Stores & Purchase Department

Rajiv Gandhi University of Knowledge Technologies-RK Valley
(A.P. Government ACT 18 OF 2008)
Rajiv Knowledge Valley (Idupulapaya), Vempalli (M), Y.S.R. Kadapa Dist. AP-516330

Ref: RGUKT-RKV/SPD/Rate Contract/2016/Printer/RC01 29.10.2016

NOTICE INVITING RATE CONTRACT

Description: Annual Rate Contract for Cartridge Refilling and Servicing of Printers

NIRC No: RGUKT-RKV/SPD/Rate Contract/2016/Printer/RC01

NIRC issue Date: 29.10.2016

Last date for submission: 21.11.2016 by 05:00PM

1. Rajiv Gandhi University of Knowledge Technologies (RGUKT), RK Valley, invites sealed tenders (single bid system) from authorized dealer/supplier for award of Annual Rate Contract for Refilling and Servicing of Printers of various model mentioned in ANNEXURE-A. Interested bidders are requested to submit the competitive offer as per the instructions and terms & conditions mentioned in the tender document.
2. The tender document can be downloaded from our website i.e. www.rguktrkv.ac.in.
3. The covers should be super scribed as “Ref: RGUKT-RKV/SPD/Rate Contract/2016/Printer/RC01 dt 29.10.2016”.
4. The sealed quotations should reach the institute latest by 21.11.2016 by 05:00PM.
5. The quotations must be accompanied with the following:
    a) Bidder information sheet (ANNEXURE-B)
    b) Price offer in the firm’s Business letter head
    c) Non-refundable Processing fee of Rs.500/- (Rupees Five Hundred only) in the form of DD from any Nationalized Bank, drawn in favour of The Director, RGUKT, RK Valley, payable at SBH, Idupulapaya.
    d) Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten thousand only) in the form of DD from any Nationalized Bank, drawn in favour of The Director, RGUKT, RK Valley, payable at Idupulapaya.
    e) The EMD of the successful bidders will be converted into Performance Security Deposit, which shall be refunded at the end of the contract.
    f) The EMD of the unsuccessful bidder shall be returned after award of contract.

g) Registration Certificate from Competent Authority.

h) Registration with Sales Tax and Income Tax

6. RGUKT reserves the right to reject any/all tender(s) without assigning any reasons whatsoever. Canvassing in any form will be considered as disqualification from award of contract.
7. The terms and conditions of the Contract:

a) The bidder should be authorized dealer of sales and servicing of printers like Canon, HP, etc. The authorized dealer will be required to submit authorization certificate.

b) The Bidder is required to have CST/TIN Registration Number and VAT Registration.

c) The Bidder should not have been barred by any PSU/Govt. Dept. in doing business with them. (Please submit self-declaration).

d) The cartridge refilling and servicing of printers should be done at RGUKT, RK Valley. No components of printer are allowed for servicing at firm's place.

e) The offers may be quoted in INR. The offers should indicate unit price (excluding taxes and duties applicable), Taxes and other charges should be mentioned separately, if any.

f) The rates mentioned shall be valid throughout the contract period.

g) The contract period is initially for a period of **ONE (01) YEAR** and extendable further **ONE MORE YEAR**, basing on satisfactory performance.

h) The supply of goods/items related to cartridge refilling and servicing of printers shall be complete responsibility of the firm.

i) The bidder must confirm in writing that the goods supplied by them shall be as per specification of goods and of Superior Quality. In case goods of inferior quality are supplied by them, the contract shall be cancelled and goods shall be purchased from the L2 quoting firm or market, and the difference in price would be recovered from L1 supplier.

j) The firm is responsible for unsatisfactory cartridge refilling and servicing of printers and no payment can be claimed for unsatisfactory work.

k) The payment shall be made through RTGS transfer on receipt of triplicate invoice along with advance stamped receipt.

l) The firm is requested to keep at-least three filled cartridges of mentioned printer model as a back stock at RGUKT-RK Valley, Kadapa. The same will be returned at the end of contact period.

m) The contract may be placed on one or more than one firm depending upon rates and other factors i.e.L1 rates, quality of the products etc.

8. Submission of the tender will signify the acceptance of all the terms and conditions of the contract. It will not be obligatory for the institute to accept the lowest quotation & no explanation shall be given for the cause of rejection of quotation to any bidder.

9. Address for sending of sealed quotations:

Stores & Purchase Department
Rajiv Gandhi University of Knowledge Technologies
RK Valley Campus
Vempalli (Mandal)
Idupulapaya
YSR Kadapa (Dist)
Andhra Pradesh-516330

For any clarifications reach us at: purchasedept@rguktrkv.ac.in

Sd/-

Director

ANNEXURE-A

The followings are the different models of printers available at RGUKT, RK Valley.

1. CE845-HP LASER JET 1213NF MFP PRINTER
2. HP LASER JET 126 NW PRINTER
3. CANON IMAGE CLASS MF4820D SCAN DUPLEX PRINTING.
4. CANON MF 4720W LASER ALL-IN-ONE PRINTER
5. EPSON L220 COLOUR PRINTER
6. EPSON 1360 PRINTER SNO. VGGK084115
7. Some other models of printers (HP, CANON, RICOH)

ANNEXURE-B

The bidder information sheet:

1	Name of the organization:			
2	Year of establishment:			
3	Complete postal address:			
4	Name & Designation of Authorized person:			
5	Phone No.			
6	Fax No.			
7	Email-ID			
8	Nature of the firm (Proprietary/partnership/etc…)			
9	**Bank Details of the Agency:**			
	Bank Name			
	Bank Address			
	Bank Account Number			
	IFSC Code			
10	PAN No.			
11	TIN No.			
12	Total No. of branch offices in Andhra Pradesh			
13	Bid Document Fee (Non-refundable)			Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :
14	EMD			Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :
15	Experience Details:			
	S.No.	Period	Name of the Organization (along with contact details)	Services provided
		From / To		
16	Details of certificates enclosed			