



Baba Farid University of Health Sciences

Sadiq Road, Faridkot- 151203 (Pb.)

Phone: 01639-256232, 256236

Website: www.bfuhs.ac.in e-mail: upfdbfuhs2022@gmail.com

No.16 BFUHS (PUR-41)2023/ 7656-S8

Dated: 05/06/2022

INVITING QUOTATION FOR SUPPLY OF ORIGINAL TONER CARTRIDGES FOR CANON PHOTOCOPIER MACHINES

Sealed quotations are hereby invited for supply of Original Toner Cartridges for canon photocopier Machines as per the terms & conditions mentioned below. The filled quotations along with all the required documents must reach the office of the Registrar on or before **16/06/2023 1.00 PM** through Speed Post/Registered Post/Trackable courier only. **By Hand quotations will not be entertained.** The Envelope containing the quotation would please be sealed and superscripted as under: -

"RATES FOR SUPPLY OF TONER CARTRIDGES FOR CANON PHOTOCOPIER MACHINES"

TERMS AND CONDITIONS: -

1. Bidder shall submit **Firm's registration certificate**, GST registration certificate, Delivery Period. Each and every document duly signed.
2. The Bidder will submit OEM Certificate in original which quantify that toner cartridges have been procured from OEM/Authorized partner.
3. The quotations received after deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay, the University will not be responsible. **The offer Submitted Fax/Email/By Hand shall not be considered and no correspondence will be entertained in this matter.**
4. Quotations must be in the enclosed prescribed Proforma on the letterhead of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, in case of signing of the quotation by the authorized representative letter of authorization must be attached with the quotation. The Quotation should be submitted at following address:

**THE REGISTRAR,
BABA FARID UNIVERSITY OF HEALTH SCIENCES, SADIQ ROAD, FARIDKOT.**

5. Please confirm that the total amount inclusive of all taxes mentioned in the Commercial details. Rates must be quoted FOR (Store Section BFUHS, Faridkot) basis (including Freight charges, Insurance, installation etc.)
6. GST or any other taxes as per Govt. norms shall be applicable from time to time.
7. Incomplete and conditional Quotation (s) will not be accepted. Price bid must be signed by your authorized representative bearing Company Stamp. Bidder's signature is Mandatory.
8. Bidder /Vendor has to be authorized dealer of CANON Company.
9. No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.

P.T.O

10. The rates quoted must be valid for 180 days minimum from the date of issuance of the first purchase order.
11. RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of the supplier/firm/agency.
12. The firm/agency may satisfy the following conditions and attach a self-attested copy of the same with the quotation: - Firm shall be registered with the Government of Punjab / Central Government. - The firm shall have valid GSTIN and IT PAN.
13. **The University is National importance engaged in Education and Research the Bidders/Vendors shall give /offer a special educational discounts on quoted rates.**
14. BFUHS, Faridkot reserves the right to increase or decrease the quantity. The decision of Quantity of material in the BFUHS, Faridkot will be final in this regard.
15. If any of the items /materials mentioned is already under the GEM rate contract, you are requested to give us the advantage of the contract rates as BFUHS, Faridkot is the University established by the Government of Punjab.
16. Information Brochure/Product Catalogue, if any must be accompanied with the quotation.
17. The Vendor/Bidder shall furnish information of the Client list.
18. **Payment Terms:** Payment will be only after satisfactorily delivery / commissioning of material and after inspection/verification by the BFUHS, Faridkot. The vendor will be required to submit the bills in triplicate along with the delivery memo.
19. BFUHS, Faridkot reserves the right to reject any quotation or part or the whole of the inviting quotation process without assigning any reason. The decision of the BFUHS, Faridkot will be final in this regard.

SPECIAL TERMS & CONDITIONS:

Bidder/Vendor must quote the rate of the product as per specification provided in Annexure 1.


Prof In-charge (UPFD)

Copy to:

1. PA to Registrar for the information of Registrar.
2. IT cell for upload on university web site.
3. Notice Board.


Prof In-charge (UPFD)

[On the letterhead of firm]

ANNEXURE "1" PRICE BID FORM

To,

The Registrar,
Baba Farid University of Health Sciences,
Sadiq Road, Faridkot - 151203.

Dear Sir,

I/We _____ submitted
"Quotation for Supply of Original Toner Cartridge for Canon Photocopier Machines at BFUHS, Faridkot Against
Quotations DUE ON 16.06.2023 1.00 PM for Supply of Toner Cartridge for Canon Photocopier Machines at
BFUHS, Faridkot".

I/We thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing
which my quotation will be rejected out rightly.

I/We hereby offer to supply at the following rates.

Sr. No	Particular	Qty	Price/ Unit (INR)	Any Discount	GST	Total Amount Inclusive of TAX (INR)
1	Toner cartridges Canon make, T06 Black for Canon Image Runner 1643i II machine	10				
2	Toner NPG 36 for iR5055 canon photocopier	1				
3	Toner NPG 51 iR2530 canon photocopier	1				

Note: -

1. The bidder must be Authorized Distributor/ Authorized Dealer/ Authorized Sub – Dealer for required item. In this regards only latest ink signed authorization certificate is valid. (Certificate must be attached by Bidder).
2. The firm will submit OEM Certificate in original which quantify the PO stating that these toner cartridges have been procured from OEM/Authorized partner with each invoice against purchase order.
3. The supplier may be asked to arranging demonstration of their equipment for which rates have been quoted, to the BFUHS Faridkot, if required. The expenditure incurred for demonstrating the items will be borne by the supplier.
4. The bidder must quoted their quotation only in above said format on the letter of firm otherwise quotation will be REJECTED. Catalog must be attached with quotation for technical evaluation.

(Signature of Authorized Person)

Name: _____
Name of Firm/Company/Agency _____
Contact No. _____
Email: _____