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झारखण्ड केन्द्रीय विश्वविद्यालय, राँची
CENTRAL UNIVERSITY OF JHARKHAND, RANCHI
(संसदीय अधिनियम के तहत 2009 में स्थापित केन्द्रीय विश्वविद्यालय)
(A Central University established by an Act of Parliament in 2009)

Ref no. CUJ/ P&S/Toner/248/2013/020

Dated: 08/04/2021

Sub.: Limited Tender Enquiry for Supply of Toner Cartridge at Central University of Jharkhand, Ranchi

Sealed quotations are invited for the supply of Toner Cartridge Cartridges enclosed in the separate sheet (Annexure-II) subject to the terms and conditions given below:

The quotation should be addressed to **The In-charge Purchase, Central University of Jharkhand, Cheri Manatu, P.O- Kamre, P.S- Kanke, Ranchi-835222** and should reach on or before 19/04/2021 at 5:00 PM bids will be opened on 20/04/2021 at 11:00 AM.

TERMS AND CONDITIONS

1. Quotations without any erasures and overwriting must be submitted in sealed cover addressed to the In-charge Purchase, Central University of Jharkhand, Cheri Manatu, P.O- Kamre, P.S- Kanke, Ranchi-835222 super-scribed Tender/ Enquiry No. and the due date failing which, quotation may be ignored. Tender/ quotation should be sent through Post/ Courier/ By Hand.
2. The rate quoted should be inclusive of all packing, forwarding, sales tax, freight and insurance charges and should remain valid for our acceptance for minimum period of three months from the due date of opening of the quotations. The quotation should be CUJ consignee's site basis i.e. Central University of Jharkhand Cheri Manatu, P.O- Kamre, P.S- Kanke, Ranchi-835222.
3. The University will not entertain requests for revision in prices once quoted for whatever reason after the tenders are opened during the period of contract.
4. Full payment will be made within 30 days of the receipt and acceptance after inspection of supplies at destination, quotations containing different payment terms are liable to be ignored.
5. All goods must be delivered at our university at Central University of Jharkhand Cheri Manatu, P.O- Kamre, P.S- Kanke, Ranchi-835222 i free of cost after confirmed order.
6. Only Manufacturer/ Authorized dealer/ firms of repute dealing in the items listed in the quotation having experience in sale and repair/ maintenance, need apply.
7. Only OEM Genuine models of items need to be quoted.

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8. It should be mentioned specifically whether price quoted includes all taxes and duties and/ or other duties legally leviable and intended to be claimed should be distinctly shown in the tender.
 9. GST/CST Registration Number and its validity should be indicated. Documentary evidences be supplied/ attached to the tender documents.
 10. All rates shall be indicated both in words and figures. Where there is difference between the rates quoted in words and figures, rate quoted in words will prevail.
 11. The supplier shall make delivery of the items within 15days from the placement of the purchase order. The purchase order would be placed after assessing the requirement and hence, actual quantity may increase/ decrease.
 12. The Tender Document for items will be single bid system consisting of **Annexure-I & II**. The Tender Document will be submitted in separate sealed covers clearly mentioning on the envelope the details of items for which Bid is submitted.
 13. All legal disputes shall be under the jurisdiction of Jharkhand High court, Ranchi.
 14. The University reserves the right to accept or reject any Bid, without assigning any reason thereof. No correspondence in this regard will be entertained.
 15. All the participating firms should attach supporting documents:-
 - a) Manufacturer/OEM's Authorization
 - b) Have at least 3 years of experience in the relevant field.
 - c) Have valid GST Number for registration under GST/CST.
 - d) Have PAN for Income Tax. Supporting documents for Income Tax return for the last Two years.
 16. Details specification of the equipment annexed as **Annexure-II**.
 17. For any queries you may contact our email ID **purchase_stores@cuja.ac.in**.

Asad
08/04/21
I/c Purchase



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Annexure-I

FIRM'S INFORMATION

The tenderer must submit the following information against every serial number along with relevant supporting documents)

1. Name of the firm
2. Mailing address with contact Number:
.....
.....
3. Name of the Proprietor
4. (i) Tel. No. (ii) Mobile No
(iii) Fax No. (iv) E-mail address
5. Whether the firm registered firm (Yes/No), if Yes please mentioned registration no.
(i) GST No. (iii) PAN No.
6. Name and designation of the person authorized to make communication to CUJ, Ranchi
.....
7. Year of establishment of firm.
8. Copy of the ITR of the last 3 years
9. Whether the Firm/Agency has signed each and every page of Tender (Yes/No).....
10. Any other information, if necessary

Place:

Name:

Date:

Signature of Bidder:

Seal of the Bidder:



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Annexure-II

PRICE BID

Sl. No.	Description of the Items	Qty.	Rate quoted inclusive of all taxes (in Rs.)
1	Epson 003 Cartridge (pack of 01no. of Black, Cyan, Magenta & Yellow each)	02nos.	
2	Epson 001 Cartridge(pack of 01no. of Black, Cyan, Magenta & Yellow each)	03nos.	
3	Konica Minolta 116 Toner Cartridge	01no.	
4	Konica Minolta 118 Toner Cartridge	02nos.	
5	Xerox Versalink C8000 Cyan	01no.	
6	Xerox Versalink C8000 Magenta	01no.	
7	Xerox Versalink C8000 Yellow	01no.	
8	Xerox Versalink C8000 Black	01no.	
9	Xerox Work Centre 3025 Cartridge	11nos.	
10	Canon OEM Genuine 303 Toner Cartridge	50nos.	
11	Muratec MFX 2835R Toner Cartridge	20 nos.	
	Total Cost		

(Rupees.....)

Place:

Date:

Name:

Bidder Signature with Seal: