



PERIYAR UNIVERSITY

SALEM- 636011, TAMIL NADU

State University -NAAC Accredited A++ Grade - NIRF Rank 59, NIRF Innovation Band of 11-50

Ref. No. PU/COE/CPE-II/COE CHAMBER/1403/Colour Toner /2026-19

Date: 22.06.2026

TENDER NOTIFICATION

Sealed Tenders are invited by the Controller of Examinations, Periyar University, Salem – 11 for the Purchase of Yellow & Black Toner the COE CHAMBER from reputed firms.

The detailed tender documents with specifications terms and conditions etc., can be downloaded from the University website www.periyaruniversity.ac.in. The last date for receipt of the tender in this office is 02.07.2026 at 2.00 p.m.

TENDER SUMMARY

Tender Ref. Number	PU/COE/CPE-II/COE CHAMBER/1403/Colour Toner/2026-19 Date: 22.06.2026
Tender Document Cost (Rs.) (Downloadable One)	Rs. 1180/- [(Demand Draft drawn in any Nationalized bank in favour of the Registrar, Periyar University, payable at Salem) [(Separate DD)]
Amount of EMD (Rs.)	1% of the quoted value [(Demand Draft drawn in any nationalized bank in favour of the Registrar, Periyar University, payable at Salem) [(Separate DD)]
Tender Cover Submission	upto 2.00 p.m. on <u>02.07.2026</u>

Controller of Examinations



PERIYAR UNIVERSITY

SALEM – 636011, TAMIL NADU, INDIA

State University -NAAC Accredited A++ Grade - NIRF Rank 59, NIRF Innovation Band of 11-50

From
The Controller of Examinations
Periyar University
Salem – 636 011.

To

No. PU/COE/CPE-II/COE CHAMBER/1403/2026-19

Date: 22.06.2026

NAME OF THE SUPPLY: Purchase of Yellow & Black Toner for COE CHAMBER

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## **Tender Conditions**

- 01) Sealed tenders will be received by the Registrar upto **2.00 p.m. on 02.07.2026** for the **“Purchase of Yellow & Black toner for COE CHAMBER”** as per the specifications given in the tender schedules.
- 02) The tender shall be submitted in sealed cover superscribed as **“Tender for Purchase of Yellow & Black Toner COE CHAMBER”** for use of Periyar University due on **02.07.2026 at 2.00 p.m.**
- 03) If the last day fixed for the receipt of tender happens to be a holiday tenders will be received on the next working day upto 2.00 p.m.
- 04) Each tender shall accompany with an **Tender Document Cost of Rs. 1,180/-**. The Tender Document Cost in the form of the Demand Draft drawn in any nationalized bank in favour of the **Registrar, Periyar University, payable at Salem.** (Separate DD)
- 05) Each tender shall accompany with an **EMD at 1% of the Materials Value**. The EMD in the form of the Demand Draft drawn in any nationalized bank in favour of the **Registrar, Periyar University, payable at Salem.** Tenders without E.M.D. will be summarily rejected. E.M.D. will not carry any interest.
- 06) **Tenders received late will be returned to the tenderer unopened.**
- 07) The entries in the tender schedules shall be as far as possible without scoring and corrections and over writings and shall be legible. The unavoidable correction or scoring shall be attested by full signature of the tenderer. The tenderer should sign on each page of the tender document.
- 08) **In the tender schedule, the tenderer should quote his rate and tax For each item separately in figures and words in the corresponding column.**
- 09) If the rates quoted in the schedule differ in words and figures, the lowest quoted rate will be taken.
- 10) No revision of rates will be accepted. Rates quoted shall be firm.

