NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING & RESEARCH

SHAMLA HILLS, BHOPAL - 462002

TENDER DOCUMENT

Tender No.:

NITTTR/Tender/RC/Cart.Refilling/2016-17

Tender Title:

RATE CONTRACT FOR REFILLING OF PRINTER CARTRIDGES

NITTTR, Bhopal

NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING & RESEARCH, Bhopal (MP)

Tender No.: NITTTR/Tender/RC/Cart.Refilling /2016-17

Tender Title: RATE CONTRACT FOR REFILLING OF PRINTER CARTRIDGES

Sealed Tenders (Technical & Financial Bid) on behalf of the Director, NITTTR are invited by By Hand/Speed Post/Registered Post/ Courier from reputed parties for REFILLING OF PRINTER CARTRIDGES **ON ANNUAL RATE CONTRACT BASIS** for a period of one year.

Tender documents are available in our http:// www.nitttrbpl.ac.in/index.php/ tenders-notice and which can be down-loaded from **28/12/2016 to 20/01/2017.** Filled tenders with name of work and name of Tenderer clearly mentioned on the envelope should be received at the Receipt Section of the Institute by **27/01/2017 by 1 PM** through Speed Post/Registered Post/ Courier/ By Hand addressed to the Prof. Incharge Computer Maintenance of the Institute, NITTTR, Shamla Hills, Bhopal 462002. Tender document received after **1.00 PM** of **27/01/2017** will not be considered. The Institute or its any authority will not be responsible for delay. The tender (Technical Bids only) will be opened on **4.30 PM** of **27/01/2017** in presence of bidder/their nominee. Tender document cost is **₹500/-** (non-refundable).

Director
NITTTR, Bhopal

NITTTR, Bhopal

NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING & RESEARCH
Shamla Hills, Bhopal

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1. PROCEDURE FOR OBTAINING TENDER DOCUMENT

The Tender document may be obtained from the Administrative office of the Institute on submission of an application on the letter head of the concerned "Bidder". The Tender document is priced ` 500/- (Rupees Five hundred only), which should be paid as Demand Draft/ Bankers Cheque of ` 500/- (Rupees Five hundred only), to be drawn in favour of **Director, NITTTR, Bhopal payable at Bhopal**. This form may be down loaded from institute web site http://www.nitttrbpl.ac.in, down loaded tender document should accompany ` 500/- as tender document cost along with alongwith an application on the letter head of the concerned "Bidder".

2. PROCEDURE FOR SUBMISSION OF TENDER DOCUMENT

The tender document must be submitted separately in two sealed envelopes. These sealed envelopes must be enclosed in one big envelope. On the cover of the big envelope, title of the tender notice must be indicated along with last date of receiving tenders. The three sealed envelopes should contain as follows-

(a) **First sealed envelope –** Technical Bid (Vendor Information Sheet) should be completely filled & signed by a authorised person of the firm alongwith photocopies of required documents. This envelope also contains tender document cost of ` 500.00 as bank DD,if do

(b) Second sealed envelope – Financial Bid (Price Bid) as per given format. Bidder is required to quote their rates in all three columns i.e. Column E, F & G against each type of printer cartridge in the format of financial bid including applicable taxes.

3. OPENING OF TENDER DOCUMENT

(a) The first sealed envelope containing the Technical bid and tender document cost of ` 500.00 (if down loaded from institute web site http://www.nitttrbpl.ac.in) will be opened on the day of opening of the tender before the "Bidders" or their representatives.

(b) Second sealed envelope Financial Bid (Price Bid) will be opened only of those firms whose offers in the technical bid fulfil the requirements specified by the institute. Financial Bid will be opened before the "Bidder" or their representatives at a date & time to be notified later.

(c) The price bid will be opened at a later date before the technically qualified "Bidder", the date of opening will be informed in writing.

(d) Technical bids of those agencies/firms, which are not according to the tender requirements, the Price Bid (envelope) will be returned *'as it is unopened'* in due course of time.

(e) "Director, NITTTR Bhopal" reserves the right to select any or reject all tenders received, without assigning any reason.

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4. TERMS AND CONDITIONS OF TENDER

4.1 Rate Contract for Refilling of Printer Cartridges will be for one year and on mutual agreement it can be extended for three months.

4.2 Successful bidders are required to deposit Rs.1500/- as Security Deposit for the period of Rate Contract i.e. one year. No interest will be given on security deposit amount.

4.3 Validity of the tender will be four months from the last date of submission.

4.4 The Bidder should have its own establishment functional at Bhopal, which can be inspected at call by NITTTR, Bhopal before finalization of Rate Contract and should be functional till the expiry of contract period.

4.5 The Bidder should have valid Shop Registration, TIN No., VAT No., PAN No. and required experience of refilling work as mentioned in vendor information sheet and supported by documentary evidences attached with technical bid. Financial Bids will be opened before only of those firms whose technical bid fulfil the requirements specified by the institute.

