

Date :- 02.08.2021

REGIONAL PASSPORT OFFICE, AHMEDABAD

**Opp. L.D Engineering College, Gulbai Tekra,
Ahmedabad – 380006, Gujarat**

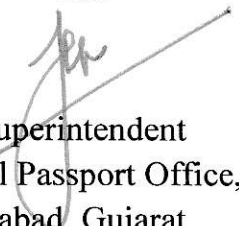
Notice for Invitation of Quotations

No. D – 15014/01/2021

Sealed quotations are invited from reputed firms for annual Contract of **Toner Cartridge Refilling & its Spare Parts** as listed in the annexure-I for a period of one year. Annual expenditure on refilling of cartridges is approx.. Rs. 2,00,000/-

“Quotation for Rate Contract of Toner Cartridge Refilling and Spare Parts” should be super-scribed on the sealed envelope. Details of any on-going/past contracts with Government offices for providing similar services, if any, should be mentioned with relevant proof. Quotations should be submitted till 10.08.2021 before 11.00 a.m. Any further information may be obtained by contacting Administration section at the telephone number 079-26309114.

Sd./-


Sr. Superintendent
Regional Passport Office,
Ahmedabad, Gujarat

Annexure –I

Rates of Contract

Srl. No.	Item Description	Samsung ML2851ND (Laser)	SamsungM 3320D (Laser)	Samsung 2850 (Laser)	Samsung M2021 (Laser)	HP P1108 (laser)	HP 1020 (Laser)	Canon LBP151dw (Laser)	Pantum P2500W (Laser)
1.	Refilling Charges								
2.	Drum								
3.	PCR Roller								
4.	Wiper Blade								
5.	Magnet Roller								
6.	Doctor Blade								
7.	Chip								
8.	Teflon								

**** Rates quoted are inclusive of GST and shall not be altered during period of agreement**

Name of Vendor and Seal/Stamp

Authorised Signature

Date:

Details to be submitted by the Bidder

Srl. No.		
1.	Name of the Firm	
2.	Address of the Firm	
3.	Registration No. of the firm/company(copy enclosed(Yes/No)	
4.	PAN/TIN/GST Registration No.(copy must be enclosed(Yes/No)	
4.	Name of the Authorized Signatory	
5.	Telephone/Mobile No. of the authorized signatory and other contact no. of firm/company	
6.	Details of the previous work done by the firm, if any. Copy must be enclosed	
7.	Undertaking/acceptance of terms & conditions by the firm. (Yes/No)	

2. I have read the terms & conditions of Tender and fully agree to comply.

Yours faithfully ,

Name & signature with date

Seal of the firm

Undertaking/Declaration

(To be given on Company Letter Head)

To,

.....

.....

Sub: Undertaking/declaration & Acceptance of Terms & Conditions of Tender.

Name of Tender/Work:-

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Dear Sir,

1. I/have obtained the tender document(s) for the above mentioned 'Tender/Work' from your office as per notice.
2. I hereby certify that I have read the entire terms & conditions of the tender documents which form the part of the contract agreement and I shall abide hereby by the terms & conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your office shall also been taken into consideration.
4. I hereby unconditionally accept the tender conditions of the above mentioned tender documents(s).
5. I hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public sector undertaking.
6. I hereby declare that the contract, if selected, is liable to be terminated if refilling/services is not found to be satisfactory at any point of time of contract.
7. I certify that all information furnished by me/our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, your office/organisation shall reject the bid or terminate the contract without giving any reason/notice therefore.

Yours Faithfully,

(Signature of Bidder)

Name of bidder

Terms & Conditions for Toner Cartridge Refilling & Replacement of its Spare Parts

1. The rate contract will be effective for a period of 12 months from the date of awarding the contract. This contract is valid for toner cartridge refilling and replacement/repair of parts associated to cartridge refilling. The contract period can be further extended subject to concurrence of both parties, if need arises.
2. First one month of the contract shall be treated as TRIAL for the refilling of toner cartridge service. If refilling services is found satisfactory and no complaint is found, the contract will continue for the next 11 months of the contract.
3. Any change of Printer parts (related to cartridges) should be approved by this office before replacement. The cost of parts shall be claimed separately with invoice.
4. Refilling charges and cost of spare parts may be submitted as per annexure –I
5. The technician/authorized person will visit the office as and when required.
6. The Technician/authorized person should be well trained and qualified for this job.
7. The parts of printer (toner, cartridge etc.) removed or replaced shall be deposited in this office itself.
8. This office reserves the right to cancel/terminate the contract at any time if the refilling work is not satisfactory and complaints received regarding the print quality during the contract period.
9. The successful vendor/firm shall sign an agreement fulfilling all the terms & conditions.
10. In case of any dispute the decision of Regional Passport Office, Ahmedabad will be final and binding on both the parties. For the purpose of adjudication, if occasion arises, the jurisdiction of the appropriate court will be at Ahmedabad.
11. If any loss or damage occurs to IT assets of this office due to lapse on part of the technician, the vendor will have to bear the cost of such losses which shall be deducted from the payment.
12. All rates quoted should be inclusive of all taxes, freight, transit, labour, cess and other all taxes etc. The price shall be quoted by the bidder in Indian Rupees only and payment shall be made to successful bidder in Indian Rupees only.
13. Reimbursement will be made monthly after completion of each month on production of bill. This is only a tentative schedule of payment and does not confer any legal or other right on the firm to proceed against the office in the event of payment gets delayed due to any reason. The payment will be made after proper deduction of TDS as per existing/applicable rates, rules.
14. This office reserves the right to modify the terms and conditions mentioned above at any point of time during the contract.
15. The competent authority has the right to accept or reject any / all the quotations without assigning any reason.
16. In case of inordinate delay, this office reserves the right to cancel any or all orders placed and can place the same to same other vendor.

17. Bidder should not in any case be blacklisted from any Govt. Department. If such case is found subsequently, the bidder is liable for judicial proceedings and shall be debarred/ blacklisted from this office for all purposes.
18. The maintenance should be of top most quality. There should not be any leakage, use of low quality inks, and use of any materials which degrade the quality of printing or reduce the life of printer.
19. The attempt on the part of the vendor to influence the authority to whom the quotation is being submitted or the quotation accepting authority, will make the vendor liable for exclusion from the consideration of his/her quotation.
20. Vendor must provide all documentary proof as required in quotation form at the time of submission of quotation.
21. Rates quoted should be inclusive of GST & shall not be altered during period of agreement.
22. During the period of rate contract for printer cartridge refilling, if office purchases a new printer or refill a cartridge of printer which is not mentioned in the rate contract, payment will be made after approval of competent authority.

Vendor Signature with stamp

**Sr. Superintendent
RPO, Ahmedabad**