



भारतअनुप-सङ्घीय पटसन एवं समवर्गी रेशा प्रौद्योगिकी अनुसंधान संस्थान
ICAR-NATIONAL INSTITUTE OF RESEARCH ON JUTE AND
ALLIED FIBRE TECHNOLOGY
भारतीय कृषि अनुसंधान परिषद



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
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(आईएसओ9001 : 2008प्रमाणित संस्थान ISO 9001:2008 CERTIFIED INSTITUTE)

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F. No. 3(16)/Adm.III/Cartridge Refilling/ARC/18-19

Date: 01.10.2018

Subject: Quotation for ARC for refilling of ink/ toner cartridge for printer/ copier/ fax machines at ICAR-NIRJAFT:

To

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Sealed quotations are hereby invited on behalf of Director, ICAR-NIRJAFT for award of contract for ARC for refilling of ink/ toner cartridge for printer/ copier/ fax machines at ICAR NIRJAFT. The rates are to be quoted as in the Annexure-I with all other relevant documents in a sealed cover super scribing the envelope "Quotation for ARC for refilling of ink/ toner cartridge for printer/ copier/ fax machines at ICAR-NIRJAFT" so as to reach the undersigned by 1.00 P.M on 03/11/2018. The quotation may be dropped in the tender box kept in Adm III Section for the purpose. The quotations will be opened on the same day in the presence of tenderers who may wish to remain present at the time of opening of tender.

Date for Publishing	01.10.2018
Bid Submission start Date and Time	02.10.2018 at 10:00AM
Bid Submission End Date and Time	03.11.2018 at 01:00PM
Date and Time for Opening of Bids	03.11.2018 at 03:00PM

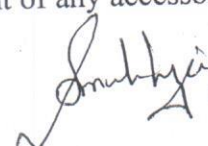
The award of contract will be governed by the following terms and conditions:

1. The firms participating in the tender must possess valid GST Registration No (GSTIN) and must indicate their GSTIN, Income Tax clearance certificate and PAN number in the quotation along with documentary proof failing which the quotation will be liable to be rejected. Preferably minimum one year experience in the field of providing such services in Public Sector, Central/ State Govt., PSU, Autonomous body and reputed private firm during the last three years.
2. Our quotation number and its due date for opening should be inscribed on the cover of your quotation. **Unsealed quotation will not be accepted. Quotation which does not indicate our quotation no and its due date for opening and also not accompanied with EMD will be summarily rejected.** Rates/Price should be quoted clearly both in figure and in words. Any overwriting/use of white ink or other discrepancy will make the tender liable to be rejected.
3. An EMD of Rs.2000/- should be given in the form of demand draft for the articles to be supplied. **The particulars of the earnest money deposited must also be super scribed on the top of the main envelope by indicating the draft number and date, failing of which your tender will not be opened.** The Tender will not be considered if the Earnest Money by means of demand draft is not attached with the Tender. No

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other form of deposit will be accepted. No interest will be calculated on EMD or Security Deposit.

4. Any conditional tenders will not be accepted
5. The items/service to be ordered should be done within 04 days from the date of issue of the order. Delay in delivery will attract penalty @0.5% of the order value per week. Your offer/quotation should be valid for at least 90 days.
6. Request for advance payment will not be entertained. Payment will be made within 30 days on presentation of pre-receipt bill along with challan by means of electronic payment only. Bank Account Number, Account Holders name, Branch Name and IFSC code of the Bank must be given in NEFT mandate form, failing of which your payment will not be released. Tax will be deducted at source as per rules.
7. Last date of submission of tender is 03/11/2018 upto 1.00 p.m. which should be dropped in the tender box kept in Adm III Section either by hand or by post. The Authority will not be liable for any kind of postal delay. Tender will be opened on the same date at 3.00 p.m.
8. SECURITY DEPOSIT: - The EMD amount of the successful tenderer will be kept as Performance Security for the period of contract. The security deposit shall be refunded to the contractor after satisfactory completion of the work or adjusted against any damages or loss of property etc.
9. Director, ICAR-NIRJAFT, Kolkata reserve the right to accept offer in part or in full.
10. TERMS OF THE CONTRACT: - The contract will be valid for an initial period of one year. On the expiry of the contract, the Institute reserves the right to renew the contract on yearly basis upto the maximum period of three years on the terms and conditions that may then be mutually agreed upon.
11. MODE OF PAYMENT: No advance payment shall be made. Payment will be made on once in two month (bimonthly) basis by mode of e-payment to the supplier/firm after satisfactory completion of work to the satisfaction of the Institute and receipt of pre- receipt bills in duplicate along with duty slip signed by the indenting officer duly approved by C/A. The service provider shall provide necessary bank details for the same. GST amount to be shown separately in the bill. Contractor will submit a copy of GST Depository challan for the previous period to the Institute alongwith monthly bill.
12. Any damage to printer/ Photocopier due to refilled cartridge/ toner's leakage will be borne by you without any extra charge.
13. The quoting firm should be authorized dealer/ reseller of HP/Canon/RICOH/XEROX/SHARP/KONICA/GESTETNER for refilling different toner cartridges and ink cartridges.
14. All material, machinery, manpower and consumables etc required for the refilling & replacement shall be arranged by the vendor. Cost of all the items should be taken into consideration while quoting the charges. The vendor shall obtain empty cartridges from respective Department in person and install the refilled cartridge within 04 working days.
15. After installing the refilled cartridges at the user location, in case any problem is reported by the user, it shall be the responsibility of the vendor to check the cartridge at the user location and rectify the problem. If the problem still persists, the vendor shall replace the item free of cost within 01 day.
16. The quality of toner powder must be of finest quality. Replacement of any accessories should be of same make & model.

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17. The tenderer is being permitted to tender in consideration of the stipulation on his/her part that after submitting his/her tender, he/she will not deviate from his offer or modify the terms and conditions thereof. If the tenderer fail to observe and comply with the following stipulation, the aforesaid amount of EMD will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him, in the manner prescribed by the Institute.
18. If tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice & earnest money forfeited.
19. TERMINATION: - This contract can be terminated by giving One month's notice on Institute's side and that any notice required to be served shall be sufficiently served on the parties if delivered to them personally or dispatched by the address herein given under registered post. The Institute will have no responsibility for any loss/damage caused to them. This also cannot be challenged through any court of law.
20. Risk Clause: ICAR NIRJAFT reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Security Deposit or pending bills or by raising a separate claim.
21. The Director, ICAR-NIRJAFT reserves the right to reject any or all the quotations in whole or in part for administrative reasons. The decision of Director, ICAR-NIRJAFT shall be final and binding on the Contractor/ Agency in respect of clause covered under the contract.
22. All disputes arising out of this are subject to Kolkata Jurisdiction only.
23. Decision of Competent Authority, ICAR NIRJAFT shall be final for any aspect of the contract and will be binding on all parties. Disputes arising, if any, on the contract will be settled at his level by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by Director, ICAR NIRJAFT. The decision of the sole arbitrator so appointed shall be final and binding on the parties. Arbitration proceedings shall be governed by the Arbitration & Constitution Act, 1996.
24. The following information documents/vouchers are required to be enclosed with the tenders form which are the terms and conditions of the tender's document.
- Registration certificate/ trade license of the firm under the service contract from Government.
 - Minimum one satisfactory performance certificate from the clients in the field of providing such services in Public Sector, Central/ State Govt., PSU, Autonomous body and reputed private firm during the last three years to be provided.
 - GST registration certificate issued by appropriate govt. department. If the firm is not registered for/ exempted from GST, a self declaration (with proper justification) is to be enclosed to this effect.
 - Income Tax return of last three years
 - Copy of PAN card
25. The Authority reserves the right to relax any/all of the clause.

