



Ref. No.: SIMFED/16-17/ GM-III/01

Date: 04.08.2016

NOTICE INVITING QUOTATIONS (N.I.Q.)

Sealed quotations are invited from reputed manufacturers (Empanelled with SIMFED under Misc. section)/ Authorized dealers (Empanelled with SIMFED under Misc. section)/ Suppliers (Empanelled with SIMFED under Misc.) for supply of the following materials.

Sl. No.	Items	Qty	Unit
1	HP 88A Toner	16	nos
2	HP 45A Toner	7	nos
3	Sharp MX-235 AT Toner	2	nos
4	A4 GSM Paper	10	nos

Terms and conditions:

1. The quotations must be submitted in a sealed envelope. NIQ reference No. must be written very clearly on the envelope.
2. **Only Quotations from Empanelled manufacturers/ dealers/ suppliers of SIMFED shall be accepted. Empanelment must be valid (Expired empanelment shall not be accepted).**
3. All Quotations are to be submitted to the General Manager(III), Sonam Gyatso Marg, Gangtok, East Sikkim 737101 by 12.00 Noon, 19/08/2016. After the stipulated time no quotations will be accepted.
4. An amount of Rs.500.00 may be deposited as Quote fees/Tender fees/ processing fees. This amount is non refundable. The amount may be paid in cash or by Demand Draft in favour of the Managing Director, SIMFED. Cheques will not be accepted.
5. EMD @ 2.5% of the work value should be submitted along with the quotations else the quotations shall be rejected.
6. The materials should be strictly as per the specifications and quantity mentioned.
7. **Trade discounts being offered to SIMFED must be mentioned clearly in the quotations.**
8. Payment on successful supply will be made only after receipt of the payment from the indenting department and on obtaining the completion certificate from the indenting department.
9. The vendor submitting the quotations must have cleared the processing fees and other dues with SIMFED Accounts Section.
10. Submission of the quotations assumes that the party has accepted all the terms & conditions and will accept the decision of management of SIMFED.

11. The rates submitted by the L1 shall be verified and if found abnormally higher than the prevailing rates of the market then the management reserves the right to cancel/ renegotiate or any other decisions that may be beneficial for the end buyer.
- 12. Supply order shall be given to the lowest bidder and after acceptance of the rates by SIMFED on the condition that the rates are further accepted by the indenting department and a Supply Order is issued by them in favour of SIMFED.**
13. The management of SIMFED reserves the right to accept or reject any quotations without assigning any reasons thereof. The Decision of the Managing Director is final & binding on all in all circumstances & situation.
14. SIMED RESERVES THE RIGHT TO CANCEL THIS NIQ AT ANYTIME.

General Manager (III)