



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

12, SUDDER STREET, KOLKATA- 700 016

TELEPHONES: +91033 2252 1031 / 1034 / 1035, 22521492 / 1602 FAX +9133- 2252 1026

Website: www.icmai.in

Local Purchase Committee

Ref. LPC/Examination/ Refilling toners/ 2024

02.04.2024

Tender for refilling of toner (Cartridge)

Reputed vendors are invited to offer their rate for refilling cartridge toners and replacement of printing ribbon of certain printers as per description below:

Detailed Specifications:

Sl. No	Types of machines	Description of Toner (Cartridge)	Estimated Annual Consumption (Pcs.)
1	LASER JET 600 M 602	90 A	10
2	HP LASER JET P 1108	88 A	20
3	HP LASER JET P 1020	12 A	20
4	LIPI 6306 LINE PRINTER	RIBON	12

Sample / machine must be checked by the bidder for its specifications before participating in the bid

Scope of work:

Refilling of Toners (Cartridge) and replacement of ribbons as and when required. The refilling of toners need to be in DTP ink.

Delivery:

Refilling / replacement should be done then & there after receiving verbal / written order within 8 hours at the Examination dept. of the Institute office premises, 12 sudder street, Kolkata-700016.

Intending bidders are requested to contact **Shri Achintya Ghosh**, Examination Department, on any Working Days (Monday – Friday) during office hours for any clarification and sample verification before offering their quotation.

Terms and conditions:

- The rates to be offered should include all material, supply and delivery, etc. Taxes would be extra.
- Vender must have office in Kolkata
- Bidders shall bear all costs associated with the preparation and submission of its bid.
- The price quoted by the bidder should remain valid for the whole year.
- Period of contract – One (1) time contract.
- If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered.
- Canvassing in any form in connection with the contract is strictly prohibited.
- **L1 will be evaluated on the basis of amount quoted against 'Grand Total' in the darkened box of Annexure 1.**
- Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- Billing should be done after refilling the toner or replacing the ribbon and making it functional.
- Payment will be made as per actual consumption through online mode only after completion of the job.
- Once the supply order is placed, it will be the vendors' responsibility to make the project functional. Any additional cost incurred for completing the project and for which the vendor has not bid at the time of submission of the final offer will be borne by the vendor.
- The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise



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without the prior approval of the Institute.

- The Institute may, for any reason whether at its own initiative or in response to the clarification requested by the prospective bidder, issue amendment in the form of addendum during the bidding period and subsequent to receiving the bids. Any addendum thus issued shall become part of bidding document and bidder shall submit the addendum duly signed and stamped in token of his acceptance.
- Institute reserves the right to repudiate the contract and entrust the work to any other third party in the event of breach of terms and conditions of this agreement or in the event of unsatisfactory performance observed by the Institute.
- Institute may ask clarifications if any during the evaluation and the bidders are expected to respond.
- Lack of response from them will enable the Institute arrive at its own decision about such bids.
- The work executed by the vendor should be to the satisfaction of the concerned officer where work was executed. If the same is not found satisfactory, the firm will have to do the job again at its own cost. The decision of the concerned officer and of the Institute in this regard will be final and unassailable and binding on the vendor.
- Upon being selected as the successful bidder and being awarded the order, the bidder is expected to reply to all queries/ complaints that may be raised by the Institute from time to time.
- **A copy of Trade License / Certificate of Incorporation is to be compulsorily submitted along with Annexure 1.**
- The order will be placed for the best interest of the Institute.

Payments

- a. No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy.
- b. The payment will be made in electronic mode only within 30 days of submission of bills.
- c. Bank Details [(1) Name of the A/c., (2) A/c. No., (3) Type of A/c., (4) Name of the Bank, (5) Branch Name with Address and (6) IFSC Code] should be provided in the Quotation.

Submission of Bids:

The quotations have to be submitted in the **LPC Tender Box** kept at the ground floor of the Institute. Address: **Local Purchase Committee**, ICMAI, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, superscribed '**Tender for refilling of Toner (Cartridge)**' (**Bid Reference – LPC / Examination / Refilling toners/ 2024**) on or before 3p.m. of 23rd April, 2024.

Convener
Local Purchase Committee



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Annexure 1

Format of bid

Sl. No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Contact person & Mobile number	
3.	Full address of the office With Email Address	
4.	RTGS Bank Account Details	
5.	Certificate of Incorporation / Trade License no. (copy to enclose)	
6.	Details of GSTN if any	
7.	PAN of proprietor	

Sl. No	Toner	Estimated requirement per year	Refill cost with DTP Ink (per piece) Rs.	Toner Drum (per piece) Rs.	Toner Blade (per piece) Rs.	Toner rubber roller / Magnetic roller (per piece) Rs.	Total (Rs.)
1.	HP 12A	20					
2.	HP 88A	20					
3.	HP 90A	10					
4.	Lipi-Model 6306	12	Ribbon replacement of Lipi Line printer (Model 6306) and making it functional.				
			Grand Total (Exclusive tax)				

Applicable taxes would be extra

Declaration: We /our Company have seen the sample / machine and understood the items to be delivered. We agree to all the terms and conditions as indicated in this EOI/Tender Notice. We are not debarred by any dept.

Signature of bidder:

Date:

Seal:

Place: