

DELHI TRANSPORT INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED
(AN ENTERPRISE OF GOVT. OF NCT OF DELHI)
2nd FLOOR, ISBT KASHMIRI GATE, DELHI :-110006.

F.NO 5(17)/DTIDC/AGM(E)/2021-22/53

Dated: 19/01/2022

NOTICE INVITING QUOTATION

SUB:- Annual Rate Contract for refilling of old Cartridges/Tonner and supply of new Printer Cartridges

The D.T.I.D.C. Ltd., I.S.B.T., Kashmere Gate, Delhi-110006 on behalf of the MD, D.T.I.D.C. Ltd. invites Sealed Quotations as per Schedule of work and Terms & conditions enclosed for the above said work from the reputed and eligible contractors/firms working in the same field and who fulfil the under mentioned eligibility criteria:-

1. The bidder should have past experience in the same field i.e. Refilling of old cartridges" in Government Department/PU/Autonomous bodies. Necessary supporting documents such as work orders, work completion certificate, payment certificate etc. for last three years to this effect must be submitted along with the quotation).
2. The bidder should be in the Trade/Business in the same field for not less than 3 years. (Date of GST Registration certificate considers as proof that bidder is in trade/ business from that date).
3. Should have valid GST registration.
4. Should have valid PAN No.

The NIQ are available on DTIDCL website <https://dtidc.co.in>

Sealed quotation duly filled in specified proforma addressed to the "IT-Incharge, DTIDC Ltd., 2nd floor, I.S.B.T., Kashmere Gate, Delhi-110006 along with self attested copies of the documents in support of eligibility criteria & super scribed with the due date and "Quotation for Annual Rate Contract for refilling of old Cartridges/Tonner and supply of new Printer Cartridges" must reach latest by 3:00 PM on 27-01-2022.

The Quotations shall be opened on the same day at 3:30 PM by the office in the presence of such bidders, who may wish to be present.

All rights of acceptance & rejection is reserved by DTIDC Ltd.


IT In-charge
D.T.I.D.C. Ltd

Copy to:

1. PA to ED, DTIDC for kind information of ED, DTIDC.
2. DGM,DTIDC
3. SE(Civil), DTIDC
4. AGM(F), DTIDC
5. AGM (Works), DTIDC Kashmere Gate/Anand Vihar/Sarai Kale Khan
5. DEO(IT) for uploading the same on Web- site of DTIDC.
6. Notice Board


IT In-charge
D.T.I.D.C. Ltd

SCHEDULE OF WORK

Name of Work : Annual Rate Contract for refilling of old Cartridges/Tonner and supply of new Printer Cartridges

S. No.	Description of Work	Rates	Unit
1	Refilling of the following cartridges with finest/good quality tonner powder/Ink/Refilling agent i/c testing etc. complete as required.		
	Printer make	Cartridge No.	
1.1	HP	110A	Each
1.2	HP	88A	Each
1.3	HP	12A	Each
1.4	Canon	CE328	Each
1.5	Samsung	MLD205/XID	Each
1.6	Ricoh SP 300dn	406956	Each
1.7	HP (Color)	CM1415fn Color MFP	Each
2	Replacement of the following damages/worn out items in the existing printer cartridges (HP/Ricoh/Cannon/Samsung makes)		
	Part Name	Cartridge No.	
2.1	Drum	110A, 88A, 12A, CE328, MLD205/XID,406956	each
2.2	Wiper Blade	110A, 88A, 12A,CE328, MLD205/XID,406956	each
2.3	Magrol	110A, 88A, 12A,CE328, MLD205/XID,406956	each
2.4	PCR rollers	110A, 88A, 12A,CE328, MLD205/XID,406956	each
2.5	Chips (HP)	110A	each
2.6	Chips (Samsung/Ricoh)	MLD205/XID,406956	each

3		Supply/Fixing of the following make/model Cartridge in the existing printer i/c testing etc. complete as required.		
	Printer make	Cartridge No.	Rates	Unit
3.1	HP	110A		Each
3.2	HP	88A		Each
3.3	HP	12A		Each
3.4	Canon	CE328		Each
3.5	Samsung	MLD205/XID		Each
3.6	Ricoh SP 300DN	406956		Each
3.7	EPSON (Color) L365	(set of 4 color)		Set
3.8	HP CM1415fn Color MFP	CE320A, 321A,322A,323A (Set of 4 Color)		each


 In-charge
 D.T.I.D.C. Ltd

TERMS & CONDITIONS

1. The quotation will remain open for acceptance for a period of 45 days from the date of opening.
2. No spares or consumables shall be provided by DTIDC.
3. The firm should not have been blacklisted in any govt. organization. If it is found at any stage during contract period that firm is blacklisted, then the contract will immediately be cancelled.
4. **Validity of Contract:** The contract if awarded will be initially for a period of **one year (01)** from the date of award which may be attended extended further for one year on the same rates, terms & conditions subject to the satisfactory performance of the contractor. However, in case of failure/breach of any/all terms & conditions of contract by the contractor, the DTIDC shall have the right to terminate the contract forthwith in addition to administrative actions for black listing etc.
5. **Rates:-** The rates quoted by the bidder, shall be firm and inclusive of all taxes (Including GST, labour welfare cess, duties and levies and any other charges).
6. The old cartridges should be filled by the successful bidder within two days after receipt of the call/intimation.
7. The quality of toner powder/Ink/refilling agent used for refilling must be of finest quality and quantity of toner powder/Ink must be as per the specification of Cartridge Manufacturer.
8. The cartridge refilling process should be govern on site, hence the successful bidder shall make adequate arrangements for refilling of cartridges in the office premises only.
9. Replacement of any accessories/spare in old cartridge should be of same model & make and old dismantled spare should be returned to the official of DTIDC.
10. All material, machinery, manpower and consumables etc. required for refilling & replacement shall be arranged by the vendor & nothing extra shall be paid by the department on this account.
11. After installing the refilled cartridges if, any problem is reported by the user, it shall be the responsibility of the vendor to check the cartridge at the user location and rectify the problem.
12. In case any complain about the refilled cartridge, the vendor shall refill the cartridge & replace the accessories free of cost within 24 hours.
13. It will be the sole responsibility of the contractor to refill the cartridge within stipulated time frame.
14. The vendor should keep proper record for goods/services duly certified by the concern department.
15. The vendor shall obtain the empty cartridges from the respective department in person and re-install the refilled cartridges in the respective machine with in the timeframe mentioned above.

16. Any damaged caused to the printers on account of leakages of ink/toner shall be borne by the vendor.
17. The new printer cartridges shall be procured by DTIDC on as and when requirement basis.
18. The successful bidder have to supply the new cartridges to DTIDC within two days after getting the demand of the same.
19. The new cartridges should be supplied along with the copy of invoice and applicable Guarantee/Warranty certificates of the manufacturer's. The Guarantee/Warranty of the new cartridges shall be governed by the original manufacturer's guidelines.
20. The successful bidder will be liable to supply genuine / original products (printer cartridges, refill tonner etc.) only from original manufacturers that come in sealed, individually packed boxes with Maximum Retail Price (MRP) duly printed on the box/carton. The date of manufacture of these items should be clearly written on the items or its packing. Items with manufacturing date older than six months on the date of delivery will be rejected and bidder shall be liable to replace the same with new ones.
21. Quantities of the work may vary as per actual requirement.
22. The items will have to be supplied at site/offices of DTIDC & nothing extra shall be paid on account of transportation/ cartage charges.
23. **Penalties:-** In case the successful bidder fails to attend the complaints (refilling of cartridge or supply of new cartridge) made by the department with in the stipulated time i.e. with in two days after receipt of intimation/call, there shall be a penalty of Rs.100/= per day per complaint and same will be deducted from the bill of the respective quarter and contract any also be cancelled by the DTIDC.
24. **Terms of Payment :-**
 - a) Quarterly payment shall be made, the contractor shall submit the bill in duplicate for the each quarter for the Number of refilling and replacement carried out during the quarter for payment .
 - b) All payment shall be made after deduction of TDS & other taxes as per rules of Govt. of India & as applicable from time to time.
25. **Location:-** The services are to be provided at the premises/offices of DTIDC as under:-
 - a. DTIDC office 2nd Floor & 3rd Floor ISBT Kashmere Gate, Delhi
 - b. Office of AGM (works)/ ISBT Sarai Kale Khan, New Delhi
 - c. Office of AGM (works)/ ISBT Anand Vihar, Delhi
26. **Legal Jurisdiction:** The Jurisdiction of any disputes shall be Delhi only.
27. The Terms & conditions may be relaxed at discretion level of ED/DGM, DTIDC.


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D.T.I.D.C. Ltd