



**Office of the Director**  
**INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES,**

**SHEIKHPURA, PATNA-14.**

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**Short Quotation Notice No- 11 / 2024-2025 / IGIMS / Store**

**QUOTATION NOTICE**

**Supply of Original Printer Cartridge**

Sealed quotations in two Bid System (Technical and Price) are invited from manufacturers or their authorized dealer / distributor / stockiest for the supply of Original Printer Cartridges to Indira Gandhi Institute of Medical Science, Sheikhpura, Patna (Bihar). The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise. The Director, Indira Gandhi Institute of Medical Sciences, Patna reserves the right to select the item (in single or multiple units) or to reject any quotation wholly or partly without assigning any reason. Incomplete quotations, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

**Specification & Allied Technical Details**

**Original Printer Cartridge**

| Sr. No. | Items Description                         | Quantity       |
|---------|---|----------------|
| 1.      | HP Laset Jet Toner Cartridge (110A)       | 1000 Pcs.      |
| 2.      | HP Laset Jet Toner Cartridge (12A)        | 1000 Pcs.      |
| 3.      | HP Laset Jet Toner Cartridge (88A)        | 1000 Pcs.      |
| 4.      | HP Laset Jet Toner Cartridge (79A)        | 1000 Pcs.      |
| 5.      | HP Laset Jet Toner Cartridge (126A) Black | 50 Pcs.        |
| 6.      | HP Laset Jet Toner Cartridge (126A) Color | 50 Pcs. (Each) |
| 7.      | HP Laset Jet Toner Cartridge (166A)       | 50 Pcs.        |
| 8.      | HP Laset Jet Toner Cartridge (218A)       | 50 Pcs.        |
| 9.      | HP 803 Black                              | 10 Pcs.        |
| 10.     | HP 803 Color                              | 10 Pcs. (Each) |
| 11.     | HP 805 Black                              | 50 Pcs.        |
| 12.     | HP 805 Color                              | 50 Pcs. (Each) |
| 13.     | HP 204A Black                             | 20 Pcs.        |
| 14.     | HP 204A Color                             | 20 Pcs. (Each) |
| 15.     | RICOH Toner 2014AD                        | 50 Pcs.        |
| 16.     | RICOH Toner M1005                         | 25 Pcs         |
| 17.     | RICOH Toner 1230D                         | 25 Pcs         |
| 18.     | CANON 071 (LBP-122dw model)               | 500 Pcs        |
| 19.     | CANON 925                                 | 20 Pcs         |
| 20.     | CANON MF 3010                             | 10 Pcs         |
| 21.     | EPSON Inkjet L3110 Black                  | 20 Pcs         |
| 22.     | EPSON Inkjet L3110 Magenta                | 20 Pcs         |
| 23.     | EPSON Inkjet L3110 Yellow                 | 20 Pcs         |
| 24.     | EPSON Inkjet L3110 Cyan                   | 20 Pcs         |
| 25.     | EPSON 664 Black                           | 20 Pcs         |
| 26.     | EPSON 664 Color                           | 20 Pcs         |
| 27.     | KONICA (C226i) TN- 228                    | 20 Pcs         |

Interested bidders are requested to quote their most competitive prices and submit sealed quotation bearing this tender reference and submit on **21 / 10 /2024** or before **4:00 PM.** at the office of “The Director, Indira Gandhi Institute of Medical Sciences, Sheikhpura, Patna – 800014 (Bihar) through Regd. Post / Speed Post / Courier service only. Any bids received after **4:00 P.M.** on **21 / 10 /2024** shall not be considered.

The Technical Bids will be opened on **22 / 10 / 2024** at **3:00 PM.** at Conference Hall, Administrative Block of the Institute. The bidders or their authorized representatives may also be present during the opening of the Technical Bid, if they desire so, at their own expenses. The date & time for opening of Financial Bids will be informed later on to the technically qualified bidders.

**The quotation should be accompanied by attested copies of the following: MARKED AS COVER A: TECHNICALBID**

(i) **EXECUTION OF SIMILAR CONTRACTS** : Details of supplies (Quoted items) made during the past 3 financial years 2020-2021, 2021-2022 & 2022 -2023 with summary of Purchase orders (minimum 3) for the quoted items to Govt. Institutions/ Govt. PSUs or to programs sponsored by WHO, UNICEF, UNOPS, RITES etc must be submitted by the Bidder.

