

ENQUIRY

Canon India Pvt. Ltd. 404 & 405, Pride Kumar Senate, Senapati bapat Road (Bhamburda), Shivaji Nagar, Pune – 411016, Maharashtra, 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/0349A/Cannon/26
	Date	10/07/2026
Sir/Madam, Subject: REQUEST FOR QUOTATION DUE DATE: 20/07/2026 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 2026-27 for Canon Cartridges (Under Canon Privileged Corporate Customer Program) (As per attached list)	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/- Deputy 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.

A4 CANON Cartridge List							
Sr. No	Item name	UoM	Cat no	Unit	Item price	Discount	GST
1	Cartridge 925	NO	Cartridge 925	EACH			
2	Cartridge 303	NO	Cartridge 303	EACH			
3	Cartridge 326	NO	Cartridge 326	EACH			
4	Cartridge 337	NO	Cartridge 337	EACH			
5	Cartridge 057	NO	Cartridge 057	EACH			
6	Cartridge 057H	NO	Cartridge 057H	EACH			
7	Cartridge 328	NO	Cartridge 328	EACH			
8	Cartridge 328 VP	NO	Cartridge 328 VP	EACH			
9	Cartridge 071	NO	Cartridge 071	EACH			
10	Cartridge 071 H	NO	Cartridge 071 H	EACH			
11	Cartridge 329 BK	NO	Cartridge 329 BK	EACH			
12	Cartridge 329 C	NO	Cartridge 329 C	EACH			
13	Cartridge 329 M	NO	Cartridge 329 M	EACH			
14	Cartridge 329 Y	NO	Cartridge 329 Y	EACH			
15	Drum Cartridge 029	NO	Drum Cartridge 029	EACH			
16	Cartridge 045 BK	NO	Cartridge 045 BK	EACH			
17	Cartridge 045 C	NO	Cartridge 045 C	EACH			
18	Cartridge 045 M	NO	Cartridge 045 M	EACH			
19	Cartridge 045 Y	NO	Cartridge 045 Y	EACH			
20	Cartridge 054 BK	NO	Cartridge 054 BK	EACH			
21	Cartridge 054 C	NO	Cartridge 054 C	EACH			
22	Cartridge 054 M	NO	Cartridge 054 M	EACH			
23	Cartridge 054 Y	NO	Cartridge 054 Y	EACH			
24	Cartridge 054H BK	NO	Cartridge 054H BK	EACH			
25	Cartridge 054H C	NO	Cartridge 054H C	EACH			
26	Cartridge 054H M	NO	Cartridge 054H M	EACH			
27	Cartridge 054H Y	NO	Cartridge 054H Y	EACH			
28	Cartridge 055 BK	NO	Cartridge 055 BK	EACH			
29	Cartridge 055 C	NO	Cartridge 055 C	EACH			
30	Cartridge 055 M	NO	Cartridge 055 M	EACH			
31	Cartridge 055 Y	NO	Cartridge 055 Y	EACH			
32	Cartridge 055H BK	NO	Cartridge 055H BK	EACH			
33	Cartridge 055H C	NO	Cartridge 055H C	EACH			
34	Cartridge 055H M	NO	Cartridge 055H M	EACH			
35	Cartridge 055H Y	NO	Cartridge 055H Y	EACH			
36	Cartridge 069 BK	NO	Cartridge 069 BK	EACH			
37	Cartridge 069 C	NO	Cartridge 069 C	EACH			

38	Cartridge 069 M	NO	Cartridge 069 M	EACH			
39	Cartridge 069 Y	NO	Cartridge 069 Y	EACH			
40	Cartridge 069H BK	NO	Cartridge 069H BK	EACH			
41	Cartridge 069H C	NO	Cartridge 069H C	EACH			
42	Cartridge 069H M	NO	Cartridge 069H M	EACH			
43	Cartridge 069H Y	NO	Cartridge 069H Y	EACH			
44	LaserJet Tank W1580X	NO	LaserJet Tank W1580X	EACH			

A3 CANON Cartridge

Sr. No	Item name	UoM	Cat no	Unit	Item price	Discount	GST
1	Canon NPG 73 Toner Black	NO	0473C001AA	Each			
2	Canon NPG 67 Toner Black	NO	8524B001AA	Each			
3	Canon NPG 67 Toner Cyan	NO	8525B001AA	Each			
4	Canon NPG 67 Toner Magenta	NO	8526B001AA	Each			
5	Canon NPG 67 Toner Yellow	NO	8527B001AA	Each			
6	Canon NPG 88 Toner Bk	NO	5753C001AA	Each			
7	Canon NPG 88 Toner Cyan	NO	5754C001AA	Each			
8	Canon NPG 88 Toner Yellow	NO	5756C001AA	Each			
9	Canon NPG 88 Toner Magenta	NO	5755C001AA	Each			
10	Canon NPG 59 Toner	NO	5141C001AA	Each			
11	Canon NPG 86 Toner	NO	6908B001AA	Each			