भाकृअनुप - भारतीय कदन्न अनुसंधान संस्थान
ICAR – INDIAN INSTITUTE OF MILLETS RESEARCH
(ज्वार अनुसंधान निदेशालय-*DIRECTORATE OF SORGHUM RESEARCH)*
राजेन्द्रनगर, हैदराबाद/Rajendranagar, Hyderabad-500030
Phone: 040-24599300.Faxno.040-24599304.www.millets.res.in

F.No.2-161/16-17/ST **Date: 01-06-2016**

ENQUIRY

To ----------

Dear Sir,

Sub:-Quotation for Purchase of Cartridges/Toners – reg

We are interested to take up the following **Purchase of Cartridges/Toners.** Detailed specifications, quantity required etc, are as below. Please forward your quotation in **two-way bid system** in a sealed cover with super scribing of enquiry number and date to the Director, IIMR, (DSR), Rajendranagar, Hyderabad-500030.

Enquiry should be submitted in sealed envelope. The envelope shall be addressed to the Director, Indian Institute of Millets Research, (IIMR), Rajendranagar; Hyderabad -500030, (purchaser) and it should also bear the tender enquiry number and name of the **Purchase of Cartridges/Toners.**

A DD of **Rs.200/-** towards enquiry fees and **Rs.10,000/-**towards EMD in form of DD in favour of " ICAR UNIT-IIMR" payable at Hyderabad should be enclosed with technical bid otherwise your enquiry will not be considered except those who are registered with NSIC. In case of non supply of order as per purchase order/supply order the EMD will be forfeited.

Date and time for submission of quotation on or before 24.06.2016 up to 02.00 pm
Date and time for opening of technical bid 24.06.2016 at 02.30 pm

In the event of date specified proposal submission for Enquiry Receipt declared as closed holiday for Office, the due date for the submission of the Enquiry will be the following working day.

PROPOSAL SUBMISSION:
Interested bidders should submit both technical and financial proposals in two parts namely.

A	**Technical Proposal**	--	**Part "A" -- Annexure-I**
B	**Financial Proposal**	--	**Part "B" -- Annexure-II**

The technical and financial proposal must be submitted in two separate sealed envelopes indicating clearly on envelopes as "**TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL".** Financial proposal to indicate a warning **"DO NOT OPEN WITH THE TECHNICAL PROPOSAL".** The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the title of the assignment **"Quotation for Purchase of Cartridges/Toners".**

Technical Proposal should be prepared considering the detailed specifications of the item as mentioned in the Annexure-I. On the basis of detailed specification a check list is attached as **Annexure-I & III** which is must be submitted only along with the technical proposal, duly signed and sealed. The bidder must fulfill all the conditions as per checklist. If someone is not fulfilling the criteria as per checklist, their proposal will be eliminated at technical consideration level and will not be considered for financial comparison. The technically qualified bidders will be informed the date & time of opening of Financial Bid.

FINANCIAL PROPOSAL CONTENT

Financial proposal (In Indian Rupees) should be in the form of a lump sum amount inclusive of all taxes etc., for the said **"Purchase of Cartridges/Toners" and should be submitted in the attached Annexure – II only.** Any other taxes should be clearly mentioned in the bid itself. No other conditions of the firms like advance payment, delivery duration, increased rate etc. are acceptable to us.

Yours faithfully,

(Saroj Kumar Singh)
Administrative Officer

Annexure-I

Technical Proposal

Sl. No.	Printer Make and Model	Cartridges/Toners no.	Qty	Yes/No
1	Samsung	M2876 ND	9	
2	Samsung Drums	M2876 ND	4	
3	Xerox: Phase 6161 MFP	Four toner Catridgs (3 Colour and one black)	2	
4	Samsung	SCX-4521D3	1	
5	Xerox work center 7242	CYAN, MAGENTA, YELLOW,BLACK total 4 ColourX1Each	1	
6	Cannon-Image Class	MF-221-D	4	
7	Cannon LBP 3300	308	2	
8	Cannon MF4750	328	2	
9	HP Laser jet P2055dn	05A	4	
10	HP Laser jet M1136MFP	88A	3	
11	HP Laser jet 1020 Plus	12A	9	
12	Samsung	SCX-4728FD	5	
13	HP Laser 1536dnf	78A	2	
14	Xerox work center M123	Drums cartridge Part No.013R00589	1	
15	Xerox work center M123	Toner Cartridge Part No.006R01182	2	
16	HP Laserjet M1213nf MFP	Toner Cartridge HP Product No.CC388A	1	
17	Cannon Printer	Image runner 2525	3	
18	HP Laser jet	1022	2	
19	Canon Image Class MF4320d	FX9 Catridge	1	
20	HP Laserjet 2200dn	96A/ C4096A	2	
21	Samsung SCX-4300	MLT-D109S/XIP	2	
22	Samsung	SCX-4521D3/XIP	2	
23	Cannon Image Class D 520	Cannon 328	3	
24	Xerox	Work center 3210	3	
25	Cannon Laserjet P1007	88A	2	
26	Cannon (image class D 520)	Catridge 328	2	
27	Cannon Image Class D 520	Catridge 329	2	
28	HP Laserjet 100 color MFP M175a	Print catridge Num;126A Black (CE310A), Cyan (CE311A) Yellow (CE3112A), Magenta (CE313A)	Each 1	
29	HP laserjet P1007	88A	2	
30	Richo T332 Q501508	SP 3510F	2	
31	Samsung-SCX-4728FD	MLT-103L/XIP	2	
32	HP Laserjet-1020 Plus	Q2612A	2	
33	HP Laserjet 1010	HP Q2612A	2	
34	Samsung Multi printer.	CLP 680ND	2	
35	Canon ImageRunner	iR 2525	2	

36	HP L J P 1606dn	CE278A/hp78A	2	
37	Cannon D1150	Cartridge 320	1	
38	HP Laserjet P 1606dn	78A	2	
39	Cannon	Image class MF221d	5	
40	Samsung	Xpress M2876 ND	5	
41	Cannon Image Class D 520	Catridge 329	2	
42	HP laserjet P1007	88A	2	
43	Richo T332 Q501508	SP 3510F	2	
44	HP Laserjet 1010	HP Q2612A	2	
45	HP Laserjet P1108 (for HPLC instrument)	88 A-HP Laserjet Printer Catridge-CC388A	2	
46	Cannon (image classic)MF 4320 d	Cannon FX9 Catridge Cartouche-Made in Korea Fc-5045	2	
47	Cannon IP 2770 PIXMA (for Saccharimeter instrument)	Cannon 810-Black PG-810 Fine catridge B-Made in japan	4	
48	Cannon	Cannon 811-Color CL-811 Fine Catridge C-Made in Japan	1	
49	Epson LX-300+II (is for ELISA reader-dot matrix printer)	Ribbons	2	
50	HP Laser jet	P1007	2	

Before submitting the quotation you are requested to read the detailed instructions mentioned overleaf.

Date:_____

Signature &Seal of the Firm

Email: _____

Place:_____

Ph .No (Office):_____

Cell: _____

Annexure-II

Financial Proposal

Sl. No.	Printer Make and Model	Cartridges/Toners no.	Qty	Unit Price	Total Amount (Incl Taxes)
1	Samsung	M2876 ND	9		
2	Samsung Drums	M2876 ND	4		
3	Xerox: Phase 6161 MFP	Four toner Catridgs (3 Colour and one black)	2		
4	Samsung	SCX-4521D3	1		
5	Xerox work center 7242	CYAN, MAGENTA, YELLOW,BLACK total 4 ColourX1Each	1		
6	Cannon-Image Class	MF-221-D	4		
7	Cannon LBP 3300	308	2		
8	Cannon MF4750	328	2		
9	HP Laser jet P2055dn	05A	4		
10	HP Laser jet M1136MFP	88A	3		
11	HP Laser jet 1020 Plus	12A	9		
12	Samsung	SCX-4728FD	5		
13	HP Laser 1536dnf	78A	2		
14	Xerox work center M123	Drums cartridge Part No.013R00589	1		
15	Xerox work center M123	Toner Cartridge Part No.006R01182	2		
16	HP Laserjet M1213nf MFP	Toner Cartridge HP Product No.CC388A	1		
17	Cannon Printer	Image runner 2525	3		
18	HP Laser jet	1022	2		
19	Canon Image Class MF4320d	FX9 Catridge	1		
20	HP Laserjet 2200dn	96A/ C4096A	2		
21	Samsung SCX-4300	MLT-D109S/XIP	2		
22	Samsung	SCX-4521D3/XIP	2		
23	Cannon Image Class D 520	Cannon 328	3		
24	Xerox	Work center 3210	3		
25	Cannon Laserjet P1007	88A	2		
26	Cannon (image class D 520)	Catridge 328	2		
27	Cannon Image Class D 520	Catridge 329	2		
28	HP Laserjet 100 color MFP M175a	Print catridge Num;126A Black (CE310A), Cyan (CE311A) Yellow (CE3112A), Magenta (CE313A)	Each 1		
29	HP laserjet P1007	88A	2		
30	Richo T332 Q501508	SP 3510F	2		
31	Samsung-SCX-4728FD	MLT-103L/XIP	2		
32	HP Laserjet-1020 Plus	Q2612A	2		
33	HP Laserjet 1010	HP Q2612A	2		
34	Samsung Multi printer.	CLP 680 ND	2		
35	Canon Image Runner	iR 2525	2		

36	HP L J P 1606dn	CE278A/hp78A	2		
37	Cannon D1150	Cartridge 320	1		
38	HP Laserjet P 1606dn	78A	2		
39	Cannon	Image class MF221d	5		
40	Samsung	Xpress M2876 ND	5		
41	Cannon Image Class D 520	Catridge 329	2		
42	HP laserjet P1007	88A	2		
43	Richo T332 Q501508	SP 3510F	2		
44	HP Laserjet 1010	HP Q2612A	2		
45	HP Laserjet P1108 (for HPLC instrument)	88 A-HP Laserjet Printer Catridge-CC388A	2		
46	Cannon (image classic)MF 4320 d	Cannon FX9 Catridge Cartouche-Made in Korea Fc-5045	2		
47	Cannon IP 2770 PIXMA (for Saccharimeter instrument)	Cannon 810-Black PG-810 Fine catridge B-Made in japan	4		
48	Cannon	Cannon 811-Color CL-811 Fine Catridge C-Made in Japan	1		
49	Epson LX-300+II (is for ELISA reader-dot matrix printer)	Ribbons	2		
50	HP Laser jet	P1007	2		

Note:

1) Items should be delivered at IIMR, Rajendranagar, Hyderabad -500030.
2) Sales tax/VAT should be indicated clearly, if any.
3) Prices should be quoted only in Indian rupees.
4) No other conditions of the firm will be accepted to us.

We are herewith undertaking that the details provided above are true and to abide by the terms and conditions contained in the bid document of IIMR.

Signature of authorised official
(with seal and stamp)

Place:_____

Name: _____

Date: _____

Designation: _____

Check list

Minimum requirements to be checked at the time of opening technical proposal by the committee.

1	Enquiry/Tender fees DDNO. Dt:	Y/N	Page No
2	EMD DD.No. Dt: (If availing NSIC exemption, Pl. provide Certificate)	Y/N	
3	Validity of the quotation :90 Days	Y/N	
4	Delivery period :30 days from the receipt of order	Y/N	
5	Original Tender form must be submitted duly signed and Stamped on each page	Y/N	
6	One supplier one Quotation only	Y/N	
7	Tax Identification Number copy of the firm (Self attested copy to be attached)	Y/N	
8	Copy of the PAN (Self attested copy to be attached)		
9	Price Quote must be in the format enclosed Annexure-II	Y/N	
10	Turn over should equal to or more than ₹10,00,000 in any of the three years out of last five years-Copy must be enclosed. (copy of Annual Accounts/ Balance sheet Certified by CA or self attested must be enclosed as proof) 2014-2015 : Rs._____ 2013-2014 : Rs._____ 2012-2013 : Rs._____ 2011-2012 : Rs._____ 2010-2011 : Rs._____	Y/N	
11	Any refusal or Non- supply of previous order. In case of refusal or non-supply of previous orders (Beyond the given time) the bid of such firms will not be considered.	Y/N	

Note:- If the firms don't enclose the related documents in support to this checklist, the tender will be rejected at preliminary stage.

I have gone through the conditions and certified that all the information provided are true. In case of any false information given by me, my tender may be rejected for which the purchaser will not be held responsible.

Signature of the bidder

Date: **Name:-_____**

Place: **Seal and stamp:-_____**

IMPORTANT INSTRUCTIONS

1. No advance payment will be made.

2. Payments will be made by RTGS/electronically within 30 days only on receipt of the stores in good condition. RTGS details may be submitted with the tender/enquiry/quotation.(Financial Bid)

3. The price quoted should be F.O.R, RAJENDRANAGAR, HYD-30, preferably door delivery to IIMR (DSR) premises.

4. The sales tax etc., should be clearly indicated separately wherever chargeable.

5. The acceptance of the quotation will rest solely with the Director, IIMR and reserves the right to reject or partially accept any or all the quotations received without assigning any reasons thereof.

6. The stores should be supplied with company original packing and no repacking of stores shall be accepted. The stores may be packed carefully so as to avoid damages during transit. The latest batch recently manufactured stores may only be supplied to avoid rejection, part supplies are not accepted under any circumstances.

7. Time is the essence of the order as our requirements are connected with time targeted research programmes. The date of delivery should be adhered to. Otherwise liquidated damages @ 2% per week subjected to maximum of 10% of the order value will be levied as per ICAR/Government of India rules from time to time. We are not taking parts supply normally, however Part supplies may be accepted with the approval of the competent authority, if required. In case of non-supply of order, EMD, will be forfeited and suitable penal action will be taken against the firm.

8. YOUR QUOTATION SHOULD BE VALID ATLEAST FOR THREE MONTHS FROM THE DATE OF SUBMISSION.

9. The consignment has to be supplied in 30 days time from the receipt of supply order.

10. The quantities are approximate, it may vary up to 30% you should accept the same as per final order depending upon our requirement as per the rate quoted by you.

11. The bidders are advised to read all the instructions contained in the tender document carefully.

12. All the documents required as per terms & conditions of the bid document should be page numbered and duly signed with seal by the Authorized Signatory. A certificate to this effect must be filled up and signed with seal as enclosed with the tender document.

13. Overwriting & Correction(S) should be attested properly incomplete & unsigned bids will not considered.

14. The bids received after the due date & time will be rejected out rightly. This office will not be held responsible for any postal delay.

15 Any disputes arising out of this order will be subject to the Jurisdiction of RangaReddy district.

16 You should also prepare to deposit Security money @ 10% of the quoted price in case of finalization of the order in your favour.

Administrative Officer