



Jammu & Kashmir Entrepreneurship Development Institute (J&KEDI)

(An organization of Government of Jammu & Kashmir)

Sempora, Pampore (Kashmir)-191101 (P.O: Pantha Chowk)/Bari-Brahmana Jammu -181133/Industrial Estate Leh, Ladakh-194101, Contact: Kashmir: 01933-224362/65/67: Jammu: 01923-222412/13

Website: www.jkedi.org

No. JKEDI/Est/2019/121

Dated: 01-06-2019

NOTICE INVITING TENDER

Sealed quotations affixed with Rs 6/- Revenue Stamp and accompanied with Earnest Money in the shape CDR of Rs 15,000/- Pledged to Director, J&KEDI, Sempora Pampore are invited from the Dealers of reputed and eligible contractors/firms dealing in Refilling of Toners/Cartridges of Printers and Photocopiers.

Interested parties may collect the detailed Tender Document from **01. 06.2019** against the payment of Rs 1,000/- (non- refundable) which should be in the form of Demand Draft drawn in favour of Director, J&KEDI, Sempora Pampore, from our office at JKEDI Sempora Pampore/Industrial Estate Area, Bari Brahmana, Jammu. The Tender Document can also be downloaded from the official website of JKEDI, www.jkedi.org under "Tender" option. Tender documents, thus downloaded from the website shall be accompanied by a Demand Draft for Rs 1,000/- (One Thousand only) drawn in favour of Director, J&KEDI, Sempora Pampore, at the time of submission.

Tenders complete in all respects super-scribing "**Refilling of Toners/Cartridges of Printers and Photocopiers**" on the top of the sealed envelope along with earnest money of **Rs. 15,000/- (Rupees Fifteen thousand only)** in shape of a CDR/FDR pledged to Director, JKEDI, Srinagar should reach to the office of the Director, at JKEDI Campus, Sempora, Pampore Kashmir by or before **15.06 .2019** up to 3.00 p.m. The bids shall be opened at JKEDI, Sempora, Pampore Kashmir in the Office of Director JKEDI on the **19.06.2019 at 11:00 AM** in presence of the bidders who wish to be present. If tenders cannot be opened on the due date due to any unavoidable circumstances, the same shall be opened on next working date at the same time and venue.

Sd/
Director

1. Tender Basis:

- All Tender Documents must be completed in full.
- The rates approved under the contract shall be valid for a period of 12 months from the date of award of the contract; however the contract may be extended by mutual consent for a further period of one year at the same rates.
- No variation in rates shall be entertained during the contract period and failure to supply the items on the agreed rates shall result in penalty / forfeiture of Margin Money.
- The successful bidder shall have to refill the items as per supply order placed by the Institute from time to time.
- The supply has to be made within the 10 days from the date of receipt of order from the Institute.
- The rates quoted shall be F.O.R JKEDI Sempora, Pampore/ Industrial Area, Baribramana, Jammu including all applicable Taxes.
- All bids shall be made in accordance with the Tender Documents including Annexure "A".
- All Applicants will receive identical documents. No applicant should add, omit, or change any item, term or condition on original papers.
- Each applicant may make one bid only.
- TDS & GST as applicable shall be deducted from bills.
- The Bidder shall sign all the Tender documents including documents supplied by the Bidder.
- The Indenting officer reserves the right to reject any or all the tenders without assigning any reason thereof.
- In case the successful bidder fails to supply the item(s) within the delivered period, a sum equal to 0.5% of the contract price per week or part thereof until the actual delivery subject to maximum of 10% of the value of supply order shall be deducted.
- JKEDI reserves the right to reject any or all the bids or accept them in part or reject the lowest bid without assigning any reason.
- Unauthorized substitution or materials delivered in error of wrong description or quality or supplied in excess quantity or rejected goods shall be returned to the bidder at bidder's cost & risk.
- If the material supplied is found to be of substandard quality, the same will be returned/replaced and the Institute shall not be responsible for any loss to the concerned supplier for such supply. The firm will also be liable for any damage caused to the printer's /Photocopiers/ equipment by spurious toners / cartridges refilled / supplied.
- The bidder shall quote their latest Income Tax Clearance Certificate or copies of latest return filed/ challans indicating deposition of tax with the concerned department.
- The bidder shall also quote their PAN number, (permanent Income Tax Number), in the name of the tendering firm or proprietor.
- Rates should be quoted for the items inclusive of all taxes. Nothing over and above the quoted rates shall be payable.
- *The bidders Shall also quote prices of drums of respective toners/cartridges, if same needs to be replaced.*

2. Minimum Pre-qualification criteria:

- The supplier should be Sole proprietary concern or partnership firm and should have been in operation/ existence for more than 5 years.
- The tender document shall contain photocopies of PAN card, TIN certificate, Latest Tax clearance certificates, GST registration and Experience certificate.
- The supplier should have GST Registration Certificate.
- Rate must be quoted in Indian Rupees only net in figures & words with applicable rate of taxes, levies, cartage handling, loading, unloading and packing etc.

- Earnest money in the shape of CDR of Rs 15,000/- Pledged to Director, J&KEDI, Sempora Pampore.

All documents enlisted above should be sealed in an envelope superscribed **"Refilling of Tonners/Cartridges"** as Cover "A"

Submission of Tender documents and Tender opening.

1. Tender complete in all respects should be submitted in the office of Manager Estates, JKEDI Sempora Pampore in person or by speed/registered post or by Courier by or before **15 -06 - 2019 at 3:00 PM.**
2. The tender should be sealed in an envelope in two parts viz Technical (Cover A) and Financial (Cover B). Cover A should have all the documents as listed in Eligibility criteria.
3. Tenders received after closing date and time, for any reasons whatsoever, shall not be considered.
4. Tender Bids will be opened at JKEDI Sempora Pampore in the Office of Director JKEDI on the **19 - 06 -2019 at 11:00 AM** in presence of the bidders who wish to be present. If tenders cannot be opened on the due date due to any unavoidable circumstances, the same shall be opened on next working date at the same time and venue.

3. Payments:

Accumulated payment on order purchase basis; after submission of GST bill in duplicate and inspection of supplies to be carried out by IT team of Institute for issuance of certificate to the effect that the items are satisfactory.

4. Bid Evaluation:

The Tender committee will check the tenders to ensure that they contain no amendment to the terms or any other (calculation) errors. To assist in the examination, evaluation and comparison of bids, the Tender Committee may, at its discretion, request clarification from Vendor.

5. Selection of Tender:

Selection of the successful applicant will be based on the ranking of the Sole Proprietary concern or Partnership firm according to financial and technical criteria, as well as any other criteria suggested by the Tender Committee. Based on this, the Tender Committee will then make its recommendations. JKEDI, is not obliged to accept the lowest bid.

6. Acceptance of Successful Tender:

Taking into consideration the recommendation of the Tender Committee, JKEDI will make the final choice of the awarded firm. The intimation of the same will be sent to the successful applicant. After submitted documentation from the selected firm has been verified, the firm will then be obliged to sign the preferred supplier agreement with JKEDI Pampore. Any amendment to the awarded tender will be documented as an "Annexure" to the contract and will be determined and agreed by both the parties

7. Repudiation of Agreement:

JKEDI reserves the right to terminate the said agreement in the following event(s):

- (i) If the supplier fails to provide adequate and timely supplies to the institution.
- (ii) If the supplier is involved in any grave professional misconduct.
- (iii) If the supplier is found guilty of any serious misrepresentation in supplying information, or
- (iv) Any activity overt or covert which amounts to breach of terms and conditions of the agreement.

SCOPE OF WORK

(Refilling of Cartridge)

To refill black and colour printer/ Photocopier cartridges of various brands and models (mentioned in **Annexure I**), with good quality toner:

1. Refilling of toners / cartridges for printers / Photocopiers as per requirement.
2. The pickup of the empty cartridge and supply of duly refilled/refurbished cartridges by the supplier as and when required by JKEDI. The cartridge shall be collected and delivered by the supplier from Estates Department, Sempora Pampore at his own cost.
3. No charges will be paid for the above work. No extra delivery charges shall be paid in this regard.
4. The rates will be valid for one year however, it may further extended by one more year subject to the approval of the competent authority of JKEDI. The Institute also reserves the right to split the order between two or more successful bidders to meet the requirement if more than one Agency has quoted the same for any item. The order shall be released on need basis.
5. The refilled toners / cartridges supplied by the agency to Institute shall have to be packed in cardboard boxes (dust proof)/ poly pack (dust proof).
6. The rates offered shall be inclusive of all levies, taxes transportation costs, (as mentioned in the quotations of the agency), cost of labour, packaging, and no extra claim what so ever in this regard shall be entertained.
7. Quantity of toner powder must be as per the specification of Manufacturer of toner cartridge.
8. The output/ yield of refilled /reconditioned/ remanufactured toner cartridges should be 90% of that of an Original Equipment Manufacturers (OEM) and within the range of +/- 10% of OEM at 5% coverage area i.e. text mode.

BIDDER'S PROFILE

General:

5. Name of the Bidder/ firm _____

6. Name of the person submitting the Bid Mr. /Mrs./Ms.

7. Address of the Bidder/firm.....
.....
.....

4. Address for correspondence:
.....
.....
.....

5. Tel no. with STD code (O)..... (Fax)..... (R).....

6. Mobile no.

7. Registration & incorporation particulars of the firm: *(Tick whichever is applicable)* i)

Proprietorship

ii) Partnership

iii) Private Limited iv)

Public Limited

Or

v) Individual.

(Please attach attested copies of documents of registration/ incorporation of your firm with the competent authority as required by business law if applicable).

8. Name of Bidder/Proprietor/Partners/Directors
.....
.....
.....
.....

9. Bidder's Bank Details:

(i) Name of Bank: _____

(ii) Branch: _____

(iii) Account No. _____

(iv) IFSC Code: _____

10. Bidder's PAN No. _____

11. Bidder's GST No. _____

I/We hereby declare that the information furnished above is true and correct.

Place:

Date:

Signature of Bidder/Authorized signatory.....

Name of the Bidder.....

Seal of the Bidder

Annexure A

Price bid for Refilling of Ink /Toner Cartridge for printers/ Photocopiers (COVER “B”)

S.no	Name of Tonner	Rate per unit Rs. (In Figures)	(In Words)
1	HP Laser Toner 88A (Refilling)		
2	HP Laser Toner 12A (Refilling))		
3	HP Laser Toner 05A (Refilling))		
4	Canon 328 (Refilling))		
5	Canon337 (Refilling)		
6	HP Laser Toner 88A (Drum Change)		
7	HP Laser Toner 12A (Drum Change)		
8	HP Laser Toner 05A (Drum Change)		
9	Canon 328 (Drum Change)		
10	Canaon337 (Drum Change)		

(Authorized Signature)

Name of the Authorized person: _____

Name of the Company: _____ Address of the company: _____ Contact No. : _____

Email Id: _____

Seal of the company:

Note:

- 1. Rates to be covered with transparent tape*
- 2. The bidders in their own interest shall also quote prices of drums of respective toners/cartridges, if same needs to be replaced.*
- 3. The above quantity is tentative for the initial requirement and may increase or decrease at any point during the agreement period.*
- 4. The rates page need to be kept in separate envelope as Cover “B”.*

Declaration of Eligibility

I, the undersigned (*Name and address of representative*)
Representative of

(*Name and address of company*)

Declare that the following conditions are applicable to us;

- We are registered.
- We are not bankrupt or in the process of going bankrupt.
- We have not been convicted for an offense concerning professional conduct.
- We have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- We have fulfilled obligations related to payment of taxes.
- We are not guilty of serious misinterpretation in supplying information.
- We are not in situation of conflict of interest (with prior relationship to project or family or business relationship to parties on tender committee).
- We were not declared as serious fault of implementation owing to a breach of their contractual obligations.
- We do not employ personnel below the legal working age.
- We provide basic social rights and fair working conditions to our employees.

WITNESSES

(*Signature*)

(*Name, Address*)

DECLARANT

(*Signature*)

(*Location, date*)