

F.No.2-12/2018-19-A

Dated 01/11/2018

NOTICE INVITING QUOTATIONS

Sealed quotations under Limited Tender Enquiry are invited on or before 15.11.2018 upto 3:00 pm from the Manufactures/Suppliers/Firms/Agencies/Vendors for the supply of Photocopier Toner in the Indian Council of Social Science Research under the Ministry of Human Resource Development, as per the details at **Annexure– ‘A’**. The prescribed quotation form along with applicable terms & conditions can be downloaded from ICSSR website www.icssr.org.

Quotation papers can be collected from the office of the undersigned on all working days between 11.00 am to 4.00 pm upto **14.11.2018**.

TERMS AND CONDITIONS:

1. The supply of **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. All quotations should be computerized typed.
6. Items are to be delivered at ICSSR office.
7. The vendors are required to enclose a copy of PAN No./GST No. If the above said documents are found wrong, the action against the firm/vendor will be taken as per rules.
8. The envelope must be marked with Tender Notice for supply of **Photocopier Toner and date**.
9. The quotation should be accompanied by Earnest Money Deposit (EMD) of **Rs.2,000/-** through Demand Draft in favour of ICSSR (name of the firm with contact number should be written on the backside of DD), without EMD the quotation will not be considered.
10. The sealed quotation should reach to the undersigned either in person or by Registered / Speed Post / Courier on or before **15.11.2018 upto 3:00 p.m.**

(Ashish Deolia)
Administrative officer

Copy to:-

1. Systems Analyst for uploading on official web site www.icssr.org.
2. Suppliers of **Photocopier Toner**, as per list

INDIAN COUNCIL of SOCIAL SCIENCE RESEARCH

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	237BT	

Signatures of bidder