



# SOUTH ASIAN UNIVERSITY

Akbar Bhawan Campus, Chanakyapuri

New Delhi – 110 021

Phone: +91 -11-24122512-13, Fax: +91-11-24122511 www.sau.int

## INVITATION OF BIDS For Supply of Toner/Cartridges

**Bid no. SAU/SP/Toner/2018/50/03 dated 1.03.2018**

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The South Asian University (SAU) is an International University sponsored by the eight member countries of the South Asian Association for Regional Cooperation (SAARC) viz. Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka.

Sealed quotations are invited from reputed authorized distributors/dealers/retailer, etc. for supply of tonner/cartridge for South Asian University addressed to "Assistant Registrar (S&P), South Asian University, Akbar Bhawan, Room 424, Chanakyapuri, New Delhi 110021 The detailed list of tonner/cartridges is attached at Annexure-I.

### **Conditions for Submission of Bids**

1. Sealed quotation should reach the University latest by **14.03.2018** at 3.00 PM. Quotation(s) received beyond the last date of submission and time will be rejected. All received bids on due date & time will be opened at 3:30 pm on 14.03.2018. No quotation(s) will be entertained by e-mail or fax.
2. In the event of the due date of receipt and opening of the tender being declared as a holiday for the University, then due date of receipt/opening of the tender will be the next working day at the same time.
3. Bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 60800.00 in the form of Demand Draft Banker's Cheque/Bank Guarantee which is refundable drawn in favour of South Asian University, payable at New Delhi. NSIC & other exemption Certificate will not be accepted as EMD. Bids not accompanied by earnest money of the requisite amount will be summarily rejected. The earnest deposit shall be forfeited, if the bidder withdraws its bid during the period of bid validity. No interest will be payable by SAU on the EMD.
4. The University reserves the right to split the order in view of time constraint or select certain items in single or multiple units and reject the others or all as mentioned in the schedule and to revise or alter the specifications before acceptance of any tender and accept or reject any or all tenders, wholly or partly or close the tender without assigning any reason whatsoever.
5. The tenderer while sending their tender should enclose a copy of the conditions stipulated duly certified and attested by them in token of accepting the tender conditions that they understood and accepted them in full. Tenders received without the certified copy of the conditions shall be rejected summarily.



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6. The rates for the materials should be valid for at least six months for further purchase as well.
7. The loading, unloading at SAU and bringing the material up to the work location shall be responsibility of the contractor/supplier.
8. The rates shall be inclusive of transportation, loading, unloading & handling charges and nothing extra will be paid.
9. **TERMS OF DELIVERY:** All the supplies should be delivered at 3<sup>rd</sup> Floor Store Room, South Asian University, Akbar Bhawan Campus, Chanakyapuri, New Delhi – 110021
10. **DATE OF DELIVERY:** The date of delivery shall strictly be adhered to, failing which the University reserves the right of not accepting the supplies and to charge suitable damages or to effect purchase at the supplier's cost and risk. If the supplier fails to supply the goods on or before the above mentioned delivery date, compensation may be recovered at the rate of 1% of the cost of order for every weeks delay or fraction thereof subject to a maximum of 10% of the cost of goods. If and when required, the extension for date of delivery should be obtained with proper justification
11. **DISCREPANCY OR OMISSIONS:** The payments are made strictly on the basis of the payment terms of the contract/work order which will be mentioned below and the contractor/supplier is advised not to change anything over and above the amount stipulated in the work order. In the event of there being any discrepancy, the matter should first be referred to the undersigned for examination and if necessary issue of necessary amendments to the supply order before submission of the bill.
12. **INVOICE:** Along with the supplies, the supplier shall submit the invoice in duplicate that is pre-receipted and affixed with stamps, where necessary. Bills not conforming to all clauses are liable to be returned to the suppliers and responsibilities of delay in payment would rest with them.
13. **PAYMENT:** Will be made 100% when all the items have been delivered against a particular order to the satisfaction of the University
14. The South Asian University is an International Organization declared by the Central Government in pursuance of Section 3 of the United Nations (Privileges and Immunities) Act, 1947 (46 of 1947) and is therefore entitled to claim refund of Goods and Services Tax (GST) paid on the procurement of Goods and/ or Services.

