

**Mother Dairy Calcutta**  
**P.O. - Dankuni Coal Complex, Dist - Hooghly, Pin - 712310**

PUR/ENQUIRY/EDP/ 762

Date : 26.06.2025

**WHOEVER IS CONCERNED**

**Sub : Enquiry for Replacement of Printer Ribbon, Toner (Refilling, Maintenance & Fittings) and Antivirus Software (Supply, Installation & Activation)**

Dear Sir,

Mother Dairy Calcutta invites quotations for replacement of Printer Ribbon, Toner (Refilling, Maintenance & Fittings) and Antivirus Software (Supply, Installation & Activation) at its Dankuni and Salt Lake Offices on contract basis.

The contract will remain valid for a period of two years from the date of finalization of the contract.

Detailed terms & conditions duly signed and stamped on all pages and offer form (Please refer the enclosed format) will have to be submitted in sealed envelope within **05.07.2025** (till 2 pm).

Bidders are required to enclose self-attested photocopy of the following documents without which quotations will be considered invalid (However, as per requirement of the Dairy authority the original documents might have to be produced for verification at any time) -

- i) **GST Registration Certificate**
- ii) **PAN**
- iii) **Income Tax Return for the assessment year 2024-25**
- iv) **Valid Trade License**

Payment shall be made as per actual execution of work.

Quoted rates shall be clearly mentioned (whether exclusive or inclusive of GST).

Payment of bills shall be made within 30 days after receipt of invoice subject to satisfactory completion of work and duly certified by the appropriate authority.

Kindly mention our tender / enquiry no., date and due date on the top of the envelope.

All the enclosures are mandatory.

Quotation submitted by Fax, e-mail etc. shall not be accepted.

If any clarification is needed, our In-charge (EDP) may be contacted on any working day.

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**SCOPE of WORK**

Maintenance and refilling of toner, ribbons & ink tank includes spares replacement of toners done onsite for approximately 30 nos. of Laserjet & 50 nos. of DMP on call basis. Offsite refilling and maintenance may be done by giving proper standby.

Kaspersky Internet Security Software Installation and Activation done onsite or by remote support for approximately 30 PCs as and when required basis.

**TERMS & CONDITIONS**

1. The contract will remain valid for **TWO years** from the date of finalization of the contract. However, Mother Dairy Calcutta reserves the right to extend the validity of the contract up to three months at the same rates, terms & conditions.
2. Selected contractor shall have to pay a sum of **Rs 5000.00 as security deposit** by way of demand draft drawn in favor of "Mother Dairy Calcutta" for the entire period of contract. The security deposit shall be refunded after successful execution of the contract subject to recovery if any. The Security Deposit shall be forfeited in the event of failure / refusal to abide by the terms and conditions of contract. The security deposit will not bear any interest.
3. To and Fro transportation and delivery of materials shall have to be done by the contractor at his own arrangement and cost.
4. If any work of the contractor is found defective within the testing warranty of 15 days from the date of implementation of job, free repairing / replacement / reconditioning should be done by the contractor. The contractor may retain the old materials including the damaged parts.
5. Bad workmanship will not be accepted and if carried out is liable to be rejected and should be rectified by the contractor at his own cost as per specification and directions given by Dairy's authorized representative. The decision of Chief General Manager, Mother Dairy Calcutta, as to items of bad workmanship and proper replacement / rectification will be final and binding on the contractor.
6. The materials used by contractor should conform to the description / specification given by Dairy. Sub-standard quality of materials will not be accepted. The sample must be got approved well in advance from the competent authority.
7. All repair works should match with the original finish and to the entire satisfaction of the competent authority.
8. The work shall be carried out according to the instruction and specification given by the authorized representative of the Dairy depending upon the requirement at site and the work will be considered completed only when the Dairy's representative is satisfied about the quality of work done.
9. All the debris arising out of the works shall be removed and the working areas should be cleaned properly by the contractor as soon as the job is completed.
10. Quoted rates shall be inclusive of cost of materials, labour supervision, all working accessories etc. Rate shall be firm for entire execution of the contract and no escalation of rate on any ground what-so-ever shall be applicable.

11. Damages done to any of Dairy's property by the contractor or his representative(s) will have to be made good by the contractor at his own cost as directed by the authorized representative of the Dairy.

12. The Dairy shall not liable for injury of any person engaged by the contractor in connection with the work order.

13. The Dairy administration reserves the right to terminate the contract by giving 30 days clear notice in writing without assigning any reason whatsoever.

14. Contractor shall obtain all necessary licenses as required to run this business, shall be entirely responsible for the payment of dues to his persons as per regulation in force, and for complying with all the statutory obligations like P.F., E.S.I. and / or workman compensation Act as applicable from time to time and will keep the Dairy indemnified for and in respect of all his act or omission.

