


<p>From:  <b>Odisha Gramya Bank</b>  <b>Head Office</b>  <b>GANDAMUNDA</b>  <b>BHUBANESWAR 751030</b></p>		<p>Telephone:0674-2353031/32/24  0674-2353045</p> <p>Telefax: 0674- 2353011  email: <a href="mailto:itdh@odishabank.in">itdh@odishabank.in</a> /  <a href="mailto:itd@odishabank.in">itd@odishabank.in</a></p>
<p><b>Ref .No:</b> OGB/IT/Hardware/ 173 /2018-19</p>		<p><b>Date :</b> 27-12-2018</p>

To,

All the eligible service providers.

**Sub: Request for quotation for Cartridge Refilling & Recycling of Laser Jet Printers.**

Odisha Gramya Bank invites closed and competitive sealed quotations for price/rate list for the cartridge refilling and recycling of HP, Brother, RICOH and Samsung LaserJet printers.

**Schedule:**

The bid with all the document should reach Head Office of Odisha Gramya Bank in closed envelope on or before 6<sup>th</sup> Jan, 2019, 5 p.m.

The bid will be opened on 7<sup>th</sup> Jan 2019 at 11:30 am.

**Address of Bid Submission:**

Shri S K BASA  
Head of the Department  
Information Technology Department,  
Head Office  
Odisha Gramya Bank  
Gandamunda,  
Bhubaneswar – 751030

**The bidder should comply below requirements and documents:**

**1. Scope of Work :**

- a) Bidder need to maintain the cartridge of the printers of various makes and models like HP, Brother, RICOH and Samsung LaserJet printers as available in Odisha Gramya Bank.
- b) The maintenance includes Refilling and Recycling of the cartridges of the printers.
  - **Refilling:** Refilling here means “In inkjet printing, refilling an empty printer ink cartridge with compatible ink that matches the cartridge of that printer”.
  - **Recycling:** Here recycling means refilling of cartridge and repair/ replacement of the Drum, Blade, Toner, PCR etc.
- c) In case, Recycling has been done for any of the cartridge of any printer, the selected Bidder should ensure that the same cartridge cannot be recycled again, unless and until the concerned cartridge has been refilled for 3 consecutive times after the 1<sup>st</sup> recycling.
- d) Vendor should ensure that the cartridges should print at least 1100 pages, once the cartridge is recycled or refilled. Vendor should provide undertaking regarding the same. In case of any such mechanism is available with the Bidder shame should be extended to the Bank.

## 2. Commercial:

a. The commercial should be submitted as per below format:

Table-1

SI No	Description of Items	Category	No of Units	Cost in Rs (Excluding GST)	GST Rate
1	Tonner refilling HP 12A/88A	Refilling of Cartridge	1		
2	Tonerer refilling Samsung Laser jet printer		1		
3	RICOH SP 210 (Refill)		1		
4	Brother DCP L25200 (Refill)		1		
5	Tonner refilling of Color (all) laserjet HP model CP1215		1		
6	Recycling of HP 12A/88A	Recycling of Cartridge	1		
7	Recycling of Samsung Laserjet Printer		1		
8	Recycling of color (all) laserjet HP model CP 1215		1		
9	RICOH SP 210 (Recycle)		1		
10	Brother DCP L25200 (Recycle)		1		

### One Time Cost: (Table # 1)

- Selection of L1 bidder will be reckoned based on the total price mentioned in Table 1
- All price should be quoted in INR excluding Taxes.
- Price quoted in Table# 1 are subject to negotiation between the L1 bidder and Bank.

## 3. Payment:

- 100% cost will be released on delivery, installation and completion of work.
- Bidder need to file the GST within the valid time period.

## 4. Terms and Conditions

- Prices should be in INR excluding all the taxes, duties and GST.
- Valid Document in support of Experience must be attached along with the Bid.
- GST rate should be mentioned. Billing address should be Head office of Odisha Gramya Bank, Bhubaneswar. GSTIN of Odisha Gramya bank is: 21AAAJO0221H1ZW.
- The rate contract validity is for Two year. If Bank decides, the rate contract may be extended for one more year.
- Bank reserves the right to cancel the order at any time. Bank may give the order to the selected Vendors on rotation basis if they agree to accept work order with L1 contract rate.
- Bank has the right to amend/modify any typing error / material error before the delivery.
- Prices should be provided in the commercial format as per the advertisement in the company letter head.
- Bidders need to quote the materials or hardware including labor charges/ installation cost.

Yours Faithfully

R. R. Venkatachary  
General Manager ITD