

NAME OF THE PARTY:

LIMITED TENDER

Preamble Of Tender:-

Electronics Corporation of Tamil Nadu Limited (ELCOT), a wholly owned Government of Tamil Nadu Undertaking is the Optional Procurement Agency of the Government of Tamil Nadu for procurement of IT related products like Computers, Printers, Other Peripherals and Software as per G.O. Ms. No. 58, Finance (BPE) Department, Dated 16.02.1999. Accordingly, ELCOT has been procuring various IT related products to all the State Government Departments / Boards / Autonomous Bodies etc. As part of the Procurement activities, ELCOT float this tender inviting bid for the Supply of Toner cartridges for MD office, ELCOT.

Short Title used in the Tender Document:

1. Bidder: Bidder means the party who makes a formal offer in pursuance of the tender floated.
2. Successful Bidder: Successful Bidder means the Bidder who becomes Successful through the tender process.
3. Day: A day means a Calendar Day.
4. Purchaser: Purchaser means the end user for whom the procurement is indented through the tender.

Tender Schedule:

a)	Tender No.	ELCOT/PROC/LT/33829/Toner Cartridges/2024-25
b)	Type of Tender	LIMITED TENDER – Single part bid
c)	Tendered Items	Supply of Toner Cartridges
d)	Delivery	ELCOT Corporate office, Nandanam, Chennai
e)	Due Date & Time for Submission of Tenders	20.09.2024 @ 3.00 PM.
f)	Opening Date & Time	20.09.2024@ 4.00 PM.

MODE OF DESPATCH: Tenders should be addressed to the MANAGING DIRECTOR – ELCOT (by Designation only) and superscribed with the tender number and sent in

sealed cover either by Registered post with acknowledgment due or in person. Tenders received in ordinary cover without seal will not be considered. Bids received after the due date and Time will not be accepted. Delay in postal transit will not be accepted as a valid reason for late submission. The Tender Document is not transferable to any other bidder.

IMPORTANT NOTE: TENDERER MUST SUBMIT THIS ORIGINAL TENDER DOCUMENT WITH THEIR SIGNATURE, AND SEAL WITHOUT MISSING ANY OF THE PAGES. Price bid must be submitted in the bidder's company letter head.

The tenders received on SPECIFIED DUE DATE & TIME will be opened at ELCOT, 692, Anna Salai, Nandanam, Chennai – 600 035 in the presence of the bidders who choose to be present. If sufficient response is not received on the due date of opening, ELCOT reserves its right to extend the due date for submission of tenders inviting more bids or cancel the tender.

Items tendered:

Sl. No.	Product Code	Description
1.	33829-001	Toner (Black) Cartridge HP 2300A
2.	33829-002	Toner (Cyan) Cartridge HP 2301A
3.	33829-003	Toner (Yellow) Cartridge HP 2302A
4.	33829-004	Toner (Magenta) Cartridge HP 2303A

1) Delivery and Installation: Within 10 days from the date of issue of purchase order at the respective purchaser locations.

2) Price Bid Evaluation:

The total value including all taxes, duties and other charges for all the items will be taken up for Price Bid evaluation. The Bidders who quote L1 Price for the total value of items will be called as L1 Bidder. However, the L1 Bidder has to match the L1 Prices of line items in case they have not become L1 for these line items.

3) Validity of the Tender: 30 days.

4) Payment Terms: 100% of the total cost of ordered items will be paid by ELCOT on behalf of the purchaser, after receipt of funds from the purchaser, on delivery on proof of delivery of the ordered items.

5) Liquidated Damages for Non-Fulfillment of Purchase Order: 0.25% PER Day on the undelivered portion of the value subject to a maximum of 5%, if the supply, installation and commissioning has not been completed in full within the stipulated delivery period.

6) Penalty for Non-Fulfillment of conditions:

In the event of non-fulfillment or non-observance of any of the conditions stipulated in the tender document and Purchase order, the successful bidder should pay the penalty amount equivalent to 10 (ten) per cent of total value of purchase order or an amount equal to the actual loss incurred by the purchaser whichever is higher.

PRICE BID

Name of the bidder:							
Sl. No.	Product Code	Description	Qty. in Nos.	Unit Price (including Packing, Forwarding, Insurance) without Taxes Rs.	Applicable GST in %	Applicable GST in Rs.	Total Price inclusive of GST (5+7)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	33829-001	Toner (Black) Cartridge HP 2300A	6				
2	33829-002	Toner (Cyan) Cartridge HP 2301A	6				
3	33829-003	Toner (Yellow) Cartridge HP 2302A	6				
4	33829-004	Toner (Magenta) Cartridge HP 2303A	6				
		TOTAL					