

INDIAN COUNCIL OF SOCIAL SCIENCE REARCH

(Ministry of Education)

ARUNA ASAF ALI MARG, NEW DELHI – 110 067

Tel.: 26741849/51 (EPABX) Fax: 26741836

Website: www.icssr.org

F.No.2-14/2019-20-A

Dated 25/02/2021

NOTICE INVITING QUOTATIONS

Sealed quotations under Limited Tender Enquiry are invited on or before 18.03.2021 upto 1:00 pm from the Manufactures/Suppliers/Firms/Agencies/Vendors for the supply of **Original Photocopier Toner as per Annexure– ‘A’** in the Indian Council of Social Science Research. The prescribed quotation form along with applicable terms & conditions can be downloaded from ICSSR website www.icssr.org.

Quotation forms can also be collected from the office of the undersigned on all working days between 11.00 am to 4.00 pm upto **17.03.2021**.

CONDITIONS:

1. The supply of **Original Photocopier Toner** should be made as per ICSSR requirement from time to time.
2. The Supply Order will be for one year period or as required by the Council.
3. The Council reserves the right to accept or reject any or all the quotations so received without assigning any reason.
4. All necessary tax deductions/ recoveries as per Govt. of India's rules shall be made as applicable.
5. The sealed quotation of original photocopier toner will be received latest by 18.03.2021 upto 1:00 pm. The same will be opened on 18.03.2021 at 3:00 pm in the presence of vendors, if any.
6. The quotation should be addressed to the Administrative Officer, ICSSR, Aruna Asaf Ali Marg, New Delhi – 110 067.
7. Supply of Items will be delivered at ICSSR office.
8. The vendors are required to enclose a copy of PAN No./Service Tax No./GST No. If the above said documents are found wrong, the action against the firm/vender will be taken as per rules.
9. The envelop must be marked with Tender Notice for supply of **Original Photocopier Toner and date**.
10. The quotation should be accompanied by Earnest Money Deposit (EMD) of Rs.2,000/- (to be deposited in ICSSR by Bank Draft in favour of ICSSR, name of the firm should be written on the backside of DD), without EMD the quotation will not be considered.
11. The sealed quotation should reach to the undersigned either in person or by Registered / Speed Post / Courier on or before **18.03.2021 upto 1:00 p.m.**
12. The vendors registered with MSME will be exempted from depositing the Earnest Money Deposit (EMD), on submission of MSME Certificate.
13. Copy of OEM Suppliers certificate is required to be submitted with the quotations.

Copy to:-

1. System officer for uploading on official web site.
2. Suppliers of **Original Photocopier Toner**, as per list

(Ashish Deolia)
Administrative officer

ANNEXURE – 'A'

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ARUNA ASAF ALI MARG, NEW DELHI – 110 067

S. No.	Photocopier	Toner No.	Rete Per Unit (GST Extra as per applicable)
1	Konica Minolta 754e	712TN	
2	Konica Minolta 554e	513TN	
3	SHARP M/c Model 6020N	MX 237	
4	Toshiba E-Studio 3518	T-5018P	

Signatures of bidder