

NOTICE INVITING RATE CONTRACT

(FOR SUPPLY OF CARTRIDGES AT NIT ANDHRA PRADESH,  
TADEPALLIGUDEM)



National Institute of Technology- Andhra Pradesh,  
Near NH no.16, Kadakatla, Tadepalligudem-534101,  
West Godavari District, Andhra Pradesh.

For and on behalf of Director, NIT Andhra Pradesh, Tenders are invited for Supply of cartridges under Rate Contract at NIT Andhra Pradesh.

The interested vendors are requested to submit their Tender documents in the prescribed Tender form duly signed and stamped, in a sealed cover. **QUOTATIONS NOT SUBMITTED IN SEALED COVERS AND NOT SUPERSCRIBED THE ENQUIRY NUMBER AND DUE DATE WILL NOT BE ACCEPTED.**

1	Name of the Tender	Supply of Cartridges under Rate contract at NIT Andhra Pradesh.
2	Type of Bid	Single bid system
3	Contract period	<b>One year.</b> the contract may be extended for another one year or for a shorter period of time based on the performance of the vendor and/or institute needs.
4	Earnest Money Deposit (EMD)	<b>Rs.5,000/-</b> in the form of a Demand Draft from a Scheduled Bank in favour of The Director, NIT Andhra Pradesh payable at Tadepalligudem *EMD is exempted for the firms registered under MSME.
5	Processing fee	<b>Rs. 500/-</b> by way of RTGS/NEFT/DD from any Nationalized bank drawn in favor of the Director NIT Andhra Pradesh, Payable at Tadepalligudem. <b>Account Name:</b> Director NIT Andhra Pradesh <b>A/C No:</b> 35579546371 <b>IFSC Code:</b> SBIN0016305 Submit the payment Receipt for evidence.
6	Payment	Within 30 working days after Receipt of items along with the copies of invoice.
7	Bid submission Last date	<b>05.08.2024 till 05.00 PM</b>

**Postal Address:**

The Director National Institute of Technology Andhra Pradesh, Near NH no.16, Kadakatla, Tadepalligudem – 534101, West Godavari Dist., Andhra Pradesh, India.

<https://www.nitandhra.ac.in/main/tender>

For any queries: [purchase@nitandhra.ac.in](mailto:purchase@nitandhra.ac.in)

**Associate Dean  
SMMD & GeM  
NIT Andhra Pradesh**

## **TERMS & CONDITIONS:**

- 1) The bidder must be proprietor / firm / company having valid GST certificate.
- 2) The location / address of the bidder as per GST registration certificate should be within 500 kms of distance from NIT Andhra Pradesh.
- 3) The bidder must have a valid PAN card.
- 4) The requirement of various cartridges under Rate Contract for a period of One Year is given at Annexure - I
- 5) After having a Rate Contract with the selected vendor/bidder, the purchase of cartridges will be made as per requirement on as and when required basis during the period of Rate Contract. The rates quoted by the firm should be valid during the period of rate contract. The Agency would be required to accept the part supply order as required from time to time by NIT Andhra Pradesh.
- 6) **Earnest Money Deposit (EMD):** An amount of Rs. 5,000/- (Rupees Five thousand only) has to be submitted by way of Demand Draft from any Nationalized Bank along with the Bid drawn in favor of "The Director NIT Andhra Pradesh payable at Tadepalligudem.  
  
Processing fee of Rs.500/- (Rupees five hundred only) has to be submitted by way of Demand Draft / RTGS / NEFT from any Nationalized Bank along with the Bid drawn in favor of "The Director NIT Andhra Pradesh" payable at Tadepalligudem.  
  
This deposit will be free of interest. The EMD submitted by the unsuccessful bidder shall be returned to the respective bidder. The EMD submitted by the successful bidder will be released only after receiving the performance security.
- 7) The Cartridges should be genuine and branded with the specified OEM.
- 8) The acceptance of tender will solely rest with Director, NIT Andhra Pradesh and may accept or reject the lowest or any other tender as per the eligibility criteria. No reasons will be furnished for acceptance or rejection of any tender. Canvassing in connection with tender is strictly prohibited and any canvassing will lead to make the bid of tenderer as ineligible.
- 9) Conditional tenders shall not be accepted. This tender is non- transferable. Bid once submitted shall not be allowed for withdrawal.
- 10) The rate for each item mentioned in the Annexure – I should be handwritten in the quotation. No overwriting is allowed in the quotation. Any overwriting or corrections may lead to the rejection of the quotation.
- 11) The Unit rates in Indian Rupees should be clearly quoted for each item. The agency should clearly mention for GST/taxes etc. if any. The items are required to be supplied for, NIT Andhra Pradesh, Near NH no.16, Kadakatla, Tadepalligudem-534101.

12) **No commitment to accept lowest or any tender:** NIT Andhra Pradesh shall be under no obligation to accept the lowest or any other quotation received in response to this tender enquiry and shall be at its sole discretion to reject any or all offers without assigning any reason whatsoever.

13) **Submission of Tender Offers:** Tenders can be submitted either through Post or through Courier or by hand. In the event of tender received after due date and time due to any type of delay including postal delay, NIT Andhra Pradesh will not be responsible for such delay and such tenders will not be considered.

14) The tenders should be submitted in sealed envelope and super scribed as "Quotation for Rate Contract of cartridges".

