



Tender Fee: Rs.1000/-
Baba Farid University of Health Sciences

(Established by Govt. of Punjab vide Punjab Act no. 18 of 1998)

University Procurement & Facility Department

Sadiq Road, Faridkot- 151203 (Pb.)

Phone: 01639-256232, 256236

Fax: 01639-256234

Website: www.bfuhs.ac.in

e-mail: generalinfo@bfuhs.ac.in

Tender Form

(Tender Printer Cartridges enquiry no. -2016)

Name of the Firm	
Address	

Earnest Money	: 2 % of the tender amount.
Security Amount	: 10% of the total amount of supply order to be deposited by successful tender on receipt of supply order.
Tender Fee (Not Refundable)	: Rs.1000/- should be enclosed with the tender in shape of Demand Draft in favour of Registrar, Baba Farid University of Health Sciences, Faridkot or can be deposited in the University cash counter.

* Errors and omissions, if any, shall subject to rectification by the University.

Please quote rates for purchase of various compatible cartridges which are suitable for the following printers as mentioned below:

S.No	Make/Model of Printer	Type of Cartridge used	No. of HP Printer Held	Estimated Annual Requirement
1.	LaserJet Printer HP-1020/1022/CANON 2900B (Cartridge used as compatible in CANON 2900B)	Q2612AC	HP 1020/1022 9 CANON 46 Total 55	80 Nos
2.	LaserJet Printer HP-1007/1108, Pro M 1213nf MFP 04	CC388AC	122	200 Nos
3.	HP LaserJet Colour M551	CE400A BK, CE401AC Cyan, CE402AC Yellow, CE403AC Magenta	01	02 Set
4.	HP LaserJet Colour HP-3800	Q7581A, Q7582A, Q7583A, Q6470A	01	01 Set
5.	HP LaserJet Colour HP-3600	Q6470A, Q6471A, Q6472A, Q6473A	01	01 Set
6.	Officejet Fax cum Scanner HP-4500	901 Black(CC653AA)	07	03 Nos
7.	Officejet Fax cum Scanner HP-4500	901 Tri Colour (CC656AA)		16 Nos
8.	LaserJet Printer HP-5200 (A3)	Q7516A (16A)	01	02 Nos
9.	HP Laserjet CP-1525N	CE320A, CE321A, CE322A, CE323A	01	01 Set
10.	Laser Colour HP 8100C	950XL(45AA) BK, 951XL (46AA) Cyan, 951XL (47AA) Magenta, 951XL (48AA) Yellow	03	03 Set
11.	HP Laserjet Pro 400 M401dne	80A(CF280)	01	02 Nos
12.	HP Laserjet CP-3525N	CE250A, CE250XC, CE251AC, CE252AC, CE253AC	01	01 Set
13.	HP Laserjet No 1566	CE276A	01	02 Nos
14.	HP Laserjet No 1136 Printer/Fax/Scanner/Copier	Newly purchased	03	05 Nos
15.	HP Deskjet Ink Advantage 2645 All in one	Newly purchased	01	02 Nos

Brotherhood Printer				
16.	Brotherhood HL-L 2321 ID	Newly purchased	01	02 Nos
CANON Printer				
17.	Inkjet Printer No 4760/4970	PGI 820BK, CLI 821BK, CLI 821C, CLI 821Y	03	04 Set
18.	Inkjet Printer No 4900 & IX 6560	CLI 725BK, CLI 726C, CLI 726M, CLI 726Y	02	12 Set

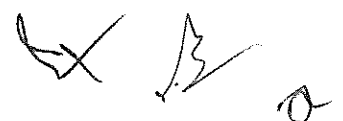
Handwritten signature/initials

Terms and Conditions are as follows:-

Interested parties may please enclose brochures with complete specifications of models reflecting minimum price therefore. The inspection committee shall scrutinize these offers and select appliance most appropriate to requirement of university and its constituted colleges. Keeping in view the quality of product and pricing as well as reputation for service and maintenance as essential parameters:-

1. The Tender form *along with copy of Tender Notice, Terms & Conditions and requisite certificate(s) indicated in the Terms & Conditions may be downloaded from University website (www.bfuhs.ac.in)*, in the sealed envelope, should reach in the office of **The Registrar, Baba Farid University of Health Sciences, Faridkot** on or before 30.05.2016 upto 1:00 PM and will be opened on the same day at 3:00 PM in the committee room.
2. Tenders should be sealed with cello tape/sealing wax. Unsealed tenders will not be entertained and such tenders will be ignored straightway.
3. The tender form must be accompanied with Tender fee of Rs.1000/- per tender in the shape of demand draft in favour of "**The Registrar, Baba Farid University of Health Sciences, Faridkot**" payable at Faridkot or can be deposited in the university cash counter.
4. The tender(s) should be accompanied by earnest money (2% of the tendered amount) in the shape of Demand Draft of any scheduled bank in favour of Registrar, Baba Farid University of Health Sciences, Faridkot payable at Faridkot.
5. Tender without the earnest money i.e. 2% of the quoted amount will not be entertained.
6. Tenders forms shall be type written.
7. Rates should be quote against each item and in same order as per given Annexures only.
8. Submission of Tender :
 - (a) Envelope No. 1 : containing of documents mentioned as per clause no. 1.
 - (b) Envelope No. 2 : Earnest money as per clause no, 4.
 - (c) Envelope No. 3: Technical Bid and Financial Bid.
 - (d) Envelope No.4 : contains Envelope 1, 2, 3 separately sealed. The words "Tender for compatible Printer Cartridges " should be written on the top of sealed envelope.
9. The rate contract will be signed with the firm for one year from the issue of order and the purchase order will be placed to the firm from time to time as and when the material required.
10. The rates quoted should be F.O.R. destination Store section, Baba Farid University of Health sciences, Faridkot and should also include packing and forwarding charges, taxes, installation charges and other levies (as applicable), if any, be mentioned separately in the quotation. But rates should be consolidated after including various taxes etc., if any, should be mentioned in the financial bid.

11. In-complete or conditional offers incorporating price variation will not be entertained.
12. Tenderer should certify in their offers that rates quoted by them are not higher than those quoted to DGS&D rates.
13. Tenderer should indicate their sale-tax, Pan no., vat No. registration No. in their offers.
14. Only Manufacturer/ Authorized dealer (supplier) should quote the rates.
15. Any tender, which is not in the proper form or received late will not be entertained.
16. The office shall not bear any responsibility for any postal delay.
17. Tender should not quote their own mode of payment otherwise their offer is liable to be ignored.
18. The University reserves the right to cancel the tender without assigning any reason.
19. **The tenderer(s) shall give a certificate, certifying that his/their concern has not been blacklisted.**
20. The tenderer(s) should properly append initials on the all corrections "if any" in his/their tender.
21. The tenderer must sign on all the pages of the tender.
22. The supplier shall arrange to provide Guarantee/warranty within period.
23. The firm should have service center in Punjab.
24. The rates so quoted should have validity of at least for 1 year.
25. The quantity of item as mentioned above may be increased or decreased according to the requirement.
26. Successful bidder shall deposit 10% of the total value of supply order as security deposit of the total value of the order. The 2% (EMD) shall be adjusted towards security money deposit and the remaining 8% shall be required to be deposited within 20 days after issuance of the supply order. This security money shall be released after One year from the date of delivery of full/ultimate consignment of the material.
27. The tenderer(s) shall supply the material within a period of 30 days from the date of issue of supply order. In case, *the material is not supplied even after the grant of extended period*, if any, late delivery charges @ 2% per month will be imposed on the total amount of Supply order.



28. If the Successful bidder refuses or does not respond to the order with in stipulated period, the EMD shall be forfeited and order may stand cancelled.
29. If the firm refused to execute the order fully or partially, the security amount shall be forfeited and supply order may stand cancelled.
30. The tenderer should have office gadgets like Fax machine and E-mail ID.
31. The **Earnest Money** of unsuccessful bidders will be returned after the final approval of tenders received, by the competent authority.
32. All the disputes arising out of agreement/contract regarding this tender shall subject to Faridkot jurisdiction only. It is specifically agreed that no court outside and other than Faridkot shall have jurisdiction in the matter.

Signature of Tenderer
Accepts all the terms & conditions of the tender

DATE ::

PLACE :

CHECKLIST OF ENCLOSURE

1.	Tender Fee : Rs.1000/-	<input type="checkbox"/>
2.	Earnest Money: 2 % of the tender amount.	<input type="checkbox"/>
3.	Certificate certifying that firm has not been blacklisted (Annexure I).	<input type="checkbox"/>
4.	Technical bid (Annexure-II)	<input type="checkbox"/>
5.	Financial bid (Annexure-III)	<input type="checkbox"/>
6.	Other requisite certificate	<input type="checkbox"/>

[Handwritten signatures]

AFFIDAVIT

I _____, s/d/w of _____
resident of _____ District _____ proprietor of
the firm M/s _____,

do hereby declare and solemnly affirm as under:-

- That I have not been debarred or black listed by any department of Union/ State Government or any autonomous institute.
- That the terms & conditions for supplying the quoted **Compatible cartridges for various printers** are acceptable to me. I will abide by terms in letter and spirit.
- Date of Existence of the firm _____ (Attached Certificate)
- Annual Turn Over Rs. _____

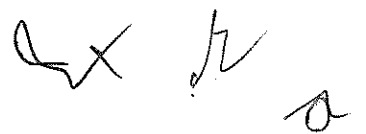
(Signature of the Tenderer)

Full Name: _____

Address: _____

Place : _____

Date: _____



TECHNICAL BID

Name of the applicant / firm with Telephone / Fax No. _____

Permanent Address/ Head Office _____


Correspondence address/Place of carrying business _____

I hereby certified that all the specifications are as per tender.

Signature

(Name & Address)

Date & Place: _____



FINANCIAL BID

Name and Address of the applicant with Telephone / Fax No. _____

Permanent Address/ Head Office _____

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18.	Inkjet Printer No 4900 & IX 6560	CLI 725BK, CLI 726C, CLI 726M, CLI 726Y	02	12 Set		

Signature _____

(Name & Address) _____

Date & Place: _____