

**KERALA STATE ROAD TRANSPORT CORPORATION**

TRANSPORT BHAVAN, FORT, THIRUVANANTHAPURAM - 695 023

Telephone No: 0471-2471011, Extn:303,231

E-mail: sr@kerala.gov.in Web: www.keralartc.com**S001-SS04/61/2025-STORE-KSRTC-HQ****Dated: 22.05.2025****TENDER NOTICE****KSRTC is inviting Tender in Two Bid System for TONER REFILLING AND REPLACEMENT OF SPARES FOR DIFFERENT LASER PRINTER CARTRIDGES FOR A PERIOD OF ONE YEAR.**

Sealed tender should reach the Office of the Chairman & Managing Director, KSRTC, Transport Bhavan, Fort, Thiruvananthapuram - 23, before 13.00 hours on **28.05.2025** and it will be opened at 15.00 hours on the same day.

There shall not be more than one Brand offer in the tender. Offering more than one Brand will make the bid invalid.

Approximate Quantity per month

Components	Laser Printer Cartridge HP/Canon 12A/16A/328	Laser Printer Cartridge HP88A/36A/925/FX9S/Samsung MLT-D 101 S	Components for Multi function Laser Printer Cartridge (each colour) (Canon MF 8210)	Components for Laser Printer Cartridge RICOH SP 210	Laser Printer Cartridge EPSON 2010DN	Refilling Ribbon of Lipi 6312 Line Matrix Printer
Toner Refill	15 Nos. (Toner Weight -140 gm)	40 Nos. (Toner Weight-80 gm)	1 No. (Toner Refill)	50 Nos. (Toner Weight-160 gm)	15 Nos. (Toner Weight-140 gm)	3 Nos.
Drum	11 Nos	22 Nos		10 Nos.		
Paper Cleaning roller	4	7		5		
Wiper Blade	5	7		5		
Magnetic Roller	4	7		5		
Cabin / Micro Chip	3	3		5		
Doctor Blade	7	7		5		
MRS ring	8	8		5		

Due date & Time of Quotation : **28.05.2025, 13.00 Hrs.**Time of Opening : **28.05.2025, 15.00 Hrs.**

Tender Form : Can be downloaded from the Website.

- 1) Firms who have been blacklisted by the Central Government/ any State Government/ any State Transport Undertaking will not considered.
- 2) Firms who supplied Stores of inferior quality or defective materials, which caused non settlement of claim/ pending claim of KSRTC will not be considered. In the event, if the party is ready to settle the claim, Chief Executive Officer/ Managing Director of Corporation shall consider the tender of such firm which is solely at his discretion.

3) **Toner and Spare Replacement & Payment:-**

- a) **The successful bidder should refill Toner/replace the spares of different cartridges of Laser Printers within 24 hours after telephonic information from IT Division of this office. The work place for refilling of toner/replacement of spares will be at KSRTC IT Division, Transport Bhavan, Fort, Thiruvananthapuram.**
- b) **Order period should be for a period of one year.**
- c) **Payment will be made only after the successful and satisfactory Toner refilling/ spares replacement.**
- 4) Successful tenderer has to execute an agreement as per the provisions of Kerala Store Purchase rules after furnishing a security deposit equal to the 5% of the total cost of the materials ordered for the due fulfillment of the contract. The Security Deposit will be refunded only after the successful completion of the contract.
- 5) Tender will be opened at 15:00 hours on **28.05.2025** presence of the bidders or their authorized nominees available at the time of opening.
- 6) The price offered should be firm, for a period of twelve months.
- 7) No enhancement of rates once accepted will be considered.
- 8) Bidder should specify brand of the material offered, manufacturer's name and Guarantee period.
- 9) **The rate offered should be for Toner refilling / Spare replacement of different Laser Printer cartridge at the work place of KSRTC IT Division, Transport Bhavan, Fort, Thiruvananthapuram.**
- 10) The articles are to be similar, in all respects according to the specifications shown in quotation notice and shall be subject to the approval of the Managing Director.
- 11) The Chairman and Managing Director, KSRTC does not bind himself to accept the lowest or any offer and reserves the right to select one or more from the offers made as considered expedient.
- 12) All orders placed by the Corporation are to be executed within the time limit specified. In the event of accepting the contract any failure to supply the item on or before the specified date or in the event of the supplies being rejected, the orders are liable to be cancelled.
- 13) In case the work is not done within the stipulated time and as per the conditions, the Corporation will cancel the order and award the contract at any other source at the risk and cost of contractor. The KSRTC may deduct the difference in rate between the order rate and the rate actually paid for from the supplier's bill or from any money that may be due or become due to them or by initiating legal steps including revenue recovery.
- 14) The Chairman and Managing Director, KSRTC will not make payment for the bills, if the material is of inferior quality or not up to or in accordance with the specifications shown in the Tender Notice and the decision of the Chairman and Managing Director, KSRTC in the matter will be final and not liable to be questioned by the firm or any one on his behalf. Rejected articles should be taken back by the Contractor at his own cost.

The offer once made cannot be withdrawn or modified under any circumstances.

- 6) The quantity indicated is subjected to variation by 15% more or less.
- 17) Specific rate of GST applicable should be clearly mentioned.
- 18) If the date of opening of tender happens to be a holiday, the quotation will be received & opened on the next working day at the time already fixed, in the presence of bidder or his authorized nominee if they available at the time & place.
- 19) The decision of the Chairman and Managing Director of KSRT Corporation will be final and legally binding in all process of this quotation proceedings.
- 20) Disputes, if any shall be settled through mediation and Corporation will notify mediating official from time to time and only when mediation is failed, litigation within the jurisdiction of the courts at Thiruvananthapuram and Ernakulam need to be sought.
- 21) **Tender which are received after the due date and time stipulated in the tender notice will be summarily rejected.**

The tender shall contain the following documents(Compulsory).

Cover – I : (Technical Bid)

- 1) Annexure-A duly filled, signed and stamped (Attached along with this notice)
- 2) This Tender Notice duly signed and stamped.

Cover – II : (Financial Bid)

Tender Form (Annexure B) - Financial Bid (can be downloaded from the website) duly filled and signed.

Sealed Cover-I and Cover-II shall be submitted in main cover.

- 22) Tender should be submitted in sealed covers with Superscription as

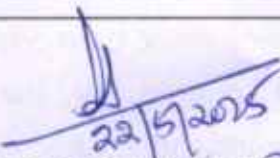
"TENDER FOR SUPPLY OF TONER REFILLING AND REPLACEMENT OF SPARES OF DIFFERENT LASER PRINTER CARTRIDGES."

TENDER No. : S001-SS04/61/2025-STORE-KSRTC-HQ

DUE ON : 28.05.2025

Details can be had from the Office of the Chairman & Managing Director in all working days. Our Telephone Numbers: 0471-2471011- Extn.: 231 & 303, 0471- 2478685 our Website www.keralartc.com.

- Superscription on cover is very important.


For Tender Inviting Authority

This Tender Notice should be signed, sealed and returned to this office along with the tender form.

ACCEPTED

Place:
Date:

**SIGNATURE AND SEAL OF THE TENDERER
WITH FULL ADDRESS AND DATE**



Annexure – A (TECHNICAL BID)

KERALA STATE ROAD TRANSPORT CORPORATION
Terms & Conditions for supply of TONER REFILLING AND REPLACEMENT OF
SPARES OF DIFFERENT LASER PRINTER CARTRIDGES.

The following conditions should be signed, sealed and placed in prequalification offer. Unsigned offers will be rejected.

Tender Notice No. S001-SS04/61/2025-STORE-KSRTC-HQ Dated: 22.05.2025

Due on: 03.06.2025

- i. The rate offered should be firm for one year from the date of release of purchase order.
- ii. The rate quoted should be for Toner refilling / spare replacement of different laser printer cartridge at the work place of KSRTC, IT Division, Transport Bhavan, Fort, Thiruvananthapuram.
- iii. Minimum warranty - Replacement against material defects.
- iv. Payment will be made only after the successful and satisfactory Toner refilling and spares replacement..
- v. The rate of item should be quoted in the Proforma attached. (Annexure – B)
- vi. Security Deposit at the rate of 5% of the total value of item, should be given at the time of release of purchase order, if the total cost exceeds Rs. 1 lakh.
- vii. There shall not be more than one financial offer in a financial Bid for one item. Offering more than one financial offer for an item will make the offer invalid.
- viii. Rate offered by the firm who do not satisfy the conditions in the Prequalification offer will not be opened.

Accepted,

Name,

Signature & seal of the Offerer with
Full address & E-mail ID

Place:

Date:

**ANNEXURE – B (FINANCIAL BID)****KERALA STATE ROAD TRANSPORT CORPORATION
TENDER FORM FOR TONER REFILLING AND REPLACEMENT OF SPARES OF
DIFFERENT LASER PRINTER CARTRIDGES**Tender Notice No: **S001-SS04/61/2025-STORE-KSRTC-HQ** Dated: **22.05.2025**

1. Name of supplier:
2. Particulars of Rate Quoted:

Sl. No.	Laser Printer Cartridge HP/Canon 12A/16A/328	Basic Price for 1 No	Discount if any in Rs	Other Charges if any (should be specified in Rs)	GST in Rs	End rate for 1 No.
1	2	3	4	5	6	7 (3-4+5+6)
	Toner Refill					
	Drum					
	Paper Cleaning roller					
	Wiper Blade					
	Magnetic Roller					
	Cabin / Micro Chip					
	Doctor Blade					
	MRS ring					

Sl. No.	Laser Printer Cartridge HP 88A/36A/925/FX9S/ Samsung MLT-D 101 S	Basic Price for 1 No	Discount if any in Rs	Other Charges if any (should be specified in Rs)	GST in Rs	End rate for 1 No.
1	2	3	4	5	6	7 (3-4+5+6)
	Toner Refill					
	Drum					
	Paper Cleaning roller					
	Wiper Blade					
	Magnetic Roller					
	Cabin / Micro Chip					
	Doctor Blade					
	MRS ring					

Sl. No.	Components for Multi function Laser Printer Cartridge (each colour) (Canon MF 8210)	Basic Price for 1 No	Discount if any in Rs	Other Charges if any (should be specified in Rs)	GST in Rs	End rate for 1 No.
1	2	3	4	5	6	7 (3-4+5+6)
	Toner Refill					
	Drum					
	Paper Cleaning roller					
	Wiper Blade					
	Magnetic Roller					
	Cabin / Micro Chip					
	Doctor Blade					
	MRS ring					

Sl. No.	Laser Printer Cartridge RICOH SP210	Basic Price for 1 No	Discount if any in Rs	Other Charges if any (should be specified in Rs)	GST in Rs	End rate for 1 No.
1	2	3	4	5	6	7 (3-4+5+6)
	Toner Refill					
	Drum					
	Paper Cleaning roller					
	Wiper Blade					
	Magnetic Roller					
	Cabin / Micro Chip					
	Doctor Blade					
	MRS ring					

Sl. No.	Laser Printer Cartridge EPSON 2010DN	Basic Price for 1 No.	Discount if any	Other Charges if any (should be specified in Rs)	GST in Rs	End rate for 1 No.
1	2	3	4	5	6	7(3-4+5+6)
	Toner Refill					

Sl. No.	Line Matrix Printer Lipi 6312 L	Basic Price for 1 No.	Discount if any	Other Charges if any (should be specified in Rs)	GST in Rs	End rate for 1 No.
1	2	3	4	5	6	7(3-4+5+6)
	Ribbon Refill					

NOTE

- 1) All the Columns should be filled by the bidder. No columns shall be left unfilled. Any exemption in duties and taxes should be mentioned specifically. Those firms who have specifically mentioned the **amount of GST** etc...in the respective columns will only be eligible for revised levies declared from time to time by Government. In the event, if the levy amounts are not separately shown in the columns specifically ear marked for it, or if the levies are shown as "**inclusive**", such firms will not be eligible for revised levies declared from time to time.
- 2) **The rate offered should be for Toner refilling / Spare replacement of Laser Printer cartridge at the work place of KSRTC EDP Centre, Transport Bhavan, Fort, Thiruvananthapuram within 24 hours after telephonic information.**
- 3) The price offered should be firm, for a period up to One year.
- 4) Offering more than one financial offer in a financial bid for one item will make the financial bid invalid.
- 5) I agree to sign and return the terms & conditions of Tender, failing which the Tender will be liable to be rejected.

Place:
Date:

Signature :

Name and Address of the bidder

(Seal of the bidder)