

MSurrHOMI BHABHA CENTRE FOR SCIENCE EDUCATION
Tata Institute of Fundamental Research
Limited Tender Notice No. HBC/PUR/LIMITED TENDER 31 /2025-26

Subject : Rate Contract for HP Toner Cartridges at HBCSE 2025-27

Date: 11th November 2025

Homi Bhabha Centre for Science Education (HBCSE), Mumbai is a National Centre of Tata Institute of Fundamental Research, Mumbai which is under the aegis of the Department of Atomic Energy, Government of India.

Chapter-I- Notice Inviting Tender Rate Contract of HP Toner Cartridges

1) HBCSE-TIFR, Mumbai, India invites sealed bids in two parts, **Part– I: Technical Bid & Part – II: Financial Bid** for the following:

Description of Work	Bid Security (EMD)
Rate Contract for HP Toner Cartridges at Homi Bhabha Centre for Science Education, V. N. Purav Road, Mankhurd, Mumbai – 400088, Maharashtra, India Estimated Cost: ~ Rs. 17,80,000/- two years (Including GST). Type of Tender: Two Bid	Earnest Money Deposit (EMD): Rs. 35,600 /- (Rupees Thirty-Five thousand Six Hundred only) by way of a Demand Draft in favour of “HBCSE” payable at Mumbai. Alternatively, this amount can be remitted by bank transfer. The details are as follows: <u>Account name:</u> HBCSE-TIFR Non-Plan A/C, <u>Account No.:</u> 1038019943 <u>Bank Address:</u> Central Bank of India Jigna Apartment, Sion-Trombay Road, Mankhurd, Mumbai – 400 088 <u>IFSC Code:</u> CBIN 0282523.
Duration of the Rate Contract: The contract shall remain valid for Two years .	
Downloading of Tender	From: 11/11/2025, 17.00 hrs.
Submission of Tender	From: 11/11/2025, 17.00 hrs. To : 25/11/2025, upto 14.30 hrs.
Opening of Technical Bid (Part I)	On : 25/11/2025, at 15.30 hrs.

Pre-bid meeting: No Pre-Bid meeting. (For any queries regarding the tender document, you may contact **Mr. Santosh Rasam**, Administrative Assistant ‘C’, HBCSE-TIFR, Mumbai. (Tel no. 022-25072120 or email id purchase@hbcse.tifr.res.in)

Bids under the Two Bid System are invited on behalf of Centre Director, HBCSE Mumbai for the award of a rate contract for **Providing HP Toner Cartridges at HBCSE**. The details of the tender including the scope of work, technical specifications, etc. are given in this tender document. All the prospective bidders are requested to go through the tender document before submitting their bids.

The Tender should be submitted in sealed envelopes duly superscribed with our Tender Enquiry No. and Due Date and with the heading ‘**PROVIDING RATE CONTRACT FOR HP TONER CARTRIDGES AT HBCSE**’ in bold. Quotation sent by hand delivery/courier are to be deposited in the Tender Box kept at the Main Gate after obtaining stamp, date and signature of the Security Officer.

Tenders to be addressed to:
Head Administrative Operations
Homi Bhabha Centre for Science Education
V. N. Purav Marg, Near Anushakti Nagar Bus Depot, Mumbai – 400 088.

Bids sent by fax/ email shall be rejected straightway. The Centre reserves the right to accept/ reject the proposal either in part or in full without assigning any reasons.

Head Administrative Operations
For and on behalf of the Centre Director, HBCSE

Chapter-II- Conditions of Contract & General Terms and Conditions

Subject:- Notice Inviting Limited Tender for Rate Contract for HP Toner Cartridges at HBCSE-TIFR, Mumbai

1 HBCSE-TIFR, Mumbai intends to enter into a rate contract for HP Toner Cartridges for internal consumption by the Centre for a period of two (2) years.

2 The bids should reach this office on or before **25-11-2025 up to 14.30 hrs** duly sealed superscribed with

Tender no: No. HBC/PUR/LIMITED TENDER 31 /2025-26

Limited Tender: Rate Contract of HP Toner Cartridges at HBCSE 2025-27

3 **Critical Dates:** Refer to page no. 1 of the Tender document.

