

Specification of Computer Stationery and Peripherals to be supplied

Sl. No	Particulars	Rates Quoted /with Tax per unit	Remarks
01.	HP Make Black 15 compatible with the printer		
02.	HP Make Colour 23 compatible with the printer		
03.	HP Make Black 21 compatible with the printer		
04.	HP Make colour 22 compatible with the printer		
05.	12 A Toner Cartridge compatible with the printer		
06.	HP Inkjet Cartridge 57 compatible with the printer		
07.	HP Inkjet Cartridge 58 compatible with the printer		
08.	TVS HD-755 Cartridge compatible with the printer		
09.	HP Make 818 Black Cartridge compatible with the printer		
10.	HP Make 818 Colour Cartridge compatible with the printer		
11.	Canon Make 810 compatible with the printer		
12.	Canon Make 811 compatible with the printer		
13.	Canon Make 830 Black compatible with the printer		
14.	Canon Make 831 Colour compatible with the printer		
15.	HP Make CP 2025 LASER Printer 4 colour/Black compatible with the printer		
16.	HP Make 51 A Laser Printer Black compatible with the printer		
17.	HP Make 51 A Laser Printer Colour compatible with the printer		
18.	HP Make 88A Toner Cartridge compatible with the printer		
19.	HP Make 78A Toner Cartridge compatible with the printer		
20.	685 4 Colour/Black(Model No 3525) compatible with the printer		
21.	Jet 100 colour MFP M 175 A (310-313)4 colour/Black compatible with the printer H.P		
22.	EPSON 4 Colour (T6641,6642,6643 & 6644) compatible with the printer		
23.	HP / Sandisk/Kingston Pendrive-16 GB compatible with the printer		
24.	CD 700 MB		
25.	DVD 4 GB		
26.	External Hard disk 1000 G.B Seagate		

Tender Document for supply of Computer peripherals

1. The Bidders must furnish their income tax and sales tax clearance Certificate (Up to date) along with their quotation.
2. The rates should be indicated against each item, inclusive of taxes as applicable.
3. The rate should be quoted to the date of acceptance of the quotation and also thereafter during supply period.
4. The supply of the articles will have to be made within 2 days from the date of placing order at own cost.
5. The Director, Indian Institute of Entrepreneurship is not bound to accept the lowest bid.
6. The decision of the Director, Indian Institute of Entrepreneurship will be final in all respect.
7. 100% payment will be made immediately against satisfactory delivery.
8. Total turnover of supply duly certified and reflected in the balance sheet of the year 2011-2012 , 2012-2013 & 2013-2014 of the firm is to be attached.
9. Earnest Money of an amount of Rs. 10,000/- (Rupees ten thousand) only in the form the Local Bankers Cheque or Demand Draft drawn from any Nationalised Bank in favour of Indian Institute Entrepreneurship, Guwahati-29 is to be attached while submitting tender/quotation whioch is refundable at the expiry of the contract without any interest. The EM will be refundable to the unsuccessful tenderer/quotationer immediately after allotment of the contract to the successful one.
10. At least 3(three) copies of supply order each above Rs. 50,000/- of last financial year (2011-2012) is also to be attached along with the quotation.

11. Penalty

- (A) Delayed execution of order will be deemed to be satisfactory performance and repeated delay may lead to cancellation of the contract.
- (B) If the selected bidder/firm does not supply with in time, as IIE reserves the right to arrange the supply from another firm and the bidder will have to reimburse the additional expenditure if any inc urged by IIE.

Following Terms & Condition should be added

12. Genuinity of the supplies-The material shall be in original packing from the manufacturer clearly indicating manufacturing date, expiry date & maximum retail price (MRP) inclusive of all taxes etc. Any manufacturing defect of any shape/kind shall have to be immediately replaced with a new one. **The expiry date period of cartridges should not be shorter than six months from the date of actual supply based on the requisition made by IIE.** In no case refilled cartridges or refurbished items are supplied. If any item is subsequently found to be a substandard (inferior quality)/substitute/refurbished or refilled, the same will be rejected and any loss caused to the printers due to such cartridges shall be recovered from the firm and the payment of bill against the materials issued will not be liable for appropriate action. The supply shall be completed within the delivery time as in point provision 4 of Terms & Conditions of the Tender Document from the date of placement of Purchase order.
13. Validity of Rates: The rates quoted by the selected firm and approved by this Office shall remain valid throughout the period of the contract and requests to increase the rates for any items (s), during the contract period, shall not be considered.
14. a. The IIE reserves the right to accept /reject any or all the Bids in whole or in part and annul the bidding process without assigning any reason whatsoever.
- b. The IIE reserves the right to award the supply orders in parts to more than one Bidder.
- c. The IIE reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document during the course of the execution of the contract.
- d. The IIE reserves the right to black list a bidder for a suitable period in case the firm fails to honour its bid without proper justification.