

# GOVERNMENT POLYTECHNIC, DHULE.



Vidyanagri Deopur, Dhule

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DUE DATE :- 04/8/17

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

DATE :-

15-07-17

12482

To,

## ENQUIRY LETTER

SHRI.S.P. ARUTWAR, LECTURER IN COMPUTER DEPARTMENT, GOVT.POLYTECHNIC,DHULE

FOR UPLOADING THE ENQUIRY ON INSTITUTE WEBSITE AND ACKNOWLEDGE THE SAME TO CENTRAL STORES

### 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 4/8/17. 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:- 5/8/17

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

- Only those parties who have the experience of "Annual Maintenance contract of PRINTER TONER CARTRIDGE REFILLING" may submit the quotation to this institute.
- Firm's GST NUMBER and PAN NUMBER should be mentioned in the Quotation else shall be rejected by this institute.
- Quotations received after the due date and time 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.

(a) The contractor shall be responsible for refilling toners of all the Printers mentioned as above in the institute with Necessary and sufficient toner refill packs which have to be kept ready .

(b) 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.

c)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.)

d)The offer will be given initially for one year, and can be extended on existing terms for another one year on satisfactory performance basis.

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

### 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

The Principal ,Government Polytechnic, Dhule reserves the right to reject all or any of the quotations, without assigning any reason for the same .

PRINCIPAL  
GOVT. POLYTECHNIC DHULE