

INFORMATION KERALA MISSION
Thiruvananthapuram-695 581

Tender Specification No.IKM/TP/2007-08/02



Tender Documents for the "Purchase of Computer Stationeries"

ISSUED TO

.....
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ISSUED ON

TO BE SUBMITTED ON OR BEFORE

NAME AND ADDRESS OF THE TENDERER IN FULL

.....
.....

Tel.no: (.....)..... FAX: (.....).....

Name of contact person:

Mobile tel.no.: E-mail:.....

TENDER SUBMISSION ON

Sl.No.	Item
1	Tender form for the supply of Computer Stationeries

Date:

(Seal)

Signature of Tenderer

Tender form for the supply of Computer Stationery items for Information Kerala Mission, Pratheeksha, Near Govt. Engineering college, Trivandrum
List of Computer Stationery items

Name of Supplier with full address & telephone No.

Sl.No.	Particulars	Quantity	Unit	Rate
1	Catridge (Q 2610 A)	1	No.	
2	Catridge (Q 2612- A)	1	No.	
3	Catridge - Toner 15 A (HP 6615 D)	1	No.	
4	Catridge - Toner 16 A	1	No.	
5	Catridge -27 A (BLACK) Dekject 3420	1	No.	
6	Catridge- Toner -27x	1	No.	
7	Catridge- 28 A (Colour)	1	No.	
8	Catridge - Tonner 29x- Printer No 5000 -5100 (c-4129x)	1	No.	
9	Catridge 49 A (HPLJ1 320- Q 5949A)	1	No.	
10	Toner Cart - 82x	1	No.	
11	C 8543x Tonner	1	No.	
12	Catridge (Q2681 A)	1	No.	
13	Catridge (Q 2682 A)	1	No.	
14	Catridge (Q 2683 A)	1	No.	
15	Tonner (9720 A)	1	No.	
16	Tonner (9721 A)	1	No.	
17	Tonner (9722 A)	1	No.	
18	Tonner (9723 A)	1	No.	
19	Catridge 82 (C 4913 A, C 4911A, C4912A)	1	No.	
20	Catridge Toner (854) (C9361Z)	1	No.	
21	Catridge Toner 851 (C9364z)	1	No.	

22	Cartridge 42 A	1	No.	
23	Cartridge 11 A	1	No.	
24	132 Column with Cartridge	1	No.	
25	80 Column Cartridge	1	No.	
26	Cartridge 4844	1	No.	
27	Cartridge 4836	1	No.	
28	Cartridge 4837	1	No.	
29	Cartridge 4838	1	No.	
30	Lipi Cartridge	1	No.	
31	Cart.for designjet 500ps:c4844a (Black)	1	No.	
32	Cart.for designjet 500ps:c4911a (cyan)	1	No.	
33	Cart.for designjet 500ps:c4913a (cyan)	1	No.	
34	Cart.for designjet 500ps:c4912a (cyan)	1	No.	
35	CD- R	1	No.	
36	CD (RW)	1	No.	
37	DVD - RW	1	No.	
38	DVD -R	1	No.	
39	Floppy Cleaner	1	Kit	
40	Floppy Disk	1	No.	
41	CD - Cleaning Kit	1	No.	
42	Cartridge 4814A (Black)	1	No.	
43	Cartridge 4815A (Cyan)	1	No.	
44	Cartridge 4816A (Cyan)	1	No.	
45	Cartridge 4817A (Cyan)	1	No.	

Name and signature of the supplier

INFORMATION KERALA MISSION
Pratheeksha, Near Govt.College of Engineering, Pangappara,
Thiruvananthapuram-695581

GENERAL TENDER CONDITIONS

Sealed tenders are invited for the supply of Computer Stationeries for 2007-2008 subject to the following conditions:

1. The tenders should be addressed to the (Purchasing Officer) Executive Chairman & Director, Information Kerala Mission, Pratheeksha, Pangappara, Thiruvananthapuram-81, in a sealed cover with the tender number and name duly superscribed on the cover.
2. The tender form can be obtained from the office of the Executive Chairman & Director on payment of Rs.350/-+ST on or before 13.07.2007, 4PM. The cost of tender forms once paid will not be refunded. Tenders that are not in the prescribed form are liable to be rejected.
3. Intending tenderers should send their tender so as to reach Information Kerala Mission, on or before 16.07.2007, 4PM. No tender received after this specified date and time will be accepted on any account.
4. The tenders will be opened on 17.07.07 at 3PM at the office of the undersigned in the presence of such of those tenderers or their nominees who may be present at that time.
5. Tenderers shall invariably specify in their tenders, the conditions for providing the items.
6. The final acceptance of the tenders rests entirely with Information Kerala Mission who does not bind themselves to accept the lowest or any tender.
7. Information Kerala Mission reserves the right to purchase the articles in part or full and the tenderers on their part should be prepared to carry out such portion of the supplies included in their tenders as may be allotted to them.
8. The successful tenderer shall also execute an agreement for the due fulfilment of the contract within the period to be specified in the letter of acceptance. The contractor shall have to pay all stamp duty.
9. The successful tenderer shall before signing the agreement and within the period specified in the letter of acceptance of this tender, deposit a sum of Rs.5000/- as security for the satisfactory fulfilment of the contract. The amount of security may be deposited in the form of Demand drafts (crossed) on the local branch of a nationalised bank drawn in favour of the Executive Chairman & Director, Information Kerala Mission.

10. In case where a successful tenderer, after having made partial supply, fails to fulfil the contracts in full, all or any of the supplies not rendered may at the discretion of the Purchasing Officer be purchased by means of another tender/quotation or by negotiation or from the next higher tenderer who had offered to provide supplies already and the loss, if any, caused to Information Kerala Mission shall thereby together with such sum as may be fixed by Information Kerala Mission towards damages be recovered the proportionate portion of the security deposit based on the cost of the supplies not provided at the rate shown in the tender of the defaulter shall be forfeited and balance alone shall be refunded.
11. Payment will be arranged within two weeks from the date of receipt of bills after successful delivery of items.
12. Delivery of items should be arranged within 2 to 7 days at Information Kerala Mission, Pangappara P.O., Sreekariyam, Thiruvananthapuram

Tender Submission:

13. The tender shall be submitted in sealed cover superscribed with the tender number and name, last date for submission, and the name and address of the firm submitting the tender.

The proposal should be addressed to:

Executive Chairman & Director
Information Kerala Mission
Pratheeksha, Near Govt.College of Engineering
Pangappara, Trivandrum-81

i.e. the cover should be superscribed

Tender No.: **IKM/TP/STAT/2007-08/02**
Tender for **Purchase of Computer Stationeries**

Last date for submission: 4PM., 16.07.2007

To

The Executive Chairman & Director
Pratheeksha, Pangappara,
Near Govt.College of Engineering,
Pangappara,
Thiruvananthapuram-695581

<the name and address of the tenderer>