

File No.596/P&M7/2018/CRD

Commissionerate of Rural Development  
4<sup>th</sup> Floor, Swaraj Bhavan  
Nanthancode, Kowdiar-P.O.,  
Thiruvananthapuram. – 695003  
Website: [http:// www.rddkerala.gov.in](http://www.rddkerala.gov.in).  
Email: [crdkerala@gmail.com](mailto:crdkerala@gmail.com)

QUOTATION NOTICE

Dated: 14.02.2019

**Sub: Running Contract for the Supply of Computer Consumables for Refilling & Remanufacturing of toner cartridge in Commissionerate of Rural Development-reg**

Sealed quotations are invited for **Running Contract** for the Supply of Computer Consumables & for Refilling & for Remanufacturing of toner cartridge at the address mentioned above. List of items to be maintained is as follows:-

<b><u>Consumables</u></b>	
#	<b>Toner Cartridge for</b>
1	HP Laserjet 1020/1022 series ( <b>12A</b> )
2	HP Laserjet P1007 series ( <b>88A</b> )
3	HP Laserjet P1566 series ( <b>78A</b> )
	HP Laserjet P2055d series ( <b>05A</b> )
5	HP Laserjet 401dn series( <b>80A</b> )
6	HP Laserjet Pro 200 Colour M251n series ( <b>131A</b> ) a. CF 210A (Black) b. CF 211A (Cyan) c. CF 212A (Yellow) d. CF 213A (Magenta)
7	HP Laserjet MFP M436dn ( <b>56x</b> CF256X) HP Laserjet Pro MFP M227sdn ( <b>30A</b> CF230A)
8	Canon LBP 6230dn ( <b>326</b> Starter)
9	Brother MFC 7340 FAX Machine ( <b>TN 2150</b> )
<b><u>Drum Unit</u></b>	
1	Brother MFC 7340 FAX Machine ( <b>TN 2150</b> )
2	HP Laserjet Pro MFP M227sdn (32A CF232A)

**1. GENERAL CONDITIONS:**

- Interested agencies are requested to submit their quotation in a sealed cover duly super scribed “**Running Contract for the Supply of Computer Consumables & for Refilling & for Remanufacturing of toner cartridge**”.
- The quotations in sealed covers should be sent to this office, addressed to the Commissioner for Rural Development, Commissionerate of Rural Development, 4<sup>th</sup> floor, Swaraj Bhavan, Nanthancode, Kowdiar-P.O Thiruvananthapuram-695003

- c) The hardcopy of quotations may be sent by post or delivered at the above office address (Softcopies shall not be accepted).
- d) The hardcopy of quotation in the sealed cover containing the financial bids must reach this office on or before **12.03.2019 at 3PM**. Bids received after the due date/time shall not be entertained.
- e) The received bids shall be opened in this office on **12.03.2019 at 4.00 P.M.** in the presence of the authorized representatives of the bidders. All the bidders will be informed
- f) The bidder will have to be present in person or through an authorized representative on the aforementioned time and date in this office. However, this office reserves the right to reject any bid without assigning any reasons.
- g) Bids received after due date, bids not contained in a sealed envelope, incomplete quotation, bids not accompanied with the required and supporting documents or Quotations or received later than stipulated time shall be summarily rejected without assigning any reason and without any communication.
- h) The rates quoted shall be valid for one year from the date of awarding the work for Commissioner for Rural Development, Swaraj Bhavan, Nanthancode, Kowdiar-P.O Thiruvananthapuram

## **2. DOCUMENTS TO BE SUBMITTED**

The sealed cover of quotation shall contain.

- i. Photocopy of the quotation notice duly signed by the bidder in all pages.
- ii. Documents of proof with respect to experience, previous engagement (for the last 5years) in Government/ Private etc.
- iii. Details of key person including details of technical man power (with qualification, experience etc.)

## **3. TERMS AND CONDITIONS**

- 1. Acceptance of the quotation constitutes a concluded contract. Nevertheless, the successful tenderer must within a fortnight/a month after the acceptance of his quotation furnish 5% of the amount of the contract and security deposit and execute an agreement at his own cost for satisfactory fulfillment of the contract, if so required.
- 2. Withdrawal from the quotation after it is accepted or failure to supply within a specified time or according to specification will entail cancellation of the order and purchase being made at the offerors expenses from elsewhere, any loss incurred thereby being payable by the defaulting party. In such an event the government reserves also the right to remove the defaulter's name from the list of government supplies permanently or for a specified number of years.
- 3. Samples duly listed, should be forwarded if called for under separate cover and the unapproved samples got back as early as possible by the offerors at their own expense and the government will in no case be liable for any expense on account the value of the samples or their transport charges , etc .In case, the samples are sent by railway receipt should be sent separately, and not along with the quotations since the quotation will be opened only on the appointed day and demurrage will have to be paid if the railway parcel are not cleared in time. Quotations for the supply of materials are liable to be rejected unless samples, if called for the material tendered for forwarded. The approved samples may or may not be returned at the discretion of the undersigned. Sample send by V.P post or freight to pay will be will not be accepted.

4. No representation for enhancement of price once accepted will be considered during the currency of the contract
5. The quotation maybe for the entire of art supplies. But the tenderers should be prepared to carry out such portion of the supplies included in their quotation as may be allotted to them.
6. The price quoted should be inclusive of all taxes, duties, cesses etc. which are or may become payable by the contractor under existing or future laws or rules of the country of origin/supplier delivery during the course of execution of the contract.
7. In cases where a successful tenderer, after having made partial supplies fail to fulfill the contract in full, or any of the material not supplied may at discretion of the purchasing officer be purchased by means of another tender/quotation or by negotiation or from the next higher tenderer who had offered to supply already and the loss if any course to the government shall thereby together with such sum as may be fixed by the government towards damages be recovered from the defaulting tenderer.
8. Even in case where no alternate purchase are arranged for the materials not supplied, the proportionate portion of the security deposit based on the cost of material not supplied, at the rate shown in the tenders of the defaulter shall be forfeited and balance alone shall be refunded
9. Any sum of money due and payable to the contract (including security deposit returnable to him) under this contract may be appropriated by the purchasing officer or government or any other person authorized by government and set-off against any claim of purchasing officer or government for the payment of a sum of money arising out of or under any other contract made by the contractor with the purchasing officer or government or any other personal authorized by government
10. Ordinarily payment will be made only after the supplies are actually verified and taken to store but in exceptional cases, payment against satisfactory shipping documents including certificate of insurance will be made up to 90% of the value of the material at the discretion of government. Bank charges incurred in connection with payment against documents through bank will be to the account of the contractor. The firm will produce stamped pre receipted invoices in all cases where the payments (advance/final) for release of railway receipt/shipping documents are made through Bank. In exceptional cases where the stamped receipts of the firm are not received for the payment (in advance) the unstamped receipt of the bank (ie counterfoils of pay-in-slip issued by the bank alone may be accepted as a valid proof for the payment made.
11. The tenders shall quote also the percentage of rebate offered by them in case the payment is made promptly within 15 days /within one month of the taking delivery of stores.
12. Any sum of money due and payable to the successful tenderer or contractor from government shall be adjusted against any sum of money due to government from him under any other contracts.
13. Special conditions, if any printed on the quotation sheet of the tenderer or attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the purchases.
14. **The running contract will be for a period of one year** from the date of execution of the agreement. The tenderer will have to supply the consumable at the offered and agreed rate for a period of one year from the date of execution of agreement.

15. The successful tender will have to execute an agreement in a proforma as per annexure 32 of Store Purchase Manual 2013 in **Kerala government stamp paper having value of Rs. 200/-** for the proper supply of items
16. Any defected noticed on the supply item during the period of contract is to be replaced with good items at free of cost by the contractor.
17. **Quote unit rate and make/specification/quantity (if any) for each consumable item in the schedule (part I&II)**
18. Regarding the items in listed in part 2 of the annexure, firm should quote both for refilling and remanufacturing of toner cartridge. Quotation will be rejected for those firms who quote only for refilling or remanufacturing
19. The payment will be affected only after the satisfactory supply of the item corresponding to each supply order
20. The toner powder using for refilling/remanufacturing should be of good quality. If the print quality of the fresh/refilled/remanufactured toner cartridge is found bad during the usage, cartridge should be replaced with a similar one immediately. The contract will be cancelled if bad print out is repeating due to toner cartridge problem
21. For the item, fresh cartridge original make and compactable should be quoted

**(4) ELIGIBILITY/QUALIFICATION CRITERIA:**

1. The bidder shall have relevant experience preferably in managing and providing Computer consumables.
2. The bidders who are registered/ approved by any Government department/organization will be given preference.
3. The firm should have an experience to execute the similar work in Government/PSU or any org/dept. The firm may enclose sufficient documents regarding execution of Government work order, etc.
4. All bidders must enclose GST registration certificate along with the tender documents.

Sd/-  
Additional Development Commissioner I

Approved for Issue



Research Assistant (P&M)

**SCHEDULE**  
**Part I- Consumables**

<b><u>Consumables</u></b>		<b><u>Unit rate</u></b> <b><u>Original make</u></b>	<b><u>Unit rate</u></b> <b><u>Compactable</u></b>
#	<b>Toner Cartridge for</b>		
1	HP Laserjet 1020/1022 series ( <b>12A</b> )		
2	HP Laserjet P1007 series ( <b>88A</b> )		
3	HP Laserjet P1566 series ( <b>78A</b> )		
	HP Laserjet P2055d series ( <b>05A</b> )		
5	HP Laserjet 401dn series( <b>80A</b> )		
6	HP Laserjet Pro 200 Colour M251n series ( <b>131A</b> ) a. CF 210A (Black) b. CF 211A (Cyan) c. CF 212A (Yellow) d. CF 213A (Magenta)		
7	HP Laserjet MFP M436dn ( <b>56x</b> CF256X)		
	HP Laserjet Pro MFP M227sdn ( <b>30A</b> CF230A)		
8	Canon LBP 6230dn ( <b>326</b> Starter)		
9	Brother MFC 7340 FAX Machine ( <b>TN 2150</b> )		
<b><u>Drum Unit</u></b>			
1	Brother MFC 7340 FAX Machine ( <b>TN 2150</b> )		
2	HP Laserjet Pro MFP M227sdn (32A CF232A)		

**Part II-Refilling and Remanufacturing of toner cartridge**

<b><u>Consumables</u></b>			
#	<b>Toner Cartridge Refill for</b>	<b>Unite Rate</b>	<b>Standard/ Minimum quantity of toner powder to be filled (in Grams)</b>
1	HP Laserjet 1020/1022 series ( <b>12A</b> )		120
2	HP Laserjet P1007 series ( <b>88A</b> )		70
3	HP Laserjet P1566 series ( <b>78A</b> )		80
	HP Laserjet P2055d series ( <b>05A</b> )		140
5	HP Laserjet 401dn series( <b>80A</b> )		140
6	HP Laserjet Pro 200 Colour M251n series ( <b>131A</b> ) a. CF 210A (Black) b. CF 211A (Cyan) c. CF 212A (Yellow) d. CF 213A (Magenta)		70 70 70 70
8	Canon LBP 6230dn ( <b>326</b> Starter)		80
9	Brother MFC 7340 FAX Machine ( <b>TN 2150</b> )		120

<b><u>Consumables</u></b>			
#	<b>Toner Cartridge Remanufacturing for</b>	<b>Unite Rate</b>	<b>Standard/ Minimum quantity of toner powder to be filled (in Grams)</b>
1	HP Laserjet 1020/1022 series ( <b>12A</b> )		120

2	HP Laserjet P1007 series ( <b>88A</b> )		70
3	HP Laserjet P1566 series ( <b>78A</b> )		80
	HP Laserjet P2055d series ( <b>05A</b> )		140
5	HP Laserjet 401dn series( <b>80A</b> )		140
6	HP Laserjet Pro 200 Colour M251n series ( <b>131A</b> ) a. CF 210A (Black) b. CF 211A (Cyan) c. CF 212A (Yellow) d. CF 213A (Magenta)		70 70 70 70
8	Canon LBP 6230dn ( <b>326 Starter</b> )		80
9	Brother MFC 7340 FAX Machine ( <b>TN 2150</b> )		120

Sd/-  
Additional Development Commissioner I

Copy to:

1. Notice Board.
2. System supervisor, Commissionerate of Rural Development

Approved for Issue



Research Assistant (P&M)