



HINDUSTAN ORGANIC CHEMICALS LTD
(A Govt. of India Enterprise)
AMBALAMUGAL PO
ERNAKULAM DIST, KERALA, INDIA
Phone :04842720911 ; Email :kochi@hoclindia.com
Fax :0484-2720893 ; Web :www.hoclindia.com

REQUEST FOR QUOTATION

HOCL
AMBALAMUGAL
, Kerala
India-682302
Vendor Code : **1003142**

Service RFQ NO. : 70000251 / MSS/613/2024
Tender Type : Limited Tender Service
Due Date/Time : 17-Apr-24/14:00 P M hrs
Opening date/Time : 17-Apr-24/15:00 P M hrs
Contact Person :
Date : 1-4-2024

SERVICES REQUIRED AT:

M/s.HINDUSTAN ORGANIC CHEMICALS LTD
AMBALAMUGAL PO, ERNAKULAM DIST, KERALA, INDIA

Dear Sirs,

Subject: RATE CONTRACT FOR TONER REFILLING FOR ONE YEAR 2024

Sealed quotations in duplicate are invited by Hindustan Organic Chemicals Ltd.,Ambalamugal for the works as detailed below.A set of tender documents is enclosed for submitting your quotation.

Name of Work:RATE CONTRACT FOR TONER REFILLING FOR ONE YEAR 2024. A brief description of the scope of work is given separately which is attached herewith.

Last date of receipt of quotations:Tenders will be received at the office of General Manager(HR), Hindustan Organic Chemicals Ltd.,Ambalamugal on or before 17-Apr-24/14:00 P M hrs. Bids received after the due date will not be considered.

Schedule of Rates,Scope of Work,Terms & Conditions and Other Documents are enclosed

Bidders shall go through all documents attached to the quotation and fill in the blank spaces provided for and submit the same duly signed and dated. Quotation should be completed in all respects and in accordance with the various terms and conditions specified in the enquiry documents. Incomplete quotations are liable to be rejected.

Continued...

Goods and Service Tax (GST) :

The quoted amount shall be inclusive of GST.

Rates :

The Tenderer should quote the rates in English both in figures as well as in words. Offers received without the rates in figures and in words are liable for rejection. In case of discrepancy exists between the rates quoted in figures and words, the rates quoted in words will prevail.

ESI, PF, Labour Law, SHE (Safety, Health & Environment) etc. # Requirements :

Refer Annexure A, B and C attached.

Validity of Offer :

The offer shall be valid for a period of 90 days from the last date of submission of tenders. The successful tenders shall sign the 'Form of Rate List' or execute an agreement in non-judicial stamp paper of appropriate value (to be borne by the contractor) within 21 days from the date of issue of letter of acceptance

Contract Preference :

Contract / Price Preference or any other concessions applicable for MSME / SSI Units / PSUs will be as per latest Government of India Directives. For availing this benefit, the bidder shall make their claim in the Technical Bid itself and enclose necessary documentary evidence to prove their eligibility.

Other Terms & Conditions :

The tenderers have to download the GCC (General Conditions of Contract) from our website www.hoclkochi.com and the same has to be returned along with the technical bid duly signed and stamped in all pages. However those who wish to have a hard copy of the same, can collect from us on request. The request for extension of due date will not be entertained in any case.

In addition to Clause No. 3.7 of our GCC, the tenderers who do not meet the basic requirements (technical / commercial) as per the tender enquiry document and any other important condition having significant bearing on the cost / utility / performance of the required goods, services, etc. will be treated as unresponsive and the tender will be liable to rejection.

In case you are unable to quote, kindly send the quotation with a regret for our records. Non-receipt of a regret will adversely affect your vendor rating.

Your quotation must be strictly in enclosed envelope indicating Collective RFQ Number, RFQ Number, Due Date and Name of Work.

For all future correspondences, please mention the Service RFQ Number , Contractor Name and Vendor Code.

The tender notice may be read in conjunction with the standard General Conditions of Contract (available in www.hoclkochi.com), Special Conditions of Contract, Technical Specification, Drawings and other documents forming part of this enquiry.

Schedule of Rates

Name of vendor:

GSTIN Regn. of vendor:

Item No.	Service No. Description	Unit	RFQ Qty	Unit Rate (INR) Figure / Words (Inclusive of GST)	Amount (INR) (Inclusive of GST)
1	S9000450 HP LASERJET PRO 4004 DN (152 A)	Numbers	24.0000		
Service Account Code(SAC) for S9000450 :					
Rate of GST %:					
2	S9000451 CANON LB2900B TONER (303)	Numbers	4.0000		
Service Account Code(SAC) for S9000451 :					
Rate of GST %:					
3	S9000452 CANON LBP 3300 TONER (308)	Numbers	30.0000		
Service Account Code(SAC) for S9000452 :					
Rate of GST %:					
4	S9000453 CANON LBP 3460 TONER (310)	Numbers	4.0000		
Service Account Code(SAC) for S9000453 :					
Rate of GST %:					
5	S9000454 CANON MF 4370 TONER (FX9)	Numbers	3.0000		
Service Account Code(SAC) for S9000454 :					
Rate of GST %:					
6	S9000455 CANON MF 4570 DN (328/78 A)	Numbers	50.0000		
Service Account Code(SAC) for S9000455 :					
Rate of GST %:					
7	S9000456 CANON MF 4820 DN TONER (328 /78 A)	Numbers	30.0000		
Service Account Code(SAC) for S9000456 :					
Rate of GST %:					
8	S9000457 HP LASERJET MFP M23 DW 137 A	Numbers	24.0000		
Service Account Code(SAC) for S9000457 :					
Rate of GST %:					
9	S9000458 CANON LBPB230 DN TONER (326/328/78 A)	Numbers	50.0000		
Service Account Code(SAC) for S9000458 :					
Rate of GST %:					
10	S9000459 CANON IMAGE CLASS MF 240D TONER (337)	Numbers	60.0000		
Service Account Code(SAC) for S9000459 :					
Rate of GST %:					
11	S9000460 CANON IMAGE CLASS MF241D TONER (337)	Numbers	40.0000		
Service Account Code(SAC) for S9000460 :					
Rate of GST %:					

Continued...

