



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No.2341/NKDA/ADMN-324/2012 Pt.

Dated: 25.04.2017

NOTICE INVITING QUOTATIONS (3rd Call)

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 Departments, 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	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		

B. Important Dates:

Last Date of submission of Quotations : 04.05.2017 upto 05 P.M.
Date of Opening : 05.05.2017 at 02 P.M.

C. Earnest Money Deposit (EMD):

All the bidders will have to submit Earnest Money of Rs.5000/- (Rupees five thousand) only which may be remitted by separate Demand Draft/Banker's Cheque to be issued by any Scheduled Bank in favour of 'New Town Kolkata Development Authority' and payable at Kolkata. For successful bidder the EMD will be kept as 'Security Deposit' for a period of 01 (one) year and be released to the unsuccessful bidder after the selection process is over.

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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.
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. (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". A Checklist of documents shall also be submitted.
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 will remain valid for 01(one) year from the date of issue of work order.
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

5. Scope of Work:

5.1 Replacement of key parts:- Key parts to be replaced in remanufacturing/reconditioning of toner cartridges shall 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 of three months for smooth performance of the refilled/refurbished toner/cartridges.

5.5 It shall be the responsibility of the selected Firm to check the viability of the empty toner/ cartridges refilling. No request 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.

6. Eligibility Criteria:

- 6.1 The bidder should have the following qualifications:

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- 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 01 year.
- d. Should have valid Trade Licence, PAN/TAN number, VAT/Sales Tax registration.

7. Documents to be submitted:

- a) Photocopy of Valid Trade License.
- b) Previous experience of last 01 year (corresponding work order/satisfactory report to be submitted).
- c) Photocopy of Financial statement.
- d) Photocopy of PAN/TAN.
- e) Photo copy of VAT/Sales Tax registration
- f) A Checklist of documents (Tick marks) annexed.

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

9. The rate is inclusive of all Tax & Duties.

10. Terms of Payment:

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

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. 2341/1(3)/NKDA/ADMN-324/2012

Dated : 25.04.2017

Copy forwarded to:

1. The Finance Officer, NKDA
2. The System Manager, NKDA for Uploading the NIQ in the Website of NKDA i.e., <http://www.nkdamar.org>.
3. Notice Board


Administrative Officer
New Town Kolkata Development Authority

Check list of documents to be submitted mandatarily			
Sl.No.	Trade Licence	Tick mark if Yes	Remarks if any
a	Photocopy of Valid Trade Licence		
b	Document supporting previous experience of last 01 year		
c	Photocopy of Financial Statement		
d	Photocopy of PAN/TAN		
e	Photocopy of VAT/Sales Tax Registration		

I/We declared that all the above mentioned documents have duly been signed and submitted.

Signature with Seal.

Handwritten signature