



राष्ट्रीय प्रौद्योगिकी संस्थान मणिपुर
NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR

Imphal, Manipur, Ph.(0385) 2058566 / 2445812

E-mail : director@nitmanipur.ac.in , Website : www.nitmanipur.ac.in

An Autonomous Institute under Ministry of Education, Govt. of India.

No. NITM.1/(255-Estt)/Purchase/2019(Pt.)/774

Imphal, the 14th December, 2021

NOTICE INVITING TENDER FOR SUPPLY CARTRIDGES (TONER) AT NIT MANIPUR

National Institute of Technology Manipur invites sealed Tender/Quotations from reputed Firms/Agencies/Manufacturer/Authorized Dealer **FOR SUPPLY OF CARTRIDGES (TONER) AT NIT MANIPUR** in two bid system i.e, Technical and Financial.

The sealed Tender/Quotations should reach to “**The Registrar (i/c), National Institute of Technology Manipur**” on or **before 3.00 p.m. of 13/01/2022**. Incomplete or those received without Earnest Money Deposit (EMD), Tender Fee and after due date and time shall be summarily rejected.

National Institute of Technology Manipur reserves the right to extend the date, or cancel the tender, accept or reject any/all quotations or not to purchase all or any of the items without assigning any reason thereof. Tender will be opened on **14/01/2022 at 2:00 p.m.** in the presence of the tenderers or their representatives, if they so desire, at NIT Manipur. The complete Tender document and terms & conditions are available in the institute web-site <http://www.nitmanipur.ac.in> & **eProcurement**. Detail/particulars of the item/items are given in **Annexure-I**.

Sd/-
Registrar (i/c), NIT Manipur



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ANNEXURE-I

Sl. No	Particulars	Quantity
1	Canon Toner 328	100 nos.
2	HP 88 A	10 nos.
3	Canon NPG 51	10 nos.
4	Ricoh Toner SP 200	10 nos.
5	Ricoh Toner SP 2501S	20 nos.
6	Canon Toner 337	30 nos.
7	HP Toner Colour 204 A	5 nos.
8	HP Colour Laser Printer Model CP1525N Cyan, Magenta, Yellow, Black	5 nos.



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INSTRUCTION TO BIDDERS

1. The tenderers are required to submit Earnest Money Deposit (EMD) of **Rs. 10,000/- (Rupees ten thousand) only** which is refundable and a non-refundable tender fee of **Rs. 500/- (Rupees five hundred) only** in the form of Demand Draft/Banker's Cheque in favour of Director, NIT Manipur payable at State Bank of India, Secretariat Branch, Imphal should be submitted along with the Tender documents. Tenders without EMD and Tender Fee will be rejected.
2. Offer in the financial bid should be written in English and price should be written both in figures and words. The offer should be typed or written in ink pen or ball pen. Use of pencil will be ignored. The relevant supporting documents as required must be enclosed.
3. Tenders should be submitted in two parts, **(i) Part- I (Technical Bid) & (ii) Part- II (Financial Bid)**. Envelope of Part – I should be superscripted as **“Technical Bid for supply of Cartridges (Toner) at NIT Manipur** and Envelope of part – II should be superscripted as **“Financial Bid for supply of Cartridges (Toner) at NIT Manipur**.
4. Envelope of technical bid & financial bid should be individually sealed and placed in third envelope to be sealed and **superscribed** as **“TENDER FOR SUPPLY OF CARTRIDGES (TONER) AT NIT MANIPUR”** along with Advt. No. and date in bold letters at the top of the envelope should reach to **The Registrar (i/c), National Institute of Technology Manipur** on or **before 3.00 p.m. of 13/01/2022**. Incomplete or those received without EMD, Tender Fee and after due date and time shall be summarily rejected. National Institute of Technology Manipur reserves the right to extend the date, or cancel the tender, accept or reject any/all quotations or not to purchase all or any of the items without assigning any reason thereof.
5. No tender will be entertained by E-mail or FAX.
6. **Tender documents will be opened on 14/01/2022 at 2:00 PM in the Conference Hall of the Institute** in the presence of the tenderer(s) or their authorized representative(s), who are present at the scheduled date and time.
7. In the event of the due date of receipt and opening of the tender being declared as a holiday for the Institute, then due date of receipt / opening of the tender will be the next working day at the same time.
8. The tenderers are requested to read the tender document carefully and ensure to comply with all the instructions herein. Non-compliance of the instructions contained in this document may disqualify the tenderer from the tendering exercise.
9. Payment shall be made only after receipt of the materials/articles in good and working conditions.
10. Delivery should be made within 30 (thirty) days from the date of issue of purchase order.

Sd/-
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ANNEXURE - II

TECHNICAL BID (PRE-QUALIFYING REQUIREMENT)

FOR SUPPLY OF CARTRIDGES (TONER) AT NIT MANIPUR

1	Name of the Firms/Agencies/Manufacturer/Authorized Dealer	
2	Registered Office address Telephone Number Fax Number e-mail	
3	Correspondence/contact address	
4	Details of Contact Person (Name, designation, address etc.) Telephone Number (including Mobile No) Fax Number, e-mail	
5	Is the firm a registered company? If yes, submit documentary Proof. Year and Place of the establishment of the company	
6	Former name of the Company, if any.	
7	Is the firm *Government/ Public Sector Undertaking *Propriety firm *Partnership firm (if yes, give partnership deed) *Limited company or limited corporation *Member of a group of companies(if yes, give name and address and description of other companies) * Subsidiary of a large corporation (if yes give the name and address of the partner organization) If the company is subsidiary, state what is the involvement of the parent company in the project.	
8	GST Certificate of the firm	
9	Is the firm registered under Labour Laws Contract Act? If yes, submit valid registration certificate.	
10	Attach the organizational chart showing the structure of the organization. Total number of employees	
11	Latest Income Tax Clearance Certificate	
12	Are you registered with any Government/ Department/ Public Sector Undertaking as Small Scale Industry (if yes, give details)	



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ANNEXURE – III

FINANCIAL BID

FOR SUPPLY OF CARTRIDGES (TONER) AT NIT MANIPUR

Sl. No	Particulars	Qty . Required	Rate per unit (Rs)	GST (%)	Total Amount (Rs)
1	Canon Toner 328	100 nos.			
2	HP 88 A	10 nos.			
3	Canon NPG 5	10 nos.			
4	Ricoh Toner SP 200	10 nos.			
5	Ricoh Toner SP 2501S	20 nos.			
6	Canon Toner 337	30 nos.			
7	HP Toner Colour 204 A	5 nos.			
8	HP Colour Laser Printer Model CP1525N Cyan, Magenta, Yellow, Black	5 nos.			
Grant total (Rs)					

(Rupees in words.....)



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ANNEXURE - IV

**DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN
TENDER.**

I / We Manufacturer / Partner(s)/
Authorized Distributor /agent of M/s hereby declare that the firm/company namely M/s.
..... has not been blacklisted or debarred in the past by
Union / State Government or organization from taking part in Government tenders in India.

Name:.....

Signature:.....

Date:.....