

National Productivity Council  
5-6 Industrial Area, Lodhi Road  
New Delhi- 110003

## TENDER NOTICE

File No. 14014/2/2022-Admin

Dated:- 21.12.2022

### **TENDER INVITING QUOTATIONS FOR ANNUAL MAINTENANCE CONTRACT (AMC) OF PRINTERS AND SCANNERS AND FOR ENGAGEMENT OF SERVICES OF REFILLING/ RECONDITIONING/ REFURBISHING OF TONER CARTRIDGES FOR A PERIOD OF 01 YEAR IN NPC, HQ.**

National Productivity Council, 5-6 Industrial Area, Lodhi Road, New Delhi-110003 invited sealed tender for from bidder for hiring the services of Refilling/ Reconditioning/ Refurbishing of Toner Cartridges and AMC for Printer and Scanner with spares required by various departments of NPC for a period of 01 year.

The detailed tender document can be downloaded from NPC Website ([www. https://www.npcindia.gov.in/NPC/User/index](https://www.npcindia.gov.in/NPC/User/index)) from 21.12.2022 to 30.12.2022 (upto 1.00 PM)

The Tender documents in sealed envelope must be received up to 30.12.2022 Hrs. (upto 1.00 PM) Each copy of the tender document must be duly signed. No Tender will be accepted after to 30.12.2022 Hrs. (upto 1.00 PM)

#### **General Instructions to Bidders**

- i. Bidders should have a minimum 3 years experience and technical expertise in undertaking similar works preferably in Government Departments/Semi-Government Departments/Public Sector Undertakings.
- ii. Bidder should have a minimum turnover of Rs.3 lakh on repair and maintenance work of Printers and Scanners during each of the last three financial years.
- iii. Bidder must have their own set up for refill / reconditioning/ refurbishing of toner cartridges, Printer Repairing, Scanner Repairing in Delhi.
- iv. Have not been blacklisted by the any Departments/Ministries of the Govt. of India. The bidder will submit declaration in the format at Annexure-1.

#### **The Scope of Work is as follows:**

- i. Quality and Quantity of Toner Powder: - The quality of toner powder must be of good quality (ITDL/ Odyssey) and quantity must of as per standard procedure.
- ii. The refilled Toner & cartridge shall be done by successful bidder at NPC, HQ and supplied with in same day. The bidder shall install the refilled tonner / cartridge / ribbon in the specified printers.
- iii. Printer and scanner servicing will include replacement of damaged/worn out parts with genuine spares.

iv. The successful bidder must perform the service as per time schedule specified. Failure to supply and install the refill cartridge and tonner on or before the stipulated date will entail a penalty equal to Rs. 50 /- per day per tonner and or cartridge. The penalty will be deducted from the payment of the bidder.

v. Payment will be made on Monthly Basis, against actual work done. No transportation/ cartage charges will be provided for the same.

### **Specifications**

TONER CARTRIDGE Refilling /Reconditioning/ Refurbishing for all Models of HP, CANON etc, Printer Repairing and Scanner Repairing etc. will cover Replacement of Toner Powder, OPC Drum, Wiper Blade, Dotter Blade, Replacement of Magnetic Sleeve, PCR Roller & Chip. Printer Repairing & Scanner Repairing will include replacement of spares wherever required. The rates to be quoted shall be all including GST

### **Evaluation of Bid**

The Bidder quoting the lowest price total of all the items together will be successful bidder in AMC for printer & scanner and for refilling of cartridge the lowest per unit quoting bidder will be treated as successful for award of contract.

### **Format for submission of Bid**

The Bids must be submitted in the format at Annexure-2. Bids submitted in different format will not be accepted.

### **List of Documents (Checklist)**

- i. Tender Form duly signed on each page including Annexure-1 & 2.
- ii. Tax Registration Certificate
- iii. PAN Card
- iv. Certificate of being authorized firms for servicing and repair for Printer / Scanner and cartridge refilling.
- v. List of customers' in Govt/PSU sector along with copies of orders of AMC executed during the last three years.
- vi. Performance Certificate issued by the customer.
- vii. Documentary proof of turnover of Rs. 3 lakh each on repair and maintenance work of Printers and Scanners during the last three financial years.

Annexure-1

### **UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT**

To,

*Shrey*

National Productivity Council

5-6 Industrial Area, Lodhi Road  
New Delhi- 110003

We hereby confirm and declare that we, M/s \_\_\_\_\_, are not blacklisted/  
De-registered/ debarred by any Government department/ Public Sector Undertaking/  
Private Sector/ or any other agency for which we have Executed/Undertaken the works/  
Services during the last 5 years.

For \_\_\_\_\_

Authorised Signatory

Date:

*Alay*

Signature of the Owner  
Authorised Signatory

**SPECIFICATIONS AND FORMAT FOR SUBMISSION OF QUOTATIONS****A. ANNUAL MAINTENANCE CONTRACT FOR PRINTERS AND SCANNERS**

(Amount in Rupees)

Sr. No	Description of Items	Quantity Nos.	AMC Charges per unit	GST
1	HP LaserJet P1008	9		
2	HP LaserJet M 1005 MFP	8		
3	HP LaserJet 1020	7		
4	HP Color LaserJet Pro M252 dw	1		
5	HP LaserJet Pro MFP 128 Fn	21		
6	Canon – Image class MF 4412 dw	1		
7	HP LaserJet Pro MFP M227 Fdw	2		
8	HP LaserJet Pro M403 dn	19		
9	Canon – Image class MF 244 dw	5		
10	HP LaserJet Pro M305 d	2		
11	HP LaserJet 1022	3		
12	Canon MF 645CX	1		
13	HP MFP M 226DW	1		
14	HP CLG 100 MFP 1759	2		
15	HP Colour M 452 DN	1		
16	HP Laserjet Pro M 202 N	1		
17	Scanjet Pro 3000s	4		
18	HP Scan jet Pro 25000 F1	1		
19	HP Scanjet 5590	1		
		90		

Seal of the Firm

Signature of the Owner /  
Authorised Signatory

Date:

*Alcy*

**B. REFILLING/ RECONDITIONING/ REFURBISHING OF TONER CARTRIDGES COMPATABLE TO PRINTERS AT A ABOVE.**

(Amount in Rupees)

Sr. No.	Description/ Particulars	Rate per cartridge refilling	Rate per cartridge repair/reconditioning	Total	GST
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

*Alay*

Seal of the Firm

Signature of the Owner /  
Authorised Signatory