

**UNIVERSITY OF DELHI
DELHI - 110007**



Annual Rate Contract for Supplying of Computer/Printer/Photocopier Machine/Fax Consumable items (Toner/Cartridges/Ribbons etc.) to the University of Delhi

e-TENDER DOCUMENT

**UNIVERSITY OF DELHI
GENERAL BRANCH-II**

Room No: 209, 2nd Floor, New Administrative Block, University of Delhi,
Delhi-110007

Tel-Fax: 011-27666764

Email: gb2@admin.du.ac.in

E-PROCUREMENT TENDER NOTICE

University of Delhi invites online bids as per Two Bids System (Technical and Financial) from reputed & eligible agencies through e-procurement for Supply of Computer/Printer/Photocopier Machine/Fax Consumable items (Toner/ Cartridges/ Ribbons etc.) to University of Delhi, its Departments and Colleges.

Critical Date Sheet

	Details / Date
Bid Document Download /Starts Date	12/4/2017, 09.00 hours
Bid Submission Start Date	12/4/2017, 14.00 hours
Bid Submission End Date	02/5/2017, 15.00 hours
Bid Opening Date	03/5/2017, 15.00 hours
EMD	Rs.1,00,000/-
Tender Document Cost	NIL

Notes:

1. All details regarding the subject tender are available on websites www.du.ac.in and <https://eprocure.gov.in/eprocure/app>. Any change/ modification in the Tender Enquiry/ Tender Document will be intimated through above websites only. Bidders are therefore, requested to visit our websites regularly to keep themselves updated.

2. Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Manual bids shall not be accepted.

3. For submission of E-Bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>.

4. EMD should reach the **Section Officer, General Branch-II, Room No: 209, 2nd Floor, New Administrative Block, University of Delhi, Delhi-110007**, before the end date and time of bid submission. Failing which offer will be liable for rejection. Bidders, however have to attach scanned copies of EMD document along with their e-tender.

5. Clarifications/ queries, if any, can be addressed to the Section officer (General Branch-II) on telephone no. 011-27666764 and email: gb2@admin.du.ac.in

Registrar

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STANDARD TERMS & CONDITIONS, INSTRUCTIONS FOR BIDDERS

Earnest Money Deposit	₹ 1,00,000/- (Rupees One Lakh Only) in the form of Fixed Deposit Receipt (FDR) in favour of The Registrar, University of Delhi, Payable at Delhi valid for a period of six months. EMD should the reach the Section Officer, General Branch-II, Room No: 209, 2nd Floor, New Administrative Block, University of Delhi, Delhi-110007 , before the end date and time of bid submission. Bidders, however have to attach scanned copies of EMD documents along with the e-tender (technical bid).
Tender Fee	NIL
Mode of Supply	Selected bidder will supply the material at scheduled destination/Central Stores of the University of Delhi within 30 days of issue of Purchase Order for which no extra cost will be paid.
Issue of Tender Document	Tender Document may be down- loaded from the University website www.du.ac.in . and CPP portal https://eprocure.gov.in/eprocure/app as per the schedule.
Opening of the Financial Bid of only those vendors whose technical bid qualifies in the technical evaluation.	The date will be notified to the qualified vendor only.
Clarification/Queries, if any, can be address to	Section Officer (General Branch-II) Room No. 209, IInd Floor, New Administrative Block, University of Delhi, Delhi – 110 007 Phone No.: 011-27666764 Email: gb2@admin.du.ac.in , gb2_du@yahoo.com

Part - 1

1.0 Introduction

The University of Delhi is the premier University of the country and is known for its high standards in teaching and research and attracts eminent scholars to its faculty. It was established in 1922 as a unitary, teaching and residential University by an Act of the then Central Legislative Assembly.

- 1.1 DU means University of Delhi, Delhi
- 1.2 University means University of Delhi, Delhi
- 1.3 Employer means The Registrar, University of Delhi and his successor
- 1.4 Bidder/Supplier/Contractor/Vendor means the proprietary firm, partnership firm, limited company private or public or corporation or any other legal entity who submits its bid in response to the tender.
- 1.5 "Year" means "Financial year" unless stated otherwise.

