



Date: 18th Aug 2023

TENDER NOTICE
FOR WORK CONTRACT FOR REFILLING / RECONDITIONING /
REFURBISHING OF TONER CARTRIDGES

Sub: Notice for inviting sealed tenders/quotations for work contract for refilling / reconditioning /refurbishing of Toner Cartridges to be used in ICMR-NARFBR, Genome valley, Shamirpet, Hyd.- Reg.

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The Director, ICMR-National Animal Resource Facility for Biomedical Research, Genome valley, Shamirpet, Hyderabad invites sealed tenders/ quotations for refilling / reconditioning / refurbishing of Toner Cartridges to be used in ICMR-NARFBR, Genome valley, Shamirpet, Hyderabad as per technical specification given in Annexure-I and details are given below:

Issuing Officer : DIRECTOR, ICMR-NARFBR, HYDERABAD
Tender No : ST/NARFBR/Refilling of Cartridges/289/22-23/23-24
Date of issue of Tender : 18th Aug 2023
Last Date of receipt of Tender : 8th Sept 2023 at 5:00 PM
Date of Opening of Tender : 9th Sept 2023 at 10:30AM
Tender Forms Available From : A complete set of Tender Documents can be downloaded from
<https://www.narfbr.org/notifications-tenders.php>

SCOPE OF WORK

This tender calls for refilling /reconditioning/ refurbishing of toner cartridges to be used in ICMR-National Animal Resource Facility for Biomedical Research, Genome Valley, Hyderabad. The scope of said work contract per annum 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 Stores, ICMR-NARFBR, Hyderabad.

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

- Quality and Quantity of Toner Powder:** - The quality of toner powder must be of good quality (ITDL/ Odyssey) and quantity must of as per standard procedure.
- 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.
- Empty toner cartridges shall be picked up/collected from Stores, ICMR-NARFBR, Hyderabad for refilling /reconditioning/ refurbishing purposes free of cost by the firm.
- The toner cartridges drum, if replaced, shall be of KD / HANP make.
- Empty toner cartridges provided by Stores, ICMR-NARFBR, Hyderabad will be marked as 'SUPPLIED BY NARFBR' to ensure that the firm/bidder supply the same back after refilling / reconditioning/ refurbishing.

Sd/-
Administrative Officer

TERMS AND CONDITIONS

1. The bidder is required to supply the items given in the schedule to ICMR-NARFBR as per the specifications and conditions specified in Annexure-I of this work contract per annum. The interested bidder(s) are advised to visit the ICMR-NARFBR, Genome Valley, Hyderabad to see samples before quoting bid in the tender.
2. Bidder is required to quote their rates as per the schedule of rates as given in Annexure-I. L-1 will be decided on the basis of an overall cost on the basis of quantity indicated in the schedule of rates (SOR) multiplied by the rate quoted by the firm. The rate must be quoted inclusive of all taxes.
3. ICMR-NARFBR 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.
4. ICMR-NARFBR 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 ICMR-NARFBR.
5. A complete set of Tender Documents may either be downloaded from ICMR-NRFBR website i.e., <https://www.narfbr.org/notifications-tenders.php>. In case the bidder needs any clarifications regarding any terms and conditions of the bid document, the bidder may seek clarification from the undersigned in person or telephonically before the last date of submission of tender.
6. However, it will be obligatory on the part of the firm to continue to work at the rates prevailing on the last date of the Agreement even beyond contract period for at least 3 (three) months or till the new contract is finalized, whichever is earlier.
7. Proof of registration for GST registration number shall be attached.
8. ICMR-NARFBR 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.
9. ICMR-NARFBR reserve the right to recover any loss sustained due to delayed in delivery by way of penalty. Failure to supply the material within the stipulated period shall entitle ICMR-NARFBR to impose penalty @ ½ % (half percent) of the total value of the item covered in order as penalty per day subject to a maximum of 5% (five percent) unless extension is obtained in writing from the office on valid ground before expiry of delivery period.
10. No advance payment will be made in any case. Payment of Bill shall be made after receipt of the items at the prices approved by the ICMR-NARFBR, if found in order. In case of any complaint of non-fulfillment or any obligation under the contract, the ICMR-NARFBR reserves the right to deduct the payment due from the firm from monthly bill(s). The payment shall be made through PFMS. TDS and all other taxes will be deducted as per applicable laws time to time.
11. Bidder is also required to attach duly signed copy of this work contract along with its bid.
12. The sealed tenders/quotations should be addressed to “The Director, ICMR-National Animal Resource Facility for Biomedical Research, Genome Valley, Shamirpet, Hyderabad” on or before **08.09.2023 by 05.00 PM** by speed post only. The sealed cover should be superscripted “**Tender Notice for work contract per annum for Refilling / Reconditioning / Refurbishing of Toner Cartridges**” mentioning tender No., date & due date.
13. Quotation by email or by hand will not be accepted.
14. The offer/quotation in sealed cover should reach the undersigned by post only. The quotations received thereafter will not be considered. ICMR-NARFBR, Hyderabad is not responsible for any postal delays

Sd/-
Administrative Officer

(Format for Financial Bid)

Schedule of Rates

Work Contract per annum for Refilling / Reconditioning / Refurbishing of Toner Cartridges

Sl. No	Cartridge Model No	Rate for Refilling/Reconditioning/Refurbishing Per Unit Without Taxes (₹)	Amount in (₹) Rs.
HP printer cartridges: (Mono)			
1	12A		
2	137A		
3	88A		
4	77A		
Canon printer cartridges: (Colour) Printer Model No:			
1	Image runner C3120		
2	MF643CDW		
Kyocera printer cartridge: (Mono) Printer Model No:			
1	ECOSYS M2640DW		
Xerox Photocopier Machine – Toner cartridge (Mono) - Model No:			
1	Versalink B7035		
GST (% _____)			
Total Cost in Rs.			
Total amount in words (_____)			

I/we agree to supply the material(s) to ICMR-NARFBR 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 the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

SIGNATURE OF THE TENDERER
With firm/ company seal

Name of Signatory : _____

Firm Name & Address : _____

Email Address : _____

Phone (Landline) : _____

Mobile No. : _____

DECLARATION

I _____ Son / Daughter / Wife _____ and authorized Signatory the _____ (name of the Agency/ Firm), is competent to sign this declaration and execute this LTE document.

I have carefully read and understood all the terms and conditions of **work contract per annum for Refilling / Reconditioning / Refurbishing of Toner Cartridges** and undertake to abide by them.

My/ our Agency/Firm has neither blacklisted/ debarred/ penalized from participating in tender of any Government of India Organizations Undertaking nor its contracts have not been terminated on account of poor performance during last 3 years.

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 **work contract per annum for Refilling / Reconditioning / Refurbishing of Toner Cartridges** at any stage besides liabilities towards prosecution under appropriate law.

Signature of the Tenderer duly
Affixed office Rubber Stamp

Name : _____

Address: _____

