TENDER DOCUMENT
FOR
Refilling of Mono Laser Black Toner

N.I.T. NO.- UCIL/EDP/CART-REF/17-05
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NOTICE INVITING TENDER NO- UCIL/EDP/CART-REF/17-05

Sealed tenders (single part) are invited in triplicate (1 Original + 2 copies) from reliable, resourceful, experienced and reputed Contractor meeting the PQC criteria as detailed below for execution of following work:

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<td>Starting date for commencement of uploading the tender document</td>
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<td>Last date of submission of tender document</td>
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<td>Date and time of opening of tender</td>
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*If the office of UCIL Jaduguda happens to be closed on the last date and time mentioned for any of the above event, the said even will take place on the next working day at the same time and venue.*

**Pre-qualification criteria (PQC):**

1. The bidder should have PAN (Permanent Account Number) & GST Registration number.
2. Experience of having successfully similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:
   
   i. One similar work order costing not less than the amount equal to 80% of the estimated cost i.e. Rs. 1,57,112/- **OR**
   
   ii. Two similar works order each costing not less than the amount equal to 50% of the estimated cost i.e. Rs. 98,195/- **OR**
   
   iii. Three similar works order each costing not less than the amount equal to 40% of the estimated cost i.e. Rs. 78,556/-

‘Similar Works means’ Refilling of Mono Laser Black Toner of an Industrial/commercial establishment of repute. **Tender received without PAN No. & GST Registration number will be summarily rejected.** Documentary evidence in form of Certificates from clients / Work order copies specifying the work and the amount of contract should be submitted.
The tender documents can be downloaded from our website: www.uraniumcorp.in. The documents as prescribed above must be submitted along with the technical proposal failing which the offer will not be considered.

The tenders in triplicate (1 original + 2 copies) in single part i.e. Part-I, eligibility documents meeting the PQC including signed copy of tender document and PART-II, Techno-commercial cum financial bid are to be submitted in the tender box kept in the O/o D.G.M [Inst./Pers.&IRs], UCIL, Jaduguda, P.O.: Jaduguda Mines, Dist.: East Singhbhum, Jharkhand, State – 832102 on or before the date and time fixed for receiving the bid. Telex, telegraphic or E-mail bids will not be entertained.

The experience certificate for the job found to be forged or fake during the course of verification, the party will be black-listed to carry out any work in any of the units for Uranium Corporation of India Limited and suitable legal action shall be taken against the party.

The sealed outer cover should containing two envelopes, each sealed and marked with NIT no., closing date and general description of work tendered for and type of bid. Outer Sealed cover which should be super-scribed with NIT No., closing date and general description of the work quoted for.

Offer will be opened on the due date as mentioned above by the Corporation’s authorized representative(s) in the presence of the Tenderers who are present.

The Corporation reserves the right to accept or reject any or all tenders either in full or part or to split up the work, if necessary, without assigning any reasons therefore. The copy of this notice is available on our website www.uraniumcorp.in.

For Chairman and Managing Director
Uranium Corporation of India Limited

Distribution:
All Notice Boards
Scope of work and Terms & Conditions

1. Name of work: Refilling of Mono Laser black Toner.

2. Scope of the work: Refilling of Mono Laser black toner powder in existing toner cartridges along with toner drum cartridge and other accessories during each Refilling of toner cartridges to keep the cartridge in order and smooth functioning.

3. Approximate nos. of quantity is 410 in a year. Qty may increase/decrease.

4. Location: Jaduguda, Narwapahar, Turamdih. (No extra travelling expenses will be paid).

5. The tenure of the contract shall be for one year (12 months). Extend up to further one year if found satisfactory.

6. Payment terms: The payment will be release for each refilling after successful completion & submission of invoice along with users requisition duly signed by authorized signatory. The users requisition Performa is enclosed as Annexure-2.

7. Rate: The rate should be quoted as per Annexure-1.

8. Taxes: Inclusive

9. Validity: Offer should be valid for 90 days.


11. Submission & Opening of Tender: -Tender / bid shall be submitted in a manner asked strictly in accordance with the tender terms & conditions giving full details. Contractor shall sign and stamp on each pages of this tender document. Canvassing in any form is strictly prohibited and disqualifies the tenderer for the tender submitted for. Tenders will be rejected, if sealed tender envelopes are not super scribed on the top as per instructions given. Tenders will not be received after due date and time. Tenders will not be accepted by Telex/Telegram/Fax/E-mail. If any of the date under this contract is declared holiday, the event scheduled on that day will be automatically shifted on the next working days.

12. Conditional offer is not acceptable. In case of non acceptance of single terms & conditions the offer will be rejected.

13. The rates should be quoted strictly in accordance with the price format given in tender document. The rate quoted shall be the deciding factor for L1 bidder. Mere quoting lowest rates will not amount to commitment on the part of UCIL for award of contract. UCIL, reserves the right to accept or reject any or all tenders without assigning any reasons. UCIL also reserve rights to award contract or cancel.

14. Working Hours (Delivery/re-filling status ) :- As the requirement is for round the clock operation. Service engineer will be deputed as per instruction of Engineer-in-charge. The successful bidder has to complete the refilling job at our site even for a single cartridge within 24 hours as and when required. No extra claims shall be entertained for working beyond duty hours in such urgency.

15. Contract Agreement: - Contract Agreement should be executed in prescribed format on a non-judicial stamped paper before commencement of work within one week from the date of issue of work order / L.O.I. However, no payment will be made without execution of contract agreement.
16. Commencement of work: - Work will commence immediately from the date of issue of work order. Contractor will report to the Engineer In charge, UCIL immediately on receipt of work order for further instructions for carrying out the job. A letter duly signed under contractor’s official seal as a token of acceptance of all terms & conditions of work order must reach in the office within five days of receipt of the order. The work order no. & date as well as name of work must be quoted in all correspondences.

17. Jurisdiction / Dispute / Arbitration: - Any or all disputes arising out of the work order/contract shall be settled by mutual discussion and in the event of not arriving at a settlement, the disputes shall be referred to a sole arbitrator chosen by UCIL and the provisions of the Arbitration and Conciliation Act, 1996 any amendment thereto shall apply to the arbitration proceedings under this clause and it shall take place in Jamshedpur only. Further dispute/disputes if any, arising from arbitration shall be subject to the jurisdiction of courts in Jamshedpur only.

18. Safety Rules & Regulations for contractor’s employees: - UCIL’s Safety Rules & Regulations for contractor’s employees will be complied strictly during the execution of works at site. Contractor shall ensure the use of safety appliances during the work at site.

19. Visit of Site and Locality prior to quote rate (s): - Before submission of tender, the tenderers are advised to physically visit the site to make themselves fully conversant with the site, understand the site working conditions, nature of jobs, etc. prior to quote for the same.

20. Tax & Duties: - The quoted rate should be inclusive of all taxes and duties including GST or any other tax, if applicable.

21. Validity: - The offer should remain valid for a minimum period of 90 days from the date of opening of the final price part. The Tenderers shall not be allowed to increase, amend or withdraw his tender within this period and if he does the party will be black-listed and suitable legal action shall be taken against the party.

22. Indemnity: - Contractor will fully indemnify the corporation against all responsibility and whatsoever arising out of accident / injury to contractor’s workmen, third party or to corporations’ personnel and properties.

23. Award of Contract: - The Corporation reserves the right to accept or reject any or all tender either in full or part or to split up the work, if necessary, without assigning any reasons therefore.

24. Security Rules & Regulations and Entry Passes: - Contractor shall strictly abide by the prevailing security rules and regulations and also to be enforced by UCIL time to time. Entry to the works premises is strictly restricted and only bonafide pass (permission) holders are allowed.

25. Penalty: If Toner is not refilled within 2 working days, suitable substitute shall be provided without commercial implication. Failing which penalty @ Rs 50/- per day per toner shall be imposed maximum up to Rs. 5000/- during contract period.
## Annexure - 1

### PRICE FORMAT

1. **Name of the Company** :

2. **Address** :

3. **Tel. No. & FAX No.** :

4. **E-mail** :

5. **Contact Person** :

<table>
<thead>
<tr>
<th>SNo.</th>
<th>Items Description</th>
<th>Qty. (Nos.)</th>
<th>Unit Rate (Inclusive of all taxes and duties and others charges) per year (Rs)</th>
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<tr>
<td></td>
<td>Refilling of mono Laser black toner powder in existing cartridges along with toner drum during each Refilling and other accessories of toner cartridges as and when required to keep the toner cartridge in order.</td>
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**Note:**
1. All item rates must be written in figure and words.
2. All the pages of tender document must be duly signed by tenderer along with their seal.
3. Overall rebate if any must be quoted in the above only.

[Name and signature of the tenderer with Rubber Stamp]
Annexure -2

JADUGUDA/NARWAPAHAH/TURAMDIH

User Requisition

N.I.T. No.: UCIL/EDP/CART-REF/17-05

To
The Accounts department
UCIL, Jaduguda

Date of refilling: .......................................................... Requisition No.: ...................(Filled by the arty)

Printer Model and Toner No.: .............................................................................................................

Quantity of cartridges refilling: (In number)...........................................................(In words ).................................

User Name: ................................................................................................ Location: ........................................................

Certified that the above numbers quantity of toner has been supplied by M/s........................................ &

it’s working successfully, hence the payment may be released.

____________________________
Signature of Authorized Signatory