Part - 2

2.0 Scope of work

- 2.1 Annual Rate Contract for supplying of Computer/Printer/Photocopier Machine/Fax Consumable items (Toner/Cartridges/Ribbons etc.) University of Delhi its Departments and Colleges etc.
- 2.2 The quantity mentioned in the Section–III is a tentative one and subject to change as per actual requirement. It is only a probable estimation quantity. This RFP is being issued with no financial commitment and the buyer reserves the right to change or vary any part thereof or foreclose the procurement at any stage.
- 2.3 Delivery of items at the designated location/s within stipulated period mentioned in the purchase order.
- 2.4 This is items rate contract and the rates of successful bidder will be valid for 14 months from the last date of submission of bids.

Part - 3

3.0 Eligibility Criteria

- The formats for the documents to be uploaded (signed & stamped), with Technical bid are placed at Section-II:
- 3.1 Letter of Transmittal and Tender Acceptance Letter (as per Annexure – A)
 - 3.2 Certificate of Incorporation/Registration of the company/organization along with copies of the original documents such as Income tax registration, service tax registration, Vat registration, etc (as per Annexure - B)
 - 3.3 Chartered Accountant certified financial information document (Annexure - C).
 - 3.4 The bidder quoting for Computer/Printer/Photocopier Machine/Fax Consumables items (i.e. toner/cartridges/ribbons) would be required to submit this tender specific Authority Letter from Original Equipment Manufacturer (OEM), which is mandatory and without authorization, bid will be rejected. Compatibles/Re-manufactured/Re-furbrished toner/cartridges/ribbons will not be considered. (Annexure-F)
 - 3.5 A bidder can quote for an item if he is authorized by OEM for that item. The lowest bid will be evaluated for each item individually as mentioned in financial bid. If a bidder has left any item blank, it will be presumed that bidder has not quoted for that item.
 - 3.6 The firm should be in profit for past three years (13-14, 14-15, 15-16).
 - 3.8 EMD (Rs.1 Lakh) (scanned copy)
 - 3.9 Financial Bid Undertaking (scanned copy) (Annexure – D)

Part - 4

4.0 Bid Submission:

- 4.1 "Technical Bid" shall comprise of all documents as per clause-3.
- 4.2 Financial Bid shall comprise of the financial bids of the items included in Section-III. Schedule of financial bid in the form of BOQ_XXXX.Xls (Section-III)
- 4.3 Tender acceptance letter must be signed by the authorized signatory of the bidder with seal.
- 4.4 Conditional tenders will not be accepted. Manual bids shall not be accepted.
- 4.5 Bidder are advised to follow the instructions provided in the 'Instructions to the bidder for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>'.
- 4.6 Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4.7 Bidder who has downloaded the tender from the University website www.du.ac.in and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded financial bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with University of Delhi.
- 4.8 **Validity of Tender - One hundred and twenty days** from the date of opening of tender. During the period no bidder shall be allowed to withdraw his tender. In case of withdrawal, the EMD submitted by the bidder shall be forfeited and no claim shall be entertained on this regard.
- 4.9 Bids shall be submitted online only at CPP portal: <https://eprocure.gov.in/eprocure/app>.

Part - 5

5.0 Opening of Financial bid and evaluation:

After, the Technical evaluation of the bids, the University will open the 'Financial Bids', of all the technical eligible bidders.

5.1 Financial Bid:

- 1) Financial Bid undertaking (Annexure-D)
- 2) Schedule of financial bid in the form of BOQ_XXXX. Xls (Section-III)
- 5.1 The bidder shall quote unit item rates in Indian rupees (INR). The rates quoted in schedule quantity are for finished and completed items and no extra amount for carting or transporting material, labour, installation etc. shall be paid unless specifically so mentioned or provided for in tender. The rates should be inclusive of all leads and lifts for all materials in the completed items and also include all taxes, duties, royalties etc. including Work Contract Tax, labour cess, ESI, EPF etc. as applicable. No extra payment on this account will be made.
- 5.2 A bidder can quote for an item, if so authorized by OEM as per clause no.3.4 of the tender document. The lowest bid will be evaluated for each item individually on the basis of net rate per unit as mentioned in financial bid. If a bidder does not mention rate(s) of an item(s), it will be treated that the bidder has not quoted for that item.
- 5.3 Terms of price shall be in Indian rupees (INR) inclusive of duties, taxes, levies.

