NATIONAL CENTRE FOR EARTH SCIENCE STUDIES
(An Institution under the Ministry of Earth Sciences, Govt. of India)
P.B. No. 7250, Akkulam, Thiruvananthapuram-695 011, Kerala.
PURCHASE DIVISION

Our Ref : ***PUR-PROC/286/2017-PUR-NCESS*** **Dt. 15.09.2017**
(To be quoted in all correspondence)

Phone :(0471) 2511531
FAX: (0471)2442280
E-mail: purchase.ncess@nic.in
cesspurchase@gmail.com
website : ncess.gov.in

Sub: **e-procurement tender**.

Gentlemen,

Please send your offer for Rate Contract for the following items not later than ***11.10.2017 at 6.00 PM (Tender Opening at 11.00 A.M on 13.10.2017)***. The terms and conditions governing the tender are given at the bottom.

SI. No	*DESCRIPTION*	*QUANTITY REQUIRED*

RATE CONTRACT FOR CARTRIDGES

NOTE: List attached separately

INSTRUCTIONS TO THE TENDERERS AND TERMS AND CONDITIONS

1. **The quotation should be submitted by e-procurement in PDF format by 'logging on' in the website eprocure.gov.in/eprocure/app. The file size of the document submitted should not exceed 20 MB.**
2. **An EMD of Rs.15000/- may be submitted by way of bank remittance remitting the amount to our bank account. (Account no: 57059896404; Account Name: National Centre for Earth Science Studies (NCESS); IFSC Code: SBTR0000581; MICR Code: 695009036; Bank: State Bank of Travancore, Akkulam, Trivandrum). The remittance should reflect in our accounts at or before the time of submission. The late remittance will not be valid. Exemption from EMD will be allowed for organizations registered with Central Purchase Organization, National Small Industries Corporation (NSIC) or MoES, Govt. Of India, if the claim is supported by relevant documents.** The firms claiming EMD exemption on account of being small scale should attach NSIC certificate (not acknowledgment). **The bank details for the refund of EMD should be furnished along the bid.**
3. **The tender is limited to suppliers with office in Trivandrum and 2 years experience in cartridge supply. The documents to prove these must be produced as and when requested.**
4. The material should be delivered at NCESS and so the quotation should include all the charges for the delivery at NCESS.
5. The Purchaser reserves right to accept any tender in part or full without assigning any reasons. The enquiry is not a commitment and the purchaser reserves the right to reject or cancel any or all offers.
6. The price should be shown inclusive of taxes for easy comparison. If the government increases the tax rates subsequently, the corresponding increase in the rates will be admitted.
7. The rates should be valid till 31/10/2018**.**
8. Only the **original company cartridges** should be quoted. The compatible cartridges (like 27B) need not be quoted. XL cartridges also need not be quoted, unless specified otherwise.
9. Please ensure that the same amount is quoted when the same cartridge appears in separate rows.
10. The quotations with additional conditions like delivery charge, minimum order value, different validity period etc. will not be considered.
11. A rate contract, valid till 31/10/2018, will be issued for the items shortlisted against the selected suppliers. These suppliers may store adequate stock of the cartridges assigned to them.

12. EMD will be converted to the security deposit in case of the qualified bids and it will be refunded after the rate contract period without interest.

13. The EMD of disqualified bidders will be refunded upon finalization of the rate contract.

14. The supply has to be made 'as and when' required on instruction over phone or e-mail, by the Purchase Section.

15. The rate and delivery period will be considered in selecting the supplier for each purchase.

16. The delivery time is fixed as 2 working days for cartridges with the rate below Rs 5000/- and 10 working days for the others.

17. The cartridges should be supplied at the NCESS Stores Section. If required, the cartridges should be fixed in the printers.

18. Only the **original company cartridges** with full cover will be accepted.

19. **The purchase will be made on credit basis and the payment will be made after supply and acceptance, by bank transfer.**

20. In case of any defects in the supplied cartridges, the company should own the responsibility for replacement, pick up the defective cartridge from the Centre and supply the new cartridge.

21. Non-acceptance of the rate contract, withdrawal from the rate contract, the supply of inferior quality materials, failure to supply the cartridge available in the market, non-replacement of defective cartridges under warranty, repeated delay in the supply in relation to the specified delivery time etc. may lead to cancellation of contract on one-week notice. In such case, the security deposit will be forfeited and the company will be blacklisted.

22. Any further changes in the details, like the date of opening or specification, will be posted on our web site only.

Yours faithfully,

Sd/-

Deputy Manager (Purchase)

NATIONALCENTRE FOR EARTH SCIENCE STUDIES

TENDER FORM FOR RATE CONTRACT OF CARTRIDGES

TENDER DETAILS: ***PUR-PROC/286/2017-PUR-NCESS*** **dt 15/09/2017**

ALL INCLUSIVE RATES VALID UPTO 31.10.2018

Slno	Printer Model	Cartridge Nos		All Inclusive Rates Quoted	
		BLACK	COLOUR		
				BLK	CLR
1	CANON 3010 MFP	925			
2	CANON LBP 9100cdn	322 BLK	322 CLR		
3	CANON MF 4350D	FX 9			
4	CANON MF 8380	418 BLK	418 CLR		
5	CANON MG 5170 CANON PIXMA 4970	PGI 725	CLI 726 C,M,Y,B		
6	CANON PIXMA E560	PGI 89	CLI 99		
7	CANON 230	810	811		
8	HP 3545e HP DESKJET 3545	CZ107 (678)	CZ108 (678)		
9	HP 5525	685 BLACK	685C,Y,M		
10	HP CLJ M177FW HP CLJ 176n	CF350	CF351,CF352,CF353		
11	HP CLJ M252 DW HP CLJ M277DW	CF400	CF401,CF402,CF403		
12	HP CLJ M451dn	CE410 (305)	CE411,CE412,CE413 (305)		
13	HP CLJ M476 DW	CF380	CF381,CF382,CF383		
14	HP COLOUR LJ 1215 HP LJ CP 1515N	CB 540A	CB541A,CB542A, CB543A		
15	HP CP 2025DN	CC530A	CC531, CC532, CC533		
16	HP DESIGNJET T1100PS 44"(130ML) HP DESIGNJET T2300	HP C9370 (72)	C9403,9371,9372,9373, 9374 MB,C,Y,M,G. (72)		
17	HP DESKJET 1000 HP DESKJET 2050	802	802		
18	HP DESKJET 2132	803	803		
19	HP DESKJET 2135	680	680		
20	HP DESKJET 1668 HP DESKJET F4488	818	818		
21	HP DESKJET 920	C6615DA 15	C6578D 78 Tricolour		
22	HP LASERJET 1010 HP LASERJET 1015 HP LASERJET 1020 HP LASERJET 1020+ HP LASERJET 1010 HP LASERJET 3010 HP LASERJET 3050 HP LASERJET M1005 HP LASERJET 3052	Q2612A			
23	HP LASERJET 1320	Q5949A			
24	HP LASERJET 1536	CE278A			

25	HP LASERJET CM2320	CC530AC BLACK	CC531AC CYAN CC532AC YELLOW CC533AC MAJENTA		
26	HP LASERJET M1136 HP LASERJET 1108 HP MONO LASERJET P1007 HP LJ PRO M126NW	CC388A(88A)			
27	HP LASERJET M1522NF	CB436A			
28	HP LJ 400 M451dn	CE410 (305)	CE411,CE412,CE413 (305)		
29	HP LJ M570 DW	CE400	CE401,CE402,CE403		
30	HP LJ PRO 200 M251dn	CF210	CF211,CF212,CF213		
31	HP OFFICEJET PRO K5400 HP OFFICEJET PRO L7590	C4936A 18 BLACK	C4937A 18 CYAN C4938A 18 YELLOW C4939A 18 MAGENTA		
32	SAMSUNG SCX 3201	MLT-D1043S			
33	SAMSUNG SCX 3401	MLT-D101S			
34	SAMSUNG SCX 4701	MLT-D103L			
35	TVS MSP 155	TVSE			
36	TVS MSP 255	TVSE			
37	TVS MSP 345	TVSE			
38	TVS MSP 355	TVSE			
39	TVS MSP 355 XL CLASSIC	TVSE			
40	WIPRO HQ 1070+ DX	TVSE			
41	WIPRO LQ 1050 DX, WIPRO LQ 5400	TVSE			
42	WIPRO LX 800	TVSE			

Tax percent included in the above rates:_____%

It is certified that all conditions mentioned in the tender are accepted.

Name of the Company:
Address of the Company:
Address of the Trivandrum office:
Years of experience in cartridge supply:
Email address:
Phone:
Signature:
Name:
Designation:
Place:
Date: