QUOTATION NOTICE

FOR

SUPPLY OF TONER CARTRIDGES OF PRINTER FOR

KOCHI WATER METRO LTD

Quotation Notice No.: KWML/PROC/TENDER/2026-27/40

Quotation Notice Date: 09.10.2026

Last Date of Bid Submission: 19.10.2026 @ 15.00 hrs

KOCHI WATER METRO LIMITED

(A JOINT VENTURE COMPANY OF GOVT OF KERALAM AND KOCHI METRO RAIL LIMITED)

First Floor, Operation Control Centre Building, Near Vyttila Mobility Hub, Vyttila
Ernakulam, Kochi, Keralam - 682019

Quotation Notice

KWML/PROC/TENDER/2026-27/40 09.10.2026

Kochi Water Metro Ltd (KWML) invites quotation for **"Supply of Toner Cartridges of Printer for Kochi Water Metro Ltd"** as per the details below.

I] Item Description

SL No	Description of Items	Quantity	Unit
Printer Make & Model: HP Laser Jet Managed MFP E77428			
1	Black Toner Cartridge – W9100MS	1	No.
2	Cyan Toner Cartridge – W9101MS	1	No.
3	Magenta Toner Cartridge – W9103MS	1	No.
4	Yellow Toner Cartridge – W9102MS	1	No.

II] Key Details: -

1)	Email id for receiving queries and clarification	procurement@watermetro.co.in
2)	Contact Person Details	Manager (Procurement - KWML) Ph: 9744139148
3)	EMD & Tender fee	Nil
4)	Type of Tender	Single Bid
5)	Last date and time of submission	19.10.2026 @ 15.00 hrs
6)	Time and date of opening	19.10.2026 @ 15.30 hrs

7)	The documents to be submitted along with bid	a) Duly filled form Appendix 1 b) PAN Card copy c) GST registration certificate d) Cancelled cheque copy e) Letter of Proposal submission as per the format enclosed in Appendix 2 f) Schedule of compliance as per the format enclosed in Appendix 3 g) Statement of Deviation as per the format enclosed in Appendix 4 h) Financial bid as per the format enclosed in Appendix 5. i) In case of MSME, Udyam Certificate to be submitted. j) Technical Datasheet of the quoted item.
8)	Address of receipt of sealed hard copy envelope by specifying **RFQ title & number** on the envelope.	Manager (Procurement) Kochi Water Metro Limited, First Floor, OPERATION CONTROL CENTRE(OCC) BUILDING, VYTTILA, KOCHI, KERALA-682019.
9)	Opening location of Quotation	Same location as above
10)	Delivery Period	Within 03 weeks from the date of issuance of Letter of Award (LOA).
11)	Delivery Address	First Floor, Operational Control Centre Building Kochi Water Metro Limited Near Vyttila Mobility Hub Vyttila, Kochi, Ernakulam, Keralam-682019
12)	Award criteria	The LOA/PO will be awarded based on the technically accepted lowest total cost(L1) including all taxes and GST post correction of arithmetic errors if any. Unconditional acceptance of LOA/WO must be furnished within 3 days of issuance of same.
13)	Warranty	Two (02) Years OEM Warranty
14)	Retention amount:	5% of the total order value retained will be released after warranty period, after adjusting the late performance debit charges.
15)	Payment Terms:	Payment after successful completion of work after all statutory deductions and retention if any will be made against submission of the following;

		a) Tax Invoice b) Acceptance of item by KWML c) Warranty certificate
16)	Repeat Order	The Contract will have a Repeat Order Clause, wherein KWML can order under the Contract within six months from the date of completion of supply under the original PO/LOA. The Repeat Order will have rates on not exceeding basis while the terms and conditions will remain unchanged. It will be entirely the discretion of KWML to exercise the Repeat order or not.
17)	Variation clause	The quantity mentioned in the BOQ is indicative. The total quoted contract value may vary +/- 25% to the next rounded whole number of the ordered quantity. The contractor shall submit invoice for the actual quantity of material delivered, based on the certification from KWML representative against the unit rate quoted.

