

GOVERNMENT POLYTECHNIC, DHULE.



Vidyanagri Deopur, Dhule

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ENQUIRY NO: GPD/CS/AMC/PRIN.TONER-REFILL/2017-18 / 2678

DATE :- 17 SEP 2018

DUE DATE :- 03 / 10 / 2018

To,

ENQUIRY LETTER

Sub:- QUOTATION FOR ANNUAL MAINTENANCE CONTRACT OF PRINTER TONER CARTRIDGE REFILLING

List of Materials :- The complete details/Quantity of printers is given below in details

Gentleman ,

You are requested to quote your most competitive rates for the Printer toner cartridge refilling for printers mentioned below in table. The quotation should be sent in a sealed envelope/cover and marked as "QUOTATION FOR ANNUAL MAINTENANCE CONTRACT OF PRINTER TONER CARTRIDGE REFILLING " along with the enquiry no, Due date and the same must reach this office not later than 03 / 10 / 2018. The late quotations will not be considered. You may depute your authorized representatives who wish to be present during the time of opening of quotation on DT:- 04 / 10 / 2018.

Sr.no	Printer make	Printer model	Qty
1.	HP LASERJET PRINTER	1022N	13
2.	HP LASERJET PRINTER	1020N	06
3.	HP LASERJET PRINTER	P3005DN	03
4.	HP LASERJET PRINTER	P3050	01
5.	HP LASERJET PRINTER	P2014N	01
6.	HP LASERJET PRINTER PRO	M1136 MFP	10

TERMS AND CONDITIONS FOR ANNUAL MAINTENANCE CONTRACT PRINTER TONER CARTRIDGE REFILLING

Enclose the GST Acknowledgement certificate copy and PAN card copy with your quotation, else your quotation shall be strictly rejected

- Only those parties who have the experience of " Annual Maintenance contract of PRINTER TONER CARTRIDGE REFILLING " may submit the quotation to this Institute.
- Quotations received after the due date will not be entertained.
- Quotation document form is not transferable.
- Quotation should be prominently marked with complete official rubber stamp and address along with terms and conditions of maintenance and payment. No correction or overwriting is allowed.
- The amount of TDS shall be deducted from your total bill amount as per Govt. rules and procedures.
- If you want you may depute your representative on above mentioned opening date as mentioned above. Later, no excuses shall be entertained thereafter by this Institute for quotation opening procedure and the same shall be opened before the institutes purchase committee members, this shall please be noted
- The undersigned reserves the right of ordering part quantities without assigning reasons and the supplier shall supply the ordered quantity at accepted rates.
- The quotation must remain valid for a minimum period of six months from the date of opening the quotation.
- No advance payment is permissible. Every case will be taken to clear up the bills in a least possible period.
- Quotation sent by email shall not be accepted.
- The contractor shall be responsible for refilling toners of all the Printers mentioned as above in the institute with superior and standard quality toner powder /refill and with necessary and sufficient toner refill packs which have to be kept ready .

P.T.O

Contd

- Calls should be attended immediately and maximum within 24 working hours, any number of refilling of toner whenever called for. In case of printer toner is not refilled into order within stipulated time of 24 working hours, standby Printer is to be provided in order to ensure smooth functioning of the institute . If not attended, penalty of Rs.500/- (five hundred only) per call will be deducted from the bill.
- If the party is not adhering the terms and conditions of AMC, the Principal Government Polytechnic, Dhule may impose the penalty as deem fit. (The penalty may be condoned at the discretion of the Government Polytechnic, Dhule in exceptional and genuine cases.)
- The offer will be given for the period of one year.

TERMS FOR PAYMENT

*No advance payment with the order will be made. The terms of payment are neither negotiable nor conditional. Payment shall be made quarterly subject to satisfactory services and refill of toner to concerned departments.. Bills are, therefore, to be submitted quarterly for payment subject to deduction of Income tax.

*The party will have to put on record the following certificates with the bill(s) for printer toner cartridge refill . "PRINTER TONER CARTRIDGE REFILLING Report " from the user. Please note that Maintenance /repair etc is not included in the AMC

*If service not found satisfactory or violation of terms & condition of contract, services will be terminated by a written letter.

The undersigned reserves the rights to accept any quotations or reject any or all quotations and to order any of the items in any quantity without assigning any reasons thereof.



(Dr.R.G.Wadekar)
PRINCIPAL
GOVT.POLYTECHNIC,DHULE

Copy submitted to :-

- ✓ 1. THE DIRECTOR ,DIRECTORATE OF TECHNICAL EDUCATION , DESK NO.11 –
IT IS REQUESTED TO PUBLISH THE ENQUIRY ON WEB PORTAL
2. THE JOINT DIRECTOR ,REGIONAL OFFICE NASHIK – IT IS REQUESTED TO PUBLISH THE ENQUIRY ON WEB PORTAL
3. GOVT.POLYTECHNIC,DHULE INSTITUTE WEB PORTAL - (SHRI. ARUTWAR SIR,COMPUTER DEPT.)
4. INSTITUE NOTICE BOARD, GOVT.POLYTECHNIC,DHULE