We have been allotted UIN: **0717UNO00175UNQ**

**Please ensure that our UIN is mentioned on all invoices raised on us for the goods and services supplied. The invoice raised should be in conformity with the various provisions of respective GST Acts and should include the following-**

- The Invoice should be Tax Invoice;



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- Name, address and GSTIN of the supplier;
  - Invoice Number;
  - Date of issue
  - Name, address UIN of the recipient;
  - HSN code of goods or Accounting Code of services (SAC);
  - Description of goods or services;
  - Quantity in case of goods and unit or Unique Quantity Code thereof;
  - Total value of supply of goods or services or both;
  - Taxable value of supply of goods or services or both considering discount or abatement, if any;
  - Rate of tax (central tax, State tax, integrated tax, Union territory tax or cess);
  - Amount of tax charged in respect of taxable goods or services (Central Tax, State Tax, Integrated Tax, Union territory Tax or cess);
  - Place of supply along with the name of State, in case of a supply in the course of inter-State trade or commerce;
  - Address of delivery where the same is different from the place of supply;
  - Signature or digital signature of the supplier or his authorized representative.
15. **PERFORMANCE SECURITY:** After the award of work, the supplier shall be required to submit the performance security in the form of DD/Banker's cheque/bank guarantee issued by any Nationalized Bank/or Fixed Receipt (duly released), for an amount equal to 5% of order value, should remain valid for a period of one year. No interest will be payable by SAU on the Performance Security
16. **DAMAGES / ACCIDENTS:** If some major or minor damage happens to the given property under this work order during the period of execution, the contractor/supplier is liable to rectify the damage / damages at his own cost and cannot charge from the University. The contractor/supplier is liable for the safety of his own staff/labors while executing the work, if any accident happens to any of them the contractor will be responsible for that.
17. **ORDER CONFORMITY:** The items of works which are not found to be not up to the quality expected by the South Asian University & do not conform to the description/specifications laid down in the work order, will be rejected at the contractor/supplier's cost and risk.
18. **DISPUTES:** In case of any disputes, differences or objections connected with or arising out of the works awarded with this work order or the meaning or operation of any part of the terms, the matter shall be referred for arbitration to any officer appointed by the President of the South Asian University and whose decision shall be final and binding.

Yours faithfully,  
Asst. Registrar (S&P)



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Contractor/supplier's seal & Signature

## DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER

- (I) We are not involved in any litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender.
- (II) We are not black-listed by any Central/State Government/Public Sector/Educational Institute Undertaking in India.
- (III) I/we undertake that the documents submitted are genuine/authentic and nothing material has been concealed there from and that I/we are not debarred by any Government organization and are competent to have the contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

**(Signature of Authorized Signatory)**

**Date:**

Name of the bidder: \_\_\_\_\_

Complete Address: \_\_\_\_\_

\_\_\_\_\_

Contact Nos. \_\_\_\_\_



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## Annexure I

### Price Schedule

1	2	3	4	5	5
Item No	Description of Items	Qty	Price (Rs.)	GST (Rs.)	Total Price with Taxes (Rs.)
1	Toner 6000A Black	2			
2	Toner 6001A Blue	1			
3	Toner 05A/CE 505 AC	8			
4	Toner 55A/CE255A	10			
5	Toner 388AC	100			
6	HP 530A	5			
7	HP 531A	4			
8	HP 532 A	3			
9	HP 533 A	3			
10	Canon 328	30			
11	Canon 319 II	2			
12	HP CE 400A	3			
13	HP CE 401A	2			
14	HP CE 402A	2			
15	HP CE 403A	4			
16	Canon 337	40			
17	Canon 308	2			
18	HP CN045AA (950 XL) Black	20			
19	Canon 418 (Black)	3			
20	Canon 418 (Yellow)	2			
21	Canon 418 (Cyan)	2			
22	Canon 418 (Magenta)	2			
23	Toner for CanonIR-2318 printer	5			
<b>Total</b>					

### DECLARATION

1. This is certified that the rates quoted above are not more than the rates charged from any other Institution / Department / Organization.
2. I / We have gone through the terms & conditions stipulated in the tender document and confirm to abide by the same.



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3. Price shall be inclusive of all; cost of material, supply, transportation, etc., no other charges would be payable by the University.

Full Name of the Bidder: .....

Signature of the Bidder: ..... Date: .....

Official Seal



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## Check List for Submission of Bid

1. Earnest Money Deposit of Rs. 60800.00
2. Self-declaration to the effect that the company has not been black listed
3. Company Registration Number (Attach attested copy of certificate)
4. GST Registration No. (Attach attested copy of certificate)
5. Manufacturers' authorization letter in case of a dealer
6. Bid document have been duly completed and signed as per instructions
7. Bid is enclosed in a sealed cover with reference to the Bid no. and name