

RAJASTHAN HIGH COURT, JODHPUR
SHORT TERM TENDER
TENDER FOR ANNUAL RATE CONTRACT FOR REFILLING & REFURBISHING OF
TONNER CARTRIDGES

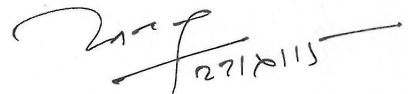
S.No.: HC/ SK/2015-16/ 201

Dated : 27.10.2015

Quotations in sealed covers are invited for the refilling of Laser Printer Toner Cartridges(HP12A, HP36A, HP 88A, Canon 326, Canon 308, etc.) with replacement of key parts [Toner Powder (finest quality), OPC Drum, Wiper Blade, Doctor Blade, Magnetic roller, PCR, Recovery blade] with estimated cost of Rs. 96,000/- (Rupees Ninety Six Thousand Per Annum.)

The tender form is available for purchase during office hours of the period from 28.10.2015 to 04.11.2015 in the office of Cashier of this office. The Last Date & time for submission of offer is 05.11.2015 till 2 PM and shall be opened on same day at 4.00 PM in the presence of the bidders who wish to be present. Bidders can also download instructions, terms & conditions from <http://www.hcraj.nic.in>.

By Order,



Registrar (Admn.)

RAJASTHAN HIGH COURT, JODHPUR

INSTRUCTION, TERMS & CONDITION FOR ANNUAL RATE CONTRACT FOR REFILLING & REFURBISHING OF
TONNER CARTRIDGES FOR FINANCIAL YEAR 2015-16

INSTRUCTIONS TO BIDDER

A. Name of the Tendering Authority

Registrar General, Rajasthan High Court, Jodhpur, (Rajasthan) – 342001
Phone: 0291-2541338, 2545516 Fax : 0291-2546974, Mail to:hc-rj@nic.in

B. Mandatory steps/measures to be taken in reconditioning/remanufacturing of toner cartridges:-

- **Replacement of key parts:-** Key parts to be replaced in reconditioning/remanufacturing of toner cartridges will be as per the following specifications:-
(a) Toner Powder (finest quality), (b) OPC Drum, (c) Wiper Blade (d) Doctor Blade,
(e) Magnetic roller (f) PCR (g) Recovery blade
- **Quantity of toner powder:-** The quality of toner powder must be of finest quality and quantity must be as per standard procedure.
- **Output/yield of toner cartridge:-** The output/yield and printing quality of **REFILLING & REFURBISHING** of toner cartridges should be equal to that of an Original Equipment Manufacturer (OEM).
- **Empty toner cartridges:-** Empty toner cartridges shall be picked up/collected from the Computer Cell, Rajasthan High court, Jodhpur for **REFILLING & REFURBISHING**.
- **Old replaced parts:-** Old replaced parts shall have to be returned to Computer Cell, Rajasthan High Court, Jodhpur.

C. Minimum Eligibility Criteria for Bidder, Bidders should have:-

- their own set up for **REFILLING & REFURBISHING** of toner cartridges.
- Experience should have of **REFILLING & REFURBISHING** of toner cartridge in bulk to Depts./Ministries of the Govt. of India/Public Sector Undertakings(PSUs)/Corporates etc.
- not been blacklisted by the Deptts./Ministries of the Govt. of India/Public Sector Undertakings (PSUs)/Corporates etc.

D. Bid Security/Earnest Money Deposit (EMD)

- EMD @ 2% of the bid value in the form of banker's cheque/demand draft from any of the scheduled banks drawn in favour of "**Registrar General, Rajasthan High Court, Jodhpur**" shall accompany the bid.
- A bid received without Bid security(EMD) shall be rejected as non responsive at the bid opening stage and returned to the bidder unopened.
- EMD for lesser amount/EMD not submitted in the manner prescribed will be rejected and returned to the bidder.
- The submission of EMD is compulsory for all the bidders and no exemption will be granted for submission of EMD in any case.
- The Bid security of the unsuccessful bidder will be discharged/returned to them within 15 days after finalization and award of the contract without any interest.



