

SHIKSHAN MAHARSHI DADASAHEB RAWAL GOVERNMENT POLYTECHNIC, DHULE.



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QUOTATION DUE DATE :- **17.9.2019** .

ENQUIRY NO :- GPD/CS/PRIN.TONER-REFILL/AMC/2019-20/2048

DATE **27 AUG 2019**

ENQUIRY LETTER

Sub:- 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 . 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 not later than **17-9-2019** . The quotations received after the due date shall not be considered. You may depute your authorized representatives who wish to be present during the time of opening of quotation on Date :- **18-9-2019** .

The quotation shall be opened at 11:30 A.M

TERMS AND CONDITIONS FOR ANNUAL CONTRACT PRINTER TONER CARTRIDGE REFILLING

1. Enclosure of Firm's Registration Certificate, GST registration certificate/acknowledgement copy and PAN card copy along with your quotation are mandatory .
2. Quotations received after the due date shall not be entertained.
3. Quotation should be prominently marked with complete official rubber stamp and address along with terms and conditions of annual contract
4. Quotations with Corrections / overwriting etc shall not be entertained.
5. Quotation sent via email shall not be accepted
6. The quality of the toner cartridge must be superior.
7. The Prices quoted must be inclusive of toner cartridge refill, Labour charges and Goods and Service Tax.
8. Rates must be valid for one year from the date of confirmation letter.
9. You may depute your representative on opening date of quotations as mentioned above , later no dispute 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.
10. The offer will be given initially for one year, and can be extended on existing terms for another one year on satisfactory performance basis.
11. If service 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.
12. The contractor shall be responsible for refilling toner cartridges of all available Printers in this institute. Necessary and sufficient toner refill packs must be kept ready .
13. Calls should be attended immediately for refilling of toner cartridges whenever called for.
14. In case of printer toner is not refilled into order 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.200/- (two hundred only) per printer toner cartridge refilling will be deducted from your bill.
15. No advance payment with the order will be made. Every case will be taken to clear up the bills in a least possible period
16. Please note that Maintenance /repair etc of the printers are not included in this Annual contract .
17. TDS amount shall be deducted as per government rule by account section, Govt.Polytechnic Dhule .
18. 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 for payment subject to deduction of Income tax.
19. The party will have to put on record "PRINTER TONER CARTRIDGE REFILLING Report " from the user along with invoice.
20. If service not found satisfactory or violation of terms & condition of contract, services shall be terminated by a written letter from this institute , this may please be noted.
21. 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 vide confirm purchase order by this institute .
22. The Principal , Shikshan Maharshi Dadasaheb Rawal Government Polytechnic, Dhule reserves the right to reject all or any of the quotations, without assigning any reason for the same .

(Dr. R.G.Wadekar)

PRINCIPAL

SHIKSHAN MAHARSHI DADASAHEB RAWAL
GOVT.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 DISPLAY ON INSTITUTE WEB
4. OFFICE SECTION , GOVT.POLYTECHNIC, DHULE :- DISPLAY ON INSTITUE NOTICE BOARD