



Ref. No.5-1(6)/IT/NCSCM/2013/2

20<sup>th</sup> September 2013

**INVITATION FOR QUOTATIONS OF RATE CONTRACT FOR SUPPLY OF  
TONER AND CARTRIDGE**

From

**The Director,  
National Centre for Sustainable Coastal Management,  
Koodal Building,  
Anna University Campus,  
Chennai - 600 025.**

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir/Madam,

1. You are invited to submit your most competitive Rate Contract quotation for the supply of Toner and Cartridge as per the details below:

Brief Description of the Goods	Model No.	Qty
Black C8543XC for HP Laserjet Printer (B&W)	LJ9040DN	1
Black CE740A for HP Color Printer	CP5225DN	1
Yellow CE740A for HP Color Printer	CP5225DN	1
Cyan CE741A for HP Color Printer	CP5225DN	1
Magenta CE743A for HP Color Printer	CP5225DN	1
Black NPG-56 for Canon	IR-ADV4045	1

Delivery Period: - Within 10 days from the date of receipt of purchase order.

Place of Delivery: - National Centre for Sustainable Coastal Management, Anna University Campus, Chennai - 600 025.

## **2. Bid Price:**

- The quotation shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialling, dating and re writing.
- All duties, taxes and other levies payable by the bidder are to be included in the total price.
- All Taxes and Duties connection with the sale shall be shown separately.
- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- The Prices shall be quoted in Indian Rupees only.

## **3. Terms of the Quotations / Contract:**

- Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.
- Contract is valid for a period of Six Months from the date of signing the contract.
- Total number of items / goods given above is only indicative for the purpose of receiving a quotation.
- The actual number of items / goods required would vary during the contract period which would be confirmed by individual purchase orders, as and when required subject to the terms of contract.
- The total rate quoted which is inclusive of all taxes and duties should not exceed the maximum Retail Price (M.R.P.) fixed for the product / goods / items.

## **4. Evaluation of Quotations:**

The NCSCM will evaluate and compare the quotations determined to be substantially responsive i.e. which

- Are properly signed.
- Conform to the terms and conditions, and specifications.
- The Quotations would be evaluated for complete set. Quotations not quoting all items (or) offering part quantity will be rejected.
- Taxes and Duties in connection with sale of goods shall not be taken into account in evaluation.

## 5. Award of Contract:

- The NCSCM will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- Notwithstanding the above, the NCSCM reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- The bidder whose bid is accepted will be notified of the award of contract by the NCSCM prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the contract and the individual purchase orders.
- Payment against each purchase order shall be made after receipt of goods in good condition and installation of the goods.
- Normal commercial warranty/guarantee shall be applicable to the supplied goods.
- The bidders are requested to provide their quotation as per the format given in **Annexure I**
- The bidders are requested to follow the instructions given in **Annexure-II**.
- You are requested to provide your offer latest by **12.00PM** on **10.10.2013**.
- Quotation will be opened at **2.00PM** on **10.10.2013**
- We look forward to receiving your quotations and thank you for your interest in this contract.

S/d.  
Director,  
National Centre for Sustainable  
Coastal Management,  
Koodal Building  
Anna University Campus,  
Chennai – 600025

**Annexure I**

**FORMAT OF QUOTATION**

Sl. No. (1)	Code (2)	Name of the Item (3)	Unit (4)	Quantity of Supply in Unit (5)	Brand Name and Name of the Manufacturer (6)	Rate per Unit (7)			Total Value [(5) X (7)] In figures (8)
						In figure		In Words	
						Rs.	P.		
1.									

Total aggregate Value: Rs. \_\_\_\_\_

The rate quoted at column 7 should be exclusive of Taxes and duties.

**In case of discrepancy between the prices quoted in words and in figures, lower of the two will be considered**

**Place :**

**Date :**

**Signature**

**Name in Capital**

**Designation**

**General Instructions:**

1. The quotation shall be submitted with a covering letter with printed Letter Head addressed to “The Director, National Centre for Sustainable Coastal Management, Chennai – 600 025.”
2. All the pages of the quotation shall contain signatures of the authorized person and the office seal.
3. The bidder shall seal the quotation in an envelope along with the address of the bidder and addressed to the **National Centre for Sustainable Coastal Management, 2nd Floor, Koodal Building, Anna University Campus, Chennai – 600 025**. The envelope will also bear the following identification :-
  - Quotation for Rate Contract for the **Supply Of Toner And Cartridge**.
  - Do not open before **2.00PM** on **10.10.2013**.
  - Quotation ref. no **5-1(6)/IT/NCSCM/2013/2**.
4. The firm should quote rates only for standard products.
5. The firm should enclose the booklet/broachers/manual of the quoted product.
6. If any claims towards delivery or installation, it should be inclusive of the prices quoted.