



# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No. 2891/NKDA/Admn-324/2012

Dated: 19.06.2018

## NOTICE INVITING QUOTATIONS

N.I.Q No.: 19/ NKDA / Admn of 2018

Sealed quotations are hereby invited by New Town Kolkata Development Authority (NKDA) from resourceful, bona-fide and reputed Firms/Agency/Supplier having experience in refilling (for inkjet), refurbishing & recharging (for LaserJet) of cartridges in different Government Department as detailed in the Schedule below in the office of the New Town Kolkata Development Authority, 03, MAR, New Town, Kolkata-700156.

**Name of Work :** Quotation for Refilling/Refurnishing of Toner/Cartridges for New Town Kolkata Development Authority

### 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		
21.	HP 126 A (Black)	LaserJet		
22.	HP 126 A (Colour-C, M & Y)	LaserJet		
23.	Canon Maxify 2700 BK	Inkjet		
24.	Canon Maxify 2700 Colour-C,M,Y)	Inkjet		
25.	Canon 326	LaserJet		

### 1. Important Dates

Last Date of submission of Quotations	:	02.07.2018 up to 2:00 P.M.
Date of Opening	:	02.07.2018 up to 3:00 P.M.

### 2. Earnest Money Deposit (EMD):

All the Bidders will have to submit Earnest Money of amounting to Rs 5,000/- (Rupees Five Thousand ) Only which may be remitted by separate Demand Draft/Bankers Cheque to be issued from any schedule Bank in favor of the "New Town Kolkata Development Authority" payable at Kolkata. For successful Bidders, EMD will be kept as a security deposit for a period of (01) one year, and will be released to the unsuccessful bidder after the selection process is over.

### 3. General Conditions:

1. Conditional quotation will not be entertained and will be summarily rejected. In case of conditional bids EMD Will be Forfeited.
2. Technical and Financial should be submitted in the prescribed format, in a sealed cover. Both the sealed envelopes i.e. "**Technical Bid**", "**EMD**" and "**Financial Bid**" are to be kept in big cover which may be superscribed as "**Quotation for REFILLING/REFURISHING OF TONER/CARTRIDGES**".
3. This Authority will open the Financial Bids of only those bidders who stand qualified on the basis of details provided in Technical Bid.
4. Rate to be quoted shall remain valid for 01(one) year from the date of issue of work order – cum – rate contract.
5. 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.

### 4. Scope of Work :

1. Replacement of key parts:- Key parts to be replaced in remanufacturing/ reconditioning of toner cartridges will be as per the following specifications:-
  - a) Toner Powder (finest quality).
  - b) OPC Drum.
  - c) Chip.
  - d) Toner Unit.
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.
3. Refilled toner/cartridges not performing to the desired specification shall be returned to the Firm for replacement.
4. The selected Firm shall give a guarantee for a minimum period of three months for smooth performance of the refilled/refurbished toner/cartridges.
5. Selected Firm will collect the empty toner/cartridges from the office of NKDA and delivery to be made in the same address.
6. It shall be the responsibility of the selected Firm to check the viability of the empty toner/cartridges refilling. No requested 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.

**5. Eligibility Criteria:**

The bidder should have the following qualifications:

1. Should have been in existence for not less than three years. The Local Presence of the bidder In Kolkata is mandatory.
2. Should Be having sufficient experience and expertise in providing the Refilled/refurbishing the toner/cartridges in last 02(two) years in any Govt./ Govt. undertaking department.
3. Should have valid Trade **License, PAN/TAN number and GST** registration.
4. The selected Firm shall give a **GUARANTEE** for a minimum period three months for smooth performance of the refilled /refurbishment of toner/cartridges.

**6. Documents to be submitted:**

- a) Photocopy of Valid Trade License.
- b) Photocopy of office address showing local office in Kolkata.
- c) Previous experience of last 02 years (corresponding work order with satisfactory report to be submitted).
- d) Photocopy of Financial statement of last 03 Yrs.
- e) Photocopy of PAN/TAN.
- f) Photo copy of GST Registration.

7. The Quoted rate is inclusive of all duties but GST is exempted (As NKDA is local Authority).

**8. Payment terms:**

Payment will be released to the selected Firm on satisfactory performance of refilled toner/cartridges with the following:

1. Copy of word order.
2. Delivery Challan.

9. The undersigned reserves the right to accept or to reject any or all the quotations without assigning any reason whatsoever.

10. 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 – I**

New Town Kolkata Development Authority

**Memo No. 2891/1(5)/NKDA/Admn-324/2012**

**Dated: 19.06.2018**

Copy forwarded to:

1. The Finance Officer, NKDA
2. PA to Hon`ble Chairman, NKDA.
3. PA to CEO,NKDA
4. Official Website of NKDA.
5. Notice Board

  
**Administrative Officer – I**

New Town Kolkata Development Authority

**TECHNICAL BID**

**Name of Work:** Notice Inviting Quotation for Refilling/Refurnishing of Toner/Cartridges for New Town Kolkata Development Authority.

**DETAILS OF THE APPLICANT**

<b>Details to be furnished with specific enclosure</b>		<b>Remark</b>
1.	Name of the applicant firm : (Attach company Profile)	
2.	Address of the Registered Office :	
3.	Telephone Numbers :	
4.	Fax Number :	
5.	E-mail & Website Address :	
6.	Turnover of Previous three Year :	
7.	<b>Check List for Enclosures:</b> <ol style="list-style-type: none"> <li>a) Photocopy of Valid Trade License.</li> <li>b) Photocopy of office address showing local office in <b>Kolkata</b>.</li> <li>c) Previous experience of last 02 years (corresponding work order with satisfactory report to be submitted).</li> <li>d) Photocopy of Financial statement of last 03 Yrs.</li> <li>e) Photocopy of PAN/TAN.</li> <li>f) Photo copy of GST Registration.</li> </ol>	
8.	Stamp and sign of the NIQ in each page	

**FINANCIAL BID**  
[In Letter head]

**Name of Work:** Notice Inviting Quotation for Refilling/Refurnishing of Toner/Cartridges for New Town Kolkata Development Authority.

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25.	Canon 326	LaserJet		

**N.B.** – The Quoted rate is inclusive of all duties but GST is excepted (As NKDA is local Authority)

Signature of Bidder with seal \_\_\_\_\_

Name \_\_\_\_\_

Business address \_\_\_\_\_

Tel. No. & Mobile No. \_\_\_\_\_

Email: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_