



CCRT/31014/1/2020
March 17, 2021

To,
M/S

Rate Quotation

Name of Work: Refilling & Repairing of Cartridges, Drums, Blades and PCR for Printers and Scanners at CCRT, HQ Delhi

Director, Centre for Cultural Resources and Training, New Delhi invites Rate Quotations for Refilling of Cartridges, Drums, Blades and PCR for Printers from the reputed and experienced Vendors/Firms dealing in the printers as per General Terms and Conditions, Specifications and Schedule of work stated in this document.

Last date of submission of quotation : 09th April 2021 till 5:00 PM
Date of opening of quotation : 12th April 2021 at 11:00 AM
Contact Details : Director
Centre for Cultural Resources and Training (CCRT),
IT Cell
Plot 15-A, Sector - 7, Dwarka,
New Delhi - 110075
Telephone: (011) 25309300 Extn: 314
E-mail:- itcell.ccrt@gov.in , web.ccrt@nic.in



Terms & Conditions

1. Should have minimum 3 years experience and technical expertise in undertaking similar works preferably in Government Departments/Semi-Government Departments/Public Sector Undertakings. Proof to this effect shall be submitted along with the Bid if any.
2. Any quotation submitted by bidder, if found incomplete in any manner shall be rejected straightway. No dispute or claim of any kind shall be entertained in this regard.
3. The cover containing the quotation should be sealed and super-scribed "**Quotations for Repairing & Refilling of Tonners for Printers and Scanners** " and should be addressed to Deputy Director (Admin.), CCRT New Delhi.
4. Quotations received on e-mail will be rejected as only hard copies need to be submitted in person to CCRT Dispatch section or via Indian Postal Services or Courier services. It has to be sealed properly in an envelope.
5. The successful vendor, on acceptance of his/her quotation by the accepting authority shall have to sign the contract agreement on a non-judicial stamp paper of Rs.100/- within seven days from the date of issue of Letter of Intent.
6. The bidder should have GST number.
7. The bidder shall submit the offer under as mentioned in the **Proposal Part at point 5** in the document
8. The quotations shall be opened at the time and date that is mentioned in the document. The clarifications, particulars if any required from the bidders will be obtained by addressing the bidders.
9. All duties, taxes and other levies payable by the bidder as per State / Central Government rules shall also be included in the quoted price as on the date of quotation submission and any variation shall be reimbursed / recovered at actual by the CCRT on submission of documentary evidence / bill. The details of the taxes considered shall be clearly mentioned by the bidder in the percentage form.
10. There are approximately 43 HP Laserjet printers in CCRT Delhi and list of the toners are listed below:

Sl. No.	Name of the Printer/Scanner	No. of Printer / Scanner	Laserjet Toner No.
1.	HP Laserjet 1005	01	12A
2.	HP Laserjet P 1505	04	36A
3.	HP Laserjet All in one MFP 1319	03	12A
4.	HP Printer 3050	02	12A
5.	HP M403dn	01	28A
6.	HP Printer 3390	01	49A
7.	HP 2015dn Laserjet	04	53A



8.	HP Laserjet P-1007/1008	21	88A
9.	HP M126nw	05	88A
10.	HP Officejetpro 8600 Plus	01	Ink cartridge
11.	HP Colour Printer 2320	01	Ink cartridge
12.	HP Colour Printer 2025	01	Ink cartridge
13.	HP Scanjet G4050	02	-
14.	HP Scanjet N6310	01	-
15.	HP Scanjet 3770	01	-

Vendor is required to provide rate of each toner in the proposal.

11. All repair and maintenance services described herein shall be performed by qualified maintenance engineers who are well familiar with the printers. The vendor will depute qualified maintenance engineers in CCRT as and when required by CCRT.
12. The CCRT will complaints request over telephone / e-mail and vendor will note down the complaints. The vendor will depute qualified maintenance engineers to the concerned department to refill/repair/rectify the printers and put in working condition. The compliance report of the attending the complaints will be signed by the concerned department, this report will be communicated by the qualified maintenance engineers to the IT Cell. This will form the basis for **'Satisfactory Service Report'** from all CCRT departments.
13. The complaints registered before 11:00 AM on any working day shall be cleared at the earliest but positively on the same working day by 5:30 PM. The complaints registered after 11:00 AM on any working day shall be cleared as far as possible on the same working day but definitely by 12:00 Noon on next working day.
14. The contract will be valid till **31st March 2022** only. The contract may be extended for one year only based on **'Satisfactory Service Report'** from all CCRT departments.
15. Warranty Card for the parts replaced must be submitted with the bill.
16. All quotation will be assumed valid for at least one month from the date of opening of quotations.



2. Quotation Opening

The rate quotations from bidders will be opened by a CCRT nominated Committee by Competent Authority of CCRT as per date and time mentioned in the document.

3. Award of Contract

The Director CCRT reserves the right to accept or reject any quotation or all quotations and to cancel the quotation process at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the reasons for such action.

4. Notification of Award and Signing of Agreement

The bidder whose quotation has been accepted will be notified of the award of the work via "Letter of Intent" by the nominated CCRT Committee, prior to expiration of the tender validity period through a letter.

5. Proposal Part :

The information related to Firm/Vendor:-

- 1. **Name of Firm/Vendor** :
- 2. **Name of Proprietor** :
- 3. **Complete Postal Address** :
- 4. **Contact Phone Numbers** :
- 5. **Mail id** :
- 6. **PAN No.** :
- 7. **GST Number** :
- 8. **Name of the Bank in which Quotationer has account** :
- 9. **Name of the Branch of the Bank** :
- 10. **Account No. of the Quotationer's** :
- 11. **IFSC Code of the Branch** :
- 12. **Work Experience** : Any work experience in Government Departments /Semi-Government Departments/Public Sector Undertakings. If yes, then Proof to this effect shall be submitted along with the Bid.

The CCRT prefers a firm quote in the following format with **taxes (GST)** only:

Sl. No.	Toner No.	Refilling Unit Price with tax (Rs.)	Drum Unit Price with tax(Rs.)	D/Wiper Blade Unit Price with tax (Rs.)	PCR Unit Price with tax(Rs.)	Magnet Unit Price with tax (Rs.)	Repairing Services Charge (with all Taxes)

**Director
CCRT, New Delhi**