4 **Parties:**

The parties to the contract are the contractor (the tenderers to whom the work has been awarded) and the HBCSE-TIFR through Head Administrative Operations, Homi Bhabha Centre for Science Education, Mumbai for and on behalf of the Centre Director, HBCSE-TIFR, Mumbai.

5 **Extension of last date:**

The Centre at its discretion can extend the last date for submission of the bids and such extension shall be binding on all the bidders. Addendum/ Corrigendum, if any in this regard, will be published on the HBCSE-TIFR website: **www.hbcse.tifr.res.in** or Central Public Procurement Portal **<https://eprocure.gov.in/epublish/app>**

6 **Address:**

6.1 **The Firm should have registered/ functional /branch office in Mumbai, Maharashtra only.**

6.2 For all purposes of the contract including arbitration thereunder the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter, sent by Courier/ Speed Post/ Registered post with acknowledgement to this Centre. The bidder shall be solely responsible for the consequences of any omission or error to notify in change of address in the aforesaid manner.

7 **Earnest Money Deposit:**

7.1 An earnest money for **Rs. 35,600/- i.e. 2%** of the total estimated cost has to be deposited in the form of Demand Draft, Bankers cheque or through online transfer through bank in favour of 'Homi Bhabha Centre for Science Education' Mumbai' and sent along with the Technical Bid. After online transfer of earnest money, the vendor should intimate us by email or proof of online transfer of EMD should be part of tender.

7.2 EMD shall be interest free and it will be refunded to the unsuccessful bidders within 15 days after acceptance of the Work Order by the successful bidder without any interest. EMD of the successful bidder shall be returned/ refunded on receipt of Performance Guarantee. However, in case Performance Guarantee is in the form of Bank Guarantee, EMD will be released subsequent to confirmation of verification of Bank Guarantee from the issuing Bank.

7.3 The bidder shall submit the bank details along with the tender like Cancelled Cheque/ NEFT/ Bank A/C details for ease in repayment of EMD.

7.4 If any bidder withdraws the bid before the tender period or issue of Letter of Acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the bid which are not acceptable to the department, then the HBCSE shall, without prejudice to any other right or remedy, be at liberty to forfeit the earnest money without any notice to the bidder.

8 **Bid Security Declaration:**

8.1 The firms registered under MSMEs are exempted from submission of EMD as per rule 170 of GFR 2017, provided they must submit a '**Bid Securing Declaration**'. The declaration should be submitted on the company letterhead duly signed by the officer authorized to submit the bid.

8.2 If the bidder withdraws amends/ impairs or derogates their bid during the period of bid validity, Centre reserves the right to suspend the vendor from participating in any tender for a period of three years.

9 **Performance Guarantee:**

9.1 Successful Bidder (s) will be required to submit a **Performance Guarantee at 5%** of the value of the purchase order at the time of acceptance of award of work in favour of 'HOMI BHABHA CENTRE FOR SCIENCE EDUCATION', Mumbai within 7 days of acceptance of purchase order. The Performance Guarantee will be valid for a period of **Two Months** beyond the date of completion of all contractual obligation of the supplier including warranty obligations.

9.2 In case Performance Guarantee is not submitted within 7 days, an interest @ 12% per annum will be levied till the date you submit the Performance Guarantee. If the successful bidder fails to submit the Performance Guarantee/ Performance Bank Guarantee with interest or refuses to submit the Performance Guarantee even after reminders, the Centre reserves the right to cancel the order without notice and the EMD by the bidder shall be forfeited automatically. Also, the bidder will be debarred from participating in any tender for three years.

10 **Liquidated Damages:**

10.1 The date of delivery of the goods, stipulated in the acceptance of the tender should be deemed to be the essence of the contract and delivery must be completed no later than the dates specified therein. Extension will not be given except in exceptional circumstances. Should, however, deliveries be made after the expiry of contracted delivery period, without prior concurrence of the purchaser and be accepted by the consignee, such delivery will not deprive the purchaser of this right to recover liquidated damages.

10.2 Should the supplier fail to deliver the goods or any consignment thereof within the period prescribed for delivery, the purchaser shall be entitled to recover **5 %** of the value of delayed supply for a period up to 4 (four) weeks and thereafter at the rate of **10 %** of the value of the delayed supply for another 4 (four) weeks of delay. In the case of package supply where the delayed portion of supply materially hampers installation and commissioning of the systems, liquidated damages charges shall be levied as above on the total value of the concerned package of the purchase order. Quantum of liquidated damages assessed and levied by the Centre shall be final and not challengeable by the vendor.

