



भारतीय राजमार्ग अभियन्ता अकादमी

(सड़क परिवहन एवं राजमार्ग मंत्रालय, भारत सरकार)

Indian Academy of Highway Engineers

(Ministry of Road Transport and Highways, Govt. of India)
A-5, Sector-62, Institutional Area, NH-24 Bypass, Noida-201301, UP, India

Tel 0120-2400085-86, 2405006-9, Fax 2400087

Email: iahe.training@gmail.com, Website: www.iahe.org.in

All communications to this office should be addressed to the Director by designation and not by name

IAHE/Admin/26/Consumables NIQ/Computer Items/2015-16

21.04.2017

Notice Inviting Quotations (NIQ)

To,
As per list identified
through Internet/ local enquiry
& web site of IAHE

Sub: Supply of Computer cartridges & toners to Indian Academy of Highway Engineers (IAHE), Noida.

Sir,

Your quotation may be submitted to Director in sealed envelope so as to reach by **11.05.2017, 14:00 hrs** in the format as given at **Annexure-I** (in the **letter head of agency**) as per the following terms and conditions for supply of computer cartridges and toners to IAHE. In the quotation, the letter number and date of this NIQ may be mentioned.

Terms & conditions

1. The Agency submitting quotation should have valid PAN and Sales tax registration number. Agencies are required to submit proposals in 2 covers. The **first cover shall contain a copy of PAN Card, Sales Tax registration number and security deposit of Rs. 20,000/- in the form of Demand Draft/ Bankers Cheque of a scheduled bank drawn in favour of Indian Academy of Highway Engineers payable at Noida.** The **second cover** shall contain the Financial Quote/ Quotation as given at **Annexure-I**. The first cover shall be opened at first and agencies who have submitted **PAN Card, Sales tax registration number and security deposit** shall be eligible for opening of the second cover i.e. the cover containing the Financial Quote. The supply order shall be awarded to the firm submitting the **lowest Financial Quote on the Grand Total basis**. Both the covers should be enclosed in a third cover with "Quotation for supply of Computer **cartridges & toners** in response to IAHE's NIQ bearing no. **IAHE/Admin/26/ConsumablesNIQ/ComputerItems/2015-16 dated 21st April 2017**".

2. All the items shall be of approved brand/ make and as per sample available in IAHE (Agency may like to see the sample before submitting the quotation) mentioned in Annexure-I of NIQ and have appropriate Guarantee/Warranty given by manufacturer.

3. In the first purchase order, quantities of procured items may vary between +25% and -25% from the quantities mentioned in Annexure-I of NIQ.

4. The rates quoted shall be valid upto 31.03.2018. In case IAHE requires more quantities during the validity period then the agency will be bound to supply additional quantities at the same rate.

5. The rates quoted should be inclusive of freight/ all taxes etc., and supply should be to the site in the Campus of IAHE, A-5, Sector-62, Noida, U.P.
6. Supply should be completed within thirty days (30) days after issue of supply order. **In case the agency fails to complete the supply with in specified period, than the security deposit is liable to be forfeited.**
7. Rates for all the items (mentioned in Annexure-I of NIQ) must be quoted by the agency/firm. If any agency/firm fails to quote the rate of any items, his quotation shall be considered as non-responsive/incomplete and shall be rejected. Evaluation will be done on the basis of Grand total price. Rates must be quoted as per units (Nos, Pkts, boxes) mentioned in the quantities column at Annexure-I.
8. Security deposit of bidders except lowest bidder is returned in original to the bidder's not later than 15 (Fifteen) days from the date of opening of financial proposal. The security deposit of the successful firm (lowest bidder) will be released within 07 days from supply of item mentioned in the Annexure-I of NIQ.
9. Any bid not accompanied by security deposit and documents, as mentioned above, shall be rejected by the Academy as non-responsive.
10. The IAHE shall not be liable to pay any interest on the security deposit and the same shall be interest free.
11. Payment shall be made through cheque or NEFT/RTGS within seven days of satisfactory supply of these items. Details of Bank A/c (name of account holder, nature of account, account number, bank name/ branch) shall be specified in the quotation. No part payment will be made.
12. In case any item is found defective, the same should be replaced with new one forthwith.
13. **If any disputes arise due to dealings between the successful bidder and IAHE here to or on account of interpretation of any term of this contract or otherwise due to this contract then the same may be decided by mutual consent otherwise the decision of Director, IAHE will be final and binding to the successful bidder.**
14. IAHE reserves the right to cancel the NIQ even after receipt of quotations without assigning any reason whatsoever.
15. Quotation shall be submitted to Director in sealed envelope superscribing "IAHE/Admin/26/ConsumablesNIQ/ComputerItems/2015-16 dated 21st April 2017" so as to reach by 11.05.2017, 14:00 hrs.

Yours faithfully,



(Sunil Kumar Gupta)
Deputy Director (Training)

Format should be on the letter head of the agency submitting the quotation

Letter No.

Dated:

To
The Director
Indian Academy of Highway Engineers (IAHE)
A-5, Institutional Area
Sector-62, Noida (UP)

Sir,

Please find our quotation with request to your NIQ bearing no.
IAHE/Admin/26/Consumables NIQ/Computer Items/2015-16 dated 21st April 2017.

Sl No	Item details	Brand/make and as per sample available in IAHE	Quantity required	Rate per unit in Rs inclusive of all taxes and freight	Total amount
1.	Computer cartridge HP 278A	HP	04 nos.		
2.	Computer cartridge HP CC 388A	HP	10 nos.		
3.	Computer cartridge HP CE 410A	HP	04 nos.		
4.	Computer cartridge HP CE 411A	HP	03 nos.		
5.	Computer cartridge HP CE 412A	HP	03 nos.		
6.	Computer cartridge HP CE 413A	HP	03 nos.		
7.	RICHO MP6002 – Black Toner	RICHO	06 nos.		
8.	RICHO MP2003 (No. 841933)– Black Toner	RICHO	06 nos.		
9.	RICHO MP2003 – Yellow Toner	RICHO	01 no.		
10.	RICHO MP2003 – Cyan Toner	RICHO	02 nos.		
11.	RICHO MP2003 – Magenta Toner	RICHO	01 no.		
Grand Total (Rs.)					

Total quoted amount Rs...../- (in words.....
only).

I accept all the terms and condition stated in the NIQ issued bearing no.

IAHE/Admin/26/ConsumablesNIQ/ComputerItems/2015-16 dated 21st April 2017.



Signature of Authorized Signatory
Name of the Firm with stamp and date