12	S9000464 HP LASERJET P1006 TONER (88A)	Numbers	10.0000		
Service Account Code(SAC) for S9000464 :.....					
Rate of GST %:					
13	S9000465 HP LASERJET P1008 TONER (88A)	Numbers	10.0000		
Service Account Code(SAC) for S9000465 :.....					
Rate of GST %:					
14	S9000466 HP LASERJET P1106 TONER (88A)	Numbers	10.0000		
Service Account Code(SAC) for S9000466 :.....					
Rate of GST %:					
15	S9000467 HP LASERJET P1108 TONER (88A)	Numbers	10.0000		
Service Account Code(SAC) for S9000467 :.....					
Rate of GST %:					
16	S9000468 HP LASERJET 1020 PLUS TONER (12A)	Numbers	6.0000		
Service Account Code(SAC) for S9000468 :.....					
Rate of GST %:					
17	S9000469 HP LASERJET 1320N TONER (5949A)	Numbers	5.0000		
Service Account Code(SAC) for S9000469 :.....					
Rate of GST %:					
18	S9000516 HP LASERJET PRO M501-287A /87A-FOR TONER REFILLING	Numbers	30.0000		
Service Account Code(SAC) for S9000516 :.....					
Rate of GST %:					

All fields including Service Account Code and tax rate for all the items to be filled by the vendor /contractor failing which your offer is liable to be rejected.

Total Amount(Inclusive of GST) Rs:

In Words(Inclusive of GST)Rupees:.....

Date :

Signature and Seal of the Contractor

NOTES

1.SCOPE OF WORK:-

Refilling / Replacement with compatible toner, cartridge as per the requirement of HOCL. The requirement will be notified to the successful bidder over phone.

NOTE:-

The refilled Toner & cartridge shall be supplied latest by the next working day. The supply of urgent nature shall have to be made on the same day.

SPECIAL TERMS AND CONDITIONS:

1. Empty toner cartridges shall be provided by the MSS Dept, for refilling. Supply Order will be placed on requirement basis .The supply cartridges shall be collected personally by the contractor or his nominated persons from the HOCL prem ise.
2. The Toner/cartridge shall be in compliance with the specifications mentioned in Annexure – 2 of the tender and shall be of the best quality and high standards.
3. Only original parts should be used for replacement of damaged or defective parts. The replacement component shall be of suitable and should in no way hamper the performance of the equipment.
4. Any fault with refilled toners/cartridges that arises within two weeks of installing the cartridge in printer, the same will have to be replaced / rectified by the party free of cost. HOCL will maintain record of installing the refilled toner /cartridge i n each printer.
5. No claim for compensation or loss due to fluctuations in prices or any other reasons/ causes on any circumstances will be entertained during the period of contract.
6. The rates quoted for refilling of toner cartridges shall be inclusive of replacement of all key parts, refilling of toner powder, taxes, etc. complete in all respects as per scope of work. Nothing extra shall be payable on any account

2.PERIOD OF CONTRACT:-

The period of the contract shall be one year from the issue of work order.

3.PAYMENT TERMS:-

Bills may be submitted along with the refilling/ recycling/replacing cartridges. Payment shall be released within 30 days of submission of bills.

4.DEFECT LIABILITY PERIOD:-As Per Gcc

5.TIME OF COMPLETION:-

The period of the contract shall be one year from the issue of work order.

6.SUBMISSION OF QUOTATION - BID SYSTEM TYPE:TWO BID SYSTEMS

7.ATTACHMENTS:-

1. TECHNICAL BID
2. SPECIFICATION
3. ANNEXURE A B C D E

Thanking You,

Yours Faithfully,

FOR HINDUSTAN ORGANIC CHEMICALS LTD

**NASEEMA A P
CHIEF MANAGER(SYSTEMS)**

Attachments: -

1. Annexure 'A & B' - ESI, PF, Labour Law Requirements.
2. Annexure 'C' - Safety, Health and Environment (SHE) Conditions.
3. Annexure 'D' - Proforma of declaration of black listing / Holiday listing
4. Annexure 'E' - MSME Details.

Continued...

5. General Conditions of Contract. (can be downloaded from HOCL website)

6. Special Conditions of Contract

-----Tear off portion to be pasted on the Envelope containing Offer-----

Offer for RATE CONTRACT FOR TONER REFILLING FOR ONE YEAR 2024

From : HOCL
1003142

RFQ No. : 70000251

Due Date :17-Apr-24
Due Time : 14:00 P M hrs

To,
General Manager(P & A)
Hindustan Organic Chemicals Limited
P.O Ambalamugal, Ernakulam - 682302
Kerala , India