



CSL/SRP/239/2025

14th February 2025

TENDER NOTICE

Dear Sir,

Tenders by password protected email are invited for **rate contract for toner cartridge refilling** so as to reach the undersigned on or before the last date and time given below.

Enquiry no	CSL/SRP/239/2025
Name of work	Rate contract for toner cartridge refilling
Nature of bid process	Two bid
Earnest money to be deposited (EMD)	Nil
Validity of bid	90 days from the last date of submission of tender
Last date & time for submission of quotation	21 st February 2025, before 1100 hrs
Technical bid opening date & time (Attachment A)	21 st February 2025, 1400 hrs
Price bid opening date & time (Attachment B)	Price bid opening date shall be intimated
Correspondence details for pre-bid queries and submission of bids	sureshbabutc@cochinshipyard.in julianjose.pj@cochinshipyard.in sroffice@cochinshipyard.in

Thanking you

Yours faithfully,

(For Cochin Shipyard Ltd)

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14-02-25
(SM-SR-II)
for Asst. General Manager (SRP)



A. Scope of work

1. Refilling toner cartridges of printers of various make/models with spare renewals as necessary. Approximate quantity for refilling & renewals are indicated below.

SI No	TONER TYPE	Activity	Total Nos
1		HP 12A	
		Refilling	25
		DrumChange	10
		WBLADE	6
		DBLADE CHANGE	6
		PCR CHANGE	6
		MRS CHANGE	6
2		HP 16A (Half Toner Refill)	
		Refilling	8
		DrumChange	3
		WBLADE CHANGE	3
		DBLADE CHANGE	2
		PCR CHANGE	2
		MRS CHANGE	2
3		HP 35A	
		Refilling	15
		DrumChange	5
		WBLADE CHANGE	3
		DBLADE CHANGE	3
		PCR CHANGE	2
		MRS CHANGE	2
4		HP 36A	
		Refilling	20
		DrumChange	5
		WBLADE CHANGE	5

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		DBLADE CHANGE	5
		PCR CHANGE	2
		MRS CHANGE	2
5		HP 55A	
		Refilling	10
		DrumChange	2
		WBLADE CHANGE	1
		DBLADE CHANGE	1
		PCR CHANGE	1
		MRS CHANGE	1
6		HP 78A	
		Refilling	25
		DrumChange	5
		WBLADE CHANGE	5
		DBLADE CHANGE	5
		PCR CHANGE	3
		MRS CHANGE	3
7		HP 88A	
		Refilling	100
		DrumChange	25
		WBLADE CHANGE	10
		DBLADE CHANGE	10
		PCR CHANGE	6
		MRS CHANGE	6
8		CANON 309 Black	
		Refilling	5
		DrumChange	2
		WBLADE CHANGE	1
		DBLADE CHANGE	1
		PCR CHANGE	1
		MRS CHANGE	1

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9	CANON 329 COLOR		
		Refilling	6
		DrumChange	4
		WBLADE CHANGE	1
		DBLADE CHANGE	1
		PCR CHANGE	1
		MRS CHANGE	1
10	CANON 925		
		Refilling	30
		DrumChange	10
		WBLADE CHANGE	5
		DBLADE CHANGE	5
		PCR CHANGE	5
		MRS CHANGE	3
11	CANON 912		
		Refilling	10
		DrumChange	5
		WBLADE CHANGE	3
		DBLADE CHANGE	3
		PCR CHANGE	2
		MRS CHANGE	2
12	RICOH SP 310 BLACK		
		Refilling	20
		DrumChange	5
		WBLADE CHANGE	5
		DBLADE CHANGE	5
		PCR CHANGE	5
		MRS CHANGE	5
		CHIP	10
13	BROTHER 2250		
		Refilling	50
		Roller recovery	5
		D/Blade Change	5
14	Canon iR2004/2204 UFR II		

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		Refilling	5
15	HP 126A BLACK		
		Refilling	3
		DrumChange	2
		WBLADE CHANGE	1
		DBLADE CHANGE	1
		PCR CHANGE	1
		MRS CHANGE	1
16	HP 126A Color Refilling		
		Refilling	6
17	CANON 333		
		Refilling	25
		DrumChange	2
		WBLADE CHANGE	2
		DBLADE CHANGE	2
		PCR CHANGE	2
		MRS CHANGE	2
18	HP LASERJET 204A COLOR		
		Refilling	6
		DrumChange	3
		WBLADE CHANGE	3
		DBLADE CHANGE	3
		PCR CHANGE	3
		MRS CHANGE	3
19	HP LASERJET 204A(CF510A) BLACK		
		Refilling	3
		DrumChange	2
		WBLADE CHANGE	1
		DBLADE CHANGE	1

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		PCR CHANGE	1
		MRS CHANGE	1
20	CANON 326		
		Refilling	20
		DrumChange	5
		WBLADE CHANGE	3
		DBLADE CHANGE	3
		PCR CHANGE	1
		MRS CHANGE	1
21	HP LASERJET 152A		
		Refilling	12
		DrumChange	6
		WBLADE CHANGE	2
		DBLADE CHANGE	2
		PCR CHANGE	2
		MRS CHANGE	2
22	BROTHER MFC-L5900DW 3448		
		Refilling	30
		DrumChange	10
		DBLADE CHANGE	3
		DEVELOPER	3
23	HP 137 A BLACK CARTRIDGE		
		Refilling	40
		DrumChange	20
		WBLADE CHANGE	5
		DBLADE CHANGE	5
		PCR CHANGE	5
		MRS CHANGE	5

Note: The quantity may increase or decrease depending upon the actual requirement.

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B. Prequalification Criteria

SI No	Particulars	Eligibility Criteria	Proof/Documents Required
1	Local office	The firm should have a functional office in Ernakulam district. In case if the firm operates outside Ernakulam, they shall open an office in Ernakulam within 30 days from the date of issue of LOI/work order	Valid address proof/self-declaration as necessary
2	Experience	The firm should have experience in the business of repair/servicing of printers or photocopiers or computers for a minimum of 01 year	Work order/work completion certificate
3	Financial Capability	The firm should have an average minimum annual turnover of Rs. 5.00 lakhs during the two financial years FY 2022-23 and 2023-2024.	Profit and loss account statement for the respective financial year

C. Terms & conditions

1. Work is to be commenced within one week from the date of issue of LOI/work order. Tentative date for commencement of contract is by mid March 2025.
2. The contractor should specify refilling powder weight for Full toner refill.
3. The contractor should specify average number of copies for normal letters for each type.
4. Toners to be collected and returned to Ship Repair IT section as per requirement on same day or next business day.
5. Refilling errors to be rectified free of cost.
6. If the quality of refilling is not satisfactory the contract can be cancelled by CSL.
7. Average number of refill/parts replacement specified may change.
8. The contractor should maintain a record of the cartridges refilled and the same should be certified by officer in charge of IT section.
9. Quote should be as per rate format placed at annexure III. GST should be indicated separately and shall be paid extra as per govt. rules. Quoting for line items is mandatory. Partial quoting shall result in rejection of bid.
10. CSL reserves the right to short close the contract if the requirement does not exist due to any circumstances include Force Majeure events.
11. CSL reserves the full right to change the work scope/amend the work scope.


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12. The bidders may contact Shri. Aravind Prasad A G, Manager (IT) email id: aravind.prasad@cochinshipyard.in, mob: 8138917205 for any clarifications regarding scope of work.
13. The bidders should mandatorily contact the officer in charge and undertake site visit in order to ascertain the exact scope of work and methodology of executing the work.

D. Entry and Exit of personnel

1. Temporary entry/exit passes for the personnel to work inside CSL shall be arranged by the agency after completing necessary formalities of CSL at the contractors cost.
2. All personnel are required to produce a valid police clearance certificate to avail gate passes.

E. Safety rules

1. The firm shall ensure that the personnel employed by them are working in complete compliance with CSL HSE rules. All personnel deployed at site shall wear PPE at all times when working within the factory premises of CSL. PPE is to be provided by the contractor/firm including, overall, safety shoes, safety helmet, gloves, safety glasses, full body harness etc. The firm/contractor shall be entirely responsible for the safety of all personnel employed by him on the work and should ensure that the personnel are adequately covered under insurance.
2. The firm shall be solely responsible for any consequences arising out of any loss, damage or accident caused to the personnel engaged by him on duty. Any labour issues with employees have to be settled by the contractor or firm themselves. CSL will not have any responsibility for any issue between firm and the employees, for any injury or illness to firm's workmen/other personnel during execution of work. In this regard firm will have to fully indemnify CSL against any claim made by his workmen/other personnel.

F. Payments terms

1. Payment shall be made after satisfactory completion of work on a monthly basis by NEFT to the account of the firm within 30 days from the date of submission of invoice in duplicate duly supported by work completion certificate certified by officer in charge. The bank name, account number, IFSC code and other bank details shall be furnished by the firm in the prescribed format of CSL.
2. The Invoices to be raised on AGM (SRP), Ship Repair Division, Cochin Shipyard Limited. GST Registration no. of CSL is GSTN - **32AAACC6905B1ZD** which is to be indicated on the invoice.
3. Invoices are to be submitted online through vendor invoice management portal of CSL.

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G. Deviation list

1. Deviations if any, in the offer submitted from that of the tender enquiry in any form should be clearly furnished in a separate document titled as "List of Deviations".

H. Statutory conditions and labour laws

1. The firm must comply with statutory requirements, ESI/EPF, and other labour laws/regulations in force and as amended from time to time by Govt. of India. The firm must abide by minimum wages act as governed by Govt. of India rules in force and as amended in future.
2. The firm shall observe and comply with the provisions of all labour and industrial laws and enactments and shall comply with and implement the provisions of the Factories Act, 1948, 'Employees Provident Funds & Miscellaneous Provisions Act, 1952, Employees State Insurance Act, Payment of Gratuity Act, minimum Wages Act, Payment of Bonus Act, Contract Labour (Regulation and Abolition) Act and all other enactments as are applicable to them and their workmen employed.
3. All contract workmen, except those exempted under the respective Acts, shall necessarily be insured under the ESI scheme and be made members of the EPF Scheme from the day of their engagement as contract workmen at CSL. All such insured contract workmen should carry with them their ESI Identity Card for verification by the authorities. No contract workmen without a valid ESI Identity Card for verification by the authorities will be permitted to work in the company.
4. The firm shall be solely responsible for the payment of wages, salaries and other legal dues of its personnel who are employed or deployed by it from time to time. The firm shall promptly pay all due salaries and wages to its personnel providing service. In any event, CSL shall not be liable for any payments, dues, wages and salaries of the personnel employed by the firm.

I. Arbitration

1. It is clarified that the firm cannot go for arbitration for any disputes arising out of the agreement related to this contract work. Cochin Shipyard Ltd. has a grievance redressal cell and all un-resolved disputes shall be referred to the nodal officer Shri. Syamkamal N, Company Secretary, Cochin Shipyard Ltd in the specified format. All questions, disputes difference or differences arising under, out of, or in connection with the contract after hearing by Cochin Shipyard Ltd Grievance Redressal committee shall be subject to Indian Laws in force and at the exclusive jurisdiction of the courts at Kochi.

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A. Indemnity clause

1. The firm shall indemnify CSL and keep harmless against any or all claims, liabilities, damages, losses, costs, charges, expenses, proceedings and actions of any nature whatsoever made or instituted against CSL directly or indirectly by reason of:
 - i. Any wrongful, incorrect, dishonest, criminal, fraudulent or negligent work, misfeasance, disregard of duties by personnel of the firm; and/or
 - ii. Any theft, robbery, fraud or wrongful act or omission by personnel of the firm.

B. Security Deposit

1. A recovery of 3 % will be made as interest free deposit from the contractor's bill towards Security Deposit and will be returned one (1) month after expiry of the contract. No interest shall be payable on SD for the period of its pendency. SD will be forfeited where the contractor fails to meet the contractual obligations.

Or

The vendor can furnish a Performance Bank Guarantee for an amount of 3% of order value valid till 90 days after expiry of the contract. In such a case no recovery will be undertaken.

2. Bidders with valid registration under NSIC/MSME category are also entitled for all privileges, concessions, relaxations etc. stipulated by relevant Govt. orders in this regard. However guarantee of the items supplied/service provided has to be ensured through a bank guarantee (BG).

C. Contract Validity

1. The contract shall be valid for a period of 01 year which is extendable upto a further period of 6 months on at the discretion of CSL without any changes in rates, contract terms and conditions on mutual agreement.

D. General conditions

1. All relevant clauses of general conditions of contract prevalent in CSL will be applicable to this contract also. HSE guidelines issued by CSL from time to time shall be followed by the firm.
2. Bid should be valid for a period of 90 days from the date of submission of tender.
3. The firm should not subcontract the work or part of the work if awarded the contract by CSL.
4. L1 bidder shall be arrived based on total cost on CSL for one year before GST.
5. Place of work is Cochin Shipyard Limited (CSL), MG Road, Ravipuram, Ernakulam, PIN: 682015.
6. The contract shall be on a principal to principal basis and it will not create any employer,

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employee relationship between CSL and the firm or its employees/personnel. This contract shall also not be deemed to create any partnership, joint venture or any association between CSL and the firm.

7. The bidders are expected to familiarize themselves about labour situation, wages and benefits applicable to labourers, working hours etc. prior to quoting. The submission of a bid by bidder implies that he has made himself aware of all the above situations. Any subsequent claim on this account will not be entertained.
8. CSL reserves the right to award the contract to one or more firms or may split the scope of work, depending upon the actual necessity, as deemed fit.
9. CSL reserves the right to reject any or all the offers without assigning any reason whatsoever.
10. The rates agreed upon as per quotation remain firm and fixed and will not be changed till conclusion of contract including extended period, if any.
11. The contractor or the employee engaged by the contractor are strictly banned from use of any kind of Narcotics drugs/Alcohol/smoking etc. inside CSL premises and any illegal activity by the work men should be reported to the Officer-in-Charge without delay and the contractor shall remove such persons from Yard premises.
12. During the evaluation of tender AGM (SRP) may at his discretion may ask the bidders for clarification in writing. Response for clarification shall be given in writing and no change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification on the initiative of the bidder will be entertained.
13. The acceptance of the tender will rest with GM (SR) who does not bind himself to accept the lowest tender and reserves the right to himself the authority to reject any or all of the tenders received without assigning any reason.
14. CSL reserves the right to terminate the contract at short notice in case the firm's performance is found not satisfactory with regard to progress of work, quality, time factor, labour dispute with their workers, poor safety records and other violation of any contract conditions. No claim whatsoever will be entertained by CSL on this account.

E. Instruction to bidder for submission of quote:

1. Tenders are to be submitted in password protected email and should reach CSL on or before the last date and time for submission of tender. Email address for submission of tender is sroffice@cochinshipyard.in with a copy to julianjose.pj@cochinshipyard.in and sureshbabutc@cochinshipyard.in. Bidder should make sure that they get an acknowledgement by return mail after submission of tender. CSL shall not be responsible

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- for non receipt of e mail sent by the firm.
2. Bid is to be submitted in two bid system [in two attachments with password protection- Technical bid (attachment A) & Price bid (attachment B) in PDF format only.
 3. Following documents in respect of technical bid to be included in attachment A.
 - i. Tender document duly signed on all pages (including scope of work, general terms & conditions and annexures).
 - ii. Vendor details (annexure II).
 - iii. Copy of un-priced bid format as per annexure III (price bid without prices/numerals)
 - iv. Undertaking (annexure IV).
 - v. Documents required as per Pre-qualification criteria.
 4. Price part of technically acceptable offers only will be considered for opening.
 5. Price bid is to be submitted with password protection in a separate file (attachment B – price bid).
 6. The bidder is expected and deemed to have read, understood and agreed to all instructions, forms, terms and specifications etc. in the tender document while bidding.
 7. Failure to furnish all information required or False/ambiguous information or submission of bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
 8. All pages of the offer (including all supporting documents/attachments) should be signed by the authorized signatory of the bidder in acceptance of tender conditions. Scanned copy of the same may be attached in the bid. Unsigned and unstamped bids shall be summarily rejected.
 9. The firm should indicate "quoted"/ "not quoted" against each line item as applicable in the unpriced price format. Any ambiguity may entail rejection of the offer.
 10. Tender documents, downloaded from the CSL website/Central Procurement Portal, shall be downloaded in Toto and no change, whatsoever shall be made. If any alteration is made in the tender document submitted by the Bidder and if found out (be it at any stage of the tender processing and even after award of the contract), it will be viewed seriously by CSL and CSL has the right to reject the offer if required.