Part - 6

6.0 Earnest Money Deposit:

- 6.1 Tender/s with no earnest money deposit will be summarily rejected. In case of successful bidder of the financial bids, the earnest money deposit will be returned on submission of performance Bank Guarantee.

- 6.2 In the case of unsuccessful bidder/s, the Earnest Money Deposit will be refunded without any interest after the award of the contract.
- 6.3 Earnest Money Deposit is not required to be submitted by those who are registered with Central Purchase organization i.e. DGS&D/MSME/NSIC/KVIC ETC. Relevant document would require to be furnished along with Technical Bid.

Part - 7

7.0 Final decision making authority

The University reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained/paid by the university to the bidder(s).

Part - 8

8.0 Summary Rejection of tender:

- 8.1 The tenders not accompanied with Earnest Money Deposit shall be summarily rejected. Similarly, if the bidder proposes any alternation in or additions to the prescribed form of tender or decline to carry out any work of the tender document; or any conditions mentioned, etc., his tender is liable to be rejected.

Part - 9

9.0 Amendment of tender document:

- 9.1 Before the deadline for submission of tender, the University may modify the tender by issuing addendum/corrigendum.
- 9.2 Any addendum/corrigendum thus issued shall be a part of the tender document and shall be uploaded on the University website (www.du.ac.in) and CPP portal <https://eprocure.gov.in/eprocure/app>. Prospective bidders must visit the website before filling and submission of Tender Document for such information.

Part - 10

10.0 Performance Bank Guarantee:

- 10.1 The Performance Bank Guarantee of 10% of the first purchase order value will be deposited by the successful bidder within the 10 days after issuance the letter of intent/purchase order. The Performance Bank Guarantee shall be accepted in the following forms and shall be in favour of "Registrar, University of Delhi", payable at Delhi with a validity of months as under:-
- i. Fixed deposit receipt (FDR) of a nationalized bank (14 months validity)
 - ii. Bank Guarantee (As per Annexure-D) (14 months validity)
- 10.2 The Performance Bank Guarantee will be returned to the Vendor without any interest not later than thirty (30) days following the date of completion of all formalities under the contract.

- 10.3 In case of non-submission of Performance Bank Guarantee within specified time, the earnest money will be forfeited and the University may consider to black list the bidder.

Part – 11

11.0 Arbitration and Settlement of Disputes:

- 11.1 University and the bidder shall make every effort to resolve any difference or dispute arising between them under or in connection with the University's purchase order, amicably by direct informal negotiation.
- 11.2 If after thirty (30) days from the commencement of such informal negotiations, University and the bidder have been unable to resolve amicably the dispute, either party may require that the dispute be referred for resolution to the formal mechanisms as specified hereunder:
- 11.3 Any dispute or differences whatsoever arising between the parties out of or relating to the manufacturing, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the award made in pursuance thereof shall binding on the parties. The sole arbitrator shall be appointed by the Vice Chancellor, University of Delhi.
- 11.4 The performance under this contract shall not stop for any reason whatsoever during the said dispute/proceedings, unless the bidder is specifically directed by University to desist from working in this behalf.
- 11.5 The venue of arbitration shall be Delhi. The language of proceedings shall be English. The Law governing the substantive issues between the parties shall be the Laws of India.
- 11.6 It is also a term of contract that if any fees are payable to the arbitrator, these shall be paid equally by both the parties. It is also a term of the contract that the arbitrator shall be deemed to have entered on the reference on the date, he issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.

Part - 12

12.0 Taxes & Duties

- 12.1 Income tax, Works Contract Tax and any other tax at the rates in force from time to time shall be applicable.
- 12.2 Sales Tax, purchase Tax, turnover tax or any other tax on material in respect of this contract shall be payable by the bidder and University will not entertain any claim whatsoever in respect of the same.
- 12.3 The amount of taxes and duties (as applicable) should be quoted separately and clearly. The terms such as "taxes and duties as applicable" or "at actuals" should not be mentioned in the bid. In the event of any increase in taxes/duties, the extra liability on account of these taxes shall be borne by the University of Delhi. Similarly in the event of abolition/reduction of taxes/duties, the savings accruing to the bidder shall be passed on to the University of Delhi.

