



**REQUEST FOR QUOTATION**

OFFICE OF THE FA & CAO  
COCHIN PORT TRUST  
COCHIN-682009

Email: [directoredp@cochinport.gov.in](mailto:directoredp@cochinport.gov.in)

R F Q No. FIN/EDP/Toner Cartridges/2021

Dated: 17.05.2021

**QUOTATION NOTICE**

Sir,

Sealed quotation in the prescribed form superscribing quotation number and due date, for the work of '**Annual Rate contract for the supply of Printer Cartridges of Cochin Port Trust for one year**' from the date of award of contract will be received by the Sr.Dy.Director (EDP), Cochin Port Trust, Cochin- 682009, Kerala subject to terms and conditions enumerated below:

**Conditions:**

1. Quotation shall be submitted in a sealed cover superscribing RFQ NO. FIN/EDP/Toner Cartridges/2021 Dated: 17.05.2021 with due date of the quotation, which should contain a sealed cover containing the commercial details - pricebids Schedule
2. The quotation should reach the Sr.Dy.Director (EDP), Finance Department, Cochin Port Trust **on or before 24.05.2021 at 14:30 hrs and will be opened on the same day at 15.00 hrs.**
3. The bidder should quote for all items in the price schedule.
4. The quotation received after the due date and time will not be accepted.
5. The pricebids of the eligible bidders will be evaluated for the award of the contract.
6. Quotations received will be rejected if the same has not been submitted in line with the conditions 1, 3 & 4 above.
7. The original quotation format and accompanying documents must be written in indelible ink and shall be signed by the person(s) duly authorised to sign on behalf of the quotationer.
8. The Quotations should be written legibly and free from erasure and overwriting or conversions of figures, corrections, wherever unavoidable, should duly attest with dates. Specific rates should be quoted as given in the price schedule format.

9. The acceptance of a quotation rests with the Sr.Dy.Director (EDP), who does not bind himself to accept the lowest quotation and reserves to himself the authority to reject any or all of the quotations received without assigning any reason.
10. Validity of offer: 60 days from the date of opening of Tender.
11. Rates quoted should be strictly as per unit specified.
12. Taxes, Duties, Surcharges etc should be shown separately. C Form is not applicable for CoPT
13. Brand of the product should be mentioned in the offer.
14. Authorization certificate from the OEM (HP & Canon) for selling of cartridges has to be submitted by the firm along with the quote.
15. The Technical bid will be opened by the Sr.Dy.Director (EDP), Cochin Port Trust at his office on the due date and time.
16. The bids will be evaluated by CoPT based on the conditions specified in this RFQ.
17. The technical bids will be evaluated by CoPT for the qualification / eligibility of the bidder with respect to the document submitted as per the instruction given. Price bids of the technically qualified bidders will be opened for further evaluation.
18. The successful bidder will be placed on rate contract for a period of one year from the date of execution of the agreement.
19. The new Cartridge/Toners are to be supplied as per part supply orders from time to time as per the requirement. The actual requirement is subject to change.
20. The items supplied should be brand new and Original as per the cartridge number given by the OEM.
21. The indicative annual requirement, Type, Make of cartridges is given in the BOM (Bill of Materials). Annexure-I.
22. The firms are required to quote their lowest rate/unit of Cartridges/Toners. The rate quoted should also include the unit total per item, taxes and total in the price schedule attached.
23. The delivery should be made at the various offices of Cochin Port Trust as per the supply order to be given after executing the rate contract agreement. The cartridge has to be supplied to the respective Offices at the earliest not later than five working days.

24. The rates and prices quoted in the Price Schedule by the firm/agency shall be fixed for the whole duration of the supply contract and shall not be subject to adjustment on any account other than variations in taxes/duties.
25. The acceptance of a Quotation rests with the Sr.Dy.Director(EDP), who does not bind himself to accept the lowest Quotation and reserves to himself the authority to reject any or all of the Quotations received without assigning any reason.
26. The successful bidder has to sign-in a contract in Rs.200/- Kerala stamp paper in the format given ( in Annexure II) by Cochin Port Trust to the effect that he will supply the material as specified.
27. Invoices can be raised in favor of 'The F.A & C.A.O, Cochin Port Trust' after the supply of toner/cartridges.
28. Payment: 100% within 15 days after supply.
29. Cochin port Trust reserves the right to reject part or whole of the Tender without assigning any reason.

