



INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
ICAR RESEARCH COMPLEX FOR N. E. H REGION  
UMROI ROAD, UMIAM, MEGHALAYA-793 103



No. RC(S)24/2016

Dated Umiam, the 15<sup>th</sup> June'2016

**OPEN TENDER**

**Sealed bids** are re-invited from the reputed registered firms/ manufacturers/ authorized dealers for supply of **branded Toners/Cartridges/Ink cartridges** etc. of different specifications for Printers & Fax Machines etc. as listed out in the Tender Document to ICAR Research Complex for N.E.H. Region, Umroi Road, Umiam, Meghalaya. The detailed specifications of the items, terms & conditions, etc are given below:-

1. Cost of Tender paper **Rs.500.00** (Rupees five hundred only, **(Non- refundable)** to be deposited in the favour of the Director, ICAR Research Complex for NEH Region, Umiam, by means of Demand Draft payable at SBI ICAR Complex Branch, Umiam, Non - submission of the cost of the Tender paper shall lead to non - consideration of the Tender.
2. **The tenderers shall have to mandatory deposit consolidated EMD of Rs.1000/- (Rupees one thousand) only in the form of Demand Draft valid for 6 (Six) months, drawn in favour of the Director, ICAR Research Complex for NEH Region, Umiam, Meghalaya, payable at SBI ICAR Complex Branch, Umiam, along with the quotation. Non compliance to this shall lead to non - consideration of the bid.**
3. The Tender should consist of two Bids- The techno-commercial bid/Technical bid (**Bid 'I'**) and the Financial bid (**Bid 'II'**). Both must be submitted in two separate envelopes to be sealed **and put in a single main cover. The outer main cover should be super scribed "TENDER No.RC(S)24/2016 dtd.15/06/2016 for supply of branded Toners/Cartridges/Ink cartridges** and addressed to "THE DIRECTOR, ICAR RESEARCH COMPLEX FOR NEH REGION UMIAM, MEGHALAYA-793103". You should give the complete address on the bottom left corner of the Main Cover. Tenders may be sent by Registered Post or may be hand delivered in the Tender box, kept in the Office Chamber of the CAO's/AAO(S) ICAR Research Complex for NEH Region, Umiam, Meghalaya-793103 not later than **12:30 P.M. on the 15<sup>th</sup> July, 2016.** Tenders received after the due date and time shall not be considered under any circumstances.
4. **Furnishing of related documents like detailed specifications, technical literature, brand name, model and make, catalogue, authorization letter, Dealership Certificate, company registration certificate, product certification, price list (if any) etc. is mandatory. Dealership certificate/Agency Certificate for the manufacturer/ manufacturing firm should be enclosed if the rates are quoted by the Dealers/Agents. Sales tax certificate, tax clearance (up - to date), valid CST/VAT registration certificate, last 3-5 years financial standing etc. along with all the commercial terms and conditions. Failing which the quotation shall not be considered.**
5. **The supply is effected at DGS&D rate contract, wherever is applicable.** The rate should be quoted for list of items as per the tender document.
6. **Eligibility of the bidders- Bidders should**
  - I. Should be either original manufacturer of the item covered under this tender or Authorized distributor/Supplier/dealer of such items. A duly attested copy of such authorization has to be compulsorily attached with the technical bid, failing which the bidder will stand disqualified. The authorization letter/Certificate from original manufacturer should be valid for the entire period of one year contract.
  - II. Have minimum **1 year** of experience of supplying various branded Toner Cartridges/Ink cartridges in bulk to the Departments/Ministries/organization of the Government of India/State Govt. (Valid proof has to be attached).
  - III. Not have been blacklisted by any of the Depts/Ministries of the Govt. of India.
7. **The financial bid should consist of the rates only.** Price quoted for each particular item should be enclosed separately and must be given per unit/nos. and must be all inclusive, including packing, forwarding, loading, unloading, delivery, taxes, VAT etc., as may be applicable. The amount of discount, etc. offered by the bidder should be specifically shown as admissible. **The rates quoted should be upto ICAR Research Complex for NEH Region, Umiam (Divisions, Sections, Stores),** for the mentioned items. The rates must be valid for at least for 01 (one) year from the date of quotation.
8. The Buyer shall not be responsible for payment of transit insurance charges.
9. Payment shall be made only on actual delivery in good condition and successful installation and demonstration (which should be free of cost and must be completed before payment).