Part - 13

13.0 Payment Terms

- 13.1 Payment will be made by University in Indian Rupees through RTGS/NEFT etc. to the supplier after the complete supply/installation, as mentioned in the purchase order, is made and accepted by the University. Each invoice should be submitted in duplicate clearly specifying contract no, goods description, quantity, unit price, total amount along with warranty certificate, etc. No advance payment will be made under any circumstances.

- 13.2 **Liquidated Damages/Delay and Non Conformance**
- 13.3 If the bidder fails to supply any or all of the goods within the period specified in the Purchase Order, University shall without prejudice to its other remedies under the Purchase Order, deduct from the contract price, as liquidated damages, a sum for delay until actual delivery. The penalties will be maximum of 10% of the contract amount/awarded value.
- 13.4 In case of delay beyond 30 days of stipulated delivery period, University reserves the right to terminate the contract without any liability to cancellation charges and to en-cash the Performance Bank Guarantee of vendor.
- 13.5 **Substitution and Wrong Supplies**
Unauthorized substitution or materials delivered in error of wrong description or quality or supplied in excess quantity or rejected goods shall be returned to the supplier at supplier's cost and risk.
- 13.6 **Insurance, Freight and Deliveries**
- 13.7 The bidder shall make all arrangements towards safe and complete delivery at the designated locations indicated by University in the Purchase Order. Such responsibility on part of the bidder will include taking care of insurance, freight, state level permits etc. as applicable.
- 13.8 The bidder will keep University informed of various stages of deliveries, installation of furniture items.

Part - 14

- 14.0 **Force Majeure**
For purpose of this Clause, "Force Majeure" means an event beyond the control of the bidder and not involving the bidder's fault or negligence and not foreseeable. Such events may include, but are not limited to wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargo.

If a Force Majeure situation arises, the bidder shall promptly notify the University in writing of such conditions and the cause thereof. Unless otherwise directed by the University in writing, the Supplier shall continue to perform its obligations under the Purchase Order as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event(s).

Part - 15

15.0 General Information:

- 15.1 All information called for in the enclosed forms should be furnished against the relevant places in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against at the relevant place. Even if no information is to be provided in a column, a "nil" or "no such case" entry should be made in that column. If any particular/query is not applicable in case of the bidder, it should be stated as "not applicable". **The bidders are cautioned that supply for incomplete information called for in the application forms or deliberate suppression of any information may result in the bid being summarily disqualified. Bids received after the expiry of the stipulated date and time mentioned in the tender document will not be entertained.**

- 15.2 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing with date and rewriting. Pages of the eligibility criteria document are to be signed, stamped, numbered along with Index. Additional sheets, if any added by the bidder, should also be numbered. Bid should be submitted as a package with signed letter of transmittal and tender acceptance letter.
- 15.3 The bidder may furnish any additional information which is necessary to establish the capabilities to successfully complete the envisaged work. The bidder, however, advised not to furnish superfluous information. No information shall be entertained after submission of tender document unless it is called for by the University.
- 15.4 Any information furnished by the bidder found to be incorrect/misleading/false representation or deliberately suppressed either immediately or at a later date, would render the bidder liable to be prohibited from tendering/taking up of any work in University of Delhi.
- 15.5 If the bidder obtains a contract with University as a result of wrong tendering or other non-bonafide methods of competitive tendering, the University reserves the right to terminate the contract without any liability to the bidder.
- 15.6 Without prejudice to any of the rights or remedies under this contract if the bidder dies, the University shall have the option of terminating the contract without compensation to the legal heir of the bidder.
- 15.7 Escalation: Increase in rates of material/Labour shall not be payable on any account. Price quoted shall be firm and no escalation will be allowed on any account.
- 15.8 The University reserves the right, without being liable for any damages or obligation to inform the bidder, to:
- (a) Amend the scope and value of contract to the bidder,
 - (b) Reject any or all the applications without assigning any reason.
- 15.9 Any effort on the part of the bidder or his agent to exercise influence or to pressurize the University would result in rejection of his bid. Canvassing of any kind is prohibited.

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link **"Online bidder Enrollment"** on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the

number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the financial bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

SECTION-II
INFORMATION REGARDING TECHNICAL
ELIGIBILITY
(Annexure - A to F)

LETTER OF TRANSMITTAL

(To be given on Company Letter Head)

From:

To

The Registrar
University of Delhi
Delhi

Sub: Submission of Tender Document for Supply of Computer/Printer/Photocopier
Machine/Fax Consumable (Toner/cartridges/ribbons etc.) to University of Delhi

Sir,

Having examined the details given in Tender document for the above work, I/we hereby submit the relevant information.

1. I/we hereby certify that all the statements made and information supplied in the enclosed annexures/forms accompanying statement are true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.

Signature(s) of Bidder(s) with seal

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,
The Registrar,
University of Delhi
Delhi-110007

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: - Annual Rate Contract for Supplying of Computer/Printer /Photocopier Machine/Fax Consumable items (Toner/Cartridges/Ribbons etc.) to the University of Delhi.

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation to have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

BIDDER PROFILE (on company's letter head)

1. Name and Address of the bidder
2. Telephone no./Fax no.
3. Email Address
4. Legal status of the bidder (attach copies of original documents defining the legal status)
 - A proprietary firm
 - A firm in partnership
 - A limited company or corporation
 - Any other relevant document
5. Particulars of registration with various Government Bodies
6. Year of existence in this field
7. Income Tax Registration, Service Tax Registration, VAT Registration (Attach Copies)

Signature(s) of Bidder(s) with seal

Strength of Firm
FINANCIAL INFORMATION

- 1) **Financial Analysis** – Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department

Item	2013-14	2014-15	2015-16
Annual turnover			
Profit after Tax			

To be certified by the chartered accountant

Signature(s) of Bidder(s)
with seal

FINANCIAL BID UNDERTAKING

From : (Full name and address of the Bidder_ _____

To, _____

Dear Sir/Madam,

I submit the financial bid for _____ and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3. I offer to work at the rates as indicated in the financial bid.

Yours Faithfully,

Signature of authorized
Representative

**Form of Performance Guarantee
Bank Guarantee Bond**

1. In consideration of the University of Delhi (hereinafter called "The University") having offered to accept the terms and conditions of the proposed agreement between _____ and _____ (hereinafter called "the said bidder (s)") for the work _____ (hereinafter called "the said agreement") having agreed to production of a irrevocable Bank Guarantee for Rs. _____ (Rupees _____ only) as a security/guarantee from the bidder(s) for compliance of his obligations in accordance with the terms and condition in the said agreement.

We, _____ (indicate the name of the Bank) _____ (hereinafter referred as "the Bank") hereby undertake to pay to the University an amount not exceeding Rs. _____ (Rupees _____ only) on demand by the University.

2. We, _____ (indicate the name of the Bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the University stating that the amount claimed is required to meet the recoveries due or likely to be due from the said bidder(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____ only).

3. We, the said bank further undertake to pay the University any money so demanded notwithstanding any dispute or disputes raised by the bidder(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the bidder(s) shall have no claim against us for making such payment.

4. We, _____ (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the University under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Registrar, University of Delhi, on behalf of the University certified that the terms and conditions of the said agreement have been fully and properly carried out by the said bidder(s) and accordingly discharge this guarantee.
5. We, _____ (indicate the name of the Bank) further agree with the University that the University shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of terms and conditions of the said agreement or to extent time of performance by the said bidder(s) from to time or to postpone for any time or from time to time any of the powers exercisable by the University against the said bidder(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said bidder(s) or for any forbearance, act of omission on the part of the University or any indulgence by the University to the said bidder(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect or so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the bidder(s).
7. We, _____ (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the University in writing.
8. This guarantee shall be valid upto _____ unless extended on demand by the University. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. _____ (Rupees _____ only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Date the -----day of -----for------(indicate the name of the Bank)

(To be given on Company Letter Head)

Date:

To,
The Registrar,
University of Delhi,
Delhi - 110007

Sub: Tender Specific Authorization

Tender Reference No: _____ - Annual Rate Contract for Supplying of Computer Consumable items (Toner/Cartridges/Ribbons etc.) to the University of Delhi.

Dear Sir/Madam,

I/we (OEMs name & address) ... hereby authorize/nominate ...(company name and address) (authorized reseller/partner/distributor etc.) to participate in this tender for supply of computer/printer/photocopier machine/fax consumables (toner/cartridges/ribbons etc.) of brand.

The bidder is an established vendor for supplying of printer/photocopier/fax consumables manufactured by us.

The bidder is not blacklisted by any Govt. /PSU/University.