Sd/-  
Sr.Dy.Director(EDP)

**FORM OF QUOTATION**

To

The Sr.Dy.Director (EDP),  
Cochin Port Trust,  
Willingdon Island,  
Cochin -9.

Sir,

Having seen the Notice Inviting Quotation in the website, examined the Conditions of Contract, specifications and price bid including the bill of quantities for the work of 'Rate contract for refilling/repairing of Printer Cartridges of Cochin Port Trust for one year', vide RFQ NO. FIN/EDP/Toner Cartridges/2021 Dated: 17.05.2021 we offer to execute the Work.

In conformance to the above and the said Conditions of Contract, Specifications, Schedules and Bill of Quantities for the rates mentioned in the Price Bid submitted along with this form

2. We undertake, if our Quotation is accepted, to achieve completion of the various sections of the supply within the timeframe specified.
3. We agree to abide by the terms and conditions, rates and purpose of this Quotation.
4. Unless and until a formal Agreement is prepared and executed, this quotation together with your written acceptance thereof shall constitute a binding Contract between us.
5. We understand and agree that you are not bound to accept the lowest or any quotation you may receive.
6. If our quotation is accepted we understand and agree that we will be held fully responsible for the due performance of the Contract.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021 Signature \_\_\_\_\_  
in the capacity of \_\_\_\_\_ duly authorised to sign Quotation for  
and on behalf of \_\_\_\_\_ (Firm/Agency Name) ( IN  
BLOCK LETTERS ).

Address: \_\_\_\_\_  
\_\_\_\_\_

Witnesses

1. Signature : \_\_\_\_\_  
Name: \_\_\_\_\_  
Address \_\_\_\_\_
2. Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Address : \_\_\_\_\_

**FORM- I****SUPPLIER'S PARTICULARS**

<b>I. Organisation</b>	
Name of the Organisation	
Address	
City	
Phone	
e-mail	
<b>II. Contact Details</b>	
Person Name & Designation	
Address	
Phone	
Mobile	
e-mail	
<b>III. Other Details</b>	
GST No	
PAN No	
TAN No	

**Authorised Signature**

**Date** :  
**Place** :  
**Seal** :

Form II

**CLIENT REFERENCE**

<b>I. Oraganisation</b>	
Name of the Organisation	
Address	
City	
Phone	
e-mail	
<b>II. Contact Details</b>	
Person Name & Designation	
Address	
Phone	
Mobile	
e-mail	
<b>III. Supporting Documents</b>	
1.	
2.	

**Authorised Signature**

**Date** :  
**Place** :  
**Seal** :

## ANNEXURE - I

R F Q No. FIN/EDP/Toner Cartridges/2021 Dated: 17.05.2021			
BILL OF MATERIALS			
Sl. No	Printer Make & Model	Cartridge No	Indicative Annual Requirement (Nos.)
1	CANON IMAGECLASS MF4750/ CANON MFP 4122 / Canon MFP 4720W	Cartridge 328	3
2	CANON LASERJET LB6230DN	Cartridge 326	2
3	CANON LASERJET LBP 6030B / LBP3108B	Cartridge 912	38
4	Canon LaserShot LBP6018B	Cartridge 925	31
5	CANON LP LBP6780X	Cartridge 324	2
6	CANON MFP-MF4350D	FX9	1
7	HP LASERJET 1015/1018/1020+/1022/1022N	HP Q2612A	47
8	HP LASERJET 1108 /1136 /P1007/P1008 / MFP128 FN Pro./MFP M126W	HP 88A	47
9	HP LASERJET M104A / MFP M132A Pro	HP 18A	4
10	HP LASERJET M1120N / P1505N	HP 36A	55
11	PANASONIC KX MB1520	KX FAT 410SX	1
12	Samsung Laser Printer ML-1676	MLT-D1043S	10
13	SAMSUNG MFP SCX 3401	MLT-D101S	1
14	HP DESKJET D2460	HP 21 Black	1
15	HP DESKJET D2460	HP 22 Tri-color	1
16	HP LASERJET P2014	HP 53A	1
17	CANON PIXMA E 600	PG-88	1
18	CANON PIXMA E 600	CL-98	1
19	CANON PIXMA MP160	PG-40	1
20	CANON PIXMA MP160	CL-41	1
21	HP Deskjet Ink Advantage 2135	HP 680 Black	1
22	HP Deskjet Ink Advantage 2135	HP 680 Tricolor	1
23	HP GT5810 MFP/GT5821 MFP	HP GT51 Black Original Ink Bottle (90CC)	3
24	HP GT5810 MFP/GT5821 MFP	HP GT52 Cyan Original Ink Bottle (70CC)	3
25	HP GT5810 MFP/GT5821 MFP	HP GT52 Magenta Original Ink Bottle (70CC)	3
26	HP GT5810 MFP/GT5821 MFP	HP GT52 Yellow Original Ink Bottle (70CC)	3
27	HP LASERJET 2645	HP678 BLACK	1
28	HP LASERJET 2645	HP678 TRICOLOUR	1

