JC BOSE UNIVERSITY OF SCIENCE & TECHNOLOGY

Mathura Road, Sector-6, Faridabad (HARYANA)-121006

(Established by the State Legislature Act No 21 of 2009)

Ph -0129-2310164, 2310131 (Purchase & Store)

Web: www.jcboseust.ac.in, E-Mail: dr.purchase@jcboseust.ac.in

QUOTATION/TENDER NOTICE

Ref.: JCBUST/2021-22/S&P/RFQ/01 **Dated: 01.04.2021**

To

Sub: - Request for quotation for ANNUAL RATE CONTRACT of cartridges refilling and drum replacement for Brother Printers being used in the University

Sir,

Sealed Quotations/tenders are invited from the manufactures/exclusive distributors/authorized dealers/suppliers/stationers for the items/work detailed below:

Sr. No.	Name of Item(s)	Qty.	Unit
1	Refilling of Brother Printer Toners (TN-B021, TN-2365 and others)	70	Per No.
2	Replacement of Brother Printer Drums (DR-B021, DR-2365 and others)	50	Per No.
3	Replacement/Repair of wiper blades of Brother Printer Toners	50	Per No.
	Total Amount (Rs.)		

Terms & Conditions:

1. The sealed quotations complete in all respects, must reach the office of the undersigned latest by **15.04.2021** by **4.00 PM** by **post/courier** in the office of the undersigned. The same shall be opened on **16.04.2021** at **3.00 PM**. The quotees or their authorized representatives are allowed to attend the meeting of the Quotation Opening Committee at their own costs.

2. ***There is no provision of Advance Payment in the rules of the University. Therefore, the Payment will only be made against delivery of the material.***

3. **Please mention GST Number or attach GST Exemption Certificate along with Quotation otherwise the quotation will not be considered.**

4. The Quotation/Tender received after due date and time or incomplete shall be rejected out-rightly.

5. The quotation/tender shall be submitted in double envelope. The inner envelope shall be sealed and shall have the superscription "QUOTATION/TENDER IN RESPONSE TO ENQUIRY NO._____DATED_____, AND DUE ON_____". The offer may be sent to the **Assistant Registrar (Purchases and Stores), J.C.Bose University of Science and Technology, YMCA, Faridabad (Haryana).** The quotation/tender, where the **superscription** is not mentioned on the envelope by the

Quotee, may not be entertained.

6. The following charges and terms may be spelt out in your offer clearly:

   i. F.O.R
   ii. Rates of GST (in per cent), if any. Please note that the University does not issue Form 'C' or 'D'
   iii. Payment terms.
   iv. Delivery period.
   v. Guarantee/Warranty period.
   vi. After-sales service.
   vii. Installation charges, if any.
   viii. Validity period of the quotation.
   ix. Bank Draft charges, if any.
   x. Misc. charges such as Packing & Forwarding charges, Insurance charges, etc., if any.

7. The packing, forwarding, freight, insurance charges etc. may be quantified in terms of amount. These charges will not be payable against such vague statement as "packing, forwarding, freight and insurance charges etc. extra".

8. Charges not mentioned in the quotation/tender shall not be paid.

9. FOR shall be **J.C.Bose University of Science and Technology, YMCA, Faridabad**. The rates quoted Ex-Godown can be rejected.

10. The offer must be valid for a period of at least three months from the date of opening of quotation/tender.

11. The current price list duly authenticated by the Principals with dated signature and seal along with literature/pamphlets may be supplied along with the offer.

12. Quantity may increase or decrease without any notice.

13. If the Supplier or their Principals are on rate contract with DGS&D or DS&D (Haryana), this may be mentioned specifically in the offer and a photocopy of the same, duly attested, may be appended.

14. The University is situated within the Municipal Limits. As such, Octroi, if any, shall be payable. In case, the material is supplied through a Transport Company by road, the Transport Company's charges, labour charges and octroi charges shall be borne by the supplier. It may be mentioned specifically as to whether the material will be sent by rail or by road through a Transport Company.

15. As per University Accounts Code Rule 12.66, the Security/earnest money equivalent to 2% (two percent), if Contract value exceeds Rs. 40000/-, of the total cost of the material rounded off to nearest should be deposited into the **account number 11081546340, Bank: State Bank of India, IFSC Code: SBIN0000734. The original deposit slip is to be submitted in the department of Store and Purchase of the University.**

16. The goods shall be supplied by the Supplier within the time limit specified in the supply order. The delivery period can be extended by the Dy. Registrar (P & S) with the approval of CPC; only in exceptional cases on written request of the Supplier giving reasons/explaining circumstances due to which delivery period could not be adhered to. **In case, the material is not supplied within the delivery period, the supplier shall be liable to pay the University the compensation amount equivalent to 1% (one percent) of the cost of material each day or such other amount as the CPC/Dy. Registrar (P & S) may decide till the supply remains incomplete, provided that the total amount of compensation shall not exceed 10% (ten percent) of the total**

amount of the cost of material supplied. Appeal against these orders shall, however, lie with the Vice-Chancellor, J.C.BOSE University of Science and Technology, YMCA, Faridabad whose decision shall be final. **The University has all rights for cancellation any Purchase Order any time without explaining any reason.**

17. In case, the supplier/contractor fails to execute the supply order/contract on the rates, and terms and conditions as contained in the supply order within the stipulated period, they shall be liable to such action as blacklisting, debarring from having any business with this University, forfeiture of earnest money/security, besides any other action as may be deemed proper by the University

18. As per University Accounts Code Rule 12.68, the supplier has to deposit 5% bank guarantee for the period of guarantee/warrantee along with the Bill/Invoice.

19. As a general policy, the University tries to make 100% payment within one month of the receipt of material subject to proper installation, wherever applicable, and satisfaction of the Inspection Committee.

20. The acceptance of the material shall be subject to satisfactory report of this Office's Inspection Committee/Technical Committee/ Experts Committee.

21. The samples of the material, if necessary and possible, shall be supplied with the quotation. The unapproved samples shall be collected on receipt of information failing which the same shall be dispatched by Goods Carrier on your risk with the condition of **"Freight to Pay"**. Samples **costing less than** Rs. 100.00 shall not be returned to the **quotees**. However, if the **quotees** wish to take the same back, it can be collected at their own cost within a period of one month, failing which the samples will be disposed off.

22. The acceptance of the quotation/tender shall rest with the undersigned that does not bind him to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefore. The undersigned also reserves the right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest.

23. The University is registered with the Department of Scientific & Industrial Research, Ministry of Science and Technology, New Delhi in terms of Govt. Notfn. No. 51/96-Customs dt. 23.7.1996 notification No. 28/2003- Customs dt. 01.03.2003, Notfn. No. 43/2017 – Customs dt. 30.06.2017 & Notfn. No. 47/2017 – Integrated Tax (Rate) dt. 14.11.2017, Notfn. No. 10/2018- Integrated Tax rate dt. 25.01.2018 & Notifn No. 45/2017- Central Tax (Rate) dt. 14/11/2017, Notfn.. No. 35/17- Union Territory Tax (Rate) dt 14.11.2017 & Notfn. No. 9/2018- Central Tax (Rate) dt. 25.01.2018, Notfn. No. 9/2018 – Union Territory Tax (Rate) dt. 25.01.2018, as amended from time to time for research purposes only. **Thus the University is exempted from payment of Custom Duty and Excise Duty.** The consignee shall issue necessary certificates duly countersigned by the Registrar, J.C. Bose University of Science and Technology, to avail of exemption (if applicable).

24. It may be certified that you have not been debarred/ blacklisted for any reason/period by DGS&D, DS&D (Haryana) or any other Central/State Govt. Dept./University/PSU etc. If so, particulars of the same may be furnished. Concealment of facts shall not only lead to cancellation of the supply order, but may also warrant legal action.

25. In case, any other information/clarification is required, the undersigned may be contacted at Telephone No. **0129-2310164** on any working day (Monday to Friday) during office hours (9 a.m. to 5.00 p.m.) or through Email **dr.purchase@jcboseust.ac.in**.

26. The dispute, if any, shall be subject to the jurisdiction of Courts at Faridabad. Any other

jurisdiction mentioned in the quotations or invoices of the manufacturers/distributors/dealers/suppliers etc. shall be invalid and shall have no legal sanctity.

27. Terms and conditions printed on Quotation/Invoice of the firm, if any, shall not be binding on the University, except those mentioned specifically on the supply order, and your acceptance of the order shall be construed as your agreement to all the terms and conditions contained in the order.

Assistant Registrar (S&P)

Encl: As above