(ii) **Income Tax Return:** Income Tax Return of bidder for the last three successive years 2020-2021, 2021-2022, 2022-2023.

(iii) **GST REGISTRATION NUMBER:** Attested Photocopy of GST Registration number must be submitted with the Bid document.

(iv) **Permanent Account Number:** Attested Photocopy of PAN Card of the Bidder issued by Income Tax Department need to be submitted.

(v) **In case of dealer / distributor / stockiest, authorization letter issued by the OEM against in favour of the bidders against the Quotation Notice No.11 / 2024 – 2025 / IGIMS / Store must be submitted.**

(vi) **NON-CONVICTION CERTIFICATE & BLCKLISTING:** Attach Notarized Affidavit to the effect that the Company / firm has not been blacklisted / de-registered / de-barred by any Govt. Institutions / Hospitals.

**(Bids for any items for which the Bidder has been blacklisted or debarred by any State/UT Government /Central Government /Procurement Agencies due to quality failure or fraudulent/illegal practices of the supply will not be considered.)**

(vii) **FIRM DELIVERY SCHEDULE & SUPPLY CONDITIONS & PENALTIES:** Supply shall commence within 7 days from the date of order and supply of ordered quantity shall be completed within 14 days from the date of issuing the order.

**In case if MRP is encrypted on the body of the items to be supplied, the successful bidder should ensure omission/strikeout of the same prior to commencement of supply.**

**In case there is delay in delivery beyond the stipulated period as mentioned in the purchase order, there shall be penal deduction @ 1 % of the value of delayed goods per day of delay or part thereof subject to a maximum of 10 % of the total order value.**

**Once the maximum price reduction is reached, termination of the supply order may be considered. Non- performance of the contract provisions shall make the successful bidder liable to be disqualified to participate in any tender for the next 3 years, in addition to forfeiture of Security Deposit.**

(viii)**Tender Cost:** A Demand draft of Rs. 2500/- (Rupees: Twenty Five Thousand only) towards non-refundable tender fee, drawn in favor of “The Director, IGIMS, Patna” payable at Patna (Bihar) should accompany the Technical bid documents. In the absence of tender cost, the tender will not be accepted.

(ix)**Earnest Money Deposit (EMD):** A refundable amount of ₹50,000/- (Rs. Fifty Thousand Only) as earnest money deposit (EMD) in the shape of DD from a scheduled bank in India (valid for a minimum period of 3 months from the date of submission of tender) should accompany the bid documents. The DD drawn in favor of “The Director, IGIMS, Patna” payable at Patna (Bihar) should accompany the bid documents. The EMD should be kept in a separate sealed envelope, should be marked clearly and put in the outer envelope that contains the technical and financial bid envelopes. Failure to deposit Earnest Money will lead to rejection of tender. In the event of the awardees bidder backing out, EMD of that bidder will be forfeited.

(i)**PAYMENT PROVISIONS:** Payment will be made within 30 days from receipt and acceptance of materials at destination against submission of bill & receipted challan (in triplicate) with stock entry details.

(ii) **The proposed quantity of the items may increase or decrease as per requirement. The rate should be valid for a period of one year with effect from the date of issue of the first supply order. Further, the proposed quantity of items may not be purchased in one lot. It will be purchased based on the requirement as and when required over a period of next one year.**

iii) The bidder must be able to provide the product/items within specified time period (i.e. within 07 days from the date of issue of Supply Order) as prescribed in the Purchase Order. Further more on completion of the stipulated time period, Purchase Order may be cancelled if failing above condition as per terms & conditions of Institute norms. On non-compliance, Supply Order will be cancelled and security deposits will be forfeited. Apart from above, firm will be blacklisted for three years, any further participation in any tender of the Institute and legal action will be initiated for recovery of losses.

**The quotation should be accompanied by signed & sealed copy of Price Bid: MARKED AS COVER B: Price BID:**

The two separately sealed covers {Technical bid (Cover “A”) and Price Bid (Cover “B”)} shall be placed together inside another cover which shall be sealed and super scribed as “ TENDER towards supply of Original Printer Cartridge” and addressed to “The Director, Indira Gandhi Institute of Medical Sciences, Sheikhpura, Patna – 800014 (Bihar)” will be received up to **21 / 10 / 2024** on or before **4 .00 P.M.** to The Director, Indira Gandhi Institute of Medical Sciences, Sheikhpura, Patna – 800014 (Bihar) through Regd. Post / Speed Post / Courier service only.

