

### Bid Document/ बिड दस्तावेज़

| Bid Details/बिड विवरण   |  |
|---|--|
| <b>Bid End Date/Time/बिड बंद होने की तारीख/समय</b>  | 24-03-2025 17:00:00  |
| <b>Bid Opening Date/Time/बिड खुलने की तारीख/समय</b>   | 24-03-2025 17:30:00  |
| <b>Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)</b>  | 180 (Days)   |
| <b>Ministry/State Name/मंत्रालय/राज्य का नाम</b>  | Ministry Of Science And Technology   |
| <b>Department Name/विभाग का नाम</b>   | Department Of Science And Technology (dst)   |
| <b>Organisation Name/संगठन का नाम</b>   | Sree Chitra Tirunal Institute For Medical Sciences And Technology (sctimst)                                      |
| <b>Office Name/कार्यालय का नाम</b>  | Thiruvananthapuram   |
| <b>क्रेता ईमेल/Buyer Email</b>  | buyer22.sctimsts.kl@gembuyer.in  |
| <b>Item Category/मद केटेगरी</b>   | Custom Bid for Services - Refilling of Toners and Catridges on per call  |
| <b>Similar Category/समान श्रेणी</b>   | <ul style="list-style-type: none"> <li>Annual Maintenance Contract for Networking Devices (Version 2)</li> </ul> |
| <b>Contract Period/अनुबंध अवधि</b>  | 1 Year(s)  |
| <b>Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष</b>                     | 2 Year (s)   |
| <b>Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है</b>  | Yes  |
| <b>MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है</b>              | Yes  |
| <b>Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है</b> | Yes  |

| Bid Details/बिड विवरण  |  |
|--|--|
| Document required from seller/विक्रेता से मांगे गए दस्तावेज़   | Experience Criteria,Bidder Turnover,Certificate (Requested in ATC)<br>*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| Do you want to show documents uploaded by bidders to all bidders participated in bid?/   | No   |
| Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया   | No   |
| Type of Bid/बिड का प्रकार  | Two Packet Bid   |
| Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय | 2 Days   |
| Estimated Bid Value/अनुमानित बिड मूल्य   | 500000   |
| Evaluation Method/मूल्यांकन पद्धति   | Total value wise evaluation  |
| Arbitration Clause   | No   |
| Mediation Clause   | No   |

#### EMD Detail/ईएमडी विवरण

|                   |    |
|-------------------|----|
| Required/आवश्यकता | No |
|-------------------|----|

#### ePBG Detail/ईपीबीजी विवरण

|                   |    |
|-------------------|----|
| Required/आवश्यकता | No |
|-------------------|----|

#### MII Compliance/एमआईआई अनुपालन

|                               |     |
|-------------------------------|-----|
| MII Compliance/एमआईआई अनुपालन | Yes |
|-------------------------------|-----|

#### MSE Purchase Preference/एमएसई खरीद वरीयता

|   |     |
|---|-----|
| MSE Purchase Preference/एमएसई खरीद वरीयता | Yes |
|---|-----|

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
4. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
5. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
7. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
  2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
  3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Scope of Work:**[1740937682.pdf](#)

**Payment Terms:**[1740937691.pdf](#)

**GEM Availability Report ( GAR):**[1740937699.pdf](#)

**Buyer's Competent Authority Approval:**[1740937707.pdf](#)

**Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:**[1740937718.pdf](#)

**Custom Bid For Services - Refilling Of Toners And Catridges On Per Call ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

| Specification  | Values  |
|--|---|
| <b>Core</b>  |   |
| Description /Nomenclature of Service Proposed for procurement using custom bid functionality | Refilling of Toners and Catridges on per call |

| Specification                               | Values |
|---|--------|
| Regulatory/ Statutory Compliance of Service | YES    |
| Compliance of Service to SOW, STC, SLA etc  | YES    |
| <b>Addon(s)/एडऑन</b>                        |        |

#### Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

#### Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

| S.No./क्र. सं. | Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी | Address/पता  | The quantity of procurement "1" indicates Project based or Lumpsum based hiring. | Additional Requirement/अतिरिक्त आवश्यकता |
|----------------|---|--|--|--|
| 1              | Shiju V S   | 695011,Sree Chitra Tirunal Institute For Medical Science and Technology,Medical College PO, Trivandrum | 1  | N/A                                      |

#### Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

##### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

##### 2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

##### 1. Terms & Conditions for Registration

- The company has a service center in Thiruvananthapuram and has experience executing similar per-call service during the last two years, having a mobile contact number as well as an office land telephone/email facility. **(Proof to be submitted)**.
- Door collection of toners/catridges after marking the serial numbers in a register.
- Door delivery of catridges, toners in good packing.
- Packing cover to have a sticker showing the date of refill, weight and components changed.
- 100% guarantee for refilling
- Vacuum sealing for shelf life
- Return of non-functional catridges/toners.

8. Successful company has to sign an agreement with the institute in a Rs 200 stamp paper along with a security deposit of **Rs 15500/-** (returnable after one year) by DD or by Bank Guarantee. The cost will be waived based on relevant certificates for the tendered items on production of documents such as NSIC Registration Certificate, etc. for the specific category of item and should remain valid for the above tender period.

9. Hand written quotation will not be accepted.

10. A work order will be issued for the particular work and the amount will be paid online within a month of completion. Company has to register for online payment.

The companies who can satisfy the above conditions may submit duly filled covers superscribed "**Quotation for refilling of cartridges (Hospital Wing)**" showing the willingness to service along with rate of all spares for support in the format mentioned; addressed to **Director, Sree Chitra Tirunal Institute For Medical Sciences & Technology, Medical College PO, Thiruvananthapuram Pin 695011** on or before **23/02/2025 4 PM**.

Quotation Format for refilling of Toners and Cartridges on per call  
(Company Letter Head)

|          |  |                             |                               |                  |                                     |
|----------|--|-----------------------------|-------------------------------|------------------|-------------------------------------|
|          |  |                             |                               |                  |                                     |
| 1        | Name of the firm   |                             |                               |                  |                                     |
| 2        | Address of the firm  |                             |                               |                  |                                     |
| 3        | Name of the authorised signatory   |                             |                               |                  |                                     |
| 4        | Contact numbers (Mobile and Land line)   |                             |                               |                  |                                     |
|          |  |                             |                               |                  |                                     |
| <b>A</b> | <b>Details of Service</b>  | <b>Approximate Quantity</b> | <b>Rate without GST in Rs</b> | <b>GST in Rs</b> | <b>Total amount with GST in Rs.</b> |
| 1        | Refilling rate for 140GM quantity in HP 12A (High yield polyester toner imported, print yield 1500-2000 sheets, shelf life 6 months)     | 89                          |                               |                  |                                     |
| 2        | The refilling rate for 100GM quantity in HP 88A (High yield polyester toner imported, print yield 1000-1500 sheets, shelf life 6 months) | 387                         |                               |                  |                                     |

|   |   |    |  |  |  |
|---|---|----|--|--|--|
| 3 | Refilling rate for 140GM quantity in HP 78 (High yield polyester toner imported, print yield 1500-2000 sheets, shelf life 6 months) | 23 |  |  |  |
| 4 | Refilling Rate for HP 104A laser imaging drum   | 5  |  |  |  |
| 5 | Refilling rate for full capacity in HP  |    |  |  |  |

|   |   |  |  |  |  |
|---|---|--|--|--|--|
|   | 137X (High yield polyester toner imported, print yield 2400-2500 sheets, shelf life 6 months)   |  |  |  |  |
| 6 | Refilling rate for full capacity in HP<br><br>137A (High yield polyester toner imported, print yield 1100-1200 sheets, shelf life 6 months) |  |  |  |  |
| 7 | Refilling rate for full capacity in HP<br><br>77X (High yield polyester toner imported, print yield 9500-10000 sheets, shelf life 6 months) |  |  |  |  |
| 8 | Refilling rate for full capacity in HP<br><br>77A (High yield polyester toner imported, print yield 3000-3200 sheets, shelf life 6 months)  |  |  |  |  |
| 9 | Refilling rate for full capacity in<br><br>Canon 070 (High yield polyester toner imported, print yield 3000 pages, shelf life 6 months)     |  |  |  |  |

|          |  |     |  |  |  |
|----------|--|-----|--|--|--|
| 10       | Refilling rate for full capacity in<br><br>Canon 070H High density(High yield polyester toner imported, print yield 10,200 pages, shelf life 6 months) |     |  |  |  |
|          |  |     |  |  |  |
| <b>B</b> | <b>Details of Spares</b>   |     |  |  |  |
| 1        | Drum for HP 12A  | 86  |  |  |  |
| 2        | Wiper blade for HP 12A   | 23  |  |  |  |
| 3        | Doctor blade for HP 12A  | 29  |  |  |  |
| 4        | PCR for HP 12A   | 30  |  |  |  |
| 5        | Magnetic roller for HP12A  | 10  |  |  |  |
| 6        | Drum for HP 88A  | 251 |  |  |  |
| 7        | Wiper blade for HP 88A   | 91  |  |  |  |
| 8        | Doctor blade for HP 88A  | 101 |  |  |  |
| 9        | PCR for HP 88A   | 107 |  |  |  |
| 10       | Magnetic roller for HP88A  | 34  |  |  |  |
| 11       | Drum for HP 78A  | 19  |  |  |  |
| 12       | Wiper blade for HP 78A   | 8   |  |  |  |
| 13       | Doctor blade for HP 78A  | 9   |  |  |  |
| 14       | PCR for HP 78A   | 9   |  |  |  |
| 15       | Magnetic roller for HP78A  | 1   |  |  |  |
| 16       | Drum for HP 104A/103A  | 6   |  |  |  |
| 17       | Drum for HP 137A/X   | 5   |  |  |  |
| 18       | Wiper blade for HP 137A/X  | 5   |  |  |  |
| 19       | Doctor blade for HP 137A/X   | 5   |  |  |  |

|    |                                    |    |  |  |  |
|----|------------------------------------|----|--|--|--|
| 20 | PCR for HP 137A/X                  | 5  |  |  |  |
| 21 | Magnetic roller for HP 137A/X      | 5  |  |  |  |
| 22 | Drum for HP 77A/X                  | 2  |  |  |  |
| 23 | Wiper blade for HP 77A/X           | 2  |  |  |  |
| 24 | Doctor blade for HP 77A/X          | 2  |  |  |  |
| 25 | PCR for HP 77A/X                   | 2  |  |  |  |
| 26 | Magnetic roller for HP 77A/X       | 2  |  |  |  |
|    |                                    |    |  |  |  |
| 27 | Drum for Canon 070/070H            | 10 |  |  |  |
| 28 | Wiper blade for Canon 070/070H     | 10 |  |  |  |
| 29 | Doctor blade for Canon 070/070H    | 10 |  |  |  |
| 30 | PCR for HP Canon 070/070H          | 10 |  |  |  |
| 31 | Magnetic roller for Canon 070/070H | 10 |  |  |  |
|    |                                    |    |  |  |  |

The company agrees to execute the works subject to the conditions specified  
in the notice Offer validity -

Name and Signature of company executive with date.

## Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.



2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

**---Thank You/धन्यवाद---**