



WEST BENGAL HIGHWAY DEVELOPMENT CORPORATION LIMITED

(A Wholly Owned Company of Govt. of West Bengal)

An ISO 9001,14001,18001 Certified Company

HRBC Bhawan, 4th& 5th Floor, MunshiPremchandSarani, Kolkata 700021

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Corporate Identity Number U45203WB2012SGC180687

www.wbhdcl.gov.in

NIQ

Memo No: 1586 /WBHDCL

Date: 27.12.2017

Subject: Sealed quotations are invited for providing supply of new cartridge/refill/recharge of cartridge to West Bengal Highway Development Corporation Ltd.

West Bengal Highway Development Corporation Limited (A Wholly owned Company of Government of West Bengal) inviting quotation (NIQ) for “supply of new cartridge/refill/recharge of cartridge”

1. Scope of work:-

a) Supply of New Cartridge and refill of cartridge for the following Printers, Plotter and MFPs

Printer Model	Cartridge No.
Canon Laser MFP4750	328
HP LJ 1020 Plus	12A(Q2612A)
HP LJ 1150	24A(Q2624A)
HP LJ 6L Pro	C3906F
Large Format Printer PF815MFP	PF1703 C/Y/M/BK/MBK
Canon CI Photocopy C2020	52 BK
Canon CI Photocopy C2020	52 C/Y/M
Canon Image2525 Runner	51
LJ M 1136 (1136 MFP)	88A
CanonPF815MFP	Plotter ink tray-
HP DJ5525	685 C/M/Y/BK

b) Delivery of New Cartridge: within 48 Hours / 2 working Days from the time of placing order.

c) Refilling of Cartridge: within 24 Hours / 1 working Day from the time of placing order.

d) No collection and Delivery charges will be paid

2. Criteria for eligibility:-

a) The bidder should be in the same line of business for the last 2 preceding FY ending 31.03.2017

b) The bidder should not have been blacklisted by any Govt. Organization, undertaking, Corporation etc. Undertaking for same should be submitted along with bid document.

c) The company must authorize channel partner/s in case sales made through dealer/agent etc.

d) The bidder should submit valid Trade License copy and copy of GST registration with valid 15- digit Goods and Service Tax payer Identification Number (GSTIN) under GST Act, 2017

3. Tender Fees:

The bidders shall submit a non-refundable tender fee of Rs 1,000/- (Rupees One Thousand Only) in the form of Demand Draft or Bankers Cheque of any scheduled commercial bank in favor of West Bengal Highway Development Corporation Limited payable at Kolkata.

4. Payment Terms:

- a) Monthly invoice is to be submitted in favor of West Bengal Highway Development Corporation Limited along with supporting documents of previous month. Payment will be made within 30 days from the date of submission of invoice after necessary checking and scrutiny of the invoice.
- b) "Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017"

5. Rates and Taxes:

- Applicable taxes will be paid extra
- Income Tax and other statutory levies as applicable from time to time will be deducted from the bills.

6. Settlements of Dispute:

- (i) Any dispute(s) or difference(s) arising out of or in connection with this contract shall to the extent possible, be settled amicably between the parties.
- (ii) All disputes or differences of which in respect of which the decision, if any has not become final or binding as aforesaid shall be settled under the provisions of Arbitration and Conciliation Act, 1996 and its subsequent amendments. The place of Arbitration shall be Kolkata. The arbitrator shall give reasoned award.

7. Other Terms and Condition:

- a. The Bidder shall indemnify WBHDCL against all the losses, destruction or damages to any property or injury caused or death of any person caused by the negligent act or omission of the Bidder / their Employees.
- b. No modification or substitution of the submitted bids shall be allowed. WBHDCL reserves the right to retain bids once submitted. It is clarified that bids once submitted will not be returned to the bidder.
- c. All entries in the bid forms should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. Minor correction, if any, made in the form will be allowed only if the same is endorsed by the Bidder with his signature. However, no corrections including overwriting or striking out will be permitted in the Financial Bid. In such cases, the bid shall be summarily rejected.
- d. The West Bengal Highway Development Corporation Limited reserves the right to accept or reject any/all the bid without assigning any reason, whatsoever.
- e. Any term/condition given by the bidder which is in contravention to the terms contained in the bid shall not be acceptable and shall be treated as null and void.
- f. Terms and conditions of the contract may be modified with the written consent of the Bidder by the West Bengal Highway Development Corporation Limited (WBHDCL) as and when necessary without affecting the basic nature of this Bid.
- g. The successful Bidder shall be liable to pay compensation for any loss or damage caused to the property of the Company under the contract.
- h. The successful Bidder shall comply with all instructions/direction/rules and regulations of any statutory authority and discharge all obligations, imposed upon him by the statutory authorities or under any law and shall indemnify the Institute and officers/employees from any claim or consequences/damages for any lapse or non-compliance thereof.
- i. WBHDCL will not be responsible for any injury or loss of life of the persons deployed for delivery of stationary items. The bidder will have proper insurance against any injury or loss of life of his/her personnel (directly or indirectly originated from their assignment with WBHDCL).
- j. A bid being submitted by a Firm / Company/Individual must be signed in the following manner:-

- a) In case of Firm – By each of the partners thereof and in the event of absence of any of the partners it shall be signed on his behalf by a person holding a power of attorney authorizing him to do so. Certified copies of Registration Certificates, Partnership deed and Power of Attorney shall have to be furnished when the bid is to be considered for acceptance (not with the bid).
 - b) In case of Company – By Director or any other person duly authorised by the Board Members in this regard. Certificate of Incorporation, Board Resolution shall have to be furnished when the bid is to be considered for acceptance (not with the bid).
 - c) In case of Individuals – By the proprietor.
- k. The bidder shall quote rates considering standard quality of product. WBHDCL reserves the right to seek any kind of clarification from the bidder before issuance of any Work Order.
- l. Minimum standard of material will need to be delivered by the selected vendor. The firms must not make any compromise on quality they supply. In case it is found at some stage that the quality of the products is below the quality of product already approved during the time of issuance of LOA, the contract is likely to be cancelled and suitable penalty imposed on the firm, as decided by the WBHDCL, which can extend to black listing of the firm also.

8. Criteria for selection of bidder:

- I. The contract shall be awarded to a single firm. The rate quoted by each firm shall be multiplied by the weightage assigned to each item of work to arrive at the weighted value of quote. Sum total of this weighted value of quote in respect of each item shall be taken as the weighted amount quoted by the firm. A single firm shall be chosen as L1 on the basis of lowest “ weighted amount of quote”
- II. The bid shall be summarily rejected, if a bidder fails to quote rate or quote “0” against any of the item given in the NIQ.

9. Instruction for submission of bid document:

The bid shall be submitted in two parts:-viz, Technical Bid & Financial Bid

(A) Technical Bid should contain:

- i. Copy of Trade License
- ii. Copy of PAN Card
- iii. Copy of GST registration with valid 15- digit Goods and Service Tax payer Identification Number (GSTIN) under GST Act, 2017
- iv. Draft/Cheque of Tender Fees
- v. Declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any Govt. Agencies on letterhead. (As per Annexure-A)

(B) Financial Bid which contain:

- (i) Price Quotation as per Annexure-B
- (ii) Both the bids should be submitted in two separate sealed envelopes super scribed as “Technical Bid for Supply new cartridge/refill/recharge of cartridge” and “Financial Bid for Supply of new cartridge /refill/recharge of cartridge”. An non-refundable tender fee of Rs 1000/=(Rupees one Thousand Only) in the form of Demand Draft or Bankers’ Cheque only of any scheduled bank in favor of West Bengal Highway Development Corporation Limited should be in third envelope along with covering letter and it should be superscripted “Supply of new cartridge/refill/recharge of cartridge”. All three sealed envelopes should be put in a fourth sealed envelope and should be super scribed “Supply of new cartridge/refill/recharge of cartridge” and submit the same addressing to GM(Accounts), West Bengal Highway Development Corporation Limited, HRBC Bhavan,4th & 5th Floor, Munshi Prem Chand Sarani, Kolkata -700021 latest by 02.00 PM on 10.01.2018

Annexure A

UNDERTAKING
(Original signed copy on company letterhead)

Letter No. _____ Dated: _____

To,

GM (Accounts),
West Bengal Highway Development Corporation Limited
HRBC Bhavan
4th & 5th Floor, Munshi Premchand Sarani
Kolkata-700021

Dear Madam,

We declare that our Company / LLP / Partnership / Society / Proprietorship (name of the bidder)/suppliers has not been blacklisted by any Central / State Government Department / Public Sector Undertaking.

Sincerely,

Signature of authorized person with seal

Full Name:

Date:

Place:

**Annexure -B
(Financial Bid)**

Name of Work: Supply of new cartridge/refill/recharge of cartridge						
Bidder Name :						
SI. No.	PRINTER MODEL	CARTEIDGE NO.	Weightage	RECHARGING PRICE	Weightage	OEM PRICE
1	Canon Laser MFP4750	328	100		10	
2	HP LJ 1020 Plus	12A(Q2612A)	40		10	
3	HP LJ 1150	24A(Q2624A)	10		10	
4	HP LJ 6L Pro	C3906F	10		10	
5	Large Format PrinterPF815MFP	PFI703 C/Y/M/BK/MBK	-	-	25	
6	Canon CI Photocopy C2020	52 BK	-	-	100	
7	Canon CI Photocopy C2020	52 C/Y/M	-	-	100	
8	Canon Image2525 Runner	51	-	-	100	
9	LJ M 1136 (1136 MFP)	88A	100		20	
10	CanonPF815MFP	Plotter ink tray-	-	-	40	
11	HP DJ5525	685 C/M/Y/BK	-	-	60	