

BHARAT SANCHAR NIGAM LIMITED
O/O General Manager, Telecom Distt, Mandi (HP)-175001

Tender Document for the Supply & Refilling of Ink Toners and Ink Cartridge for use in Printer, Fax and Photostat Machines as Consumable items for the year 2014-2015

Tender Document

1 Doc. No. _____

2. N.I.T. No.:- GMTD/Mandi/Tender/FAX/Computer/Consumable -Items/2014-2015/2 Dated at Mandi 08-09-2014

3. Name of work : SUPPLY & REFILLING OF INK TONER AND INK CARTRIDGE FOR USE IN
PRINTER, FAX AND PHOTOSTAT MACHINE AS CONSUMABLE ITEMS FOR THE
YEAR 2014-2015

4. Jurisdiction of the area of work : Mandi SSA.

5. Last date & Time issue of Tender : Upto 12:00 Hrs on 29-09-2014

5. Last Date & Time of submitting the Tender : Upto 15:00 hrs on. 30-09-2014

6. Date and time of Opening of Tender : At 15:30 hrs on. 30-09-2014

7. Earnest Money : As mentioned in NIT.

8. Cost of Tender document. : Rs. 569/- (Rupees Five hundred sixty Nine only)

9. Name of Bidder

:

10. Address and Telephone No.

:

11. Date of Receipt of Application :

12. Tender Issued on :

Sub Divisional Engineer (Genl.)
O/o GMTD, Mandi, (HP)-175001

TABLE OF CONTENTS

TITLE	PAGE NO.
Notice Inviting Tender	3
Instructions to Bidders	4-5
Terms and conditions of the Tender	6-8
Estimated quantity requirement in the Tender	9
Declaration Form	10
Letter of Authorization for attending bid opening	11
Financial Bid	12-14

Bharat Sanchar Nigam Limited
O/o General Manager, Telecom Distt. Mandi (HP) -175001

NOTICE INVITING TENDER

N.I.T. No.:- GMTD/Mandi/Tender/FAX/Computer/Consumable-Items /2014-2015/2 Dated 08-09-2014.

1. Wax/Tape Sealed Tenders are invited by GMTD Mandi (H.P.) for Supply & refilling of Ink Toners and Ink Cartridges for the use in Printer, Fax and Photostat Machines as consumable items **for the year 2014-2015**, from reputed firms/ suppliers who have CST/GST/TIN number and made the satisfactory Supply of Ink Toners and Ink Cartridges and Refilling of Printer and Fax Ink Cartridges as consumable items minimum of **Rs 50,000/- (Rs. Fifty Thousand only) in any of two financial years (2012-2013, 2013-2014)** in BSNL or in any department of Central Govt. / State Govt./Central PSU /State PSU or any reputed private company.
2. The approximate estimated cost for the work is **Rs. 3, 00,000/- (Rupees Three Lakhs only)**
3. **E.M.D. for the Tender is Rs. 7,500/-(Rs. Seven Thousand, Five Hundred only)**
4. Tender document for above items of work can be obtained from SDE (Genl.) O/o GMTD, Palace Colony, Mandi (HP) .
5. The tender document can be obtained on or **before 29-09-2014 up to 12:00 hours** on payment of **Rs. 569/- (Rupees Five Hundred Sixty Nine only)** in cash or DEMAND DRAFT drawn in favour of **AO (Cash) O/o GMTD, Mandi (HP) payable at Mandi**. The tender document can also be downloaded from our website www.hp.bsnl.co.in, in which case the tenderer should submit Demand Draft of **Rs. 569/- (Rupees Five Hundred Sixty Nine only)** in favour of **AO Cash) O/o GMTD Mandi (HP)** along with the tender document.
6. Submission of Tender is acceptable up to **15:00 hrs on 30-09-2014** and the Tender will be opened at **15:30 hrs on 30-09-2014**.
7. All Terms and Conditions are available in detail in the Tender document. For more details please visit our website www.hp.bsnl.co.in .

DE (Admn)
O/o GMTD Mandi-175001(H.P.)

