Sealed Quotations are invited for supply the following toner cartridges proposed to be purchased for the use of this Department.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of articles</th>
<th>Quantity Required</th>
<th>Rate per Unit (inclusive of all Taxes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Toner Cartridge for RICOH Aficio SP 1100s Multifunctional Laser Printer (copy, print &amp; scan) (Short yield 2200 pages)</td>
<td>100 Nos.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Toner cartridge for HP P1106 Laser Printer (Make: HP)</td>
<td>31 Nos.</td>
<td></td>
</tr>
</tbody>
</table>

2. The following terms and conditions have to be observed by the bidders.

3. The subject matter “Supply of Toner Cartridges” may be superscribed on the cover containing the rates clearly addressed to **THE SUPERINTENDENT OF POLICE, HEADQUARTERS, PUDUCHERRY – 605001**.

4. The quotations will be accepted till **16.00 hours on 05.12.2013**. The quotations may be sent by Registered Post /Speed Post/Courier or Quotations Cover may be dropped in the tender box placed in the office of the SP(HQ). In case the quotation cover is bulky in size, the quotation cover may / can be handed over to Thiru. Sivaraj, Inspector of Police (HQ), Puducherry or Thiru. Dileep Kumar, Office Superintendent, Accounts Section of Police Head Quarters, Puducherry **before 16.00 hours on 05.12.2013**. The Police Department, Puducherry is not responsible for the delay in transit, if the quotations are sent by post. The quotations received late i.e. after the date and time prescribed, shall not be accepted. The quotation will be opened on the same day at 17.00 hours by the Purchase Committee on the same day in the office of the SP(HQ) in the presence of bidders or their authorized representatives. In case of unforeseen circumstances the date of opening will be a holiday, the day of opening will be next working day.

5. The bidders should furnish the copy of the TIN Number Registration along with their quotations without fail.

6. The bidders have to quote rate for each item which should include sales Tax/ VAT or any other charges etc. and should cover all incidental charges such as freight, packing, forwarding, insurance, etc.

7. Rates should be quoted F.O.R. Puducherry and delivery should be given in the premises of this Department’s Chief Stores, Gorimedu, Puducherry-6.

8. The bidders may quote the rate either for one or all the two items mentioned as above. Rates should be quoted both in words and figures and every correction should be attested by the person signing the quotation.
9. The bidders must enclose Demand Draft / FDR for the following amounts from any Nationalized Bank towards the Earnest Money Deposit drawn in favour of the Superintendent of Police, Headquarters payable @ Puducherry. The DD towards EMD should be separate. Quotation without EMD will not be considered.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of articles</th>
<th>EMD to be given</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Toner Cartridge for RICOH Aficio SP 1100s Multifunctional Laser Printer (copy, print &amp; scan) (Short yield 2200 pages)</td>
<td>Rs. 7,400/-</td>
</tr>
<tr>
<td>2.</td>
<td>Toner cartridge for HP P1106 Laser Printer (Make: HP)</td>
<td>Rs. 1100/-</td>
</tr>
</tbody>
</table>

10. No interest shall accrue on the above said EMD as long as they are held by the Government. The EMD in respect of unsuccessful Bidders will be released after finalization of Quotation.

11. The successful bidders will be sent communication of acceptance of their rates of the selected items. The successful bidder(s) shall be required to furnish within 5 days from the date of receipt of intimation of acceptance of his rate(s) security deposit @ 5% of the total value of items for which they will become successful in the form of DD in favour of the Superintendent of Police (Headquarters), Puducherry for the fulfillment of supply. Only after paying the Security Deposit, Supply Order will be issued and they have to sign a contract deed with Department before commencement of the supply and must abide by the Terms and Conditions laid down in the Quotation Notice. Non-payment of Security Deposit within stipulated period will result in forfeiture of Earned Money Deposit and resulting in cancellation of the quotation. The EMD will be refunded to the successful Bidder after satisfactory completion of the supply.

12. In case of failure to supply the consignment on specified qualitative and quantitative terms, the department shall be lawfully entitled to forfeit the amount of security money and take penal action to make good the loss sustained or excess cost incurred by the State in arranging of the supplies and other remedies that may be available to the department under the law for the time being in force in the Union Territory of Puducherry.

13. The validity of rates should be for one year. The rates once quoted and approved will be final until the supplies are received and accepted and no deviation in rates will be allowed thereafter due to market fluctuations or any other reasons.

14. The items have to be supplied within 18 days on receipt of supply order as door delivery and the charges for the purpose to be borne by the supplier.

[Signature]
(T.R.C. Mohan)
SUPERINTENDENT OF POLICE
HEADQUARTERS
PUDUCHERRY