

**NOTICE INVITING TENDER FOR THE SUPPLY OF CARTRIDGE, CARTRIDGE DRUM, AND CARTRIDGE POWDER FOR CANON PRINTERS AT IIM TIRUCHIRAPPALLI**

**E-Tender No. 25SP101T dated: 19.06.2025**

Details	Date	Time	Venue
Name of Work/ Service	<b><i>“Tender for the Supply of Cartridge, Cartridge Drum and Cartridge Power for Canon Printers at IIM Tiruchirappalli”</i></b>		
Date of issue of Tender Document	19.06.2025	17.00 Hrs. onwards	-
Last date for Submission of Tenders	09.07.2025	17.00 Hrs.	-
Opening of Technical Bid and Price Bid ( <i>Tentative</i> )	11.07.2025	11.00 Hrs.	-
Validity of Tender	<b>90 days</b> from the date of opening of the price bid.		
Tender Document	From 19.06.2025 to 09.07.2025 (up to 17:00 Hrs.) on the e-tendering website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> The tender document can only be obtained after registration of the tenderer on the website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> .		
Mode of Submission of Tender	The process will be conducted only through the Central Public Procurement (CPP) Portal online.		

**OVER VIEW**

Indian Institute of Management Tiruchirappalli (IIM Tiruchirappalli) is an Institute of National Importance under the Ministry of Education, Government of India. For more details about IIM Tiruchirappalli, please visit our website at [www.iimtrichy.ac.in](http://www.iimtrichy.ac.in).

IIM Tiruchirappalli invites e-tenders from the service providers/contractors for the ***Supply of Cartridge, Cartridge Drum, and Cartridge Power for Canon Printers at IIM Tiruchirappalli.***

Service Description	Estimated Tender Value (Excluding GST)
<b><i>Supply of Cartridge, Cartridge Drum, and Cartridge Power for Canon Printers at IIM Tiruchirappalli.</i></b>	Rs. 1,50,000/-

## **Procedure for Submission of Bids**

### **1. General**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, preparing their bids in accordance with the requirements, and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **2. Registration**

- a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal, which is free of charge.
- b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c) Bidders are advised to register their valid email addresses and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g., Sify/nCode/eMudhra, etc.), with their profile.
- e) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible for ensuring that they do not lend their DSCs to others, which may lead to misuse.
- f) Bidder shall then log in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

### **3. Searching for Tender Documents**

- a) There are various search options built in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords, etc., to search for a tender published on the CPP Portal.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to inform the bidders through SMS/e-mail in case a corrigendum is issued to the tender document.
- c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

#### **4. Preparation of Bids**

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents, including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
- c) Bidder, in advance, should keep the bid documents ready to be uploaded as indicated in the tender document/schedule, and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 200 dpi with colour/black and white option, which helps in reducing the size of the scanned document.
- d) To avoid the time and effort required in uploading the same set of standard documents, which are required to be uploaded as a part of every bid, a provision of uploading such standard documents (e.g., PAN card copy, GST Certificates, auditor certificates, etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process

#### **5. Submission of Bids**

- a. The Bidder should submit the bid online in two parts, viz. Technical Bid and Price Bid. Technical Bid, along with required documents, should be in PDF format and uploaded online. Price Bid in MS Excel “.xls” format only should be uploaded online.
- b. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time, i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- c. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- d. Bidders are requested to note that they should necessarily submit their financial bids in the format provided, and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and filled out by all the bidders. Bidders are required to download the BOQ file, open it, and complete the blue coloured (unprotected) cells with their respective financial quotes and other details (such as the name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save them and submit them online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- e. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referring to the deadlines for submission of the bids by the bidders, opening of bids, etc. The bidders should follow these timelines during bid submission.

- f. All the documents being uploaded by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the Secure Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system-generated symmetric key. Further, this key is subjected to asymmetric encryption using buyers'/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- g. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- h. Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- i. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
- j. The off-line Tender will not be accepted, and no request in this regard will be entertained whatsoever.

## TECHNICAL SPECIFICATION

The details of the technical specifications are updated in the table below:

Sl. No	Description of items	Unit	Quantity
1	New Original Canon 337 Cartridge for Canon MF232W Printer. Cartridge Model: Canon Cartridge 337	Nos	20
2	Cartridge Drum for Canon MF232W Printer. Cartridge Model: Canon Cartridge 337	Nos	50
3	Cartridge Powder for Canon MF232W & HP 202dw Printer. Cartridge Model: Canon 337 & HP88A Minimum – 100 grams Make: ProDot, Zebra, GPS, Proffisy, Printer Star, Print Magic	Bottles	50

### **Note:**

- a) The bidders should quote the rate for the supply of the original products only for the new cartridge. If the vendor provides compatible products for the cartridge, the Purchase Order will be cancelled, and a penalty will be imposed.
- b) The bidder should quote only for the good quality Cartridge Powder (Bottles), and the Cartridge Powder (Packets) will not be acceptable. If the vendor provides the Cartridge Powder (Packets), the Purchase Order will be cancelled and a penalty will be imposed.

- c) All the products should be well packed and sealed. The repacked or refurbished items will not be accepted.
- d) The bidders should submit the **Canon Authorized Dealership certificate**; else, the bid will not be considered.

### **General Terms & Conditions**

1. ***The total amount should include supply, packing, forwarding, loading and unloading, freight, etc., and exclude GST.***
2. **Delivery at:**  
Stores Department, 2<sup>nd</sup> Floor of Admin Block  
Indian Institute of Management Tiruchirappalli  
Trichy- Pudukkottai High way, Tiruchirappalli – 620 024.  
**Contact: Email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in); Phone: 0431 – 2505121/53/67**
3. The Bidder (s) should be registered with the Goods and Services Tax Council for the purpose of Goods & Services Tax (GST). A copy of the GST registration certificate has to be submitted with the tender document. ***A copy of the GST Registration Certificate, PAN, and Bank account details should be submitted along with the Bid.*** The names appearing on all these documents and the tender document should be the same or linked.
4. **Delivery Schedule:**
  - a. The vendor should supply all the items within 15 days from receipt of the Purchase Order.
  - b. In case the firm fails to complete the delivery within the specified period, the Work/Purchase Order as a whole will be terminated. Applicable penalties would be levied on the supplier/vendor. The decision of the competent authority in the matter of penalties would be final and binding.
5. **Payment Terms:**
  - a. No advance payment will be made in any case.
  - b. Payment will be released within 25 days, from the date of delivery of all items along with submission of the Original Invoice/Bill.
  - c. TDS and any other Government levies applicable on bills as per Government instructions/ notifications issued from time to time shall be applicable and deducted from the Service Provider's bills.
6. **Penalty Clause:**

Deficiency/delay in work/services will be construed as lapses on the part of the vendor. Such lapses due to the Vendor will be viewed seriously, and penalties will be imposed on the Vendor in case of any delay in completing the required work as covered by this Tender within the stipulated date and timings. IIM Tiruchirappalli reserves the right to impose the penalty, and the quantum of the penalty will be decided in individual cases, and the decision of the competent authority at IIM Tiruchirappalli shall be final and binding.

**7. Performance Security Details:**

- a. The successful Bidder will be required to remit an interest-free Performance Security Deposit of 10% of the Purchase Order value through online transfer to the IIM Tiruchirappalli Bank Account, within five working days from receipt of the purchase order. *The security deposit will be refunded to the vendor after the supply of all the items, along with the final payment, after adjusting applicable deductions, if any.*
- b. Performance Security will be forfeited if the vendor fails to perform/abide by any of the terms or conditions of the contract.
- c. In case, the Vendor fails to provide the required services as covered by this Tender within a specified delivery period, the same items will be obtained from the open market, and the difference of cost, if any, will be recovered from the Performance Security or from the pending bill(s) of the defaulting firm or from the vendor if the recoverable amount exceeds the Performance Security and there are no pending bills due to be paid to the respective vendor.

**8. Additional Quantity Clause:**

IIM Tiruchirappalli shall exercise an option to procure an additional Quantity of the items in addition to the quantity initially mentioned in the tender in accordance with the same rate, terms & conditions of the tender. It will be entirely at the discretion of the Buyer (IIMT) to exercise this option or not.

**9. Repeat Order Clause:**

IIM Tiruchirappalli shall place the Repeat Order for the same quantity of the items or less as per the rate quoted by the successful Bidder (L1) within six months from the date of supply/successful completion of the work, and also with the same terms & conditions of the tender. In extraordinary circumstances, Repeat Order shall be placed within 01 (one) year. It would be entirely at the discretion of the buyer (IIMT) to place the repeat order or not.

10. **Subletting of Work:** The firm/agency should not assign or sublet the work/job or any part of it to any other person or party. The Tender is not transferable. Only one Tender shall be submitted by one tenderer.
11. Bidder should take into account the Corrigendum/Addendum published in the CPP Portal and the IIM Tiruchirappalli website on the tender page from time to time before submitting the bids.
12. If you have any technical queries, please email: [saict@iimtrichy.ac.in](mailto:saict@iimtrichy.ac.in) with a copy to [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in). You may also call in Phone: 0431 – 250 5047/5073 before submission of the quotation.
13. *The bidder should quote the rate for all the items; failing which, the tender will not be considered for further evaluation.*
14. IIMT reserves the right to change/ extend/ modify/ amend, or delete any of the conditions, clauses, or items stated therein any or all provisions of this Tender document. Such revisions/amendments/corrigenda will be made available on the website of the CPP Portal and the IIMT Tender portal.
15. IIMT also reserves the right to withhold or withdraw the process at any stage with intimation to all the bidders who have submitted the tender.
16. Tax will be deducted as per the rule in force.
17. **Jurisdiction:** All disputes arising out of this contract shall be subject to the Courts at Tiruchirappalli.



**18. Warranty:** *Standard warranty should be provided for the original items as per the OEM policy.*

**19. Force Majeure:**

- a. Should any force majeure circumstances arise, each of the contracting parties shall be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party, within 15 days of its occurrence, informs in a written form to other party.
- b. Force Majeure shall mean fire, flood, natural disaster, or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restrictions, strikes, and lockouts, i.e., beyond the control of either party.

**ANNEXURE-I: (PRICE BID - BOQ)**

**Price Bid in MS Excel (.xls format) file should be uploaded separately as per the instructions provided in the online submission of the bid.**