II

Instructions for the Tenderers

1. Tenders should be submitted in Sealed Envelope (properly sealed with wax/tape in the prescribed form superscribing (“TENDER FOR SUPPLY & REFILLING OF INK TONERS AND INK CARTRIDGES FOR THE USE IN PRINTER, FAX AND PHOTOSTAT MACHINE AS CONSUMABLE ITEMS FOR THE YEAR-2014-2015”) accompanied by Earnest Money of **Rs. 7,500/- (Rs. Seven Thousand, Five Hundred only)** in the form of Demand Draft drawn in favour of **A.O. (Cash) O/o GMTD, Mandi (HP) 175001**. The Tender should be addressed to **DE (Admn) O/o GMTD Mandi(HP)-175001** and should reach in his office latest by **15:00 hrs on dated 30-09-2014**. The tender shall be opened on the same day dated **30-09-2014 at 15:30** hours in the presence of all the Tenderer or their representatives who may wish to be present at their own cost.
2. Tender document can be obtained from **SDE(Genl.) O/o GMTD, Mandi** on any working day on or before **29-09-2014 up to 12:00 hours** on payment of **Rs. 569/- (Rupees five hundred sixty Nine only)** either in Cash or Demand Draft drawn in favour of **A.O. (Cash) O/o GMTD, Mandi (HP)-175001** payable at Mandi. The Tender document can also be downloaded from our website www.hp.bsnl.co.in in which case the tenderer should submit the Demand Draft of **Rs. 569/- (Rupees five hundred sixty Nine only)** in favour of **AO (Cash) % GMTD Mandi (HP)** along with the tender.
3. **Following documents should be enclosed with the tender :-**
 - i.) Earnest Money **Rs. 7500/- (Rs. Seven Thousand, Five Hundred only)** in form of Demand Draft in the favour of **A.O. (Cash) O/o GMTD Mandi (HP)-175001**.
 - ii.) Certificate for satisfactory Supply of toners and Ink Cartridges and refilling of Printer and Fax Ink Cartridges as consumable items for minimum of **Rs. 50,000/- (Rs. Fifty Thousand only) in any of two financial years (2012-2013, 2013-2014)** in BSNL or in any Department of Central Govt./State Govt./Central Govt. PSU/State Govt. PSU or any reputed private company. Certificate for satisfactory Supply of Ink toners and Ink Cartridges and refilling of Printer and Fax Ink Cartridges shall be issued by an officer of the rank of Divisional Engineer/Executive Engineer.
 - iii.) Proof for CST/GST/TIN number.
 - iv.) PAN Number of the Tenderer.
4. Tenders without any of the documents as mentioned at Sr No.3 above are liable to be rejected.
5. Only one person, either Tenderer or his representative will be permitted to be present while opening of the tenders at his own cost.
6. Tenderer signing the tender in case of firms should specify whether they are signing as (a) sole proprietor (b) partner (c) under a power of attorney (d) Director, Manager or Secretary as the case may be. Copies of documents authorizing tenderer on behalf of such companies ,firms and personal should be attached with tender.
7. **Submission of the Tender:-**

The Tender should be submitted in a wax/tape sealed envelope containing three envelopes marked as Envelope 1, Envelope 2. & Envelope No.3. Envelope No.1 shall contain EMD & cost of Tender document (if down loaded from web site). **Envelope No.2** shall contain **Technical Bid** & **Envelope No.3** shall contain **Financial Bid** and all the the envelopes to be wax/tape sealed separately. Contents of these Envelopes will be as under: -
- 7.1 **CONTENTS OF ENVELOPES :-**
 - Envelope 1 Bid Security** (a) (EMD),
(b) Cost of Tender document in case downloaded from website.
 - Envelope 2 Technical Bid**
 - (a) Supply Certificate as mentioned in Sr.No.3 (ii) above,
 - (b) Proof of PAN Number,
 - ©.) Proof of CST/ GST/TIN number issued by the competent authority,
 - (d) Complete Tender document duly signed on all pages except financial bid form.

All certificates should be original or attested copies, attestation should be made by the competent authority.

7.2 CONTENTS OF ENVELOPE 3 (FINANCIAL BID)

Financial Bid will contain Schedule of Rates duly filled in the financial bid form as Annexure*v*(3 Pages).

- 7.3. The envelopes 1, 2 & 3 shall be duly superscribed and properly sealed with sealing wax/tape separately. All the envelopes 1, 2 & 3 shall be then placed in another wax/tape sealed envelope duly superscribed as ("TENDER FOR SUPPLY & REFILLING OF INK TONERS AND INK CARTRIDGES FOR THE USE IN PRINTER, FAX AND PHOTOSTAT MACHINE AS CONSUMABLE ITEMS FOR THE YEAR-2014-2015"). The **Envelope No.1** , **Envelope No.2** & **Envelope No.3** shall be addressed to **DE(Admn) O/o GMTD, Mandi Telecom Distt. Mandi, (HP)-175001**. All envelopes should bear the Tender Name, Tender Number and the words 'DO NOT OPEN BEFORE' **(due date) 30-09-2014**.
- 7.4 All Envelopes shall indicate the name and address of the tenderer to enable the bid to be unopened in case it is declared late.
- 7.5 Tenders shall either be sent by Registered Post or delivered in person. The responsibility for ensuring that tenders are delivered in time would rest with the bidder.
- 7.6 Bids delivered in person shall be dropped in tender box placed in the office of **DE (Admn) O/o General Manager, Telecom Distt. Mandi (HP)** on or before due date as mentioned in NIT. The purchaser shall not be responsible, for bids delivered late or elsewhere. **If the envelopes are not sealed and marked, the Tender is liable to be rejected.**
8. The Financial Bid of those Tenderer's will be opened whose Bid Security and Technical Bid is accepted by the Tender Opening Committee T.O.C).
9. **Tender Opening**
BSNL shall open bids in the presence of bidders or their authorized representatives who wish to be present at the time of opening of bids on due date. The bidder shall submit authorization letter to this effect before they are allowed to participate in bid opening. Financial bids of only those bidders will be opened whose Bid Security and Technical Bids are in order. First of all Bid Security Envelop 1 will be opened if EMD and Cost of Tender document in case downloaded from website will found as per prescribed amount then the Technical Bid Envelop 2 will be opened. If Technical Bid is in order then Financial Bid Envelop 3 will be opened. The date of opening of financial bids will be intimated to all those bidders whose technical bids are found in order.
10. **EVALUATION**
- a) BSNL shall evaluate the bids to determine whether they are complete, whether any computational errors have been made whether documents have been properly signed and whether bids are generally in order.
- b) If there is a discrepancy between words and figures the amount in words shall prevail prior to detailed evaluation, BSNL will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which confirms to all the terms and conditions of bid documents without material deviation. **A bid determined as substantially non-responsive will be rejected by BSNL.**
- c) GMTD Mandi reserves the right to waive any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of the bidder.
- d) BSNL shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be on the price of the each item offered inclusive of all levies and charges as indicated in the price schedule
- e) The evaluation will be done item wise.