**Format for Financial Bid**

(To be submitted on the letterhead of the company / firm) duly typed, signed and stamped. Handwritten price bids will not be considered and summarily rejected.

| SN                   | Description of Items                      | Brand/Make | Unit | Qty.           | Unit Rate | Taxes (GST) | Unit Rate with taxes |
|----------------------|---|------------|------|----------------|-----------|-------------|----------------------|
| A                    | B   | C          | D    | E              | F         | G           | (F+G)                |
| 1.                   | HP Laser Jet Toner Cartridge (110A)       | HP         |      | 1000 Pcs.      |           |             |                      |
| 2.                   | HP Laser Jet Toner Cartridge (12A)        | HP         |      | 1000 Pcs.      |           |             |                      |
| 3.                   | HP Laser Jet Toner Cartridge (88A)        | HP         |      | 1000 Pcs.      |           |             |                      |
| 4.                   | HP Laser Jet Toner Cartridge (79A)        |            |      | 1000 Pcs.      |           |             |                      |
| 5.                   | HP Laser Jet Toner Cartridge (126A) Black | HP         |      | 50 Pcs.        |           |             |                      |
| 6.                   | HP Laser Jet Toner Cartridge (126A) Color | HP         |      | 50 Pcs. (Each) |           |             |                      |
| 7.                   | HP Laser Jet Toner Cartridge (166A)       | HP         |      | 50 Pcs.        |           |             |                      |
| 8.                   | HP Laser Jet Toner Cartridge (218A)       | HP         |      | 50 Pcs.        |           |             |                      |
| 9.                   | HP 803 Black                              | HP         |      | 10 Pcs.        |           |             |                      |
| 10.                  | HP 803 Color                              | HP         |      | 10 Pcs. (Each) |           |             |                      |
| 11.                  | HP 805 Black                              | HP         |      | 50 Pcs.        |           |             |                      |
| 12.                  | HP 805 Color                              | HP         |      | 50 Pcs. (Each) |           |             |                      |
| 13.                  | HP 204A Black                             | HP         |      | 20 Pcs.        |           |             |                      |
| 14.                  | HP 204A Color                             | HP         |      | 20 Pcs. (Each) |           |             |                      |
| 15.                  | RICOH Toner 2014AD                        | RICOH      |      | 50 Pcs.        |           |             |                      |
| 16.                  | RICOH Toner M1005                         | RICOH      |      | 25 Pcs         |           |             |                      |
| 17.                  | RICOH Toner 1230D                         | RICOH      |      | 25 Pcs         |           |             |                      |
| 18.                  | CANON 071 (LBP-122dw model)               | CANON      |      | 500 Pcs        |           |             |                      |
| 19.                  | CANON 925                                 | CANON      |      | 20 Pcs         |           |             |                      |
| 20.                  | CANON MF 3010                             | CANON      |      | 10 Pcs         |           |             |                      |
| 21.                  | EPSON Inkjet L3110 Black                  | EPSON      |      | 20 Pcs         |           |             |                      |
| 22.                  | EPSON Inkjet L3110 Magenta                | EPSON      |      | 20 Pcs         |           |             |                      |
| 23.                  | EPSON Inkjet L3110 Yellow                 | EPSON      |      | 20 Pcs         |           |             |                      |
| 24.                  | EPSON Inkjet L3110 Cyan                   | EPSON      |      | 20 Pcs         |           |             |                      |
| 25.                  | EPSON 664 Black                           | EPSON      |      | 20 Pcs         |           |             |                      |
| 26.                  | EPSON 664 Color                           | EPSON      |      | 20 Pcs         |           |             |                      |
| 27.                  | KONICA (C226i) TN- 228                    | KONICA     |      | 20 Pcs         |           |             |                      |
| <b>Total Amount:</b> |   |            |      |                |           |             |                      |

- The Institute reserves the right to accept in part or in full or reject any or more Tender/offer without assigning any reasons or cancel the tendering process and reject all Tender at any time prior to award of contract, without accepting any liability, whatsoever.
- L1 shall be decided on lowest total amount including taxes.
- All disputes shall be subject to Patna (Bihar) Jurisdiction only.
- Prospective bidders are advised to regularly visit [www.igims.org](http://www.igims.org) for corrigendum / amendments etc., if any, it will be notified on this portal only and no separate advertisement will be made in newspaper.

Sd/  
Director,  
I.G.I.M.S. – Patna