



THE WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED
 [A GOVERNMENT OF WEST BENGAL ENTERPRISE]
Santalidih Thermal Power Station
 P.O. Santalidih T.P., Dist : Purulia(West Bengal), PIN - 723146

Sr.Manager (S&P)

Fax /Tel
No.

Fax

VAT RC No. 19851476025 | CST RC No. 19851476219 | PAN No. AABCT3027C Email :

NOTICE INVITING TENDER**NIT No. : STPS/AM (PS)-IT / 2 / 13-14/1969**To
M/S

Despatch No.	
Dated :	
Cost Code	0000

Tel :

Reference No. for Correspondence

FAX :

Subject : Tender For Remanufacturing Of Different Printer Cartridges

Last Date & Time of Submission of Tender	Date & Time of Opening of Tender
30/08/2013 3:00 PM	30/08/2013 4:00 PM

Item Detail

SL #	Item	Description	UOM	Quantity
1		Cartridge Of HP Deskjet 3940	NO	3
2		Cartridge Of HP Deskjet 2360	NO	3
3		Cartridge Of HP LaserJet 1320n (49A)	NO	13
4		Cartridge Of Xerox Phaser 3117	NO	12
5		Cartridge Of HP 1007/P1008 (88A)	NO	10
6		Black Cartridge Of HP 2600n (Q6000A)	NO	5
7		Yellow Cartridge Of HP 2600n (Q6002A)	NO	5
8		Cyan Cartridge Of HP 2600n (Q6001A)	NO	5
9		Magenta Cartridge Of HP 2600n (Q6003A)	NO	5
10		Cartridge Of HP P1180	NO	6
11		Cartridge Of HP 1020/1018 Printer	NO	2
12		Black Cartridge Of HP Color Laser Jet CP3505n	NO	3
13		Cyan Cartridge Of HP Color Laser Jet CP3505n	NO	3
14		Yellow Cartridge Of HP Color Laser Jet CP3505n	NO	3
15		Magenta Cartridge Of HP Color Laser Jet CP3505n	NO	3
16		Cartidge f or HP Photosmart C4188	NO	1
17		Cartidge f or HP D2360/D1560 HP 21	NO	2
18		Cartidge f or HP D2360/D1560 HP 22	NO	2

While quoting, always mention our Item Code against each item for easy identification

Note To Vendor : Details has been attached as per TENDER DOCUMENT FOR
 REMANUFACTURING OF TONER CARTIDGES ON ANNUAL RATE CONTACT BASIS

Yours faithfully ,

General Manager
STPS, WBPDCCL

**WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED
SANTALDIH THERMAL POWER PLANT**

TENDER DOCUMENT FOR

**REMANUFACTURING OF TONER CARTRIDGES ON ANNUAL RATE
CONTACT BASIS**

MAXIMO generated NIT No. : STPS/AM(PS)-IT/2/13-14/1969

**ANNUAL CONTRACT IN RESPECT OF REMANUFACTURING OF
TONER CARTRIDGES**

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**ANNUAL CONTRACT IN RESPECT OF REMANUFACTURING OF
TONER CARTRIDGES**

SCOPE OF WORK

This tender calls for Annual Contract for remanufacturing of toner cartridges used in WBPDCI; STPS. The scope of said Annual Contract includes replacement of key parts and refilling of toner powder in the used toner cartridges. Empty/used toner cartridges for reconditioning/remanufacturing will be provided by the IT Department ; STPS .

Mandatory steps/measures to be taken in remanufacturing of toner cartridges:-

- 1. Quality and Quantity of Toner Powder:-** The quality of toner powder must be of finest quality and quantity must of as per standard procedure.
- 2. Output/yield of toner cartridge:-** The output/yield and printing quality of remanufactured toner cartridges should be equal to that of an Original Equipment Manufacturer (OEM).
- 4.** Empty toner cartridges shall be provided by the Department of Information Technology ; STPS for remanufacturing purposes.
- 5.** Empty toner cartridges provided by Information Technology; STPS will be marked as 'SUPPLIED BY IT-STPS' to ensure that the firm/bidder supply the same back after remanufacturing.
- 6.** Other details as per MAXIMO generated NIT No. **STPS/AM(PS)-IT/2/13-14/1969** enclosed

**ANNUAL CONTRACT IN RESPECT OF REMANUFACTURING OF
TONER CARTRIDGES**

INSTRUCTIONS TO THE BIDDERS

1. Minimum Eligibility Criteria:-

Bidders should have:-

- (i) their own set up for remanufacturing of toner cartridges (Site visit may be undertaken). (ii) minimum 3 years of experience of supplying of remanufactured toner cartridge in bulk to Depts./Ministries of the Govt. of India/ West Bengal /Public Sector Undertakings (PSUs)/Corporates (a copy of any two orders received during last 3 years may be attached)
- (iii) minimum turnover of **Rs. 20 lakh** per annum during each of the last three financial years (valid and certified proof has to be attached)
- (iv) not been blacklisted by the Deptts./ Ministries of the Govt. of India/ West Bengal /Public Sector Undertakings (PSUs)/Corporates. Declaration has to be given in the prescribed format- **(Annexure-I)**

2. Bid Security declaration :-

Self declaration in prescribed format- **(Annexure-I)** to be submitted.

3. Documents/Certificates

The Tendering firms/agencies are required to submit the photocopies of following documents :

- (a) Registration certificate as per existing norms (indicating the legal status- company/partnership firm/ proprietorship concern, etc.);
- (b) Copy of CST/VAT/TIN Registration Certificates & PAN Card ;
- (c) Copies of Income Tax Returns filed for last 3 financial years
- (d) Proof of experience in supplying remanufactured toner cartridges in bulk to Depts./Ministries of the Govt. of India/West Bengal / Public Sector Undertakings (PSUs)/Corporates (a copy any two orders received during last 3 years has to be attached)
- (e) Audited Profit & Loss Account Statements for the last 3 financial years.
- (f) Bid security declaration & Declaration regarding blacklisting or otherwise. **(Annexure-I)**

5. Mode of submission of Tenders and last date

The Tenders, complete in all respects, should be submitted in a prescribed form along with supporting documents in a sealed envelope addressed to the **Senior Manager (C & I/ IT); SANTALDIH THERMAL POWER STATION; PURULIA; WEST BENGAL, PIN-723146** and must reach **on or before 30th August, 2013 by 03.00 P.M.** The Financial bid should be submitted in separate envelop. The tender will be opened on the same day at **4.00 P.M.**

6. Signing of the bids

6.1 **The bid shall be typed or printed**, numbered consecutively , signed and stamped by the bidder as proof of having read the contents therein and in acceptance thereof.

6.2 All entries in the bid form should be legible and filled clearly. If the space for furnishing information is not sufficient, separate sheet duly signed by the authorized signatory may be attached.

6.3 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case corrections shall be signed by the person/persons signing the bid.

7. Period of validity of bids

The bid shall remain valid and open for acceptance for a period of 120 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the Purchaser as non responsive.

8. Rejection of incomplete and conditional tenders

The incomplete and conditional tenders will be rejected. **Quoting unrealistic rates will be treated as disqualification.**

9. No withdrawal after submission of bids

No bidders will be allowed to withdraw after submission of bids/ opening of the tender.

10. Non acceptance of the tenders received after the last date

Tenders received after the closing date and time prescribed in the tender enquiry shall NOT be accepted under any circumstances.

11. Need for Clarification

In case the prospective bidders need any clarification regarding any terms and conditions of the tender, he/she/they may write to the Senior Manager (C & I-IT); SANTALDIH, PURULIA ; WEST BENGAL; PIN-723146 (PH-9432013368) well in time to ensure that required clarification in writing reach the said firm before the last date for submission.

12. Period of contract

The contract will be valid for a period of one year from the date of placement of order , which can be extended for a further period of six months on the same rate and terms & conditions on mutual consent of both parties.

**ANNUAL CONTRACT IN RESPECT OF REMANUFACTURING OF
TONER CARTRIDGES**

TERMS & CONDITIONS

Rates/ Prices

1. The rates should be quoted in Indian Rupees only in words as well as in figures. Excise duty, sales tax, VAT as applicable should be quoted separately (as shown in Schedule of rates). **If these levies are included in the price quoted without giving the break up details such bids will summarily be rejected.**
2. Rates should be valid for **at least one year**. Rates valid for a shorter period shall be rejected as non-responsive. No claim for compensation or loss due to fluctuations or any other reasons/ causes will be entertained during the period of contract.
3. The rates quoted for remanufacturing of toner cartridges shall be inclusive of replacement of all key parts, refilling of toner powder, taxes, etc. complete in all respects as per scope of work. Nothing extra shall be payable on any account.
4. In case of discrepancy between the amounts in figures and words, the amount in words will only be considered for the purpose.
5. Rates should be quoted for free delivery at the store of Department of Information Technology; STPS .

Penalty

6. It will be the responsibility of the Bidder to supply the item in accordance with supply order within stipulated time frame & of quality , otherwise, the Department may impose penalty. The penalty at five percent (5%) of the P.Os shall be imposed for each week of delay in delivery with reference to the delivery period given in the Purchase Order to maximum extent of 10% . Penalty of 20% of P.Os shall be imposed for any substandard (inferior quality) / incomplete supply along with cancellation of work order.
7. If the Bidder/firm stops the supply without completing it, the Department may get the work completed from another firm and the bidder will have to reimburse the expenditure incurred.

Settlement of disputes

8. All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the **sole arbitration of the General Manager ;STPS.**

Purchasers Rights

9. WBPDCCL; STPS reserves the right to accept/reject any or all the bids in whole or in part and annul the bidding process without assigning any reason whatsoever and is not bound to accept the lowest tender.

10. WBPDCCL; STPS reserves the right to award the tender to more than one Bidder.

11. WBPDCCL, STPS reserves the right to relax/ withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.

12. WBPDCCL, STPS reserves the right to blacklist a bidder for a suitable period in case the bidder fails to honor its bids without sufficient grounds.

13. If a firm after award of the contract violates any of the terms & conditions, it shall be liable to be blacklisted.

Basis of awarding the contract

14. The contract shall ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms & conditions.

Guarantee/Warrantee

15. Guarantee of the remanufactured toner cartridges must be at least 6 months from the date of delivery or till the toner gets empty.

16. In the event of re-manufacturing defects of cartridge, the firm/bidder has to replace the same free of cost.

17. In case of recurrence of defects in the cartridges, the contract shall be Terminated at any point of time with 15 days' prior intimation to the firm/bidder.

Mode of Payment

18. Payment against Bill/Invoice shall be released only after supply/inspection and observance of satisfactory performance of the item. Payment will be made direct to the supplier through **A/c payee cheque**. No request for other mode of payment will be entertained. Part payment will be released against part supply of ordered quantity.

No advance payment will be made in any case.

Change in quantity

19. Quantity of the required item shown in the tender is approximate and may vary.

General /others

20. The bidders will be bound by the details furnished by him / her to the WBPDC, STPS, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be fictitious at any stage, it would be deemed to be a breach of terms of contract making him / her liable for **legal action besides**

21. The supply of **reconditioned/remanufactured toner cartridges** which is not in conformity with the requirements/ specifications are liable to be rejected.

Termination of contract.

22. In no circumstances, the firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice. **WBPDC; STPS reserves the right to terminate this order at any point of time with 15 days' prior intimation to the contractor.**

23. All taxes and levies will be paid by the bidder only. No other charges such as Octroi, packing, forwarding, freight insurance, loading and unloading, entry tax, demo, etc. will be allowed. All these are to be borne by the tendered only.

**ANNUAL CONTRACT IN RESPECT OF REMANUFACTURING OF
TONER CARTRIDGES**

Tender No. :STPS/AM(PS)-IT/2/13-14/1969
Dated :26/07/2013

From

To
The Senior Manager (C & I- IT)
SANTALDIH THERMAL POWER PLANT,
PURULIA,
WEST BENGAL,
PIN: 723146

Sir,

I/we have gone through, understood fully and declare that I/ we shall abide by the terms and conditions detailed in the tender document for supply of the items required - **My / our rates are as under-**

SCHEDULE OF RATES (FINANCIAL BIDS)

Sl. No.	Details of the item	Rate per Unit (Rs.)	VAT/ ST/ ED (Rs.), If any	Total (3+4) Rs. in figures	Total in Words (Rs.)	Brand/ make of toner powder	Printing capacity per cartridge in 5% coverage area (in pages)
1	2	3	4	5	6	7	8

Annexure-I

ANNUAL CONTRACT IN RESPECT OF REMANUFACTURING OF TONER CARTRIDGES

**Tender No. : STPS/AM(PS)-IT/2/13-14/1969
Dated : 26/07/2013**

DECLARATION

**To
The Senior Manager (C & I- IT)
SANTALDIH THERMAL POWER PLANT,
PURULIA,
WEST BENGAL,
PIN: 723146**

Dear Sir,

- (1) I/We have read and understood the contents of the Tender and agree to abide by all the terms and conditions of this Tender.
- (2) I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake the job provided by your office as per-condition of Purchase Orders.
- (3) I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have blacklisted/ banned / suspended business dealing.
- (4) I/We further undertake to report to the IT Department of STPS, immediately after we are informed but in any case not later than 5 days.

Yours faithfully,

(Signature of the Bidder)

Name:

Designation with Seal of the Firm

Date:

Address :