Dear Sir,

I am directed to send to you this tender enquiry with the request to submit the most competitive offer for supply of Canon make original toner cartridges as per details as under:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Item Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Canon 034 Cartridge (Black)</td>
<td>01 No.</td>
</tr>
<tr>
<td>2.</td>
<td>Canon 034 Cartridge (Cyan)</td>
<td>01 No.</td>
</tr>
<tr>
<td>3.</td>
<td>Canon 034 Cartridge (Magenta)</td>
<td>01 No.</td>
</tr>
<tr>
<td>4.</td>
<td>Canon 034 Cartridge (Yellow)</td>
<td>01 No.</td>
</tr>
</tbody>
</table>

Please indicate price on following terms:

i. Price : FOR Destination NIB, Noida
ii. Taxes: GST / IGST should be clearly mentioned in offer.
iii. Excise Duty: NIB will provide the necessary certificate as the Institute is registered with DSIR for the purpose of availing of Custom Duty Exemption in terms of Govt. Notification No. 51/96-Customs dt. 23.07.1996, Notification No. 28/2003 – Customs dt. 01.03.2003, Notification No. 43/2017 – Customs dt. 30.06.2017 & Notification No. 47/2017 – Integrated Tax (Rate) dt. 14.11.2017, Notification No. 10/2018 – Integrated Tax (Rate) dt. 25.01.2018 and Notification No. 45/2017 – Central Tax (Rate) dt. 14.11.2017, Notification No. 45/2017 – Union Territory Tax (Rate) dt. 14.11.2017, Notification No. 9/2018 – Central Tax (Rate) dt. 25.01.2018, Notification No. 9/2018 – Union Territory Tax (Rate) dt. 25.01.2018, as amended from time to time. To avail the exemption, NIB shall be providing the above certificate along with supply order, subject to above, indicated applicable duty.
iv. Delivery: within One week required by NIB. Offered by vendor
v. Warranty: The warranty given on toner cartridge by the OEM will be run by the vendor / supplier.
vi. Transit Insurance: For delivery of goods at site, the insurance shall be obtained by the supplier for an amount equal to 110% of the value of goods from “warehouse to warehouse” (ultimate destination) on “all risks” basis including strikes.
vii. Delay delivery discount: In case of delayed delivery of all or any item(s) or goods, the Purchaser shall be entitled to a discount or reduction on the contract price to a sum equivalent to 1% (one percent) of the value of goods / items delivered late for each week or part thereof subject to a maximum of 10% (ten percent) of undiscounted / unreduced contract price for the relative goods/ items, and / or, risk purchase will be affected at your risk and expenses.
viii. Settlement of dispute: All disputes or differences of any kind whatsoever that may arise between the NIB and the Vendor / Contractor / Supplier in connection with or arising out of the contract or subject matter thereof or the execution of works, whether during the progress of works or after their completion, whether before or after determination of contract shall be settled or resolved by Arbitration proceedings as per the provisions of the (Indian) Arbitration Conciliation Act 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the Arbitration.
proceeding. Such arbitration shall be settled by Sole arbitrator who shall be appointed by the
Director In-charge, NIB. The arbitration shall take place in Noida / Delhi unless both parties
agree otherwise.
ix. Right to accept or reject the tender: The Institute reserve the right to accept or reject any or
all the tenders without assigning any reason thereof.
x. NIB reserves the right to award all the items to single vendor or place order to multiple
vendors on item wise.
xi. The requirement of toner cartridge in quantity may be increased or decreased.