III

TERMS & CONDITIONS

- 1 The power of acceptance of the Tender will rest with GMTD Mandi who does not bind himself to accept the lowest Tender and reserves to himself the authority to reject any or all the tenders without assigning reason(s). All tenders in which any of the prescribed conditions are not fulfilled or incomplete or conditional in any respect are liable to be rejected.
- 2 The Tender shall remain open for acceptance for a period of 180 days from the date of opening of tender. If any Tenderer withdraw the tender before the said period or makes any modification in the Terms and Conditions, **BSNL shall without prejudice to any other right or remedy has liberty to forfeit the earnest money.**
- 3 In the event of Tender being rejected the Earnest Money deposited by such Tenders shall there upon be refunded to such Tenderers in accordance with rules of the department in due course.
- 4 The contractor whose Tender is accepted will have to sign all the Terms and Conditions conferred by the Department in the form of agreement.
- 5 The accepted tenders will be operative for Entire jurisdiction of GMTD Mandi. Total supplies/works to be carried out against this contract will be restricted to the extent of **Rs 3, 00,000/- (Rupees Three Lakh only).**
- 6 Earnest Money deposited at the time of submission of tender by the successful bidders will be converted into security and additional **security @7.5 %** will be charged extra on the tender value on acceptance of tender in shape of **Bank Guaranty or FDR pledged in the name of A.O. (Cash), O/o GMTD Mandi (HP).**
- 7 Rates approved through this tender shall be **valid for a period of one year from the date of agreement of tender.** The approved tender is further extended up to the completion of estimated cost of the tender if not completed during the current period of one year; secondly if the estimated cost of the tender is over before the expiry of current period of the tender, **the limit can be increased by 25 % of the estimated cost.**
- 8 The security of tenderer is liable to be forfeited in case he fails to carry out the supply after acceptance of the tender as per schedule.
- 9 The Tenderer will have to sign a certificate that he has read all the Terms and Conditions of the Tender and accepts the Terms and Conditions.
10. If the Contractor refuses to accept the Work Order for any specific work, the Department reserves the right to get the work done from any other agency even with higher rates and difference of the cost will be deducted from the contractor's pending bills or the security deposit as the case may be and GMTD Mandi may terminate this contract by giving one calendar months notice of its intention to do so and on the expiry of the said period, contract shall come to an end without prejudice to any right or remedy that may accrue to the party by reason of any antecedent or breach of any terms thereof.
11. Sales Tax /Income Tax or any other tax whatsoever in respect of this contract shall be payable by the contractor and GMTD Mandi (HP) will not entertain any claim in this regards.
- 12 The General Manager Telecom. Distt. Mandi (HP) shall be at liberty to terminate this tender at any time by giving one month notice in writing without assigning any reasons whatsoever and GMTD Mandi shall not be responsible for any loss or damage etc. as result of such termination of contract.
- 13 Subletting of the contract will not be allowed without the prior approval of GMTD Mandi.
- 14 If there is any dispute between the BSNL and the contractor regarding the supply or the work or in the interpretation of clause of agreement, the matter will be referred to Arbitrator to be appointed by the CGMT, BSNL HP Circle and the decision of the Arbitrator will be final and binding upon both the Parties.
- 15 The GMTD, Mandi, (HP) reserves the right to suspend any scheduled items temporarily or permanently.
16. No interest shall be payable to the tenderers against the Earnest Money/ Security deposit furnished/ recovered from the contractor.
17. The GMTD, Mandi (HP) reserves the right to forfeit Earnest money and Security Deposits, if the Tenderer/ Contractor after acceptance of tender fail to comply with any of the Terms and Conditions/ Specifications set here in or in any contract agreement which may be drawn up as consequence of acceptance of tender.

18. **Delivery Schedule:-**

The supply of store ordered shall be **completed within a period of two weeks** and should be reckoned from the day, two days after receipt of purchase order by the contractor from the **Sub Divisional Engineer (Genl.) O/o GMTD Mandi (HP)-175001** failing which the liquidated damages will be charged @ **Rs.100/- (One Hundred only) per item per week or part thereof limited to maximum of 10% of total value of purchase order for two weeks.** After two week these additional **purchase** can be made from other agencies and the difference in price, if any, paid in excess by the GMTD, Mandi (HP) over and above the contract rates quoted in the schedules referred above and also carriage, loading, unloading and other incidental charges etc. paid if any will be charged from the contractor and deducted from their bills/ Security deposit or from both.

19. **SETTLEMENT OF CLAIMS FOR LOSSES AND DAMAGES:-**

In the matter of settling any claims of losses, damaged cost or expenses to which the BSNL may be put by reason of default of the contractor refer to above or the articles of the agreement decision of GMTD Mandi (HP) will be final. GMTD Mandi (HP) is also authorized by the contract to retain and set the amount payable to the contractor whether arising of this particular contract or out of any other transaction of contract what so ever.

20. **TERMINATION OF CONTRACT:**

The GMTD Mandi will be final judge to the quality of material supplied and his decision will be final. GMTD Mandi also reserves the right to extend the tender further, if required in the interest of services.

21. **WARRANTY:**

21.1. The supplier shall warrant that all items to be supplied shall be new and free from defects the warranty shall expire **twelve months after the material has been taken over or fifteen months from the date of supply of last material whichever is earlier.**

21.2. If, it becomes necessary for the supplier to replace any defective portion/ portions of the material under this clause shall apply to the portion/ portions of the material so replaced or removed until the expiry of six months from the date of replacement or the warranty period of the material within reasonable time the purchaser may proceed to do the work at the suppliers risk and expenses but without prejudice to any other rights which the purchaser may have against the supplier in respect of such defects.

21.3. Replacement under warranty clause shall be made by the supplier free of any charges at the site including freight and other incidental charges.