10. ICAR Research Complex for NEH Region, Umiam, Meghalaya, being a Scientific and Research Organization, is exempted from payment of Excise Duty (Certificate to this effect will be provided).
11. **The Firm/ Agency run by the Non-Tribal should produce Trading License issued by the KHADC & also produce Municipal Trade License as applicable state to state & Tribals should provide Schedule Tribe Certificate, failing which the tender are liable to be rejected. Non submission of Trading License, tender rates shall be rejected / not to be considered. The participating the tender from State other than Meghalaya have to obtain KHADC before actual supplying of the materials.**
12. The successful Bidder, upon receipt of the Award for supply, shall have to enter into an Agreement with the Institute, He shall also have to deposit a sum of **Rs.10,000/-** (Rupees ten thousand) only in the form of Demand Draft/Bank guarantee, valid for atleast 1 (one) year, drawn in favour of the Director, ICAR Research Complex for NEH. Region, Umiam, Meghalaya payable at SBI, ICAR Complex Branch, Umiam as a Performance Guarantee.
13. Performance Bank Guarantee is required for all indigenous items also. For items less than Rs.50,000/- the amount should be 5% of the actual cost of the item and for items more than 50,000.00 the amount should be 10% of the actual cost of the item. The bank guarantee should cover the entire guarantee/ warranty period which should be of at least one year duration.
14. The selected bidders must complete the supply/ repairing/installation/ demonstration within the stipulated time limit mentioned in the supply order. In case of delay in supply, penalty will be imposed @2% per week, subject to a maximum of 10% of the FOB value.
15. The guarantee/ warrantee should be from the date of installation. All guarantee/ warranty services should be attended within a maximum limit of 15 days, failing which, proportionate deductions from the security deposit may be made at the discretion of the Institute.
16. **The Director, ICAR Research Complex reserves the right to reject any tender in part or full, without assigning any reason thereof.**
17. Legal jurisdiction for all disputes shall be within the purview of the Shillong Court.
18. You should mandatory sign on every page of the Tender Document, which would show their unconditional acceptance of all the terms and conditions of the Tender Document. **You shall give an undertaking that they fully and unconditionally agree to abide by all the terms and conditions which, if needed, may be modified at the discretion of the Competent Authority, in supply order, for which confirmation from the supplier shall be taken.**
19. You should mandatory give your CLJrrent, PAN Card No., TDS& other Bank A/C details to enable the office for releasing the dues via e- payment basis.
20. The Techno-Commercial Bids/Technical Bid (**Bid I**) shall be opened on **15<sup>th</sup> July, 2016 at 02:30p.m.** in the Committee Room, Administrative Block, ICAR Research Complex for NEH Region, Umiam, Meghalaya. Interested bidders may attend the opening.
21. If the above mentioned closing /opening day of the tender happened to be non - working date due to Bandh/Strike as any other reasons, the tender will be received & opened on the following working day at the same time except on the 2<sup>nd</sup> (second) Saturday.
22. Other terms & conditions, as may be decided by the Competent Authority from time to time, depending upon the condition & requirement of the supply. The intimation in this regard, shall be provided well in advance & the bidder/ supplier shall be bound by the said terms & conditions.
23. For any query/ clarification, the undersigned may be approached at:-  
Contact No.: 0364-2570355 (Tel- Fax)  
E - mail: [kcjoshiicar@yahoo.in](mailto:kcjoshiicar@yahoo.in)/[storesection@yahoo.in](mailto:storesection@yahoo.in)

Sd/- S. V. NGACHAN

DIRECTOR





Details specification of the Toners/Cartridges/Ink cartridges

Sl. No.	Item	Mode
	<b>HP Laserjet TONER BLACK</b>	<b>CARTRIDGE NO.</b>
1.	Q2610A HP LJ 2300 Series	10A
2.	Q6511A HP LJ 2400 Series	11A
3.	Q2612A HP LJ 1010/1020/3000 Series	12A
4.	Q2613A HP LJ 1300	13A
5.	C7115A HP LJ 1000/1200	15A
6.	Q7516A HP LJ 5200	16A
7.	Q2624A HP LJ 1150	24A
8.	C4129X HP LJ 5000/5100	29X
9.	Q5942A HP LJ 4250/4350	42A
10.	C8543X HP LJ 9040	43X
11.	Q5945 A	45A
12.	Q5949A HP LJ 1160/1320/3390/3392	49A
13.	Q7551A HP LJ 3005/3035	51A
14.	Q7553A HP LJ 2015	53A
15.	C4096A HP LJ 2100/2200	96A
16.	CB436A HP LJ P1505 (36A)	36A
17.	CB435A HP P1005/ P1006 HP LJ P1006	35A
18.	CC388A HP P1007/ P1008	88A
19.	CB 505 HP 2035	05A
20.	CE 255 HP 3015	55A
21.	CE 278 HP 1566/1606	78A
22.	CE Q7570 HP M5035	70A
	<b>HP Laserjet TONER Color CARTRIDGE NO.</b>	<b>Printer Model no.</b>
23.	Q6000A	HP CLJ 1600/2600 (B)
24.	Q6001A	HP CLJ 1600/2600 (C)
25.	Q6002A	HP CLJ 1600/2600 (Y)
26.	Q6003A	HP CLJ 1600/2600 (M)
27.	Q6470A	HP CLJ 3600/3800 (B)
28.	Q7581A/82/83	HP CLJ 3800 (C,M,Y)
29.	Q6471A	HP CLJ 3600 (C)
30.	Q6472A	HP CLJ 3600 (M)
31.	Q6473A	HP CLJ 3600 (Y)
32.	C9720A	HP CLJ 4650/4950 (B)
33.	Q7560A	HP CLJ 3000 (B)
34.	Q7561A	HP CLJ 3000 (M)
35.	Q7562A	HP CLJ 3000 (Y)
36.	Q7563A	HP CLJ 3000 (C)
37.	CB540 B	HP CLJ CP1215/1515
38.	CB541 C	HP CLJ CP1215/1515
39.	CB542 Y	HP CLJ CP1215/1515
40.	CB543 M	HP CLJ CP1215/1515
41.	CB530 B	HP CLJ CP2025/2320
42.	CB531/532/533	HP CLJ CP2025/2320

