



Tender Fee: Rs 500/- (Non-Refundable)
HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA
16 MILE, SHIMLA-MANDI NATIONAL HIGHWAY, GHANDAL
DISTRICT SHIMLA, HIMACHAL PRADESH-171014
Ph. 0177-2779802, 0177-2779803, Fax: 0177-2779802
Website: <http://hpnlu.ac.in>

HPNLU/Adv./Tenders/2023-24/073

Date:06.11.2023

RATE CONTRACT (QUARTERLY) TENDER NOTICE FOR SUPPLY OF TONER/CARTRIDGES

This tender notice invites sealed quotations, for the supply of the following items quarterly as mentioned below for Himachal Pradesh National Law University, Ghandal, Distt Shimla. The same sealed quotations will be received at the office of the Registrar, HPNLU, Shimla during office hours up to **01:00 PM** on or before **14.11.2023 at the competent authority office**. Bids will be opened by the Tender Committee in the presence of the representative of agencies, who may like to be present if any on 16.11.2023.

S.No.	Description of Items	Qty	Total Rs. In figures (F.O.R.)
1.	Konica Minolta Biz Hub 367 (Toner)	15	
2.	Konica Minolta Biz Hub C 226 (Drum Unit)	1	
3.	Konica Minolta Biz Hub C360i (Drum Unit)	1	
4.	Konica Minolta Biz Hub 367 (Drum Unit)	3	

Terms and conditions

1. Quotations can be submitted in two different envelopes:
 - a. **Envelop 01:** The quotation shall be accompanied by Earnest Money Rs. 3000/- in the shape of Demand Draft /FDR from the reputed Bank preferably Nationalized Bank only, in favour of the Registrar; HPNLU, Shimla.
 - b. The complete Bidding document / DNIT can be obtained from office against Demand draft in favour of the Registrar, HPNLU, Shimla for Rs. 500/- (Non-refundable) as a tender fee between 9.00 AM to 4.00 PM from 06.11.2023 to 14.11.2023 up to 10:00AM.
 - c. Earnest money of the unsuccessful bidders shall be refunded after the allotment of **Tonner and Drum Unit** of work.
 - d. Earnest money of the lowest bidder shall be refunded after successful completion of the work.
 - e. **Envelop 02:** Rate Quotation along with declaration to full fill the rule and regulations.
2. The agency will also furnish copy of valid enlistment, copy of PAN, EPF, ESI, GST registration
3. Earnest money of the lowest bidder shall be refunded after successful completion of the work.
4. Subletting the work after its award is not permissible.
5. Time period for the counting of quarterly period is from the period of award of the work.
6. Noncompliance of instructions of the authorities of the University or delay in completion of the assigned work or non-removal of defects in time; the Institute shall be free to get the job done or get the defects rectified through any other agency at the risk and cost of the Firm.
7. The work shall be completed within as mentioned above Time Period.
8. Income Tax and other taxes as applicable shall be deducted from the Firm's bills.
9. Document and certificates:

The bidders are required to submit Envelope -1 enclosing therewith photocopies of the following document

along with the above-mentioned condition as stated in the point -1

- a. Registration Certificate as per existing norms (indicating the legal status – company/partnership firm/proprietorship concern, etc.);
 - b. Copy of Pan Card and GST
 - c. Copies of Income Tax Returns filed for the last three financial years.
 - d. Bidder should be a direct manufacturer (OEM) or having the authorized dealership certificate of Konica products.**
 - e. Copies of audited A/c Statements i.e. Balance sheets and Profit & Loss A/c for the last three financial years (if any)
 - f. Proof of experience in supplying to Government Departments (Copies of two Purchase Orders received from Govt. Depts./ PSUs during each of the last three years should be enclosed).
 - g. Declaration regarding blacklisting or otherwise.
10. Performance Guarantee of Rs. 5000/- (Five Thousand) only in the form of FD/DD in favour of Registrar, HPNLU, Shimla of the will have to be made within 7 days of receipt of the communication of the selection of the bid.
11. Selected bidder signed the agreement within 7 days on the stamp paper of Rs 100/- (One Hundred) only with the competent authority of the university.
12. Items shall be in packing compatible from the manufacturer clearly indicating manufacturing date, expiry date & price, etc. Any manufacturing defect of any shape/kind shall have to be immediately replaced with a new one. In no case refilled cartridges or refurbished items, be supplied. If any item is subsequently found to be of a substandard (inferior quality)/substitute/refurbished or refilled, the same will be rejected and any loss caused to the printers due to such cartridges shall be recovered from the firm and the payment of bill against the materials issued will not be made and the firm will be liable for appropriate action.
13. Bidder shall be insured that
- a. Pages have been signed and stamped
 - b. Pages have been numbered
 - c. Documents are legible (clearly readable).
14. The Firm shall be responsible for any damage caused to any property of the campus and make good all such damages at his own cost.
15. 100% payment will be done after the supply of the Toner and Drum Unit as per the supply order and the invoice should be raised in the name of the Registrar, HPNLU, Shimla
16. Last date of receipt of tender is 14.11.2023 at registrar office of HPNLU, Shimla.

Sd/-
Registrar
HPNLU, Shimla