

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	28-03-2026 18:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	28-03-2026 18:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	West Bengal
विभाग का नाम / Department Name	Urban Development And Town And Country Planning Department West Bengal
संगठन का नाम / Organisation Name	Kolkata Municipal Corporation
कार्यालय का नाम / Office Name	Kolkata700013
कुल मात्रा / Total Quantity	75
वस्तु श्रेणी / Item Category	Toner Cartridges / Ink Cartridges / Consumables for Printers (Q2)
मूल उपकरण निर्माता का औसत टर्नओवर (गत 3 वर्षों का) / OEM Average Turnover (Last 3 Years)	1 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 Year (s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Past Performance, OEM Authorization Certificate, OEM Annual Turnover *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है / Do you want to show documents uploaded by bidders to all bidders participated in bid?	No

बिड विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
विगत प्रदर्शन / Past Performance	40 %
बिड से रिवर्स नीलामी सक्रिय किया/ Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/ RA Qualification Rule	50% Lowest Priced Technically Qualified Bidders
लागू आरसीएम/ RCM Applicable	Yes
बिड का प्रकार/ Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय / Time allowed for Technical Clarifications during technical evaluation	2 Days
निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्व पंजीकृत एजेंसियों द्वारा)/ Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
मूल्यांकन पद्धति/ Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/ Arbitration Clause	No
सुलह खंड/ Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	No
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एमआईआई खरीद वरीयता/MII Purchase Preference

एमआईआई खरीद वरीयता/MII Purchase Preference	No
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1. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM of the product offered in the bid {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts and delivery acceptance certificates like CRAC to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.

2. OEM Turn Over Criteria: The minimum average annual financial turnover of the OEM of the offered product during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the OEM is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

3. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 40% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion.

जीएसटी की धारा 9(3)/Section 9(3) Of GST

Where ever RCM is applicable, sellers (Regular GST registered seller who opted out of FCM , unregistered seller, seller registered under composition scheme)will be forced to put Zero GST and GST cess in their bids. Buyer will have liability of paying the GST and GST cess to the government on the specified rate mentioned by them in this Bid.

4. Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the order of prices from lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L-1 to L-4). In case number of technically qualified bidders are 2 or 3, RA will be between all without any elimination. If Buyer has chosen to split the bid amongst N sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in contention for participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would be increased to get at least products of one more OEM (directly participated or through its reseller) if available. Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of Non MSE L-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also be allowed to participate in the RA process.

जीएसटी की धारा 9(3) / Section 9(3) Of GST

Where ever RCM is applicable, sellers (Regular GST registered seller who opted out of FCM , unregistered seller, seller registered under composition scheme)will be forced to put Zero GST and GST cess in their bids. Buyer will have liability of paying the GST and GST cess to the government on the specified rate mentioned by them in this Bid.

If the buyer has mentioned MSE purchase preference in ATC then service provider is required to upload necessary documents for MSE purchase preference for verification by the buyer during evaluation.

Toner Cartridges / Ink Cartridges / Consumables For Printers (75 pieces)

तकनीकी विशिष्टियाँ /Technical Specifications

* जेम केटेगरी विशिष्टि के अनुसार / As per GeM Category Specification

विवरण/Specification	विशिष्टि का नाम /Specification Name	बिड के लिए आवश्यक अनुमत मूल्य /Bid Requirement (Allowed Values)
GENERIC	Product Class of Cartridge	OEM
	Printer/Multifunction Machines Brand for which offered Cartridge/Consumable is Suitable	RICOH
	Type of Cartridge/Consumable	Toner Cartridge
	Color of the Ink/Toner	Black, Magenta
	Model Number of OEM's Printer/OEM's Multi Function Machine	IM 2702, M-2700, M-2701, MP-2014, MP-2014AD, MP-2014D
	Model Number of OEM's Printer Cartridge/Consumable	RICOH Toner MP2014HS Black (842136)
	Minimum Yield of the Replacement Cartridge/Consumable offered (Number of Pages)	10001 to 15000, 15001 to 20000, 20001 to 30000, 30001 to 40000, 40001 to 50000, 50001 to 70000, 70001 to 100000, 100001 to 500000, 500001 to 1000000, 1000001 to 1500000 Or higher

इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess	लागू आरसीएम/R CM Applicable	रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM	रिवर्स प्रभार के अनुसार जीएसटी उपकर 1 /GST Cess 1 as per RCM	GST Cess 2 as per RCM	वैकल्पिक रिवर्स प्रभार /Optional RCM
NA	NA	Yes	18%	NA	NA	Yes

परेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	Sanjib Das	700013,5, S.N. BANERJEE ROAD	75	15

Special terms and conditions-Version:4 effective from 09-10-2025 for category Toner Cartridges / Ink Cartridges / Consumables for Printers

1. This category covers two classes of products — OEM Cartridges/Consumables and Compatible Cartridges/Consumables — to enable buyers to procure both original and compatible options in a transparent and competitive manner.
2. **Definitions:**
 - (a) *OEM Cartridge/Consumable* refers to a cartridge manufactured by a company that also manufactures printing machines such as printers, multifunction (all-in-one) devices, or plotter printers, and is intended for use with those machines.
 - (b) *Compatible Cartridge/Consumable* refers to a cartridge manufactured by an entity other than the OEM of the printing machine but designed to be compatible with, and functionally replace, the OEM cartridge.
3. The parameter “Product Class of Cartridge” has two values — OEM and Compatible. ‘OEM’ denotes a cartridge having a brand same as that of the printer, while ‘Compatible’ denotes a cartridge having a brand different from the printer(s) but compatible with the printer(s). Buyers can select only ‘OEM’ or only ‘Compatible’ or both ‘OEM’ and ‘Compatible’ (or ‘any value’) as per their requirement.
4. Printer OEMs authorised in this category and granted dashboard access shall upload catalogues under Product Class of Cartridge – OEM. Compatible OEMs shall upload catalogues under Product Class of Cartridge – Compatible strictly in accordance with their approved Vendor Assessment (VA) report.
5. Incorrect selection of product class or deviation from the approved VA report by the sellers may attract administrative action, including removal of catalogues, temporary suspension, or any other action deemed appropriate by GeM.
6. The parameter “Model Number of OEM Printer/MFP” shall indicate the printer or multifunction model for which the offered cartridge/consumable is suitable. Sellers shall ensure correct mapping of cartridges/consumables to printer models while creating catalogues.
7. Printer OEMs and Compatible OEMs shall have their respective model/part numbers included in the drop-down options prior to catalogue creation. Catalogues created using unapproved or incorrect model numbers may be removed and attract administrative action.
8. Compatible OEMs shall ensure that their model or part numbers do not resemble those of printer OEMs in any manner likely to mislead or confuse buyers.
9. Sellers requiring inclusion of new model/part numbers (against parameter “Model Number of OEM's Printer Cartridge/Consumable”) or the OEM's name (against the parameter “Name of the OEM/Compatible Manufacturer of Cartridge/Consumable Offered”) in drop-down options shall submit such requests to the GeM Helpdesk along with supporting documentation. Requests shall be processed by GeM based on verification of the vendor's eligibility and the applicable VA report.
10. The parameter “Name of the OEM/Compatible Manufacturer of Cartridge/Consumable Offered” shall indicate the name of either the printer OEM or the compatible OEM, as applicable. Sellers shall select their name only from the approved drop-down options available after completion of Vendor Assessment and inclusion through the Helpdesk process.
11. Buyers should select only one brand/make under the parameter: “Printer:: Multifunction Machines Brand for which offered Cartridge:: Consumable is Suitable.”
12. Buyers procuring only ‘OEM’ cartridges for multiple printer brands through bunched bids shall opt for item-wise evaluation and not total value-wise evaluation, so as to enable participation by resellers of individual brands. Bunching of only ‘OEM’ Cartridges and only ‘Compatible’ Cartridges can be resorted to only when evaluation is item-wise. In case the buyer selects both ‘OEM’ and ‘Compatible’ against ‘Product Class of Cartridge’ or alternatively chooses ‘any value’ against ‘Product Class of Cartridge’, then the bid evaluation method of either ‘Total Value-wise’ or ‘Item-wise’ can be opted for by the buyer as per his/her requirement and desired level of competition based on the availability of sellers.
13. By selecting “As per IS/ISO/IEC 19752:2017”, the seller confirms compliance with equivalent or relevant ISO standards such as ISO/IEC 24711 or ISO/IEC 29102, as applicable to the technology or type of cartridge (Inkjet, Laser, Toner, or Ink).
14. Buyers procuring cartridges through bidding and selecting Product Class – only ‘OEM’ should follow the PAC procurement method after following the prescribed due process, and the PAC certificate duly signed by the competent authority shall be uploaded at the time of bid creation. GeM, however, does not prescribe PAC procurement on its own, and the decision to follow the PAC mode of procurement is the buyer's call. In case the buyer selects both ‘OEM’ and ‘Compatible’ against ‘Product Class of Cartridge’ or alternatively chooses ‘any value’ against ‘Product Class of Cartridge’, then such PAC may not be required in the bid.
15. The L-1 comparison buying method for Product Class – only ‘OEM’ is not permissible. In case the buyer selects both ‘OEM’ and ‘Compatible’ against ‘Product Class of Cartridge’ or alternatively chooses ‘any value’ against ‘Product Class of Cartridge’, then the L-1 comparison buying method shall be available subject to other standard prerequisites. The L-1 comparison buying method for Product Class – only ‘Compatible’ is possible subject to other standard prerequisites.

