

**RAJASTHAN DRUGS & PHARMACEUTICALS LIMITED**



**TENDER FOR  
REFILLING/REFURBISHING  
OF  
PRINTER CARTRIDGE  
RAJASTHAN DRUGS & PHARMACEUTICALS LIMITED  
(RDPL)**

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Road No-12, Vishawa Karma Industrial Area  
City: Jaipur State: Rajasthan  
Country: INDIA Pin Code 302013

**Tender Version: 1.1**

**Subject:** - Rate contract of Refilling/Refurbishing of Printer Cartridge.

Rajasthan Drugs & Pharmaceuticals Ltd is profit making Central Public Sector Enterprise. Company has started his commercial production in April 1981. Company has its Manufacturing Unit & registered office in VKI Area, Jaipur (Rajasthan). RDPL is a Government of India enterprise under the administrative control Department of Pharmaceuticals, Ministry of chemicals & fertilizers, Government of India. It is co-promoted by Government of Rajasthan (49%) through Rajasthan Industrial & Investment Corporation (RIICO). Company is Schedule 'M' Compliant having manufacturing facility of Tablets, Capsules, Liquids, Powder & Ophthalmic. RDPL is a professionally managed, multi-Location manufacturing company with businesses spanning in pharmaceuticals products. Please visit [www.rdpl-india.in](http://www.rdpl-india.in) for more details of RDPL.

The Rajasthan Drugs & Pharmaceuticals Ltd., Jaipur invites sealed tender for REFILLING/REFURBISHING OF PRINTER CARTRIDGE for one year rate contract basis further extendable on same terms & conditions as decided by the Management of RDPL.

A complete set of tender document may be obtained by authorized vender for Refilling/Refurbishing of Printer Cartridge from office of Information Technology department of RDPL w.e.f. **20.02.2015** 10.00A.M. to 5.00 P.M. (From Monday to Saturday) on submission of application on letterhead of the vendor along with **nonrefundable fee of Rs. 200/-** (Rupees Two hundred Only) in form of Cash or Demand Draft in favor of **RAJASTHAN DRUGS & PHARMACEUTICALS LTD**, payable at **Jaipur** only or can be downloaded from the website at **[www.rdpl-india.in](http://www.rdpl-india.in)**.

Tender fee	: Rs. 200/-
Tender Publish Date on RDPL Website	: 20.02.2015
Tender Download Date from RDPL Website	: 20.02.2015
Last date of submission of Bids	: 04.03.2015 up to 3.00PM.
Date of opening of Technical Bids & Financial Bids	: 04.03.2015 at 3.30 PM.

RDPL reserves the right to reject any/all applications without assigning any reason whatsoever.

# **Rajasthan Drugs & Pharmaceuticals Ltd**

**(A Govt. of India Enterprise)**

Road No. 12 V.K.I. Area, Jaipur-302013

Contact No. - 0141-4107104, 4027178 Fax No.-0141-4107101

www.rdpl-india.in

## **LIMITED TENDER NOTICE**

### **ANNUAL CONTRACT FOR REFILLING/REFURBISHING OF PRINTER CARTRIDGE**

The Manager Materials, Rajasthan Drugs & Pharmaceuticals Ltd. Jaipur invites sealed quotations from all eligible and experienced vendors for Refilling/Refurbishing of Printer Cartridge at the RDPL.

The Tenders should be submitted in two sealed covers. The first sealed cover should be Superscripted with **“TECHNICAL BID”** containing information under covering letter as **form I & Declaration letter as Form-II and tender fee (as bank draft / Cash payment receipt)**. The second sealed cover should be superscripted with **“FINANCIAL BID”** containing for different rate of Refilling/Refurbishing printer cartridge, Both the sealed cover should be placed in main sealed envelope superscripted with **“Quotation for Annual Rate Contract for REFILLING/REFURBISHING OF PRINTER CARTRIDGE for Rajasthan Drugs & Pharmaceuticals Ltd. Jaipur”** and sent to “Manager (Materials), Rajasthan Drugs & Pharmaceuticals Ltd, Road No. 12, VKI Area, Jaipur at **on or before up to 3.00 P.M of the 04.03.2015**

In case of downloaded forms of tenders it should be submitted (**Technical Bid**) along with a **Demand Draft of Rs 200/-** drawn in favor of **RAJASTHAN DRUGS & PHARMACEUTICALS LTD,** payable at **Jaipur** towards cost of tender.

#### **SECTION – I**

##### **1. Scope and quality of the Work anticipated:-**

- a. Refilling/Refurbishing Of Printer Cartridge. 300 to 500 Nos per Year.
- b. The Cartridge should be fully empties and thoroughly cleaned before refilling.
- c. Good quality (Finest) toner powder shall be refilled to full capacity of cartridge.
- d. Test print should be generated after installing the refilled cartridges.
- e. **Quality of Toner:** The quality of toner must be finest quality.
- f. **Quantity of toner powder:** The quantity of toner powder must as standard procedure as OEM
- g. Work of Refilling/Refurbishing printer toner Cartridge shall be completed in guidance/direction of IT department of RDPL, Jaipur.

- h. Replacement of the all parts (Cartridge) should be original as per OEM.
- i. The work shall be carried out at the RDPL, Jaipur within 02 days from the date and time of intimation from IT Department, RDPL.

## SECTION – II

### **1. TERMS & CONDITIONS**

- a) **Output / Yield of toner cartridge:** The output/yield and printing quality of refilled / refurbished cartridge must be equal to that of an Original equipment Manufacturer (OEM).
- b) The Annual Rate Contract is invited for Refilling/Refurbishing of Printer Cartridge on “As and When Required Basis” and the same shall be valid for one year from the date of issue.
- c) The vendors should quote rates for all items covered in **Form-III**. Partial Quotation will be rejected.
- d) The Rates refilling of toner; replacement of cartridges parts other than those included in the **Form-III** will be decided by mutual consent.
- e) All material, machinery, manpower and consumables etc. required for the refilling shall be arranged by the vendor. Cost of all the items should be taken into consideration while quoting the charges.
- f) The vendor should have adequate experience in such services to the Govt./Semi Govt./Private organizations.
- g) The sealed tenders received after the stipulated time and not in the prescribed format will not be entertained.
- h) Sub-contracting of services/outsourcing is not allowed.
- i) After expiry of initial period of one year, if satisfied, the RDPL may extend the period of agreement for further 12 months on the same terms and conditions at mutual consent.
- j) The RDPL reserves the right to cancel the vendor’s bids/ Rate Contract, if any information provided by the vendor is found unverifiable during the selection procedure. The RDPL reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
- k) The RDPL will be provided the place of Refilled/Refurbished of Printer Cartridge at the RDPL, Jaipur.
- l) After installing the refilled cartridges at the RDPL, in case, any problem is reported by the IT

department, it shall be the responsibility of the vendor to check the cartridge at the RDPL and rectify the problem.

- m) Quantities of the work vary as per actual requirement.
- n) The vendor shall obtain the empty cartridges from the IT Department of RDPL.
- o) The vendor shall install the Refilled/Refurbished of Printer Cartridge in the respective department's printers.
- p) The vendor shall responsible for any damages of cartridge/ leakages of toner/Ink.
- q) **Mode of Payment:** - Payment will be done 45 days for date of bill. Bill should be submitted in IT department for the number of refilling and other work carried out during the month. The vendor should keep proper record for the Refilled/Refurbished of Printer Cartridge duly certified by the concerned IT department.
- r) **Compensation for delay:** If the supplier fails to complete the work within the stipulated period and no justifiable reasons are found for the delay, he shall be liable to pay compensation @ **01%** of the value of work or part thereof subject to a maximum of **10%** of the bill amount for the particular work.

In case the firm fails to complete the work within the specified period work order, work will be completed by other sources and difference of cost, if any, will be recovered by issuing notice and necessary action for the firm may also be taken.

- s) **Basis of awarding the Rate Contract:** - The Rate contract shall be ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per terms & conditions.

t) **Rates/Prices**

1. The Rate Contract will be valid for a period of One year from the date of agreement. The rates quoted will remain in the force for the full period of the contract. No demands for the revision of rates on any account shall not be entertained during the contract period.
2. The rates should be quoted in Indian Rupees only in figures. Excise duty, sales tax, VAT and other charges as applicable should be included in the quoted price.
3. Rate should be quoted F.O.R at Purchase department, Rajasthan Drugs & Pharmaceuticals Ltd., Jaipur.

- The quotation must accompany with a earnest money deposit of 2% of total value of item quoted, this should be mention in Technical Bid. This earnest money shall however automatically be converted in to security deposit immediately after acceptance of the offer.

## 2. **TECHNICAL BID**

The Technical Bid should be complete in all respect and contain all information asked for in this document. *It should not contain any price information.*

It is mandatory to submit the technical bid (containing information) in sealed envelope in the prescribed pro-forma **Form 'I' & Form-II** (Declaration letter) to be printed each page on bidder's letter head duly filled in, duly signed & Seal.

### **Technical Bid parameters are given in Form 'I' & Form-II**

Technical Bid envelope must be super scribed as “Refilling/Refurbishing of Printer Cartridge”.

Technical Bid must be addressed to “Manager (Materials), Rajasthan Drugs & Pharmaceuticals Ltd, Road No. 12, VKI Area, Jaipur.

Technical Bid Offer envelope will contain:-

1. Technical Bid Document **Form 'I' & Form 'II'**
2. Tender fee of Rs 200/- (If downloaded from the website at **www.rdpl-india.in.**)

<p>Technical Bid for “Refilling/Refurbishing of Printer Cartridge”.</p> <p style="text-align: right;"><b>SEALED TECHNICAL BID OFFER</b> Please Tick (✓) here</p> <p style="text-align: center;">1. Technical Bid Document <b>Form 'I' &amp; Form-II</b> [ ] 2. Tender fee of Rs 200/- [ ]</p> <p>To,</p> <p style="text-align: center;">MANAGER (MATERIALS) RAJASTHAN DRUGS &amp; PHARMACEUTICALS LTD ROAD No. 12, VKI AREA JAIPUR - 302013 (RAJASTHAN)</p> <p>FROM :- &lt;Name of Firm&gt; &lt;Address&gt; &lt;City&gt;</p>	
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In case of non-submission or partial submission of technical details, Tender fee RDPL may not evaluate the offer. The Technical Bid must be submitted in an organized and structured manner. Brochures / leaflets etc. should be properly attached.

### **The Technical BID should comprise of following:**

1. Tender fee of Rs 200/- in the form of a demand draft issued by a scheduled commercial

bank in favour of **Rajasthan Drugs & Pharmaceuticals Ltd**, payable at **Jaipur**.

2. Technical Specifications complete with all rows/columns filled in **Form 'I' & Form 'II'**

### 3. **FINANCIAL BID**

The Financial Bid should contain relevant price information and the rates should be quoted in Indian Rupees only. The Financial Bid should not contradict the Technical Bid in any manner.

The offer from the supplier should be for a specific model. RDPL reserves the right to reject any offer with multiple options.

It is mandatory to submit the financial bid in sealed envelope in the prescribed pro-forma [**Form-‘III’**] to be printed each page on Bidder’s letter head duly filled in, duly signed & Seal. The price quoted should be only in Indian rupees and inclusive of following.

Financial Bid envelope must be super scribed as “Refilling/Refurbishing of Printer Cartridge”

<p>Financial Bid for “Refilling/Refurbishing of Printer Cartridge”</p> <p style="text-align: right;"><u>SEALED FINANCIAL BID OFFER</u></p> <p>To,</p> <p>MANAGER (MATERIALS) RAJASTHAN DRUGS &amp; PHARMACEUTICALS LTD ROAD No. 12, VKI AREA JAIPUR - 302013 (RAJASTHAN)</p> <p>FROM :-</p> <p>&lt;Name of Firm&gt; &lt;Address&gt; &lt;City&gt;</p>	
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Financial Bid must be addressed to “Manager (Materials), Rajasthan Drugs & Pharmaceuticals Ltd, Road No. 12, VKI Area, Jaipur. *Financial Bid offer envelope must be properly sealed.*

In case of *Open/not properly sealed/non-submission* or partial submission of financial details, RDPL may not evaluate the offer.

Financial Bid offer envelope and Technical Bid offer envelope both envelop must be inserted in a big envelope and sealed properly. Big envelope also addressed to “Manager (Materials), Rajasthan Drugs & Pharmaceuticals Ltd, Road No. 12, VKI Area, Jaipur. Big envelope must be super scribed as “Refilling/Refurbishing of Printer Cartridge”.

#### **Big envelope will contain**

1. Technical Bid Offer
2. Financial Bid Offer Document.

<p><b>Tender for "Refilling/Refurbishing of Printer Cartridge".</b></p>	
<p style="text-align: right;"><b>SEALED BIG ENVELOPE CONTAINS</b></p>	
<p style="text-align: right;">Please tick (✓) Here</p>	
<p><b>1. Technical Bid Offer</b></p>	<p>[   ]</p>
<p><b>2. Financial Bid Offer Document</b></p>	<p>[   ]</p>
<p>To,</p>	
<p>MANAGER (MATERIALS)  RAJASTHAN DRUGS &amp; PHARMACEUTICALS LTD  ROAD No. 12, VKI AREA  JAIPUR - 302013 (RAJASTHAN)</p>	
<p>FROM :-</p>	
<p>&lt;Name of Firm&gt;</p>	
<p>&lt;Address&gt;</p>	
<p>&lt;City&gt;</p>	

**Note: Financial bids shall be opened for only those bidders who qualified in technical bids**

**4. ARBITRATION**

All disputes arising out of this order shall be referred to an arbitrator to be nominated by the RDPL, Jaipur. The award of arbitrator shall be final and binding to both the parties.

**5. NO ERASURES OR ALTERATIONS**

Technical / Financial details must be completely filled up. Corrections / alterations / overwriting will not be allowed.

**6. VALIDITY OF BID OFFER**

The bid offer should be valid for period of 30 days from the last date for submission of the BID.

**7. NO COMMITMENT TO ACCEPT LOWEST OR ANY TENDER**

RDPL shall be under no obligation to accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all offers without assigning any reasons whatsoever.

**8. LEGAL PROCEEDING**

All disputes and legal proceedings arising out of this order shall be lodge and admissible in Jaipur Court only and not outside Jaipur.