15. If at any time an of your personnel is found in any unlawful act / theft / smuggling of Dairy's properties, Mother Dairy Calcutta reserves its right to make appropriate recovery of the same from you and also penalize you as mutually agreed.

16. You shall not transfer, partially or fully, the benefits of the contract to any individual / firm / company at any time within the contract period.

17. The contract shall be a commercial contract by and between Mother Dairy Calcutta and the contractor. There will be no employer employee relationship between the Dairy and him. So under no circumstances he or his employees will be employees of the Dairy and therefore, he or his employees will not be entitled to rights, privileges, benefits, etc. which are extended to the employees of the Dairy.

18. If any dispute or difference shall at any time arise between the two parties in respect of this agreement or concerning anything herein contained or arising out of this agreement, or as to the rights, liabilities or duties of the said parties hereunder, or as to the recovery of any amount, the same shall be referred to the sole arbitration of Managing Director, West Bengal Co-operative Milk Producers' Federation Ltd., Block LB-2, Sector III, Salt Lake City, Kolkata - 700106. The decision of the Arbitrator shall be final and binding on the parties. The Hon'ble High Court at Kolkata shall have exclusive jurisdiction clauses mentioned subsequently in other place(s). The arbitration proceedings shall be governed by the provisions of the Arbitration and Conciliation Act, 1996 and rules made there under or any amendment or statutory modification thereof for the time being in force.

Chief General Manager reserves the right to accept any or reject any or all offers without assigning any reason what-so-ever. Chief General Manager also reserves the right to amend / alter the contract during the contract period, if any.

Chief General Manager also reserves the right to decide / divide the order, if needed.  
Thanking you,

Yours faithfully  
For Mother Dairy Calcutta



In-charge, Purchase

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List of machines / printers installed in different sections of Mother Dairy -

Sl. No.	Name of machine / printer	Quantity
1.	HP Laserjet MFP138	2
2.	HP Smart Tank - 750	1
3.	HP Laserjet ProM202dw	2
4.	HP Laserjet 202dw	2
5.	HP P1020 Plus	8
6.	HP INK TANK	1
7.	HP 1100	1
8.	HP P1007	2
9.	Printronix P-8000	2
10.	TVS MSP 240/245/250/STAR	4
11.	TVS MSP 345/STAR	12
13.	EPSON INK TANK 110/210/430	6
14.	EPSON DOT MATRIX LQ-310	1

Any of the machine may be scrapped in near future and new machines / printers installed. Such machines should be brought under contract on mutual consent basis.

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**OFFER FORM**

Enquiry No - PUR/ENQUIRY/EDP/762 dated 26.06.2025 Closing date - 05.07.2025 (till 2 pm)

Sl. No.	PARTICULARS	Estimated Rate / unit	Quoted Rate / unit
1.	HP 12A / 88A / 110A Toner i) Toner Refilling ii) Replacement of spare; Maintenance & fitting	i) Rs 250/- ii)Rs 140/-	i) ii)
2.	EPSON L360 ink bottle (Black) 664 supply with filling	Rs 370/-	
3.	EPSON L360 ink bottle 664 (Cyan / Magenta / Yellow) supply with filling	Rs 470/-	
4.	EPSON L3110 Ink Bottle (Black) 003 supply with filling	Rs 370/-	
5.	EPSON L3110 Ink Bottle 003 (Cyan / Magenta / Yellow) supply with filling	Rs 470/-	
6.	DMP 80Col / 132Col / MT 661 Line Printer Ribbon Supply, Replacement & fittings	Rs 40 / 50 / 130 / 90	
7.	Kaspersky Internet Security Antivirus Software 1 year (Supply installation & activation)	Rs 590/-	
8.	New cartridge 80 col (TVS)	Rs 160/-	
9.	DMP High Speed Printer (WEP / EPSON) (web)	Rs 330/-	
10.	New cartridge 132 col (TVS)	Rs 195/-	
11.	New cartridge MT 661 Line Printer (Prodor)	Rs 640/-	
12.	Printronic 8000 Line Matrix Ribbon Cartridge (web)	Rs 2490/-	
13.	Antivirus Software (Quick Heal Server & ????? for Windows 2012 server) (1 user; 1 year)	Rs 1750/-	
14.	EPSON LQ-310 DMP Ribbon	Rs 248/-	
15.	Black GT 53 (70 ml)	Rs 430/-	
16.	Color GT 52 (70 ml) a) Yellow b) Magenta c) Cyan	a) Rs 530/- b) Rs 530/- c) Rs 530/-	a) b) c)

Estimated rates above exclude GST.

**Note**

The defective parts may be retained by the contractor.

Payment will be made as per actual execution of work.

GST will be paid extra as applicable. Hence quoted rate should exclude GST.

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Signature of the bidder  
with seal & date