22. **ARBITRATION**

In the event of any question, dispute or difference arising under the agreement or in the connection there with except as to matter the decision of which is specifically provided under the agreement, the same shall be referred to sole arbitration of the CGMT HP Circle, Shimla-9. or in case his designation is changed or his office is abolished then in such case to the sole arbitration of the office for the time being entrusted whether in addition to the function of the CGMT HP Circle, Shimla-9 or by whatever designation such officer may be called (here in after referred to as the said officer) and if the CGMT HP Circle, Shimla-9 or the said officer is unable or unwilling to act as such to the sole arbitration or some other person appointed by the CGMT HP Circle, Shimla-9 or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration & Cancellation act, 1996. There will be no objection that the arbitrator is Government servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as government servant he has expressed views on all or any of the matter under dispute. The award to which the matter is originally referred being transferred of vacating his office or being unable to act for any reasons whatsoever such CGMT HP Circle, Shimla-9. or the said officer shall appoint other person to act as arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors. The arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award subject to aforesaid India Arbitration & Cancellation Act-1996 and the rules made there under any modification thereof for the time being enforce shall be deemed to apply to the arbitration proceeding under this clause. The venue of arbitration proceeding shall be the office of CGMT HP Circle, Shimla-9 or such other places as the arbitrator may decide. If there is any court case in connection with this work, shall be entertained only at Mandi and no other place.

23. **PACKING:**

The supplier shall provide such packing of goods as is required to prevent the damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand without limitation, rough handling transit and precipitation during transit and over storage. Packing case size and weights shall take into consideration where appropriate the remoteness of the goods to final destination and the absence of heavy handling facilities and all points in transit.

24. **TERMS OF PAYMENT:-**

Pre receipted bills in duplicate should be submitted for the stores supplied duly verified by the consignee. Payments will be made on receipt of 100% supply as per order and after it is received in good condition.

25. Conditional Tenders will not be accepted, if the conditions mentioned are not reasonable and genuine as per satisfaction of GMTD Mandi (HP).

26. The anticipated quantity of the items may vary with actual needs.

27. For refilling of Cartridges/Toners, the set up of tenderer should be within Himachal Pradesh.

28. In case of refilling, tenderer will collect Cartridges/Toners from Nodel Officer and return back within seven days after refilling.

End of terms & condition

Estimated Quantity required against the tender items for the year 2014-2015

Sr. No.	Name of Itme.	Estimated Qty required
1	Fax film Panasonic 70 mtrs (.Model KX-FP 342)	10 Films
2	Fax film Panasonic 70 mtrs (.Model KX-FP 105)	10Films
3	Fax Roll Panasonic 70 mtrs (.Model KX-FP 701)	05 No's
4	Printer Ribbon, TVS (HD 245 GOLD)	10 No's
5	Printer Ribbon, WIPRO 1050 (RIBO5004)	10 No's
6	Samsung ML-1210	06 Ink Cartridges
7	Samsung ML-1640	06 Ink Cartridges
8	HP Laserket P-1008(88A)	06 Ink Cartridges
9	HP Laserjet Printer 6 L Pro	06 Ink Cartridges
10	HP-Laserjet(4240,4250,4350) 42A	08 Ink Cartridges
11	HP-Laserjet(4200) 38A	08 Ink Cartridges
12	HP -Laserjet(9000,9040,4350) 43X	12 Ink Cartridges.
13	HP Laserjet 1010,1210,1015,3015,3020,3030)12A	38 Ink Cartridges
14	HP all in oneV-40 (15 No. Black)	20 Ink Cartridges
15	HP-3325 (Black-27 No.)	24 Ink Cartridges
16	HP-3325 (Coloured -28 No.)	12 Ink Cartridges
17	HP-21 No. (Black)	25Ink Cartridges
18	HP-22 No. (Coloured)	12 Ink Cartridges
19	Konica Minolta Page Pro -1400 Series. 9J-04205	15 Ink Cartridges
20	Photostat toner Model SHARP AR- 56185	05 Ink Cartridges
21	Photostat toner Model 5016/5020	12 Ink Cartridges
22	HP Laserjet7115A (15A)	06 Ink Cartridges
23	Blank CDs,	200 Nos.
24	Blank CDs, RW	100 Nos
25	Pen Drive 8 GB	20 Nos.
26	Pen Drive 16 GB	15 Nos.
27	H.P. Laserjet 1320 ,49A	10 Nos
28	H.P. Laserjet 2200	10 Nos

DECLARATION FORM

FROM:-

To

The General Manager,
Telecom. Distt. Mandi, (HP) -175001

Sub: -

Tender for _____

Ref: -

N.I.T. No. _____

Sir,

In reponse to your notice inviting tender for the above work I/We hereby enclose my/our offer.

