



## COCHIN PORT TRUST

Phone : 0484-2668600  
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Office of the Sr. Dy. Director (EDP),  
Cochin Port Trust.  
Willington Island,  
Cochin -682009

R F Q No.FIN/EDP/TC/Refill/2021 Dated: 08.11.2021

### QUOTATION FOR THE RATE CONTRACT FOR REFILLING AND REPAIRING OF PRINTER CARTRIDGES OF COCHIN PORT TRUST FOR ONE YEAR

Due Date for submission of Quotation: 16.11.2021 at 14:30 hrs

Issued to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Sd/-*  
Sr. Dy. Director (EDP)

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### QUOTATION NOTICE

Sealed quotation in the prescribed form superscribing quotation number and due date, for the work of '**Rate contract for refilling/repairing of Printer Cartridges of Cochin Port Trust for one year**' from the date of award of contract will be received by the Sr.Dy.Director (EDP), Cochin Port Trust, Cochin- 682009, Kerala.

2. Quotation shall be submitted in a sealed cover superscribing RFQ No.FIN/EDP/TC/Refill/2021 Dated: 08.11.2021 with due date of the quotation should contain a sealed cover containing the commercial details (pricebids Schedule-I & Schedule-II). The quotation should reach the Sr.Dy.Director (EDP), Finance Department, Cochin Port Trust on or before 16.11.2021 at 14:30 hrs and will be opened on the same day at 15.00 hrs.
3. The quotation shall contain qualification documents completed in every respect, signed & sealed on all pages and superscribing the Quotation number, due date with the description 'Qualification documents for RFQ No.FIN/EDP/TC/Refill/2021 Dated: 08.11.2021'
4. The quotation received after the due date and time will not be accepted.
5. The pricebids of the eligible bidders will be evaluated for the award of the contract.
6. Quotations received will be rejected if the same has not been submitted in line with the conditions 2,3 & 4 above.
7. The original quotation format and accompanying documents must be written in indelible ink and shall be signed by the person(s) duly authorised to sign on behalf of the quotationer.
8. The Quotations should be written legibly and free from erasure and overwriting or conversions of figures, corrections, wherever unavoidable, should duly attest with dates. Specific rates should be quoted as given in the price schedule formats.
9. The acceptance of a quotation rests with the Sr.Dy.Director (EDP), who does not bind himself to accept the lowest quotation and reserves to himself the authority to reject any or all of the quotations received without assigning any reason.
10. The firm should have an office in Cochin City. Submit the Details in Form - I.
11. The successful bidder will be placed on rate contract for a period of one year.
12. The repairs, if any, have to be intimated by the contractor and may be done on approval from Cochin Port Trust.

13. Filled or repaired Cartridges should deliver at the site on time as per the directives from Port Officials.
14. The refill/repair of Printer Cartridges has to be done as per the requirement then and there or latest by a day.
15. The actual requirement is subject to change. The comparison will be made based on the quantity mentioned as per the price schedule.
16. The firms are required to quote their lowest rate/unit for refill/repair of Printer Cartridges. The rate quoted should also include the unit total per item, taxes and total in the price schedule attached.
17. The prices quoted by the firms will be evaluated based on the composite method. The evaluation of the L1 firm will be done as follows:

$$\text{Grand Total} = \text{Sum of Total Amount (Col. G) as per Schedule I} + \text{Sum of Total Amount (Col. K) as per Schedule II}$$

The firm with the lowest grand total will be considered to award the work. The amount will be taken without tax for evaluation purposes.

18. The refill/repair should be done at the various offices of Cochin Port Trust as per the work order to be given after executing the rate contract agreement.
19. The rates and prices quoted by the firm/agency shall be fixed for the whole duration of the work contract and shall not be subject to adjustment on any account other than variations in taxes/duties.
20. The successful bidder has to sign-in a contract agreement in Rs.200/- Kerala stamp paper in the format given (in Annexure-I) by Cochin Port Trust to the effect that the refill/repair shall be done as specified.
21. Taxes wherever applicable shall be recovered as per rules.
22. Invoices can be raised in favour of 'The F.A & C.A.O, Cochin Port Trust' after the refill/repair of Printer Cartridges.
23. Delivery Chalan has to be produced at each Offices against each call and department wise invoices (7 departments) needs to be submitted for Payment. Payment will be done within 10 days from the date of receipt of invoice by Cochin Port Trust.
24. For queries regarding this quotation, contact Sr. Dy. Director (EDP), Cochin Port Trust.

*Sd/-*

**Sr.Dy.Director (EDP)**

## FORM OF QUOTATION

To

The Sr.Dy.Director (EDP),  
Cochin Port Trust,  
Willingdon Island,  
Cochin -9.

Sir,

Having seen the Notice Inviting Quotation in the website, examined the Conditions of Contract, specifications and price bid including the bill of quantities for the work of '**Rate contract for refilling/repairing of Printer Cartridges of Cochin Port Trust for one year**', vide RFQ No.FIN/EDP/TC/Refill/2021 Dated: 08.11.2021 we offer to execute the Work.

In conformance to the above and the said Conditions of Contract, Specifications, Schedules and Bill of Quantities for the rates mentioned in the Price Bid submitted along with this form:

2. We undertake, if our Quotation is accepted, to achieve completion of the various sections of the supply within the timeframe specified.
3. We agree to abide by the terms and conditions, rates and purpose of this Quotation.
4. Unless and until a formal Agreement is prepared and executed, this quotation together with your written acceptance thereof shall constitute a binding Contract between us.
5. We understand and agree that you are not bound to accept the lowest or any quotation you may receive.
6. If our quotation is accepted we understand and agree that we will be held fully responsible for the due performance of the Contract.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021 Signature \_\_\_\_\_ in  
the capacity of \_\_\_\_\_ duly authorised to sign Quotation for and on behalf of  
\_\_\_\_\_ (Firm/Agency Name) ( IN BLOCK LETTERS ).

Address: \_\_\_\_\_  
\_\_\_\_\_

### Witnesses

1. Signature : \_\_\_\_\_  
Name: \_\_\_\_\_  
Address \_\_\_\_\_
2. Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Address : \_\_\_\_\_

## SUPPLIER'S PARTICULARS

<b>I. Organisation</b>	
Name of the Organisation	
Address	
City	
Phone	
e-mail	
<b>II. Contact Details</b>	
Person Name & Designation	
Address	
City	
Phone	
Mobile	
e-mail	
<b>I. Other Details</b>	
GST No	
PAN No	
TAN No	

**Authorised Signature:**

**Date** :  
**Place** :  
**Seal** :

**FORM OF AGREEMENT**

This AGREEMENT made on this \_\_\_\_\_ day of \_\_\_\_\_ between the ----- (hereinafter referred to as COCHIN PORT TRUST) of the ONE PART and M/s \_\_\_\_\_ at \_\_\_\_\_ (hereinafter referred to as Contractor) of the OTHER PART.

WHEREAS the COCHIN PORT TRUST is desirous of having an annual rate contract to ‘Rate contract for refilling/repairing of Printer Cartridges of Cochin Port Trust for one year’ and whereas the Contractor has offered to provide the above mentioned supply and services as per the terms & conditions mentioned in the quotation and the price bid submitted by him as part of the RFQ No.FIN/EDP/TC/Refill/2021 Dated: 08.11.2021

Any obligations and/or formalities which are required to be fulfilled or any amendment thereto for the purpose of entering into and/or execution of this contract shall be carried out by the contractor at his own expenses, etc. and the contractor shall report the compliance thereof to the COCHIN PORT TRUST. The contractor shall be solely liable for any violation of the provisions of any Act or any other statutory provisions.

WHEREAS COCHIN PORT TRUST has agreed to award the annual rate contract to ‘Rate contract for refilling/repairing of Printer Cartridges of Cochin Port Trust for one year’. NOW THEREFORE BY THESE ARTICLES AND ON THE PREMISES mentioned above, the parties have agreed to as under:-

**PENALTIES / LIABILITIES**

That the contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and further the work may be got done from another agency.

**COMMENCEMENT AND TERMINATION**

That this agreement shall come into force w.e.f .....and shall remain in force for a period of one year.