29	HP OFFICEJET 7110 WIDE FORMAT EPRINTER	HP 932 Black Ink Cartridge	1
30	HP OFFICEJET 7110 WIDE FORMAT EPRINTER	HP 933 Cyan Ink Cartridge	1
31	HP OFFICEJET 7110 WIDE FORMAT EPRINTER	HP 933 Magenta Ink Cartridge	1
32	HP OFFICEJET 7110 WIDE FORMAT EPRINTER	HP 933 Yellow Ink Cartridge	1
33	WIPRO LINEMATRIX PRINTER - PRINTRONIX P7C-1000	RIBO-0154 (Ribbon Cartridge)	12
34	Epson L6160 InkTank Printer	Black Ink Bottle 001	1
35	Epson L6160 InkTank Printer	Cyan Ink Bottle 001	1
36	Epson L6160 InkTank Printer	Magenta Ink Bottle 001	1
37	Epson L6160 InkTank Printer	Yellow Ink Bottle 001	1



**ANNEXURE-II**

**FORM OF AGREEMENT**

This AGREEMENT made on this \_\_\_\_\_day of \_\_\_\_between the ----- (hereinafter referred to as COCHIN PORT TRUST) of the ONE PART and M/s\_\_\_\_\_ at \_\_\_\_\_ (hereinafter referred to as Contractor) of the OTHER PART.

WHEREAS the COCHIN PORT TRUST is desirous of having an annual rate contract to ‘supply of new cartridge for Cochin Port Trust’ and whereas the Contractor has offered to provide the above mentioned supply and services as per the terms & conditions mentioned in the quotation and the price bid submitted by him as part of the Quotation No. FIN/EDP/Toner Cartridges/2021 Dated:17.05.2021.

Any obligations and/or formalities which are required to be fulfilled or any amendment thereto for the purpose of entering into and/or execution of this contract shall be carried out by the contractor at his own expenses, etc. and the contractor shall report the compliance thereof to the COCHIN PORT TRUST. The contractor shall be solely liable for any violation of the provisions of any Act or any other statutory provisions.

WHEREAS COCHIN PORT TRUST has agreed to award the annual rate contract to ‘supply of new cartridge for Cochin Port Trust’. NOW THEREFORE BY THESE ARTICLES AND ON THE PREMISES mentioned above, the parties have agreed to as under:-

**PENALTIES / LIABILITIES**

That the contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and further the work may be got done from another agency.

**COMMENCEMENT AND TERMINATION**

That this agreement shall come into force w.e.f .....and shall remain in force for a period of one year.

That this agreement may be terminated on any of the following contingencies: -

- a) On the expiry of the contract period as stated above.
- b) By giving one month’s notice by COCHIN PORT TRUST on account of :
  - i) Committing breach by the contractor of any of the terms and conditions of this agreement.
  - ii) On assigning the contract or any part thereof to any third party
- c) On contractor being declared insolvent by competent Court of Law.

During the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging the service as before till the expiry of notice period.

IN WITNESS WHEREOF the parties hereto have signed these presents on the date, month and year first above written.

For and on behalf of the contractor  
Trust.

For and on behalf of Cochin Port Trust.

WITNESS

WITNESS

- 1.
- 2.

- 1
- 2

### COCHIN PORT TRUST

R F Q No. FIN/EDP/Toner Cartridges/2021 Dated: 17.05.2021								
Price Schedule for the Supply of Toner/cartridge for Cochin Port Trust								
Name of the Firm								
Sl. No	Printer Make & Model	Cartridge No	Indicative Annual Requirement (Nos.)	Rate/Unit (Rs.)	Total Amount (Rs.)	Specify applicable Tax (%)	Tax Amount (Rs.)	Total Amount for the Total Quantity including Tax
1	CANON IMAGECLASS MF4750/ CANON MFP 4122 / Canon MFP 4720W	Cartridge 328	3					
2	CANON LASERJET LB6230DN	Cartridge 326	2					
3	CANON LASERJET LBP 6030B / LBP3108B	Cartridge 912	38					
4	Canon LaserShot LBP6018B	Cartridge 925	31					
5	CANON LP LBP6780X	Cartridge 324	2					
6	CANON MFP-MF4350D	FX9	1					
7	HP LASERJET 1015/1018/1020+/1022/1022N	HP Q2612A	47					
8	HP LASERJET 1108 /1136 /P1007/P1008 / MFP128 FN Pro./MFP M126W	HP 88A	47					

9	HP LASERJET M104A / MFP M132A Pro	HP 18A	4					
10	HP LASERJET M1120N / P1505N	HP 36A	55					
11	PANASONIC KX MB1520	KX FAT 410SX	1					
12	Samsung Laser Printer ML-1676	MLT-D1043S	10					
13	SAMSUNG MFP SCX 3401	MLT-D101S	1					
14	HP DESKJET D2460	HP 21 Black	1					
15	HP DESKJET D2460	HP 22 Tri-color	1					
16	HP LASERJET P2014	HP 53A	1					
17	CANON PIXMA E 600	PG-88	1					
18	CANON PIXMA E 600	CL-98	1					
19	CANON PIXMA MP160	PG-40	1					
20	CANON PIXMA MP160	CL-41	1					
21	HP Deskjet Ink Advantage 2135	HP 680 Black	1					
22	HP Deskjet Ink Advantage 2135	HP 680 Tricolor	1					
23	HP GT5810 MFP/GT5821 MFP	HP GT51 Black Original Ink Bottle (90CC)	3					
24	HP GT5810 MFP/GT5821 MFP	HP GT52 Cyan Original Ink Bottle (70CC)	3					
25	HP GT5810 MFP/GT5821 MFP	HP GT52 Magenta Original Ink Bottle (70CC)	3					
26	HP GT5810 MFP/GT5821 MFP	HP GT52 Yellow Original Ink Bottle (70CC)	3					

27	HP LASERJET 2645	HP678 BLACK	1					
28	HP LASERJET 2645	HP678 TRICOLOUR	1					
29	HP OFFICEJET 7110 WIDE FORMAT EPRINTER	HP 932 Black Ink Cartridge	1					
30	HP OFFICEJET 7110 WIDE FORMAT EPRINTER	HP 933 Cyan Ink Cartridge	1					
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32	HP OFFICEJET 7110 WIDE FORMAT EPRINTER	HP 933 Yellow Ink Cartridge	1					
33	WIPRO LINEMATRIX PRINTER - PRINTRONIX P7C-1000	RIBO-0154 (Ribbon Cartridge)	12					
34	Epson L6160 InkTank Printer	Black Ink Bottle 001	1					
35	Epson L6160 InkTank Printer	Cyan Ink Bottle 001	1					
36	Epson L6160 InkTank Printer	Magenta Ink Bottle 001	1					
37	Epson L6160 InkTank Printer	Yellow Ink Bottle 001	1					

**Authorised Signature**

**Date** :  
**Place** :  
**Seal** :