I/we hereby declare that I/We have gone through the Terms and Conditions stipulated in the Tender document and agree to abide by the same in the event of acceptance of my/our offer. I/We ensure that the quality of supply will never be compromised.

Yours faithfully,

Signature(s)

Name & Address

Authority

Date:

Note: -

Tender received without the above declaration will be rejected.

**Letter of Authorisation for Attending Tender Opening
(To be submitted before the Tender opening)**

To,

The Bharat Sanchar Nigam Ltd.....

Subject – Authorization for attending bid opening on -----in the Tender for Supply & refilling of ink Toners and Ink Cartridge for the use in Printer, Fax and Photostat Machines as consumable items for the year 2014-2015.

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of
..... (Bidder) in order of preference given below.

**Name in the
Order of Preference**

Specimen Signature

I.

II.

Alternate Representative

Signature of bidder

Or

Officer authorized to sign the bid
Documents on behalf of the bidder

- Note:
1. Maximum of one representative will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
 2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

(V)

Issued to M/s.....
.....
.....

**SDE (Genl.),
O/o GMTD Mandi H.P.**

Financial Bid

Page-I

Name of work: - Supply & refilling of Ink Toners and Ink Cartridge for the use in Printer, Fax and Photostat Machines as consumable items for the year 2014-2015
N.I.T. No: - GMTD/Mandi/Tender/FAX/Computer./Consumable-Items /2014-2015/2 Dated 08-09-2014

Rates for Original Ink Cartridge/ Toner.

Sr. No.	Name of Item/Form	Rate to be Quoted	Rate for Original cartridge/ Toner	Rate in Figures (Rs.)	Rate in words
1	Fax film Panasonic 70 mtrs (.Model KX-FP 342)	Per film			
2	Fax film Panasonic 70 mtrs (.Model KX-FP 105)	Per film			
3	Fax Roll Panasonic 70 mtrs (.Model KX-FP 701)	Per FAX ROLL			
4	Printer Ribbon, TVS (HD 245 GOLD)	Per Ribbon			
5	Printer Ribbon, WIPRO 1050 (RIBO5004)	Per Ribbon			
6	Samsung ML-1210	Per Ink Cartridge			
7	Samsung ML-1640	Per Ink Cartridge			
8	HP Laserket P-1008(88A)	Per Ink Cartridge			
9	HP Laserjet Printer 6 L Pro	Per Ink Cartridge			
10	HP-Laserjet(4240,4250,4350) 42A	Per Ink Cartridge			
11	HP-Laserjet(4200) 38A	Per Ink Cartridge			
12	HP -Laserjet(9000,9040,4350) 43X	Per Ink Cartridge			
13	HP Laserjet 1010,1210,1015,3015,3020,3030)12A	Per Ink Cartridge			
14	HP all in oneV-40 (15 No. Black)	Per Ink Cartridge			
15	HP-3325 (Black-27 No.)	Per Ink Cartridge			
16	HP-3325 (Coloured -28 No.)	Per Ink Cartridge			
17	HP-21 No. (Black)	Per Ink Cartridge			
18	HP-22 No. (Coloured)	Per Ink Cartridge			
19	Konica Minolta Page Pro -1400 Series. 9J-04205	Per Ink Cartridge			
20	Photostat toner Model SHARP AR- 56185	Per Ink Cartridge			
21	Photostat toner Model 5016/5020	Per Toner			
22	HP Laserjet7115A (15A)	Per Ink Cartridge			
23	Blank CDs,	Per CD			
24	Blank CDs, RW	Per CD			
25	Pen Drive 8 GB	Per Drive			
26	Pen Drive 16 GB	Per Drive			
27	H.P. Laserjet 1320 ,49A	Per Ink Cartridge			
28	H.P. Laserjet 2200	Per Ink Cartridge			

Rates for Compatible Ink Cartridge/ Toner.

