

**MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR**

**Inviting Quotation for Supply of Printer Cartridge for HP Printers**

Invitation of quotation for Supply of Printer Cartridge for HP Printers at Maharashtra National Law University, Nagpur Sealed Quotations are hereby invited by the undersigned for Supply of Printer Cartridge for HP Printers as per terms & conditions mentioned below. The filled quotations along with all the required documents must reach the office of the undersigned on or before 21.11.2022 15.00 hrs. The Envelope containing the quotation would please be sealed and superscribed as under: -

**“Rates for supply Printer Cartridge for HP Printer Against Inquiry No. Admin/Gen/22-01/2022- MNLU, Nagpur”.**

Issue date	November 13, 2022
Last date of submission	November 21, 2022
Date of opening Price Bid	Will be informed later

Sl No	Particulars	Annexure
1	Price Bid	1

**A). Terms & Conditions:**

1. Bidder shall submit Firm’s registration certificate, GST registration certificate, Delivery period. Each and every documents duly signed.
2. The quotations received after this 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 shall not be considered and no correspondence will be entertained in this matter.
3. Quotations must be in the enclosed prescribed Performa 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,**  
**MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR,**  
Waranga, PO: Dongargaon (Butibori),  
Nagpur-441108, Maharashtra, India.
4. Rates must be quoted in Indian rupees and as per the format specified taxes extra if any must be written separately.
5. Please confirm that the total amount mentioned in the Commercial details. Rates must be quoted FOR 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 HP Company.
9. No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.

10. The rates quoted must be valid for 60 days minimum from the date of opening of the quotation.
11. Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.
12. RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of the supplier/firm/agency.
13. 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 Maharashtra / Central Government. - The firm shall have valid GSTIN and IT PAN.
14. The University is National importance engaged in Education and Research the Bidders/Vendors shall give /offer a special educational discounts on quoted rates.
15. MNLU, Nagpur reserves the right to increase or decrease the quantity. The decision of Quantity of material in the MNLU, Nagpur will be final in this regard.
16. 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 MNLU, Nagpur is the University established by the Government of Maharashtra.
17. Information Brochure/Product Catalogue, if any must be accompanied with the quotation.
18. The Vendor/Bidder shall furnish information of the Client list.
19. **Delivery Period** –within 8-10 days from the date of receipt of the Purchase order. Goods shall be supplied/delivered by the Vendor/Bidder at the University free of cost on working days. Delivery of material as per specification.
20. **Liquidated Damage:** - If the supplier fails to deliver the material on or before the stipulated date, then a penalty at the rate of 0.5 % per week of the total order value shall be levied subject to a maximum of 10% of the total order value.
21. **Payment Terms:** Payment will be only after satisfactorily delivery / commissioning of material and after inspection by the MNLU, Nagpur. The vendor will be required to submit the bills in triplicate along with the delivery memo.
22. MNLU, Nagpur 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 MNLU, Nagpur will be final in this regard.

**B). Special Terms &Conditions:**

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



*[Handwritten signature]*

REGISTRAR

Encl.: Annexure 1 (Format of Price Bid)

[On the letterhead of firm]

**ANNEXURE “1” PRICE BID FORM**

To,  
Registrar  
MNLU, Nagpur

Dear Sir,

1. I/We ..... submitted  
“Quotation for Supply of Printer Cartridge for HP Printer at MNLU, Nagpur Against the  
Inquiry No. Admin/Gen/22-01/2022” DUE ON 21.11.2022 15.00 Hrs for Supply of Printer  
Cartridge for HP Printer at MNLU, Nagpur”.

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

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

S. No	Particular	Qty	Price/ Unit (INR)	Any Discount	GST	Total Amount Inclusive of TAX (INR)
1	HP CF410A (BLACK) Toner Cartridge	12				
2	HP CF411A (CYAN) Toner Cartridge	7				
3	HP CF412 (YELLOW) Toner Cartridge	7				
4	HP CF413 (MAGENTA) Toner Cartridge	7				
5	HP 88A ( CC388AD)Toner Cartridge	15				
6	HP 30A (CF230A) Toner Cartridge	15				
7	HP 32 A (CF232A) Drum Unit	6				

**Note: -**

- 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).
- The supplier may be asked to arranging demonstration of their equipment for which rates have been quoted, to the MNLU Nagpur, if required. The expenditure incurred for demonstrating the items will be borne by the supplier.
- 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 \_\_\_\_\_

Phone No. \_\_\_\_\_

Email: \_\_\_\_\_