11 **Micro and Small Enterprises (MSEs):**

11.1 Micro and Small Enterprises (MSE) must, along with their offer, provide of their being registered as MSE (indicating the terminal validity date of their registration) for the item bided, with any agency mentioned in the notification of the Ministry of Micro, small and Medium Enterprises (Ministry of MSME).

11.2 The MSEs are exempted from payment of earnest money and bid fees subject to furnishing of relevant valid certificate for claiming exemption as per privilege rule of Government of India.

11.3 The bidder has to submit registration certificate of Udyog Aadhar Memorandum (UAM) issued by Ministry of Micro Small and Medium Enterprise (MSME) vendors on Central Public Procurement Portal (CPPP). The bidders who fail to submit UAM number shall not be able to avail the benefits available to MSEs as contained in Public Procurement Policy for MSEs Order 2012 issued by MSME.

12 **Preparation and Submission of Tender:**

12.1 The tender should be submitted in two parts i.e., Technical Bid and Financial Bid.

12.2 The Tender is consisting of two parts: PART I- TECHNICAL BID & PART II- FINANCIAL BID

The bigger envelope must be super scribed **Rate Contract for Hp Toner Cartridges at Homi Bhabha Centre for Science Education - TIFR, Mankhurd, Mumbai – 400088.**

The two envelopes inside the bigger envelope & must be super scribed as:

- i. **Outer Envelope: Name of the Work, Tenderer's name & address with signature & seal**
- ii. **Envelope No-1:** The said envelope is for technical bid & shall contain annexure and relevant technical documents - **Technical Bid**'.
- iii. **Envelope No-2:** The said envelope is for financial bid & shall contain BOQ only - **Financial Bid**'

The tender must be placed in a properly sealed bigger envelope addressed to the '**Head Administrative Operations, Homi Bhabha Centre for Science Education, V. N. Purav Marg, Mankhurd, Mumbai – 400088**' and the said bigger envelope shall contain to sealed envelopes containing Technical & Financial bids.

13 Quoted rates to include all taxes (except GST):

Sales tax, VAT, Purchase tax or any other tax on materials in respect of this contract, including state Sales tax and Turnover tax on transfer of property as per Works Contract Act etc. if any (except GST at applicable rate), shall be payable by the contractor and the Centre will not entertain any claim whatsoever in respect of the same. As per the directives of the Sales Tax Authorities, the tax due at the rates notified by the State/ Centre Government from time to time, shall be deducted from the bills payable to the Contractors, for which TDS certificate shall be issued by the Department.

14 Filling-up of Financial Bid:

Unless otherwise called for, any tender containing percentage below / above the estimated cost put to tender is liable to be rejected. All rates shall be quoted on the tender form by the tenderers in figures and words shall be accurately filled in, so that there is no discrepancy in the rates written in figures and in words. The amount for each item should be worked out and requisite totals should be given. However,

- i) The rate(s) must be quoted in decimal coinage. Amounts must be quoted in full rupees by ignoring fifty paise and considering more than fifty paise as rupee one.
- ii) If, in the price structure quoted in the financial bid, there is a discrepancy between the rates and total price (which is obtained by multiplying the rates by the quantity), the rates shall prevail, and the total price shall be corrected accordingly;
- iii) If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail, and the total shall be corrected.
- iv) If there is a discrepancy between words and figures, the amount in words shall prevail.
- v) In event no unit price has been quoted for any item(s), leaving space both in figure(s), word(s), and amount blank, it will be presumed that the contractor has included the cost of this / these item(s) in other items and unit price for such item(s) will be considered as zero.

If such a discrepancy is found, the same will be conveyed to the bidder and the bidder will be asked to respond by a target date. If the bidder does not agree to the Centre's observation, the bid is liable to be rejected.

15 Communication of Acceptance / Right of Acceptance:

The bidder should have categorically confirmed acceptance of all the Tender terms and conditions including the payment/ penalty terms. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done. On non-compliance/ conformity with the above, the offer is liable for

rejection.

