



## **Bhubaneswar Municipal Corporation** **SHORT QUOTATION CALL NOTICE**

**No. 50244/BMC Dated:05/12/2024**  
**File No: BMC/IT/XXXXX IT PMU/2024/13**

On behalf of the Bhubaneswar Municipal Corporation (BMC), Zonal Commissioner (Procurement) invites Sealed Quotations from manufacturers as Company/ Proprietorship Firm/ /Partnership Firm/ Original Equipment Manufacturer (OEM)/Authorized Dealer/ Authorized Business Partner/Private Limited Company/Limited Company “**Selection of an Agency for the Supply Original Toner & Cartridges for Printers to Bhubaneswar Municipal Corporation (BMC)**”.

The bidder shall submit the application along with the financial proposal on or before **dt: 13.12.2024 till 3:00 PM** only by speed post/registered post/ courier/hand delivery (**No drop box facility and submissions via FAX or email will not be considered**). For further details regarding the short quotation call notice, the intending bidders may visit the BMC website <https://www.bmc.gov.in>. The Bidding Document can be downloaded from BMC website.

For any queries, please contact Zonal Commissioner (Procurement ),BMC

Contact Details:9337741082 (PMU,BMC)

By Order of Commissioner, BMC

**Sd/-**

Zonal Commissioner (Procurement)  
Bhubaneswar Municipal Corporation

Memo No. **50245/ Dt. 05/12/2024**

Copy submitted to PA to Hon'ble Mayor/PA to Commissioner for kind information of Hon'ble Mayor and Commissioner, BMC.

Sd/-

Zonal Commissioner (Procurement)  
Bhubaneswar Municipal Corporation

SQCN for “Selection of an Agency for the Supply Original Toner & Cartridges for Printers to Bhubaneswar Municipal Corporation (BMC)”.

**Memo No. 50246/ Dt. 05/12/2024**

Copy to Additional Commissioner-I/ Additional Commissioner-II / Chief Finance Officer  
BMC for kind information.

Sd/-  
Zonal Commissioner (Procurement)  
Bhubaneswar Municipal Corporation

**Memo No. 50247/ Dt. 05/12/2024**

Copy to DC (IT),BMC for information and requested to upload in the BMC website.

Sd/-  
Zonal Commissioner (Procurement)  
Bhubaneswar Municipal Corporation

**Memo No. 50248/ Dt. 05/12/2024**

Copy to Office Notice/Zone office notice board Board for wide Publication.

Sd/-  
Zonal Commissioner (Procurement)  
Bhubaneswar Municipal Corporation

**SQCN for "Selection of an Agency for the Supply Original Toner & Cartridges for Printers to Bhubaneswar  
Municipal Corporation (BMC)".**

## **SHORT QUOTATION CALL NOTICE**

**No. 50244 /BMC Dated. Dt. 05/12/2024**

Sealed Quotations are invited by the Bhubaneswar Municipal Corporation (BMC) from the firms/ agencies (the "Bidders") to participate in tender " **Selection of an Agency for the Supply Original Toner & Cartridges for Printers to Bhubaneswar Municipal Corporation (BMC)**".

### **Schedule of Event**

<b>Sl. No.</b>	<b>Description</b>	<b>Date &amp; Time</b>
1	Issue of Advertisement	05/12/2024 by 07:00 PM
2	Last date and time for submission of proposal	13/12/2024 by 03:00 PM
3	Opening of the Proposal (Technical Bid)	13/12/2024 by 04:00 PM
4	Opening of the Financial Bid	13/12/2024 by 04:30 PM

#### **1. Eligibility Criteria:**

- a) The bidder should be a legal entity such as Company/ Proprietorship Firm/ Partnership Firm/ Original Equipment Manufacturer (OEM)//Authorized Dealer/ Private Limited Company/Limited Company Authorized Business Partner registered under relevant act(s)/ rules in India. (with valid registration documents.).
- b) The Supplier must have a valid GST, PAN and having registered office in locality of Bhubaneswar.
- c) Bidder must not have been barred or blacklisted by the Central Government, any state government, or any of its organisations from participating in any project or being awarded any contract and the bar subsists on the Proposal Due Date (In Bidder's letter Head).
- d) Conditional proposals submitted by the bidder shall stand cancelled.
- e) If the tender is not submitted in the proper format, the bid of the concerned bidder shall be outright rejected.

#### **2. Terms & Conditions:**

The selected agency will be responsible for Supply Original Toner & Cartridges for Printers as per the specifications listed to the office of Bhubaneswar Municipal Corporation (BMC) - ICOMC Tower, Unit-IX, in front of Satya Nagar Kali Temple, Janpath, Bhubaneswar - 751022, Odisha, India.

**SQCN for "Selection of an Agency for the Supply Original Toner & Cartridges for Printers to Bhubaneswar Municipal Corporation (BMC)".**

**a) Cartridge for for Black and White Printer:**

Cartridges must be OEM (Original Equipment Manufacturer) products, specifically model of the monochrome printers. Black and white printer cartridges must comply with ISO/IEC 19752 standards for print yield. The cartridge should guarantee consistent print quality with sharp text and minimal smudging.

**b) For Colour Printers:**

Colour cartridges must be OEM (Original Equipment Manufacturer) products (Cyan, Magenta, Yellow, and Black) must adhere to ISO/IEC 24711 standards. Colour toners should deliver high-resolution, vivid output with accurate color reproduction and clear text. Both black and colour toners should meet the printer manufacturer's standards for high-volume printing.

**c) Warranty Requirement:**

- A minimum 1-year warranty on all supplied cartridges, toners, and imaging units, covering any manufacturing defects or performance issues.
- In case of defects like poor print quality, premature exhaustion, or toner leakage, the supplier must offer immediate replacement at no extra cost.
- Warranty must cover any damage caused to printers by defective toner or cartridges, with the supplier liable for repair costs.

**d) Quality Standards:**

The supplied electronics gadgets must meet the following quality standards:

- All supplied Products must be of high quality, brand new, and sealed.
- The products should meet or exceed recognized standards of quality and performance (e.g., CE, ISO ,BIS, certifications).
- The Toner & Cartridges must be from genuine/original brands (as specified), and fully compliant with the technical specifications required.
- The agency must ensure that all supplied products meet the relevant industry standards for performance and durability.
- Before delivery, each item must undergo quality control checks to ensure they meet BMC's technical specifications.
- Defective or non-compliant products must be replaced by the agency without additional cost.
- Each item should be tested for defects before delivery, ensuring full operational capability.

**e) Technical Specifications:** As per mentioned in this Document.

**f) Logistics and Delivery:** The supplier is expected to deliver the required quantity as listed in technical specification to BMC within 3 to 5 days the issuance of the work order. The agency is responsible for making the necessary transportation arrangements at its own cost, as BMC will not cover any transportation expenses.

- The agency must ensure delivery of all products to the Bhubaneswar Municipal Corporation office.
- The goods should be securely packed to prevent any damage during transit.
- Batch-wise delivery is allowed only with prior approval from BMC, ensuring no delays in supply. Proper tracking and delivery management must be in place to ensure timely and safe delivery.

- Upon receipt of the goods, BMC will inspect and verify the delivery for quality and compliance with the specifications.

**g) Documentation and Reporting:**

- The supplier must provide detailed documentation, including invoices, delivery challans, and warranty certificates for each supplied item.
- Reports on the quality and quantity of supplied items should be provided to BMC upon each delivery.
- Any issues encountered during the supply process must be documented and communicated to BMC.

**h) Post-Delivery Support:**

- The agency must provide post-delivery support, including troubleshooting and technical assistance for the supplied products.
- In case of any issues with the supplied items within the warranty period, the agency must offer prompt replacement or repair services.
- The agency must maintain open communication with BMC to address any concerns related to the performance or quality of the products

**i) Technical Specification**

Sl No	Printer Model No	Cartridge Model No	Quantity of Cartridges	No of Pages Print	Brand Name
1	Canon MF244dw (F173700 )	<b>ANG 337</b>	2	2400	The brand should match the printer model number and cartridge model number, and the product must comply with IS standards, bear the ISI hallmark, and have BIS certification.
2	Canon IR 2002	<b>NPG 59</b>	<b>3</b>	<b>2000</b>	
3	Epson Colour Printer L15150XCNB00965 8	<b>INK(008)</b>	6	13500	
4	KONICA MINOLTA 226	<b>TN118</b>	3	12000	
	EPSON M 3170	<b>INK(005)</b>	39	6000	
5	Epson PA71A	<b>LX310</b>	6	2500	
6	CANON G2000 Colour Printer	INK(G1790)	6	27,000	

**3. Documents to be provided by the bidder:**

- a) The bidder must submit the documents in accordance with the eligibility criteria (Clause 1).
- b) Bidder information document in Annexure-I.
- c) Undertaking for Non-Blacklisting Annexure-II (In Bidder's letter head).
- d) Warranty Declaration Annexure-III (In Bidders letter head)
- e) Financial Proposal in Annexure-IV (separately sealed).

**SQCN for "Selection of an Agency for the Supply Original Toner & Cartridges for Printers to Bhubaneswar Municipal Corporation (BMC)".**

- f) Valid GST Registration Certificate.
- g) Valid PAN details.

#### 4. Submission of Bids:

- a) "The Tender Document is available for download on the website <https://www.bmc.gov.in>. The cost of the tender paper is **Rs. 708/- (Rupees Seven Hundred eight only)**, which is non-refundable. Payment should be made in the form of a Demand Draft in favor of the Commissioner, Bhubaneswar Municipal Corporation, payable at Bhubaneswar, issued by any Nationalized / Scheduled Bank.
- b) **The proposal should be submitted in three parts viz. "Tender Document Cost", "Technical Bid" and "Financial Bid" in the enclosed proforma. All the three envelopes containing the Tender Document Cost (Envelope 1), Technical Bid (Envelope 2) and Financial Bid (Envelope.3) should be sealed and marked separately and be put together in an outer envelope, which shall be sealed. The outer envelope shall bear given identification: Tender Call Notice No., Name of Tender Call Notice, Deadline for submission (Bid due date), Name and address of the bidder.**
- c) Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page.
- d) The submission of bid is in hard copy form and the last date and time for submission of bid (**Bid Due Date**) is **13/12/2024 up to 3:00 PM** at the below mentioned address of BMC, Bhubaneswar, through **Registered Post /Speed Post / Hand delivery or Courier Service only (No drop box facility and submissions via FAX or email will not be considered)**. Bids received after the specified time on the Bid Due Date shall not be eligible for consideration and shall be summarily rejected. Bids submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

**Zonal Commissioner (Procurement)  
Bhubaneswar Municipal Corporation (BMC),  
ICOMC Tower, Unit-9, Janpath,  
Bhubaneswar- 751022, Odisha,**

- e) The Technical Bids will be opened on **13/12/2024 at 04:00 PM** in the 4th Floor Conference Hall of Bhubaneswar Municipal Corporation (BMC). The Financial Bids of technically qualified bidders will be opened on the same day at **04:30 PM**.
- f) All representatives of bidders must be present at the time of the Technical Bid opening. They are required to bring catalogues with photos, where the technical specifications of the equipment are mentioned.
- g) The BMC reserves the right to accept or reject any or all bids and to annul the selection process and reject all bids at any time during the bidding process without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.
- h) The mode of selection shall be least cost method. The technical qualified bidder quoting the lowest amount in financial proposal (i.e. Annexure-IV) shall be declared as the selected bidder.
- i) BMC also, reserves the right to reject any Proposal if:
  - i. at any time, a material misrepresentation is made or uncovered, or
  - ii. the Agency does not submit in time any information or clarification asked for.

#### 5. Selection Process:

**SQCN for "Selection of an Agency for the Supply Original Toner & Cartridges for Printers to Bhubaneswar Municipal Corporation (BMC)".**

- a) Selection will be based on the evaluation of both the Technical and Financial Bids. Initially, a technical evaluation will be conducted through the scrutiny of documents provided by the bidders. If a bidder meets all the criteria outlined in Clause 1, they will be deemed eligible for the financial bid opening. The mode of selection shall be the Least Cost Method. The technically qualified bidder who quotes the lowest amount in the financial proposal (as per Annexure-IV) will be declared the selected bidder.

**6. Terms of Payment:**

- a) Bills Payment for the Equipment's will be disbursed by the BMC to the selected suppliers upon the satisfactory completion of the delivery process. The payment terms are outlined as follows:
- b) **Initial Payment (80%):**  
80% of the total payment will be released to the L1 bidder after the successful delivery of the specified quantities of equipment's as per the technical specifications outlined in the SQCN. Upon delivery, the Procurement Officer, BMC will ensure the quality and quantity and also certify that the products are in good condition. Once the quality and quantity is confirmed to be satisfactory, then the payment will be released.
- c) **Final Payment(20%):**  
The final 20% payment will be made after BMC confirms satisfaction with the quality and quantity of the products for a period of 2 months following delivery. During this period, if any defects or issues arise, it could impact the release of this final payment.
- d) In the event of any non-compliance or failure to meet the specified standards, the corresponding 20% may be subject to deduction or retained until satisfactory rectification.
- e) The rate quoted by the L1 bidder shall remain fixed for a period of one year. The authority reserves the right to procure the product as per their requirements, based on the quantity mentioned in the SQCN. However, the BMC shall not be bound to purchase the entire quantity or enter into an agreement for one year at the L1 rate.
- f) If the quality and quantity of the supplied products do not meet the specifications outlined in the SQCN, the selected supplier will be blacklisted by Bhubaneswar Municipal Corporation (BMC). In such a case, BMC reserves the right to award the contract to the next lowest bidder (L2) without any further notice to the original supplier.
- g) TDS will be charged as per Income Tax rule.

**Sd/-**

**Zonal Commissioner (Procurement)  
Bhubaneswar Municipal Corporation**

## Annexure-I

### **Bidder's Organization (General Detail)**

<b>Sl. No.</b>	<b>Description</b>	<b>Full Details</b>
<b>1</b>	<b>Name of the Agency</b>	
<b>2</b>	<b>Address for communication:</b> Tel : Fax: Email id:	
<b>3</b>	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No. : Email id :	
<b>4</b>	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
<b>5</b>	<b>Local office in Odisha</b> <b>If Yes, Please furnish contact details</b>	<b>Yes / No</b>
<b>6</b>	<b>Bid Processing Fee Details</b> Amount: Demand Draft No. : Date: Name of the Bank:	



7	PAN Number	
8	Goods and Services Tax Identification Number (GSTIN)	
9	Willing to carry out assignments as per the scope of work of the Tender Call Notice	<b>YES</b>
10	<b>Willing to accept all the terms and conditions as specified in the Tender Call Notice</b>	<b>YES</b>

**Authorized Signatory [In full and initials]: \_\_\_\_\_**

**Name and Designation with Date and Seal: \_\_\_\_\_**

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Annexure-II

**Undertaking for Non-Blacklisting**  
**(In Bidder's Letter Head)**

I/we, hereby undertake that, our organization has not been blacklisted / debarred by any of the Central / State Government Ministry / Department/ Office/Private Organization or by any Public Sector Undertaking (PSUs) and I/we are not blacklisted by any authority and that no debarment/blacklisting subsists as on the Proposal Due Date.

Yours sincerely,

**Authorized Signature**

**[In full and initials]:** \_\_\_\_\_

**Name and Designation of the Signatory:**

**Name of the Bidder and Address**

**SQCN for "Selection of an Agency for the Supply Original Toner & Cartridges for Printers to Bhubaneswar Municipal Corporation (BMC)".**

**Annexure-III**  
**Warranty Declaration**  
**(On Letterhead of the Bidder)**

**Subject: Declaration of 1-Year Warranty for the Equipment's**

We are pleased to submit this declaration in response to your Short Quotation Call Notice for "Selection of an Agency for the Supply Original Toner & Cartridges for Printers to Bhubaneswar Municipal Corporation (BMC)" Our company will hereby guarantee a comprehensive 1-year warranty for the equipment's specified in Short Quotation Call Notice . This warranty covers any defects in materials and workmanship, ensuring optimal performance and reliability throughout the stated period. We stand behind the quality of our product and are committed to providing prompt and efficient support for any issues that may arise during the warranty period.

Sincerely,

For and on behalf of: \_\_\_\_\_

(Bidder Stamp)

(Signature, name and designation of the authorized signatory)

**SQCN for "Selection of an Agency for the Supply Original Toner & Cartridges for Printers to Bhubaneswar Municipal Corporation (BMC)".**

FINANCIAL PROPOSAL SUBMISSION FORM

(Annexure-IV)

(On the Letter head of The Bidder)

FROM

(NAME OF THE FIRM)

TO

**The Zonal Commissioner (Procurement)**

**Bhubaneswar Municipal Corporation**

ICOMC Tower

Janpath, Unit-9

Bhubaneswar - 751022, Odisha

**Subject: " Selection of an Agency for the Supply Original Toner & Cartridges for Printers to Bhubaneswar Municipal Corporation (BMC)".**

Sir,

Being duly authorized to represent and act on behalf of \_\_\_\_\_

(Name of the Bidder),having reviewed and fully understood all the requirements of the Short Quotation Call Notice issued by BMC vide no.\_\_\_\_\_ dated\_\_\_\_\_ for "Selection of an Agency for the Supply Original Toner & Cartridges for Printers to Bhubaneswar Municipal Corporation (BMC)", hereby submitting the financial proposal in the prescribed format as given below:

SI.No.	Description of Item	Quantity Required (A)	Cost in Rs./unit (B)	In Rs. (AxB)	Applicable GST in RS	Total Cost In Rs. Inclusive of GST
1	Canon MF244dw (F173700 )	2				
2	Canon IR 2002	3				
3	Epson Colour Printer L15150XCNB00965 8	6				
4	KONICA MINOLTA 226	3				

5	EPSON M 3170	39				
6	Epson PA71A	6				
7	CANON G2000 Colour Printer	6				
Total Amount in Rs (Inclusive of GST)						
<b>Applicable GST in.....%</b>						

**Note:** All equipment and materials must meet the quality standards specified in Clause 2.i.

Yours faithfully

Seal & Signature of the Bidder

Full Name of the Bidder

Date: \_\_\_\_\_

**SQCN Selection of an Agency for the Supply Original Toner & Cartridges for Printers to Bhubaneswar Municipal Corporation (BMC)**