



भाकृअनुप – भारतीय कदन्न अनुसंधान संस्थान
ICAR – INDIAN INSTITUTE OF MILLETS RESEARCH
(ज्वार अनुसंधान निदेशालय-DIRECTORATE OF SORGHUM RESEARCH)
राजेन्द्रनगर, हैदराबाद/Rajendranagar, Hyderabad-500030
Phone: 24599300(gen), Fax no.24599304.www.millets.res.in



F.No.2-137/14-15/ST

Date: 24-02-2015

ENQUIRY

To _____

Dear Sir,

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

We are interested to **Purchase of Cartridges/Toners** and the detailed specifications, quantity required etc. are as below. Please forward your quotation in **two-way bid system** in a sealed cover with superscribing 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, (DSR), Rajendranagar, Hyderabad -500030, (Purchaser) and it should also bear the tender enquiry number and name of the **Purchase of Cartridges/Toners**.

An amount of Rs 200/- per as enquiry fees.and
Rs.10,000/-as EMD in the form of DD in favour of “ICAR UNIT DSR” Hyderabad should be enclosed with technical bid otherwise your enquiry will not be considered.

Date and time for submission of quotation – on or before 16.03.2015 upto 02.00 pm

Date and time for opening of technical bid 16.03.2015 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 **“Purchase of Cartridges/Toners”**.

: 2 :

Technical Proposal should be prepared considering the detailed specifications of the work as mentioned below. On the basis of detailed specification a check list is attached as **Annexure-I** which is must be submitted only along with the technical proposal, duly signed and seal. 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.**

Yours faithfully,

Administrative Officer

Technical Proposal / CHECKLIST

CARTRIDGES AND TONNERS

| Sl.No. | Printer Make and Name | Cartridges/toners no. | Qty | Yes/No |
|---------------|--|---|------------|---------------|
| 1 | Cannon Image class MF 4320d | F x 9 | 1 | |
| 2 | Samsung SCX-4728FD | MLT-D103L | 1 | |
| 3 | CLP -365W | CLT-Y4065 | 1 | |
| | | CLT-M4065 | 1 | |
| | | CLT-C4065 | 1 | |
| | | CLT-K4065 | 1 | |
| 4 | Samsung M267x287Series | MLT-D116L(CRUM) | 4 | |
| 5 | HP Leserjet 2200DN | 96 A-C 4096A | 2 | |
| 6 | Samsung SCX-4300 | MLT-D109S/XIP | 2 | |
| 7 | Samsung-SCX-4728FD | MLT-D103L | 2 | |
| 8 | HP Leserjet 1020 plus | Q 2612A | 2 | |
| 9 | Canon Image Class MF 3010 | 925 | 3 | |
| 10 | HP Leserjet P1108 | 88 A-HP Laserjet print cartridges-CC388A | 2 | |
| | | | | |
| 11 | Cannon (Image class) MF 4320 d (General) | Cannon-FX9 Cartridge Cartouche-Made in Korea Fc9-5045 | 2 | |
| 12 | Cannon IP 2770 PIXMA 2 Cartridges (black & colour) | Cannon 810- <u>Black</u> PG-810 Fine Cartridge B-Made in Japan | 4 | |
| 13 | Cannon IP 2770 PIXMA | Cannon 811- <u>Colour</u> CL-811 Fine cartridge C-Made in Japan | 1 | |
| 14 | EPSON LX-300+II (is for ELISA reader-dot matrix printer) | Ribbons | 2 | |
| 15 | Cannon Image Class D 520 | Cannon 328 | 1 | |
| 16 | Cannon Image Class D 520 | Cannon 328 | 2 | |
| 17 | Samsung express laserjet multifunction M2876ND | MLTDT16 | 4 | |
| 18 | Cannn LBP 3300 | 308 | 2 | |

| Sl.No. | Printer Make and Name | Cartridges/toners no. | Qty | Yes/No |
|--------|----------------------------|---|-----|--------|
| 19 | Cannon image CLASS D 520 | Cannon Catridge 328 | 2 | |
| 20 | Samsung Electronic co Ltd | SCX-4521 F | 1 | |
| 21 | XEROX | Work Center 3210 | 2 | |
| 22 | HP Laser jet | 05A | 3 | |
| 23 | HP Laser jet | 12A | 3 | |
| 24 | Cannon D1150 (Image Class) | 320 | 2 | |
| 25 | Samsung Laser MFP | SCX-4521F | 1 | |
| 26 | Samsung M2876ND/XIP | MLT-D116L(CRUM) | 5 | |
| 27 | HP Laserjet 1536 dnf MFP | CE278A (78A) | 2 | |
| 28 | HPLJ1010 | HPQ2612A toner | 2 | |
| 29 | Ricoh 406989 Leser printer | SP 35105 | 2 | |
| 30 | Xerox | Work Center M123 one | 2 | |
| 31 | Xerox phaser6121MFP | Four toner cartridges (3colour & 1black) | 2 | |

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

All the above cartridges and toners are of the same specifications and company make. In case of the materials supplied not as per the specifications on of a bad quality, The same may be returned to the firm and for that no payment will be made.

Date: _____

Signature & Seal of the Firm

Email: _____

Ph .No (Office): _____

Cell: _____

Financial Proposal

CARTRIDGES AND TONNERS

| Sl.No. | Printer Make and Name | Cartridges/toners no. | Qty | Unit rate | Total price |
|---------------|--|---|------------|------------------|--------------------|
| 1 | Cannon Image class MF 4320d | F x 9 | 1 | | |
| 2 | Samsung SCX-4728FD | MLT-D103L | 1 | | |
| 3 | CLP -365W | CLT-Y4065 CLT-M4065 CLT-C4065 CLT-K4065 | 1 | | |
| 4 | Samsung M267x287Series | MLT-D116L(CRUM) | 4 | | |
| 5 | HP Leserjet 2200DN | 96 A-C 4096A | 2 | | |
| 6 | Samsung SCX-4300 | MLT-D109S/XIP | 2 | | |
| 7 | Samsung-SCX-4728FD | MLT-D103L | 2 | | |
| 8 | HP Leserjet 1020 plus | Q 2612A | 2 | | |
| 9 | Canon Image Class MF 3010 | 925 | 3 | | |
| 10 | HP Laserjet P1108 | 88 A-HP Laserjet print cartridges-CC388A | 2 | | |
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| 12 | Cannon IP 2770 PIXMA 2 Cartridges (black & colour) | Cannon 810- <u>Black</u> PG-810 Fine Cartridge B-Made in Japan | 4 | | |
| 13 | Cannon IP 2770 PIXMA | Cannon 811- <u>Colour</u> CL-811 Fine cartridge C-Made in Japan | 1 | | |
| 14 | EPSON LX-300+II (is for ELISA reader-dot matrix printer) | Ribbons | 2 | | |
| 15 | Cannon Image Class D 520 | Cannon 328 | 1 | | |
| 16 | Cannon Image Class D 520 | Cannon 328 | 2 | | |
| 17 | Samsung express laserjet multifunction M2876ND | MLTDT16 | 4 | | |
| 18 | Cannn LBP 3300 | 308 | 2 | | |

| Sl.No. | Printer Make and Name | Cartridges/toners no. | Qty | Unit Rate | Total price |
|--------|----------------------------|--|-----|-----------|-------------|
| 19 | Cannon image CLASS D 520 | Cannon Catridge 328 | 2 | | |
| 20 | Samsung Electronic co Ltd | SCX-4521D3/XIP | 1 | | |
| 21 | XEROX | Work Center 3210 | 2 | | |
| 22 | HP Laser jet | 05A | 3 | | |
| 23 | HP Laser jet | 12A | 3 | | |
| 24 | Cannon D1150 (Image Class) | 320 | 2 | | |
| 25 | Samsung Laser MFP | SCX-4521F | 1 | | |
| 26 | Samsung M2876ND/XIP | MLT-D116L(CRUM) | 5 | | |
| 27 | HP Laserjet 1536 dnf MFP | CE278A (78A) | 2 | | |
| 28 | HPLJ1010 | HPQ2612A toner | 2 | | |
| 29 | Ricoh 406989 Leser printer | SP 35105 | 2 | | |
| 30 | XEROX | Work CenterM123 one | 2 | | |
| 31 | Xerox phaser 6121 MFP | Four toner catridges (3colour & 1black) | 2 | | |

Note :

- 1) Items should be delivered at DSR.
- 2) Sales tax/VAT should be indicated clearly, If not quoted it will be presumed that the rate is inclusive of all taxes.
- 3) Prices should be quoted only in Indian rupees.

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 DSR.

Signature of authorised official
(with seal and stamp)

Name : _____

Designation: _____

IMPORTANT INSTRUCTIONS

1. No advance payment will be made.
2. The price quoted should be F.O.R, RAJENDRANAGAR, HYD-30, preferably door delivery to DSR premises.
3. Your rate(s) should include packing forwarding etc. The sales tax etc., should be clearly indicated separately wherever chargeable.
4. Payments will be made electronically within 30 days after the receipt of materials in good condition & satisfactory report by the indenter. The bidders are requested to attach a copy of RTGS details along with Financial Bid for making online payment through RTGS.
5. The acceptance of the quotation will rest solely with the Director, DSR and reserves the right to reject or partially accept any or all the quotations received without assigning any reasons thereof.
6. Time is the essence of the order as our requirements are connected with time targeted research programme, or other assignments. The date of delivery should be strictly adhered to. Liquidated damages will be levied as per ICAR/Govt. of India orders from time to time, the delivery schedule is not adhered to. Part supplies will not be accepted under any circumstances.
7. YOUR QUOTATION SHOULD BE VALID ATLEAST FOR THREE MONTHS FROM THE DATE OF SUBMISSION.
8. This office will not be held responsible for any postal delay.
9. You should also prepare to deposit security money in case of finalization of the order in our favour.
10. Submit your RTGS details along with the Financial Bid only.