That this agreement may be terminated on any of the following contingencies: -

- a) On the expiry of the contract period as stated above.
- b) By giving one month’s notice by COCHIN PORT TRUST on account of :
  - i) Committing breach by the contractor of any of the terms and conditions of this agreement.
  - ii) On assigning the contract or any part thereof to any third party
- c) On contractor being declared insolvent by competent Court of Law.

During the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging the service as before till the expiry of notice period.

IN WITNESS WHEREOF the parties hereto have signed these presents on the date, month and year first above written.

For and on behalf of the contractor

For and on behalf of Cochin Port Trust.

WITNESS

WITNESS

1.

1

2.

2

**Schedule- I**

**RFQ No.FIN/EDP/TC/Refill/2021 Dated: 08.11.2021**

**Price Schedule for the rate contract in r/o refilling of Tonner/cartridge for Cochin Port Trust**

Sl. No	Printer Make & Model	Cartridge No	Qty.	Qty Of Power	Rate/Unit (Rs.)	Total Amount (Qty * Rate/Unit) (Rs.)	GST (%)	Tax Amount (Rs.)	Total Incl.Tax (Rs.)
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
1	CANON IMAGECLASS MF4750/ CANON MFP 4122 / Canon MFP 4720W	Cartridge 328	3	80 gm					
2	CANON LASERJET LB6230DN	Cartridge 326	2	80 gm					
3	CANON LASERJET LBP 6030B / LBP3108B	Cartridge 912	38	80 gm					
4	Canon LaserShot LBP6018B	Cartridge 925	31	80 gm					
5	CANON LP LBP6780X	Cartridge 324	2	360 gm					
6	CANON MFP-MF4350D	FX9	1	80 gm					
7	HP LASERJET 1015/1018/1020+/1022/1022N	HP Q2612A	46	120 gm					
8	HP LASERJET 1108 /1136 / P1008 / MFP128 FN Pro./MFP M126W / 1108	HP 88A	45	80 gm					
9	HP LASERJET M104A / MFP M132A Pro	HP 18A	4	60 gm					
10	HP LASERJET M1120N / P1007 / P1505N	HP 36A	56	80 gm					
11	PANASONIC KX MB1520	KX FAT 410SX	1	80 gm					
12	Samsung Laser Printer ML-1676	MLT-D1043S	10	80 gm					
13	SAMSUNG MFP SCX 3401	MLT-D101S	1	80 gm					
14	CANON MF246 DN	Cartridge 337	1	80 gm					

**Authorised Signature**

**Date :**

**Place :**

**Seal :**



RFQ No.FIN/EDP/TC/Refill/2021 Dated: 08.11.2021

Price Schedule for the rate contract for repairing of Cartridges

SL. No.	PRINTER MAKE	CARTRIDGE NO.	Qty.	Repair charges for each (Rs) Incl.Tax.					Total Rate/ Unit (Rs.)	Total Amount (Rs.)	GST (%)	Tax Amount (Rs.)	Total Incl.Tax (Rs.)
				Drum	Blade	Magnet	PCR	Chip					
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)
1	CANON IMAGECLASS MF4750/ CANON MFP 4122 / Canon MFP 4720W	Cartridge 328	3										
2	CANON LASERJET LB6230DN	Cartridge 326	2										
3	CANON LASERJET LBP 6030B / LBP3108B	Cartridge 912	38										
4	Canon LaserShot LBP6018B	Cartridge 925	31										
5	CANON LP LBP6780X	Cartridge 324	2										
6	CANON MFP-MF4350D	FX9	1										
7	HP LASERJET 1015/1018/1020+/1022/1022N	HP Q2612A	46										
8	HP LASERJET 1108 /1136 / P1008 / MFP128 FN Pro./MFP M126W / 1108	HP 88A	45										
9	HP LASERJET M104A / MFP M132A Pro	HP 18A	4										
10	HP LASERJET M1120N / P1007 / P1505N	HP 36A	56										
11	PANASONIC KX MB1520	KX FAT 410SX	1										
12	Samsung Laser Printer ML-1676	MLT-D1043S	10										
13	SAMSUNG MFP SCX 3401	MLT-D101S	1										
14	CANON MF246 DN	Cartridge 337	1										

Authorised Signature

Date :

Place :

Seal :