



## MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR

Moraj Design and Decorator (DnD) Building, Near Oil Depot,  
Mihan Fly Over, Wardha Road, Khapri,  
Nagpur-441108 Maharashtra, India

### Short Tender 3/2018

MNLU, Nagpur invites sealed quotations in two envelopes from Original Equipment Manufacturers or from Authorized Distributors of OEM's for Supply of **HP Laser Jet Pro M203d (Printer)-Fifteen (15 No's)** as per Terms and Conditions mentioned in the Tender Document.

Release of Tender	<b>May 14, 2018</b>
Last date of submission of Tender	<b>May 18, 2018</b> 12:00 p.m.
Date of Opening of Price Bid	<b>May 18, 2018</b> 2:00 p.m.
Tender Document Price	<b>Rs. 500</b>

Sr. No.	Particulars	Annexure
1	Price Bid	I

#### Method of submission of Quotations:

##### First Envelope:

- Subscribe on **First Envelope – Technical Compliance Report for Supply of HP Laser Jet Pro M203d (Printer)-Fifteen (15 No's)** for MNLU, Nagpur and write your Company Name & Address at the bottom of envelope for identification.
- Tender document purchase bill of Rs.500 in the form of Receipt / DD in favor of Registrar, Maharashtra National Law University, Nagpur** should be enclosed. If you are depositing **Cash then enclose Original Cash Receipt** in to this envelope and retain a photocopy of the Cash Receipt with you
- The **Technical Compliance Report for Supply HP Laser Jet Pro M203d (Printer)-Fifteen (15 No's)** should be submitted duly signed by your authorized representative.
- Please note that, Tax related concessional forms will not be provided by University.
- Please attach attested photocopy of your PAN Card.
- Please confirm that the quote / price for all the ITEMS have been mentioned in the "Price Bid."

07/04/2018



- (g) Please confirm that the amount mentioned, in the Price Bid (Kept in the "Envelope Two") is unconditional in nature. Accordingly, it shall be treated as "Unconditional Offer".
- (h) Please confirm that the price is not to be mentioned in the Technical Bid.

**Second Envelope– "Price Bid" will have following:-**

- (a) On the Second Envelope– write '**Tender for MNLU, Nagpur**' and also mention your Company's Name & Address at the bottom of the envelope.
- (b) Please fill up enclosed Price Bid Form (Annexure I) and keep in the Second Envelope– Price Bid. The Price Bid must be signed by your authorized representative bearing Company Seal.
- (c) EMD (Earnest Money Deposit) by Demand Draft equivalent of 1% of the total amount of the bidden amount, must be enclosed with price bid. EMD paid by way of Cheque will not be accepted. Please enclose the DD in original favoring Registrar Maharashtra National Law University, Nagpur. Firms / Vendors registered with the NSIC or MSME or SSI are exempted from submission of EMD. Firms / Vendors registration certificate in above respect will be essential to claim exemption.
- (d) Corrections / Overwriting's in bids are not permitted. In case if there is any correction/overwriting, then the said bid would be disqualified.

*The Two separate sealed envelopes (i.e. one envelope for the technical details and second envelope for the price details) may be inserted in a master envelope superscribed with "**Bid for Tender no..... for MNLU, Nagpur**" for the Supply of **HP Laser Jet Pro M203d (Printer)-Fifteen (15 No's)** and should be submitted at the following address:*

**The Registrar,**  
**Maharashtra National Law University, Nagpur**  
*Moraj Design and Decorator (DnD) Building,*  
*Near Oil Depot, Mihan Fly Over, Wardha Road,*  
*Khapri, Nagpur-441108*  
*Maharashtra, India*

**General Conditions**

- 1) Bidder shall submit Firm's registration certificate, GST registration certificate, Delivery Period, Warranty/Guarantee, others etc. with the bid.
- 2) Each Vendor shall submit only one quotation. All the information shall be furnished by the vendors as per University's prescribed format. Any other format will lead to disqualification. Each and every document should be submitted duly signed and stamped. Incomplete or Conditional Quotation(s) will not be accepted.
- 3) **Educational Discount:** Maharashtra National Law University, Nagpur is an Institute of National Importance engaged in Education & Research the Vendors shall give / offer the special educational discount on quoted rates.
- 4) The Firm/Company Bank/RTGS/NEFT/ECS details must be submitted along with the Quotation/Tenders on the letter head.



- 5) Information brochures/Product catalogue, if any must be accompanied with the quotation clearly indicating the model quoted for.
- 6) **Client List:** Bidder shall furnish information of Client list along with the order copy of similar good/s equipment supplied to any Govt. Educational Institution/any Govt. Organization including details of price & all other charges/ duties with the bid.
- 7) **Taxes:** GST or any other taxes as per Govt. norms shall be applicable from time to time. The % of Tax must be indicated separately in the quotation.
- 8) **Delivery of Goods:** Vendor shall deliver/supply the goods within **4 (Four) weeks** period from the date of receipt of purchase order. Goods shall be supplied / delivered by the vendor / bidder at the University free of cost on working days. Vendors shall deliver the material strictly as per the delivery schedule given in P.O.
- 9) If the supplier fails to deliver the material/goods with the stipulated delivery period, then Amount of EMD given by the Vendor shall be forfeited. In case of Supplier [registered with MSME/NSIC/SSI etc.] not required to submit the EMD, the University reserves the right to initiate action including reporting to Principal Govt. Authorities.
- 10) **Valid Period of Quotation/Offer:** The quotation/offer shall be normally valid for a period of 180 days from the date of opening the tender.
- 11) **Rate Contract:** If any of the items/material mentioned are already under the GEM rate contract, you are requested to give us the advantage of the contract rates as MNLU, Nagpur is an Educational Institute established by the Government of Maharashtra.
- 12) **Installation/Testing:** Goods / Equipment's shall be delivered / installed the University by the Bidder at free of cost. Installation & testing of good/s supplied should be completed preferably within 7 days of supply of goods.
- 13) **Payment:** The University will release full & final (100%) payment after delivery of items and its successful installation/demonstration at the University. The vendor will be required to submit the bills in triplicate along with delivery memo. Payment will be made through Crossed Cheque/ECS/NEFT.
- 14) **Guarantee/Warranty:** Normal comprehensive **Warranty/Guarantee of 1 Year** shall be applicable to the supplied goods. In case any part or whole of the equipment is found to be defective during the guarantee period, then the same will have to be replaced/repared free of cost at University by the Vendor.
- 15) **The final authority to accept/reject/suspend the bid's or bidding procedure is the Vice-Chancellor, Maharashtra National Law University, Nagpur.**

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(Annexure-I)

**Price Bid Form**

Tender No. ....MNLU,Nagpur

Supply of HP Laser Jet Pro M203d (Printer)-Thirty (30 No's)

Sr. No.	Description	Pricing*
1	Supply of HP Laser Jet Pro M203d (Printer)-Thirty (15 No's)	

\*The duties, taxes and other levies payable by the vendor shall be shown separately in bidding document. The basic price per unit should be separately mentioned. Duties & Taxes viz. Custom, GST, Freight / Transportation, Packing & Forwarding, Insurance, Price Ex-Works etc. shall be indicated separately.

Company Seal with Signature