 01/10/2018
Assistant Administrative Officer (Adm. III)

 01/10/2018

Quotation for ARC for refilling of ink/ toner cartridge for printer/ copier/ fax machines at ICAR-NIRJAFT, Kolkata(in the letterhead of firm)

PARTICULARS OF DEMAND DRAFT FOR EARNEST MONEY OF RS.2000/-	NO. & DATE: BANK & BRANCH:
NAME OF THE BIDDER/FIRM	
ADDRESS	
TELEPHONE/MOBILE NUMBERS	

#NOTE: Rates to be submitted in the prescribed format only for all the cartridges. Any change in the format/ quoting for other cartridge than the cartridges mentioned in the proforma will cause rejection of the bid.

S.No.	Cartridge	Rate per unit including GST
1	HP 88A black toner cartridge	
2	HP 80A	
3	HP 24A	
4	HP 49A	
5	HP 78A	
6	HP 83A	
7	HP 93A	
8	HP 12A Black Q2612A toner cartridge	
9	HP 15A	
10	HP 16A	
11	HP 05A black toner cartridge	
12	HP 15A	
13	HP 96A	

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14	HP36A/ CB436A	
15	HP Q2610A	
16	HP CC 388A	
17	HP Officejet 932/ 933XL Combo Pack (B/ C/M/Y)	
18	HP201A Combo Pack (B,C,Y,M)	
19	HP 131A Combo Pack (CF210A, CF211A, CF212A, CF213A)	
20	HP SPS 126A Combo Pack (CE310A, CE311A, CE312A, CE313A)	
21	HP 305A Combo Pack (CE410A, CE411A, CE412A, CE413A)	
22	HP 125A Combo Pack (CB540A, CE541A, CE542A, CE543A)	
23	HP 128A Combo Pack (CE320A, CE321A, CE322A, CE323A)	
24	HP CN693A / CN692A Combo Pack	
25	HP 818 combo pack	
26	HP 901 Combo Pack	
27	HP 802 Combo Pack	
28	HP 905 XL Combo Pack	
29	Canon 103/303/703	
30	Canon FX9	
31	Canon 328 (b/w)	
32	Canon NPG51 Toner	
33	Canon Drum Cartridge NPG37	
34	Xerox Toner part#106R01277	
35	Xerox J6/J7	
36	Xerox Workcenter 5022	
37	Xerox Workcenter 5016	
38	Konica TN-118	
39	Konica Bizhub 164 B/W	

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40	Sharp A3aro20cti-bk-4-b-3-20160105-00058-b(AR-020st black toner cartridge)	
41	Sharp AR-202ST	
42	Ricoh Toner MP2501S	
43	2350 D Toner for Gestetner DSM615	
	Total in figure	
	Total in words	

I/We hereby declare that I/We will abide by the terms and conditions laid down in the said tender document and quote the rates as above accordingly.

Name of the Firm/Contractor:

Signature and Seal of the Contractor:

Date:

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20/11/2018

TENDERER TO FILL UP THIS PAGE (In the Letterhead of the Firm)

1 (a) Name of the Tenderer firm/ Organization/ Agency:

(b) Name of the Proprietor/ Partner:

2. Office Address of the Firm:

3. Telephone/ Mobile No. :

4. E-mail Address:

5. Website address if any:

6. i) GST Registration No:

ii) Trade License No:

iii) PAN No:

7. i) Firm's Bank Account No and Type of Account:

ii) Name of Bank & Branch:

iii) IFSC Code No:

8. Name of authorized representative(s):

9. Whether proprietary or partnership Firm or Company:

10. List of documents furnished along with the tender paper:

a) GST Registration:

b) Trade License:

c) PAN Card:

d) Income Tax clearance certificate:

f) Minimum one satisfactory performance certificate from the clients in the field of providing such services in Public Sector, Central/ State Govt., PSU, Autonomous body and reputed private firm during the last three years

Name of the Firm/Contractor:

Signature and Seal of the Contractor:

Date:

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