toner Fx-9S		
3.	Canon Printer LBP 6300/ Toner 319		
4.	Canon Toner 912		
5.	Canon-image Runner 2420L		
6.	Canon Toner 328		
7.	Canon Pixma Cartridge 3680(set)		
8.	Canon printer (912 Cartridge)		
9	Canon NPG 28 Toner		
10	NPG-56/57 Drum		
11	NPG-28 Drum Unit		
12	NPG-28 Tonner		
13	NPG- 26/25 Drum Unit		
14	NPG-26 Tonner		
15	NPG-25 Tonner		
16	NPG-50/51 Drum Unit		
17	NPG-16 Tonner		
18	NPG-51 Tonner		
19	NPG-20 Tonner		
20	NPG-56 Tonner Black		
21	NPG-54 Tonner		
22	NPG-59 Tonner		
23	NPG-56/57 Drum		

24	NPG-59 Drum Cylinder		
25	NPG-52 Tonner Black		
26	NPG-52 Tonner Cyan		
27	NPG-52 Tonner Magenta		
28	NPG-67 Tonner Black		
29	NPG-67 Tonner Cyan		
30	NPG-67 Tonner Magenta		
31	NPG-67 Tonner Yellow		
32	NPG-57 Tonner		
33	NPG-67 Drum Unit		
34	NPG-46 Drum Unit Black		
35	NPG-46 Drum Unit Colour		
36	NPG-46 Tonner Black		
37	NPG-46 Tonner Cyan		
38	NPG-46 Tonner Yellow		
39	NPG-46 Tonner Magenta		
40	LBP/3300/3360 SFP/CRG 308		
41	LBP/3300/3360 SFP/HC308		
C)	Other items	Company rates	Rates offered
1	Samsung Toner 1640		
2	Panasonic Toner KX-FAD 92		
3	Panasonic Drum KX-FAD 93		
4	Panasonic 8020		
5	Printer M1005 (MFP)		
6	Tonner BSHTC002612 A Blue Streak		
D)	Brands KYOCERA	Company rates	Rates offered
15	KYOCERA Model Cotrages TK 439		
16	KYOCERA Model Cotrages TK 4109		
17	KYOCERA Model Cotrages TK 7109		

18	KYOCERA Model Cotrages TK 6309		
19	KYOCERA Model Cotrages TK 1114		
20	KYOCERA Model Cotrages TK 1104		
21	KYOCERA Model Cotrages TK 479		
22	KYOCERA Model Cotrages TK 410		

E)	Brand (Gestetner/Ricoh)	Company rates	Rates offered
1.	Copy Printer Ink 5327		
2.	Copy Printer Ink 5308b+		
3.	Copy Printer Ink (black) 5490/6346		
4.	Copy Printer Ink (colour) 5490/6346		
5.	Riso Ink Tube		
6.	Riso Master roll		
7.	Ricoh Xerox Toner 4500E		
8.	Riso Ink HDEZ 1070		
9.	Riso Master roll HDEZ 1070		
10.	Master Roll 5327		
11.	Master Roll 5308b+		
12.	Master Roll 5490/6346		
13.	Drum module 5490/6346/530d-/5327		
F)	Brand (Xerox)	Company rates	Rates offered
1.	Xerox Drum WC 238/5638 5352C 5225 7242		

	5020		
2.	Xerox developer 5352C		
3.	Xerox Fuser 5352C		
4.	Xerox Fax Cartridge 123		
5.	Xerox Toner 5816/25/34		
6.	Xerox Toner 7242 black & colour		
7.	Xerox Toner WC 238		
8.	Xerox Toner 5225		
9.	Xerox Toner Black & Red 5352		
10.	Xerox Toner 5020		
11.	Xerox Toner PE 16		
12.	Xerox Fax Toner 3200		
13.	Xerox Toner 1025		
14.	Xerox Phaser Cartridge 3117		
15.	Xerox Toner Cartridge (Black) WC- 5335		
16.	Xerox Toner 3210/3220		
17.	Xerox Toner 5755		
18.	Drum Cartridge 5755		
19.	Xerox Fuser 7242.		
20.	Xerox Work centre 5022		
21.	Xerox Phaser (3117 Cart.)		
22	Tonner 5016/5020		
23	Copy Cartridge 5016/5020		
24	Fuser Assembly 5016/5020		
25	Tonner Cartridge 5225/5230		
26	Copy Cartridge 5225/5230		
27	Fuser Assembly 5225/5230/WC 123/ WC 128		
28	Tonner Cartridge 5325/5330/5335		
29	Copy Cartridge 232/236/245/255/5632/5655/5745/5755		

30	Fuser Assembly 232/238/245/255/5632/5638/5655		
31	Copy Cartridge 245/255/265/275/5645/5655/5665/5675/5745/5765/5775		
32	Tonner Cartridge (Pack of 2) 265/275/5665/5675/5687/5765/5775		
33	Fuser Assembly 265/275/5665/5675/5687/5665/5775		
34	Copy Cartridge 5645/5655/5665/5675/5765/5745		
35	Fuser Assembly 5745/5755		
36	Tonner Cartridge 3010/3040		
37	Print CART 3117/3122		
38	Tonner Cartridge Black 3435		
39	Tonner Cartridge 3635		
40	Tonner Cartridge 5019/5021/5022/5024		
41	Copy Cartridge 5019/5021/5022/5024		
42	Fuser Assembly 5019/5021/5022/5024		
43	Tonner Black 7132/7232/7242		
44	Tonner Yellow 7132/7232/7242		
45	Tonner Magenta 7132/7232/7242		
46	Tonner Cyan 7132/7232/7242		
47	Print Cartridge 7132/7232/7242		
(G) Refilling Of Toners COMPANY Rate Rates offered			
1.	Cartridge Black 15/21/17/56/901		
2.	Cartridge Colour 22/28		
3.	Cartridge Black 57		
4.	Laser Toner 12A/Fx9S/15A/1150A/24A/53A/35A ML/1649/BP-26		
5.	Toner 35A/36A/88A		
6.	Toner 51A		
7.	Toner 51A		
8.	All coloured Laser toners (Black/Cyan/Magenta/Yellow) Each		

9.	Samsung Toners		
10.	Canon Toners 319		
11.	Panasonic Toner FAT 92		
12.	Xerox Phaser Toner		
13.	Laser Toner Black 540		
Replacement of various spares (Chip sets Drums etc			
1	Magnetic Roller		
2	PCR		
3	DR Blade		
4	Drum		
Chipset Cost (one time whenever applicable on all in one printers, including refilling			
1	Samsung Cartridge		
2	Xerox Phaser chip		
3	HP Chipset		

Seal and Signature of the dealer