

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

TENDER NOTICE

File No. 14014/2/2022-Admin

Dated: 14.02.2023

TENDER INVITING QUOTATIONS FOR ANNUAL RATE CONTRACT FOR MAINTENANCE SERVICES 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 invites sealed tender from bidder for hiring the services of Refilling/ Reconditioning/ Refurbishing of Toner Cartridges and for Annual Rate Contract for maintenance services of Printers and Scanners with spares replacement if 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 14.02.2023 to 22.02.2023 (upto 1.00 PM)

The Tender documents in sealed envelope must be received up to 22.02.2023 Hrs. (upto 1.00 PM). Each page of the tender document must be duly signed. No Tender will be accepted after to 22.02.2023 Hrs (upto 1.00 PM)

General Instructions to Bidders

- i. Bidder 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. Bidder should not have 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 will be 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 if required.

iv. The successful bidder must perform the service as per time schedule specified. Failure to supply and install or the refill cartridge and tonner on or before the stipulated date will entail a penalty equal to Rs. 50 /- per day per toner 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/ Cartridges 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 including GST and other taxes if applicable.

Evaluation of Bid

The methodology of evaluating the bids on different criteria will be the whole sole discretion of council. The different criteria/parameters for evaluating the bids will also be decided by Council. Work mentioned in Tender Notice may be given to one bidder after evaluation of bids or the work may be split between two bidders or among many bidders so as to reduce the expenditure of Council involved in maintenance/service of printers and scanners and refilling/reconditioning/ refurbishing of toner cartridges. The Council's decision regarding this methodology of evaluation and finalization of the bids will be binding on all the parties.

The Council reserves the right to accept any or reject one or all the offers/bids made by one or more agencies/bidders/vendors without assigning any reason(s) thereof. The Council also reserves the right to cancel or change or modify the bid process at any stage without assigning any reason(s) thereof. The Council's decision regarding evaluation and finalization of the bids will be binding on all the parties.

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 firm for servicing and repair for Printer / Scanner and Cartridge Refilling.
- v. List of customers in Govt/PSU sector along with copies of orders of Annual Rate Contract 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,

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 _____

Authorized Signatory

Date:

Annexure-2

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SPECIFICATIONS AND FORMAT FOR SUBMISSION OF QUOTATIONS

A. ANNUAL RATE CONTRACT FOR MAINTENANCE/SERVICE OF PRINTERS AND SCANNERS

(Amount in Rupees)

Sr. No	Description of Items	QuantityNos.	Maintenance/Service 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 3000 S	4		
18	HP ScanJet Pro 2500 f1	1		
19	HP ScanJet 5590	1		
		90		

Seal of the Firm

**Signature of the Owner /
Authorized Signatory**

Date:

**B. REFILLING/ RECONDITIONING/ REFURBISHING OF TONER CARTRIDGES
COMPATIBLE TO PRINTERS ASMENTIONED 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.					

Seal of the Firm

**Signature of the Owner /
Authorized Signatory**