

**National Institute of Rural Development & Panchayati Raj**  
**North Eastern Regional Centre,**  
**Khanapara, Guwahati-22**

File no:176-I/2009/RC/S/Admn  
Date: 05/11/2015

**TENDER NOTICE**

Sealed Tenders are invited from reputed firms/authorized dealers having record as Central Govt/PSU/Corporate suppliers for approval of rates for supply of **Computer Consumable items** for a period of one year (**2015-16**). Interested parties may obtain Tender papers (List of items with the Terms & Conditions) from the **store section** of this Institute during working hours upto **19<sup>th</sup> November' 2015** on cash payment of **Rs 100/-** (Rupees one hundred only) towards cost of tender documents. Tender papers can also be downloaded from our **website [www.nirdnerc.nic.in](http://www.nirdnerc.nic.in)** and in that case the fee is to be deposited with the tenders.

The tenders along with the **EMD of Rs.5,000/-** will be accepted up to **3.00 P. M.** on **20<sup>th</sup> November'2015** and will be opened at **3.30 P.M.** on the same day in presence of the tenderers or their authorized representatives. The EMD should be in the form of **DD/Banker's Cheque drawn on any nationalized bank in favour of Director, NIRD-NERC, Guwahati.**

In case there is any change in the date of opening of tenders, the same will be communicated to the concerned parties.

Administrative Officer

Copy to:

1. Director for information
2. Sr. CPA – to upload the notice in NIRD-NERC's website
3. Accounts section
4. Office copy

Administrative Officer

**NATIONAL INSTITUTE OF RURAL DEVELOPMENT  
& PANCHAYATI RAJ  
NORTH EASTERN REGIONAL CENTRE  
KHANAPARA, GUWAHATI – 22**

**TERMS AND CONDITIONS**

**REQUIRED TO BE FULLFILLED FOR SUBMISSION OF TENDERS FOR  
SUPPLY OF COMPUTER CONSUMABLE ITEMS DURING 2015-16**

1. Tender must be accompanied by latest AGST / VAT Regd Certificates/ Income Tax Return/ PAN Card and **Rs. 5,000/-**(five thousand only) earnest money by D.D/ Banker cheque only of Nationalized Bank, drawn in favour of DIRECTOR, NIRD–NERC payable at Guwahati.
2. The name of manufacturing firms and brand of each article should be distinctly stated in the tender and should be enclosed with authorization certificate(s) issued by the OEM.
3. The rate quoted by the Tenderer should be mentioned separately for basic price, taxes and charges etc.
4. Taxes as applicable will be deducted at source and the same will be deposited by NIRD to the respective tax departments.
5. The rates quoted by the tenderer will remain effective for 1 (one) year from the date of acceptance / agreement.
6. Rates once quoted shall be treated as final and no change / alteration thereof shall be allowed after submission of tenders on any grounds whatsoever. Further, in respect of mostly consumed items like **Toner/Cartridge/CD etc**, which are to be purchased in bulk, the parties are requested to quote wholesale prices .
7. If the approved supplier fails to complete the supply of items ordered , within the time stipulated in the supply order, he shall be liable to action as decided by the Director, NIRD- NERC, Guwahati – 22.
8. Delivery of each item of articles must be made immediately on receipt of supply order from Officer authorized by the Director. After full satisfaction of the indenting official or officers the Challan / Bill will be certified for payment. Articles of inferior quality will be rejected and the same will have to be replaced by approved standard quality at the party's cost.

9. The delivery of items should be made to NIRDPR-NERC, Khanapara, Guwahati office without any extra charge.
10. Acceptance of tender will be duly communicated by the office.
11. No tender shall be considered unless the tender is sealed and duly filled in and signed by the tenderer at the bottom of each page of the tender and corrections, if any, to be duly attested by his initials.
12. **Earnest money** will be refunded within three months from the date of submission of the bids. In the case of selected bidder this EMD will be converted to **Security Deposit** and refunded two months after the date of expiry of the supply contract.
13. The tenderer shall fully & specifically state the location of the Firm / show Room/store/godown etc. in the tender. The location would be verified before consideration of the tenderer. **Only wholesaler and authorized dealer / distributor /stockist should submit tender.**
14. Conditional tender will not be accepted.
15. The Director NIRDPR-NERC reserves the right of rejecting any or all tenders without assigning any reason thereof and does not bind himself to accept the lowest tender.
16. Sealed and duly filled in tenders along with requisite E M D may be submitted on or before **20<sup>th</sup> November'2015** up to **3.00 pm** . The same will be opened on the same day **at 3.30 pm**. In case the date of opening of the tender is changed due to unavoidable circumstances, the new date will be intimated to the tenderers.

