



श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University

Sub Post Office, Katra -182320, J&K

Ph: 01991-285524, 096228-85588, Fax: 01991- 285687

E-mail: purchase@smvdu.ac.in

NIQ. No: SMVDU/S&P/ARC-Toners/2024-25/ 681

Dated: 15/07/2024

Notice Inviting Quotation

Sub: - ARC for one year for Refilling/Refurbishing of Toners/Cartridges in Canon, H.P. & Xerox, Ricoh etc make Photocopier Machine and Printers installed in various Schools /Deptt/Section of SMVDU

Quotations in sealed cover are invited for the ARC of for Refilling/Refurbishing of Toners/Cartridges in Canon, H.P. & Xerox etc make Photocopier Machine and Printers installed in various Schools /Deptt/Section of SMVDU from reputed registered Firms / Co-operative Stores / Suppliers or Manufacturers having a valid GST Number and PAN Number, and for supplying rates for the bellow mentioned items/jobs;

S. No.	Photocopier Model No.	Toner No/ Cartridge No.	Unit Rate (in Rs.)
1	Canon Photocopier IR 2725	Canon NPG87 / CEXV63	
2	Ricoh IM 2500 (photocopier)	3c18402 Genuine Ricoh	
3	Canon IR4525(Photocopier)	Canon NPG-73 toner	
	Canon Printer Model No.	Toner No/ Cartridge No.	
4	CANON IMAGE GRAPH5300	PFI8320BK, PFI8320MBK, PFI8120Y, PFI8120C, PFI8120M	
5	Canon Image class MF241d/	337	
	HP Printer Model No.	Toner No/ Cartridge No.	Unit Rate (in Rs.)
6	HP Laser Jet Pro 200 (Colour)	131 A (Four Cartridges)	
7	HP Office JET PRO 8100	N 811 A	
8	HP Laserjet Pro-500 color MFP M570 dw	CE400A Black	
		CE 401 A Cyan	
		CE 402 A Yellow	
		CE 403 A Magenta	
9	HP Laserjet CP 1025	CP 310A Black	
		CP 311 A Cyan	
		CP 312 A Yellow	
		CP 313 A Magenta	

	Brother Printer Model No.	Toner No/ Cartridge No.	Unit Rate (in Rs.)
10	Brother DCP-T710WAll in One ADF Ink Tank Printer	Brother BT series (Black)	
11	BROTHER MFCT920DW	BTD60 BK	

The sealed rate quotations should reach the Central Dispatch Section SMVDU latest by **22-07-2024, Monday, 2:30 P.M.** Any quotation received after the due date and time shall be summarily rejected. The sealed bids shall be opened on the next working day at **2:30 P.M.** in the presence of authorized representatives, should they wish to attend the same.

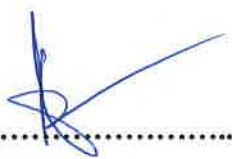
Terms & Conditions

1. Rates should be written in figures as well as words. Repair Charges, GST rates, Visiting charges, or any other rates/charges, as applicable, and discount if any, should be clearly mentioned in the **Schedule of Quantities [Format enclosed at Annexure 'A']**.
2. The last date for receipt of sealed quotations in the Central Dispatch Section SMVDU is latest by **22-07-2024, Monday, 2:30 P.M.**
3. The quotation / **Schedule of Quantities** should be on the letter head of the Company with reference no. and date on it, duly signed and stamped.
4. The quotations should be submitted in sealed cover, addressed to the Registrar, SMVDU, super-scribing the NIQ issue number & date and due date & time failing which the quotation is liable to be rejected.
5. Price quoted for the material / equipment shall be final and valid for 3 months.
6. Quotation without the authorization from the Company will not be accepted.
7. Delivery of material /equipment / stores mentioned in this quotation will be supplied by the supplier at SMVDU Stores at Kakryal, Katra-182320 (J&K).
8. Rates offered must be for metric system of unit lengths or volume or weight.
9. Documents in support of valid GST and PAN Number also need to be enclosed with the quotation.
10. SMVDU reserves the right to increase the quantity mentioned in this NIQ or to split this quotation and place order on one or more suppliers/ bidders; as well as, the right to reject partly or completely, the quotations without assigning any reasons thereof.
11. The quotation should be complete in all respects and the firms shall give the Make/ Brand name offered for the items in the quotations. Wherever applicable, technical literature may please be enclosed along with quotation.
12. The payment will be released after the receipt of all and complete material/equipment with

complete accessories in good working condition and its inspection by a duly constituted Inspection Committee.

13. Material/equipment shall be guaranteed for the minimum period of 01 / 02 / 03 [strike off whichever is not applicable] years on site for satisfactory performance, workmanship and for the quality of material/ equipment supplied by the firm from the date of delivery/ installation.
14. Quotation received after DUE DATE & TIME will not be considered. SMVDU shall not be responsible for delays in postal transit.
15. All taxes / duties should be clearly mentioned in the Quotation.
16. The ARC shall initially be for a period of 01 year which may be extended by another year.
17. PACKING: The equipments shall be packed suitably for dispatch directly to SMVDU at Suppliers expenses and supplier shall be responsible for any damage during transit.
18. AFTER SALES SERVICE: The offer shall clearly state full details of the after sales service facility available for the equipment.
19. JURISDICTIONS FOR DISPUTES: In all disputes, the decision of the Registrar, SMVDU, shall be final, conclusive and binding on the supplier. All disputes shall be subject to the jurisdiction of the courts in the District, Jammu.
20. DEVIATIONS: Deviations, if any from the specifications given which provide for improvement in the functioning of the equipments will be accepted. Such deviations and their advantages shall be clearly brought out in the tender / quotation.

The NIQ shall be available on the University Website: www.smvdu.ac.in For any query, contact Purchase Section, SMVDU at the following email id: purchase@smvdu.ac.in.


 Signatures:.....
 Registrar, SMVDU
 Dated:.....

[To be provided on Firm/Company Letter Head]

Schedule of Quantities

Name of the Job: Annual Rate Contract for refilling / refurbishing of toner cartridge of printers/ photocopier machines/ MFP

Ref: NIQ Number:..... Date:

S. No.	Details of the Item	Quantity	Rate per item	Amount (in Rs.)	GST Rate	GST Amount (in Rs.)	Total Amount inclusive of GST (in Rs.)
	Less: Discount if any						
	Add: Delivery Charges if any						
	Net Amount to be paid in Rs.						
	Deliver Period						

Additional Terms and Conditions [if any]:
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Bank details for RTGS Transfer

Name of the Account:
Account No.:
Account Type:
Bank Name:
Branch name and Address:
IFSC Code:

Signature & Stamp of the Supplier