



National Research Centre for Orchids
(Indian Council of Agricultural Research)
Pakyong – 737 106, Sikkim, India

Tel. No: 91-03592-257954(Director)

Telefax 03592-257289

Web Site: <http://www.nrcorchids.nic.in>

Email: nrcorchids@rediffmail.com



F: No. NRCO/S/3/15-16/

Dated:

To,

Sub: Limited Tender for Rate Contract for Printer Cartridge, Toner for Photocopier machine and Stationery items at NRC for Orchids, Pakyong-reg

Dear Sir (s),

Sealed quotations are invited from reputed firms, Manufacturers, registered suppliers for **“Rate Contract for Supply of Printer Cartridge, Toner for Photocopier machine and Stationery items”** at NRC for Orchids, Pakyong” You are accordingly requested to furnish your quotations as per the specification given in **ANNEXURE-I** and **Terms and Conditions given in ANNEXURE-II** so as to reach this office on or **before 31/05/2015 at 2.30 P.M.**

Yours faithfully

(N.Sailo)

Asstt. Administrative Officer I/C

Copy to:

1. PA to Director, NRC for Orchids, Pakyong for his kind information.
2. Sh. Raj Kumar, Scientist (Floriculture) & In charge ARIS Cell, NRC for Orchids, Pakyong for information and also request you to kindly upload the tender notice in the Website of the Institute.
3. Notice Board, NRC for Orchids, Pakyong-737106

(N.Sailo)

Asstt. Administrative Officer I/C



राष्ट्रीय आर्किड्स अनुसंधान केंद्र

(भारतीय कृषि अनुसंधान परिषद)

पाकयोंग- 737106, सिक्किम, भारत



दूरभास नंबर : 91-03592-257703(AF&AO)

टेलीफैक्स नंबर : 03592-257289

वेबसाइट : <http://www.nrcorchids.nic.in>

ईमेल नंबर nrcorchids@rediffmail.com

फाइल संख्या : एन.आर.सी.ओ/एस /3/15-16/

दिनांक :

सेवामे ,

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विषय : प्रिंटर कैटरिज, फोटोकॉपियर टोनर और लेखन सामग्री आपूर्ति के लिए दर संविदा द्वारा सीमित निविदा सूचना।

महोदय,

राष्ट्रीय आर्किड्स अनुसंधान केंद्र, पाकयोंग में प्रिंटर कैटरिज, फोटोकॉपियर टोनर और लेखन सामग्री आदि दर संविदा द्वारा आपूर्ति के लिए सभी प्रसिद व्यवसाय, विनिर्माता, पंजीकृत आपूर्तिकारों से मोहोरबंद कोटेशन आमंत्रित किया जाता है। आप से अनुरोध है कि **अनुलग्न-I** में वर्णित सामग्री और **अनुलग्न-II** में वर्णित निबंधन एवं शर्त अनुसार आप का कोटेशन **इस कार्यालय में 31/05/2015, 2.30 बजे (अपरान्ह)** तक जमा करें।

भवदीय

(एन साइलों)

सहायक प्रशासनिक अधिकारी प्रभारी

प्रतिलिपि :

1. निदेशक की निजी सहायक, एन.आर.सी.ओ, पाकयोंग, निदेशक महोदय के लिए जानकारी एवं सूचनार्थ ।
2. श्री. राज कुमार, वैज्ञानिक (फ्लॉरिकल्चर) और प्रभारी वैज्ञानिक (एरिस सेल), एन.आर.सी.ओ, पाकयोंग को सूचनार्थ तथा यह निविदा सूचना को संस्था के वेबसाइट में अपलोड करने के लिए विनम्रत के साथ आग्रह करता हूँ ।
3. नोटिस बोर्ड, एन.आर.सी.ओ, पाकयोंग।

(एन साइलों)

सहायक प्रशासनिक अधिकारी प्रभारी

ANNEXURE-I

Proforma for furnishing rates

Date of opening: 31/05/2015

Time of Opening: 3.00 p.m.

Place : **National Research Centre for Orchids, Pakyong, Sikkim.**

<i>Sl.No</i>	<i>Printer Description</i>	<i>Cartridge/ Toner Description</i>	<i>Qty.Required (approx.)</i>	<i>Rate Quoted(Rs.)</i>
1.	HP Color Laser Jet 4600	1. C9720A-Black	02nos.	
		2. C9721A-Cyan	02nos.	
		3. C9722A-Yellow	02nos.	
		4. C9723A-Magenta	02nos.	
2.	HP Laser Jet P2015d	53A	07nos.	
3.	HP Laser Jet P1606dn	CE 278A	05nos.	
4.	HP Laser Jet P2055dn	CE 505A	04nos.	
5.	HP Laser Jet 1320	49A	08nos.	
6.	HP Laser Jet P 1008	88A	01 No.	
7.	HP Colour LaserJet CP1215	1. CB540A	01no.	
		2. CB541A	01no.	
		3. CB542A	01no.	
		4. CB543A	01no.	
8.	HP Laser Jet 1200	15A	03nos.	
9.	HP LaserJet PRO 400 M 401d	80 ACF 280A	7nos.	
10.	Ricoh DSM 725 Laser printer, photocopier & Scanner	Ricoh toner 2320D (Black)	10nos.	
	Ricoh Aficio MP 2000L2	Ricoh toner 1230D Colour Black	10nos.	
11.	Konica Minolta Photocopier machine BH-215	Konica Minolta TN118	08nos.	
12.	A4Size Xerox Paper	A4 Size	106Reams	

Date.....