The bidder shall be solely/fully liable towards adherence of all the terms and conditions, obligations, etc. of the said Tender.

The rates quoted by the bidder for the items are valid for 14 months from the last of tender submission and there will be no change in the rates whatsoever during this period.

I/We also undertake to supply the items in the tender on the approved rates and required quantity as per customer requirement till the end of 14 months from the last date of submission of bids if the bidder fails to supply for whatsoever reason or bidder's authorization is been revoked by us.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

FINANCIAL BID

Schedule of financial bid in the form of BOQ_XXXX.xls

The below mentioned Financial proposal/commercial bid format is provided as BOQ XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded financial bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with University of Delhi.

- 1) The rates shall be quoted in Indian Rupee only.
- 2) In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
- 3) The payment will be made to the vendor at any Bank Account maintained in India by way of ECS/RTGS after deducting the TDS as applicable.
- 4) The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Format for financial bid provided with tender in .xls format, to be downloaded and filled up before upload with tender in financial bid.

CHECK LIST

S. No.	Description	Page No.	Remarks, if any (Yes/No)
1	EMD (Rs.1,00,000/-)		
2	Annexure – A (letter of transmittal & tender acceptance letter)		
3	Annexure – B (Company Profile)		
4	Annexure – C Financial Information		
5	Annexure – D Financial Bid Undertaking		
6	Tender Specific Authority Letter from Original Equipment Manufacturer (OEM) Annexure–F		

Section – III

FINANCIAL BID

--- A---

LIST OF COMPUTER/PRINTER/PHOTOCOPIER MACHINE/FAX CONSUMABLES (CARTRIDGES/TONER/RIBBON ETC.)

S. N	Name of the items/Specification	Quantity (Approx.)	Rate/ Per Unit	Taxes as applicable	Total Cost (Nett) per unit inclusive of all Charges
1	Brother toner (TN 2365) for printer HL-L2321D	10			
2	Brother toner (TN 2012) for printer HL-1201	10			
3	HP LJQ 7552A Cartridge	15			
4	HP LJ840/845 Black (15D)	10			
5	HP LJ840/845 Colour (17D)	10			
6	HP C8727 AA (27 Black)	15			
7	HP C8728 AA (28 Colour)	15			
8	HP 852 Black	15			
9	HP LJP-1505 (CB436A)	10			
10	HP 78AC (for HP 1606dn Printer)	300			
11	Canon EP 303	20			
12	HP LJ4 MP Printer 92298	20			
13	HP 4M Plus	10			
14	HP 12AC cartridge (for 1010/1022 Printer)	400			
15	HP 855 Colour	30			
16	HP C6656A Black (56)	10			
17	Cartridge Xerox Phaser	10			
18	HP 5200N (Q7516A)	25			
19	HP 1515N (CB540)	100			
20	HP 1515N (CB541)	100			
21	HP 1515N (CB542)	100			
22	HP 1515N (CB543)	100			
23	HP Printer 2520 HC ink cartridge (Black)	50			
24	HP Printer 2520 HC ink cartridge (Colour)	50			
25	HP Colour laserjet Pro MFP M177fw (Black – CF-350A)	10			
26	HP Colour laserjet Pro MFP M177fw (Cyan – CF-351A)	10			
27	HP Colour laserjet Pro MFP M177fw (Yellow – CF-352A)	10			
28	HP Colour laserjet Pro MFP M177fw (Magenta – CF-353A)	10			
29	HP Cartridge	740 741 742 743	10 10 10 10		
30	Cannon PG – 35	15			
31	Cannon MF4320d	25			
32	Cannon PG – 36	15			
33	Toner cartridge 55AC for HP LJ p3015dn	200			