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11. All documents, instructions, catalogues, brochures, pamphlets, design data, norms and calculations, drawings, operation, maintenance and safety manuals, reports, labels on deliveries and any other data shall be in English language.

Yours Sincerely,
For Cochin Shipyard Ltd

Asst. General Manager (SRP)


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VENDOR DETAILS (to be submitted along with TECHNICAL BID)

1	Name of the Bidder/Firm	
2	Registered office Address of Company/Firm	
3	Telephone No./Fax No./Mobile No	
4	E-mail address	
5	Names of the contact person & designation	(i) (ii) (iii)
6	Type of Entity-Proprietorship/Partnership firm/Company/NSIC/MSME Category etc. (Please attach registration certificate of Firm/Partnership agreement/proprietorship documents)	
7	PAN Card Number (Self attested copy of PAN card has to be submitted)	
	GST Registration Number (Self attested copy has to be submitted)	
	EPF Registration No. (Self-attested copy to be submitted). Note: In case firm does not have EPF registration reasons thereof to be indicated in remarks column.	
	ESI Registration No. (Self-attested copy to be submitted). Note: In case firm does not have ESI registration reasons thereof to be indicated in remarks column.	
	Copy of License applicable (Self attested copy to be submitted)	

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8	Whether the Agency has been blacklisted/debarred or given tender holiday or contract terminated before expiry of the contract period by any 'govt./autonomous bodies/ organizations where bidder has provided services earlier due to deficiencies in service or misconduct etc.	Yes/No (please tick as applicable) If yes, please furnish details on a separate sheet
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- Certified that the above information is true to the best of our belief and information.

Signature of firm or authorised personnel:

Name of authorised personnel

Designation:

Address:

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RATE FORMAT

SI No	TONER TYPE	Activity	PO	Rate (before GST)	GST%	Avg No of copies for normal letters per refilling	Per refilling powder weight
1	HP 12A		Total Nos				
		Refilling	25				
		DrumChange	10			NA	
		WBLADE	6			NA	
		DBLADE CHANGE	6			NA	
		PCR CHANGE	6			NA	
		MRS CHANGE	6			NA	
2	HP 16A (Half Toner Refill)						
		Refilling	8				
		DrumChange	3			NA	
		WBLADE CHANGE	3			NA	
		DBLADE CHANGE	2			NA	
		PCR CHANGE	2			NA	
		MRS CHANGE	2			NA	
3	HP 35A						
		Refilling	15				
		DrumChange	5			NA	
		WBLADE CHANGE	3			NA	
		DBLADE CHANGE	3			NA	
		PCR CHANGE	2			NA	

		MRS CHANGE	2			NA	
4	HP 36A						
		Refilling	20				
		DrumChange	5			NA	
		WBLADE CHANGE	5			NA	
		DBLADE CHANGE	5			NA	
		PCR CHANGE	2			NA	
		MRS CHANGE	2			NA	
5	HP 55A						
		Refilling	10				
		DrumChange	2			NA	
		WBLADE CHANGE	1			NA	
		DBLADE CHANGE	1			NA	
		PCR CHANGE	1			NA	
		MRS CHANGE	1			NA	
6	HP 78A						
		Refilling	25				
		DrumChange	5			NA	
		WBLADE CHANGE	5			NA	
		DBLADE CHANGE	5			NA	
		PCR CHANGE	3			NA	
		MRS CHANGE	3			NA	
7	HP 88A						
		Refilling	100				
		DrumChange	25			NA	

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		WBLADE CHANGE	10			NA	
		DBLADE CHANGE	10			NA	
		PCR CHANGE	6			NA	
		MRS CHANGE	6			NA	
8	CANON 309 Black						
		Refilling	5				
		DrumChange	2			NA	
		WBLADE CHANGE	1			NA	
		DBLADE CHANGE	1			NA	
		PCR CHANGE	1			NA	
		MRS CHANGE	1			NA	
9	CANON 329 COLOR						
		Refilling	6				
		DrumChange	4			NA	
		WBLADE CHANGE	1			NA	
		DBLADE CHANGE	1			NA	
		PCR CHANGE	1			NA	
		MRS CHANGE	1			NA	
10	CANON 925						
		Refilling	30				
		DrumChange	10			NA	
		WBLADE CHANGE	5			NA	
		DBLADE CHANGE	5			NA	

		PCR CHANGE	5			NA	
		MRS CHANGE	3			NA	
11	CANON 912						
		Refilling	10				
		DrumChange	5			NA	
		WBLADE CHANGE	3			NA	
		DBLADE CHANGE	3			NA	
		PCR CHANGE	2			NA	
		MRS CHANGE	2			NA	
12	RICOH SP 310 BLACK						
		Refilling	20				
		DrumChange	5			NA	
		WBLADE CHANGE	5			NA	
		DBLADE CHANGE	5			NA	
		PCR CHANGE	5			NA	
		MRS CHANGE	5			NA	
		CHIP	10			NA	
13	BROTHER 2250						
		Refilling	50				
		Roller recovery	5			NA	
		D/Blade Change	5			NA	
14	Canon iR2004/2204 UFR II						
		Refilling	5				
15	HP 126A BLACK						
		Refilling	3				
		DrumChange	2			NA	

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		WBLADE CHANGE	1			NA	
		DBLADE CHANGE	1			NA	
		PCR CHANGE	1			NA	
		MRS CHANGE	1			NA	
16	HP 126A Color Refilling						
		Refilling	6				
17	CANON 333						
		Refilling	25				
		DrumChange	2			NA	
		WBLADE CHANGE	2			NA	
		DBLADE CHANGE	2			NA	
		PCR CHANGE	2			NA	
		MRS CHANGE	2			NA	
18	HP LASERJET 204A COLOR						
		Refilling	6				
		DrumChange	3			NA	
		WBLADE CHANGE	3			NA	
		DBLADE CHANGE	3			NA	
		PCR CHANGE	3			NA	
		MRS CHANGE	3			NA	
19	HP LASERJET 204A(CF510A) BLACK						
		Refilling	3				
		DrumChange	2			NA	

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		WBLADE CHANGE	1			NA	
		DBLADE CHANGE	1			NA	
		PCR CHANGE	1			NA	
		MRS CHANGE	1			NA	
20	CANON 326						
		Refilling	20				
		DrumChange	5			NA	
		WBLADE CHANGE	3			NA	
		DBLADE CHANGE	3			NA	
		PCR CHANGE	1			NA	
		MRS CHANGE	1			NA	
21	HP LASERJET 152A						
		Refilling	12				
		DrumChange	6			NA	
		WBLADE CHANGE	2			NA	
		DBLADE CHANGE	2			NA	
		PCR CHANGE	2			NA	
		MRS CHANGE	2			NA	
22	BROTHER MFC- L5900DW 3448						
		Refilling	30				
		DrumChange	10			NA	
		DBLADE CHANGE	3			NA	
		DEVLOPER	3			NA	

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23	HP 137 A BLACK CARTRIDGE					
	Refilling	40				
	DrumChange	20			NA	
	WBLADE CHANGE	5			NA	
	DBLADE CHANGE	5			NA	
	PCR CHANGE	5			NA	
	MRS CHANGE	5			NA	

a) L1 bidder shall be arrived based on total cost on CSL for one year before GST.

Signature of firm or authorised personnel:

Name of authorised personnel

Designation:

Contact No:

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UNDERTAKING

I, Shri in my capacity as Managing Partner/Chairman & Managing Director/Proprietor of M/s do hereby give an undertaking that we shall not subcontract the work or part of work to any other agency if awarded the contract by CSL.

Signature of firm or authorised personnel:

Name of authorised personnel

Designation:

Address:

Contact No:

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