

**PONDICHERY UNIVERSITY**  
(A Central University)  
Tender Notification

Sub: Purchase of Computer Consumables and Toners – Sealed Tender Called for – Reg.

Sealed Tenders are invited towards supply of Computer Consumables and Toners as per the details given in the Annexure:-

1. The sealed Tender should reach the Asst. Registrar (P&S), Pondicherry University, R.V. Nagar, Kalapet, Puducherry – 605 014 on or before 3.00 p.m. on 19.01.2018 and will be opened on the same day at 3.30 p.m. in the presence of available tenderers. The Tender will not be considered, if received after the closing date and time.
2. This Tender is open to manufacturers and authorized distributors/Resellers who are having at least 3 years of experience in supplying Computer Consumable to the Ministries / Government Department/Public Sector undertakings. A copy of such authorization letter (ink signed) has to be compulsorily attached with the Tender in respect of Toners. Without ink signed authorization, the quote will be rejected.
3. University will not accept any Duplicate/Substandard items. If the supplier is not able to supply the original items, appropriate action will be taken against the firm, which includes, imposition of penalty, cancellation of contract, forfeiture of EMD/Performance security deposit, blacklisting the firm, etc..
4. The Tender should be sealed and superscripted as “Tender for supply of Computer Consumables and Toners only”.
5. The firm should quote rates for the advertised products/makes in the prescribed attached format only and not for the other available makes in the markets. The firm should affix their seal and signature in each and every page.
6. Rates quoted must be valid for one year.
7. The rates quoted should be inclusive of all taxes, freight, packing, forwarding, etc.
8. The rate quoted shall be on FOR destination basis at our premises (Central stores go down, Administrative Building).
9. EMD and Tender Document Fee should be remitted separately in the form of Demand Draft from any one of the nationalized banks, drawn in favour of the “Finance Officer, Pondicherry University” , payable at Pondicherry as per the details given below:-

Category	Name of the items	Tender Document fee	E.M.D. Amount
A	Computer Devices and Computer items	300	10,000
B	HP Laser Printer Toner items	500	35,000
C	Samsung Toner items	500	15,000
D	Canon Toner items	300	10,000
E	Kyocera Xerox Toner items	300	2,500

10. Any tender, submitted without EMD & Tender Document Fee, will not be accepted.
11. The tender is not transferable.
12. The firm should have valid license obtained from the respective Government agencies for doing Business of Computer consumable items.
13. The firm should have been in existence for at least last three years (proof too be attached)
14. The Tender received through telex/tele-fax/e-mail will not be accepted by the University under any circumstances.
15. The University shall not be responsible for any delay/loss or non-receipt of tenders by post/courier service
16. No unsolicited correspondence shall be entertained after the submission of the Tender.
17. Quoting merely the lowest price does not confer any right on any Tender for award of supply order. The University's Purchase Committee, reserves the right to select any item on the ground of quality, brand reputation, offer of additional/special features, compatibility, etc.
18. The University also reserves the right to reject any Tender with unbranded/substandard brand/un-certified brands of products even if they found to be lowest.
19. University will place supply orders to the successful Tenderers in phased manner, as and when necessity arises.
20. Delivery is to be made within 7 days from the date of receipt of supply order during the working days on office hours.
21. The broken and the rejected quantity, if any, shall be replaced within 3 days time positively.
22. If any item is not up to the prescribed quality or specification, it is liable for outright rejection.
23. Delivery Note/Challan should be given along with the articles, at the time of delivery of item.
24. The price approved should be maintained without any change during the contract period of 1 year.

25. Failure to supply the item indented within delivery time will result in automatic cancellation of supply order. Such automatic cancellation empowers the University to purchase the items from other available sources and to recover the difference between the price so paid and those payable under the contract. Also failure to comply with the general spirit of the contract will lead to termination of contract and effecting purchases required from outside sources and to recover the loss in such kind of purchase from the Tender. This University also reserves the right to make the firm forfeit the Deposit for non-observance of the general spirit of the contract.
26. Timely supply of the ordered items, in good condition (wherever applicable), etc., is the essence of the contract. In case of failure to supply within the time specified in the Purchase order, a penalty/LD of 0.5% of the total value per week (or) a part thereof shall be levied subject to a maximum of 7.5% in respect of items which are not supplied. The decision of Pondicherry University shall be final in this regard.

Date: 27.12.2017

REGISTRAR