



HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA

(Established under the Himachal Pradesh Act No. 16 of 2016)

**ANNUAL RATE CONTRACT FOR SUPPLY OF TONERS AND DRUM UNITS FOR
PRINTERS INSTALLED IN HPNLU, SHIMLA**

**TENDER FOR INVITATION OF BIDS FOR ANNUAL RATE CONTRACT
FOR SUPPLY OF TONERS AND DRUM UNITS AT HIMACHAL PRADESH
NATIONAL LAW UNIVERSITY, SHIMLA**

- 1) Bids in sealed cover are invited for the Annual Rate Contract for Supply of Toners and Drum Units as per the specifications/conditions mentioned in the preceding paragraphs of the tender document at Himachal Pradesh National Law University Shimla from the authorized distributors/dealers/agencies. The tender documents can be downloaded from the university website.
- 2) The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below -
 - a) Bids/queries to be addressed to: **The Registrar, HPNLU, Shimla.**
 - b) Postal address for sending the Bids: **Near 16 Mile, Ghandal, Shimla 171014**
 - c) Telephone numbers of the contact Officer: **0177-2779803, 7876134894**
 - d) E-mail ids of contact personnel/Mob No.:- registrar@hpnlu.ac.in, storesection@hpnlu.ac.in
- 3) **Scope of Work:**

| Sr. no. | Items Description | Specification/Quantity |
|---------|---|----------------------------|
| 1. | Annual rate contract for supply of toners and drum units for 12 months with effect from the date of awarding the Rate Contract. | As specified in Annexure-A |

- 4) The Technical and Commercial bids are to be submitted in two separate sealed envelopes, duly marked as "Technical Bid", and "Commercial Bid" as the bid may be. Sealed Bids then shall be put into third envelop for super scribed "**Annual Rate Contract for supply of Toners and Drum Units**" and should also bear the tender ref. no. **Tender Ref. No. HPNLU-B(15)-112(Tender)/2025-01 dated 13.06.2025**. The quotes are to be with your firm's name, address, and official seal and ink-signed by an authorized representative of the Bidder. The same should be addressed to the, **The Registrar, Himachal Pradesh National Law University, Shimla** should be either be submitted by hand or may be send by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delays or non-delivery/ non- receipt of Bid documents.
- 5) The sealed Bids should reach this office by 1300 hrs on 27.06.2025. The responsibility to ensure this lies with the Bidder. No bids shall be accepted after the aforesaid date and time. However, the competent authority reserves the right to extend the date/time for the receipt of bids. In the event of the specified date for submission of bids being declared a holiday, the bids will be received up to the appointed time on the next working day.
- 6) Technical Bids will be opened on 28.06.2025 at 1500 hrs. Commercial Bid opening will be intimated subsequently after approval of TEC. (If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).

- 7) The tender should be accompanied by a Tender fee of Rs 1000/- (Rupees One Thousand) only (Non-Refundable) in the form of crossed Demand Draft in favour of Registrar, HPNLU Shimla (Non-Refundable) and Earnest Money Deposit (EMD) of *10,000/- (Rupees Ten thousand only) in the form of crossed Demand Draft from any scheduled bank drawn in favour of Registrar, HPNLU Shimla. In the absence of EMD and tender fee, the tender shall be rejected summarily. Micro & small enterprises registered with NSIC or Udyog Aadhaar Memorandum is exempted from submission of EMD subject to submission of valid certificate. The earnest money shall be refunded to the unsuccessful bidders after finalization of the contract and to the successful bidder after submission of Performance Security.
- 8) The successful bidder should submit the Rs 25000/- (Rupees Twenty Five Thousand) only to the university in from of performance bank guarantee of any nationalized bank in favor of Registrar, HPNLU Shimla with in 15 days of award of work. The performance bank Guarantee should be for a period of 12 months and will be released after 06 months of successful completion of work.
- 9) Bids shall remain valid and open for acceptance for a period of 120 days from the last date of submission of Bids. In case this office calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder. The office may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.
- 10) This office reserves all rights to reject any bids including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific bids. The decision of this office in this regard shall be final and binding.
- 11) The Contract may be terminated if it is found that the bidder to whom the work has been awarded is black listed on previous occasions by any of the Government Departments / Institutions / Local Bodies / Municipalities / Public Sector Undertaking etc.
- 12) The sellers should note that only original mentioned OEM toners and drum units will be accepted. Refurbished or Refilled items will squarely be rejected. Bidders should note that bids for items apart from name model mentioned in the bid received, the bids will be rejected.
- 13) This office shall be entitled to deduct in accordance with Applicable Law, Income Tax, GST and or withholding tax or other deductions (as the case may be), from any payments made to the Contractor.
- 14) Schedule of requirement for technical bids:
 - (a) Tender Cost Rs 1000/- in the form of DD in favour of "The Registrar, HPNLU, Shimla (Mandatory)
 - (b) EMD of Rs 10000/- (Rupees Ten thousand only) in the form of DD in favour of "The Registrar, HPNLU, Shimla. The MSME firms are exempted for deposit the EMD provided the MSME Reg. Certificate is provided with the bid. (Mandatory)
 - (c) GST Registration.
 - (d) PAN copy (Mandatory)
 - (e) Income Tax returns of previous three financial year. (Mandatory).
 - (f) Details of Turnover of Rs 5 Lakh or more each year 2021-22,2022-23 and 2023-24. (Chartered Accountant Turnover Certificate must be attached)

