



ನವ ಮಂಗಳೂರು ಬಂದರು ಪ್ರಾಧಿಕಾರ  
ನವ ಮಂಗಳೂರು ಪತ್ತನ ಪ್ರಾಧಿಕಾರ  
**NEW MANGALORE PORT AUTHORITY**  
(Fully Solar Powered)  
ಭಾರತ ಸರ್ಕಾರ (ಪತ್ತನ, ಪೊತ ಪರಿವಹನ ಔರ ಜಲಮಾರ್ಗ ಮಂತ್ರಾಲಯ)  
Govt of India (Ministry of Ports, Shipping and Waterways)  
ಶಿರಿಯೂರು ಪಪಮ್ಬೂರ Panambur / ಮಂಗಳೂರು ಮಂಗಳೂರು Mangalore - 575010



**GST - 29AAALN0057A2ZG**

**No. ITD/Refilling/2023-24/01**

**Date: 06.07.2023**

Dear Sir,

Sub: NMPA- ITD- Re-fill/Re-Conditioning of cartridges on Annual Rate Contract - Quotations called for - Reg.

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Please be good enough to send your lowest quotation for Refilling/Reconditioning of Following Cartridges:

SL. No.	Cartridge	Rate for Refill the cartridge	Rate for Reconditioned the cartridge
1	Cartridge of all types of Brother Printer(Black)		
2	Canon 925 Cartridges		
3	Canon 326 Cartridges		
4	Canon 337 Cartridges		
5	Canon 303 Cartridges		

The quotation for the Refilling/Reconditioning of Cartridges should be as per the specification mentioned in the table only. It is necessary to submit other information like any taxes, duties, levies, and other charges if any.

## **Terms and Conditions:**

- a) **Output / Yield of toner cartridge:** The output/yield and printing quality of refilled /re-conditioned cartridge must be equal to that of an Original equipment Manufacturer (OEM).
- b) The Annual Rate Contract is invited for Refilling/Re-conditioning of Printer Cartridge on “As and When Required Basis” and the same shall be valid for one year from the date of issue, which may be extendable at the same rate, terms & conditions for one more year
- c) The Rates refilling of toner; replacement of cartridges parts other than those included in the table will be decided by mutual consent.
- d) All material, machinery, manpower and consumables etc. required for the refilling shall be arranged by the vendor.
- e) Sub-contracting of services/outsourcing is not allowed.
- f) After installing the refilled cartridges at the NMPA, in case, any problem is reported by the user, it shall be the responsibility of the vendor to check the cartridge at the NMPA and rectify the problem.
- g) Quantities of the work vary as per actual requirement.
- h) The vendor shall obtain the empty cartridges from the user location of NMPA.
- i) The vendor shall install the Refilled/Re-conditioned Printer Cartridge in the respective department’s printers.
- j) The vendor shall responsible for any damages of cartridge/ leakages of toner/Ink.
- k) 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.
- l) In case of brother printer, if required drum also be replaced.

**m) Penalty will be charged as under:**

- In case, work is not completed within the period stipulated in the scope of work penalty shall be levied at 0.5% per week on the prices subject to maximum 10% reckoned on the value of undelivered supplies.
  - Contractor have to carry out refilling work as per specification as mentioned in table within 48 Hrs. on receipt of intimation. Refilling/re-conditioning work will be in any user location of NMPA.
  - In case of complaint received from the User Department regarding refilled cartridge, you have to refill the same free of cost within 48 hours. On receipt of such repeated complaint from User Department order placed on you will be cancelled and same will be purchased from other party at your risk and cost.
- n)** The Cartridge should be fully emptied and thoroughly cleaned before refilling.
- o)** Good quality (Finest) toner powder shall be refilled to full capacity of cartridge.
- p)** Test print should be generated after installing the refilled cartridges.
- q) Quality of Toner:** The quality of toner must be finest quality.
- r) Quantity of toner powder:** The quantity of toner powder must be as per standards of OEM.
- s)** Work of Refilling/Re-conditioning printer toner Cartridge shall be completed in guidance/direction of IT Division.
- t)** Replacement of the all parts (Cartridge) should be original as per OEM.
- u)** The Contractor shall indemnify NMPA and its officers from any claim/loss whatsoever during the contract period.

## **Terms of Payment**

- i.** No advance payment.
- ii.** **Payment will be done on monthly basis.** Contractor will submit bill at the end of a month for numbers of Refilling work carried out during the month. Bill will be checked by Officer-in-charge and will be proceeded for payment as per procedures of NMPA.

**The Sr. Dy. Director (EDP), New Mangalore Port Authority** reserve the right to vary the quantity either in part or whole or reject the same without assigning any reasons therefor. The quotation in complete shape should be submitted in a **‘SEALED COVER’** super-scribed as **“QUOTATION FOR Re-fill/Re-Conditioning of cartridges on Annual Rate Contract”** addressed to the undersigned **on or before 17-07-2023, 3.00 P.M.**

Yours Faithfully,

**Sd/-**  
**(Shekhar Poojary S)**  
**Sr.Deputy Director (EDP)**