Place:

Particulars of EMD:

D.D No.

Date:

Amount:

Bank (drawn on)

Signature with seal.....

Name of the Firm.....

Address of the Firm.....

Telephone No.....

ANNEXURE-II

Terms & Conditions:

1. The envelope containing the quotation should be **sealed and superscribed "Quotation for Rate Contract for Supply of Printer Cartridge, Toner for Photocopier and Stationery items" due on 31/05/2015** addressed to the Director of this Research Centre and should reach this office on or before **31/05/2015** **Quotation sent through FAX or e-mail will not be accepted.**
2. **Earnest money of Rs.3000.00 (Rupees Three thousand) only** must be attached with the quotation) tender by way of Bank Draft in favour of the Director, National Research Centre for Orchids (ICAR), payable at S.B.I., Pakyong Branch (9036) and no other mode of payment and any other bank will be accepted.
3. **Rates are to be quoted F.O.R. destination (NRC for Orchids, Pakyong-737106 inclusive of all charges.** Rate contract will be **valid for a period of One year from the date of their acceptance.** However Sales Tax may be shown separately in case the quoted items are not exempted from Sales Tax. Excise Duty is exempted for supply to the scientific organizations and certificate to this effect will be issued.
4. CST/ST/VAT/TIN registration No. of concerned authority should be indicated in the quotation as per Proforma **vide ANNEXURE-III.** Attested copies of income tax and sales tax clearance certificates (up to date) should be attached with the quotation, failing which quotation will be rejected.
5. The price of items should be quoted giving detailed specifications regarding size, dimension, type/quality of materials, make/brand etc. together with catalogues where available, up to latest model.
6. This Centre shall not be responsible for payment of transit insurance charges if any.
7. The payment shall be made by Account payee Demand Draft/Cheque drawn on State Bank of India after supply and satisfactory installation of the item as the case may be, No payment will be made against documents through bank.
8. Approximate time for delivery may be indicated. Normally supply is to be completed within 30 days after the issue of order from time to time as per the requirement during the period of Rate Contract.
9. The materials should be supported by printed documents and possible ISI Certificates/quality certificates issued by Govt. Organization / Department
10. Guarantee/Warranty period at least for one year should be allowed and necessary condition/ clause to this effect should be incorporated in the quotation.

11. The tender is meant for Rate Contract only for a definite period of One year. Acceptance of Rate Contract does not entail award of Supply order to the successful party for all the items listed in ANNEXURE-I, nor does the contract confer any right to the successful party for claiming award of supply order.
12. All disputes (if any) will be subject to jurisdiction at Gangtok, Sikkim or as decided by this Research Centre.
13. The Director of this Research Centre reserves the right to reject any or all the quotations / tenders or accept any in part or full without assigning any reason whatsoever.

(N.Sailo)
Asstt. Administrative Officer I/C

ANNEXURE-III

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
NATIONAL RESEARCH CENTRE FOR ORCHIDS, PAKYONG-737106

Name of the Firm/ Contractor/ Entrepreneur _____

Registered / Postal Address: _____

1.	E-mail Address	
2.	PAN No.	
3.	VAT/TIN Number, if applicable	
4.	Sales Tax/Service Tax Registration No., if applicable	
5.	Bank details i) Bank Name ii) Branch Address iii) Account Number	

Name of the Authorized Signatory
Stamp & Signature

Sl.No	Printer Description	Cartridge/ Toner Description	Qty.Required (approx.)	Rate Quoted(Rs.)
1.	HP Color Laser Jet 4600	5. C9720A	02no.	
		6. C9721A	02no.	
		7. C9722A	02no.	
		8. C9723A	02no.	
2.	HP Laser Jet P2015d	53A	05nos.	
3.	HP office Jet J4580 All-in -One	1. 901 (Black)	01no.	
		2. 901 (Color)	01no.	
4.	HP Laser Jet P1606dn	78A	01no.	
5.	HP Laser Jet P2055d	05A	02nos.	
6.	TVS Dot matrix printer	TVS-E Ribbon Cassette MSP 345 Star	01no.	
7.	HP Laser Jet 1320	49A	05 nos.	
8.	HP Laser Jet P1008	88A	01no.	
9.	EPSON STYLUS PHOTO 895	T007, T008	02 nos.	
10.	EPSON STYLUS PHOTO T60	T0851 to T0856	06nos	
11.	HP Colour LaserJet CP1215	5. CB540A	01no.	
		6. CB541A	01no.	
		7. CB542A	01no.	
		8. CB543A	01no.	
12.	HP color printer Cum Fax and Scan (HPPSC 750)	1. HP-15 (Black)	01no.	
		2. HP Tricolor-78	01no.	
13.	HP Deskjet D1560	1. 21 (Black)	01no.	
		2. 22 (Colour)	01no.	
14.	HP LaserJet 1000 Series	15A	01no.	
15.	HP Laser Jet 1200	15A	01no.	
16.	Ricoh DSM 725 Laser printer, photocopier & Scanner	Ricoh toner 2320D (Black)	01no.	
17.	Konica Minolta Photocopier machine BH-215,	Konica Minolta TN118	01 no.	