Signature of authorized official of party/firm with seal:-

Date :-  
Name of the firm :-  
Address :-  
Phone no. :-

Administrative Officer  
NIRD.,N.E REGIONAL CENTRE,  
**GUWAHATI -22**

**National Institute of Rural Development & Panchayati Raj**

**North Eastern Regional Centre, Ghy-22**

**LIST OF COMPUTER CONSUMABLE ITEMS FOR RATE CONTRACT-2015-16**

Sl no	Description of items	Cartridge no/ brand name	Units	Remarks Required for
1	<b>TONER (printer model No- L J -500)</b> Hp L J toner Hp L J toner Hp L J toner Hp L J toner	<b>CE400 A( black)</b>	p/unit	Director's chamber Training cell <b>C- GARD</b>
		<b>CE401 A (Cyan)</b>		
		<b>CE402 A(Yellow)</b>		
		<b>CE403 A(Magenta)</b>		
2	<b>TONER ( Laserjet Printer-CP2025dn)</b> Hp L J toner Hp L J toner Hp L J toner Hp L J toner	<b>CC 530 (black)</b>	p/unit	<b>C- GARD</b>
		<b>CC531 (Cyan)</b>		
		<b>CC532 ( Yellow)</b>		
		<b>CC533 ( Magenta)</b>		
3	<b>Toner HP Laserjet Printer -1010</b>	<b>12A(black)</b>	p/unit	<b>Library section</b>
4	Toner HP Laserjet Printer -1000	15A(black)	p/unit	Training cell
5	<b>Toner HP Laserjet Printer No - 1008/1007</b>	<b>88A(black)</b>	<b>p/unit</b>	<b>All section</b>
6	<b>Toner HP Laserjet printer No-M425dn</b>	<b>80 A ( black)</b>	<b>p/unit</b>	<b>C-GARD</b>
	<b>CARTRIDGE for ( printer model No)</b>			
7	HP Deskjet Printer - 2050	802 (Black) small	p/unit	<b>C- GARD</b>
		802 (Color) small		<b>C- GARD</b>
	<b>CARTRIDGE for ( printer model No)</b>			
8	Lexmark (Deskjet) Printer	17(black)	p/unit	For K. Sharan
		27(colour)		
9	CD-R without jewel case	Sony	p/10 unit	Training purpose
		Moser baer		
10	CD-R W with box	Sony	p/10 unit	Training purpose
		Moser baer		
11	DVD without jewel case	Sony	p/10 unit	Training purpose
		Moser baer		
12	Pen Drive 12 G B	King stone /Transcent	p/unit	Official /projects
	Pen Drive 16G B			
	Pen Drive 32 GB			
13	Photo Glossy Inkjet paper (A-4)GSM-180	Sterling/fullcolour	p/pkt (20sheet)	For training cell
14	Computer paper 12"x10"x2parts	Brahmaputra	p/pkt	<b>Accounts section</b>
15	External Hardisk 500 GB	Buffalo	P/ unit..	<b>Officer/ faculty</b>
		Seagate etc.		

Dealing Assistant

Administrative Officer  
NIRDPR-NERC

**National Institute of Rural Development & Panchayati Raj**

**North Eastern Regional Centre, Ghy-22**

**LIST OF COMPUTER CONSUMABLE ITEMS FOR RATE CONTRACT-2015-16**

Sl no	Description of items	Cartridge no/ brand name	Units	Rate (excluding VAT)
1	<b>TONER (printer model No- L J -500)</b> Hp L J toner Hp L J toner Hp L J toner Hp L J toner	<b>CE400 A( black)</b>	p/unit	
		<b>CE401 A (Cyan)</b>		
		<b>CE402 A(Yellow)</b>		
		<b>CE403 A(Magenta)</b>		
2	<b>TONER ( Laserjet Printer-CP2025dn)</b> Hp L J toner Hp L J toner Hp L J toner Hp L J toner	<b>CC 530 (black)</b>	p/unit	
		<b>CC531 (Cyan)</b>		
		<b>CC532 ( Yellow)</b>		
		<b>CC533 ( Magenta)</b>		
3	<b>Toner HP Laserjet Printer -1010</b>	<b>12A(black)</b>	p/unit	
4	Toner HP Laserjet Printer -1000	15A(black)	p/unit	
5	<b>Toner HP Laserjet Printer No - 1008/1007</b>	<b>88A(black)</b>	<b>p/unit</b>	
6	<b>Toner HP Laserjet printer No-M425dn</b>	<b>80 A ( black)</b>	<b>p/unit</b>	
	<b>CARTRIDGE for ( printer model No)</b>			
7	HP Deskjet Printer - 2050	802 (Black) small	p/unit	
		802 (Color) small		
	<b>CARTRIDGE for ( printer model No)</b>			
8	Lexmark (Deskjet) Printer	17(black)	p/unit	
		27(colour)		
9	CD-R without jewel case	Sony	p/10 unit	
		Moser baer		
10	CD-R W with box	Sony	p/10 unit	
		Moser baer		
11	DVD without jewel case	Sony	p/10 unit	
		Moser baer		
12	Pen Drive 12 G B	<b>King stone</b> <b>/Transcent</b>	p/unit	
	Pen Drive 16G B			
	Pen Drive 32 GB			
13	Photo Glossy Inkjet paper (A-4)GSM-180	Sterling/fullcolour	p/pkt (20sheets)	
14	Computer paper 12"x10"x2parts	Brahmaputra	p/pkt	
15	External Hardisk 500 GB	Buffalo	P/ unit..	
		Seagate etc.		

Dealing Assistant

Administrative Officer  
NIRDPR-NERC