

Gujarat Biotechnology University

Near Gujarat International Finance Tech (GIFT) - City,
Shahpur Village, Gandhinagar-382355, Gujarat.

Date: 08/08/2022

Quotation for the refilling of Printer Cartridge

Sub: - Quotation in sealed cover are invited for refiling/ reconditioning/ refurbishing of toner/cartridges as per duly filled in "Schedule B" (Price bid) with the following Details

1. Sealed quotations are invited for providing onsite printer cartridge refilling service at Gujarat Biotechnology University, Near GIFT City, Gandhinagar as per list attached/given overleaf
2. The last date for receiving the quotation is during office hours (10:30 a.m to 6:10 p.m) up to 26/08/2022. Bidders has to send quotation via speed post/post/courier/register AD only. In person quotation will not be accepted. The envelope must be super scribed with the "QUOTATION FOR TONER/CARTRIDGE REFLING".
3. Estimated value of the Contract Approximately Rs. 50,000 (Rupees Fifty Thousands Only).
4. The rates quoted and agreed to by the University shall remain valid for a minimum period of 12 months and no increase will be granted during the validity of the current agreement or date of Work order
5. SECURITY DEPOSIT: The successful bidder will furnish 'Security Deposit' of a sum of Rs. 3000/- (non-interest bearing) in the form of demand draft which shall be released only on termination of contract, after adjustment of dues, if any.
6. Bidder have to conform to the scope of work as per ANNEXURE-`A'
7. Bidder have to quote rate for Refilling & Supply of LaserJet / Ink printer cartridge as per format mentioned in ANNEXURE- `B', if any bidder fails to do the same then his bid will be rejected. The rates shall be quoted both in figures and words and should be signed by the authorized signatory.
8. The rates quoted should be for Gujarat Biotechnology University, Near GIFT City, Gandhinagar inclusive of charges viz. packing, forwarding, duties, railway freight, transit insurance etc. And free delivery at University stores.
9. Statutory deductions / TDS will be levied as applicable.
10. Order of Refilling will be placed in person/ by phone/ or by email, Refilling should be done as per requirement within 1 day from receipt of order.
11. The vendor should mention the Registration Number as required under GST, shop and Establishment Act, register of firms if any on the face of the Quotation, if the Quotation is submitted under the name of firm or partnership.
12. Bidders should have experience of similar type work. (attach work order copies)
13. The incomplete and conditional bids will be rejected. Quoting unrealistic rates will be treated as disqualification
14. No payment will be made in advance for any supplies under this **INQUIRY**.
15. Payment will be made after receipt of your bill in duplicate against actual work done certified by store section.
16. Taxes applicable as per Government Norms.

17. Net rate inclusive of all the operations started in the attached terms and conditions of the contract for the units specified in the schedule attached with the tender may be quoted. Tender not conforming to the basis of rates or units as specified in the attached sheets of conditions may not be considered even though they may be lowest, if found necessary.
18. Right is reserved to extend the time limit after the expiry of order as per requirement of University.
19. Any variation in the rates, etc. will not be allowed on any ground such as a mistake/ Misunderstanding, etc. after the quote has been submitted.
20. In case of failure on the part of the contractor to carry out the job as required, the University is at liberty without any further notices, without sending a reminder to a contractor, to get the work done on the account, at the risk and cost of the contractor and to prefer the claim for the difference in expenditure and for all the expenses whatsoever incurred in getting the unexecuted part of work completed, which the University is wholly authorized to recover from any money payable to the contractor. Such claims be adjusted from the pending bills.
21. The University reserves the right to reject any or all quotations without assigning any reason
22. Rights are reserved with University to cancel the order at any time without giving any further notice if the work is not found satisfactory.
23. The University reserves the right to place Work order partially or fully without assigning any reasons.
24. Judicial jurisdiction of all the dispute will be Gandhinagar (Gujarat) only.

Registrar
Gujarat Biotechnology University

Due Date: 28/08/2022

ANNEXURE-`A`

Tender: - Refilling & Supply of LaserJet / Ink / printer cartridge.

Scope of work: -

1. In case the toner has to taken to the workshop the delivery of the refilled /reconditioning / refurbishing cartridges shall be made within two working days from the date of collection, inclusive of collection day without any additional charge.
2. The bidder shall install the refilled tonner / cartridge / ribbon in the respective printers.
3. Time is essence of contract. The successful bidder must perform the service as per time schedule specified. Failure to supply and install the refill cartridge and tonner on or before the stipulated date will entail a penalty decided by the authority. The penalty will be deducted from the payments to be released to a bidder and/or the security deposit as the case may be.
4. Payment will be made on Monthly Basis, against actual work done. The items will have to be supplied at University Office. No transportation/ cartage charges will be provided for the same.
5. As per Annexure — I, Bidder have to conform the quality, quantity & make of powder / ink / ribbon and yield per refilling.
6. You have to maintain record of tonner / cartridge / ribbon refilling in each machine (machine serial number also must) with Signature of authorised person of User Department.
7. University GBU reserves the right for termination of contract without any financial liability of GBU's account, in the event any breach of contract made by us & or our services found unsatisfactorily.

DECLARATION

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / Annexures.
3. I / We agree that the decision of Gujarat Biotechnology University in selection of contractors will be final and binding to me / us.
4. I / We have read the instructions and I / we understand that if any false information is detected at a later date the empanelment/contract shall be cancelled at the discretion of the University.

Due Date: 28/08/2022

ANNEXURE - B - (Financial Bid)

(To be submitted only on company Letter Head)

Sr. No.	Particular	Quantity	Refilling Rate (Per Cartridge)	Total Rs.
1	Canon LBP 214DW Printer	2		
2	Brother Printer HL-L2361DN	24		
3	HP Colour Laser Jet pro M255dw	2		
4	Canon LBP 6230DN Printer	15		
Total Amount (In figure)				
Total Amount (In words)				

- Note: 1. The bidder quoting the lowest total of all the items together will be successful bidder.
2. Rates must be inclusive of all taxes and other charges.**

Name of Bidder:

Business Address:

E-mail Address:

Contact No:

GST No:

PAN No.

Date:

Place: