

**To be published on 19.12.2017
in 'Ei-Samay'**

Sealed quotations are invited from bonafide and experienced suppliers for **"Supply of Printer Cartridges & Toners to KEIP-KMC"**. For NIT documents, please contact the O/o Project Director, KEIP, KMC, 206, A.J.C.Bose Road, Kol-17. Last date of issue of NIT papers-27.12.2017 & last date of receipt & opening of offer-28.12.2017 at 2.00 p.m. & 4.00 p.m respectively. For more details please refer to www.keip.in & www.kmcgov.in.



Kolkata Environmental Improvement Investment Program



Kolkata Municipal Corporation

Project Director
KEIP - KMC



NOTICE INVITING TENDER
THE KOLKATA MUNICIPAL CORPORATION
Project Management Unit

Kolkata Environmenta Improvement Investment Program (KEIIP)
206, A. J. C. Bose Road, Kolkata – 700 017

Notice Inviting Tender No.

N.I.T. NO. PMU/KEIIP/ /17-18 Dated : / /2017

Tender Reference No :

N.I.T. NO. PMU/KEIIP/ /17-18 Dated: / /2017

The Project Director, KEIIP, Kolkata Municipal Corporation, invites quotations for "Supply of Original & Genuine OEM Make Cartridges of Different Models at KEIIP Office located at 206, A.J.C. Bose Road, Kolkata – 700017". Detailed information to be found in the table below.

Detail of Scheme(s)/ Work(s) :

Name of work	Estimate Amount (Rs.)	Earnest Money (Rs.)	Time of Completion	Price of Tender (Rs.)
Supply of Original & Genuine OEM Make Cartridges of Different Models at KEIIP Office located at 206, A.J.C. Bose Road, Kolkata – 700017	N.A	N.A.	15 days	Nil

1) **Eligibility criteria for participation in the tender.**

- i. The bidder is to have carried out similar type of Supply Work for at least two such works in last three years.
- ii. The prospective bidder should have an average order value of at least Rs. 2 lakh per year in the specified field. In respect of that, documentary evidence is to be submitted.
- iii. Self attested copies of Trade License, Income Tax Acknowledgement Receipt for the latest Assessment year, Professional Tax Deposit Challan for the last financial year, PAN Card, GST Registration Certificate are to be accompanied with the Bid Documents.
- iv. The prospective offerers or any of their constituent partner shall neither have abandoned any similar work nor any of their contract have been rescinded during the last 5 (*five*) years. Such abandonment or rescission will be considered as disqualification towards eligibility. A declaration in this respect through company's letter head duly signed and stamped has to be furnished by the prospective bidders without which the Bid shall be treated as non-responsive.
- v. A prospective bidder shall be allowed to participate in a particular job either in the capacity of manufacturer or authorized distributor/dealer of the manufacturer. Necessary certificate in regard to their identity shall have to be furnished.
- vi. If the last dated of receipt of tender or the day of opening of tender happens to be holiday or otherwise, the next working day will be the last date of receiving and opening of the bid. The quotationers or their authorized representatives are to remain present at the time of opening of the offers. The offers will be preferably opened as mentioned on the "Date and Time Schedule". However, any delay of opening of offer will be intimated by KEIIP.

2) There shall be no provision of Arbitration.

3) **Earnest Money Deposit:** Nil

4) **Security Deposit Money:** Nil

5) **SOLVENCY CERTIFICATE:** The Successful Bidder shall have to furnish Solvency Certificate for the execution of such work by self declaration on their letter head duly sealed and signed in the prescribed format at Annexure '2'.



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- 6) **SCOPE OF WORK:** Supply of Original & Genuine OEM Make Cartridges of Different Models at KEIIP Office located at 206, A.J.C. Bose Road, Kolkata – 700017. The list of such models has been given in Annexure '3' at the end of this document.
- 7) Bid shall remain valid for a period not less than 90 (Ninety) days from the last date of submission of Bid. If the bidder withdraws the bid during the validity period of bid, the entire bid submitted by the bidder will be immediately rejected and invalidated without assigning any reason thereof. The decision of the KEIIP Authority will be final and binding regarding next course of action.

8) **Date and Time Schedule:**

Sl. No.	Particulars	Date & Time
1	Date of publishing of N.I.T. & other Documents (PTB)	19.12.2017
2	Bid submission start date	19.12.2017
3	Last date of collection of N.I.T. document	27.12.2017
4	Bid Submission closing	28.12.2017 2:00 P.M
5	Bid opening date for Proposals	28.12.2017 4.00 P.M

- 9) The intending offerer should clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of bidding shall be reimbursable by the Department. The KEIIP/KMC authority reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any quotationer at the stage of Bidding.
- 10) Prospective offerers are advised to note carefully the minimum qualification criteria as mentioned in '**Instructions to Bidders**' before submission of the bids.
- 11) **Conditional/Incomplete offer will not be accepted under any circumstances.**
- 12) **The intending offerers are required to quote the rate for all the items listed in this tender document.**
- 13) During scrutiny, if it comes to the notice of the Authority that the credential or any other paper found incorrect / manufactured / fabricated, that offerer would not be allowed to participate in the NIT and that application will be rejected without any prejudice.
- 14) The Project Director, KEIIP, Kolkata Municipal Corporation, reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
- 15) Before issuance of the WORK ORDER, the KEIIP Authority may verify the credential and other documents of the lowest offerer, if found necessary. After verification if it is found that the documents submitted by the by lowest offerer are either manufactured or false in that case work order will not be issued in favour of the said offerer under any circumstances.
- 21) **Qualification criteria:**
The KEIIP Authority will determine the eligibility of each offerer. The offerers shall have to meet all the minimum criteria regarding Experience / Credential.
- 22) The eligibility of the offerer will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in 1 above.
- 23) No price preference and other concession will be allowed.
- 24) To qualify, All the "Instructions to Bidders" mentioned hereunder must be satisfied and accepted by the bidder.
- 29) Bidders shall give a declaration in their letter head with due authentication that the items to be supplied by them are of original and genuine OEM make.



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Project Director, KEIIP

INSTRUCTIONS TO BIDDERS

General Terms & Conditions

- The bidders shall supply items which are to be of original and genuine OEM make. Date of manufacture / import of these cartridges/toners shall not be more than one year old.
- During scrutiny, if it is found that the supplied cartridges are not of genuine and original OEM make, the supply order issued by the Authority will be cancelled and the decision of the KEIIP Authority shall be final and binding.
- The bidder has to quote for all the items. GST shall be mentioned separately in the price bid.

Terms of Payment:

- Payment will be made by this office within 30 (thirty) days from the date of submission of supply bill and challan complete in all respect.
- Payment will be made by A/C. Payee Cheque only.
- Payment shall be released only after due certification from the Competent Authority that the supply has been made satisfactorily.
- Any payer for revision of rate shall not be entertained and the work order shall be liable to be cancelled.

Dispute Settlement:

In the event of any dispute by and between KEIIP-KMC and the Vendor, the decision of the KMC authorities would be final and binding. All disputes arising out of the work order shall be settled in the Courts of Kolkata jurisdiction only.

Rejection of Bid:

Employer (Project Authority) reserves the right to accept or reject any Bid and to cancel the Bidding process and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

Award of Contract:

The Offerer whose offer has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance(LoA).

Project Director-KEIIP
Kolkata Municipal Corporation.

UNDERTAKING

(On a Non-Judicial Stamp Paper of Rs. 20/-)

Name of the work :

.....

Tender / Q.I.N. No. :

I/We do hereby undertake that our rate / rates quoted in the above noted Q.I.N./Tender vide my/our Ref: No..... datedshall stand valid for months. And the documents/papers submitted along with tender documents are correct and true to the best of my knowledge.

Signature

SOLVENCY CERTIFICATE

Name of the work :

.....

Tender / Q.I.N. No. :

I/We do hereby declare that I/we am/are financially solvent to execute the work, if entrusted to me / us by your authority. I/we further declare that we shall execute the work timely without any hindrance with the entire satisfaction of the authority.

Signature

SCOPE OF WORK List of items for procurement:

Sl No	Cartridge No.	Quantity	Sl No	Cartridge No.	Quantity	Sl No	Cartridge No.	Quantity
1	Q6000A	2	5	CC530A	2	9	CF400A	2
2	Q6001A	2	6	CC531A	2	10	CF401A	2
3	Q6002A	2	7	CC532A	2	11	CF402A	2
4	Q6003A	2	8	CC533A	2	12	CF403A	2

PERFORMANCE CERTIFICATE **

This is to certify that the materials received by the department from M/s.

vide challan No. dated are as per work order No. dated.....

. The materials received in good condition and have been entered in the Stock Register.

The agency has completed supply of the items mentioned in the work order timely and satisfactorily.

Signature of the
departmental official

** This is a sample format. It may vary from supply / work basis.

CHECKLIST
For the use of the department

Sl.No.	Name of the Document	Put "√" mark.
1	Tender paper & Tender document	
2	Copy of self attested Trade Licence from KMC	
3	Copy of self attested latest Income Tax Return & copy of PAN	
4	Copy of self attested GST Registration Certificate	
5	Copy of self attested Credentials showing execution of similar type of work.	
6	Solvency Certificate by the agency. ... Annexure-2	
7	Scope of work (List of Articles to be filled up by the agency) ... Annexure-3	
8	Undertaking to given by all the bidders for validity of offer. .. Annexure-1	
9	Certificate of execution of work of supply (to be issued by the competent official of the department). .. Annexure-4	