Sr. No.	Name of Item/Form	Rate to be Quoted	Rate for Compatible Cartridge /Toner	Rate in Figures (Rs.)	Rate in words
1	Fax film Panasonic 70 mtrs (.Model KX-FP 342)	Per film			
2	Fax film Panasonic 70 mtrs (.Model KX-FP 105)	Per film			
3	Fax Roll Panasonic 70 mtrs (.Model KX-FP 701)	Per FAX ROLL			
4	Printer Ribbon, TVS (HD 245 GOLD)	Per Ribbon			
5	Printer Ribbon, WIPRO 1050 (RIBO5004)	Per Ribbon			
6	Samsung ML-1210	Per Ink Cartridge			
7	Samsung ML-1640	Per Ink Cartridge			
8	HP Laserket P-1008(88A)	Per Ink Cartridge			
9	HP Laserjet Printer 6 L Pro	Per Ink Cartridge			
10	HP-Laserjet(4240,4250,4350) 42A	Per Ink Cartridge			
11	HP-Laserjet(4200) 38A	Per Ink Cartridge			
12	HP -Laserjet(9000,9040,4350) 43X	Per Ink Cartridge			
13	HP Laserjet 1010,1210,1015,3015,3020,3030)12A	Per Ink Cartridge			
14	HP all in oneV-40 (15 No. Black)	Per Ink Cartridge			
15	HP-3325 (Black-27 No.)	Per Ink Cartridge			
16	HP-3325 (Coloured -28 No.)	Per Ink Cartridge			
17	HP-21 No. (Black)	Per Ink Cartridge			
18	HP-22 No. (Coloured)	Per Ink Cartridge			
19	Konica Minolta Page Pro -1400 Series. 9J-04205	Per Ink Cartridge			
20	Photostat toner Model SHARP AR-56185	Per Ink Cartridge			
21	Photostat toner Model 5016/5020	Per Toner			
22	HP Laserjet7115A (15A)	Per Ink Cartridge			
23	Blank CDs,	Per CD			
24	Blank CDs, RW	Per CD			
25	Pen Drive 8 GB	Per Drive			
26	Pen Drive 16 GB	Per Drive			
27	H.P. Laserjet 1320 ,49A	Per Ink Cartridge			
28	H.P. Laserjet 2200	Per Ink Cartridge			

Rates for Refilling Ink Cartridge/ Toner.

Sr. No.	Name of Item/Form	Rate to be Quoted	Rate for Refilling Cartridge /Toner	Rate in Figures (Rs.)	Rate in words
1	Fax film Panasonic 70 mtrs (.Model KX-FP 342)	Per film			
2	Fax film Panasonic 70 mtrs (.Model KX-FP 105)	Per film			
3	Fax Roll Panasonic 70 mtrs (.Model KX-FP 701)	Per FAX ROLL			
4	Printer Ribbon, TVS (HD 245 GOLD)	Per Ribbon			
5	Printer Ribbon, WIPRO 1050 (RIBO5004)	Per Ribbon			
6	Samsung ML-1210	Per Ink Cartridge			
7	Samsung ML-1640	Per Ink Cartridge			
8	HP Laserket P-1008(88A)	Per Ink Cartridge			
9	HP Laserjet Printer 6 L Pro	Per Ink Cartridge			
10	HP-Laserjet(4240,4250,4350) 42A	Per Ink Cartridge			
11	HP-Laserjet(4200) 38A	Per Ink Cartridge			
12	HP -Laserjet(9000,9040,4350) 43X	Per Ink Cartridge			
13	HP Laserjet 1010,1210,1015,3015,3020,3030)12A	Per Ink Cartridge			
14	HP all in oneV-40 (15 No. Black)	Per Ink Cartridge			
15	HP-3325 (Black-27 No.)	Per Ink Cartridge			
16	HP-3325 (Coloured -28 No.)	Per Ink Cartridge			
17	HP-21 No. (Black)	Per Ink Cartridge			
18	HP-22 No. (Coloured)	Per Ink Cartridge			
19	Konica Minolta Page Pro -1400 Series. 9J-04205	Per Ink Cartridge			
20	Photostat toner Model SHARP AR-56185	Per Ink Cartridge			
21	Photostat toner Model 5016/5020	Per Toner			
22	HP Laserjet7115A (15A)	Per Ink Cartridge			
23	Blank CDs,	Per CD			
24	Blank CDs, RW	Per CD			
25	Pen Drive 8 GB	Per Drive			
26	Pen Drive 16 GB	Per Drive			
27	H.P. Laserjet 1320 ,49A	Per Ink Cartridge			
28	H.P. Laserjet 2200	Per Ink Cartridge			

Certified that I/We have read all the pages of the Tender document and have gone through the various Instructions, Terms and Conditions etc. properly and the same are acceptable to me/us.