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OFFICE OF THE DISTRICT MAGISTRATE (WEST)
GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
Plot No. 3, Shivaji Place, Raja Garden, New Delhi-110027

No. F.3(5)/CTB/DCW/Tender/2016-17/ 128

Dated: 25/1/23

NOTICE INVITING QUOTATION

DM (West) has decided to invite quotations on behalf of President of India from the firms having sufficient experience and expertise in providing "Refilling of Tonners/Cartridges for Printers/Photocopiers on requirement basis" as per the specification given in price bid attached with this NIQ:

Ser. No.	Name of Work	Re-filling of Toners/Cartridges for Printers / Photocopier of the Office of DM (West)
1.	Last date, time and venue for submission of EMD & Technical bids documents	06.11.2023 up to 1.00 P.M. in the office of SDM. (CTB), Room No. 308, 3 rd Floor, O/o DM (West), Shivaji Place, Raja Garden, Delhi-110027
2.	Date, time and venue for opening of technical bid	06.11.2023 up to 4.00 P.M. in the office of SDM (CTB), Room No. 308, 3 rd Floor, O/o DM (West), Shivaji Place, Raja Garden, Delhi-110027
3.	Financial bid shall be opened	06.11.2023
4.	Earnest Money Deposit (EMD)	Rs. 4,000/-
5.	Estimated cost of work	Rs. 2,00,000/- only

Eligibility

- Undertaking by the agency in its letter head that:
 - That it has not been barred or blacklisted by any of the Central/State Govt./Departments/Organizations/Central or State Autonomous Bodies /PSUs.
 - That it will ensure fair trade practice.
 - That the proprietor/partners of the agency do not have any relative employed with Revenue Department, GNCT Delhi.
- Should have valid registration with GST/DVAT Department of GNCT of Delhi (attach a photocopy of the same with tender documents).
- For refilling- should have sufficient experience and expertise in providing the refilled Tonners/Cartridges (please see scope of work at Annexure III). Satisfactory work completion certificates from two Government deptt. During the last three years similar nature of work required.

Terms & Conditions

- The bidder shall place its bids in two separate envelopes marked "Technical Bid" and "Financial Bid". All documents in support of eligibility as well as another envelope containing original DD/Pay Order for EMD shall be placed in the envelope marked "Technical Bid". The offered rates shall be placed in the envelope marked "Financial Bid". Both these bids should be super scribed with name of work and

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shall be placed in a third envelope which shall be super-scribed "Quotation for – Re-filling of Toners / Cartridges for Printers / Photocopiers/Drums of Printers".

Envelope 1. Technical Bid

- a. This must contain original/downloaded tender document duly signed by authorized signatory of the agency on each pages.
- b. Covering letter of submission.
- c. Documentary proof of eligibility criteria as mentioned above.
- d. Earnest Money Deposit (EMD) Rs. 4000/- in the form of DD/Pay Order in favour of "DDO, DC (West)" payable at Delhi.

Envelope 2. Financial Bid

1. Duly filled and signed by authorized signatory of the agency as per attached annexure.
2. Rate must be quoted in Indian Rupees only, net in figures & words including taxes, levies, cartridge handling, loading, unloading and packing etc. as per annexure-II.

Others Terms & Conditions

- a. Bids without EMD and /or satisfactory work completion certificate will be summarily rejected.
- b. Conditional bids will be summarily rejected.
- c. Bids received after due date & time shall be summarily rejected.
- d. The "Financial Bid" of those bidders, whose technical bids have qualified, will only be opened.
- e. Collection & Delivery: - At various Offices of DM (West) as per Annexure-IV attached.
- f. Delivery Period: - 24 hrs. from the date of collection of cartridge.
- g. The EMD of unsuccessful bidders shall be refunded immediately after finalizing bidding process.
- h. In case the successful bidder fails to execute the work within the period, a sum equal to 0.5% of the contract price per day or part thereof until the actual delivery subject to maximum of 10% of the value of supply order shall be deducted.
- i. The payment will be made quarterly basis after successful completion of the work as per satisfaction of the office.
- j. The validity of the bid will be 120 days from the date of opening of the financial bids. During the validity period, the successful bidder shall not be allowed to withdraw. In case of withdrawal, the EMD shall be forfeited absolutely and no claim shall be admitted in this regard. Such bidder shall not be allowed to participate in the re-quotationing process.
- k. The rates of successful bidder will be valid for 12 months from the date of issue of letter of acceptance and may be extended for a further period of 02 years subject to work satisfaction and on mutual understanding of both the parties..
- l. District Magistrate (West) reserves the right to reject any or all the bids or accept them in part or reject the lowest bid without assigning any reason.
- m. Unauthorized substitution or materials delivered in error of wrong description or quality or supplied in excess quantity or rejected goods shall be returned to the bidder at bidder's cost & risk.
- n. If the material supplied is found to of substandard quality, the same will returned / replaced and the Office of the DM (West) shall not be responsible for any loss to the concerned supplier for such

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- supply. The firm will also be liable for any damage caused to the printer / photocopiers / equipment by spurious toners / cartridges re-filled / supplied.
- o. The successful bidder shall make all arrangement towards safe and complete delivery at the designated locations indicated in the supply order. Such responsibility on the part of the bidder will include taking care of insurance, freight, state level permits etc. as applicable.
 - p. In case of any dispute related to meaning, scope, manufacturing, operation or effect of this contract or the validity or the breach thereof, this office and the contractor shall make every effort to resolve amicably by direct discussion / negotiation.
 - q. In case the dispute cannot be settled amicably within 30 days of the rising of dispute by either party, either party may seek settlement of the dispute by arbitration in accordance within provisions of the Arbitration and conciliation Act 1996 and the award made in pursuance thereof shall be binding on all the parties. The sole arbitrator shall be appointed by DM (West), Raja Garden, Delhi.
 - r. It is also a term of the contract that if any fee payable to the arbitrator, shall be paid equally by both the parties.
 - s. The vendor, who declines to supply any item at contracted price, in the stipulated time, will be black-listed.

This NIQ has also been uploaded on the website of the office of District Magistrate (West) i.e. <https://dcwestrev.delhi.gov.in>


SDM (CTB) DISTRICT (WEST)

Copy to:

1. PA to DM (West)/ADM (West) for information.
2. BID Evaluation Committee Members.
3. Notice Board.
4. Website of District (West) i.e. <https://dcwestrev.delhi.gov.in>
5. Working Contractors
6. DIO (West) with the request to upload the tender documents to the website.

TECHNICAL BID

Name of work: Re-filling of cartridge /toner for Printers/photocopiers on requirement basis.

PROFILE

1.	Name of the Tenderer (in Block Letters)	
2.	Status of the firm i.e. Public Ltd./Pvt. Ltd. Partnership Firm or Proprietorship Firm	
3.	Name of the Director/Partner/Proprietor/ Authorized signatory of the firm	
4.	Complete address of the firm with phone No. & Mobile No.	

OTHER DETAILS

S. No.	Particular	Information	Copy attached
1.	TIN/VAT/GST registration No. (Issued by the Trade & Taxes Department, GNCTD)	Regn. No. _____ Copy of certificate attached	Yes/No
2.	PAN No.	No. _____	Yes/No
3	EMD for Rs. 4,000/-/MSME/Startup	DD/FDR No. _____ Date _____ Name of the Bank & Branch	Yes/No
4	Filled & signed Annexure – I & III		Yes/No
5	Under taking on letter head		Yes/No

Attach copies of above documents duly signed by tenderer.

All the facts as stated above are true to the best of my knowledge and belief. Further, I have gone through the terms and conditions and agreed to abide by the same.

Signature of the tenderer or the authorized signatory with seal of the firm/company

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ANNEXURE-IIFINANCIAL BIDName of work: Re-filling of ink/toner cartridge for printers/photocopiers/Drums of Printers :-

S. No.	Printer/Cartridges Specification	Unit Re-filling Price in(Without drum) Excluding Tax Rs. Per unit	Unit Re-filling Price in(With drum) Excluding Tax Rs. Per unit
1.	Samsung ML-1866/101		
2.	Ricoh SP 200/200		
3.	HP Laser jet 12A		
4.	Epson M 100		
5.	Canon LBP 3500/12A		
6.	HP Laser jet 1536/78A		
7.	HP Laser jet 1505/36A		
8.	HP Laser jet 88A		
9.	Canon LBP 2900/12A		
10.	HP Laserjet 1136/88A		
11.	HP Laser jet 53A		
12.	Kyocera FS 1120 MFP		
13.	Xerox 3212		
14.	Pantum P2200		
15.	HP Laser jet 110A		
16.	HP Laserjet 2606 SDW		
17.	Kyocera N2040 for drum		

- GST as applicable shall be paid extra

Signature and seal of the tenderer / authorized signatory of the firm/company.

ANNEXURE-III

SCOPE OF WORK
(Refilling of Cartridge)

To refill cartridge of black & White printer/photocopier of various brands and models (mentioned in Annexure II), with good quality toners:-

1. Refilling to toner/cartridge of printers/photocopiers as per requirement.
2. The pickup of the empty cartridge and supply of duly refilled /refurbished cartridge by the supplier as and when required by the various offices under the jurisdiction of DM (West) from Store Section or various branches of office. The cartridge shall be collected and delivered by the supplier of DM (West) at his own cost.
3. No cartridge will be paid for the above work. No extra delivery charges shall be paid in this regard.
4. The rates will be valid for one year however; it may further be extended by one more year subject to the approval of the Competent Authority. The Order shall be released on need basis.
5. The refilled Toners/Cartridges supplied by the agency to this office shall have been packed in cardboard boxes (dust proof).
6. The rates offered shall be inclusive of all levies, taxes, transportation costs, (as mentioned in the quotations of vendor/agency), cost of labor, packaging, and no extra claim whatsoever in this regard shall be entertained.
7. Quantity of toner powder must be as per the specification of Manufacturer of toner cartridge.
8. Empty toner cartridge for refilling will be as provided by the Office of DM (West).
9. The output/yield of refilled/reconditioned/remanufactured toner cartridges should be 90% of that of an Original Equipment Manufacturers (OEM) and within the range of +/- 10% of OEM at 5% coverage area i.e. text mode.

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ANNEXURE-IV

Present Location/Address of offices under the District Magistrate (West)

Ser No.	Name of the Office	Location
1.	Office of DM (West), Office of ADM (West), Offices of SDM (RG/PN)	3, Shivaji Place, Raja Garden, Delhi
2.	Office of SDM (Punjabi Bagh)	Main Rohtak Road, Nangloi, Near Petrol Pump Delhi.
3.	Office of e-SR (Punjabi Bagh)	Main Rohtak Road, Nangloi. Near Red Light, Opp. Police Station – Nangloi, Delhi
4.	Office of e-SR, Basai Darapur	Basai Darapur, Ring Road, Raja Garden
5.	Office of e-SR, Janakpuri	District Centre, Janakpuri, New Delhi