

To be published on 02.08.2017 in 'Ei Samay'

Sealed quotations are invited from bonafide and experienced contractors for **“Supply of Printer Cartridges & Toners to KEIP-KMC”**. For QIN documents, please contact the o/o Project Director, KEIP, KMC, 206, A.J.C.Bose Road, Kol-17. Last date of issue of QIN papers-09.08.2017 & last date of receipt & opening of offer-10.08.2017 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

TENDER FORMAT**1. GENERAL INFORMATION.**

Sealed quotations superscribing the name of the work on the envelope are invited from the reputed and resourceful contractors for the jobs stated in the “**Scope of Work**” below.

QIN papers etc. will be available from the office of the Project Director, Kolkata Environmental Improvement Investment Program, 206, A. J. C. Bose Road, Kolkata – 700017. The KMC - KEIIP reserves the right to accept / reject in full or in part of any tender without assigning any reason whatsoever.

2. GENERAL INSTRUCTION & GUIDELINES.**Eligibility Criteria.**

- (1) The quotationers shall submit the self-attested copies of the following documents:-
- (i) Trade License
 - (ii) PAN
 - (iii) ITCC
 - (iv) GST
 - (v) Credentials.
 - (vi) Valid P.Tax Payment Certificate.
- (2) The agencies should have experience in similar type of work for at least 2 such works in last 3 years.
- (3) The Quotationers should disclose if there is any pending litigation upon the firm, which may have implications on the liquidity of the firm. If not, then NOT APPLICABLE should be mentioned.
- (4) The quotationers would have to disclose if they are black-listed by any Govt. Dept./semi Govt. / autonomous bodies / PSUs etc. If not, then NOT APPPLICABLE should be mentioned.
- (5) If the last date of receipt of tender or the day of opening of tender happens to be a 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 would be opened preferably one hour after the time of submission on the last date of N.I.Q.

3. QUOTING OF RATE:

The participating agency should quote their rate per unit (pc/box/pkt etc.) separately for each item as per Annexure-3 in the NIQ.

3.2 The quoted price shall include all taxes & duties.

3.3 The agency would have to furnish an undertaking regarding the validity of the offer as per prescribed format on Letter Head (**Annexure-1**).

4. EARNEST MONEY DEPOSIT: nil**5. SECURITY DEPOSIT MONEY: Nil.****6. SOLVENCY CERTIFICATE**

Successful bidder shall have to furnish Solvency Certificate for execution of such work by self-declaration on a letter head duly sealed and signed, in the prescribed format at **Annexure-2**.

7. SCOPE OF WORK

Supply of Printer Cartridges & Toners to Project Management Unit, KEIIP, KMC office at KEIIP – KMC, 206, A. J. C. Bose Road, Kolkata – 700017. Specifications of cartridges & Toners required are given in the attached list marked as **Annexure-3**.

Date of publication of Q.I.N. in Notice Board & PTB : 01.08.2017 or on the next date.

Last date of issue of Q.I.N. : 09.08.2017 at 2.00 p.m.

Last date of receipt of tender/Q.I.N. : 10.08.2017 at 2.00 p.m

Date of opening of tender/Q.I.N. : 10.08.2017 at 4.00 p.m.

8.a) OTHER TERMS AND CONDITIONS

- 8.a.1 Cartridges & Toners (as per list) should be of good quality and to be supplied timely as per work order. Quality of goods, if not found up to the mark, deduction will attract. Decision of the KEIIP authority in this regard will be final and binding.
- 8.a.2 : Department shall prepare the list of items to be supplied by one or more agency/agencies based on the lowest rates quoted by them and the agency/agencies shall be intimated accordingly by issuance of LOA.

8.b) TERMS OF PAYMENT

- 8.b.1 Payment will be made by this office within 30 days from the date of submission of supply bill complete in all respects.
- 8 b.2 The payment will be made by A/c. Payee Cheque only.
- 8.b.3 Payment shall be released only after due certification from the Competent Authority that supply has been made satisfactorily.
- 8.b.4 Any prayer for revision of rate shall not be entertained and the work order shall be liable to be cancelled.

8.c) Period of contract : As per work order.

- 8.d) Risk and Cost.** If supplier fails to supply the item or items or execute the work as per work order he/they will have to bear the excess amount if purchased from market.

9.0 TERMINATION

Termination of a work order is liable, on following grounds :-

- (i) Canvassing in any form on the part or on behalf of the quotationer.
- (ii) If the agency fails to supply the quality materials at the quoted rates or refuses to supply the items listed in the scope of work, as per work order within schedule date, department shall have the right to terminate the work order with the vendor at any time with 15 days notice for termination and in that case, the security deposit furnished by the vendor shall be forfeited.
- (iii) Incomplete submission of bids.
- (iv) In the event of willful negligence, refusal and/or non-performance of the terms of the work order.
- (v) In case of suppression of facts or wrongful submission of credentials, the work order is liable for termination, after due enquiry, and the vendor is liable for legal action, apart from forfeiture of security amount.

10.0 Dispute Settlement:

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

Administrative Officer
PMU – KEIIP - KMC

Ref : PMU/255/17-18

dated 31.07.2017

Annexure - 1**UNDERTAKING****(on Rs.10/- N.J. stamp paper)****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

Annexure - 2**SOLVENCY CERTIFICATE****(on Rs.10/- NJ Stamp paper)****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

Annexure - 3

SCOPE OF WORK (1) Supply of Cartridges & Toners (as per list – Annexure-3) to Project Management Unit, KEIIP, KMC office at KEIIP – KMC, 206, A. J. C. Bose Road, Kolkata – 700017 as per the Work Order.

Signature

Annexure - 4**PERFORMANCE CERTIFICATE ****

This is to certify that the supply of cartridges and toners as supplied by the vendor M/s. _____ for the period from _____ to _____ is as per work order No. _____ dated. _____ . and their performance is satisfactory.

Signature of the
departmental official

Ref : PMU/255/17-18

dated : 31.07.2017

CHECKLIST

Sl.No.	Name of the Document	Put “√” mark.
1	Q.I.N. documents.	
2	Copy of self attested valid Trade Licence	
3	Copy of self attested latest Income Tax Return, GST regn. Certificate, P.Tax clearance certificate.	
4.	Copy of self-attested PAN	
5	Undertaking to given by all the bidders for validity of offer (in company's letter head) .. Annexure-1	
6	Copy of self attested Credentials showing execution of similar type of work.	
7	Solvency Certificate by the agency. Annexure-2	
8	Scope of work (List of Articles to be supplied) (to be filled up by the agency) ... Annexure-3	

Administrative Officer
PMU – KEIIP - KMC