

REQUEST FOR QUOTATION



OFFICE OF THE FA & CAO
COCHIN PORT TRUST
COCHIN-682009

Email: directoredp@cochinport.gov.in

R F Q No. FIN/EDP/Toner Cartridges/2018

Dated: 17-02-2020

Sir,

Electronic quotations are invited for the **“Annual rate contract for the supply of Cartridges”**, subject to terms and conditions enumerated below.

Conditions:

1. The bidders should have a valid digital signature certificate (Class-II or Class-III) issued by any of the valid Certifying Authorities to participate in the online tender.
2. The bids should be uploaded in electronic form only through e-tender portal www.tenderwizard.com/COPT.
3. The bidders need to obtain one time User ID & password for log-in to e-Tendering portal www.tenderwizard.com/COPT from the service provider KEONICS, by paying registration amount of Rs.1124/- through online Payment using Credit/Debit Card/Net banking or DD in favour of “KSEDCL, Bangalore”. The details of e-tender facilitator is available through Telephone Nos. 080 40482000/ 09746118529.
4. Tender will be opened at 15:00 hrs on 02.03.2020 in the e-tender portal www.tenderwizard.com/COPT. Tenderers can witness the tender opening by logging in to the e-tender portal at the date and time fixed for tender opening.
5. Validity of offer: 60 days from the date of opening of Tender.
6. Rates quoted should be strictly as per unit specified.
7. Taxes, Duties, Surcharges etc should be shown separately. C Form is not applicable for CoPT
8. Brand of the product should be mentioned in the offer.
9. Authorization certificate from the OEM for selling of cartridges has to be submitted by the firm along with the quote
10. The Technical bid will be opened by the FA & CAO, Cochin Port Trust at his office on the due date and time.
11. The bids will be evaluated by CoPT based on the conditions specified in this RFQ.

12. The technical bids will be evaluated by CPT for the qualification / eligibility of the bidder with respect to the Eligibility Criteria. Price bids of the technically qualified bidders will be opened for further evaluation.
13. The successful bidder will be placed on rate contract for a period of one year from the date of execution of the agreement.
14. The new Cartridge/Toners are to be supplied as per part supply orders from time to time as per the requirement. The actual requirement is subject to change.
15. The items supplied should be brand new and Original as per the specification.
16. The indicative annual requirement, Type, Make of cartridges is given in the BOM (Bill of Materials). Annexure-I.
17. The firms are required to quote their lowest rate/unit of Cartridges/Toners. The rate quoted should also include the unit total per item, taxes and total in the price schedule attached.
18. The delivery should be made at the various offices of Cochin Port Trust as per the supply order to be given after executing the rate contract agreement.
19. The rates and prices quoted in the Price Schedule by the firm/agency shall be fixed for the whole duration of the supply contract and shall not be subject to adjustment on any account other than variations in taxes/duties.
20. The acceptance of a Quotation rests with the FA & CAO, 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.
21. The successful bidder has to sign-in a contract in Rs.200/- Kerala stamp paper in the format given (in Annexure II) by Cochin Port Trust to the effect that he will supply the material as specified.
22. Invoices can be raised in favor of 'The F.A & C.A.O, Cochin Port Trust' after the supply of toner/cartridges.
23. Payment: 100% within 15 days after supply.
24. Cochin port Trust reserves the right to reject part or whole of the Tender without assigning any reason.

Sd/-
FA & CAO.

SUPPLIER'S PARTICULARS

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

Authorised Signature

Date :
Place :
Seal :

CLIENT REFERENCE

I. Organisation	
Name of the Organisation	
Address	
City	
Phone	
e-mail	
II. Contact Details	
Person Name & Designation	
Address	
Phone	
Mobile	
e-mail	
III. Supporting Documents	
1.	
2.	

Authorised Signature

Date :
Place :
Seal :

BILL OF MATERIALS			
Sl N	Printer Make & Model	Cartridge No	Indicativ e Annual Require ment (Nos.)
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 LASERJET1015/1018/ 1020+ /1022/1022N	HP Q2612A	47
8	HP LASERJET 1108 /1136 /P1007/P1008 / MFP128 FN Pro./MFP M126W	HP 88A	47
9	HP LASERJET M104A / MFP M132A Pro	HP 18A	4
1	HP LASERJET M1120N / P1505N	HP 36A	55
1	PANASONIC KX MB1520	KX FAT 410SX	1
1	Samsung Laser Printer ML-1676	MLT-D1043S	10
1	SAMSUNG MFP SCX 3401	MLT-D101S	1
1	HP DESKJET D2460	HP 21 Black	1
1	HP DESKJET D2460	HP 22 Tri-color	1
1	HP LASERJET P2014	HP 53A	1
1	CANON PIXMA E 600	PG-88	1
1	CANON PIXMA E 600	CL-98	1
1	CANON PIXMA MP160	PG-40	1
2	CANON PIXMA MP160	CL-41	1
2	HP Deskjet Ink Advantage 2135	HP 680 Black	1
2	HP Deskjet Ink Advantage 2135	HP 680 Tricolor	1
2	HP GT5810 MFP/GT5821 MFP	HP GT51 Black Original Ink Bottle (90CC)	3
2	HP GT5810 MFP/GT5821 MFP	HP GT52 Cyan Original Ink Bottle (70CC)	3

