



**OFFICE OF THE PRINCIPAL**  
COLLEGE OF MEDICINE & J.N.M HOSPITAL  
WEST BENGAL UNIVERSITY OF HEALTH SCIENCES  
KALYANI, NADIA, WEST BENGAL. PIN- 741235  
Email: principal.comjnmh.kalyani@gmail.com

Tender Reference No. : COMJNMH/PR/2025/394

Date: 25/02/2025

**NOTICE INVITING E-TENDER FOR SUPPLY & REFILLING'S OF TONER CARTRIDGES AND OTHER SIMILAR IT ACCESSORIES FOR PRINTER AND PHOTOCOPIERS.**

**NIT No.: E-NIT 03 2025**

(Through Pre-qualification)

(Submission of Bid through NIC e- tender portal)

The Principal, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia having its office at Kalyani, Nadia, PIN - 741235 invites e - tender through the NIC Portal for **"Supply & Refilling's of Toner Cartridges and Other Similar IT Accessories for Printer and Photocopiers"** to its office. The Principal, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia invites Bids through e-Tender in Two Bids System (Technical & Financial Bid). For Details and downloading the tender details, interested resourceful, bona-fide and experienced Proprietor(s)/ Firm(s)/ Companies/ Supplier(s)/ Co-operative societies having requisite financial capability and sufficient relevant experience may please visit the websites: <https://wbtenders.gov.in>. & <https://wbuhs.ac.in/>. For any further assistance, please visit office of the Principal, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia.

**General Information, Credentials, Terms and Conditions for Submitting Tenders:**

**1. Documents Downloading:**

Intending Bidder(s) may download the tender documents free of cost from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC). The tender Documents also be downloaded from the <https://wbuhs.ac.in/> website also.

**2. Earnest Money Deposit (EMD):**

The tender will have to be submitted under the existing orders of the Government of the West Bengal, must deposit earnest money of ₹ 10,000 (Rupees Ten Thousand Only) Electronically (ONLINE MODE) only as detailed in Government of West Bengal, Finance (Audit) Department **Memo No. 3975-F(Y) Dated: 28<sup>th</sup> July, 2016**. The earnest money of the Bidder(s) will be liable to forfeiture if the bidder withdraws from the tender process as a whole or for any particular item or items at any stage after the opening of the tender, for fails/ refuses to enter into written agreement for any of all the items of his accepted tender with in the time specified when requested to do so or face to furnish necessary Security Deposit with in the stipulated time, if any.

**3. Submission of Bids:**

Both Technical and Financial bids are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>. All papers must be submitted in English Language.

**4. Time Schedule for e-tender:**

Time schedule for obtaining the bid documents, registration with the tendering authority, the submission of bids and other documents etc. will be as per the list provided.

**5. Eligibility:**

Resourceful, bona-fide and experienced Proprietor(s)/ Firm(s)/ Companies/ Supplier(s)/ Co-operative societies having requisite financial capability and sufficient relevant experience. **Bidders must provide a valid Original Equipment Manufacturer (OEM) Authorization letter with a Unique Manufacturer Authorization File (MAF) Number.** Failure to provide this authorization will result in disqualification. Work order in support of Supply & refiling of Cartridges in Government Office/ PSU/ Semi-Government Office/ Autonomous bodies must be submitted. Payment certificate against supply order from the appropriate authority for the Financial Year 2021-22, 2022-23, and 2023-24. The Bidder should have achieved a minimum turnover ₹ 5,00,000/- (Rupees Five Lakh Only) in each financial year for same nature of supply.

**6. Submission of the Tender:**

The tender is to be submitted in two Bid System (Technical Bid or Bid A & Financial Bid or Bid B). The scanned document(s) uploaded should be legible, readable & should not be repetitive. Uploading of illegible document(s) will not be accepted and will stand for rejection of bid.

**(A) Technical Bid or Bid A: Part- I**

**TECHNICAL PROPOSAL BID: STATUTORY FOLDER CONTAINING THE FOLLOWING DOCUMENTS (Single File, Multiple Pages Scanned in PDF Format):**

<b>A</b>	Earnest Money Deposit (EMD) ₹ 10,000 (Ten Thousand Only) or EMD Exemption NSIC Certificate/ SSI (MSME). Proof of submission of applicable EMD amount.
<b>B</b>	Checklist in the prescribed format in Annexure- III.
<b>C</b>	Application in the prescribed format in the Annexure- I.

**Technical Bid or Bid A: Part- II**

**Non- Statutory Document/ Other Important Documents (OID).**

**Company Specific Technical Documents (Single File, Multiple Pages Scanned)**

Sl. No.	Category	Sub Category	Sub Category Description
<b>A</b>	Certificates	Certificates	Valid PAN Card of the Bidder Company.
			Valid GST Registration Certificate.
<b>B</b>	Company Details	Company Details	Valid Trade License, Enlistment Certificate & Valid Original Equipment Manufacturer (OEM) Authorization letter with a Unique Manufacturer Authorization File (MAF) Number
			Certificate of Incorporation/ Registration with Register of Companies/ Deed of Consortium or Partnership Firm with Registration Certificate.
<b>C</b>	Credential	Credential 1	Work order in support of Supply & refiling of Cartridges in Government Office/ PSU/ Semi-Government Office/ Autonomous bodies. Payment certificate against supply order from the appropriate authority for the Financial Year 2021-22, 2022-23, and 2023-24. (the Bidder should have achieved a minimum turnover ₹ 5,00,000/- (Rupees Five Lakh Only) through sale of toner & cartridges during each Financial Year 2021-22, 2022-23, and 2023-24).
		Credential 2	Credit Facilities Bank Certificate or Bank Solvency certificate as per the format given in the NIT at the

			Letter Head of the concern bank in Annexure- II.
<b>D</b>	Financial Information	Payment Certificate 1	Income Tax Return Submitted for the Financial Year 2021-22, 2022-23, and 2023-24. GST Return for the Financial Year 2021-22, 2022-23, and 2023-24 (Last Quarter with Payment Documents).
		Payment Certificate 2	Profit and Loss (PL) Account and Balance Sheet for the Year 2021-22, 2022-23, and 2023-24 (With Auditor Signature).
<b>E</b>	Documents	Documents 1	Bidder's Undertaking (Affidavit of non-conviction affirmed before a Notary Public/ First Class Judicial Magistrate/ Executive Magistrate, Furnished after date of Publication of Tender) in Annexure- V.
		Documents 2	Duly filled in CHECKLIST in the prescribe format (Annexure- III). Page no of Documents must be mentioned in the checklist before uploading the same.

**B) "BID B": Financial Cover: - BOQ:**

The folder as "Financial Bid" shall contain in Excel File. The Rate per Accounting Unit exclusive of GST will have to be quoted in INR (Indian Rupees) only (GST will be calculated at the time of issuance of work order). Financial bid must be uploaded at the [www.wbtenders.gov.in](http://www.wbtenders.gov.in) .

Directions to bidders for quoting price online. Consider only the following column in BOQ and quote your rate.

**7. Evaluation of Tender:**

During the tender evaluation process, the Technical Bid will be opened first. Technical Bid will be evaluated by the **Tender Committee**. The Financial Bids of those qualified in Technical Bid will be opened only. The Financial Bids of those bidders failing in Technical Bid will not be opened and shall be rejected. The Bidder offering the specified item(s) at the lowest rates will only be selected as L1.

**8. Terms and Conditions of the Tender:**

**8.1 Rate:**

- 8.1.1** Rate of each item shall be quoted. All rates should be quoted inclusive of all Taxes, Cess, Levy, Octroy, Royalties, Transportation, Loading- Unloading Charges, and Stacking etc. including all other incidental charges therein. No other charges will be allowed beyond the quoted rate(s).
- 8.1.2** Rates quoted shall be valid for entire period of the contract and no revision of rate will be allowed.
- 8.1.3** In no cases Tender Inviting Authority (TIA) shall pay the higher rate than printed rates irrespective of quoted/agreed rates.
- 8.1.4** During the period of rate contract/Agreement for printer cartridge of printer which is not mentioned in the rate contract, payment will be made after approval of competent authority.
- 8.1.5** If rate of any item is in fraction then it will be nearest rounded figure, that is 0.50 or above will be calculated to next rupee and below 0.50 will be ignored.

**8.2 Selection of Bidder:**

- 8.2.1** Supply order will be issued to L1 Bidder. L1 Bidder will be selected on the basis of **lowest amount offered against** items mentioned in BOQ on the basis of **Item Rate** tender. Financial Bid note may be looked into.

- 8.2.2 Bidder(s) must rate for all the items as mentioned at the BOQ, otherwise bid will be stand cancelled. Rate of BOQ is in INR (Indian Rupees) only.
- 8.2.3 The Principal, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia will not take any responsibility for the delay in submission of bid caused due to non-availability of Internet Connection, Traffic Jam etc. for the Online Bid(s).
- 8.2.4 The attempt on the part of the vendor to influence the Authority to whom the tender is being submitted or the **Tender Accepting Authority** will make the vendor liable for exclusion from the consideration of his tender.
- 8.2.5 The pre-qualification documents (Technical Bid) will be opened by the Tender Inviting Committee in presence of the Bidders available and present at as per time scheduled.
- 8.2.6 Financial Bids will be opened only after the formalities of opening of **Technical Bids** are completed and will be notified latter.
- 8.2.7 Bidders will have to present original requisite documents in support of uploaded documents for verification, if asked for.
- 8.2.8 In case it is found that two or more bidders have quoted same price for any item, the lowest bidder will be selected by the procedure adopted under **Memo No. 2320-F(Y) Dated: 07.06.2022 of Finance Department (Audit Brach)**.
- 8.2.9 Any Co-operative without having proper permission (from Competent Authority for such job) of concerned business will not be entitled to get exemption of EMD security deposit and/or any rate preference.
- 8.2.10 Timelines for downloading and submission of e- tender along with other deadlines has been noted below.
- 8.2.11 Any subsequent notice regarding this tender shall be uploaded in above websites only

### 8.3 Agreement:

- 8.3.1 The successful Bidder, will have to execute an "Agreement" on non-judicial stamp paper worth ₹ 100 (Rupees One Hundred Only) within 7 (Seven) working days from and after receiving the "**Letter of Acceptance**" and will purchase two additional sets of Tender Documents @ ₹ 1,000 (Rupees One Thousand Only) per set from the Accounts Section of these Office, duly signed and submit to this institute which will be treated as part of "**Agreement**" in Annexure- VI. Payment for documents shall be made through ONLINE MODE only.
- 8.3.2 The contractor will be required to contact the "Central Store" of this institute for supply of Toner & Cartridges etc. items.
- 8.3.3 Successful contractor will have to deposit ₹ 30,000/- (Rupees Thirty Thousand Only) as advance as Security Deposit in the form of Demand Draft in favour of the "Principal and Medical Superintendent, College of Medicine & JNM Hospital, WBUHS" to be retained during the contract period.
- 8.3.4 In case of violation of the terms and condition of the contract, the security deposit will be forfeited.
- 8.3.5 The security money deposit of ₹ 30,000/- (Rupees Thirty Thousand Only) mentioned above will be returned after the contract period, **no interest will be paid against this Security Deposit Money.**

**8.3.6** The selected firm should enclose a certificate in Annexure-V that, it has not been black-listed by any Government Office/ PSU/ Semi-Government Office/ Autonomous bodies.

**8.3.7** All terms and conditions as mentioned above will have to be accepted by the bidder(s).

**8.4 Earnest Money Deposit (EMD):**

**8.4.1** EMD will be refunded to the **Unsuccessful Bidder** through Online Mode. **No interest will be paid on the EMD.** For successful bidder it will be released after expiry of the tender period. It means EMD will be treated as Security Deposit. In case of failure in supply or withdrawn the bid after submission of tender, entire EMD (Earnest Money Deposit) will be forfeited without taken any consent from Bidder.

**8.4.2** Any co-operative society without having proper permission (from competent authority for such job) of concern business will not be entitled to get exemption of EMD.

**8.5 Period of Contract:**

**8.5.1** The item rate contract will be valid for a period of 12 months from the date of awarding the contract. This contract is valid for toner cartridge refilling and replacement/ repair of part(s) associated to cartridge refilling. The contract period can be further extended subject to concurrence of both parties, if need arises.

**8.5.2** **First one month of contract shall be treated as TRIAL** for the refiling of toner cartridge service. If refiling services found satisfactory and no complaint is raised from any Department(s)/ Section(s), the contract will continue for the next 11 (Eleven) month of contract.

**8.5.3** The contract of the supply of toner/ cartridges **may be extended every 6 (Six) moths for a period of maximum 2 (Two) years** on the same rates and same terms & conditions subject to satisfactory supply and service from the selected bidder.

**8.6 Service Level Agreement:**

**8.6.1** The suppliers shall ensure timely delivery as per supply of toner & cartridges on written order(s) from the competent authority from time to time throughout the contract period.

**8.6.2** It is the responsibility of the supplier to supply all toner cartridges as per requirements with the specified printer model(s) and meet the quality standers required for optimal printing performance.

**8.6.3** Any change of printer part(s) (related to cartridges) should be approved by this office Technician before replacement.

**8.6.4** The Technician/ Authorized person of the suppliers shall visit the office as and when required and called for. Those Technician/ Authorized person should be well trained qualified for this job.

**8.6.5** The service should be of top most quality. There should not be any leakage, use of low quality inks, and use of any materials which degrade the quality of the printing or reduce the life of Printer(s) & Photocopier(s).

**8.6.6** In case of any dispute the decision of the **"Tender Inviting Authority"** will be final and binding on both the parties.

**8.6.7** If it is found at any stage that the quality is inferior to that already approved, the contract is likely to be cancelled and a suitable penalty imposed on the firm, as decided by the Competent Authority, which may extend to black-listing the firm.

**8.7 Delivery Schedule:**

**8.7.1** Any delays must be communicated to the Authority in advance. If the suppliers fails to supply the requisite item(s) on time or dishonors the contract in any way, the contract awarded shall be liable for outright cancellation/ termination, without assigning any reason thereof, and the security deposit and the payment due, if any shall also be forfeited. The authority is free to entrust the job to any other firm/ party as the risk and expense of the defaulting supplier. The decision of the "**Tender Inviting Authority**" will be final and binding on the defaulting supplier.

**8.7.2 Packaging:** The toner supplies must be securely packaged to prevent damage during transit and storage.

**8.7.3 Warranty:**

**8.7.3.1** The toner supplies must come with a warranty against defect(s) in materials and workmanship for the period of contract.

**8.7.3.2** The warranty shall cover the toner cartridge(s) supplied, ensuring they are free from defects in materials and workmanship.

**8.7.3.3** In addition to mentioned above, supplier shall replace any defective toner cartridge(s) found during the warranty period to ensure proper functioning.

**8.8 Payment of Bill:**

**8.8.1 No advance payment shall be paid.**

**8.8.2** The bidder should submit bill(s) mentioning IGST/CGST& SGST (as applicable) separately indicating HSN/SAC number against each item where applicable. Payments against the bill claim subject to verification by the competent authority will be made according to availability of fund and no financial claim in case of any delay in payment will be entertained. **No bidder can disrupt/ hamper the supply of item(s) as requisitioned on the basis of non- payment of bills/ delayed payment of bills.**

**8.8.3** Payment will be made after completion of each month on production of bill. This is only a tentative schedule of payment and does not confer any legal or other right on the firm to proceed against the office in the event of payment gets delayed due to any reason. The payment will be made after deduction of TDS, GST as per existing/ applicable rates, rules.

**8.8.4** Payment shall be made in Indian Rupees by RTGS/ NEFT to the account provided by the supplier (L1 Bidder).

**8.8.5** In case of any defective toner cartridge(s), the cost of replacement shall be deducted from the immediate payment due, if not replaced by the supplier with stipulated time.

**8.9 Termination:**

**8.9.1** Principal, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia reserves the right to cancel/ terminate the contract at any time if the supplier adhere to the terms and conditions stated herein if the refiling work is not satisfactory, don't meet

the specified requirements and complaints received regarding the print quality during the contract, without assigning any reasons thereof.

**8.9.2** Any misbehavior from the Technician/ Authorized person of the suppliers during service shall be viewed seriously and may cause Termination of Agreement.

**8.10 Legal Jurisdiction:**

The **Legal Jurisdiction** of this contract shall be restricted within judicial jurisdiction of the Sub-Divisional Court, Kalyani, Nadia, if first attempt to resolve any dispute through good faith negotiations fails

**9 Dates & Time Schedule of e-tender Flow:**

S. N.	Items	Publishing Date(s)
01.	Date of Publish of Tender (Online)	27.02.2025 at 17:00 Hrs.
02.	Document Download Start Date (Online)	28.02.2025 at 11:00 Hrs.
03.	Date of Pre-Bid Meeting	28.02.2025 at 15:00 Hrs. onward
04.	Bid submission start Date (Online)	01.03.2025 at 12:00 Hrs.
05.	Bid Submission End Date (Online)	13.03.2025 at 17:00 Hrs.
06.	Date of Opening for Technical Bid (Online)	18.03.2025 at 12:00 Hrs.
09.	Date of Opening of Financial Bid (Online)	To be notified later

**The Principal, College Of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia Reserves The Right To Change The Above Schedule In Case Of Any Exigencies After Putting Up A Notice In The Departmental Website And Office Notice Board**

*Jani*  
25-2-25  
Principal

College of Medicine & JNM Hospital  
WBUHS, Kalyani, Nadia  
Principal

College of Medicine & JNM Hospital  
Date: 25/02/2025  
WBUHS, Kalyani, Nadia

**Memo No.: COMJNMH/PR/2025/394/1(14)**

Copy forwarded for information:-

1. The Registrar, the West Bengal University of Health Sciences, Salt Lake, Kolkata.
2. The Finance Officer, the West Bengal University of Health Sciences, Salt Lake, Kolkata.
3. The Assistant Finance Officer, the West Bengal University of Health Sciences, Salt Lake,
4. The P.A. to the Hon'ble Vice -Chancellor, the West Bengal University of Health Sciences, Kolkata.
5. The Sub Divisional Officer, Kalyani, Nadia.
6. The Medical Superintendent, College of Medicine & J.N.M. Hospital, Kalyani, Nadia.
7. The Additional Medical Superintendent, College of Medicine & J.N.M. Hospital, Kalyani, Nadia.
8. Member Secretary, Tender Committee, College of Medicine & JNM Hospital, Kalyani, Nadia.
9. Member, Tender Committee & the HOD Dept. of Pharmacology, College of Medicine & J.N.M. Hospital, Kalyani, Nadia.
10. Member, Tender Committee & the Nursing Superintendent, College of Medicine & J.N.M. Hospital, Kalyani, Nadia.
11. The Accounts Officer, College of Medicine & J.N.M. Hospital, Kalyani, Nadia (College side).
12. The Accounts Officer, College of Medicine & J.N.M. Hospital, Kalyani, Nadia (Hospital side).
13. The Programme Officer, the West Bengal University of Health Sciences, Kolkata - to upload the matter at the Official Website of the West Bengal University of Health Sciences.
14. Office Copy.



*Jani*  
25-2-25  
Principal

College of Medicine & J.N.M. Hospital  
WBUHS, Kalyani, Nadia

Principal Page 7 of 15  
College of Medicine & JNM Hospital  
WBUHS, Kalyani, Nadia

**Annexure-I**

**APPLICATION FORMAT**

(To be furnished in the Company's official letter pad with full address and contact no etc., otherwise it will be treated as cancelled)

**To  
Principal  
College of Medicine & JNM Hospital, WBUHS,  
Kalyani, Nadia.**

**Sub:- E-Tender for "Supply & Refilling's of Toner Cartridges and Other Similar IT Accessories for Printer and Photocopiers" for The Year 2025-2026, under the control of The Principal, College of Medicine & JNM Hospital, Kalyani, Nadia.**

Ref:-

Having examined the Pre-qualification & other documents published in the N.I.T., I/we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me/us on behalf of .....  
in the capacity..... duly authorized to submit for offer. The  
Authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the NIT mentioned above and declare  
that we shall abide by it through out contract period.
3. We are offering rate for the BOQ item/items to the best of our knowledge and assured to  
supply to the Principal, College of Medicine & JNM Hospital, Kalyani, Nadia.
4. In the event of being selected, I/we will make the supply within the stipulated period  
excepting the condition which is beyond our control.
5. We propose that Order & Bill should be raised in our name.
6. We understand that;
  - a. Tender Selection Committee can amend the scope & value of the contract bid under  
this project.
  - b. Tender Selection Committee reserves the right to reject any application without  
assigning any reason.
  - c. The undersigned agrees to authorize the authority to seek references from the  
Bankers of the undersigned.

Date:

Contact No.  
Tele

Mobile:-

Signature of applicant including title and  
Capacity in which application in made.



**Annexure- II**

**(Format for Evidence of access to availability of credit facilities bank certificate)**

This is to certify that M/s \_\_\_\_\_ is a reputed company with a good financial standing. If the contract for the work, namely, \_\_\_\_\_ is awarded to the above firm, we shall be able to provide overdraft/credit facilities to the extent of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) to meet their working capital requirements for executing the above contract.

Signature of Senior Bank Manager \_\_\_\_\_

Name of the Senior Bank Manager \_\_\_\_\_

Address of the Bank \_\_\_\_\_

Stamp of the Bank \_\_\_\_\_

Note: **Certificate should be on the letter head of the bank.**

**(Bank solvency certificate should be issued by Financial Bank in their format)**

**Annexure- III**

**Format for checklist (Must be uploaded)**

**Note- For Non-applicability for some documents please mention "NA" in the check list.**

**NIT Memo No.** \_\_\_\_\_

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

**Name of the Bidder:** \_\_\_\_\_

**Full Office Address:** \_\_\_\_\_

<b>Sl No.</b>	<b>Items</b>	<b>PL Mark</b>		<b>Page No.</b>
1.	Application in the prescribed format given in Annexure-I	Yes	No	
2.	A Proof of submission of applicable EMD/ EMD exemption certificate	Yes	No	
3.	Trade License in the name of participating bidder	Yes	No	
4.	Valid Original Equipment Manufacturer (OEM) Authorization letter with a unique Manufacturer Authorization File (MAF) Number	Yes	No	
5.	Copy of PAN Card of the authorized signatory	Yes	No	
6.	GST Registration Certificate	Yes	No	
7.	Credential Certificate with Supporting Documents as per Clause No 5 (Eligibility)	Yes	No	
8.	Credit facility bank certificate or Bank solvency Certificate in Annexure-II after publishing of e-tender	Yes	No	
9.	Last 3 financial years" returns of Income Tax	Yes	No	
10.	Audited P/L & Balance sheet of last three financial years	Yes	No	
11.	Format for declaration in Annexure-IV	Yes	No	
12.	Affidavit of non-conviction affirmed before a Notary Public/First Class Judicial Magistrate/ Executive Magistrate given in Annexure- V (Furnished after Date of Publication of Tender)	Yes	No	

Certified that the above information is correct and true to the best of my knowledge and belief. Nothing has been concealed, false and fabricated and in case of information found incorrect later on, I the under signatory will be personally responsible for the same.

Full Signature of the bidder/ Authorized person & Seal

**Annexure-IV**  
**Format for Declaration**

I, Sri \_\_\_\_\_ S/D/W/o Sri \_\_\_\_\_,  
aged \_\_\_\_\_ years, Residing at \_\_\_\_\_ Proprietor/Partner/Director  
of \_\_\_\_\_, do hereby solemnly affirm and declare in connection with  
\_\_\_\_\_ as follows:-

1. The undersign certify that I have gone through the terms and conditions mention for the above and undertake to comply with them and with all the norms of Government of West Bengal as may be directed in this regards form time to time.
2. That, I, the undersigned, do certify that all the information furnished and statements made in the bid documents are true and correct to the best of my knowledge and belief.
3. The articles shall be of the best quality and kind as per requirement of the institution the decision of the Principal, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia as regards to quality and kind of article shall be final and binding to me/ us.
4. If it is necessary to change any article on it being found of inferior quality it shall be replaced by me/ us in time to prevent in convenience. **I hereby undertake to pay penalty as per terms & condition for delayed supplies.**
5. That the undersigned also hereby certifies that neither any near relations of employees of the College of Medicine & JNM Hospital nor any retired gazetted officers are in our Employment.
6. The undersigned would authorize and request any bank, person, firm or corporation to furnish pertinent information as deemed necessary and so as requested by the authority to verify this statement.
7. I hereby undertake to supply for the items during the validity of the tender as per direction given in supply order with in the stipulated period.
8. The undersigned agrees to authorize the authority to seek references from the Bankers of the undersigned.
9. Any departure whatsoever in any form will be considered as breach of contract. **In such situation the College at his liberty may forfeit our security deposit** till we rectify the defects or fulfil our contractual obligations. In this connection, College authority's decision(s) will be final and binding.
10. The undersigned also certifies that neither we have abandoned any service awarded to us, nor any penal action was taken against us by any department/Medical College/service provider. The undersigned also declares that we do not have any running litigation with any department.
11. It is certified that the rate quoted by me/ us are not higher than the **MRP/ Prevailing Market Rate.**

**Note-** Affidavit on non-judicial paper worth Rs.100/- sworn before the Notary Public/ Judicial magistrate /Executive Magistrate on or after the date of or after the date of publication of the Tender Notice in Annexure-IV.

(Tender No. and Date should be mentioned in Annexure-IV)

**Annexure- V**

**Affidavit of Non-Conviction affirmed before a Notary Public/ First Class Judicial Magistrate/  
Executive Magistrate, Furnished after date of Publication of Tender.**

Affidavit Proforma

(On Non Judicial Paper worth Rs.50.00)

(Sworn before the Notary/Judicial Magistrate/Executive Magistrate on or after the date of publication of the Tender Notice)

(Sworn before the Notary Public/Judicial Magistrate/Executive Magistrate on or after the date of publication of the Tender Notice)

I, Sri/Smt \_\_\_\_\_ The Managing Director/Proprietor (etc.) of  
the Firm \_\_\_\_\_ (Name of the firm) At (address)

PO \_\_\_\_\_ P.S. \_\_\_\_\_  
Dist \_\_\_\_\_ PIN \_\_\_\_\_ do hereby solemnly  
affirm and declare as follows:

- 1) That I, including my partner or representative are not convicted by a court of law for offence involving moral turpitude in relation to business dealing such as bribery, corruption, fraud, substitution of bids, interpolation, misrepresentation, evasion or habitual default in payment of taxes etc. .
- 2) The firm does not employ a government servant, who has been dismissed or removed on account of corruption.
- 3) The firm has not been debarred, blacklisted by any government ministry/Medical College/ Local government/PSU/ Pvt Institution etc. in the last two years from scheduled date of opening of this e-tender in the state of West Bengal or other state or states of India.
- 4) That no case is pending against me or against my firm in any criminal court of law to Supply & refiling of Cartridges.
- 5) That, I also declare that the rate offered of the item(s) quoted is in conformity with the GOI norms wherever applicable relating to MRP. I also declare that the quoted rate of the item(s) is less than rate available in the market.
- 6) That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
- 7) That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine and correct.

Signature of the Deponent(s)

Name in Block Letter:

Designation:

**Annexure-VI**  
**Agreement**  
(On Non Judicial Paper worth ₹ 100/-)

No.

Date:-

This agreement, made on the \_\_\_\_\_ day of \_\_\_\_\_ (Month) \_\_\_\_\_ (Year) between Principal, College of Medicine and JNM Hospital, WBUHS, Kalyani, Nadia (hereinafter called "the Employer") of the one part, and \_\_\_\_\_ (Name of L1 Bidder/ Supplier) Vill/ Ward No \_\_\_\_\_, PO \_\_\_\_\_, P.S.- \_\_\_\_\_ Dist.- \_\_\_\_\_ Pin- \_\_\_\_\_, West Bengal. (Hereinafter called "the vendor/ Supplier" of the other part).

Whereas the Employer is desirous that the supplier agrees to execute to **"Supply & Refilling's of Toner Cartridges and Other Similar IT Accessories for Printer and Photocopiers"** at College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia" (Hereinafter called "the Works") and the Employer has accepted the Bid by the supplier for execution and implementation of such Works obeying **"General Information, Credentials, Terms and Conditions for Submitting Tenders"**.

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the General Information, Credentials, Terms and Conditions for Submitting Tenders and they shall be deemed to form and be read and construed as part of this Agreement.

1. In consideration of the payments to be made as per clause no. **8.8 Payment of Bill** under the terms **"General Information, Credentials, Terms and Conditions"**.
2. The following documents shall be deemed to form and be read and construed as part of this agreement , viz:
  - i) Work/ Supply Order
  - ii) BOQ
  - iii) NIT Notification with Terms & Conditions
  - iv) Letter of acceptance issued to successful bidder.

In witness whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

The Common Seal of \_\_\_\_\_ was hereunto affixed in the presence of:

Signed, Sealed and Delivered by the said in the presence of:

Binding Signature of Employer \_\_\_\_\_

Binding Signature of Supplier/ Vendor \_\_\_\_\_

**Items whose rates have to be provide in BOQ**

SL. No.	Items Descriptions with Specifications
1.	Cartridge 88A (Genuine)
2.	Cartridge 103A/ 104A (Genuine)
3.	Cartridge 12A/ 303A (Genuine)
4.	Cartridge 111S (Genuine)
5.	Cartridge 119A (Genuine) Colour (4 Colour Sets)
6.	Cartridge 116L (Genuine)
7.	Cartridge 56X (Genuine)
8.	Cartridge 18A (Genuine)
9.	Cartridge 19A (Genuine)
10.	Cartridge 110A (Genuine)
11.	EPSON Ink 001 (4 Colour Sets)
12.	EPSON Ink 003 (4 Colour Sets)
13.	EPSON Ink 005 (Black)
14.	EPSON Ink 673 (6 Colour Sets)
15.	GT 52, 53 Ink (4 Colour Sets) Including Head
16.	Konica Minolta Original BIZHUB 225i (for Xerox/ Copier)
17.	Konica Minolta Original BIZHUB 215 (for Xerox/ Copier)
18.	Konica Minolta Original BIZHUB 205i (for Xerox/ Copier)
19.	Konica Minolta Original BIZHUB 195 (for Xerox/ Copier)
20.	Konica Minolta Original BIZHUB 165E(for Xerox/ Copier)
21.	HP Laserjet MFP 436dn Original (for Xerox/ Copier)
22.	Canon IR2318L Original (for Xerox/ Copier)
23.	Refilling HP 88A Cartridge
24.	Refilling HP 12A/ 303A Cartridge
25.	Refilling HP 18A Cartridge
26.	Refilling HP 19A Cartridge
27.	Refilling HP 110A Cartridge
28.	Refilling Samsung 111S Toner
29.	Refilling HP 103A (Never-stop)
30.	Refilling with Parts Change HP 88A Cartridge
31.	Refilling with Parts Change HP 12A/ 303A Cartridge
32.	Refilling with Parts Change HP 18A Cartridge
33.	Refilling with Parts Change HP 19A Cartridge
34.	Refilling with Parts Change HP 110A Cartridge
35.	Refilling with Parts Change Samsung 111S Toner
36.	Refilling with Parts Change HP 103A (Never-stop)
37.	Refilling Konica Minolta Original BIZHUB 225i (for Xerox/ Copier)
38.	Refilling Konica Minolta Original BIZHUB 215 (for Xerox/ Copier)
39.	Refilling Konica Minolta Original BIZHUB 205i (for Xerox/ Copier)
40.	Refilling Konica Minolta Original BIZHUB 195 (for Xerox/ Copier)
41.	Refilling Konica Minolta Original BIZHUB 165E(for Xerox/ Copier)
42.	Refilling HP Laserjet MFP 436dn Original (for Xerox/ Copier)

43.	Refilling Canon IR2318L Original (for Xerox/ Copier)
44.	Refilling with Parts Change Konica Minolta Original BIZHUB 225i (for Xerox/ Copier)
45.	Refilling with Parts Change Konica Minolta Original BIZHUB 215 (for Xerox/ Copier)
46.	Refilling with Parts Change Konica Minolta Original BIZHUB 205i (for Xerox/ Copier)
47.	Refilling with Parts Change Konica Minolta Original BIZHUB 195 (for Xerox/ Copier)
48.	Refilling with Parts Change Konica Minolta Original BIZHUB 165E(for Xerox/ Copier)
49.	Refilling with Parts Change HP Laserjet MFP 436dn Original (for Xerox/ Copier)
50.	Refilling with Parts Change Canon IR2318L Original (for Xerox/ Copier)



*Sham*  
25.2.28  
**Principal**  
**College of Medicine & JNM Hospital**  
**WBUHS, Kalyani, Nadia**