



# National Law University Odisha

(established by Odisha Act IV of 2008)

सत्ये स्थितो धर्मः

Dr. Dolly Jabbal  
Registrar (I/c),

Lt No: NLUO/ACAD/11537/2018  
Dated: 16/02/2018

**Sub: Enquiry of quotation for supply of cartridge/toner for printers.**

Dear Supplier,

Sealed quotations are invited for supply of the articles, detailed in the Table-A below. Quotation must be submitted in tabular format as in Table-A. Quotations in company's pad will also be acceptable. The quotations should reach this office by not later than **13.00 hrs. on 02.03.2018**. Sealed quotations will be opened in presence of purchase committee and vendors representatives at **15:00 hrs. on 02.03.2018**. The envelope containing the quotation shall be superscribed as "Quotation for the supply of cartridge" and quotation received without this superscription will have the risk of not being considered. Quotations received after the specified time and date will not be considered.

SL NO	Printer	Cartridge Model	QTY	Unit Price	Total Price	Tax	Grand Total
1	Ricoh SP310 SFN	Cartridge SP 310 (Black) [High Toner Yield Cartridge 5000 pages @ 5% coverage area]	7				
2	Canon 2422	CANON NPG28	6				
3	Canon 4225	CANON NPG57	1				
4	Canon 4570dw	CANON 328	1				
5	Canon imageClass MF6180dw	Cartridge 319 II (6,400 pages)	2				
6	Canon imageCLASS MF226DN	Cartridge 337	6				
7	Canon LASER SHOT LBP7200Cdn	Cartridge 318 BK Value Pack (6,800 pages)	1				
8	Canon LASER SHOT LBP7200Cdn	Cartridge 318 CMY (2,900 pages)	1 set				
9	Canon imageCLASS MF8210Cn	Cartridge 331 (Yellow, Magenta, Cyan, @ 1,500 pages)	1 set				
Total Amount Payable: <In words>						TOTAL	<In figure>

**Table-A**

**THE QUOTATIONS SHOULD SATISFY THE FOLLOWING TERMS AND CONDITIONS:**

1. The rate quoted should be valid till 45 days. If the rate is valid for any specific period the same may be mentioned.
2. Rate should be quoted for delivery and onsite support during the Guarantee and Warranty period F.O.R./destination, i.e. National Law University, Odisha, CDA, SEC-13, Cuttack-753015 (Odisha).
3. Supplier/vendor should be able to supply and Install the articles in Table-A, within 7 working days of supply order.
4. Complete quotation with specifications (Make/Model) of the articles rate, quantity, amount etc. should given in the quotation.
5.
  - a) If taxes, duties or any other charges over and above the rate quoted are payable by the purchaser actual/percentage of such taxes duties of charge should be separately and clearly indicated.
  - b) Sales Tax Registration no. and date, Income tax account number shall be quoted.
6. Price once quoted are final, Inquiries regarding rate will not be entertained.
7. There should be no cutting, overwriting etc. in the rates in the quotations. Quotations with overwriting, cutting etc are liable to be rejected.
8. All cartridges must be New and Genuine / Original i.e. made by Original Equipment Manufacturers (OEM's) of the printer/copier.
9. The bidder has to submit ink-signed Original Equipment Manufacturers(OEM's) authorization (in OEM's letter head) along with the bid in the format attached in ANNEXURE - I.
10. Bidder should have registered office in Cuttack or Bhubaneswar.
11. Quantity may vary as per actual requirement at the time of order/Installation.
12. Quotations not complying with the above conditions are liable to be rejected. The authority reserves the right to impose any other condition as deemed necessary in dealing the subject.
13. In view of the wide publicity the details are also available in our website ([www.nluo.ac.in](http://www.nluo.ac.in)), may be seen.
14. Payment will be made by cheque after satisfactory completion of supply, testing and receipt of bill in triplicate.
15. Preference will be given to the firm, if Manufacture/ Sole distributor/Channel partner.
16. May feel free to contact on Ph. +91 671 2338005, E-mail: [itsupport@nluo.ac.in](mailto:itsupport@nluo.ac.in).
17. The Vice – Chancellor, NLUO, Cuttack reserves to himself the right to accept or reject any or all the quotations either in part or in full without assigning any reason thereof.
18. All disputes including Court Proceedings shall be settled within the Cuttack Jurisdiction only.



Registrar (I/C)

**Registrar**

National Law University, Odisha

ANNEXURE – I

MANUFACTURERS' AUTHORIZATION FORM

Date:

To,  
Registrar (I/C),  
National Law University Odisha  
SEC-13, CDA,  
Cuttack – 753015.

Dear Sir,

With reference to Bid(Lt. No./Ref. No.):

We \_\_\_\_\_ who are  
established \_\_\_\_\_ and \_\_\_\_\_ reputable \_\_\_\_\_ manufacturers  
of \_\_\_\_\_  
(name and descriptions of goods offered) having Corporate office at  
\_\_\_\_\_(address of office) do hereby authorize M/s  
\_\_\_\_\_(Name and address of Agent) to  
submit a bid for the goods manufactured by us against the above Bid.

Yours faithfully,  
(Signature, Name & Business address with contact details)