2	HP GT5810 MFP/GT5821 MFP	HP GT52 Magenta Original Ink Bottle (70CC)	3
2	HP GT5810 MFP/GT5821 MFP	HP GT52 Yellow Original Ink Bottle (70CC)	3
2	HP LASERJET 2645	HP678 BLACK	1
2	HP LASERJET 2645	HP678 TRICOLOUR	1
2	HP OFFICEJET 7110 WIDE FORMAT EPRINTER	HP 932 Black Ink Cartridge	1
3	HP OFFICEJET 7110 WIDE FORMAT EPRINTER	HP 933 Cyan Ink Cartridge	1
3	HP OFFICEJET 7110 WIDE FORMAT EPRINTER	HP 933 Magenta Ink Cartridge	1
3	HP OFFICEJET 7110 WIDE FORMAT EPRINTER	HP 933 Yellow Ink Cartridge	1
3	WIPRO LINEMATRIX PRINTER - PRINTRONIX P7C-1000	RIBO-0154 (Ribbon Cartridge)	12

ANNEXURE-II

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 'supply of new cartridge for Cochin Port Trust' 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 Quotation No. FIN/EDP/Toner Cartridges/2018 Dated:17.02.2020.

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 'supply of new cartridge for Cochin Port Trust'. 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.fand 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

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COCHIN PORT TRUST

R F Q No. FIN/EDP/Toner Cartridges/2018 Dated: 17.02.2020

Price Schedule for the Supply of Toner/cartridge for Cochin Port Trust

Name of the Firm								
Sl. No	Printer Make & Model	Cartridge No	Indicative Annual Requirement (Nos.)	Rate/Unit (Rs.)	Specify applicable Tax (%)	Tax Per Unit (Rs.)	Rate per Unit including Tax (Rs.)	Total Amount for the Total Quantity including Tax
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	47					
8	HP LASERJET 1108 /1136 /P1007/P1008 / MFP128 FN Pro./MFP M126W	HP 88A	46					
9	HP LASERJET M104A / MFP M132A Pro	HP 18A	4					
10	HP LASERJET M1120N / P1505N	HP 36A	55					

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	HP DESKJET D2460	HP 21 Black	1					
15	HP DESKJET D2460	HP 22 Tri-color	1					
16	HP LASERJET P2014	HP 53A	1					
17	CANON PIXMA E 600	PG-88	1					
18	CANON PIXMA E 600	CL-98	1					
19	CANON PIXMA MP160	PG-40	1					
20	CANON PIXMA MP160	CL-41	1					
21	HP Deskjet Ink Advantage 2135	HP 680 Black	1					
22	HP Deskjet Ink Advantage 2135	HP 680 Tricolor	1					
23	HP GT5810 MFP/GT5821 MFP	HP GT51 Black Original Ink Bottle (90CC)	3					
24	HP GT5810 MFP/GT5821 MFP	HP GT52 Cyan Original Ink Bottle (70CC)	3					
25	HP GT5810 MFP/GT5821 MFP	HP GT52 Magenta Original Ink Bottle (70CC)	3					
26	HP GT5810 MFP/GT5821 MFP	HP GT52 Yellow Original Ink Bottle (70CC)	3					
27	HP LASERJET 2645	HP678 BLACK	1					
28	HP LASERJET 2645	HP678 TRICOLOUR	1					
29	HP OFFICEJET 7110 WIDE FORMAT EPRINTER	HP 932 Black Ink Cartridge	1					

30	HP OFFICEJET 7110 WIDE FORMAT EPRINTER	HP 933 Cyan Ink Cartridge	1					
31	HP OFFICEJET 7110 WIDE FORMAT EPRINTER	HP 933 Magenta Ink Cartridge	1					
32	HP OFFICEJET 7110 WIDE FORMAT EPRINTER	HP 933 Yellow Ink Cartridge	1					
33	WIPRO LINEMATRIX PRINTER - PRINTRONIX P7C-1000	RIBO-0154 (Ribbon Cartridge)	12					

Authorised Signature

Date :
Place :
Seal :