



# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No.1069/NKDA/ADMN-324/2012

Dated: 23.02.2017

## NOTICE INVITING QUOTATIONS

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.

### **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	Toner		
10.	HP-CF351A Colour	Toner		
11.	HP-CF352A Colour	Toner		
12.	HP-CF353A Colour	Toner		
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 : 06 .03.2017 upto 2 P.M.  
Date of Opening : 06 .03.2017 upto 3 P.M.

### **C. 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/Banker's Cheque to be issued from any scheduled bank in favour of the "New Town Kolkata Development Authority" payable at Kolkata. For successful bidder, EMD will be kept as a security deposit for a period of 01 (One) year. And will be released to unsuccessful bidder once the selection process has been completed.

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

Fax : 033-2324-2147

Website : www.nkdamar.org

#### **D. General Conditions:**

1. Conditional quotation will not be entertained and will be summarily rejected. In case of conditional bids EMD will be forfeited.
2. 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. 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".
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.

#### **5. Scope of Work:**

5.1 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.

5.2 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.

5.3 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 three months for smooth performance of the refilled /refurbishment of toner/cartridges.

5.5 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.

#### **6. Eligibility Criteria:**

6.1 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 in 03 (three) years. Work Orders should be enclosed
- d. Should have valid Trade Licence, PAN/TAN number, Sales Tax registration, VAT registration.

**7. 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) Photo copy of Sales Tax registration
- f) Photocopy of VAT registration.
- g) Photocopy of Service Tax registration.

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

9. Rate is inclusive of all taxes and duties.

10. Payment terms-

Payment will be made on quarterly basis on submission of bill in triplicate with the dated list of job undertaken on that quarter.

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

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

13. 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.1069/1(3)/NKDA/ADMN-324/2012

Dated : 23.02.2017

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

*[Handwritten mark]*