



भारतीय प्रबंध संस्थान अमृतसर

INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

पीआईटी बिल्डिंग, सरकारी पॉलिटेक्निक परिसर; पॉलिटेक्निक रोड; छेहरता, जी.टी. रोड अमृतसर- 143105

वेबसाइट :www.iimamritsar.ac.in, दूरभाष 0183-2820040

PIT Building, Inside Govt. Polytechnic Campus; Polytechnic Road; Chheharta, G.T. Road Amritsar – 143105,
Website: www.iimamritsar.ac.in, Ph. No. 0183-2820040

Ref. No.: NIQ/IIMASR /297/2022

Date: 03-10-2022

Subject: Notice inviting quotations for the supply of printer cartridges of Lexmark MS 312 and Canon 244DW for IIM Amritsar.

E-Quotations are invited from interested bidders on the IIM Amritsar e-Tender portal for **supply of printer cartridges of Lexmark MS 312 and Canon 244dw for IIM Amritsar**. The bid should be uploaded on IIM Amritsar e-Tender portal by **03.00 PM of 08-10-2022**. The bid may be opened on the e-Tender portal on the same day, i.e. **08-10-2022 at 03:30 PM**. Quantity, specification and other related details of the items are mentioned in **Annexure A**.

TERMS & CONDITIONS

1. The Invitation is open to all registered authorized dealer/supplier who are having PAN/GST number and Bank A/c Number in their firm/Co. name.
2. The details of items required are listed in Annexure 'A' including all the part and associated accessories.
3. The bidder shall provide the complete correspondence address, contact number and alternate number and email id.
4. If the date of opening of the quotation is declared a holiday, it will be opened on the next working day at the same time.
5. **Specifications:** All items shall be, in every respect equal to description, specifications and to previous approved supplies (if any) and or samples submitted (if any) and shall be subject to purchaser's inspection and approval within a reasonable time after delivery and, if rejected, shall be held at the supplier's risk or returned at the supplier's expense. It shall not count as having been delivered unless the purchaser elects to make the materials and goods fit for its purpose, in which case the supplier shall be debited with the cost thereof.
6. **Any other charges, such as packing and forwarding, delivery charges, sales tax, etc. if any should be included in the price. All items to be delivered at IIM Amritsar transit campus.**
7. **Price:** Price quoted by supplier and accepted by the Institute are final and no deviation there from will be accepted without the Institute's specific agreement in writing.
8. **Delivery Period:** All materials should be dispatched within **10 days** from the date of order. In case of urgent requirements, the firm will be required to supply at a short notice.
9. **Quality of item(s):** The firm will be entirely responsible for quality of supplied items. The supplier should replace the rejected/damaged item within 07 days, failing which penalty will be imposed 0.5% per week of the total ordered value shall be levied subject to maximum of 5 % of the total ordered value by the Institute.
10. **Invoice:** To be sent in triplicate after satisfactory delivery of each order. The invoice must mention Delivery challan, Order no. and date of delivery.
11. **Payment:** Payment will be made within the 15 days after receipt and approval of goods at our store office. No payment shall be made in advance on the basis of the order of award of work. The Contractor shall submit the bill only after satisfactorily delivery of the material to the satisfaction of the IIM Amritsar. **The payment will be made for actual quantity supplied against each order.**
12. **Removal of rejected item(s):** All items which are deemed to have been rejected by us shall be removed by the supplier at his own expenses and risk, within the time allowed by us. In the event the supplier fails to remove the rejected goods within the period allowed, we shall have the option to dispose such goods and all expenses incurred by us for such disposal shall be to the account of supplier.
13. **Control Regulation:** In case of anticipated delay in delivery the reason must be intimated to us within 3 days. The supply and dispatch should be arranged in strict conformity with any control regulations applicable and after obtaining necessary permits in force from time to time.
14. **Jurisdiction:** For all intents and purposes any contract under order shall be deemed to have been concluded at Amritsar.
15. **Financial Evaluation:** The financial bid should be submitted strictly in the prescribed format (Annexure A) and should remain valid for a minimum of three months after opening the bid. Financial bids, which are incomplete, unclear, overwritten and are not submitted in the prescribed format, will be summarily rejected.
16. IIM Amritsar reserves the right:
 - a. to accept or reject any or all quotations either in whole or in part or to invite revised price bids or to annul the bidding process or to postpone and/or extend the date of receipt/opening of quotation or to withdraw the same at any time before finalization without incurring any liability to the affected Tenderer / Bidder. The Director, IIM Amritsar does not bind himself to accept the

Signature of bidder with date

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lowest or any quotation and reserves to himself the right of accepting the whole or any part of the quotation. And, the Tenderer/Bidder shall be bound to perform the same at the rates quoted.

- b. to postpone and/or extend the date of receipt/opening of quotation or to withdraw the same, without assigning any reason thereof.
- c. to obtain feedback from the previous/ present clients of the vendor by contacting them or by visiting their site to get first-hand information regarding the services (being) provided by the vendor.
- d. This office reserves the right not to accept the lowest quotation without assigning any reason for the rejection.

17. Summary of rejection or disqualification of bids

- a. Applications received after the stipulated deadline
- b. Any bid in which rates have not been quoted in accordance with the specified formats/ details as specified in the bid document.
- c. If any bidder has filled more than one bid.
- d. If unclear, poorly scanned copies are uploaded and received.
- e. Conditional proposal/bid will not be accepted and will be rejected outright.
- f. Canvassing in any form will make the quotation liable to rejection.
- g. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the qualification document.
- h. If any additions/ alternations are made in tender forms.
- i. Bids are submitted through any other mode other than the E-Tendering portal on IIM Amritsar's website (<https://iimamritsar.ac.in/>).
- j. Missing any supporting document(s) with the Bids.
- k. False or misleading information is submitted.
- l. Unhealthy participation Record of poor performance such as, abandoning work, not properly completing the contract, or financial failures /weakness etc.

18. **Queries & Responses:** Queries related to the stated above should be submitted at purchase@iimamritsar.ac.in only till **05.10.2022, 03:00 pm**. Queries submitted after due date and time, and on any other email id will not be entertained. The response to the queries will be given within 1-2 days by email after the last date of submission of queries.

Dean administration



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Annexure A

Sr. No	Name & Description of items	A/u	Total quantity	Unit Rate	Total
1	Lexmark MS312 (50 F3HOE Toner)	Pcs	3		
2	Canon 244DW (337 Toner)	Pcs	10		
Total					
GST @					
Grand Total					

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this. I/ we accept all terms and conditions as mentioned in it and hereby offer the rates.

Signature of authorized person _____

Official seal of BIDDER

Name of the bidder _____

Designation _____

Contact no _____

Email _____