15) The tender, which does not comply with our tender specifications, shall be summarily rejected.

16) The supply of Cartridges has to be made within a period of 10-15 days from the date of issue of subsequent supply order by NIT Andhra Pradesh as per requirement from time to time. In case firm fails to supply the Cartridges in the specific time, fine will be imposed and will be deducted from the bill. If the delay exceeds further, the order may be cancelled and security deposit forfeited at the discretion of NIT Andhra Pradesh.

17) In Case the firm fails to supply the items within specified delivery period, the material will be procured from open market and the difference of cost, if any, will be recovered from Security Deposit or from pending bills of defaulting firm. The office may take necessary action for blacklisting such firm, if required.

18) The Director NIT Andhra Pradesh reserves the right to reject any or all the tenders without assigning any reason thereof.

19) Vendor should be capable of delivery of items at NIT Andhra Pradesh premises.

**20) Tenderer/Bidder should submit the following documents along with their bid.**

a) Tenderer should submit the self-attested documents of PAN and GST registration, all other registrations if any.

b) The bidder should enclose the signed and stamped copy of the tender document on each page towards acceptance to all the terms and conditions.

c) Qualifying Information

d) If the tenderer is an authorized dealer, Authorization Certificate is to be provided.

e) All the firms participating in the tender must submit a list of their partners along with their communication details.

21) **Payment:** 100% payment will be released within 30 days after receipt and acceptance of material. No other payment terms including advance payment will be allowed.

22) The total prices of each category (mentioned in Annexure-I) of all valid bids shall be compared. The lowest bidder who stands at L1 for each category will be awarded with rate contract to respective category.

- 23) No taxes shall be payable by us unless payment of the same is specifically mentioned by the supplier in the quotation and the same is legally leviable. If no specific mentioning of tax/GST, NIT Andhra Pradesh will assume that the price/s quoted is inclusive of all taxes and levies and binding on the firm to execute the order.
- 24) NIT Andhra Pradesh is not bound to procure items from the selected vendor only.
- 25) The tenderer has to quote the prices for the material/make mentioned in the Annexure-I. However, the tenderer shall be responsible about the quality of the material quoted.
- 26) All the indents from the institute to successful bidder will be raised through e-mail only from the purchase@nitandhra.ac.in to any mail ID as specified in the agreement.

Date:

Place:

Signature & Seal

**Qualifying information:**

S. No	Details requested by NIT Andhra Pradesh	Details furnished by the firm
1)	Name of the bidder	
2)	Valid correspondence Address, Email, and contact details/Telephone numbers of bidder	
3)	Status of Ownership of the firm	a) Proprietor b) Partnership c) Registered firm d) Unregistered firm e) Body Corporate
4)	Statutory Registrations (Copies May Please be attached)	a) GST: b) PAN: C) VAT: D) Any other
5)	Earnest money Deposit (EMD) & Processing fee details;	<u>EMD:</u> DD no. _____ DD Date: _____ Bank Name: _____ <u>Processing fee:</u> DD no. _____ DD Date: _____ Bank Name: _____
6)	Bank details of the Firm (Copies May Please be attached)	

**Annexure – I**

Ref. No.: NITANP/SMMD/TENDER/2024-25/

DATE:12.07.2024

**CATEGORY - I**

<b>S No</b>	<b>Item Name</b>	<b>Qty</b>	<b>Price List item wise (Rs.)</b>
1	Canon Cartridge 925	1	
2	Canon Cartridge 337	1	
3	Cannon Cartridge 328	1	
4	Canon NPG 67 Y/B/C/M set	1	
5	Canon NPG 84	1	
6	Canon NPG 87	1	
7	Canon NPG 59	1	
8	Canon 051	1	

**CATEGORY - II**

<b>S No</b>	<b>Item Name</b>	<b>Qty</b>	<b>Price List item wise (Rs.)</b>
1	Ricoh MP 3554S	1	
2	Ricoh 2014 AD	1	
3	Brother TN- B021	1	
4	Brother DR- B021	1	
5	Brother TN-2365	1	

**CATEGORY - III**

<b>S No</b>	<b>Item Name</b>	<b>Qty</b>	<b>Price List item wise (Rs.)</b>
1	HP 56A 56X CF256X Cartridge	1	
2	HP 410A Y/B/C/M set	1	
3	HP W1002YC Toner Cartridge	1	
4	HP 88A or 88X Cartridge	1	
5	HP 158A or 158X Cartridge	1	
6	HP 77 A Cartridge	1	

**NOTE:**

1. The bidder may participate in one or more categories mentioned above. However, all the goods under the respective category must be quoted in the financial bid.
2. The partially quoted categories will be considered as invalid. Hence, the bid shall be treated unresponsive, if all the four categories are considered as invalid.
3. The total prices of each category of all valid bids shall be compared. The lowest bidder

who stands at L1 for each category will be awarded with rate contract to respective category.

4. The unit rates quoted should be inclusive of GST and any other statutory Central / State Govt. taxes along with transport charges to NIT Andhra Pradesh.
5. There shall be no demand for volume of order if rate contract is awarded.
6. Rate quoted should be valid for the agreement period from the date of signing of the agreement.

**Signature of the Authorized Signatory**

**Name:**

**Designation:**

**Address:**

**Tel./Mobile No.:**

**E-mail ID:**

**Date:**

**Seal of the Firm:**