16 Amendment of Bidding Document:

- 16.1 HBCSE-TIFR, Mumbai reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.
- 16.2 At any time prior to the deadline for submission of bids, the HBCSE-TIFR, Mumbai may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.
- 16.3 Any amendment in the bidding document, at any time prior to the deadline for the submission of bids, shall be uploaded as “Corrigendum” on the HBCSE website **www.hbcse.tifr.res.in** and CPPP **https://eprocure.gov.in/epublish/app** such amendments modifications shall be binding on all the prospective bidders.
- 16.4 HBCSE-TIFR, Mumbai at its discretion may extend the deadline for the submission of bids if the bid document undergoes changes during the bidding period in order to give prospective bidders time to take into consideration the amendments while preparing their bids;
- 16.5 The decision of HBCSE-TIFR, Mumbai, in this regard, shall be final and binding on all.

17 Opening of Technical Bid & Financial Bid:

- 17.1 The sealed quotations (technical bids) will be opened on **25-11-2025 at 15.30 hrs.** at HBCSE-TIFR, Mumbai. Bidders can attend the same physically.
- 17.2 After scrutiny of technical bids, the HBCSE-TIFR, Mumbai shall shortlist the eligible bidders and inform them of the date and time of opening of the Financial Bids. Eligible bidders could participate in the financial opening physically.
- 17.3 In case the date opening of tender is declared a holiday for unexpected reasons, the tender shall be opened at the same time on the next working day.

18 Validity of the bids:

The bids shall be valid for a period of **180 days** from the date of opening of the tender. This has to be specified by the tenderer in the commercial bid. A bid for a shorter period of validity shall stand rejected.

19 Period of the Contract:

The contract will be valid for a period of **two year** from the date of placement of the order, however, HBCSE-TIFR may terminate the contract at any time by giving 15 days advance notice without assigning any reason.

20 Period and Terms of Delivery:

- 20.1 The vendor will ensure sufficient stock of the awarded items ready at all time to deliver on urgent basis. The items duly inspected against all the orders received by the bidder will be delivered to **Homi Bhabha Center for Science Education, V.N. Purav Marg, Mankhurd, Mumbai – 400 088.** These Cartridges shall be delivered as early as possible whenever an order is placed.
- 20.2 Delivery of goods shall be made by the supplier within 07 days of placing of purchase order, however, in case of emergent requirement he has to supply the required quantity of Cartridges i.e., within 02 days of placing of order.

21 Signing of contract:

The Notice Inviting Tender shall form a part of the contract document. The successful tenderer/contractor, on acceptance of his/ her tender by the Accepting Authority, shall, within 15 days from

the stipulated date of start of the work, sign the contract consisting of: The Notice Inviting Tender, all the documents including all conditions, specifications if any, forms the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.

22 **Canvassing:**

Canvassing either directly or indirectly, in connection with the tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection and may be barred from the future participation in HBCSE- TIFR works.

23 **Non-transferability:**

This tender is non-transferable. Incomplete and conditional Tenders will be summarily rejected.

24 **Non-withdrawal of bids:**

No bidders will be allowed to withdraw after submission of bids/ opening of the tender; otherwise, the EMD submitted by the firm will be forfeited.

25 **Subletting of Work:**

The firm shall not assign or sublet the work/ job or any part of it to any other person or party without having first obtained permission in writing from HBCSE-TIFR, Mumbai, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.

26 **Purchase Rights:**

26.1 The HBCSE-TIFR, Mumbai reserves the right to accept or reject any or all tenders/ quotations without assigning any reason there of and also does not bind itself to accept the lowest quotation or any tender. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation or any tender.

26.2 HBCSE-TIFR, Mumbai reserves the right to relax/ withdraw any of the terms of and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.

26.3 HBCSE-TIFR, Mumbai reserves the right to blacklist a bidder for a suitable period in case the firm fails to honour its bids without sufficient grounds.

26.4 It shall in no way be binding on the Centre to purchase the exact number of quantities as indicated in the tender Document. The actual quantities that may be purchased by the Centre may vary.

27 **The Payment clause:**

27.1 The payment by the Center will be made within 10-15 working days of receipt of the supply. All cost related to packing transportation etc. will be borne by the supplier. No extra payment will be made by the Centre for whatever purpose.

27.2 The supplier will be solely responsible for paying all applicable taxes as per the rule. In case any penalty/ tax is payable on a later stage, the supplier shall be liable to pay the same along with the penalty. **Advance payment will not be made by the Center under any circumstances.**

28 **Breach of Terms and Conditions:**

In case of breach of any terms and conditions as mentioned above, the Competent Authority will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by the Centre in that event the performance guarantee shall also stand forfeited.

29 **Legal Jurisdiction:**

The Court of Mumbai in the State of Maharashtra only will have the jurisdiction to deal with and decide any legal matters or disputes what-so-ever arising out of this tender.

30 **Settlement of Disputes/ Arbitration:**

- 30.1 The Centre and the contractor shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 30.2 If, after twenty-one (21) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either Centre or the contractor may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this clause shall be finally settled by arbitration.
- 30.3 Any liability arising out of any litigation (including those in consumer courts) due to any act of Contractor's personnel shall be directly borne by the Contractor including all expenses, fines, legal costs, penalties etc. The concerned Contractor's personnel shall attend the court as and when required. The Contractor shall ensure that substitute is provided at such times.

31 **Force Majeure:**

- 31.1 If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of a public enemy, civil commotion, sabotage, fire, floods, explosion, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by the party to other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive.
- 31.2 Further, if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may, at least option to terminate the contract.

32 **Corrupt or Fraudulent Practices:**

- 32.1 It is expected that the bidders who wish to bid for this tender have the highest standards of ethics.
- 32.2 HBCSE-TIFR, Mumbai shall reject the bid if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this order.
- 32.3 HBCSE-TIFR, Mumbai may declare a bidder ineligible, either indefinitely or for a stated duration, if it at any time determines that the bidder has engaged in corrupt and fraudulent practices during the execution of the order.

33 **Other Conditions:**

- 33.1 Tenderers submitting tenders would be considered to have considered and accepted all the terms and conditions. No enquiries, verbal or written, shall be entertained in respect of acceptance or rejection of the tender.
- 33.2 The successful firm will be required to do the work/ job for a period of two years from the date of award of the contract. HBCSE-TIFR, Mumbai has reserved the right to terminate the contract at any time without assigning any reason.
- 33.3 The job will be entrusted on the basis of an all-inclusive rate contract on as is where is and competitive rates basis.
- 33.4 The Centre Director, HBCSE-TIFR shall be the final authority to reject full or any part of the supply which is not conforming to the specification and other terms and conditions.
- 33.5 Any other statutory levy imposed by the Govt. of India from time to time will be authorized extra on demand with adequate proof thereof will be paid extra.
- 33.6 Force majeure will be accepted on adequate proof thereof.
- 33.7 Material confirming the specifications should be quoted. Original Catalogue, Leaflets, literature with full technical details and pricelists, if any, should invariably be attached along with their offer.

Chapter -III Specifications and allied Technical Details

Parameters and Technical Specifications for Executing the Work:

