

# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY.

(A Statutory Authority under Government of West Bengal)

3, Major Arterial Road • New Town • Kolkata – 700136



Memo No. 3771/NKDA/ADMN-324/2012

Dated: 04.08.2014

## NOTICE INVITING QUOTATIONS (3<sup>rd</sup> Call)

Sealed quotations are hereby invited by the authorities of 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.

### SCHEDULE

Last Date of submission of Quotations : 11.08.2014 upto 2 P.M.  
Date of Opening : 11.08.2014 at 3 P.M.

Sl. No.	Cartridge No.	Cartridge Type	Refilling rates/PC.	Reconditioning rates/Pc.
1.	HP 818 Black	Inkjet		
2.	HP 818 Colour	Inkjet		
3.	HP 920 Black (with chip)	Inkjet		
4.	HP 920 Black XL (with chip)	Inkjet		
5.	HP 920 Colour XL (with chip)	Inkjet		
6.	HP 950 Black XL (with chip)	Inkjet		
7.	HP 951 Colour XL (with chip)	Inkjet		
8.	HP 932 XL Black (with chip)	Inkjet		
9.	HP 933 XL Colour (with chip)	Inkjet		
10.	HP CE310A Black	Toner		
11.	HP CE311A C	Toner		
12.	HP CE312A Y	Toner		
13.	HP CE313A M	Toner		
14.	HP CE314A	Toner		
15.	HP 21	Inkjet		
16.	HP 22 (Colour)	Inkjet		
17.	HP 88A	Toner		
18.	HP 78A	Toner		
19.	HP Q5945A	Toner		

### General Conditions:

1. Conditional quotation will not be entertained and will be summarily rejected.
2. The bidder will have to submit EMD for Rs. 5,000.00 (Rupees five Thousand only) in the shape of Demand Draft/Pay Order with any Nationalized / Scheduled Bank in favour of "New Town Kolkata Development Authority" payable at "Kolkata". For the successful bidder EMD shall be retained with New Town Kolkata Development Authority till the security period is over. For unsuccessful bidder EMD will be refunded after completion of the all process. In case the NIQ is required to be re-invited, the existing EMD may be submitted.
3. Two bids viz. Technical and Financial should be submitted in the prescribed format, in a sealed cover. The technical bid will provide the details about the firm, 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 kept in big cover which may be superscribed as "Quotation for REFILLING/REFURISHING OF TONER/CARTRIDGES".
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 shall remain valid for 01(one) year from the date of issue of work order.

6. 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.

7. 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.

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

9. Payment will be released to the selected Firm on satisfactory performance of refilled toner/cartridges.

10. The bidder should have the following qualifications:

- (a) Should have been in existence for not less than three years.
- (b) Should be having sufficient experience and expertise in providing the Refilled/refurbishing the toner/cartridges
- (c) Should have experience of working for Government Department/PSU etc. for more than 1 year.
- (d) Should have valid Trade License, PAN/TAN number, Sales Tax registration, VAT registration.

11. The selected Firm shall give a GUARANTEE for a minimum period three months for smooth performance of the refilled/refurbishment of toner/cartridges.

12. It shall be the responsibility of the representative of the selected Firm to check the viability of empty toner/cartridges for refilling. No request/information about the viability of the empty cartridges shall be entertained after dispatch/handing over of the empty cartridges/toner.

13. Documents to be submitted:

- (a) Photocopy of Valid Trade License.
- (b) Previous experience of last 03 years (corresponding work order/satisfactory report to be submitted).
- (c) Photocopy of Financial statement.
- (d) Photocopy of PAN/TAN.
- (e) Photocopy of VAT registration.
- (f) Photocopy of Service Tax registration.

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

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

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

17. 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

Memo No. 3771/1(3)/NKDA/ADMN-324/2012

Dated: 04.08.2014

Copy forwarded to:

- 1. The Finance Officer, NKDA
- 2. System Manager..... Uploading the NIQ in the Website of NKDA
- 3. Notice Board

Administrative Officer  
New Town Kolkata Development Authority

## PROFORMA FOR TECHNICAL BID

Name of the firm & Owner (with Tel./Mob. Nos.)	
Office Address with Tel./Fax/Mob Nos.	
Workshop Address with Tel./Fax/Mob. Nos.	
Contact Person(s) Name with Tel/FAX/Mob Nos.	
Annual Turnover (with supporting documents) : 2011-12 2012-13 2013-14	
TAN/PAN No./VAT Registration/ Service Tax Registration(with supporting documents)	
Post experience with Government of last 03 years (corresponding work order/ satisfactory report to be submitted).	
Earnest Money of Rs.5,000/- to be submitted.	PO/DD No.                      Dated Drawn on
Whether Terms & Conditions are acceptable to the Firm :	
Other details, if any.	

Date:

(Signature of Owner/Authorised Signatory with seal)

PROFORMA FOR FINANCIAL BID

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(Signature of Authorized signatory with Seal)

Date: