



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)
3, Major Arterial Road, New Town, Kolkata - 700 156

Memo No.3188/NKDA/ADMN-324/2012

Dated: 05.6.2017.

NOTICE INVITING QUOTATIONS (4TH Call)

Sealed quotations are hereby invited by New Town Kolkata Development Authority (NKDA) from resourceful, bona-fide and reputed Firms/Agency/Supplier **of Kolkata or Sub-Urban areas having experience in Refilling (for Inkjet), Refurbishing & Recharging (for LaserJet) of Toners/ Cartridges in different Government Departments**, as detailed in the Schedule below, in the office of the New Town Kolkata Development Authority, 03, MAR, New Town, Kolkata-700156.

A. SCHEDULE:

Sl. No	Cartridge No.	Cartridge Type	Refilling rates/PC.	Reconditioning rates/Pc.
1.	HP 950 Black XL (with chip)	Inkjet		
2.	HP 951 Colour XL (with chip)	Inkjet		
3.	HP 932 XL Black (with chip)	Inkjet		
4.	HP 933 XL Colour(with chip)	Inkjet		
5.	HP 818 Black	Inkjet		
6.	HP 818 Colour	Inkjet		
7.	HP 21 Black	Inkjet		
8.	HP 22 Colour	Inkjet		
9.	HP-CF350A Black	Inkjet		
10.	HP-CF351A Colour	Inkjet		
11.	HP-CF352A Colour	Inkjet		
12.	HP-CF353A Colour	Inkjet		
13.	HP CE310A Black	Toner		
14.	HP CE311A C	Toner		
15.	HP CE312A Y	Toner		
16.	HP CE313A M	Toner		
17.	HP CE314A	Toner		
18.	HP 88A	Toner		
19.	HP 78A	Toner		
20.	HP Q5945A	Toner		

B. Important Dates:

Last Date of submission of Quotations : 15.06.2017 upto 05 P.M.
Date of Opening : 16.05.2017 at 03 P.M.

C. Earnest Money Deposit (EMD):

All the bidders will have to submit Earnest Money of Rs.5,000/- (Rupees five thousand) only which may be remitted by separate Demand Draft/Banker's Cheque to be issued by any Scheduled Bank in favour of '**New Town Kolkata Development Authority**' and payable at Kolkata. No request for carry over any previous EMD unless more than one month is left for the DD/BC to expire.

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Phone : 033-2324-2324 / 2132 / 2148, 18003451571

Fax : 033-2324-2147

Website : www.nkdamar.org

H. General Conditions:

1. Conditional and incomplete quotation will not be entertained and will be summarily rejected.
2. The tender will be of two bids system i.e., Technical Bid and Financial Bid should be submitted in the prescribed format, in sealed covers. The technical bid will provide the details about the firm with complete address and contact number, its capacity, manpower, clientage and details of Earnest Money etc. (Annexure-I) whereas the Financial Bid (Annexure-II) will contain the rates for each category/type of printer/toner/cartridges. Both the sealed envelopes i.e. Technical Bid and Financial Bid along with the Demand Draft/Pay Order of Earnest Money are to be put in large sealed cover which may be superscribed as "Quotation for REFILLING/REFURISHING OF TONER/CARTRIDGES".
- 3.A Checklist of documents shall also be submitted.
4. This Authority will open the Financial Bids of only those bidders who stand qualified on the basis of details provided in Technical Bid.
5. Rate to be quoted will remain valid for 01(one) year from the date of issue of work order.
6. Though the rates are to be quoted item-wise the lowest bidder in respect of the aggregate value of all the items will be selected

7. Scope of Work:

5.1 Replacement of key parts:- Key parts to be replaced in remanufacturing/reconditioning of toner cartridges shall be as per the following specifications:-

- a) Toner Powder (finest quality).
- b) OPC Drum.
- c) Chip.
- d) Toner Unit.

7.2. The output/yield and printing quality of reconditioned/remanufactured toner cartridges should be equal to that of an Original Equipment Manufacturers (OEM). Any problem in cartridge after refilling or bad quality of printing, no payment will be made for the refilling purpose.

7.3. Refilled toner/cartridges not performing to the desired specification shall be returned to the Firm for replacement.

5.4. The selected Firm shall give a guarantee for a minimum period of three months for smooth performance of the refilled/refurbished toner/cartridges.

7.5 It shall be the responsibility of the selected Firm to check the viability of the empty toner/ cartridges refilling. No request or information about the viability of the empty toner/ cartridges shall be taken into cognizance after dispatch/ handing over the empty toner/ cartridges for refilling.

Contd.....3..

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8. Eligibility Criteria:

The bidder should have the following qualifications:

- a. Should have been in existence for **not less than three years.**
- b. Should have **experience of Refilling/ Refurbishing of Toner/Cartridges for Government Department/PSU etc. for more than 01 year.**
- c. Should **have valid Trade License, PAN/TAN number, VAT/Sales Tax registration.**

9 : Documents to be submitted:

- a) Photocopy of Valid Trade License.
- b) Previous experience of last 01 year (corresponding work order/satisfactory report to be submitted).
- c) Photocopy of Financial statement.
- d) Photocopy of PAN/TAN.
- e) Photo copy of VAT/Sales Tax registration
- f) Copy(ies) of Work Order(s) from Govt. Departments/ PSU for Refilling/Refurbishing of Toner/Cartridges.
- g) EMD.
- h) A Checklist of documents Annexed] (to put Tick marks).

10. Statutory deduction(s) towards IT as well as other statutory deductions (s), if any, will be made before making payment.

11. The rate should be inclusive of all Tax & Duties.

12. Terms of Payment: Payment will be released to the selected Firm on satisfactory performance of refilled toner/cartridges on submission of Invoice/Bill alongwith a copy of Work order.

13. The undersigned reserves the right to terminate the contract, at any point of time, without assigning any reason whatsoever.

14. Further details, if required, may be obtained from the office of New Town Kolkata Development Authority at 03, Major Arterial Road, New Town, Kolkata- 700156.


Administrative Officer,
New Town Kolkata Development Authority.



Check list of documents to be submitted mandatarily

Check list of documents to be submitted mandatarily			
Sl.No.	Trade Licence	Tick mark if Yes	Remarks if any
a	Photocopy of Valid Trade Licence		
b	Document supporting previous experience of last 01 year		
c	Photocopy of Financial Statement		
d	Photocopy of PAN/TAN		
e	Photocopy of VAT/Sales Tax Registration		
f	Copy(ies) of Work Order(s) from Govt. Departments/ PSU for Refilling/ Refurbishing of Toner/Cartridges		
g	EMD		

I/We declared that all the above mentioned documents have duly been signed and submitted.

Signature with Seal.

FINANCIAL BID

Name of the work: Refilling (for Inkjet), Refurbishing & Recharging (for LaserJet) of Toners/ Cartridges in the office of New Town Kolkata Development Authority.

Sl. No	Cartridge No.	Cartridge Type	Refilling rates/PC.	Reconditioning rates/Pc.
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17.	HP CE314A	Toner		
18.	HP 88A	Toner		
19.	HP 78A	Toner		
20.	HP Q5945A	Toner		

I/We declare that all the rates mentioned above are inclusive of VAT / Service Tax etc.

Signature with Seal.

Signature