



**SCHOOL OF DISTANCE EDUCATION**  
**BHARATHIAR UNIVERSITY : COIMBATORE - 641 046**  
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### TENDER NOTICE

Ref: BU/SDE/Purchase/Toner/2022

Date:25.05.2022

Limited tenders are invited by the Director, School of Distance Education, Bharathiar University, Coimbatore-46 upto 3.00 PM on **14.06.2022** for purchase of Black toner for Sharp AR6020N Xerox Machine for the School of Distance Education, Bharathiar University, Coimbatore.

Tender Documents (Tender conditions, Technical Bid and Financial Bid) can be downloaded from our website: [www.b-u.ac.in](http://www.b-u.ac.in) from **27.05.2022 to 14.06.2022**. The cost of tender documents **Rs.354/-** and EMD **Rs.500/-** have to be enclosed in the form of Demand Draft drawn in favour of "The Director, School of Distance Education, Bharathiar University, Coimbatore-641 046" payable at Coimbatore.

**DIRECTOR**

**SCHOOL OF DISTANCE EDUCATION  
BHARATHIAR UNIVERSITY : COIMBATORE**

**TENDER CONDITIONS AND INSTRUCTIONS FOR PURCHASE OF TONER**

1. Limited Tenders consist of Tender conditions Technical Bid and Financial Bid will be received by the Director, upto 3.00 p.m. on **14.06.2022** for the Purchase of Black toner for Sharp AR6020N Xerox Machine in the School of Distance Education, Bharathiar University Coimbatore as given in the schedule.
2. Technical Bid and Financial Bid shall be submitted in separate sealed covers each superscribed as "Technical Bid for Tender for Purchase of Black toner for Sharp AR6020N Xerox Machine and Financial Bid for Tender for Purchase of Black toner for Sharp AR6020N Xerox Machine" **The bidder shall submit technical bid and financial bid as per tender schedule in separate sealed covers and both covers shall be enclosed in a single sealed cover along with signed copy of the Tender conditions** superscribed as "Tender for Purchase of Black toner for Sharp AR6020N Xerox Machine" to the School of Distance Education due on **14.06.2022** by 3.00 p.m.
3. The tender Technical Bid and Financial Bid will be opened by the Director in the Director Chamber on the same day on **14.06.2022** at 4.00 p.m. in the presence of tenderers who are present.
4. Each tender shall be accompanied with an total amount of **Rs.500/-** for EMD amount in the form of Demand Draft drawn in Nationalized Bank in favour of the Director, Bharathiar University, payable at Coimbatore. Tenders without EMD shall be summarily rejected. EMD will not carrying interest.
5. Tenders cost of **Rs.354/-** in the form of Demand Draft drawn on Nationalized Bank in favour of the Director, Bharathiar University, payable at Coimbatore. Tenders without Tender Cost shall be summarily rejected. EMD will not carried interest.
6. Tenders received late will be returned to the Tenderer unopened.
7. All criteria of the Financial Bid should be complied, if found incomplete the bid will be summarily rejected.
8. The tenderer should quote his rate in figures and words in the prescribed tender schedule only. Corrections or overwriting if any shall be attested with the full signature of the Tenderer.
9. The Tenderer should sign on each page of the tender document.
10. The price quoted shall be inclusive of GST or any other charges.
11. Tender documents are not transferable.
12. The tender shall be submitted only in this official form and the tenderers should sign on each page of the all tender documents and enclosed without any omission.
13. The tender shall be valid for a period of 90 days from the date of opening. Tenderer should not withdraw his tender after the tenders are opened. In case the tender is withdrawn after it is opened, the EMD will be forfeited.
14. The tender conditions, the technical bid and financial bid shall be submitted by the tenderer only in the letter head of the tenderer / concern / firm.

15. The EMD of the unsuccessful Tenderer will be refunded based on the request of the Tenderer after the tenders are disposed of by the competent authority.
16. Successful Tenderer shall remit a security deposit of 5% based on the accepted value (including EMD already remitted) entailed in forfeiture of EMD. Security Deposit will be refunded after the audit.
17. The material should be supplied within the stipulated period mentioned in the supply order. If the supply is not made within the period the supply order will be cancelled and the EMD will be forfeited.
18. Any dispute arising out of this contract shall be settled only at the court having jurisdiction of Coimbatore.
19. The authority competent reserves the right to reject or accept any tender without assigning any reasons thereof.
20. Regarding the acceptance of supply with reference to the specification and quality of material supplied, the decision of University shall be final.
21. The University's general rules for the supply of the materials and works will apply on this purchase also.
22. The tender is submitted subject to and agreeing to the above conditions.
23. The rate quoted will be inclusive of GST and inclusive of all expenses up to delivery of items.

SIGNATURE OF THE TENDERER  
Mobile No:

Details of Tender Cost (to be fill in by the Tenderer)

DD/No.

Date:

Bank:

Rs.

Details of EMD Amount (to be fill in by the Tenderer)

DD/No.

Date:

Bank:

Rs.

**Note:** Submitted only in the letter head of the tenderer/concern/firm. Please do not quote rates in  
Technical Bid

**TECHNICAL BID**

**THE SPECIFICATION OF THE ITEM for toner**

<b>Specification</b>	<b>Complied – Yes / No (if No, specify)</b>
Black Toner for Sharp AR6020N Xerox Machine	

SIGNATURE WITH SEAL OF THE TENDERER  
Mobile No.

**Note:** Submitted only in the letter head of the tenderer/concern/firm.

**FINANCIAL BID**

**THE SPECIFICATION OF THE ITEM for toner**

<b>Specification</b>	<b>Qty</b>	<b>Rate per item Inclusive GST Rs.</b>
Black Toner for Sharp AR6020N Xerox Machine	03 Nos.	

SIGNATURE WITH SEAL OF THE TENDERER

Mobile No.