

**F.No. 1-1/2010-11-CCRAS/Admn./Store/Toner**

**CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES  
Jawahar Lal Nehru Bhartiya Chikitsa Evam Homoeopathy Anusandhan Bhawan,  
No. 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi – 110058**

**Sub: Tender for supply of 'Toner/Cartridge in CCRAS Hqrs. Office at New Delhi'.**

The CCRAS invites sealed quotations from authorised dealers of HP/Canon products for supply of Toner/Cartridge in CCRAS Hqrs. Office at New Delhi, for a period of one year from the date of signing of contract:-

**2. General information about the tender:-**


a)	Tender Reference No.	<b>F. No. 1-1/2010-11-CCRAS/Admn./Store/Toner</b>
b)	Last date and time for receipt of Tenders	14/09/2015 upto 04.00 PM
c)	Time and date of opening of Tenders	15/09/2015 upto 11.00 AM
d)	Place of opening of Tenders	Conference hall Room No. 223, 2 <sup>nd</sup> Floor, CCRAS HQs Office, No. 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058.

3. The Tender shall be submitted in sealed envelope clearly super scribing on the envelope "Bid for supply of 'Toner/Cartridge". The sealed Tenders may be put in the Tender Box placed on the 2<sup>nd</sup> floor near in the chamber of Deputy Director (Admn.), Room No. 222, CCRAS, by due date and time. Tenders received late will be rejected outright.

4. The tenders shall be subject to the following condition:-

1. The dealer ship certificate shall be in the form of a Ink signed letter issued by the original manufacturer firm i.e. HP/Canon as applicable.
2. The rates should be firm for a period of two months from the date of opening of tender and should be all inclusive for delivery at CCRAS Hqrs. Office, No. 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058.
3. Each bidder should submit an EMD of ₹5,000/- alongwith the quotation for supply of Toner/Cartridge as mentioned Annexure-I. EMD should be in the form of Demand Draft, drawn in favour of Director General, CCRAS, New Delhi. The EMD of unsuccessful Bidders will be refunded after award of contract and EMD of successful bidder will be returned on receipt of performance security of ₹ 10,000/-.
4. The supplier should not handover execution of order to any other/sister firm(s) and in such a case it will amount to violation of contract and may entail cancelation of contract forfeiture of Performance Security.
5. In case the supplier is unable to supply with in stipulated time or becomes insolvent the loss incurred to the Council will be borne by the supplier.

6. The tenders will be opened on stipulated date and time in the presence of the tenderers or their authorized representatives who may like to be present.
7. The tenderers may quote their rates (including taxes) for all or any of items mentioned in the enclosed list.
8. If any tenderer withdraws his tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money, if any, deposited will be for-feited and no correspondence in this regard will be entertained thereafter.
9. Communication of acceptance of the tender normally constitutes concluded contract. Nevertheless, the successful tenderer shall also bear all costs for executing an agreement on non-judicial stamp paper of ₹100/-**(Rupees One Hundred Only)** for the fulfilment of the contract within the period specified in the letter of acceptance. The contractor shall have to bear all costs, including stamp duty, of the agreement. Failure to execute the agreement within the period specified will entail forfeiture of EMD amount.
10. In case where a successful tenderer, does not supply the items or in time full the Council at its discretion may purchase such items from the next higher tenderer and the loss, if any, caused to the Council due to increased rates shall be borne by the defaulting tenderer.
11. The performance security shall be returned to the contractor within two months after expiry of the contract period, but in the event of any dispute arising between the Council and the contractor, the Council shall be entitled to deduct as such sums which in the opinion of the Council is due from/not payable to the contractor.
12. Any sum of money due and payable to the contractor, including Performance Security under this contract may be appropriated by the Director General, CCRAS and set off against any claim of the Director General, CCRAS against the tenderers.
13. No enhancement of rates will be considered during period of contract.
14. Valid registration number of the firms for the VAT No./TIN No./Service Tax purpose.
15. The Director General has every right to reject/accept any bid without assigning any reasons.

  
(K.R. Rajan)  
Administrative Officer (Admin.)  
For Director General

**Financial bid:**

**List of Toner/Cartridge Items:-**

<b>Sl. No.</b>	<b>Name of the Items</b>	<b>Unit</b>	<b>Price quoted in ₹</b>
1.	HP Toner CE278AC		
2.	HP Toner CB436 A		
3.	HP Toner CB435 A		
4.	HP Toner Q2612 AC		
5.	HP Toner CC388 AC		
6.	HP Toner 126 A (CE310A) (Black)		
7.	HP Toner 126 A (CE311A) (Cyan)		
8.	HP Toner 126 A (CE312A) (Yellow)		
9.	HP Toner 126 A (CE313A) (Magenta)		
10.	HP Toner Q7516 AC		
11.	HP Toner Q7115 A		
12.	HP Toner CC530 (Black)		
13.	HP Toner CC531 (Cyan)		
14.	HP Toner CC532 (Yellow)		
15.	HP Toner CC533 (Magenta)		
16.	Canon Toner 316 - Cyan		
17.	Canon Toner 316 - Black		
18.	Canon Toner 316 - Yellow		
19.	Canon Toner 316 - Magenta		

**Signature & Seal of the Bidder/Agency/firm**

To,

Director General,  
Central Council for Research in Ayurvedic Sciences,  
Jawahar Lal Nehru Bhartiya Chikitsa Evam Homoeopathy Anusandhan Bhawan  
No. 61-65, Institutional Area,  
Opp. 'D' Block, Janakpuri,  
**NEW DELHI – 110058**

Respected Sir,

I/We ..... who are established and reputed firm  
dealing with Toner/Cartridge items hereby offer our quotation against the tender ref. No.  
..... and accept the terms & conditions of the tender and enclose a  
copy of the tender document duly signed by the authorised signatory.

Yours faithfully,

(Name) for and on behalf of M/s.....  
(Name of Manufactures)

**Note: This letter of authority should be on the letterhead of the concern and should be signed  
by a authorized signatory.**