18) While submitting the quotation, the bidder will be deemed to have read, understood and accepted all the terms and conditions stated in this document and its addendum/corrigendum if any and no change, what so ever desired, will be entertained by KWML.
19) Further, corrigendum/addendum, if any, issued to the Tender /bid document, shall only be made available at the website.
20) The bid shall be submitted in a single sealed envelope. The RFQ Name and number shall be super scribed on top of the envelope.
21) Bid validity: 90 days from the date of Bid Closing date.
22) The Bid of the bidder which is responsive, complete and in accordance with the Tender document will be considered for evaluation. After completing the evaluation, LOA/PO will be placed to the technically qualified least total cost, including all taxes, among the offers received. If one or more bidder has quoted the same unit rate for the goods, sealed counter offer shall be sought from those bidders for placing P.O to the least offered bidder.
23) Whenever the tenderer deviates from the provisions of a clause /sub-clause, they shall furnish detailed justification for the same in the Statement of Deviations in the format attached in Appendix – 3.
24) The whole contract is to be executed in the most approved, substantial and precise workmanship manner, to the entire satisfaction of the Purchaser or his nominee, who, both personally and may his deputies shall have full power, at every stage of progress, to inspect the material at such times as he may deem to fit or to reject any of the material which he may disapprove.
25) KWML does not bind itself to accept the lowest tender or to assign any reason for non-acceptance of the same.
26) Invoice: Invoice should be submitted in duplicate, after completion of supply against supply order. Invoice should contain bank details, name of the bank, Branch, IFSC code, PAN details, HSN/SAC code, Supplier's GST no. and KWML GST No. 32AAICK8891J1ZZ

and must be addressed to Chief Operating Officer (Water Metro), 4th Floor, JLN Metro Station, Kaloor, Ernakulam, Kerala-682017.

27) Taxes and Duties: -

a) Participants should quote the price for door delivery including Transit insurance, freight charges, loading & unloading charges and indicating separately the basic price and GST rate applicable for each unit tendered along with the HSN/SAC code and if GST exemption is there, appropriate exemption notification document should be submitted. All taxes will be paid at actuals based on prevailing rates.

b) Transportation, packing, forwarding and other charges if any, shall also be included in the quoted price.

c) Contract amount will be the total price quoted inclusive of all taxes and including GST.

d) The GST amount shall be calculated as per the percentage quoted in the financial bid.

e) In case any bidders make arithmetical errors or quote with a different percentage or omit to quote, the same will be corrected as per the percentage applicable against the quoted HSN/SAC in the financial bid. In case no HSN/SAC is provided the quoted rate shall be deemed as inclusive of applicable GST. If the total corrected value exceeds the total quoted value in the financial bid, then the base price will be adjusted so as to maintain the originally quoted amount inclusive of taxes.

f) The tax liability as per GST Act rests with the contractor, ambiguity if any regarding the percentage for that particular work or Services Accounting Code (SAC)/HSN etc. shall be cleared before offering of rates.

g) Any liability on account of wrong classification of goods or services for arriving at taxes will be on the bidder.

h) Lowest offer will be decided based on the overall lowest amount calculated with the basic price along with GST.

i) Invoice as per GST Act should be furnished prior to every running account/final bills.

j) GST at actuals shall be paid on the quoted/corrected base value as per GST law in India after submission of appropriate GST invoices with GSTIN of the bidder and GSTIN of Kochi Water Metro Ltd - 32AAICK8891J1ZZ.

k) The Contractor shall bear and pay all taxes (other than GST of the goods and services rendered to KWML), duties, levies and charges assessed on the Contractor, its Subcontractors or their employees by all municipal, state or national government authorities in connection with the facilities in and outside India.

l) In event of exemption or reduction of any form of Tax being granted by the Government in respect of the works, the benefit of the same shall be passed on to the purchaser.

m) All statutory levies (except GST) applicable to this contract shall be payable by the contractor and KWML will not entertain any claim whatsoever in this respect other than GST. GST will be paid extra at the applicable rate on the applicable value, as per GST law in India, after submission of appropriate GST invoices by the contractor to KWML.

n) Under GST law the contractor shall also comply regarding filing of all the returns to the GST network/government departments within the stipulated time, every month or such other period as required by the Government. If the contractor does not comply with any of the GST laws and procedures and if KWML incurs any liability on this account or does not get the input credit from the GST Network/Government as goods and/or service receiver due to the contractor's failure to comply with the procedures of filing / uploading of data/submissions of documents etc. in time then all such liability including

the input credit of the GST lost by KWML and the penalties and interest incurred by KWML would be the liability of the contractor and the same shall be recovered either by recovery from security deposits / any other amount payable by the contractor to KWML or through direct payment. The contractor shall submit the copy of latest filed return - GSTR1 along with the invoice.