16. For procurement through bidding involving a specific brand of Compatible Cartridges, PAC procurement may be undertaken only after following the prescribed due process. GeM, however, does not prescribe PAC procurement on its own, and the decision to follow the PAC mode of procurement is the buyer's call.
17. Single Tender procurement without PAC is permissible only where the buying organisation permits such procurement under specific circumstances and where GeM has enabled the Single Tender functionality for that organisation. GeM, however, does not prescribe the Single Tender mode of procurement on its own, and the decision to follow the Single Tender mode of procurement is the buyer's call.
18. By procuring items under this category, buyers confirm that they have understood the above clauses and agree to them. Any query with regard to the above clauses should be made prior to the procurement or floating of the bid. GeM shall not entertain any bid- or contract-specific query.
19. By uploading catalogues under this category, sellers confirm that they have understood the above clauses and agree to them. Any query with regard to the above clauses should be made prior to uploading a catalogue or participating in a bid. GeM shall not entertain any bid- or contract-specific query.

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/**Buyer Added Bid Specific Terms and Conditions**

1. **Generic**

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity up to 25% of the contracted quantity during the currency of the contract at the contracted rates. The delivery period of quantity shall commence from the last date of original delivery order and in cases where option clause is exercised during the extended delivery period the additional time shall commence from the last date of extended delivery period. The additional delivery time shall be $(\text{Increased quantity} \div \text{Original quantity}) \times \text{Original delivery period (in days)}$, subject to minimum of 30 days. If the original delivery period is less than 30 days, the additional time equals the original delivery period. The Purchaser may extend this calculated delivery duration up to the original delivery period while exercising the option clause. Bidders must comply with these terms.

2. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

1. BID specific MAF required. The bid specific MAF will be cross verified with OEM.

2. Additional Performance Security shall be submitted by the participating bidder 10% of Tender amount in the form of Bank Guarantee if the Quoted rate is less than, 80% or less of the Estimated cost.

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अस्वीकरण/**Disclaimer**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum

issued by DPIIT in this regard.

2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

यह बिड सामान्य शर्तों के अंतर्गत भी शासित है /This Bid is also governed by the General Terms and Conditions

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---