- 11) The rates quoted shall be for delivery at University Campus inclusive of charges such as packing and forwarding. Discount if any should be indicated prominently. The tenderer is solely responsible till delivery in good condition.
- 12) **The tenderer should produce the Toner as per the specifications given in the tender schedule.**
- 13) Tender shall be submitted only in this official form and the tenderer should sign on each page of the tenderer enclosed without any omission. Tenders with price variation will not be accepted.
- 14) The tender shall be valid for a period of One year from the date of opening. Tenderer should not withdraw his tender after the tenders are opened. In case the tender is withdrawn after opening, the E.M.D. will be forfeited.
- 15) The E.M.D. of the unsuccessful tenderers will be refunded on their request immediately after the disposal of tender by the competent authority.
- 16) **The successful tenderer shall also furnish security deposit at 2% of the value of the order. The Security Deposit will be refunded after one year from the date of supply of materials.**
- 17) In case of failure by the tenderer to supply items demanded within the Period prescribed, the Registrar shall have the power to purchase from others in lieu of rejected or not delivered goods, the excess cost and expenses will be worked out and recovered from the tenderer.
- 18) Successful tenderer should execute an agreement on stamp paper to the value of Rs. 100/- within seven days from the date of receipt of intimation about acceptance of the tender. Failure to execute the agreement in the stipulated time will entail in forfeiture of the E.M.D.
- 19) Any dispute arising out of this contract shall be settled only on the court having jurisdiction of Salem.
- 20) The authority competent to accept the tender reserves the right to reject the tender without assigning reasons thereof.
- 21) Regarding the acceptance of supply with reference to the specifications and quality of materials supplied, the decision of the Registrar shall be final. The rejected materials should be removed within 15 days at Tenderer's cost.
- 22) This University's General rules for the supply of the materials and works will apply on this purchase also.
- 23) The goods should be supplied within 15 days of the receipt of order.
- 24) If the tenderer fails in the due performance of his supply within the time fixed, the tenderer is liable to pay as liquidated damages upto 2% per month for the supply value of such portion of the materials as have not been delivered.
- 25) The tender schedule is not transferable and it should be used only by the tenderer to whom it is officially issued.

- 26) Percentage of payment to be withheld for the effective performance of the contract, provided that withheld amounts do not exceed ten percent of the total value of contract.
- 27) The cost must include the warranty maintenance for 5 years from the date of installation.
- 28) Complete address of the firm including year of establishment, Phone No., Fax No., Email address etc., may be furnished.
- 29) The tenderer's shall be responsible for erection & installation of the Materials at destination site and for making it fully operational. Payment and terms and conditions if any for the same would be specified by the tenderer separately.
- 30) Canvassing in connection with tender/quotation is strictly prohibited.
- 31) The tenderers should produce solvency certificate at the time of submitting tender form.
- 32) List of details of works executed and list of customers shall be attached.
- 33) The Company TIN/GST/PAN/CST Numbers must be mentioned in your Quotation.  
This tender is submitted subject to agreeing to the above conditions.
- 34) The tenderer's Who have registered office within Tamil Nadu only eligible for apply for this call.

**Details of Tender document cost (DD) Enclosed**

| <b>S. No.</b> | <b>Demand Draft No. / Date &amp; Name of the Bank</b> | <b>Amount</b> |
|---------------|-------------------------------------------------------|---------------|
|               |                                                       |               |

**Details of EMD Enclosed**

| <b>S.No.</b> | <b>Demand Draft No. / Date &amp; Name of the Bank</b> | <b>Amount</b> |
|--------------|-------------------------------------------------------|---------------|
|              |                                                       |               |

# *TENDER SCHEDULE*

## **Purchase of Toner for Yellow Black and Black Toner**

The quantities given below are approximate and are likely to be increased/reduced.

The rates should be quoted for the brand mentioned only.

**The rates should be inclusive of all taxes. Taxes must be exhibited separately in the bill. If not, deduction of tax (GST) will be made at the final payment.**

The Unit rates noted below are those governing payments.

The rates quoted are for delivery at the University Campus

| <b>Sl.No</b>                                                     | <b>Particulars</b> | <b>Qty</b> | <b>Rate<br/>(Per No)<br/>Rs. P.</b> | <b>Tax<br/>Applicable</b> | <b>Total<br/>Amount<br/>Rs.P.</b> |
|------------------------------------------------------------------|--------------------|------------|-------------------------------------|---------------------------|-----------------------------------|
| <b><u>Machine Model: RICOH AFICIO MPC<br/>3004 ( COLOUR)</u></b> |                    |            |                                     |                           |                                   |
| 1.                                                               | Yellow Toner       | 01         |                                     |                           |                                   |
| 2.                                                               | Black Toner        | 01         |                                     |                           |                                   |

Controller of Examinations