Notes:
1. The offer should be submitted in two sets, One Set containing Technical details, Literature,
Catalogue etc. and Tender commercial terms should be put in a sealed cover and marked as
‘Technical Bid’. Prices should be kept blank.
   1.1 The Second Set should be sent in a separate sealed cover and should contain Price
Schedule (Annexure-I) only. ‘Price – Bid’ should be clearly mentioned on the cover.
   1.2 Tender No., Item description and Due Date of opening should be clearly mentioned on
the Envelope.
   1.3 Both the ‘Technical – Bid’ & ‘Price – Bid’ should then be put in a single sealed cover
clearly indicating the Item, Tender No. & Due Date of opening.
2. Offer to be given by the authorised dealer / distributor and authorisation certificate given by
principal should be accompanied with the offer. In the absence of Authorisation letter, offer
will not be considered.
3. All the items mentioned in the list should be genuine & original and of the specified branded
company. If the material supplied is found to be of sub-standard quality, the same will be
returned / replaced and the NIB will not be responsible for any loss to the concerned supplier
for such supply.
4. The bidder should have their office located at Delhi / NCR.
5. The bidder has to submit declaration regarding not blacklisting by any Govt. Deptt. / Ministry
of Govt. of India / PSU etc.
6. The bidder has to submit an undertaking to accept all the terms & conditions mentioned in the
tender enquiry unconditionally.
7. Bidders will not be permitted to alter or modify their bids after expiry of deadline.
8. The rate (%) and amount of GST applicable should be mentioned very clearly and any vague
terms, i.e., applicable as per rule etc., will not be entertained and it will be treated as inclusive.
9. The tender submitted after the due date and time shall be rejected. Offer must be clearly legible,
duly signed and stamp by authorised signatory.
10. If the above items are available on GeM, then, copy of the rates may please be provided /
enclosed.
11. Copy of order received from other Govt. Department/Autonomous Bodies / PSUs / Ministry,
Govt. of India for above item may be enclosed.
12. Current valid certificate of registration for the subject work / relevant field including its
annexures in case registered with SSI / NSIC etc., to be attached with bid document. All terms
& conditions with respect to MSME shall be applicable as per rules.
13. Validity of the offer should be kept open for a period of not less than 90 days.

Please indicate item, our tender enquiry number and date of opening of bid on the top of the
envelope positively.

Yours faithfully,

(W.Z. Quazi)
Procurement Officer

Encl.: Price Schedule (Annexure-I)
<table>
<thead>
<tr>
<th>S.No</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Make &amp; Model</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Canon 034 Cartridge (Black)</td>
<td>01 No.</td>
<td></td>
<td>Ex Works Price</td>
<td>Excise duty, if any. Indicate % age applicable as per DSIR Exemption</td>
<td>Packing &amp; forwarding</td>
<td>Inland transportation insurance and other local costs incidental to delivery</td>
<td>Applicable GST on services.</td>
</tr>
<tr>
<td>2</td>
<td>Canon 034 Cartridge (Cyan)</td>
<td>01 No.</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes:
1. In case of discrepancy between unit price and total price, the unit price shall prevail.
2. Destination of material: National Institute of Biologicals, Noida (UP)
3. Bidders to quote Ex – works Price in Rupees and other Charges (if any) towards Packing & Forwarding, Excise Duty, GST (without Form C/D, Freight separately in terms of Percentage of Ex – Works price. NIB is exempted for Customs & Excise duty under the provision of Notification No. 51/96 – Customs dt. 23.07.1996 and 10/97 – Central Excise dated: 01.03.1997
4. Indicate delivery schedule (days/weeks), Cost_______, if any, and inclusive / exclusive in above price.
5. Indicate Training (at NIB site/supplier site) schedule (days/weeks), Cost_______, if any and inclusive / exclusive in above price
6. "Technical Bid" (Un – price bid) to contain this price schedule keeping price as ‘Blank’. However, bidder to fill up all other columns and indicate in percentage the charges, if any, for Packing & Forwarding, GST and Freight etc.
7. Taxes if not mentioned, may be treated as inclusive

Total bid price in fig_______

In words_______

Tender No: D.12-57/2017-NIB
Place:_________________
Date:_________________

Signature of Bidder___________
Name_________________
Business Address_____________