

**INVITATION FOR QUOTATIONS FOR REFILLING OF TONERS UNDER  
NATIONAL SHOPPING PROCEDURE**

To

1. **M/s KIYANSH ENTERPRISES**  
BOOTH NO. 46, 1st FLOOR, SEC. 66,  
MOHALI
2. **M/s MASTER ICON**  
SCO 14, 1ST FLOOR, SEC. 20-D  
CHANDIGARH
3. **M/s JSR Trading Co.**  
#1022, Sector 70 Mohali
4. **M/s Sergery Computer Solutions,**  
Cabin No.4  
SCO 2407-08, IInd Floor,  
Sector - 22 C, Chandigarh
5. **M/s Saini Enterprises**  
Shop No.110, Ist Floor,  
Sector 45-C, Chandigarh
6. **M/s Comfax System India**  
SCO 267 , Sec. 32-D  
Chandigarh

No.:DWSS/Admin/(142335)/22/ 3318

Dated: 13-7-2022

**Subject: INVITATION FOR QUOTATIONS FOR REFILLING/ REPLACEMENT OF PARTS OF TONERS FOR DWSS S.A.S. Nagar.**

1. You are invited to submit your most competitive quotation/ rates on the quotation format attached as Annexure "A" for the following services:-

Brief Description of the Service	Specification Name of Printer (No. of Toner)	Remarks
Providing/ refilling / replacement of part of Toners as per requirement for a period of one year, likely to be extended on satisfactory service.	HP 18A LASERJET	Refilling/ replacement of parts within Two hours after receiving the call
	HP 30A LASERJET	
	HP 1015 (12-A) Laser Jet	
	HP-1007 (88-A)- Laser Jet	
	HP-1536 (78-A)- Laser Jet	
	LEXMARK-310	
	BROTHER TONNER BOX TN-B021	
	HP Laser MFP38fnw printer (Cartridge No. 110A)	
Canon 337		

- Note: i) Refilling of the cartridge should be of good quality.  
ii) Tentative Quantity of cartridges to be refilled is given in the quotation format.  
iii) Quantity can increase or decrease.

2. Government of India has received a credit from the International Bank for Reconstruction and Development (IBRD) in various currencies equivalent to US\$ 248 million towards the cost of the PRWSSIP Project and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.

3. **Bid Price**

- a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) Sales/ Service tax in connection with the service shall be shown separately.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The Prices shall be quoted in Indian Rupees only.

4. Each bidder shall submit only one quotation.

5. **Validity of Quotation**

Quotation shall remain valid for a period not less than 30 days after the deadline date specified for submission.

6. **Evaluation of Quotations**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) Are properly signed; and
- (b) Conform to the terms and conditions, and specifications.

The Quotations would be evaluated for all the item together.

Sales/ Service tax in connection with the service shall not be taken into account in evaluation.

7. **Award of contract**

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.



- 7.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- 7.2 The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
8. Payment shall be made on monthly basis for the work carried out during the month, on submission of bill within a week after ascertaining good quality print of refilled cartridge.
9. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
10. You are requested to provide your offer latest by **04:00 PM** on 25.07.2022.
11. We look forward to receiving your quotations and thank you for your interest in this project.

*[Handwritten Signature]*  
Supdt. (Admn)

Endst No. DWSS/ Admin/(142335)/22/ 3319

Dated: 13-7-22

A copy is forwarded to Executive Engineer (MIS) DWSS SAS Nagar for hosting the RFQ on official website.

*[Handwritten Signature]*  
Supdt. (Admn)

FORMAT OF QUOTATION

Annexure "A"

Sr. No	Description of Service	Specification Name of Printer (No. of Toner)	Tentative quantity of refilling for one year (In nos.)	Unit	Quoted Unit Rate												Total Amount (In Rs.)	
					Refilling of cartridge/toner with chip if required		Replacement of Blade		Replacement of Drum		Replacement of PCR		Replacement of Magnet Rod					
					In Figure (In Rs.)	In Words (In Rs.)	In Figure (In Rs.)	In Words (In Rs.)	In Figure (In Rs.)	In Words (In Rs.)	In Figure (In Rs.)	In Words (In Rs.)	In Figure (In Rs.)	In Words (In Rs.)				
1.	Providing/ refilling & replacement of part of Toners as per requirement for a period of one year, likely to be extended on satisfactory service.	HP 18A LASERJET	50	Each														
		HP 30A LASERJET	50															
		HP 1015 (12-A) Laser Jet	100															
		HP-1007 (88-A)- Laser Jet	200															
		HP-1536 (78-A)- Laser Jet	20															
		LEXMARK-310	25															
		BROTHER TONNER BOX TN-B021	30															
	Canon 337	30																
	<b>Total</b>																	
	<b>Service Tax (if any)</b>																	
	<b>Grand Total</b>																	

Grand Total Cost: Rs. \_\_\_\_\_

We agree to carry out services in accordance with the technical specifications for a total contract price of Rs..... (Amount in figures) (Rs..... amount in words) within the period & conditions specified in the Invitation for Quotations.

We also confirm that the normal commercial warrantee/guarantee of.....months shall apply to the offered goods. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

**Signature of Supplier**  
(Rubber Stamp)