28) Quoted price:

a If there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line-item total shall be corrected, unless in the opinion of the Company there is an obvious misplacement of the decimal point in the unit price, in which case the line-item total as quoted shall govern and the unit price shall be corrected;

b If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

c If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

d Tenderers shall be requested to accept correction of arithmetical errors. Failure to accept the correction shall result in the rejection of the Tender and forfeiture of bid security

e The prices quoted should be firm and not subject to any variation, unless specified in the tender documents. Any deviation in this aspect may make the offer liable to be ignored.

29) The offers received through telex/tele-fax/e-mail will not be accepted by KWML under any circumstances.

30) If the date specified for opening of quotation happens to be a holiday for KWML, it will be opened next working day at the designated time.

31) KWML shall not be responsible for any delay/loss or non-receipt of quotation by post/courier service. Late quotation (received after date and time of submission of bid) shall not be accepted under any circumstances.

32) KWML reserves the right to accept or reject any or all proposals without assigning any reasons. No bidder shall have any cause of action or claim against the KWML for rejection of his proposal.

33) Quotation, in which any of the particulars and prescribed information are missing or are incomplete, in any respect and or prescribed conditions are not fulfilled, shall be considered as non-responsive and liable to be rejected.

34) No advance payment can be made.

35) Only one quote to be submitted by one bidder

36) All disputes shall be settled in a court of law having jurisdiction at Kochi.

37) Bidder shall submit sample of material confirming to the technical specifications if requested by KWML.

38) Vendor whose aggregate turnover in any preceding financial year (starting from 2017-18) exceeds Rs. 5 crores, has to mandatorily generate E-invoice. Hence, invoices submitted by vendors should be E invoices (i.e, Invoices electronically uploaded and authenticated with a unique IRN and digitally signed QR code).In case E invoicing is not

applicable, E – Invoice exemption declaration form shall be submitted by vendor along with invoice. If the above-mentioned form cannot be filed due to non-enablement of e-invoicing as turnover is less than 5 Cr., proof of the same shall be submitted along with invoice.

39) **Late delivery penalty and liquidated damages**

For Delivery: If the contractor fails to complete the delivery within the stipulated time in the order and/or contract, the contractor shall pay KWML in terms of late delivery fee of 0.5% of value of delayed goods per week of delay subject to maximum 10% of the value of contract. For avoidance of doubt, the L.D will be calculated on pro rata basis for the no. of days of delay. Any delay happened from KWML will be excluded for the calculation of LD.

The contractor shall attend the fault reported on inspection within 3 days from the time of notification by KWML and shall be rectified/replaced the defective parts within 7 days after attending the same. If the contractor fails to rectify/replace the faults within 7 days after attending, the contractor shall pay a liquidated damage fee/ performance debit charges of 0.5% of the retention amount furnished for each 1 day of delay subject to maximum of the retention amount.

40) Notification of delivery and dispatch with regard to each and every consignment shall be made to the Purchaser immediately on despatch and delivery. The tracking number of transport mode along with necessary details for tracking of the dispatched material needs to be communicated to the purchaser on every dispatch.

41) The Contractor shall full indemnify for all claims damages, expenses and related liabilities.

42) **FORCE MAJEURE**

In the event of any unforeseen event during the currency of the Contract, such as earthquake, war, fires, floods, or acts of God, as a result of which, either party (purchaser/ contractor) is prevented or hindered in performing any of its obligations under the contract, then it shall within a week from the commencement thereof, notify the same in writing to the other party with reasonable evidence thereof. If the force majeure condition(s) mentioned above be in force for a period of 90 days or more at any time, the either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days' notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other, save and except those which had occurred under any other clause of this contract prior to such termination.

43) **CONSIGNEE'S RIGHT OF REJECT**

Notwithstanding any approval which the Inspecting officer may have given in respect of the stores or any goods or other particulars or the work or workmanship involved in the performance of contract (whether with or without any test carried out by the Contractor or the Inspecting officer or under the direction of the inspecting Officer) and notwithstanding delivery of the stores /completion of work where so provided to the interim consignee , it shall be lawful for the consignee, on behalf of the Purchaser , to reject the stores/work or any part, portion of the consignment thereof within 45 days after actual delivery/completion thereof to him at the place or destination specified in the contract if such stores/ work or part , portion of consignment thereof is not in all

respects in conformity with the terms and conditions of contract whether on account of any loss , deterioration or damage before dispatch or delivery or during transit or otherwise howsoever.

44) **REJECTION CRITERIA**

If on inspection of the material at site, are found to be not matching the requirement of the purchaser as mentioned in the tender document and are being rejected by the inspecting officer/ team of KWML or its representatives, the Contractor would be required to make satisfactory supplies of brand new and unused material meeting the requirement as mentioned in the tender document within the stipulated period of delivery.

(a) On rejection of any Material submitted for inspection at a place other than the premises of the Contractor, such stores shall be removed by the Contractor at his own cost subject as herein after stipulated, within 10 days of the date of intimation in writing of such rejection.

(b) All rejected material shall in any event and circumstances remain and always are at the risk of the Contractor immediately on such rejection. If such material is not removed by the Contractor within the period aforementioned, the Inspecting officer/KWML representatives or its authorised personnel may remove the rejected material. The Purchaser shall in addition, be entitled to recover from the Contractor the handling and storage charges on the rejected material after expiry of the time limit mentioned above.

Chief Operating Officer (KWML)

APPENDIX 1

COMPANY PROFILE

No.	DETAILS	
1	Title Company/Firm/Individual/HUF/Partnership /others (others please specify) (Attach certificates wherever necessary)	
2	Name of Bidder (with city and postal code)	
3	Address with telephone, e-mail, fax number & the name(s) of the contact person(s) (If address to place order is different from registration address, please mention both)	
4	GST ID State of registration	
5	PAN DETAILS	
6	BANK DETAILS Name of Bank Name of Branch IFSC Code Account Number Address of Bank	

Authorized signatory

Name:

Designation

Signature & stamp

APPENDIX 2

LETTER OF PROPOSAL SUBMISSION

Bid for "Supply of Toner Cartridges of Printer for Kochi Water Metro Ltd "

To,
Manager (Procurement)
Kochi Water Metro Ltd.

Reference: RFQ for "Supply of Toner Cartridges of Printer for Kochi Water Metro Ltd"

Dear Sir,

We hereby submit our Bid for "Supply of Toner Cartridges of Printer for Kochi Water Metro Ltd"

DECLARATION: I/We hereby confirm having read and understood the RFQ and the requirements of supply under this tender. The information furnished by us is true to the best of our knowledge and belief and nothing has been concealed there from. I/We agree to abide by all the terms and conditions of the RFQ document (and corrigendum/addendum if any), in case the job is awarded to me/us.

Place :
Date :

Name & Designation of Authorized Person

Signature:

Stamp

Appendix - 3

SCHEDULE OF COMPLIANCE WITH SCOPE OF WORK

Sl. No	Specification	Complied Yes/No	Remarks

NB: Leaving this appendix blank will be treated as Compliance with scope of work and technical specifications

Place :

Date :

Name & Designation of Authorized Person

Signature:

Stamp

Appendix - 4

STATEMENT OF DEVIATION FROM RFQ TERMS AND CONDITIONS

RFQ Clause No	DEVIATION IF ANY	REMARKS

NB: Leaving this appendix blank will be treated as no deviation.

Place :

Date :

Name & Designation of Authorized Person

Signature :

Stamp

APPENDIX 5
PRICE BID

SL No	Description of Items	Quantity	Unit	HSN Code	Unit Rate excluding GST (Rs)	Total Amount excluding GST (Rs)	GST (%)	Total Amount including GST (Rs)
Printer Make & Model: HP Laser Jet Managed MFP E77428								
1	Black Toner Cartridge - W9100MS	1	No.					
2	Cyan Toner Cartridge - W9101MS	1	No.					
3	Magenta Toner Cartridge - W9103MS	1	No.					
4	Yellow Toner Cartridge - W9102MS	1	No.					
5	Freight Charges, if any	1	LS.					
Grand Total Amount (Rs) :								
Grand Total Amount (Rs) including GST in Words :								

Note :
1) The above quoted rate must be all inclusive of P&F, freight, etc on door delivery basis.
2) Vendor must quote for all the line items
3) Lowest bidder shall be identified based on overall L1 basis.

Authorized Signatory:

Name:

Designation:

Signature: