

TELECOM REGULATORY AUTHORITY OF INDIA
General Administration Section
Mahanagar Doorsanchar Bhawan
Jawaharlal Nehru Marg, Near Zakir Hussain College
New Delhi - 110002.

No. 4-3/2019-GA

Dated: August 30, 2019

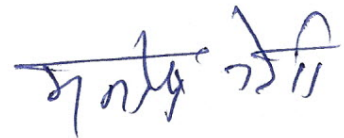
Limited Tender Enquiry (LTE)

To

1.	M/s Green World Enterprises, 4-B, DDA Flate, Mata Sundari Devi Road, New Delhi - 110002	6.	M/s Perfect Solutions, E3,/27, Laxmi Vihar,, Kirari Suleman Nagar, Delhi - 110086 (9152431333)
2.	M/s Space Dot Technologies, 34, Ground Floor And First Floor, Shahpur Jat, Delhi - 110047	7.	M/s H. G. Peripheral, 10642, Main Road, Pratap Nagar Delhi - 110007 (9868861973)
3.	M/s Universal Cartridge Store, 27A, Nanglai (near Sohan Diary), Delhi - 110041 (9152300273)	8.	M/s Bisht Enterprises, H. No. 345, 3 rd Floor, Near New Chopal, Shapur Jat, New Delhi - 110049 (9069260890 & 7982088380)
4.	M/s Shubham International, H7/47, Aggarwal Plaza Netagi Marg, Subhas Place Complex, Delhi - 110054 (9152873124)	9.	M/s R S Refilling Center, C-112, 2 nd Floor, Karampura, Delhi - 110015 (9953738901)
5.	M/s Shree Balaji Cartridge Refilling 33C, 216 LIG Flat, Maya, Mayapuri, Delhi - 110064 (9152387499)	10.	M/s J. K. Cartridges Refilling Center, B6/196, Rohini, Section - 3, Delhi - 110085 (9152630946)

**Subject: NOTICE INVITING SEALED TENDER FOR
REFILLING/RECONDITIONING/REFURBISHING OF TONER
CARTRIDGES TO BE USED IN TELECOM REGULATORY
AUTHORITY OF INDIA, NEW DELHI.**

The undersigned on behalf of the Telecom Regulatory Authority of India (TRAI) is directed to invite sealed Limited Tender Enquiry (LTE) for refilling/reconditioning/refurbishing of toner cartridges as per technical specification given in Annexure-I on the terms & condition given below: -

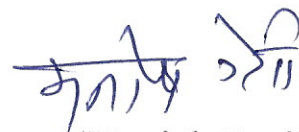


SCOPE OF WORK

This tender calls for refilling /reconditioning/ refurbishing of toner cartridges to be used in Telecom Regulatory Authority of India, New Delhi. The scope of said Annual Contract includes replacement of all parts and refilling of toner powder in the used toner cartridges. The empty/used toner cartridges for refilling /reconditioning/ refurbishing will be provided by the TRAI.

Mandatory steps / measures to be taken in refilling / reconditioning / refurbishing of toner cartridges: -

1. **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.
2. **Output/yield of toner cartridge:** - The output/yield should not be less than 80% of the Original Equipment Manufacturer (OEM) and printing quality of refurbishing toner cartridges should be equal to that of an OEM.
3. Empty toner cartridges shall be picked up/collected from TRAI, New Delhi office for refilling /reconditioning/ refurbishing purposes free of cost by the firm.
4. The Toner cartridges drum, if replaced, shall be of KD / HANP make.
5. Empty toner cartridges provided by TRAI, New Delhi will be marked as 'SUPPLIED BY TRAI' to ensure that the firm/bidder supply the same back after refilling / reconditioning/ refurbishing.



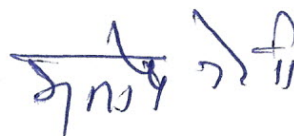
(Manish Negi)

Sr. Research Officer (GA)

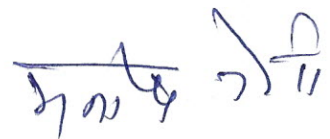
Phone No. 23664141

Terms and Conditions of LTE

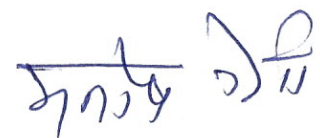
1. Participation in this tender is by invitation only and is limited to the selected firm(s). Unsolicited offers are liable to be ignored. However, firms who desire to participate in such tenders in future may bring it to the notice to the Undersigned/TRAI for participation in next LTE, if any.
2. LTE must be in the form furnished by TRAI and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not, the Tender will not be considered. Tender written in pencil will not be considered.
3. The bidder is required to supply the items given in the schedule to TRAI office as per the specifications and conditions specified in Annexure-I of this LTE. The interested bidder(s) are advised to visit the TRAI office to see samples before quoting bid in the tender.
4. Bidder is required to quote their rates as per the schedule of rates as given in Annexure-I. L-1 will be decided on the basis of an overall cost on the basis of quantity indicated by TRAI in the schedule of rates (SOR) multiplied by the rate quoted by the firm. The rate must be quoted inclusive of all taxes.
5. TRAI reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason there of and does not bind itself to accept lowest quotations.
6. TRAI also reserves right to relax or modify any tender conditions at any stage, if considered necessary for the purpose of finalizing the contract in the interest of TRAI.
7. A complete set of Tender Documents may either be downloaded from TRAI website i.e. <http://www.trai.gov.in/content/Tender.aspx> or from CPP Portal. In case the bidder needs any clarifications regarding any terms and conditions of the bid document, the bidder may seek clarification from the undersigned in person or telephonically before the last date of submission of tender.
8. Please quote whether your firm is large scale industry. If you have NSIC/ MSE/MSI/DGS&D Certificate and seeking exemption from depositing EMD amount, please attach it to the quotation. Mention your printer registration details.



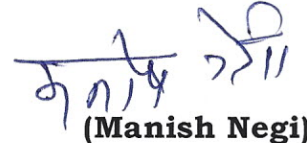
9. At the initial stage, the contract shall be awarded for a period of two years from date of submission of security deposit amount. TRAI will have discretion for extending it for further term of one or more year on mutually acceptable terms and conditions. However, a formal agreement between TRAI and successful bidder is to be signed separately.
10. However, it will be obligatory on the part of the firm to continue to work at the rates prevailing on the last date of the Agreement even beyond contract period for at least 3 (three) months or till the new contract is finalized, whichever is earlier.
11. Proof of registration for GST registration number shall be attached. A self-certificate shall be given in case the tenderer is not covered under GST.
12. TRAI shall be free to check/test the sample of paper of printed items supplied by the bidder from any independent source for which all required cooperation/documentation shall be submitted by the bidder.
13. The prices quoted should be firm till the supplies are completed. Please quote the rates in words and figures. Rates quoted should be free delivery at destination including all charges otherwise the LTE is likely to be rejected. If there is no indication regarding the FOR, in the quotation, then it will be considered as FOR destinations.
14. In case TRAI office will shift from present location to any another location, within NCR supply will be made by vendor at the new location without any extra cost. The firm may require to supply the refilled / reconditioned / refurbished toner cartridges to the TRAI office within two (02) working days from the date of collection, inclusive of collection day.
15. Demand Draft/Pay order of ₹8000/- [Rs. Eight thousand only] towards Earnest Money Deposit (EMD) in favour of 'TRAI', payable at "New Delhi" should also be attached wherever applicable with the bid document by the bidder which will be released after completion of tender process. In case bidder is declared L-1 and fails to deposit security amount within stipulated time, the EMD will be forfeited. No interest will be applicable/ payable on the EMD.
16. The successful Tenderer whose rates are finally accepted must deposit an amount of 10% of the contract value of 24 months as Security Deposit/ Performance Guarantee within 15 days from the of issue of work order. PBG should remain valid for period of 60 days beyond the date of completion of the contract.

Handwritten signature and date: 27/04/11

17. Formal Agreement with the successful bidder will be signed after deposit of Security Deposit/Performance Guarantee. If the Tenderer fails to observe or comply with the said stipulation, the amount of EMD shall liable to be forfeited.
18. No interest will be payable on the security deposit/PBG and the security deposit/PBG will be returned/released only after successful completion of the contract period.
19. TRAI reserve the right to recover any loss sustained due to delayed delivery by way of penalty. Failure to supply the material within the stipulated period shall entitle TRAI to impose penalty @ ½% (half percent) of the total value of the item covered in order as penalty per day subject to a maximum of 5% (five percent) unless extension is obtained in writing from the office on valid ground before expiry of delivery period.
20. If the deliveries are not maintained and due to that account TRAI is forced to get the work done at risk and cost from elsewhere, the loss or damage that may be sustained thereby, will be recovered from security deposit of the defaulting bidder. Supply of poor-quality work would liable to forfeiting of Security deposit.
21. No advance payment will be made in any case. Payment of Bill shall be made after receipt the items at the prices approved by the TRAI, if found in order. In case of any complaint of non-fulfilment or any obligation under the contract, the TRAI reserves the right to deduct the payment due from the firm from monthly bill (s). The payment shall be made through RTGS/NEFT. TDS and all other taxes will be deducted as per applicable laws time to time.
22. The firm blacklisted at any point of time by any Ministry/Department need not apply. In case the fact is concealed, and it will come to the notice of the TRAI, during the period of contract, the contract shall be terminated straightway, and the security deposit will be forfeited. If the fact comes to notice before award of contract, his bid shall be rejected outright & tender may be awarded to L-2 bidder. A declaration to the effect that the tenderer has not been blacklisted by Central/State Govt. Public Sector Units or its contracts have not been terminated on account of poor performance during last 3 years as per Annexure-III.
23. The bidder will be required to keep the offer open for a period of 90 (Ninety) days from the date of opening of the LTE.
24. Bidder is also required to attach duly signed copy of this LTE along with its bid.



25. In the event to any dispute arising between TRAI and the firm in any matter or arising directly or indirectly, the matter shall be referred to the Advisor (A), TRAI who may himself act as sole arbitrator or may nominate an officer of TRAI as sole arbitrator, notwithstanding the fact that such officer has been directly or indirectly associated with the contract. The firm will not be entitled to raise any objection for the appointment of such officer of TRAI as the sole arbitrator. The award of the arbitrator shall be final and binding on both the parties to the agreement subject to provisions of Arbitration and Conciliation Act, 1996 and rules made there under. The parties expressly agree that the arbitration proceedings shall be held at New Delhi. The language of arbitration shall be in English only.



(Manish Negi)

Sr. Research Officer (GA)

Phone No. 011-23664-141/142

Encl: - As above

Note: The sealed quotations addressed to the Sr. Research Officer (GA), TRAI, Mahanagar Doorsanchar Bhawan, Jawaharlal Nehru Marg, (old Minto Road), New Delhi - 110002, and clearly marked "**LTE FOR REFILLING/ RECONDITIONING / REFURBISHING OF TONER CARTRIDGES FOR TRAI, NEW DELHI**" should reach this office in person only by 3:00 PM on or before **September 16, 2019**. LTE will be opened by the Tender Evaluation Committee (TEC) on the same day at 3:30 PM in TRAI, Mahanagar Doorsanchar Bhawan, in the presence of the bidder who wish to be present. Any query in this regard may be ascertained from the office of TRAI during working hours on any working day on or before **September 13, 2019** upto 12:00PM

(Format for Financial Bid)
SCHEDULE OF RATESLIMITED TENDER FOR REFILLING /RECONDITIONING/ REFURBISHING OF
TONER CARTRIDGES FOR

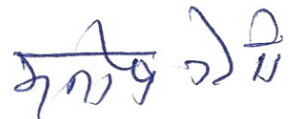
Sl.	Specifications of Cartridge / Toner	Qty. (Approx.) for one year (Nos.)	Rate for refilling /reconditionin g/ refurbishing per unit without taxes (₹)	Amount (3x4) (₹)
(1)	(2)	(3)	(4)	(5)
HP Printer Cartridges				
1	Q2612A (12A)	500		
2	CC388A (88A)	600		
3	CB435A (35A)	100		
4	CE505A (5A)	10		
5	18A	100		
CANON Cartridges				
6	FX- 9 Cannon	10		
7	FX- 3 Cannon	10		
8	Cartridge 328 (Cannon)	25		
TOTAL Cost Rs.				

Applicable GST Rate (Not included in rate)

Total amount in words (Rs.....)

I/we agree to supply the material(s) to TRAI and comply the following:

1. Tender schedule and technical specification indicated.
2. Item/ tender specific conditions for this tender.



3. Terms and conditions printed in tender document.
4. I/we confirm that set off for the GST, etc. Paid on the inputs have been taken/or not taken into consideration in the above quoted price and further agree to pass on such additional duties as sets offs as may become available in future under GST etc.
5. This offer is valid for 90 (ninety) days form the date of opening of the tender.
6. That have not been debarred by any Government Undertaking.
7. That the rates quoted are not higher than the rates quoted for same item to any Government/ Undertaking.
8. That the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

SIGNATURE OF THE TENDERER
With firm/ company seal

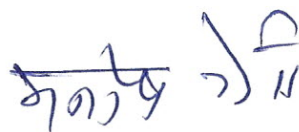
Name of Signatory _____

Firm Name & Address _____

Email Address _____

Phone (Landline) _____

Mobile No. _____



DECLARATION

I , Son / Daughter/ Wife of Shri and authorized Signatory of the _____(name of the Agency/ Firm), is competent to sign this declaration and execute this LTE document.

2. I have carefully read and understood all the terms and conditions of the LTE and undertake to abide by them.

3. My/our Agency/Firm has neither blacklisted/ debarred/ penalized from participating in tender of any Ministry/ Department of Government of India and Government of India Undertaking nor its contracts have not been terminated on account of poor performance during last 3 years.

4. The information/documents furnished along with the above application are true and authenticate to the best of my knowledge and belief. I know furnishing of any false information/fabricated document would lead to rejection of my LTE at any stage besides liabilities towards prosecution under appropriate law.

Signature of the Tenderer duly

Affixed office Rubber Stamp

Name : _____

Address : _____

Handwritten signature

Telecom Regulatory Authority of India
Mahanagar Doorsanchar Bhawan
Jawaharlal Nehru Marg, Near Zakir Hussain College
New Delhi – 110002.

No. 4-3/2019-GA

Dated: August 30, 2019

B I D D O C U M E N T

**SUBJECT: NOTICE INVITING SEALED TENDER FOR REFILLING/
RECONDITIONING/REFURBISHING OF TONER CARTRIDGES TO BE
USED IN TELECOM REGULATORY AUTHORITY OF INDIA, NEW
DELHI.**

Issuing Officer : Telecom Regulatory Authority of India (TRAI),
Mahanagar Doorsanchar Bhawan,
Jawahar Lal Nehru Marg, (Old Minto Road),
New Delhi-110002

Tender No. : **No. 4-3/2019-GA**

Date of issue of Tender : **August 29, 2019**

Last Date of receipt of Tender: **September 16, 2019 Time 15:00 hrs.**

Date of Opening of Tender : **September 16, 2019, Time 15:30 hrs.**

(If the tender opening date is declared a holiday by Govt. of India then the tender shall be opened on next working day at same time.)

Tender Forms Available From : A complete set of Tender Documents can be downloaded from TRAI web site i.e. <http://www.trai.gov.in/content/tender.aspx> and also From CPP Portal.

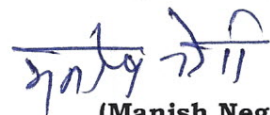
Earnest Money Deposit : **₹8,000/- only.**

Total Estimate Cost of work : **₹ 4 lakhs. (24 Months)**

Security Deposit/ Performance Guarantee : An amount of 10% of the contract value of 24 months *[on award of contract]*

Bidders are advised to go through the attached tender document carefully and understand various provisions contained therein along with their implications.

Intending eligible bidders may obtain a copy of bid document from TRAI website of www.trai.gov.in or CPP portal. In case the prospective bidders need any clarification regarding any terms and conditions of the bid document, the bidder may seek clarification from the undersigned in person or telephonically before the last date of submission of tender.



(Manish Negi)

Sr. Research Officer (GA)

Phone No. 011-23664-141/142