

Office of the Development Commissioner  
Cochin Special Economic Zone  
Ministry of Commerce and Industry  
Govt. of India  
Administrative Building  
Kakkanad, Cochin-37  
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No.33/4/2011:EDP:PUR:CSEZ

Dated 09 March 2012

### TENDER NOTICE

Item rate tenders are invited for Refilling of Printer Cartridges in the Office of the Development Commissioner Cochin Special Economic Zone for the year 2012.

#### **Eligibility Criteria:-**

The bidder should have a similar experience in supplying refilled cartridges to Central/State/PSU/Private Company office for the past minimum one year

#### **Scope of Work:-**

The empty cartridges shall be received from Office of the Development Commissioner, CSEZ and refilled with standard quality of cartridges / toner powder. The delivery should be within one week.

#### **General Terms:-**

- 1) The tender documents shall be treated as "confidential"
- 2) The rate of Excise duty and Service Tax, Prevalent on the date of quotation, should be clearly indicated in the quotation itself, if it's not mentioned; it should be treated as inclusive.
- 3) If any Services tax is payable as extra to the quoted price it should be specifically stated in tender along with ST No.
- 4) Tenders should be free from correction and erasures. Corrections if any should be attested.
- 5) You are requested to offer the best and competitive price.
- 6) Tender should be submitted in a sealed cover and superscribed as "Item Rate Tender for supply of Refilled Printer Cartridges to CSEZ"
- 7) Incomplete tender shall be summarily rejected.
- 8) Bid Validity shall be for 90 days.
- 9) More than one bid shall not be accepted from one party.
- 10) The contract period shall be one year from the date of issue of work order.
- 11) The payment will be made on a monthly basis only
- 12) The bill to be submitted alongwith 'Requisition Slip' from the Sections countersigned by the recipient as token of receipt of refilled cartridge.
- 13) The Development Commissioner, CSEZ reserves the right to reject any defective items, if any, and they shall have to be replaced with good quality item.

The tender should contain the following table with rates quoted against each of the items:-

Sl. No.	Printer	Refilling Charges (Toner/Ribbon/ Ink) Rs.	Replacement of Drum (Rs.)	Replacement of Blade (Rs.)
1	HP Laserjet 1020			
2	HP Laserjet 1200N			
3	HP Laserjet 1300N			
4	HP Laserjet 2060 N	Color: Black:		
5	Canon LBP 3200			
6	Canon LBP 2900			
7	HP Laserjet 1005			
8	HP Laserjet 1007			
8	HP Officejet 4355	Color: Black:	NA	NA
9	HP Laserjet M1319 F			
10	HP Deskjet D4268	Color: Black:	NA	NA
11	Epson LQ 2070		NA	NA

The quote should reach this office on or before 16.03.2012 3.30 p.m.

  
(S.Viswanathan)  
Executive Assistant