



**Procurement Department
TENDER ENQUIRY**

F. No. Q/NIB/14-15/55/Pt./

Dated: 05.10.2016

Due date of submission: 18.10.2016, Due Time: 15.00 Hours
Due date of opening: 18.10.2016, Due Time: 15.30 Hours

To,

(As per list of vendors enclosed)

Subject: Invitation of offer for supply of Canon toner cartridges – Reg.

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 toner cartridges as per details as under:

S.No.	Item Description	Quantity
1.	Canon Toner Cartridge NPG-67 Black	01 No.
2.	Canon Toner Cartridge NPG-67 Cyan	01 No.
3.	Canon Toner Cartridge NPG-67 Magenta	01 No.
4.	Canon Toner Cartridge NPG-67 Yellow	01 No.

Please indicate price on following terms:

- i. Price : FOR Destination NIB, Noida
- ii. Taxes : Sales Tax / CST without Form C/D
- iii. Excise Duty: NIB is having Central Excise Duty Exemption Certificate in terms of Govt. Notification No. 10/97-Central Excise dt. 01.03.1997. Applicable rate of Excise Duty be given in view of exemption.
- iv. Custom Duty: NIB is having Custom Duty Exemption Certificate in terms of Govt. Notification No. 51/96-Customs dt. 23.07.1996. NIB will provide exemption certificate to avail concessional exemption on Custom Duty.
- v. Delivery: One week required by NIB. Offered by vendor _____.
- vi. Warranty: The warranty given on toner cartridge by the OEM will be run by the vendor / supplier.
- vii. 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.
- viii. 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.
- ix. 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, NIB. The arbitration shall take place in Noida / Delhi unless both parties agree otherwise.

- x. Right to accept or reject the tender: Director, NIB reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
- xi. NIB reserves the right to award all the items to single vendor or place order to multiple vendor on item wise.
- xii. The requirement of toner cartridge in quantity may be increase or decrease.

Notes:

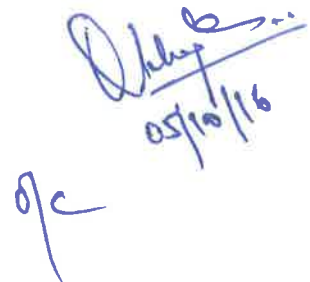
1. The offer should be submitted in single bid system.
2. Tender Enquiry No., Item Description, and Due date of opening should be clearly mentioned on the envelope.
3. The tender submitted after the due date and time shall be rejected. Your quotation must be clearly legible, duly signed by authorised signatory.
4. If the item is available on DGS&D Rate Contract, copy of the RC may please be provided / enclosed.
5. Current valid certificate of registration including its annexure in case registered with SSI/NSIC etc.
6. Validity of the offer should be kept open for a period of not less than **120 days**.

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

Yours faithfully,



(PCP Mahapatra)
Administrative Officer


05/10/16