Authorized Signatory: _____
Name & Seal of the firm: _____

E. Documents/Certificates

The Tendering firms/agencies are required to submit the self attested photocopies of following documents, failing which their bids will be summarily/out-rightly rejected and will not be considered any further:

- Registration certificate as per existing norms(indicating the legal status–company/partnership firm/proprietorship concern, etc.);
- Copy of CST/VAT/TIN Registration Certificates
- Copy of PAN Card;
- Proof of experience in **REFILLING & REFURBISHING** of Tonner Cartridge to Depts./Ministries of the Govt. of India/Public Sector Undertakings (PSUs)/Corporates (a copy each of any two POs received during

F. Mode of submission of Tenders and last date

The Tenders, complete in all respects, should be submitted in a prescribed form along with supporting documents in a sealed envelope addressed to the **Registrar General, Rajasthan High Court, Jodhpur** and must reach on or before 05th November, 2015 by 2.00 P.M.

G. Signing of the bids

- The bid shall be typed or printed. All pages shall be signed and stamped by the bidder as proof of having read the contents therein and in acceptance thereof.
- All entries in the bid form should be legible and filled clearly. If the space for furnishing information is not sufficient, separate sheet duly signed by the authorized signatory may be attached.
- The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case corrections shall be signed by the person/persons signing the bid.

H. Period of validity of bids

The bid shall remain valid and open for acceptance for a period of 90 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the Purchaser as non responsive.

I. Rejection of incomplete and conditional tenders

The incomplete and conditional tenders will be rejected. Quoting unrealistic rates will be treated as disqualification.

J. No withdrawal after submission of bids

No any bidder will be allowed to withdraw after submission of bids/ opening of the tender; otherwise the EMD submitted by the firm is liable to be forfeited.

K. Non acceptance of the tenders received after the last date

Tenders received after the closing date and time prescribed in the tender notification shall NOT be accepted under any circumstances.



Authorized Signatory: _____
Name & Seal of the firm: _____

L. Non transferability

This tender is non transferable.

M. Extension of last date &

The Registrar General, Rajasthan High Court, Jodhpur may in their discretion to extend the last date for submission of the Tender and such extension shall be binding on all the Bidders.

N. Need for Clarification

In case the prospective bidders need any clarification regarding any terms and conditions of the tender, he/she/they may write to the Registrar General, Rajasthan High Court, Jodhpur well in time to ensure that required clarification in writing reach the said firm before the last date for submission.

O. Scope of work:

Vender shall refill toner cartridges as mentioned at Sl. No. 01 to 05 in "Tender Form" under "Annual Rate Contract". Refilling of toners includes:

- Assessment to determine if the toner cartridge can be refilled.
- Completely removing the spent toner powder from the toner cartridge.
- Filling of toner cartridge to capacity with new toner meeting or exceeding OEM standards.
- Packing the refilled toner cartridges in poly bags.

Vender shall refurbish toner cartridges as mentioned at Sl. No. 01 to 05 in "Tender Form" under "Annual Rate Contract". Refurbishing of toners includes

- Assessment to determine if the toner cartridge can be refurbished.
- Work of refurbished toners completed in guidance/directions of Computer Cell, Rajasthan High Court, Jodhpur.
- Complete disassembly of toner cartridge to thoroughly clean and check all internal and external components.
- Worn, damaged, or end of life-cycle components should be replaced.
- Replacement of the original OEM/OEM-type drum with a new drum.
- Replacement of all seals with an OEM/OEM-type heat seal, card seal, or pressure sensitive seal.
- Replacement of the primary charge roller (PCR) with a re-coated or new PCR.
- Replacement of wiper blade meeting OEM/OEM-type specifications.
- Replacement of any other damaged parts
- Filling of toner cartridge to capacity with new toner meeting or exceeding OEM standards.
- Chemically cleaning or replacing the corona wire assembly (where applicable).
- Packing of refurbished toners in anti-static moisture proof bags, either heat-sealed or zip-locked.

P. The rates offered should be in accordance with the following conditions:

- Rates quoted should be separate for each item.



Authorized Signatory: _____
Name & Seal of the firm: _____

RAJASTHAN HIGH COURT, JODHPUR

INSTRUCTION, TERMS & CONDITION FOR ANNUAL RATE CONTRACT FOR REFILLING & REFURBISHING OF
TONNER CARTRIDGES FOR FINANCIAL YEAR 2014-15

:: 4 ::

TERMS & CONDITIONS

A. Rates/ Prices

1. The rates should be quoted in Indian Rupees only in words as well as in figures. Excise duty, sales tax, VAT as applicable should be included in the quoted price .
2. Rates should be valid for at least one year. It can be extended for upto three years with the permission of Head of Department. Rates valid for a shorter period shall be rejected as non-responsive. No claim for compensation or loss due to fluctuations or any other reasons/ causes will be entertained.
3. The rates quoted for **REFILLING & REFURBISHING** of toner cartridges shall be inclusive of replacement of all key parts, refilling of toner powder, etc. complete in all respects as per scope of work. Nothing extra shall be payable on any account.
4. In case of discrepancy between the amounts in figures and words, the amount in words will only be considered for the purpose.
5. Rates should be quoted F.O.R. Destination (Free delivery at Computer Cell).

B. Penalty

1. If the Bidder/firm stops the work without order of this office and not to complete the work accordance to the work order, this office may impose penalty.
2. The Registrar General, Rajasthan High Court, Jodhpur reserves the right to accept/reject any or all the bids in whole or in part and annual the bidding process without assigning any reason whatsoever and is not bound to accept the lowest tender.
3. The Registrar General, Rajasthan High Court, Jodhpur reserves the right to award the tender to more than one Bidder.
4. The Registrar General, Rajasthan High Court, Jodhpur reserves the right to relax/ withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.
5. The Office reserves the right to blacklist a bidder for a suitable period in case the bidder fails to honour its bids without sufficient grounds.
6. If a firm after award of the contract violates any of the terms & conditions, it shall be liable to be blacklisted and its EMD/PSD shall be forfeited.

C. Basis of awarding the contract

The contract shall ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms & conditions.



Authorized Signatory: _____
Name & Seal of the firm: _____

D. Delivery

In case, the firm fails to complete the work within the specified period of work order, work will be completed by other sources and the difference of cost, if any, will be recovered by issuing notice and necessary action for blacklisting the firm may also be taken.

E. Guarantee/Warranty

1. Guarantee/Warranty of the **REFILLING & REFURBISHING** of toner cartridges must be at least 3 months from the date of rifling or toner gets empty.
2. In the event of **REFILLING & REFURBISHING** defects of cartridge, the firm/bidder has to replace the same free of cost.
3. In case of recurrence of defects in the cartridges, the contract shall be terminated at any point of time with 15 days' prior intimation to the firm/bidder.

F. Mode of Payment

Payment against Bill/Invoice shall be released only after inspection/observance/verification of same by "Incharge, Computer Cell". Payment will be made direct to the supplier through RTGS only. No request for other mode of payment will be entertained. No advance payment will be made in any case.

F. Agreement

The successful bidder shall submit the Agreement in accordance of this office format duly signed and submit the same to the Registrar General, Rajasthan High Court, Jodhpur within a week of the receipt of work order. All charges in this regard will be bear by the bidder.

G. General /others

1. The bidders will be bound by the details furnished by Registrar General, Rajasthan High Court, Jodhpur, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be fictitious at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
2. In no circumstances, the firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice and performance security will be forfeited.
3. All taxes and levies will be paid by the bidder only. No other charges such as Octroi, packing, forwarding, freight insurance, loading and unloading, entry tax, demo, etc. will be allowed. All these are to be borne by the tenderer only.

Date:
Place :



Authorized Signatory: _____
Name & Seal of the firm: _____