34	Cartridge for Canon Laser Printer (LBP-2900B)	50			
35	Toner Cartridge for HP C9730A	200			
36	Toner Cartridge for HP C9731A	200			
37	Toner Cartridge for HP C9732A	200			
38	Toner Cartridge for HP C9733A	200			
39	Ricoh Toner SP 3400 HS (For Ricoh AFCIO 3410 SF Printer)	10			
40	Ricoh 231SF	10			
41	Ricoh Toner Cartridge No. 1600 LE	10			
42	Tonner Ricoh Black SPC-3105	10			
43	Canon NPG52 (4 Colour Set)	50 each			
44	Canon FX 890	20			
45	Samsung ML 2010 Cartridge	300			
46	Kyocera Printer (TK-1144)	25			
47	Ricoh Toner – 6210	10			
48	Ink Cartridge HP 710 C Printer	10			
49	HP 1200 (15A) Cartridge	50			
50	Hp 1300 (13A) Cartridge	25			
51	HP LJ670 C Black	10			
52	HP LJ670 C Colour	10			
53	HP C6657A (57)	10			
54	HP LJQ-7551(51A)	100			
55	HP P-1008 (88AC)	200			
56	HP SCX4216D	10			
57	CB-536A	25			
58	HP Toner Cartridge				
		CB-530 100			
		CB-531 100			
		CB-532 100			
		CB-533 100			
59					
60	Canon – FX9 (Printer No. 4320d)	100			
61	Canon –NPG 56	50			
62	Canon – NPG 26	25			
63	Canon – NPG 28	25			
64	HP Toner Cartridge				
		C-4906A 50			
		C-4907A 50			
		C-4908A 50			
		C-4909A 50			
65	HP 2600n Printer				
		HP Q-6000 50			
		HP Q-6001 50			
		HP Q-6002 50			
		HP Q-6003 50			
66	SCX4321NS cartridge no.MLT-D119S	10			
67	CB-426	25			
68	Cartridge for HP Office jet 4500 inkjet printer	20			
69	Ricoh Toner SP200LS for Printer SP111 / SP210	25			
70	HP 2300 (10A)	10			
71	HP 2200 (96A)	10			
72	HP 2015dn Cartridge (53A)	10			
73	HP 2700 N Printer Cartridge				
		7560A 50			
		7561A 50			

	7562A	50			
	7563A	50			
74					
75	Cartridge for HP Colour Printer No. M551				
	CE400A	10			
	CE401A	10			
	CE402A	10			
	CE403A	10			
76	Cartridge for HP Printer (CF 082A)	10			
77	Canon printer MF-3010 cartridge no. 925	100			
78	HP Colour laser jet pro MFP M176n Printer				
	HP 130A (CF350A) (Black)	10			
	HP 130A (CF351A) (Cyan)	10			
	HP 130A(CF352A) (Yellow)	10			
	HP 130A (CF353A) (Magenta)	10			
79	HP laserjet 9040 printer				
	(C8543X)	20			
80	Cartridge for HP Colour Printer No. 400				
	CE410A	10			
	CE411A	10			
	CE412A	10			
	CE413A	10			
81	Canon Scanner (ink)				
	810 (B/W)	5			
	811 (colour)	5			

	<u>PRINTER RIBBON (Original)</u>				
1.	Printer Ribbon for Lipi T-6100L	100			
2.	Printer Ribbon for Lipi 6312L	100			
3.	Printer Ribbon for Lipi T-6306L	100			
4.	Printer Ribbon for LQ2080/2180 Epson	100			
5.	Printer Ribbon for TVSE 136 column	100			
6.	Printer Ribbon for Epson FX890	100			
7.	TVS Ribbon for Model-DP5000	100			
8.	Printer Ribbon for LQ 2090 Epson	200			
9.	Printer Ribbon for LQ 2190 Epson	200			
10.	Printer Ribbon for LQ 2180 Epson	200			
	<u>PHOTOCOPY MACHINE TONER</u>				
1.	Xerox WC 128 Photocopy Toner	10			
2.	Xerox WC 5745 Photocopy Toner	10			
3.	Xerox 5016/5020 Photocopy Toner	10			
4.	Xerox Photocopy Toner WC-7335				
	Black	01			
	Cyan	01			
	Magenta	01			
	Yellow	01			
5.	Xerox 5821-IV Photocopy Toner	05			
6.	Xerox-7530 Photocopy Toner				
	Black	10			
	Cyan	10			
	Magenta	10			

		Yellow	10			
7.	Xerox-7435 Photocopy Toner	Black	10			
		Cyan	10			
		Magenta	10			
		Yellow	10			
8.	Xerox 5225 Photocopy Toner		10			
9.	Xerox 5834 Photocopy Toner		10			
10.	Xerox WC-7435 Photocopy Toner		10			
11.	Xerox WC-5638 Photocopy Toner		10			
12.	Xerox WC 238 Photocopy Toner		10			
13.	Xerox WC 245 Photocopy Toner		10			
14.	Ricoh -6210 Photocopy Toner		10			
15.	Ricoh –MP 8001 Photocopy Toner		10			
16.	Ricoh –MP 600 LE Photocopy Toner		10			
17.	Toshiba E studio 756 Photocopy Toner		10			
18.	Toshiba 166 Photocopy Toner		10			
19.	Cannon Photocopy Toner C-2020 H for iR-Adv. C2020	Black	10			
		Cyan	10			
		Magenta	10			
		Yellow	10			
20.	Canon IR 2422L Photocopy Toner		10			
21.	Canon IR Adv 2020 Photocopy Toner		10			
22.	Canon IR 2318L Photocopy Toner		10			
23.	Canon IR 2420L Photocopy Toner		10			
24.	Canon IR 4045L Photocopy Toner		10			
	Canon IR 3530 Photocopy Toner		10			
	<u>PHOTOCOPY MACHINE DRUM</u>					
1.	Xerox WC 128 Photocopy Drum		10			
2.	Xerox WC 5745 Photocopy Drum		10			
3.	Xerox 5016/5020 Photocopy Drum		10			
4.	Xerox Photocopy WC-7335 Drum		10			
5.	Xerox 5821-IV Photocopy Drum		05			
6.	Xerox-7530 Photocopy Drum		10			
7.	Xerox-7435 Photocopy Drum		10			
8.	Xerox 5225 Photocopy Drum		10			
9.	Xerox 5834 Photocopy Drum		10			
10.	Xerox WC-7435 Photocopy Drum r		10			
11.	Xerox WC-5638 Photocopy Drum		10			
12.	Xerox WC 238 Photocopy Drum		10			
13.	Xerox WC 245 Photocopy Drum		10			
14.	Ricoh -6210 Photocopy Drum		10			
15.	Ricoh –MP 8001 Photocopy Drum		10			
16.	Ricoh –MP 600 LE Photocopy Drum		10			
17.	Toshiba E studio 756 Photocopy Drum		10			
18.	Toshiba 166 Photocopy Drum		10			
19.	Cannon Photocopy Toner C-2020 H for iR-Adv. C2020	Black	10			
		Cyan	10			
		Magenta	10			
		Yellow	10			
20.	Canon IR 2422L Photocopy Drum		10			
21.	Canon IR Adv 2020 Photocopy Drum		10			
22.	Canon IR 2318L Photocopy Drum		10			
23.	Canon IR 2420L Photocopy Drum		10			

24.	Canon IR 4045L Photocopy Drum	10			
25.	Canon IR 3530 Photocopy Drum	10			
	PANASONIC FAX MACHINE TONER				
1.	Panasonic Fax Toner KXFAT – 85E	10			
2.	Panasonic Fax Toner KXFAT – 86E	10			
3.	Panasonic Fax Toner KXFAT - 411E	10			
4.	Panasonic Fax Toner KXFAT - 412E	10			
5.	Panasonic Fax Toner KX-MB 772 CX (KXFAT – 92E)	10			
6.	Panasonic Fax Toner UG-3221	10			
7.	Panasonic Fax Toner KXFAT-83	20			
	PANASONIC FAX MACHINE DRUM				
1.	Panasonic Fax KXFAD – 85E	10			
2.	Panasonic Fax KXFAD – 86E	10			
3.	Panasonic Fax KXFAD - 411E	10			
4.	Panasonic Fax KXFAD - 412E	10			
5.	Panasonic Fax UG-3221	10			
6.	Panasonic Fax Drum KX-MB 772 CX (KXFAD – 93E)	10			
7.	Panasonic Fax Drum KXFAD-84	20			
8.	Panasonic Fax Machine model KX-FP701	20			

	<u>GESTETNER MASTER ROLL</u>				
1.	Ricoh Gestetner Master Roll CPMT-15	100			
2.	Ricoh Gestetner Master Roll CPMT-21	100			
3.	Ricoh Gestetner Master Roll CPMT-DX4640)	100			
	<u>GESTETNER COPY PRINTER INK</u>				
1.	Ricoh Gestetner Copy Printer Ink CPI-10	100			
2.	Ricoh Gestetner Copy Printer Ink CPI-07	100			
3.	Ricoh Gestetner Copy Printer Ink (DX-4640)	100			