



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



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ENQUIRY NO: - SMDRGPD/CS/AC.- PRIN.TONER-REF. /2024-25/ 1160

DATE: 15 JUN 2024

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 must 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 :- 5/7/2024 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:- 6/7/2024 at 11:30 A.M.

TERMS AND CONDITIONS IN CONNECTION TO ANNUAL CONTRACT PRINTER TONER CARTRIDGE REFILLING.

1. **Copy of PAN card details., GST details & Aadhar details in the name of the proprietor / owner / firm / company are mandatory to be attached with 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 will not be accepted.
5. The Prices quoted for toner cartridge refilling must be inclusive of all taxes .
6. **Maintenance of the printer/s is not included in this annual contract.**
7. Validity of the Rates quoted by you must be valid for one year.
8. If you wish, you may depute your authorized representative during the date and time of opening of quotations. Later on , no dispute shall be entertained under any circumstances by this institute for quotation opening procedure.
9. 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.
10. 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.

11. Calls should be attended immediately for refilling of toner cartridges whenever called for, by concerned department/s of this Institute.
12. 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 time period, penalty of Rs.100/- (one hundred only) per printer toner cartridge refilling will be deducted from your bill.
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 addressed to "The Principal, Shikshan Maharshi Dadasaheb Rawal Government Polytechnic, Dhule".
15. 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.
16. You will have to put on record the details of printer cartridge filling in prescribed "PRINTER TONER CARTRIDGE REFILLING REPORT" and duly signed by the concerned user and the same original must be submitted along with the tax invoice.
17. For the payment process, if you are not a registered vendor in the Maharashtra Government organisation for Cash Management Products (CMP), it is mandatory to submit the required documents to the Account section of this office for official registration of the supplier at the District treasury office for release of payment a) Cancelled cheque b) PAN Card (Xerox Copy) c) Aadhar card (in case of proprietor) subject to issuance of Annual contract by this institute.
18. If your 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.
19. 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.

➤ **PRINTER'S - 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/BROTHER MULTIFUNCTION MACHINES MFC-L2701DW/ HP LASERJET MFP M233DW



(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 INSTITUTE NOTICE BOARD.