



Indian Institute of Technology Hyderabad Kandi
502 285, Telangana, India
Phone: 040-2301 6018/6042, Fax: 040- 23016032
E-Mail: stores@iith.ac.in, tenders_purchase@iith.ac.in

Enquiry No. IITH/STORES/ RoTC /2019/042

Date: 20th Dec 2019

NOTICE INVITING TENDER (NIT)

To

Dear Sir/Madam,

Sub: Notice inviting sealed tender for Refilling/Reconditioning/Refurbishing of Toner Cartridges to be used in INDIAN INSTITUTE OF TECHNOLOGY HYDERABAD

Ref: Our Enquiry No.: IITH/STORES/ RoTC /2019/042 Date: 20th Dec 2019

Last date & time for submission of offer: 6th January,2020 at 3:00 PM.

Date & Time of Tender Opening : 6th January ,2020 by 3:30 PM.

The undersigned on behalf of the Indian Institute of Technology Hyderabad is directed to invite sealed Limited Tender Enquiry (LTE) for refilling/reconditioning/refurbishing of toner cartridges as per technical specification given in the tender document on the terms & condition given below: -

| S.No. | Description | Qty Nos. |
|-------|--|--------------------|
| 1. | Quotations are invited for Refilling/Reconditioning/Refurbishing of Toner Cartridges to be used in INDIAN INSTITUTE OF TECHNOLOGY HYDERABAD | As per Annexure II |

Note: - The sealed quotations addressed to the Assistant Registrar (S & P), Indian Institute of Technology Hyderabad, Academic Block-A, 2nd Floor, Room No 218, Kandi, Sangareddy-502285, Telangana and clearly marked "**LTE FOR REFILLING/ RECODITIONING/REFURBISHING OF TONER CARTRIDGES FOR IITH, Hyderabad**" should reach this office scheduled in above date & time.

For any technical query related to enquiry you may feel free to contact:

Mr. Jagadeswara Rao B, Assistant Registrar, Stores & Purchase Section, Ph. No. 040-2301 6018/6042
e-mail: stores@iith.ac.in, tenders_purchase@iith.ac.in

Kindly acknowledge receipt.



Yours faithfully,

BJR
20/12/19

Assistant Registrar (S&P)

SCOPE OF WORK

This tender calls for refilling /reconditioning/ refurbishing of toner cartridges to be used in Indian Institute of Technology Hyderabad. The scope of said Annual Contract includes replacement of all parts and refilling of toner powder in the used toner cartridges. The empty/used toner cartridges for refilling /reconditioning/ refurbishing will be provided by the IITH.

Mandatory steps / measures to be taken in refilling / reconditioning / refurbishing of toner cartridges: -

- 1. Quality of Toner Powder:** - The quality of toner powder must be of good quality (ITDL or its equivalent).
- 2. Output/yield of toner cartridge:** - The output/yield should not be less than 80% of the Original Equipment Manufacturer (OEM) and printing quality of refurbishing toner cartridges should be equal to that of an OEM.
- 3.** Empty toner cartridges shall be picked up/collected from Stores & Purchase Division, IITH, Kandi, for refilling /reconditioning/ refurbishing purposes free of cost by the firm.
- 4.** Replacement of the Toner cartridges drum, requires prior permission of IITH and the same should be replaced with good quality.
- 5.** Empty toner cartridges provided by IITH will be marked as 'IITH' to ensure that the firm/bidder supply the same back after refilling / reconditioning/ refurbishing.

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Assistant Registrar (S & P)



Terms and Conditions

1. Participation in this tender is by invitation only and is limited to the selected firm(s). Unsolicited offers are liable to be ignored. However, firms who desire to participate in such tenders in future may bring it to the notice to the Undersigned/IITH for participation in next LTE, if any.
2. The bidder should have adequate office/ service center setup at Hyderabad/Secunderabad/Sangareddy to supply the material as specified.
3. LTE must be in the form furnished by IITH and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not, the Tender will not be considered. Tender written in pencil will not be considered.
4. The bidder is required to supply the items given in the schedule to IITH office as per the specifications and conditions specified in **Annexure-I & II** of this LTE.
5. Bidder is required to quote their rates as per the schedule of rates as given in **Annexure-II**. L-1 will be decided on the basis of an overall cost on the basis of quantity indicated by IITH in the schedule of rates (SOR) multiplied by the rate quoted by the firm. The rate must be quoted exclusive of all taxes.
6. The requirement of the Items/toner cartridges can be Increase or Decrease and the firm(s) has to supply the items during the period of contract.
7. IITH reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason there of and does not bind itself to accept lowest quotations.
8. IITH also reserves right to relax or modify any tender conditions at any stage, if considered necessary for the purpose of finalizing the contract in the interest of IITH.
9. At the initial stage, the contract shall be awarded for a period of one year from date of submission of security deposit amount. Director, IITH will have discretion for extending it for further term of one or more year on mutually acceptable terms and conditions.
10. Proof of registration for GST registration number shall be attached. A self-certificate shall be given in case the tenderer is not covered under GST.
11. IITH shall be free to check/test the sample of paper of printed items supplied by the bidder from any independent source for which all required cooperation/ documentation shall be submitted by the bidder.
12. The prices quoted should be firm till the supplies are completed. Rates quoted should be free delivery at destination including all charges otherwise the LTE is likely to be rejected. If there is no indication regarding the FOR, in the quotation, then it will be considered as FOR destinations. No increase in amount/rate shall be considered at all during the full period of Annual contract.
13. **Bids will be evaluated on total of rates quoted for items as per Annexure II. It is to be noted that as bids will be finalized on the total rates quoted for items, the bidder/vendor must quote the rates of each and every item. The bids not containing the rates of each and every item as per Annexure II may be rejected.**

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15. **No commitment to accept lowest or any tender:** IITH shall be under no obligation to accept the lowest or any other quotation received in response to this tender enquiry and shall be at its sole discretion to reject any or all offers without assigning any reason whatsoever.
16. **Termination:** Director, IITH reserves the right to terminate the contract by giving one-month notice without assigning any reason therefore.
14. The firm may require to supply the refilled / reconditioned / refurbished toner cartridges to the IITH office within two (02) working days from the date of collection, inclusive of collection day.
14. The successful Tenderer whose rates are finally accepted must deposit an amount of Rs. 10,000/- (ten thousand only) of the contract value of 12 months as Security Deposit/ Performance Guarantee within 15 days from the date of issue of work order. PBG should remain valid for period of 60 days beyond the date of completion of the contract.
16. No interest will be payable on the security deposit/PBG and the security deposit/PBG will be returned/released only after successful completion of the contract period.
21. No advance payment will be made in any case. Payment of Bill shall be made after receipt the items at the prices approved by the IITH, if found in order. In case of any complaint of non-fulfilment or any obligation under the contract, the IITH reserves the right to deduct the payment due from the firm from monthly bill (s). The payment shall be made through RTGS/NEFT. TDS and all other taxes will be deducted as per applicable laws time to time.
22. The firm blacklisted at any point of time by any Ministry/Department/Office need not apply. In case the fact is concealed, and it will come to the notice of the IITH, during the period of contract, the contract shall be terminated straightway, and the security deposit will be forfeited. If the fact comes to notice before award of contract, his bid shall be rejected outright & tender may be awarded to L-2 bidder. A declaration to the effect that the tenderer has not been blacklisted by Central/ State Govt. Public Sector Units or its contracts have not been terminated on account of poor performance during last 3 years as per **Annexure-III**.
23. The bidder will be required to keep the offer open for a period of 90 (Ninety) days from the date of opening of the LTE.

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Assistant Registrar (S & P)



SCHEDULE OF RATES

LIMITED TENDER FOR REFILLING/RECONDITIONING/REFURBISHING OF TONER CATRIDGES

| Sl.No. | Specifications of Cartridge/Toner | Qty.(Approx.) for one year (No.s) | Rate for refilling/reconditioning/refurbishing per unit without taxes | Amount (3x4) in Rs. |
|---------------------------|-----------------------------------|-----------------------------------|---|---------------------|
| (1) | (2) | (3) | (4) | (5) |
| <u>Samsung Cartridges</u> | | | | |
| 1 | MLT-D101S | 20 | | |
| 2 | MLT-D1043S | 20 | | |
| 3 | MLT -D103S | 15 | | |
| 4 | MLT-D111S | 20 | | |
| 5 | MLT-D116 | 50 | | |
| 6 | MLT-D209S | 10 | | |
| 7 | MLT-D203S | 10 | | |
| 8 | CLT-C404S | 4 | | |
| 9 | CLT-K404S | 4 | | |
| 10 | CLT-M404S | 4 | | |
| 11 | CLT-Y404S | 4 | | |
| TOTAL COST (A) in Rs. | | | | |
| <u>Canon Cartridges</u> | | | | |
| 1 | Canon 328 | 4 | | |
| 2 | Canon 128 | 4 | | |
| 3 | Canon 745 Black | 4 | | |
| 4 | Canon 746 Tri Color | 4 | | |
| 6 | Canon 045 Yellow | 4 | | |
| 7 | Canon 045 Cyan | 4 | | |
| 8 | Canon 045 Magenta | 4 | | |
| 9 | Canon 045 Black | 4 | | |
| TOTAL COST (B) in Rs. | | | | |

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| Sl.No. | Specifications of Cartridge/Toner | Qty.(Approx.) for one year (No.s) | Rate for refilling/reconditioning/refurbishing per unit without taxes | Amount (3x4) in Rs. |
|--------|-----------------------------------|-----------------------------------|---|---------------------|
| (1) | (2) | (3) | (4) | (5) |

HP Cartridges

| | | | | |
|----|-------------------------|----|--|--|
| 1 | Q2612 AC | 10 | | |
| 2 | CC388 AC | 20 | | |
| 3 | CE278 AC | 10 | | |
| 4 | CE505 AC | 5 | | |
| 5 | 678 Black Ink Cartridge | 5 | | |
| 6 | 678 Tri-Color Ink | 5 | | |
| 7 | 680 Black Ink Cartridge | 10 | | |
| 8 | 680 Tri-Color Ink | 10 | | |
| 9 | 802 Black Ink Cartridge | 10 | | |
| 10 | 802Tri-Color Ink | 10 | | |
| 11 | 861 Tri Color Ink | 10 | | |
| 12 | 860 Black Color Ink | 10 | | |
| 13 | 934 Black | 5 | | |
| 14 | 935 Cyan | 5 | | |
| 15 | 935 Magenta | 5 | | |
| 16 | 935 Yellow | 5 | | |
| 17 | Black Cartridge CF280A | 5 | | |
| 18 | 28A Black Original | 5 | | |
| 19 | CF230A | 5 | | |
| 20 | CF218A | 3 | | |
| 21 | 905 Black | 3 | | |
| 22 | 905 Cyan | 5 | | |
| 23 | 905 Magenta | 5 | | |
| 24 | 905 Yellow | 5 | | |
| 25 | 728 130-ml Yellow Ink | 3 | | |
| 26 | 728 130-ml Magenta | 3 | | |
| 27 | 728 130-ml Cyan Ink | 3 | | |
| 28 | 728 300-ml Matte | 3 | | |
| 29 | 93A Black LaserJet | 3 | | |
| 30 | CF232A | 3 | | |
| 31 | CE255A | 3 | | |
| 32 | CF210A | 3 | | |
| 33 | CF211A | 3 | | |
| 34 | CF212A | 3 | | |
| 35 | CF213A | 3 | | |
| 36 | CE310A | 3 | | |
| 37 | CE311A | 3 | | |
| 38 | CE312A | 3 | | |
| 39 | CE313A | 3 | | |
| 40 | CF350A(Black) | 3 | | |
| 41 | CF351A(Cyan) | 3 | | |
| 42 | CF353A(Magenta) | 3 | | |
| 43 | CF352A(Yellow) | 3 | | |
| 44 | Q6001A | 2 | | |
| 45 | Q6002A | 2 | | |
| 46 | Q6003A | 2 | | |
| 47 | Q6004A | 2 | | |
| 48 | CE410A | 3 | | |



| | | | | |
|----|---------|---|---|--|
| 49 | CE411A | 3 | | |
| 50 | CE412A | 3 | | |
| 51 | CE413A | 3 | | |
| 52 | 87A | 3 | | |
| 53 | CF410A | 3 | | |
| 54 | CF360A | 4 | | |
| 55 | CF361A | 4 | | |
| 56 | CF362A | 4 | | |
| 57 | CF363A | 4 | | |
| 58 | CF400A | 2 | | |
| 59 | CF401A | 2 | | |
| 60 | CF402A | 2 | | |
| 61 | CF403A | 2 | | |
| 59 | 530A | 2 | | |
| 60 | 531A | 2 | | |
| 61 | 532A | 2 | | |
| 62 | 533A | 2 | | |
| 63 | CB 541A | 3 | | |
| 64 | CB 542A | 3 | | |
| 65 | CB 543A | 3 | | |
| 66 | CB 544A | 3 | | |
| 67 | 530A | 2 | | |
| 68 | 531A | 2 | | |
| 69 | 532A | 2 | | |
| 70 | 533A | 2 | | |
| 72 | CB 541A | 3 | | |
| 73 | CB 542A | 3 | | |
| 74 | CB 543A | 3 | | |
| 75 | CB 544A | 3 | | |
| | | | TOTAL COST(C) in Rs. | |
| | | | GRAND TOTAL COST (A) + (B) + (C) in Rs. | |

Applicable GST Rate (Not included in rate)

Grand Total amount of (A) + (B) + (C) in words

(Rs.....)

I/we agree to supply the material(s) to IITH and comply the following:

1. Tender schedule and technical specification indicated.
2. Item/tender specific conditions for this tender.
3. Terms and conditions printed in tender document.
4. This offer is valid for 90 (ninety) days from the date of opening of the tender.
5. That we have not been debarred by any Government Undertaking.
6. That the rates quoted are not higher than the rates quoted for same item to any Government/Undertaking.
7. That the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alternation and replacement

SIGNATURE OF THE TENDERER

With firm/company seal

Name of Signatory _____

Firm Name & Address _____

Email Address _____

Phone (Landline) _____

Mobile No. _____



8/12/20

DECLARATION

1. I..... Son/Daughter/Wife of Shri..... and authorized Signatory of the _____ (name of the Agency/Firm), is competent to sign this declaration and execute this LTE document.
2. I have carefully read and understood all the terms and conditions of the LTE and undertake to abide by them
3. My/our Agency/Firm has neither blacklisted/ debarred/ penalized from participating in tender of any Ministry/ Department of Government of India and Government of India Undertaking nor its contracts have not been terminated on account of poor performance during last 3 years.
4. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I know furnishing of any false information/fabricated document would lead to rejection of my LTE at any stage beside liabilities towards prosecution under appropriate law.

Signature of the Tenderer duly .

Affixed office Rubber Stamp

Name: _____

Address: _____



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