

## QUOTATION ENQUIRY LETTER

BY SPEED POST

No.EDP/Refilling/08/Vol-VI  
O/o PCDA(O),  
Golibar Maidan,  
Pune - 411 001  
Date: 18/07/2016  
Tel No. 26401143/1144  
Fax 26453446  
E-Mail: [generalquery-pcdaopune@nic.in](mailto:generalquery-pcdaopune@nic.in)  
Website: <https://pcdaopune.gov.in>

To

**Last date & Time for submission : 05 Aug 2016 ( upto 5PM )**  
**Addressed by Name to : Ms. Bhawini Upadhyay, DCDA**  
**EDP Manager**  
**Office of the PCDA(O)**  
**EDP Centre**  
**Golibar Maidan,**  
**Pune - 411 001**

**SUBJECT:- Quotation for refilling of Printer Ribbons / Toner Cartridges for the period of 01/09/2016 to 31/08/2017**

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Sir,

Quotations/bids in sealed covers are invited for the refilling of computer printer ribbons /Toner cartridges for the period commencing from **01/09/2016 to 31/08/2017**. The details of our consumption for the period as well as the specification of the ribbons/ cartridges etc. are given as under:

<b>Sl. No</b>	<b>Ribbons Type /Specifications</b>	<b>Ribbons/Toner cartridges Required for refilling</b>
1	Toner Cartridges for HP Q 6511 A (LJ2420 Printer)	35
2	Toner Cartridges for SAMSUNG ML- 2571 N Printer	50
3	Toner Cartridges for CANON ICMF - 4350 D Printer – FX-9	20
4	Toner Cartridges for HP LJ 1106 Printer	150
5	Toner Cartridges for RICOH 6600/6800 SP 200 LS	50
6	Toner Cartridges for RICOH SP 300DN Cartridge	75
7	Toner Cartridges for RICOH MFD 3510SF Cartridge	20

2. The sealed tenders duly super-scribed with “**QUOTATIONS/BIDS FOR REFILLING OF PRINTER RIBBONS/CARTRIDGES**” **should reach this office on or before 05/08/2016 at 5PM**. The responsibility to ensure this lies with the Bidder. **They shall be opened on 09/08/2016 at 11AM**. Your representatives are welcome for opening of tenders. The tenders may be dispatched by registered/ speed post or can be deposited in person in the “**EDP TENDER BOX**” placed at the Security Section located on left side of main gate. Late Tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/ non-receipt of Bid documents. **The Vendors/Bidders unwilling to quote should return the Tender document duly signed before the due date and time of opening of the Bid, failing which the defaulting Vendors/Bidder may be delisted for the given range of items as mentioned in this RFP**. Bids sent by FAX or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency).

3. Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected.

4. You are free to meet the under signed for clarifications, if any, required on the above subject.

5. This tender document is also available on our web site, viz. <https://pcdaopune.gov.in>

#### **6. Terms and conditions:-**

6.1. The “UNDERTAKING” enclosed as **Annexure – ‘A’** to this quotation enquiry letter should necessarily be enclosed along with your quotation duly completed in all respect. Quotation not accompanied with the undertaking will be liable for outright rejection.

6.2 The rates quoted should be item wise quote in **Annexure – ‘B’** and it should be submitted duly affixed with the Companies stamp and signature of the authorized signatory of the company. Additional sheets, duly authenticated, may be attached to elucidate specifications or clarify specific issues.

6.3 The consumption of ribbons / cartridges mentioned above is for one year. However the monthly requirement of refilling of ribbons / cartridges may differ.

6.4 The rates quoted should be **all inclusive**. The rates quoted may be valid for 12 (twelve) months from the date of opening for tender.

6.5 **Please note that the rates quoted by you shall remain valid for the entire period**. No upward revision thereof will be accepted once the Work order for refilling of ribbons / cartridges is issued by this office.

6.6 The representative of the firm will collect the Cartridges for refill from EDP premises and deliver it within 3 days from date of collection at the same place.

6.7 **Liquidated damages:** As a general rule, if the Firm/Company fails to supply the items as agreed upon, without prejudice to right of the purchaser/hirer to any other remedy for breach of contract may recover from

the Firm/Company a sum equivalent to 0.5% of the prices the Firm/Company has failed to provide for each week or part thereof. The total damage shall not exceed value if 10% of the short supplied services.

6.8 The contract shall remain in force for the period of **one year** (12 months) from **1<sup>st</sup> September 2016** (i.e the date of commencement) to **31<sup>st</sup> August 2017**. However the contract can be extended for a further period on same terms & conditions with mutual acceptance of both parties.

6.9 PCDA (O) reserves the right to terminate the contract by serving one month notice, without any financial obligation on either side. In the event of pre-mature termination of contract, the payment for the services actually provided will be made on pro-rata basis.

6.10 Any defective-refilling coming to our notice during its use on the printer will be replaced at your expense. The refilled ribbons /cartridges should be neatly packed in polythene bags to avoid damages to the fabric.

6.11 Please ensure that the rates are quoted both in words & figures and that there is no typographic error. If there is variation in figures & words the amount in words will be considered for preparation of CST. No revision of rates will be entertained after the opening of tenders.

6.12 Please note that we will make the payment on monthly basis only after completion of the job and payment in advance is not admissible.

6.13 Right to cancel the agreement at any time without assigning any reason whatsoever solely rests with this office in the event of unsatisfactory performance/ services rendered by the dealer.

**The determination of L-1 will be on the entire package and not item wise.**

6.14 Quotation will not be accepted if----

i. It is unsigned ii. Rates are not clearly mentioned iii. Any of the annexure is not attached iv. Specifications of the items differ.

6.15 This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, if it becomes necessary at any stage.

Yours Sincerely,

Sr. Accounts Officer (EDP)

## UNDERTAKING

**ANNEXURE – “A”** to QE NO.EDP/Refilling/08/Vol-VI dated 18/07/2016

I the undersigned fully agree to all the terms & conditions mentioned at your quotation enquiry letter bearing NO. EDP/Refilling/08/Vol-VI dated 18/08/2016 and shall abide with all terms and conditions at any given circumstances.

NAME-----

SIGNATURE-----

DATE-----

SEAL-----

**Annexure "B"** to QE NO.EDP/Refilling/08/Vol-VI dated 18/07/2016

Sr. No	Name of the ribbons/ cartridges	Qty	Rate	Total amount Rs.	Remark
		<b>A</b>	<b>B</b>	<b>A x B =</b>	
1	Toner Cartridges for HP Q 6511 A (LJ2420 Printer)	35			
2	Toner Cartridges for SAMSUNG ML- 2571 N Printer	50			
3	Toner cartridges for CANON ICMF 4350 D Printer FX-9 Printer	20			
4	Toner Cartridges for HP LJ 1106 Printer	150			
5	Toner Cartridges for RICOH 6600/6800 SP 200 LS	50			
6	Toner Cartridges for RICOH SP 300DN Cartridge	75			
7	Toner Cartridges for RICOH MFD 3510SF Cartridge	20			
		<b>Total</b>			
		<b>In Words</b>			

**Name /Designation/ Signature ----- Seal -----**

**Date -----**