



Ref. no.: UCIL/EDP/AC/CART-REF/2014/1

March 29, 2014

**N.I.T. No.: UCIL/EDP/CART-REF/1**

Sealed offers are invited from the parties as per our terms and conditions for the following details as given below:

1. Name of the work	Refilling of Laser toner cartridges
3. Period of work	One year
5. Last Date for submission of offer	18.04.2014 at 3:00 PM
6. Date of opening of Tender	18.04.2014 at 3.30 PM

**If the office of UCIL, Jaduguda happens to be closed on the last date and time mentioned for any of the above events, the said event will take place on the next working day at the same time and venue.**

This Notice Inviting Tender (N.I.T.) along with Tender document is available on our website: [www.ucil.gov.in](http://www.ucil.gov.in) Full details, terms, conditions and specifications of works as well as detailed conditions of tendering are available in the above-mentioned NIT document. Telex/Telegram/Fax/E-mail tenders will not be accepted/entertained.

Sealed Quotations will be received in quotation box kept at the office of Dy. Gen. Manager (Pers.)IRs, Jaduguda till Last date and time and will be opened at the same venue at above opening date and time.

The UCIL reserves the right to accept or reject or cancel any or all tender either in full or part thereof, if necessary without assigning any reasons whatsoever.

For Chairman & Managing Director  
Uranium Corporation of India Limited  
Jaduguda

**Cc to:**

1. DGM(Pers)IRs.
2. All Notice board.



Ref. no.: UCIL/EDP/AC/CART-REF/2014/1

March 29, 2014

**N.I.T. No.: UCIL/EDP/CART-REF/1**

To,  
Limited Tender

Dear Sir,

Please submit your sealed offer for the following work along with duly signed the tender document as per our following terms and conditions.

1. Name of the work	Refilling of Laser toner cartridges
3. Period of work	One year
5. Last Date for submission of offer	18.04.2014 at 3:00 PM
6. Date of opening of Tender	18.04.2014 at 3.30 PM

**Terms & Conditions:**

- 1. Scope of work:** Refilling of Laser black toner powder in existing cartridges along with toner drum cartridge along with other accessories during each Refilling of cartridges to keep the cartridge in order and smooth functioning.
- 2. Payment terms:** The payment will be release for each refilling after successful completion & submission of invoice along with user requisition duly signed by authorized signatory. The user requisition proforma is enclosed as annexure-1.
- 3. Rate** :The rate should be quoted as per Annexure-I.
- 4. Validity** :Offer should be valid for 90 days.
- 5. Taxes** :Extra as applicable.
- 6. Delivery/Filling status:** The successful bidder has to complete the refilling job at our site even for a single cartridge within 24 hours as and when required.
- 7. Location** : Jaduguda, Narwapahar, Turamdih.
- 8. Last date of submission:** 18.04.2014 at 3:00 PM
- 9.** Conditional offer is not acceptable. In case of non acceptance of single terms & conditions the offer will be rejected.
- 10.** Late submission of tenders will not be accepted. Tenders by Telex/Telegram/Fax/E-mail" will not be accepted. Tenders may be submitted by Registered Post, by Hand in Person or by Courier. However any delay on this account shall not be accepted as a reason for exception.
- 11.** The rates quoted should be net after discount if any, No free services/offers quoted will be considered for evaluation of lowest status. Arithmetical errors will be rectified on the following basis that if there is a discrepancy between words and figures, the amount in words will prevail.
- 12.** This tender is not transferable.
- 13.** Mere quoting lowest rates will not amount to commitment on the part of UCIL for award of contract. UCIL, India 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.** No boarding, lodging and travelling will be paid by UCIL.

15. If any dispute(s) arises between the UCIL and the firm with reference to any provision of the contract, the decision of the Director (Technical), UCIL shall be final and binding on both the parties.
16. **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.
17. **Confidentiality:** The Party/Bidder shall treat all documents/data/software or part of them which may be provided by UCIL as strictly maintenance of Secrecy & confidentiality of Data/System/Process of the same. A bidder has to follow any other instructions of UCIL in this regard from time to time.
18. The above scope of work may be decrease or increase while ordering.
19. **Price Escalation:** No escalation on any account shall be payable and price quoted shall be firm till completion of the work under this contract. Offers with price variation clause will be out rightly rejected.
20. **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.
21. **Submission & Opening of Tender: -**  
Tender / quotation / bid shall be submitted in a manner asked strictly in accordance with the above 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.
22. **Visit of Site and Locality prior to quote rate (s): -**  
Before submission of tender, the tenderer are advised to make them fully conversant with the SCHEDULE OF ITEMS, SCOPE OF WORK, GENERAL CONDITION OF CONTRACT. They are also advised to physically visit the site to understand the site working conditions, nature of jobs prior to quote for the same.
23. **Rate (s) in figures and words: -**  
The tenderer should mention their price item-rates in figures as well as in words in Annexure-I. In case of any dispute / ambiguity, the price / rate mentioned in words shall be considered as final. Insertions, postscript, additions and alterations shall not be recognized unless confirmed by the tenderer signature. Tenderer shall be submitted schedule of items(s) and rate(s) in triplicate duly signed and stamped on each page.

**If the office of UCIL, Jaduguda happens to be closed on the last date and time for submission of Price bit/tender then the same will take place on the next working day at the same time and venue.**

Sealed Quotations will be received in quotation box kept at the office of Dy. Gen. Manager (Pers.)IRs, Jaduguda till Last date and time and will be opened at the same venue at above opening date and time.

For Chairman & Managing Director  
Uranium Corporation of India Limited  
Jaduguda



**FINANCIAL OFFER for N.I.T. No.: UCIL/EDP/DEPRECIATION/1**

**ANNEXURE-I**

1. Name of the Company :
2. Address :
3. Tel. No. & FAX No. :
4. Contact Person :

Sl. NO.	ITEM/DESCRIPTION	Quantity	TOTAL(in Rupees)	
			in Figure	in Words
			A	B
1	Refilling of Laser black toner powder in existing cartridges along with toner drum during each Refilling and other accessories of cartridges as and when required to keep the cartridge in order	One		
2	Taxes			
<b>Total</b>				

It is certified that the above rates are inclusive of all transportation & other incidental charges etc.

**Seal & Signature  
of  
Authorized Signatory**



An ISO 9001 : 2008, ISO 14001 : 2004, IS 18001 : 2007 Company

**JADUGUDA/NARWAPAHAR/TURAMDIH**

**User Requisition**

**N.I.T. No.: UCIL/EDP/CART-REF/1**

To  
The Accounts department

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

Printer model/s : .....

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.

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User Signature

\_\_\_\_\_  
Signature of Authorized Signatory