

ENQUIRY

Canon India Pvt. Ltd. 404 & 405, Pride Kumar Senate, Senapati bapat Road (Bhamburda), Shivaji Nagar, Pune – 411016, Maharahstra, India Email: prashant.chatur@canon.co.in , Rahim.Nadaf@canon.co.in	All Communications to be addressed to The Director IISER PUNE for the attention of INCHARGE S & P FOR DIRECTOR	
	Tender Enquiry No:	IISER/PUR/0228/Cannon/25
	Date	18/06/2025
Sir/Madam, Subject: REQUEST FOR QUOTATION DUE DATE: 02/07/2025 Please send your Principal quotation in a sealed cover for the following items with complete specifications and literature showing delivery period, on or before the due date to reach this office. In case of difficulty please contact us at purchase@iiserpune.ac.in		
S.No:	Description of Material	Quantity
1.	Rate Contract 2025-26 for Canon Cartridges (Under Canon Privileged Corporate Customer Program)	As per attached list
1. Quotation received after due date will not be considered at all 2. Our Enquiry No, date and DUE date as above must be subscribed on the sealed envelope containing your quotation. 3. We do not accept the advance payment terms or through bank against documents.		Sd/- Sr. Assistant Registrar (S&P)

TERMS AND CONDITIONS FOR ENQUIRY.

Category of Suppliers invited for this Tender

Class I local Supplier – has local content equal to more than 50%

Class II local Supplier – has local content more than 20% but less than 50%

- Two Bid System:** The two bid system should be followed for this tender. In this system the BIDDER must submit his/her offer in two separate sealed envelopes. Both the technical bid and commercial bid envelopes should be securely sealed and stamped separately and clearly marked as “Envelope No.1 – Technical Bid” and “Envelope No.2 – Commercial Bid” respectively. Both the sealed envelopes should be placed in a third larger envelope.
- The technical offer should not contain any price information.**
- Financial Bids of the eligible bidders will be opened on a later date. The date and time for opening of Financial Bids will be announced later.**
- It is mandatory to submit OEM authorization for this tender enquiry along with the bid. Non-compliance with this requirement will lead to the disqualification and rejection of the bid without further assessment.**
- Break up of individuals cost of items should be provided.
- Your rate should include packaging and forwarding charges. In case of quotation F.O.R. destination Insurance should also be covered. The good should be insured in your favor against theft, loss, damage or breakage during transit.
- Delivery Period / Timeliness**
The deliveries & installation must be completed within 3 days, after placement of purchase order. The time is the essence of the contract. It is mandatory for the bidders who respond to this bid to meet these expectations, as are tightly linked to IISER, PUNE's plans of completing the project within the time frame.
- Penalty for delayed Services / LD**
 - As time is the essence of the contract, Delivery period mentioned in the Purchase Order should be strictly adhered to. Otherwise the IISER will forfeit SD and also LD clause will be applicable /enforced.
 - If the supplier fails to Supply, install as per specifications mentioned in the order within the due date, the Supplier is liable to pay liquidated damages of 1% of order value per every week of delay subject to a maximum of 10% beyond the due date. Such money will be deducted from any amount due or which may become due to the supplier.
 - IISER, PUNE reserves the right to cancel the order in case the delay is more than 10 weeks. Penalties, if any, will be deducted from the Security Deposit
- We do not accept advance payment terms or payment against documents. See below details of accepted payment terms.**

Mode of Payment
Payment will be made directly to the suppliers by RTGS/NEFT after receipt of the goods, tested /inspected and found satisfactory with regard to quality, quantity, and specifications ordered for and after satisfying that the terms and conditions of supply have been fulfilled.
- Fall clause:**
The commercial offer shall in no way exceed the lowest price at which the contractor sells the stores of identical description to any other person/organization during the currency of the contract.
- The quotations are liable to be rejected if any of the above condition is not complied.
- This Institute is following and abide with the Public Procurement (Preference to Make in India), Order 2017, DIPP, MoCI Order No. P-45021/2/2017-B.E.II dated 15th June 2017 and 4th June, 2020 and subsequent amendments to the order. Accordingly, preference will be given to the Make in India products while evaluating the bids, however, it is the sole responsibility of the bidder(s) to specify the product quoted by them is of Make in India product along with respective documentary evidence as stipulated in the aforesaid order in the technical bid itself.

13. Printed condition of the tenders/quotations shall not be binding on us.

14. The acceptance of the quotation will rest with the Director, Indian Institute of Science Education and research (IISER) Pune who does not bind himself to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reason.

LIST OF A4 CARTRIDGES

Sr No	Particular	Sr No	Particular
1	Cartridge 925	24	Cartridge 054H C
2	Cartridge 303	25	Cartridge 054 M
3	Cartridge 326	26	Cartridge 054 Y
4	Cartridge 337	27	Cartridge 054H BK
5	Cartridge 057	28	Cartridge 055 BK
6	Cartridge 057H	29	Cartridge 055 C
7	Cartridge 328	30	Cartridge 055 M
8	Cartridge 328 VP	31	Cartridge 055 Y
9	Cartridge 071	32	Cartridge 055H BK
10	Cartridge 071 H	33	Cartridge 055H C
11	Cartridge 329 BK	34	Cartridge 055H M
12	Cartridge 329 C	35	Cartridge 055H Y
13	Cartridge 329 M	36	Cartridge 069 BK
14	Cartridge 329 Y	37	Cartridge 069 C
15	Drum Cartridge 029	38	Cartridge 069 M
16	Cartridge 045 BK	39	Cartridge 069 Y
17	Cartridge 045 C	40	Cartridge 069H BK
18	Cartridge 045 M	41	Cartridge 069H C
19	Cartridge 045 Y	42	Cartridge 069H M
20	Cartridge 054 BK	43	Cartridge 069H Y
21	Cartridge 054 C		
22	Cartridge 054 M		
23	Cartridge 054 Y		
24	Cartridge 054H BK		

LIST OF A3 CARTRIDGES

Sr No	Particular	Sr No	Particular
1	NPG 73 Toner Black	7	Canon NPG 88 Toner Cyan
2	Canon NPG 67 Toner Black	8	Canon NPG 88 Toner Yellow
3	Canon NPG 67 Toner Cyan	9	Canon NPG 88 Toner Magenta
4	Canon NPG 67 Toner Magenta	10	Canon NPG 59 Toner
5	Canon NPG 67 Toner Yellow	11	Canon Npg 86 Toner
6	Canon NPG 88 Toner Bk		

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान पुणे

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH PUNE

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