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केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान
CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY
(भारतीय कृषि अनुसन्धान परिषद)
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
विल्लिंगडन आइलैंड, मत्स्यपुरी पी. ओ., कोच्चिन-682 029
WILLINGDON ISLAND, MATSYAPURI P.O., COCHIN-682 029



TENDER FOR RATE CONTRACT FOR REFILLING PRINTER CARTRIDGE AND PHOTOCOPIER TONER

Tender Enquiry No.: **F.No. 10-3/2018-Purchase**

email: ciftpurchase@gmail.com

website: www.cift.res.in

www.eprocure.gov.in

Tel: 0484 – 2412397 / 2412345

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F. No.10-3/2018-Purchase

Dated: 13.09.2018

NOTICE INVITING TENDER

The Director, Central Institute of Fisheries Technology, Kochi -29 invites e-tenders for **Rate Contract for “Refilling of Printer Cartridges and Photocopier Toner”** at CIFT, Kochi for 2 years under Single bid system from the reputed manufactures/ suppliers through the website www.eprocurement.gov.in.

Tender Enquiry No.	F. No.10-3/2018-Purchase
Published Date	13.09.2018 –1400 hrs
Bid submission start date	13.09.2018 –1430 hrs
Bid submission end date	09.10.2018– 1130 hrs
Technical Bid opening date	10.10.2018 –1130 hrs

1. Tender Documents can be downloaded from CIFT website www.cift.res.in or from the Central Public Procurement Portal www.eprocure.gov.in. Bidders should enroll / register in the e-procurement module of Central Public Procurement Portal through the website: www.eprocure.gov.in for participating in the bidding process. Bidders should also possess a valid DSC for online submission of bids.
2. Bids received on e-tendering portal only be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.
3. Price quoted should remain fixed for a period of 90 days from the date of opening of the Tender.
4. Payment will be made by Electronic Transfer to the specific Bank Account of the payee. Hence Name of Bank, Branch, Account Number and IFS Code should invariably be furnished in the stamped bill for making payment.
5. Director, CIFT, reserves the right to reject any tender/bid wholly or partly or to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Institute’s action.
6. Any change / corrigendum/extension of opening date in respect of this tender shall be issued through websites only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates.

Sd/-
Asst. Admn. Officer (P)
FOR DIRECTOR



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INSTRUCTIONS TO THE TENDERERS

The Tender shall be submitted in accordance with these instructions and any tender not confirming the instructions as under is liable to be rejected. These instructions shall form the part of the tender and contract.

1. For Online Bid Submission, as per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.

More information useful for submitting online bids on the CPP Portal may be obtained at [“Bidders Manual Kit”](#).

For Registration

2. Bidders are required to enroll on the e-Procurement module of the Central Public procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link [“Online Bidder Enrolment”](#). Enrolment on the CPP Portal is free of charge.
3. The Toner/cartridge shall be in compliance with the specifications mentioned in Annexure –I of the tender and shall be of the best quality and high standards.
4. Only original parts should be used for replacement of damaged or defective parts. The replacement component should be of and equal or higher capacity and should in no way hamper the performance of the equipment.
5. No extra payment shall be paid on account of any discrepancy in nomenclature of items.
6. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any Tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
7. Director, CIFT, reserves the right to reject any tender/bid wholly or partly or to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Institute’s action.
8. Tenderer shall take into account all costs including Refilling charge; cost of cartridge/toner, replacing defective parts etc. and for **giving service at CIFT, Kochi-29** before quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.
9. All the tender documents & Price Bid to be uploaded as per this tender are to be digitally signed by the bidder.
10. All the communication with respect to the tender shall be addressed to:

**The Director,
Central Institute of Fisheries Technology,
Willingdon Island, Matsyapuri P.O.,
Kochi – 682029.**



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GENERAL TERMS & CONDITIONS

1. Name of the work: **“Rate Contract for Refilling Printer Cartridges and Photocopier Tonners at CIFT, Kochi”**.
2. Quantity : **As per list attached in Annexure I**
3. The **rate contract would be for 2 years from the date of issue of the work order**. However, Director, CIFT reserves the right to cancel the contracts without assigning any reasons at any time.
4. Only bids received on CPP Portal will be considered for opening. Bids in any physical form sent through fax/email/courier/post/delivered personally will not be considered.
5. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
6. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
7. The tender shall be valid for a period of 90 days from the date of opening of the tender. **If taxes, duties or any other charges over and above the rate quoted are payable by the purchaser actuals/percentage of such taxes/duties/charges should clearly indicated in the financial bid (BOQ).**
8. The Tenderer shall upload PDF format copy of GST Registration, Income Tax PAN, Bank details in Cover-1 of the e-tender.
9. Correct postal address, Phone/Mobile number, email ID of the bidder and address & contact details, to whom the purchase order has to be placed, also has to be given.
10. No advance payment will be made. The bill may be prepared in monthly basis and Payment will be made by Bank/Electronic Transfer, only after satisfactory completion of the work and receipt of pre-receipted bill in triplicate. Quotations giving any other mode of payment may be avoided.
11. Director, CIFT, reserves the right to reject any tender/bid wholly or partly or to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Institute’s action.

Sd/-
Asst. Administrative Officer (P)

SPECIFICATION OF THE WORK
Rate Contract for “Refilling of Printer Cartridges and Photocopier Toner”

Print Cartridges/Tonnens used by CIFT		
I. No	Make/Printer No.	Cartridge/Toner No.
1	Cartridge for Printers	
1.	HP Laserjet -1007, 1008, 1106 dn, 1107, P1108	CC388A, HP88A, 88A
2.	HP Laserjet 1010, 1020, 1022, 1022, 1020 Plus	Q 2612A, 12A
3.	HP Laserjet P 1606 DN, P 1566	CE278A, 78A
4.	HP Laserjet –P2055 d, 2055dn	05A-CE505A
5.	HP Laserjet P 2015, P 2015d	Black –Q7553 A, 53A
6.	HP Laserjet 1536 dnf MFP	CE 278 A
7.	HP Laserjet pro 400 MFP Black	CF 280A, 80A
8.	HP Laserjet pro M 203 dn	Black
9.	HP Laserjet Pro MFP M 128 Fn	CC 388 AC
10.	HP Colour Laserjet Pro MFP M176 n	CF 350 A CF 351 A CF 352 A CF 353 A
11.	HP Laserjet 500 colour M 551	CE 400 A Black 507 A CE 401 A Cyan 507 A CE 402 A 507 A CE 403 A 507 A
12.	HP laserjet 100 Colour M175A , CP 1025	CE-310 A – K CE-311 A –Blue CE-312 A –M CE-313 A –Y CE-314 A –Black
13.	HP Laserjet 3005	Q 7551A
14.	HP Laserjet 3550	Black 27A Colour 28A
15.	HP Laserjet Colour 5550	Black Cyan Yellow Magenta
16.	HP Colour Laserjet 2600n	Q 6000 A Black Q 6002 A Yellow Q 6001 A Cyan Q 6003 A Magenta
17.	Brothers HL-1111	TN 1020
18.	Canon ix 6560 / 3500	726 BK 726 M 726 C 726 Y 725 PGBK
19.	Samsung Laser ML 1666	Black ML T B 1043S
20.	Samsung ML 3310 D	Samsung MLTD 2055 1x1p
21.	Samsung 2850 D ML 2850 D	ML D2850 A1
22.	Samsung Laser Printer ML 2161	Black MLT D101S
23.	Samsung 1210	ML 1210 D3/SEE

24.	Ricoh aficio Laser Printer SP – C240 DN	
25.	HP Office jet Pro 8100 colour	CM 752 A
26.	HP Deskjet 5748	HP 852 Black HP 855 Colour
27.	HP Deskjet GT 5820	GT 51 GT 52
28.	HP Deskjet K 109	HP ink cartridge 703
29.	HP 1000 Inkjet	802 small Black 802 Small Colour
30.	HP Design jet 800 plotter HP-800	C 4844 A C 4911 A C 4912 A C 4913 A
31.	Canon LBP 5050	316 Cyan Magenta Yellow Black
32.	Canon LBP 3500	Black 309
33.	Canon LBP 7200 C, 7100 Cn	318
34.	Canon COLPR 002	331
35.	Canon	103/303/703
II	Toner Cartridge For Xerox	
1.	Xerox Work Centre 5020	WC 5020 Toner 106 R 1277
2.	Ricoh Aficio MP 2000Le AFIC10 MP-1600 L/IS 2316 Code B-268-29	Ricoh Cartridge 1230D Black
3.	Photocopier Ricoh	Aficio 2015
4.	Ricoh MP 2001 SP	MP 2501 S
5.	Konica Minolta KM BIZHUB C360 Digital Copier	TN 319 K TN 319 Y TN 319 M TN 319 C
6.	Konica Minolta Bizhub 363	TN 414
7.	Toshiba Photocopier e-Studio 182	T-1810-D
8.	Toshiba e-Studio 3005 AC	T-FC 505P-K T-FC 505P-C T-FC 505P-M T-FC 505P-Y
9.	Toshiba e-STUDIO 2309 A	T 2309 P
10.	Sharp Copier AR 5516 D, AR5620 V	015BT

Sd/-
Asst. Admn. Officer (P)
For Director

Online Bid Submission Details

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in Single Cover as explained below:-

Sl. No.	Documents	Contents	
1	Technical Documents	Full Address/contact details of the bidder or to whom the order to be awarded and any other details to be intimated is to be furnished in the Letter Head of the Bidder. Copy of GST Registration, Income Tax, PAN.	.PDF
2	Financial Bid	Price Bid (BOQ) to be filled in Excel format as per instructions given in price bid	.xls

All the documents and BOQ has to be digitally signed by the bidder.

Sd/-
Asst. Admn. Officer (P)
For Director