



GOVERNMENT OF MAHARASHTRA
SHIKSHAN MAHARSHI DADASAHEB RAWAL GOVERNMENT POLYTECHNIC, DHULE.

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Website:-www.gpdhule.org.in

ENQUIRY NO: - SMDRGPD/CS/ANN. PRIN.TONER-REFILLING /2022-23/ 1457

DATE: 27 APR 2022

ENQUIRY LETTER

SUBJECT: - QUOTATION FOR ANNUAL CONTRACT FOR PRINTER TONER CARTRIDGE REFILLING

Gentleman,

You are requested to quote your most competitive rates for the Annual contract for printer toner refilling subject to terms and conditions as mentioned below. The quotation should be sent in a sealed envelope/cover and marked as "QUOTATION FOR ANNUAL CONTRACT OF PRINTER TONER CARTRIDGE REFILLING " along with the enquiry no, due date and the same must reach this office at Administrative building , dispatch section not later than Date :- 17/05/2022 till 5:00pm .No Quotations will be accepted after this date & time under any circumstances. This office will not be responsible for any postal/courier delay and also for reasons beyond the control of this office. Date and Time of quotation opening:- 18/5/2022 at 11:30 A.M.

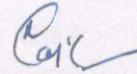
TERMS AND CONDITIONS FOR ANNUAL CONTRACT PRINTER TONER CARTRIDGE REFILLING.

1. Enclosure of Firm's Registration Certificate Copy, GST registration certificate/acknowledgement copy and PAN card copy with self-attested documents are mandatory along with the submission of the quotation. Quotations received without the same shall be rejected.
2. Quotation should be prominently marked with complete official rubber stamp and address along with terms and conditions of annual contract
3. Quotations with Corrections/overwriting /without authorized signatures are liable for rejection.
4. Quotation sent via email shall not be accepted
5. The Prices quoted must be for quality toner cartridge inclusive of toner cartridge refill, Labour charges and Goods and Service Tax.
6. Validity of the Rates quoted by you must be valid for one year.
7. If you wish, you may depute your authorized representatives during the date and time of opening of quotations. As thereafter no dispute shall be entertained by this institute for quotation opening procedure, this shall please be noted.
8. The offer will be given initially for one year and can be extended on existing terms for another one year on a satisfactory performance basis.
9. The contractor shall be responsible for refilling toner cartridges of all available Printers in this institute, hence necessary and sufficient toner refill packs must be kept ready.
10. Calls should be attended immediately for refilling of toner cartridges whenever called for, by concerned departments of this institute.

11. In case of printer toner is not refilled within stipulated time ,standby Printer is to be provided in order to ensure smooth functioning of the institute and if Call not attended within the stipulated period , penalty of Rs.100/- (one hundred only) per printer toner cartridge refilling will be deducted from your bill.
12. Maintenance of the printer/s shall not include in this annual contract.
13. TDS amount shall be deducted from your bill as per Government rule by the Account section, Shikshan Maharshi Dadasaheb Rawal Government Polytechnic Dhule.
14. Tax invoice must be submitted in triplicate copies .Payment shall be made quarterly upon compliance of the terms and conditions of the contract and satisfactory services. Bills are therefore to be submitted quarterly. No advance payment with the order will be made. Every case will be taken to clear up the bills in a least possible period
15. The contractor will have to put on record "PRINTER TONER CARTRIDGE REFILLING REPORT" by the concerned user and the same must be submitted along with the invoice.
16. The payment procedure shall be as per Government procedure via CMP procedure subject to submission of original cancelled cheque , Xerox copy of PAN card and Pass book to Accounts section of this institute or email the required documents to against confirm purchase order by this institute .
17. If service is not found satisfactory or violation of terms & condition of annual contract, services will be terminated by a written letter by the Principal, Shikshan Maharshi Dadasaheb Rawal Government Polytechnic, Dhule.
18. The undersigned reserves all the rights to alter /amend any terms without prior reference to the contractor / reject any or all quotation offers, without assigning any reason (/s), thereof.

➤ **DETAILS OF PRINTER - MAKE AND MODEL FOR TONER CARTRIDGE REFILLING :-**

HP LASERJET PRINTER 1022N / HP LASERJET PRINTER 1020 PLUS / HP LASERJET PRINTER P3005DN / HP LASERJET PRINTER P 3050/ HP LASERJET PRINTER P2014N / HP LASERJET PRINTER M 1136 MFP/ HP LASERJET PRINTER PRO M12W / HP LASERJET PRINTER PRO MFP M26NW /BROTHER DCP-L254 1 DW



(Dr.R.G.Wadekar)

PRINCIPAL

SHIKSHAN MAHARSHI DADASAHEB RAWAL
GOVERNMENT POLYTECHNIC, DHULE

Copy submitted to:-

1. THE DIRECTOR, DIRECTORATE OF TECHNICAL EDUCATION, DESK NO.11 – IT IS REQUESTED TO PUBLISH THIS ENQUIRY LETTER ON WEB PORTAL.
2. THE JOINT DIRECTOR, REGIONAL OFFICE NASHIK – IT IS REQUESTED TO PUBLISH THIS ENQUIRY LETTER ON WEB PORTAL.
3. COMPUTER DEPARTMENT, GOVT.POLYTECHNIC, DHULE INSTITUTE - TO UPLOAD THIS ENQUIRY COPY ON INSTITUTE WEBSITE.
4. OFFICE SECTION, GOVT.POLYTECHNIC, DHULE: - FOR DISPLAY ON INSTITUE NOTICE BOARD.