

**E-TENDER DOCUMENT  
FOR THE SUPPLY OF  
Printer Toner Cartridges for NCCR,  
CHENNAI**

**TENDER REF NO.E-File: [I-17027/1/2021-CV](#) and C. No. E69**

**GOVERNMENT OF INDIA  
MINISTRY OF EARTH SCIENCES  
NCCR,  
CHENNAI, INDIA**

**December 2021**

## Tender Specifications for Supply of Printer Cartridges

**National Centre for Coastal Research (NCCR)**, an attached office of the Ministry of Earth Sciences, is inviting competitive bids from eligible bidders through GeM Portal for the supply of Printer Cartridges. Interested and eligible bidders are requested to submit their bid through GeM portal with all the requisite supportive documents. No clarifications will be asked to the bidders and if there is any non-submission of information or supportive documents, the submitted bid will be rejected / disqualified in the technical evaluation. Only relevant and to the point information/document should be submitted and will be acceptable. Failure to provide any required information, may lead to the rejection/disqualification of the bid.

The requirement details of items are available in the following annexure pages. Bidders are requested to fill up the technical compliance sheet,

### Qualification Criteria

For the following qualification criteria, necessary relevant supportive documents should be submitted and otherwise, the bid will be disqualified.

1. The bidder shall be a Government Department / organization / Society (registered under established relevant central Acts) / or a private company / firm or those who have been approved by / served to, any Government Department/ organization. Necessary proof should be submitted/uploaded.
2. The Bidder must have Five years of experience in the business of HP Printers and Cartridges selling. The suitable / complete supportive documents in claim of their experience should be submitted/uploaded.
3. The bidder must have successfully executed at least 10 supply orders of printer cartridges in any Central or State Govts./ PSUs / Subordinate offices/ Autonomous Bodies/ etc. in the previous years. The copies of details of such contracts or purchase orders should be furnished / uploaded.
4. An undertaking (self-certificate) that the bidder has not been blacklisted by any Central/State Government institutions and there has been no pending litigation with any Government department on account of execution of similar maintenance service should be furnished **(Please upload the scan copy)**.
5. The bidder must have fully operational/functional office in Chennai and the details of organizational profile, contact address, manpower details along with copy of registration certificate of the firm (incorporation certificate or registration certificate) should be submitted **(Please upload the scan copy)**.

6. The bidder should furnish copies of GST registration, PAN/TIN of the firm **(Please upload the scan copies)**.
7. If the Bidder is not an OEM, OEM's (HP India Pvt Ltd, Chennai) authorisation letter (with the mention of this tender details) should be furnished/uploaded to participate in the bid.
8. The contractor should **supply Genuine / Original cartridges / toners of HP/OEM**. If the supplied item is not genuine / original, the supplier has to replace such item with the genuine one, without any additional cost from NCCR. **Further, if the supplied item is not genuine / defective, NCCR reserves the right to prohibit the firm from participating in all our future tender process.**
9. If the bidder is already blacklisted by any agency, NCCR reserves the right to not considering the bid and disqualified.
10. **Warranty:** The date of manufacturing of the item should not be more than a year from the date of supply order.

#### Requirement Details of Printer Cartridges

S No.	Item	Qty
1	HP Colour Laser Pro400M451 Black – HPCE410A	1
2	HP Colour Laser Pro400M451 Cyan – HPCE411A	1
3	HP Colour Laser Pro400M451 Yellow – HPCE412A	1
4	HP Colour Laser Pro400M451 Magenta – HPCE413A	1
5	HP Laserjet M401dn – CF280A	15
6	HP Color Laserjet CP5225dn – Cyan CE741A	1
7	HP Color Laserjet CP5225dn – Yellow CE742A	1
8	HP Color Laserjet CP5225dn – Magenta CE743A	1
9	HP CLJ Pro MFP M277 – Black CF400A	1
10	HP MFP 725 - CF214A HP 14A	2
11	Samsung XPress C480 FW - Original Samsung CLT-K404S Black Toner	2

<b>S No.</b>	<b>Item</b>	<b>Qty</b>
12	Samsung XPress C480 FW - Original Samsung CLT-C404S Cyan Toner	1
13	Samsung XPress C480 FW - Original Samsung CLT-Y404S Yellow Toner	2
14	Brother FAX 2840 - TN-2280 Original Black Toner Cartridge for the printer	2
15	HP Laserjet Pro M404-405 DW - CF277A	16

NCCCR

## Technical Compliance Sheet

S.N	Description	Put Tic mark (√) for Submission / Upload of the supportive document
1	Proof for company's registration, indicating the local address	
2	Suitable supportive document in claim of Five years experience.	
3	Copies (10nos) of details of contracts or purchase orders as specified in tender document.	
4	An undertaking (self-certificate) that the bidder has not been blacklisted by any Central/State Government institutions and there has been no pending litigation with any Government department on account of execution of similar service.	
5	Bidder must have fully operational/functional office in Chennai and the details of organizational profile, contact address, manpower details along with copy of registration certificate of the firm (incorporation certificate or registration certificate)	
7	Copies of GST registration, PAN/TIN of the firm.	
8	OEM's (HP India Pvt Ltd, Chennai) authorisation letter (with the mention of this tender details) should be furnished/uploaded to participate in the bid.	

**Signature of the Bidder with Official Seal**