- (g) Bidder should have submitted Authorization certificate from the OEM for all products and also mentioned Tender ID in certificate.
 - (h) Bidder must have experience in supply of Toners and Drum Units in the state universities/ Govt Colleges/PSU / Private universities/Schools in last three year. Work experience documents must be attached.
- 15) The actual quantity may be indicative only and may vary depending upon the amount of quantity consumed in a year. It may not be guaranteed that the mentioned quantity will be ordered.
- 16) Disputes of any will be subjected to Distt Court Shimla only.

(Letter Head)

ANNEXURE-A

Financial Bids

Annual Rate Contract for Supply of Toners and Drum Units at HPNLU, Shimla

| Sr. No. | Make | Printer Model Name | Toner Model No. | Approx. No. of Toner require Per Year | Rate unit per with GST | Total Amount (Rate * Qunatity) | Drum Unit Model No. | Approx. No. of Drum Units require Per Year | Rate unit per with GST | Total Amount (Rate* Quantity) |
|---------|----------------|--------------------|------------------|---------------------------------------|------------------------|--------------------------------|------------------------------|--|------------------------|-------------------------------|
| 1 | Brother | DCP-B7500D | TN-B021 | 18 | | | DR-B021 | 10 | | |
| 2 | Brother | DCP-L2531DW | TN-2465 | 4 | | | DR-2465 | 3 | | |
| 3 | Brother | HL-5100DN | TN-3448 | 4 | | | DR-3455 | 3 | | |
| 4 | Xerox | B215 | B215 Toner | 3 | | | B215 Drum Unit | 1 | | |
| 5 | Canon | IR-C3226 | NPG-67 (Black) | 2 | | | IR-C3226 Drum Unit (Black) | 1 | | |
| | | | NPG-67 (Cyan) | 2 | | | IR-C3226 Drum Unit (Cyan) | 1 | | |
| | | | NPG-67 (Magenta) | 2 | | | IR-C3226 Drum Unit (Magenta) | 1 | | |
| | | | NPG-67 (Yellow) | 2 | | | IR-C3226 Drum Unit (Yellow) | 1 | | |
| 6 | Canon | C165 | T07K (Black) | 2 | | | C165 Drum Unit (Black) | 1 | | |
| | | | T07C (Cyan) | 2 | | | C165 Drum Unit (Cyan) | 1 | | |
| | | | T07M (Magenta) | 2 | | | C165 Drum Unit (Magenta) | 1 | | |
| | | | T07Y (Yellow) | 2 | | | C165 Drum Unit (Yellow) | 1 | | |
| 7 | Konica Minolta | Biz Hub C360i | TN328K (Black) | 2 | | | DR-316K (Black) | 1 | | |
| | | | TN328C (Cyan) | 1 | | | DR-316K (Cyan) | 1 | | |

| | | | | | | | | | | |
|-------------|----------------|-----------------|--------------------|---|--|--|-------------------|---|--|--|
| | | | TN328M (Magenta) | 1 | | | DR-316K (Magenta) | 1 | | |
| | | | TN328Y (Yellow) | 1 | | | DR-316K (Yellow) | 1 | | |
| 8 | Konica Minolta | Biz Hub 367 | TN-323 (Black) | 4 | | | DR-312 (Black) | 3 | | |
| 9 | Konica Minolta | Biz Hub C226 | TN223K (Black) | 2 | | | DR-215K (Black) | 1 | | |
| | | | TN223C (Cyan) | 1 | | | DR-215C (Cyan) | 1 | | |
| | | | TN223M (Magenta) | 1 | | | DR-215M (Magenta) | 1 | | |
| | | | TN223Y (Yellow) | 1 | | | DR-215Y (Yellow) | 1 | | |
| 10 | Brother | DCP-T520 Inkjet | DCP-T520 ink Black | 2 | | | | | | |
| | | | DCP-T520 ink Cyan | 2 | | | | | | |
| Gross Total | | | | | | | Gross Total | | | |

- The Actual quantity may be indicative only and may vary depending upon the amount of quantity consumed in a year. It may not be guaranteed that the mentioned quantity will be ordered.
- Any other similar items required in university for offices use only which are not mentioned in the list will be supplied by the vendor as well as per requirements.

(Signature & Official Seal)
Full Name & Designation