43.	CE310 B	HPCLJ CP1025/MFP175/126A
44.	CE311C	HPCLJ CP1ry.25/MFP/ 75
45.	CE312M	HPCLJ CP10257MFP175
46.	CE313Y	HPCLJ CP1025/MFP175
47.	CE320 B	HPCLJ CP1525N/MPF175NW
48.	CE321C	HPCLJ CP1525N/MPF175NW
49.	CE322M	HPCLJ CP1525N/MPF175NW
50.	CE323Y	HPCLJ CP1525N/MPF175NW
51.	CE250B	HPCLJ CP3525
52.	CE251/252/253	HPCLJ CP3525
53.	CE 740 B	HP CLJ5225
54.	CE 741/42/43	HPCLJ5225 (C,M,Y)
55.	CF 210(B)	HP CL5M251/276
56.	CF211/212/213(CMY)	HP CL5M251/276
57.	CF 350	HP 176/177
58.	CF 351/352/353	HP M170/177
59.	CF410	HP Pro 451/475
	<b>HP INK Black &amp; Color CARTRIDGE</b>	<b>CARTRIDGE No.</b>
60.	HP C9351AA	21A
61.	HP C9352AA	22A
62.	HP C8727A	27A
63.	HP C8728A	28A
64.	HP C9362ZZ	850
65.	HP C9363ZZ	857
66.	HP C9364ZZ	851
67.	HP C8765ZZ	852
68.	HP C8767ZZ	853
69.	HP C9361ZZ	854
70.	HP C8766ZZ	855
71.	HP C9369ZZ	858
72.	HP (CB335ZZ)	860
73.	HP (CB337ZZ)	861
74.	HP C4844A	10A
75.	HP 4836A /4837/4838	11C/11M/11Y

76.	C4811 /4812/4813/4810	11A Head
77.	HP C6615DA	15D
78.	HP C4936A/	18B
79.	HP 4937 /4938/4939	18C/M/Y
80.	HP C9391 /9392/9393	88C/M/Y
81.	HP C9396A (BLACK)	88B
82.	HP 51645AA	45A
83.	HP C6656AA	56A
84.	HP C6657AA	57A
85.	HP C6658A	58A
86.	HP C6578DA	78D
87.	HP C8721ZZ	801B
88.	HP C8771ZZ 18772Z/8773Z/877418775	801 C/M/Y /LC/LM
89.	HP CC640Z	818B
90.	HP CC643Z	818C
91.	HP C4911A /4912/4913	82C/M/Y
92.	CC630AA	21/22
93.	HP CC660AA	702B
94.	HPCC653AA	901B
95.	HPCC656AA	901C
96.	C563ZZ	802B
97.	C564ZZ	802 C
98.	CD971AA	920B
99.	CD972/973974	C/M/Y
100.	CD975AA	920XL (B)
101.	C4902A	940B
102.	C4907/4908/4909	940XL C/M/Y
103.	CN 049AA	950B
104.	C4906A	940XL(B)
105.	CN 045AA	950XL B
106.	CN 0046/0047/0048	951 XL C/M/Y
107.	CR321	802Combo
108.	CN 057AA	932B
109.	CN 053AA	932XLB

110.	CN 054AA/055AA/056AA	933 XL C/M/Y
111.	CB316ZZ	862B
112.	CB317ZZ	862PB
113.	CB318ZZ/319ZZ/320ZZ	862C/M/Y
114.	CZ665A(3610/3620)	960B
115.	CZ666A(3610/3620)	960XL

  
(S. Das Biswas)  
Administrative Officer (G)