4.6 If required, Institute reserves the right to ask the bidders to submit sample (s) of the items to the Institute for which rates have been quoted, for quality assessment for finalization of party for award of the Annual Rate Contract. Samples should be as per the prescribed quality. Failure/refusal of submitting samples will result in disqualification of their tender. Also, the samples of selected party will be retained by the Institute till the expiry of the Rate Contract.

4.7 Offers will not be considered if there is any discrepancy/ambiguity and liable to be rejected.

4.8 Refilling of cartridges should be done in the institute and Ink / Powder used for cartridges refilling should be of acceptable standard.

4.9 Printer should be in working condition after refilling of the cartridges and will be demonstrated / shown by the bidder or his authorized person.

4.10 Payment will be made only after satisfactory testing report from the user and as per norms of the institute.

4.11 The rates quoted should be indicated in figures as well as in words and there should not be any overwriting as far as possible. Overwriting, if any, should be signed by the bidder, failing which the tender will be rejected.

4.12 Bidder is required to quote their rates in all three columns i.e. Column E, F & G against each type of printer cartridge in the format of financial bid including applicable taxes.

4.13 Each and every page of the tender document should be signed by the Bidder before submission as a token of acceptance. Corrections, if any, should be duly attested.

4.14 Submission of tender shall be treated as the Acceptance of the Terms and conditions of the tender and any counter conditional offer will not be accepted.

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4.15 The quantities specified are only indicative and for the purpose of estimate only. Quantity may increase or decrease without any intimation.

4.16 Work order for refilling will be issued as per institute requirement and bidder should complete the work in given time.

4.17 The institute has full right to order or not to order any item in the Annual Rate Contract to the successful bidder.

4.18 Bidder shall not be permitted to tender for this work, in which near-relative of the employees / officers of this institute (responsible for the award and execution of this work) are posted/nominated/designated in any capacity. If such case is observed that tender/ work is liable for rejection.

4.19 The NITTTR Bhopal also reserves the right to forfeit security deposit for breach of any conditions of the tender / contract or non compliance of work order or poor performance of work. The decision of the Director, NITTTR Bhopal will be final and binding on the Bidder.

4.20 The Director, NITTTR, Bhopal, reserves the right to accept or reject any or all the offers in full or part or to waive off any formality, minor deviations and omissions without assigning any reason(s) or to cancel the tender in whole. The Institute reserves the right to reject conditional tenders.

4.21 The Institute is not in any way bound to accept the lowest or any quotation and reserves the right to accept any quotation in whole or any part of the quotation or portion of the quantity offered and reserves the right if required to negotiate with any or all the Tenderers without assigning any reason(s), whatsoever.

Director
NITTTR, Bhopal

NITTTR, Bhopal

NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING & RESEARCH, Bhopal (MP)

Tender No.: NITTTR/Tender/RC/Cart.Refilling /2016-17

Tender Title: RATE CONTRACT FOR REFILLING OF PRINTER CARTRIDGES

Technical Bid (VENDOR INFORMATION SHEET)

S.No	Details of Firm	Information	
1.	Name of Vendor / Firm		
2.	Address of the Firm		
3.	Type of the Firm (Tick any one) (Attach proof)	Proprietorship / Partnership / Company / Govt. Organization / Govt. Undertaking / Other	
4.	Tel. No.	**(O)**	(R)
5.	Fax No.		
6.	E-Mail		
7.	Details of Authorised person	***Name:*** ***Designation:*** ***Contact No.:*** ***Mobile No.:***	
8.	Firm / Shop Registration No. and its validity. ***(Attach proof of registration & validity)***		
9.	**PAN** (Permanent Account No.) ***(Attach proof)***		
10.	**VAT**/ MPCT No. ***(Attach proof)***		
11.	**TIN No. & Its validity**		

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	(Attach proof)	
12.	Bidder / Firm's own functional establishment / service set up at Bhopal,	**Yes / No**
13.	Bank details	***Bank Account No*** ***Bank Address*** ***Branch code*** ***IFSC Code***
14.	Name and addresses of sister concerns (if any)	
15.	Details of Market presence Provide documentary evidences for refilling of cartridges- applied rate contract of NITTTR, Bhopal (last three years for same type of work) ***(Attach proof)***	
16.	Any Court Case against the firm (If yes provide complete information)	
17.	Any other relevant information	

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Place: _____ Authorised Person's Signature _____

Date: _____ Authorised Person's Name _____

Authorised Person's Designation_____

Seal of the Firm _____

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FINANCIAL BID FORMAT

S.No.	Name of Printer	Cartridge No.	Minimum Toner Quantity required	Refilling Charges (Amount in Rs.)	Cartridge Repairing charges including drum, Chip, Magnetic Roller, PCR & Blade (if required) (Amount in Rs.)	Amount in Words (Refilling and Repairing Charges)
A	B	C	D	E	F	G
1	HP Laser jet P3015,	CE255A -55A	80 GMS			
2	HP Laserjet 1160	Q5949A - 49A	120 GMS			
3	HP M1136 MFP	CC388A/88A	80 GMS			
4	HP Laserjet Pro400 M401dn	CF280A/80A	120 GMS			
5	HP Laserjet P1108	HP 88A	80 GMS			
6	HP Laserjet P2055dn	CE505A - 05A	120 GMS			
7	HP Laserjet 1000 series	HP 15A (CC7115A)	120 GMS			
8	HP Laserjet P1300	Q2613A - 13A	120 GMS			
9	HP Laserjet M1005 MFP	Q2612A/ 12A	120 GMS			
10	HP Laserjet 1150	HP Q2624A	120 GMS			
11	HP Laserjet 5200n	Q7516A - 16A	360 GMS			
12	HP LaserJet P1606dn	CE278A/78A	240 GMS			
13	HP Laserjet 4000N	C4127X (27X)	240 GMS			
14	HP Colour LaserJet CP5225	Yellow-CE742A(Y)	80 GMS			
		Black- CD740A(K)	80 GMS			
		Cyan-CE741A(C),	80 GMS			
		Magenta - CE743A(M),	80 GMS			

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S.No.	Name of Printer	Cartridge No.	Minimum Toner Quantity required	Refilling Charges (Amount in Rs.)	Cartridge Repairing charges including drum, Chip, Magnetic Roller, PCR & Blade (if required) (Amount in Rs.)	Amount in Words (Refilling and Repairing Charges)
A	B	C	D	E	F	G
15	Canon digital Printer Scan jet G2410	Canon 328	80 GMS			
16	Canon(Image Class) (Laser All-in-one) MF 4570 dn / 328 Starter	Canon 328	80 GMS			
17	HP Deskjet-F1155 Colour	8186	Black 15 ML			
			Colour- 10 ml			
18	HP Deskjet 648C	C6615D	Black 21 ml.			
19	HP Deskjet 4488 All in one printer	HP 818 Black & Colour	Black- 10 ml			
			Colour - 15 ml			
20	HP Deskj et 948C [C6615D]	HP Tricolor 78 15A Black	Black- 21 ml			
			Colour - 15 ml			
21	HP Deskjet 810C	Black 15, Colour 23	15 ML			
			21ML			
22	HP Colour Deskjet PSC 1110 all in one	27 Black	10 ml			
		57Colour	15 ml			
23	Canon LBP 5050N	316 Colour Printer	160 GMS			
			160 GMS			
24	Canon –L11121E	12A	120 GMS			
25	Canon- LBP 2900B Laser Printer	HP Q2612A (12A)	120 GMS			
26	Ricoh Aficio SP C231SF	Cyan (SPC310S),	160 GMS			
		Magenta (SPC310S),	160 GMS			
		Yellow (SPC310S),	160 GMS			
		Black (SPC310S)	160 GMS			

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S.No.	Name of Printer	Cartridge No.	Minimum Toner Quantity required	Refilling Charges (Amount in Rs.)	Cartridge Repairing charges including drum, Chip, Magnetic Roller, PCR & Blade (if required) (Amount in Rs.)	Amount in Words (Refilling and Repairing Charges)
A	B	C	D	E	F	G
27	Ricoh ATIC10 SPC2325F(4 colour)	SANGF20 - Black	160 GMS			
		Cyan	160 GMS			
		Magenta	160 GMS			
		Yellow	160 GMS			
28	Colour Ricoh MPC-2800	Black MDC3305	160 GMS			
		EDP Code Magenta	160 GMS			
		Cyan	160 GMS			
		Yellow	160 GMS			
29	Ricoh Aficio 2000Le	Ricoh 1230D	1000 GMS			
30	Epson EX-1000 Dot Matrix	Max Printer Ribbon	Ribbon			
31	Epson L 200	B-T6641,	100 ML			
		M-T6643	100 ML			
		C-T6642	100 ML			
		Y-T6644	100 ML			
32	Xerox Phaser 3100MFP-X /G-191-3000 Xerox	106R01378-Xerox	100 GMS			
33	Fax make Xerox	LA24-318419- 188	80 GMS			
34	Konica Minolta	118	160 GMS			
35	HP Laserjet 1020 Printer	12A				
36	Epson L-800 Printer	T6731	70 ml			
		T6732	70 ml			
		T6733	70 ml			
		T6734	70 ml			
		T6735	70 ml			
		T6736	70 ml			
37	HP Laserjet Prof MFP M128fn	83A Black	120 GMS			
38	HP Colour Printer No. MFP177FW	350(B),	160 GMS			
		351A(C),	160 GMS			
		352A(Y),	160 GMS			
		353(M)	160 GMS			
39	Panasonic KX-MP772	92 E	120 GMS			

Note- (1) The printer should be in working condition after refilling of the cartridges. Printer drum, Chip, Magnetic Roller, PCR & Blade should be changed if required. Powder used for cartridges refilling should be of acceptable standard.

(Name, Signature & Seal of Tenderer)

NITTTR Bhopal