1. The Bidder should enclose a PAN card under the Income Tax Act and GST Registration Certificate along with the Technical Bid.
2. The firm should be registered and should have the turnover of **Rs. 17,80,000/-** (Rs. Seventeen Lakh and Eighty Thousand only) for the last three consecutive years. The firm has to submit proof of turnover as mentioned above supported by documentary materials.
3. The Tenderer shall have a minimum of **3 (three) years of experience** in supplying Cartridges (related to the items quoted in the tender) to the Government/ Corporate/ PSU organizations in India.
4. The bidder should submit a Scanned copy of the certificate issued by HP stating that the vendor is an authorized distributor of HP Toner Cartridges. The short-listed vendor should produce the original certificate for verification.
5. The rate quoted should be written in ink or typed against each item and should not be overwritten.
6. **The rate quoted will be exclusive of Taxes and shall be fixed and final. Tax Rates, as applicable to be quoted in the bid.**
7. The tenderers must quote rates including freight, insurance, cartage, labour charges etc. on Door Delivery basis at HBCSE-TIFR, Mumbai.
8. Each page of the Notice to be signed and stamped by the bidder in token of having accepted the same.
9. No tenderer shall be allowed at any time on any ground whatsoever to claim revision of or modification in the rates quoted by him. Clerical error, typographical error etc. committed by the tenderers in the tender forms will not be considered after opening of the tenders. Conditions such as "SUBJECT TO AVAILABILITY, SUPPLY WILL BE MADE AS AND WHEN SUPPLIES ARE RECEIVED" etc. will not be considered under any circumstances and the tenders of those who have given such conditions shall be treated as incomplete and for that reason, shall be summarily rejected.
10. Tenderer/ manufacturing unit which has been blacklisted/ debarred for any item either by the Tender inviting authority or by any state Govt. or central Govt. Organization cannot participate in the Tender for that item during the period of blacklisting/ debarment
11. After due evaluation of the bid(s) HBCSE-TIFR, Mumbai will award the contract to the lowest evaluated responsive tenderer individual item wise. Conditional bid will be treated as unresponsive and it may be rejected.
12. The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to HBCSE-TIFR, Mumbai.
13. The supply order will be placed as and when required, irrespective of the quantity ordered and the successful supplier will have to meet all the requirements of the HBCSE-TIFR, Mumbai immediately on receipt of the supply order and in any case within a maximum period of 7 days from the date of supply order. However, the supply of urgent nature shall have to be made on the same day. In a few cases, the items are to be delivered at a very short notice i.e., within 02 days.
14. The bidder should supply Genuine/ Original Cartridges/ toners of HP/OEM. If the supplied item is not genuine/ original, the supplier has to replace such item with the genuine one, without any additional cost form HBCSE-TIFR. Further, if the supplied item is not genuine/defective, HBCSE-TIFR reserves the right to prohibit the firm from participating in all our future tender process.

15. The date of manufacturing of the item should not be more than year from the date of supply order.
16. The delivery of the items will have to be made at HBCSE-TIFR, Mumbai. No transportation/ cartage charges will be provided for the same.
17. The approved supplier (tenderer) shall have the direct responsibility for supply of stock and who shall only be entitled to raise the bills against such supply. Payments will be made only in favour of the approved supplier (tenderer).
18. The payment will be made on invoice basis. The invoice will be as per packing. The supplier will prepare bill as receiving copy invoice/ challan with details of material accepted.
19. The bidders are also requested to submit the price list for the entire range of HP toner cartridge which will be valid during the contract period.
20. Any new type of cartridge which are not part of the tender will be supplied by the selected bidder as per the price submitted by them.

sd/-
Head Administrative Operations
HBCSE-TIFR, Mumbai

Annexure I

TENDER FORM - 1 - TECHNICAL INFORMATION AND UNDERTAKING.

(Tenderer may use separate sheet wherever required)

Sr. No.	Details of the Firm/Bidder	Page No.	Details
1.	APPLICANT FIRM NAME		
2.	CORRESPONDENCE ADDRESS (with telephone/mobile/fax no./e-mail address and also with official website, if any)		
3.	CONTACT DETAILS OF APPLICANT FIRM Name of Person: - Designation: - Contact No: - E mail Id:-		
4.	State clearly whether it is Sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization		
5.	Permanent Account Number (PAN) with Proof		
6.	Valid GST Registration Certificate		
7.	Valid MSME Certificate		
8.	TIN No. with date of validity if any		
9.	OEM's (HP India Pvt. Ltd) authorization Certificate Copy		
10.	Details of the Earnest Money Deposit (EMD) worth Rs. 35,600/- (Rs. Thirty-Five Thousand Six Hundred only)		
11.	Whether Bidders have quoted for each and every item mentioned in Annexure IV		
12.	List of Major Customer may be given on a separate sheet with proof of satisfactory supply.		
13.	Proof of the last three year's turnover of the firm which should not be less than Rs. 17,80,000/- only continuously for the preceding three years		
14.	Whether copies of authenticated balance sheet for the past three years enclosed		
15.	Any other information important in the opinion of the tenderer		

Note:

- Page number/serial number may be given to each and every page of Tender Documents and photocopies of the documents attached. Mention Page number, wherever the copy(ies) of the document(s) are kept.
- In case of non-fulfilment of any of the above information/document(s), the Tender will be summarily rejected without giving any notice.

(Signature of the Tenderer with stamp of firm)

Dated:

Place:

Annexure II

Undertaking

1. That I/we have carefully studied all the terms & conditions of Notice Inviting Tender (NIT) and shall abide by it.
2. That I/We shall supply the items of requisite quality.
3. That I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.
4. That I/We undertake that sample of items will be kept ready for inspections by the HBCSE-TIFR, Mumbai. I/We shall be responsible for the cancellation of tender if samples are not up to mark.

(Dated Signature of the Tenderer with stamp of firm)

Date:

Place:

ANNEXURE -III

BID SECURITY DECLARATION (EMD)

(To be submitted on Company's Letterhead)

Date:

To,
Centre Director,
Homi Bhabha Centre for Science Education – TIFR,
V. N. Purav Marg,
Mankhurd, Mumbai - 400088.

Tender No. _____

I/we have gone through the tendering conditions pertaining to the Tender and General Conditions of Contract, Special Conditions of Contract and Additional Conditions of Contract, if any.

We, the undersigned, declare that:

I / We understand that, as per terms and conditions of tender, bids must be supported by a Bid Security Declaration In lieu of Earnest Money Deposit.

I / We hereby accept that I / We may be disqualified from bidding for any contract with you for a period of (03) Three years from the date of disqualification as may be notified by you if,

- I. I am /We are in a breach of any of the obligations under the bid conditions, or
- II. I/We have withdrawn or unilaterally modified/amended/revised, my/our Bid during the bid validity period specified in the form of Bid or extended period, if any.
- III. On acceptance of our bid by HBCSE, I/we failed to deposit the prescribed Performance Bank Guarantee or fails to execute the agreement or fails to commence the execution of the work in accordance with the terms and conditions and within the specified time.

Signature of bidder with Seal & Date

Name & designation of the authorized person signing the Bid-Securing Declaration Form:

Duly authorized to sign the bid for and on behalf of: _____ (complete name of Bidder firm)

Dated on _____ day of _____ month, _____ year.

(Note: In case of a Joint Venture, the Bid Security Declaration must be in the name of all partners to the Joint Venture that submits the bid).

ANNEXURE –IV

PROFORMA FOR PERFORMANCE BANK GURANTEEE

(NOTE: If the bidder is submitting the PBG in form of DD this document is not required)

(On a stamp paper of appropriate value from any Nationalized Bank or Scheduled Bank)

1. In consideration of the HOMI BHABHA CENTRE FOR SCIENCE EDUCATION (TIFR) (hereinafter called "The HBCSE- TIFR") having agreed under the terms and conditions of Work Order No. Dated..... made between HBCSE-TIFR and M/s(hereinafter called " the said Contractor{s}") for the work
(hereinafter called "the said Work Order") having agreed to production of an irrevocable bank Guarantee for Rs..... (Rupees only), as a security / guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said Work Order, we..... (Indicate the name of the Bank) (hereinafter referred to as "the Bank") hereby undertake to pay to the HBCSE -TIFR an amount not exceeding Rs. (Rupeesonly) on demand by the HBCSE-TIFR.
2. We..... (indicate the name of Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the HBCSE-TIFR stating that the amount claimed is required to meet the recoveries due or likely to be due from the said Contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupees only).
3. We, the said bank, further undertake to pay to the HBCSE-TIFR any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Contractor(s) shall have no claim against us for making such payment.
4. We..... (indicate the name of Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Work Order and that it shall continue to be enforceable till all the dues of the HBCSE-TIFR under or by virtue of the Work order have been fully paid and its claims satisfied or discharged or Purchase Officer on behalf of the HBCSE-TIFR certifies that the terms and conditions of the said Work Order have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.
5. We (indicate the name of Bank) further agree with the HBCSE-TIFR that the HBCSE-TIFR shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Work Order or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the HBCSE-TIFR against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Work Order and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of the HBCSE-TIFR or any indulgence by the HBCSE-TIFR to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).
7. We, (indicate the name of Bank) lastly undertake not to revoke this guarantee except with the previous consent of the HBCSE-TIFR in writing.
8. This guarantee shall be valid up to....., unless extended on demand by HBCSE-TIFR. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. (Rupees only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee, all our liability under this guarantee shall stand discharged.

Dated the day of 2025 for (indicate the name of Bank)

* * (Note: The Letter of Intent shall form part of the Agreement)

Annexure V**Financial Bid****Bidder Name:**

(Template must not be modified by the bidder and the same should be used for quoting price else the bidder is liable to reject this tender. Bidders are allowed to enter the bidder's name and values only)

Sr. No.	Items Description	Qty.	Unit	GST	Total in ₹
		Approx.	Rate	%	
1	HP Ink Cartridge 678 (Tri-Color)	1			
2	HP Ink Cartridge 678 (Black)	1			
3	HP Toner Cartridge 36A (Black) CB436AC	1			
4	HP Toner Cartridge 88A (Black) CC388AC	5			
5	HP Toner Cartridge 304A (Black) CC530A	1			
6	HP Toner Cartridge 304A (Cyan) CC531A	1			
7	HP Toner Cartridge 304A (Yellow) CC532A	1			
8	HP Toner Cartridge 304A (Magenta) CC533A	1			
9	HP Toner Cartridge 78A (Black) CE278AC	6			
10	HP Toner Cartridge 126A (Black) CE310A	2			
11	HP Toner Cartridge 126A (Cyan) CE311A	2			
12	HP Toner Cartridge 126A (Yellow) CE312A	2			
13	HP Toner Cartridge 126A (Magenta) CE313A	2			
14	HP Drum 126A Imaging Drum Kit CE314A	1			
15	HP Toner Cartridge 128A (Black) CE320A	1			
16	HP Toner Cartridge 128A (Cyan) CE321A	1			
17	HP Toner Cartridge 128A (Yellow) CE322A	1			
18	HP Toner Cartridge 128A (Magenta) CE323A	1			
19	HP Cartridge Toner 305A (Black) CE410A	1			
20	HP Cartridge Toner 305A (Cyan) CE411AC	1			
21	HP Cartridge Toner 305A (Yellow) CE412AC	1			
22	HP Cartridge Toner 305A (Magenta) CE413AC	1			
23	HP 30A Imaging Drum Unit CF230A	4			
24	HP 32A Imaging Drum Unit CF232A	1			
25	HP Toner Cartridge 77A (Black) CF277A	1			
26	HP Toner Cartridge 87A (Black) CF287A	2			
27	HP Toner Cartridge 12A (Black) Q2612A	6			
28	HP Toner Cartridge 49A (Black) Q5949A	2			
29	HP Toner Cartridge 53A (Black) Q7553A	2			
30	HP Toner Cartridge 137A (Black) W1370A	7			
31	HP Toner Cartridge 416A (Black) W2040A	7			
32	HP Toner Cartridge 416A (Cyan) W2041A	3			
33	HP Toner Cartridge 416A (Yellow) W2042A	2			
34	HP Toner Cartridge 416A (Magenta) W2043A	2			
35	HP Toner Cartridge 206A (Cyan) W2111A	2			
36	HP Toner Cartridge 206A (Yellow) W2112A	2			
37	HP Toner Cartridge 206A (Magenta) W2113A	2			
38	HP Toner Cartridge 206A (Black) W2110A	2			

Sr. No.	Items Description	Qty.	Unit	GST	Total in ₹
		Approx.	Rate	%	
39	HP Toner Cartridge W9050MC (Black)	1			
40	HP Toner Cartridge W9051MC (Cyan)	1			
41	HP Toner Cartridge W9052MC (Yellow)	1			
42	HP Toner Cartridge W9053MC (Magenta)	1			
43	HP Cartridge Toner W9064MC	1			
44	HP Image Drum Unit Cartridge W9064MC	1			
45	HP Toner Cartridge W9065MC (Black)	1			
46	HP Toner Cartridge W9130MC (Black)	1			
47	HP Toner Cartridge W9131MC (Cyan)	1			
48	HP Toner Cartridge W9132 (Yellow)	1			
49	HP Toner Cartridge W9133MC (Magenta)	1			
Total ₹ In Figure:					
Total in Rs. In Word:					

Note :

- Amount should be quoted for 2 years.
- Quantity of items given are tentative, which may be increased or decreased as per the Centre's requirement.
- The prices should be quoted on fixed and firm basis (inclusive of making, packaging and transportation). The supplier will be responsible for bearing all the charges (including transportation, insurance, charges at both origin and destination, but excluding taxes and duties levied by Govt. of India)
- The rate quoted by the supplier/ bidder shall be final and no change in the same shall be allowed under any circumstances during the currency of rate contract.
- All statutory payments and arrangements like transportation, helper, loading/ unloading or supply of good to the premises, compensation in case of accident or loss etc.

Date:

Place: