



# Central Bank of India

Tender Document

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**(For Empanelment of Vendor for Refilling & Supply of Printer Cartridges – Central Bank of India, Regional Office Coochbehar & its Branches)**

## 1. Tender Notice

Central Bank of India, Regional Office, Coochbehar invites sealed quotations from reputed vendors for entering into a Rate Contract for Refilling and Supply of Printer Cartridges (Compatible & Original) for Regional Office and its branches.

The selected vendor will be empanelled under rate contract for one year, extendable further for one year based on satisfactory performance at the sole discretion of the Bank. Orders will be placed by Regional Office and branches separately as per their requirement and payment will be made by the ordering office/branch directly.

**Tender Reference No.: RO: COB: RCC-GAD: 2025-26:30**

Date of Issue: 20.01.2026

Last Date of Submission: 15:00 HOURS ON 13.02.2026

Opening of Technical Bids: 15:00 HOURS ON 16.02.2026

Opening of financial Bids: Will be intimated through mail after technical bid evaluation

EMD Amount: ₹ 10,000/-

Cost of Tender: ₹ 500 (Rs. Five hundred only) Non-refundable Demand Draft in favour of Central Bank of India payable at Coochbehar

Place of Submission: Regional Head, Central Bank of India Regional Office, First Floor, Bangchatra road, Tirongi More, Near Rashmela Ground Cooch Behar WEST BENGAL - 736101

## 2. Instructions to Bidders

Quotations must be submitted in sealed cover super scribed "Quotation for Rate Contract – Printer Cartridges".

The Technical Bid, (General conditions of tender, tender specifications) and Price bid (Bill of Quantities) shall be duly signed by the authorized signatory at every page along with company seal.

Tender is to be submitted in two separate sealed covers, super-scribing the name of work and type of bid (Technical Bid / Price bid).

There should be no overwriting/corrections/omissions in the tender documents, no column should be left blank.

Bids received after due date/time will not be considered.

The tenderer whose tender is accepted shall not be entitled to make any claim for increase in the rates quoted and accepted.

The supplier shall maintain proper account of quantity / quality of materials

The Bank is not bound to accept the lowest tender and reserves the rights to reject any or all the tenderers without assigning any reasons therefore.

Payment Terms: No advance will be provided.

The rate shall be all inclusive, excluding GST, i.e. base rate only. Applicable GST will be paid above base rate.

Statutory deductions / TDS will be levied as applicable.

Bank has the right to reject the refill/service and no claim/ explanation to be entertained / accepted if materials used are less than the specified or if deviation is found.

The tender shall be valid for a period of 1 year from the date of approval of contract.

Tenderers shall quote their unconditional rate strictly as per the list of items specified. Cutting / overwriting, if any, shall be counter-signed.

The successful tenderer should supply the material in next day as per telephone order, failing which liquidated damages would be levied.

Liquidated Damages for Delay: Rs. 50 /- per day per tonner and or cartridge.

**Splitting:** Bank reserves the right to split the requirements between L1 and L-2/L-3 at L-1 rate, at the discretion of bank.

## 3. Eligibility Criteria

Bidders must submit documentary proof of:

1. Valid GST Registration & PAN.

2. Minimum 2 years' experience in cartridge refilling/supply to Banks/PSUs/Govt. institutions.

3. Firm should have local presence for pickup/delivery at RO & branches.

4. Declaration that the firm is not blacklisted by any PSU/Bank.

#### **4. Scope of Work**

Refilling of used cartridges (laser, inkjet, dot-matrix, passbook printer, etc.).

Supply of compatible cartridges/toners of reputed brands (Lipi, Prodot, Formojet...).

Supply of original (OEM) cartridges/toners (HP, Canon, Epson, etc.).

The successful tenderer should supply the material in next day as per telephone order at Coochbehar & Alipurduar centre, failing which liquidated damages would be levied.

For far-off branches (15 km far from Coochbehar/Alipurduar), delivery shall be ensured through reliable courier/logistics within 2–3 working days, at negotiated courier charges.

The successful bidder must perform the service as per time schedule specified. Failure to supply and install the refill cartridge and tonner on or before the stipulated date will entail a penalty equal to Rs. 50 /- per day per tonner and or cartridge.

Vendor shall also provide standby/exchange cartridges where feasible to avoid downtime.

Future new printers: If new models are introduced during the contract period, vendor shall provide refilling/supply at prevailing market rate or mutually agreed rate, not exceeding market price.

#### **5. Terms & Conditions**

##### **5.1 Contract Period**

The rate contract shall remain valid for 12 months from the date of award.

It may be extended for another 12 months if the service/performance is found satisfactory, on the same terms & conditions.

Bank may declare one/two/three L1 vendors separately each for New OEM cartridges, Compatible cartridges and Refilling cartridges.

Also, Bank reserves the right to split the requirements between L1 and L-2/L-3 at L-1 rate, at the discretion of bank.

## 5.2 Order & Payment

Monthly invoice to be raised. Orders may be placed by Regional Office and branches separately as per requirement.

Payment shall be made by the ordering office/branch directly against invoice within 30 days.

## 5.3 Rates

Rates must be inclusive of GST, transport, courier, and delivery charges at Coochbehar & Alipurduar, No additional charges will be payable.

For outstation/far-off branches(15 km far from Coochbehar/Alipurduar), delivery shall be payable as per the rate approved by the bank.

## 5.4 Quality & Replacement

Vendor shall ensure good quality refilling/compatible cartridges.

If a cartridge is found defective or fails within 7 days of use, it shall be replaced immediately at no extra cost.

## 5.5 Penalty Clause

Delay in supply beyond the stipulated time may attract a penalty of 2% of the invoice value per week of delay, subject to a maximum of 10%.

In case of non-supply or repeated default, the Bank reserves the right to terminate the contract and/or purchase from the open market at the risk and cost of the vendor.

## 5.6 Bank's Rights

The Bank reserves the right to:

Accept or reject any or all quotations without assigning reason.

Discontinue the contract at any time if services are unsatisfactory.

**Specification:**

**The list of Printers available are given in below table:**

Sl. No.	Printer Make	Printer Model	Cartridge Model
1	HP	LaserJet P1108	88A(CC388A)
2	HP	LaserJet 202/208	137A(W1370A)
3	Canon	LBP151dw	337 Toner Cartridge
4	Canon	LBP 2900	12A Toner Cartridge
5	Canon	Image CLASS MF3010	925 Toner Cartridge
6	Epson	PLQ-20 (Passbook Printer)	Ribbon Cartridge S015339(C13S015339)
7	Epson	l6460 (Eco Tank Inkjet)	008 Ink Bottle (Black/Cyan/Magenta/Yellow)
8	Epson	L3110 (Eco Tank Inkjet)	664 Ink Bottle (Black/Cyan/Magenta/Yellow)
9	Olivetti	PR2/PR2E (Passbook Printer)	Olivetti PR2 Ribbon Cartridge

**Note: - Any New Printers (Future) — — To be quoted at mutually agreed rates.**

**Technical Bid / APPLICATION FORMAT:**

Name of the Company	
Address of Registered Office	
Registration number and Date of Registration	<p>a. Under Companies Act 1956 _____</p> <p>b. Under C.S.T _____</p> <p>c. Under B.S.T _____</p> <p>d. Under G.S.T _____</p> <p>e. Other (Please specify)</p>
Company PAN/TAN	<p>a.) PAN _____</p> <p>b.) TAN _____</p>
<p>Contact Information</p> <p>Office Phone Number:</p> <p>Residence Phone Number:</p> <p>Mobile Number:</p> <p>E-Mail:</p>	
Years of Experience	
Major Clients	Banks / PSUs
The bidder quoting the lowest total of all the 4 items together will be successful bidder. Please confirm your acceptance.	Yes / No
Please confirm that you will supply the items as per Bank's specifications, within the time period mentioned.	Yes / No
Whether a fully functional Service / support center is available in Coochbehar/Alipurduar/West Bengal	Yes / No

If you are becoming L-1, please confirm that, you are willing for refilling of toner cartridges for a duration of six months at the same rate. Please confirm your acceptance.

Yes / No

**DECLARATION**

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / Annexures.
3. I / We agree that the decision of Central Bank of India, Coochbehar in selection of contractors will be final and binding to me / us.
4. I / We have read the instructions and I / we understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the Bank.

Place :

Date :

SIGNATURE OF THE APPLICANT  
NAME & DESIGNATION  
SEAL OF ORGANISATION

## Commercial Bid /Price Bid:

### ELIGIBILITY CRITERIA FOR AWARDING AMC (TCO): (All amounts in Rupees)

Sl. No.	Printer Make	Printer Model	Cartridge Model	Refilling Price (A)	Compatible Cartridge Price (B)	Original Cartridge Price (C)	Total Unit Price (A+B+C)
1	HP	LaserJet P1108	88A(CC388A)				
2	HP	LaserJet 202/208	137A(W1370A)				
3	Canon	LBP151dw	337 Toner Cartridge				
4	Canon	LBP 2900	12A Toner Cartridge				
5	Canon	Image CLASS MF3010	925 Toner Cartridge				
6	Epson	PLQ-20 (Passbook Printer)	Ribbon Cartridge S015339(C13S015339)				
7	Epson	l6460 (Eco Tank Inkjet)	113 Ink Bottle (Black/Cyan/Magenta/Yellow)				
8	Epson	L3110 (Eco Tank Inkjet)	664 Ink Bottle (Black/Cyan/Magenta/Yellow)				
9	Olivetti	PR2/PR2E (Passbook Printer)	Olivetti PR2 Ribbon Cartridge				
<b>Total Cost of Ownership (Rs):</b>							
<b>Amount in Words</b>							

### Quote for Courier charges

S.N	KMs from Coochbehar/Alipuduar	Courier charges
1	15-30 KM	
2	30-40 KM	
3	Above 40 KM	

**\*Note: - Bank reserves the right to negotiate the courier charges as per prevailing market price.**

The rate quoted above shall be all inclusive, excluding GST, GST will be paid over and above the rate, as applicable.

Based on the rate quoted, bank may declare the The bidder quoting the lowest total of all the 9 items together will be successful bidder or different L1 each for Original OEM, compatible and Refilling cartridges.

Date:

(Seal & Sign of the Bidder/Vendor)