

Registered Office - C-9, 8th floor, Reserve Bank of India premises,
Bandra-Kurla Complex, Bandra-East, Mumbai-400 051

REQUEST FOR QUOTATION FOR SUPPLY OF TONERS

Date of Publishing the RFQ : 18th June 2012
Last date and time for Sealed Quotation Submission : 26th June 2012 - 3:00 PM
Date and Time of Quotation Opening : 26th June 2012 - 3.15 PM

Address for Quotation Submission & Opening : National Payments Corporation of India
13th Floor, R Tech Park,
off western express highway,
Nirlon Complex, Near HUB mall,
Goregaon- East, Mumbai - 400063.
**Mr.P K Narayanan Kutty (Head
Procurement)**
Contact: +91 40508500

Note:

Quotation has to be on the Company's letter head, stamp & signed by authorised person and enclosed in sealed envelope in the format given below. The envelope has to be superscribed "Request for Quotation for Tonners"

NPCI will open the sealed Envelope in the presence of Bidders' representatives who choose to be present on the date, time and address mentioned as above or as amended by NPCI from time to time.

1.0 SPECIAL INSTRUCTIONS:

- The bidder must be an authorized dealer of the OEM and submit the relevant Certificate / Authorization
- All toners must be genuine and from the original equipment manufacturer, no refills or remanufactured cartridges are allowed.
- Prices are to be fixed for the period of 6 months from the date of first Purchase Order. NPCI reserves the right to Purchase any quantity for above location during 6 months on repeat order basis.
- Prices must be given compulsory for all line items for the brands specified. Some items may not be ordered initially, but would be purchased as and when needed.
- The successful bidder shall be responsible for proper and timely dispatch of toner cartridges.

2.0 COMMERCIAL EVALUATION:

- The bidder quoting the lowest price will be the L1bidder/successful bidder.
- NPCI reserves the right to split the orders in the ratio of 60:40 between L1 and L2, if the difference in prices quoted by L1 and L2 is equal to or less than 10% and if L2 is willing to match the prices offered by L1.

3.0 SCOPE OF WORK:

- Supply of genuine original cartridges/toners at BKC, Goregaon, Chennai locations as and when required at below address:
a) RBI Premises Office:
National Payments Corporation of India,
C-9, 8th Floor, RBI Premises,

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Bandra Kurla Complex,
Bandra (E), Mumbai-400 051

b) Goregaon Office

National Payments Corporation of India,
13th floor, South side in R-Tech (Building No-2),
Pahadi, Goregaon (East) Mumbai-400 063

c) Mumbai Datacenter:

National Payments Corporation of India,
TATA Communications Ltd, Tower A-IDC 4th Floor,
Bandra Kurla Complex,
Near MTNL Office,
Bandra (E)

d) Chennai Office:

National Payments Corporation of India,
8th Floor, VBC Solitaire, 47 & 49,
Bazullah Road,
T Nagar, Chennai-600 017.

e) Chennai Datacenter:

National Payments Corporation of India,
Reliance Communication Infrastructure Limited,
Floor IDC Sha 1-A, Reliance House No-6,
Haddows Road, Nungambakkam,
Chennai -600006.

Inspection of tonners shall be carried out at NPCI. Bidder shall replace the damaged /rejected tonners to the satisfaction of NPCI without any extra cost.

4.0 DELIVERY PERIOD:

Toners shall deliver within 1 week for Mumbai Locations and within 2 weeks for Chennai Locations from the date of Purchase Order at the aforesaid address

5.0 PENALTY FOR DEFAULT IN DELIVERY:

If the Successful Bidder does not deliver tonners as per the above delivery schedule, or such authorized extension of delivery period as may be permitted in writing by NPCI, NPCI shall impose a penalty @ the rate of 0.5% each week's delay to a maximum of 5% of the total Purchase Order value of the tonners shall be recovered for delayed deliveries, without prejudice to any other right or remedy available under the Purchase Order.

6.0 PAYMENT TERMS:

- 100% payment payable against delivery of material to said locations. Payment shall be made within 30 days from the date of receipt of correct Invoice along with the delivery challan duly accepted by NPCI official.
- Invoice shall contain PAN and registration numbers for Service Tax, VAT, etc.

7.0 TAXES AND DUTIES:

- All taxes deductible at source, if any, at the time of release of payments, shall be deducted at source as per current rate while making any payment.

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- Prices is inclusive of all taxes, duties, charges and levies of State or Central Governments as applicable, VAT/Sales Tax/Service Tax, insurance, service taxes etc. Octroi if applicable shall be reimbursed additionally at actual on production of original receipt.
- The benefits realized by the successful bidder due to lower rates of taxes, duties, charges and levies shall be passed on by the Successful bidder to NPCI.

8.0 PRICE

Prices are to be fixed for the period of 6 months from the date of first Purchase Order. NPCI reserves the right to Purchase any quantity for above locations during 6 months on repeat order basis.

9.0 ORDER CANCELLATION:

In case it is found that the material supplied is not genuine OEM product, NPCI will cancel the Purchase order of L1 bidder and purchase the toners from the L2 bidder, for the remaining of the aforesaid period. NPCI also reserves the right to re float the RFQ.

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Commercial format

(On Company letter head duly stamp & signed by authorized Person)

A) MUMBAI							
	Printer Model	Toner Part Code	Colour if any	Quantity	Unit Price	Sub-Total	Location
1	HP LaserJet P2055d	CE505A	NA	3			DC Mumbai
2	Brother soft MFC 8880DN	TN3250	NA	3			DC Mumbai
3	LJM 1136 MFP HP	88A	NA	2			Goregaon
4	HP LJ M1536DNF MFP	78A	NA	30			Goregaon
5	HP LJ M3035 MFP	51A	NA	12			Goregaon
6	SAMSUNG SCX4X24	209L	NA	1			Goregaon
7	HP LJ P2055D	CE505A	NA	1			Goregaon
8	Samsung ML2245	MLT-D106S	NA	3			Goregaon
9	HP Laserjet 1020	12A	NA	3			Goregaon
10	HP Colour LJ CP1215	CB540A	Black	5			Goregaon
		CB541A	Cyan	3			
		CB542A	Yellow	3			
		CB543A	Magenta	3			
11	HP LJ 1007	88A	NA	4			RBI
12	HP LJ M3035 MFP	51A	NA	10			RBI
13	Samsung ML 2245	MLT-D106S	NA	2			RBI
14	HP Officejet 4500	HP 901 Black	NA	3			RBI
		HP 901 tricolour	NA	3			
15	Samsung SCX 4300	MLT-D109S	NA	3			RBI
16	Samsung ML 2571 N	ML-2010D3	NA	2			RBI
17	Canon L11121 E(2)	Cartridge 303	NA	6			RBI
18	HP colourjet CP1215	CB540A	Black	5			RBI
		CB541A	Cyan	3			
		CB542A	Yellow	3			
		CB543A	Magenta	3			
VAT/TAXES							
FREIGHT-IF ANY							
TOTAL-A							
B)CHENNAI & BANGALORE							
1	HP LASERJET PRINTER WITH DUPLEXER M5035 MFP	Q7551A	NA	3			Chennai

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2	HP P2055	CE505A	NA	6			DC Chennai
3	BROTHER MFC-8880DN	TN3250	NA	4			DC Chennai
4	HP LJ M1536DNF MFP	78A	NA	2			Bangalore
VAT/TAXES							
FREIGHT-IF ANY							
TOTAL-B							
TOTAL A+B							

COMPANY'S NAME

OFFER NO.

AND DATE

SIGNATURE

DESIGNATION