



GOVERNMENT POLYTECHNIC, CHHATRAPATI SAMBAHJINAGAR

(An autonomous Institute of Govt. of Maharashtra)

Station Road, Osmanpura, Chhatrapati Sambhajinagar (M.H.)

Phone : 2334724 /2321917/2353644 Resi : 2331562

Website www.gpabad.ac.in , e-mail-principal.gpaurangabad@dtmaharashtra.gov.in

29 JAN 2025

No. : GPA /Store/ 2024-25/430 Date:

Sub: Quotation for Annual Maintenance contract for Refilling of Printer Toner Cartridges and accessories

(Due Date 10/02/2025)

Sealed Quotations are invited for eligible and interested manufacturers/ dealers/distributors/ Suppliers for the following items on the terms and conditions mentioned below.

Sr. No.	Name of the item with required specification (Branded Only)	Quantity Required	Remark
01	Refilling of Printer Toner (On the Spot)	01 No.	
02	Printer Cartridge 12A (Compitable)	01 No.	
03	Printer Cartridge 388A (Compitable)	01 No.	
04	Printer Cartridge 78 A(Compitable)	01 No.	
05	Printer Cartridge 328 A (Compitable)	01 No.	
06	Printer Cartridge 137 A with chip (Compitable)	01 No.	
07	Drum of Toner	01 No.	
08	Doctor Blade of Toner	01 No.	
09	Copier Blade of Toner	01 No.	
10	Magnate of Toner	01 No.	
11	PCR of Toner	01 No.	
12	Servicing Charges	01 No.	

- Quantity of above material will be purchased as per availability of funds and all purchase process may be cancelled if funds will not be received by the head office.

Terms and Conditions

- 01)The quotation should be submitted in sealed envelope.
- 02)Write on the envelope "Quotation for Refilling of Printer Toner Cartridges and accessories" and submit it to the Office in Main Building of the Institute due on 10.02.2025 .
- 03) The Quotations received after given time period will not be considered in Purchase Process and will be rejected without giving any information.
- 04) **All Material of this Enquiry will not be purchase at a time. It will be purchased as per requirement of this Institute up to 31st March 2025.**
- 05) Rates quoted should be F.O.R. Chatrapati Sambhajinagar otherwise, it should be specified clearly.
- 06) **Taxes and Duties should be mentioned separately in the Quotation with appropriate percentage.(Specially in case of GST) (GST Certificate compalsorey it should be attached with Quotaion)**
- 07) Detailed specifications including make of material should be mentioned in the Quotation. If the quoted Item/Equipment/Peripheral is available with you in different brands/makes, the rates should be mentioned separately brand wise/specification wise. In case of branded items like Computer Peripherals, Electricals, Plastic Products, ISI marked Products etc. If the Make/Manufacturer name is not mentioned in the in the quotation, the Quotation will be rejected without giving any information to the supplier.
- 08) Purchase Order will be placed in the name of Supplier which has quoted the Lowest Rates per item.
- 09) Material should be supplied within 24 Hours from the date of order.
- 10) In case of Equipments/Machines bill will be passed after Equipment Testing, Installation,



Demonstration and Training (If required) at the concerned Department. Installation report should be submitted to the Central Stores. (Workshop Department). If the Equipment/Machine does not match the required specification, it will be returned as it is at your cost.

- 11) In case of Consumable, Stationary and other miscellaneous items, the material will be inspected by the concerned department. If the material found correct subject to the required specifications, bill will be passed otherwise returned as it is at your cost.
- 12) Warranty should be mentioned in the Quotation as per given by the Manufacturers.
- 13) Quotation should be valid for 31/03/2024 from the date of opening or up to the next quotation enquiry whichever is earlier.
- 14) Efforts will be made to release the payment as early as possible we can but; sometimes it may be delayed due to no availability of grants.
- 15) The undersigned reserves the right to accept or reject any offer or all offers without assigning any reason thereof.



Principal
Government Polytechnic,
Chhatrapati Sambhajnagar.